

IT Registration System Training Session

1. Logging into registration system
2. GO THROUGH ALL OF THE BUTTONS
 - Selecting Categories
 - a. Selects the age groups, tiers and genders of the teams playing in your club
 - Setup Teams
 - a. Sets up each team....registers them to the appropriate league and division and gives names to each team
 - Refresh
 - a. Use this to periodically refresh your work after you've made numerous changes or if a change you made does not show up
 - Register Existing Members
 - (i) Where you can register members who played in your club the last time they were registered. Also the most convenient place to see a team roster.
 - Search Members
 - (i) Place where you can search for members either within your club or anywhere in SNS.
 - Add New Members
 - (i) Where you go to create a new member when you want to register someone who does not show up on the system
3. Register a Player
 - (i) SEARCH MEMBERS
 - (ii) Show all
 - (iii) Double click player you are wishing to register
 - (iv) Check the "personal information" tab to ensure the players info are filled in and correct (info req'd is First & Last name, Gender, Birth date, telephone number and/or mailing address)
 - (v) Go to "registration" tab and complete registration for appropriate season (select category name, division if applicable & team name)
 - i. SEARCH MEMBERS
 - ii. Search for player using "search" for players already registered within your club or "search all" for anyone registered within SNS in the last 2 years. You can search by Member ID, First Name, Last Name, Birth Year Start or End and Birth Month. You can use more than one option (i.e. First Name and Last Name, Last Name and Birth Month) or using one option only (i.e. First or Last Name only). Once you have searched, you can sort your results by the heading in ascending or descending order to make it easier to find your desired results.

- iii. If you are trying to register a player who previously was registered with another club you will have to “transfer” them to your club first. The system will automatically ask you if you want to do this when you click on them and attempt to register them.
 4. Register a player in a higher age group (IE. register an U14 Girls on an U16 team)
 1. Go to the “register existing members” section
 2. Select the appropriate category for registration, change the “birth date to” section from 1991 to 1993 and click select to include all of the younger girls that now fall in that age group as defined by the dates
 3. Find the girl you want to register and click the “reg” box
 4. Click register checked
 5. Go to the “team Reg by Category” tab across the top
 6. Select U16 Girls, select Division, select Team
 7. Click “reg” box again and then click the Register Checked button again
 8. THE PLAYER IS NOW REGISTERED
5. Delete a player’s registration
 - Go to the area where you would register them
 - Highlight the registration season you wish to delete
 - Click the delete button
 - (i) THE DELETE BUTTON IS DISABLED JULY 1ST BY THE SYSTEM
 - (ii) ANY CLUB FOUND TO HAVE DELETED A PLAYER AFTER THEY HAVE PLAYED A GAME WILL BE SEVERELY REPREMANDED BY BOTH SNS AND SSDSA
6. Edit a player’s personal information
 - Go to the area where you would register them
 - The system will always default you to their personal information tab in the registration area
 - Add/Change/Remove any information that is not up to date or is incorrect for the upcoming season.
7. Reports Menu
 - (i) MEMBER REPORTS
 1. “Registration Report” you can get numbers of each age/tier/gender registered in your club (the numbers are totals for the club, they are not by team)
 2. “Team Roster Report (by Division)” you get team lists as for each team in your club
8. Website
 - Each club has the ability to run its own website. They are part of the IT System and are fully functional and adaptable.