



*Please use this sheet to ensure your players' registration is complete*  
**2025 Cooperstown All Star Village Registration/Medical Form Procedures**

## Phase 1 - For Team Administrator / Head Coach

Coaches/Team Admins; You will need to send player invites to all your parents and staff members. Please use your desktop ... **Do not use your phone.**

### How to send player and staff invites (For LeagueApps Account Manager (Team Admin or Coach))


1. Log into your LeagueApps Account Manager dashboard
2. On your dashboard, locate team(s) participating in tournament(s): 2025 CASV Season Registration(s)
3. In the second column, under the team's name, click "Invite Players"
4. On the next page, add one email address for each player in the top box  
Send an invite to the player - Click Send Invites after entering the email addresses!
5. Repeat this process for each team you are representing  
If there are twins/siblings on the same team, send their invites separately. They cannot be done together. Treat them like separate players.

## Phase 2 - For Parents

Please use your laptop or desktop computer.

**Do not use a phone** when you use your LeagueApps account.

### How to set up your account and register your player.

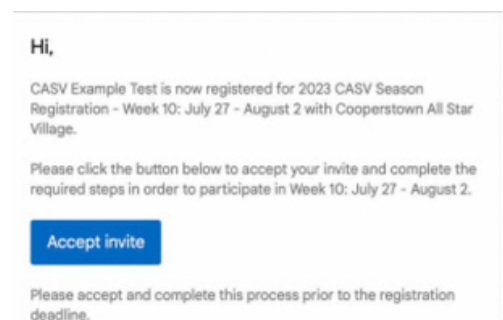
1. Accept email invite from Coach/ Admin on LeagueApps
2. Click "Accept Invite" in the email 

3. If you already have a LeagueApps account, hit accept and log into your account
4. If you do not have a LeagueApps account, create an account for yourself.

### **DO NOT enter the child's information during this step!**

5. Once the parent account is created, add your athlete to your account.
6. If you have more than one athlete participating, you will add the second athlete after the first athlete's registration is complete. Each player must be done separately.

**VERY IMPORTANT: Complete all fields needed and accept all waivers**



## Phase 3 - For Parents, Medical Form Process



Once phase 2 is complete, you will receive an email from Ankored to start the medical form process.  
These Steps to be completed by Parent/Guardian of each athlete

You will receive an invite from Ankored once you complete your Leagueapps Registration (If you have completed your Leagueapps Registration prior to this, you will still receive an invite)  
Click Activate Account on the email from Ankored. You will use your Leagueapps Login to access Ankored  
Once in Ankored, Select your player's Profile

**To be Completed In the Ankored Player Profile**



**Age Verification: First thing to complete on Ankored, You will need your Player's Birth Certificate/Passport and a Photo of your Player.**

**Step 1: Complete the Medical Form: This is a digital form completed by the parent.**

**Step 2: Physical Form: Download and Print this Document, Scan, upload and submit form once completed. (This will be completed by a Medical Professional)**

**Step 3: Immunization Form: Download and Print this Document, Scan, upload and submit form once completed. (This will be completed by a Medical Professional)**

**Optional: Medical Exemption Form**

**NOTE: Ankored will show the status of each item as Incomplete, Pending, or Complete. Age Verification and All Steps must be complete prior to the deadlines shown below.**

### **Registration and Medical Deadlines**

If attending Week 1,2,3- All Players must be registered and have Medical Forms Submitted and Approved by **April 1st, 2025**

If attending Week 4,5,6-All Players must be registered and have Medical Forms Submitted and Approved by **April 15th, 2025**

If attending Week 7,8,9- All Players must be registered and have Medical Forms Submitted and Approved by **May 1st, 2025**

If attending Week 10, 11, 12, 13, 14- All Players must be registered and have Medical Forms Submitted and Approved by **May 15th, 2025**

**PLEASE NOTE: All medications MUST be checked in at the medical center on the bunkhouse level. Please do this Opening Day. Exceptions: Epipens and inhalers. This includes coaches' medication.**

**PLEASE NOTE: We will begin the review of medical documents, beginning with week 1 and progressing through week 14. If your participation falls in the later weeks, we kindly ask for your patience, as it may take us a bit more time to reach out and assess your documents.**

## Coach Background Checks (For All Coaches Attending)

**Prior to this process you will need to complete your coach's profile on Leagueapps. The team administrator/Head Coach will send you an invite to register for your team via Leagueapps. Team Administrators Please see Phase 1 of this sheet if you need to send Staff Invites.**

You will receive an invite from Ankored once you complete your Leagueapps Registration (If you have completed your Leagueapps Registration prior to this, you will still receive an invite).

Click Activate Account on the email from Ankored, You will use your Leagueapps Login to access Ankored. Once in Ankored, Select your Coach's Profile.

### **Step 1: From your Profile, Click Run Background Check**

**Step 2: You will be brought to JDP to complete your background check, Click Continue to Start your background check. Complete the background check and submit it. (Please Note: Once you click Continue to start your background check, you will have 14 days to complete and submit it. The link will expire if you take more than 14 days to submit the background check)**

**Step 3: Ankored will show the status of the Background Check as Incomplete, Waiting on Applicant, Waiting on Provider, or Complete. (All Coach Background Checks must be complete by April 15th)**

**PLEASE NOTE: If you register after April 15th Please complete the background check as soon as possible.**

## Frequently Asked Questions

### **My form looks different, and I have the old CASV form. Is this still accepted?**

Yes, we will accept the 2024 CASV medical form, as well as other physical forms that meet the requirements. If you submit a non-CASV form, it MUST have all the same information.

### **Do you take any exemptions for the required immunizations?**

Immunizations listed on the medical form are required UNLESS we are provided with either a medical exemption, on letterhead signed by your physician OR a religious exemption on letterhead signed by your place of worship. This form can be uploaded on your Ankored Dashboard under the optional field.

### **How do I change/edit my profile once I have already created it?**

Please do not reuse the invitation link that your coach sent. If you try to reuse that link to log into the system, LeagueApps will ask you to re-register.

Instead, please go [www.cooperstown.com](http://www.cooperstown.com) and click "Player Login" in the upper right hand corner. From there, sign into your LeagueApps account. Click the "Edit Registration Settings" button under the "My Player's Activities" section.

**If you're experiencing technical issues with your Ankored profile, please submit a support ticket here: [https:// www.ankored.com/help-center](https://www.ankored.com/help-center)**

**If you have any questions pertaining to Medical, Contact [Medical@casv.com](mailto:Medical@casv.com)**