



# TOPSoccer Registration Process



**TOPSOCCER**

# Registration Overview

- All players, buddies and coaches need to register with Mass Youth Soccer annually.
- Mass Youth Soccer does not charge member organizations to register their TOPS Players. There is no fee for coaches and buddies who only participate with TOPSoccer.



# Player Registration Process

## *Play Level Code - TS*

- The play level code “TS” flags participants so a fee is not tied to them.
- This code is only valid for organizations who have indicated that they are offering a TOPSoccer program.
- To confirm your program is listed as active, please check the TOPSoccer Community webpage:  
<https://www.mayouthsoccer.org/programs/topsoccer-communiities/>
- If your program is not listed please reach out to Tamie Endow -  
[Tendow@mayouthsoccer.org](mailto:Tendow@mayouthsoccer.org)



# Player Registration Process

## *Sports Connect Club Users*

- **Programs that charge:** set up player registration the same as you would for your rec or travel programs. Players must be designated with the play level code **TS**.
- **Programs that do not charge:** set up a free event. Players will register for that event. You will upload a Player Registration Upload Template into Sports Connect. Players must be designated with the play level code **TS**.

Transaction fees apply. There is a small transaction fee for the programs that don't charge (\$3.00 per player). This is a fee from Stack Sports and will go back to the member organization since the player isn't paying anything.

Members that charge will incur their normal transaction fees.



# Player Registration Process

## *Non-Sports Connect Club Users*

- Add TOPSoccer players to the Player Registration Upload Template that is uploaded into Sports Connect.
- Use play level code “TS” to designate your TOPSoccer players.





# Adult (18+) Registration Process

## Coaches:

- Must complete all adult registration & risk management requirements.

## Buddies, 18 years or older, who are in supervisory, administrative or coaching position:

- Must complete all adult registration & risk management requirements.



# Adult (18+) Registration Process

## Parents, guardians & siblings:

- Do not need to complete adult registration & risk management requirements if they are only assisting their child or sibling.



# Buddies Under 18 Registration Process

- **Buddies (under 18) who are registered players:**
  - If the TOPSoccer buddy is also one of your organization's players and was included in the player registration data, they are all set.
- **Buddies (under 18) who are not register players:**
  - Include these buddies with your player registration data noted with the code TS.
- Buddies (under 18) are not required to register as an adult with Mass Youth Soccer or have an adult credential.





# Fee Form

- A fee form is due to Rachel Woo ([rwoo@mayouthsoccer.org](mailto:rwoo@mayouthsoccer.org)) with each registration submission.

## How to complete the fee form:

1. Enter total # of players, including TOPS players, in “Total Players” box.
2. Enter # of TOPS players and/or TOPS Buddies under 18 who do not play into the respective boxes.
3. The form automatically deducts your TOPS players, populating the “Total Players for Fee Payments” box.
4. Repeat steps 1 and 2 for adults. The form will automatically deduct TOPS adult participants, populating the “Total Adults for Fee Payments” box.



# For additional support:

## TOPSoccer support:

- Tamie Endow - [tendow@mayouthsoccer.org](mailto:tendow@mayouthsoccer.org)

## Registration support:

- Kayla McClellan - [kmcclellan@mayouthsoccer.org](mailto:kmcclellan@mayouthsoccer.org)

## Adult registration information:

<https://www.mayouthsoccer.org/adult-registration-process/>

