

Instructions for using KYCK Play

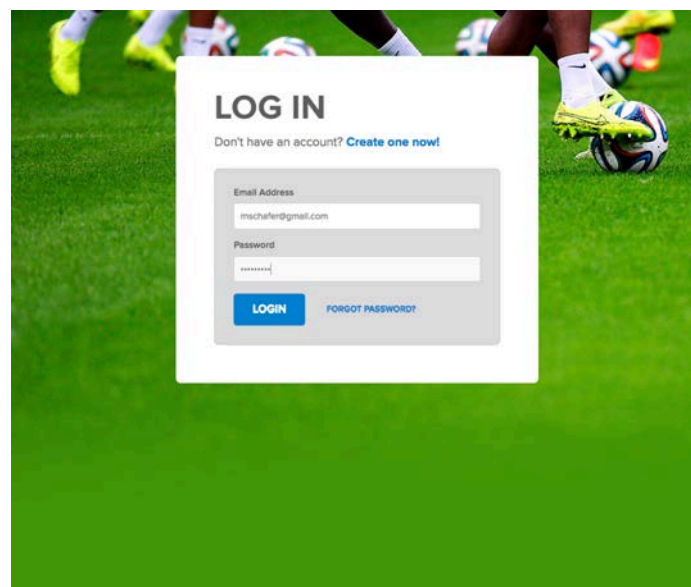
These instructions and screen shots should help you maneuver the KYCK Play system, allowing you to print player passcards, print your official roster as well as upload player pictures and input their jersey number which will display on the official roster.

1. Go to www.kyck.com and click on “Access US Club Soccer”

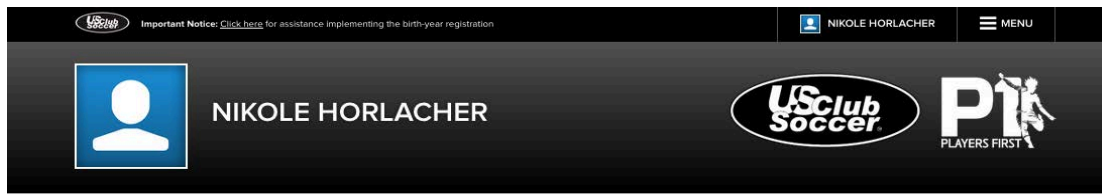


2. Enter your email address and the password that you set up when you created your account with KYCK. (You would have received an email from KYCK stating that you had been added as a staff member in KYCK Play. The email gave you two options - If you were a first-timer to create an account or if you had an account it linked you to the login page).

If you have an account, but have forgotten your password, click on the Forgot Password to reset it.



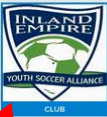
- Once you are logged in, you will see your dashboard that shows which organization(s) you are registered with.



BIRTH YEAR UPDATE (Jan. 25, 2016): US Club Soccer provided an update to U.S. Soccer's birth-year registration mandate, which will be implemented on Aug. 1, 2016. This update includes a matrix to help members specifically identify their appropriate age groups. Should your club or team play in a league already using the birth year registration format look at the current Age Chart. If a team is playing as U15 based on a birth year update the team's age group to U14 (2002). This will alleviate the Official Roster showing players born January - July 2002 as over-aged players.

MY DASHBOARD

WHAT I MANAGE



INLAND EMPIRE YOUTH SOCCER ALLIANCE
CLICK TO MANAGE

Want to create a new organization? [CREATE ONE NOW](#)

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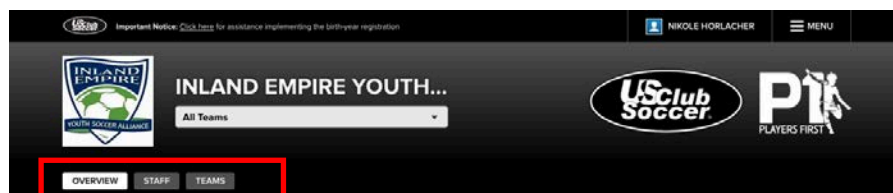
Support Center
Read our FAQ's, watch how-to videos, and more!

[LEARN MORE](#)

Get in Touch
Have a technical issue? We're here to help.


[CONTACT US CLUB](#)

- Click on the Organization's logo and you will be taken to the Overview page. Where you will have a drop down menu under "Inland Empire Youth" and three tabs below that - Overview, Staff and Teams.



