North Carolina Youth Soccer Association

Instructions for
Accessing the NCYSA Database
to View Electronic Passes & Team Rosters

Team Officials listed on an approved NCYSA roster are eligible to access the NCYSA Database to view their team's roster, players and team officials' passes. In order to view the information, one must first register within the system using their email address and establishing a password.

For those that currently have access to the system (ex. Registrar/Risk Management Liaison) check the top banner to the right of ROLE. If Team Staff is listed in the drop-down this means you are already linked to your team's information. NOTE: A team must be approved and passes validated before there is anything to see electronically.

Association Directors of Coaching will need to follow the same instructions to view their NCYSA DOC pass as well.

If after accessing the database you find a pass missing - please contact your Association Head Registrar immediately. DO NOT WAIT UNTIL GAME DAY PLEASE!

An icon is available to add to your phone/iPad screen for easy access. Using your browser go to nc.sinchq.com.

For Apple: Scroll down to the bottom of page, click on share icon in the middle, screen refreshes - scroll down and click on Add to Home Screen

For Androids: Click the three dots in the upper right hand corner . .. find "Add to Home Screen". When the icon pops up, hold it and drag it to where you want on our home screen.

IMPORTANT NOTICE

The ability to access the NCYSA Database and view an official NCYSA team's roster and passes is reserved only for Team Officials and specified NCYSA personnel. The information contained both on the roster and on a player's pass is personal and should be managed as such. The electronic information may NOT be shared with anyone beyond your game day officials.

Only Risk Management Approved and SafeSport certified Team Officials are permitted to access the NCYSA Database as Team Staff.
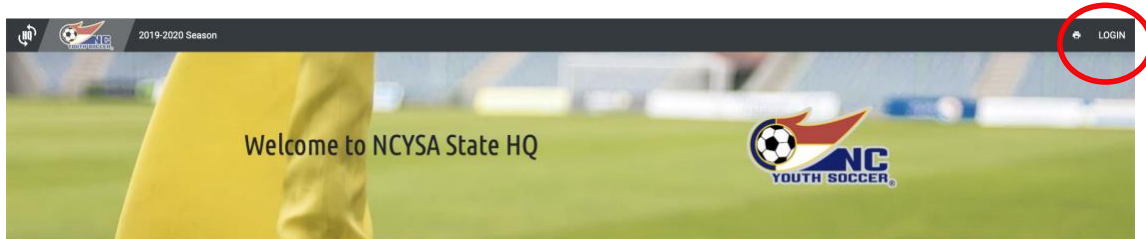
<u>TEAM OFFICIAL (Team Manager/Team Coach)</u>

"HOW TO ACCESS THE DATABASE/PREPARE FOR GAME DAY"

NOTE: Please access the database PRIOR TO YOUR GAME DAY.
This way, if you have any issues signing in/creating an account, we can assist.

1. Using your browser, access the sign-in page using: nc.sinchq.com

2. Click on LOG IN, located in the top right portion of your screen.
   (Don't worry once you log-in, the season will change to 2020-2021)

3. A LOGIN screen will appear:
   i. Enter your Email & Password
      (This is NOT THE SAME AS YOUR SINC League site Login information)

   OR

   ii. If you have never accessed this SINC HQ system, click on "Forgot Password?" and
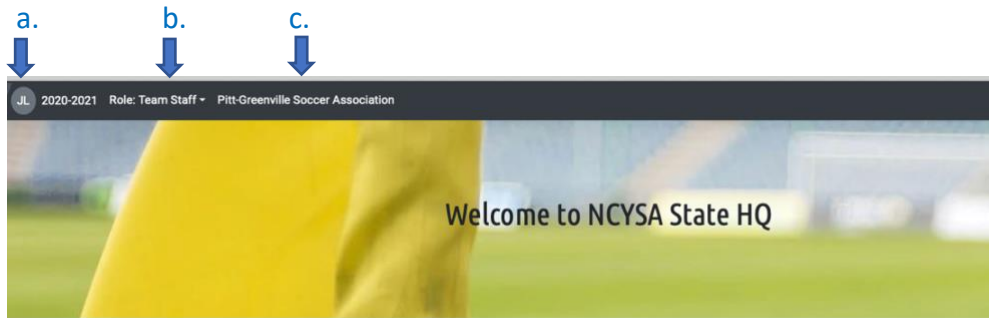   follow instructions.

