



**U.S. SOCCER
CONNECT**

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2019/2020 New Seasonal Year Registration Process How To Guide: Player Registration Event

B-Player Registration, see [Club User Guide](#) for reference

1. Use the Club Connect Admin URL (yourclubconnect.epysalive.org/sam)
2. Click on 2019-2020 Travel Registration
3. Click Registration on top menu<Administration<Registrant<Open/Create
4. On next page titled Open Registration for 2019/2020 Travel Registration, add “Player” to end of title “2019-2020 Travel Registration”

Open Registration for 2019/2020 Travel Registration
Select Registration Event Title and Form

Instructions:
This is the first step for opening online registration. Enter a name for your registration event, for example "Fall Recreational Program for Players Age 5-8". The title below will appear to your members on your web site. Select the settings for your event by answering the questions and making selections below. When you're finished, click NEXT.

Registration Event Settings

Title: *	<input type="text" value="2019/2020 Travel Registration Player"/>
Event Type: *	<input checked="" type="radio"/> All <input type="radio"/> Tournament <input type="radio"/> League
Registration Form (6): *	<input type="text" value="Copy of Player Registration - EPYSA MASTER FORM_7629"/> Preview
Season: *	<input type="text" value="2019-2020"/>
Share registration data with your association: *	<input type="radio"/> No <input checked="" type="radio"/> Yes
Registration Contact Name: *	<input type="text" value="Club Admin"/>
Registration Contact Email: *	<input type="text" value="clubadmin@clubadmin.com"/> Notification Settings

The registration contact can receive email notifications with every new registration. For leagues and tournaments, the registration contact name and email appears in the League & Tournament Directory.

Financials *

5. Select form Player Registration EPYSA Master Form
6. Select 2019/2020 season
7. Under “Share Registration Data with Your Association”, Select Yes
8. Enter Registration Contact (Admin contact)
9. Enter Registration Contact email

Financial section-----

Financials *

Merchant Account: *	<input type="text" value="DO NOT USE"/>
Does this event have fees associated with it? *	<input checked="" type="radio"/> No <input type="radio"/> Yes
Does this event collect fees by check? *	<input checked="" type="radio"/> No <input type="radio"/> Yes
Does this event collect fees by ACH/eCheck? *	<input checked="" type="radio"/> No <input type="radio"/> Yes
Does this event collect fees by credit card? *	<input checked="" type="radio"/> No <input type="radio"/> Yes

Advanced *



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10. Select Stack Pay if you are processing payments, Select No Merchants if you are not processing with Stack Pay. All answers are no, if you are not processing.

AdvancedSettings-----

Advanced *	
Require Team Code: *	<input type="radio"/> No <input type="radio"/> Yes
Require Registrant Login: *	<input type="radio"/> No <input checked="" type="radio"/> Yes
Do you want to use a tryout-style registration event? *	<input type="radio"/> No <input type="radio"/> Yes
Does this event allow payment plans? *	<input type="radio"/> No <input type="radio"/> Yes
Use Auto Roster? *	<input type="radio"/> No <input checked="" type="radio"/> Yes
Turn Off Auto-Roster As of Date: *	<input type="text" value="08/31/2020"/>
Auto generate jersey numbers as players are rostered? *	<input type="radio"/> No <input type="radio"/> Yes
Enable Uniform Colors? *	<input type="radio"/> No <input type="radio"/> Yes
Invite game day players to Team Connect? *	<input type="radio"/> No <input type="radio"/> Yes

11. Answer No to all advanced settings except Auto Roster & Registrant Login (will help with other functions later)
12. Click "Next"
13. Under page title "Event Types", select one and move it to the right column-depending on competition type (if this a travel player registration event, select travel, etc.) Click Next.
14. Under page title "Open Registration...", select Girls and Boys or Female and Male (must be highlighted before moving on, use Ctrl key to highlight multiple lines)
15. Click Next

