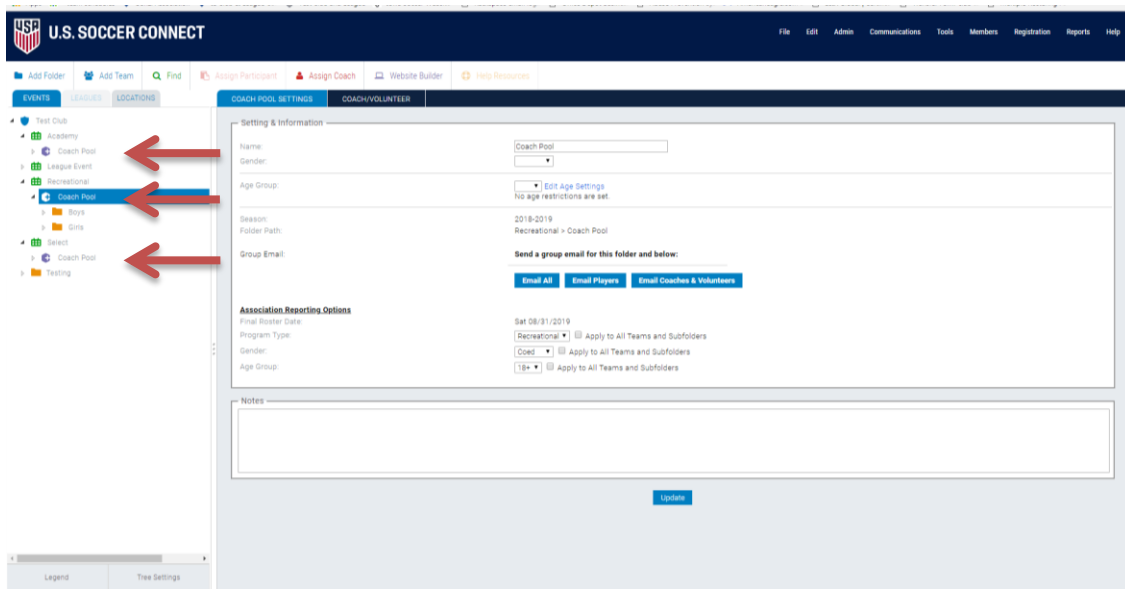




REQUIRED Coach Registration Set Up

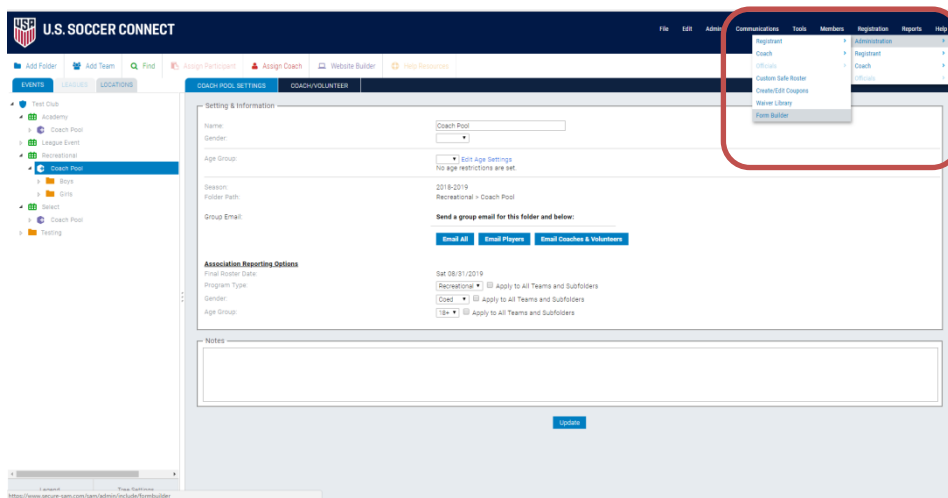
Using the pre-loaded folder set up from US Soccer Connect

Step 1 - Choose the COACH POOL folder on the left side of the screen if these folders have been set up for you. A COACH POOL folder is available for every program.



Step 2 – If you want to ADD questions, outside of the state required information, then you may add these by completing the steps 2a through 2d. If you do not need to add any additional questions or fields, please skip to step 3.

