How to Obtain Your Player/Team Official Card

All EMSA players and Team Officials (checked off on the table below) must have an EMSA E-Card which will be produced by EMSA (see instructions below). Team officials include coaches, assistant coaches and team managers. EMSA no longer prints cards but all the cards will show in the EMSA PORTAL when the team official logs in to their team's profile. If you're submitting on behalf of a minor, ensure that the ID belongs to the player and that all images are **clear and legible**.

Steps to Request or Renew an EMSA e-Card

1. **Register in the EMSA Soccer Portal**

   o Before you can request or renew your e-card, you **must be registered** in the EMSA Soccer Portal.
   o Visit: https://portal.emsamain.com/

2. **Prepare a Suitable Photo (Selfie)**

   o Take a **close-up photo** of the Players or Team Officials face **(passport style)**
   o **Requirements:**
      ▪ No hats or sunglasses
      ▪ No hands on the face
      ▪ Shoulders must be covered
      ▪ Face should be clearly visible (passport-style)

3. **Prepare Government-Issued ID**

   o Take a **clear photo or scan** of **one** of the following documents:

      ▪ **Alberta Health Care Card**
      ▪ **Birth Certificate**
      ▪ **Passport**
      ▪ **Driver's License**
   o The ID must **show the person's date of birth** clearly.

4. **Upload Your Documents**

   o Log into your EMSA portal account.
   o Go to the **Member Details tab**
   o Upload:
      ▪ The **photo/selfie**
      ▪ The **government-issued ID**

5. **Wait for Approval**

   o EMSA will review the submission.
   o Once approved, your **e-Card will be issued or renewed**.

PLAYERS		
Age Group	Community	Club
U7		
U8/U9		
U10/U11		✔
U12/U13	✔	✔
U15	✔	✔
U17	✔	✔
U19	✔	✔

Team Officials		
Age Group	Community	Club
U7	✔ *	✔ *
U8/U9	✔	✔
U10/U11	✔	✔
U12/U13	✔	✔
U15	✔	✔
U17	✔	✔
U19	✔	✔

*U7 – note U7 Team Official cards are for admission purposes only. They are not required for league