



Registration Guide – Players & Coaches – August 2018

Welcome to the 2018-19 season. Online registration through Stack Sports (formerly Blue Star Sports) US Soccer Connect software is underway for NJ Youth Soccer recreation and travel clubs throughout the state.

To assist clubs in preparing for the upcoming 2018-2019 season, the following overview was prepared as a reference guide. The links direct club admins to the tutorials for different registration processes and steps.

Overview of Registration Steps

1. If you are no longer accepting registrations for 2017-2018 season, it is good practice to close the 2017-2018 event so that there will be no accidental registrations in the incorrect year.
 - o Click on that event, select the event in the folder tree,
 - o Click on the Registrants tab,
 - o Select Edit Event Name & Settings and scroll down to view all categories.
 - o Click the “Close all Categories” button and ensure the close date is already past.
2. Club administrator creates a new registration event for coaches and players to register each year
 1. Clubs have three options to choose from:
 1. [Create a New Event](#)
 2. [Copy a Previous Event](#)
 - [Roll Forward a Previous Year’s Event](#)
3. Club administrator posts registration link(s) on the club’s unique njyslivesite.com site.
 1. [Add a Registration Widget](#)
4. Players and coaches register at the start of each seasonal year.
 1. Players/Parents and coaches will access the registration form through the club’s unique njyslivesite.com site. All are required to complete the registration form each seasonal year. [Click here](#) for more information.



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2. Club Admins can copy player information from a previous registration event into a new event. The Club Admins are directly responsible for and actively manage the copying of player registrations while securing that the relevant information is captured for each player from year to year.
3. The **Assign Participants** process is managed by the Club Admin. [Click here](#) for more information.
5. Club Administrators print passes with new seasonal year. [Click here](#) for more information.

**Please note that club administrators must have the proper administrator access from the original admin user to complete these tasks. For resources and definitions of administrator permissions, [click here](#).*

Additional Support

1. To access additional resources for registration management through the NJ Youth Soccer Help Center, please [click here](#).
2. To access the Stack Sports support database, please [click here](#).
3. For questions on how to use the Stack Sports Club and League Connect Product to manage your registration events, please contact (866) 892-0777 - press 2, press 1, and then press 3.

For any additional questions for NJ Youth Soccer regarding registration, please contact Lorie Hynes at (609) 490-0725 ext. 3 or lorie@njyouthsoccer.com.

We wish you the best of luck this upcoming season!