

**Your Guide to Getting Started with
ITSportsNet**





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ITSportsNet Introduction

ITSportsNet is in the business of helping build winning sports organizations. Often organizations have the right people in place that are willing to do the work, but they are given little in the ways of tools and processes for completing there tasks. This leads to frustration, and takes away from the pride and commitment of those volunteers.



The role of "Registrar" should not be a life sentence

ITSportsNet helps put in place the tools required to share the administrative workload, standardize processes, improve controls of player registration and finances, and improve communication. We have been working at this for 4 years, and over 2,000 organizations have adopted ITSportsNet!

For clubs and districts, it means that you can plug volunteers into specific roles and they will be successful. ITSportsNet ensures this success by providing training material and support.

About ITRRegistrar

ITRegistrar is ITSportsNet's registration management software program that provides clubs and districts with a complete set of registration features. Registration data is input through ITRRegistrar and stored on ITSportsNet secure servers.

ITRegistrar meets the need of registrars in three distinct ways.

First, it is a powerful, secure administrative tool that has complete database and reporting functions. ITRRegistrar significantly increases the efficiency of registration by eliminating all double entry of data and streamlining the data-entry process.



Second, reports are available in real time to administrators through any computer with an internet connection. This eliminates the need to transfer data files and paperwork. At all times, there is only one copy of the most current registration information.

Third, ITRRegistrar is an extremely powerful communication tool. For administrators, the easiest way to deliver a message to players, coaches and parents is email. ITRRegistrar makes this process extremely efficient

Benefits of ITSportsNet

ITSportsNet is providing an internet-based registration solution for clubs, districts, and governing bodies. It provides the following specific benefits:

- Easy-to-use: learning takes less than 30 minutes
- Elimination of data entry by up to 85% (only data enter the players that have never played before)
- Share registration workload with more than one administrator
- Electronic tracking and reporting of volunteer information and player registration
- Roster sheets are created automatically (typed, legible!)

To become proficient at using ITSportsNet, you must learn how to:

- Login to ITSportsNet
- Register players to categories
- Register parents to volunteer roles
- View registration and volunteer reports
- Build teams
- Print roster sheets
- Export information to spreadsheet
- Email automatically from the database

Minimum Requirements

Minimum Required System Specifications*

- Pentium II or AMD K6 @233Mhz or higher
- 128 MB RAM
- Windows 98, ME, NT, 2000, XP
- Dial-up internet connection or faster

Recommended System Specifications

- Pentium III or AMD Athlon K7/XP @700Mhz or higher
- 256 MB RAM or more
- Windows NT, 2000, XP
- ISDN/DSL/Cable high-speed internet



