

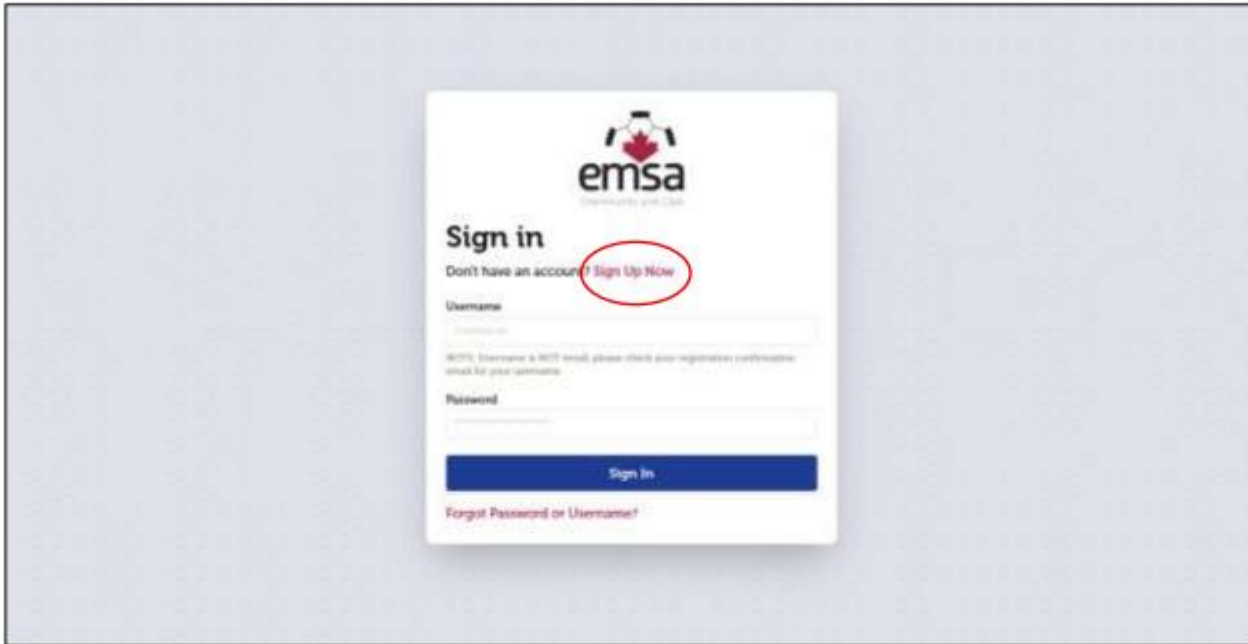
## EMSA Soccer Portal -Instruction for SWEMSA

How to create an account and register players

Login URL: <http://portal.emsamain.com/>

You'll need to create a new login for the updated system, as login details from the previous portal won't carry over. To set up your new account. Please follow the instructions below:

**Step 1: Click the URL above and select "Sign Up Now"**



The screenshot shows the EMSA Sign In page. At the top is the EMSA logo with the text "Community and Club". Below the logo is the heading "Sign in". Underneath, there is a link "Don't have an account? Sign Up Now" which is circled in red. Below this are input fields for "Username" and "Password". A blue "Sign In" button is at the bottom. At the very bottom, there is a link "Forgot Password or Username?".

**Step 2: Enter your information as the parent/guardian, then click "Sign Up."**  
*(Note: You'll add your child(ren)'s information in the next section.)*



The screenshot shows the EMSA Account Creation page. At the top is the EMSA logo with the text "Community and Club". Below the logo is the heading "Account Creation". The form contains the following fields: "First Name", "Last Name", "Date of Birth" (with a sample date "06/15/1990"), "Password", and "Password Confirmation". At the bottom, there is a blue "Sign Up" button which is circled in red.



