



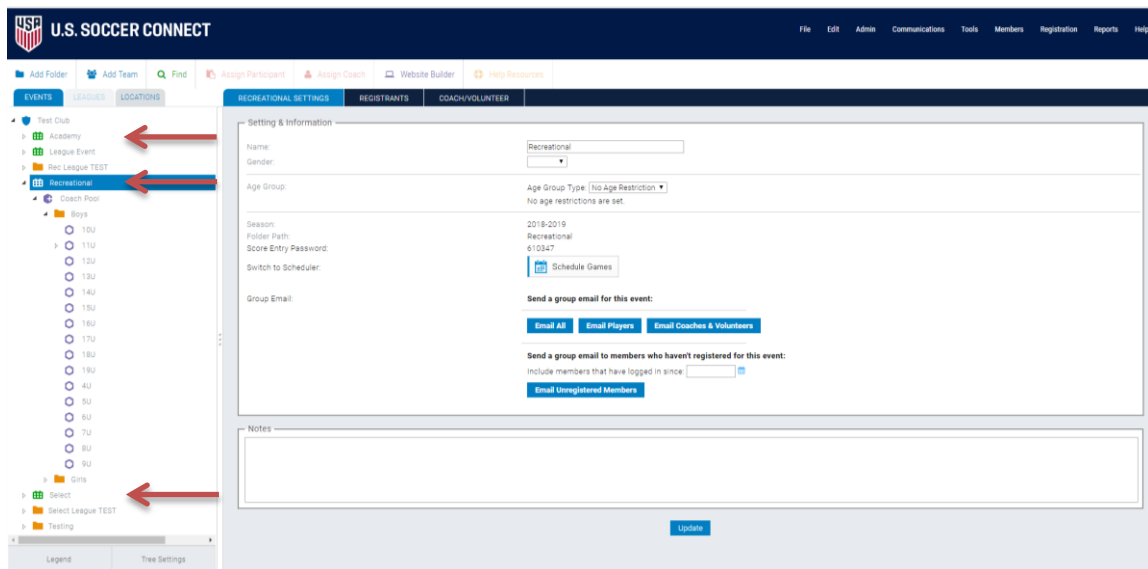
## Basic Player Registration Set Up – Only Fulfilling State Requirements

Using the pre-loaded folder set up from US Soccer Connect

Suggested to follow this type of registration set up if your club:

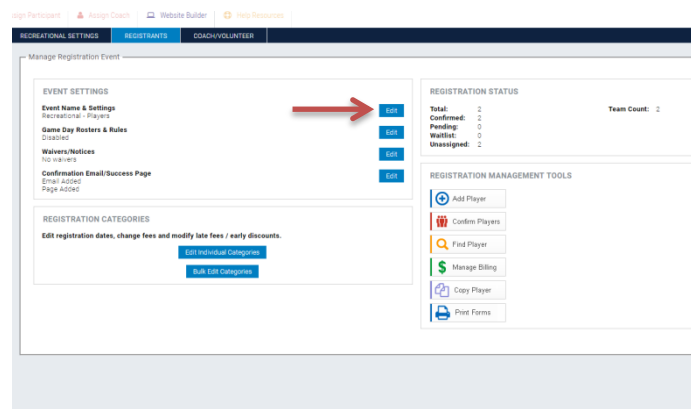
- 1) Intends on only asking for the state required questions
- 2) Does not want a try-out style registration
- 3) Creating a 'state' registration to add on to an existing registration method for parents/guardians to remove manual data entry

**Step 1** - Choose the program folder (Recreational, Academy, or Select) on the left side of the screen you'd like to set up.



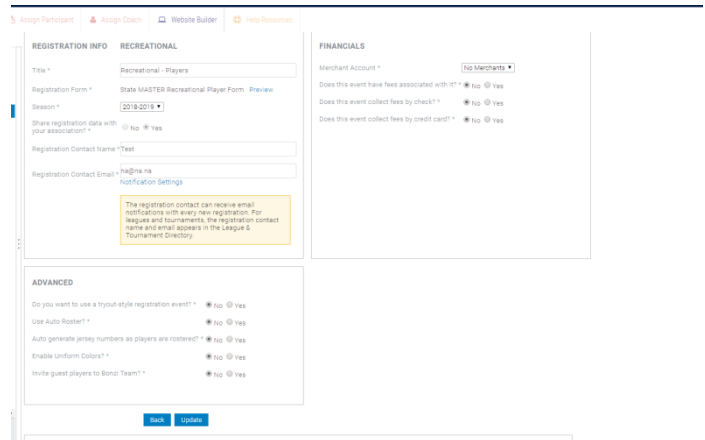
**Step 2** – Select the REGISTRANTS tab in the middle.

