

## REGISTRATION MADE EASY

### Step 1A: Erasing Inactive File (If you do not want to keep your old inactive file)

Files  
Erase  
Personnel  
Mark – Inactive File (Make sure this is marked as you do not want to erase the active file)  
Mark – Players  
Click – OK  
Mark – Coaches  
Click – OK  
Mark – Volunteers  
Click – OK

Now follow Steps in order to complete registration.

### Step 1: Moving Personnel to Inactive File (If you a) want to keep your old inactive file or b) after you have completed Step 1A)

Personnel  
New Season  
Manage Personnel  
Move Active Personnel to Inactive File  
All Teams  
OK

### Step 2: Erasing Teams and Divisions

Files  
Erase Information  
Personnel Files  
(Make sure Active File is Marked)  
Mark – Team Names  
Click – OK  
(Do this for Divisions also)

\*Check to make sure your personnel, teams and divisions are empty in your **active** file.

### Step3: Setting your Preferences

Files  
Preferences  
League Tab  
Change Cut-off-date to: 07/31/2007  
Double-check all information under this tab.  
Affiliation Tab  
Affiliation: SCYSA  
Region #: 03  
State Name: South Carolina Youth Soccer Association  
State #: 10  
District: Piedmont, Midstate, or Coastal  
District #: 01,02, or 03

League/Assn: leave blank  
League/Assn. #: 001, 002, or 003  
Club: Your club name  
Club #: Your clubs' number (i.e. 101, 201, 301, etc.)

#### Program Tab

Data path is where you installed the program  
Make sure your backup drive is A: or B: for floppy disks; D: or E: if you are using CD's

#### Function Tab

F5-F12 – can be used to type in information that you use repeatedly (e.g. registration date in F5). Then when you are inputting your players, you can press F5 when you need to type the registration date.

#### Defaults Tab

Town – probably not able to be defaulted  
State – **SC**  
Zip – probably not able to be defaulted  
Area Code – **(864) – Piedmont; (803) – Midstate; (843) – Coastal**  
Season – **F07|S08**  
Age – not able to be defaulted  
Level – if you are all rec [R] or all classic [C]  
Gender – if you are all boys [B] or all girls [G]  
Dues – up to your club  
**Default Club #**  
**League/Assn: 001, 002, or 003**  
All other items are not necessary; just leave as program has them.

### Step 4: Making Divisions

Personnel  
Divisions  
Division Names  
Division (club #, age, boys/girls, rec/classic/academy (e.g. 201U12BR, 301U16GC, 101U11BA)  
U- 06, 08, 10 etc.  
Level – R for recreation, C for Classic (computer says competitive, that is the same as classic)  
Gender – B for boys, G for girls; there are **NO** coed teams in SCYSA  
Max Age – **one year less than the U-age (i.e. U06 max age is 5; U12 max age is 11)**  
Dist#, League # and Club # - should be completed (if defaulted, they should already be there)  
Registration Date – make sure it matches the date/range of dates you are sending the players.  
(Other boxes remain empty or are used at your discretion)

### Step 5: Making Teams

Personnel  
Team Names  
Team Names  
Team Code – one of the 4 digit numbers that your club is assigned for teams being sent to district or state for registration. Make up a number (i.e. add a letter or extra digit) for a tournament team you may be creating.

Division – the number you created in Step 4 (i.e. 101U06BR). Once you type this U-age, level, gender, max. age, club, league & district should fill in automatically.

Team – the name your team is using (i.e. Storm, Lightning, CESA U06)

Full Name – U-age, Club Name, Team Name (i.e. U10 CESA Rec Boys, U12BC Aiken Sharks)

Short Team Number – drop **second** digit from Team Code (i.e. Team Code = 1501, short team number would be 101, Team Code = 3623, short team number would be 323)

Full Team Number – same as Team Code

Registration Date – automatically fills in with current date; change as necessary to make sure you use the date you will be sending the players for that team. (i.e. if you put your players for your U14BC team in on 08/01/07, make sure the team registration date and division dates are also 08/01/07.)

Season – make sure F07|S08 is showing, should be there if you defaulted it

Make sure Club, League, and District #'s are filled in

All other boxes can be left empty or filled in at your discretion.

## Step 6: Quick Entry Items

Files

Quick Entry Items

Quick Entry Items

Towns – type in town, state, zip, and area code. If a town has more than one zip, either omit zip, or type in the most frequent one and change as needed or type town twice using the code (i.e. Summerville w/ code S and zip 29485 and Summerville w/ code SU and zip 29483). When you type the code you will get that zip.

Volunteer Positions – already listed. Please use BR for any position other than President (PR), Vice President (VP), Secretary (SE), Treasurer (TR), or Registrar (RG).

