

Tips and Techniques for new SportsManager Users

Shawn Harty, 978-851-0801 x-221, Sharty@sportsmanager.us

1. **How to get the most out of SportsManager:** The system is based on the concept of registration being a separate function from Team assignment. You should try to get all of your registrations on-line for all seasons, tournament, camps, clinics and try-out teams. All registrations that are not on-line “should/must” be recorded manually in the Registration wizard. On-Line or Manually added registrations are the same as far as the system is concerned. Once you are recording 100% of your registrations then all the registration reports, export files and error checking reports like “players on team but not registered” or “registered players not assigned to teams” will work and help reduce errors and improve results.
2. **Read the on-line help questions and answers.** They are searchable.
3. **Add the SportsManager links to your website.** If you are only linking registration then there is a lot more you can benefit from like About Us, Contact Us, Events List, Schedules, Standings, Board List, Teams and Coach access, registration status checking and “By season” links for Schedules, standings, teams and registration.
4. **How to handle cancelled registrations:** Create a “Not playing/Refunds” league for each season. Move players to this league who cancel. Disable and close the league so only the admin can see it.
5. **How to track refunds or over payments.** In the registration area you can select the “Debits/Credits report and add credit (money you owe) or debits (money they owe you) and track those amounts. And when they are paid or received you can track that too.
6. **How to get a volunteer list.** First, the question for volunteering must be registration question. To get a list of people who choose a volunteer answer click on the registration button, then click on “Answers to Registration” questions report. You can set the report to display youth(default) or adult questions and you can show the count or the list. To get a list in a spread sheet format, choose “Adult” then Choose “List” then choose the “Email me this info” option at the top of the page.
7. **Understand the access levels** including the public access and coach access.
8. **Use the Emailing features often.** You can email by volunteer type (coach, board, etc.), by player age, by team assignment and by registration status. You can also email all people “not registered” yet to send out reminders.
9. **The “Incomplete registration”** list will show you people who have attempted to register.
10. **There is an ability to “block” families** from registering on-line by disabling on-line reg in the edit adult area.
11. **Exports:** The “MA Youth Soccer” export file allows you to send the player and volunteer info to MA Youth soccer in the format they require. We also have export for the Travel Team Roster form and Pass cards.
12. **Use emails to communicate** teams assignment to parents and rosters to coaches:

- Team Information Package
- Emailing Player Team Assignments

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