



## APPLYING FOR AN ID CARD

(Information referenced from the EODSA website)

**\*PLEASE READ CAREFULLY\***

### Cropping your Photo

You will be prompted to upload a photo during the application process. On some devices, the photo will appear very zoomed in after you upload it and the cropping feature will not work. Please submit the application with the photo as it appears, even if it appears zoomed in. The EODSA office will receive the full photo and crop it accordingly. Please do **not** try to resize your photo to make it fit in the box.

### Registration Number

There is a field to write your Ontario Soccer Registration Number. This field is not mandatory. If you do not know your registration number, leave this field blank. The EODSA will pull this information from Ontario Soccer's AIMS database and fill it in for you. If you do fill in this field, you may receive the error message "The registration number 123456 already exists in the database", if you already have a card in the EODSA system. If this occurs, please submit the application, leaving the registration number field blank, and the EODSA will input the number on their end.

### Are you registered in Ontario Soccer's AIMS database?

You **must** be registered in Ontario Soccer's AIMS database for the **current season** in order to apply for an ID card. You will first have to register with your club, who will then register you with Ontario Soccer. Until your club has registered you with Ontario Soccer, you are not eligible to apply for an ID card. Any questions related to registration should be directed to your club as the EODSA is not involved in the registration of individual players.



## Getting your ID Card

You will be prompted to select whether you would like to pick your card up at the EODSA office during office hours, or if you would like the card mailed to you. **Note: Any cards ordered on or after May 14, 2018 must be picked up at the EODSA office. The mail option will be disabled on this date as the beginning of the season is too close and we can't guarantee the card will arrive in time.**

Mailed cards can take anywhere from 4-7 business days to arrive once printed. If you select the Pick Up option, the card will be available to be picked up their next open day. You will receive an email when the card is ready or if your application was rejected. Please check your junk box as it may end up there.

### Did your ID card application get rejected?

There are a few common reasons that your ID card application may get rejected. If it does get rejected, you will receive an email letting you know. This email will include the reason it got rejected and a link for you to follow to resubmit the application. Please see below for common reasons an ID card application will get rejected and how you can fix the issue:

Reason for Rejection	Solution
Not registered in AIMS database- Contact your club not the District	<p>Your club still needs to register you in Ontario Soccer's AIMS database. There are two steps to the registration process before your card can be approved:</p> <ol style="list-style-type: none"> <li>1. You have to register with your club.</li> <li>2. Your club has to register you with Ontario Soccer.</li> </ol> <p>If you would like to know the status of your registration, you will have to contact your club as the District is not responsible for player registration. Resubmit the application once your club has confirmed they have registered you in AIMS.</p>
Already Submitted	<p>Ontario Soccer only allows each player to get 1 ID card. If you have already submitted an ID card application recently, any duplicate applications will get rejected.</p>
Birthday does not match- Contact Club	<p>Your birth date on your ID card application and your birth date in Ontario Soccer's AIMS database must match. Double check that you entered your correct birth date on your ID card application. Once you have confirmed you entered the correct date, contact your club and ask them to fix your birth date in AIMS. Resubmit the application once your club has confirmed they have fixed your birth date in AIMS.</p>
Last name does not match AIMS registration	<p>Your name on your ID card application and your name in Ontario Soccer's AIMS database must match. Double check that you entered your name correctly on your ID card application. Once you have confirmed you entered your name correctly, contact your club and ask them to fix your name in AIMS. Resubmit the application once your club has confirmed they have fixed your name in AIMS.</p>
Wrong Club	<p>This error message means that you ARE registered in the AIMS database, but not under the club you selected in your ID card application. The club you enter on your ID card application must match the club that you are registered with in the AIMS database. If you play with multiple clubs, you can use 1 ID card across all clubs, no matter which club you apply for the card under.</p> <p><b>If you play both Indoor and Outdoor with two different clubs:</b></p> <ul style="list-style-type: none"> <li>• If you are trying to get an ID card under the club that you play Outdoor with and you receive an error message that you selected the wrong club, this club has not registered you in AIMS yet. You will instead need to apply for the card under the club you play Indoor with or wait for your Outdoor club to register you in AIMS. You will be able to use your ID card for competitions with any club you are registered with.</li> <li>• Note: this only applies before May 31 of the current year. On May 31, Indoor registrations expire and you will no longer be able to get an ID card under your Indoor club. After May 31, you must be registered in the AIMS database for the Outdoor season in order to get an ID card.</li> </ul>

There are also a number of **photo errors** that may cause your application to be rejected. To ensure your photo is able to be processed, make sure it meets the following requirements:

- It is an actual photo and not a photo of a photo
- The photo is not blurry or so small that it will become blurry when it is cropped to only include the head
- Your eyes are open and visible, and you are looking at the camera
- The photo is a clear head shot and is not taken from too far away
- There is no glare or watermark on your face and it was taken in proper lighting conditions (not too light, not too dark)
- It is a recent, up to date photo
- The background is solid or not busy (there should not be any other people visible in the background)
- You are alone in the photo
- You are not wearing a hat or sunglasses
- The image is centered and not taken on an angle
- The photo is not taken on a black or dark background