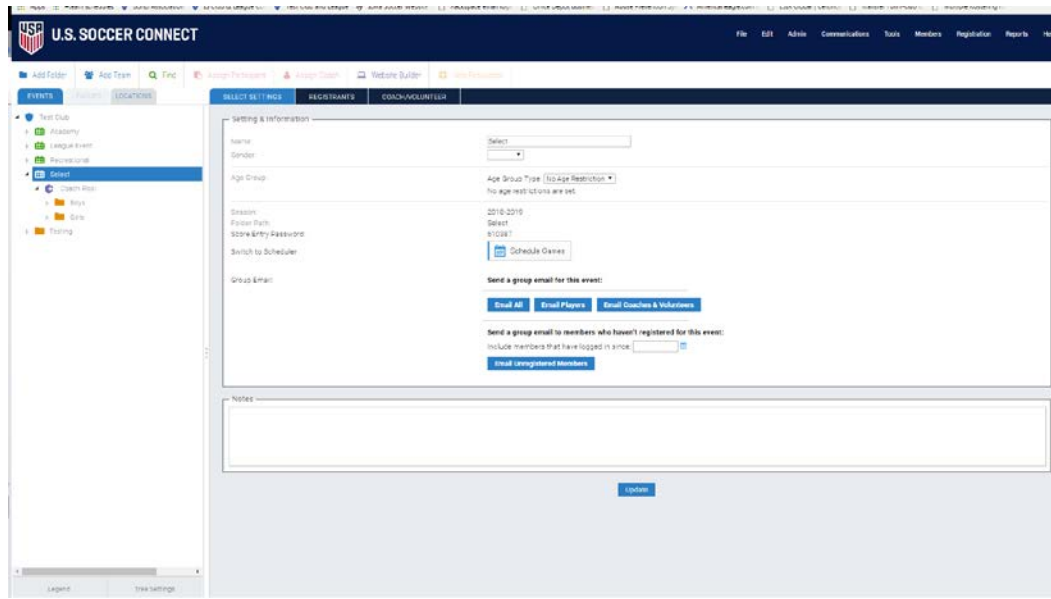




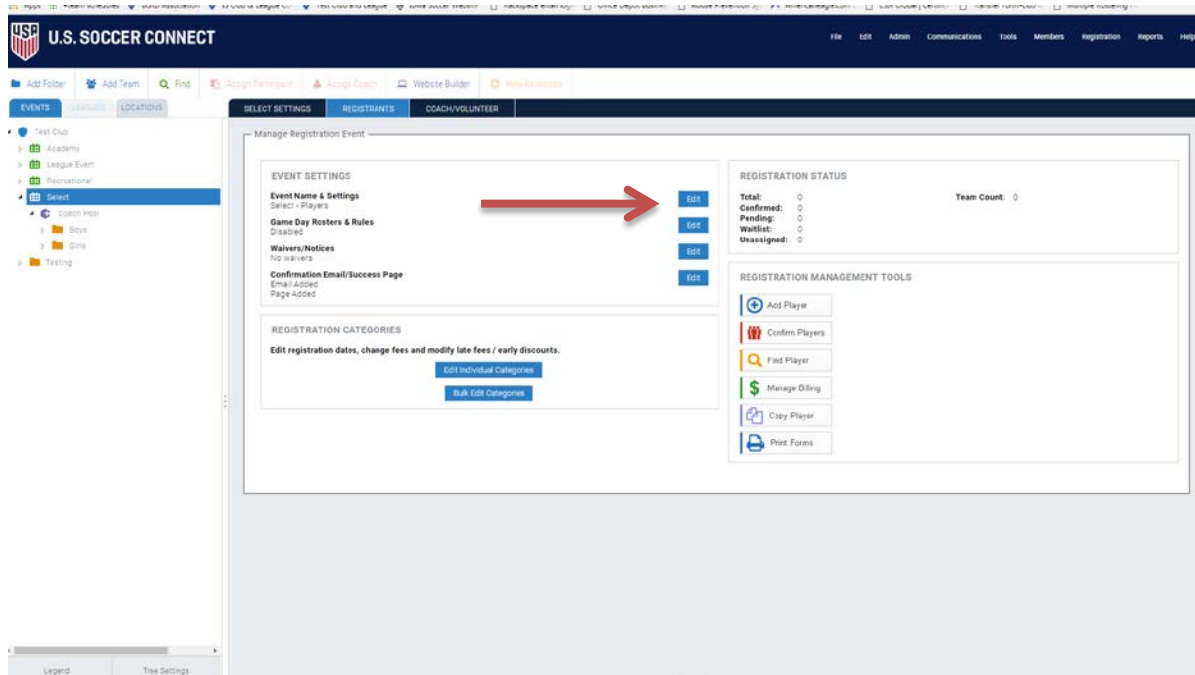
## Basic Tryout Registration Set Up

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

**Step 1** - Choose the SELECT folder on the left side of the screen if these folders have been set up for you.



**Step 2** - Click the REGISTRANTS tab and then EDIT button next to 'Event Name & Settings'





### Step 3 – Editing Registration

#### A. Registration Info (upper left hand box)

- a. Title – You may edit this to whatever you’d like it to visibly appear to your registrants “2018-2019 Select Tryouts” or “{Club Name} Tryouts”
- 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.
  - i. If you want to add additional fields, you will need to copy this master form and add questions. Visit the ‘adding registration fields to state documents’
- c. Season – choose the correct season these tryouts are for. Not necessarily the season they tryouts are happening in, but the season the players are trying out 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 if are taking walk up registrations at tryouts and want to re-confirm who you inserted into the system at the physical tryout.
  - iii. You typically want to check the third box to identify to membership that this is the email address to use for registration questions.

#### B. Financials

- a. Merchant Account – if you are accepting credit card payments for tryout fees and ultimately to pay their participation/team fees, then you must select the merchant account in the drop down.

- b. Does this event have fees associated – Answer should be YES if you have a tryout registration fee and fees associated for making your team
- c. Does this event collect fees by check? By ACH/eCheck? By Credit Card? – select via your club’s accepted payment options. If you are selecting credit card as Yes, you must have a merchant account set up
- d. Activate a payment plan for this event? – If you opt to allow payment plans for those that make your teams, please click the blue button. If you do not want to provide this option, do NOT click the blue button.

