

**Club/Team process:**

On B-EDCL website – [www.edcl.net](http://www.edcl.net)

- 1) Go to [www.edcl.net](http://www.edcl.net) website, and login into the admin section.
- 2) Register player online with all relevant details.
- 3) Ensure the following details are entered (mandatory for all players, except “d”):
  - a. Player name\*
  - b. Address
  - c. City
  - d. At least one phone number, or the email address
  - e. Date of birth (mandatory for all players 19 years or under)

*\*→Name must match that on picture id presented while collecting card. In case of similar names, use middle name **with the first name**.  
Do not use pet names or fancy nicknames.*
- 4) Note player id (status will be pending).
- 5) Email ids to division coordinator and follow-up with the division coordinator to ensure id is activated on the edcl.net website.
  - *Coordinator will verify that player details have been entered completely and correctly, check that there is no duplication or misrepresentation, and if is convinced all is in order, will activate the id.*
- 6) Once id is activated, the player status will change from “Pending” to “Active”.

On the new “id card” site – [www.bedclids.com](http://www.bedclids.com)

- 7) Login in to “bedclids.com” with your assigned club id and password. Club id is the same as the one on [www.edcl.net](http://www.edcl.net). This is the ID you select as your club ID on reports on “edcl.net” website, and is **NOT** your login ID.
  - 8) On first login, you will be prompted to change/reset the password.
  - 9) Enter the email for the club admin contact who will be managing the ID card process for the club.
  - 10) An email for verification will be sent to the admin account. Verify this email.
  - 11) Login with your club id and new password on the [www.bedclids.com](http://www.bedclids.com) website.
  - 12) Select “Player Management” button.
  - 13) All active players registered under the club on the “edcl.net” site will be listed here automatically.
  - 14) Select the player for which you have to upload the picture by clicking on the player id listed.
  - 15) Upload player picture; picture has to be a proper face shot (shoulder to top of head), clearly visible face, and appropriately clothed - no sunglasses; inappropriate pictures will be rejected and will delay the id process for the player.
- IMPORTANT: PLEASE USE ONLY JPG/JPEG FILES FOR PICTURES.**
- 16) All diligence has been exercised to resize the photographs and center the player's face through our software. However, after uploading, if you find that the photograph is not properly resized, it is the responsibility of the club to upload a properly sized photograph. For this, you can use free software called Irfanview (<http://www.irfanview.ca/>). (Important: Please note that this is just a suggestion; we do not take any responsibility for the usage of the said software or any effects from the usage of this software thereof)
  - 17) Save entry.
  - 18) From main page, select (check) ids for all players that you wish to have an id card prepared for.
  - 19) Once selected, recheck ordered ID card list and when verified, click on “Process” button.
  - 20) Your order to process the ID cards is now with the administrator.
  - 21) If required, you can delete the ID card processing request from the bedclids.com site, by selecting “Cancel” checkbox beside the player record, as long as the id is not printed. After selecting the cards to be cancelled, select “Process” button.
  - 22) Await email or online post on the website from the id administrator/coordinator to know if the ordered ids are prepared and ready for collection. If rejected, the clubs can check that on the “bedclids.com” website. Inappropriate pictures or unclear pictures not showing the clear view of the players face **WILL BE REJECTED**.
  - 23) While collecting the id cards, ensure to bring along the following (no exceptions);
    - a. A picture id to verify the identity of the player holding the id card;
    - b. \$3 for the id card processing

*Note: if the id is being picked on behalf of someone else, ensure you get a photo id for that person to pick up the card. No exception will be entertained. No card – no game!*