

Scugog Soccer Association

Online Registration User Guide (Text Only Version) (January 15, 2007)

Introduction

This manual was assembled to help first time users of Scugog Soccer Association's Online Registration system. A SSA board decision was made in 2006 to go online and IT Sports Net was the logical choice as this is the system used by the OSA to record all soccer players and coaches in Ontario. This is a Text only version. If you'd like images of the web pages along with the text, please download the regular User Guide (note that is over 1.1 meg so may take a while on a dial up connection).

Much of the process is predefined. We add some of the wording, the specific divisions, and of course the fees and discounts. Going online provides a new level of convenience for our members. You don't have to use it, but it offers you one more method of registering yourself and your children and provides the only method where you can pay by credit card (Mastercard or Visa), or just print and mail with a cheque. We still offer walk-in Registration (see www.scugogsoccer.ca for dates, times and places) so you can ask questions face to face; and also downloadable registration forms off our web site which can be mailed or brought to the walk-in registrations.

Getting Started

To begin Online Registration, go to the Scugog Soccer Association's Web site (www.scugogsoccer.ca). From the main page go to the Registration page which will have the latest news and information on registration and a link to the **IT Sports Net Online Registration** web site. This link will launch a new window and display the "Member's Area" page. From this page you click on the **Setup Login** button to create a new online account (you only do this the first time). Once you have your password, you can Login to the system from this same page, or retrieve a password if you have forgotten it.

If you click on the buttons on this page and nothing seems to happen, please review the following points:

- 1) Are you using internet explorer? If not, please open an Internet Explorer browser and proceed.
- 2) Do you have **Norton AntiVirus** and or Firewall? There is a Norton internet security feature that restricts javascript or cookies. You need to make sure that setting will allow javascript / popups from www.itsportsnet.com, secure.itsportsnet.com.
- 3) Do you have the security product from Telus called '**Freedom**'? If you do have 'Freedom' you need to open it up and go to the 'pop-up blocker'. You will need to make sure our domains are allowing pop-ups (www.itsportsnet.com, secure.itsportsnet.com).
- 4) Do you use McAfee? There is a privacy service through McAfee, this should be set to Prompt user to accept cookies, once you have accepted cookies from a site, you will not be asked again.
- 5) Are javascript or cookies blocked at the browser level?
 - Go into internet explorer and go to "tools" and "internet options". Go to the "privacy" tab. Make sure the 'privacy' is set no higher than medium. You may have pop-ups blocked...if so click on the Settings button and add www.itsportsnet.com and in the cell that indicates Address of web site to allow: and then click add. Do the same for secure.itsportsnet.com.
 - The second tab to check on the browser is Security. Scroll toward the bottom of this screen and you will see Scripting...ensure that these are enables...there may be three - Active Scripting, Allow Paste operations via script, Scripting of Java applets.
- 6) If it still does not work after trying all of the above, please go to internet explorer and "tools" and then "internet options" and then click the "advanced" tab. Then click "restore defaults" and click "ok". Restart your computer and try again.

Quick Overview

To use the Online Registration you must be a **parent or guardian** (or a playing or coaching adult). You must also have a valid and working email account. Your email address is your “userid” and your initial password will be mailed by the system to this email address. Once you have your password, you can login and will be asked for more contact information. After that’s complete, you continue on and create a “family”. You can then add members to your family, youth and/or adults that intend to play, coach or volunteer in any capacity with Scugog Soccer. This setup is only required once. All your information is then securely stored for future seasons and of course can be changed or added to at any time.

Once all your family members are added, you can then start the actual registration process. The system will ask for addition parent information and allows you to add another parent. You are then asked if you can volunteer in some way. This is where returning coaches can identify themselves and get a \$25 discount after they’ve checked the Coaches page on the Scugog Soccer Web site where a list of officially recognized coaches are identified. The next step is to gather child information and actually register any children. You register all children between the ages of 3 and 17 (as of Dec 31 of the previous year) using the **Youth Registration** link. All players 18 and over are considered adults and are registered using the **Adult Registration** link. Please note that Adult and Youth registrations are treated as two different registrations in the system and so generate two different invoices and as such are emailed separately and, if you pay by credit card, must be must paid for separately. (ie two payments. Don’t ask, that’s just the way it works).

Once you confirm that you have completed registration of all family members, you can either pay by credit card or pay by cheque. Paying by cheque involves printing your invoice (or invoices) and mailing a single cheque, or bringing a cheque and invoice(s) to one of the walk-in registration sessions in February. (see www.scugogsoccer.ca for dates, times and places)

The entire process should take 20 to 30 minutes the first time depending on how many members you have in your family.

Step by Step

Step 1 - Member’s Area page – To setup a new account, click on **Setup Login** to start a new member setup. Once you have an id and password you use the Member Login to return to your information.

Step 2 - Member’s Area page – Only Parents or a guardian are allowed to create a new account. Only one parent should set themselves up at this point. The second parent with additional contact information can be added later in the process. Enter your name and a valid email id (it will be where your password is sent), then click **Submit**.

Note that we’ve used fictitious names throughout this example for demonstration purposes only and have blanked out real address and names in some places.

Step 3 – Member Confirmation – If your email id is unique, a new account is created and your password (generated by the system) is emailed to you. Go check your email and retrieve your password. It can be changed after you log on. Click on the Login button once you have your password. An email will come from websupport@itsportsnet.com. Depending on your settings it could end up in your junk mail folder.

Step 4 – Login – Login using your same email and the password emailed to you. You can also get to the Login screen from the first page presented in Step 1.

Step 5 – Home Page – Please read the welcome message. This can change from year to year. It covers player acceptance, refunds, NSF cheques and our code of conduct. If you have further questions visit and explore the Scugog Soccer web site (www.scugogsoccer.ca). We have FAQ page as well as links to our constitution, bylaws and policy and procedures.

