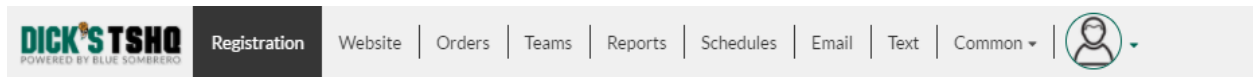


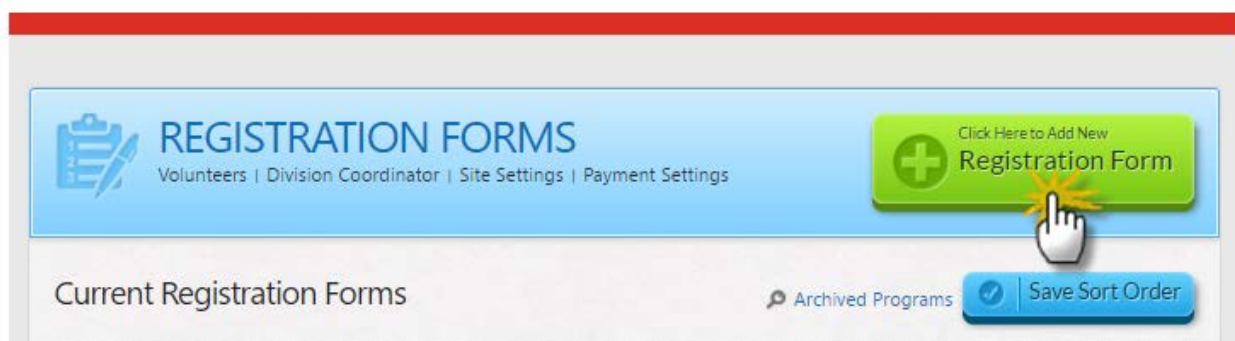


How To Setup Your Program/Season Registration on Blue Sombbrero

I. Login as an admin to your Region Portal. You will see the following tool bar on the top of the screen. Then Click on **Registration**.



II. You will see the following screen. Click on the green button “**+Click Here to Add New Registration Form**” to add a new Program/Season to your Registration.





III. Select the Registration Type for the program you are creating. You can choose from the following types:

- A. Non-Tryout/Rec Program (ex: Fall and Spring Programs)
- B. Tryout/Competitive Program (ex: All Stars)
- C. Camp Program (Summer Clinics)

Most of your programs will fall under the Non-Tryout/Rec Program

Select Registration Type

Non-Tryout/Rec Program:

This is our most common registration type. It is mostly used for recreational or non-tryout activities because after a participant is registered they are available to be placed on a team. It includes Team Building & Scheduling.

Create a Non-Tryout/Rec Program

Tryout/Competitive Program:

This option is a two-step registration process. Step 1 - The participant registers for the actual tryout. Step 2 - The participant has to come back and accept a position on a team after tryouts take place (if offered a spot). It includes Team Building, Scheduling, and Automated Team Acceptance and Non-Acceptance Email Notifications. Important: Since this is a two-step process, only use this registration type if you're accepting tryout registrations online. [Find out more here](#)

Create a Tryout/Competitive Program

Camp Program:

This option is the most basic registration type. *Important: This registration type does not include any Team Building or Scheduling features.

Create a Camp Program

For this example we clicked on Non-Tryout/Rec Program to Setup a Fall Program. You will get the following screen with 6 steps to create the programs.



Step 1. Enter the Program Information

- A) Select Membership Year
- B) Select Season from: Fall, Winter, Spring, Summer
- C) Registration Type will be defaulted to the type you selected earlier above
- D) Program Name – For Example Fall 2017 or Spring 2018
- E) AYSO Program Type:
 - a. Core – Programs like Fall, Spring, Winter etc. **This will be the main type used by most Regions.**
 - b. Extra
 - c. Adult – for players over 18. There will be a different Membership Fee
 - d. VIP
 - e. Playtime Adventure
 - f. Day Camp
- F) You can enter a program description for the parents to learn more about the program
- G) Click **Save Settings** green button and then Click **Next** green button to continue.

The screenshot shows a web-based form for entering program information. At the top, there are six steps, with Step 1, 'Program Information', highlighted. Below the steps, there are several input fields: a dropdown for 'Membership Year' (2017), a dropdown for 'Season' (Fall), a dropdown for 'Registration Type' (Non-Tryout/Rec), a text input for 'Program Name' (2017 Fall Soccer) with a character count of 34 remaining, and a dropdown for 'AYSO Program Type' (Core). To the right of these fields is a 'Program Description' text area containing the text: 'This program is for Fall 2017 and will be played from Sept 2017 through end of Nov 2017.' At the bottom of the form, there are two green buttons: 'Save Settings' and 'Next'. A 'What's This?' help icon is located in the top right corner.



Step 2. Enter the Program Questions you would like to ask parents as they are registering their players. All required question by the National Office are already turned on by default. These are additional questions you might need. You can also add new questions if you have any Region specific information you need from the players.

