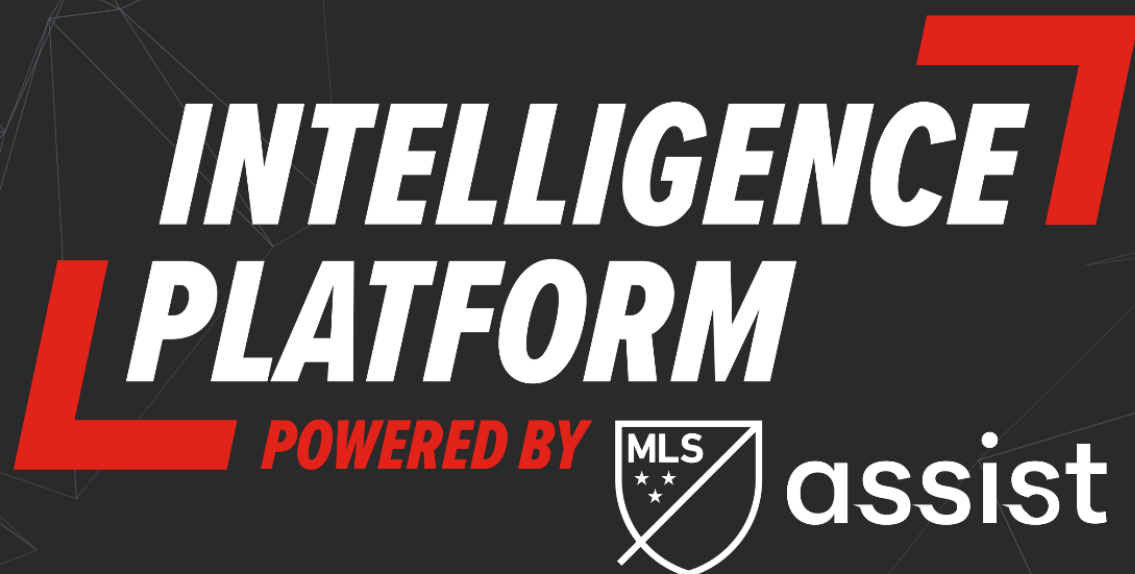




IP: INTELLIGENCE PLATFORM MLS NEXT CLUB ADMIN REGISTRATION HANDBOOK

July | 2026



KITMAN LABS



MLS NEXT - Homegrown & Academy Division Registration Handbook

Welcome to the 26'/27' Kitman Labs-MLS NEXT Registration Handbook, designed to start the season successfully

Key Takeaways

- Ability to Save Progress while completing Registration forms
- Updates to the registration interface to make mobile registration more user-friendly
- Player and staff profiles previously registered and approved last season will still need to submit a 26'/27' Registration form, mainly resubmitting updated documents and policies
- Automated Identity verification for faster registration processing
- SafeSport course is integrated into the registration form with USSF ID for an improved user experience
- Impact Baseline Test is integrated into the registration form via ImPact Passport ID for enhanced user experience
- Improved Payment Functionality for Athletes & Staff to streamline registration payment processing
- Athlete Transfers will need to be requested through intercom following the standard transfer process (**PLEASE DO NOT** create new profiles for athletes joining your club from other MLS NEXT clubs)

Club Admin Checklist

1. Update Athletes & Rosters

1. Admins will need to review and adjust rosters, making athletes inactive, moving athletes up in age groups, [submitting athlete transfer requests](#), and adding new athletes to the platform.
 1. Work through players who have previously registered first*
 2. When moving players from one squad/age group to another, it is advisable to start by focusing on your oldest squad, e.g U-19s
 3. Review this article for further details
MLS Next Roster Management

2. Update Staff & Roster Access



1. Admins will need to review and adjust staff lists; making staff inactive, moving staff into different age groups, and adding new staff to the platform
2. Review this article for further details
MLS Next Staff User Management
3. **Send out your Club's iP URL to all of your athletes, staff, and families to inform them that the registration window has opened for the 26/27 season**
 1. Inform Athletes & Staff of updates to registration policies and documents and that they will need to open up registration and accept/sign new policies.
 2. Athletes and Staff will need the iP URL specific to your club in order to access the login page and login with their credentials
 1. If they have forgotten their login credentials, they will need to trigger a password reset email which will provide them with their username and the ability to update their password. More details on this process are found in the help article **FAQ's - Signing in & Reset Password**
 3. As soon as an athlete logs into your iP URL, they will see their profile and the ability to select their division specific registration form to submit it
4. **Familiarize yourself with the updated wallet and the need-to-knows for payment.**

Registration Process

1. From the registration page, you will see an overview of your club's details
2. Click into the Teams tab and select the team you would like to register or click into the players and staff tabs to view an overarching list of your entire club
3. Once you click into the **Players** tab
 1. Here you will see an overview of player profiles that you have managed via the Manage Athletes area of iP
4. Please verify that your roster is up to date and that all athletes within this specific team are accounted for
 1. If an athlete is missing, please first check other squads within your org, your inactive athlete lists, and also if a [transfer request](#) needs to be submitted. Once verified that the above scenarios do not apply, you must create that athlete in your Intelligence Platform. [These steps are outlined below.](#)
5. You will notice that each athlete has a status associated with their name
 1. This status will display as "Incomplete" until the athlete completes all their registration requirements. Once they have done so, you will see this [status](#) change to "Pending - Club Approval."
6. Once you click into the **Staff** tab



1. Here you will see an overview of staff profiles that you have managed via the Manage Staff Users area of iP
7. Please verify that your staff list is up to date and that all users within your club are accounted for
 1. If a staff user is missing, you must create that user on your Intelligence Platform. [These steps are outlined below.](#)
8. You will notice that each athlete has a status associated with their name
 1. This status will display as "Incomplete" until the athlete completes all their registration requirements. Once they have done so, you will see this [status](#) change to "Pending - Club Approval."

Registration Process - Athletes

Overview

For any player under the age of **18**, a parent or guardian should complete this registration process.

The registration form needs to be filled out all at once, so please ensure you have all documentation ready before starting:-

- ***Initial academy registration date***
- ***Parents details***
- ***Insurance details (if applicable)***
- ***Headshot***
- ***Proof of birth***

You'll also be asked to complete an **IMPACT Baseline Test**, which must be completed before you can submit all your details.

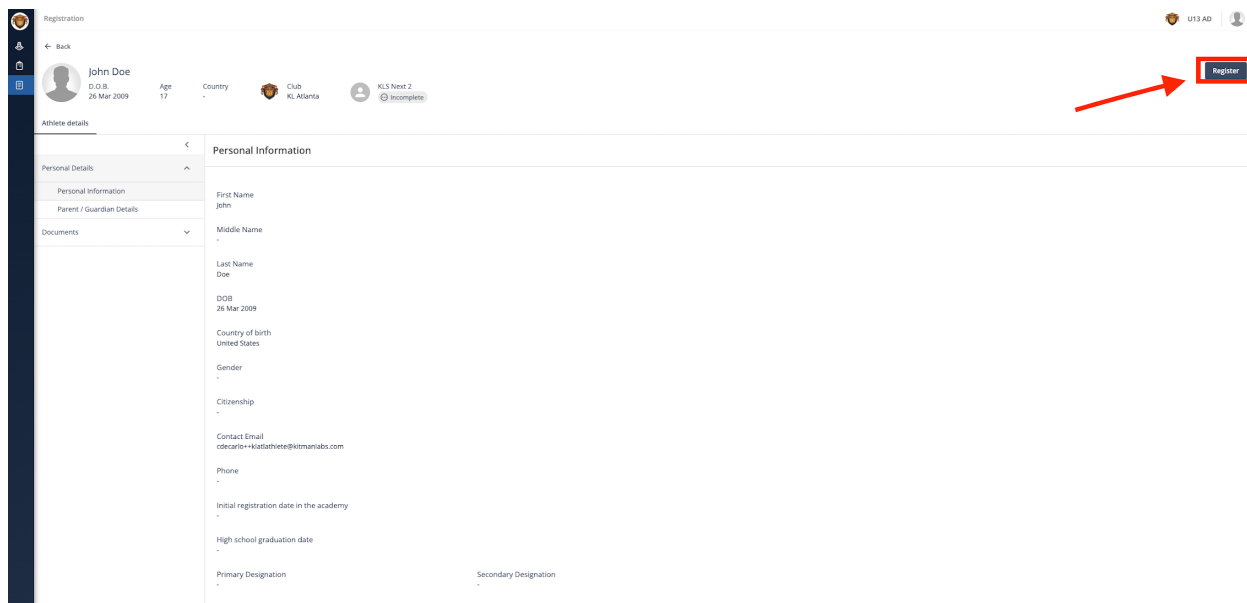
If you are over 18 years old, you must also take the **SafeSport** course.

****Please note:** Returning athletes will have registration information pre-populated from their previous year's registration submission. There will still be requirements to sign off on and new policies to acknowledge******

Navigation

- To register, you will receive an email from Kitman Labs.
 - You can click [here](#) if you'd like to find out more.

- Login to iP, and you will land on the **Player details** page, containing some basic information about you.
- Click **Register** Button, located in the top right corner.



The screenshot shows the 'Registration' page for a user named John Doe. The page header includes a 'Back' button, the user's profile (John Doe, D.O.B. 26 Mar 2009, Age 17, Country -), Club (KL Atlanta), and KLS Next 2 (Incomplete). A red arrow points to the 'Register' button in the top right corner. The main content area is titled 'Athlete details' and contains a 'Personal Information' section with the following fields:

Personal Information	
First Name	John
Middle Name	-
Last Name	Doe
DOB	26 Mar 2009
Country of birth	United States
Gender	-
Citizenship	-
Contact Email	codecarlo+klathlete@kitmanlabs.com
Phone	-
Initial registration date in the academy	-
High school graduation date	-
Primary Designation	Secondary Designation

Instructions

Personal Details

Enter **Personal Details**, which includes **Player Details** such as name, D.O.B, place of birth, gender, email, phone, address, etc.

Some fields will be auto-populated.

Registration

← Back

KLS Next Academy Athlete Registration

Personal Details
0 of 3 steps completed

Player Details

Parents/ Guardian

Insurance

Documents
1 of 4 steps completed

Policies & Signatures
0 of 11 steps completed

Courses
0 of 1 steps completed

Player Details

First Name

Answer
John

Read only

Middle Name

Answer

Optional

Last Name

Answer
Doe

Read only

DOB

Answer
26/03/2009

DOB Confirmation

Answer

Country of birth

Answer
United States

Gender

Answer

Citizenship

Answer

Contact Email

Answer
cdecarlo++klatlathlete@kitmanlabs.com

Read only

Phone

Country code

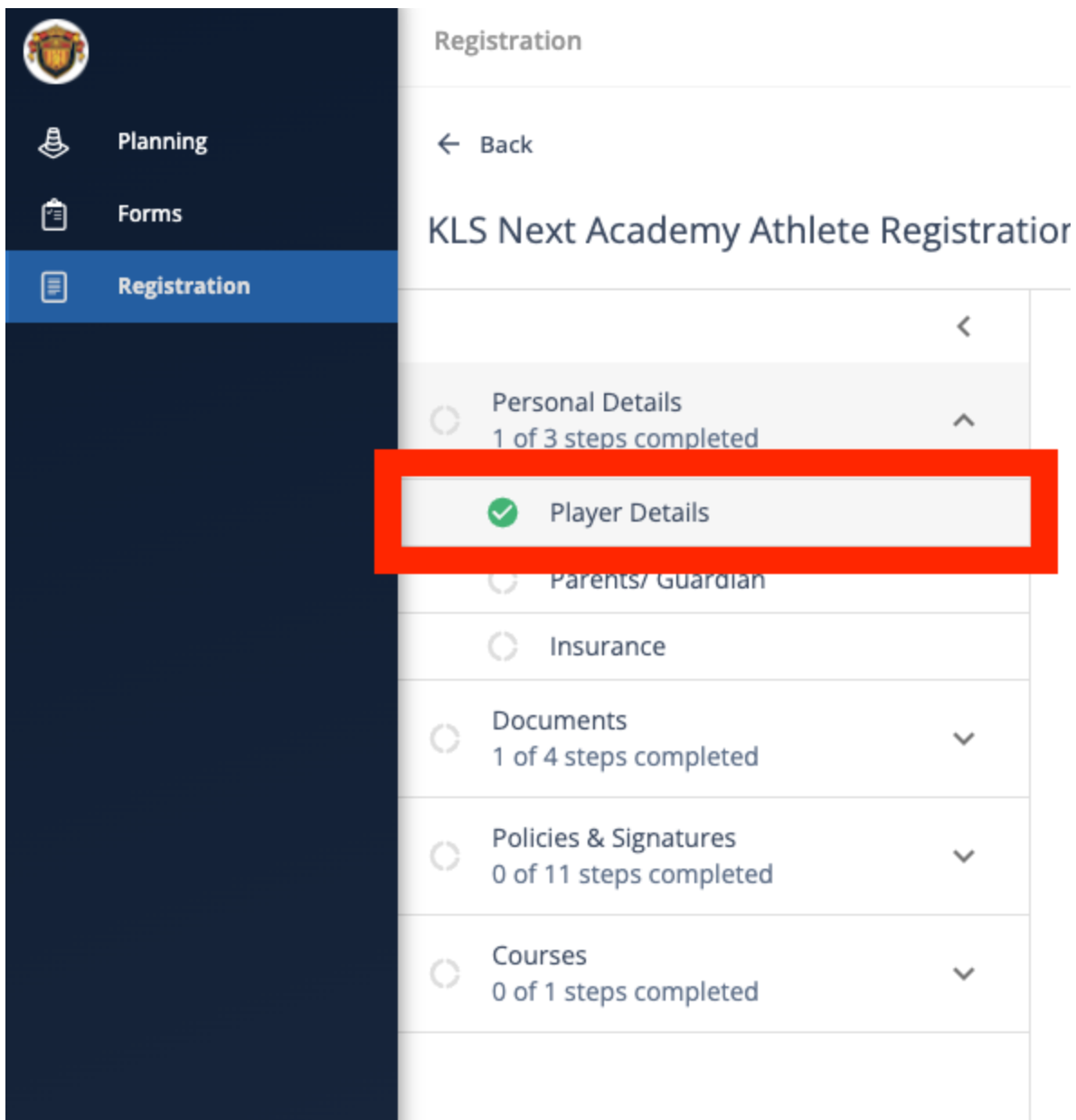
Answer

*Digits only

< Back

Next >

1. You will also be required to enter your **Initial academy registration date** and **High School graduation year**.
2. Where it asks **Are you currently a registered MLS NEXT Pro player?**, toggle to **Yes**, or else leave it as **No**.
3. Once **Player Details** have been completed successfully, a green checkbox will appear, as highlighted below.