RegistrationEventSettings-----

Registration Event Settings	
Registration Opens:	<input type="text" value="05/01/2019"/> at 12:01am
Registration Closes:	<input type="text" value="08/31/2020"/> at 11:59pm
Max. Participants:	<input type="text" value="9999"/>
Member Type:	<input type="text" value="Travel"/>
Enable Waitlist:	<input type="radio"/> No <input type="radio"/> Yes
Auto-Confirmation:	<input type="radio"/> Off <input type="radio"/> On
Hide Registration Open/Close Dates:	<input type="radio"/> No <input checked="" type="radio"/> Yes
Hide Base Fees:	<input type="radio"/> No <input checked="" type="radio"/> Yes
Hide Categories When Closed:	<input type="radio"/> No <input type="radio"/> Yes
Hide Age Group Information:	<input type="radio"/> No <input type="radio"/> Yes
<input type="button" value="Back"/> <input type="button" value="Next"/>	
New Fee / Discount	
Type:	<input type="text" value="Late Fee"/>
Begins:	<input type="text"/>
Ends:	<input type="text"/>
Amount:	\$ <input type="text"/> <input type="text"/>
<input type="button" value="Add"/>	

16. Set registration dates (today's date – August 31, 2020)
17. Set 9999 for no max on participants
18. Under "Auto Confirmation", select Off unless you are collecting payments through Stack Pay
19. Under "Hide Registration Open/Close Dates", select Yes
20. Under "Hide Base Fees", select Yes
21. Under "Hide Categories When Closed", select No



22. Under "Hide Age Group Info", select No
23. Skip New Fee/Discount if you are not collecting payment with Stack Pay
24. Click Next

OpenRegistration-----

Open Registration for 2019/2020 Travel Registration
Edit Settings for Individual Registration Categories
Instructions:
To edit settings for an individual registration category, click on the category name listed below. You will be taken to the Registration Edit page where you may make changes to registration settings or add late fees and discounts. If you do not wish to edit any settings, click the NEXT button.

Registration categories names that are highlighted RED are missing information and must be completed before you can proceed.

Edit Categories

Category Name	Member Type	Edit
Boys	Travel ▼	Edit
Girls	Travel ▼	Edit

<-Back Update Next->

If Edit appears **Red**, you will need to edit these items before proceeding

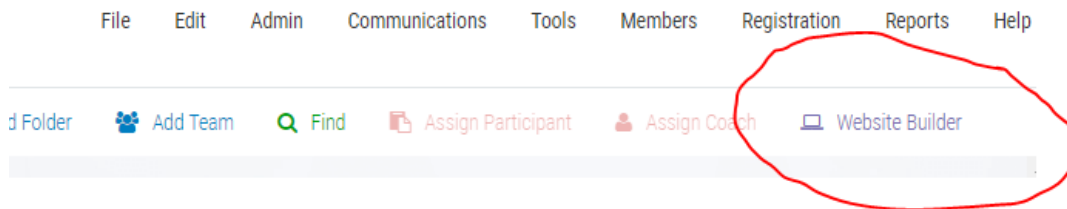
Once Edit appears **Blue**, you can proceed by clicking Next

25. Page titled Printable Forms will appear, you can select a printable form to use if desired. No printable forms are required by Eastern Pennsylvania Youth Soccer. Select Next
26. Under "Select Waivers", click Next. *Unless you want to add an additional club specific waiver, Eastern Pennsylvania created the waiver and passed down to each club*
27. Under "Coupons", select Next
28. You can customize a confirmation and success email that registrant will receive then select Next.
29. Do not enable Game Day Rosters. Once registered to a league, you will be able to print Game Day Rosters from your Club Connect site.
30. On next page, "Open Registration 2019-2020 Travel Registration" select Create Registration.
You will get a success pop-up message, click OK. You will see the event colored **Blue** in the folder tree.



To Publish Player Registration

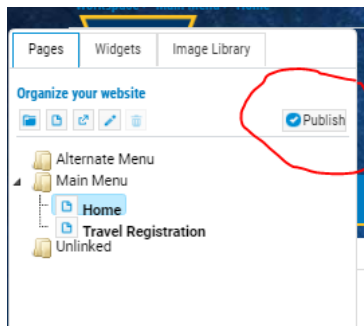
1. Use your Club Connect Admin URL, select Website Builder in action bar



2. A tool box will appear on the left side of your screen. Click on the “Widget” tab
3. Click on the Registration List Widget, drag it over to your Club Connect site, drop it when a yellow highlighted box appears.



4. Another page will appear titled “Edit Registration List Widget”, move the 2019-2020 Travel Registration Player form (you created this form in the Set Up Registration steps) to the right side of screen.
5. Click Add Widget
6. Return to Pages tab on tool box (see image above)
7. Click Publish on Pages tool box



Your Player Registration link will be live on your Club Connect URL site. Share the URL with families for registration.