

# EODSA ID Card Ordering Procedure for Individuals

## Do I need a card?

- If you are on a U8 to U12 team, you do NOT need a card
- Youth cards are valid for 3 years, Senior for 5. We will not issue a card if you have a valid one
- What league do you play in - Cards are only required for OCSL, OPDL, ERSL and EODSL U13 and older

## Do I order a Printed Card or a Digital Card?

The only people that order printed cards are OPDL players or players on teams that have an out of district tournament - check with your team manager first to find out

## When can I order a Card?

AFTER your Club has registered you in the provincial database. NOT when you register with the Club - they are different registrations

## What happens to my digital card?

You won't see a copy of it. It remains in the virtual system and is called up onto game sheets when your name is added to them.

## How do I get my printed card?

You can choose to have it mailed to you, or you can pick it up at the RA Centre - Tuesdays and Fridays between 10:00 and 4:00.

## What is the process to order a card, whether it's digital or printed?

1. Go to <https://www.eodsa.ca/>
2. Scroll down under services and click on ID Cards
3. Choose 'single card'
4. Select your Club
5. Select between digital card and printed card - for printed choose between delivery methods
6. Fill out the form:
  - First Name of player
  - Last Name of player
  - LEAVE REGISTRATION NUMBER BLANK
  - Date of Birth
  - Gender (what gender team is it)
  - Address and phone number
  - Choose Next
7. Upload your photo. Follow the requirements:
  - The photograph must have been taken in the past six months
  - Must be cropped to head and shoulders only
  - The eyes must be open and clearly visible
  - Glasses may be worn as long as the eyes are clearly visible - No Sunglasses
  - Full front face - no side views (we see a lot of these)
  - Black and white or color photos are acceptable
  - Hats or head coverings are not permitted except when worn for religious reasons
  - Photo must be of only 1 person (we get a lot of group photos, and we don't know who is who)
8. Use the cropping tool to crop the photo to head and shoulders only
9. Click Submit
10. If your Club doesn't pay for cards, you'll be taken to the payment screen. Enter your payment information and submit