Step 5: Once you're logged in to your account, fill out the member details and click "save"

The screenshot shows the EMSA member profile page. At the top, there is a navigation bar with the EMSA logo and a "Logout" button. Below the navigation bar, there are tabs for "Schedule", "Trans", and "Member". Under the "Member" tab, there are sub-tabs for "Member Details", "Address Book", "Registrations", "Transactions", and "Linked Profiles". The "Member Details" sub-tab is active, showing a form with fields for "First Name" (Jane), "Last Name" (Doe), "Date Of Birth" (06/15/1990), "Email" (jdoe@emsa.com), "Phone Number" (780-123-1234), "Gender" (Male), "Password", and "Password Confirmation". There is also a "Medical Conditions / Information" field and a "Player Card File Uploads" section with a "Manage Uploads" button and a status box showing "DOB File: No" and "Card Image: No". A blue "Save" button is located at the bottom right of the form, circled in red.

Step 6: Click on "Address Book" and add your home address by selecting "Add Address +."

The screenshot shows the EMSA Address Book page. At the top, there is a navigation bar with the EMSA logo and a "Logout" button. Below the navigation bar, there are tabs for "Schedule", "Trans", and "Member". Under the "Member" tab, there are sub-tabs for "Member Details", "Address Book", "Registrations", "Transactions", and "Linked Profiles". The "Address Book" sub-tab is active, showing a message: "Please add a primary address before completing registration." A blue "Add Address +" button is located at the bottom right of the page, circled in red. A red arrow points from the "Address Book" sub-tab to the "Add Address +" button.

Step 7: Enter your home address and click "Save"

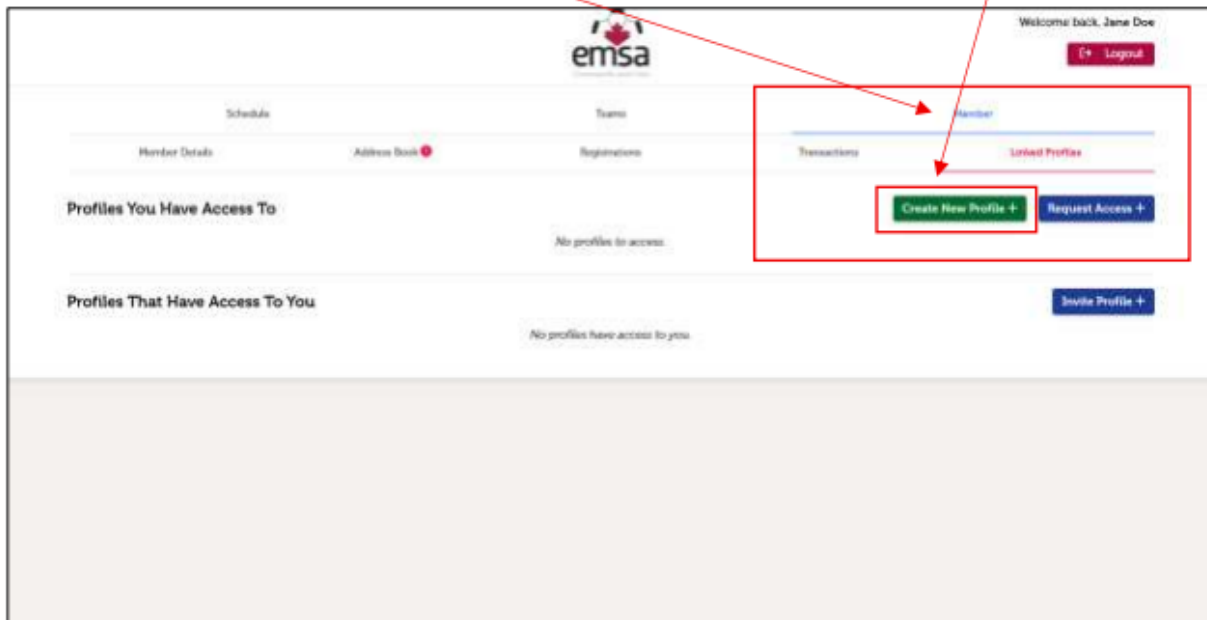
The screenshot shows a web interface for EMSA. At the top, there is a logo for EMSA and a user greeting "Welcome back, Jane Doe" with a "Logout" button. Below this is a navigation bar with tabs for "Schedule", "Teams", and "Members". The main content area is titled "Address Book" and contains a modal window for "Add new address".