Registration

← Back

KLS Next Academy Athlete Registration

Personal Details	1 of 3 steps completed	<
✓ Player Details		>
Parents/ Guardian		
Insurance		
Documents	1 of 4 steps completed	▼
Policies & Signatures	0 of 11 steps completed	▼
Courses	0 of 1 steps completed	▼

4. Next, enter your **Parent/Guardian Details** containing name, address, email and phone number.



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 Help
  Close Menu

Registration

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KLS Next Academy Athlete Registration

Personal Details

1 of 3 steps completed

Player Details

Parents/ Guardian

Insurance

Documents

Policies & Signatures

Courses

1 of 4 steps completed

0 of 11 steps completed

0 of 1 steps completed

Parents/ Guardian

First Name

Answer

Last Name

Answer

Relation

Answer

Contact Email

Answer

Phone

Country code

Answer

*Digits only

I confirm this email address is of the parent/guardian or a player that is aged 18 years or older

☒

Parent/ Guardian Address

Answer

Address Continued

Answer

Optional

Country

Answer

Postal Code

Answer

← Back

Next >

5. Once completed, **Parent/Guardian Details** will show a green checkbox.

Club Admin Handbook | Kitman Labs Proprietary and Confidential





Planning

Forms

Registration

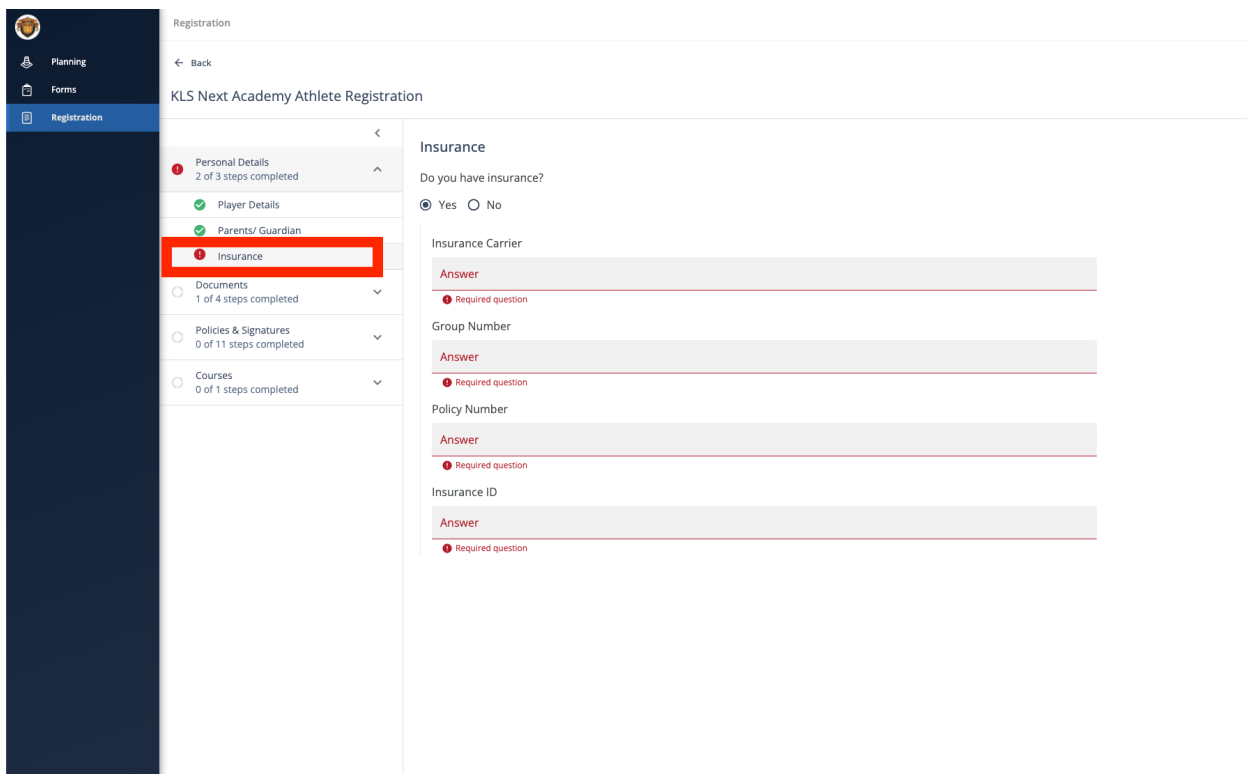
Registration

← Back

KLS Next Academy Athlete Registrati

<
Personal Details 2 of 3 steps completed >
Player Details
Parents/ Guardian
Insurance
Documents 1 of 4 steps completed >
Policies & Signatures 0 of 11 steps completed >
Courses 0 of 1 steps completed >

6. If you have **Insurance**, where it says **Do you have Insurance?**, toggle to **Yes** and complete the relevant fields; otherwise, leave it as **No**.



Registration

← Back

KLS Next Academy Athlete Registration

Personal Details
2 of 3 steps completed

✓ Player Details

✓ Parents/ Guardian

Insurance

Documents
1 of 4 steps completed

Policies & Signatures
0 of 11 steps completed

Courses
0 of 1 steps completed

Insurance

Do you have insurance?
☒ Yes ☐ No

Insurance Carrier

Answer

Required question

Group Number

Answer

Required question

Policy Number

Answer

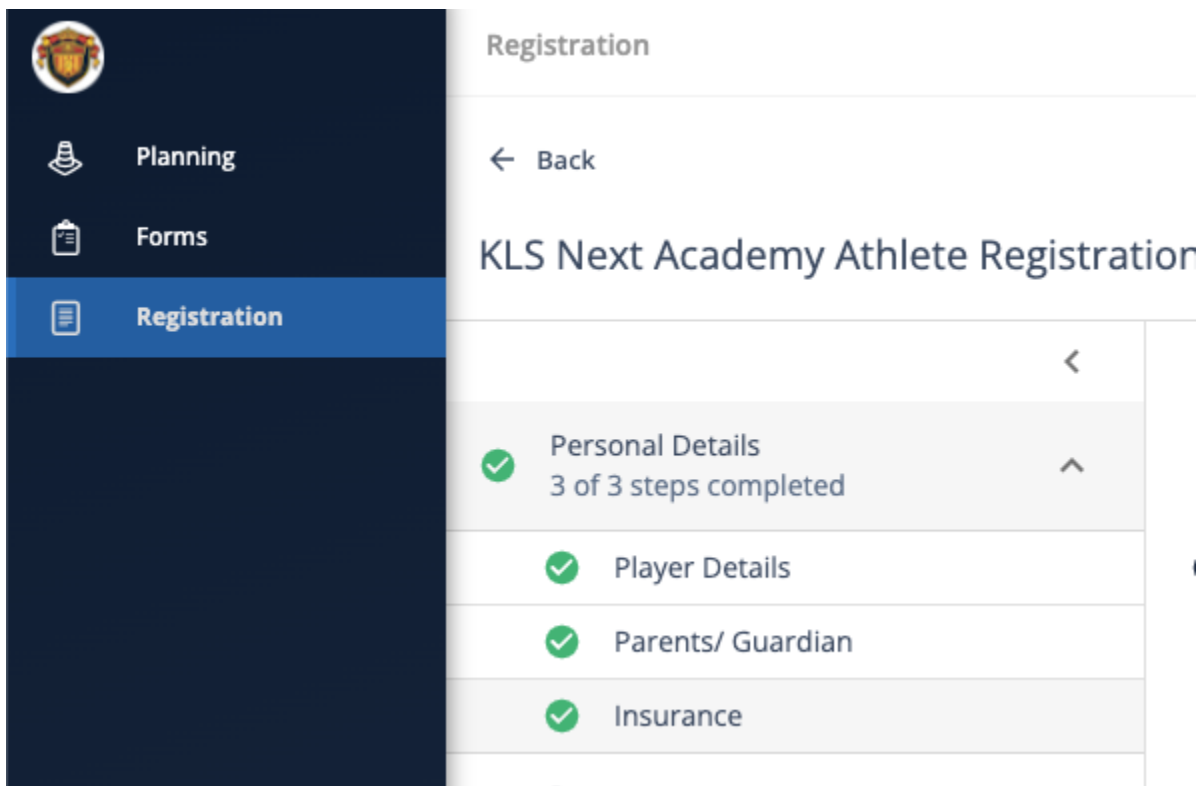
Required question

Insurance ID

Answer

Required question

7. A green checkbox will also appear once all information has been completed within **Personal Details**.



Registration

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KLS Next Academy Athlete Registration

Personal Details
3 of 3 steps completed

✓ Player Details

✓ Parents/ Guardian

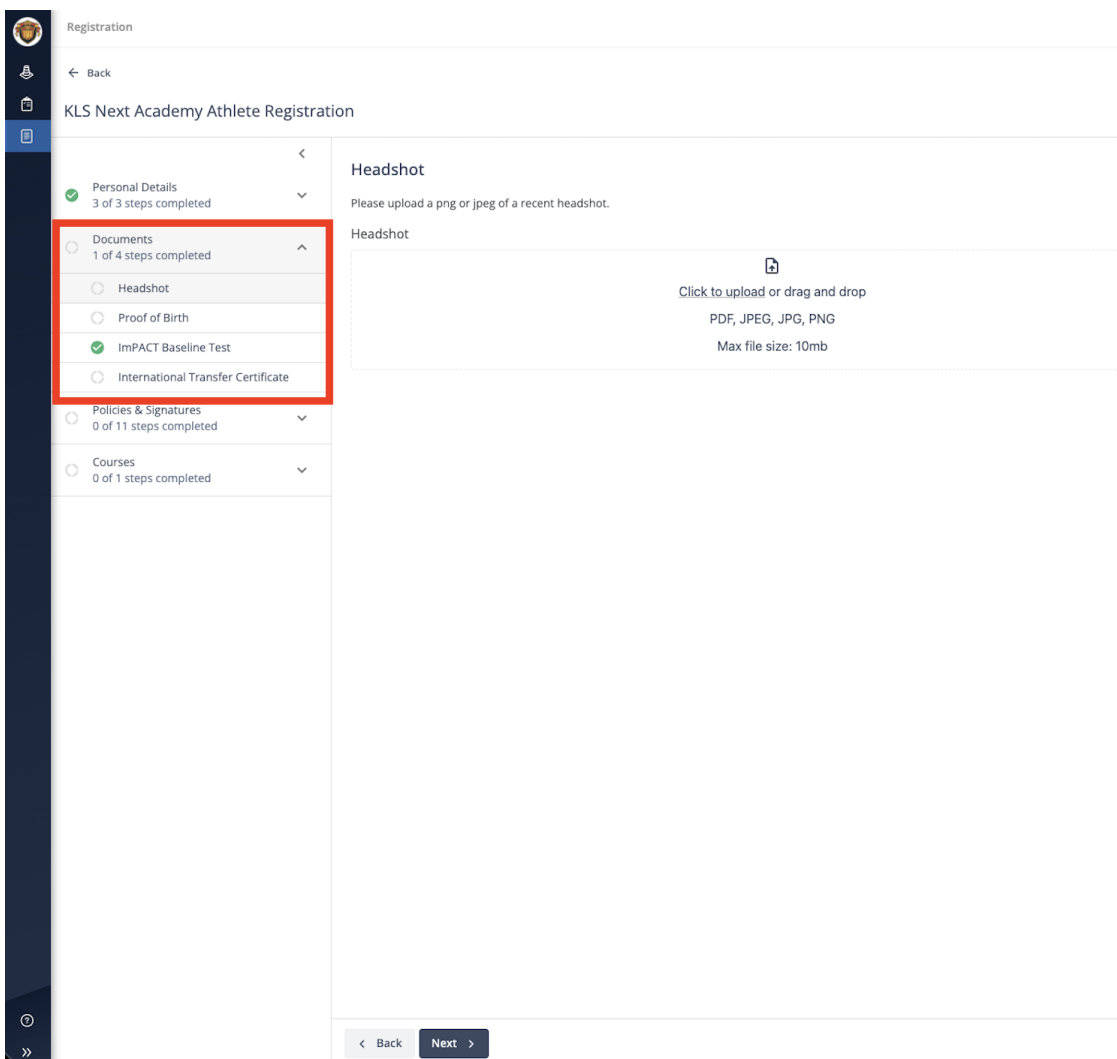
✓ Insurance

*** PLEASE NOTE: Some fields are listed as "optional" but need to be filled in such as the address continued field. In these cases, populate an "N/A" response in order to get the green checkmark to appear. The format for phone numbers cannot include "-", please ensure phone numbers are entered in the following format "1231231234" and not as "123-123-1234"***

Documents

In this section, you must upload a headshot, proof of birth and ImPACT Baseline Test.

