

# Maryland SportsPlex Futsal Team Registration

***Dear Futsal Coach or Team Manager:***

The following procedure is to be used to register all Futsal teams playing at Maryland SportsPlex.

- 1. Complete the required US Futsal Registration Forms – These forms are available from Maryland SportsPlex or can be downloaded from [www.futsal.org](http://www.futsal.org).**
  - a. Players under the age of 18 should complete the Youth Player Registration Form
  - b. Players over the age of 18 should complete the Amateur/Professional Player Form
  - c. Coaches and Assistant Coaches should complete the Coaches Registration Form
- 2. Create a new Futsal team on-line with US Futsal.**
  - a. Go to [www.futsal.org](http://www.futsal.org)
  - b. Click on the "New On-Line Registration" button
  - c. Click on the "Team On-Line Registration" button
  - d. Click the "Register On-Line" button
- 3. Complete the On-Line Team Registration page**
  - a. Select "Maryland Futsal" as your State Association
  - b. Select "Maryland SportsPlex Futsal" as your League
  - c. Enter your Team Name
  - d. Select the appropriate Team Type
  - e. Select the appropriate Age & Gender
  - f. Select the appropriate Category
  - g. Select the appropriate Season
  - h. Complete the Primary Team Contact Information
  - i. Click on the Submit Team Info button
  - j. When the system asks about payment information, select "Pay by Mail". Maryland SportsPlex will submit the required payment once all the paperwork has been submitted to us.
- 4. Receive confirmation email from US Futsal**
- 5. Add up to 12 Players to Your Team (Futsal roster size is limited to 12 players)**
  - a. Log in to the US Futsal Data Base system using the User ID and Password sent to you via email. The email will also include a web link to access the data base program.
  - b. Select the "Add Players" option and click on "Continue" button
  - c. Select "Maryland Futsal" from the STATE box
  - d. Select "Maryland SportsPlex Futsal" from the LEAGUE Box
  - e. Select "All Clubs" from the CLUB Box
  - f. Select your team name from the TEAM Box
  - g. The screen should automatically update to show your team info.
  - h. Select "Players" from the Data Type box on the left side of the page.
  - i. Add or Edit players using the information from the completed registration forms.
  - j. Print out a team roster after all players have been added
- 6. Submit Team Paperwork to Maryland SportsPlex before the season starts!**
  - a. Check, Cash or Credit Card for applicable league fee
  - b. Signed US Futsal Player Registration Form for each player
  - c. Signed US Futsal Coach Registration Form for each coach & assistant coach
  - d. Printed Team Roster from US Futsal On-Line Data Base Program
  - e. Proof of Age for each player. We can accept birth certificates, passports, military IDs, drivers licenses, and MSYSA player passes as proof of age.
  - f. Two small pictures (2" x 2") for each player and coach.
  - g. Signed Maryland SportsPlex Waiver for each player and coach.

**If you have any questions about this procedure please contact Keith Matney, at 410-729-0694, or via email at [kmatney@mdsportsplex.com](mailto:kmатney@mdsportsplex.com).**