

## NEW FLOW ONLINE REGISTRATION SETUP

All – ADG has launched a new, improved and streamlined online registration process for our use. The online process for the end user (mom and dad) has been cut by 50%.

Along with the online process being improved, the configuration for each club has also been streamlined. One of the many complaints that we have received over the years we have been with ADG is “the configurations are too complicated, to buried in the pages and very confusing”. ADG listened and now, the configurations for all the “online public registration pages” are in one spot and it is as simple as selecting which items you want to use and display. In addition, there is a very simple Edit option that allows you to add, change or edit the default content information on those pages.

Any front or main page content items are still configurable under the content tabs, fees are still maintained and configured under the fees tab and all messaging templates are still configured under the messaging tab.

The following contains screen shots and written instructions regarding the new configuration items.

As always, your master controls for opening and configuring your club level registration information is turned on at the league level.

As a registrar, login to the ADG system and click the registration tab. You will see the Youth Fall 2010 season definition. Open the season and activate all programs and age groups that you use. Please remember, the age groups are based on the birth date of players, not their playing age. Georgia Soccer suggest that all programs and all age groups be activated at the league level.

Next, use the down button to select the club/s tab. At the Registration tab, customize and select which age groups and programs are available under the club setting.

Next, select the Youth League/Club Registration page configuration link.

CLUBS > REGISTRATION > FIELDS

Georgia Soccer - Find / Edit / Delete Club - Windows Internet Explorer

http://gs.affinitysoccer.com/mbr/regfields.asp?section=registration&mbrid=3503187&sessionguid=0B44FF4C-A6AA-4DF7-8E82-FB4BF19005CD

File Edit View Favorites Tools Help

RoboForm Search Logins Affinitysoccer Kathy Layden Kim Bowen Save Generate Sync

Georgia Soccer - Fin... Georgia Soccer Website - Administration

# GEORGIA SOCCER

Your Link to the Official World of Soccer

My Account Leagues & Teams Player Administration Administrators Reports

Change Login kim\_janier - Georgia St Youth Spring 2010

Referees Leagues Clubs Create Edit Team Players / Admins ID Cards Event Manager Home Venues/Fields Assign Game Schedule Head Coach Games Reports

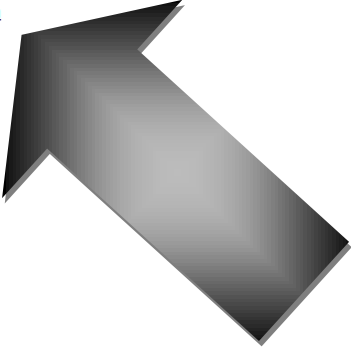
Sign Out Here Tech Support Contact

FIFA

Club Config **Registration** Security Teams Events Messaging Content

Season Custom Fields Fees Discounts **Fields** Billing Travel Requests

## Youth League/Club Registration Pages Configuration



Copyright © 2010, Affinity Development Group, All Rights Reserved. Terms of Use and Privacy Policy are applicable to this site.

After selecting this link a new window will open which takes you into the set up process.

## REGISTRATION PAGES CONFIGURATION

EDIT | PREVIOUS | NEXT ?

Page Fields Configuration

Club Registration:  Hide  Show  Required

Team Registration:  Hide  Show  Required

Tryout Acceptance:  Hide  Show  Required

Save

**Register Family Members of a Family to the Club**

Register member to the league/club, then league/club registrar will accept the registration and roster the members to teams later. Or use assignmentcode to roster self to a team.