**Step 3** – Within the EVENT SETTINGS box (top left), click blue EDIT button next to Event Name & Settings.



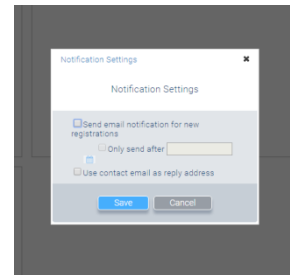
**Step 4 – Setting the basics of your player registration.**

- a. Title – You may edit this to whatever you'd like it to visibly appear to your registrants
- b. Registration Form - currently this is the state master player form with all the required fields the state office needs for player registration and the medical release document. You may click preview to see the form.



- c. Season – choose the correct season these players are registering for.
- d. Registration Contact Name – This can be basic 'Admin' or can be specific name of registrar or admin staff
- e. Registration Contact Email – must include valid email address. Likely the email address people should contact regarding registration questions.
- f. Notification Settings (blue hyperlink font under contact email) – You can set this to receive notifications for new registrations. Not clicking these boxes you mean you will not receive a notification to the specified email address every time someone registers.

- i. You can select the first box to always receive an email alert when someone registers.
- ii. You can select the first and second box to identify when you would like to start receiving notifications about new registrations. This is good if you have an early bird registration cut off, or late registrants to track.
- iii. You typically want to check the third box to identify to membership that this is the email address to use for registration questions.

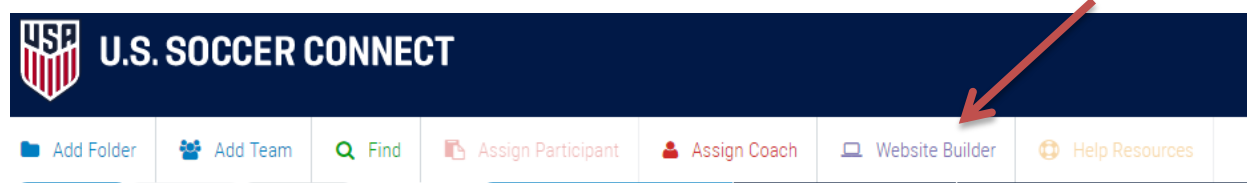


- g. Financials – if this is simply the 'state' registration and not your primary club registration method, then you can keep the merchant account selected to 'No Merchants' and all questions answered as NO. This means the registrant will see no charge to complete this registration and the club will receive no money from the individual. If you are looking to add fees to this registration, continue below.
  - i. If you are allowing members to pay by credit card, you must identify the Merchant Account in the drop down. If none show, please contact Candice

Fabry at [cfabry@iowasoccer.org](mailto:cfabry@iowasoccer.org). If members are ONLY paying by check or cash, you do not need to identify a merchant account.

- ii. Select 'Yes' to "does this event have fees associated with it?"
- iii. If collecting fees by check, select 'Yes' and update the check info information. This is the location that your registrant should send their payment to.
- iv. If collecting fees by credit, select 'Yes' and click 'OK' to pop-up window.
  1. This pop-up window is notifying you that when a member makes the payment by credit card, the player(s) will automatically be confirmed. Confirmed players can be assigned to a team and approved on roster. Confirmed players are also then identified as players of your club, and will be included in the next invoice for your club's registration billing from Iowa Soccer.
- h. Advanced – make sure you've selected NO to tryout style registration event.
  - i. Use Auto Roster – suggested that you do not use this feature unless you are more comfortable with the software and know how many teams you will have in each age group prior. You can customize when this will shut off.
  - ii. Auto generate jersey numbers – as you and the club desire on this one.
  - iii. Enable Uniform Colors – this gives a bit of information in the TeamConnect feature where the color uniform can be included in some information provided to parents when they login. If you click YES, there are some settings you can adjust through the hyperlink that appears next to it.
  - iv. Invite guest players to Bonzi Team – this should state 'TeamConnect' which is the team communication tool that has a mobile app. If you think you'll be using the TeamConnect product and adding players from another team within your club to rosters, then select yes.
- i. Click UPDATE to ensure all changes are saved.
- j. You can also scroll down and customize individual age group as you desire by click on the pencil icon on left hand side.

