

## How to use the Mobile Pass (For Clubs)

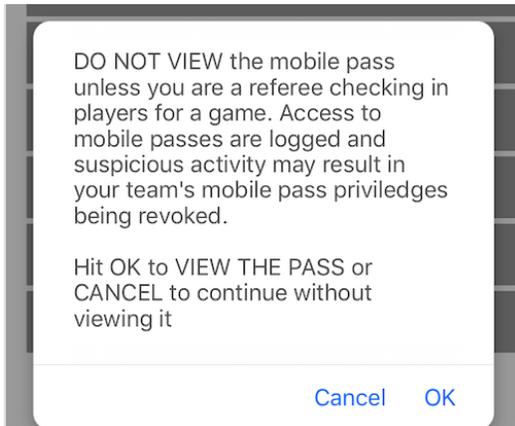
If you are a Team Manager, Coach or Club Admin and you want to use the mobile pass for one or more players or a coach, that is acceptable. You must remember that using the Mobile Pass is the exception rather than the rule! Use sparingly! Below are the steps to access and correctly use the Mobile Pass. **Most importantly...do not access the mobile pass until you are in front of the referee and checking in the players.**

- 1) Pull up the YSSL website [www.yssl.org](http://www.yssl.org) on your phone. Scroll all the way to the bottom of the page and login using your email address and team password.
- 2) Click on the CLUBS button and chose your club name from the list. This will bring you to your club page. (Do not click on full site or you will not be able to bring up the mobile pass.)
- 3) Click on the team name from the teams list on your club page. This will bring you to your team page. (If you have logged in with your email and a team password you will only be able to access the mobile pass for the teams you are attached to as the Coach, Assistant Coach or Team Contact.)
- 4) Click on the roster button on your team page. (This will show a list of all the players and coaches on the roster for that team, along with a drop down arrow next to each name.)  
**See below for example.**

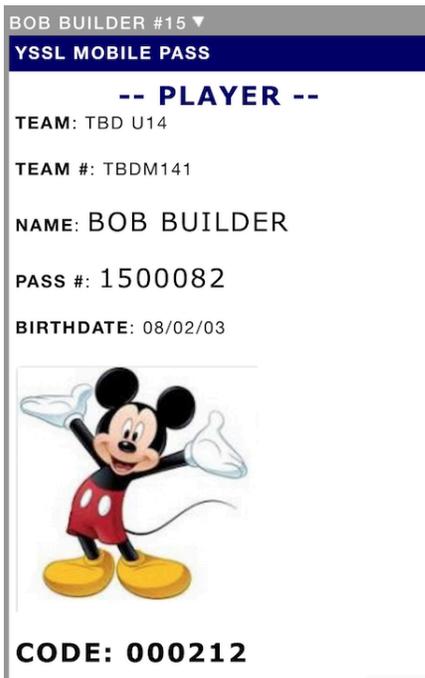


- 5) **Note:** You will only have access to the mobile passes for teams that your email address is attached to (example: you are the coach, assistant coach, or team contact). If the player is a guest player from another one of your club's teams you will need to speak with the coach or team contact for that team and get their email address to be able to login and access their team's mobile passes.
- 6) Only click the arrow next to those players that a mobile pass is being used.

7) When an arrow is clicked a pop up message will be received advising not to use the mobile pass unless you are a referee checking in players, as the mobile pass usage will be tracked. **See below for example.**



8) When you hit OK, the mobile pass for that player will be generated including a unique code the referee needs for check in. This is only available for a brief period of time, long enough for the referee to check the player in. **Do not take a screen shot of the mobile pass and try to use that for future check ins.** The mobile pass usage will be tracked each game and if it is determined you are abusing the mobile pass process, the use of the mobile pass will be revoked from your club as a whole. **See below for example.**



9) **Note:** If there is a red X appearing on the mobile pass, the player is suspended and cannot play in the game. Please do not try to get around a red card suspension for a player by trying to use the mobile pass. This is what the mobile pass will look like. **See below for example.**



10) If the reason you are using the mobile pass for a player is that the new player pass is in the mail to you and it hasn't come by game time, or the pass is printed in the office and you were not able to come in during the week to get it, that is acceptable. Please come in the following week to pick up and pay for it.

11) If the reason you are using the mobile pass is that the player's pass is lost then that is acceptable to use it for one game, but not for the whole season. Please send an email to the YSSL office and let them know the pass is lost and you need a new one printed. There is a \$10 fee for this and it can be picked up during office hours or can be mailed to you.