

2019 ID CARD SYSTEM AND PROCESS – E2E

- Clubs using books have a choice to replace them with cards or not. However, Southwest Soccer will no longer issue new books. Players/team officials requiring an id, a card will be issued.
- The cards are printed at the Southwest Soccer office. Cards can be collected from the office or couriered (\$15.00 p/delivery)
A generated email from E2E Soccer will advise the club contact when the cards have been printed.
- Id cards are valid for 5 years. However, if a player switches clubs, a new id card will be issued. New cards will not be issued if a team changes league levels from Regional to District or vice versa as the purpose of the card is only photo validation. The team roster will be the proof of registration to the specific team.
- When the id check occurs prior to a game, the registrant must have the card in their possession. The team roster will also be required. Without a team roster, the id card does not provide proof of validation.

NOTE: As mentioned in the Registration Process section of this document, existing cards with the AIMS id#'s will not be replaced at this time; therefore, use the existing id cards as photo identification and make sure that player's data (first name, last name and dob) is matching the data on the roster presented by the opposing team.

- If a Team Official is coaching more than one team or if a player is also a team official, only one card is required to be issued.
As with the player id check, the team roster will indicate who the team official is and his/her role.
- In order for a Club to create cards, Southwest Soccer will create an E2E account for each club. Once the account is created, E2E will generate an email and send it to each club contact directly. At this point, each club will have the opportunity to go onto the E2E website: www.swrsa.e2esoccer.com and start creating cards for its players and team officials.
- Southwest Soccer has provided the links to "how to generate multiple cards" and "how to generate single cards". These files will provide easy to follow step by step instructions on how to log in and generate the id cards.
TIP: Try to upload the entire team or as many players and team officials all at once and follow the "multiple cards" document. For late additions or guest players/call ups, use the "single cards" document.

What is your club required to do?

MULTIPLE CARDS:

STEP 1

Using the registration forms of the registrants requiring a card, complete the provided excel E2E template. Please use the new ID #'s issued by SportsEngine.
Once filled save it as **Sheet1**.

STEP 2

1. Obtain pictures from the registrants requiring a card (At practice is a good time to snap a photo). # of pictures should be the same as the # of players listed on **Sheet1** (excel data file created in Step 1). Save each picture as the registrant's id number - do not add the name or # sign when saving it.

Please ensure the id #'s must be the same as the Id #'s listed on the data excel file.

Picture requirements:

- Light background – especially if the person has dark hair
 - Eyes open
 - Head and shoulders shot
 - No sunglasses (reading glasses allowed)
 - No hats or head coverings except for religious reasons
2. Once you have the photos ready, you need to create a zip file.
To learn how to zip a file review the instructions in the Multiple ID Card document.
TIP: To avoid an error message, when using a Mac, zip files created will contain sub folders. These subfolders need to be deleted from the ZIP before it could load; otherwise you will receive an error message

STEP 3

1. Select Sheet1 (excel file created in Step 1).
E2E will upload the file and if successfully uploaded a green button will appear
2. Select the zip file (file created in Step 2)
E2E will upload the file and if successfully uploaded a green button will appear
3. Click Submit

IMPORTANT:

If the website shows an error message saying that a player has been uploaded already, this will occur if you have previously received an error message on an initial upload and then uploaded the player again. If this is the case, contact the Southwest Soccer office to confirm whether or not this player has been uploaded.

If not, click duplicate upload.

To avoid this from happening, you can select “Override duplication checking’ button at the bottom of the screen when uploading the ZIP file and data file.

STEP 4

Inform Southwest Soccer via email regarding the upload – office@swrsa.ca.

As well, attach a copy of the coaching certifications (certification requirements applies to competitive teams only)

**** ALTERNATE OPTION:**

At no cost for 2019, if you require assistance to upload your data file (Sheet1) and zip file containing all pictures of players requiring ID Cards, please email them to office@swrsa.ca.

Photos within the zip file or single photos must be saved as the player’s id #.

SINGLE CARDS:

1. Using your registration forms, input player’s information
2. Add photo.
Crop your photo to fit.
3. Review your submission before clicking “Submit”

4. Inform Southwest Soccer via email office@swrsa.ca that a card(s) has been uploaded for printing.

****Single cards requests must be completed by the club.**