   NOTE:
   - The email address associated with your SINC HQ login will be the email provided when you completed your Risk-Management application NOT your SINC League site email, if they are different.
   - For easy access: Utilize the "Save your ID & Password" in your selected browser.
   - Also, if you check the box "Keep Me Logged in?" Each time you go to the website, you will immediately be granted access, thereby not having to enter your email address or password.

For SafeSport reasons, this should only be used when the device is only available to you, not others.

4. **Once you have signed-in the home page will look like this:**
   a. Your initials - click here to take you to the screen listing your team(s).
   b. Role: Team Staff (if you have multiple roles in the database, Team Staff is the one that will direct you to your team passes & roster.
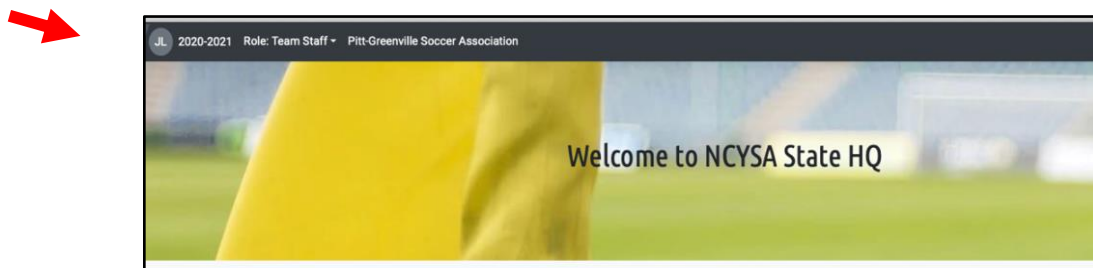   c. Name of Association

4. **Click on your initials - teams where you are listed as a "Team Official" will appear.**

   NOTE: If a team is not listed and you believe you are listed as "Team Official", please contact with your club Head Registrar for assistance.

   You will be able to view the Official Team Match Roster in addition to all validated player and team official passes. *Team official passes appear after all player passes have been viewed.*

   NOTE: If you have games with NCYSA CLUB PASS PLAYERS - those games will be identified by date. The passes for your club pass players will automatically be included.
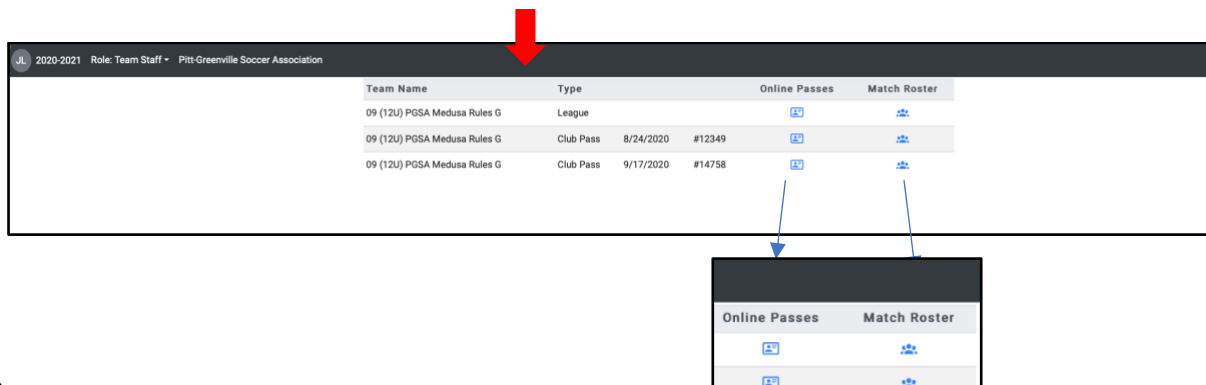

Once you have clicked on your initials, the screen below will appear:

DEFINITIONS of Game Type Below:

League: refers to all players found on your NCYSA Roster, use for normal "league" matches.

