



# Player ID Card System

Club Administrators Guide

February 2020





# Summary

- The YRSA no longer issues OSA player books; all player and team staff ID is managed through the use of plastic ID cards and a copy of the YRSA stamped and approved roster.
- Club administrators will upload a spreadsheet and player photographs to the ID card system for multiple uploads, or manually enter the data for single uploads
- Club staff will then send a request to YRSA to print cards. YRSA staff will review the request and the submitted cards and when the photos are approved, YRSA will generate the ID Cards
- Clubs personnel can collect completed cards from the YRSA office within the specified turnaround.





# Club Accounts

- E2E will add each club to the ID Card system
- A club administrator will be added to the system by the YRSA staff
- An automatic email will be sent to that administrator with a random password
- The administrator is required to log into the site to set up the club account
- The url for the site is <http://yrsa.e2esoccer.com>



# Logging in

The screenshot shows the York Region Soccer Association website. The browser address bar displays 'yrsa.e2esoccer.com/Default.aspx'. The main header features the YRSA logo and the text 'York Region Soccer Association'. In the top right corner, there is a 'login' link. A red arrow points from the text 'Log in by clicking here' to this 'login' link. Below the header, there are navigation tabs for 'Office', 'Contact Us', and 'Calendar'. The main content area includes a section for 'YRSA Player ID Cards' with a sub-section 'How to generate ID Cards' dated Apr 9, 2015. There is also a 'Members' section featuring the AYSC (Aurora Youth Soccer Club) logo, which includes the text 'Est. 1964' and 'AYSC AURORA YOUTH SOCCER CLUB'. A social media feed for Facebook is visible on the left side of the page.

Log in by clicking here





# Setting up your club account

The screenshot shows the York Region Soccer Association website. The top navigation bar includes 'Home', 'Player Cards', and 'My Club'. A red arrow points to the 'My Club' menu item. Below the navigation bar, there is a section for 'YRSA Player ID Cards' with a sub-section 'How to generate ID Cards' dated Apr 9, 2015. To the right, there is an 'Office Hours' table and a 'Map to office' link. The main content area features a Facebook post from the York Region Soccer Association dated April 2 at 9:11 am, titled '2015 YRSA Referee Courses Online or In-Person - Register Now!'. The post includes a 'REFEREE EDUCATION' graphic and text about the first session on 'Dissent'.

Day	Hours
Monday	10am - 6pm
Tuesday	10am - 6pm
Wednesday	10am - 6pm
Thursday	10am - 6pm
Friday	10am - 6pm
Saturday	Closed
Sunday	Closed

When you are logged in  
The My Club menu will  
appear





# Club profile

File Edit View History Bookmarks Tools Help

York Region Soccer Association : P... x

yrssa.e2esoccer.com/Club\_MyClubProfile.aspx

Tim Baigent (AYSC) | Logout

Site Powered By E2E SOCCER

YRSA 1982 YORK REGION SOCCER ASSOCIATION

York Region Soccer Association

Home Player Cards My Club

### Club Profile

Please enter your club's details below:

