

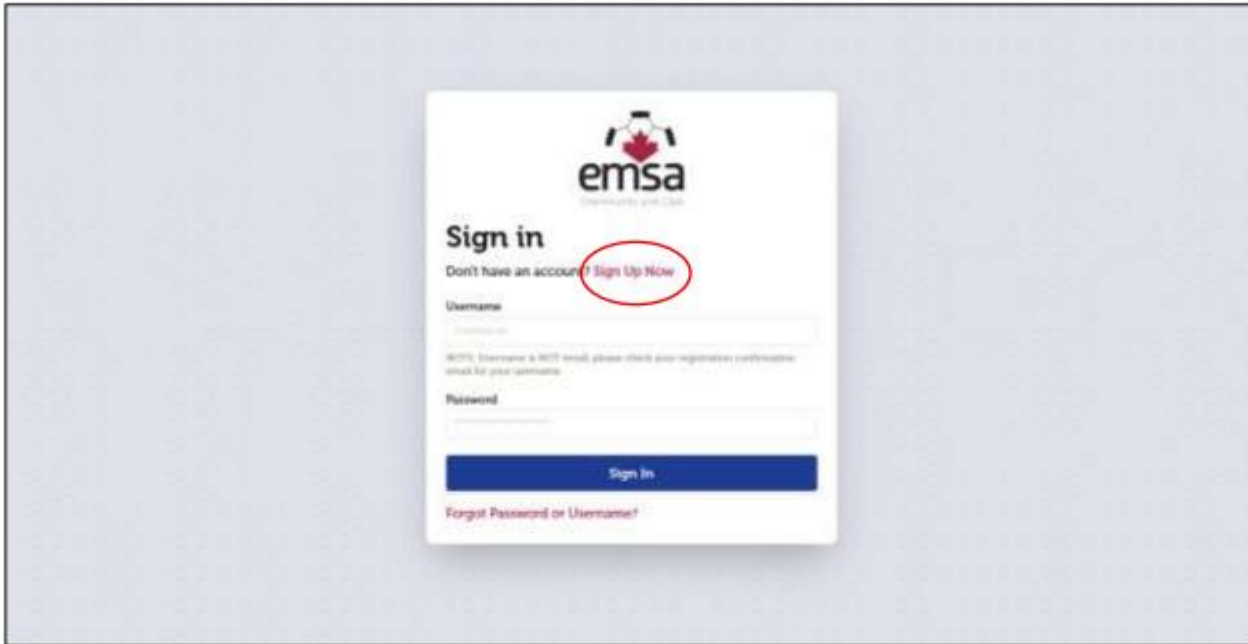
EMSA Soccer Portal -Instruction for SWEMSA

How to create an account

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", "Password", and "Password Confirmation". Each field has a corresponding input box. At the bottom of the form is a blue "Sign Up" button, which is circled in red.

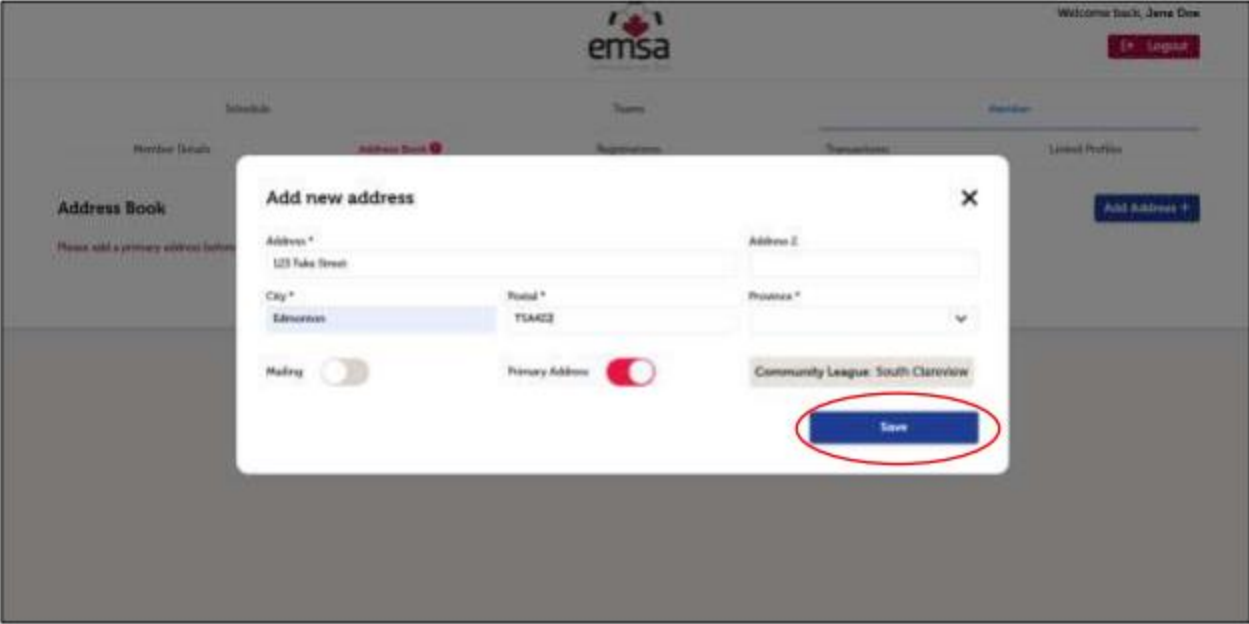
Step 5: Once you're logged in to your account, fill out the member details and click "save"

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), "Phone Number" (780-123-1234), "Gender" (Male), "Email" (jdoe@emsa.com), "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 status indicators for "DOB File" and "Card Image". A red circle highlights the "Save" button at the bottom right of the form.

