

Instructions for using KYCK Play

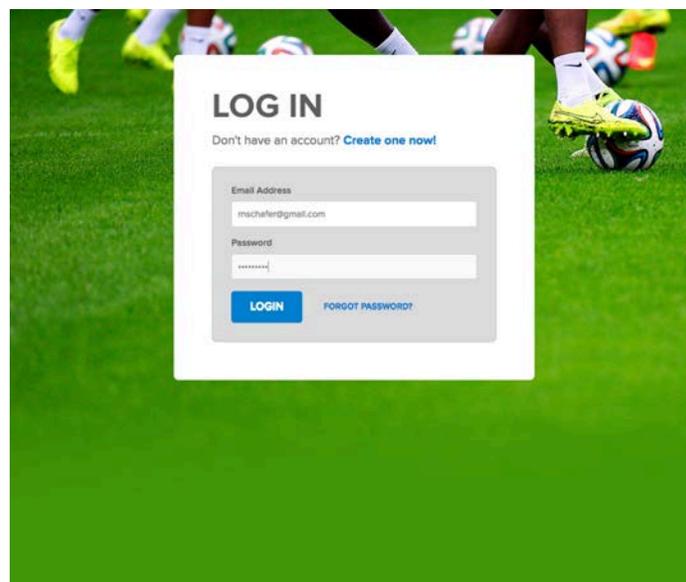
These instructions and screen shots should help you maneuver the KYCK Play system, allowing you to print player passcards, print your official roster as well as upload player pictures and input their jersey number which will display on the official roster.

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.



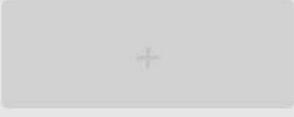
BIRTH YEAR UPDATE (Jan. 25, 2016): US Club Soccer provided an update to U.S. Soccer's birth-year registration mandate, which will be implemented on Aug. 1, 2016. This update includes a matrix to help members specifically identify their appropriate age groups. Should your club or team play in a league already using the birth year registration format look at the current Age Chart. If a team is playing as U13 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](#)

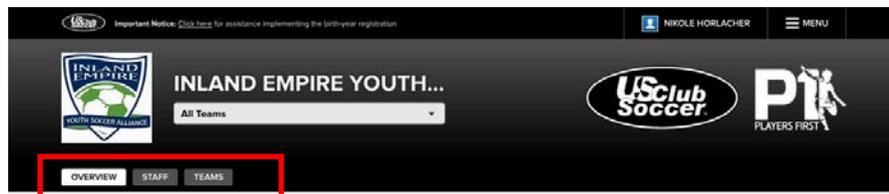


Support Center
Read our FAQ's, watch how-to videos, and more! [LEARN MORE](#)



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

| | | |
|--|---|---|
| Name Inland Empire Youth Soccer Alliance | Street Address 1717 W. Garland Ave Suite B Spokane, WA 99205 | Staff |
| Contact Info Phone: 509-474-0057 Fax: Website: www.leyssa.com Email: leyssoccer@gmail.com |  | Registrar David Hewitt leyssoccer@gmail.com |
| | | Registrar Nikole Schuster spokaneforesignature@gmail.com |
| | | Registrar Sherry Bault sherryb@usclubsoccer.com |

YOUR ORGANIZATION IS NOW SANCTIONED

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



Your Administrator
Rachel Burroughs
Phone: (843) 429-0008 x308
Email: adminregional@usclubsoccer.org

Your Membership Services Representative
Gabe Boed

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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

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

YOUR ORGANIZATION IS NOW SANCTIONED

You may now request passcards for your players and staff.

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

| | |
|--|--|
| <p> Your Administrator Rachel Burroughs Phone: (843) 429-0006 x308 Email: adminregione@usclubssoccer.org</p> | <p> Your Membership Services Representative Gabe Rood</p> |
|--|--|

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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**

[OFFICIAL ROSTER](#) 5 PEOPLE

[SEE ALL ROSTERS](#)

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](#)