ORGANIZATION OVERVIEW

GENERAL INFORMATION

<p>Name Inland Empire Youth Soccer Alliance</p> <p>Contact Info Phone: 509-4740057 Fax: Website: www.leyssa.com Email: leyssoccer@gmail.com</p>	<p>Street Address 1717 W. Garland Ave Suite B Spokane, WA 99205</p> 	<p>Staff</p> <p>Registrar David Hewitt leyssoccer@gmail.com</p> <p>Registrar Nikole Schuster spokaneforesignature@gmail.com</p> <p>Registrar Sherry Bault sherryb@usclubsoccer.com</p>
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YOUR ORGANIZATION IS NOW SANCTIONED

You may now request pascards for your players and staff. [HOW TO GET STARTED](#) [MEMBERS AREA](#)

<p>Your Administrator Rachel Burroughs Phone: (843) 429-0008 x308 Email: adminregional@usclubsoccer.org</p>	<p>Your Membership Services Representative Gabe Boed</p>
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- Once here you will click on the drop down menu and find all the teams that you are associated with listed.




ORGANIZATION OVERVIEW


GENERAL INFORMATION

Name Inland Empire Youth Soccer Alliance	Street Address 1717 W. Garland Ave Suite B. Spokane, WA 99205	Staff <ul style="list-style-type: none">Registrar Danae Heuett leysasoccer@gmail.comRegistrar Nikole Schafer spokanefoxesregistrar@gmail.comRegistrar Sherry Berto sberto@xifesoccer.com
Contact Info Phone: 5094740057 Fax: Website: www.leysa.com Email: leysasoccer@gmail.com		

YOUR ORGANIZATION IS NOW SANCTIONED

 You may now request passcards for your players and staff.

[HOW TO GET STARTED](#) [MEMBERS AREA](#)

Your Administrator Rachel Burroughs  Phone: (843) 429-0006 x308 Email: adminregione@usclubsoccer.org	Your Membership Services Representative Gabe Rood
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- Click on the team name and you will then be taken to your team's overview page. This page will give you a quick view of your team. It will list the season, age group, team name, gender and the limit of players that can be rostered.

It will also show you all the staff and players associated with the team. Under the list of players you will see rosters.


2016 SUMMER FUN TEAM OVERVIEW

QUICK SCROLL [STAFF](#) | [PLAYERS](#) | [ROSTERS](#) | [COMPETITIONS](#)






GENERAL INFORMATION
SEASON: 2016 - 2017

Age Group Adult	Gender Coed
Name 2016 Summer Fun Team	Player Limit 26


STAFF


 Manager [EDIT](#)
 Nikole Horlacher
mschafer@gmail.com

PLAYERS

 Shannon Gerety [✉](#)
 Siara Scoles [✉](#)
 Nina Munoz [✉](#)
 Isabella Millsap [✉](#)
 Christina Frazier [✉](#)

ROSTERS

 1
 [SEE ALL ROSTERS](#)

OFFICIAL ROSTER 6 PEOPLE

7. To the left is a blue box that says "See All Rosters". Click on this tab and you will be taken to the page where you can view you players and print your official team roster. To upload pictures for the player's passcard, you need to click on "View"

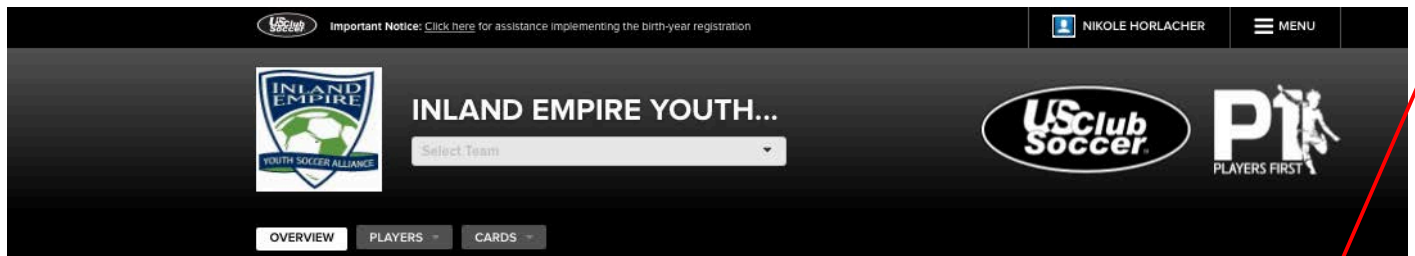
VIEW ALL ROSTERS

<< FIRST < PREV PAGE 1 NEXT >

NAME	LOCKED	PLAYERS	ACTION
Official Roster	False	VIEW	PRINT

<< FIRST < PREV PAGE 1 NEXT >

- You will be taken to a page titled "View All Players". Here you will see all of your players, their email address or assigned KYCK number, gender and jersey number. Click on the "View" under Required Items.



