



2017 Fall Season Deadlines Registrar FAQs

- *Team Registration payment due 8/13/17*
- *Player Registration payments & documents due *8/23/17 (*to guarantee digital player passes for the first game on 9/2).*

Affinity Registration

- Register the District as: “**Oahu,**” and the Play Level as: “**Competitive.**”
- Head shots are to be in color with no sunglasses or hats.

Email Procedures

- CC the League Secretary (secretary@oahuleague.com) on all emails to the League Registrar.
- Include Club / Team name in the Subject line.
- Save files in PDF format – if files are not saved in a legible format, such as a picture or scan, a re-submission may be requested.
- Save the HYSA roster file in the original format, so it stays in landscape.
- Name the HYSA roster file with the team name and number.
- Name the file of the receipt with the team name, team number, and # of players on receipt.
- Send the PDF copy of the receipt and the corresponding HYSA roster in the same email with the Club/team name and number in the Subject line.
- Send the receipt and team roster for each team in separate emails with the team name and team number in the Subject line.
- Email Player Status Forms (PSF) as a PDF with the Team Name & Player Name in the Subject line (PSF are located on the HYSA website).

HYSA Team Roster

- Only the Official HYSA Team Roster will be accepted.
- The HYSA Team Roster is attached (this is a Word doc and the one that can insert & remove rows!)
- The HYSA Team Roster can also be found at: http://www.hawaiisoccer.com/clubs_leagues/formspolicies/
- It is required for all fields to be filled in on the roster (except the jersey numbers).

Admins

- Any person with a Risk Management expiration of 8/31/2017 should not be added to any team.
- Only coaches and admins assigned to the team will be able to access the digital player passes for that team.

Digital Player Passes

- The link to access digital player passes is: hysa.sportsaffinity.com/m/pass