

Welcome to SportsManager

SportsManager new user documentation and instructions

Logging into SportsManager, changing passwords and troubleshooting

Please note: Microsoft Internet Explorer for Intel is required to run SportsManager in administrative mode. Other browsers like Firefox will work for on-line registration where login is not required.

1. Go to your SportsManager URL which will have the format of www.SportsManager.us/your-organizations-name.htm
2. Click on the “Login in button” near the top middle of the screen. Then enter the default password which is “admin”.
3. Please note: If you are having trouble viewing the entire SportsManager menu you will need to raise the resolution of your desktop window settings to 1024x768. If you can’t see the button called “Links” in the lower left hand corner of the SportsManager menu then you will need to raise the resolution of your screen. You can do that by right clicking on the windows desktop area, choose “properties”, choose “Settings”, then increase the resolution and save it.
4. Change your defaults passwords in the Organization Info area. (button in lower left corner) Your default passwords are Admin, Manager and User and they should all be changed to something specific to your Organization and then saved.
5. Click on the Organization Info button to enter your organization’s official address, email and telephone number. If you have a public website then also scroll down until you see the “Website” field and enter the address of your public website. If you don’t have a website then leave it blank or enter your SportsManager URL. Then hit the “save” at the bottom of the page.

How to get technical support and how to learn about SportsManager:

SportsManager will provide email or phone assistance when you have a problem. We do ask that you read the enclosed list of previously asked questions and spend some time reviewing SportsManager and the attached documentation prior to contacting us.

Most new users will be comfortable with SportsManager after spending an hour or two reviewing the documentation and clicking on the features in SportsManager. It is a good learning experience to click on the SportsManager main buttons along the left hand side and then on all of the sub level menu items. Even if you change a parameter by accident it is easy to re-enter. The best approach is to be curious and click on every option to see what they do. Most of the features are self explanatory and some have additional explanations. Most fields have a text description of their function that can be displayed in red if you hold your mouse over the field name. You can see how this works in the Organization Info area by holding your mouse over one of the field names on the left.

For Assistance:

You can access the on-line help, email us at support@sportsmanager.us or call us at 978-851-0801 X-221 or X253. Emails work well if you have a general “How to” question because we can reply with examples or ask you to call if a more detailed explanation is required. We usually reply to emails quickly. We can be reached on the phone between 9:00 AM and 5:00 PM Monday through Friday.

We offer 4 Levels of technical support:

1—Frequently Asked Questions -In SportsManager, click on the “Help” button in the upper right corner. You can search on previously asked “questions and answers”, you can submit your own questions and send an email to technical support.

2—On-line mouse over text and help guides.

3—Email Support: Support@sportsmanager.us

4—Call for support: 978-851-0801 X-221 or X253 from 9:00 AM to 5:00 PM

SportsManager “Getting Started” Index:

1. SportsManager overview
2. What is defined and controlled by the Season and League areas.
3. Logging in to SportsManager, Public Access vs. Admin Access
4. How to enter your official address, email and telephone number
5. Viewing the Season/Leagues/Groups
6. How to enter and edit Adults and Players
7. Setting up Job assignments for Board or Team Positions
8. Team setup and player assignment
9. Game completion confirmations by coaches via email
10. Setting up fields, open times and league availability for Auto-Scheduling
11. Using the Registration Management features
 - a. How to edit registration prices
 - b. Linking the registration to your public website or using SportsManager
 - c. How to create, edit and report registration questions for gathering shirt sizes and volunteer info
 - d. How to enter multi player discounts
 - e. How to enter early bird discounts or late fees
 - f. Controlling the number registered for an age group
 - g. Entering the Waiver text
12. How to control what is displayed on the team roster.
13. Setting up standard player profile questions.
14. Roster management-how coaches can view access rosters and email teams.
15. Most Frequently asked Questions and Answers.
16. How to manage a season with registration and team assignment
17. Understanding the general database concepts of SportsManager.
18. Understanding the structure of SportsManager.

Overview: How SportsManager is best utilized to maximize productivity:

Ease-of-use

SportsManager is designed to be easy to use but there will be a few new things to learn as you start using the database. You will probably spend a few hours within the first two weeks getting familiar with the options and functions of SportsManager.

Access from anywhere at anytime

SportsManager is an on-line management tool that can be accessed from home or office and be used by multiple people at the same time. Three levels of password access allow you to designate Administrative, Manager or User Level responsibility for different people in your organization. It will act as your public website for Organizations that don't already have a website or it can be linked to an existing website.

Save Volunteer time and Improve communications with adults/players

SportsManager will save you and your volunteers a lot of time and allow you to display registration options, schedules and other information over the Internet. The emailing tool in SportsManager will make it easier for you to send notices and keep your organization updated. You'll see that emails and emailing are a key part of SportsManager.

Get accurate and up to date schedules

SportsManager is a new solution that will allow your organization to quickly and accurately create a common schedule that everyone will benefit from. The time savings will make it easier for people to volunteer and do the jobs that need to get done.