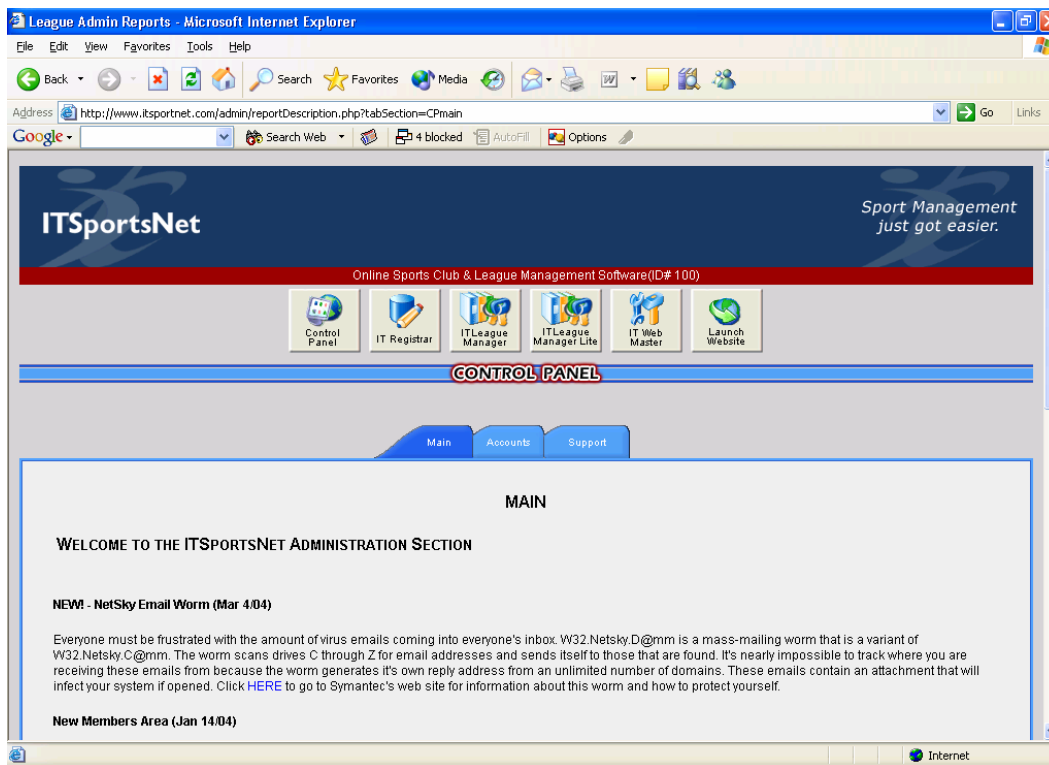
Getting Started with ITSportsNet

1. Login to ITSportsNet

You must have a valid administrators account with ITSportsNet. Your username will be your email and your password will be assigned to you. If you do not have a username and password, please contact ITSportsNet.

Open up Internet Explorer and go to: www.itsportsnet.com/admin


Once logged in, you will see:



2. Install Java Webstart

Java Webstart is a program that enables ITSportsNet's applications to run on your computer. It does not come standard with Windows, so it must be installed to any computer that will be used for registration.

Java Webstart is available through the Control Panel via the link for "Java Webstart-Get it

Now". Just click on  and follow the standard installation prompts.



3. Launch ITRRegistrar



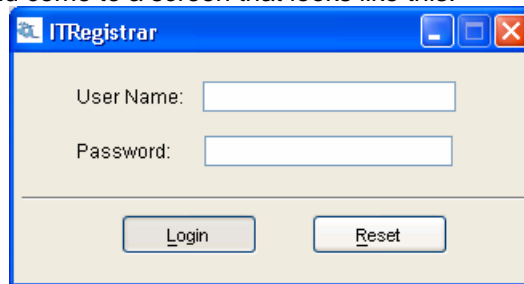
Once you click on IT Registrar from the main navigation, click on



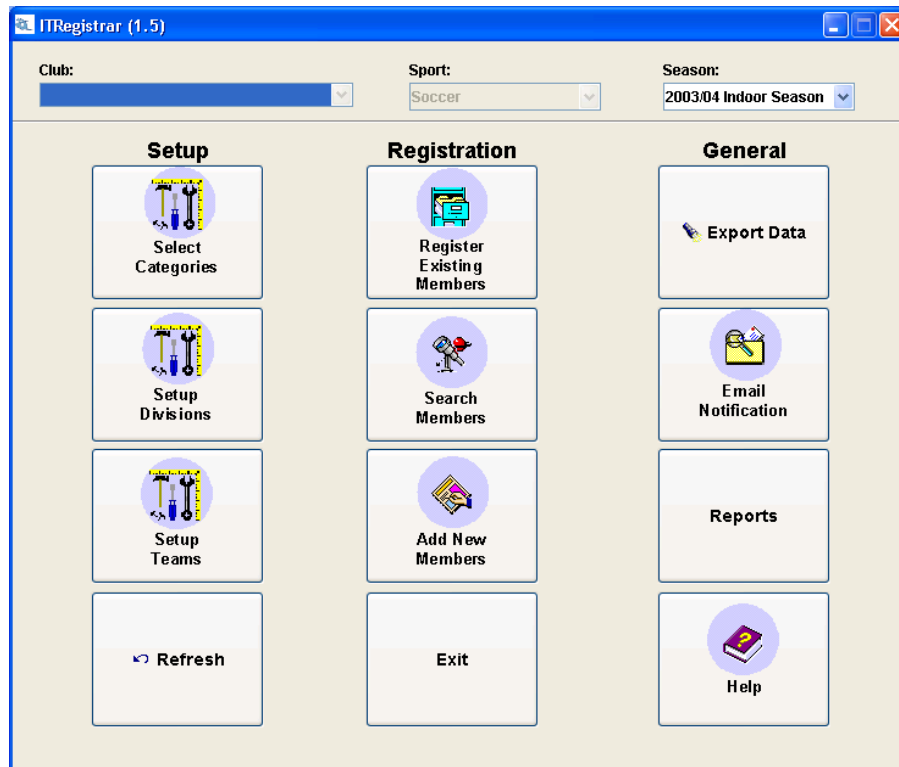
Immediately Java Webstart will launch and download ITRRegistrar. This process will take approximately 1 minute with a high speed connection, and about 12 minutes on a dial-up connection.