1. Click on the **Documents** section, highlighted below, to continue.



Registration

← Back

KLS Next Academy Athlete Registration

Personal Details
3 of 3 steps completed

Documents
1 of 4 steps completed

- Headshot
- Proof of Birth
- ☒ ImPACT Baseline Test
- International Transfer Certificate

Policies & Signatures
0 of 11 steps completed

Courses
0 of 1 steps completed

Headshot

Please upload a png or jpeg of a recent headshot.

Headshot

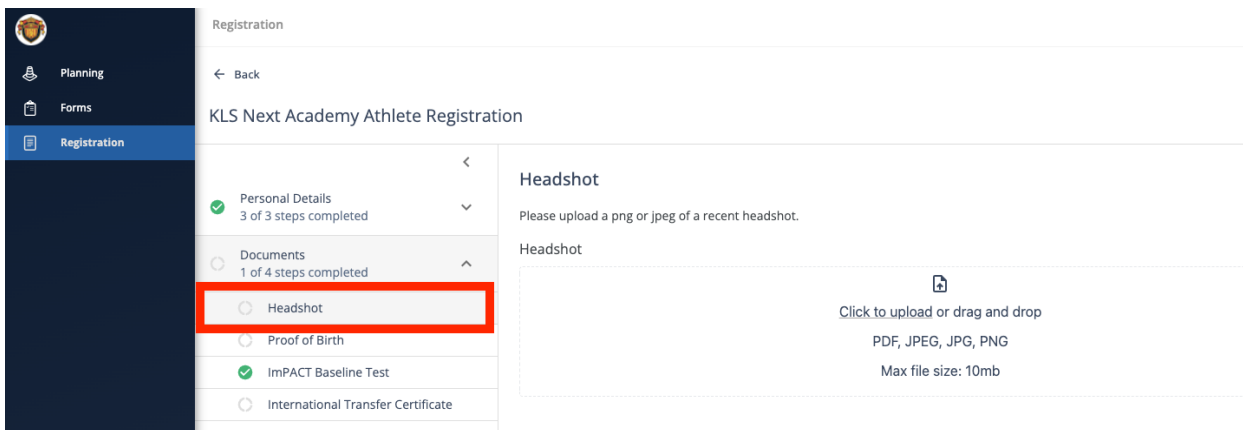
Click to upload or drag and drop

PDF, JPEG, JPG, PNG

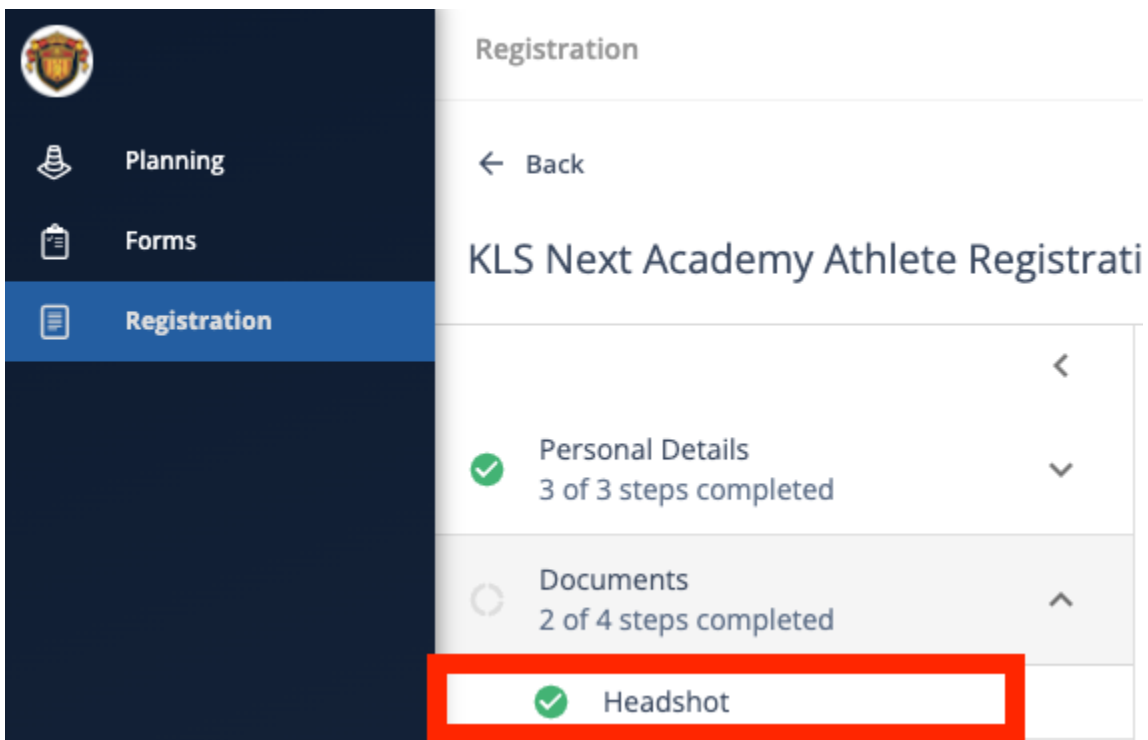
Max file size: 10mb

< Back Next >

2. Please upload a pdf, png, or jpeg of a recent **Headshot** - Drag & Drop your file into the grey box or click Browse to select it from your device.



1. Headshot will show a green checkbox once it's uploaded correctly.



2. Next, **Proof of Birth** - First, you must consent to having your identity documents verified by the 3rd party provider on behalf of the league.

Registration

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KLS Next Academy Athlete Registration

Personal Details
3 of 3 steps completed

Documents
2 of 4 steps completed

Headshot

Proof of Birth

ImPACT Baseline Test

International Transfer Certificate

Policies & Signatures
0 of 11 steps completed

Courses
0 of 1 steps completed

Proof of Birth

Proof of birth

Accepted documents are: birth certificate, passport/passport card, visa, permanent resident card and employment authorization card.

Third-party verification consent

By proceeding, you agree to share your proof of birth documentation with our trusted verification partner. Your data is processed securely and will only be used to verify your identity for this registration.

I consent to having my identity documents verified by a third-party provider on behalf of this league.

☒

Continue to the verification process

-Then select the blue box to continue to the verification process

Registration

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KLS Next Academy Athlete Registration

Personal Details
3 of 3 steps completed

Documents
2 of 4 steps completed

Headshot

Proof of Birth

ImPACT Baseline Test

International Transfer Certificate

Policies & Signatures
0 of 11 steps completed

Courses
0 of 1 steps completed

Proof of Birth

Proof of birth

Accepted documents are: birth certificate, passport/passport card, visa, permanent resident card and employment authorization card.

Third-party verification consent

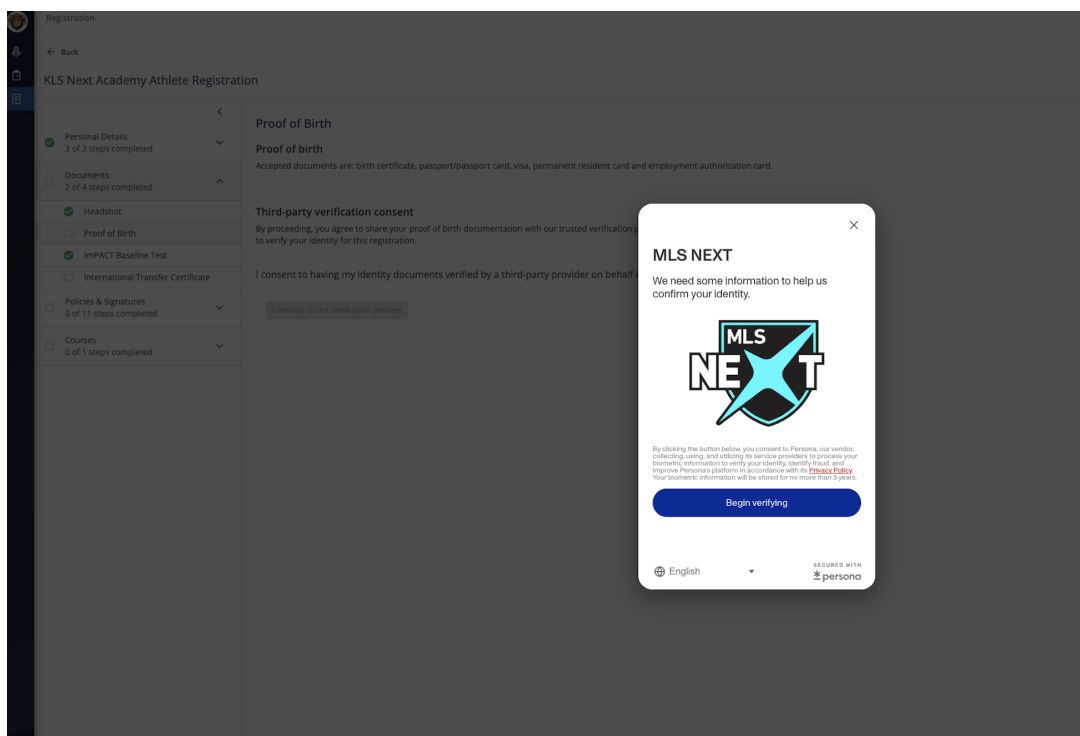
By proceeding, you agree to share your proof of birth documentation with our trusted verification partner. Your data is processed securely and will only be used to verify your identity for this registration.

I consent to having my identity documents verified by a third-party provider on behalf of this league.

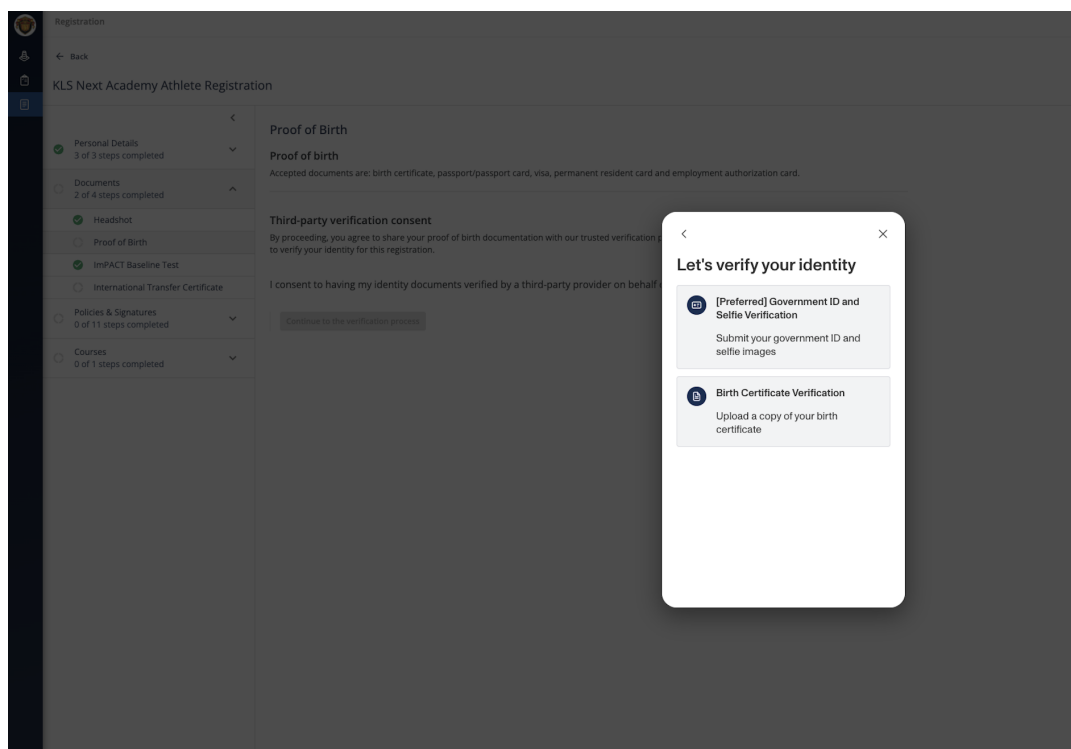
☒

Continue to the verification process

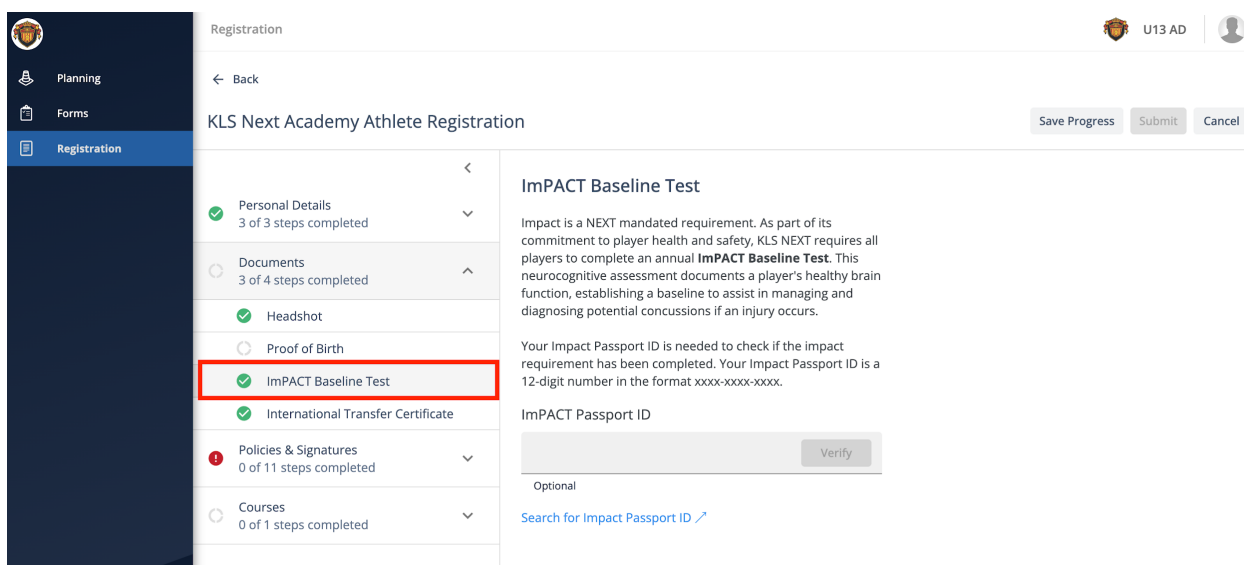
- Which will bring you to the 3rd Party Verification area. Please select 'Begin Verifying'



- From here You will need to select which legal document method you would like to upload for Verification.