The **season/Activity** area defines and controls the **Season Length** (start, end, game duration, number of games to play), the **Leagues/groups** (Leagues/Groups by Grade or Age, whether they are scorable or not scorable), the **Schedule** and the **Referee Assignments**. You can define own registration cost, registration questions, teams, fields, field times, coaches, players, local events, etc.

Getting Started: How to log in to SportsManager:

First, find your internet address for SportsManager. It will look like this:

www.sportsmanager.us/orgname.htm. Enter your SportsManager address into your browser address window or just click on the link.

SportsManager has two modes of operation: Logged in and not logged in.

1. Logged in: You will see a Login button at the top of the screen. Click on it. Then enter your password. The default password will be "admin". Please change it after you login by clicking on the Organization Info button and finding the Admin password field to edit. SportsManager supports three log in levels: Admin, Manager and User. Please see the description of these levels at the back of this document or by clicking on the Help button.
2. Not logged in: We call this public access because only public links like schedules, registration options, events, teams and roster management are available with out logging in. With out logging in the SportsManager website will act as a general public website.

To login to SportsManager click on the LOGIN button at the top middle part of the screen:

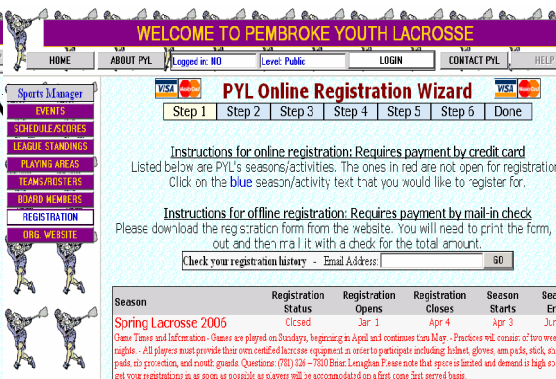


Here are three examples of how SportsManager will look when you first call up the site, what the registration option looks like prior to logging in and after you log in as administrator.

Before Login:



Before Login and after Registration was selected:



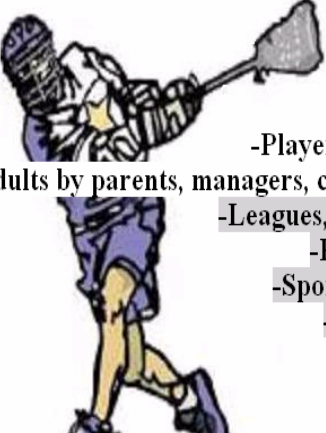
After Login as Administrator: All the control buttons now appear on the left:
These buttons offer different level of depending on Admin, Manager or User Login.



WELCOME TO LOWELL LACROSSE ASSOCIATION

HOME ABOUT LLA **Logged in: YES** **Level: Administrator** LOGOUT CONTACT LLA **HELP**

Sports Manager
EVENTS
SCHEDULE/SCORES
LEAGUE STANDINGS
PLAYING AREAS
YOUTH PLAYERS
ADULTS
TEAMS/ROSTERS
DIVISIONS
LEAGUES/GROUPS
SEASONS/ACTIVITIES
YEAR 2005
BOARD MEMBERS
EMAILING
REGISTRATION
REPORTS
AUTO SCHEDULING
ORGANIZATION INFO
LINKS



SportsManager OnLine Database:

Developed by: NTSI, 100 Foot of John St. #6, Lowell, Mass. 01852, 978-851-0801 x253, mcallahan@ntsi.com

- Players by team and parent
- Adults by parents, managers, coaches, board members, organization contact
- Leagues, Teams, Board Members
- Registration Fees
- Sponsors and Donations
- Special reports

If you have any questions, problems or suggestions on this database please click on the **TECH SUPPORT** button

© 2005 NTSI. All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without permission in writing from NTSI.

How to enter and edit Adults and Players:

Adults, Players and their related information can be entered manually or during the registration process. For most Organizations, the parent will enter their information and the player information during on-line registration. After one season you will have all your parent and player information captured. Any registrations that come through the mail or in person need to be entered by the Organization Admin or Registrar and the parent and player information will need to be entered during the manual registration process.

How to enter an Adult:

To enter an adult click on the “Adults” button on the left side menu, then click the option near the top of the screen for “Add Adults”. You must enter at least the last name of the primary adult to create an adult record. Of course you should enter at least the first and last name, the email address and address information. The email address (either primary or secondary) is the most important field for SportsManager since the system will use that for automated confirmations and communications.

