

D. PLAYER REGISTRATION

Players will roll over from year to year within the same Club. Players need to be registered age appropriate, not by team. Make sure to delete any player not registering for your team, or you will be charged for the players in your system.

1. Adding Players already in the System:

- a. Go to "Activate Players"
- b. Go to the proper age (dropdown menu) and hit "Update List"
- c. Click on the player's name and make sure the information is correct
- d. Click on "Activate" then hit "Submit"
- e. To assign that player to a team, click on the dropdown box and select the appropriate team. (Only age-appropriate teams will show)
- f. Hit "Save Changes"

2. Adding new players NOT in the system:

- a. Click "Activate Players" in the age-appropriate list
- b. Type the player's name and birth date near the top of the screen
- c. Hit "Find Player"
- d. Hit "Add Player"
- e. Click on the player name to edit player information and add a picture. (Make sure the photo is was taken no longer than 1 year ago)
- f. Hit "Submit" for all information updates
- g. Make sure you send a copy of your birth certificate or passport to the league office to complete player registration

3. Deleting Players

- a. Players can only be deleted before passes are printed. Delete all players not returning by clicking the box in the "Delete" column and then hitting "Submit."
- b. Non-returning players must be deleted to avoid being charged. Once passes are printed for the player, you will incur the player fee.

E. COACHES

To add a new coach:

1. Click "**Coaches**" on the left sidebar
2. Click "**Add**"
3. Click "**Edit**"
4. Complete the information in the boxes (at least one phone number and e-mail is required)
5. Click "**Submit**"
6. Merge the account with the NISL link from the Coaches' NISL Online Registration
7. Visit the following link to register individually online:

F. TEAM ADMINISTRATORS

To add a new team administrator:

1. Click **“Team Administrator”** on the left sidebar
2. Click **“Add”**
3. Click **“Edit”**
4. Complete the information in the boxes (at least one phone number and e-mail is required)
5. Click **“Submit”**
6. Merge the account with the NISL link from the Coaches’ NISL Online Registration
7. Visit the following link to register individually online:

G. COMPLETING REGISTRATION

Click on “Invoice.” This will show all registered teams and your player fees. Make sure you check ALL registrations for the Club.

Mail a check for the corresponding amount and the invoice to the NISL:

**NISL
545 Consumers Avenue
Palatine, IL 60074**

CHECK IMPORTANT DATES FOR THIS DEADLINE.

MAKE SURE ALL BIRTH CERTIFICATES ARE MAILED IN TO COMPLETE PLAYER REGISTRATIONS.