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

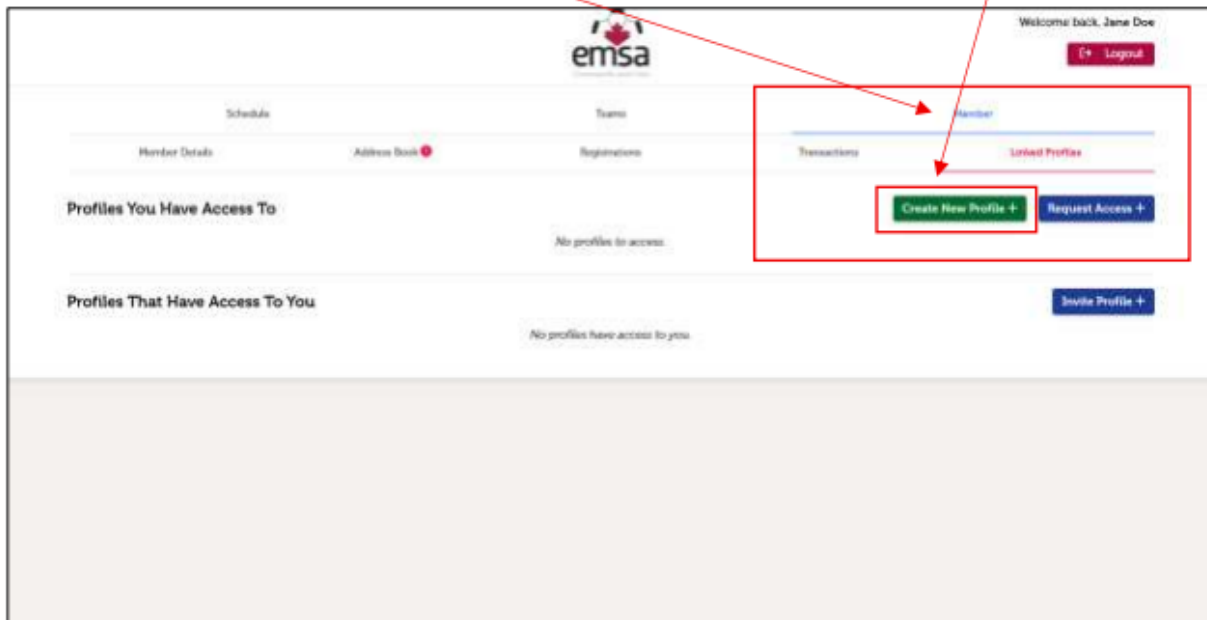
The screenshot shows the EMSA Address Book page. At the top, there is a navigation bar with the EMSA logo and a "Logout" button. Below the navigation bar, there are tabs for "Schedule", "Trans", and "Member". Under the "Member" tab, there are sub-tabs for "Member Details", "Address Book", "Registrations", "Transactions", and "Linked Profiles". The "Address Book" sub-tab is active, showing a message: "Please add a primary address before completing registration." A red circle highlights the "Address Book" sub-tab, and another red circle highlights the "Add Address +" button. Red arrows point from the text above to these two elements.

