

**Online Registration Set Up
Checklist **New Season Items****

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.

The comments in red are the items that will need to be updated when you turn on-line registration on for a new season. (Important note- You must make sure that you are in the new season in the left hand navigation to see the settings for this particular season.)

√ **LEFT NAVIGATION**

SUB TABS

League Level	Establish Play Levels <ul style="list-style-type: none"> - Leagues/find/edit/delete - Registration/Play Levels OK
League Level	Configure Seasons <ul style="list-style-type: none"> - Leagues/find/edit/delete - Registration/Season/[+] New season must be opened up and Play Levels and Age Groups need to be defined for this new season
Club Level	Club Config/Club Info Tab Create a Domain URL – this should be placed on the clubs website which OK
Club Level	Payment Tab <ul style="list-style-type: none"> - Check type of payments offered. - If accepting credit cards check use default merchant settings OK
Club Level	Billing Tab Enter the billing information that will appear on the Online Registration receipt. OK
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. - Check – Show on Public Registration - Check – Requires Payment - Check – Show Application Types – “Coach” “Player” - Click Update Note: You will need to Assign PDF/ELA once these have been created. – This step must also be done at the club level.

Teaming Technology with Sports

	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. OK
--	------------	---



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 from the drop down menus then enter the deposit for each age group and play level – click “update payment plan” when completed.
	Club Level	Registration/Fields The drop down menu provides a list of all the screens that appear during Online Registration. <ul style="list-style-type: none"> - Update and Edit Screen Text - Hide, Show or Require specific items for Online Registration. Recommend that you contact Affinity Sports for further instructions on this area. Any content that you have customized will carry over. You may want to update text in this area for new season. OK
	Club Level	Registration/Billing Tab <ul style="list-style-type: none"> - Enter the clubs billing/ mailing address. This will be included on the registration receipt for mailing check payments. OK
	Club Level	Registration/Billing/Donation Tab <ul style="list-style-type: none"> - Provide Donation Title - Provide brief Donation Description - Create and Add Options - Click “Add Donation to Payment Screen” OK

Teaming Technology with Sports

Club Level	<p>Registration/Billing/Payment Tab</p> <ul style="list-style-type: none"> - Check the type of payments accepted for Online Registration. - If you elect to accept credit cards check Use default merchant account settings should be checked. - Click update when finished OK
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 OK

√ **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) OK
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. OK
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 Registration process. <p>Note: PDF Forms must be assigned under the Season Tab Must be reassigned for new season</p>
Club Level	<p>Club Config/Content/ELA's</p> <ul style="list-style-type: none"> - Create Electronic Legal Agreements - Enter Document Description - Enter Document Text - Check Registration ELA - Click Add Document <p>Note: ELA's must be assigned under the Season Tab Must be reassigned for new season</p>
Club Level	<p>Assigning Forms/ELA's</p> <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. OK
--	------------	---