



How to Obtain Your Player/Team Official Card

All EMSA players and Team Officials (checked off on the table below) must have an EMSA E-Card which will be produced by EMSA (see instructions below). Team officials include coaches, assistant coaches and team managers. If you're submitting on behalf of a minor, ensure that the ID belongs to the player and that all images are **clear, legible**, and **SHOULD NOT** be uploaded to parent account.

IMPORTANT: To ensure that your card is processed for the first league game of the season, please upload your documents **before Friday, April 24th, 2026**.

*****PLEASE DO NOT UPLOAD YOUR PREVIOUS EMSA E-CARD AS YOUR PROOF OF BIRTHDATE OR YOUR "SELFIE". THAT IS NOT A GOVERNMENT ISSUED ID. ANY CARDS WITH AN OLD EMSA CARD ATTACHED WILL NOT BE GENERATED.**

Steps to Request or Renew an EMSA e-Card

1. Register in the EMSA Soccer Portal

- Before you can request or renew your e-card, you **must be registered** in the EMSA Soccer Portal.
- Visit: <https://portal.emsamain.com/>

2. Prepare a Suitable Photo (Selfie)

- Take a **close-up photo** of the Players or Team Officials face (**passport style**)
- **Requirements:**
 - No hats or sunglasses
 - No hands on the face
 - Shoulders must be covered
 - Face should be clearly visible (**passport-style**)

3. Prepare Government-Issued ID

- Take a **clear photo or scan** of **one** of the following documents:
 - **Alberta Health Care Card**
 - **Birth Certificate**
 - **Passport**
 - **Driver's License**
- The ID must **show the person's date of birth** clearly.

4. Upload Your Documents

- Log into your EMSA portal account.
- Go to the **Member Details tab**
- Upload:
 - The **photo/selfie**
 - The **government-issued ID**

5. Wait for Approval

- EMSA will review the submission.
- Once approved, your **e-Card will be issued or renewed**.

PLAYERS		
Age Group	Community	Club
U8/U9		✓
U10/U11		✓
U12/U13	✓	✓
U15	✓	✓
U17	✓	✓
U19	✓	✓
Team Officials		
Age Group	Community	Club
U8/U9	✓	✓
U10/U11	✓	✓
U12/U13	✓	✓
U15	✓	✓
U17	✓	✓
U19	✓	✓