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



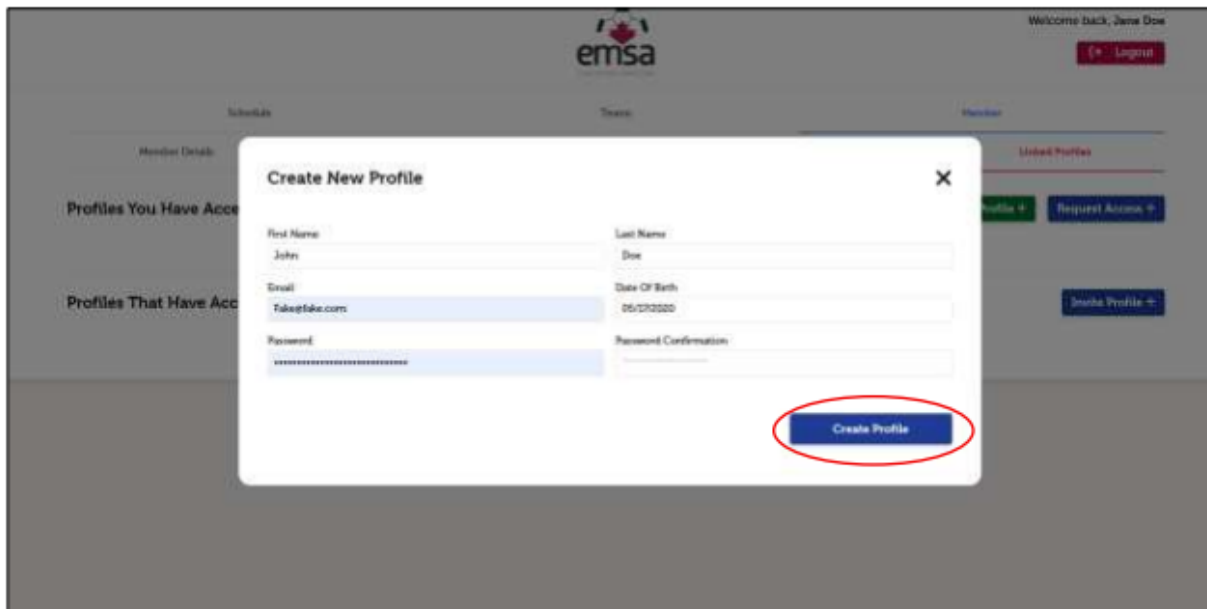
1.2. How to add members to your account

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



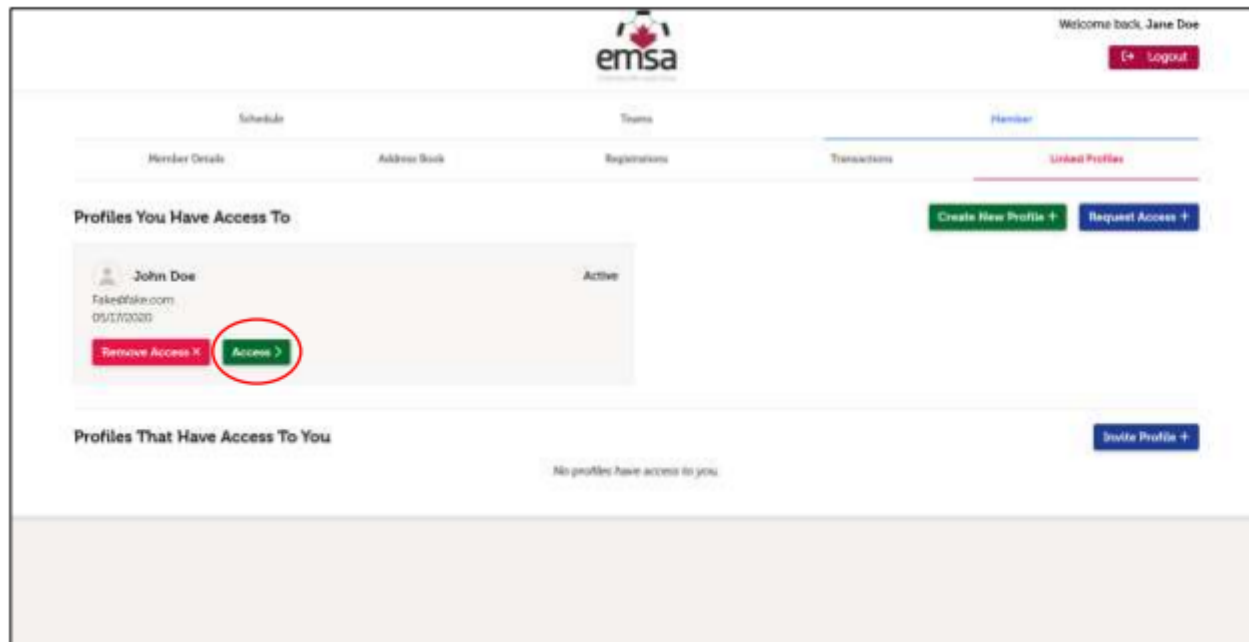
Step 2: Enter your child’s information, then click “Create Profile”

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

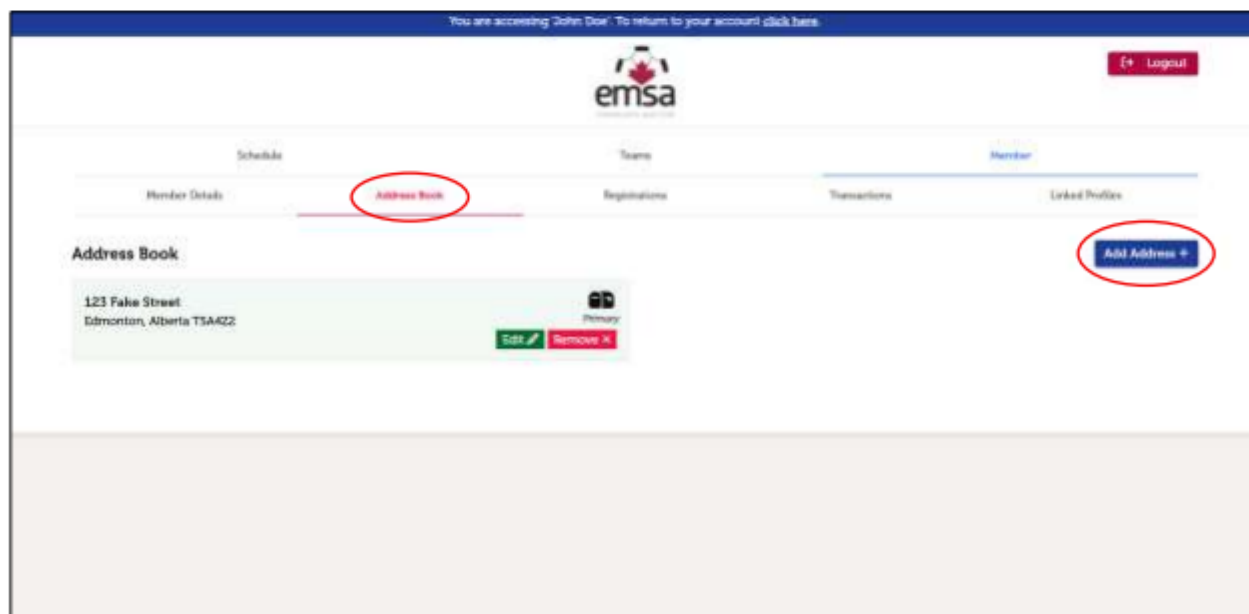


Repeat Steps 1 and 2 for each additional child you'd like to register for soccer.

