



DATABASE INSTRUCTIONS

Welcome to the Massachusetts Youth Soccer Registration Database Instructions. You need to provide our office with a database of all of your members (**ALL INTOWN, RECREATIONAL, TRAVEL, OR PREMIER PLAYERS, COACHES, ASSISTANT COACHES, ADMINISTRATORS, AND OTHER INDIVIDUALS**). Please read the instructions below carefully and if you have any questions please do not hesitate to contact Rachel Woo, rwoo@mayouthsoccer.org or 978-466-8812 ext 236.

A. Please submit your database directly to Rachel in Microsoft Excel via the secure submission function. There is a template available on the main registration page of this website.

B. Before you begin, make sure that you have your CAPS LOCK on.

C. There are 15 items that need to be filled out. The following is a brief explanation:

1. Season: Enter the season for which you are registering, this year it will be 15-16.

2. First: Enter the first name of the member, remember ALL CAPS

3. MI: Enter the middle initial of the member.

4. Last: Enter the last name of the member.

5. Street: This is the street address or PO Box for the member you enter. **Our database will not accept any periods so don't put any after abbreviations or PO Boxes.** Our database also requires that you abbreviate as much as possible. Here are some common abbreviations: Street - ST; Road - RD; Apartment - APT; Court - CT; Lane - LN; Drive - DR; Place - PL; Terrace - TER; Highway - HWY; Circle - CIR; Extension -EXT; Turnpike -TPKE; Trail -TRL; Post Office Box -PO BOX

6. City: Enter the City or town name of the member.

7. State: State should be abbreviated MA for Massachusetts. Players who live in another state should be registered with their own state and have a Release to Play Out of State completed and signed by both states. Be sure to include these players in your database and in the Organization space (described below) put the State Association with which they have been registered.

8. Zip: Enter each zip code with just five numbers, for example 01420 **not** 01420-1325.

9. Club: Club is for the town or club with whom the member is registered, which is most likely your organization, i.e. Fitchburg Youth Soccer.

10. Gender: For gender please put just M for Male or F for Female.

11. Type: Type of player should be abbreviated as follows: Recreational Player -RP; Travel Player -TP; Premier Player -PP; Recreational Coach -RC; Travel Coach -TC; Premier Coach -PC; Administrator or BOD -A; Volunteer -V; Referee (not USSF) - R

12. DOB: Date of birth is required for **all** players and adults. Date of Birth is **MANDATORY, EVEN FOR ADULTS**. The CORI process cannot be completed without the Adults' DOB. When recording date of birth, please use the mm/dd/yy format (e.g. 12/15/88; 02/09/91)

13. Phone: For phone numbers please use the following format: 978-466-8812

14. Email: Please enter a valid email address for ease of communication with our membership

15. No Mail: If someone does not want to receive *any mailings at all from Mass Youth Soccer*, please enter an "X" in their record in the column labeled "NO MAIL."

D. If you email your update just be sure to note on your paperwork and payment, and identify when and who you emailed it to. Rachel Woo can also be contacted with questions about the Database Template. Rachel's email is rwoo@mayouthsoccer.org and you can call her with your questions at **978-466-8812 ext 236**.