How to enter a player:

An adult must first exist before the player can be added. To enter a player first enter the adult. Then click on the pre-existing adult name (in the Adult Info area), then near the top of the Adult edit page click on the option to “Add Player”. This will open up a “new player” page. You must enter at least the players name and gender to create a player. You should enter

Important information to know about Adults, Emails, Players and Date of Births (DOB):

1. **Adults** may or may not have children or players associated with them. This means an adult is not necessarily a parent but could also be a coach with out children, an outside sponsor, a city contact (for fields, etc.) a referee and assignor. The Adults list in SportsManager should be used by your organization to store and track all adult contacts regardless of which type they are. Jobs for these adults can be defined in the Org.Info area and assigned on the Adult edit page.
2. **Spouses:** In the adult record there is a place to enter the spouse first and last name. There is also an option to record a spouse date of birth for background checking. Spouses can be assigned to different jobs than the first adult name. The software is set up to allow the tracking of adult1 and adult2 (spouse) for specific jobs (coach), DOB and volunteer request.
3. **Emailing:** There are two emails per family the Primary and Secondary. The software **does not** assume primary email applies to adult1 or that the secondary email applies to adult2. We have found it is better to send all emails to both addresses. We allow the family to enter a primary (usually someone’s work) and a secondary (usually home) address in which to receive all communications. This is a similar concept to the home mailing address in which only one letter gets sent even though it will be read by more than one person. In this case the email gets sent to both addresses.
4. **How to remove a bad email address?** When you send batch email communications to your Organization or team you will receive failure notices for

any bad email address. **You will need the ability to locate and remove these bad email addresses.** In the adult's area, there is a search window that will allow you to look up adults by partial last names or by email addresses. To remove bad email addresses enter the address in the search window, click on the adult name to open their edit page, then remove the bad email address and hit save at the bottom.

5. **Players should have accurate DOBs and genders** When a player is created during on-line registration the parent will enter the Date of Birth (DOB) and gender. The parent will not be allowed to edit the DOB once it has been entered. If a DOB has been entered incorrectly then the Organization Admin should be notified by the parent so they can correct it in SportsManager.
6. **Player Profile questions** will show up in the Player Edit area and include additional fields like school, grade, medical conditions, emergency contacts and other special fields that you can select by clicking on Registration and then at the bottom of that page click on "Player Profile Questions".
7. **Adult Profile questions** work the same way as Player Profile questions and add fields to the adult edit area (like DOB, Gender, Occupation) that you can turn on/off in the Adult Profile Questions area in the Registration Set up area.

How to create and assign Board positions and Teams jobs:

Your SportsManager database may have been pre-populated with a number of "standard" Board Positions and Team Jobs. We thought it would be easier for you to delete the jobs you don't have (or edit them) instead of creating all of them. To add board or team positions or other positions in your organization click on the Organization Info area and at the top of that page click on the button labeled "Job Descriptions". You will also see a "Job Type" button. You shouldn't need to use that. It is for adding new classifications of jobs other than the 4 major ones that come as the default in SportsManager and they are: Board jobs, Season level jobs, League level jobs and Team jobs. It is best to use the 4 default job types before adding any new ones.

Here are some sample board member and team jobs that you can set up by clicking the Job Description option at the top of the Organization Info page.

Board Members (Organization wide positions)

1. President
2. Vice President
3. Registrar
4. Secretary
5. Treasurer
6. Director
7. Equipment Coordinator
8. Sponsorship Coordinator
9. Player Agent
10. Facility Manager
11. Concessions

Team Management (Team management jobs)

1. Coach
2. Asst. Coach
3. Team Parent

How to assign board positions or team jobs to adults:

Assuming that there is at least one Job Description stored under either Board positions or Team Positions, then click on the Adults button, locate the adult you want to assign (add the adult if they don't exist yet), then on the Adult edit page click the option for "Assign Position". Follow the menu options through to assign either board or team jobs. For Team jobs you will need to make more picks because the Season, League/Group and Team need to be selected. You can easily delete a board to team assignments by selecting the "Delete" option that will appear to the right of the assignment.

You can assign multiple people to a position if you do position sharing for either the board or teams jobs.

How to delete or edit the positions:

If you don't use some of the predefined positions or if you want to edit the name of the position, click on the "Organization Info." button. At the top of that page you will click on the "Job Positions" button. Then you can delete or edit positions by clicking on the job name you want to either delete or edit.

Team setup and player assignment:

To create teams click on the Teams button and then click the option to "Add Teams". Make sure you have selected the league/group that you want to add the team to.

To assign players to teams click on the player name in the "Youth Players" area, then click on the option to "assign to team" and follow the menu to select the team.

There are three ways to assign players to teams. Assigning players in the "Youth Players" area allows you to do it one player at a time. You can also assign players right on the "Draft Report" (click on Registration and click on draft report) or in the Roster Manager module (under the Teams button). A full description of the team assignment options can also be found in the SportsManager "Help" section under questions and answers.

Game Scoring and Game Completion confirmations by coaches via email:

SportsManager will automatically email coaches after the game to ask them to click on a link to score a game, to confirm that the game has been played or to indicate a cancellation. They can also confirm the referees showed up. Coaches can type in a optional game summary that can appear on the schedule. To do this the coach must have an email and be assigned to the team. Everything else is handled automatically by SportsManager.