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

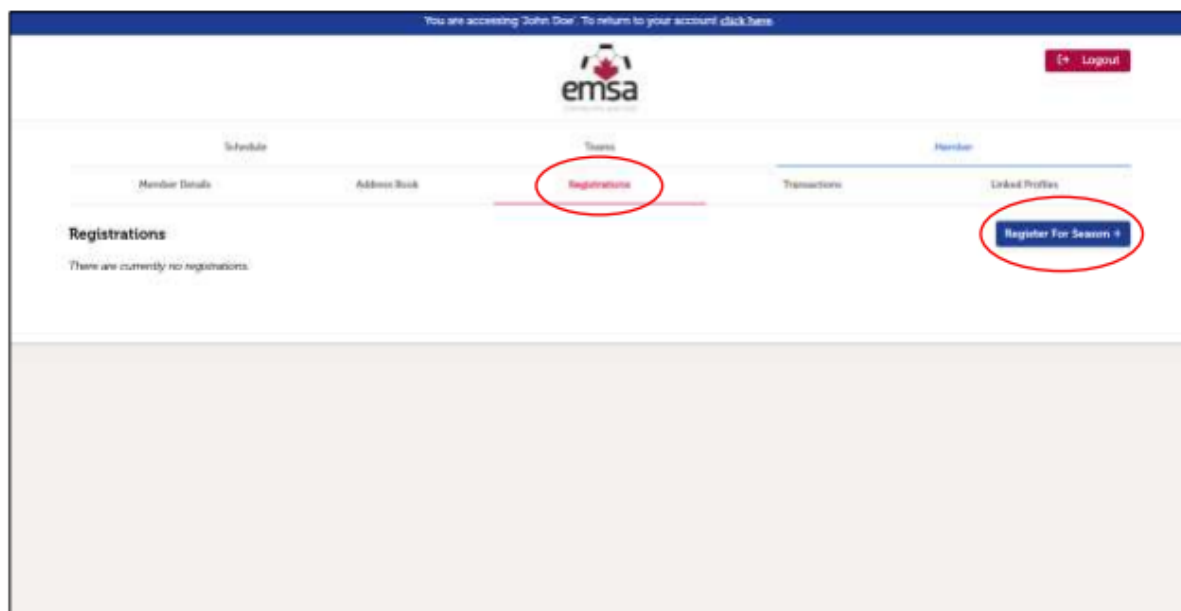


Step 4: Click "Address Book," then select "Add Address" to enter your child's home address.
Note: A primary address is required to complete registration.



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.

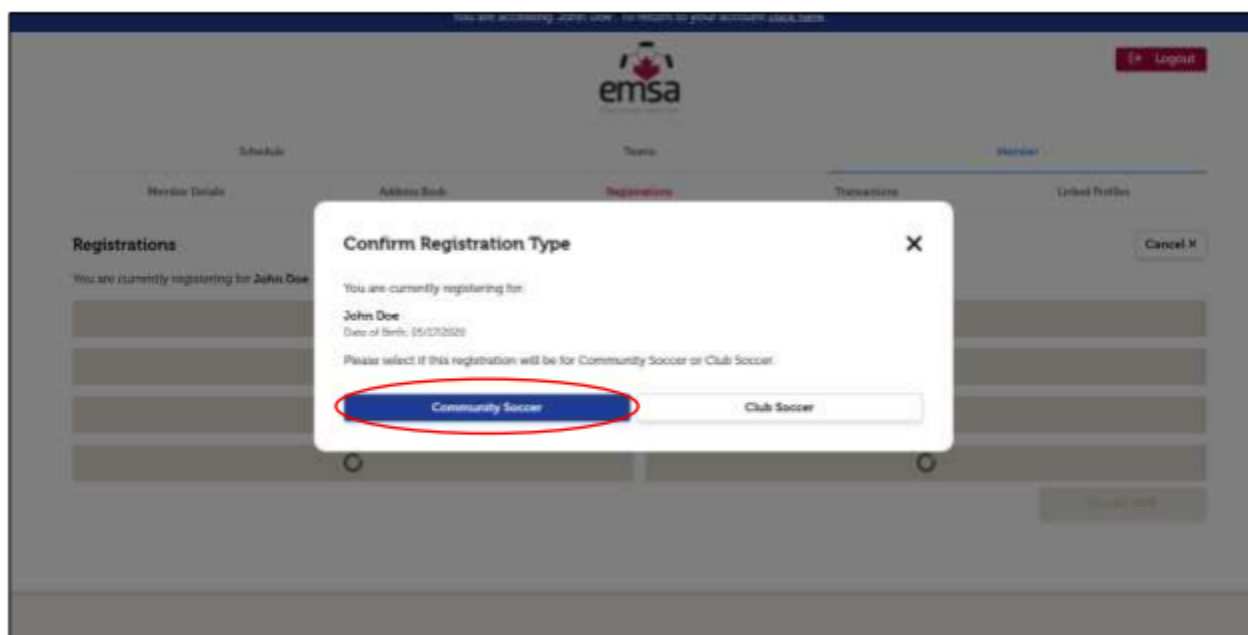
Note:

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: 05/05/2025 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' and 'Emergency Contact'. The 'Registration' step is active. 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 is a 'Next Step' button 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. The form is titled 'Player Registration' and includes a progress indicator for 'Registration' and 'Emergency Contact'. The 'Emergency Contact' step is active. The form includes fields for 'Player's Medical Conditions / Information', 'Emergency Contact #1', and 'Add Emergency Contact'. There is a 'Next Step' button 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.*

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

Player Registration

Please fill out the form

Program: 111 Boys

You are currently registering for John Doe.

