**STACK SPORTS SEASON SET-UP GUIDE**

The following is a step-by-step guide to help you set-up and launch your registration event in the Stack Sports U.S. Soccer Connect registration system.

Log-In

1. Log on to your club's Stack administrative website (i.e. yourclubsoccer.ohionorthsoccerlive.com/sam) using your user name and password sent to you. If you do not remember your password, select "Forgot Password."

2. Enter board members by clicking on the "Click Here to Enter Board Members" in the white box that pops up.

3. Click "Add"

4. Complete the form (name, role and e-mail are the minimum needed to continue)

5. Click "Save"

Update Board Members

1. President, Treasurer and Registrar updates are required annually or anytime a new person is assigned.
   - ✓ If the addendum, box below pops up select Add Board Members button. If the box does not appear go to step 3 below.
   - ✓ The box will continue to pop up each time you log in until the information is entered for the President, Treasurer and Registrar.

2. Complete the mandatory fields (name, role and e-mail are the minimum needed to continue)
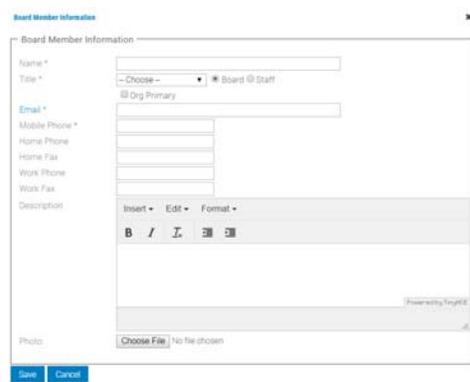
3. If the information needs to be updated for a Board Member
   - ✓ At the top of the screen select Admin, slide down to Org Info, select Board Members and Staff.
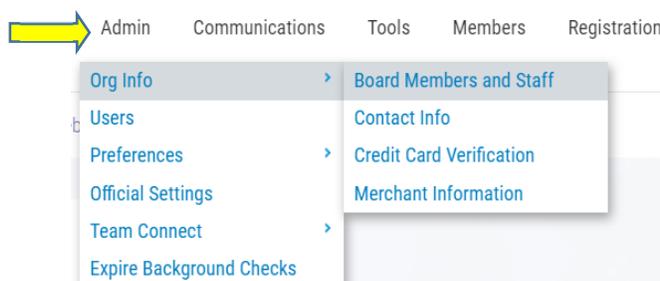
4. Make sure to click "Save" after changes/updates are made

Assigning Administrative Rights

1. Make sure you click on your clubs "Shield Level" (club name) then Click on "Admin" in the toolbar at the top of the page.

2. Click "users" in the drop down
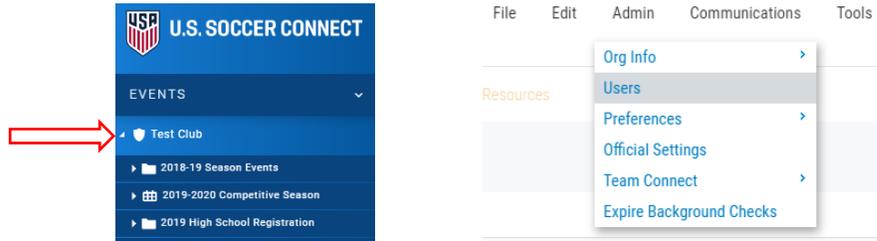
3. In the area titled "Add/Edit Users for Your Club Soccer", go to Edit user and click on "new user". Add name of person you wish to give administrative rights.
    - ✓ **All Ohio North State Office personal must have admin to your club**
    - ✓ **League Registrars for NWOYSL and GAASA must have Admin rights to your club**

4. Complete the top section.
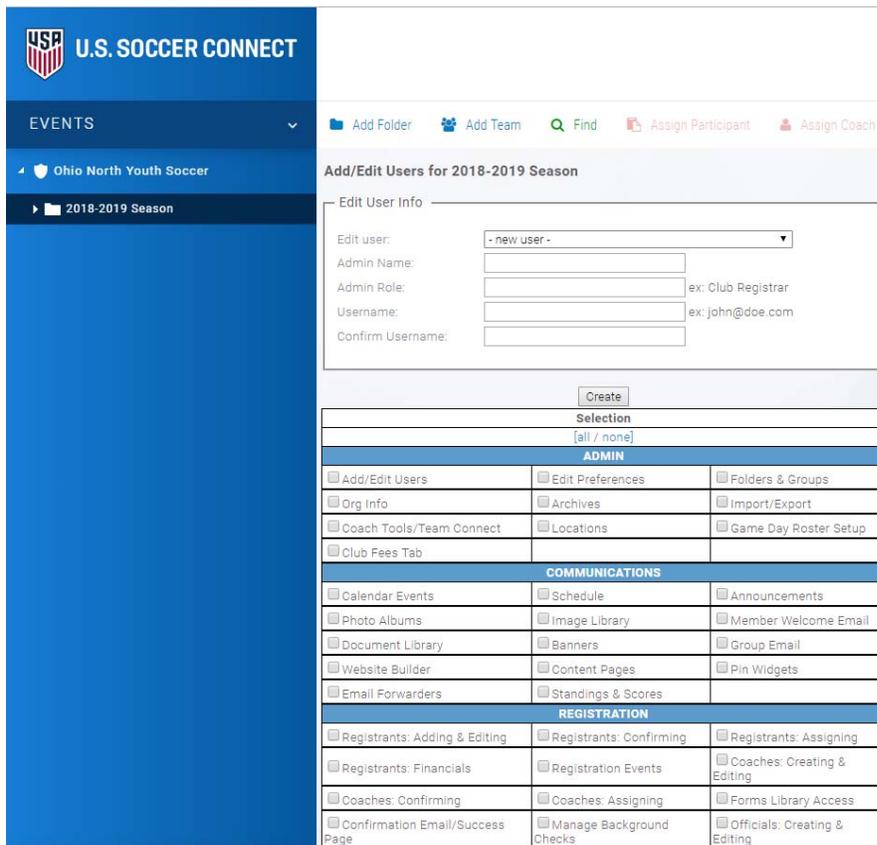
5. Select the administrative rights for the user (i.e. all, some).

