

## SAY ONLINE INSTRUCTIONS

The Soccer Association for Youth (SAY) has undated the registration system. Teams now have the ability to complete their roster and medical/hold harmless forms on the cmsasoccer.com website under the forms section; and can complete their SAY ID cards through the local registrar and outlined below.

Teams will still need to collect a photo of each player, and a copy of the child's birth certificate. If the player participated last fall or this spring through SAY, then you can turn in the player's expired SAY ID card in place of the birth certificate.

From the C.M.S.A. website Forms section, click on #10 Roster and complete all fields per the following example:

SAY Area: CMSA;

Program/Club: Mt. Washington Soccer

County/State: Baltimore, MD

Gender: Male

Age Group: U16

The rest of the form is self-explanatory. Sign the area listed for Coach.

Please note the Guest player Box is for tournament use only!

After completing the roster form, print out three color copies and save the original on your computer for future use.

Next, scroll down to #11 the **Hold Harmless Form**. You will need to print down and complete a copy for each player (with a parents signature) to turn into your registrar. You need to keep a copy of these medical release forms for your team with your roster.

Teams playing spring and had played in the previous fall, only need to add and process the new players to their existing roster and be processed by a registrar.

**The SAY ID cards cannot be printed from the SAY website.** From your club/program, you will need to appoint one person to contact Mindy Campbell - [mindyscampbell@comcast.net](mailto:mindyscampbell@comcast.net) with a total number of 8v8 teams and 11v11 teams which will be affiliating through SAY. **That person will receive from CMSA a link/code to generate the ID cards** for the number of teams/players in your club/program. Mindy Campbell will not be your registrar, unless your program is listed under her name on the registrar list that is posted on the CMSA website in the yellow box, **step #8**.

As an example, if your club/program has ten 8v8 teams X 14 cards, and ten 11v11 teams x 18 cards, we will send your organization a code to generate the cards. The appointed person will send each team in their club/program the code they need to generate the ID cards. Teams should use **Avery Card Stock #5871** to print out their ID Cards. Teams can hold on to the extra cards and use them to add players for league or tournament play. If you use the additional cards, you will need to contact your registrar and give them your new roster with payment for any new players. If your organization uses all cards, and you need more, we will send the appointed person the additional codes necessary. **You will need to contact Mindy Campbell for the additional ID Card codes.**

The player's picture, individual ID card, proof of age, and medical release/hold harmless form needs to be paper clipped together for each player (not stapled), along with three SAY rosters printed out and signed by the coach. All coaches will need to use the player card, but the words "**Coach Card**" will be inserted in the age field. **All carded adults need to complete the required background check following the instructions that are posted on the CMSA website homepage within the yellow box as #12.**

**The SAY fees are as follows: \$15.00 for each player and \$20.00 for each carded adult. All teams need a minimum of two carded adults; which includes all team managerial staff.**

**The entire completed team packet will need to be given to your CMSA registrar for processing. Payment must accompany your team packet, unless your organization has been pre-approved by CMSA that they are paying for all teams with one check. Verify this with your Soccer Chairperson / Club President. All League Rosters are frozen as of the 13th day of the league season.**

If your club/program is not posted on the CMSA website in the yellow block under **CMSA Registered List #8**, then you will need to call the **Office 410-686-2212** to get a registrar assigned to your club/program.