For each player registered with EMSA North, one volunteer commitment is required per season. A \$250 deposit is collected during registration but not processed. Cheques or credit card information are held on file and only used if the commitment is not fulfilled.

Please select your preferred volunteer option from the list below:

- Coach
- Assistant Coach
- Team Manager
- Skip or Cases Preference (you will select your shift once teams are formed)
- Special Event or Tournament Preference (you will select your shift once teams are formed)

Fields: Name *, Age, Email *, Phone Number

Buttons: Previous Step, Next Step

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

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

Player Registration

Please fill out the form

Program: 117 Boys

You are currently registering for John Doe.

I. Facility Waiver

INFORMED CONSENT AND ASSUMPTION OF RISK AGREEMENT
(To be executed by parents/guardians of Participants who are younger than 18 years old)
WARNING: Please read carefully! By signing this document, you will assume certain risks and responsibilities.

1. This is a binding legal agreement. Clarify any questions or concerns before signing.

2. The "Organization" shall be defined as and include the Edmonston Soccer Association facilities, Edmonston Soccer Association, the City of Edmonston, and any associated/league casual member organizing or sanctioning the Activities, as well as their respective directors, officers, committee members, members, employees, coaches, volunteers, officials, participants, agents, sponsors, owners/operators of the facilities in which the Activities take place, and representatives.

3. The "Organization" shall also include the named lands and premises of the City of Edmonston listed below that are leased to and operated by the Edmonston Soccer Association and that are municipally described as:

- a) 1915 - 106A Avenue
- b) 12700 Wilona Trail
- c) 6529 Roger Road
- d) 18001-182 Street

I agree to the terms & conditions

Step 9: Payment is only accepted through TeamSnap. On the checkout page, select 'Other – TeamSnap' as your payment option and click "Submit Payment". Please refer to Section 2 for detailed TeamSnap payment instructions.

Note: The volunteer deposit is *not charged* at the time of registration. *Only the player registration fees are due upfront.*

The screenshot shows a checkout page for a registration fee. The page title is "Checkout" and the total due is \$685.00. The page includes instructions to pay through TeamSnap and a list of items to be paid for, including "100 Community Registration Fee" and "Community Member Fee". A green "Submit Payment" button is highlighted with a red circle.

Checkout Due: \$685.00

Please review payment instructions below.

Payment must be made online through TeamSnap.
Registrations do not complete until we've received the following:
TeamSnap registration form
Agreement
Volunteer deposit

Please complete your registration in the EMSA System Portal.

Once submitted, you'll receive a confirmation email with a payment link for TeamSnap (please check your junk/spam folder).

If you don't receive the email within 24 hours, please contact us at volunteer@emsa.org.

Confirm Your Payment

100 Community Registration Fee \$685.00
[Other - Team Snap]

Community Member Fee \$0.00
[Other - Team Snap]

Item name	Amount
100 Community Registration Fee	\$685.00
Community Member Fee	\$0.00
Total	\$685.00

[Previous Step] [Submit Payment]

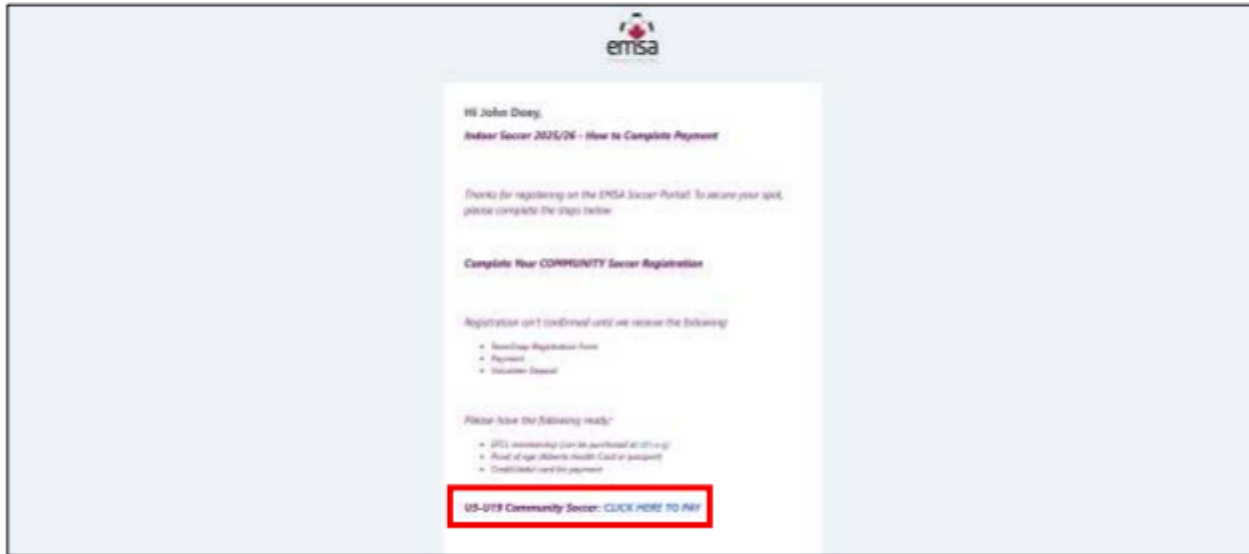
Step 10: Once you have completed the EMSA Portal registration, you will receive a confirmation email from the EMSA Portal (auto generated). Please check your junk/spam folder. If you have not received a

