



OYSAN e-Registration System

System Instructions for Leagues/Clubs

Details for Uploading Photos and Birth Certificates within the Ohio North e-Reg System

First Step:

Login as your league or club into the Ohio North e-Reg System by going to <http://www.oysan.org/registration.html>

Passcard Photos:

Uploaded photos are automatically printed on passcards (if uploaded) when printing player/coach passcards out of e-Reg.

To Upload a Photo along with player or coach registration, under "Additional Utilities" on your admin page in e-Reg, select "Enter a Player, Coach or Administrator for Your League/Club..."

If a player or coach is already in the system and you want to add their photo, you may use this link to edit the registration and upload a photo: "Find or Edit an Entered Player, Coach or Administrator..."

Complete (or edit) the registration form as noted.

To upload a photo you must first have a digital photo on your computer of the player or coach you registering as jpeg or gif file at 72 dpi (should be less than 500K in file size) – other formats will not be accepted (ie, you cannot upload a tif or pdf file – or other files)

The photo should be a head shot only (not a full body) and should be at least 1" in height.

The system will resize the photo appropriately to print correctly on the passcard printed out of the OYSAN e-Reg System.

Note: If your league or club is importing registration data, photos cannot be imported with the data.

Birth Certificates:

To Upload a Birth Certificate along with player registration, under "Additional Utilities" on your admin page in e-Reg, select "Enter a Player, Coach or Administrator for Your League/Club..."

If a player is already in the system and you want to add their birth certificate, you may use this link to edit the registration and upload a birth certificate: "Find or Edit an Entered Player, Coach or Administrator..."

Birth Certificates may be uploaded (you will first need to get a digital image of the birth certificate by scanning the birth certificate with a scanner) as a pdf, jpeg or gif file – other formats not accepted

Complete (or edit) the registration form as noted.

After you have uploaded a birth certificate(s), you may view the certificates under "Additional League Reports and Utilities" on your admin page, then select "View Player Birth Certificates"

Note: If your league or club is importing registration data, birth certificates cannot be imported with the data.

General Note for Birth Certificates and Photos:

Birth Certificates and photos will need to be uploaded each seasonal year, although the system may be changed to allow you to roll over birth certificates to the next seasonal year – contact OYSAN for details.

OYSAN e-Reg Support/Technical Assistance:

Email to pmenick@oysan.org or call 330/659-0989.