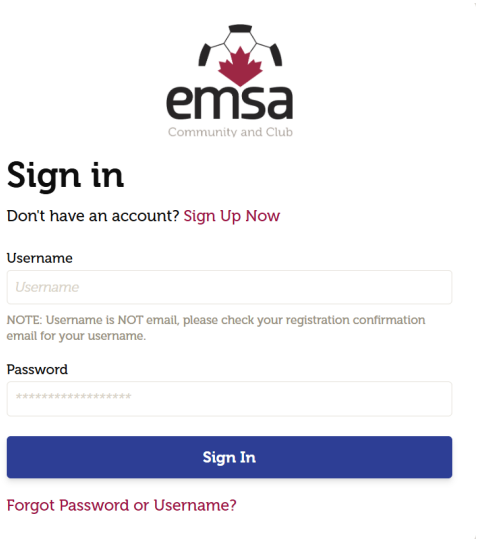
# Using EMSA Portal for Member Creation, Team Official Registration and Player Registration

The following steps are needed in the new portal

1. Create an account
2. Sign up as a Team Official (optional)
3. Create “Linked Accounts” for each child

## Create An Account

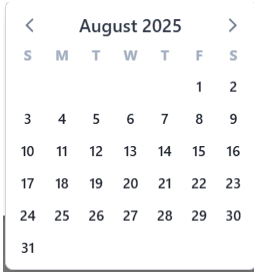
Click on the “Sign Up Now”



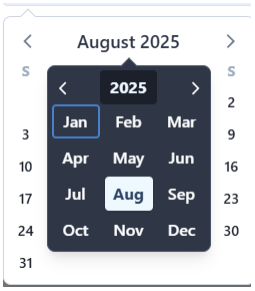

On the “Account Creation” page, enter all information, then press the “Sign Up” button

Note: For the “Date of Birth” there are clickable objects for changing the month and year.

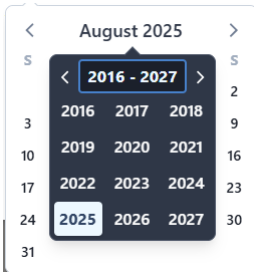
When clicking on the “Date of Birth” field, the following will pop up:

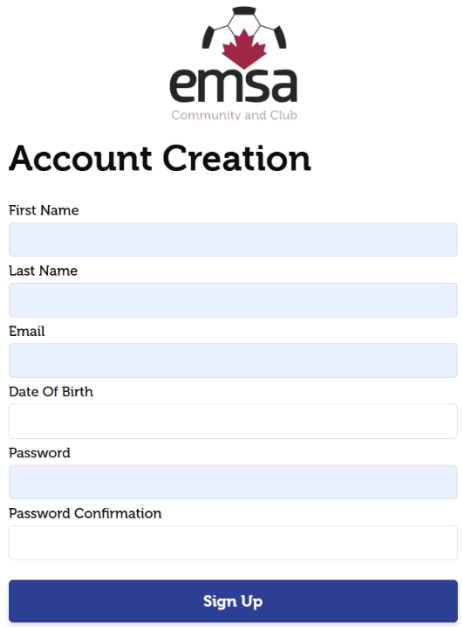



By clicking on the Month/Year at the top, the following popup is displayed that allows quicker access to the Months.

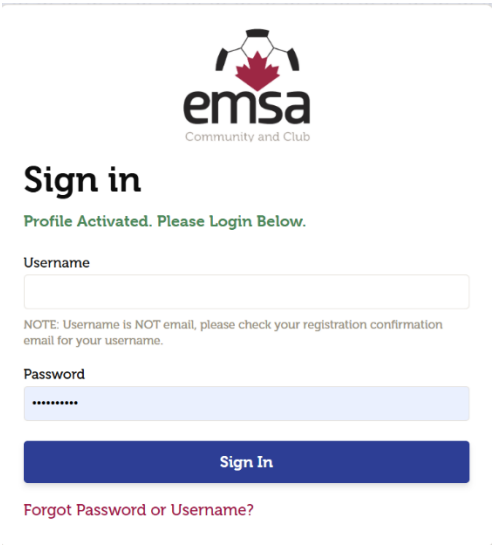



By clicking on the Year, a popup is displayed to allow quicker access to the Years.