2a. To access the forms used for all registration events, select Registration > Administration > Form Builder.



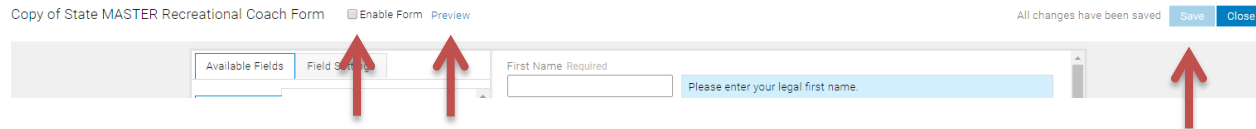


2b. Click on the form name (should be blue hyperlink) to open the form to begin adding fields.

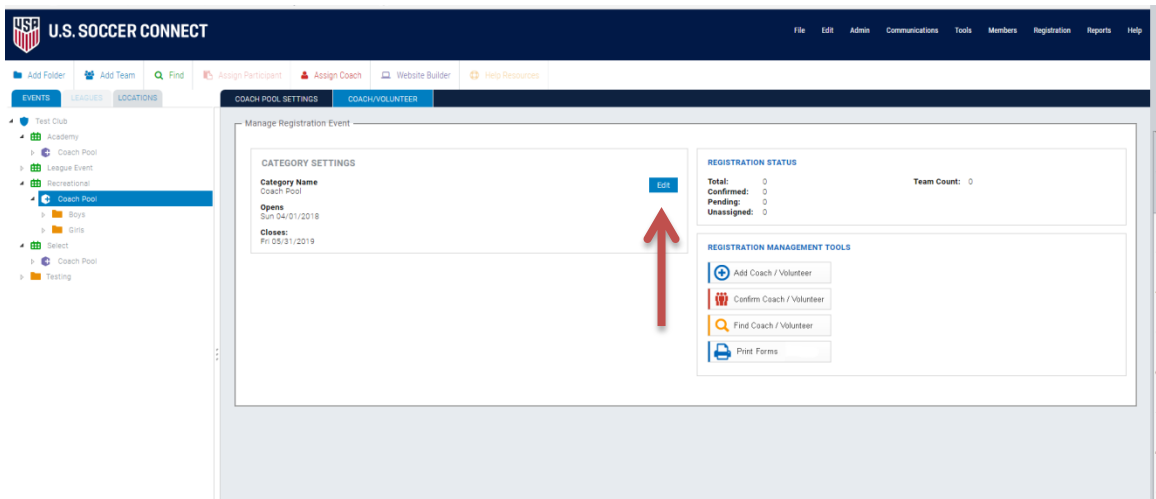
REMINDER – YOU SHOULD NOT REMOVE ANY OF THESE FIELDS. Iowa Soccer needs all of the fields in these forms. You can only add.

2c. Click on the type of question you are looking to add from the first 5 tabs in the 'Available Fields' section and/or click on the Custom tab to add your own.

2d. You can preview the form by clicking the blue hyperlink PREVIEW text at the top. Once you are satisfied and completed, click SAVE and click the 'Enable Form' checkbox.



Step 3 – Click on the purple COACH POOL in your folder tree on left side of screen. Then click the COACH/VOLUNTEER tab and the blue EDIT button in the category settings.



Step 4 – Setting the basics of your coach registration.

4a. Determine if the registration is currently open

4b. Edit the title (i.e. you can insert the program if you'd like "Rec Coach Pool")

4c. Registration Open and Close Date – this is a free registration. Consider keeping it open through the first weekend of games to easily register last

minute coaches.