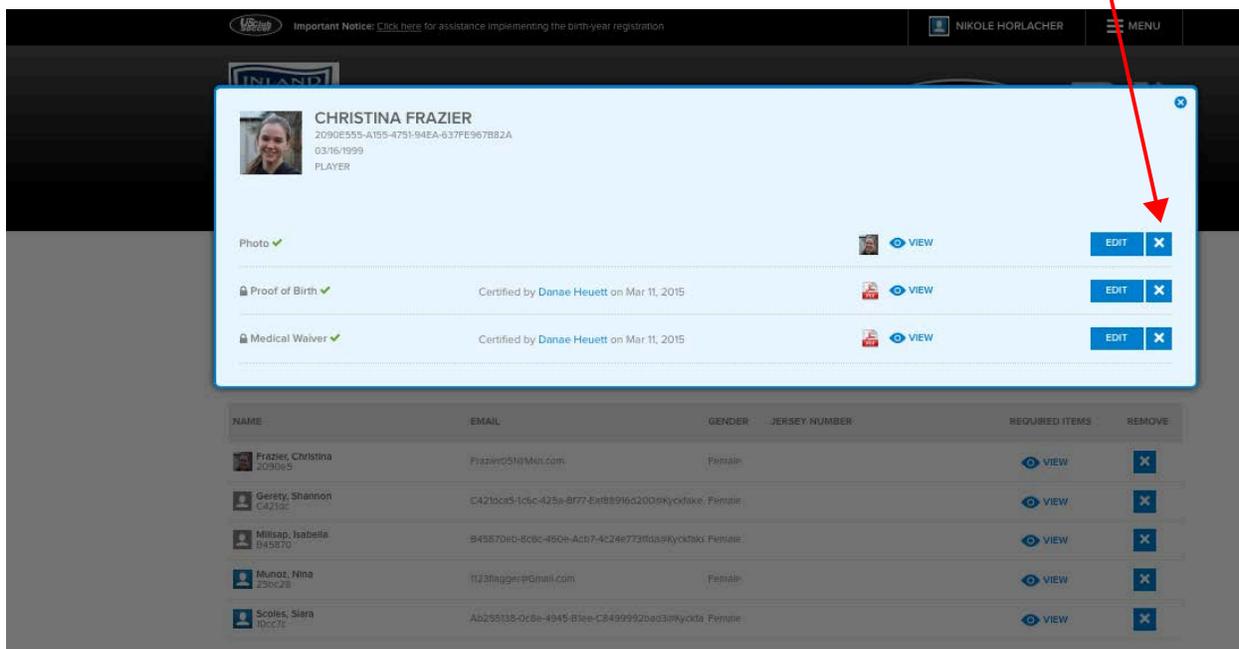
- You will be taken to a page titled "View All Players". Here you will see all of your players, their email address or assigned KYCK number, gender and jersey number. Click on the "View" under Required Items.



