



ERSL Team Activation Instructions

- Each team must be activated on the ERSL web site by the Team Activation Deadline each season.
- **A team is considered activated when at minimum one Team Official has created an account affiliated with the team.**
- Only those Team Officials registered with their Provincial Organization are permitted to activate an account and in turn be on the Team bench at games.
- Activating an account is the only way the Official will appear on the game sheet.

Creating Your Account

1. Go to www.ersl.ca
2. Click on the "My Team" tab at the top of the homepage
3. Click "activate" in the left menu bar
4. Enter the **Activation Code** provided to you by your Club
5. Fill-in the required personal information, select the appropriate team, and create your personal password
6. Click "Next"
 - If you are prompted with an error message please ensure your personal information matches the required formats
 - If you are the first team official to activate an account with the team you will be asked to input your team Uniform colours
 - *If you are not the first team official to activate with the team for the season then you will not be prompted to do so*

You must now update your personal details. >>>

Your Personal Details

1. Click the "My Team" tab at the top of the page
2. Click "Personal Details" in the left sidebar
3. Update the necessary information and click "submit"

Your Ontario Soccer or Quebec Federation number must be added to your personal details

Your contact information must remain up to date at all times so that you may receive correspondence from the League and to ensure that other Teams' Officials may reach you for game rescheduling.

Once your Personal Details have been updated your Team Activation is Complete!

*If you are a team official with **multiple teams** you **MUST** activate yourself with each team individually. If you use the same e-mail address for multiple team accounts it is necessary that you use different passwords for each and that you keep track of these password.*

For account issues please contact your Club Administrator.