

## NYCSL – US CLUB PASSES

You need information to be uploaded into SportsEngine formerly KYCK System

### You will need three items in a specific file format:

1. Medical Waiver – Signed and dated as a PDF
2. Birth Cert. – As a PDF
3. Picture – Headshot / Shoulders in a pic file

### For items 1 and 2 - Some quick ideas:

- Send the link as PDF file they complete and save as a PDF and / or convert word doc to a PDF (free software to do this)
- Print files Scan paper copies in as PDF

### For item 3:

- The easiest way is to have parent or you take a picture with your phone and have it emailed to you or sent via text.

Name and save the files in a way that you can quickly upload them for example

Oneill.BirthCert.PDF  
Oneill.MedWaiver.PDF  
Oneill.pic

As you save the files they will sort / group automatically if your drive is setup to sort name (that is the default setting)

Another way is to use players jersey # instead of name.

### Link to SportsEngine:

[https://user.sportngin.com/users/sign\\_in](https://user.sportngin.com/users/sign_in)