The "Add new address" modal contains the following fields and controls:

- Address \***: Text input field containing "123 Tule Street".
- Address 2**: Text input field.
- City \***: Text input field containing "Edmonton".
- Postal \***: Text input field containing "T5A4C2".
- Province \***: Dropdown menu.
- Mailing**: Toggle switch, currently turned off.
- Primary Address**: Toggle switch, currently turned on.
- Community League**: Text input field containing "Community League: South Clearview".
- Save**: A blue button, which is circled in red in the image.

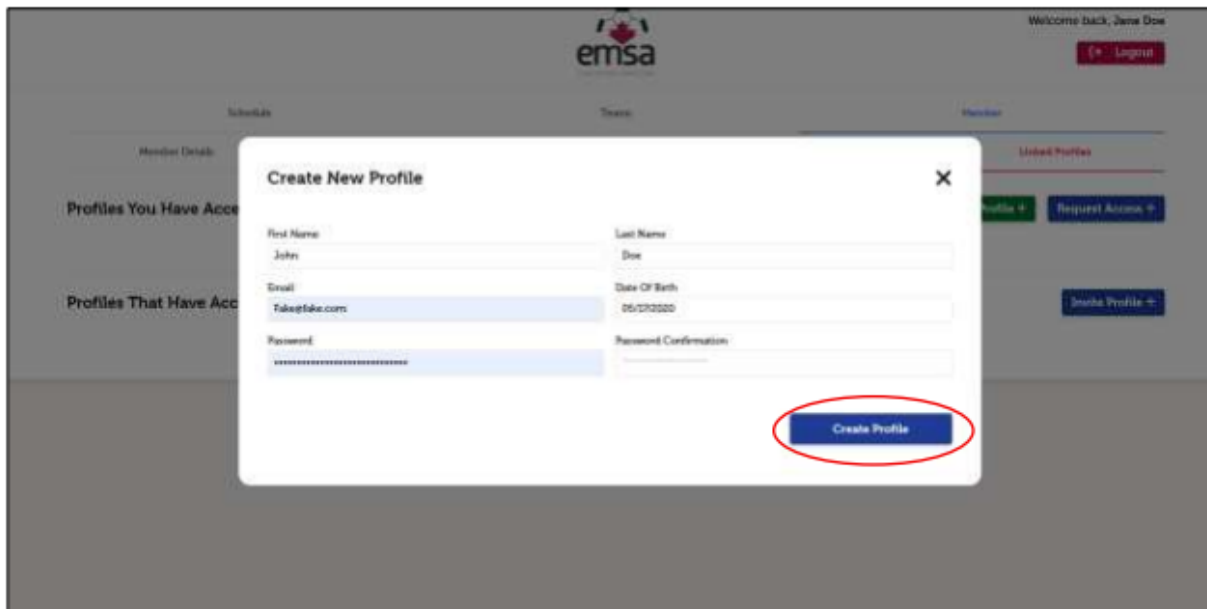
## 1.2. How to add members to your account

Step 1: Under “Member,” click “Linked Profiles,” then select “Create New Profile.”



