

**Online Registration Set Up
Checklist**

You can configure your League/Club at the “League” level – however it is recommended even if you only have one club that you configure at the “Club” level for Online Registration. When a League is created the system automatically creates a club with the same name.

√ **LEFT NAVIGATION**

SUB TABS

	League Level	<p>Establish Play Levels</p> <ul style="list-style-type: none"> - Leagues/find/edit/delete - Registration/Play Level <p>Note: To establish different fees for the same ages in with the same play type you must create multiple play levels. Example: Play Type Competitive – Play Levels – Red, White Blue. A different can not be created for the same ages within established play levels.</p>
	League Level	<p>Configure Seasons</p> <ul style="list-style-type: none"> - Leagues/find/edit/delete - Registration/Season/[+] <p>Note: All Play Levels and Age Groups must be checked at this level. Customization is done at the Club Level.</p>
	Club Level	<p>Club Config/Payment – If you have more than one club and, the payment configurations have to be set at each club.</p> <ul style="list-style-type: none"> - Configure Credit Cards Check Card Type – accepted by the league Note: Fees and Fixed Fees should be set at [0] unless these are being passed on to the consumer. If so, enter the credit card fee or the fixed fee. Example: Percent Fee 2.63 percent – Fixed 0 or Percent Fee 0 Fixed Fee [10.00] or other dollar amount. Admin and User should be checked for only the cards that you accept. Check Active and Auto Set UP – do not check make public or Hide - Configure Electronic Check – only if you have this with your current merchant card service. Check Active and Auto Set Up – do not check make public or Hide - Configure Manual Payments. - Select Payment Types Check Admin for all Types – Check user for only those that you want to offer Online – Cashiers, Check or Money Order.

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		Check Active and Auto Set UP – do not check make public or Hide
	Club Level	Billing Tab Enter the billing information that will appear on the Online Registration receipt. This is a different configuration than the payment configuration. Billing information is basically the address that any offline checks and forms would be sent.
	Club Level	Registration/Season Tab [+] <ul style="list-style-type: none"> - Check the play types and each age group that applies to the play types. If you have a separate Rec club and Select club, you will select the Recreational Age groups for your rec club and your select age groups for your competitive play. - Check – Show on Public Registration - Check – Requires Payment - Check – Show Application Types – “Coach” “Player”. If you are only accepting player registrations then only select player under this configuration. - Click Update <p>Note: You will need to Assign PDF forms /ELA (Electronic Legal Agreements) once these have been created.</p>
	Club Level	Registration/Custom Fields <ul style="list-style-type: none"> - Create Field Title - Select Field Type – Note: If Text Box is selected you must enter a field size. - Create Option Text and click add until all options are created. - Check apply to and determine if this will be a required field.

Left Navigation

SUB TABS

	Club Level	Registration/Fees Tab <ul style="list-style-type: none"> - Select “Registration” from the New Fee Type drop down menu - If all age groups and/or all play levels are priced equally check both boxes and enter the fee in the first age group field. This will auto populate all the remain fields. - If fees vary for each age group or play level enter the fee into each field. - Click Create Fee when completed - To set up payment plans; Select from Edit Fee Type drop down menu the fee type created. - Select Pay Period and Max # Installments
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		<p>from the drop down menus then enter the deposit for each age group and play level – click “update payment plan” when completed.</p> <p>Note: If you create a Registration Late Fee you must put a registration late fee date in the League/Club Season Grid.</p>
	Club Level	<p>Registration/Fields The drop down menu provides a list of all the screens that appear during Online Registration.</p> <ul style="list-style-type: none"> - Update and Edit Screen Text - Hide, Show or Require specific items for Online Registration. <p>Recommend that you contact Affinity Sports for further instructions on this area.</p>
	Club Level	<p>Registration/Billing Tab</p> <ul style="list-style-type: none"> - Enter the clubs billing/ mailing address. This will be included on the registration receipt for mailing check payments.
	Club Level	<p>Registration/Billing/Donation Tab</p> <ul style="list-style-type: none"> - Provide Donation Title - Provide brief Donation Description - Create and Add Options - Click “Add Donation to Payment Screen”
	Club Level	<p>Club Config/Content/Look & Feel Tab (Customize the look and feel for the club)</p> <ul style="list-style-type: none"> - Upload Club Header - Upload Club Logos

Left Navigation

SUB TABS

	Club Level	<p>Club Config/Content/Look & Feel</p> <ul style="list-style-type: none"> - Upload Black and White Logos - Upload Sm Logos - Upload Player or Administrator Photos (Appear on open registration screens)
	Club Level	<p>Club Config/Content/Content</p> <ul style="list-style-type: none"> - General Tag Group – Welcome Create your opening Welcome Text for Online Registration. - Registration Tag Group – REG_ASSOC_HOTSHEET – Created Right Margin bulleted text.
	Club Level	<p>Club Config/Content/Documents/Forms (Player Application and Administrator Applications have already been added to the site)</p> <ul style="list-style-type: none"> - Upload additional PDF Forms required by the club - Forms can be printed at the end of the Online

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		Registration process. Note: PDF Forms must be assigned under the Season Tab
	Club Level	Club Config/Content/ELA's <ul style="list-style-type: none"> - Create Electronic Legal Agreements - Enter Document Description - Enter Document Test - Check Registration ELA - Click Add Document Note: ELA's must be assigned under the Season Tab
	Club Level	Assigning Forms/ELA's <ul style="list-style-type: none"> - Select Registration/Season [+] - Click on Assign PDF/ELA located at bottom of season grid. - Check the play type under the season year where the forms or electronic agreement applies. - Click "Save Changes"
	Club Level	Club Config/Message/Templates (Message Templates have been created for auto messaging – these need to be updated with the club information.) <ul style="list-style-type: none"> - Update the From Address - Update the Name Field - Update the text with club specific information - Click Save and Continue – complete updated all templates.

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