

TEAM REGISTRATION **(At the beginning of the season)**

We would suggest that you register your own child first so you are familiar with how the system works.

Complete registration instructions can be found at our website www.realsocal.org under "RSC Members", "Player registration". You can send your families there to get started. The only thing you will need to add is your team account information (i.e. how much you need now and approximately when you will be collecting again). Sample letters to your families can be found on the Admin info page of our website.

FINANCIAL AID - If you have families that will be applying for financial aid, this is the first thing you should get your families working on. Financial Aid applications must also be filled out if families are paying in full but are requesting a different payment plan. Financial Aid applications, with all documentation, for **youngers (2005-2011) are due no later than May 18th.** For **olders (2000-2005) they are due no later than June 8th.**

TEAM ROSTERS – Please provide a team roster using the roster template that can be found on the website under Admin Info in the Registration section.

CHECKLIST - You will need to collect for each player the following:

1. Two copies of the registration form originally signed in a pen color other than black. Make sure the family initials the roster freeze box at the bottom right side of the form.
2. If new to the club, original Birth certificate or original valid passport and two copies (one for your team binder and one for the club). If returning player, copy of birth certificate/valid passport. This year you will need to provide a copy of the birth certificate at team registration.
3. Check or credit card receipt for the minimum amount due
4. Promissory Note if not paying in full. All Financial Aid Recipients need to include a promissory note also, reflecting the payment agreement.
5. Team account money – A maximum of \$200 can be collected at the beginning of the season to cover tournament costs, coaches travel expenses, referee fees, etc. More information on team accounts can be found on the Admin info page.
6. If a family is opting out of volunteering, they must pay an additional \$200 opt out fee either online or provide a check payable to Real So Cal at the time of registration. Complete and detailed information can be found on the document entitled "Volunteer Hours 2018".

7. If your family has not completed their volunteer hours for the current season, a check for \$300 or \$75/hour for the remaining hours must be collected before their player can be registered.
8. T-shirt Size

As part of the online registration process, all players and their families will be electronically signing and accepting our refund policy, parent/player agreement and volunteer agreement. As a result, no additional Membership and volunteer agreement form will be necessary.

PICTURES FOR PLAYER CARDS – This is a fill in year. As a result, we will only need pictures of new players to the club. The teams should take those at the field. Instructions are below. Please do not submit new pictures just because they want a new one on their card.

1. Find a plain wall/door (preferably white or beige) that doesn't have a lot of shadows. Take a test shot and move locations if there are shadows on the face.

No Hats
No sunglasses
No glasses unless they are prescription and will be worn on the field.
2. Take a headshot only.
3. Save the file in .jpg format (small) titled lastname, firstname-DOB
4. Email all pictures together with the team name referenced in the subject line to registration@realsocal.org

If you have a family that does not have a computer and they are doing everything manually, you will need to have them fill out a blank registration form (You can get this at www.calsouth.com under "resources" and then "forms and downloads") and a signed hard copy of the Parent/Player agreement and volunteer form (you can find this at www.realsocal.org in the Admin Info section). Then you should enter that player into the system, print the registration forms and have them sign them. Keep the original handwritten copies on file for reference. In these cases our club policy is to use the last name as the password so future administrators do not have a problem gaining access to their account.

If you have ANY questions, please do not hesitate to contact Darlene Quintanar at realsocaldarlene@gmail.com or 805-390-6933.