Club Pass: designated rosters for specific matches where club pass players have been added and will automatically show within the "Online Passes" and "Match Roster".
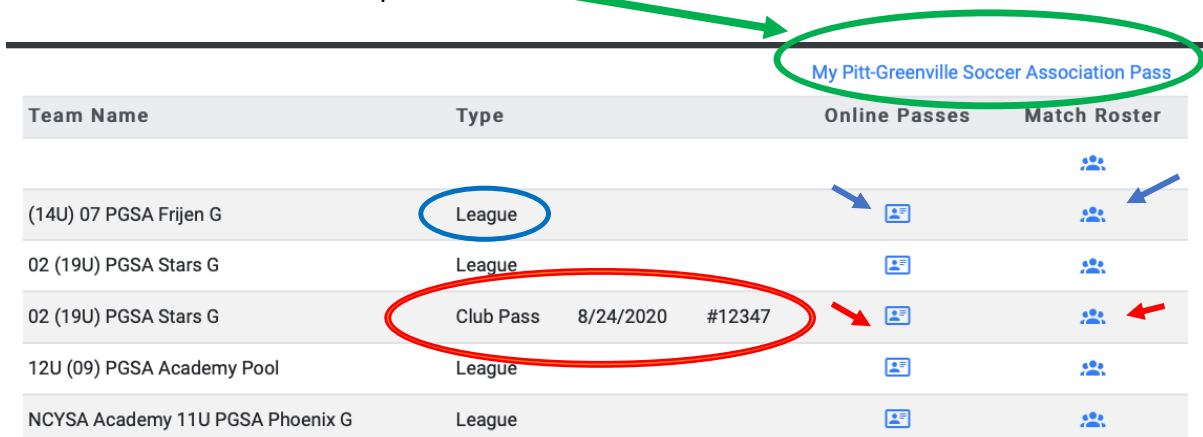
- If a player receives a red card, the required minimum 1 game sit-out + any additionally sanctioned sit-out matches, will be recorded in the system. That player's online player pass will NOT be available to view (use at matches) until the sit-out penalty has been served.

- **IF A PLAYER'S ELECTRONIC PASS IS NOT SHOWING (and they have NO sit-out sanctions),** you may utilize their paper (hard card) pass for that match. The player must be listed on the Match Roster to correlate with the "hard card" pass for the player to be eligible.

- **IF THE PLAYER'S ELECTRONIC PASS IS NOT SHOWING AND YOU DO NOT HAVE THE "HARD CARD" PASS** provided by your local Registrar, you need to communicate with your local Association Registrar ASAP! Don't risk a player not being able to play because it was not cross-checked sooner!

5. **VIEWING ONLINE PLAYER & TEAM OFFICIAL PASSES & MATCH ROSTERS:**
   - Click on the square "player pass" icon under the column ONLINE PASSES.

   - Once you click on the "pass" icon, a QR Code will appear. The QR Code appears for the PASSES only, the match roster will appear without a QR Code when the "Match Roster" icon is clicked on)

   - To view the MATCH ROSTER, click on the icon under MATCH ROSTER for the appropriate game needed.