You will see a warning that asks you for permission to access your computer. Press Start

Once complete, you should come to a screen that looks like this:



Enter your username and password to open up ITRRegistrar. You should see this:



Congratulations! You've successfully set and installed ITRRegistrar.

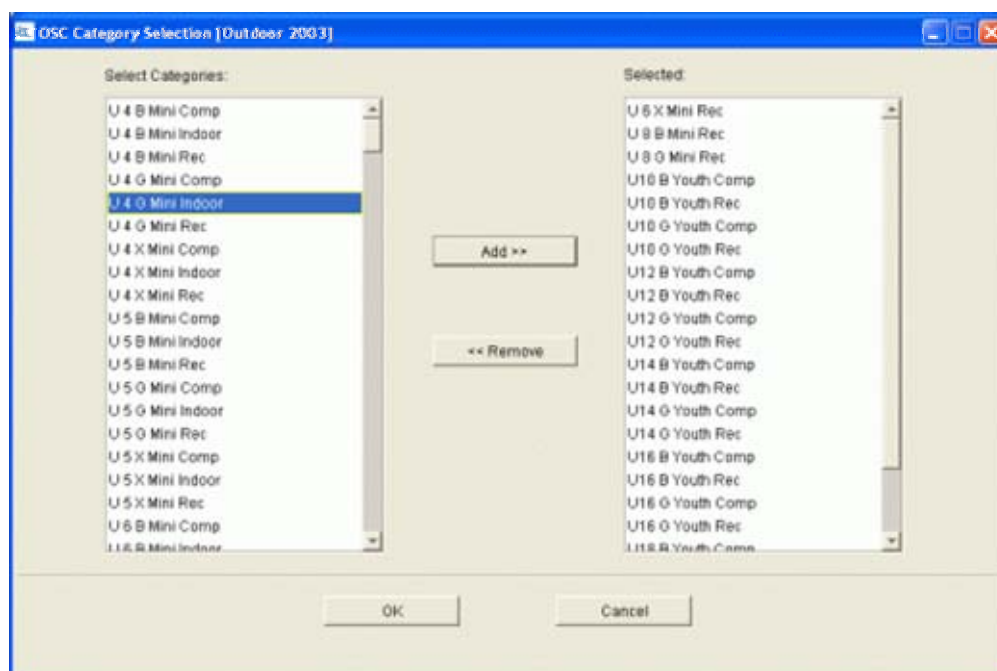
Using ITRRegistrar

1. Select Categories

Once you have successfully downloaded, installed and logged into ITRRegistrar, your first step is to select the categories that you will be using this season. To do this:

1. Click on **Select Categories**
2. Add and/or remove the categories that your club will be using this season.
3. Press **OK**

NOTE: Categories only need to be selected once in a season. Once this is done the first time, you will only need to return to this feature if you have changes.





2. Register existing members to a category

Prerequisite: Select Categories

To register existing members:

1. Click on **Register Existing Members**
2. Select a category from the dropdown menu
3. Check that the age range is correct. If you make any changes to the defaulted age range, you must click on the **Select** button to have the changes take affect.
4. Add in additional fields, if required, by clicking on **Add Fields**
5. Go down the list of players, checking those that are returning this season.
6. When you have checked all the players you would like to register, click on **Register Checked**