6. See Club & League: Admin Permission Definitions (Link)

7. Click "Create"

Form Builder / Registration Forms

1. Go to "Registration" in the top toolbar, slide to "Administration" and click on "Form Builder"

2. An Addendum may pop up. If it does, type in your name. If it does not show, skip to next step.
   - ✓ Click Registration > Administration > Form Builder
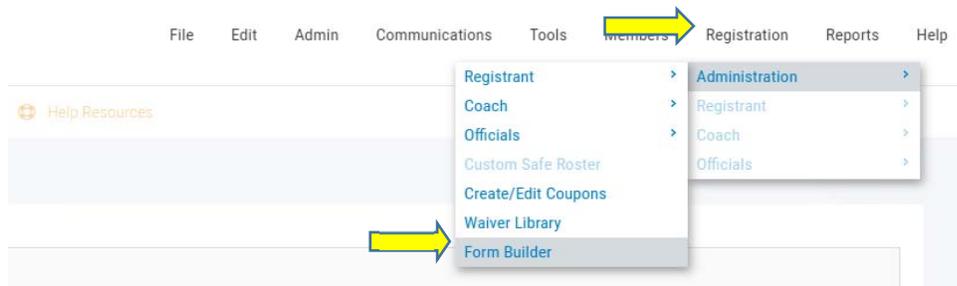
3. Ignore "Create a new form/Choose a form type".

4. Delete or Archive everything **Except** the 2019-20 Player Registration, and 2019-20 Coach Registration Forms (keep 2019-20 TOPSoccer Player Registration if your club runs a TOPS program).
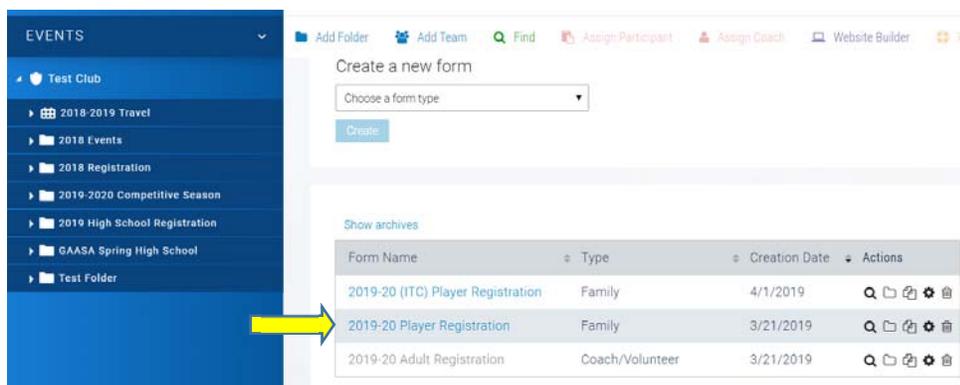
5. You can make additions to the Adult and Player Registration Forms by double clicking the form, but you **MUST NOT REMOVE ANY PRE-POPULATED FIELDS REQURIED BY OHIO NORTH**

6. Make sure to Check "Enable" next to the title 2019-20 Player Registration if the box is un-checked.
   *If the box is not checked the registration form will not be active and you will be unable to open the event.
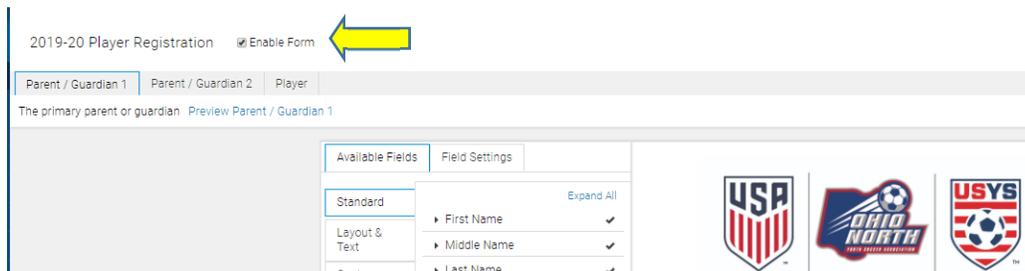

8. You may now edit/customize the form fields to meet your club needs (i.e. add nicknames, maiden names). You must not remove fields required by Ohio North Youth Soccer.

