



## Create New Registration Event

When moving from Fall to Spring seasons, if you need to create a brand new event for the Spring, you can either copy your existing folder structure or create new. If your folder structure - the setup of your age and gender categories is exactly how you want it to be for the Spring, you'll want to use the Copy feature (Option 1 below). If you want to make changes to your folder structure, for example adding new age categories for registration, you can easily create a new one (Option 2 on page two).

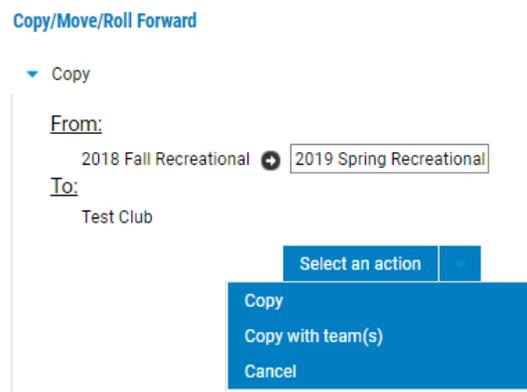
### OPTION 1: Copy your existing folder structure:

If you have a previous Registration Event/Season folder structure that worked well, you should use the Copy feature in order to maintain the same function and folder organization. Everything copies over including category names and age settings.

Select the event you wish to copy, then drag it up to your top shield level. When it shows a green checkmark, you can drop it.



In the pop-up box, under the Copy section, you can change the name of the folder (for example, from 2018 Fall Recreational to 2019 Spring Recreational). Then select the COPY action. **DO NOT** copy with team(s) as this feature is only helpful when moving from one seasonal year to the next (i.e. 2018-19 to 2019-20). Copying your teams will create duplicate team IDs in the system that will not work for your transition from Fall to Spring.



Copy - Copies folder structure, folder names, and age settings as is. No changes are made to the structure or settings. **GO TO BOTTOM OF PAGE 3 TO CONTINUE SET UP OF THE EVENT.**

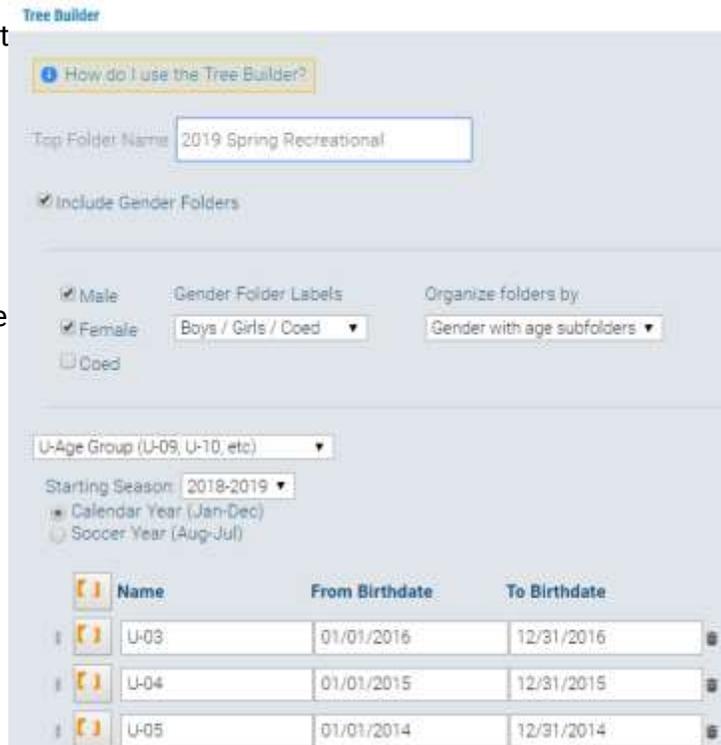


### OPTION 2: Create a new event folder structure:

1. Select the Top (shield) Level in your folder tree.
2. In the Main Menu bar, go to File > New > Tree Builder.

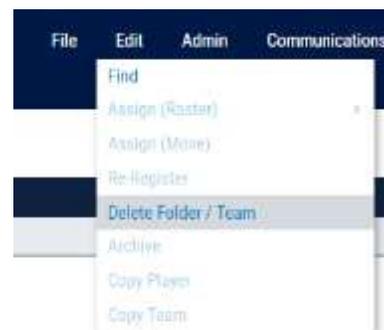
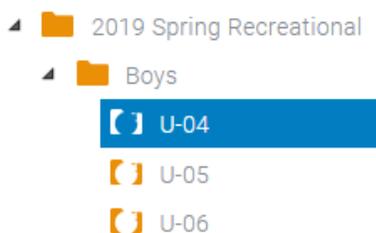