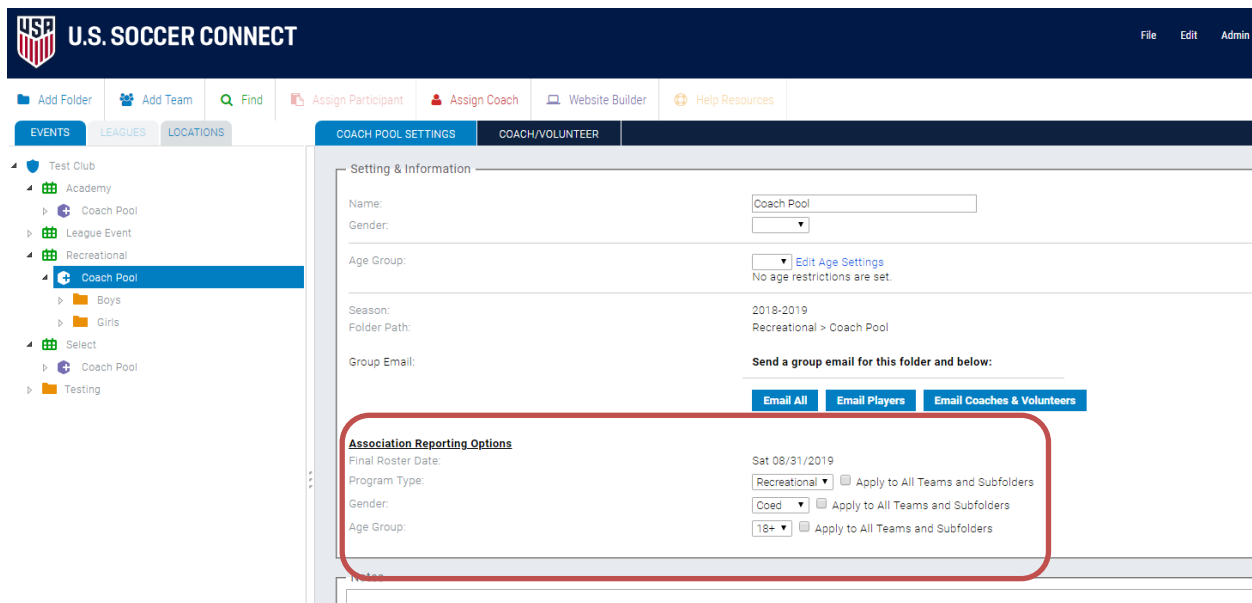
4d. Max participants – unless you have a set number of coaches you need/want, make the number '9999'

4e. Auto-confirmation ****IMPORTANT**** - Iowa Soccer will run a background check for every confirmed coach, therefore you will be charged the coach fee for each coach confirmed. Suggestion – turn the auto-confirm to OFF, and then only confirm those that you intend on assigning to a team and want to ensure get the background check ran.

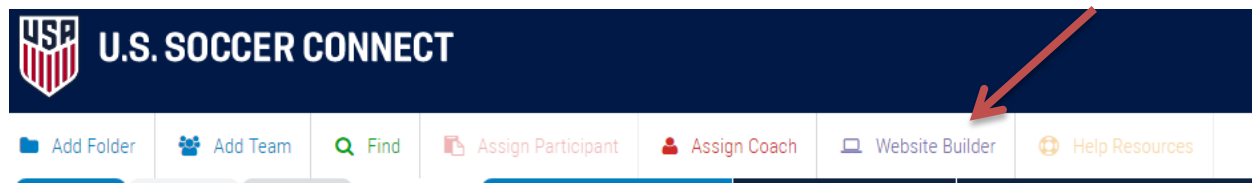
4f. 'Hide' questions – these are entirely up to your desire on what information you want to show.

4g. Click UPDATE

Step 5 – Confirm Association Reporting Options are checked by clicking back on purple COACH POOL in folder tree and viewing the 'Association Reporting Options' information in the middle of the page.



