



ELECTRONIC REGISTRATION FOR GROUPS

US Lacrosse provides two convenient ways to register your members electronically:

1. EXCEL SPREADSHEET

Conduct your registration of players and coaches using our paper forms or through your own web site. Collect all the member data into our Roster Template and send via email to the US Lacrosse Group Processing Associate, Mark Kamyszek, at mkamyszek@uslacrosse.org Send your payment by check or credit card to Mark Kamyszek at:

US Lacrosse; 113 W. University Pkwy; Baltimore, MD 21210 or: you can call Mark directly with your credit card at 410-235-6882 x176. We expect to complete the process within 48 business hours of receipt. The information must be complete along with payment. Please see these guidelines to ensure prompt registration:

GUIDELINES FOR EXCEL SPREADSHEETS

1. Use this Roster Template provided; please do not reformat the sheet
2. Save the spreadsheet as a .xls or .csv file
3. Please complete the information for each column marked with a red heading
4. Email the spreadsheet to Mark Kamyszek at mkamyszek@uslacrosse.org
5. Please put your group name in the subject line of the email like this: <GroupName> - Electronic Registrations
6. Please include your payment intent (check or credit card) in the email
7. The registration can not be processed until complete payment is made; insurance for your members will not be active until payment is made
8. Please pay by check or charge: you can call Mark Kamyszek with your credit card at 410-235-6882 x176
9. The Program Administrator must retain the paper registration forms of each player and coach for seven (7) years or until they reach the age of 24, whichever date is later. Alternatively, the Program Administrator may send paper forms to US Lacrosse for storage.
10. If a group is using its own web registration, then the electronic file of members must indicate that each registrant (parent of any minor) has accepted the insurance waiver. The electronic file must be retained by the Program Administrator for seven (7) years or until they reach the age of 24, whichever date is later. Alternatively, the Program Administrator may send the electronic file to US Lacrosse for storage.

2. WEB REGISTRATION VENDOR

If your group would like to use one of the approved US Lacrosse web registration vendors, the Program Administrator must first inform the US Lacrosse Group Processing Associate, Mark Kamyszek at 410-235-6882 x176 or mkamyszek@uslacrosse.org Mark can provide the contact information for these approved vendors, and there will be an agreement form that you must sign. When your Group identifies to Mark which vendor will be used, then Mark will forward to that vendor the current roster of all active members. The vendor will have additional steps for the Group to set up the registration process. Upon registering the individual members, the vendor will compile this data and send it directly to US Lacrosse. A notice will be sent to the Group indicating the total number of registrations and amount due. When you complete the payment to US Lacrosse, the group registrations will be processed. Send your payment by check or credit card to the US Lacrosse Group Processing Associate, Mark Kamyszek, at US Lacrosse; 113 W. University Pkwy; Baltimore, MD 21210 or you can call Mark directly with your credit card at 410-235-6882 x176. Please see these guidelines to ensure prompt registration:

GUIDELINES FOR WEB REGISTRATION VENDORS

1. Contact the US Lacrosse Group Processing Associate, Mark Kamyszek, to inform him you will be using a web registration vendor
2. Program Administrator signs and returns the data access agreement form
3. Each web registration vendor may have steps for the group to follow
4. Please email your payment intent (check or credit card) to Mark Kamyszek at mkamyszek@uslacrosse.org with your Group Name in the subject line: "<GroupName> - Web Registration Payment"
5. The registration can not be processed until complete payment is made; insurance for your members will not be active until payment is made
6. Please pay by check or charge: you can call Mark Kamyszek with your credit card at 410-235-6882 x176