

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.

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 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

			Academy	Compe	X-Leag	
Players (check all that apply for players)						
CODE OF COACHING ETHICS	ELA	UYSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼
Disclosure.pdf	PDF	UYSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼▲▲
PARTICIPATION RISK STATEMENT	ELA	UYSA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	▼▲▲
CONSENT FOR MEDICAL TREATMENT	ELA	UYSA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	▼▲▲
PARENT CODE OF CONDUCT	ELA	UYSA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	▼▲▲
CONCUSSION POLICY	ELA	UYSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼▲▲
EMPLOYMENT/VOLUNTEER DISCLOSURE STATEMENT	ELA	UYSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼▲▲
PHOTO RELEASE WAIVER	ELA	UYSA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	▼▲▲
REAL MONARCH PROMOTIONAL TICKET OFFER	ELA	UYSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼▲▲
Heads Up: Concussion in Youth Sports video	ELA	UYSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼▲▲
CONCUSSION MANAGEMENT POLICY	ELA	UYSA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	▼▲▲
UYSA REFUND POLICY	ELA	UYSA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	▼▲▲
Utah Tryout Registration Form	PDF	UYSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼▲▲
UYSA Player Transfer Policy	ELA	UYSA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	▼▲▲
UYSA Registration Form.pdf	PDF	UYSA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	▼▲▲
UYSA_YouthSoccerPack age_2017.pdf	PDF	UYSA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	▲