



2009-2010 Registration Instructions

All registration will be through the CJS A Registration provided by Blue Sombrero. This is for the state system only. Clubs have the option of staying with their current registration system and uploading an excel spreadsheet or sign up with Blue Sombrero Club system to do online registrations. This year all rosters, player passes and invoices will be generated from the CJSA registration system. Below is the process on getting information into the system so the passes, rosters and invoices can be created.

All referenced PDF documents can be found online at <http://www.cjsa.org> under the menu Forms Center > Registration.

Note: Any new clubs need to register the club at <https://cjsa.bluesombrero.com>

From the top dropdown menu select:

Registrations > Club Registration > Register My Club. (see the PDF file **Register Your Club with CJSA**) Remember to enter all your board members in the Club Board Members section.

- Steps for importing your data are found on page 7 in the PDF file **Importing Rosters to CJSA**.
- Steps for sending your data to CJSA state system through the Blue Sombrero Club system are found on page 7 in the PDF file **Sending Your Data to CJSA**.

NOTE: There is no need to have a second entry for primary contact, this was the -1 entry in the data type field of you upload. The head coach will be set as the primary contact.

1. Import your data or transfer from the Blue Club system.
 - a. You can import a thousand player and coaches or one. It's up to you how you do the import. You can import a team at a time or the entire club.
 - b. If you need a roster for one team early in the season for an August tournament then consider just importing that one team.
2. Finalize and submit your data (page 12 in the **Importing Rosters to CJSA**). We are trying to have one of these steps removed but for now you need to do both steps before the district registrar can approve your team. You will need to provide proof of age for all the players that have not been verified by your district registrar.
3. Approval – this is done by the district registrar
4. Print passes and rosters
5. Create Invoice – this is done by the district registrar or treasurer.
6. View invoice. You will get an email with your invoice number for you to login and view your invoice online.

Add / Release / Transfer module s are working and directions for the Add and Transfer are online. The Release directions will be loaded as soon as possible.

6/19/2009