Note that you may not use the online registration for any new OSA player who has just previously played organized soccer in another country. You need to use the paper registration form (downloadable from the web site) or available at our walk-in dates. Specific information must be gathered which is not available online. Sorry.

Step 6 – Profile – Click on Profile to see additional options. **Edit Profile** to add/change your contact information. **Invoice History** to see what invoices have been issued to this member. **Edit Password** to change your password (you’ll need to log back in after changing a password) and **Add/Edit Family** to create and add members to your family group. Let’s select **Edit Profile** and add more contact information to the person setting up this account.

Step 7 – Edit Profile – Current profile information is presented and can be changed by clicking the Edit Profile link.

Step 8 – Edit Profile Update – Add/change information as required and Click Update when done.

Step 9 – Edit/Add Family – Once you're back to the Profile page (see Step 6), click on **Add/Edit Family** Link to create a family so you can add family members. It is possible another family with the same name exists but your address, phone and email will distinguish you from each other. Click on **Create Family** when you're done.

Step 10 – Add Family Members – Add all family members that will be playing, coaching or volunteering in anyway. Be sure to carefully enter all birth dates for youth so that players end up in the correct age division. Adult birthdates are not required. The system requires email addressed for every player so just use your address for all players unless the really want to use their own. Once you've added all members click the **Add Members** button.

Step 10 – Family Members List – Here you can review, edit or add additional family members. Once everyone is entered, Click **Registration** in the left menu to start the actual registration.

Step 11 – Registration Options – If you are registering your kids click **Youth Registration**. If you are registering yourself, your spouse or any other adult players, select **Adult Registration**. You can setup both in one session. Just return to this page and select the other.

Note: To keep this guide short, we've only covered Youth Registration in the steps that follow. Adult registration is very similar and so please read through the following even if you are only doing an Adult registration.

Step 12 – Youth Registration – The welcome page asks you to accept a Waiver of Liability. The Scugog Soccer club is affiliated with the OSA which has a comprehensive Insurance coverage for all players and coaches but at the same time you need to know that players can be injured playing soccer as in any sport. Click **I accept** to continue, or exit now.

Step 13 – Youth Registration, Parent Info – Add or update the parent information, and/or add another parent using the buttons at the bottom. When you are finished, **Click Done**, to continue on to the next step.

This information maybe used to contact you. It is only used by the Scugog Soccer Association and is not sold or given to any other organizations. Only authorized administrators of the system can see your information.

Step 14 – Youth Registration, Volunteer Info – At this point we are asking for your help to run the club. The board asks for help in anyway you can provide it. Upwards of 50 head coaches are needed every year. The club provides fully reimbursed OSA clinic training (not required but recommended) and you also get a discount in the following year. Please consider how you can help. At least one option must be selected before you **Click Done**.

Please feel free to contact the Scugog Soccer Association office if you have questions or ideas on how you can help.

Note: if you are a returning coach, and you are listed on the Scugog Soccer Web site (on the Coaches page) you may claim the \$25 discount (one per family). Some coaches are listed but still need to show us their Police Check from last year. If you have lost it or it never came you will be required to get another.

Step 15 – Youth Registration, Child Selection – Use the dropdown box at the bottom of the page to select a child from your Family List that you are registering. The names are from your "family" that you entered in the steps above. If someone is missing you can return to the Profile option and add more family members. **Once a family member is selected the next page will display.**

Step 16 – Youth Registration, Child Info – Most information should already be displayed except for Gender which you need to enter on this page. Double check the birth date (Dads, check with the Moms for the correct birthdates of your children) and if everything is correct **Click Done**.

Step 17 – Youth Registration, Child Registration – Based on the birth date you entered and possibly the gender, the Fee type will display. You are asked to enter the level of play (House league or Representative) you wish your child to play.

Indicating Rep only tells us you are interested in trying out for a Rep team, it does not guarantee a spot. You should also be aware that there are additional fees for Rep players once they are selected to a team. They should be in the \$100-\$130 range and are calculated based on referee fees, tournament fees, additional shirts and warm-up suites and team bags.

Click on **Register another player** if you have more kids to register and repeat steps 16 and 17 for each, or **Click done** when you are finished with all your kids.

Once you say you're done it asks you to be sure.

Step 18 – Youth Registration, Submit – At this point you're asked to review all the child registrations. (Remember, adults are done separately). If all is in order click **Make Payment**, other wise click Edit Registration to change information and/or add Adult Players.

Step 19 – Youth Registration, Payment – You now have the option of paying by credit card or by Cheque. To pay by Cheque you simply print your invoice that is emailed to you (it will come from **registrar@scugogsoccer.ca**) and put it with your cheque (made out to the **Scugog Soccer Association**) in an envelope and mail it or bring it to the walk-in Registration sessions in February (see the web site for dates, and times).

Step 20 – Youth Registration, Credit Card Payment – Supply all fields with an * beside them. Only click the **Check Out** button just once and wait for confirmation.

Step 21 – Youth Registration, Cheque/Cash Payment – The mailing address is listed on this page, in the email that is sent and on our web site.

Step 22 – Adult Registration – adult registrations is basically the same as a Youth Registration except birth dates are not required. You are still asked to volunteer and select a division to play in.

Please note that you may only apply the \$25 coaching discount once per family. Before you can apply that discount you are asked to visit the coach's page of the Scugog Soccer Web site. Only officially listed coaches are allowed to claim the \$25 discount. If you are not listed and you claim the discount not all your players will be considered registered as you will still owe that difference.

Thanks for using Scugog Soccer's Online Registration. Let's us know what you think.