

**MANITOBA SOCCER ASSOCIATION
2011-12 INDOOR
SENIOR REGISTRATION PROCESS**

INSTRUCTIONS

Members – registered in 2011 Outdoor

To begin the Online Registration Process, please login in to ITSportsNet through the link listed for the league your club is registered with:

- Click 'Login' and enter your Username and Password
- Then login and complete your profile
- Select Registration, then either Player register to club (if player) or Club Official register to club (if coach)
- Complete the club registration
- Your head and shoulders photo has been provided so it is **not** necessary to upload your photo again
- Click Submit

The club coach or manager must then submit the online roster for approval. Once the club rep has paid the appropriate fees to the MSA office, the MSA will then approve 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 game roster.

"New" Members – not registered in 2011 Outdoor

To register with your Club for the upcoming indoor season you will need access to a computer, internet connection and a valid email address. In order to complete the registration all players, coaches, manager and club officials (who did not register in the 2011 outdoor season) will be required to upload a head/shoulders photo in the following format:

Recommended image attributes:

File Type: **Jpg**

Width: **260 pixels** (2.5 inches)

Height: **370 pixels** (3.5 inches)

A reminder to please ensure that any coach, manager or club official registering has their Respect in Sport Certification number available as this is a required field.

The deadline to register all players, coaches, managers and club officials is 10 working days prior to the start of your league's indoor season. Registrations will be allowed after the deadline but processing will take up to 48 hours.

"NEW" CLUB MEMBER LOGIN TO REGISTER

To begin the Online Registration Process, please login in to ITSportsNet through the link listed for the league your club is registered with:

- Click 'Setup Login' add your e-mail address (Username) and password
- Then login and complete your profile
- Select Registration, then either Player register to club (if player) or Club Official register to club (if coach)
- Complete the club registration
- Upload your head and shoulders photo
- Click Submit

The club coach or manager must then submit the online roster for approval. Once the club rep has paid the appropriate fees to the MSA office, the MSA will then approve 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 game roster.

PAYMENT OF FEES

Please 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 and/or prior to your registration being approved by the MSA

If you have any questions please feel free to contact our office at 925-5752 or email mbsoccer@manitobasoccer.ca