

US Futsal Federation – Online Registration

- 1) Go online to the US Futsal Federation website www.futsal.com
- 2) Click on the link “Registration Center” (on the Top horizontal menu bar)

Coach Registration

- 1) Click on **COACH ON-LINE REGISTRATION**
- 2) Select the “New Coach/Instructor” on the drop-down box for “Select a New/Returning Status” and click on the “Register Online” button (Select “Returning Coach” if you registered last year)
 - Fill out the form that will be shown – you just need to fill out the fields marked by a * (red asterisk). On the **Section II – Registration Information**, you will select the following choices:
 - a) For **Present State Association**, select **CALIFORNIA FUTSAL-NORTH**
 - b) For **League Association**, select **DIABLO VALLEY**
 - c) For **Club Association**, select **No Club Association**
 - d) Leave **Coach Grade** with **COACH 10**
 - e) Leave other fields blank until **First Registered with U.S. Futsal** where you will type **today’s date** (it needs to be a 4-digit year – Ex.: 2009)
 - f) For **Attained Present Grade**, also type today’s date
 - On **Section III – Experience Information**, mark **Coach Only**
 - On **Section IV – Risk Management Info**, the **Position** field needs to have something but in case you don’t have anything, simply type N/A
 - After filling out the form, click on **Submit Coach/Instructor Application** and then click on **Proceed to Payment Solution**
 - Choose “**Mail-in Check**” and click on the button to process your choice
 - A page will be shown with your main information and with a **U.S. Futsal ID** for you. You should ignore the message “**Registration is not complete until you send a copy of this Certificate....**”.
 - Registration cost is included on your league fee and will be paid by Diablo Valley Futsal.
 - Print a copy of this page for your records
 - You are NOW ready to register your TEAM

Team Registration

- 1) Go back to www.futsal.com
- 2) Click on the link “Registration Center” (on the top horizontal menu bar)
- 3) Click on **TEAM ON-LINE REGISTRATION**
- 4) Click on the button “Register Online” and fill out the form
 - For **Team type**, choose **League Team**
 - For **Category**, choose **Youth Competitor** (or Amateur if Team Type is Adult Open)
 - For **Season**, choose **Winter**
 - On **Section II – Coach Information**, use your **U.S. Futsal ID** from your previous registration.
 - Leave the checkbox “**The Primary Team contact is the same as the Head Coach listed above**” checked – then you don’t need to fill out the Section III – Primary Team Contact Information

- 5) Click on the button **“Submit Team Info”**
- 6) Print a copy of the page for your Records
- 7) Click on the button **“Click here to access the U.S. Futsal online database now”**
- 8) Select the option **Add Players and Manage Team Information** and press the **Continue** button
- 9) Select **“Players”** from the **Data Type** List box on the top left part of the screen
- 10) Click on the button **“Add New Player”** and fill out the information with * (red asterisk) – some fields are similar to the fields in the Coach Registration Form, for these, choose the same option you chose during the coach registration process
- 11) Click on the **“Submit Application”** button
- 12) Print **EACH** player’s application, have a parent sign it and return it to Diablo Valley Futsal at check-in.

The Diablo Valley Futsal League **WILL PAY ALL** Registration fees to US Futsal Federation

For questions, please contact Ricardo Da Silva at ricardo@diablovalleyfutsal.com