- A) Select those questions you want to turn on
- B) Optional: Add Additional Questions if you want
- C) Click **Save Settings** and then Click **Next** to Continue

Program Question	Require	Manage
1 Mailing Address	No	Preview
2 Mailing City	No	Preview
3 Mailing State	No	Preview
4 Mailing ZIP	No	Preview
5 Physician Name	No	Preview
17 Physical conditions of which the staff should be aware	No	Preview
18 Authorization, Disclaimer, Assumption of Risk and Waiver and Consent Agreements	Yes	Preview
19 AYSO Membership Fee Information	Yes	Preview

Buttons: Add New Question, Save Settings, Previous Step, Skip, Next



Step 3. Special Discount & Fees. You can give the following discounts and add Custom Fees or Discounts.

- A) Volume Discount
- B) Family Discount
- C) Non- Resident Fee or Resident Discount
- D) Optional: Click on Add A Custom Fee or Discount if you want to add one
- E) Click **Save Settings** and then Click **Next** to Continue

1 Step 2 Step **3 Step** Special Discounts & Fees 4 Step 5 Step 6 Step

What's This ?

Special Discount or Fee Name Amount Manage

Volume Discount \$ 0

Family Discount

2nd \$ 0

3rd \$ 0

4th \$ 0

5th & > \$ 0

Max # of participant discounts (per family) (leave blank for no max)

Non-Resident Fee or Resident Discount \$ 0 Edit

Hold your horses! Please click on Edit to adjust the settings for your Fee or Discount.

Add A Custom Fee Or Discount Save Settings Previous Step Skip Next



Step 4. Volunteers. In this step you will open up volunteer registration for the positions you want volunteers to apply for. Only those position that are turned on will display when a volunteer applies to volunteer. You can add custom volunteer roles.

- A) Click on the toggle to switch from No to Yes for the roles/positions you are accepting.
- B) Optional: Type in a Volunteer Role and click on Add New Volunteer Role if you are adding positions
- C) Click **Save Settings** and then Click **Next** to Continue

1 Step 2 Step 3 Step **4 Step** **Volunteers** 5 Step 6 Step

Which Volunteer Roles would you like to display? What's This ?

Volunteer Roles	Display	Manage
1 Head Coach - Standard Role	<input checked="" type="checkbox"/> Yes	Edit
2 Team Manager - Standard Role	<input type="checkbox"/> No	Edit
3 Assistant Coach - Standard Role	<input checked="" type="checkbox"/> Yes	Edit
4 Communications - Standard Role	<input type="checkbox"/> No	Edit
5 Field Setup - Standard Role	<input checked="" type="checkbox"/> Yes	Edit
6 Picture Day - Standard Role	<input type="checkbox"/> No	Edit
7 Referee - Standard Role	<input checked="" type="checkbox"/> Yes	Edit
8 Registration - Standard Role	<input type="checkbox"/> No	Edit
14 Youth VIP Buddy - Standard Role	<input type="checkbox"/> No	Edit

Custom Volunteer Role* ?

50 Characters Remaining

Adult Youth Add New Volunteer Role

Save Settings Previous Step Skip Next



Step 5. Program Emails. This email is generated for each player that registers. You can enter all the information you need parents to know. Some of this information might be onsite registration dates, documentation they need, or any region information.

- A) Enter the information you want into the Division Registration Confirmation Email. You can add attachments.
- B) Click **Save Settings** and then Click **Next** to Continue

1 Step 2 Step 3 Step 4 Step **5 Step Program Emails** What would you like to include? 6 Step

What's This ?

Program Emails

Division Registration Confirmation Email

Welcome to AYSO Region ####

We are excited that you have decided to join our Region.

Please print and bring a copy of the player application to one of our onsite registration events on.

May 20, 2017
July 7, 2017

At the location below:

Copy these emails

Division Registration Attachment

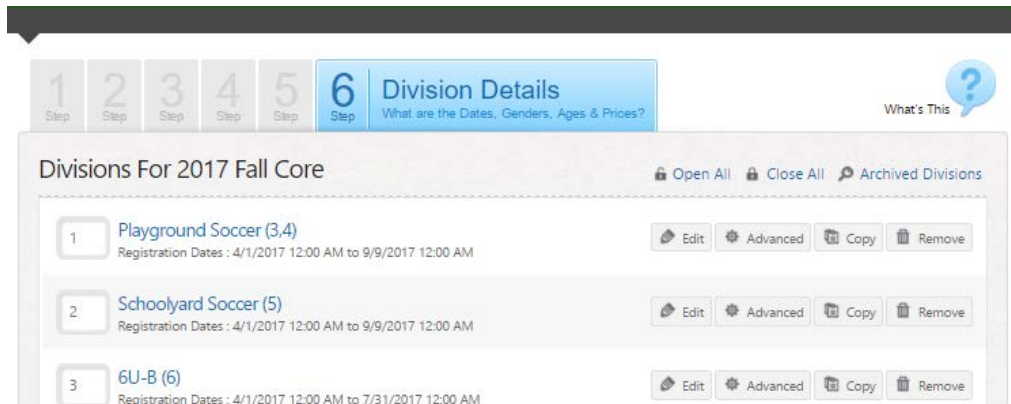
File Location:
Root

File Name:
<None Specified>

Save Settings Previous Step Skip Next



Step 6. Division Details. All your divisions will be pre-populated for you. If you don't offer a certain division you can remove it by clicking on Remove.