VIEW ALL PLAYERS

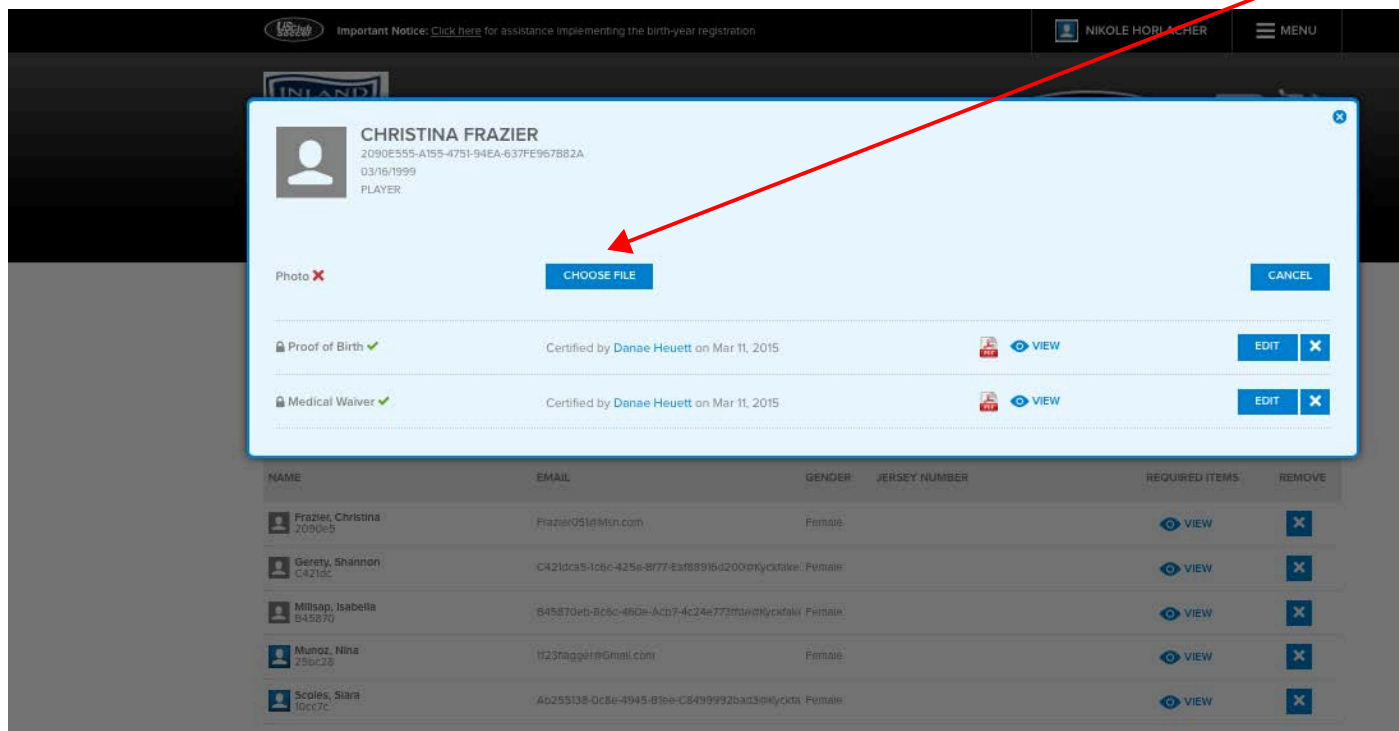
[ADD PLAYER](#) [EXPORT PLAYERS](#) [MANAGE ROSTER](#)

NAME	EMAIL	GENDER	JERSEY NUMBER	REQUIRED ITEMS	REMOVE
Frazier, Christina 2090e5	Frazier051@Msn.com	Female		VIEW	
Gerety, Shannon C421dc	C421dca5-1c6c-425a-8f77-Eaf88916d200@kyckfakc	Female		VIEW	
Millsap, Isabella B45870	B45870eb-8c8c-460e-Acb7-4c24e773fda@kyckfakc	Female		VIEW	
Munoz, Nina 25dc28	1123fagger@gmail.com	Female		VIEW	
Scoles, Siara 10cc7c	Ab255138-0c8e-4945-B1ee-C8499992baa3@kyckfakc	Female		VIEW	

- When you click on the "View" link for a player, a box will pop up that will show the player's photo if it has been loaded or just a blank photo box. (There will also be the proof of birth and medical waiver that the IEYSA Director or staff uploaded so US Club could approve the card. Please **DO NOT** click the Edit button or the X next to either of these documents or we will have to reload them.)