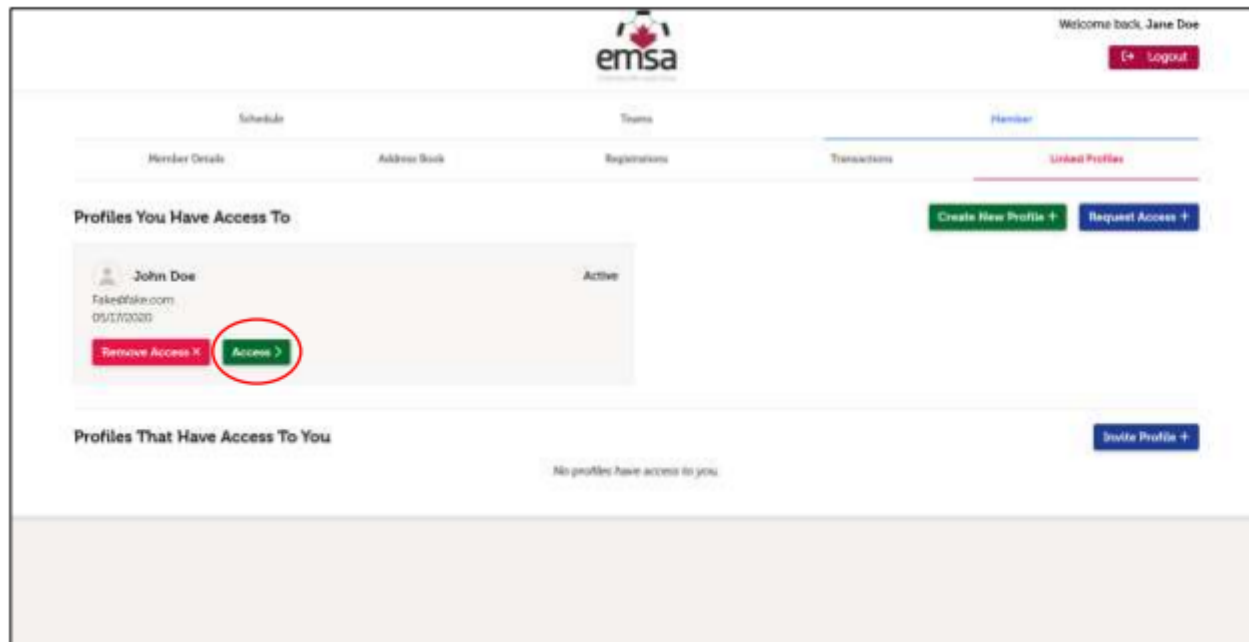
Step 2: Enter your child’s information, then click “Create Profile”