**Club Name:** Aurora Youth SC

**Address:** 75 Mary St #3

**Address 2:**

**City:** Aurora

**Province:** Ontario

**Postal Code:** L4G-1G3

**Phone:** (905) 727-0624 Ext.

**Office Email:** admin@aysc.ca

Submit

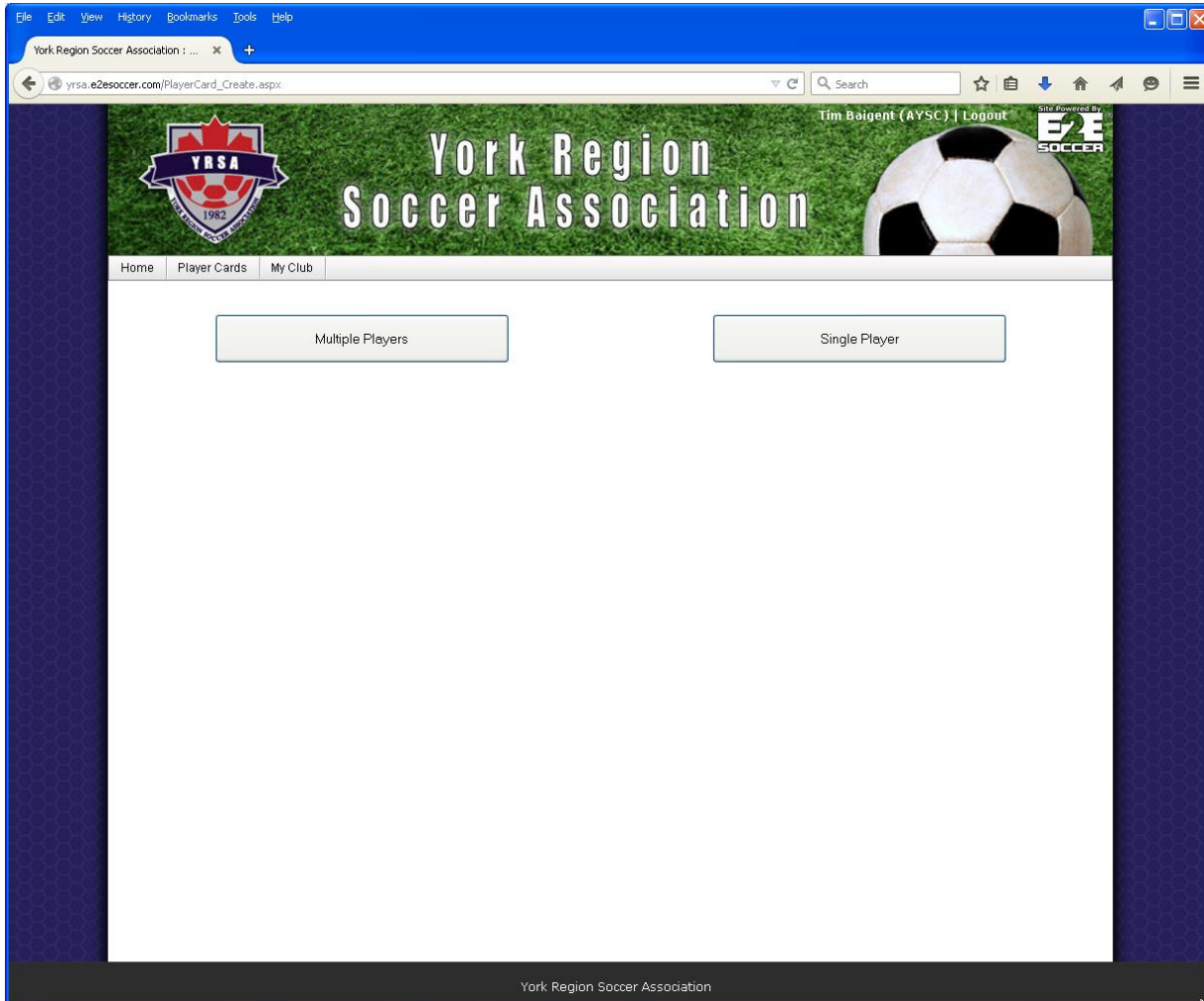
York Region Soccer Association

Select the Profile tool in the My Club menu and complete the form





# The ID card process



To start the ID card generation process select the Create ID Card tool under the Player Card menu

You have two options available to you

Multiple players  
Single player





# Level of play

- In either the Multiple or Single player card tool, you will be asked to enter the level of play for each card. For multiple card uploads, this is done for all cards at once, meaning the entire upload must share the same level of play
- Please follow this protocol for league play
  - Community (recreational call-up/all star)
  - District (YRSL, YRSL- Senior)
  - Regional (CSL, CGSL)
  - Provincial (OWSL, OSL)
  - Elite (OPDL)





# Role

- In either the Multiple or Single player card tool , you will also be required to select the role, with the below choices. For multiple card uploads, this is done for all cards at once, meaning the entire upload must share the same role:
  - Player
  - Team Coach
  - Team Manager
  - Club Head Coach/TD



# Multiple Players

To upload multiple ID cards at one time, in the Multiple Player tool, you will need two files:

1. An excel spreadsheet (saved as a basic excel file) following the below template:

Membership Number	Gender	First Name	Middle Name	Last Name	Known As	Date Of Birth
SEOS001000	Female	Mary		Lamb		7/29/2011
SEOS00239	Female	Jane		Dow		6/9/2011

2. A compressed zip file containing any photos that need to be uploaded. All photos must have file names that identically match the “membership number” in the corresponding excel file as above. Photos can be saved in the following formats:

- JPG
- GIF
- PNG



# Multiple Players



Please enter your personal details in case we need to reach you for any problems:

**First Name:**   
**Last Name:**   
**Address:**   
**Address 2:**   
**City:**   
**Province:**   
**Postal Code:**   
**Phone:**  Ext:

If there are problems with this application for an ID card we will attempt to contact you via email

Therefore please ensure that if you are submitting this application on behalf of a player please enter your email address and not the players

**Email:**   
**Confirm Email:**   
**Playing Level:**   
**Role:**

**Excel file:**    
*\* Please use the Sports Engine export file or use [this XLSX template](#)*

**ZIP File with photos:**    
*\* Images must be in JPG, GIF or PNG format and be named using the player's registration number*

**Override duplication checking**

Before clicking submit, ensure that both the Excel and ZIP files have been uploaded and show a green dot beside them.

The upload process checks for registration # duplication, both from this and previous uploads. If duplicates are found the upload is stopped. If you wish to override this check please check the override duplication checking box.

When your two upload files are ready – the Excel data file and photo zip file (more instructions on photo preparation will follow in later slides) you will simply browse and select the files from your saved files. A green light indicates the files are in an acceptable format.

Don't worry if your excel file has more names than you have photographs. The system will ignore those names without corresponding photographs

The upload may take a while if you have a lot of photographs

The playing level refers to the level of play for the team you are uploading eg District

The upload will check for duplicate Player registration numbers. If you wish to override this check for a replacement card check the box





# Single Players

York Region Soccer Association : ... x +

YRSA 1982 YORK REGION SOCCER ASSOCIATION

E2E Soccer YRSA (YRSA) | Logout

Site Powered By E2E SOCCER

Home E2E Menu Admin Player Cards Club Menu

Please enter the personal details for the player card:

First Name:

Last Name:

Registration Number:

Date of Birth:  YYYY-MM-DD or Jan 1, 1998

Gender:  Male  Female

Address:

Address 2:

City:

Province:

Postal Code:

Phone:  Ext.

If there are problems with this application for an ID card we will attempt to contact you via email  
Therefore please ensure that if you are submitting this application on behalf of a player please enter your email address and not the player's

Email:

Confirm Email:

Playing Level:

York Region Soccer Association

For single players, using the Single Player tool, type in the player's name and details manually.

Use your email here not the player's as the system will email you if there is a problem

There is no registration number duplication check over-ride in the single card tool; cards with registration numbers already in the system will therefore be rejected.





# Single Players Photograph

York Region Soccer Association : ... x +

yrsa.e2esoccer.com/PlayerCard\_Create.aspx

Tim Baigent (AYSC) | Logout

Site Powered By E2E SOCCER

Home Player Cards My Club

Please upload a photo that will be used on your player card. Click the "Upload" button below to find your image on your computer to upload.

Once you have uploaded it, you will be able to crop the photo so that your head and shoulders fill the crop area like in the image to the right. Please ensure that your face is clearly visible so that your player card can be processed quickly.

Any images which are not clearly visible will not be processed.

Once you are satisfied with your crop selection, click OK and your image will be displayed and you can click "Next".

No image selected.

Crop Image Remove Browse...

Powered by Plozzard - Free Community Edition.

Back Next

York Region Soccer Association

For single player card uploads you upload the photograph through the browse button. You will be able to crop the photo appropriately before you submit it.

Please note that although the system will tell you a photo card request has been sent, the request has not actually been sent to the District. You will need to follow up with an Email request.





