

US Club Soccer Registration Info: Sports Engine



SOLAR SOCCER CLUB: SOCCER EXCELLENCE THROUGH DEVELOPMENT

107 Suncreek Dr. Suite 300, Allen, TX 75013

Office: (972) 649-4215

www.solarsoccerclub.com

Solar Registrar for US Club: USClubSolar@gmail.com

US Club Soccer Platform is SE (SportsEngine) - <https://www.sportsengine.com/>

Attention!! US Club registration could take up to 10 days (sometimes longer).

Account Set Up (Team and Staff)

Step 1: Spreadsheet for team creation

Create a spreadsheet with following fields:

A	B	C	D	E	F	G	H	I	J	K	L	M
Team Name	Team Role	First Name	Last Name	Jersey #	Email	Date of Birth	Gender	Phone	Address	City	State	Postal Code

Email the completed Team Info form to usclubssolar@gmail.com.

⇒ If the team was on the previous governing season only send the following information on the new players.

⇒ In the email, include any players that need removal.

Step 2: Documents: Birth Certificate, Registration form, photo and etc. (all documents must be in good quality)

For Player: If possible, send all documents in a file

1. Individual Photo
2. Birth Certificate
3. US Club form

*Please have player's name added to the name of each file

EX) Birth Certificate (BC Player's name), US Club form (Form Player's name), Photo (Player's name)

For Staff (coach/es and manager/s):

4. Individual Photo (keep separate from players if possible)
5. Email address, phone number, home address (same as shown on Driver's License)

Step 3: Complete Background and Classes (Staff Only)

If this is your first time using SportsEngine, in order to purchase memberships for your team you must accept the invite that will be sent. If you already have profile in SportsEngine, accept the invitation then click on the PROFILES tab. Click and drag on the 2 profiles with your name to merge all information.

Once you have accepted the invitation to SportsEngine the 3 requirements will automatically be on your profile to complete. This is the same for your refresher courses as well.

See next page is the information on your background screening, SafeSport Training, and Sideline Training.

In the Sports Engine platform all changes to your roster or team is done by the clubs registrar. You will not see your team in your profile. Always check the player and staff cards for accuracy!

BACKGROUND SCREENING

Competitive/super rec staff registering for the 2020-21 Governing Season:

- The person for whom a membership is purchased will receive a custom email ~24 hours later with links to complete any outstanding membership eligibility requirements. The links will also be available via the SportsEngine User Profile, or you may [complete the background screening application directly via this link](#). Complete the background screening application via that link, and the result will automatically be reflected within your membership eligibility status in the NRS.

Timeframe: The application must be completed no earlier than six months prior to your membership purchase. A "passed" status will validate your background screening membership eligibility credential for two Governing Seasons (the one in which you are registering, and the next).

Cost / Payment: \$18 per application, payable 1) by the person completing the application.

SAFESPORT TRAINING

Competitive/super rec staff registering for the 2020-21 Governing Season:

- Access the course via the unique link in the "outstanding membership eligibility requirements" email you will receive once a membership is purchased on your behalf. That link will also be available via your SportsEngine User Profile. Completion will automatically be reflected within your membership eligibility status in the NRS.
- You may continue a partially completed training by accessing the same link.
- If you already completed Core or Refresher Training via any method other than the unique link in the "outstanding membership requirements" email or your SportsEngine User Profile (ex: for U.S. Soccer or another org), upload your certificate into your background screening application for manual verification by US Club Soccer.

SIDELINE SPORTS DOC (SSD) TRAINING

Competitive/super rec staff registering for the 2020-21 Governing Season:

- Access the course via the unique link in the "outstanding membership eligibility requirements" email you will receive once a membership is purchased on your behalf. That link will also be available via your SportsEngine User Profile. Completion will automatically be reflected within your membership eligibility status in the NRS.
- You may continue a partially completed training by accessing the same link.
- If you completed the course within the last 6 months via any method other than the unique link in the "outstanding membership requirements" email or your SportsEngine User Profile, upload your certificate ([example image](#)) into your background screening application for manual verification by US Club Soccer.

Timeframe: The course must be completed within six months of the date of your membership purchase or background screening application. Completion will validate your SSD membership eligibility credential for two Governing Seasons (the one in which you are registering, and the next).

Cost and payment: \$5 per person, payable 1) by the person taking the course, or 2) clubs/leagues may cover the cost for their members by purchasing bulk access codes.

This training must be completed yearly.