*Note: You can use the same password as your own.*

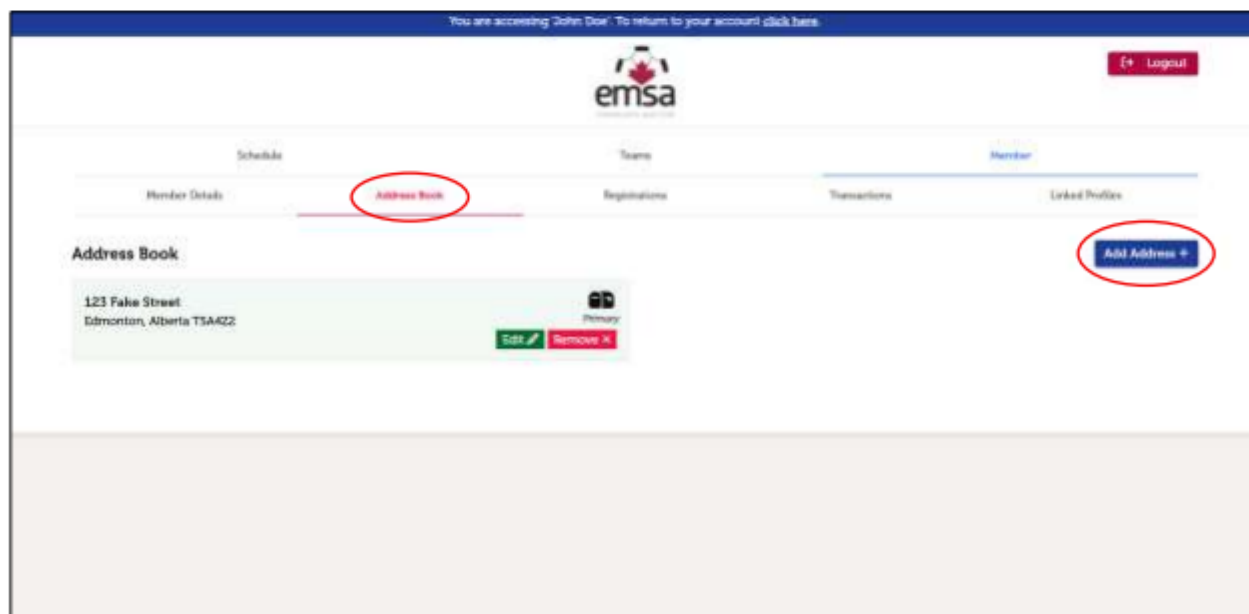


**Repeat Steps 1 and 2 for each additional child you'd like to register for soccer.**

Step 3: Once you've added your child(ren) to your account, click "Access" to enter their profile and complete their registration.

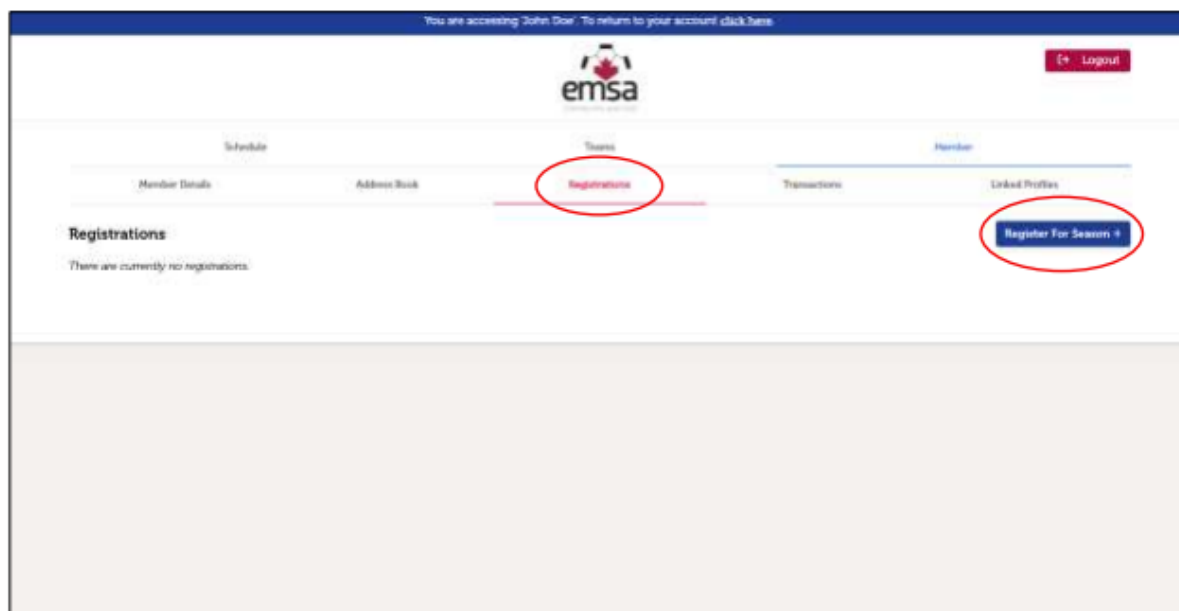


Step 4: Click "Address Book," then select "Add Address" to enter your child's home address.  
*Note: A primary address is required to complete registration.*



### 1.3. How to register for community soccer

Step 1: Once you've entered your child's primary address, click "Registrations," then select "Register for the Season +."



Step 2: Confirm that the player information is correct, then click "Community Soccer" to register for community soccer.

