Team Registration

(District Coordinators ONLY)

Log-In

Step 1: Go to wcsasoccer.com.

Step 2: Click on “Sign-In” in the top left corner of the website.

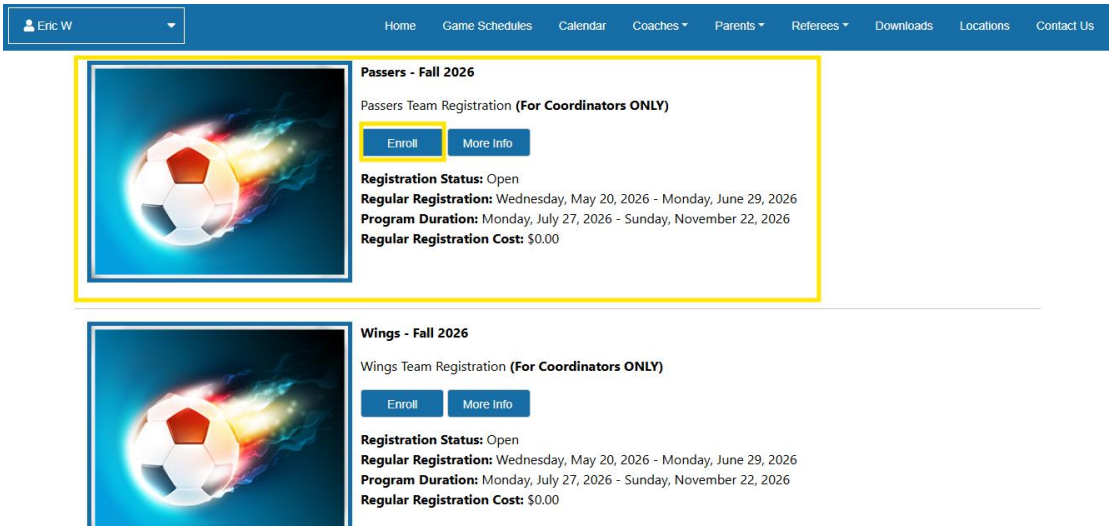


Step 3: Sign-In with your account credentials prior to completing team registration. See “District Coordinator Annual Registration” instruction guide for creating an account if not done so already.

Registration

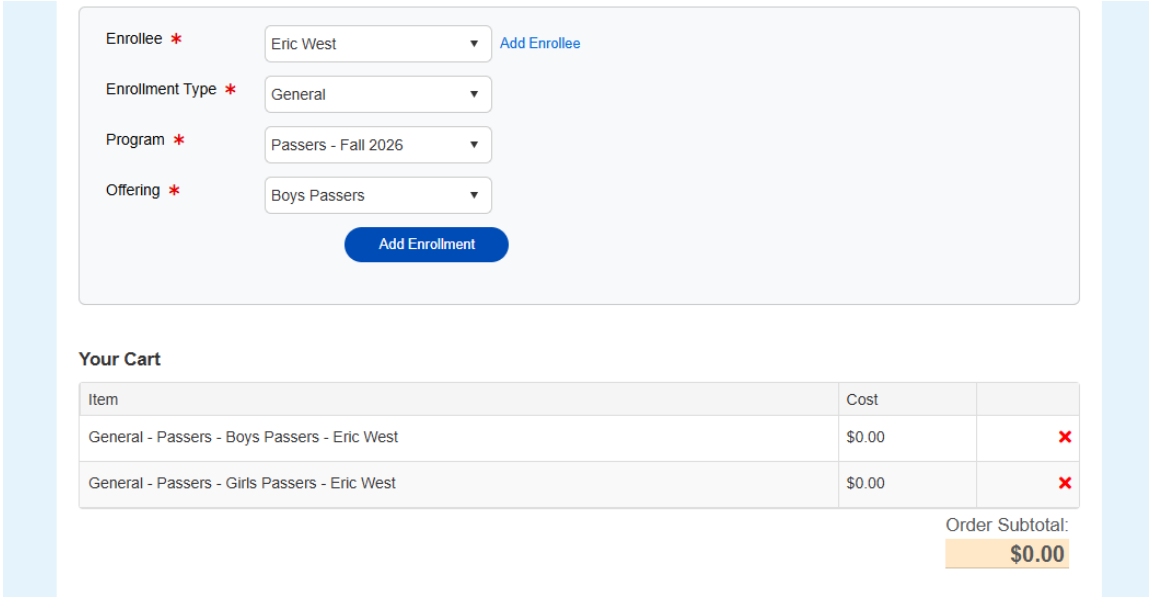
Step 1: Once you have signed in, go to wcsasoccer.com/current-programs.

Step 2: Scroll down to an age level and click on "Enroll"



Step 3: This step will allow you to add enrollments for as many of your teams at once as you would like. Make sure you are the "Enrollee" with each selection made, then click on "Add Enrollment". Once you have added all team enrollments to your cart, click on "Proceed to Checkout".

