

SCYR Online ID Procedures

Online Identification is now required for all SCYR matches in U14 through U19 divisions.

Online Identification is used for verifying match rosters, age restrictions, and ensuring the identities of all players and coaches. The verified Photo ID is printed on page 3 of the SCYR match report.

The cost for each application is included in the player registration fee and is performed online through the Competition Management System by a club administrator.

Identification is valid for three (2) years from date of issuance, at which time a new photo and school ID (or driver's license) must be uploaded.

Clubs must produce from all Players participating in U14, U16 or U19 divisions:

- A. ID Photo - a digital (JPG) passport sized photo
- B. ID Proof - a digital (JPG) copy of a legal picture ID
- C. Age Proof - government or school issued document showing proof of age

The photo must be a picture taken within one month of the ID application and CANNOT be a copy of another document.

A School ID is normal for B, and Birth Certificate for C. A copy of the picture page of a US passport, or driver's license, or California ID is sufficient for both B and C.

There is NO NEED to upload the SAME document for both B and C.

ID Photo Guidelines

- Photo must be in color and not copied/scanned from other documents
- Head should be positioned directly facing the camera
- Photo should capture from slightly above top of hair to middle of chest
- Eyes should be open and looking at the camera
- Background should be plain white or off-white, black background is NOT acceptable
- Eyeglasses should NOT be worn
- Head coverings should NOT be worn i.e. scrumcaps should be removed

			
REJECTED Background	REJECTED Background, headcovering	REJECTED Not Original	ACCEPTED

Digital photos should be cropped to include only head and shoulders and be about 640x640 pixels resolution (50-60 KB JPG file). Other documents should be 50KB - 150KB, but must be legible or the application will be rejected.

To assist in editing or conversion of digital documents into formats and sizes/resolution required, it is suggested that club administrators download freeware called Irfanview at <http://www.irfanview.com>

Collecting Club Member Information

You will need to take digital pictures of all of the players on your club, preferably against a white wall. No hats, scrumcaps can be worn and glasses should be removed.

Download the photos from your camera into a directory on your PC (or Mac). Use Irfanview (or other photo editing software) if you want to crop and resize your pictures, and rename them so that you know which picture is of each individual.

Collect from each player an official document with a recent photo on it so that it can easily be determined that the photo you provided is of the same individual (ID proof).

Collect from each player an official document showing the birth date of the player (AGE proof).

You should scan these documents into a directory onto your PC. If you only have a Fax and not a scanner, you can fax them to your own email address (see efax.com). Rename these documents so that you know which document is for each individual.

Uploading Photo

On the Club Members page you will see an area on the far right that says 'Photo' and 'Supporting Documents'. Upload a photo for an individual by clicking on the "Browse" button – select the file on your computer – then click the 'Submit' button. Note that the picture provided for this example is not acceptable due to the dark background and it is obviously copied from another document (see below) and is not a current likeness.

Dark backgrounds are not acceptable because these photos will be printed onto paper for each match – you don't want them using up all of YOUR ink and printing right through the paper.

After a photo has been uploaded the player status on the match report changes from "NO ID" to "NO VERIFIED ID".

ADMIN **CLUB** **SCORES**

DETAIL **TEAMS** **MEMBERS** **SCHEDULE** **EVENTS** **HELP** **LOGOFF**

UserID: 17 Joe Clarke Club Admin Access North County RFC Inc. 4:10:45 PM

Show Hidden

NC GURKHAS (MD2) - FORWARD

- BURNS, DAVID
- CROSS, JAMES
- ELSON-SCHWAB, LEV
- FEAD, PESALILI
- FUNARO, SCOTT
- GARDNER, PHIL
- HAUPU, KALANI
- HICKEY, JEFFREY
- HOPRICH, JOHN
- JOHNSON, KAI
- LIEBENBERG, IAN
- MANTZ, WILLIAM
- MC KITTRICK, RUSSELL
- MEYERS, DARIN
- MILES, ALAN
- PEARSON, KENNETH
- PRICE, DANIEL
- STEWART, ANTHONY
- TARRANT, HARRY
- TAYLOR, BRIAN
- THORNBERRY, STEVEN
- WHELAN, DANNY
- WOOD, CASEY