Setting up fields, open times and league availability for automatic scheduling.

The first step is to create a field. Click on the “Playing Areas” button on the upper left side of the menu. Then click the button to “Add playing area”, then add the name and optional description and directions. This information will appear on the general schedule when the “?” is clicked to the left of the game date. Once you have a field created then click the button to define “Open times”, these should be the entire times the field is available to your organization. If you are not sure what to put then just put 8:00 AM to 9:00 PM All Year. You can always change it later. The next step will be to define which Leagues/Age Groups can use that field. And the last step, done in the Auto-scheduling area, will be to define the actual times that those Leagues/Groups can use that field. This multi-step process allows you to share fields amongst age groups and even to split a field in two for a particular season.

If you would like to see the steps necessary to allow auto-scheduling then click on the Auto-scheduling button on the lower left hand corner and read the instructions titled “How to auto-schedule”.

How do I change a field name?

Click on the “Player Areas” button on the left side, click on the Field name you want to change and enter the correct name and then hit the save button.

Enter the Field Address, description and directions:

Make sure you enter the field address, directions and description when you are editing the name. This will ensure that teams can easily find your field next year when games start.

Can I change the Field name or open times? Or add a field?

Yes, you can change the name with out having any affect on scheduling since the system actually uses an internal ID number and not the name of the field. You can also alter the available time if your fields start at 12:00 instead of 1:00. If they have a gap in the middle.

If you need two fields due to the number of teams or for some other reason, then go ahead and add that field then make sure the set up is correct for scheduling since you might want some groups to play on field 1 and others to play on field 2.

What if my field name changes after the schedule was created and before the season starts: You can change the field name, address, description at any time with out affecting the scheduling. For any other changes, like time slots, split fields or sharing that should be done prior to scheduling or the schedule can be deleted and re-scheduled.

Using the Registration Management features

How to edit registration prices?

Click on the League/Groups button, click on the one you want to edit. Scroll down until you see the price option. Enter the per player cost to register for that league/group.

Linking the registration to your public website or using SportsManager.

Skip over this if you are using SportsManager as your public website.

If you have a public website then click on the LINKS button on the lower left hand corner and find the link for the on-line registration. Ask your webmaster to put that link on your website under a heading like... "Click here to register on-line". Also ask your webmaster to add the other links for schedule display, events, teams, etc.

How to enter multi player discounts.

If you offer discount for 2 or more players from one family then that discount can be entered by clicking on the Registration button, scroll down to the registration set up area, then find the option for "Managing Multi-player discount, then follow the instructions to select the qty point and amount.

How to enter early bird discounts or late fees.

Click on the Season/Activities button on the left side. Then click on the season name, then scroll to near the bottom where you will see the options for entering the Early Bird discount and end date and the late fee and begin date for that.

Controlling the number registered for an age group.

You can choose to automatically shut down registration when the max quantity of players has been reached. You can also choose to do nothing (this is the default) or have system send you an email when the max is reached. The MAX number and the options are in the League/Group area. The Max number should represent the maximum number of players that you want for the entire League/Group and not just for a team.

You can allow returning player to register first:

By default both returning and new players can register at the same time. If you want to give the returning players the option to register first you can do that by clicking on the Season/Activity button, click on the season name, scroll to near the bottom and you will see an option for "Returning players only date".

Registration for returning players only up to or including this date	
HAS RETURNING ONLY DATE:	☐ YES ☒ NO
RETURNING PLAYERS ONLY DATE:	MONTH DAY

For “Try Out” sports/teams, you can require team assignment as a condition for registration:

By default both players assigned to teams or not assigned to teams can register. If you want to limit registration to players picked in Try-outs and then Assigned to teams, click on the Season/Activity button, click on the season name, scroll to near the bottom and you will see an option for “Assigned to teams only”.

REGISTRATION FOR PLAYERS ASSIGNED TO TEAMS ONLY:	☒ YES	☐ NO
---	---	-----------------------------

Entering the Waiver text and on-line acceptance of the waiver.

Your organization’s waiver text should be entered into SportsManager so the parent/player can review it and agree to it as part of the on-line registration process. A waiver usually outlines the rules the parents/player will agree to as a condition of participating in the sport. It will usually state the parent is aware of taking the risk of being involved in a sport.

The waiver can be stored in the Organization Info area. (Click on the Organization info button on the lower left side of the SportsManager menu and scroll to the bottom to see the waiver window). The waiver stored in the Org. Info area can be used for all seasons. Or a season can have its own waiver text which is stored in the Edit Season area. The reason a season has the ability to support a separate waiver is for Tournaments where outside teams may be registering and the organization may need them to agree to a different waiver language.

Waiver details including who signed them and when they were signed/agreed to electronically are stored in SportsManager and displayed as part of the Team Information Package (TIP). The TIP is a report for coaches that include the team management contacts (coaches, assistants), the roster, any player profile questions (medical, etc.), the parent list with telnos and emails and the waiver acceptance details.