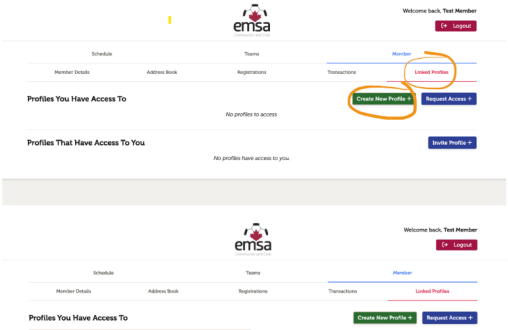

After pressing “Sign Up” a confirmation email is sent. This will come from webportal@emsamain.com. The email will contain the assigned username and there is a link for “Confirm Profile”. Click on the “Confirm Profile” link. This will take you to the following page. Enter your user name from the email and your password.




Once signed in, the “EMSA Member Quick Start” screen is displayed. You can download the PDF instructions or close the window.

## EMSA Member Quick Start

1. **Complete member details**
   - Fill in your member details, including phone number, and gender.
   - Confirm the member's date of birth is accurate.
   - If the member requires a players card, submit the date of birth proof documentation and photograph.
2. **Add a valid address**
   - Enter a valid address.
   - The postal code will associate the member with a community league. If this appears to be incorrect, you may report it to your Zone or Club.
   - If the system does not associate the postal code to a league you will still be able to register.
3. **Create and link any associated profiles**
   - Linked profiles is where you can add and connect family member profiles to your own.
   - Create profiles as required, and access them to complete their details, and then register as them.




4. **Register**
   - Access the correct profile via the linked profiles tab, select registrations, and proceed with a registration.

☐ Don't show this message again

Close | Download Instructions

Once logged in, the following needs to set:

Member Details:

- Phone Number
- Gender

Address Book:

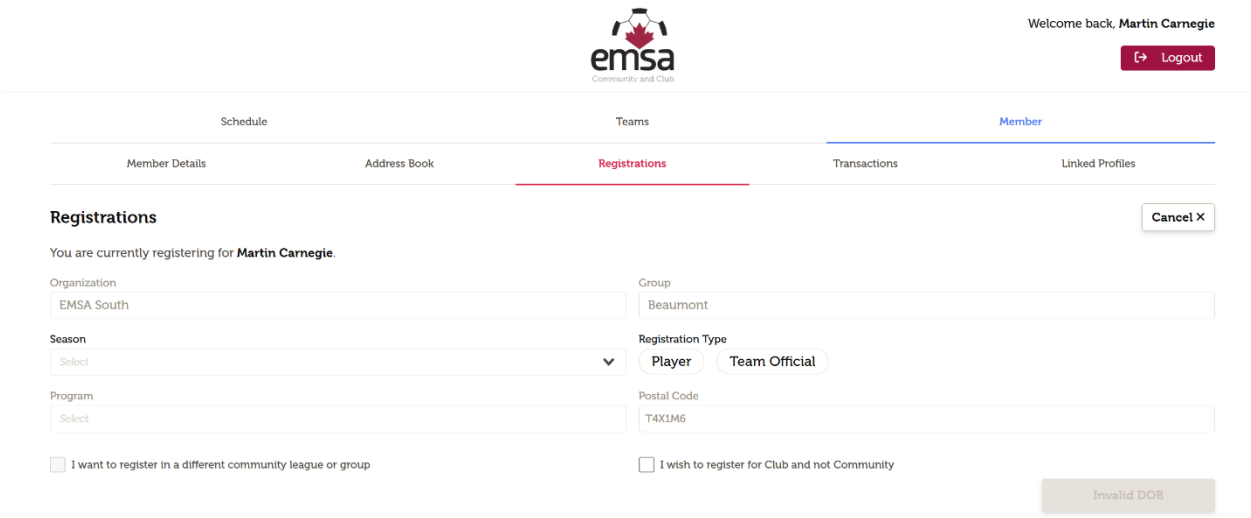
- Press the “Add Address”
- Enter address information. This should automatically add “Community: Beaumont”

This will have the member profile set up and ready to add Team Official Registration and Linked Profiles.