COACH

- CLARKE, JOSEPH
- GRIVA, VEN
- JAMES, CHRISTOPHER
- PINNEY, JEROME
- RICHARDS, MARK
- SLEEPER, JASON
- STEEL, RAY

Submit **Cancel** **New**

Hide ID Information Photo

First Name RAY
Last Name STEEL
CIPP ID 201327 12/19/2006 Non Resident
Birth Date
Coach Referee C-2
Team
Category COACH
Partner Name CLAIRE
Emergency Contact
Address 2625 Canyon Rd
City Escondido
State CA Zip 92025
Home Phone 760-747-5141
Work Phone
Cell Phone 760-310-4454
Email 1 ray.steel@cox.net
Email 2 ray@gurkharugby.com
Email 3 ray.steel@unitedtote.com
URL
Exec. Position Treasurer
Hide Member

(300x300 Pixel JPG files < 60KB)
C:\Steel\ID Cards\steel photo.jpg **Browse...**

Delete Photo

[Supporting Documents](#)

ID Proof !
Residency Proof !

Submit **Cancel** **Request ID Verification**

Export To Excel
Export To Word
Export To CSF

Uploading ID and Residency Proof

Below the Photo area is a section for 'Supporting Documents'. Click on this link or the paper-clip icon to bring up a player information upload window. Select "Browse" button – select the file on your computer – then click the "Upload" button. The uploaded documents will display (scaled down to fit the window).

You do not need to upload a separate age proof document if you are using the picture page of a US passport as the ID proof document. However the passport photo must be recent and clearly match the photo provided.

Note that this personal information is only visible to the club administrator and the company verifying the information. After verification it is not visible to anyone.

The screenshot displays a web application interface for player information management. The interface is split into three main sections:

- Left Sidebar:** Contains a list of players under the heading "NC GURKHAS (M02) - FOM" and a "COACH" section. The player "STEEL, RAY" is selected. Below the list are buttons for "Export To Excel", "Export To Word", and "Export To CSF".
- Central Main Content Area:** Displays the profile for "Joe Clarke" (User ID: 17). It includes a "Picture ID" section with a photo of Albert Einstein and a "Residency Proof" section with a document image. Both sections have "Browse..." buttons and "Upload" or "Delete" options.
- Right Sidebar:** Contains options for "Hide ID Information", "Photo", "Delete Photo", "Supporting Documents", "ID Proof", "Residency Proof", and "Request ID Verification".

At the bottom of the page, there is a copyright notice: "Copyright © 2007,2008 Ray S. Quad script, script - Plata" and a JavaScript URL: "javascript:MM_PlayerInfo('PlayerInfo.asp?Doc=1&PlayerID=88')".

ID Verification

After uploading one or more player's ID information you can request verification of these documents. It is only legal for a player to be on a roster for one week (after being registered) before the player ID must be verified.

To start the verification process click on the 'Request ID Verification' button or click on the 'Admin' Tab, then the 'IDs' button. A list of your club members that have Photos will be displayed. If ID proof has been provided then there will be a checkbox in the left column. Icons displaying the document status are in the next two columns.

serID: 19 NCRFC Youth Admin Club Admin Access North County YRFC Reg. Download : 02/09/2011 9:40:32 AM

Unverified club members with ID photos

Check All [Reset](#) [Next >>](#)

Check to Include	ID Proof	Age Proof	Last Name	First Name	Birth Date	Team	CIPP	Status
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ACUNA	ALEX	09/04	SAN PASQUAL JV (BJV)	512394	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ANAYA	JORDAN	05/03	SAN PASQUAL (BHS)	384948	
	<input type="checkbox"/>	<input type="checkbox"/>	ARBARY	RYAN	11/03	SAN PASQUAL (BHS)	512050	
	<input type="checkbox"/>	<input type="checkbox"/>	AVANT	JASON	05/09	NC PENGUINS (U10)	512055	
	<input type="checkbox"/>	<input type="checkbox"/>	BELTRAN	STEPHEN	04/03	SAN PASQUAL (BHS)	512399	
	<input type="checkbox"/>	<input type="checkbox"/>	BERKEL	JARRED	02/03	SAN PASQUAL (BHS)	512341	
	<input type="checkbox"/>	<input type="checkbox"/>	BIGELBACH	CALEB	01/05	SAN PASQUAL JV (BJV)	512400	

To select all club members that are eligible for verification, check the 'Check All' button. Then click the 'Next' button.