Member...	Last Name	First Name	Birthday	Category	Reg	Registered To
374537	MONACHESE	Lance	1990-02-20	U14 B Youth Rec	<input checked="" type="checkbox"/>	
515902	GILLIES	Christopher	1988-09-29	U14 B Youth Rec	<input type="checkbox"/>	U14 B Youth Rec
374604	ABOLS	Paul	1990-03-15	U14 B Youth Rec	<input type="checkbox"/>	
374611	ADAMIC	Daniel	1990-08-17	U14 B Youth Rec	<input checked="" type="checkbox"/>	
265908	AGAM	NICHOLAS	1990-07-11	U14 B Youth Rec	<input checked="" type="checkbox"/>	
266729	AHMED	ANDREW	1990-12-01	U14 B Youth Rec	<input checked="" type="checkbox"/>	
784314	BADWA	Hameet	1990-10-11	U14 B Youth Rec	<input checked="" type="checkbox"/>	
671123	BALANASER	Morgan	1990-06-07	U14 B Youth Rec	<input type="checkbox"/>	
211822	BALOG	Andrew	1990-05-18	U14 B Youth Rec	<input checked="" type="checkbox"/>	
671124	BARAN	Matus	1990-11-26	U14 B Youth Rec	<input type="checkbox"/>	
166346	BARNARD	Chris	1990-07-19	U14 B Youth Rec	<input checked="" type="checkbox"/>	
390593	ABDULAHAD	Robert	1988-04-17	U14 B Youth Rec	<input type="checkbox"/>	
330620	AGAM	Christopher	1988-02-22	U14 B Youth Rec	<input type="checkbox"/>	
166948	AHMED	Scott	1988-08-06	U14 B Youth Rec	<input type="checkbox"/>	
167362	AICKLEN	Tom	1988-01-06	U14 B Youth Rec	<input type="checkbox"/>	
167241	ALI	Vilayath	1988-04-21	U14 B Youth Rec	<input type="checkbox"/>	
166677	ARCHER	Eric	1988-09-12	U14 B Youth Rec	<input type="checkbox"/>	
266911	FEDURCO	Alexander	1990-09-25	U14 B Youth Rec	<input type="checkbox"/>	
330701	AMOS	Bradley	1989-05-01	U14 B Youth Rec	<input type="checkbox"/>	
167255	BADROV	Mark	1988-01-26	U14 B Youth Rec	<input type="checkbox"/>	
655069	BALLANCE	Michael	1988-05-29	U14 B Youth Rec	<input type="checkbox"/>	

3. Search for existing members and register

Prerequisite: Select Categories

STEP 1: Search for existing Members

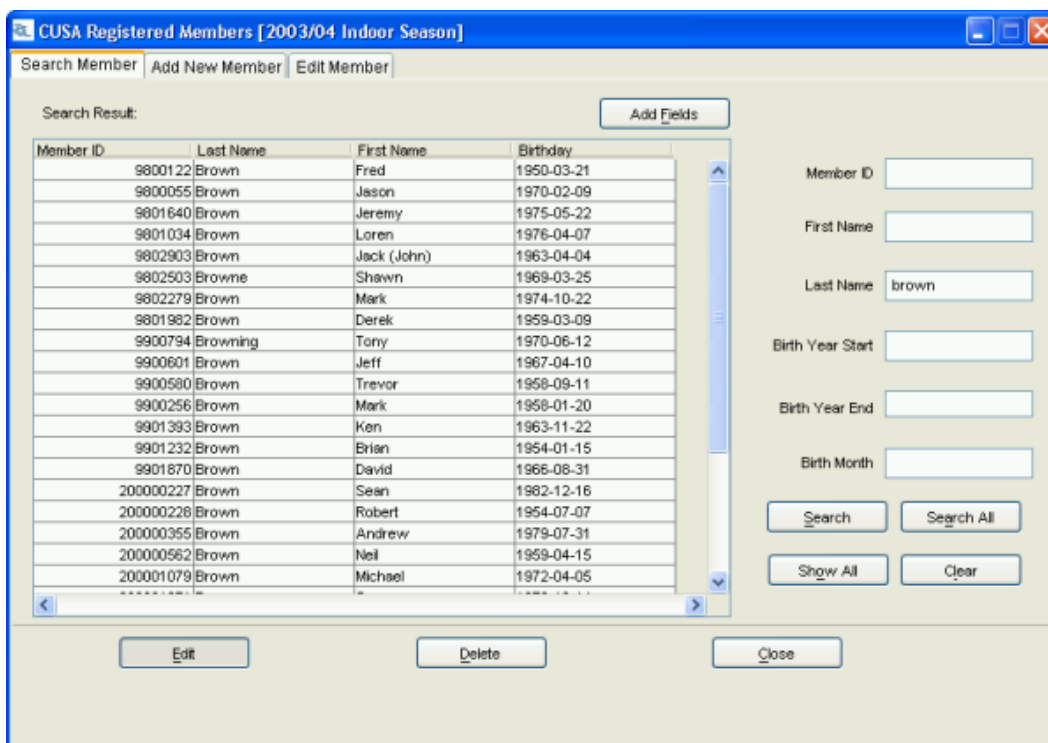
Scenario 1: Search local data for a member that has registered with your organization in the past 2 years.