Obtaining answers to player or adult questions during on-line registration:

SportsManager allows you to create custom questions to obtain information during registration. The questions can be asked per player or per adult and they can be about money or not about money. For example: “What is your T-shirt size?” would be a question asked at the player level and would not normally be about money... i.e. no cost associated. But if you were requiring they pay for a shirt or shorts then you would make the question about money and indicate a cost with the answers.

You can edit and add registration questions in the Registration area, scroll down to Registration Set up, then click on **“Manage registration questions”**.

Once you start registration, and have questions and answers stored, you can display the answers for shirt sizes and volunteer options in a report called **“Answers to Registration Questions”**. This report can be found in the Registration Area, under Registration reports.

Your SportsManager database has been pre-populated with some player and adult questions. We thought it would be easier for you to delete questions and answers you didn't need instead of adding them from scratch. We did not include an example of player questions that involve cost such as paying for a shirt but those can be added or the existing question can be edit to be “about money”.

Here are some examples of typical questions and answers that can be asked during on-line registration. All answers are multiple choice and only one can be picked.

What is your T-Shirt Size?

Not About Money Active For Players All Seasons
Answers: YS, YM, YL, AS, AM, AL, AXL, AXXL

Volunteering for a Team job?

Not About Money Active For Adults All Seasons
Answers: Coach, Asst. Coach, Team Parent, No thank you

Volunteering for an Organization job?

Not About Money Active For Adults All Seasons
Answer: Gen. Volunteer, Board, No thank you

Would you like to be a Sponsor?

Not About Money Active For Adults All Seasons
Yes - Please contact me about sponsorship options
No thank you

Primary position played

Not About Money Active For Players All Seasons
Answers: Attack, Midi, Defense, Goalie, Not Sure

Secondary position played

Not About Money Active For Players All Seasons
Answers: Attack, Midi, Defense, Goalie

Prior Lacrosse experience?

Not About Money Active For Players All Seasons
Answers: None, 1 Year, 2 Years, 3 Years or more

Setting up standard player profile questions and Roster Display Options.

These are questions that get asked after registration has been completed and are typically things like grade, school, medical conditions, and emergency contacts. Please see the list of pre-selected player profile questions at the bottom of this page. These can be edited by clicking on the Registration button, scroll to the bottom of that page and click on the “Player Questions” button. There is also a button for adult questions. In the “player questions” area you can also select to display some or all of the options on the Roster but it is recommend to display only the grade and a few other key fields other wise the roster form becomes very “wide” on the screen.

Optional Player Profile Questions: (These gets asked after reg is complete)

School
Grade
Height
Jersey Number
Medical
Birth Certificate
Last Physical
Emergency Contact
Doctor Info
Player Membership Info
Player Insurance Info

Optional Adult Profile Questions: (These gets asked after reg payment is complete)

DOB
Gender
Occupation

Roster management-how coaches can view rosters and email teams.

SportsManager has a roster management feature that will allow a coach to login in with an email address and system provided password to view their roster and email their team. This option can be “turned off” in the Organization Info area. If you leave it on, the coach can only see their team. To access the Roster Management module they click on the Teams Button and then on the Roster Management option. There is an option that will allow coaches to add/drop players but that is for Adult sports and is not usually used by youth sports.

Typical SportsManager frequently asked Questions and Answers:

These questions and answers are from the Help area in SportsManager. Below are some of the most popular questions followed by part of the answer. Please go to the Help area to see the complete answers. After reviewing these FAQs please go to the SportsManager "Help" area to view the rest of the questions and answers we have stored as part of the on-line help.

1)- How do I assign players to teams?

Players can be assigned to teams in one of three places, the Draft report, the individual player edit area and in the Roster Management area. Here is a summary of the info required for each of the three approaches: **Draft Report:** Only need to select the team from the pull down list since the League/Age Group and player name are already known. **Player Edit Page:** Need t...

2)- Instructions for coaches on how to access the Roster Management features to view the team roster, email the team and add/drop players.

This is a sample email that would explain how the coaches access Roster Management, view their team, email and score games. They can also add/drop players you have enabled this option in the Organization Info area. This option will be "off" by default. You should step through and test these instructions by logging out and trying your own team before you email this to all coaches. &...

3)- What are the different Access Levels?

SportsManager Access Levels

- Admin
- Organization Official
- User

*** Admin – Has Full Access ***

4)- How to run a season using SportsManager

Here is brief outline on the steps for running a season using the SportsManager features: 1. Registration -Check your season open/close dates from the previous year to make sure they are correct for the new year. Seasons are "Year less" in SportsManager so they don't need to be re-created each year. Just make sure all the dates are correct and review the

Leagues/age groups to make sur...

5)- How do I auto-schedule?