- i. Create Payment Plan – Enter information into all fields to set up your payment plan option. You can only set up one standard payment plan for the entire registration event; it cannot be customized to the category (or age group or team). If you would like different payment plan options for different age groups (i.e. 11U through 14/15U versus 16U-19U high school), you will need to set up two separate registration events (aka the green event folder would need to be named 11U-15U Select with those teams following one payment plan; and another green event folder named 16U-19U Select with those teams following a separate identified payment plan) and/or copy registrants to another event. Contact us for more help on options to set up more than one payment plan.

C. Advanced

- a. Do you want to use tryout-style registration event? – This is set up on YES as Iowa Soccer defines ‘Select’ (formerly Level 1) as the registration level that players were selected to a team based off their ability. Typically in the form of a club sponsored tryout.
- b. Use Auto-Roster? – No because you want to control who is added to which team
- c. Auto generates jersey number as players are rostered? – This is up to you as a club if you want to add this feature. Most clubs opt to control the assigned player number for uniforms.



- d. Enable Uniform Colors – If you select yes, when you use team management tool, Team Connect (formerly Bonzi Team), you can help to identify what color uniform is home and away.
  - e. Invite guest players to Bonzi Team – If you select yes and use the team management tool, Team Connect (formerly Bonzi Team), you can invite players from inside your club to another team as a guest player to assist with communications between guest playing family and the regular team. Great tool for clubs that often use their own players to guest play on different teams within their club for league and tournament play.
- D. Click 'UPDATE' when the settings are how you desire in these three boxes.
- E. Edit Additional Settings (best for editing each individual age group. If you want to bulk edit, go to F) – This is where you edit the title of the individual age group (i.e. insert birth year in the title if you desire), decide the open and close dates, add/edit fees, add/edit late or early discounts, see how many pending players you have registered (i.e. need to be confirmed by payment or by you as registrar), and see how many of the registered players are confirmed.

