

HOW TO REGISTER AS A TEAM ADMINISTRATOR

Welcome and thank you for donating your time and efforts to help your team keep organized. Here is what we will need you to work on right away.

1. Please provide your contact information to both Rose Covert (realsocalrose@gmail.com) and Darlene Quintanar (realsocaldarlene@gmail.com)
 - a. Preferred email address
 - b. Home phone, Cell phone
 - c. Mailing Address
2. Risk Management – If you are not already risk managed with Cal South, you will need to do this as soon as possible.
 - a. Go to www.calsouth.com and then click on “Resources” and then “risk management”. This section will give you complete instructions. However, the simple instructions are that you will need to fill out the live scan request form (<http://media.calsouth.com/data/Downloads/Forms%20and%20Downloads/Request-for-Live-Scan-Service.pdf>) and then go to one of the specified locations to be fingerprinted. The form and the fingerprints will be sent to the Department of Justice for processing. Once this is completed, they will inform Cal South of the results.
 - b. Our organization has an account with the Box It Plus Store location listed below. If you take your completed form in (to this location only), during the noted hours, you can be risk managed at no cost to you. You must tell them that you are with Real So Cal/West Valley Soccer League. Any other location you choose to go to, you will need to pay their specified fee and will not be reimbursed.
BOX IT PLUS
22845 Ventura Blvd.
Woodland Hills, CA 91364
M-F 9am-4:30pm
Sat 10am-2pm
Sun Closed
818-224-3155
3. Complete Concussion and Safety Testing - Complete your “Concussion and Safety Testing and Admin Registration” per the separate instructions on the Real So Cal website under Administrator Information before you register as an Administrator in the system
4. Register as a Team Admin– Go to the “Player Registration” section on the website and start at the RSC/Calsouth Registration Link. Click on Coach/Admin Registration and then follow the prompts.
5. Either upload a picture of yourself during the registration process or email a picture of yourself in .jpg format to registration@realsocal.org for your administrator’s card which will be printed when your risk management has been approved.

As soon as we receive your information, you will be put on the administrator’s distribution list and will start receiving emails on various issues. If you have any questions, please do not hesitate to ask Rose or Darlene.