

Digital IDs

1. For the Digital ID process, the email used must be the members personal email address (not a club email)
2. Proof of birth will no longer be required to be submitted to the district. It is the Club/Academy's responsibility to ensure the player's proof of birth has been verified, and their name/birth date is accurate in sports engine.
 - a. Proof of birth documentation must be a government ID (birth certificate, passport, driver's license, etc.)
 - b. Please ensure you are registering the player under their legal name (no nicknames)
3. Once your team has been entered in sports engine, the player and team officials' photos can be added to the roster. Please see below for a summary on how to add the photos.
 - a. Photo must be a head and shoulders photo (passport style)
 - b. Must be a recent photo (taken within the past six months)
 - c. No sunglasses can be worn
 - d. No hats or head coverings unless it is for religious reasons.
4. Once all photos have been added and the team is ready for approval, please email admin@torontosoccer.net with the team list/roster for validation. (Roster Template is attached)
5. Once received, the players and team officials will be approved, and a copy of your Ontario Soccer Stamped Roster will be emailed to you.
6. Only player's and team officials with a photo will be approved to play / sit on the bench.
7. Your Official Team Roster must be brought to every competition the team attends, as without it the team will not be able to participate.

Sports engine HELP

How to add a profile picture – profile pictures added in the household do carry through to governing seasons:

<https://help.sportsengine.com/en/articles/6658638-how-to-add-update-player-staff-roster-photos>

NOTE: You are able to add or edit photos to a claimed *or* unclaimed Account.

1. Sign in to your account and go to "SportsEngine HQ."
2. On the left-hand navigation bar, click on the **Ontario Soccer** tab.
3. Choose **Governing Seasons**.
4. Under *Governing Seasons*, click either the **Players** or **Staff** sub-tab.
5. Click on the player or staff member's name.
 - o A slide-out screen will appear.
6. To the left of the name of the player or staff member, next to their initials, click on the **Camera** icon.
7. Click **Upload New Image**.
8. Choose your photo from your computer/desktop.
9. Click **Open**.

10. Position the photo and click **Save**.

This photo will now appear in the Ontario Soccer Registration System official roster for the player/staff member.

Clubs, Districts can print membership cards for players and team officials:

<https://help.sportsengine.com/en/articles/6778821-how-to-print-or-save-membership-card>

An HQ Premium subscription is needed to utilize any Membership and Eligibility functionality.

"Full Access" permissions are required to print membership cards.

1. [Sign in](#) and go to "SportsEngine HQ."
2. On the left-hand navigation bar, click on the **Ontario Soccer** tab.
3. Click **Governing Seasons**.
4. Locate the season and click **Teams**.
5. Locate the team and click on the Team's "Name."
6. Click **See Player Details**.
7. Click on the player's "Name."
 - Only approved player's cards can be printed or downloaded.
8. Under *Eligibility*, click **Save Membership Card**.
9. Click **Print Card**.
10. A new window opens where the card can be viewed, printed, and downloaded.
 - The card contains a QR code to determine real-time eligibility status.

To locate the card by the player, click **Players** and search by the player's name.

How to add digital cards to a phone wallet

<https://help.sportsengine.com/en/articles/6322111-how-to-add-digital-cards-to-a-phone-wallet>

There are two ways members can add their digital player cards to their phone's wallet.

- Through the email sent after player cards have been printed.
- From their account on a mobile browser.

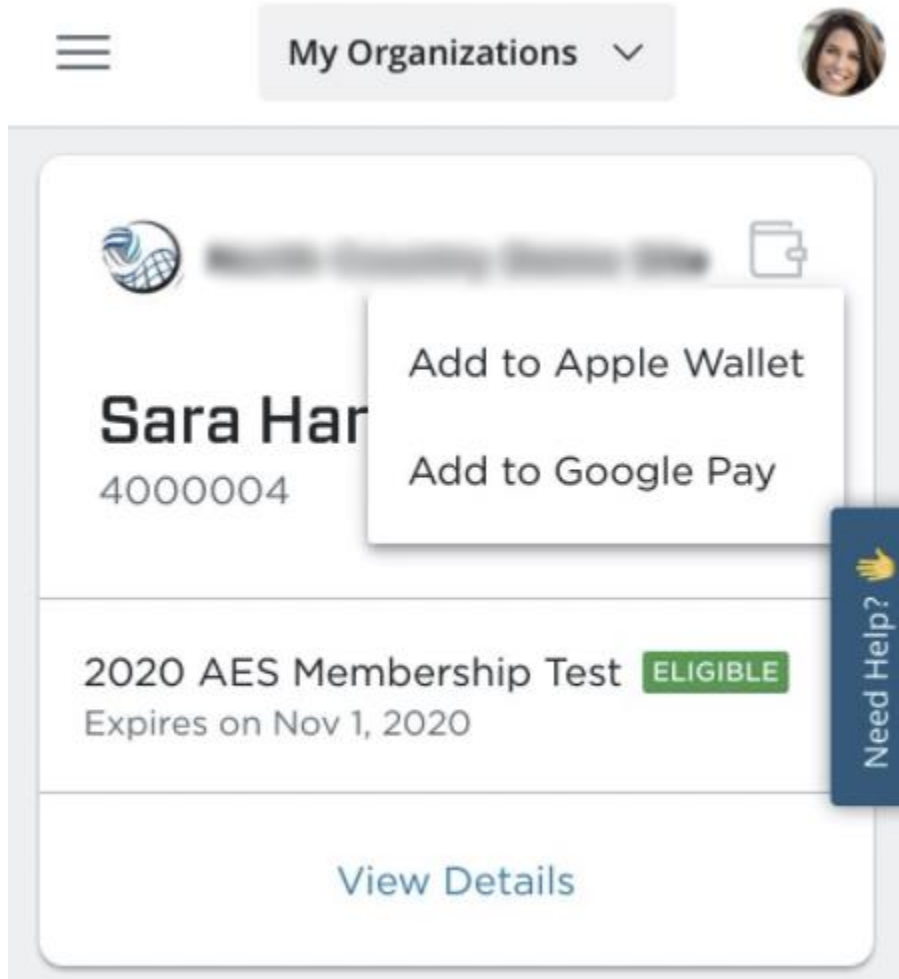
How to Access Digital Cards via Email

1. From a smartphone, navigate to your email inbox and open the "[Region] Membership Email."
2. Scroll to the bottom of the email.
3. On the member's digital card, tap **Add to Apple Wallet** --OR-- **Add to Google Pay**.

How to Access Digital Cards via SportsEngine Account

1. From a smartphone, open your browser and go to my.sportsengine.com.

2. Enter the account owner's email/password and click **Sign In**.
3. In the top left-hand corner of the page, click the **three horizontal lines** > **Household**.
4. Select the desired member's profile.
5. Locate the member's digital card and tap the **Wallet Icon** in the top right-hand corner.
6. Tap **Add to Apple Wallet** --OR-- **Add to Google Pay**.
 - o If on an iPhone, click **Add** in the upper right-hand corner.
 - o If on an Android, click **Save**.



Note: At this time, you are unable to access member cards from the Mobile app. Please use your mobile phone's browser.