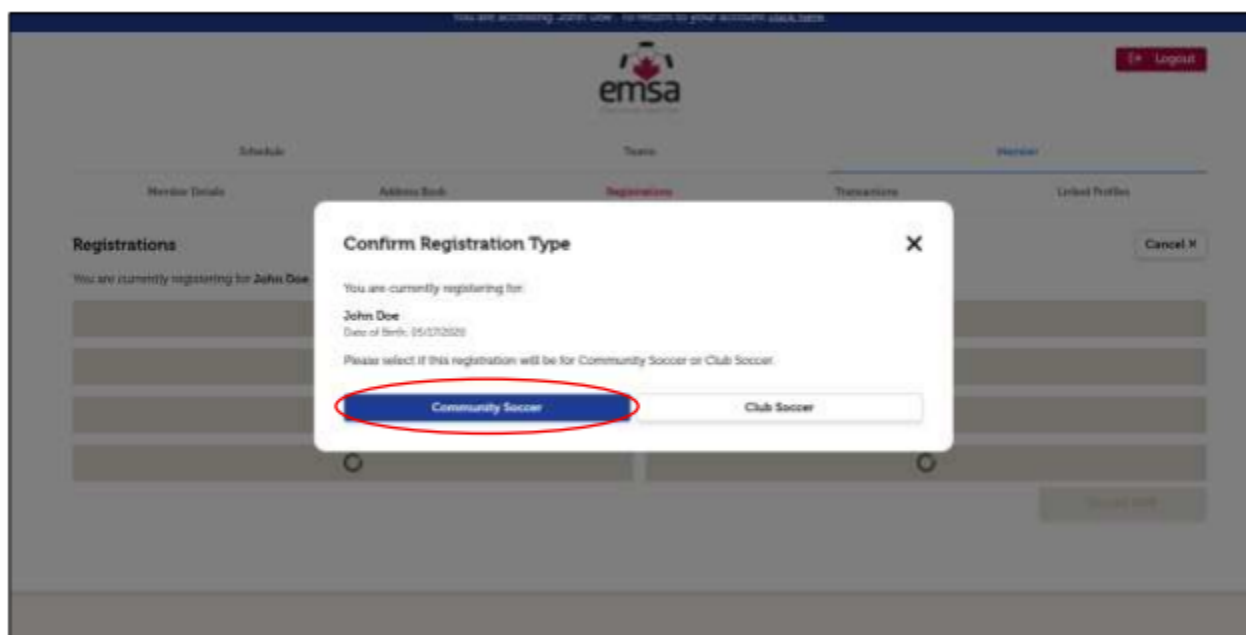
Note:

**Community Soccer:**

*A recreational program focused on fun, skill development, and inclusivity for players of all ages and abilities.*

**Club Soccer:**

*A more competitive program offering advanced training, higher-level competition, and opportunities for player development and tournaments (Tryouts are required, and the child must be selected for the team.)*



Step 3: Fill out the required information, then click "continue"

*Note: If your athlete would like to play in a different community, play up one age group, or register for club, please check the boxes below.*

You are accessing John Doe. To return to your account click here.

emsa

Logout

Schedule Teams Member

Member Details Address Book Registrations Transactions Linked Profiles

### Registrations

Cancel X

You are currently registering for John Doe.

Organization: EMSA North Group: South Clareview

Season: Indoor 2025-2026 Registration Type: **Player** Team Official

Program: US Mixed Postal Code: 151271

I want to register in a different community league or group  I wish to register for Club and not Community

I want to play in one age group higher than my date of birth.

Continue

Step 4: Enter your child's information and click "Next Step"

You are accessing John Doe. To return to your account click here.

Schedule Teams Member

Member Details Address Book Registrations Transactions Linked Profiles

### Player Registration

Please fill out the form.

Progress: 1/7 Steps

Group: South Clareview

You are currently registering for John Doe.

#### Player Information

First Name: John Last Name: Doe

Date Of Birth: 05/05/2005 Gender: Male

Guardian First Name: Jane Guardian Last Name: Doe

Guardian Phone Number: 766-436-0796

#### Primary Address

Address: 123 Fake Street City: Silverton

Postal Code: 15142-4222 Province: Alberta

Next Step

Step 5: Enter your EFCL Membership Number (can be purchased at <https://efcl.org/membership-purchase/>), and the number of seasons played, and click "Next Step"

Note:

- If your athlete has any friend/sibling/family requests, please put their names in the "I want to play with" box.
- If your athlete has a coach request, please put their name in the "I want to be coached by" box.

