

**MANITOBA SOCCER ASSOCIATION  
2011 – 2012 INDOOR  
CLUB COACH/MANAGER LOGIN**

**CLUB COACH OR MANAGER LOGIN TO VERIFY CLUB MEMBERS & FOR SUBMISSION TO THE MSA TO REGISTER**

**INSTRUCTIONS**

Once all players, coaches, managers and club officials have completed the process (at least 10 days prior to your club's first league game), the person registered as the club **coach or manager** must log in to ITSN Club Coach/Manager Login area using the Username and Password you created for your member profile.

- Click on the 'Register' tab
- Click on 'Team Roster' link on the left
- Confirm that all club members are correctly registered to your club (to view more information, click on 'details' link next to the name). Note that the initial submission must include a minimum of 11 players and 1 club official (with Respect in Sport Certification). Also note that a suitable photo must have been uploaded for all members.
- Once club members are confirmed, click on 'Submit for Approval' link just above the club name.
- An email will be sent to the MSA office indicating that your roster has been submitted for approval.
- The club rep goes to the MSA office, pays for players, club officials and MSA membership affiliation (if applicable) fees.
- The MSA will then approve your online roster, print all photo cards (for new indoor members) which will be ready for pickup **1 week** after payment.
- Once approved, the coach or manager can log into The Coach/Manager Login area and will now have access to the MSA Approved Roster for printing.
- A copy of your MSA approved roster along with the club members' photo ID cards must be presented to the referee before each game.

This process must be followed each time a member is added to the club roster. Once the club rep has paid the appropriate fees to the MSA office, the MSA will then add the club member to the roster. The club coach or manager can then log back in to the Coach/Manager Login area and print the updated roster.

**DELETING A CLUB MEMBER**

To delete a club member once the roster has been approved, the club coach or manager must submit an email request to [mbsoccer@manitobasoccer.ca](mailto:mbsoccer@manitobasoccer.ca), providing the deleted club member's name, ID#, address, birth date and role (i.e. player). The deleted club member's photo ID must be returned to the MSA office in order to complete the process.

**PAYMENT OF FEES**

Note that your registration fees are not paid online and must be paid by your club rep at the MSA office prior to the start of the league. Please complete the Payment Summary Form and submit with payment.

If you have any questions please feel free to contact our office at 925-5752 or email [mbsoccer@manitobasoccer.ca](mailto:mbsoccer@manitobasoccer.ca)