

**Online Registration Set Up
Checklist**

You can configure your League/Club at the “League” level – however it is recommended even if you only have one club that you configure at the “Club” level for Online Registration. When a League is created the system automatically creates a club with the same name. All Leagues or Clubs are required to contact their Association or Affinity Soccer to review your review your configurations and activate your domain URL.

LEFT NAVIGATION

SUB TABS

League Level	<p>Establish Play Levels</p> <ul style="list-style-type: none"> - Leagues/find/edit/delete - Registration/Play Level - Create other User Accounts for your league (User, LR Assistant, ETC.) <p>Note: To establish different fees for the same ages within the same play type you must create multiple play levels. Example: Play Type Competitive – Play Levels – Red, White Blue.</p>
League Level	<p>Configure Seasons</p> <ul style="list-style-type: none"> - Leagues/find/edit/delete - Registration/Season/[+] - Check All Play Levels - Check All Age Groups - Check – Show on Public Registration - Check – Requires Payment - Check Yes/No for Auto Accepting Player - Check Player and/or Coach - Enter Activate date and Deactivate Date - Enter Registration Late Date <p>Note: All Play Levels and Age Groups must be checked at this level. Customization is done at the Club Level.</p>

League Level	<p>League Config/Payment</p> <ul style="list-style-type: none"> ✓ Configure Credit Cards Check Card Types (Note: Affinity Sports offers Visa, MC, Discover and AmEx) Note: Fees and Fixed Fees should be set at [0] unless these are being passed on to the consumer. If so, enter the credit card fee 3.5% and 0 for a fixed fee. Admin and User should be checked for only the cards that you accept. Check Active and Auto Set UP – do not check make public or Hide ✓ Configure Electronic Check – Fees and Fixed Fees should be set at [0] unless these are being passed on to the consumer. If so, enter the credit card fee 2.0% and 0 for a fixed fee. Check Active and Auto Set Up – do not check make public or Hide ✓ Configure Manual Payments. Select Payment Types Check Admin for all Types – Check user for only those that you want to offer Online – Cashiers, Check or Money Order. Check Active and Auto Set UP – do not check make public or Hide
	<p>Club Config/Club Info Tab Create a Domain URL – this should be placed on the clubs website which</p>
Club Level	<p>Billing Tab Enter the billing information that will appear on the Online Registration receipt.</p>
Club Level	<p>Registration/Season Tab [+]</p> <ul style="list-style-type: none"> - Check the play types and each age group that applies to the play types. - Check – Show on Public Registration - Check – Requires Payment - Check – Show Application Types – “Coach” “Player” - Click Update <p>Note: You will need to Assign PDF/ELA once these have been created.</p>

Club Level	<p>Registration/Custom Fields</p> <ul style="list-style-type: none"> - Create Field Title - Select Field Type – Note: If Text Box is selected you must enter a field size. - Create Option Text and click add until all options are created. - Check apply to and determine if this will be a required field.
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LEFT NAVIGATION

SUB TABS

Club Level	<p>Registration/Fees Tab</p> <ul style="list-style-type: none"> - Select “Registration” from the New Fee Type drop down menu - If all age groups and/or all play levels are priced equally check both boxes and enter the fee in the first age group field. This will auto populate all the remaining fields. - If fees vary for each age group or play level enter the fee into each field. - Click Create Fee when completed - To set up payment plans; Select from Edit Fee Type drop down menu the fee type created. - Select Pay Period and Max # Installments from the drop down menus then enter the deposit for each age group and play level – click “update payment plan” when completed. <p>Note: If you create a Registration Late Fee you must put a registration late fee date in the League/Club Season Grid.</p>
Club Level	<p>Registration/Fields</p> <p>The drop down menu provides a list of all the screens that appear during Online Registration.</p> <ul style="list-style-type: none"> - Update and Edit Screen Text - Hide, Show or Require specific items for Online Registration.



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	Recommend that you contact Affinity Sports for further instructions on this area.
Club Level	Registration/Billing Tab <ul style="list-style-type: none"> - Enter the clubs billing/ mailing address. This will be included on the registration receipt for mailing check payments.
Club Level	Registration/Billing/Donation Tab <ul style="list-style-type: none"> - Provide Donation Title - Provide brief Donation Description - Create and Add Options - Click “Add Donation to Payment Screen”
Club Level	Club Config/Content/Look & Feel Tab (Customize the look and feel for the club) <ul style="list-style-type: none"> - Upload Club Header - Upload Club Logos

LEFT NAVIGATION

SUB TABS

Club Level	Club Config/Content/Look & Feel <ul style="list-style-type: none"> - Upload Black and White Logos - Upload Sm Logos - Upload Player or Administrator Photos (Appear on open registration screens)
Club Level	Club Config/Content/Content <ul style="list-style-type: none"> - General Tag Group – Welcome Create your opening Welcome Text for Online Registration. - Registration Tag Group – REG_ASSOC_HOTSHEET – Created Right Margin bulleted text.
Club Level	Club Config/Content/Documents/Forms (Player Application and Administrator Applications have already been added to the site) <ul style="list-style-type: none"> - Upload additional PDF Forms required by the club - Forms can be printed at the end of the Online Registration process.

	Note: PDF Forms must be assigned under the Season Tab
Club Level	<p>Club Config/Content/ELA's</p> <ul style="list-style-type: none"> - Create Electronic Legal Agreements - Enter Document Description - Enter Document Test - Check Registration ELA - Click Add Document <p>Note: ELA's must be assigned under the Season Tab</p>
Club Level	<p>Assigning Forms/ELA's</p> <ul style="list-style-type: none"> - Select Registration/Season [+] - Click on Assign PDF/ELA located at bottom of season grid. - Check the play type under the season year where the forms or electronic agreement applies. - Click "Save Changes"
Club Level	<p>Club Config/Message/Templates</p> <p>(Message Templates have been created for auto messaging – these need to be updated with the club information.)</p> <ul style="list-style-type: none"> - Update the From Address - Update the Name Field - Update the text with club specific information - Click Save and Continue – complete updated all templates.