Scenario 2: Search for a player that has registered elsewhere within your jurisdiction, but is not in your organization's local data. (This only applies if your governing body is using ITSportsNet)

Scenario 1: Search Local

1. Click on **Search Members**
2. Type in any information you have about the individual. You can use partial information, such as "bro" to find Brown in any of the text fields
3. Click on **Search**

If found, the players that match the search criteria will show in the list. You can double click on the member that you want to edit or register.



Search Result:

Member ID	Last Name	First Name	Birthday
9800122	Brown	Fred	1950-03-21
9800055	Brown	Jason	1970-02-09
9801640	Brown	Jeremy	1975-05-22
9801034	Brown	Loren	1976-04-07
9802903	Brown	Jack (John)	1963-04-04
9802503	Browne	Shawn	1969-03-25
9802279	Brown	Mark	1974-10-22
9801982	Brown	Derek	1959-03-09
9900794	Browning	Tony	1970-06-12
9900601	Brown	Jeff	1967-04-10
9900590	Brown	Trevor	1958-09-11
9900256	Brown	Mark	1958-01-20
9901393	Brown	Ken	1963-11-22
9901232	Brown	Brian	1954-01-15
9901870	Brown	David	1966-08-31
20000227	Brown	Sean	1982-12-16
20000228	Brown	Robert	1954-07-07
20000355	Brown	Andrew	1979-07-31
20000562	Brown	Neil	1959-04-15
200001079	Brown	Michael	1972-04-05

Search criteria: Member ID: First Name: Last Name: Birth Year Start: Birth Year End: Birth Month:

Buttons: Search, Search All, Show All, Clear, Edit, Delete, Close

If you want to see a complete list of all the members that have registered with your club in the past two years, click on **Show All**



Scenario 2: Search for a Player from outside your organization

1. For the Search All, you must have an exact match in every field except first name. If you are not sure about a particular field, you should leave it blank. Type in the exact information you have for an individual.
2. For **First Name**, you can use the first initial of the individual's first name
3. Click on **Search All**. The more information you provide for the search, the faster the results will return.
4. If found, the players that match the search criteria will show in the list. You can click on **Transfer** to request that member be moved to your organization, at which point you can register him or her. This process may require district approval.

If you cannot find a member either locally or within the entire database, then you should proceed to **Add New Members**.

STEP 2: Register members

Once you have found the member you are looking for:

1. Click on the member and press **Edit**
2. Check the member personal information
3. Click on the **Registration** tab
4. Select the **Role type**, **Member Role**, and **Category** from the drop down lists
5. Press **Add New**

The screenshot shows the 'JIANG'SA Members [test]' window. The 'Registration' tab is selected. The 'Register to a category or a team' section contains the following fields and options:

- Role Type: Team Player
- Member Role: Player
- Category Name: U8 Mixed
- Division: Division, Cup
- Team Name: N/A
- Termination Date: 2005, Jan, 29
- Privacy Act: Privacy Act, Reg, Active

Buttons: Add New, Reset

The 'Registration List' table below shows the following data:

ID	Season	Categ...	Division	Team	Role	Reg	RegD...	Active	R1	R2	W1	W2	W3	W4	W5
8757402	The N...	test cat		Jason'...	Player	<input checked="" type="checkbox"/>	2004+...	<input checked="" type="checkbox"/>	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8715253	The N...	test cat		South...	Player	<input checked="" type="checkbox"/>	2004+...	<input checked="" type="checkbox"/>	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Delete, View/Edit, Refresh, Close



4. Add new members

Prerequisites: Select Categories

If a member is not in your club's data and has played within the province, please search for that member before adding a new member. For all members that have not registered previously, please proceed. To add a new member:

1. Click on **Add New Member**
2. Enter the new member's personal data
3. Press **Save**

Once you have pressed save, you will see three more tabs appear. If you would like to register that new member to a category and team immediately, please proceed the **Member Registration** tab. See previous section for how to register an existing member

H Registered Members [Trial Season]

Search Member | Add New Member | Edit Member (Brown, Geoffrey)

Personal Information | Member Notes

Name

Member ID * 2100222

Member Number.

