



# GETTING STARTED CHECKLIST 2024-2025 SEASON (RECREATION)

## STEPS FOR ALL NJ YOUTH SOCCER CLUBS

### 1. [COMPLETE NJ YOUTH SOCCER AFFILIATE SANCTIONING \(2024-2025\)](#)

Complete the NJ Youth Soccer Affiliate Sanctioning. Once approved by NJYS, you will be able to configure your new seasonal year.

After completing step 1, please see the appropriate steps based on the method of registration for players.

## STEPS FOR CLUB PLATFORM USERS

Please be sure to complete the steps for all NJ Youth Soccer Clubs above before completing these steps.

### 4. [CONFIGURE REGISTRATION OR INTEGRATED PROGRAM](#)

Configure your program for the NJYS 2024-2025 season in the Sports Connect Club Platform. **Ensure your settings in Step 1 are correct. Incorrect settings will impact the destination of the data.**

**Note: Do not host NJYS registrations and other governing body registrations (e.g., US Club) in the same event). Create a separate event for each governing body.**

Travel:

National Governing Body: **US Youth Soccer**  
Association: **New Jersey Youth Soccer**  
District: <<SELECT **YOUR CLUB'S DISTRICT**>>  
Club: <<SELECT **YOUR CLUB NAME**>>  
Season: Recreational (2024-2025)  
Play Type: Recreation

### 5. **BEGIN REGISTRATION**

Registrations collected through the integrated registration event will be submitted to New Jersey Youth Soccer's platform in real time. Should a player's order (or coach's registration) be cancelled on the club platform, be sure to cancel the order on the State Platform to properly reflect billing.

Note: Recreation programs may create and manage teams in the NJYS State Platform; however, this is not a requirement of NJYS.

## STEPS FOR UPLOAD PORTAL USERS



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## 4. DOWNLOAD & COMPLETE THE UPDATED PLAYER UPLOAD TEMPLATE

*Download the applicable template from the NJYS website and insert the required player information.*

## 5. UPLOAD THE TEMPLATE TO THE NJYS STATE PLATFORM

*Using the "Upload" tab, upload the file to the NJYS State Platform for approval by the NJYS State Office. Once approved, you will be notified via email. Note: Uploads for the 2023-2024 seasonal year will be accepted after May 15<sup>th</sup>.*

## 6. SUBMIT PAYMENT

*Once players are registered, the NJYS will invoice the club on the 1<sup>st</sup> of the next month. Invoicing for the 2024-2025 will begin in August 2024.*