How To Auto Schedule **Step 1 - Make Sure Your Season/League Is Set Up Correctly** You must first have at least one season with at least one league and teams in it. That league must have a regular season to auto schedule. To set the regular season dates of a league go to the Leagues/Groups Page and click on the league you want to edit. Also from this page set the Season Length o...

6)- I need to be able to report all new players to the state office. Is there a report that can pull this information together?

Use the MA Youth Soccer export feature in the Reports area.

7)- Exporting data in Excel or CSV format

There are two ways to export data from SportsManager: **Creating a .CSV file export** 1. Some SportsManager reports provide a "email me this information" button at the top of the report. When you select this option you will be asked for the email address to send the file to. Then the system will create a .csv file (this is excel format) and send it to the email address entered. ...

8)- How do I email parents/team management their schedule?

Click on the Schedule/Scores button on the upper left side of the menu. Then click on the "Email the Schedule" button. You can chose to send out the schedule to everyone in the entire season, by league or just a team. It will send a personal and consolidated schedule to each coach and parent/player.

9)- Can we remove/hide menu selection that we will not use? We do not score games or use Standings. How can we mark a game as completed if we dont use the scores ? How do we track referee and/or umpire attendance ?

We dont have a way of removing the standings menu option but can prevent the games from being scored by choosing the "Not Scorable" option in the Leagues/Groups area. If a League/Group is marked "No scorable" then no scores can be entered and therefore the standings will be meaningless. We will be providing an option for the coaches to mark a game as completed, forfeited or rained out and to confi...

10)- Does Sports Manager have tournament scheduling capability?

Yes, in SportsManager a tournament is the same as a short season. You can schedule the tournament and manage the registration. For tournament

registration, pick the "by team" option instead of the default which is to register "by player". Then in the league area you can enter the cost per team to register. Everything else will work the same such as the schedule creation...

11)- Where do I put in the Board member names?

How do I put in the Little League cutoff dates for girls 12/31/05

Can I only enter in Adults if they have no children in the program ie.. Umpires

There are two steps, first you must have the board memeber jobs defined. Once they are defined you can assign people to board position (or coach positions) by clicking on the "Adults" button, then locate their name on the screen and click on it. That will bring you to the Adult edit page. Near the top middle of the page you will see a button called "Assign to job". Click that and then click "Board...

12)- In the Registration Set-up area, under "percent of on-line registration fee paid by family (100%)"...What does that mean? And, if I click on it, it says distribution of 5% processing fee. What does that mean?

In the registration set up area, the option for "Percent of on-line processing fee paid by the parent" is to control who pays the on-line registration processing fee. By system default the parent will pay the 5% processing fee. You can change it so the organization pays the 5% fee and the parent will see no additional fee upon checkout. Or you can choose a mix in between. Most organiza...

13)- I would like to process a couple of test registration all the way through so I can see what the credit card payment is like Can we do this?

You cant pay by credit card for the sake of a test but you could register your own child to see the complete process. If you want to see how the system will ask for the billing address and credit card numbers just go through the registraiton process and stop when it ask you for a credit card number. Once you enter a valid creidt card, for a valid amount, the registration would be entered....

14)- How do I sort the "Draft Report" by player last name ?

We just added this sorting option (4/25/05). Click on the Registration, then go to the Regisration Reports area, then click on Draft Report. Click on the column heading for Players. That will sort the report by last name instead of by age. Here are two other options for searching on last name in the **Draft Report**: 1. If you want to look up a player on this report by last name ju...

15)- Should I give a coach the "User" password ? And if I do it seems like they have access to all the teams.

The "User" level of password access is not designed for use by coaches. Coaches should enter the system through the "Roster Management" area by click on the teams button on the teams link or directly in SportsManager. The coach, after loggin into to the "Roster Management" module will only have access to his teams and cannot inadvertently change/delete information on another team. <...

16)- How do I print mailing labels from a SportsManager spread sheet export ?

What you need: 1. Microsoft office (a recent version that supports the Mail Merge Wizard) 2. Microsoft Excel 3. Label Type (you will be asked for the Manufacturer and label number like Avery Standard 5160 (a 2x10 label sheet)) Steps summary: 1. Export the spread sheet, 2. Remove un-needed columns, 3. Save the spread sheet as a XLS and make sure the ZIP column is showing at...

17)- How does the Email Score Links(to team/league management) feature work?

The is the automatic score collection feature. You can turn it on/off in the Organization Info. area. If turned on (that will be the default), the system will automatically email the coach of teach team the day after a game has been played. The following is required for Automatic score collection to work correctly: 1. There must be at least one coach or team man...

18)- I would like a report with pieces of info on each registration. I have gone through the site and cant seem to find what I need. (ie Name, address, phone#, grade, email)

I would also like to transfer info to excel.

Thanks

Doreen

This should be in the Player Registraiton List. Chose the report, chose the filtering options you might need, then choose to View Registraitons, then you can also choose the "Email me This informaiton" button and receive a spread sheet of all the player information and registraiton data.

