

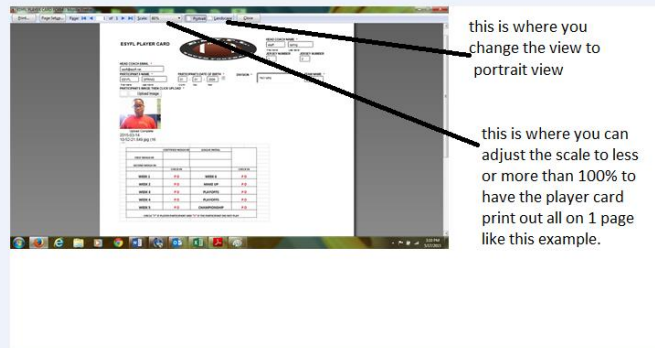
HOW TO CREATE A PLAYER CARD

Head coaches will need to take a digital colored picture of each individual participant. After taken the picture you should then go to the league website (esyfl.net) and fill out the player card and download the colored picture on to the player card, click upload, print the player card out in color (PRINT IN PORTRAIT), submit it and repeat the steps for each individual participant. The form must be printed out in color, if not it will not be accepted at certification. Each player card has to be submitted to the league by clicking the submit button (print before you submit). If the participant is not on file with the league and a discrepancy arises with the participant during the season, the participant will no longer be allowed to play. Make sure the head coach email address is correct on the player card, if it is not correct the head coach will not get an email confirmation back showing that he submitted the player card to the league. If the head coach did not get a confirmation that it was submitted then it was not submitted and will need to be redone. The player card has 2 jersey numbers input sections since some teams have 2 sets of jerseys. If you do not have the capability to do this process the league can do it for you at a cost of \$6 per participant at certification and you will have to be a certification 2 hours prior to your slotted time with your team and pay in advance of any pictures taken (participants will be worked in between certification). When you print you should only have to print the first page in landscape view and may have to change your settings to shrink to fit or scale it down or up depending on your settings to less or more than 100%. Examples below on how it should look and settings on how to do it:

EXAMPLE OF PLAYER CARD AFTER IT HAS BEEN FILLED OUT WITH PICTURE UPLOADED AND READY TO PRINT (PRINT ON PORTRAIT VIEW)



EXAMPLE OF WHERE YOU CHANGE THE SETTINGS TO HAVE THE PLAYER CARD PRINT OUT ON 1 PAGE



EXAMPLE OF THE EMAIL CONFIRMATION YOU WILL RECEIVE AFTER YOU SUBMIT THE PLAYER CARD.