Continue >>

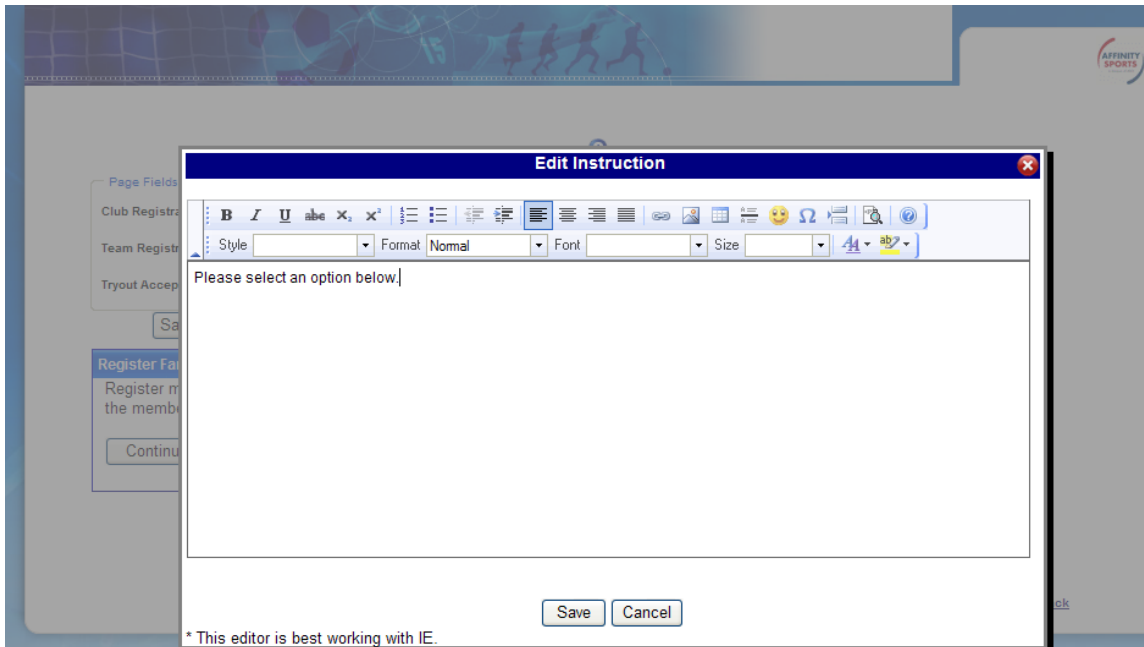
<< Go Back

The first page you will see is where you determine if you are doing a “Club” registration (normal sign up process) or a “Team” registration, where the applicant will select the team they are registering to prior to completing the online registration. Team registration will place user on team once registration is complete. “Team” registration drop-down is auto-populated based on the teams you create for your club.

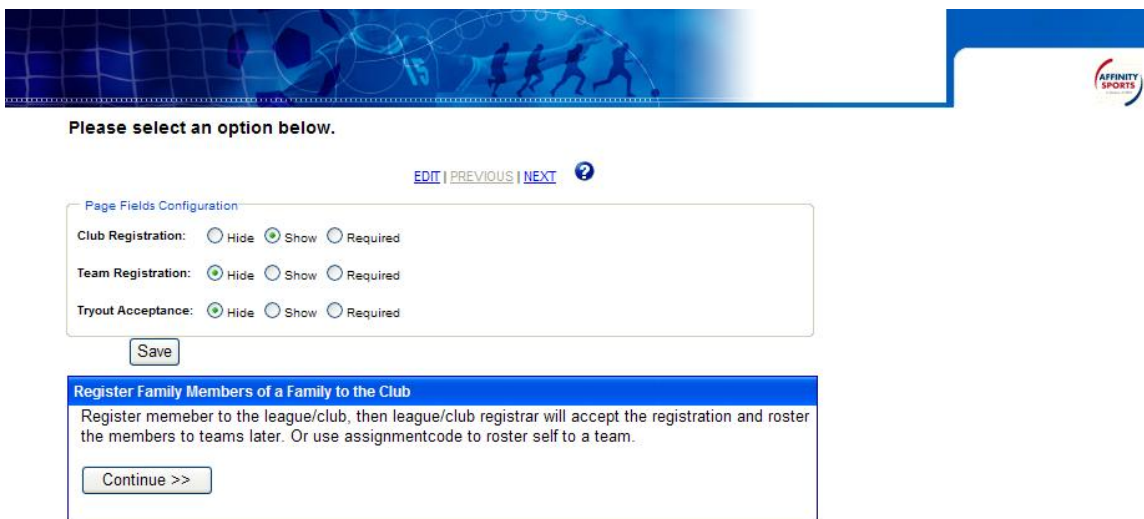
Next to each registration type you will be given the choice to hide, show or make the registration type required. Please select the appropriate configuration. Once done click the “Save” button.

