Player/Team Official Cards

Step #1: Creating Account and Logging into Website

The South-West Regional Soccer Association will create a log in for each Club; the website will then generate an email and send it to the Club directly. Once this has been completed each Club will have the opportunity to go onto the website and start creating cards.

To log into the website go to: www.swrsa.e2esoccer.com

- Select 'Log In' on the top right hand corner
- Log In with the email and password SWRSA gave you
- Once you are logged in two new menus will appear "ID Cards" & "My Club"
    - When you log in for the first time, go to the 'My Club' tab and select 'Club Profile'
    - Click the pencil to change your password
    - Once done, click the check mark to save the changes
- You will have the opportunity to add more Club Representatives from your club as needed
- The next tab over will be the 'Club Profile' tab where you will enter the Club address
- Once the above step is completed- you can request ID cards

Step #2: AIMS Registration

Complete AIMS registration of players as done in the past.

Step #3 Obtaining Data for Team Upload

When it comes time to upload multiple cards (team uploads) you will require an excel file containing the players data.

You will have two options that correspond with the system for Player Excel Files

1. An AIMS report that lists your team/player pool (Data Export)
    a. Log into AIMS
    b. On the Main Screen Select "Data Export"
    c. From the drop down boxes please have the following information
        i. Role: All
        ii. Season (adjust to whichever season you are creating the cards for)
        iii. Program (adjust to the team/player pool you are creating the cards for)
        iv. Status: Active
    d. Once you have completed the above steps, select "Export"
    e. A link will appear beside the Export Button open the link and save the document

2. Download the template on the ID card system (manually entered data)
   a. When you are logged into the website for creating the cards select Create ID cards under the ID Cards tab
   b. Change the delivery status to which you will require
   c. Select Multiple Cards
   d. Fill out all required information on the page
   e. Under the Excel File- there is a link where you can select the template created by E2E for uploading cards. Fill out the document as required, save it, and upload to that section once completed.

Recommendation is to use the AIMS Data Export as it is a much quicker process

*Do not rename the excel page- Leave as Sheet1 *

Step #4: Obtaining Pictures and Creating Zip Files

- Once the data file is prepared the second required item is a Zip File of pictures.
- Coordinate with your teams to obtain a file of pictures for the players and team officials. Each picture must be saved as the individuals Ontario Soccer number. This is how the system matches up the data and picture uploads.

Do not add the players' names or include the # sign when renaming the photos

Photo Requirements for Player/ Team Official ID Cards

- Light background – especially if the person has dark hair
- Eyes Open
- Head and Shoulders Shot
- No Sunglasses/hats (reading glasses allowed)
- Similar to Passport Photo

How to Create a Zip File

- Highlight the files you want to include in your zip file and right click your mouse. Select 'Send to>' Compressed zip folder
- Once completed- your selected photographs will now appear in the zipper folder. You will not need to make any other changes to the content.

Step #5: Uploading Multiple ID Cards and Single ID Cards

Multiple ID Cards

- When you're logged into the website go the 'ID Cards' tab and select 'Create ID Card'
- Select Multiple Players (this is used for team uploading)
- Select your Club
- Select the option for delivery method (shipped or picked up)
    - *If shipping please coordinator method with the Office*
- Select Next
- On the next page ensure the Personal Details are correct
- Select the Playing Level for the team you are creating the Cards for
    - KDSL/SWDSL- District
    - WRSL- Regional
    - OWSL/OSL/OPDL - Provincial
    - Club House League- Community
- Excel File: Insert the saved Data Export (if it has been successfully uploaded a green button will appear)
- ZIP File with photos: insert the ZIP File of photos (if it has been successfully uploaded a green button will appear)
- Click 'Submit'

Single ID Cards

This will be used for Call Up's and late additions to teams

- Select the ID Cards tab and select "Single Player"
- Select your method of delivery and click 'Next'
- On the next page- Input the **Players Information**
    - First Name & Last Name
    - Registration Number
    - DOB
    - Gender
    - Address
    - Phone number
    - Email & Confirmation of email (Test Club's input their club email address)
    - Playing Level
- Once completed select next
- Select Browse to add a photo
- Crop your photo to fit then select OK when complete.
- Click Next
- Review your submission before clicking 'Submit'

Step #6: Photo Adjustment Requirements

Once you have successfully uploaded the Data Export and Zip File you will have the opportunity to adjust the photos before the SWRSA Office will print the cards for **single card uploads only**. To do so, please see steps below:

- Once you have filled out all the information for the individual card, Select 'Next'
- To Upload the image select 'Browse'
- Once you have found the image and opened it on the website a box will appear where you can crop the image
    - When cropping the image please ensure to include the players head and shoulders
- Once you have cropped the image select 'Next'
- The next page will include all the information you just inputted along with the picture you uploaded and cropped.
- If the information is correct and the image meets the requirements select 'Submit'

Below you will find what is acceptable for cropping photos when you have successfully uploaded the zip file and data export.