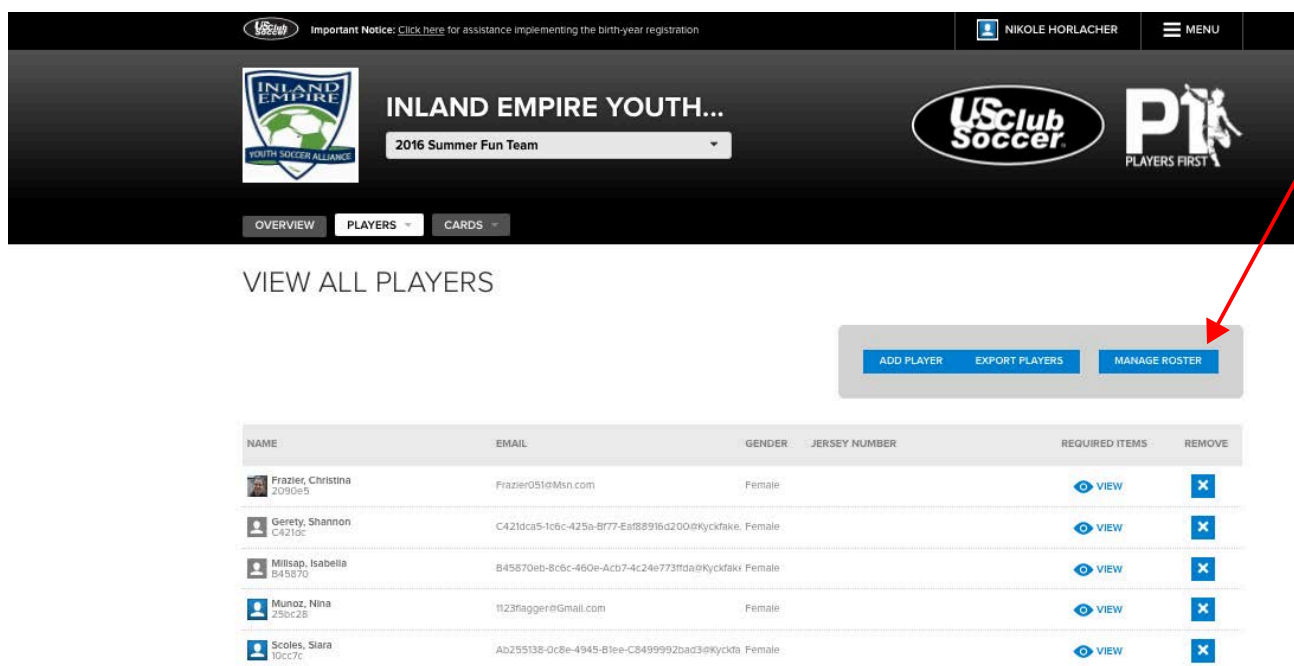
NAME	EMAIL	GENDER	JERSEY NUMBER	REQUIRED ITEMS	REMOVE
Frazier, Christina 2090e5	Frazier051@Msn.com	Female		VIEW	
Gerety, Shannon C421dc	C421dca5-1c6c-425a-8f77-Eaf88916d200@kyckfakc	Female		VIEW	
Millsap, Isabella B45870	B45870eb-8c8c-460e-Acb7-4c24e773fda@kyckfakc	Female		VIEW	
Munoz, Nina 25dc28	1123fagger@gmail.com	Female		VIEW	
Scoles, Siara 10cc7c	Ab255138-0c8e-4945-B1ee-C8499992baa3@kyckfakc	Female		VIEW	

- Click the “Edit” button that is to the right of the Photo Title. A blue box saying “Choose File” will appear. Click this box and it will open your menu to go and find the picture of the player to upload.

