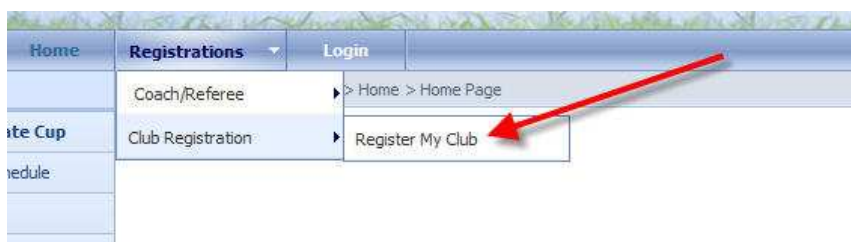


Register Your Club with CJSA

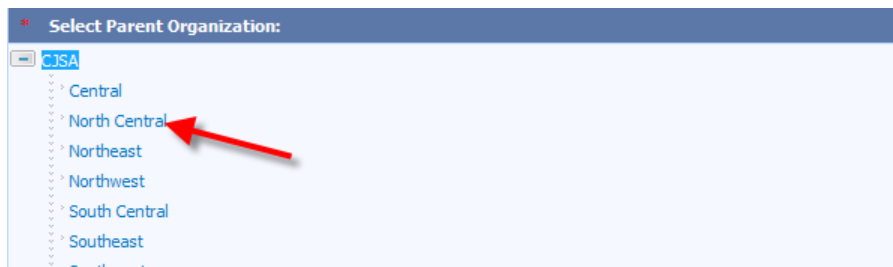
In order to export Team Rosters from your Blue Sombrero Website or import your Excel file to the CJSA Registration Website, you must first register your Club on the CJSA site.

Registering Your Club with the State

1. Go to your State Association Website:
 - a. CJSA – <http://cjsa.bluesombrero.com>
2. Registrations>>Club Registration>>Register My Club



3. Select Parent Organization (Click first on CJSA, the screen will refresh, then you can select your District name). If you don't know your district name call the CJSA office at 860-676-1161.



4. Enter Club Details

Club Details:	
* Club Name:	Test Club
* Street	123 Test Ave
Unit#	
* City	Test City
* Zip Code:	32145
State	Wyoming
Country	United States

5. Enter Contact Person Details – This should be the person filling out this screen and you would be the Club Admin, and you will handle all club administration.

Contact Person Details :

* Name:	Test	Sombrero	(FirstName/MiddleInitial/LastName)
* Street	123 Test Ave		
Unit#			
* City	Test City		
* Zip Code:	31245		
State	Wyoming		

6. Enter Account Information – This is the account information for you the Contact Person.

Account Information

* Email ID:	bluesombrero08@yahoo.com
* Password	*****
* Confirm Password	*****

7. Enter board member info.
 - a. This would be all your board members and anyone in your club that is a member but may not be a coach (IE: Recreation Chairman, Concession Stand, etc.)

Club Board Members: [Minimum member(s) required is 0]

[Add new record](#)

Role In Club	First Name	Middle Initial	Last Name	Address	Unit#	City	Zip Code	State
No members have been added								


8. Once you are done with entering your Board Members Click Save

Club Board Members: [Minimum member(s) required is 0]

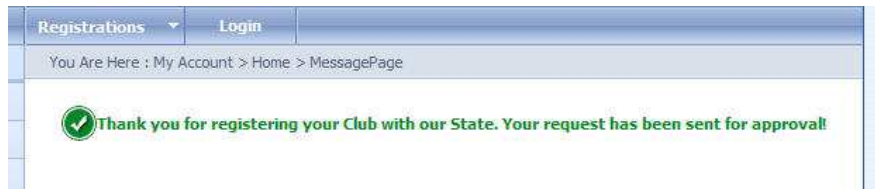
[Add new record](#)

Role In Club	First Name	Middle Initial	Last Name	Address	Unit#	City	Zip Code	State
No members have been added								

[Save](#) [Cancel](#)

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9. Your club registration has been received and under review.



You will receive an email once the CJSA Office approves your registration.

Depending on what time of day you register your club it may take the office up to 12 hours to approve your club.

After the approval you will have access to upload your data file.