

## Registration Instructions

### Returning Player

If you are a returning player, please sign-in to your LeagueMan account that you already have with us. If you cannot remember your password, DO NOT create a new account! Email [patrick@utahsoccer.org](mailto:patrick@utahsoccer.org) and he will reset your password.

### New Player

If you are new to the league, please follow these instructions:

#### Create an Account:

1. Find your way to the login page. To do this, you may either click the 'login' button on the top-right of the homepage or click 'Register as a Player' in the 'Registration' tab.
2. Once you are at the login page, beneath the 'Forgot Password?' link is a hyperlink that says 'Sign-Up!' Click that.
3. From here, fill out all the information required. Two things about your information
  - a. When you get to the line 'Last 5 Digits of ID' please use the last five digits of your driver's license or other official identification card you have. We use this to verify your identity at the game in case your picture does not show up on the roster or someone tries to play as you. Essentially it is how we confirm you are who you say you are.
  - b. When you get to 'Picture' please submit a passport-style photo of you (no headwear or sunglasses, and front-facing. We need to see your face). This picture will be used for your player card and team roster. You will be ineligible to play until your picture is approved by the office so you might as well save yourself and us the trouble and get it right on the first try.

Congratulations! You have created your account.

#### Finding a Team:

If you already have a team to play on please move on the next section. If you do not have a team yet, please follow these instructions to get set up with a team:

1. On your account homepage in LeagueMan, hover your cursor over the 'Profile' tab and then click on the subtab titled 'Ask to Join Team.'
2. On the 'Ask to Join Team' page in the 'Message to Display' box, type a little about yourself and some info that teams might like to know about you (experience, position preferences, age etc.). Then check all the leagues and divisions you are interested in playing in. Once you have done this, change the 'Publish Information' button to Yes and click Update. This will put your bio onto a page for all team managers to see and offer you a spot if they like what they see.
3. To actively find a team to play for, go to the 'Profile' tab on LeagueMan and click 'Teams Looking 4.' This provides a list of all the teams that are currently looking for players and

includes the contact information of the team managers so you can get in contact with them.

4. If you have not been able to find a team by the end of March email [patrick@utahsoccer.org](mailto:patrick@utahsoccer.org) and he will get you placed on a team before the season starts.

#### **Register to a Team:**

1. If you know what team you are playing for log in to your LeagueMan account. From your homepage, go to the 'Tools' tab and click 'Register to Team.' From here, select the Club, League, Division, and Team tabs. Once you have done this, you will see 'Click to See Fees.' This will show you the amount you will be charged to play on the team, but you will not be charged until you officially register on the next page. Please verify that is the team you want to play on. Once you have double-checked to make sure everything is correct, register to the team. Once you do this, let your team manager know so they can accept and roster you to the team.
2. The last step before you are ready to play is to pay. You can either pay the amount in full, or sign up for a payment plan that breaks up your season fees into installments that end in May. The earlier you register, the more payments you can split your fees into. January registration allows five payments, February allows four, March also allows four, April allows three, May allows two, and once we hit June you will have to pay the entire balance, so get registered early to take full advantage of our payment plan!

#### Things you should know when using our payment plan:

- a. Please note that each transaction on the payment plan will come with a \$2 card processing fee.
- b. You can only have one active plan at a time, so make sure you register to all the teams you are planning to play on prior to payment or else you must call the office and set up a new plan that encompasses your additional team(s).
- c. If your card is declined, lost, or expired, your payment plan will be cancelled and you will become ineligible to play until a new plan has been set up or your balance has been paid in full.