- Please be sure to complete the upload as well as complete the photo pieces of the verification.
- 1. Complete the **ImPACT Baseline Test** by clicking the link, which will open a new browser tab, then upload a pdf, png, or jpeg of your recent ImPACT Baseline Test Completion Confirmation, e.g. Completion Certificate, Completion Email or Clinical Report.



Registration

U13 AD

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KLS Next Academy Athlete Registration

Save Progress Submit Cancel

Personal Details
3 of 3 steps completed

Documents
3 of 4 steps completed

Headshot

Proof of Birth

ImPACT Baseline Test

International Transfer Certificate

Policies & Signatures
0 of 11 steps completed

Courses
0 of 1 steps completed

ImPACT Baseline Test

Impact is a NEXT mandated requirement. As part of its commitment to player health and safety, KLS NEXT requires all players to complete an annual **ImPACT Baseline Test**. This neurocognitive assessment documents a player's healthy brain function, establishing a baseline to assist in managing and diagnosing potential concussions if an injury occurs.

Your Impact Passport ID is needed to check if the impact requirement has been completed. Your Impact Passport ID is a 12-digit number in the format xxxx-xxxx-xxxx.

ImPACT Passport ID

Optional

[Search for Impact Passport ID](#)

- 1. You will also see a section for International Transfer Certificate
 - 1. Based on the Country of Birth selected in the player details section, an ITC may be required. For any player born outside of the United States, an ITC is required. This is an MLS Next regulation
 - 2. If ITC is required, Please upload a copy of your ITC here.



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Registration

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KLS Next Academy Athlete Registration

✓ Personal Details 3 of 3 steps completed	<
! Documents 3 of 4 steps completed	^
✓ Headshot	
✓ Proof of Birth	
✓ ImPACT Baseline Test	
! International Transfer Certificate	
○ Policies & Signatures 0 of 11 steps completed	^
○ Courses 0 of 1 steps completed	^

International Transfer Certificate

Please upload a pdf, png, or jpeg of your International Transfer Certificate.



Click to upload or drag and drop

PDF, JPEG, JPG, PNG

Max file size: 10mb

is required

2.

1. A green checkbox will also appear once all information has been completed within **Documents**.



Documents

4 of 4 steps completed





Headshot



Proof of Birth



ImPACT Baseline Test

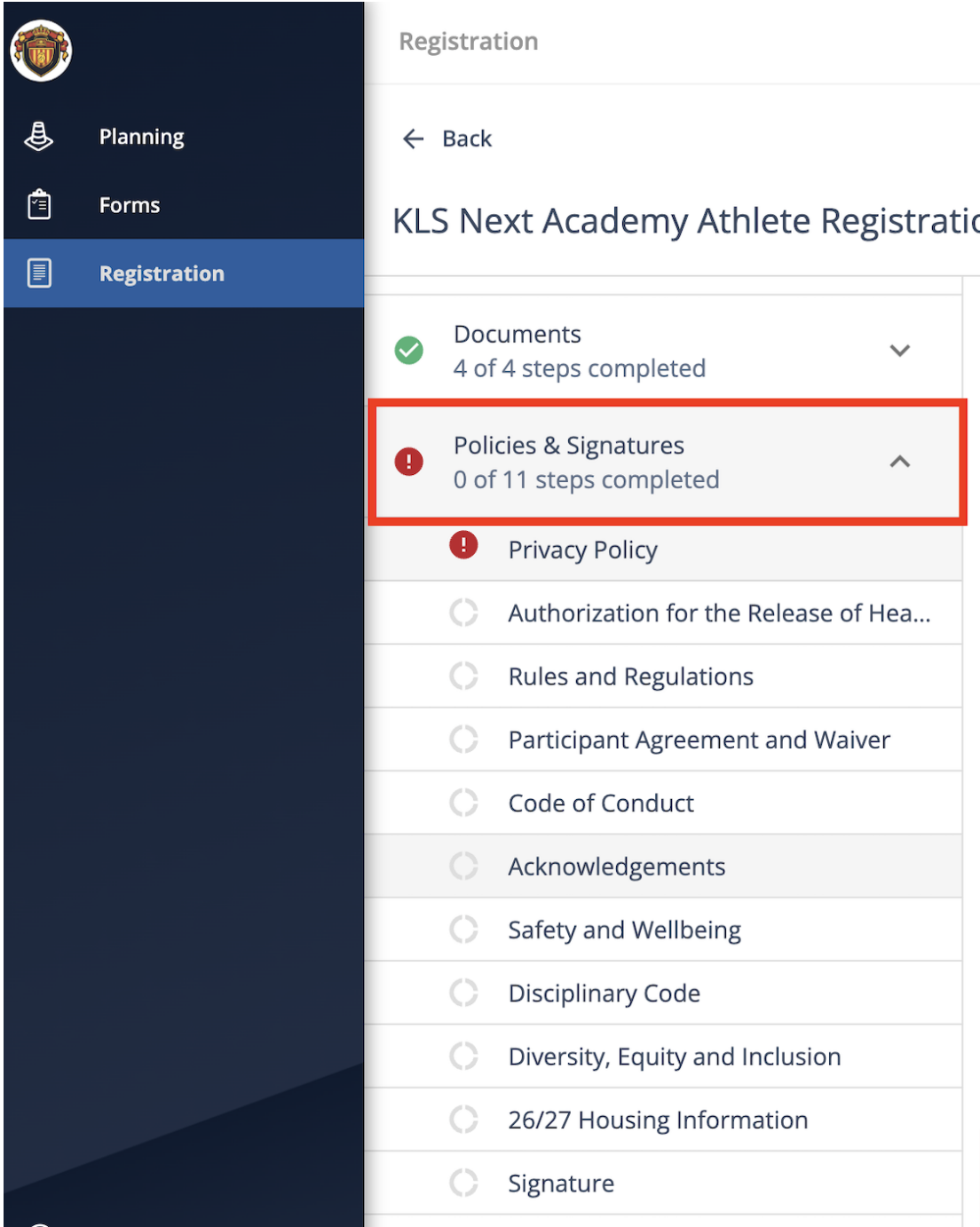


International Transfer Certificate

Policies & Signature

You'll need to view and agree to the policies listed in this section and add your signature.

1. Click on the **Policies & Signature** section, highlighted below, to continue.





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Registration

Registration

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KLS Next Academy Athlete Registratic



Documents
4 of 4 steps completed





Policies & Signatures
0 of 11 steps completed





Privacy Policy



Authorization for the Release of Hea...



Rules and Regulations



Participant Agreement and Waiver



Code of Conduct



Acknowledgements



Safety and Wellbeing



Disciplinary Code



Diversity, Equity and Inclusion

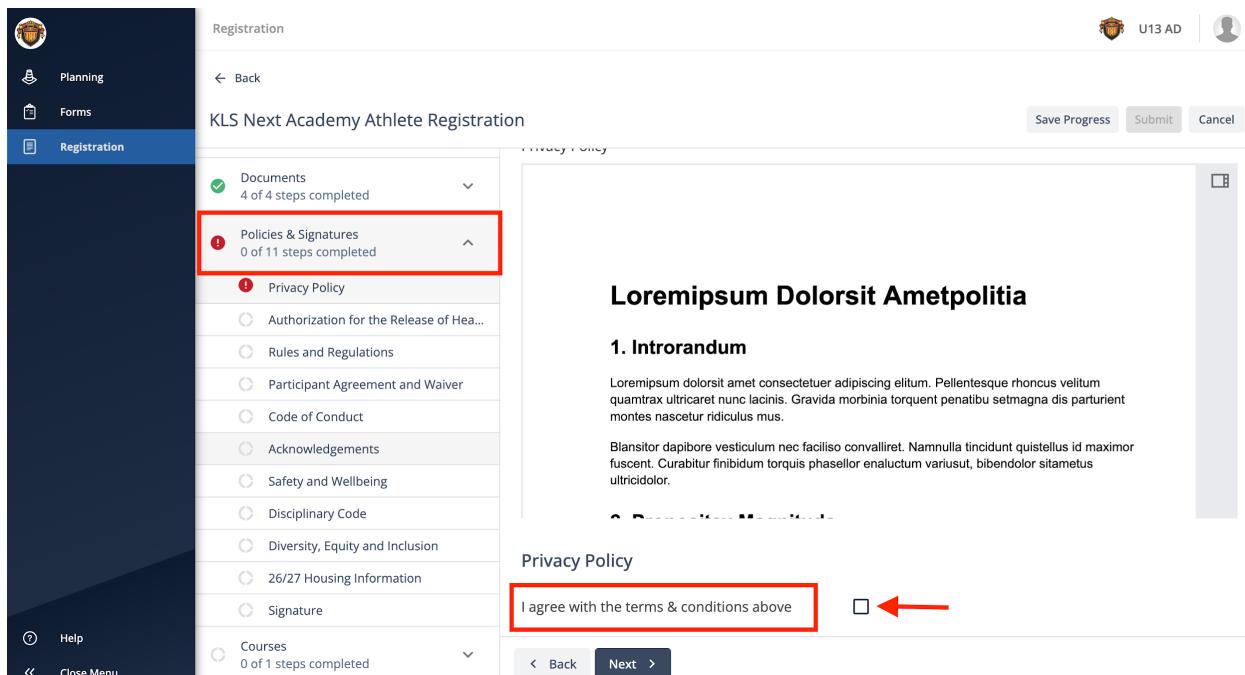


26/27 Housing Information



Signature

- Click on each policy, view the document, select the checkbox **I agree with the terms & conditions above**, then click **Save**.



Registration

U13 AD

Planning

Forms

Registration

KLS Next Academy Athlete Registration

Save Progress Submit Cancel

Documents
4 of 4 steps completed

Policies & Signatures
0 of 11 steps completed

Privacy Policy

Authorization for the Release of Hea...

Rules and Regulations

Participant Agreement and Waiver

Code of Conduct

Acknowledgements

Safety and Wellbeing

Disciplinary Code

Diversity, Equity and Inclusion

26/27 Housing Information

Signature

Courses
0 of 1 steps completed

Help

Close Menu

Privacy Policy

Loremipsum Dolorsit Ametpolitia

1. Introrandum

Loremipsum dolorsit amet consectetur adipiscing elitum. Pellentesque rhoncus velitum quamtrax ultricaret nunc lacinis. Gravida morbinia torquent penatibu setmagna dis parturient montes nascetur ridiculus mus.

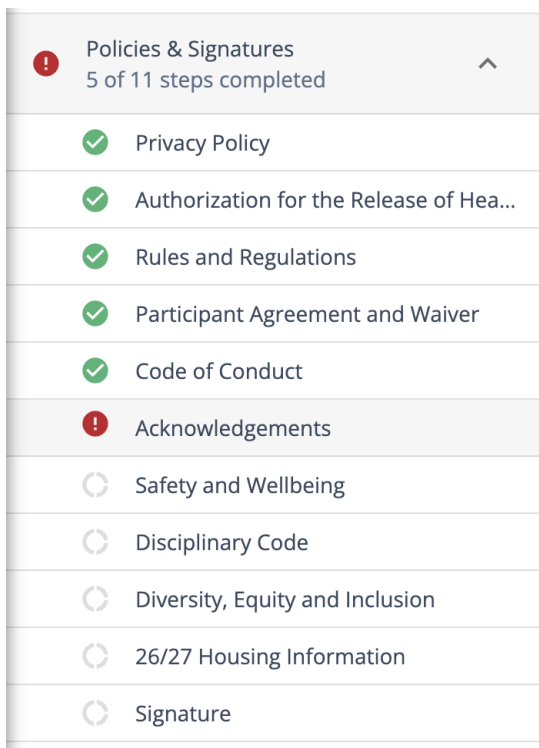
Blansitor dapibore vestibulum nec faciliso convalliret. Namnulla tincidunt quistellus id maximor fuscent. Curabitur finibidum torquis phasellor enaluctum variusut, bibendolor sitametus ultricidolor.

Privacy Policy

I agree with the terms & conditions above

Back Next

- Once a policy has been agreed upon and saved, the policy title will turn grey, and on the left, a green checkbox will appear next to the policy name.



Policies & Signatures
5 of 11 steps completed

Privacy Policy

Authorization for the Release of Hea...