## Sign up as a Team Official

The “Registrations” tab is where members can sign up as a Team Official.

- Press the “Register for Season”
- Select “Community Soccer” or “Club Soccer”
- This screen is displayed:



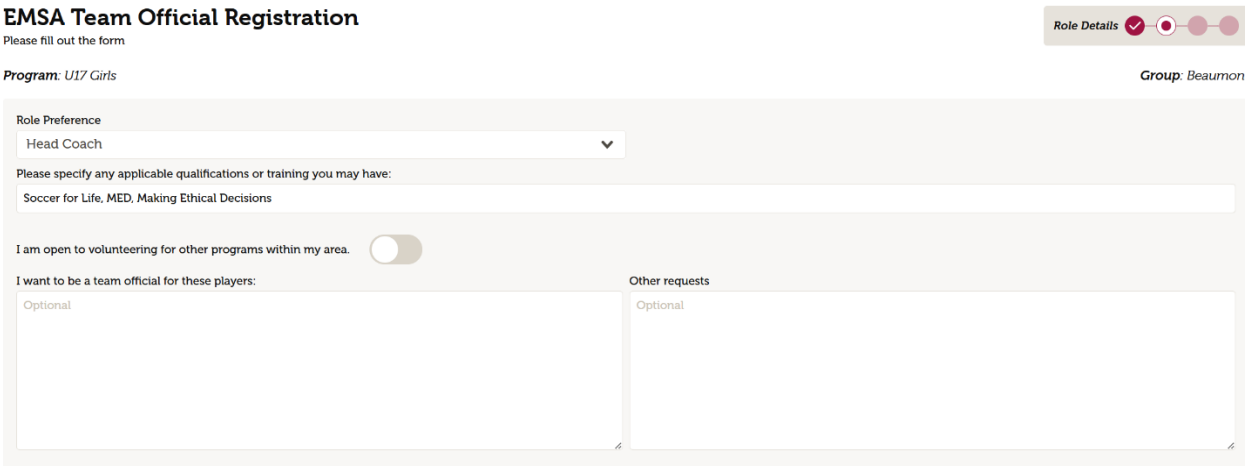

- Select Season
- Select Program
- Select Registration Type (Team Official)
- Press Continue

EMSA Team Official Registration

- Most information is pre-filled based on the member information.
- If you have any related training, click on the “Add Qualifications” (This can be done later too). Some Examples:
    - NCCP Number
    - Making Ethical Decisions
    - Soccer for Life
    - Note: If you have your NCCP number, log in to https://thelocker.coach.ca/ as this will have any required information. When adding, it seems that the “Start

Date” is required. You may received a “500” error if information is not complete. If the dates are unknown, enter an approximate date.

- Press Next Step
- Select “Role Preference”
- Enter in qualifications. This may have previously been completed
- Add any player and/or coach requests




After pressing the “Next Step" button, there will be a “Coaching Document” page. Read the terms and conditions, then click on the “I agree to the terms and conditions”, then press the “Complete Registration” button.

