

REGISTERING POOL OF PLAYERS (U4-U12)

Register your player to the “PROGRAM” only.

Pooled players may only have one registration.

Can only play up one age level, after having a Fast Track Form completed by clubs Technical Director.

Register your team officials to the “TEAM”. Print a copy of the team roster that shows only the team officials.

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To print the “POOL of PLAYERS”

- 1- Click “data export”
- 2- Under Role select “player”
- 3- Select the Program and the Status as “Active”
- 4- Click “Export”
- 5- Report will print in CSV file. Convert it to an EXCEL File and delete information not required
- 6- “Click here to download” – Save file = Club name, team age/gender
- 7- Delete columns not required (see below for list of required fields)
- 8- Add Club Name: Age/Gender and Season to top of excel sheet

LIST OF FIELDS THAT ARE REQUIRED:

- OSA ID
- Gender
- First name
- Last name
- Date of Birth
- Registration From Date
- Registration to Date

EMSA requires the below to approve the Roster

- **printed Pool of Players,**
- **Team Roster (shows team officials)**
- **Team Official Form in order for EMSA to approve the roster.**
- **original Fast Track Form (if player playing up one age)**