Rules and Regulations

Participant Agreement and Waiver

Code of Conduct

Acknowledgements

Safety and Wellbeing

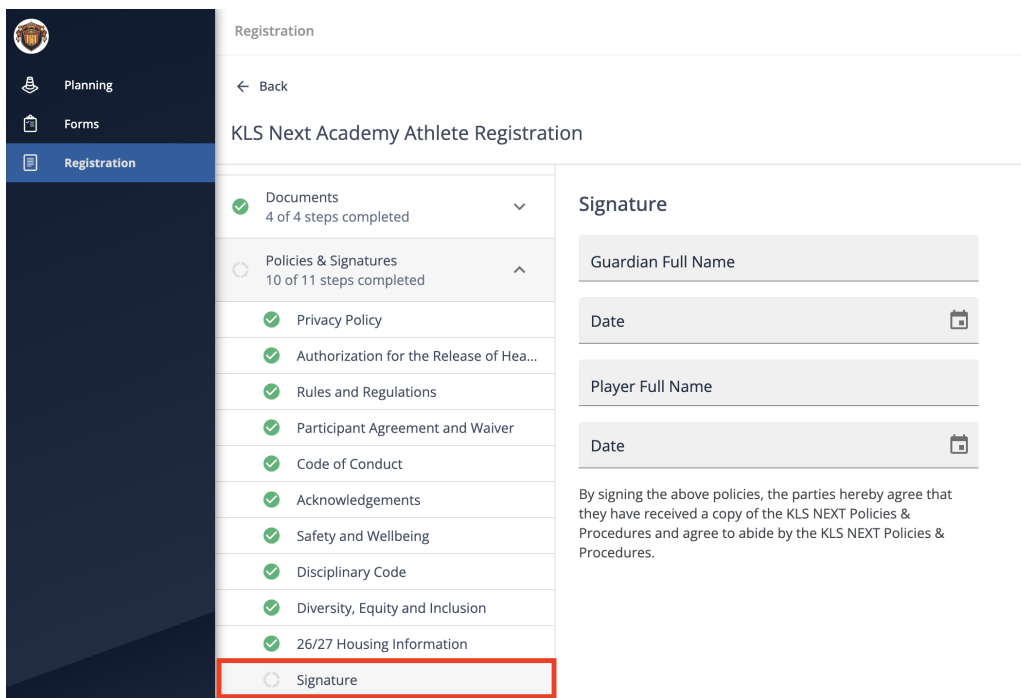
Disciplinary Code

Diversity, Equity and Inclusion

26/27 Housing Information

Signature

4. Once all policies have been agreed upon, please enter **Guardian's** and **Player's full names** in the **Signature** section and enter today's date.



Registration

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KLS Next Academy Athlete Registration

Documents
4 of 4 steps completed

Policies & Signatures
10 of 11 steps completed

Privacy Policy

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Safety and Wellbeing

Disciplinary Code

Diversity, Equity and Inclusion

26/27 Housing Information

Signature

Signature

Guardian Full Name

Date

Player Full Name

Date

By signing the above policies, the parties hereby agree that they have received a copy of the KLS NEXT Policies & Procedures and agree to abide by the KLS NEXT Policies & Procedures.

1. All policies and the signature should now have a green checkbox next to them.



Policies & Signatures
11 of 11 steps completed

Privacy Policy

Authorization for the Release of Hea...

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Safety and Wellbeing

Disciplinary Code

Diversity, Equity and Inclusion

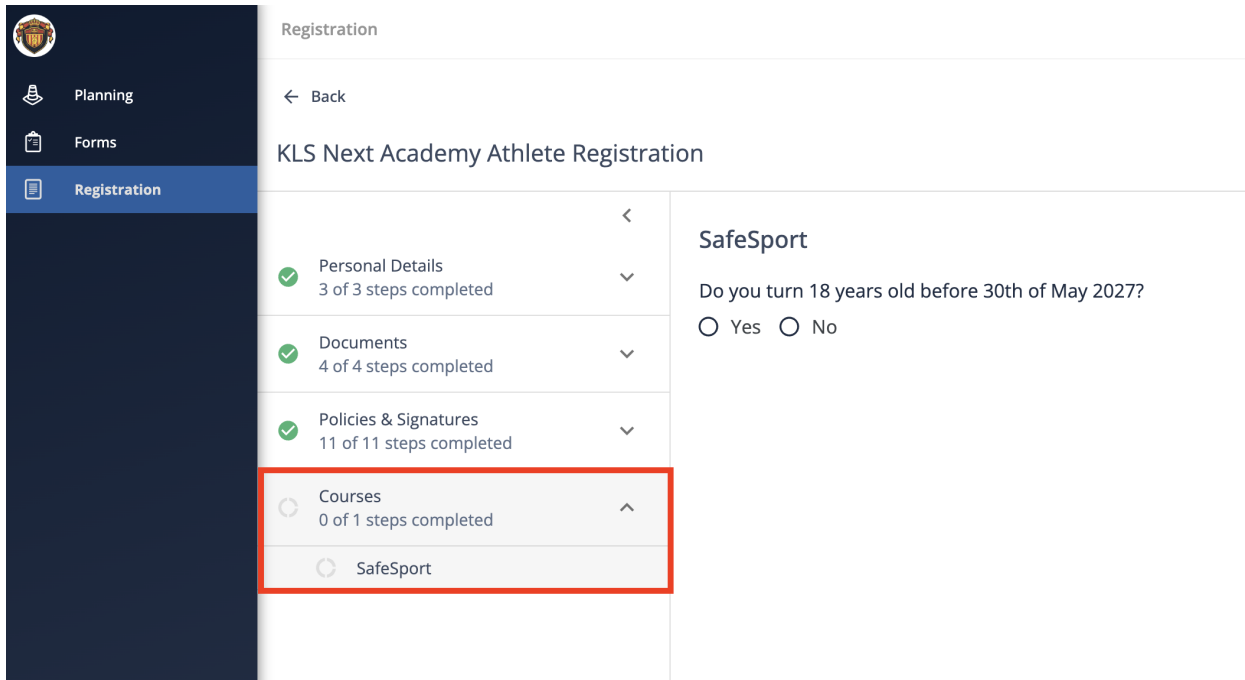
26/27 Housing Information

Signature

Courses

- SafeSport course is now linked within the registration form, as well as the enrollment key needed for course completion (USSF ID input will link into this SafeSport course)

Please Answer Yes or NO



Registration

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KLS Next Academy Athlete Registration

✓ Personal Details 3 of 3 steps completed	▼
✓ Documents 4 of 4 steps completed	▼
✓ Policies & Signatures 11 of 11 steps completed	▼
○ Courses 0 of 1 steps completed	▲
○ SafeSport	

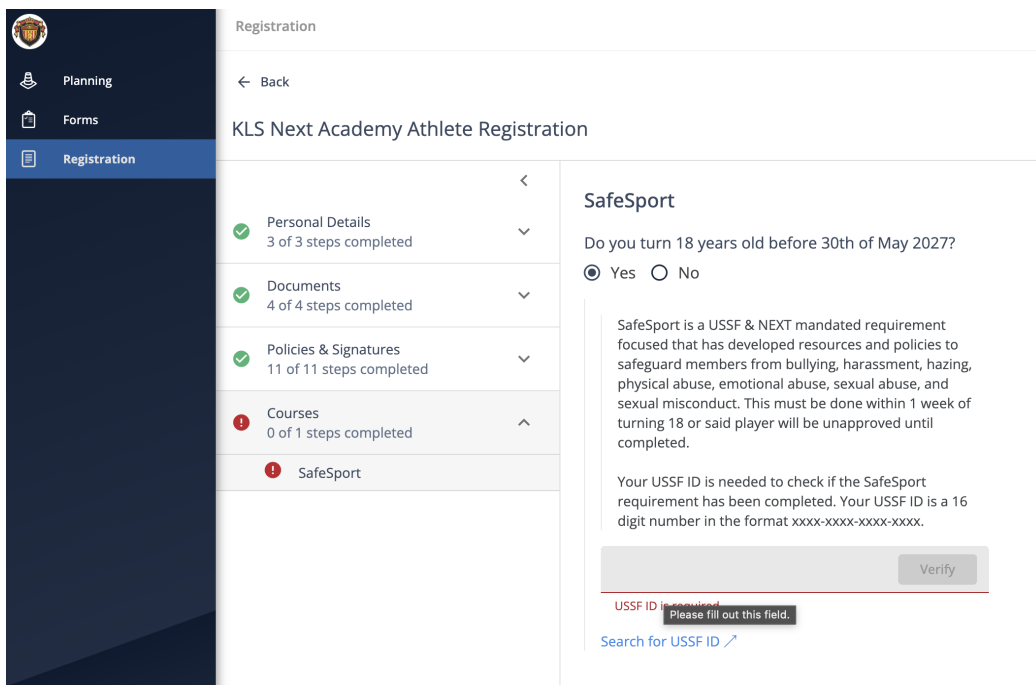
SafeSport

Do you turn 18 years old before 30th of May 2027?

☐ Yes ☐ No

*** If you are over 18, you must complete a **SafeSport** course before submitting your registration.

- Players/staff will find that they will be able to enter their USSF ID straight into the SafeSport requirement field, which will sync up to their SafeSport profiles. If they do not know their USSF ID or have not set that up yet, they can click on the link "Search for USSF ID".



Registration

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KLS Next Academy Athlete Registration

Personal Details
3 of 3 steps completed

Documents
4 of 4 steps completed

Policies & Signatures
11 of 11 steps completed

Courses
0 of 1 steps completed

SafeSport

SafeSport

Do you turn 18 years old before 30th of May 2027?

☒ Yes ☐ No

SafeSport is a USSF & NEXT mandated requirement focused that has developed resources and policies to safeguard members from bullying, harassment, hazing, physical abuse, emotional abuse, sexual abuse, and sexual misconduct. This must be done within 1 week of turning 18 or said player will be unapproved until completed.

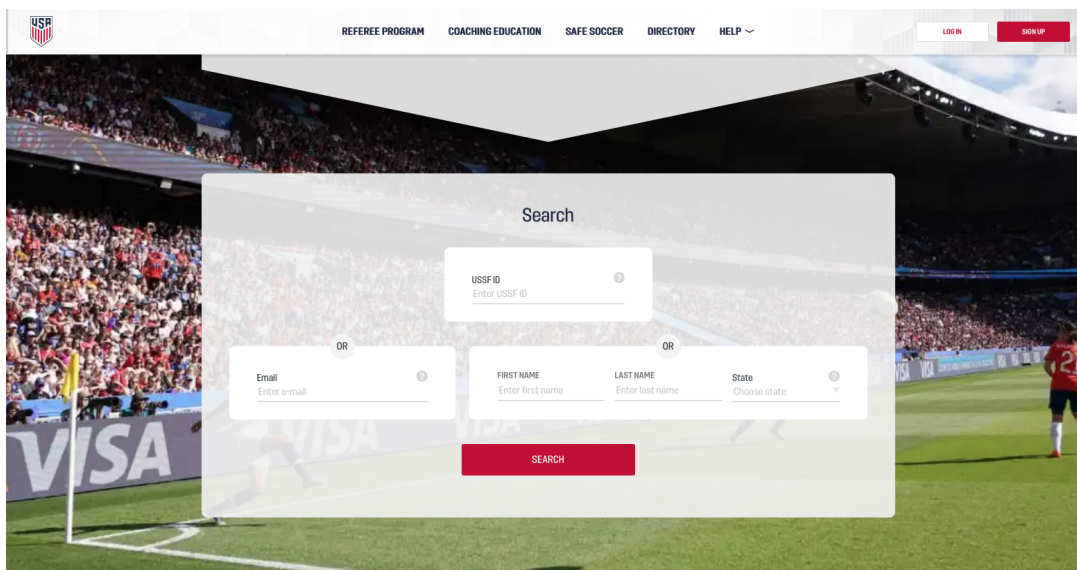
Your USSF ID is needed to check if the SafeSport requirement has been completed. Your USSF ID is a 16 digit number in the format xxxx-xxxx-xxxx-xxxx.

[Verify](#)

USSF ID is required.
Please fill out this field.

[Search for USSF ID](#)

- This will take you to the SafeSport website where they can either search for their profile or use the Log in / Sign up feature in the top right corner to create their profile.



US Soccer

REFEREE PROGRAM COACHING EDUCATION SAFE SOCCER DIRECTORY HELP

LOG IN SIGN UP

Search

USSF ID
Enter USSF ID

OR

Email
Enter e-mail

FIRST NAME
Enter first name

LAST NAME
Enter last name

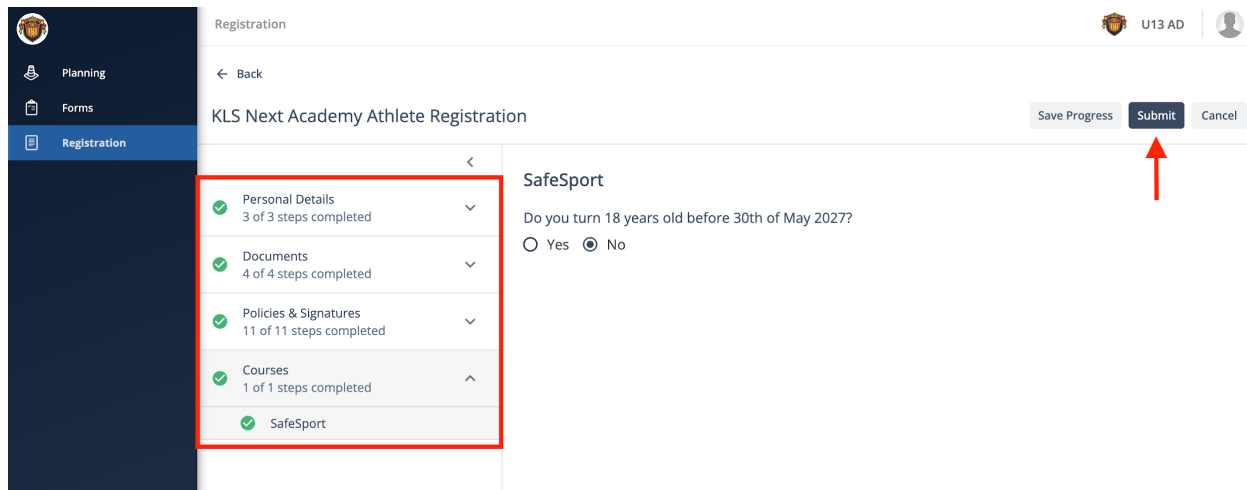
State
Choose state

SEARCH

- Once the USSF ID is linked and the course is completed, this will automatically update within the registration form

Submit

Once all fields have been completed, the **Submit** button will appear in the top right corner. Once you press **Submit**, your status will change to **Pending (Club approval)**, and **your details can only be edited if your registration has been rejected**; in this case, you can edit and update any sections and re-submit.



