



OUT OF STATE PLAYER REGISTRATION INSTRUCTIONS

Step 1: Go to <https://kysoccer.demosphere-secure.com/registration> and login via one of the following methods:

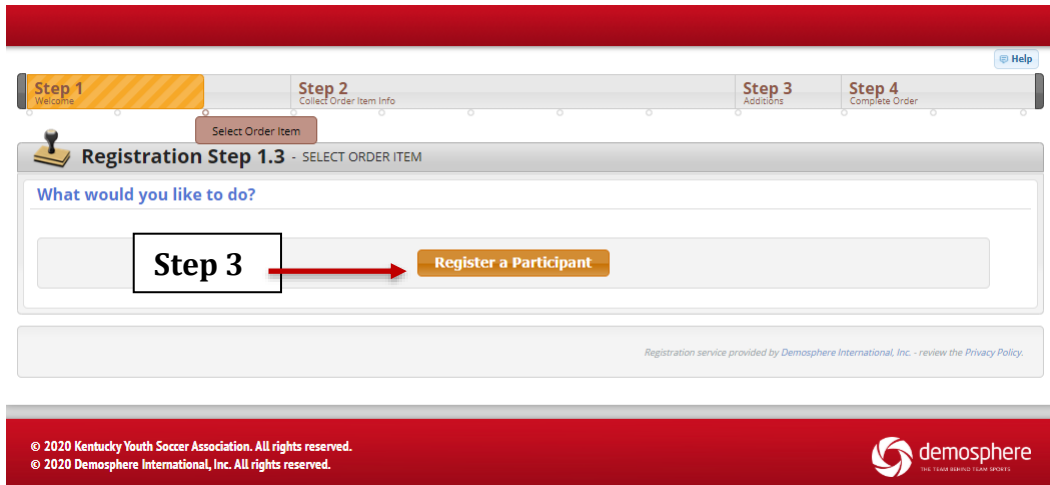
- A. Login if you have already created an account in Demosphere.
- B. If you registered your player for a Kentucky Youth Soccer program or event in **the 2019-20 seasonal year**, then you likely have login credentials. PLEASE select **Forgot Your Password** and enter the same email address you used in the old system to reset your password and login.
- C. Create New User Account

Step 2: Fill in Household information if it is not already populated and click **Save and Continue**.



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Step 3: Click on Register a Participant.



Step 4: Select a member to register.

- A. If players populate, select the correct player and then hit **Save and Continue**.
- B. If the player does not populate, click on **Create New Member**. Enter the player information and click on **Save and Continue**.





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Step 5: Select Out of State Player from the Drop-Down bar for the registration program

Step 6: Select the appropriate age group. Click **continue**.

The image shows two screenshots of the registration process. The left screenshot is titled "Registration Step 2.2 - SELECT SEASON" and shows a dropdown menu for "Select the Season you are registering". A red arrow points from a box labeled "Step 5" to this dropdown menu. The right screenshot is also titled "Registration Step 2.2 - SELECT SEASON" and shows a dropdown menu for "Select the Season you are registering" with "Out of State Player Registration - 2020-2021 Out of State Player Registration" selected. A red arrow points from a box labeled "Step 6" to the "Continue" button at the bottom right of the form.

Step 7: Select the **parent/guardian** – use the drop-down bar if they are an existing member or create a new member. Click on **Save and Continue**.

The image shows a screenshot of the registration process titled "Registration Step 3 - ADDITIONAL INFORMATION". It features two columns for "Parent 1" and "Parent 2". Each column has a "Select Existing Member" dropdown menu and a "Create New Member" button. Below these are input fields for "First Name", "Last Name", "Email Address", "Phone Number", and "Relationship to Participant". A red arrow points from a box labeled "Step 7" to the "Select Existing Member" dropdown menu for Parent 1. At the bottom right, there is a "Save and Continue" button.



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Step 8: Select the **state association** that the player will be going to from the drop-down bar and write the **team name** in the text box then click on **Save and Continue**.

Step 9: Review the Registration and Click **Continue**.

Step 10: This section notes that there is a credit card processing fee of \$1.45 for credit card payments but no additional fee for paying via check. Please select the check box then click on **Continue**.

Step 11: Click on **Register a Participant** if you have a second player to register OR **No, Proceed to Next Step** if you have no more players to register.

Step 12: Review the Cart and click **Proceed to Checkout**

Step 13: Select your method of payment by choosing the **image of credit cards** or the **image of a check**. If you select credit card, please enter your information and click on submit order. If you select check, please click on submit order.

Please note:

Your registration will be processed and emailed to you within **48 business hours** of the completed registration*.



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Reminder, if you are paying by check you **do not** owe the \$1.45 processing fee. Please submit payment for \$35.

Additionally, if paying via check, please make the check out to **Kentucky Youth Soccer** with **Player's name, OSP Registration** written in the memo line. Please mail the check to the following address.
Kentucky Youth Soccer

Out of State Player Registration
158 Constitution St.
Lexington, KY 40507

*Lastly, please note that your paperwork will not be processed until the registration fee has been received by the state office.