



Dear Coaches and Team Managers,

Welcome to PAL spring soccer 2012!

We are piloting our online registration system. Please follow the instructions in this email carefully, and let us know if you have any questions.

## 1. Create Your Team on Goalline

- [Go to the PAL Goalline site http://sfpals.goalline.ca/](http://sfpals.goalline.ca/)
- On the left-hand menu, select "Team Registration"
- Fill in the form as completely as possible
- Submit your form
- Once your form is submitted, PAL staff will review your form and you will receive a "Team Acceptance" email. Please note that if you create your team at night, your acceptance will most likely be processed the next morning. Don't panic!
- Please save this email as it will contain your Team Code that will allow your players to register online, as well as your coach login so you can check that all your players have registered before your team registration appointment with the PAL office

## 2. Make Your Team Registration Appointment

- Once your team has been accepted into the system and you have a Team Code, you can [make a registration appointment \(Jan. 30 to Feb. 10\)](#)
- Sign up for your preferred time.
- In the comments section, please indicate your age group, team name, Goalline Team Code, and a contact phone number (i.e., U8 Boys Panthers 12T-00285878 415-555-5555) This will help us have everything ready for your appointment.
- If you have more than one team, please make an appointment for each team.

## 3. Communicate With Your Parents

- Once you have created your team, your Acceptance email will contain a Team Code that your parents will need to register to the correct team. With over 200 teams, some with identical names, it is imperative that your parents use the correct Team Code. Otherwise players may end up on the wrong team and your team will not be able to complete registration.
- Sample email to parents follows at the end of this message.
- Please advise parents to register their child at <http://sfpals.goalline.ca/> under the "Player Registration" link on the left-hand side.

- Registration is \$65, and parents can make an optional donation of \$35 to help provide hardship fee waivers for children whose families cannot afford the registration fees.
- Parents can pay by credit card or cash/check.
- Parents who pay by credit card will be all set to go.
- Parents who choose to pay by check will need to give you the cash or check (made payable to SFPAL) so you can bring it to your registration appointment.
- Parents who need a hardship fee waiver can select that option. They will need to download the form, fill it out, and give you the form and proof of hardship (copy of free lunch letter, Medi-Cal card, State Benefits Card, unemployment letter, etc.) You will need to bring this with you to your registration appointment. If you have many players on your team with hardship, please contact us so we can help you streamline the process.
- Ask parents to forward you their registration confirmation so that you can tell whether they need to give you a check/cash or proof of hardship.

#### **4. Monitor Your Team Registration**

- In your acceptance email you will find a login and password for the coach portal. You can use this to login to the Goalline system to track your player registrations.
- The login is in the upper right-hand corner of the [Goalline website](#).
- All players who have registered through Goalline will appear.
- Parents should forward their registration confirmation email to you so you can monitor who has paid and who needs to give you a check or hardship waiver form.
- Make sure all your parents have registered their players and paid before your registration appointment.

#### **5. Assist Players Who Do Not Have Internet Access**

- If you have players whose families cannot register online, you can register for them. We recognize that not all families have internet access.
- Please use this feature sparingly – we would prefer that each parent register his or her own child so that contact information and liability consent is complete.
- You will need to have the family fill out a hard copy liability waiver and bring it with you to your registration appointment

#### **6. Come to Your Registration Appointment and Bring the Following**

- PAL liability waivers from players without internet access who were registered online by coach/team manager rather than parent
- Checks or cash from families who chose this option (you can tell by looking at the player's registration confirmation.)
- Hardship waivers and documentation for those who need financial assistance
- [Bye request form](#)
- Viking roster
- Player and coach passes

**Copy and Paste The Following Email to Parents (fill in the highlighted fields first)**

Dear Parents,

This year we will be registering players online for spring soccer.  
Please go to <http://sfpals.goalline.ca/>

Select "2012 Player Registration"

Use the following Team Registration Code:

- Registration is \$65, and you can make an optional donation of \$35 to help provide hardship fee waivers for players whose families cannot afford the registration fees. Your contributions helped provide fee waivers to 80 basketball players, 25 cheerleaders, 37 football players, and 153 soccer players in 2011. They also allowed PAL to offer the free Junior Giants summer program. Your donation makes sure no kid is turned away because their family can't pay.
- If you need to apply for a hardship fee waiver, please indicate that. You will need to fill out the form, and give me a copy of the form and required documentation (free lunch letter, Medi-Cal card, State Benefits card, Disability letter, unemployment letter, etc.) before the team registration appointment.. If you would like to keep this information confidential, please place it in a sealed envelope.
- Once you receive the registration confirmation, please forward that email to me so I can track registration. My email address is
- If you chose to pay by check or cash, please give me payment as soon as possible. If you chose to pay by credit card, you are set!
- Our team will not be able to register unless every member of team has paid or submitted a hardship fee waiver request.

Our team registration appointment is on . I will need all players registered online, and all checks and hardship fee requests in hand. Otherwise we will not be able to register our team for spring play.

**Thank you for registering for spring soccer with PAL!**  
**Please call us with any questions (415) 401-4666**