# Viewing your cards progress

York Region Soccer Association

Home Player Cards My Club

Pending To Print Re-Print Reports Search

Name	#	Submitted Date	Method	Status
Robin Banks	281821	2015-11-20 16:13	Individual	Not yet reviewed

York Region Soccer Association

You can view the status of your cards as they progress through the system by selecting the Player Cards tool in the My Club menu





# Reviewing your cards

This screen shows the YRSA staff screen

The screenshot shows a web browser window displaying the YRSA staff interface. The page title is 'York Region Soccer Association : ...'. The URL is 'yrsa.e2esoccer.com/Admin\_PlayerCards.aspx'. The page features the YRSA logo and a soccer ball. The main content area is titled 'York Region Soccer Association' and includes a navigation menu with 'Home', 'E2E Menu', 'Admin', 'Player Cards', and 'Club Menu'. Below the navigation menu, there are tabs for 'Pending', 'To Print', 'Re-Print', 'Reports', 'Set Up', 'Failures', and 'Club Settings'. The 'Pending' tab is selected, showing two player cards. Each card displays the player's name, registration date, number, address, and a photo. The first card is for James Barghout, and the second is for Jean-benoit Claudair. The status of each card is shown in a dropdown menu, with 'Approved' selected for both. An 'Edit' button is visible below each photo.

Player Name	Club	AIMS Registration Date	Registration Number	Address	Photo Status
James Barghout	Aurora Youth SC	Jan 16 2015	5227739	1902-1545 Alta Vista Dr OTTAWA Ontario K1G3P4	Approved
Jean-benoit Claudair	Aurora Youth SC	Sep 24 2014	5227741	223 Forward Avenue OTTAWA Ontario	Approved

The YRSA staff will use this tool to review your card submissions

If a card is not approved it will be deleted from the system and you will be sent an email with the reason for the card rejection. Possible reasons for card rejection include photo being too dark, player wearing a hat, or photo not being cropped to show head shot only.

If it is approved then the card progresses to printing.





# Photograph specification

- Photo must be of one of the formats
  - JPG
  - GIF
  - PNG
- For multiple card uploads, the photo must be named as a number that matches the players SEOS# . Do not add a name with the number
- Photo must be head and shoulders of an individual

Acceptable photo



SEOS6328282

Not acceptable photo



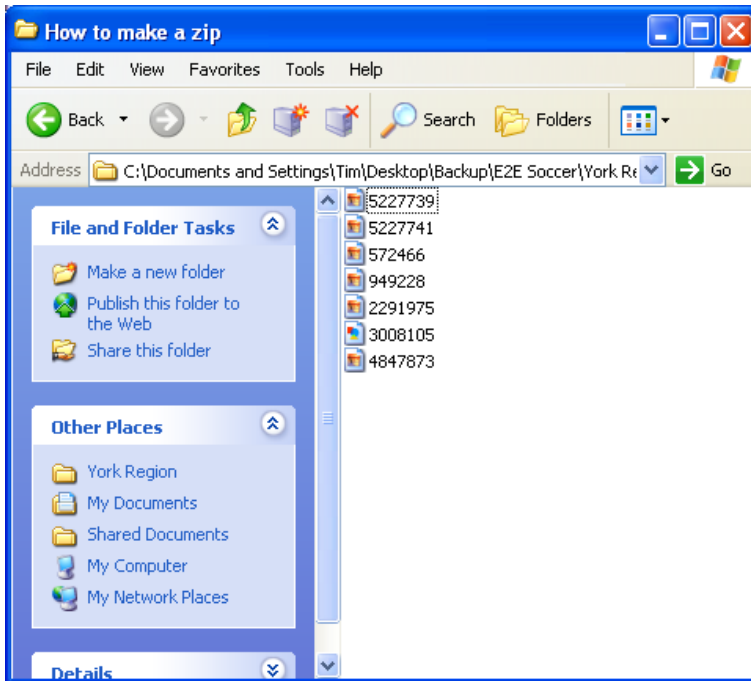
SEOS6878222





# How to create your zip file

- 1. Save your photographs as SEOS numbers only. Do not add names after the number
- 2. Highlight the files that you want to include in your zip file and right click your mouse.



- 3. A pop up will appear. Select 'Send to...Compressed (zipped folder)'
- 4. Your selected photographs will now appear in the zipped folder. You don't need to make any other changes to the contents of the zip folder. It is ok to rename the zip folder