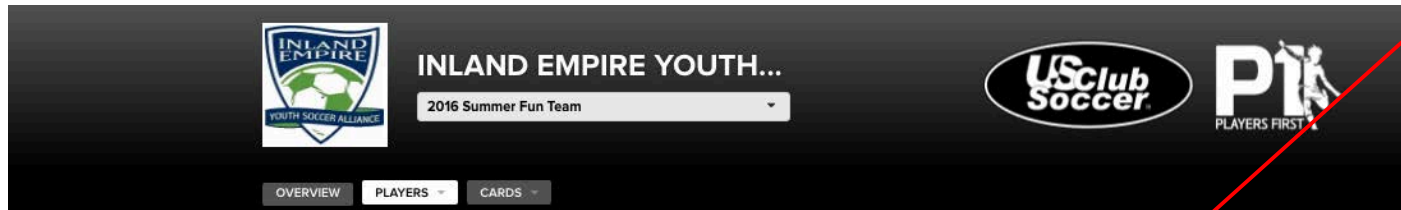


- Once you have uploaded and saved the photo, you will be taken back the previous screen (Step #9) and you can then click the “x” in the blue circle to exit that player’s information. Continue with steps 8, 9 & 10 until all of your players pictures have been uploaded.

- To add the jersey numbers to those players that are missing them, you will click on the blue “Manage Roster” tab on the right hand side.



13. The next screen will show your Official Roster of players in a gray box on the left hand side. (You will see a list of players to the left of the Official Roster box, these are all open players in the system. **Please do not** click the blue “Add” tab or that player will be added to your roster and there is a good chance that they are not eligible to play due to birth year and because they are not currently carded.)



VIEW ALL PLAYERS

FILTERS

Player's Last Name [GO](#) [RESET](#)

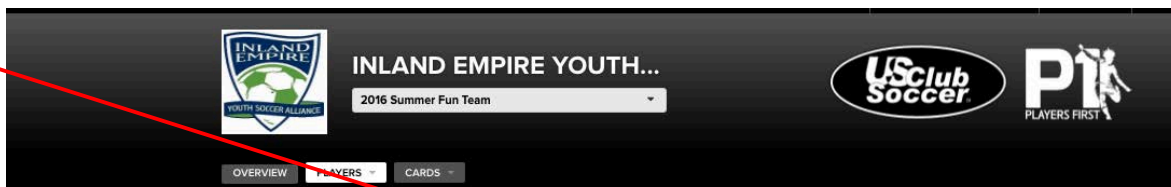
« FIRST < PREV PAGE 1 NEXT >

<input type="checkbox"/>	NAME	AGE	GENDER	SEND TO ROSTER
<input type="checkbox"/>	Via, Joshua 16c405	16	Male	ADD
<input type="checkbox"/>	Backlund, Tristyn Dabc9e	15	Female	ADD
<input type="checkbox"/>	Carney, Erin 5214cf	15	Female	ADD
<input type="checkbox"/>	Kobluk, Josie Ae228c	15	Female	ADD
<input type="checkbox"/>	Long, Nora 99ed1f	15	Female	ADD
<input type="checkbox"/>	Martin, Grace F9c44f	15	Female	ADD

OFFICIAL ROSTER

PLAYER	JERSEY #	
Frazier, Christina e436e470-2eb8-4448-846	?	EDIT X
Gerety, Shannon 79c75ec-1b6c-4b56-a0f1	?	EDIT X
Millsap, Isabella 40c5612f-949f-4167-baaa-	?	EDIT X
Munoz, Nina e330f555-38f-4e6e-a317-f	?	EDIT X
Scoles, Siara 620ee36d-2938-49d0-933	?	EDIT X

14. To enter the jersey number click on the blue “Edit” link. A box will open up where the question mark is. Enter the jersey number and then click save. **DO NOT** click the “x” next to the “Edit” link or **you will remove the player from your team.**



VIEW ALL PLAYERS

FILTERS

Player's Last Name [GO](#) [RESET](#)

« FIRST < PREV PAGE 1 NEXT >

<input type="checkbox"/>	NAME	AGE	GENDER	SEND TO ROSTER
<input type="checkbox"/>	Via, Joshua 16c405	16	Male	ADD
<input type="checkbox"/>	Backlund, Tristyn Dabc9e	15	Female	ADD
<input type="checkbox"/>	Carney, Erin 5214cf	15	Female	ADD
<input type="checkbox"/>	Kobluk, Josie Ae228c	15	Female	ADD

OFFICIAL ROSTER

PLAYER	JERSEY #	
Frazier, Christina e436e470-2eb8-4448-846	<input type="text"/>	SAVE X
Gerety, Shannon 79c75ec-1b6c-4b56-a0f1	?	EDIT X
Millsap, Isabella 40c5612f-949f-4167-baaa-	?	EDIT X
Munoz, Nina e330f555-38f-4e6e-a317-f	?	EDIT X
Scoles, Siara 620ee36d-2938-49d0-933	?	EDIT X

15. To print your players and staff passcards, click on the "Card" tab above View All Players. A drop down menu will appear, click on "Print Cards".