You'll need to log in to the Kitman Labs Intelligence Platform regularly to check if your registration has been accepted or rejected.



If your registration is rejected due to errors, contact your club administrator to understand the reason for rejection. Correct the errors and resubmit the registration with all required documents properly uploaded.

Registration Process - Staff

Overview

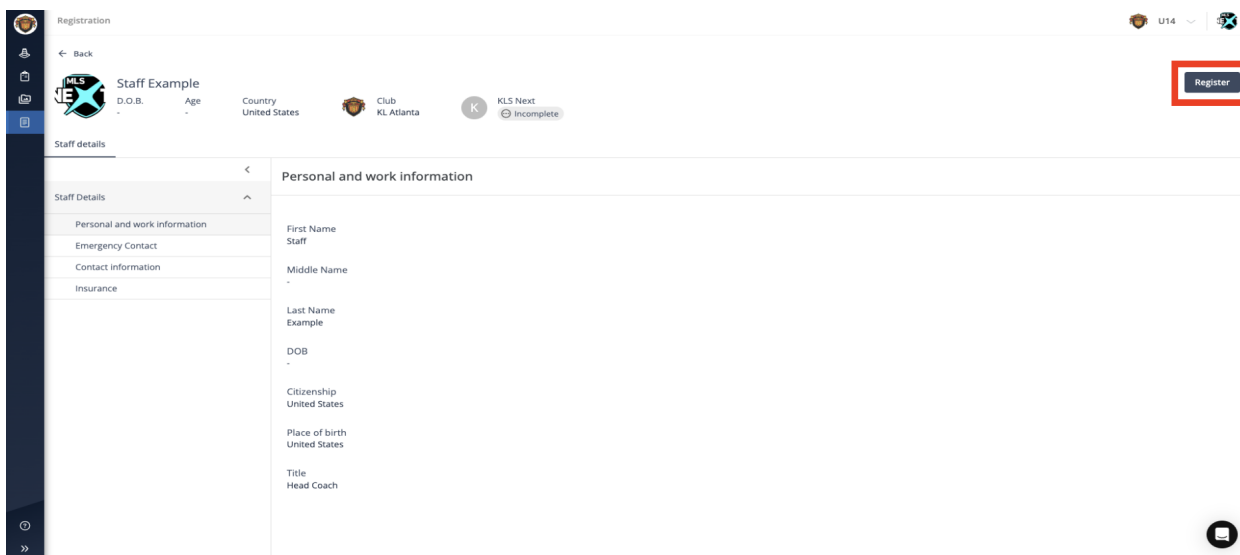
The registration form needs to be filled out all at once, so please ensure you have all documentation ready before starting:-

- **Insurance details (if applicable)**
- **Headshot**
- **All coaching licenses**

You will also be required to take **SafeSport & Heads Up** courses.

Navigation

- To register, you will receive an email from Kitman Labs. You can click [here](#) to find out more.
- Login to iP, and you will land on the **Staff details** page, containing some basic information about you.
- Click **Registrar** Button, located in the top right corner.



The screenshot shows the MLS Next registration interface. At the top, there's a header with 'Registration' and a user profile 'U14'. Below this, a sidebar on the left contains 'Staff details' and a list of form sections: 'Personal and work information', 'Emergency Contact', 'Contact information', and 'Insurance'. The main form area is titled 'Personal and work information' and contains fields for 'First Name' (Staff), 'Middle Name' (-), 'Last Name' (Example), 'DOB' (-), 'Citizenship' (United States), 'Place of birth' (United States), and 'Title' (Head Coach). In the top right corner of the form, there is a 'Register' button highlighted with a red box.



Instructions

Personal Details

1. Enter **Staff Details**, please complete each area of this section which included **Personal and work Info**, **Contact Info**, **Emergency Contact**, and **Insurance details**

1. Once **Staff Details** have been completed successfully, a green checkbox will appear, as highlighted below.

Documents

1. Click on the **Documents** section, highlighted below.

Staff Details
4 of 4 steps completed

Documents
0 of 8 steps completed

Headshot

USSF License

USCC License

CSA License

UEFA License

GKC License

Other Licenses

Proof of Birth

Headshot

Please upload a png or jpeg of a recent headshot.

Headshot

Click to upload or drag and drop

PDF, JPEG, JPG, PNG

Max file size: 10mb

Required question

2. Please upload a pdf, png, or jpeg of a recent **Headshot** by **Drag & Drop** your file into the grey box or click **Browse** to select it from your device.

Staff Details
4 of 4 steps completed

Documents
0 of 8 steps completed

Headshot

USSF License

USCC License

CSA License

UEFA License

GKC License

Other Licenses

Proof of Birth

Headshot

Please upload a png or jpeg of a recent headshot.

Headshot

Click to upload or drag and drop

PDF, JPEG, JPG, PNG

Max file size: 10mb

Required question



1. Headshot will show a green checkbox once it's uploaded correctly.

Documents

2 of 8 steps completed

Headshot

3. Next, upload any coaching licenses you have by clicking on the appropriate name on the list, and uploading it in the same manner as your headshot - **Drag & Drop** your file into the grey box or click **Browse** to select it from your device.
 1. If you do not have a license, please select NO
 2. ALL licenses must have a yes or no response to complete the section and for the green check mark to appear

	USSF License
	USCC License
	CSA License
	UEFA License
	GKC License
	Other Licenses

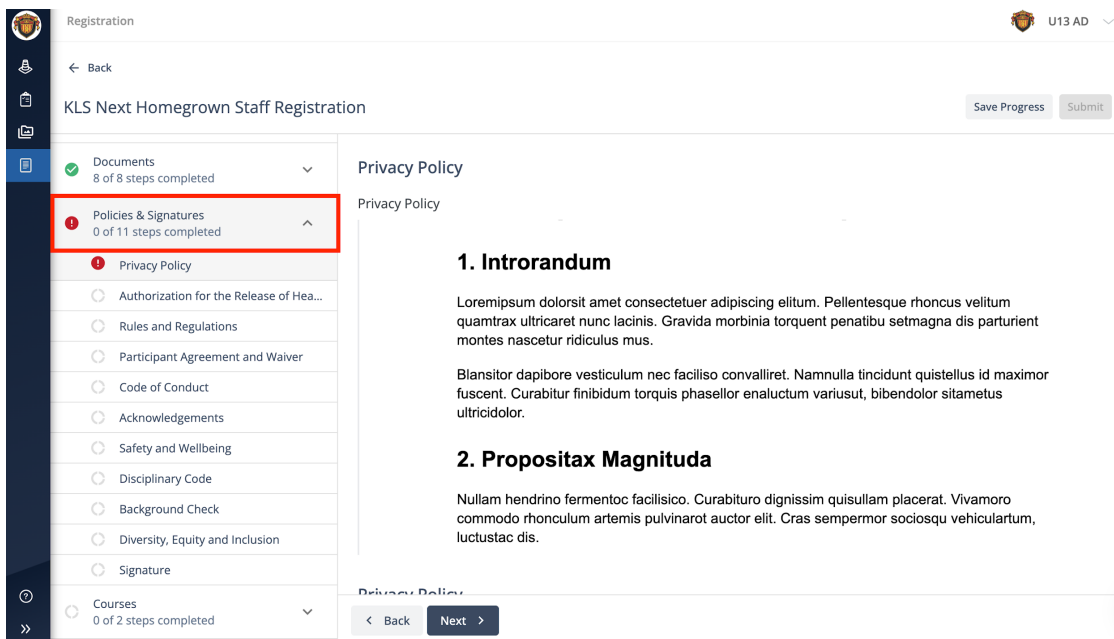
- Once completed, the Documents section will show a green checkbox.

✓	Documents 8 of 8 steps completed	^
✓	Headshot	
✓	USSF License	
✓	USCC License	
✓	CSA License	
✓	UEFA License	
✓	GKC License	
✓	Other Licenses	
✓	Proof of Birth	

Policies & Signature

You'll need to view and agree to the policies listed in this section and add your signature.

- Click on the **Policies & Signature** section, highlighted below.



Registration U13 AD

← Back

KLS Next Homegrown Staff Registration Save Progress Submit

Documents
8 of 8 steps completed

Policies & Signatures
0 of 11 steps completed

Privacy Policy

Privacy Policy

1. Introrandum

Loremipsum dolorsit amet consectetur adipiscing elitum. Pellentesque rhoncus velitum quamtrax ultricaret nunc lacinis. Gravida morbinia torquent penatibu setmagna dis parturient montes nascetur ridiculus mus.

Blansitor dapibore vestibulum nec faciliso convalliret. Namnulla tincidunt quistellus id maximor fuscent. Curabitur finibidum torquis phasellor enaluctum variusut, bibendolor sitametus ultricidolor.

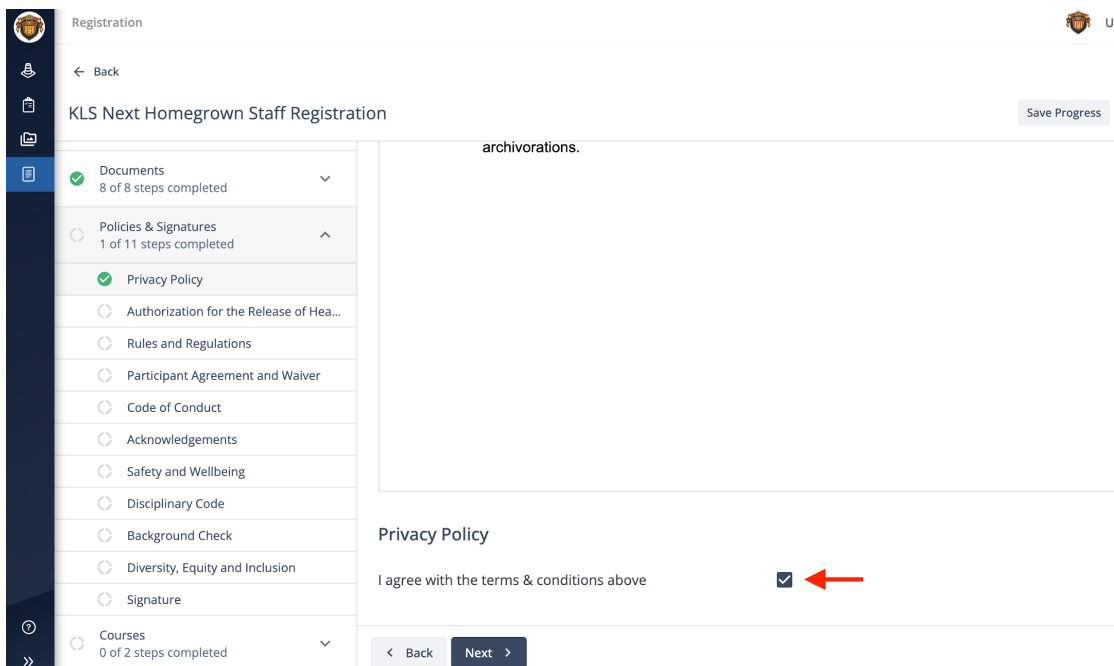
2. Propositax Magnituda

Nullam hendrino fermentoc facilisco. Curabituro dignissim quisullam placerat. Vivamoro commodo rhonculum artemis pulvinarot auctor elit. Cras sempermor sociosqu vehicularum, luctustac dis.

Privacy Policy

← Back Next →

- Click on each policy, view the document, select the checkbox **I agree with the terms & conditions above**, then click **Save**.



Registration U

← Back

KLS Next Homegrown Staff Registration Save Progress

Documents
8 of 8 steps completed

Policies & Signatures
1 of 11 steps completed

Privacy Policy

Authorization for the Release of Hea...

Rules and Regulations

Participant Agreement and Waiver

Code of Conduct

Acknowledgements

Safety and Wellbeing

Disciplinary Code

Background Check

Diversity, Equity and Inclusion

Signature

Courses
0 of 2 steps completed

archivorations.

Privacy Policy

I agree with the terms & conditions above ☒ →

← Back Next →

- Once a policy has been agreed upon and saved, the policy title will turn grey, and on the left, a green checkbox will appear next to the policy name.



Registration

U13 AD

← Back

KLS Next Homegrown Staff Registration

Save Progress Submit Cancel

archivorations.

Documents
8 of 8 steps completed

Policies & Signatures
1 of 11 steps completed

Privacy Policy

Authorization for the Release of Hea...

Rules and Regulations

Participant Agreement and Waiver

Code of Conduct

Acknowledgements

Safety and Wellbeing

Disciplinary Code

Background Check

Diversity, Equity and Inclusion

Signature

Privacy Policy

I agree with the terms & conditions above

4. Once all policies have been agreed upon, please enter your full name in the **Signature** section under **Full name**, and enter today's date.
 1. Once completed, this section will show a green checkbox on the left next to the **Signature** and the overall **Policies & Signature** section.

Policies & Signatures
11 of 11 steps completed

Privacy Policy

Authorization for the Release of Hea...

