

HOW TO REGISTER YOUR TEAM WITH KPSL FOR THE 2022-23 SEASON TEAMS AND CLUBS WHO DO NOT HAVE A CLUB REGISTRAR THAT DOES YOUR PAPERWORK.

**Please make sure you read through all the information and contact the KPSL registrar Sheila Ozburn if you have any questions. You can contact Sheila at [Sheila.registrar@kpsl.org](mailto:Sheila.registrar@kpsl.org) or call 913-766-2196 ext 700**

**Office hours Monday-Friday from 10:00am-3:00pm. The KPSL office is located at the Garmin Olathe Soccer Complex 10529 S. Warwick, Olathe KS. 66061. Offices are located on the north side of the concession stand offices. Picking up documents will be done at this location.**

For the 2022-23 fall season Heartland Soccer has July 7, 2022, at noon as their registration deadline. KPSL's document registration deadline will also be on July 7, 2022, at 5:00pm for all teams needing documents by August 12, 2022, or sooner.

**If your team/teams are playing, fall league and registering through KPSL here are the steps you need to follow. All documents will be processed in the order they are received.**

When you register for Heartland Fall league you will select KPSL as your club. You will not pay Heartland for your team's league fees. You will receive an invoice from KPSL to pay your fees. This usually comes 1-5 days after your register with Heartland. **Please do not mail your fees.** Wait for the invoice to be sent to you. Once you have your confirmation from Heartland that you registered you will be good to go. Watch for your invoice at the email you registered with. Once the invoice is sent out you need to make your payment. We do not allow two weeks or longer, the fees are due as soon as you receive the invoice. If for any reason your team does not come together after you have registered it is very important that you contact KPSL and Heartland to let them know as soon as possible. YOU are still responsible for the fees incurred until you contact the offices.

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. **YOU MUST USE THE UPDATED VERSION ON THE WEBSITE FOR MEDICAL WAIVER OR RISK DOCUMENTS BEING RETURNED.** 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 MUST 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 option #2. 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. 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. These are mandatory items. Your registration will not go through without all the information. 8. Then you are ready to hit the submit tab. 9. 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 7, 2022, to have them ready by the August 12 fall league start date. 10. When your documents are ready you will be notified and will set up a time for pick up at the KPSL office at the Garmin Olathe Soccer Complex offices. Documents will NOT be left anywhere outside of the office. 11. 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. **New clubs** need to contact Sheila Ozburn/KPSL Registrar at [Sheila.registrar@kpsl.org](mailto:Sheila.registrar@kpsl.org) and let her know you are new

and your team/club name. You will not be able to register any teams until you have been added to the drop-down menu of teams.

COACHES NEW TO KPSL Please remember all coaches need to be registered on Got Sport. They will need to have a background check and do the Safe Sport 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 documents 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. Safe Sport must be updated every year. It does not take long to do the update each year. Please get all these items done as soon as possible. Your documents will move to the bottom of the pile if all the documents are not completed.