

How to Set Up a General / Non-Team Volunteer Registration in Sports Connect

Leagues can collect volunteer registrations for roles like board members, concession workers, umpires, scorekeepers, etc., by creating a separate division within an existing program. This division will be visible only to volunteers—not players—when set up correctly.

1. Create a New Division for Volunteers

Navigate to the admin toolbar and select **Registration >> Registration Forms.**

- Locate the program(s) in which you'd like to add non-team staff volunteers.
- Click the edit pencil and go to Step 2 Division Settings.
- Click the "Copy" icon next to any division within your program. It does not matter which division.
- Name the division something like:
 - Board Members
 - General Volunteers
 - Non-Team Staff
 - Concession Workers & Helpers
 - Umpires / Scorekeepers
 - League Volunteers (Non-Team Specific)

2. Adjust Division Settings

Only a few settings are important for this type of division:

Registration Dates

- Set Registration Dates to "Closed" (past dates) to ensure players cannot register for this division.
- Volunteers can still register if the Season Dates are active (explained below).

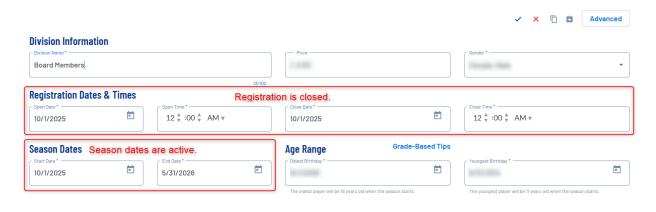
Season Dates

 Make sure the season is currently active or upcoming so volunteers can see the division available during registration.

Ignore These Fields (Not Required for Volunteer Divisions):

- Price
- Gender
- Age Range

These settings only apply to player registration. Players will not see or access this division as long as registration dates are closed.



3. Add Non-Team Staff Roles to your Program

- Navigate to **Step 5 Team Staff** within your program.
- Click Add Team Staff Position >> Custom Position.
- Name the position and click Save.
- Make any desired edits to the volunteer registration form and click Save.

4. How It Appears to Volunteers

- When a volunteer goes to register and is prompted to select a division, they will see options like **Board Member**, **General Volunteer**, or whichever name you've used.
- They will select this instead of a player division (Tee Ball, Minors, Majors, etc.).
- Players will not see this option at all, assuming registration dates are closed.

5. Final Check

Before making it live, confirm:

- Registration is closed for this division (prevents players from accessing it).
- Season dates are active (allows volunteers to see it).
- Specific roles have been added in Step 5.