9. If changes were made to the form, click "Save" in the top right corner. Otherwise click "Close"

10. You will be brought back to the "Create a New Form" page.

11. Click on the "2019-20 Adult Registration Form"

12. Check "Enable" next to the title "2019-20 Adult Registration Form" if it is un-checked.

13. You may now edit/customize the form fields to meet your club needs (i.e. add nicknames, maiden names). You must not remove required fields as they are required by Official Ohio North Youth Soccer.

14. If changes were made to the form, click "Save" in the top right corner. Otherwise click "Close"

Add Club / League Waivers

1. Go to "Registration" in the top toolbar, slide over to "Administration" and "Waiver Library".

2. An Addendum may pop up. If it does, type in your name. If it does not show, skip to next step.
   ✓ Click Registration > Administration > Waiver Library
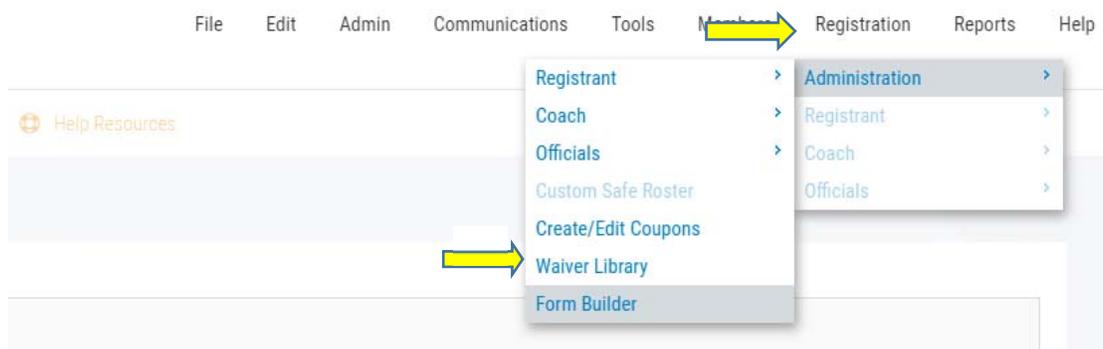
3. Click Add New Waiver: **YOU MUST ADD NWOYSL CODE OF CONDUCT TO ALL PLAYERS & ADMINS**
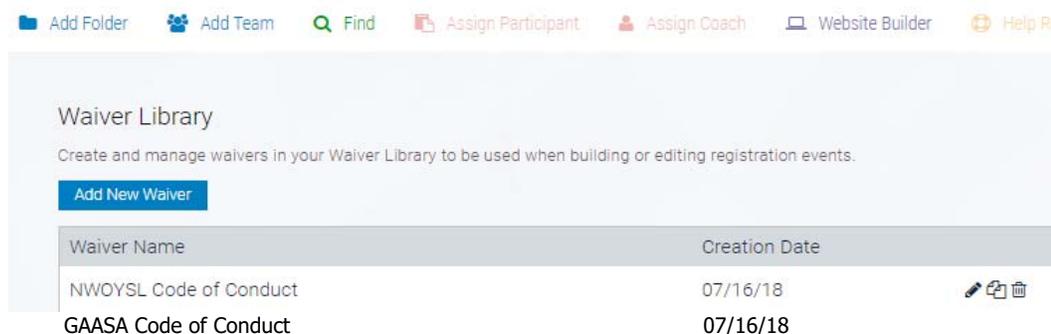
5. Be sure to upload your club and league waivers

Create Folder for Previous Season
### *This step is only for Clubs and Leagues who used Stack the previous seasonal year*

1. If you did not use Stack Sports in the 2018-19 seasonal year you can skip this step and move to page 6, *Create New Seasonal Year Folder*

