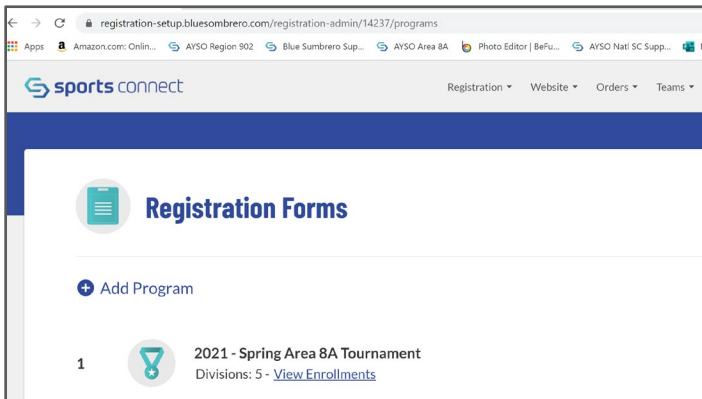# Season Registration Setup

1. **Navigate to your Region's website, and login to the system by clicking the "Login" button.**
2. **Enter your username and password. Click "Enter".**
3. **The system should take you to the Registration Forms page. To create a new program, click "Add Program".**

4. **Select the Registration Type: To setup a regular AYSO Core season, you should select "One-Step Registration Process" by clicking on the "Select" button beneath this option.**
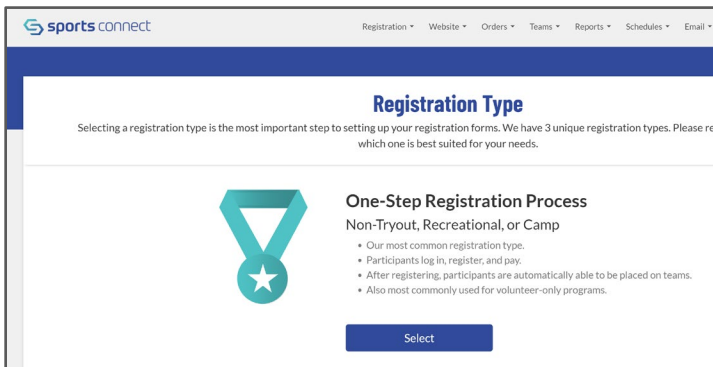
5. **Complete your Program Settings:**
   a. **Activity: Click on "Soccer" and click the "Save & Continue" button**
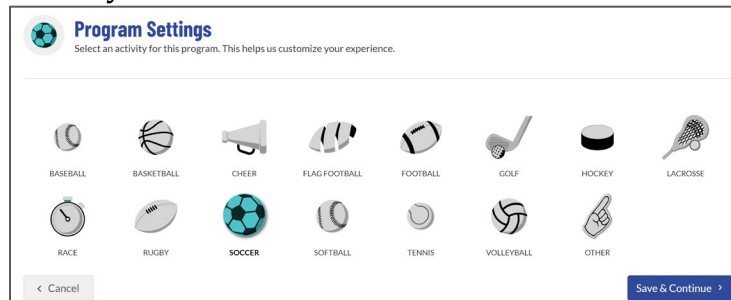
b. **Input the basic information for your Program:**

    i. **Program Name:** Enter a basic name for your program. For example, for Fall 2021, the name could be "2021 Fall Core"

    ii. **Activity Type:** Soccer (This should already be selected from the prior step.)

    iii. **National Affiliation:** Select "AYSO" from the drop down list

    iv. **Section:** Select "Section 08 Michigan & Indiana"

    v. **Area:** Select "Area 8A"

    vi. **Region:** Select your Region from the drop down list

    vii. **Season:** Select the Membership Year in which this new Program will fall

    viii. **Play Level:** Select "Core" for your basic Fall or Spring program setup

c. **Input a Program Description in the text box, so that your registrants have a basic idea about the Program they are selecting. Once done entering in your Program Description, click the "Save & Continue" button.**

Enter "Division Settings" Information

As a default, the Sports Connect system is setup so that all divisions – from Playground through 19U - are automatically created for both genders – Boys & Girls. The divisions are currently setup in 1-year increments, i.e. 13U Boys, 14U Boys, etc.

