





ASA League Registration Guide

Welcome to the ASA league registration. This guide will assist you in setting up the parameters for your registration. To find your league navigate your mouse over the

Manage  tab from the admin panel in the upper left corner and select the **Leagues** option. You will find that your first league is already present.

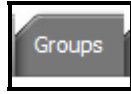
To customize the registration options to your requirements click **Setup Reg**  found under the Settings area of the black title bar. This directs you inside the registration module to the first tab **Details**.

Details

To input and edit information on this page click the **Edit** button at the bottom of the page.

- Change the **League Title** to something representative of your league and include the year and/or season.
- You may input **Start** and **End Dates** which are used for your administrative reference.
- The **Category** should be **Junior**. This means that the player being registered into the league is a minor and their account must be created by a parent.
- The **Domain Prefix** is not able to be edited. This prefix is used to reference the proper teams, schedules and standings from the homepage.
- When you are ready to start receiving registrants you will return to this page and check the **Open Registration** box. The box will need to be unchecked when you would like to close registration.
- Check the box for **Active League**. When your season is over you will return to this screen and uncheck the box to make it inactive. This action will retain all player and parent information in the system but make their status inactive until they register for the next season.
- Checking the **Admin Email Notification** will send an email to the address designated when your site was acquired. This email address can be found under the **Club Setup** in the admin panel. The email address can be altered or you can add another if you separate the two with a semi colon.
- To give an administrator the ability to manually add a player into the program check the **Enable Member Quick-Add** box to the right; birth date, email and gender are required.

An alternative to using the Admin Email Notification would be to use the **Player Registration Report** found under **Reports** in the Admin Panel.



Click the **Groups** tab

The **Groups** tab allows you to have different divisions pay different fees. It is also used as an organizational tool.

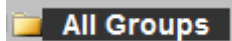
- Click the **Edit** button next to **Group Title**. Type in Division and save.
- You can use the **Programs Group Introduction** to outline the birth date range of each division. Click the **Edit** button. Input any desired information and save.
- Click **Add Group**, type a division into the blank field and click **Update**. Repeat this process to add the rest of your divisions.

Click the **Fees & Options** tab

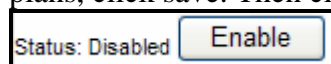
On this page you will create the fees that are required of each player. You will also be able to put a maximum number of players for each group and use a wait list option for any extra.

- Click the **Edit** button at the bottom of the page under **Group Options Introduction**. In this area you can communicate everything that will be included with the payment of your league fees. (Uniform, practice gear, field time, yearbook, etc.)
- To create the fees click the Group for which you would like to create a fee, and then click **New Option**. If all Groups will be paying the same price you can select

All Groups.



- Enter a Title such as **League Fee** or **Division Name 2008** and a corresponding fee amount. You do not need to input the \$. If your fee is due at the time of registration and you will not be offering discounts for registering early or payment plans, click save. Then click the enable button that appears to the right of the fee.



Continue below to the advanced options or scroll down to the **Player** tab.

Early Bird Discount

- To award a discount for early registration click the **Add** button in the **Early Bird Discount** row. Enter the date that members need to register before to receive this discount. Enter a description i.e. **Division Name Early Reg**, an amount that they will pay and click **Update**.

Fee Due at a Later Date

- If your fees will not be due until a later date, click the radio button for **Entire Fee On Account (Pay Later)**. Enter the date that this payment will be due. Click save

Split Payments

- Click **Split Payments** allow your members to pay on a fee schedule. (Monthly or every other month)
- In the **Fee Amount to Split** enter the total that the player will be paying
- Enter the number of payments this will be paid over
- Enter the date the first payment will be due, or leave the current date for the first payment to occur upon registration
- Choose whether the payments will be due on a calendar day of the month or a day of the week and click the corresponding radio button
- Click **Create Payments**. When the fee schedule is created you are able to edit any of the information by clicking in the desired text box
- Check **First Payment Due at Registration** to have the member pay the first installment at registration
- To enable Late Fees check the box for Late fees and enter the desired amount in the text box below. **Late Fee Grace Days** will give your member a specified number of days after the due date before they incur a penalty
- Input the number of days you would like to send out an automatic reminder email that will be drafted later in the setup process. Click save