The screenshot shows the 'Player Registration' form on the EMSA website. The form is titled 'Player Registration' and includes a progress indicator for 'Registration'. The form is for a player named John Doe, currently registering for the 07 Days program. The form includes fields for 'Community League Membership Number' (25-02345), 'Seasons Played' (0), 'I want to play with' (Johnny Smith), and 'I would like to be coached by' (John Doe). There are also text areas for 'Any additional requests including requests to play in a different age category' and 'I want to play longer'. Navigation buttons 'Previous Step' and 'Next Step' are visible at the bottom, with 'Next Step' circled in red.

Step 6: Add any medical conditions your child may have, then enter their emergency contact information and click 'Next Step.'

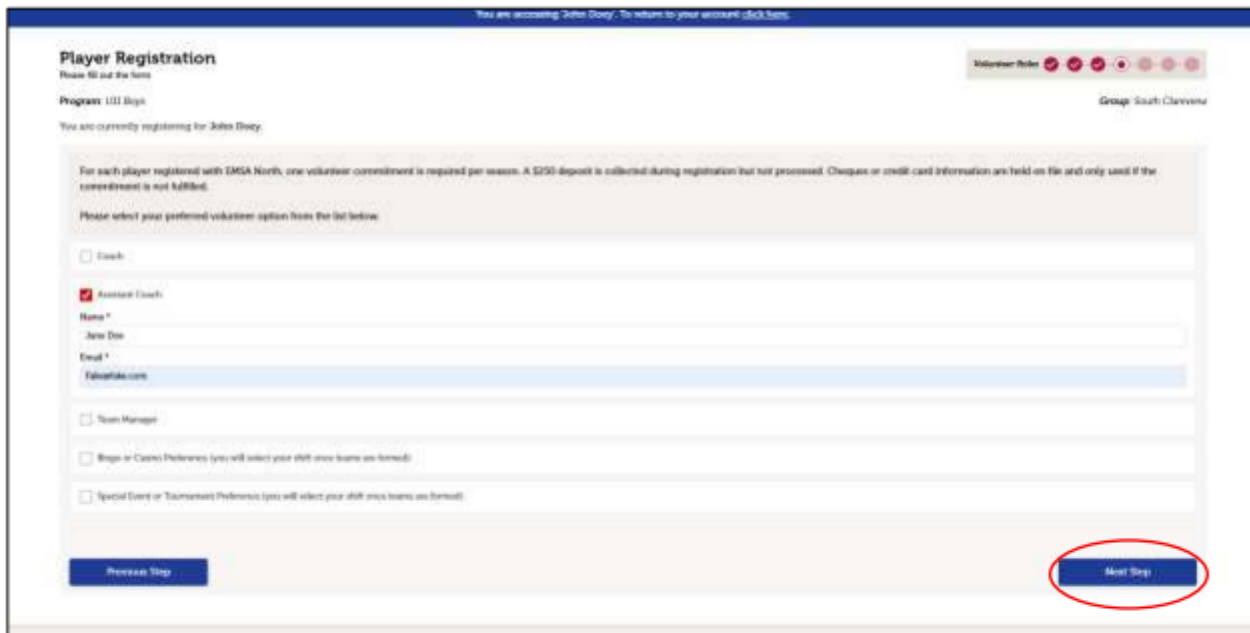
Note: To add a second contact, click "+ Add Emergency Contact."

The screenshot shows the 'Player Registration' form on the EMSA website, now at the 'Emergency Contact' step. The form is titled 'Player Registration' and includes a progress indicator for 'Emergency Contact'. The form includes a text area for 'Player's Medical Conditions / Information', a text area for 'Address', and a form for 'Emergency Contact #1' with fields for 'Full Name\*', 'Last Name\*', 'Date', 'Phone Number\*', 'Relationship\*', and 'Date of Birth'. There is a green button '+ Add Emergency Contact' and a blue button 'Next Step' at the bottom, both circled in red.

## Registration

Step 7: Select your volunteer role, enter your information, and click 'Next Step.'