1. **Eliminate the Age Divisions you do not want to use for your Program.** For example, if your Region has divisions that go in 2-year increments, at least for the younger ages, you may want to eliminate the "09U – Boys" and "09U – Girls" divisions.

   To get rid of an Age Division, you need to archive the Division, so that it is eliminated from your list. To archive an unwanted Division, click the "Archive" icon button on the line of the Division you want to eliminate.

   Archive all unwanted Divisions before you move on to the next setup step.

   NOTE: For those Age Divisions in which your Region will have Coed teams instead of separate Boys' and Girls' teams, you can eliminate one of the prepopulated Age Divisions. For example, if your 06U program is Coed, you should Archive either the "06U – Boys" division or the "06U – Girls" division, as only one Division is needed for this age group.

2. **Setup the Specific Details for every active Age Division on your List.**
   a. **Begin by setting up the Basic Division information for each Division on your list. For example, to setup the "10U – Boys" division, click on the Pencil icon to the right of the "10U – Boys" title.**

Update all the displayed fields for each division. For the "10U – Boys" division, you would update the following fields:

i. **Division Name:** The prepopulated name will default in this field. If you want to change the name, you can do that here.

ii. **Price:** Enter the Regional Registration Fee (not including the AYSO National Membership Fee or the Sports Connect Transaction Fee) for this Age Division

iii. **Gender:** Select the Gender from the drop-down list – Male, Female, or Coed

iv. **Registration Dates & Times:**
   a. **Open Date:** The date you want your registration to open for this Program/Season
   b. **Open Time:** Will default to 12:01 AM. Change it or leave it as you prefer
   c. **Close Date:** The date you want your registration to close for this Season
   d. **Close Time:** Will default to 11:59 PM. Change it or leave it as you prefer.

v. **Season Dates:**
   a. **Start Date:** The date the first official activity will begin for this Season. This is usually the 1st day of official practices for the season.
   b. **End Date:** The date the last official activity will take place for this Season. This is usually the last game of the season and does not include extra play, such as tournaments.

vi. **Age Range:**
   a. **Oldest Birthday:** The oldest birthday a player can have to be eligible for this Age Division based on the player's birth year. The oldest birthday will be the 1st day (Jan 1) of the oldest birth year that qualifies for this Age Division. For 10U in Membership Year 2021, the date would be 1/1/2012.
   b. **Youngest Birthday:** The youngest birthday a player can have to be eligible for this Age Division based on the player's birth year. The youngest birthday will be the last day (12/31) of the youngest birth year that qualifies for this Age Division for all divisions from 6U – 19U. For 10U in Membership Year 2021, the date would be 12/31/2013.

Once all the Basic Information has been updated, click on the Blue Checkbox icon to save the updated information.

b. Update the Advanced Information for each Age Division.

There are three (3) tabs under the Advanced Information settings:

i. **Registration Details: Here you can update the Maximum Number of Participants for each division as well as you can input a Division Description specific to each division. In addition, you can also designate whether or not you want to turn on a Waitlist for each Division. This may be desirable if you have hit the maximum player count allowed for a particular division, but you still have a couple weeks before registration closes. Turning on the Waitlist allows players to continue "soft" registering for the division without paying fees and allows you to see how many players will register for that division. If you change any information, click the "Save" button to save your updates.**

ii. **Discounts & Fees: Here you can update the Early Bird Discount or Late Fee you charge by division. You can also setup custom fees or discounts for each division. If you don't offer any, you can skip this tab.**

iii. **Payment Options: Here you can select whether you will accept payment plans for each specific division. The default is set to "No". If you don't accept payment plans, you do not need to change this tab.**