Wait Lists

- To create a wait list click on the Group with which you would like to place a maximum number of players restriction.
- Click **Edit**. Check the box next to **Maximum players** and enter your cutoff number. Check the box for **Use wait list group option**
- In the **Registration Full/Wait List Message** you can enter information apologizing for not being able to accommodate their registrant and what actions will be taken should a spot become available.
- If you would also like to place age and gender restrictions on the Group you can check the appropriate boxes and enter the birth dates. Click Save

For the **Player**, **Guardian** and **Emergency** tabs

All of the information required by ASA National has already been chosen for you. If you would like to capture any further information you may do so by using the predefined questions provided or create your own custom questions. To use the predefined questions check the **Enable** box to show the question during registration and the **Required** box to make the question mandatory before continuing to the next registration step.

Each predefined questions can have its title altered by clicking the edit icon pencil to the

right. If the question has **Values not defined**  **Values not defined.** you can enter the appropriate values by clicking the edit icon. Enter a possible answer (Large) and click

Add to answer Values. Repeat this process until you have created your desired list. The list will appear in the drop down menu above.

To create a custom question scroll down and click the **Add** button in the black strip.

1. Check the **Enable** box and choose whether or not you want to make the question **Required**.
2. Enter a **Sequence Number** which will dictate the order of custom questions.
3. Type your question in the text box.

Choose the **Answer Type**

- **Text Small** for a number or initials
- **Text Medium** for a name
- **Text large** for a request or medical condition
- **Check Box** will allow you to create multiple answer values
- **From List** will allow you to create multiple answer values

Save the question.

Click the **Fundraising** tab

Click the **Edit** button.

1. Enter text into the message box to communicate what the fundraising money will be used towards.
2. Choose to **Enable** or **Require** fundraising during registration
3. Check **Default Dollar Amounts** to use the values shown
4. Check the **Custom Descriptions** box to create your own values and use them in unison or on their own. Save.
5. If using custom descriptions click the **Add** button. Type in a description and an amount and click **Update**. i.e. Player Sponsor, Softballs, Uniform

Click the **Volunteers** tab

Click the **Edit** button.

1. Enter text into the message box to communicate what the members will be volunteering for
2. Choose to **Enable** or **Require** volunteers during registration
3. Check **Volunteer Buy Out** to designate an amount to allow for members to opt out of volunteering
4. Click the **Add** button. Type in a volunteer title and click **Update**. i.e. Snack bar, Photo Day, Field Maintenance

Click the **Messages** tab

There are five different messages that you are able to compose with each league that you create. Click the edit button and enter your desired information in the editor. Be sure to save each message. The description of each message follows.

Registration Completed Message

The content of this message will appear at the end of the registration process. On this page there is a link to view and print a receipt, you can also print any forms that were included in the registration process. Use this message to direct your members on any further actions required of them.

Email Registration Completed Message

This message will automatically be sent out to all registrants upon the completion of registration. You may want to include important dates and information in this message. (When teams are selected, when coach will contact player, week practices start, week games start, where to access their member account)

Registration Membership Agreement

This message appears when the registrant is 80% completed. At the bottom of the page the registrant must initial a small text box in order to consent to the terms of the registration and continue to the next step. The page will verify the fees that have been added to the members' cart. Below the fees is the agreement message, use this to have members acknowledge fair play, good sportsmanship and any other terms you would like your members to commit to.

Payment Notification Message

If your members are using the split payments method for paying their dues, this message will be sent to them the specified number of days prior to the amount being due.

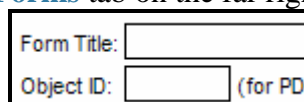
Click the **Forms** tab

To attach a form to your registration you will first need to load the form into your object library. Then click on the hyperlink of the form you would like to attach to your



registration. Open the form and preview it to verify that it has loaded properly. From this preview find the object ID in the website URL field. The ID number

will be at the very end of the URL www.d4sportsadmin.com/object.aspx?id=4. In this example it is the number 4. Click the **Admin Panel** link in the upper right hand corner. Then click **Club Setup**. Choose the **Forms** tab on the far right. Click **Add Form**. Give the form a title and

A screenshot of a web form for creating a new form. It contains two input fields: 'Form Title:' followed by an empty text box, and 'Object ID:' followed by an empty text box. To the right of the 'Object ID' field, the text '(for PD)' is visible.

enter the Object ID. Click Save. This form will now appear in the forms tab of your Registration Setup and you can check the box of the forms you would like attached to your registration.