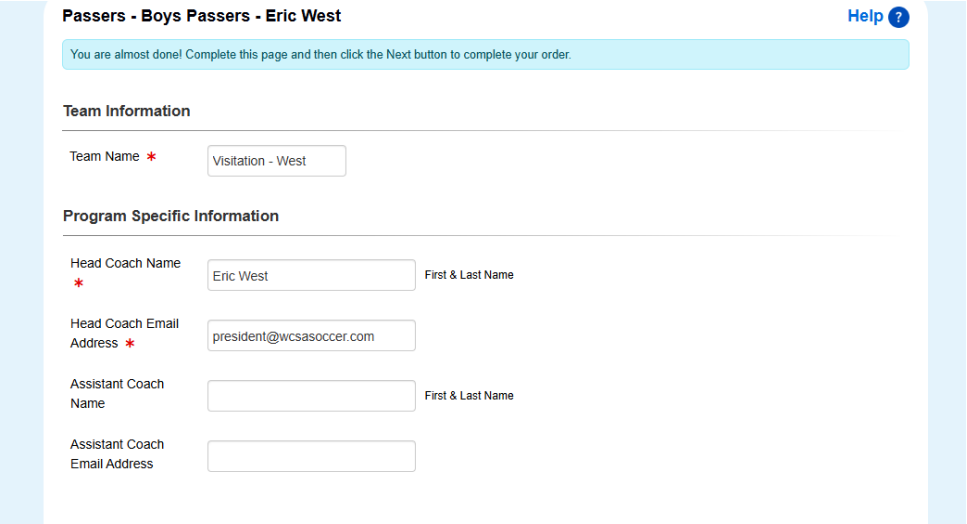
You as the coordinator must be listed as the "Enrollee" for all your team registrations so that you can add all coaches to the rosters, and you can view which teams are compliant. This enrollment step will display multiple teams of the same age level until the next section. (Ex: If you have 5 Girls Passers teams, you must have 5 enrollments for Girls Passers). The next steps will allow you to specify coaches for each team.



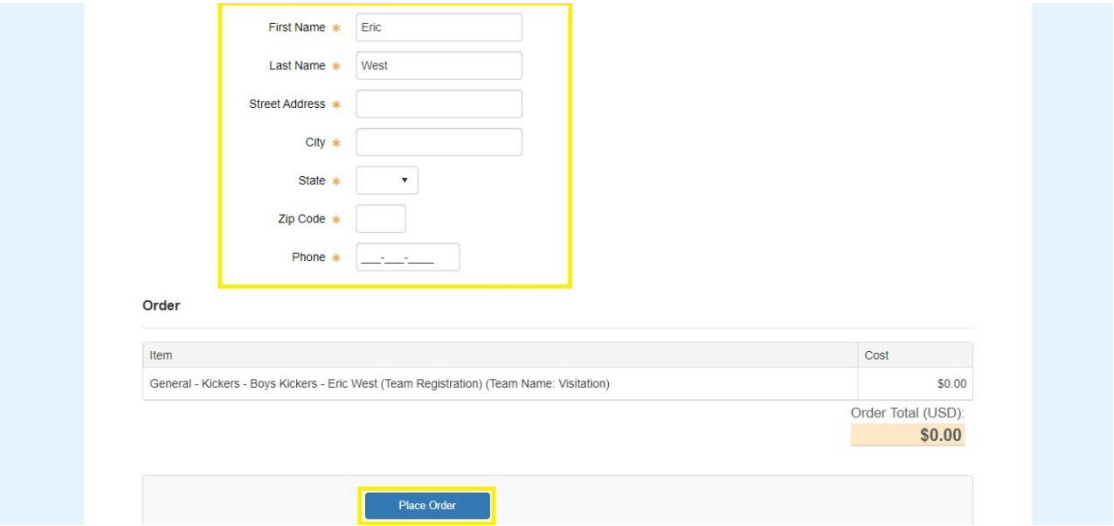
Step 4: This next section will ask for Team Name, Head Coach, and 1st Assistant Coach for each team. Pay attention to the age level listed at the top to make sure a Head Coach is assigned to the correct age level. Enter your school/program name followed by the Head Coach's last name as the Team Name, then enter the coaches for that specific team. Click "Next" to continue to each team that you enrolled during registration.

Please be consistent with Team Names for your program to prevent Admin from editing all the teams. Please follow the specific names listed below for your program:
CPA / Dater / Lourdes / Victory / Visitation / Oak Hills / Springmyer / St. Al's / St. Antoninus
St. Bernard / St. Dominic / St. Ignatius / St. James / St. John / St. Jude / St. Lawrence / St. Teresa / St. William / Three Rivers.....Example: Visitation – [Head Coach Last Name] / Visitation - West

If you have someone as a head coach for multiple teams, please list the level with the Team Name as such: "Visitation – West (BK)". Boys = B, Girls = G, Passers = P, Wings = W, Strikers = S, Kickers = K



Step 5: Enter **<u>your contact information (NOT coach information)</u>**, and click "Place Order"



For 2026, you will no longer add Coaches to Rosters on the website. This is only to register your teams. Make sure coach contact info is input correctly as they will be added as the team contact prior to the season to receive notifications.

Only 1 head coach and 1 assistant coach is required at the start of the season. If coaches change or need to be added for team registration, please contact Eric at president@wcsasoccer.com. Assistant coach can be determined after draw files are completed if needed.