*Note: We require one volunteer commitment per player. Please select **only one option** from the provided list.*



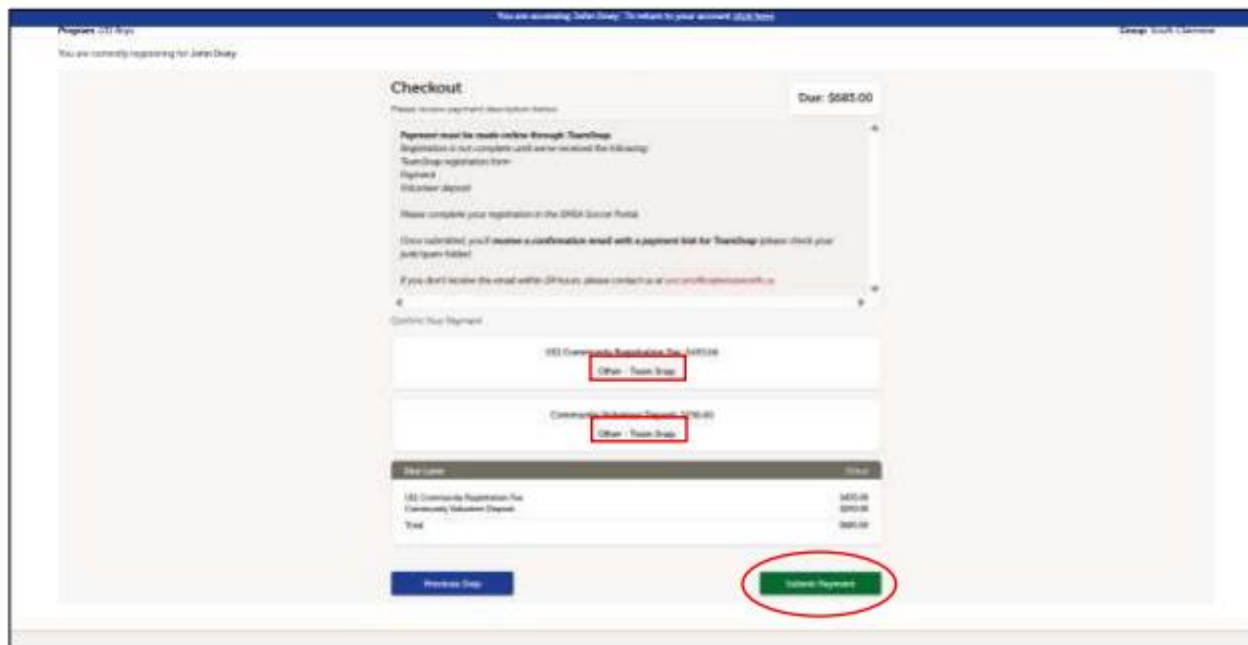
The screenshot shows a web form titled "Player Registration" for a user named John Doe. The form is for the "10U Boys" program in the "South Cleveland" group. It includes a "Volunteer Role" section with a progress indicator. The "Assistant Coach" role is selected with a red checkbox. Below this, there are input fields for "Name \*", "Jane Doe", "Email \*", and "jane@fake.com". There are also checkboxes for "Team Manager", "Waiver or Consent Preferences", and "Special Event or Tournament Preferences". At the bottom, there are two buttons: "Previous Step" and "Next Step", with the "Next Step" button circled in red.

Step 8: Read through the waivers and click on the checkbox to agree to the terms and conditions and click "Next Step".

Step 9: Payment options: on the checkout page, select one of the following options:

- Credit card- pay online through this app.
- Cash/cheque/e-transfer: contact your community soccer coordinator
- Other: contact your community soccer coordinator

Note: Your community may charge a volunteer deposit. It is one per family.



Step 10: Once you have completed the EMSA Portal 2.0 Registration, you'll receive a auto generated confirmation email from the EMSA Portal. **Please read any further instruction from your community to complete the registration process.** Check your junk/spam folder.

If you do not receive it please email your [community soccer coordinator](#).