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Registrars New Season Check List

1. Verify that MSA has set the new season
2. Set up the age matrix, refer to the new season matrix at the MSA website
3. Set up and review the pricing structure for each age Division
4. Set up secondary e-Reg accesses if necessary
5. Log In to e-Org and update any contact information for officers
6. Log In to e-Org and update registration periods
7. Log In to e-Org and submit goal inspection affidavit
8. Log In to e-Org and upload any documents that may have changed
9. Log In to e-Org and upload a copy of the annual report
10. Separate Registration Forms
11. Identify any players that may be returning home
12. Identify any players that may require Releases – *advise parents of process*
13. Copy players from Previous Season
14. Enter new players into system – *if duplicates are found contact MSA*
15. Stay on coaches to complete Kidsafe Online – *repeat daily*
16. Create Teams for the new season based upon numbers
17. Assign Players to Teams
18. Review Unassigned Players List
19. Assign Coaches to Team, check list of teams without coaches
20. Log In to e-Org and submit kidsafe affidavit
21. Print Player Invoice and send check to MSA