Doctors – only if you wish to enter

Schools – only if you wish to enter

## Step 7: Moving Players from Inactive to Active (Players who played last year and are returning)

Personnel

New Season

Inactive File

Players Mark Active

Check the Mark Active Box in upper left corner

**Verify all** player information updating where needed – please make sure you double check date of birth, address, phone, district, league and club number. This is important so we do not continue to reprint bad information.

Click Team Tab – type in the new team code you just created for each player you are making active – you can also type in any tournament team code you created. All other information should fill in automatically.

Click Personal Tab – type in registration date if you do not wish to use the current date

*[Do same for coaches and league volunteers in the appropriate file do the same steps as players choosing Coaches Mark Active or League Volunteers Mark Active instead of Players Mark Active]*

Once you have marked all personnel you wish to make active during this work session (can be done anytime as needed):

Exit

Inactive File

Transfer Marked Personnel to Active File

Check all boxes (you can leave the first box unchecked if you have already changed the registration date to a specific date). Make sure season says F07|S08, then click OK.

All returning personnel should now be in your active file.

### Step 8: Inputting New Players (players who are new to your club this year)

Personnel

Personnel

Players

Type in (**MUST BE IN CAPS LOCK**)

Last Name,

First Name

(**No** middle initial or Jr., III)

*Version 9 allows you to input the nickname or the name the player uses*

Street

Street 2 (only if a P.O. Box was used for Street – but not necessary)

Town

State

Zip

Phone

Sex (M or F)

Birth (00/00/00)

Age appears automatically

Registration # (See Step 10)

Household # should be same as phone number and appear when you type phone #

**E-MAIL - REQUIRED, UNLESS PLAYER (FAMILY) DOES NOT HAVE ONE**

League #

Club #

Click on Team Tab and type in Team Code - all other information should appear automatically.

Status, ID Card Printed, and Multi-rostered should be blank.

Click on Dues Tab only if you wish to enter this information

Click on Personal Tab and complete any or all information you wish, making sure a registration date is present – this date should be contained in the range of dates you use for your disk.

Click on Parents Tab only if you wish to enter this information

Click on Medical Tab only if you wish to enter this information

Click on New to add your next player

Exit when you have finished inputting your new players

### Step 9: Inputting New Coaches

Personnel

Personnel

Coaches, Assistants, & Other Team Volunteers

Type in (**MUST BE IN CAPS LOCK**)

Last Name

First Name (**As shown on the volunteer disclosure form.**)

Street

Town

State

Zip

Phone

Work Phone

Fax

**E-MAIL – REQUIRED, UNLESS COACH DOES NOT HAVE ONE**

Sex – M or F

Birth – please include whenever possible

Age appears

Registration Number (See Step 10)

Household Number is same as phone and should appear automatically.

League #

Club #

Click on Team Tab and type in Team Code – other information should appear.

Type in Tournament Team Code if desired

Team Position – C for coach; A for Assistant; O for manager (If you want your team manager to appear on the roster, you must list them as assistant coach.) Each team should have only 1 coach; all others (up to 4 total including coach) should be assistants.

Other items can be marked at your discretion.

Click on Personal Tab

Check registration date and season.

ID # is coaches Driver's License and State

**Do not enter Date of Background Check or verification # or check ID & Birthdate verified.**

**Make sure SS# is included.**

**Please fill in coach license level, number, and date (this is his coaching license not drivers license) for those coaches not licensed the previous year.**

All other items can be marked at your discretion.

Click New to add more coaches.

*(Version 9 allows you to duplicate coach if he is coaching more than one team, or duplicate as a referee or volunteer.)*

Click Exit when you have completed adding new coaches.

## **Step 10: Assign Registration Numbers**

Personnel

Assign Registration Number

Click Alphanumeric Registration Number

Click Players

Click All Teams

Click All Names the first time then Names w/ No Numbers from then on

Click OK

The computer will assign registration numbers for all your players using part of their name and part of their date of birth. Please check to make sure that an apostrophe if in the name is deleted from the registration number, same if you used a space in the name. (i.e. Mc Henry, Nancy (delete the space in registration # and add the 4<sup>th</sup> letter Mc HNan would be MCHENAN along w/ part of the date of birth.)

Do the same for Coaches & Assistants

*(This can also be done individually by clicking the box w/ 2 dots behind the Registration #)*

## Step 11: Inputting League Volunteers

Personnel

Personnel

League Volunteers

Type in (***MUST BE IN CAPS LOCK***)

Last Name

First Name (**As shown on the volunteer disclosure form.**)

Street

Street 2 – Club Number and Name (i.e. 216 HAMPTON-VARNVILLE SOCCER CLUB)

Town

State

Zip

Phone

Work Phone

Fax

**E-MAIL – REQUIRED IF POSSIBLE**

Sex (M or F)

Birth – optional

Registration # - optional

Household # - fills in automatically from phone number

League #

Club #

Click on Position Tab – League Volunteer Position (i.e. PR, VP, SE, TR, RG, BR) title appears when position is typed

All other items at your discretion

Click on Personal Tab – Make sure registration date and season are completed.