3. Input a name for your event, select your gender folders (Male, Female, Coed checkbox) and gender labels (Boys/Girls/Coed), organize folders (recommended: Gender with age subfolders), select your age group folder style (recommended: U-Age Group), verify the seasonal year is 2018-2019, calendar year. You can edit the name of your categories (U-05 to 5U for example) and you can edit the birthdate ranges (if for example, you allow for a 2-year age range on each category). Select the trash can next to an age category if you do not have that age group for all genders, you can also add additional age groups/folders at the bottom. All of the age categories will be created for each gender you selected so if you selected Boys, Girls, and Coed - every age will show available for those genders. You can delete any age groups after the folders are created for a specific gender (see Step 4).



When you've applied all of your settings in the Tree Builder, click Create.

4. You can see the folder structure now created for your player age/gender categories. If there are age groups that are not available for a specific gender, you can delete that specific folder before opening the category. For example, you do offer 4U Girls but do not offer 4U boys, you can delete the 4U Boys folder. To do so, select that folder in your folder tree, then navigate to the Main Menu, select Edit > Delete Folder / Team, then click Delete.





- Next, you'll need to add a Coach Pool folder to your event for coaches to register. Select the top folder of the new event you just created in your folder tree (in this example, "2019 Spring Recreational"), then click "Add Folder".



- Title the folder "Coach Pool" and click Create.
- You will now see the Coach Pool folder under your event along with the Boys/Girls folders.
- Move (drag and drop) all of the gender and/or age group folders into the Coach Pool folder. Moving all of your gender and age categories into the Coach Pool allows your coaches to register one time and be assigned to all teams underneath it. Your Coach Pool folder should be directly under the registration event level and above all gender/age group folders.



After your folder structure is created (by copying or creating new), you can open up the registration event. Follow the steps below to open your Family (player) first and then your Coach event.

### **Create Registration Event (this includes whether you copied your folder structure or set up a new folder structure)**

- Make potential adjustments to the registration form* - There are a handful of ways to make small editing adjustments to the same form you used for Fall registration or set a copied/new form for the Spring season. You'll want to make sure those and any other form adjustments are squared away BEFORE you open registration. [CLICK HERE TO VIEW HOW YOU CAN UPDATE YOUR REGISTRATION FORM.](#)
  - This step would apply to both player and coach registration forms.



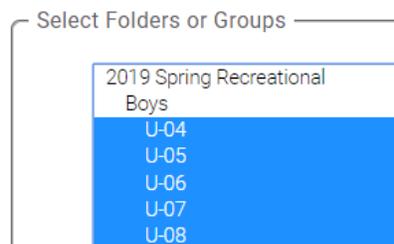
2. *Copy existing Registration Confirmation Email and/or Success Page information* - if you have a customized registration confirmation email and/or success page in your current Fall event, you can copy that content into a Word document so you are prepared to include it in this new Spring event. To access that current information, select your Fall event in the folder tree, select the Registrants tab, click the Edit button for the Confirmation Email/Success page.

Confirmation Email/Success Page  
 Email Added  
 Page Added



Copy the information into a Word Document so you can paste it into your new Spring event (Step 14). Follow the same steps and select the Coaches tab to copy your registration email/success page content for coaches.

3. To open your new Spring event, select the new event in your folder tree.
4. In the Main Menu bar, navigate to Registration > Administration > Registrant > Open/Create
5. Fill out the Registration Event settings - add "Players" to the end of your event title to distinguish between your events, apply your registration form, seasonal year, select YES to share data to the association, input registration contact name/email, financial information and additional settings. Then click Next.
6. Select the Event Type (if applicable) then click Next.
7. Select the categories you want players to register to (hold down the CTRL button to select multiples). Select the age categories 4U, 5U, 6U etc. You do NOT need to select the gender folders as players will not register to the gender but a specific age category.