First Name*

Last Name*

Gender* Male Female

Date of Birth* Year: 1000, Month: Jan, Day: 01

Address 1

Address 2

City

State/Province: AB Zip/Post Code

Phone (H)

Address & Phone

Jersey No.

Health Ins. No

Driver's License

Email

Password

Phone (W) Ext.

Fax

Cell Phone

Owing Fees

Save Reset Close

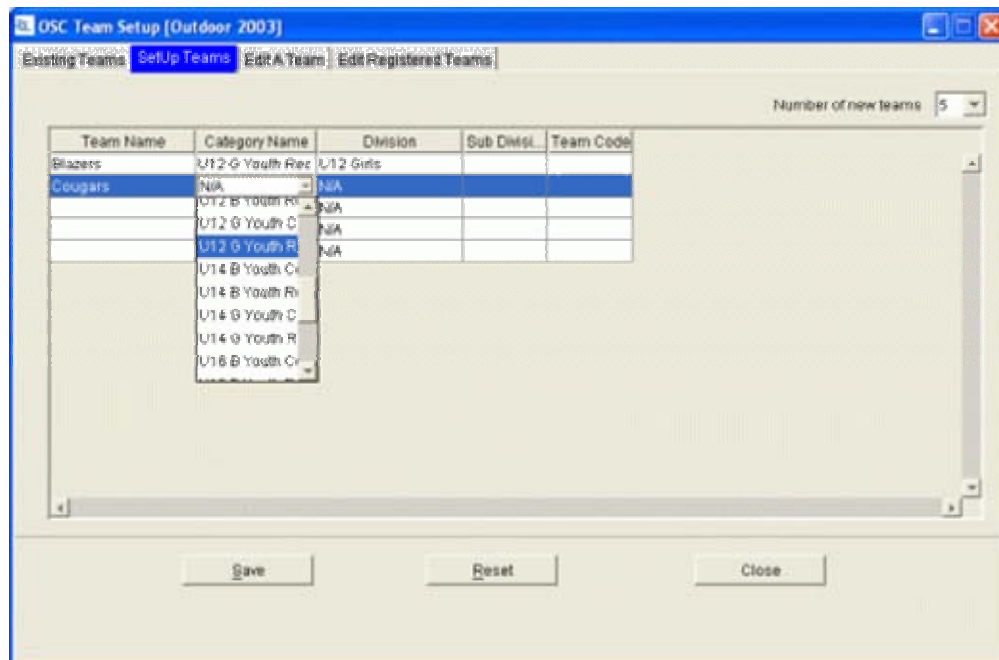
5. Setup Teams

Prerequisite: Select Categories

Setting up teams is not a requirement for registering players and coaches to a category. It is required to register players and coaches to teams.

To setup your teams:

1. Click on **Setup Teams**
2. Click on the middle tab: **Setup Teams**
3. Enter the team name of the division in the first column
4. Attach the proper category from the second column (dropdown menu)
5. (Optional) Attach the proper division from the third column (dropdown menu)
6. Press **Save**



Team Name	Category Name	Division	Sub Divisi.	Team Code
Blazers	U12 G Youth Rec	U12 Girls		
Cougars	N/A	N/A		
	U12 B Youth Rec	N/A		
	U12 G Youth C	N/A		
	U12 G Youth R	N/A		
	U14 B Youth C			
	U14 B Youth R			
	U14 G Youth C			
	U14 G Youth R			
	U16 B Youth C			



6. Registering players to teams

Prerequisites: Before registering players to teams, you must select categories, register players to categories, and setup teams.