19)- How do I delete a team?

Click on Teams, Click on the Team name, Click the Delete Option. If there are players or coaches assigned to the team, they must be removed before you can delete it. The easiest place to remove players and coaches is in the Roster Management module under the Team button. Select your season,league, team and then you can remove player by clicing the view

roster button and the remove optio...

-
- 20)- How do I close registration for a particular League/Group but leave the others open ?

AUTOMATIC CLOSING: In the league edit area you will see a Max and Min number. The max number refers to the maximum you want or expect to register for that league/group. You can set it to a number like 100 players. Then right below that is the choice of what you want the software to do when that Max is reached. You can do nothing, you can have an email sent to you at Max o...

-
- 21)- How to I change the answer to a registration question after they have already registered ?

If you take a uniform size question and answer as an example. As of November 2005 we dont have an automatic way to make this change in SportsManager but we will be looking to add this ability in 2006. For now we dont have a way to edit this directly at this time. You should track the change out side of SportsManager for now. I would suggest you...

-
- 22)- How to set up a volunteering question during registration?

You will be collecting the volunteer information during registration in the form of a question followed by multiple choice answers... Registratiton questions and answers area created in the "Manage registration questions" area under the Registratioset up area. Under "Registration Reports", youll see a report called "Answers to registration questions". That will create reports you can use to determ...

-
- 23)- We are thinking that it would be better to increase the cost of our registration fees to cover the on-line management fee. Can we set it up so the parents will not see an on-line registration fee when they "check out" and pay ?

Yes, you can pay the fee and chose to not show the fee to the parents. To do this click on the REGISTRATION button, then scroll down to the Registration Setup area, then click the option that says "Percentage of fee paid by the parent". Check it from 100 to zero and hit save. Then go ahead and run through a test registration. Youll see a zero registration processing fee. In this case th...

-
- 24)- How/when will registration be ready to go on-line. How much control will I have over that?

On-Line registration can start immediately if you want it to. To turn on-line registratiton on, click on the Registration button, then scroll down to the Registratiton Setup area, then find the option that says "On-line Registration

is Disabled (It will say Enabled if it is already turned on". Choose to enable it to "turn on" the master on-line registration. This "Global" switch should be...

25)- How do I add public-access links to my website from SportsManager?

Click on the button called LINKS on the lower left side of the menu. Then you will see all the areas of SportsManager that you can link directly into your existing website. By using the linking you can make your website a lot more informative and make it easier to manage since the data will be pulled from SportsManager without the need for copying or editing. It is best t...

26)- How are registration fees reimbursed?

Registration fees collected by SportsManager are paid back twice a month with a check sent in the mail. The checks correspond to a batch of registrations as shown in the money transfer area under Registration. Click on the Money Transfer report, Registration, to see the amounts owed to your organization or the amounts already paid.

Help Question:

How to run Registration and Team Assignment using SportsManager

Help Answer:

Here is brief outline on the steps for running a season using the SportsManager features:

1. Registration

-Check your season open/close dates from the previous year to make sure they are correct for the new year. Seasons are "Year less" in SportsManager so they don't need to be re-created each year. Just make sure all the dates are correct and review the Leagues/age groups to make sure the reg fee amounts are correct.

-Before you open your registration for the new season use the "Test Registration Wizard" (Under Registration) to run thru a registration completely.

-Use the SportsManager Email feature to notify everyone of the opening of registration. The best way to email everyone is to use the "By player age" option and then leave the age blank.

-Use an Early Bird discount and Late Fee to help manage the registration process. An Early Bird discount (even if only for a small amount) will speed up the registration process.

-Make sure your public website has a large/clear button on the home page for the "Click here for On-Line Registration". If you don't have a website then make sure all the adults/players know the address of your SportsManager site. The HTTPS and Gold Lock will only appear if you are linking the registration option to your public website.

-If you are running multiple seasons/tournaments you may want to use the specific registration link for that season instead of the General link. In the LINKS area, scroll down to registration, then click on the "By season" button to review the specific links.

-Manual Registrations- If you receive registrations by check in the mail or by hand those need to be entered into SportsManager. They are entered by logging into SportsManager as Admin or Manager level and click on Registration and click on the Registration Wizard. Then enter the family's last name, select the player league/group and answer all the other questions. At the end of registration enter the check number and hit submit to complete it. An email confirmation will be sent to the adult unless you chose not to. It is important to enter all manual (by check) registrations into SportsManager so the registrations reports, draft report and other functions will work correctly.

After registration is complete and before the season starts

Once you have completed registration or are coming close to the start of the season then consider the following options:
CHECK FOR ERRORS-Review the many error checking reports to make sure your players are register to the correct age groups. Some of the Error Checking reports are:

- "Player registered for a different age group than assigned team"
- "Players registered but no assigned to teams"
- "Players too old for their assigned Team"
- "Player on teams but not registered"

TEAM ASSIGNMENT-Use the "Draft Report" to assign players to teams. They can also be assigned to teams in player edit page and in the roster management area.

