

Mass Youth Soccer Specific Help Guide for Preparing Player Registration File

This guide will provide helpful information to accurately prepare your player file for a successful upload into US Soccer Connect portal. The player registration file must be in proper Excel format or data will be rejected.

Getting Started ~ Creating and Naming Player File

1. Copy required information into respective columns in U.S. Soccer Connect template.
2. Review information in required columns for accuracy and completeness.
i.e., address contains address, first name is first name etc.
3. Save player registration file using required nomenclature
 - a. Club Name, Season, Year, upload submission number
i.e., BillericaFall21Upload1 for initial Fall 2021 upload
4. Subsequent player registration file uploads should only include **NEW** players
 - a. File name should correlate with above naming sequence
i.e., BillericaFall21Upload2 for second Fall 2021 upload
5. If any of the required columns are missing - stop and add that required information.

Troubleshooting Common Issues with Required Player Upload Data

6. Player Last Name
 - a. A space between two last names is acceptable.
 - b. Any suffix (JR, III, etc) must be deleted and moved to the suffix column.
7. Player First Name - Should be legal first name and year to year should stay consistent.
 - a. A space between two first names is acceptable (i.e. Mary Kate) that is fine.
 - b. If the last name is included, delete and move to the proper last name column.
8. Gender
 - a. Enter the Player's Gender. Please enter M for male and F for female or B for boy and G for girl.
9. DOB
 - a. The correct format is m/d/yyyy. If your data is in Microsoft format (all numeric like 41092), please set format to date and then set format to text.
 - b. Any DOB outside of 3U-20U must be corrected.
10. Player Level Code
 - a. Please look at the bottom of this document to see the new Fall 2021- Spring 2022 Play Level Codes.
11. Zip Code
 - a. 5 or 10 characters (zip or zip+4) are acceptable
 - b. If the leading zero is missing, the system should automatically correct it. If not, select the column and change the format to zip code. Once leading zero appears, change the format to text and leading zero should stay. Please note this doesn't work with Microsoft 2013.
 - c. The file will be rejected if there is an **extra space** after the zip code!!
12. Parent or Guardians First and Last Name
 1. At least one parent or guardian is required. **Do not upload the file with missing parent information.**

Mass Youth Soccer appreciates your hard work to complete this important process.

Please contact us if you have any questions.

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Massachusetts Youth Soccer Fall 2021 – Spring 2022 Player Registration Age Group and Play Level Information

Mass Youth Soccer has updated their players age group naming convention to fall in line with the U.S. Soccer and U.S. Youth Soccer guidelines. The “U” is now after the player’s age, example 6U stands for age 6 and under. Mass Youth Soccer has also updated their Play Levels as shown below.

Play Level Information U.S. Soccer Connect

Play Level Types	Play Level Code for USSC	Definition of Play Level	Example of what type of program should use each Play Level	Category Groupings
Town Rec (Grade Based)	TR	Non-travel town program players. Commonly referred to as Intown or Rec.	Non-travel intown rec programs, e.g., Pre-K to Grade 8	Based on Grade Grouping Categories
Club Academy	CA	Non-travel club players	CCL-NE, NECSL, e.g., Junior Academy	Based on Age Group Categories
Town Travel (Grade Based)	TT	Town travel players 3rd Grade - PG (Includes all Town Travel High School age groups)	Town travel players 3rd Grade - PG, e.g. (MTOC Qualifying Leagues D1-D5)	Based on Grade Grouping Categories
Club Competitive	CC	Club Players participating in competitive play	Club Players participating in competitive play, e.g., CCL-NE, NECSL	Based on Age Group Categories
USYS National League	NL	Players on teams in USYS National League	Players on teams in USYS National League	Based on Age Group Categories
Girls Academy	GA	Players in the Girls Academy	Players in the Girls Academy	Based on Age Group Categories
ODP	O	ODP	Mass Youth Soccer Internal Use Only	Based on Age Group Categories
TSL	S	TSL	Mass Youth Soccer Internal Use Only	Based on Age Group Categories
DSP	D	DSP	Mass Youth Soccer Internal Use Only	Based on Age Group Categories
Summer HS Leagues	HS	HS	High School Summer League play, e.g., French River League	Based on Grade Grouping Categories
TOPSoccer	TS	TOPS	TOPS	Based on placement