## Create “Linked Accounts” for each child

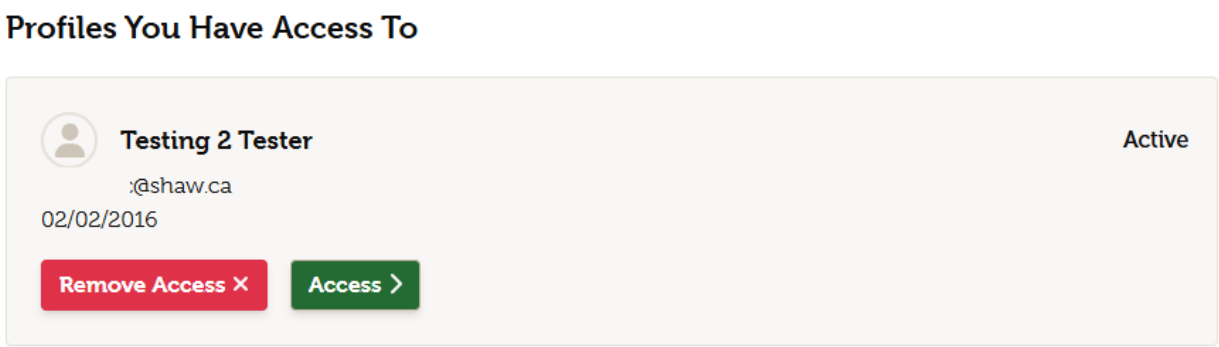
On the “Linked Profiles” tab, profiles can be created for each child (player).

For each child, enter the following information:

- First Name
- Last Name
- Email address (this can be your email address)
- Date of Birth
- Password (can be the same as your account password)

Press the “Create Profile” button

This will return to the main Linked Profiles page with the new profile.




Click on the Access button to continue the player registration

Set the following:

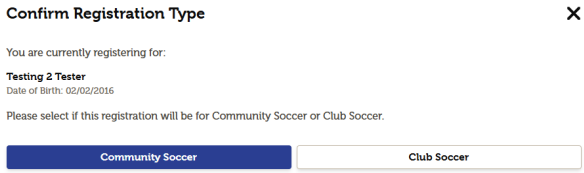
- Member Details:
    - Phone Number
    - Gender

Click on the Address Book tab and set the following

- Press the “Add Address”
- Enter address information. This should automatically add “Community: Beaumont”

Click on the Registrations tab to register the player for the season

- Press the “Register For Season” button
- For playing in Beaumont Soccer, select “Community Soccer”. If looking to play on a club team, click on the “Club Soccer”




In the Registrations, the Organization and Group should be set by the address previously set. If there is an issue, please contact admin@beaumontsoccer.com

Set the following:

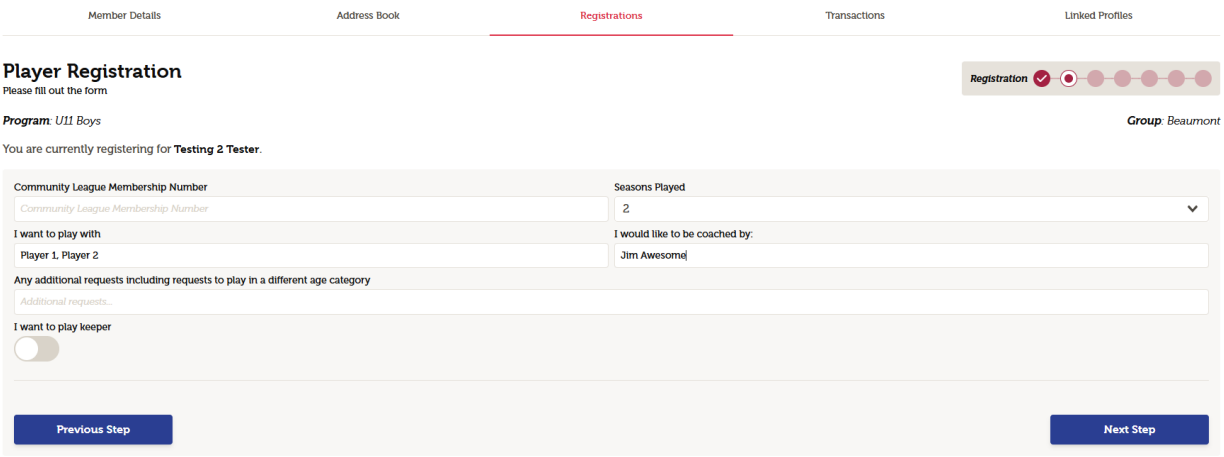
- Season: Select the season from the drop down menu
- Registration Type: Select Player (this needs to be done before selecting Program)
- Program: Select the program from the drop down menu.
- Press the Continue button

Note: there are options here for playing in a different community and playup requests.