2. Click on your Club's Shield on the left side (ie: Ohio North Youth Soccer)

3. Click on "Add Folder" in the quick action bar.

4. Name the folder 2018-2019 Seasonal Year
5. Under "Gender" – leave blank

6. Click "Create"
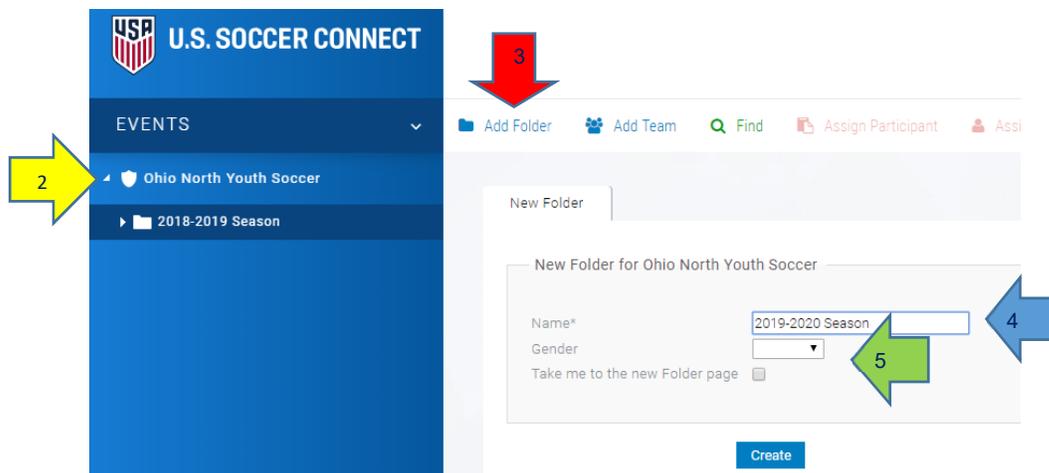
Move Events to a Seasonal Folder

1. Click and hold the event you want to move into the new folder

2. Click Move
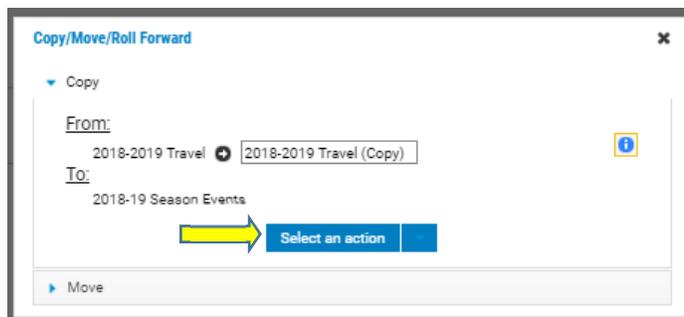
3. Click Select an action > Move
   ✓ The event will then be moved into the designated folder

Copy/Move/Roll Forward

▸ Copy

▾ Move

From:
    2018 Events
To:
    2018-19 Season Events

Select an action

Move

Cancel

Create New Seasonal Year Folder

1. Click on your Club's Shield on the left side (ie: Ohio North Youth Soccer)

2. Click on "Add Folder" in the quick action bar.

3. Name your folder (for instruction purpose I will call it 2019-2020 Competitive Season)
   - ✓ **A folder will need to be created for EACH Play Level and/or League**
     - ✓ 2019-2020 Recreational
     - ✓ **2019-2020 NWOYSL**
     - ✓ 2019-2020 GAASA
     - ✓ 2019-2020 State League
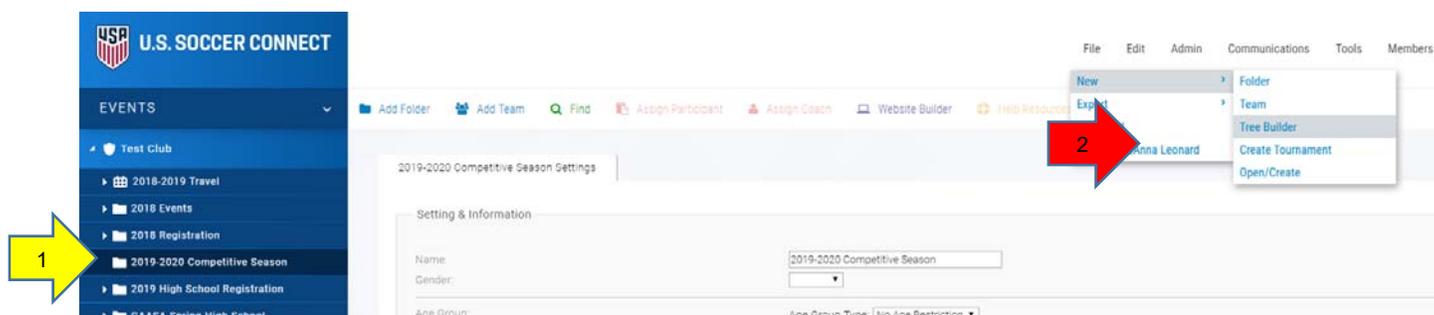   - ✓ 2019-2020 ONPL
     - ✓ 2019-2020 GLC