confirmation email,

Step 10: Once you've completed the EMSA Portal registration, you'll receive a confirmation email from the EMSA Portal with a link to complete payment through TeamSnap. Please check your junk/spam folder.

If you don't receive the email within 24 hours, contact socceroffice@emsanorth.ca and include the player's first and last name.

Make sure you have the required documents ready before completing the TeamSnap registration. When you're ready to pay, click the link labeled "U5-U19 Community Soccer: **CLICK HERE TO PAY.**"



After Sept. 5th at 3:00 pm all players will be on a waitlist. Please ensure that you have registered on TeamSnap to be placed in the queue. Instructions below.

SWEMSA TeamSnap


2.1 How to log in/create an account


Step 1: After clicking the payment link in your EMSA Portal Player Confirmation email, you'll be directed to TeamSnap. If you don't have a TeamSnap account, click 'Sign Up'.

Waitlist Click this link: [TeamSnap Registration](#)

Note: You must click the registration link in your confirmation email to access the registration form for the current season. The form will NOT appear in your TeamSnap account on its own.



Your TeamSnap login is separate from your EMSA Portal Login.

Edmonton Minor Soccer Association - EMSA South West VR 



Indoor 2025-26 2025-26 Season

Registration Details

 Season	Oct 1, 2025 - Feb 28, 2026
 Registration	Jul 29 - Sep 5, 2025

[Register →](#)

Step 2:

Click on the player you are registering for. If your child doesn't show, you will need to "+ add household member"

Edmonton Minor Soccer Association - EMSA South West VR

Who are you registering today?

Please select one at a time.

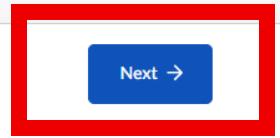
Children and Teens

- cr cat ruppert
Age 8
- dd doggie dog
Age 9
- hr hamster ruppert
Age 6
- hR horse Ruppert
Age 6

Adults

- VR Vanessa Ruppert
Household Organizer

[+ Add a household member](#)



Step 3:

Confirm participants' profile information and click

Confirm participant profile information

Please confirm that the information for the selected participant is accurate and complete.



First Name*

doggie

Last Name*

dog

Birthdate*

07/04/2016



Gender*

Male

Email

This email can be the same as the parents' email

This email is used to access team communications and team accounts. Enter a unique email address if the household member wants to log into their own account or receive team emails.

Cancel

Confirm Information

Next →

Step 4:

Click on the program, and it will change to blue, and you can proceed

Registering: doggie dog

Select a registration option

Choose the option that participant is registering for. Eligibility criteria may impact the options available.

U11 Boys

Born 2015-2016

\$440.00

I don't see the desired option [?](#)

Next →

Step 5: Complete all required fields

Registering: doggie.dog U11 Boys

Player's Last Name*

 Player's Birthdate*

 Gender*

Guardian Information

Select a household member

First Name*

 Last Name*

 Relation*

 Email*

 Phone Number*

 Street Address*

 City*

 State/Province*

 Postal Code*

Add to Cart →

Additional Questions

Home Community (Where you live)

 Requesting Community (if different from Home Community)

 Friend/Coach Request (Please note we try our best to accommodate requests however it is not guaranteed)

 Volunteer Role (each family is required to provide a \$250.00 Volunteer Deposit) Returning Team Official are not *

 Who is volunteering if applicable (Full Name)

 Volunteer Contact Email (if applicable)

 Volunteer Contact Number (if applicable)

 Declining to Volunteer

 Is your child trying out for Club Soccer? Club Soccer is for a higher level commitment and fees. It is your responsibility to sign up and attend Club tryouts <https://emsa-main.com/play/clubs-teams/>*

 Community League Membership (25-1)

Add to Cart →

Step 6:

You can proceed or register another participant.

Edmonton Minor Soccer Association - EMSA South West VR

Review Selections

Here is a summary of your registration so far.

doggie dog	
U11 Boys	\$440.00
Participant Total	\$440.00

[+ Register Another Participant](#)