ID # is their driver's license and state.

**Do not enter Date of Background Check or verification # or check ID# &**

**Birthdate verified.**

**Make sure SS# is included.**

All other items at your discretion

Click New to add more volunteers

*(Version 9 allows for duplication)*

Click Exit when you are finished adding volunteers

**[Board Members should be done on an early date. Before you add players, a disk with just board members should be made and sent to the SC Youth Soccer Administrative Assistant along with your Affiliation Form.]**

## Step 12: Maintaining and Backing Up Your Files

Files

Alphabetize Files – if you are having problems, this cleans up your files

OK

or

Files

Condense Files – another way to clean up your files

Do you have a back up? Yes

Files

Backup

Are you sure you want to back up? Yes

[Make sure you have a disk in the A: drive]

For those of you who no longer have a floppy disk, back up to your CD. If you can not back up directly to your CD, back up to the C: drive and then look in your League Organizer folder and drag the backup file to your CD.

*You should back up any time you have input a lot of information. You should have two back up disks.*

### **Step 13: Creating Registration Files**

Personnel

SCYSA

Create Registration File

*[You can also click on the running disk icon or go to Files, Creation Registration File – I have found the above way to work the best, but whichever works for you is fine.]*

Click Personnel

Click All Registration Dates for first disk ...or

Click Range of Dates – type in beginning and ending date

Type in at least one of the following – dist, league, club

Do not compress

Click on Create File

When the screen reappears, **repeat procedure for Teams and then repeat for Divisions**

(Only need teams and divisions on initial disk for each team and division)

Click Done

A print out listing # of players, coaches, assistant coaches, volunteers, teams and divisions will be printed.

[Check disk to make sure there is information on the disk. Go to My Computer; Click on Floppy A; look to make sure there are files called, persons.loa, teams.loa, and divisions.loa; you can double click on persons.loa and see if any information shows up, it will have commas, and quotes mixed up with the personnel, but you can at least tell there is something on the disk. If you do not have a floppy drive, create the file to the CD drive. (Again, if you cannot make it to the CD directly, create it to the C: drive and drag to the CD or attach to an e-mail.)

**(This persons.loa file that is created can be attached to an e-mail and sent to the sc youth soccer administrative assistant rather than mailing the disk if so desired. Don't forget the teams.loa or divisions.loa files as needed. Hard copies of the files are still required – they can be faxed, scanned and attached to an e-mail or mailed. Make sure your file is .loa not .lzh as this is compressed and I often have trouble opening these files.)**

### **Step 14: Making the Hard Copy Registration Forms**

Personnel

Lists, Labels, and Forms

Team Lists

Rosters

Click on SCYSA Roster (If you do not have SCYSA Roster as an option, go back to preferences and double check that you have South Carolina Youth Soccer listed.)

Click on All Teams if you are doing this for the first time or Single Team if you have already made rosters for other teams.

Make sure Season, League, and Club are filled in

Click on Printer to print roster or Screen if you would like to view before printing.

Click OK

*[Do this for each team you are sending if you did not select All Teams. A hard copy of each team on the disk should accompany each disk you send.]*

If you are printing the roster for a second time because you added new players since the initial registration, please mark all new players on the roster (i.e. circle, highlight, or underline)

**Mailing Labels** – for your use

Personnel

Lists, Labels, and Forms

Mailing Labels

Choose which type of labels you would like.

**Duplicate Registration Numbers** – this allows you to make sure you didn't accidentally use the same number for two players.

Personnel

Lists, Labels, and Forms

Personnel Lists

Duplicate Registration Numbers

Screen or Print

OK

## **Registration Checklist**

- ✓ **Create Registration File (Disk, CD, or e-mail attachment)**
- ✓ **Print registration/rostering form (hard copy) [When sending adds, make sure you mark (circle, highlight, star) the player(s) being added.]**
- ✓ **Make sure you sign the registration/rostering form**
- ✓ **Mark the registration/rostering form as to whether it is registration only, or rostering [Remember team rostering fee is paid only when the team is rostering]**
- ✓ **Complete a fee sheet and sign**
- ✓ **Send in the volunteer disclosure forms with your registration**
- ✓ **Send all registration/rostering to the State Registrar or SC Youth Soccer Admin. Assistant**