An invoice will be displayed showing the players. The verification fee is included in the player registration, so the invoice is simply a ‘batch’ of ID applications with no amount owing.

ADMIN CLUB SCORES

Account IDs Register Messages Users Help Logoff

UserID: 19 NCRFC Youth Admin Club Admin Access North County YRFC Reg. Download : 02/09/2011 9:40:32 AM

Invoice: 2828

Item	Name
1	ACUNA, ALEX
2	ANAYA, JORDAN

<< Back Finish >>

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If the invoice is correct, click the ‘Finish >>’ button, otherwise click the ‘Back’ button.

ADMIN CLUB SCORES

Account IDs Register Messages Users Help Logoff

UserID: 19 NCRFC Youth Admin Club Admin Access North County YRFC Reg. Download : 02/09/2011 9:40:32 AM

Season 2011 Print

Player ID

Invoice #	2828	Club	North County YRFC
Gross Amount	\$10.00	Invoice Date	02/09/2011 7:12:32 PM
Credit Applied	\$10.00	Transaction ID	
Transaction Fee	\$0.00	Payer	
Invoice Total	<u>\$0.00</u>	Pay Date	02/09/2011 7:12:32 PM
Amount Paid	\$0.00	Status	Completed

Pending ID Verification

Player ID	Name	Birthdate	Picture Verified	Non Resident	Residency Verified
24220	ACUNA, ALEX		!		!
7700	ANAYA, JORDAN		!		!

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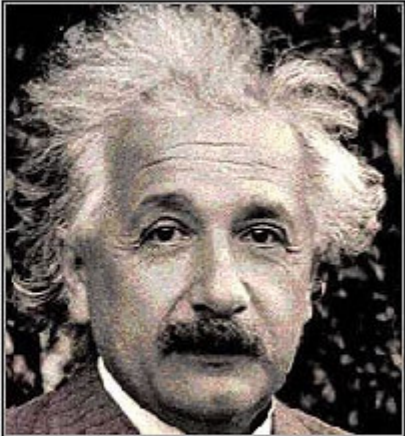
You are now redirected to the ‘Account’ page where you can see the status of the verification process. The status on the match report for those players will change to “ID PENDING”.


If you look at one of the submitted club members you will see that the ID status displays as “ID Pending”

Hide ID Information

Photo

First Name RAY
Last Name STEEL
CIPP ID 201327 12/19/2006 **Non Resident**
Birth Date
Coach **Referee** C-2
Team NC BARBARIANS (BHS)
Category COACH
Partner Name CLAIRE
Agency Contact
Address 2625 Canyon Rd
City Escondido
State CA **Zip** 92025
Home Phone 760-747-5141



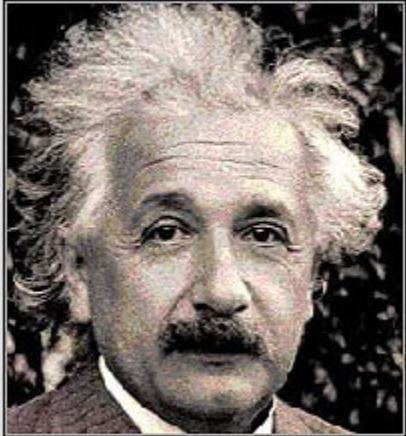
ID Pending 


After the verification process is complete the ID status displays as “ID Verified”

Hide ID Information

Photo

First Name RAY
Last Name STEEL
CIPP ID 201327 12/19/2006 **Non Resident**
Birth Date
Coach **Referee** C-2
Team NC BARBARIANS (BHS)
Category COACH
Partner Name CLAIRE
Agency Contact
Address 2625 Canyon Rd
City Escondido
State CA **Zip** 92025
Home Phone 760-747-5141



ID Verified 

Match Report Picture Page

Each club must print the 2 page match report containing the match roster (page 1) and the referee report (page 2).

You must now also print the ID Picture page. This page is to be given to the opposing club official for verifying the identity of players before the match, and then to the referee during and after the match.

[Print](#) [Close](#) [Page 1](#) [Page 2](#) [Pictures](#)

01/22/2011 DIXON RFC SACRAMENTO VARSITY A @ SAN PASQUAL



1 ANAYA, JORDAN



2 STEWART, SIMON

3 ACUNA, ALEX