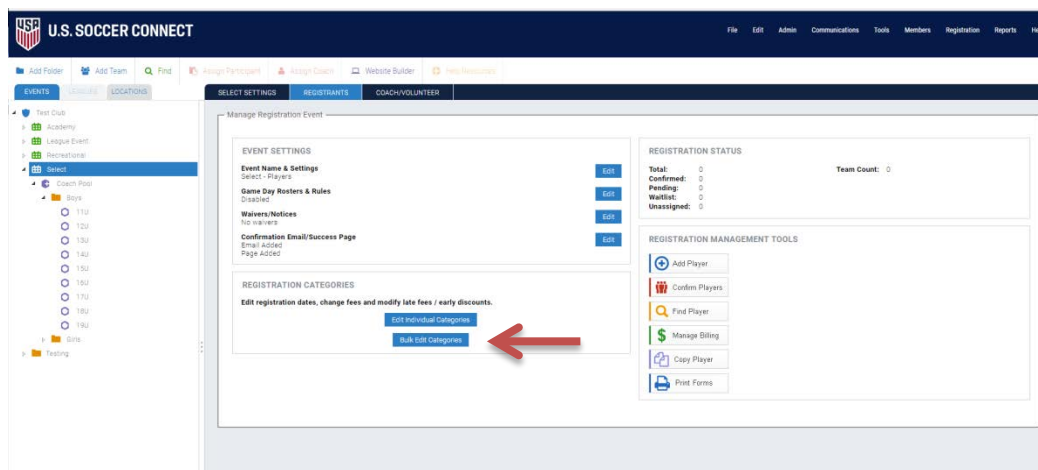
Edit	Title	Open	Open Date	Close Date	Fees	Late or Early Discount?	Pending	Confirmed
<input checked="" type="checkbox"/>	Boys 11U	Yes	04/01/2018 at 12:01am	to 05/31/2018 at 11:59pm	NONE	NONE	0	0
<input checked="" type="checkbox"/>	Boys 12U	Yes	04/01/2018 at 12:01am	to 05/31/2018 at 11:59pm	NONE	NONE	0	0
<input checked="" type="checkbox"/>	Boys 13U	Yes	04/01/2018 at 12:01am	to 05/31/2018 at 11:59pm	NONE	NONE	0	0
<input checked="" type="checkbox"/>	Boys 14U	Yes	04/01/2018 at 12:01am	to 05/31/2018 at 11:59pm	NONE	NONE	0	0
<input checked="" type="checkbox"/>	Boys 15U	Yes	04/01/2018 at 12:01am	to 05/31/2018 at 11:59pm	NONE	NONE	0	0
<input checked="" type="checkbox"/>	Boys 16U	Yes	04/01/2018 at 12:01am	to 05/31/2018 at 11:59pm	NONE	NONE	0	0
<input checked="" type="checkbox"/>	Boys 17U	Yes	04/01/2018 at 12:01am	to 05/31/2018 at 11:59pm	NONE	NONE	0	0
<input checked="" type="checkbox"/>	Boys 18U	Yes	04/01/2018 at 12:01am	to 05/31/2018 at 11:59pm	NONE	NONE	0	0
<input checked="" type="checkbox"/>	Boys 19U	Yes	04/01/2018 at 12:01am	to 05/31/2018 at 11:59pm	NONE	NONE	0	0
<input checked="" type="checkbox"/>	Girls 11U	Yes	04/01/2018 at 12:01am	to 05/31/2018 at 11:59pm	NONE	NONE	0	0

- a. To edit INDIVIDUAL age group categories, (best if you have different fees for different age groups) select the blue pencil button under the EDIT category
  - i. Enter tryout fee – this is the only amount the registrant will see when they enter the registration
  - ii. Enter participant fee – this is fee for those that are invited to team after tryouts. They will see this fee after the accept their spot on the team
  - iii. Registration Open and Close dates – consider if you want to leave this registration open only for tryouts (or even close it prior to the start of tryouts to encourage pre-registration and not walk ups at tryouts).
    - 1. Suggestion – open only for tryouts and close prior to bid day. That way you are able to track those players that want to be on one of your club’s Select teams next season. You can always re-open for a day or two if needed, however, close prior to the start of offering team bids out.
  - iv. Max participants – unless you want to restrict the number of people that can tryout out for your club, leave this number at 9,999.
  - v. Member Type – keep as Select
  - vi. Enable Waitlist – likely keep this at no because this will apply to tryout registration waitlist. Tryouts should be an open process, not restricted.