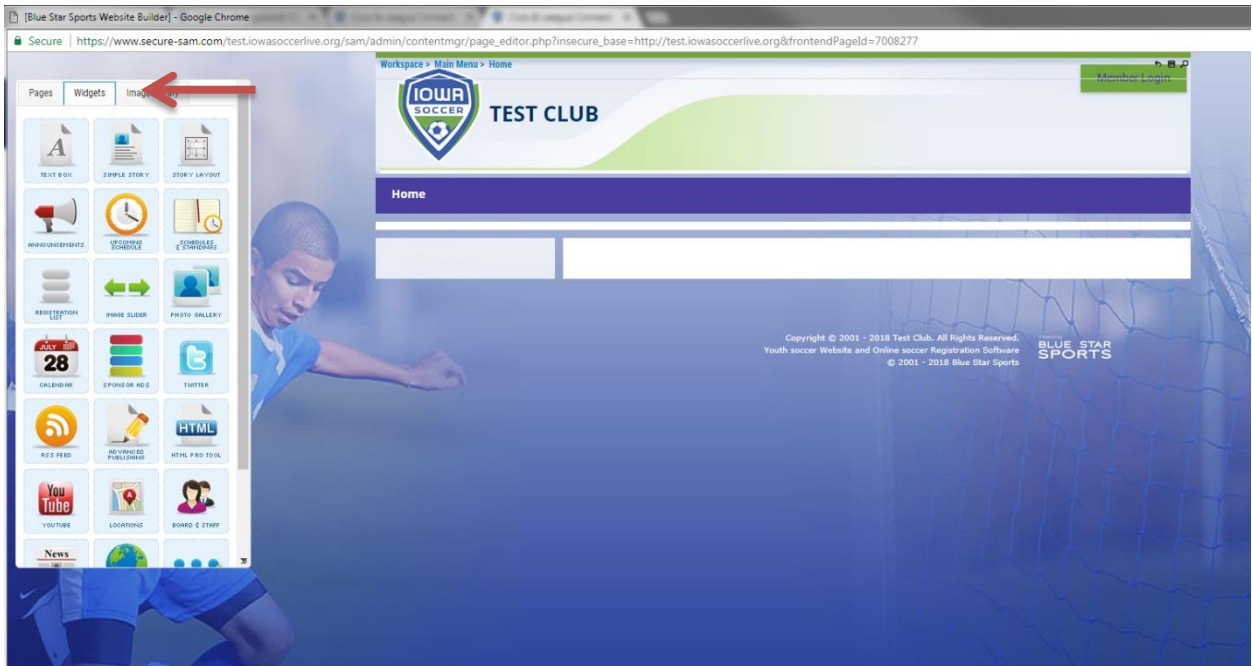
**Step 5** – Posting your player registration to your webpage by clicking on the Website Builder icon on the white menu bar





a. You can choose to place this on your 'Home' page in the Main Menu folder or you can build a new page. (For a new page, click the second icon from the left under 'Organize your website'. You'll be able to insert a page tile, the friendly url, and the layout of the page. Then click update.)

b. Double click on the page under Main Menu folder you want to post the player registration to, and then click the Widgets tab.



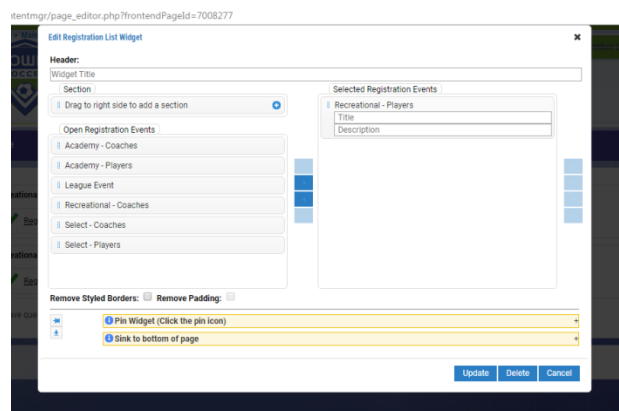
c. Click and drag the REGISTRATION LIST widget (third row, first column) to one of the page sections to the right. You'll see a light yellow box show in areas that you are permitted to drop this 'widget' into. Release the click and a pop up menu will appear.

d. Add a Header if you desire (i.e. Rec Player Registration)

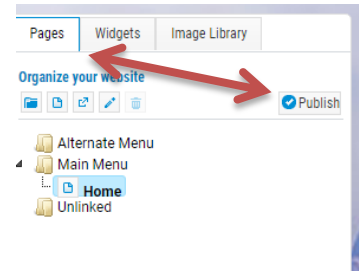
e. Drag any and all events that are open and available to register from the left 'Open Registration Events' box to 'Selected Registration Events'. Add a title or description as you desire.

f. Click bottom right corner blue button 'Add Widget'

g. Feel free to add text boxes, story, etc to this page to either further explain club information, provide additional inks, etc.



h. Once satisfied with style of page, select the PAGES tab and click the Publish button.



i. Visit your club's registration page (i.e. clubdomain.iowasoccerlive.org) to check out the final look of your player registration event. Then ensure this link is available to your parents and players for their registration for each seasonal year; either through your club website or via an email you send out to your membership to get players ready to go for the season.