Rules and Regulations

Participant Agreement and Waiver

Code of Conduct

Acknowledgements

Safety and Wellbeing

Disciplinary Code

Background Check

Diversity, Equity and Inclusion

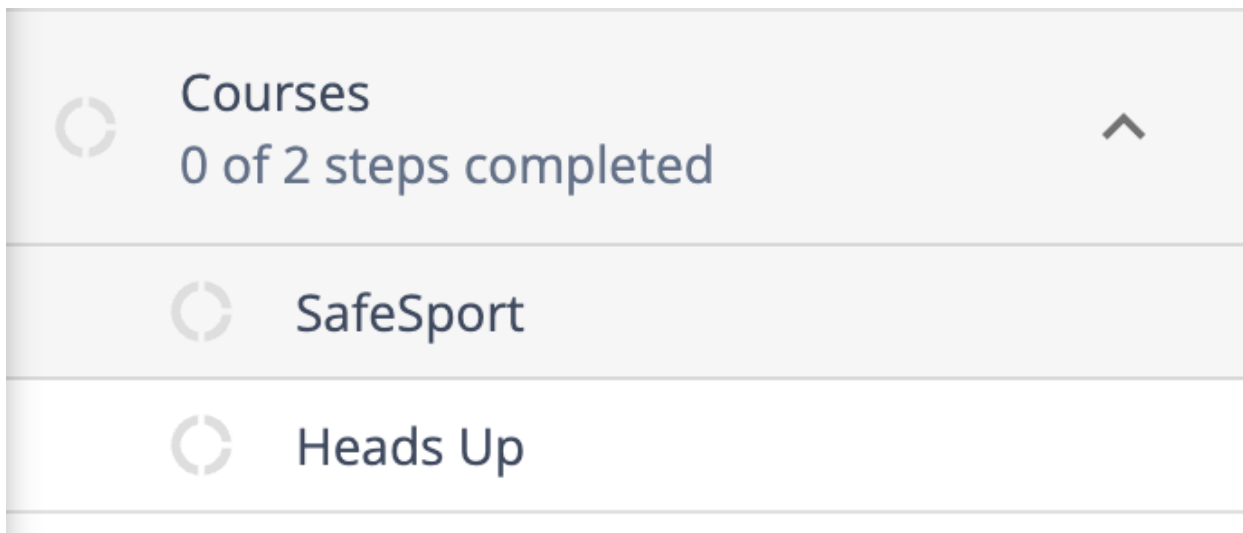
Signature

Courses



SafeSport

1. Click on the **Courses** section, highlighted below, to continue.



- SafeSport course is now linked within the registration form, as well as the enrollment key needed for course completion (USSF ID input will link into this SafeSport course)
 - Players/staff will find that they will be able to enter their USSF ID straight into the SafeSport requirement field, which will sync up to their SafeSport profiles. If they do not know their USSF ID or have not set that up yet, they can click on the link "Search for USSF ID".

Registration

U13 AD

← Back

KLS Next Homegrown Staff Registration

Save Progress Submit Cancel

Staff Details
4 of 4 steps completed

Documents
8 of 8 steps completed

Policies & Signatures
11 of 11 steps completed

Courses
1 of 2 steps completed

SafeSport

Heads Up

SafeSport

SafeSport is a USSF & NEXT mandated requirement focused that has developed resources and policies to safeguard members from bullying, harassment, hazing, physical abuse, emotional abuse, sexual abuse, and sexual misconduct. This must be done within 1 week of turning 18 or said member will be unapproved until completed.

Your USSF ID is needed to check if the SafeSport requirement has been completed. Your USSF ID is a 16 digit number in the format xxxx-xxxx-xxxx-xxxx.

Verification successful.

[Search for USSF ID ↗](#)

- This will take them to the SafeSport website where they can either search for their profile or use the Log in / Sign up feature in the top right corner to create their profile.

USFA

REFEREE PROGRAM COACHING EDUCATION SAFE SOCCER DIRECTORY HELP

LOG IN SIGN UP

Search

USSF ID
Enter USSF ID

OR

Email
Enter e-mail

OR

FIRST NAME
Enter first name

LAST NAME
Enter last name

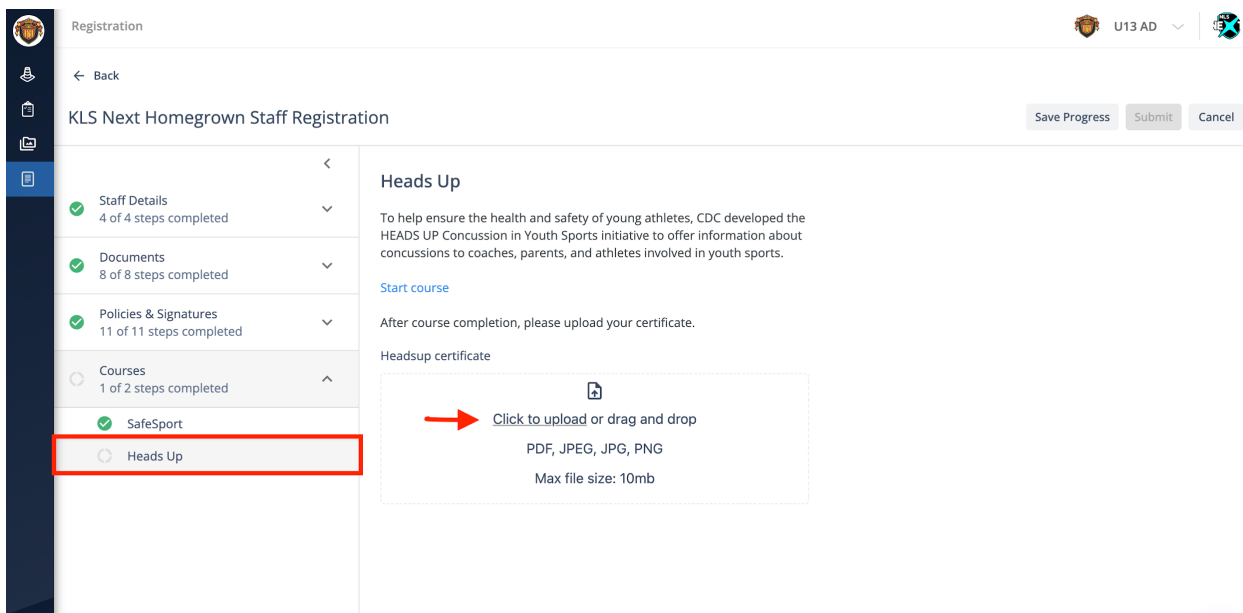
State
Choose state

SEARCH

- Once the USSF ID is linked and the course is completed, this will automatically update within the registration form

Heads Up

1. Check the checkbox, agreeing to complete the course.
2. Complete the course.
3. Upload the course certificate.



Registration U13 AD

← Back

KLS Next Homegrown Staff Registration Save Progress Submit Cancel

Staff Details
4 of 4 steps completed

Documents
8 of 8 steps completed

Policies & Signatures
11 of 11 steps completed

Courses
1 of 2 steps completed

SafeSport

Heads Up

Heads Up

To help ensure the health and safety of young athletes, CDC developed the HEADS UP Concussion in Youth Sports initiative to offer information about concussions to coaches, parents, and athletes involved in youth sports.

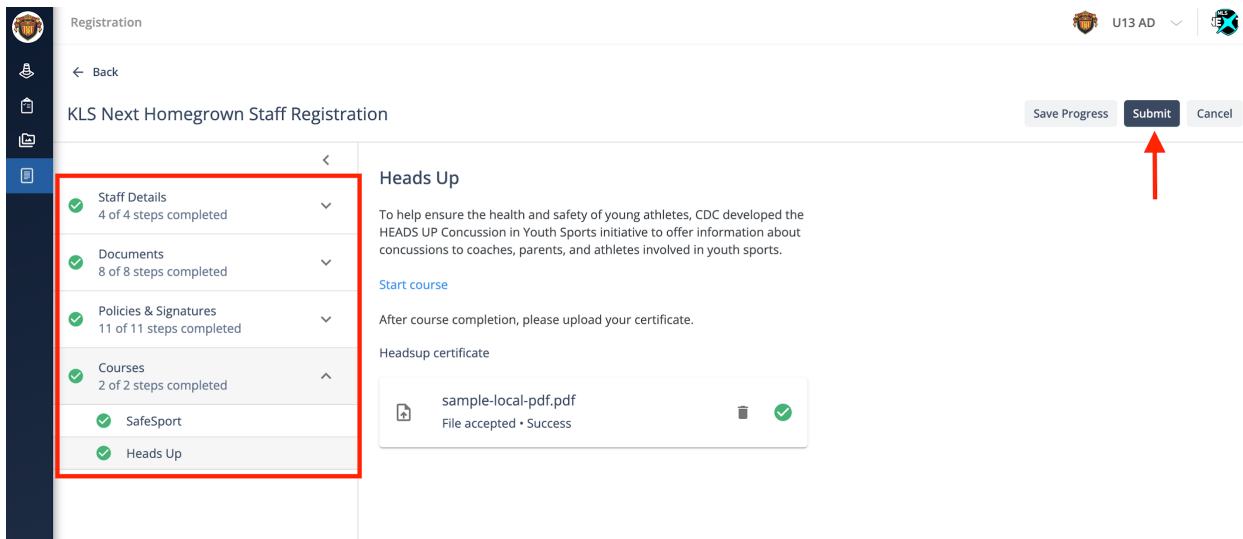
[Start course](#)

After course completion, please upload your certificate.

Headsup certificate


→ [Click to upload or drag and drop](#)
PDF, JPEG, JPG, PNG
Max file size: 10mb

Submit



Registration U13 AD

← Back

KLS Next Homegrown Staff Registration Save Progress **Submit** Cancel

Staff Details
4 of 4 steps completed

Documents
8 of 8 steps completed

Policies & Signatures
11 of 11 steps completed

Courses
2 of 2 steps completed

SafeSport

Heads Up

Heads Up

To help ensure the health and safety of young athletes, CDC developed the HEADS UP Concussion in Youth Sports initiative to offer information about concussions to coaches, parents, and athletes involved in youth sports.

[Start course](#)

After course completion, please upload your certificate.

Headsup certificate

 sample-local-pdf.pdf
File accepted • Success

Once all fields have been completed, the **Submit** button will appear in the top right corner. Once you press **Submit**, your status will change to **Pending (Club approval)**, and your

details can only be edited if your registration has been rejected; in this case, you can edit and update any sections and re-submit.



Staff Example

D.O.B. 20 Jun 1997

Age 29

Country United States



Club
KL Atlanta

K

KLS Next

Pending (Club approval)

You'll need to log in to the Kitman Labs Intelligence Platform regularly to check if your registration has been accepted or rejected.

Registration Approval Process

The below details the steps to take once players and staff have submitted their registrations, and you are required to review them and either accept, and so will be sent for league approval, or reject, and will go back to the player/parent to update appropriately.

****Please Note**** For returning athletes, there should be very little approval action required as a club administrator. Many of the previous registration details will auto-approve once the player has submitted their registration. Please ensure any "Pending (Club Approval)" registration statuses are looked at with attention and the appropriate action is taken when needed.

Instructions

Player & Staff Registration Statuses

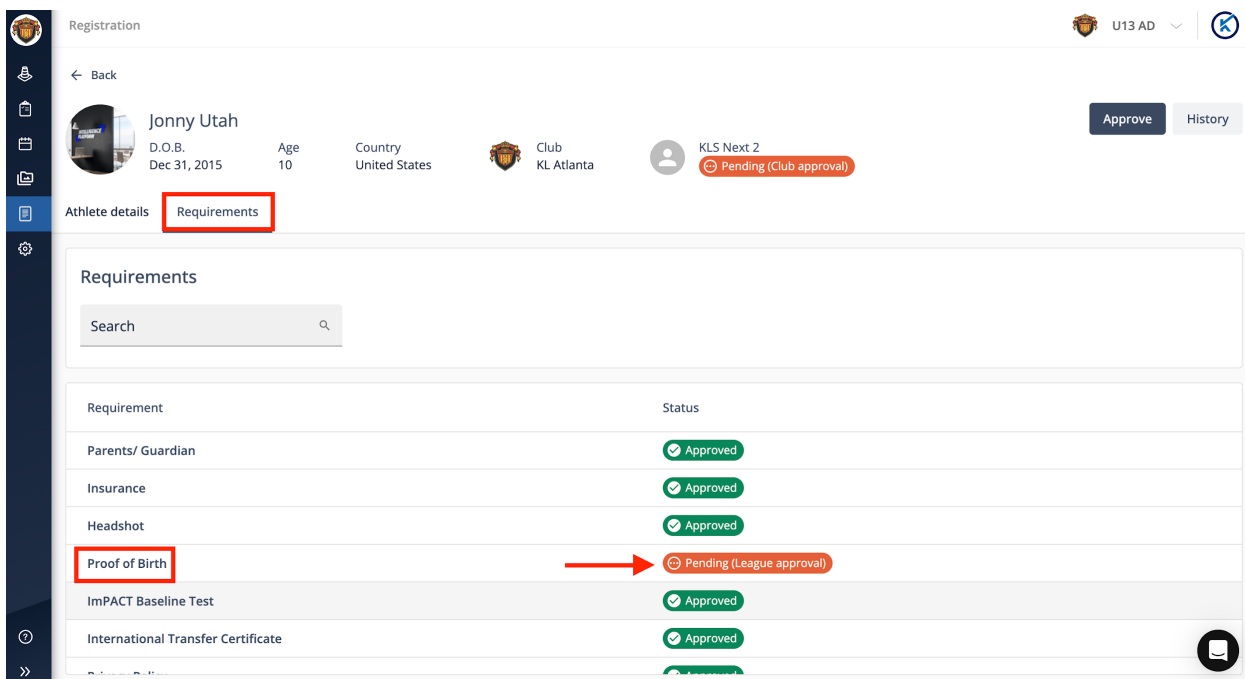
On the **Players & Staff** tabs, each player/user will have one of the following statuses:-

- **Incomplete:** Registration has missing requirements.
- **Pending (Club approval):** Requirements are complete and are awaiting club approval.
- **Rejected (Club):** One or more requirements have been rejected by the club.
- **Pending (League approval):** Requirements have been submitted and are awaiting league approval.
- **Rejected (League):** One or more requirements have been rejected by a league admin.
- **Pending (Payment):** Registration is complete and awaiting club payment.