- vii. Auto-confirmation – Suggestion is to auto-confirm credit cards, but not checks. Confirm only when you receive the payment.
- viii. For the next four ‘Hide’ questions – that is up to your specific desires on how this information is displayed.
- ix. Click ‘Update’
- x. If you want to add a late fee or early discounts to tryout registration, you may do so on the bottom box. Just identify which type, the day it begins and ends, and the amount. Click ADD. You’ll see any early discounts appear at the top of the box once you click ADD.
- xi. Click ‘BACK’ button (in between the two boxes) to go back to the registration categories to edit other age groups.

F. Bulk edit categories

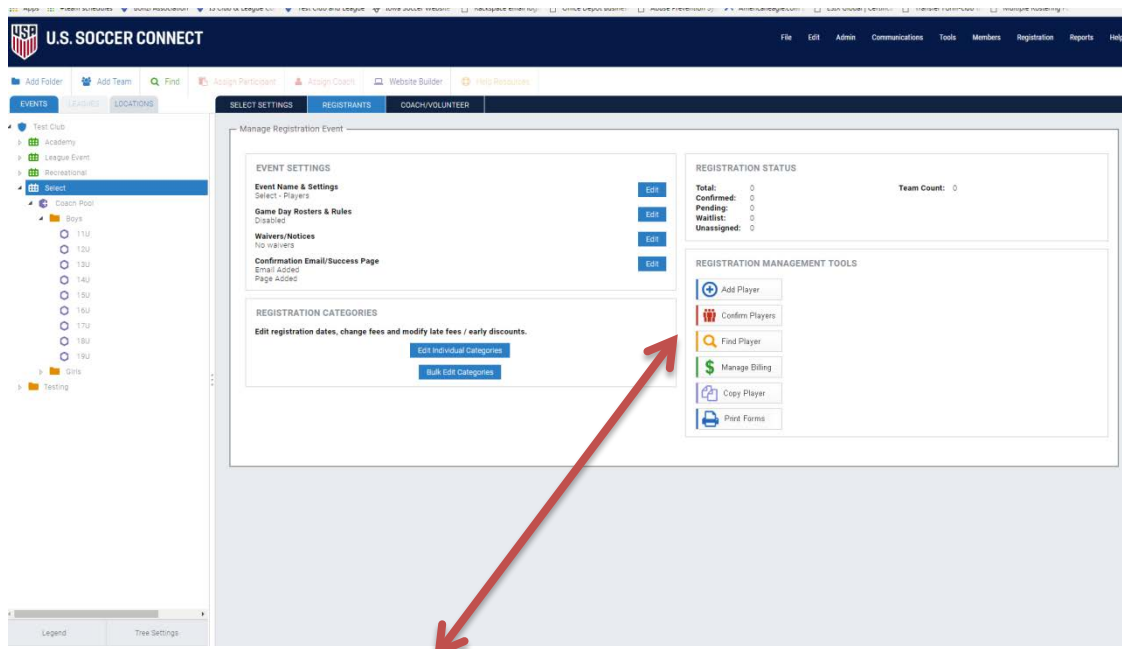
- a. Go back to clicking on the Select folder in your folder tree and the Registrants tab.



- b. Click the ‘BULK EDIT CATEGORIES’ button in the Registration Categories box.
  - i. Follow ai through axi above to edit the field for all categories

**Step 4 - Additional Event Settings you can edit**

- a. Game Day Roster and Rules – please keep this disabled at this time
- b. Waivers/Notices – Iowa Soccer mandatory waivers will be automatically added to your registration, however if you would like to add club waivers, you may do so here
- c. Confirmation Email/Success Page – this is NOT to tell a player/family that they made a team. This is simply confirmation that they have completed the registration for tryouts successfully and add any additional steps or actions they may need to take.
  - i. Success page is at the end of the registration, when they’ve completed the payment section
  - ii. Confirmation email is what they will receive in their inbox to the email address they identified in the member account, most likely the Parent/Guardian 1.



### Step 5 - Registration Management Tools

- Add Player – manually add players to the registration event
- Confirm Players – pull by category from either PENDING or WAITLIST status and confirm.
- Find Player – search player by name, DOB, parents first/last name, type, status, photo, age verified
- Manage Billing – Insert payments, make adjustments to balance, email those with balance
- Copy Player – This tool assist if you want to take an entire group of registered players from an event to a category in terms of not requiring parents to re-register for another event. Please contact us before attempting to ensure you are set up properly.
- Print Forms – allows you to print off registration forms for all players, or you can edit to specific types (confirmed, pending, rejected, etc) and within team assignments.