To register a player to a team:

1. Click on **Register Existing Members**
2. Click on the **Team Reg by Category** tab
3. Select the Category, Division, and Team
4. Under the **Reg** column, check the players that you would like to register to the selected team
5. Press **Register Checked**

Member ID	Last Name	First Name	Birthday	Category	Division	Team	Reg
497585	SIGMUNDSON	David	1992-10-27	U12 B Youth Co...	U12 Boys Com...	Thunder	<input checked="" type="checkbox"/>
330605	SILS	Adam	1991-03-31	U12 B Youth Co...	U12 Boys Com...	Thunder	<input checked="" type="checkbox"/>
594218	SILVA	Mark	1992-10-26	U12 B Youth Co...	U12 Boys Com...	Thunder	<input type="checkbox"/>
374097	SIMAS	Michael	1991-10-11	U12 B Youth Co...	U12 Boys Com...	Thunder	<input checked="" type="checkbox"/>
452847	SIMOES	Matthew	1992-01-23	U12 B Youth Co...	U12 Boys Com...	Thunder	<input checked="" type="checkbox"/>
717283	SIMPSON	Ford	1992-10-02	U12 B Youth Co...	U12 Boys Com...	Thunder	<input type="checkbox"/>
267229	SIMPSON	TREVOR	1991-05-29	U12 B Youth Co...	U12 Boys Com...	Thunder	<input checked="" type="checkbox"/>
786012	SIMUS	Michael	1991-10-11	U12 B Youth Co...	U12 Boys Com...	Thunder	<input checked="" type="checkbox"/>
516060	SINCLAIR	Andrew	1992-11-11	U12 B Youth Co...	U12 Boys Com...	Thunder	<input checked="" type="checkbox"/>
267231	SINCLAIR	MARC	1991-01-21	U12 B Youth Co...	U12 Boys Com...	Thunder	<input checked="" type="checkbox"/>
267233	SINGER	JUSTIN	1991-05-18	U12 B Youth Co...	U12 Boys Com...	Thunder	<input type="checkbox"/>
574702	SINGH	Amarjit	1992-03-23	U12 B Youth Co...	U12 Boys Com...	Thunder	<input type="checkbox"/>
574746	SINGH	Taranjit	1991-11-06	U12 B Youth Co...	U12 Boys Com...	Thunder	<input type="checkbox"/>



7. View Reports

All reports can be viewed through Internet Explorer, under the ITRRegistrar section of ITSportsNet.

1. Go to www.itsportsnet.com/admin and login (you may have already done this)
2. Click on ITRRegistrar from the main navigation
3. Under the Member reports, click on [Registration Report](#)

You should see

Category	# of Player	# of Assistant Coach	# of Coach	# of line painter	# of Special Events	# of Volunteer Role Test	Total
No Category(ID: 0)	0	2	6	0	7	0	15
Open Category(ID: 1519)	1	0	0	0	0	0	1
U 06 Boys Mini(ID: 1501)	1	0	0	0	0	0	1
U 08 Boys Mini(ID: 1503)	1	0	0	0	0	0	1
U 10 Boys Mini(ID: 1505)	2	0	0	0	0	0	2
U 10 Girls Mini(ID: 1506)	1	0	0	0	0	0	1
U 12 Boys Tier 3(ID: 1507)	1	0	0	0	0	0	1
U 16 Girls Tier 3(ID: 1512)	1	0	0	0	0	0	1
U 18 Boys Tier 3(ID: 1513)	3	0	0	0	0	0	3
U 18 Girls Tier 3(ID: 1514)	2	0	0	0	0	0	2
U10 Boys Mini(ID: 1916)	29	0	0	0	0	0	29
U10 Girls Mini(ID: 1917)	13	0	0	0	0	0	13
U12 Boys Rec(ID: 1918)	63	0	0	0	0	0	63
U12 Girls Rec(ID: 1919)	17	0	0	0	0	0	17
U14 Boys Rec(ID: 1920)	9	0	0	0	0	0	9
U16 Boys Rec(ID: 1922)	1	0	0	0	0	0	1
Total	145	2	6	0	7	0	160

From this report, you can drill down to find roster reports or any specific member reports.



Privacy of Personal Information

ITSportsNet will not provide or sell personal information to third parties under any circumstances. Personal information includes names, home addresses, email addresses and telephone numbers. This information is accessible only by designated administrators and the information is to be used only for the purpose for which information was provided.

For more information, view the privacy policy at www.itsportsnet.com.

Security

Your data is safe with ITSportsNet. Levels of security include

- Multiple back-ups
- Latest firewall technology
- Advanced physical security: secure data centre
- 128-bit encryption (same as online banking)

For more information, view the privacy policy at www.itsportsnet.com.