



STACK SPORTS NEW SEASON CLUB CHECKLIST

1. **Organize Seasonal Year(s)**
 - ✓ Create Previous Seasons folder.
 - Move all 2018-2019 events into Previous Season Folder.
 - ✓ Create 2019/2020 Seasonal Year folder.
 - This is where you will create your new event(s) for the new seasonal year.
2. **Users**
 - ✓ Add any new staff or admins as a User in the system (optional).
 - ✓ Do not delete Kim (NWOYSL) or Ohio North as users!
3. **Registration Forms**
 - ✓ Archive all past used registration forms.
 - ✓ Delete any unused forms.
 - ✓ Use “2019-20 Player Registration” form which contains the minimum Ohio North required player information. You may add additional fields; however, you MAY NOT delete any prepopulated fields.
 - ✓ Use “2019-20 Adult Registration” form which contains the minimum Ohio North required adult information. You may add additional fields; however, you MAY NOT delete any prepopulated fields.
4. **Waivers**
 - ✓ Update and/or add any club specific waivers for both players and adults.
 - ✓ MUST add the NWOYSL Code of Conduct waiver for both players and adults.
5. **Create New Event(s)**
 - ✓ According to your league(s) instructions.
 - ✓ If you have a team(s) that play in more than one league, you will need to create a new event for each league. All NWOYSL teams will be Competitive.
6. **Open Registration Event(s)**
 - ✓ Remind parent and coaches/admin to register for 2019-20 with THE SAME login/password they setup in previous season(s).
 - ✓ Open Adult Registration with your website builder.
 - ✓ Open Player Registration with your website builder.
7. **Add Team(s)**
 - ✓ **DO NOT ADD PLAYERS OR COACHES/ADMINS TO TEAM(S) UNTIL AFTER YOU HAVE ACTIVATED AND REGISTERED TO YOUR LEAGUE(S).**
 - ✓ Request team activation for your teams(s).
 - ✓ Register your teams(s) to league(s).
8. **Build Team(s)**
 - ✓ Assign coaches/admins (must have completed background screening and compliance).
 - ✓ Assign players (must be age id verified).
9. **Team Approval Process**
 - ✓ You must contact the league registrar for team approval via email.
 - ✓ **REQUEST Player/Admin Passes:** club registrars are **UNABLE** to access or print player/admin passes until they are requested through the league.
 - ✓ Rosters will now be locked any additions will need approval of league registrar.

Club Support: Your primary contact is your league: NWOYSL, admin@nwoysl.org or 419-893-2311.

Parent Support: Contact Stack Sports and *indicate they are a parent* by phone 866-892-0777, email clubandleaguesupport@ussoccerconnect.com or [live chat](#).