Player Registration form

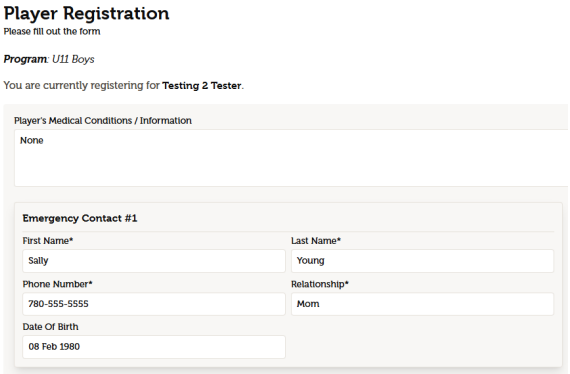
Most information will be completed here. The Guardian information is all that is required. Press the “Next Step” button.

On the next page, you can enter any player or coach requests.



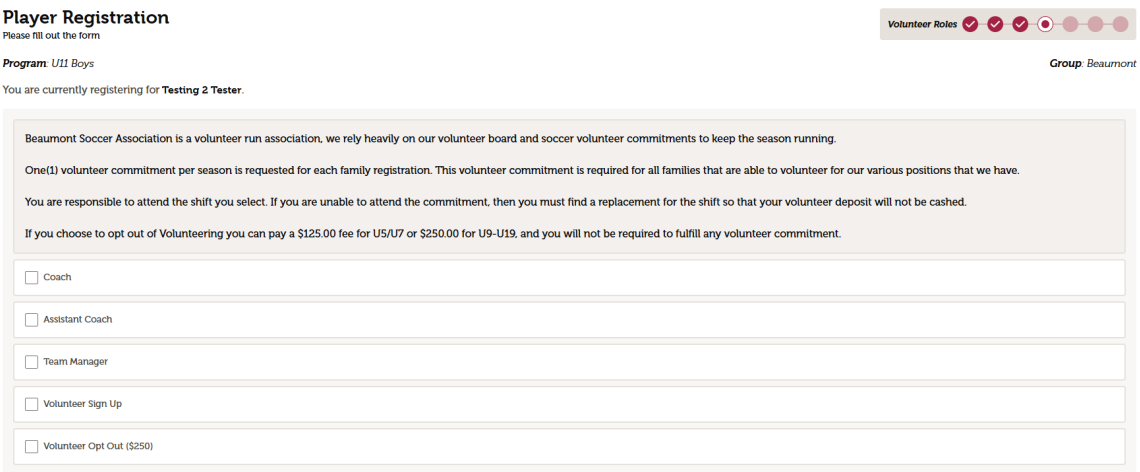

Press the “Next Step” button

On the next page, enter any emergency contact information.




Press the "Next Step" button

On the next page, enter your volunteer option



**Player Registration**
Please fill out the form

Volunteer Roles

***Program***: *U11 Boys*

***Group***: *Beaumont*

You are currently registering for **Testing 2 Tester**.

Beaumont Soccer Association is a volunteer run association, we rely heavily on our volunteer board and soccer volunteer commitments to keep the season running.

One(1) volunteer commitment per season is requested for each family registration. This volunteer commitment is required for all families that are able to volunteer for our various positions that we have.