4. Under "Gender" – leave blank

5. Click "Create"

To create folders under the "Event" (2019-2020 Competitive Season)
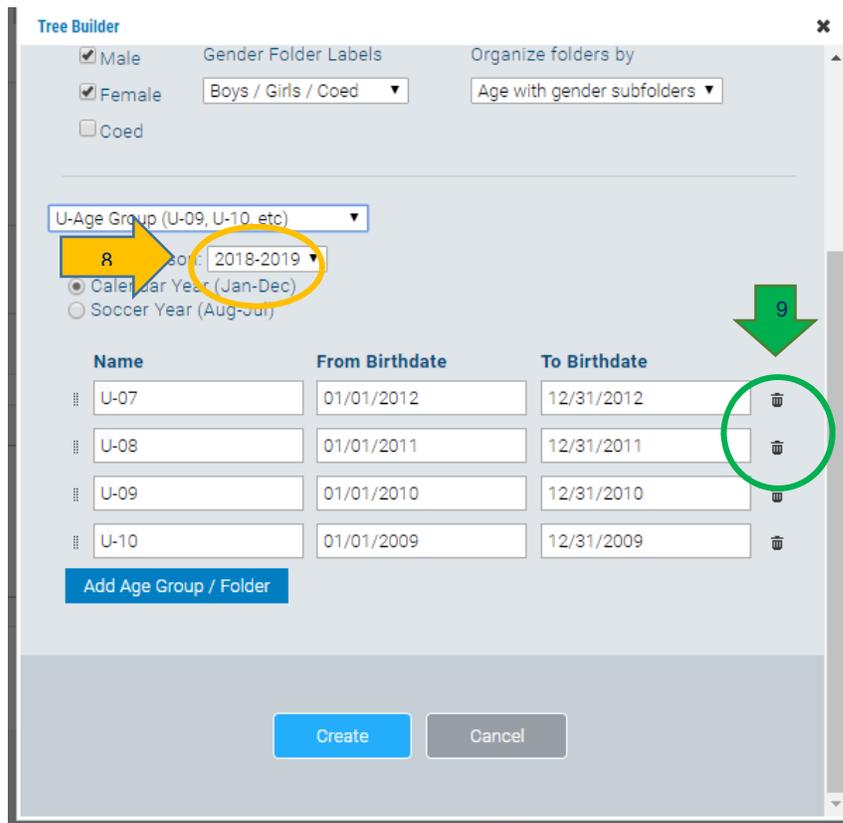
1. Click on the "2019-2020 Competitive Season" event

2. Go to "File" in the toolbar at the top of the page, slide over to 'New' in the dropdown, then click on "Tree Builder.

3. Under "Top Folder Name" enter "Coach Pool" (see below)

4. Check "include Gender Folders"

5. Check "Male" and "Female"
6. Click on drop box for "Organize Folders" by "Gender with Age Subfolders" or "Age with Gender Subfolders

7. In dropdown, click on "Choose Age Group Folder Style" then click on "U-Age Group (U9,U10 etc.)" in the dropdown box
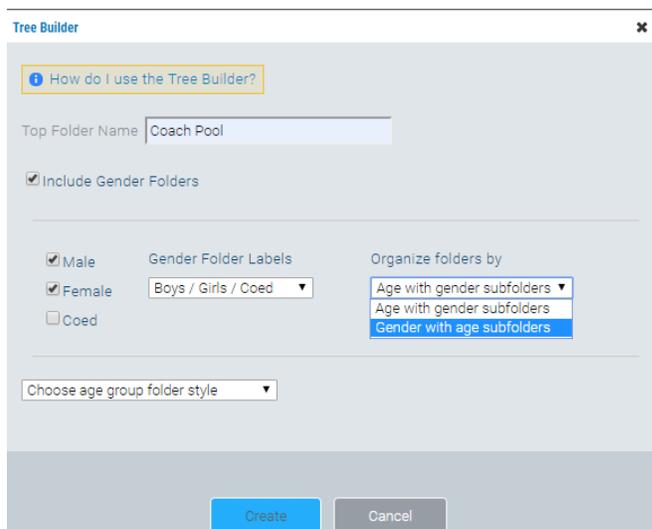

8. Make sure Starting Season is correct (2019-2020)

9. Delete age groups of teams you do not have in your club using the trash can icon on the right.

10. Under the "Name" column, name the age group (i.e. U9 or 2009) the way you choose

11. Adjust birthdates to match age groups. (ie: for 2009 team, it would be January 1, 2009-December 31, 2009).

12. When all age groups have been customized, click "Create"

15. Result - Click on the triangle icon next to "2019-2020 Competitive Season"
    Note: A folder titled "Coach Pool" should pop up under the 2019-2020 Competitive Season Click on the triangle icon next to "Coach Pool" folder you should see folders for boys and girls. Click on the triangles next to the boys and girls folder to see age groups.
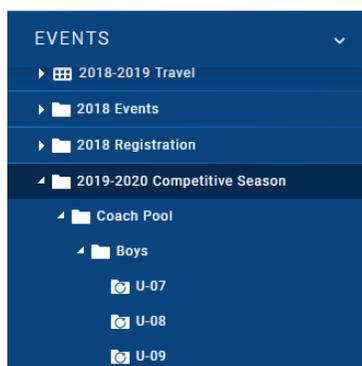
To Open a Coach Registration Event

