

HOW TO REGISTER YOUR TEAM WITH KPSL FOR THE 2021-22 SEASON
TEAMS AND CLUBS WHO DO NOT HAVE A CLUB REGISTRAR THAT DOES YOUR PAPERWORK.

Many things have changed for the upcoming season. Please make sure you read through all the information and contact us if you have any questions.

The KPSL Registrar is Sheila Ozburn you can contact her Monday-Friday from 10:00am-3:00pm. The KPSL office is located at the Garmin Olathe Soccer Complex in the concession stand offices. Picking up documents will be done at this location. The address is **10541 S. Warwick St. Olathe KS**. You can contact Sheila at registrar@kpsl.org or call **913-766-2196 ext 700**.

For the 2021-22 fall season Heartland Soccer has July 9th as their registration deadline. If you are planning on playing fall league, and registering through KPSL here are the steps you need to follow.

July 19th 2021 is the deadline to register your teams with KPSL to get your documents by the August 13th start date of Fall league. If you need your documents sooner than that for a tournament or other event you must contact the Registrar and let them know when you need your documents. All documents will be processed in the order they are received.

IMPORTANT DATES TO REMEMBER

JULY 9TH, 2021 HEARTLAND FALL SOCCER LEAGUE REGISTRATION DEADLINE

JULY 19TH, 2021 KPSL TEAM REGISTRATION DEADLINE

- Register for Heartland Soccer Fall League on their website. [Heartland Soccer Association](#)
- When registering with Heartland you will need to notate team conflicts and coaches details.
- You will choose KPSL as your member club when you are doing the online registration. At the end of the registration when it asks if you are paying by credit card or check you will select check. You will NOT pay Heartland Soccer directly. Once you complete your registration you will submit, and Heartland will then add you to the teams from KPSL to collect money for. Heartland sends an invoice to KPSL with teams who have registered through the KPSL. At this time KPSL will pay for your fall league fee. We will then invoice your team and you will submit a payment for your team/teams.
- Once you have done your league registration through Heartland, we will add your name to our list of KPSL registered teams. You will then need to do the KPSL registration. To do the KPSL registration you will need to gather some information. Every player will need a birth certificate, medical waiver and (jpeg)(jpg) photo. You can find the medical waiver form on the KPSL website under the forms tab. It is listed as the medical release form. Parents will fill this out and return to you.
- Once you have all your information you will need to scan your documents into a file for birth certificates, medical waivers, and photos (photos will have to have the players name added to each photo) You will need photos for all coaches, and managers being carded as well.
- You will then go to the [KPSL website](#) where you will select the team registration. It should be the second option. You will then follow these steps:
 1. Choose the credit card or E check option.
 2. Select your team or club from the drop down menu. (If you are a new team you may not be listed here). You will have to have your team added to be able to register. Please contact Sheila Ozburn at registrar@kpsl.org with your team information to have them added to the drop down list of teams.)

3. Enter team information and each players' information.
4. Enter coach/manager information.
5. As you go through the registration add players, coaches, and managers. Once you have done this the fees will be added up.
6. You will then enter your credit card or e-check information for the payment that has been calculated for your team.
7. You will then find the tab with the box to upload your birth certificates, medical waivers, and photos. This is a mandatory item. Your registration will not go through without all the information.
8. Next is the comments section. **If you have a tournament before August 13th that you need your documents for, please write a note with the date and name of the tournament to be able to get your documents processed sooner.**
9. Then you are ready to hit the submit tab.
10. Once we receive your request, we will process it in the order it is received. Please remember you must have all documents in by July 19th, to have them ready by the August 13 fall league start date.
11. When your documents are ready you can pick them up at the KPSL office at the Garmin Olathe Soccer Complex offices. Hours are Monday-Friday from 10:00am-3:00pm. You will need to plan for items to be picked up during the office hours. Documents will NOT be left anywhere outside of the office.
12. Once you pick up your documents you will need to laminate your player cards, punch a hole in them and place them on a key ring.

KPSL FALL LEAGUE 2021-22 Fees are as follows:

7v7- \$695

9v9-\$760

11v11-\$800

All new clubs need to contact Sheila Ozburn/KPSL Registrar at registrar@kpsl.org and let her know you are new and your team/club name.

registrar@kpsl.org

Your team/club will then be added to the drop-down menu, and you will be able to complete the team registration.

COACHES NEW TO KPSL

Please remember all coaches need to be registered on Got Soccer. They will need to have a background check and do the Safesport protocol before they can be carded. If they have never been carded, they must contact Sheila Ozburn/ KPSL Registrar to get an account set up. Background checks can sometimes take up to two weeks or longer. Please allow for enough time for this process to be complete. Team documents cannot be printed if the coach listed for the team does not have his paperwork completed. **Returning coaches please remember your background check must be renewed every two years. This may be your year to renew.** Once you have an account you will get a reminder notice every two years to update your registration.