

Instructions for **Parents Login** to Reading SportsManager

The Reading United Soccer Club uses the **SportsManager** automated registration and database program for its programs. Once you register a player in the system, your data is stored and backed up on a secure server. At times, you may need to enter the system to make changes, updates, or to add information or a photo to yours or your player's personal data profile.

Parents may login to the **Reading/SportsManager** system at any time by following this path:

- Go to <https://www.sportsmanager.us/readingyouthsoccer.htm>
- Click on the **<LOGIN>** button in the top menu
- Click on the **PARENT LOGIN** tab
- **Enter Email** - On the Parent Login page, you will be asked to enter your email address. You must enter an email address that is listed in the SportsManager system.
- **Enter Password** OR **Request a Password** - If you do not already have a Password or have forgotten yours - request a PASSWORD by clicking on the link below the PASSWORD box. A password will be sent to your email address. If you use the system-generated password, enter that password exactly as it appears into the PASSWORD box to complete the login process.

- Once you are logged in, click on [EDIT Parent Information](#) to make updates and corrections to your personal data profile. If you ever intend to coach or volunteer in another capacity for RUSC, your Date of Birth and Gender must be entered, and your **LEGAL name** must appear in the system.

- Once your changes are made click on the **<UPDATE INFO>** button at the bottom of the page. This will save the changes and return you to the Parent Login Edit area where you can [EDIT Player Information](#) to update any information for your player(s), and review your registration history. A player's date of birth may **NOT** be edited once it is entered in the system. Only the Administrator can make a correction to a player's date of birth.

- To **ADD Photo** of your player(s) or yourself if coaching. Photos are required for Player/Coach Pass Cards for Travel teams. Parents can now upload a photo of your player(s). Use your digital camera or phone and image-editing software to create and save a **square, Color, HEAD-shot (only)** of yourself or your player. (A 3"x 3" photo, saved as a .jpg file works well.) Then click on the **ADD Photo** button, and follow the prompts to upload it to the system. This photo can be updated or replaced at any time. Photos will be used **ONLY** to generate Pass Cards.

- If you used the system-generated password, it is strongly recommended that you click on the [EDIT Password](#) button and change your password to something more easily remembered.

- When you are finished, **save all changes** and simply close the site to log off. Once you navigate away from this area, you will be required to go thru the login process again.

Contact me if you have difficulty logging in or with the process.

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Registrar & SportsManager Database Administrator for Reading United Soccer Club