Towards the top of the screen you will also have 3 links. Edit allows you to add text to the top of the page. Once edit is selected it will open a small window which allows you to edit the content you choose to post. This edit link works the same for all pages in this set up process. Each page is able to display it’s own edit text.

User will also have a previous link if there is a previous page user wants to return to. The “Next” proceeds to the next page in the set up process.



(The above screenshots show the content editor when the “Edit” link is selected. Once changes have been made, select the “Save” button. The page will close and your text will appear at the top of the page.)



[<< Go Back](#)

(Once changes and selections are made, click the “Save” button. Your page will now look like the one shown below.)

Select your registration type(s) and log in or create a new account. If you need your username and password click the link below to retrieve this account information.

[EDIT](#) | [PREVIOUS](#) | [NEXT](#) [?](#)

Select registration type(s)

Season: Youth Spring 2010

Select registration type(s): \* [?](#)

Player Registration       Coach / Admin Registration

\* are required fields

OPTION 1: Returning player/member please login using your username and password.

Username\*      Password\*

\* are required fields      [Forget UserName / Password](#)

(Once all changes have been made, click the “Next” link at the top of the page.)

Please complete the **Parent** or **Guardian** information below.

[EDIT](#) | [PREVIOUS](#) | [NEXT](#) [?](#)

Create New Account

First Name\*      Initial      Last Name\*      Suffix

Gender\*      Relationship To Child\*

Address Line 1\*

Address Line 2

City\*      State\*      Postal / Zip Code\*

     GA     

Home Phone\*      Cell Phone

Email Address\*

Username\*

Password\*


You will now be taken to the next page that users will see when registering online. Either select “Edit” to add text towards the top of the page or select “Next”

Once you have completed your details, click the continue button below to finish your registration.

[EDIT](#) | [PREVIOUS](#) | [NEXT](#) 

5 Steps To Go | **1: Add Family Member >>** | 2: Create Registration >> | 3: Accept ELA >> | 4. Make Payment >> | 5. Print Form 

Account Primary Contact
Name: Address: Phone: Email:
To switch the primary contact, please click <a href="#">Switch Primary</a> . To change contact info, please click <a href="#">Edit</a> .

Add All Your Family Members To Be Registered
<p> <b>An existing account shown is matching your information. If this is not your account, please exit the registration process.</b></p> <p><input type="button" value="Yes, It is my account"/></p> <p><input type="button" value="No, It is not my account"/></p>

(You will now be taken to the next page that users will see when registering online. Either select “Edit” to add text towards the top of the page or select “Next”)

This page shows primary contact information and this screen is also displayed when an account is matched. Also if the account holder is missing any information, such as address, phone number, and email address, it is required that they update this information before they can complete the online registration.

Please note that if this account is new or correct account and was not matched, the “Yes, it is my account” and “No, it is not my account” button will be replaced with buttons to add players, and parents/guardians.

Once all changes have been made successfully select the “Next” link.