Wrong   **Correct**
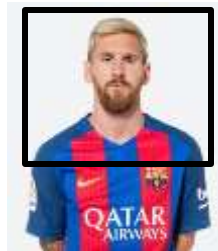
Multiple Cards

Prior to zipping the file, please ensure that the photos are cropped and meet the requirements as identified in Step #4. Failure to do so will result in a second round of image cropping.

There is a PowerPoint slideshow available on the website to view if you are having difficulties with uploading multiple and single cards, uploading your photos, or editing your log in. It can be found under the ID Cards tab under 'Create Card'.

Step #7: Email Roster /Player Pool Export & Coaching Certifications

Once successfully uploaded, please send a copy of the Roster/ Player Pool Export (U9-U12) and coaching certifications to office@swrsa.ca.

Confirmation of Printed Cards

Once the cards have been printed, a generated email from E2E Soccer will advise the Club when the cards are available for pick up or shipment based on your Club's preferences.

Test Club Notes

When using a Mac, zip files created on a Mac contain sub folders. Sub folders need to be deleted from the ZIP before it could load otherwise you will receive an Error Message.

Remember to save photos as the players/ team officials' registration number and not their name, without that information you will receive an Error Message.

Have your coaches at practice line all the players up and snap a photo of the player and send it to the club in a group file. Make sure they save the players photo as the players name. Then the club can go in and change the photo to the player's registration number before zipping the file.

Try to upload the entire team (team officials and players) all at once

If you are adding additional players, use a single registration upload opposed to a multiple card option

Submit an Excel chart with all of the Clubs coach certifications. This is easier than sending with each roster.
  - *If coaching certifications are not submitted to SWRSA when the roster is sent the cards will not be issued to the Club until proof of certification has been provided as required.*

Q & A's Player and Team Official Cards

Do we have to switch over to books for Indoor 2017-18 or Outdoor 2018?
No, Clubs have a choice to switch or not for all players with existing books. However, SWRSA will not be issuing any new books for players/team officials. This means registrants in need of a book will have an ID card developed.

Why implement ID cards?

- Cards are less bulky and more durable
- Clubs and District will save Administration time with no need to write in books
- Cards were requested at SWRSA's AGM

Where are the cards printed?
The cards will be printed at the SWRSA office.

How long are the cards valid for?
Team Official Cards and Senior Cards are valid for five (5) years. Youth cards are valid for three (3) years. If a player switches Clubs a new ID card is required and the old roster must be destroyed.

How are the cards used in a book check?
To successfully complete a card check the player must have the card in their possession at the time of the card check. The SWRSA Approved roster will also be required at the time of the card check, without it the ID cards do not provide proof of validation.

I am getting an Error Code, why is this happening?
Error codes can occur for multiple reasons. Make sure you are saving the photos with the players/team officials Registration # and not their name. Also make sure that you are creating a Zip File for the photos without this the photos will not upload. Please ensure the data page is name Sheet1.

The Website is saying the player I uploaded has already been uploaded.
This will occur if you have previously received an error message on an initial upload and then uploaded the player again. If this is the case, contact the SWRSA office to confirm whether or not this player has been uploaded. If not, click duplicate upload. To avoid this happening, you can select "Override duplication checking" button at the bottom of the screen when uploading the ZIP File and Data Export.

We have a team official coaching multiple teams; does he/she need a card per team?
No, one card will be issued to a team official to the highest level he/she is coaching. As with the players, the "SWRSA APPROVED" stamped roster will provide proof that the team official is eligible to coach with the team.

Last Year a Player was Regional this year they are registered as District do they need a new card?
No a new card will not be issued to players who change from Regional to District or District to Regional. The purpose of the card is for photo validation. The "SWRSA APPROVED" stamped roster will prove that the players are registered to that specific team.