

Steps for Carding for Fall 2020

*For more specific and detailed instructions for carding using the Demosphere system, please go back to the website to Team Info and click the link for Demosphere Detailed Instructions

1. Check that all Player information is entered into Demosphere (this is the player's family's responsibility to enter and complete but clubs and/or teams are able to view/verify)
 1. Verify DOB and Legal Name are correct on Birth Certificate and what was entered into the system)
 2. Verify player photo is head shot, color, and clear
 2. Check that all Coach documents are completed including head shot picture
 3. Once ALL players and coaches are listed and appear correct, use the following procedures depending on your district location to notify us that the team is ready for us to verify and to schedule your carding appointment:
- **ALL Districts-** Change your team status to '**APPROVAL REQUESTED**' as this will allow us to see the teams that are ready to be verified by us. Once verified, we will change the status to 'Approved' which indicates your team is ready and approved to be carded.

CARDING APPOINTMENTS (PLEASE GIVE A MINIMUM OF 5 BUSINESS DAYS NOTICE)

COLUMBUS, Oh (Worthington BPYSL main office)

*Must use Appointlet to schedule your carding appointment- [CLICK HERE TO SCHEDULE COLUMBUS](#)

670 Lakeview Plaza Blvd
Suite D
Worthington, Oh 43085

SATELLITE BPYSL Offices:

BEAVERCREEK, Ohio - By appointment only, please Call.

Southeast of Dayton
Diane Thullen- (937) 426-9349
3518 Apple Grove Drive
Beavercreek, Ohio 45430
dmthullen@gmail.com

LOVELAND, Ohio- By appointment only, please EMAIL

Near Kings Island
Dianna Jimenez- DiannaJimenez14@aol.com
9800 Union Cemetery Road
Loveland, Ohio 45140

WEST CHESTER, Ohio - *Must use Appointlet to schedule your carding appointment- [CLICK HERE TO SCHEDULE WEST CHESTER](#)

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