1. Click on "2019-2020 Competitive Season" event folder.

2. Click on "Registration" in top toolbar, slide to "Administration", slide over to "Coach", slide over and click on "Open/Create".
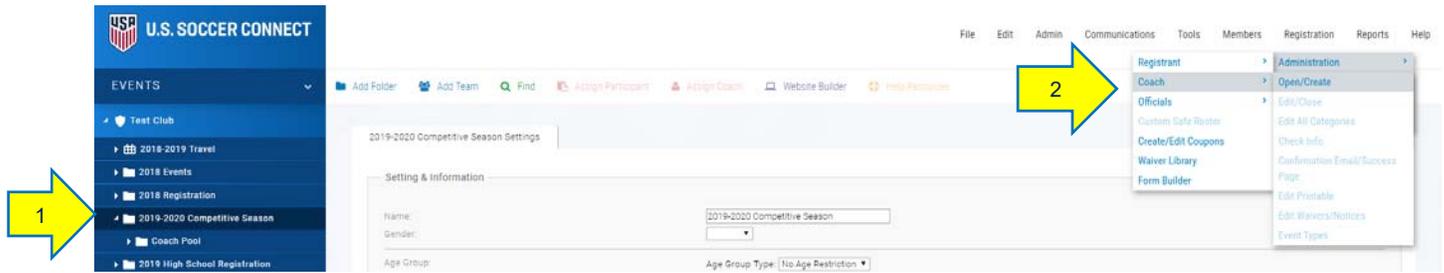
3. This takes you to page titled "Open Registration for 2019-2020 Competitive Season".

- ✓ Under Title, label it "Coach Pool"

- ✓ Go to Registration form drop down box and click on "2019-20 Adult Registration form.

- ✓ Under "Merchant Account" click "No Merchants" if not collecting payments through U.S. Soccer Connect. If collecting payments, select your merchant account.

- ✓ Under "Season" select "2019-2020".

- ✓ Under "Registration Contact Name", enter club contact.

- ✓ Under "Registration Contact e-mail", enter club contact e-mail (can click Notification Settings to the right if contact wishes to receive an email after every registration).

- ✓ Under "Select Instant Background Provider", click "**No Backgrounds**" (these will be run though Sports Engine).

- ✓ Under "Use Instant Background Checks", select "No".

- ✓ Under "Share Registration Data with Your Association", select "Yes".

- ✓ Under "Require Team Code", select "No".
- ✓ Under "Does This Event Have Fees Associated with It?", only select "Yes" if your club is using the system to collect payments.

- ✓ Under "Does this Event Collect Fees by Credit Card?", select "Yes" only if your club is using the system to collect payments.

- ✓ Under "Does this Event Collect Fees by Check, select "Yes" only if your club is using the system and you want to collect a check.

- ✓ Click "Next".

(Photo below is an example of the page)

4. On the page titled "Event Types", click "Next" (this can be added later, it's not necessary to setup).

5. On the page titled "2019-2020 Competitive Season", select your category (click Coach Pool, it should be highlighted).

6. Click "Next".

7. This takes you to a page where you enter registration event fees, dates, and settings.

    ✓ Using the calendar tab, enter opening and closing dates for registration window (we suggest the day before you want event to open).

    ✓ Under "Max Participants", enter max number of coaches you expect to have (i.e. 30, 100). Or a large number (999) if no max.

    ✓ Select "On", the coaches will be sent straight to state after they register online. Once their background screening is complete in Sports Engine Ohio North will verify the coach so they can be assigned to a team.

    ✓ Under "Hide Registration Open/Close Dates", click "No".

    ✓ Under "Hide Base Fees", click on "No".

    ✓ Under "Hide Categories When Closed", click "No".

    ✓ Under "Hide Age Group Information", click "No".

✓ Click "Next".

(Photo below is an example of the page)

8. On the next screen, if anything shows in "RED", you must edit.

9. The Category Name should say Coach Pool, then click "Next".

10. The next screen will have a sub title "Customize Printable Registration Forms".

✓ Under "Send printable form with e-mail confirmation" check "No".

✓ Click "Next".

11. Under "Select Waivers", click "Next" (unless you want to add a club specific waiver)
  *Note – Lindsay's Law and Concussion training will be completed in Sports Engine and are included in coach and player registration. You do NOT need to add these waivers nor should they be selected. If they are selected, unselect them.

12. Under "Registration Confirmation E-mail", you may customize the message to registrants when they complete their registration (i.e. Thank you for registering for the 2019-2020 Competitive Season......). Email will go out automatically with the event that coach registered for. This section is for you to add anything additional you would like.

13. Under the "Registration Success Page", you can customize a message to your coaches about uploading a photo in their member account if they did not do so during registration. This will be the last thing registrants see before completing the registration process which details how/where coaches can upload photo.

14. Click "Next".

15. A page titled "Open Registration for 2019-2020 Competitive Season will list the event 2019-2020 Competitive Season Coaches".

