

## HOW TO REGISTER AS A TEAM MANAGER

Welcome and thank you for donating your time and efforts to help your team keep organized. Here is what we will need you to work on right away.

1. Please provide your contact information to both Rose Covert ([realsocalrose@gmail.com](mailto:realsocalrose@gmail.com)) and Darlene Quintanar ([darlenequintanar@gmail.com](mailto:darlenequintanar@gmail.com))
  - a. Preferred email address
  - b. Home phone, Cell phone
  - c. Mailing Address
2. Risk Management – If you are not already risk managed with Cal South, you will need to do this as soon as possible.
  - a. Go to [www.calsouth.com](http://www.calsouth.com) and then click on “Resources” and then “risk management”. This section will give you complete instructions. However, the simple instructions are that you will need to fill out the live scan request form (<http://media.calsouth.com/data/Downloads/Forms%20and%20Downloads/Request-for-Live-Scan-Service.pdf>) and then go to one of the specified locations to be fingerprinted. The form and the fingerprints will be sent to the Department of Justice for processing. Once this is completed, they will inform Cal South of the results.
  - b. Our organization has an account with The UPS Store location listed below. If you take your completed form in (to this location only), during the noted hours, you can be risk managed at no cost to you. You must tell them that you are with Real So Cal. Please note that you cannot make an appointment at this location and you should be aware that late afternoons can get busy for shipping purposes. However, they will get to you as soon as possible and have been fairly quick. Any other location you choose to go to, you will need to pay their specified fee and will not be reimbursed.  
THE UPS STORE  
20929 Ventura Blvd. STE: 47  
Woodland Hills, CA 91364  
M-F 8am-7pm  
Sat 9am- 5pm  
Sun. Closed  
818-702-0456
3. Complete Concussion and Safety Testing - Complete your “Concussion and Safety Testing and Admin Registration” per the separate instructions on the Real So Cal website under Manager Information before you register as a Manager in the system
4. Register as a Team Manager – Go to the “Player Registration” section on the website and start at the RSC/Calsouth Registration Link. Click on Coach/Admin Registration and then follow the prompts.
5. We will be taking pictures this season of all players and managers. However, if you miss that, Email Darlene at [darlenequintanar@gmail.com](mailto:darlenequintanar@gmail.com) a picture of yourself in .jpg format for your administrator’s card which will be printed when your risk management has been approved.

As soon as we receive your information, you will be put on the manager’s distribution list and start receiving emails on various issues. If you have any questions, please do not hesitate to ask Rose or Darlene.