



# GETTING STARTED CHECKLIST 2024-2025 SEASON (TRAVEL)

## 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.

### 2. **MIGRATE EXISTING TEAMS**

Once the new seasonal year is active for you, migrate your Team Names and Team IDs from last year to this year. Note: This will automatically increase the age of the team by 1 age group, it will not re-register players/coaches from year-to-year. \*This functionality will become available on or about March 5th, 2024.

### 3. **CREATE NEW TEAMS**

Create new teams (not from the previous season) through the team creation matrix under the team menu on the State Platform.

After completing steps 1 and 2, 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 TRY-OUT 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: Travel(2024-2025)  
Play Type: Travel



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**Steps 5 through 8 are for Sports Connect integrated Travel Programs Only:**

**5. GET TEAMS**

*Based on the team migration from step 2, you are able to get the teams from the state platform for use in the club platform. This will allow you to form an instant link to the team as you make changes.*

**6. SUBMIT TEAMS**

*Team submissions can begin any time after the team has been created in the club platform. This will allocate players as shown in the club platform, to the team on the NJYS state platform. Prior to submitting teams, check that all players have uploaded a birth certificate and photo; otherwise, the player will need to be resubmitted when the documents are uploaded.*

**7. ACTIVATE TEAMS (Beginning August 1<sup>st</sup>)**

*Teams can be activated on the state platform beginning on August 1<sup>st</sup>. Note: Once the team is active, players are no longer able to be unassigned. The only way a player can be removed from the team is transfer/release.*

**8. PRINT PASSES (Beginning August 1<sup>st</sup>)**

*Paper passes are available for printing after August 1<sup>st</sup> and once the team is activated.*

## STEPS FOR UPLOAD PORTAL USERS

**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. ROSTER PLAYERS TO TEAMS**

*Once players are registered, you may roster the players to the appropriate teams in the State Platform.*

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