INLAND EMPIRE YOUTH...
2016 Summer Fun Team

US Club Soccer PLAYERS FIRST

OVERVIEW PLAYERS CARDS

Print Cards

VIEW ALL PLAYERS

FILTERS

Player's Last Name **GO** **RESET**

<< FIRST < PREV PAGE 1 NEXT >

NAME	AGE	GENDER	SEND TO ROSTER
<input type="checkbox"/> Via, Joshua 1b3c405	16	Male	ADD
<input type="checkbox"/> Backlund, Tristyn D1b0c9e	15	Female	ADD
<input type="checkbox"/> Carney, Erin	15	Female	ADD

OFFICIAL ROSTER

PLAYER	JERSEY #	
Frazier, Christina 6436e470-2e08-4448-846	5	EDIT
Gerety, Shannon 179c75ec-8660-4b56-a10f-1	8	EDIT
Millsap, Isabella 4dc5b12f-949f-4167-baa0-4	2	EDIT
Munoz, Nina e33bf555-38f-4e5e-a317-4	1	EDIT
Scores, Siara 820ee36d-2938-49a0-938	10	EDIT

16. The next screen will bring up all the cards that have been approved for players and staff. You can choose to print certain cards or all of the cards. To pick which cards you want to print, click the "Print" tab to the left. If you want to print all, click on the blue "Print All Cards".

US Club Soccer Important Notice: Click here for assistance implementing the birth-year registration

NIKOLE HORLACHER MENU

INLAND EMPIRE YOUTH...
2016 Summer Fun Team

US Club Soccer PLAYERS FIRST

OVERVIEW PLAYERS CARDS

PRINT CARDS

FILTERS

30 Results Per Page

Approved and New

Last Name **GO** **RESET**

[CLICK HERE TO VIEW CARD STATUS LEGEND](#)

The card information displayed below is for cards that have been requested or approved.

To view any other cards status use the filter provided here, to the left, and select the status from the dropdown menu.

If you have any questions pertaining to card orders or a particular card status please contact your Regional Admin Rep from US Club Soccer.

<< FIRST < PREV PAGE 1 NEXT >

NAME	KIND	TEAMS	STATUS	PRINT
Heuett, Emersyn 82753e	Player	Storm FC G04 - Heuett, 2016 Summer Fun Team	Approved	PRINT
Weller, Madelyn B9af3c	Player	Storm FC G04 - Heuett, 2016 Summer Fun Team	Approved	PRINT

<< FIRST < PREV PAGE 1 NEXT >

Click the "Print All Cards" button below to print all of the above cards that have been approved. Or you can select up to 30 individual cards to print from above.

PRINT ALL CARDS

17. A .pdf of the passcard(s) that you want to print will open up for you to print off. Please print the cards on too card stock, cut them, glue them and then laminate them. Kinko's Fed Ex is a great place to do this at as they have large laminating sheets as well as a great paper cutter. The cost is typically \$10.

The image displays a registration card template and a sheet of multiple cards. The top section shows the US Club Soccer logo, followed by the heading "REGISTRATION CARD INFO". Below this, it specifies the card size: "Individual Card Size 3.125" x 1.875" (gives 1/8" around card for laminating)" and "Card Size with lamination 3.375" x 2.125" (same size as a credit card)". A diagram of a card shows dimensions: "1.875" (1 7/8") Tall" and "3.125" (3 1/8") Wide", with a note "1/8" (1/8") Laminated Border around Card".

The bottom section shows a sheet of registration cards. It includes instructions: "Cut cards at crop marks" and "Fold along this dotted line". The sheet contains two columns of cards. The first column shows two example cards for "Emersyn Hewitt" and "Madelyn Weiler", both associated with "INLAND EMPIRE YOUTH SOCCER ALLIANCE". The second column shows two identical US Club Soccer logos. The sheet also features crop marks and a dotted line for folding.