

NEW FLOW ONLINE REGISTRATION SETUP

CLUBS > REGISTRATION > FIELDS

Clubs / Find, Edit, Delete a Club ADG Club

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

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

Youth League/Club Registration Pages Configuration

Club Online Registration Pages/Fields Configuration

Use this form to modify the different forms that are available to users during the application process. Each form represents a different kind of user.

Direct Raw Edit (ADG Only)

Select Form To Edit

1a. Registration Types 

Page Title

Registration Types

Field Label	Show	Hide	Required
Player Registration	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Radio Button Label	<input type="radio"/>	<input type="radio"/>	n/a
Description Text	<input checked="" type="radio"/>	<input type="radio"/>	n/a

The above area is where the online registration flow for users is created. In this area you will be able to specify which fields are required, shown, or hidden, as well as add any informational text to your pages that you choose communicate to your members.

First begin by clicking on the [“Youth League/Club Registration Pages Configuration”](#) link.

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

REGISTRATION PAGES CONFIGURATION

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Page Fields Configuration

Club Registration: Hide Show Required

Team Registration: Hide Show Required

Tryout Acceptance: Hide Show Required

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.

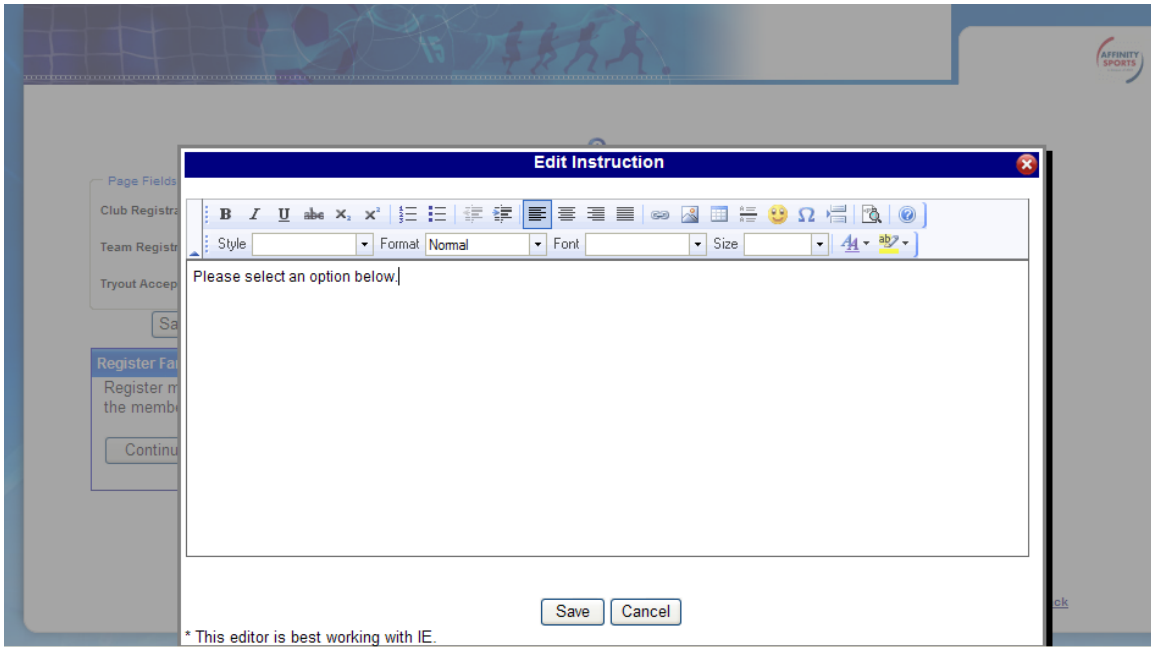
[<< Go Back](#)

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.

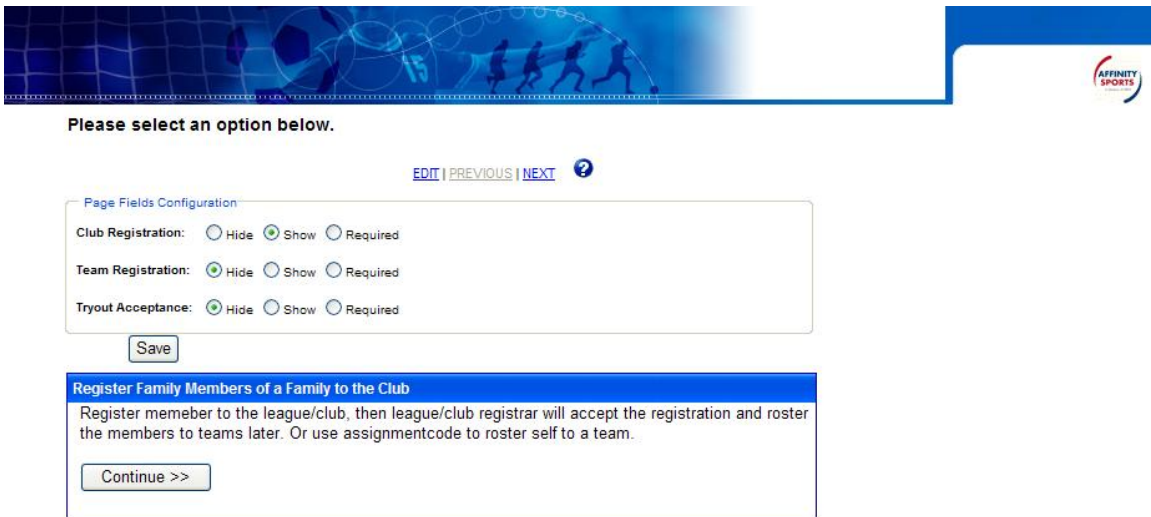
Next to each registration type you will be given the choice to hide, show or make the registration type required. Please select the appropriate configuration. Once done click the “Save” button.

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. “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.)




(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.

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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.

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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.

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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 [Switch Primary](#). To change contact info, please click [Edit](#).

Add All Your Family Members To Be Registered

?
An existing account shown is matching your information. If this is not your account, please exit the registration process.

(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.

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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

[Print Receipts and Forms](#)

[Print ELA](#)



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