Click Next.

8. Enter Registration Event fees, dates and settings. Be sure to set a Member Type to be applied to your players. These settings will apply to all of your categories. If you have different settings for different categories, you will be able to edit individual categories on the next screen. For example, if you have different base fees for different age groups, apply a base fee that majority of your age groups will have, then you can edit categories to apply another fee. Click Next.
9. Here you can edit settings for individual categories, apply different member types and update the names of the categories. To edit an individual category, for example, to change the base fee for that specific age group, select the Edit button next to the category.



Change the settings specific to that category, click Update, then repeat the process for any others.



If you are changing your Category Names or Member Types, you can make those changes directly on the screen, then click Update at the bottom to save. When you've finished your category updates, click Next.

10. Set any family discounts if applicable.
11. On the next screen, you can customize a printable registration form or apply the Iowa Medical Release form if needed for your event.

**Open Registration for 2019 Spring Recreational**  
Customize Printable Registration Forms

Printable Forms

Send printable form with email confirmation?:  Yes  No

Title: 2019 Spring Recreational

Custom Form: IOWAMedicalPDF ▼

Instructions for Printed Forms:

12. Apply any club specific waivers to your event by dragging them from available to selected. Click Next.
13. Add a coupon to the event by dragging it from Available to the Event Coupons section. Click Next.
14. Customize the registration confirmation email and success page if you wish, or paste the content from your previous Fall event. Click Update to save any changes, then click Next. You can always edit this information after the registration is open if needed.
15. If you're collecting payments by check, you can populate your organization information or fill in the information so registrants know where to send checks.
16. Click Next on the Game Day Rosters screen, this applies to leagues only.
17. Verify the information on the Registration Summary page, then click "Create Registration Event" to complete the setup. A green calendar icon will now show for your registration event



18. After the Family (player) event is created, you can now open a Coach registration event. Select your top event level folder, then navigate to Registration > Administration > Coach > Open/Create and follow through the steps to create your Coach registration.
19. Add "Coaches" to the title of your event name to distinguish this Coach event from your player event, apply the coach registration form, seasonal year, make sure sharing data to the association is set to YES (mandatory for background checks to be run), add the registration contact name and email, leave the Background Check Provider as "No Backgrounds" and Instant Background Checks to OFF. Because background checks are run by the state, you do have background check settings in the club system.

Select Instant Background Check Provider: \* No Backgrounds ▼

Use Instant Background Checks: \*  No  Yes

20. When you are selecting the category for coaches to register to, be sure to select the Coach Pool folder ONLY. This will allow your coaches to register one time and be assigned to all teams in the event.



21. Continue through the coach event settings, add open/close dates, etc. It is suggested to have Auto-Confirmation for your coaches set to OFF so you can control what coaches are confirmed and sent to the state for a background check. Once a coach is confirmed and a background check is run, you will incur the state fee for that coach.
22. You can apply a registration printable form for your coaches, club specific waivers for coaches, and a customized registration email and success page.
23. When all of your settings are verified, click Create Registration Event on the last page.

*Post the registration link to your site – **At minimum, you must post the Coach Registration for all new Spring season coaches who must complete the online registration and background check authorization. If you collect your player’s registration through another method other than U.S. Soccer Connect, you must still post at least the Coach Registration.*** Go to the Website Builder button on the top white menu bar to open your website editing/publishing tools. If an existing registration event was posted, you may select the pencil icon to the right to edit the displaying events (remember the open registration events will only show as available to you on the actual open date - if it is set for the future, you will not see the registration in the OPEN box). If you are using a new page or deleted previous widgets, you’ll need to drag and drop the Registration Widget onto the page you wish to post the Register Now button. Drag and drop the event you’ve opened to the right side ‘Selected Registration Events’ to prepare for display. You can add a description to the registration link. Again, this action step would be applicable for both the player and coach registration.

Create teams and manage rosters just as you did in the Fall season. More information on how to create teams, assign players, and coaches can be found [here](#).