16. Click "Create Registration Event",

17. You will get a pop-up message that your event has successfully been completed. Click "OK".

18. If you have opened this event successfully, the "Coach Folder" becomes pentagon with a + sign.
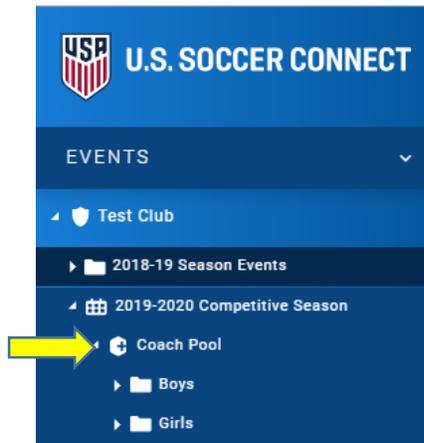
To Open a Player Registration Event

1. Click on "2019-2020 Competitive Season" event.

2. Click on "Registration" in top toolbar, slide to "Administration", slide over and click on "Registrant, slide over and click on "Open/Create".

3. This takes you to page titled "Open Registration for 2019-2020 Competitive Season".

   - ✓ Under Title, add the word "Players" after 2019-2020 Competitive Season.

   - ✓ Go to Registration form drop down box and click on "2019-2020 Player Registration".

   - ✓ Under "Merchant Account" click "No Merchants" if not collecting payments through Stack. .

   - ✓ Under "Season" select "2019-2020".

   - ✓ Under "Registration Contact Name", enter club contact.

   - ✓ Under "Registration Contact e-mail", enter club contact e-mail.

   - ✓ Under "Share Registration Data with your Association", click "Yes".

   - ✓ Under "Require Team Code", select "No".

   - ✓ Under "Do you want to use a Try-out Style Registration Event", select "No".

   - ✓ Under "Does this Event Allow Payment Plans", select "No".

   - ✓ Under "Use Auto-Roster", select "No".

   - ✓ Under "Auto-generate Jersey Numbers as Players are Rostered", select "No".

   - ✓ Under "Does This Event Have Fees Associated with It?", only select "Yes" if your club is using the Connect system to collect payments.

   - ✓ Under "Does this Event Collect Fees by Credit Card?", select "Yes" only if your club is using this system to collect payments.

   - ✓ Under "Does this Event Collect Fees by Check?", select "Yes" only if your club is using this system and you want to collect a check.

- ✓ Under "Enable Uniform Colors", select "No".

- ✓ Under "Invite Players to Team Connect", select "No".

- ✓ Click "Next".

(Example of page below)

4. On the page titled "Event Types", click "Next".

5. On the page titled "Open Registration for 2018-2019 Competitive Season", **select all age groups** by clicking on Control and age group. DO NOT TAKE FINGER OFF CONTROL KEY while choosing age groups. DO NOT CLICK on 2019-2020 Competitive Season, Coach Pool, Boys or Girls.

6. Click "Next".

7. This takes you to a page where you enter registration event fees, dates, and settings.

- ✓ Using the calendar tab, enter opening and closing dates for registration window.

- ✓ Under "Max Participants", enter max number of player participants allowed to register (we recommend a large number- if you think you will have 1000 players, enter 1500).

- ✓ Under Member Type, in the dropdown, select the correct play level that the teams in this event will b.

- ✓ Under "Enable Waitlist", select "No".

- ✓ Under "Auto-Confirmation", click "On" (Unless you want to manually confirm players before their record is sent to state).

- ✓ Under "Hide Registration Open/Close Dates", click "No".

- ✓ Under "Hide Base Fees", click on "No".

- ✓ Under "Hide Categories When Closed", click "No".

- ✓ Under "Hide Age Group Information", click "No".

- ✓ Ignore the lower box titled "New Fee/Discount Box" unless want to utilize for fees.

- ✓ Click "Next"

8. On the next screen, if anything shows in "RED", you must edit.

9. Delete the words 'Coach Pool' on each category (Tedious but makes managing coaches much easier).

10. If screen text is in blue and you have deleted 'Coach Pool' on all categories, click "Next".

11. The next screen will have a sub title "Customize Printable Registration Forms".

- ✓ Under "Send printable form with e-mail confirmation" check "No". Please note that the Medical Release form will be added here sometime in June/July. You will be notified when available and can go back and turn this on.

- ✓ Click "Next".

12. Under "Select Waivers", click "Next" (unless you want to add club specific waivers).

13. Under "Add Coupon", click "Next" (unless you want to add club specific coupon codes)

14. Under "Registration Confirmation E-mail", you can customize the message to registrants when they complete their registration (i.e. Thank you for registering for the 2019-2020 Competitive Season……").

15. Under the "Registration Success Page", you can also customize a message to your registrants when they complete registration (i.e. "If you did not upload your photo and birth certificate during registration, please return to your member account to do so").

16. Click "Next".

17. Click Next on the page titled "Game Day Rosters and Rules". Do not enable (league tool).

18. A page titled "Open Registration for 2019-2020 Competitive Season will list the event- 2019-2020 Competitive Season Players".

19. Click "Create Registration Event".

20. You will get a pop-up message that your event has successfully been completed. Click "OK".

(Below is what the Event should look like if set up correctly)
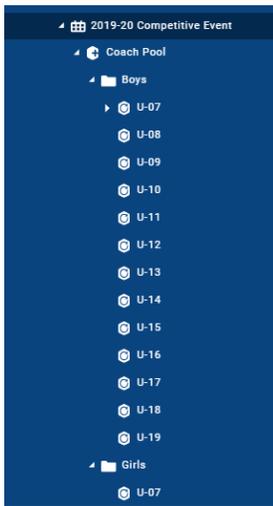
Note: If you have teams that will be playing in multiple leagues and/or play levels you will need to create and open an Event for each league and play level. Recreational, NWOYSL, GAASA, State League, ONPL and GLC will each need their own event.

