



## 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.

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### 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)**
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### 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.**

✓ ✗ 📄 📱 Advanced

**Division Information**

Division Name \*

Board Members

Price

Gender \*

15/100

**Registration Dates & Times**

Registration is closed.

Open Date \*

10/1/2025

Open Time \*

12 :00 AM

Close Date \*

10/1/2025

Close Time \*

12 :00 AM

**Season Dates**

Season dates are active.

Start Date \*

10/1/2025

End Date \*

5/31/2026

**Age Range**

Oldest Birthday \*

Youngest Birthday \*

Grade-Based Tips

The oldest player will be 16 years old when the season starts.

The youngest player will be 11 years old when the season starts.

### 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.
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#### 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.