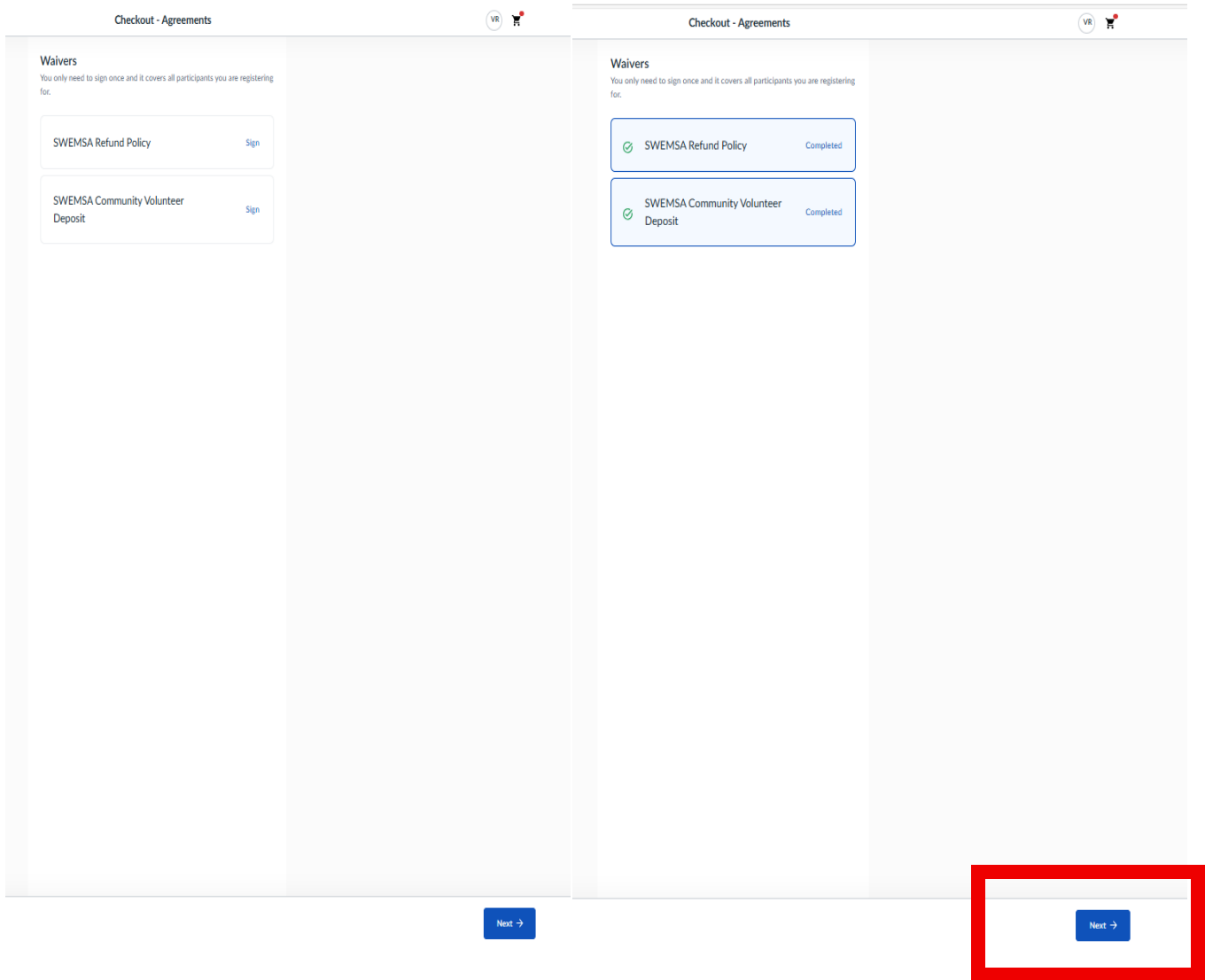
Total	\$440.00
--------------	-----------------

[Check Out →](#)

Step 7:

Waivers

You will need to view both to proceed. Once they are viewed, they will turn blue.



NOTE: Players registered after Sept. 5 at 3pm. You must finish the registration by clicking through payment options to be placed on the wait list.

Step 8: CHECK OUT!!!!

By Credit Card

Checkout - Payment Plan

VR

9m 27s

Time Remaining

Reserved spots will be released when this checkout session expires.

Pay in full

\$440.00

Online fees will be calculated on the next step.

More payment options

Next →

Checkout - Payment

VR

9m 40s

Time Remaining

Reserved spots will be released when this checkout session expires.