CREATE SCHEDULES-Schedules can be created manually, automatically or semi-automatically.

EMAIL THE SCHEDULES: Once schedules are completed you can use the "Email the schedule" option on the Schedules page to email each player/family their personal schedules.

EMAIL the TEAM INFORMATION PACKAGE-The team info report will provide each coach with a complete list of information on their team including the list of team volunteers, the players, the parents/adults and the waiver text and acceptance names. This package will include medical conditions and any other player question parameters selected in the Registration area (near the bottom).

EMAIL THE PLAYER TEAM ASSIGNMENTS- After team assignment is complete and prior to the season start go to REPORTS, click on Emailing the player team assignments and follow the instructions and enter your email message to send all the adults their players coach information and team list.

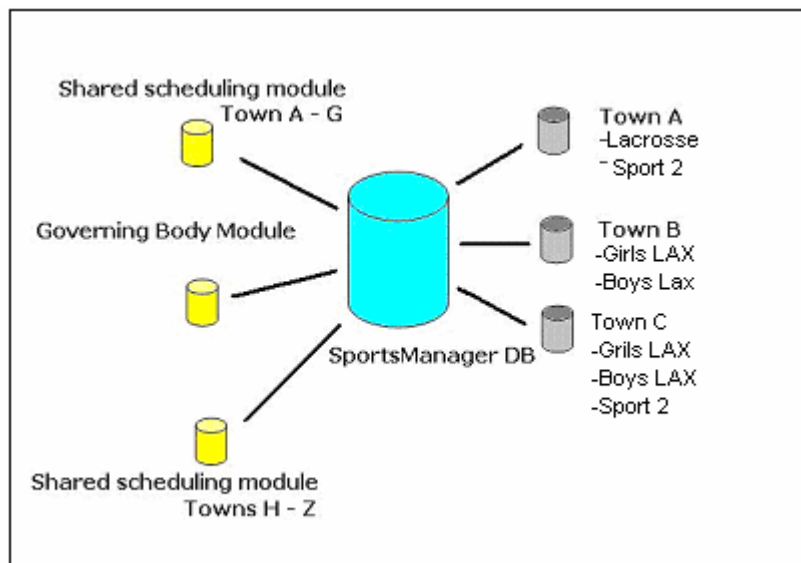
Understanding the general concepts of SportsManager

First, SportsManager is an Internet Database that does not require the installation of any software. SportsManager is accessed by typing the database location (unique to your organization) into the Internet browser address window and going to that location. SportsManager can be accessed from anywhere at anytime. There is no software to load or update. Every time you run SportsManager you are accessing the latest software features and bug fixes.

SportsManager is based on an industrial strength database called SQL. SQL offers high speed performance and data security over the internet. All processing is done on SportsManager web servers and database servers utilizing redundant hardware to prevent loss of data and high speed connections to maintain performance. Backups of SportsManager data is done on a daily basis. To prevent accidental deletion users are not allowed to delete player information instead they can make them inactive. We will be providing a delete in the future for players that have been made inactive for a period of time.

SportsManager has two global levels of operation. The standard level is at the Organization or League level and will allow the complete management of information from the beginning of registration through to the end of the season. The Org Manager level allows for the consolidation of many Organization levels into one view of the data for the purpose of scheduling or league management. Organizations can use SportsManager to create their own schedules for independent games or tournament hosting.

This diagram illustrates the common database and how the Organizations and League Governing Body level have another view of the common data. All confidential data is such as names, email address, addresses and telephone numbers require a password to be seen.



Understanding the structure of SportsManager

The structure is important to know because it helps you understand how different modules and information will work together:

Basically there are 4 main levels of information:

The highest level is the **Organization Level** and would contain information such as your organization name, address, contact email, telephone, board members, adults, schedules, registration options. These are dependent levels so a season can't exist without the organization and a league/group can't exist without a season and a team can't exist without a league/group. There is no limit to the number of Seasons, Leagues or Teams. Seasons can represent a typical season like Spring Lacrosse or can be used to manage an Indoor season, tournament or camp/clinic. Once a season and League are defined then the registration options for those become automatically available.

Organization Level

Seasons

Leagues/Groups (with Divisions or subdivisions)

Teams

Rosters

Management

Just under the Organization level we also have Schedules:

Schedules

Games

Scores (also completed game status, forfeits, and summaries)

Standings (will apply to scorable games only)

In a similar way we have the Adult and Player Information:

Adults (Adults might or might not have associated players)

Players (All players must have an adult defined first)

Finally all registration data exist at the Org. level and contains links to other areas of the system like players and season/league information,

Registration

Season/League/Groups

Players

Cost

Answers to questions

Payment Options

Job Assignments (allow you to assign adults to jobs and track them)

Organization, Seasonal, League level or Team jobs/assignments

This document was created with Win2PDF available at <http://www.daneprairie.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.