A) Click on Edit and you will be able to enter/change the following information for each division.

- a. Division Name
- b. Registration Open Date and Close Date – When you will be accepting applications
- c. Time you want registration to open and close
- d. Season Start and End Dates
- e. Minimum and Maximum Age Range.
- f. Price – You can now charge a different price for each division if you want
- g. Gender – You will choose from Male, Female or Coed

Registration Dates & Times		Season Dates	Age Range	
Open Date	Open Time	Start Dates	Minimum	Price
4/1/2017	12:00 AM	8/1/2017	12/31/2012	\$ 105.00
Close Date	Close Time	End Dates	Maximum	Gender
7/31/2017	12:00 AM	12/1/2017	1/1/2012	Male

When entering the division's price, do not include National Fees. Those will be automatically added.

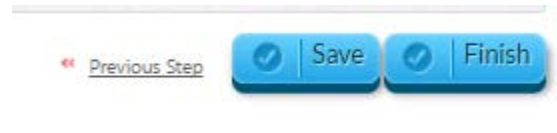


- B) Click on **Advanced** it will take you to a screen where you can edit for each division the following information:
- Basic information
 - description of the division
 - Set Max number of participants
 - Fees and Discounts
 - You can have early bird discount by division or late fees
 - Wait List Options
 - You can enable a waitlist if you don't have enough players for a division. When you accept a player from the waitlist they get an email to login and make a payment. They will submit their application, but will not get charged to be put on the waitlist.
 - Configure Payment Plans
 - You can have payment plans by division
 - Click on Save Settings

- C) Click on Remove next to the Division your Region is not offering.

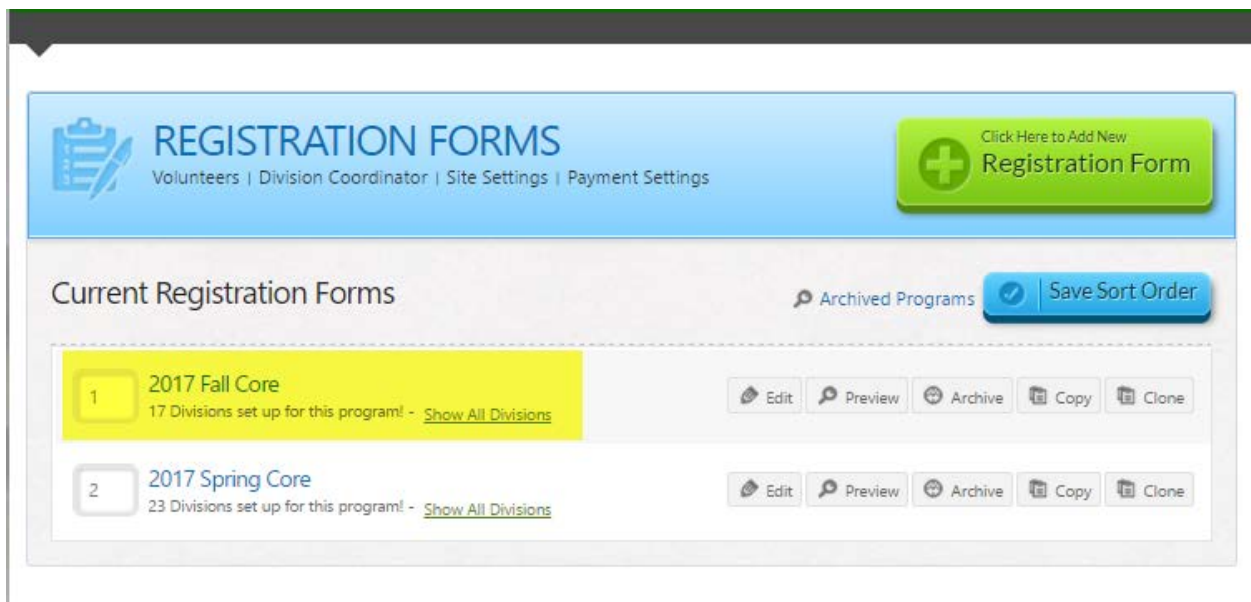


D) Click on **Save** and then **Finish**



Success! You have setup your Registration for this program.

You will see the program/Season listed on your Registration screen:



You can always edit the information anytime by clicking on edit.

If you do need further assistance, Regional Commissioners will receive priority support by emailing aysosupport@bluesombrero.com or by calling 866-258-3303. Parents with questions may email support@bluesombrero.com.