   Remember:
   - **League** is for all games.
   - **CLUB PASS MATCH** rosters and passes, will be notated by the game date and TYPE: CLUB PASS. The club pass player 's electronic passes will be displayed at after the last league player's pass.
   - **Team Official's Pass:** if you only need to show your pass - click on My (name of Association) Pass located at the top

My Pitt-Greenville Soccer Association Pass

Team Name	Type			Online Passes	Match Roster
(14U) 07 PGSA Frijen G	League				
02 (19U) PGSA Stars G	League				
02 (19U) PGSA Stars G	Club Pass	8/24/2020	#12347		
12U (09) PGSA Academy Pool	League				
NCYSA Academy 11U PGSA Phoenix G	League				

NL & NLPC teams ONLY: Classic teams when playing a NL or NL-Conference game should select the icons to the right of the team name with type noted as NL or NL-PC respectively.
Currently the NL rules require the teams to have physical passes due to the limited substitution rules and not having a fourth official present at all matches. However, your electronic NL/NLPC rosters and passes are available if those rules are modified.
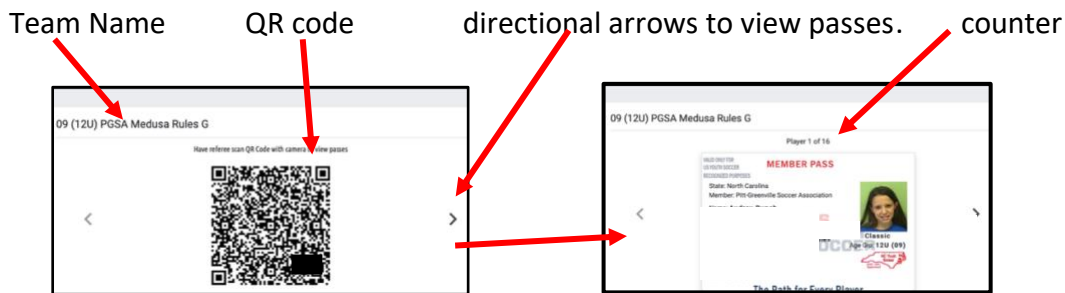
AT THE FIELD ON GAME DAY

PRE-GAME CHECK-IN WITH REFEREES:
In light of the ongoing pandemic and in efforts to reduce contact during PRE-GAME CHECK-IN, we are offering options for pre-game check-in using electronic passes & roster. HOWEVER, WE ADVISE TEAM MANAGERS TO ALWAYS HAVE THE TEAM'S PAPER PASSES AND A PAPER COPY OF THE GAME'S MATCH ROSTER ON HAND, just in case it is needed.

TWO OPTIONS for checking your team in with the referees prior to game time using electronic passes:

OPTION 1: Team Manager/Official HOLDS VIEWING DEVICE WHILE REFEREE VIEWS:

1) Click on the "Pass" icon in the online pass column and a QR code will appear.
   Passes are already loaded. Team Official will simply swipe LEFT and scroll through the passes while the referee looks on and checks in the team. **HELPFUL FEATURE:** Located above each pass is a counter confirming the total number of validated player passes listed on the team's roster. Club pass players will be included in the total count, if applicable.

Team Name   QR code   directional arrows to view passes.   counter

FYI: The QR code above is an actual one linked to a team but has been disabled AND the players info has been covered for SafeSport reasons.

ONLINE MATCH ROSTERS are available for TEAM OFFICIALS by clicking on the roster icon located to the **right of the team / game name.**

OPTION 2: REFEREE USES QR CODE TO PULL UP PASSES USING HIS/HER DEVICE:

2) Referee will focus their device over the QR Code.
   - IOS/Apple Devices: Open your Camera feature, hover camera lens over QR Code, a pop up Safari window will appear, proceed to page.
   - ANDROID Devices: Some Android devices have the camera QR code scanner built in, but if not, download a "QR Scanner" or "QR Code Reader" app from your device's app store. They are free to download and will allow you to view/utilize the Online Pass feature.

SEE EXAMPLE BELOW on IOS/APPLE Device: Pointing an Apple iPhone 8 camera - you will be asked if you want to open the QR code in your browser - touch the statement on your phone and the passes will appear. Swipe LEFT to view all passes.

Remember, ONLINE MATCH ROSTERS are available for TEAM OFFICIALS by clicking on the icon below the appropriate game.

8/21/2020