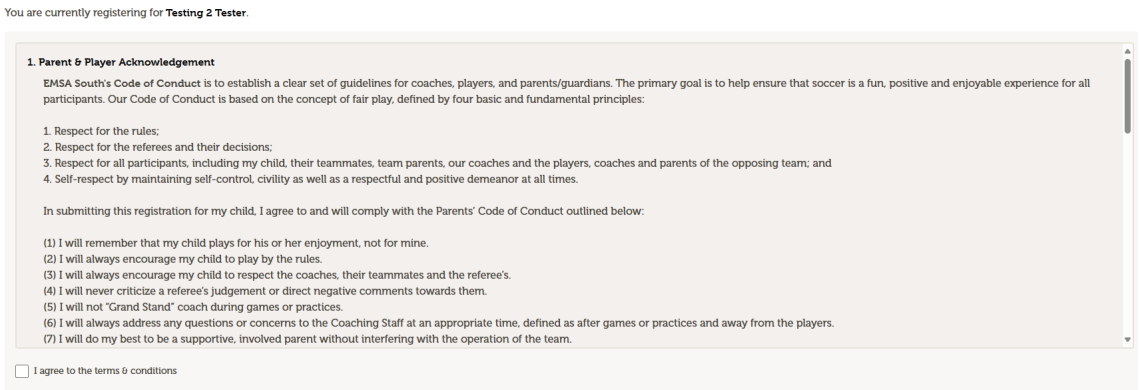
You are responsible to attend the shift you select. If you are unable to attend the commitment, then you must find a replacement for the shift so that your volunteer deposit will not be cashed.

If you choose to opt out of Volunteering you can pay a $125.00 fee for U5/U7 or $250.00 for U9-U19, and you will not be required to fulfill any volunteer commitment.

- [ ] Coach
- [ ] Assistant Coach
- [ ] Team Manager
- [ ] Volunteer Sign Up
- [ ] Volunteer Opt Out ($250)

Press the "Next Step" button

On the next page, review the Parent and Player Acknowledgement form. Check the “I agree to the terms and conditions”



You are currently registering for **Testing 2 Tester**.

**1. Parent & Player Acknowledgement**

**EMSA South's Code of Conduct** is to establish a clear set of guidelines for coaches, players, and parents/guardians. The primary goal is to help ensure that soccer is a fun, positive and enjoyable experience for all participants. Our Code of Conduct is based on the concept of fair play, defined by four basic and fundamental principles:

1. Respect for the rules;
2. Respect for the referees and their decisions;
3. Respect for all participants, including my child, their teammates, team parents, our coaches and the players, coaches and parents of the opposing team; and
4. Self-respect by maintaining self-control, civility as well as a respectful and positive demeanor at all times.

In submitting this registration for my child, I agree to and will comply with the Parents' Code of Conduct outlined below:

(1) I will remember that my child plays for his or her enjoyment, not for mine.
(2) I will always encourage my child to play by the rules.
(3) I will always encourage my child to respect the coaches, their teammates and the referee's.
(4) I will never criticize a referee's judgement or direct negative comments towards them.
(5) I will not "Grand Stand" coach during games or practices.
(6) I will always address any questions or concerns to the Coaching Staff at an appropriate time, defined as after games or practices and away from the players.
(7) I will do my best to be a supportive, involved parent without interfering with the operation of the team.

- [ ] I agree to the terms & conditions

Press the “Next Step” button

On the Checkout page,

- Review the payment description information
- Click on the “Other – Team Snap”
- Press the “Submit Payment” button.

# Checkout

Please review payment description below

Due: $0.00

Soccer Registration & Payment Instructions (2025/26 Indoor Season)

✅ **Step 1: Prepare Required Documents**
Before starting registration, have the following ready:
📷 Photo of the player's birth certificate (or passport/Alberta Health Care card)
📸 Photo of the player. Take a close up photo/Selfie of the Player/Team Official, with NO hats, sunglasses, hands in their faces, as well as they must have their shoulders covered.

📝 **Step 2: Register on TeamSnap**
Click HERE. ( https://registration.teamsnap.com/form/34606 )
Log in with your email and password, or create a new account if you're new.
Click on the player's name or select +Create New Participant or +NEW SIGN UP.
💳 Completed Credit Card Authorization Form
💡 Note: Payment must be submitted during registration.
Late registration begins September 6th, 2025.

Confirm Your Payment

Team Snap Registration: **$0.00**

Other - Team Snap

| **Due Later** | Other - Team Snap |
|---|---|
| Team Snap Registration | $0.00 |
| Total | $0.00 |