

To complete your EMSA registration for team rosters (House League)

1. Go to www.emsamain.com
 - a) Click the word "**Login**" (top centre of home page)
 - b) Create an account in the parent's name if you don't already have one.
 - This account is similar to TeamSnap – family account with e-mail & password security
 - c) Add your players to your account
 - **Step 2: Address**
 - **Community**
 - Will automatically fill based on address
2. Select from your Dashboard
 - a) Select player from list ("Register as Player") or enter the player's information using "Add a person to this account" (see above)
 - b) **Register a Player** for the player
 - c) **Register a Team Official** to register as a Coach or Team Manager
3. **Select a Season**
 - a) Set to Indoor 2021 if not already done
4. **Community League Membership #**
 - Is set to Optional
 - No entry needed
5. **Community**
 - a) change to **EMSA St. Albert > St. Albert**
 - b) Add reason – "Play in St. Albert"
6. **Age Category** – leave as recommended
 - a) If you have requested to Play-up, it will be changed upon approval of Directors
7. Complete **Emergency Contact** page
8. Complete **Waivers**
9. **Fees & Payment Options**
 - a) Selecting/changing the Community of Residence to EMSA St. Albert will eliminate all fees
 - b) If asking for money (transfer required)
 - Select "Funding Plan Request or Other" under "Payment Options"
 - No payment is required
10. **Submit**

If at any time you are having difficulty registering – call the SASA office. Please do not go directly to EMSA.

Thank you for your prompt attention to this very important matter.