

**MANITOBA SOCCER ASSOCIATION  
2011 OUTDOOR  
SENIOR REGISTRATION PROCESS**

**INSTRUCTIONS**

To register with your Club for the upcoming 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 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 team 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 April 25, 2011. Please refer to details below for the registration process after the deadline.

**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 Team Official register to club (if coach)
- Complete the club registration
- Upload your head and shoulders photo
- Click Submit

Once the April 25<sup>th</sup> deadline has passed, other club members will be allowed to create their profile but will not be allowed to register to a club. After the club member has created their profile, the club coach or manager must submit an email to [mbsoccer@manitobasoccer.ca](mailto:mbsoccer@manitobasoccer.ca) requesting to add a club member providing the new member's name, address, birth date. 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.

**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.

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