Organization total	\$440.00
Online Fee	\$0.00
Total amount due	\$440.00

Card number

1234 1234 1234 1234



Expiration date

MM / YY

Security code

CVC

123

Country

Canada

Postal code

M5T 1T4

First Name

John

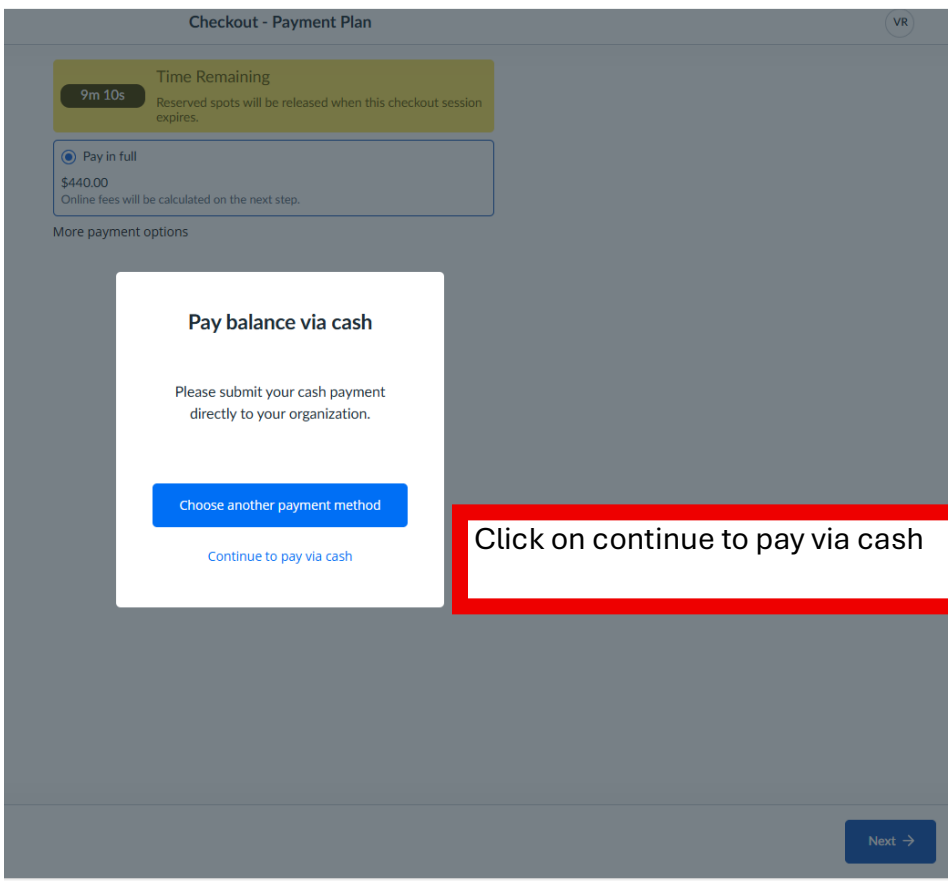
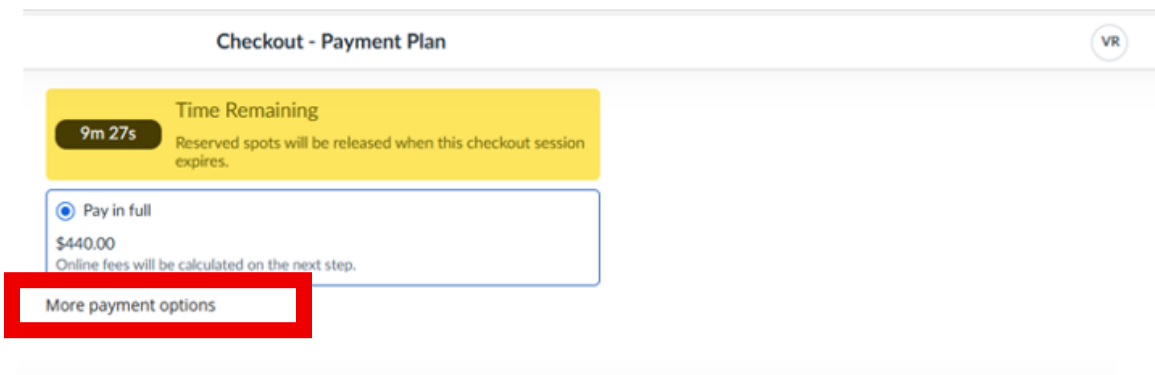
Last Name

Doe

Submit and Pay

Other Payment Options (cheque/e-transfer or Funding)

Click More Payment Options



Checkout - Payment Plan

VR

8m 49s

Time Remaining

Reserved spots will be released when this checkout session expires.

Pay in full

Pay cash

Please submit your cash payment directly to your organization.

Submit →

- Cheques – can be dropped off at the SWEMSA Office (10710-19 Ave., Edm, NW) or by Mail PO Box 66065 Heritage, Edm, Ab T6J 6T4
- E-transfer – call the office at 780-436-3611
- Funding – please send a copy of your application confirmation to funding@swemsa.org

2025-2026 Indoor Registration

Registration is not complete until the following has been done:

- Payment Options: must be completed by Sept. 5, 2025
 - Credit card through TeamSnap.
 - For e-transfer, please contact the office.
 - Funding application receipt/confirmation must be sent to funding@swemsa.org by Sept. 5, 2025

Volunteer deposit (\$250.00 per family)

- The Default Option is a Credit Card payment schedule for Feb. 28, 2026. The office will manually process this by Sept. 5th. You will receive an email once it has been set up.
 - Once you have completed your volunteer work, this will be removed from your TeamSnap account.
- If you choose NOT to use the default option, please provide a post-dated cheque to SWEMSA within 7 days, or the volunteer deposit will revert to a Credit Card payment schedule.
 - Once you have completed your volunteer work, we will shred your post-dated cheque. [Example of a post-dated cheque.](#)
 - Mailing address: PO
 - PO Box 66065 Heritage, Edm, Ab T6J 6T4
 - In-person drop off; 10710 19 Ave NW Edm., Ab T6J 6W9
- Decline to Volunteer-paid within 7 days, contact the office for Credit Card payment, or email operations@swemsa.org.

Documents:

- New players:
 - Send a copy of proof of address, date of birth, and community league membership to upload.docs@swemsa.org
- Returning players (2025):
 - Send a copy of the 2025-26 Community League Membership to upload.docs@swemsa.org

Any registrations not completed by Sept. 5 will be placed on a waitlist.

Please contact our office at 780-436-3611 for further inquiries.

SWEMSA

✔ Your order confirmation



Order Summary

Order Number: ORD-YVVN-YVVG-TNRL
Date: Aug 20, 2025
Payment Method: Waiting for Cash

Order Details

doggie dog	
U11 Boys	\$440.00
Participant Total	\$440.00