### Setting up your Registration Page

#### Content

At the club level (or wherever your registration URL is set), you can customize what the users see when they use the registration link provided to them. To customize the content they see, follow the instructions below.

1. At the Club level click the Content tab. Under the content tab you will find four sub tabs that allow users to customize the look and feel of the site.

#### a. Look N Feel Tab

- i. Change the color scheme of the site. Color selections are provided in the drop down menu.
- ii. Upload site banner using jpg or gif images. Click the header box to open a browse screen to add a banner graphic and then Click upload Button to add the graphic. Upload color and black and white logos by clicking the logo boxes to open a browse screen. Click Upload Button to add the logo graphic
- iii. Add text to the bottom of the left navigation menu area using HTML formatting. Enter the text and Click Update Button.

| Clubs / Find, Edit, Delete a Club   | Uta   | ah Rangers FC |
|---|---|---------------|
| Club Config Registration Security Teams I   | Events Messaging Content  | rms FLA       |
| All of the settings on this page are cached by the web servers. T<br>all of web servers. It can take 20 or more minutes for the change  | here will be a delay in any changes that are made                     |               |
| Use this form to edit a club's look and feel. This will adjust the<br>logos and the text that is assigned at the top of the website.  | Color Scheme*<br>Blue / Green   | ٣             |
| Page Header Image<br>For best page header results: Size your headers to 760 pixels<br>wide by 81 pixels high. Also place your page header on a<br>white background.   | Header<br>Click Here To Upload A Page Header                          | Force Use     |
| This text is drawn onto the header image using a large font.  | Large Title Text reset to default {MS}                                | Force Use     |
| This text is drawn onto the header image just below the Large<br>Title Text using a small ghosted font.   | Small Title Text reset to default {UO}                                | Force Use     |
| Logo<br>For best logo results: Size your logos to no greater than 150<br>pixels wide by 75 pixels high.   | Logo<br>Click Here To Upload<br>A Logo<br>150x75 pixels               | Groce Use     |
| Black & White Logo For Reports<br>For best logo results: Size your logos to no greater than 150<br>pixels wide by 75 pixels high. Also place your logo on a white<br>background. Grayscale Images work the best. If no logo is<br>uploaded here than the color logo will be used. | Black & White Logo<br>Click Here To Upload<br>A Logo<br>150x75 pixels | Force Use     |
| Bottom Right Small Logo   |   |               |

## b. Content Tab

- i. This tab, among many other things, allows you to customize the welcome page to user will be seeing.
- ii. Under the General section, click on the WELCOME tag. This will bring you to the website content page where you can update/add/edit all the

Utah Rangers FC Clubs / Find, Edit, Delete a Club Club Config Registration Security Teams Events Messaging Co Look & Feel Content D S/Forms FLA Update Web Content Content Tag\* Help Description This is the main content shown on the home page./reg/index.asp 🕼 🖤 Ab 💠 🕹 🛍 🛍 🛍 👘 🔹 🔍 🗸 🖉 🖉 🕢 🕑 🗟 😒 🕺 🖈 👫 🗒 🚍 🗷 🕒 🖶 Paragraph Sty... 🖡 Font Name 🔹 Real ... 📲 🖪 🖌 🦉 abe 副音言言言意 🗐 🕸 🗄 🗄 🗐 🖓 🗛 🎝 🖓 🖓 Apply CSS Cla... 🍕 Ω • 💷 • 🕮 • 🕺 Custom Links • 🏄 🕻 Zoom • ‰ • 👤 🕩 Utah Youth Soccer Association **Registration and Team Management System** Welcome to the Utah Youth Soccer Association's Online Registration and Team Management System. With local affiliates across the state, the Utah Youth Soccer Association offers soccer opportunities to youth players of all ages, both genders, and every ability. The Utah Youth Soccer Association features the state's best recreation soccer leagues and also operates the state's premier competition soccer leagues. Members of the Utah Youth Soccer Association can use this system to take advantage of numerous features. During registrations cycles, prospective members can sign up to play the world's game. If you are a current member of the Utah Youth Soccer Association, please enter your user name and password to access the system. Access is available 24 hours a day, 7 days a week

registration information you want the user to see before registering. You can add player cost, contact information for the club, etc.

iii. Once you have made updates, simply click the Save button at the bottom of the page and the system will update your new information to the registration page.

## c. Documents and Forms

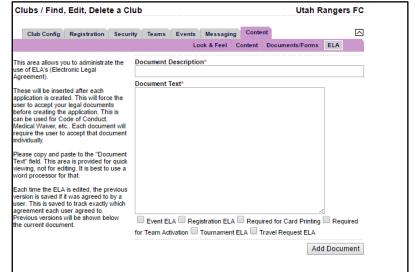
- i. Users can upload required documents, or forms to be printed during online registration here.
- ii. To upload a document, click the Upload New Document button. You can browse your computer to upload the form.
- iii. Place a check mark next to the type of document being uploaded to let the system know where to attach the document.
- iv. Click Save Changes
- d.

# e. ELA (Electronic Legal Agreement)

i. When a player/parent/coach goes through the registration process they will be required to agree to electronic legal agreements (parent code of conduct, code of coaching ethics, employee/volunteer disclosure, photo release wavier, etc.). If your member organization has any ELA's they

would like their users to agree to, you may create them here.

- ii. Create a title for the document in the Document Description section.
- iii. In the Document Text box you can enter the ELA text there.
- iv. Assign where you want the document to appear by checking the boxes below the Document Text. If you want it to appear



during registration, click the Registration ELA box.

- v. Once completed, click Add Document
- vi. Click back onto the Registration tab, and Season sub tab
- vii. Click the Assign PDF/ELA button near the bottom of the screen.
- viii. This is where you will be able to assign what play type and in what season you want this ELA to appear on for registrants.
- ix. Click Save Changes

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