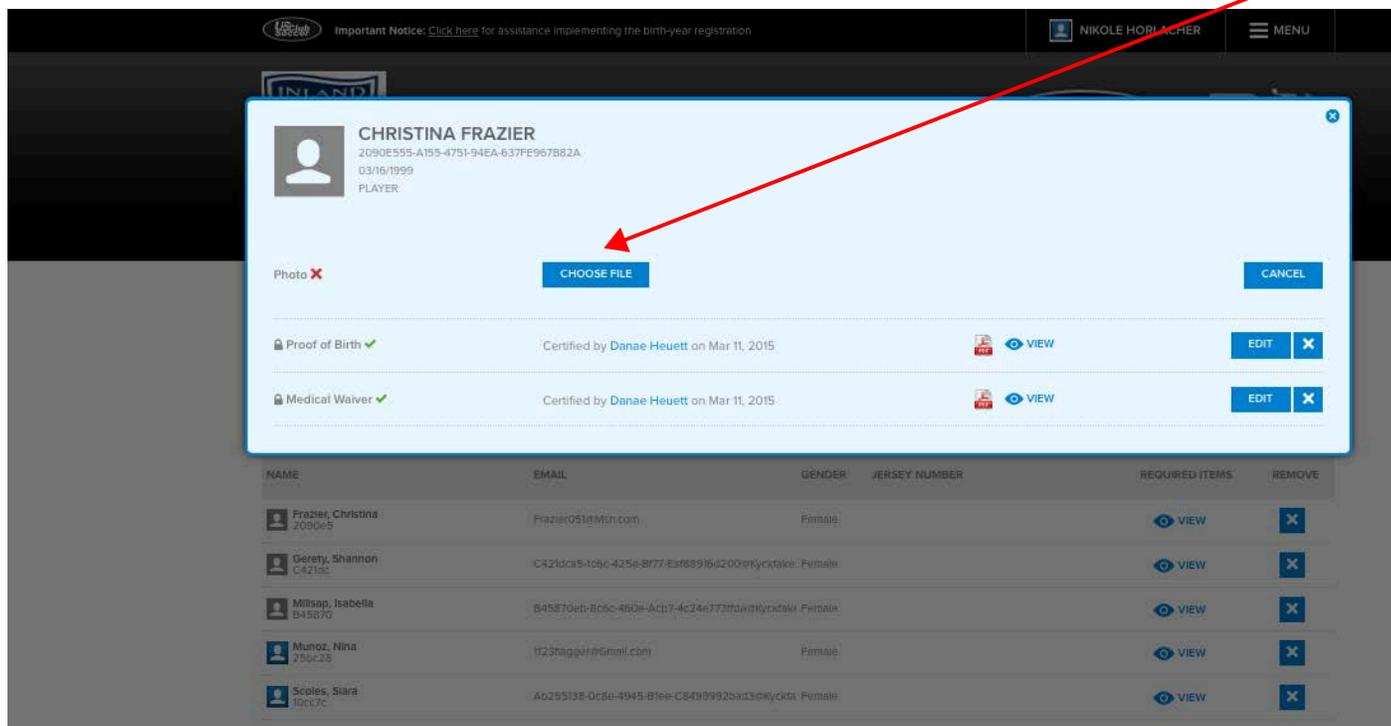
VIEW ALL PLAYERS

| 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 | 1123fagge@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.)

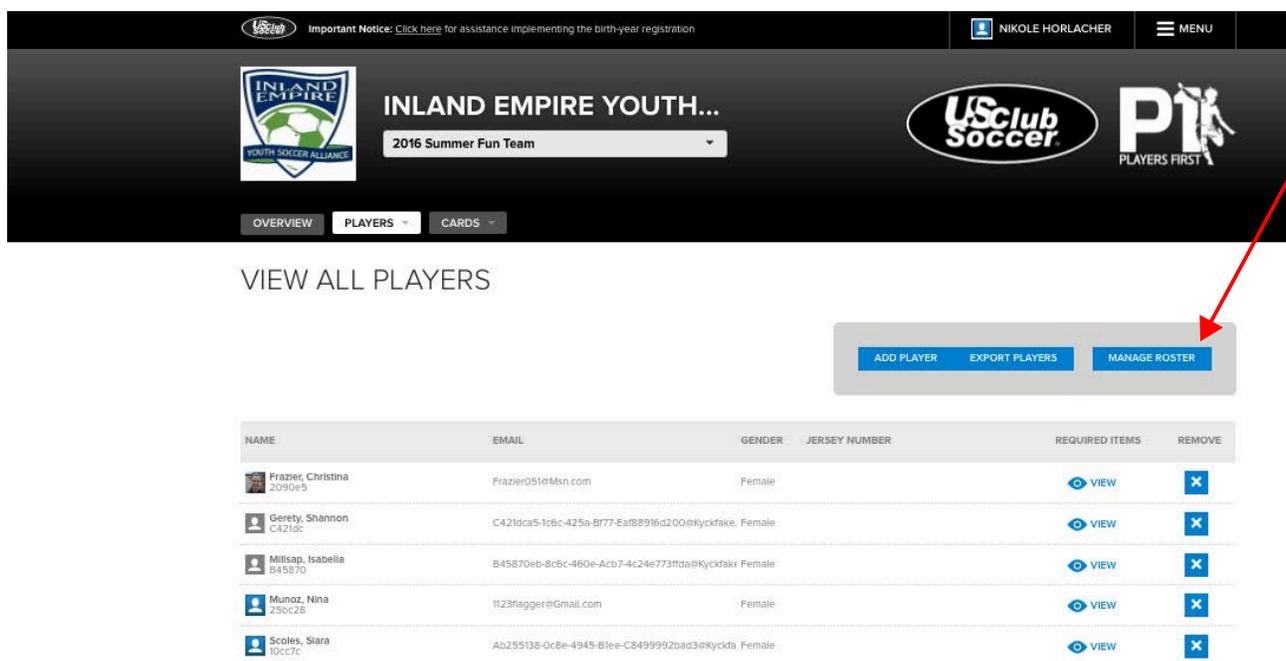


- Click the “Edit” button that is to the right of the Photo Title. A blue box saying “Choose File” will appear. Click this box and it will open your menu to go and find the picture of the player to upload.



- 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.)

