

New-Season Setup Checklist

Georgia Soccer Online Registration

If your league/club has used the ADG online registration system before, follow these instructions to configure registration settings for a new season.

If you have multiple clubs, configuration must be done for each club.

At the League Level—“Leagues /Find, Edit, Delete”

Most settings from previous seasons will remain in place. You will need to update the following:

Tab / Subhead	Action
Registration / Season	Click on the + sign next to the new season to open it up. We recommend that you check “All” at this League level, then scroll down and click the “Update” button at the bottom.

Important note: You must be in the new season to correctly configure the club settings below. Once you have checked “All” at the league level and clicked the Update button, as above, you must log out and back in before you can choose the new season from the dropdown box on the left, under your name.

At the Club Level—“Club / Find, Edit, Delete”

Most settings from previous seasons will remain in place. You will need to update the following:

Tab / Subhead	Action
Club Config / Club Info	Your domain URL (gs-xxxxx.sportsaffinity.com) should appear on this screen. This URL should be placed on your club's website to route registrants to your club's ADG online registration site. If a URL is already set up you DO NOT need to create a new one.

Registration / Season	<p>--Click on the + sign next to the new season to open it up.</p> <p>--Check the play types for this club and each age that applies to the play type. For each play type:</p> <p>--"Show on Public Registration"—choose Yes or No</p> <p>--"Requires Payment"—choose Yes or No</p> <p>--"Automatically Accept Registration?"—choose Yes or No</p> <p>--Enter dates to Activate and Deactivate Public Reg., and Charge Late Fee (if applicable)</p> <p>--"Show Application Types" –check which to display</p> <p>--Scroll down and click "Update"</p> <p>Note: Each season, you will need to assign PDF/ELAs, once these have been created. Click the "Assign PDF/ELA" button at the bottom of the season grid, then:</p> <p>--Under the new season/year, check the play type to which the forms and/or ELAs apply</p> <p>--Under each play type, check which forms and/or ELAs should be displayed to registrants</p> <p>--Make changes to the order in which the items will appear to registrants by clicking on the triangular up/down arrows to the right</p> <p>--Click "Save Changes"</p>
Registration / Fees	<p>--On the third line, choose program (Academy Fees, Athena Fees, etc.)</p> <p>--Select "Registration Fee" from the New Fee Type dropdown menu</p> <p>--If all age groups and/or all play levels are priced equally, check the appropriate box(es) and enter the fee in the first age group field. This will auto-populate all the remaining fields.</p> <p>--If fees vary for each age group or play level, enter the fee into each field.</p> <p>--Click "Create Fee" when completed</p> <p>--To set other fees, select each from the New Fee Type dropdown menu</p> <p>--To change any fees you have created, choose the fee from the "Edit a Fee Type" dropdown box, make changes as needed to the displayed fees, then click the "Update Fee" button</p> <p>--Repeat for each program in your club</p> <p>--To set up payment plans, select the fee type from the Edit Free Type dropdown menu, then click "Payment Plan"</p> <p>--Select Pay Period and Max # Installments from the dropdown menus, then enter the deposit for each age group and play level</p> <p>--Click "Update Payment Plan" when completed</p>
Registration / Fields	<p>The dropdown menu provides a list of all the screens that appear during online registration. You can update and edit screen text, and Hide, Show or</p>

	<p>Require specific items for online registration.</p> <p>--Any content that you have customized will carry over from season to season; you may want to review and update text each new season.</p> <p>--Recommend that you contact Affinity Sports for further instructions for this area.</p>
Content / Content	<p>--Under "General / Tag – Welcome", make any changes to your opening Welcome Text for online registration</p> <p>--Under "Registration / Tag – REG_ASSOC_HOTSHEET", create or make changes to the right-margin bulleted text that appears on the opening page of your online registration site</p>
Content / Documents/Forms	<p>--Click "Upload New Document" to upload additional PDF forms required by your club. Forms can be printed at the end of the online registration process.</p> <p>Note: PDF forms must be reassigned for each new season under the club's Registration tab/Season.</p>
Content / ELA (Electronic Legal Agreement)	<p>To create an Electronic Legal Agreement:</p> <p>--Enter Document Description</p> <p>--Enter Document Text</p> <p>--Check "Registration ELA"</p> <p>--Click "Add Document"</p> <p>Note: ELAs must be reassigned for each new season under the club's Registration tab/Season.</p>
Messaging / Templates	<p>Message Templates have been created for auto messaging and should be updated with information specific to your club. For each template:</p> <p>--Update the "From Address" with an email address for your club</p> <p>--Update the "From Name" with the name of your club or an administrator for that club</p> <p>--Update the "Message" text with club-specific information. You may choose from the macros on the left to further personalize the message</p> <p>--Click "Save and Continue"</p> <p>It is particularly important to update the Player Registration Thank You template, to ensure that any questions regarding your club's registration are sent directly to your club.</p>