- **Active:** Registration and payment complete.

Review and Approve a Registration

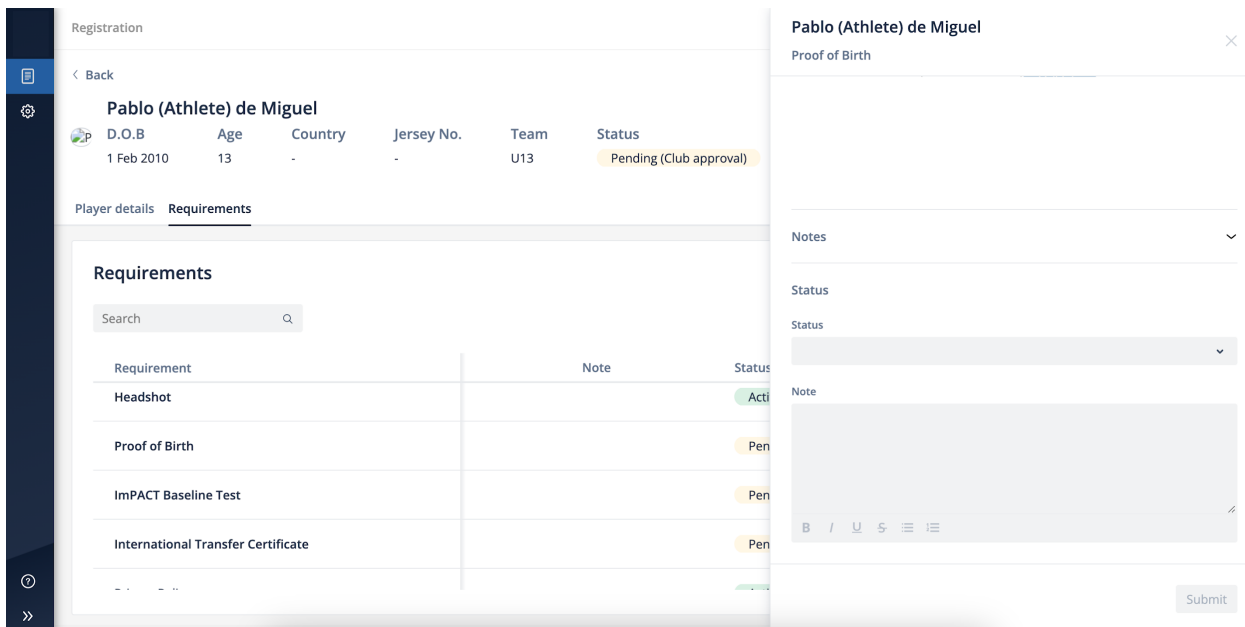
1. On the **Players or Staff** tab in the **Registration** section, find a user with the status of **Pending (Club approval)**.
2. Click on the **player's or staff users name**, which will take you to the **Player/staff details**.
3. Click on the **Requirements** tab to view the status of each requirement within the registration. This status will be one of the following:-
 1. **Incomplete:** The requirement has not been completed.
 2. **Pending (club approval):** The requirement is pending approval by the club.
 3. **Rejected (club):** The requirement has been rejected by the club.
 4. **Pending (League approval):** The requirement is pending approval by the league.
 5. **Rejected (League):** The requirement has been rejected by a league admin. For more details, please view the note attached.
 6. **Active:** The requirement has been approved by the league.
4. Find a requirement with a **Pending (club approval)** status and click on the **requirement name** e.g. Proof of Birth.



The screenshot shows the 'Registration' section for a player named Jonny Utah. The 'Requirements' tab is selected, displaying a list of requirements and their status. The 'Proof of Birth' requirement is highlighted with a red box, and an arrow points to its status 'Pending (League approval)'.

Requirement	Status
Parents/ Guardian	Approved
Insurance	Approved
Headshot	Approved
Proof of Birth	Pending (League approval)
ImPACT Baseline Test	Approved
International Transfer Certificate	Approved

5. A side panel will appear containing the item, any previous notes and the ability to update the status, add a note and submit a status change.



Registration

< Back

Pablo (Athlete) de Miguel

D.O.B: 1 Feb 2010, Age: 13, Country: -, Jersey No.: -, Team: U13, Status: Pending (Club approval)

Player details Requirements

Requirements

Search

Requirement	Note	Status
Headshot		Acti
Proof of Birth		Pen
ImPACT Baseline Test		Pen
International Transfer Certificate		Pen

Side Panel: Pablo (Athlete) de Miguel, Proof of Birth

Notes

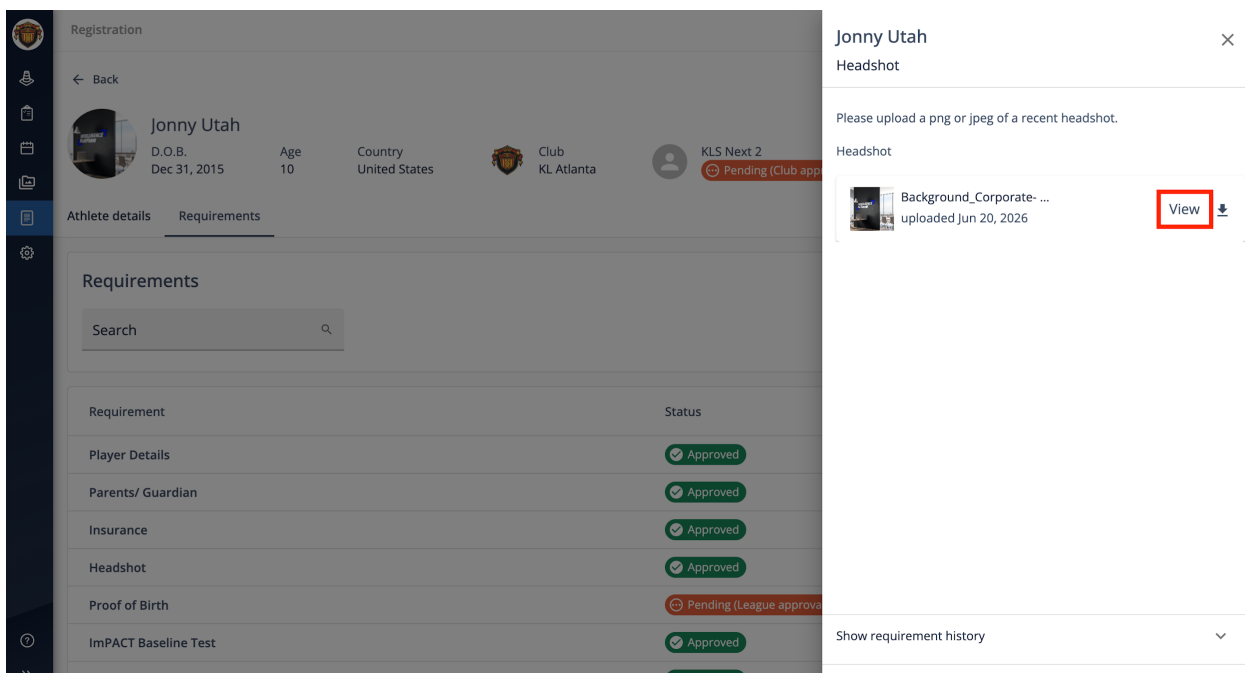
Status

Status

Note

Submit

6. Within the side panel and depending on the requirement, you can view the submitted file by clicking **View**



Registration

< Back

Jonny Utah

D.O.B: Dec 31, 2015, Age: 10, Country: United States, Club: KL Atlanta, KLS Next 2: Pending (Club app)

Athlete details Requirements

Requirements

Search

Requirement	Status
Player Details	Approved
Parents/ Guardian	Approved
Insurance	Approved
Headshot	Approved
Proof of Birth	Pending (League approval)
ImPACT Baseline Test	Approved

Side Panel: Jonny Utah, Headshot

Please upload a png or jpeg of a recent headshot.

Headshot

Background_Corporate- ... uploaded Jun 20, 2026

View

Show requirement history

7. Once you've reviewed it, please choose a status of **Rejected (Club)** or **Pending (League approval)**. If you have chosen **Rejected (Club)**, adding a note is



mandatory.

Status

Rejected (Club)

Pending (League approval)

8. Click **Submit** at the bottom right of the side panel to submit your status change.
 1. **Rejected (Club)**: One or more requirements have been rejected by the club.
 2. **Pending (League approval)**: Requirements have been submitted and are awaiting league approval.
9. The requirement level (Headshot) status will change to match what you've selected.
10. Repeat this process until you've reviewed all **Pending (Club approval)** requirements for that player.
11. If at any stage you rejected a requirement the player registration status will change to **Rejected (Club)**, but if you selected **Pending (League approval)** for all requirements it will change to that status.

Repeat for all players and staff

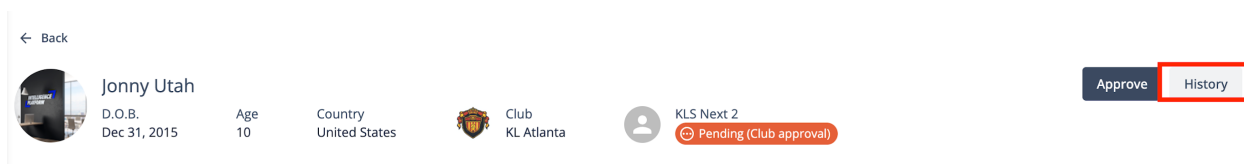
Overall Rejection

If, for any reason, you are required to reject a player for reasons not relating to the requirements submitted, you can reject them by using the **Update Registration Status** button at the top right of the page.

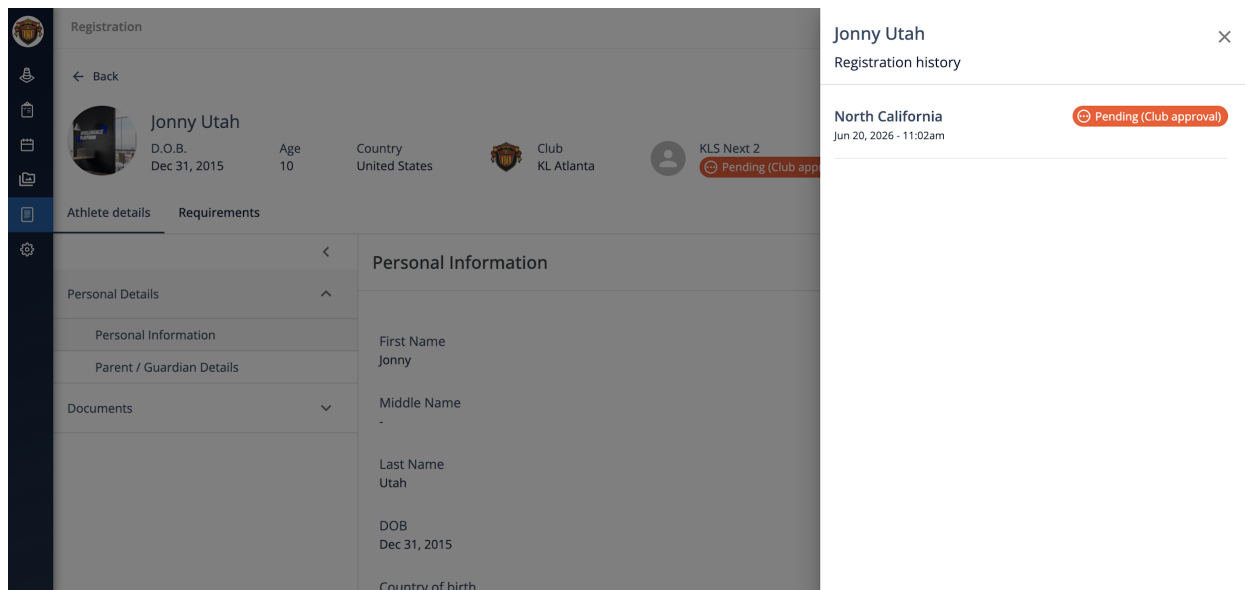
View a Player Registration Progress/History

1. On the **Players** tab in the **Registration** section, find the relevant player.

2. Their status is on the page at the top.
3. To view the history, click on the **History** button in the top right.



1. A side panel will appear showing the status change history.



Platform Help Materials

Tutorial checklists will automatically pop up to guide club admins through any steps associated with getting their club set up for successful registration.

Tooltips will be added to the Registration & Settings areas to help account admins, staff & players navigate functionality updates.

A static banner notification will remind users to updating staff & player rosters once registration begins on June 22nd and be removed after registration closes.

[Help Center](#) materials from last season have been amended to reflect the latest functionality updates and enhancements.



Onboarding Checklists

MLS NEXT Club Admins

- ☐ Manage Rosters via manage athletes
 - ☐ Move Players up in age groups
 - ☐ Inactivate players that are no longer with your club
 - ☐ Submit Athlete Transfer Requests for athletes transferring from other MLS NEXT clubs
 - ☐ Before creating new player profiles, sense check other age group squads, known transfer history/playing history, and inactive lists
 - ☐ Create new players
- ☐ Manage Staff List via manage staff users
 - ☐ Inactivate any old staff profiles that have left your club
 - ☐ Assign new age groups and permissions where applicable
 - ☐ Create new staff profiles
- ☐ Inform Athletes and Staff to login to their profiles and complete registration
 - ☐ Send athletes/staff your club specific platform URL
 - ☐ (EX: orgname.injuryprofiler.com)
 - ☐ Instruct athletes/staff to reset their password from the login page of the URL if they do not remember their logins
- ☐ Review the 26/27' MLS NEXT Registration Handbook