

How to Set Up Registration Programs for the New Age Group Mandates

As you are setting up your registration programs for next year, 2016/2017, there is a new setting you need to set so that your players are entered into the correct age groups based on the new calendar year mandates.

On the Program Setup Tab

Under General Program Information

You need to set the "Age Group Method" to "Calendar Year"

The screenshot shows the GotSoccer website interface. The top navigation bar includes 'GotSport.com' and 'Directors - Club'. Below this is a menu with 'Home', 'Website', 'State (RI)', 'Club', 'Referees', 'Registrar', 'Training', 'League', and 'Tournament'. A secondary menu includes 'Management', 'Coaches', 'Team Officials', 'Teams', 'Players', 'Programs', and 'Help'. A third menu includes 'List Programs', 'Program Registrations', 'Email Participants', and 'Report'.

The main content area is titled 'Program Setup' and is divided into two columns. The left column contains 'General Program Information' and 'Certification/Tryout Course Options'. The right column contains 'Registration Form Access'.

In the 'General Program Information' section, the following fields are visible:

- Program Name: [Text Input]
- Description: [Text Area]
- Seasonal Year: 16/17 (dropdown)
- Age Group Method: Calendar Year (dropdown, highlighted in red)
- Start/End Dates: 8/1/2016 - 7/31/2017 (date pickers)
- Accounting Code: [Text Input] (optional)

The 'Certification/Tryout Course Options' section includes:

- Official Certification Course
- Certification Level: [Dropdown]
- Certification Expiration Date: [Text Input]
- [Certificate Layout...](#)

The 'Registration Form Access' section is organized into categories with checkboxes:

- Players**
 - Player Registration Open
 - Allow Player Easy Register (no-login, simplified form for existing club members)
 - ODP Program
 - State Roster Registration Pool
- Coaches**
 - Coach Registration Open
- Manager/Team Officials**
 - Team Official Registration Open
- Referees**
 - Referee Registration Open
- Background Checks (Coaches, Team Officials, Referees)**
 - Attach Risk Management Form with Registration
- Program Completion**
 - Mark New Online Form Submissions as Complete
- Contact Information**
 - Publish Club Admin Contact Info
- Invitation / Registration Prerequisite**

This is for all programs in the 2016/2017 Seasonal Year or Programs with a start date of August 1, 2016 or later. I am going to request that GotSoccer set Calendar Year as the default for the start of the 2016/2017 Soccer Year. This probably won't be done until then.

Please let me know if you need any assistance with this new setting.