Penn Fusion Soccer Academy

EPYSA REGISTRATION
Instructions

EPYS, a USYS state association, has chosen Group Net Solutions (GNS) as it registration software provider for 2012-2013 season. Below are instructions for building teams in the GNS software in order to obtain EPYSA player passes and rosters.

1. Go to www.epysa.org

2. Click on "Membership Services"

3. Click on "Online Registration"

4. Click the"Database" link under "Online Registration"

5. Login into the Database using your user name and password provided to you by the Penn Fusion Administrator

6. Select option "Access Team Management" and click "Continue"

7. You are at the "Team Main Page". On the left-hand side you will have 3 data types/pages "Team, Players, and Officials"

8. On either the Team or Player main page you can click on "Add Player" and then you will see options on how to add players to the team.

9. Once all players have been added be sure to click on "Officials" to add coaches and managers.

10. Once all players and officials have been added pictures and proof of birth must be uploaded.

11. To upload pictures and proof of birth, you must be in the Player or Official page of the Team site.

12. Highlight radio button to left of player or official's name and click on the "View/Edit Selected Player" button

13. Scroll all the way down and click on the "Upload Picture" button. A new window will open up with additional instructions. Photo must be 240x240 max pixels. If photo is not the correct size please resize. Scroll down to find browse and upload buttons for photos. Click on browse button to find the photo file to upload and then click on the upload button to bring photo into this database.

14. Repeat #13 with the "Upload Certificate" button to upload birth certificates for each player and official.

15. Notify the Penn Fusion Administrator when all players, photos, and birth certificates are uploaded and team is ready to be processed.

Please contact pennfusionadm@gmail.com with any questions.