To Publish the Registration Event

1. To publish the registration on your Club website, go to "Website Builder"

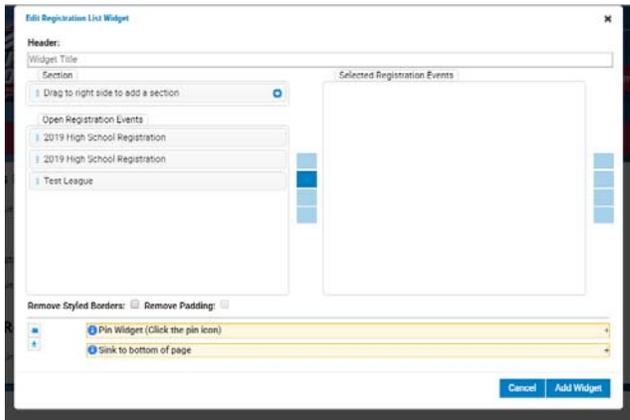2. A "Tool Box" will come up > click on Widgets
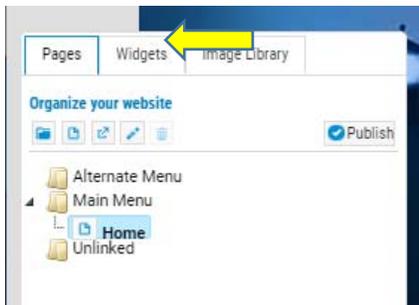
3. Below are the various Widgets that are available to build your website.

4. Click on the "Registration List" widget

5. Drag and drop the widget into the white area on the screen. A yellow line will appear where you can drop. Release the widget.

6. A box titled "Edit Registration List Widget" will appear.

7. Select the Event "2019-20 Player Registration" from the left-hand box and drag and drop it into the Selected Registration Events box on the right.

   ✓ Give the Event a title, example 2019-2020 Player Registration

   ✓ You can give a description of the type of event. Example: This link is for players that will be participating in State League
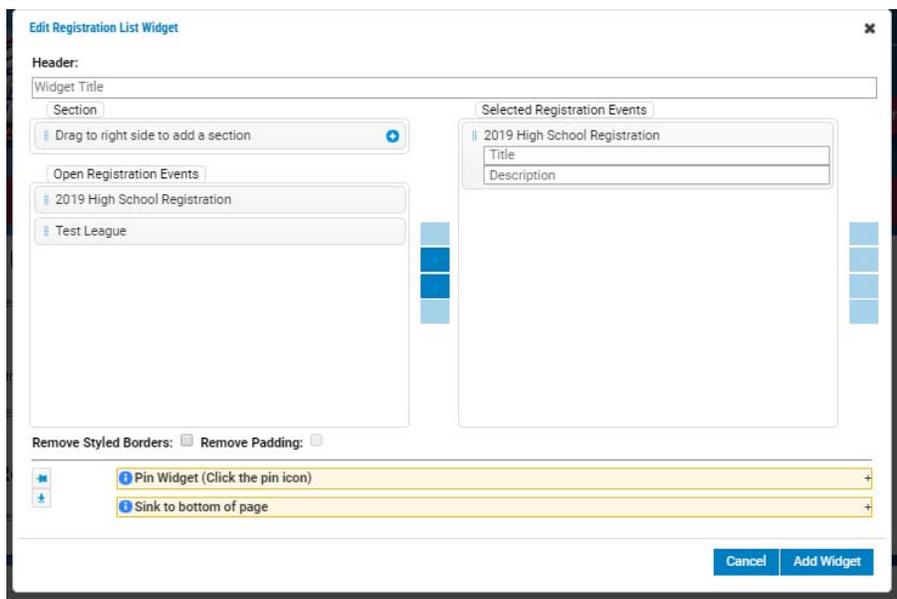
8. You should see all the events you opened for 2019/2020 season: (ie: Recreational/Competitive/Premier Players and 2019/2020 Recreational/Competitive/Premier Coaches). If your club has teams playing in multiple leagues you should see all the leagues for players and coaches that you opened.

9. Click and drag the Coach Registration event to the "Selected Registration Event "side of the screen. You can choose your own name and give a brief description of type of registration.

10. Click on "Add Widget".

11. Go back to the Toolbox and click "Pages".

12. Click on "Publish".

13. A pop up message saying a copy is in archives. Select "Ok".

14. Your link(s) are now live on your club's Stack website.

15. If you are not using Stack's website you will need to embed the link for Registration on your current webpage.

Please remember your first point of questions should go directly to your league, then the state office and then to stack sports – but only as a last resort.
Parents are directed to call Stack sports for help.