Page Fields Configuration

Assignment Code:	<input checked="" type="radio"/> Hide	<input type="radio"/> Show	<input type="radio"/> Required
Player Photo:	<input type="radio"/> Hide	<input checked="" type="radio"/> Show	<input type="radio"/> Required
Player Birth Certification:	<input type="radio"/> Hide	<input checked="" type="radio"/> Show	<input type="radio"/> Required
Player Height:	<input checked="" type="radio"/> Hide	<input type="radio"/> Show	<input type="radio"/> Required
Player Weight:	<input checked="" type="radio"/> Hide	<input type="radio"/> Show	<input type="radio"/> Required
Player # Prior Seasons Played :	<input checked="" type="radio"/> Hide	<input type="radio"/> Show	<input type="radio"/> Required
Player School Name :	<input type="radio"/> Hide	<input checked="" type="radio"/> Show	<input type="radio"/> Required
Player Grade :	<input type="radio"/> Hide	<input checked="" type="radio"/> Show	<input type="radio"/> Required
Player Rank :	<input checked="" type="radio"/> Hide	<input type="radio"/> Show	<input type="radio"/> Required
Player Uniform :	<input type="radio"/> Hide	<input checked="" type="radio"/> Show	<input type="radio"/> Required
Player Emergency Notify Name :	<input type="radio"/> Hide	<input type="radio"/> Show	<input checked="" type="radio"/> Required
Player Emergency Notify Phone :	<input type="radio"/> Hide	<input type="radio"/> Show	<input checked="" type="radio"/> Required
Player Medical Notes :	<input type="radio"/> Hide	<input checked="" type="radio"/> Show	<input type="radio"/> Required
Player Out state ID# :	<input checked="" type="radio"/> Hide	<input type="radio"/> Show	<input type="radio"/> Required
Admin Photo:	<input type="radio"/> Hide	<input checked="" type="radio"/> Show	<input type="radio"/> Required
Admin Birth Certification:	<input checked="" type="radio"/> Hide	<input type="radio"/> Show	<input type="radio"/> Required
Admin Years Coaching :	<input checked="" type="radio"/> Hide	<input type="radio"/> Show	<input type="radio"/> Required
Admin License No :	<input checked="" type="radio"/> Hide	<input type="radio"/> Show	<input type="radio"/> Required
Admin Positions Interested In :	<input checked="" type="radio"/> Hide	<input type="radio"/> Show	<input type="radio"/> Required
Admin Additional Info :	<input type="radio"/> Hide	<input checked="" type="radio"/> Show	<input type="radio"/> Required
Admin Driver License Info :	<input checked="" type="radio"/> Hide	<input type="radio"/> Show	<input type="radio"/> Required

(You will now be taken to the next page that users will see when registering online. Either select “Edit” to add text towards the top of the page or select “Next”)

The above screen shows the options that can appear on the application portion of the registration. All options are to either hide, show, or make required.

Once selections are made, click the “Save” button underneath page fields configuration.



Check the box next to each ELA and at the bottom of the page to agree and continue.

[EDIT](#) | [PREVIOUS](#) | [NEXT](#) ?

3 Steps To Go | **1: Add Family Member >>** | 2: Create Registration >> | 3: Accept ELA >> | 4. Make Payment >> | 5. Print Form ?

Accept ELA

I accept on behalf of all listed members below:

Your Firstname\*      Your Lastname\*


    

(You will now be taken to the next page that users will see when registering online. Either select “Edit” to add text towards the top of the page or select “Next”)

During the online registration process, once the user reaches this page they will see the electronic legal agreements that must be initialed and signed.

Select a Payment Method from the options below and complete your payment information. Your application is not complete until payment has been received.

[EDIT](#) | [PREVIOUS](#) | [NEXT](#) 

**2 Steps To Go** | **1: Add Family Member >>** | **2: Create Registration >>** | **3: Accept ELA >>** | **4. Make Payment >>**

**Make Payment**

Items Ordered Section No items in order.

---

Payment Method\*


Choose One

(You will now be taken to the next page that users will see when registering online. Either select “Edit” to add text towards the top of the page or select “Next”)

This page is where users will select their payment method.


Affinity Soccer is dedicated to trying to offer the best possible soccer experience at an affordable price. We look forward to a GREAT fall season with you and your child/children.

If you paid online your application is complete.

[EDIT](#) | [PREVIOUS](#) | [NEXT](#) 

**Completed |** **1: Add Family Member >>** | **2: Create Registration >>** | **3: Accept ELA >>** | **4. Make Payment >>**

**Print Form**

  
Click to Get Adobe Reader

(Once this page is reached you have successfully set up the online registration flow. If needed you can select edit and add any specific text needed. Otherwise close the page when done.)

The last page the user will see is the print form and print ELA page.

---

If you have previously customized your online registration fields you will need to make sure to update the content pages above. The opening page content will remain the same and you can update content under the content tags:

Club > Content > Content

Tag: WELCOME – Main Page Content

Tag: REG\_ASSOC\_HOTSHEET – Hotsheet Content