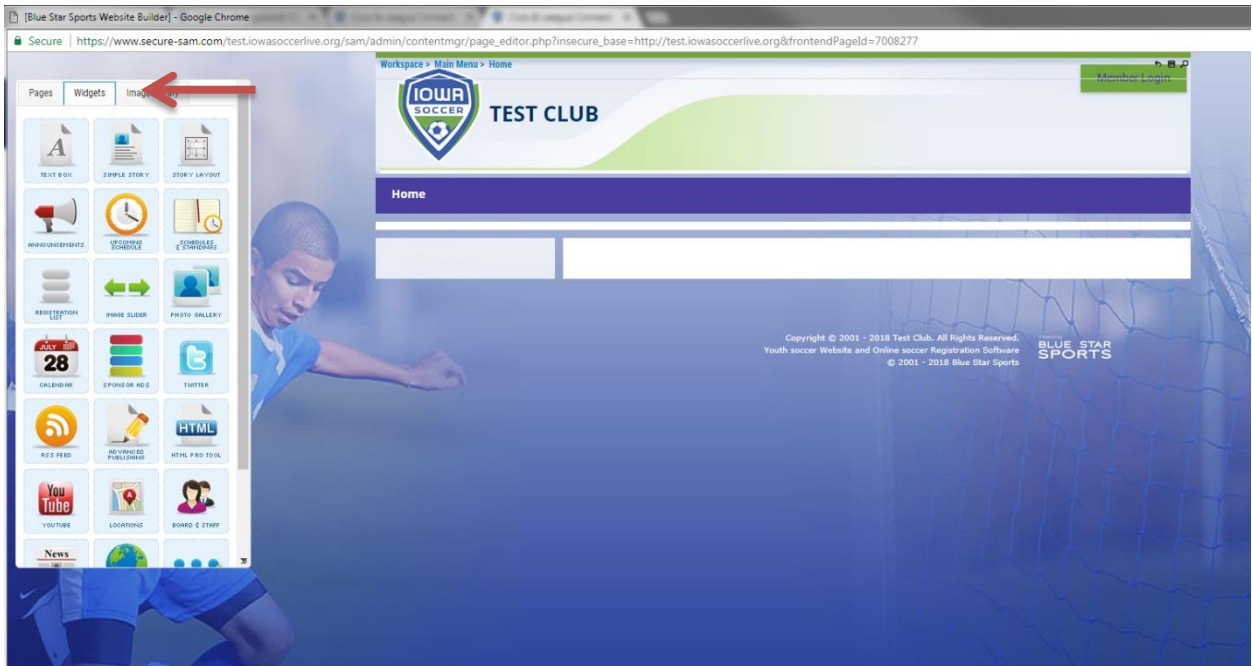
Step 6 – Posting your coach registration and required disclosure to your webpage by clicking on the Website Builder icon on the white menu bar





6a. 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.)

6b. Double click on the page under Main Menu folder you want to post the coach registration to, and then click the Widgets tab.



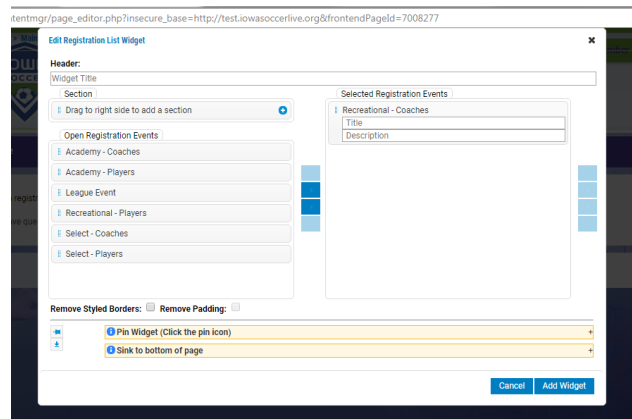
6c. Click and drag the REGISTRATION LIST widget (third row, first column) to one of the page sections to the right. You'll see a light yellow box show in areas that you are permitted to drop this 'widget' into. Release the click and a pop up menu will appear.

6d. Add a Header if you desire (i.e. Coach Registrations and Disclosures)

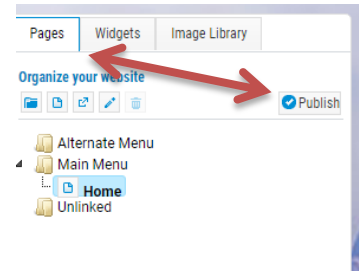
6e. Drag any and all events that are open and available to register from the left 'Open Registration Events' box to 'Selected Registration Events'. Add a title or description as you desire.

6f. Click bottom right corner blue button 'Add Widget'

6g. Feel free to add text boxes, story, etc to this page to either further explain club information, provide additional inks, etc.



6h. Once satisfied with style of page, select the PAGES tab and click the Publish button.



6i. Visit your club's registration page (i.e. clubdomain.iowasoccerlive.org) to check out the final look of your coach registration event. Then ensure this link is available to your coaches for their registration for each seasonal year; either through your club website or via an email you send out to your membership to get coaches ready to go for the season.