INLAND EMPIRE YOUTH...
2016 Summer Fun Team

OVERVIEW PLAYERS 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 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 99e81f | 15 | Female | ADD |
| <input type="checkbox"/> Martin, Grace F9c44f | 15 | Female | ADD |

OFFICIAL ROSTER

| PLAYER | JERSEY # | EDIT |
|---|----------|------|
| Frazier, Christina e436e470-2eb8-4448-846 | ? | EDIT |
| Gerety, Shannon 79c75ec-1b60-4b56-a0f1 | ? | EDIT |
| Millsap, Isabella 40c5612f-949f-4167-baaa- | ? | EDIT |
| Munoz, Nina e330f555-38f-4e6e-a317-f | ? | EDIT |
| Scoules, Siara 620ee36d-2938-49d0-933 | ? | EDIT |

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.**

INLAND EMPIRE YOUTH...
2016 Summer Fun Team

OVERVIEW PLAYERS 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 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 # | EDIT |
|---|----------------------|--------|
| Frazier, Christina e436e470-2eb8-4448-846 | <input type="text"/> | SAVE X |
| Gerety, Shannon 79c75ec-1b60-4b56-a0f1 | ? | EDIT |
| Millsap, Isabella 40c5612f-949f-4167-baaa- | ? | EDIT |
| Munoz, Nina e330f555-38f-4e6e-a317-f | ? | EDIT |
| Scoules, Siara 620ee36d-2938-49d0-933 | ? | EDIT |

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".

The screenshot shows the 'View All Players' interface. At the top, there are logos for 'INLAND EMPIRE YOUTH SOCCER ALLIANCE', '2016 Summer Fun Team', 'US Club Soccer', and 'PLAYERS FIRST'. Below the logos are navigation tabs: 'OVERVIEW', 'PLAYERS', and 'CARDS'. The 'CARDS' tab is active, and a dropdown menu is open, showing 'Print Cards' as the selected option. A red arrow points to this option. Below the navigation is a 'VIEW ALL PLAYERS' section with a 'FILTERS' box containing a search field for 'Player's Last Name' and 'GO'/'RESET' buttons. Below the filters is a table of players with columns for 'NAME', 'AGE', 'GENDER', and 'SEND TO ROSTER'. The table lists three players: Via, Joshua; Backlund, Tristyn; and Carney, Erin. To the right is an 'OFFICIAL ROSTER' table with columns for 'PLAYER' and 'JERSEY #', listing players like Frazier, Christina; Gerety, Shannon; Millsap, Isabella; Munoz, Nina; and Scores, Siara.

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".

The screenshot shows the 'Print Cards' interface. At the top, there are logos for 'INLAND EMPIRE YOUTH SOCCER ALLIANCE', '2016 Summer Fun Team', 'US Club Soccer', and 'PLAYERS FIRST'. Below the logos are navigation tabs: 'OVERVIEW', 'PLAYERS', and 'CARDS'. The 'CARDS' tab is active, and a dropdown menu is open, showing 'Print Cards' as the selected option. Below the navigation is a 'PRINT CARDS' section with a 'FILTERS' box containing a '30 Results Per Page' dropdown, an 'Approved and New' dropdown, and a 'Last Name' search field. Below the filters is a table of cards with columns for 'NAME', 'KIND', 'TEAMS', 'STATUS', and 'PRINT'. The table lists two cards: Heuett, Emersyn and Weller, Madelyn. Red arrows point to the 'PRINT' buttons for each card. Below the table is a 'PRINT ALL CARDS' button. A red arrow points to this button. To the right is an 'INFORMATION' box with a 'CLICK HERE TO VIEW CARD STATUS LEGEND' link and text explaining the card information and how to view other cards status.

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 batch printout. The top section shows the US Club Soccer logo, followed by the heading "REGISTRATION CARD INFO". Below this, it specifies the "Individual Card Size" as 3.125" x 1.875" (giving a 1/8" border for lamination) and the "Card Size with lamination" as 3.375" x 2.125" (same size as a credit card). A diagram of a card with a 1/8" laminated border is shown with dimensions: 1.875" (1 7/8") Tall and 3.125" (3 1/8") Wide. The bottom section is a batch printout of two cards for "EMERSON HAUETT" and "MADALYN WELER", both members of the "INLAND EMPIRE YOUTH SOCCER ALLIANCE". Each card includes a photo placeholder, name, ID number, and contact information. The printout also features the US Club Soccer logo and a "Printed" status. Red dashed lines indicate where to cut the cards, and a dotted line indicates where to fold.