



User Guide

Version 5.0

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Getting Started

About LeagueOne

LeagueOne allows you to:

- Create and manage players and staff members.
- Resolve registrant issues by searching for registration information.
- Create and manage schedules.

You might not be able to see all the features that these help topics describe. Your user's roles and permissions limit which features you can access.

Using LeagueOne

Use LeagueOne to create and manage players, teams, and schedules for your leagues.

At the top of the application screen is the navigation bar. From this navigation bar, you can access the Players, Teams, Staff, Communications, Reporting, Administration, and Help sections of the LeagueOne system.

Once you select a section on the top navigation bar, the section sub-menu appears on the left of the application. The section sub-menu contains the functions associated to that section.

Search criteria

You have multiple options when searching for information in LeagueOne. Using the correct search criteria allows you to decide what information should be retrieved from the system. You can enter in a specific or partial value in a criteria box to return information containing your search criteria. You can also use the wildcard character—%— in a criteria box to return all items for your search.

Note: LeagueOne only returns the first 250 items in a search. Currently, there is no option to see further items on following pages.

Changing your password

You can change your password in the Password Change workspace.

To change your password:

1. From the **Help** sub-menu, click **Change Password**. The **Password Change** workspace appears.
2. Enter your old password.
3. Enter your new password.
4. Click **Change Password**.

Players

The **Players** section allows you to manage all the information pertaining to the players associated to your club. You can register a player, manage a player's personal information, assign or un-assign a player to a team, or view a player's active payment schedules.

Common tasks in the **Players** section include:

- Finding a player (see [Finding a player on page 2](#))
- Finding a registration (see [Finding a registration on page 2](#))
- Manually registering a new player (see [Manually registering a new player on page 2](#))
- Managing a player's information (see [Managing a player's information on page 3](#))

Finding a player

You can find a player in the **Player Find** workspace.

To find a player:

1. Click **Maintain Player Information** from the **Players** sub-menu. The **Player Find** workspace appears.
2. Enter your search values.
3. Click **Find**.

Finding a registration

You can find a registration in the **Registration Find** workspace.

To find a registration:

1. Click **Register A Player** from the **Players** sub-menu. The **Registration Find** workspace appears.
2. Enter your select values.
3. Click **Find**.

Manually registering a new player

You can manually register a new player in the **Registration Find** workspace

To manually register a new player:

1. Click **Register A Player** from the **Players** sub-menu. The **Registration Find** workspace appears.
2. Click **New Player**. The **New Player** dialog box appears.
3. Enter in the new player's information and click **Create New Player**.

4. Select the league, division, season, and registration type and click **Continue**.
5. Complete the registration form.
6. Click **Register**.

Manually registering an existing player

You can manually register an existing player in the **Registration Find** workspace.

To manually register an existing player:

1. Find the existing player's previous registrations (see [Finding a registration on page 2](#)).
2. From the list search results, click **Register Player** for the player you want to register.
3. Complete the registration form.
4. Click **Register**.

Managing a player's information

You can manage a player's information in the **Person Maintenance** workspace.

To manage a player's information:

1. Find the player you want to manage (see [Finding a player on page 2](#)).
2. From the list of search results, click the player's last name. The **Person Maintenance** workspace appears.

Adding a player's photo

You can add a player's photo in the **Person Maintenance** workspace.

To add a player's photo:

1. Click **Add Photo** or click the player's photo. The **Upload Photo** dialog box appears.
2. Click **Browse** to locate the photo file on your computer.
3. Click **Upload**.
4. If applicable, crop the photo.
5. Click **Close** when finished.

Deleting a player's photo

You can delete a player's photo in the **Person Maintenance** workspace.

To delete a player's photo:

- Click **Delete** under the current photo of the player.

Editing a player's personal information

You can edit a player's personal information in the **Person Maintenance** workspace.

To edit a player's personal information:

1. Make your changes in the top section of the **Person Maintenance** workspace.
2. To update information such as a player's first name, last name, and grad year:
 - a. Click on the **Last Name** field partway down the workspace.
 - b. Make your changes.
 - c. Click **Update**.
3. Click **Update**.

Editing a previous registration

You can edit a previous registration from the **Person Maintenance** workspace.

To edit a previous registration:

1. In the **Registration History** section, click the session for the registration you want to manage. The **Maintain Registration** dialog box appears.
2. Make the changes required.
3. Click **Update**.

Marking a previous registration as refunded

You can mark a previous registration as refunded in the **Person Maintenance** workspace.

To mark a previous registration as refunded:

1. In the **Registration History** section, click the session for the registration you want to manage. The **Maintain Registration** dialog box appears.
2. Click **Refund**.
3. Click **OK**.

Note: Registrations cannot be marked as refunded for players assigned to teams. To mark a registration as refunded, the player must be removed from the team assignment first.

Adding a payment to a registration in the Person Maintenance workspace

You can add a payment to a registration in the **Person Maintenance** workspace.

To add a payment to a registration in the **Person Maintenance** workspace:

1. In the **Registration History** section, click the session for the registration you want to manage. The **Maintain Registration** dialog box appears.

2. Click **Add Financial**. The **Add Financial Transaction** dialog box appears.
3. Enter the payment amount in the appropriate box.
4. Click **Add**.

Adding a volunteer job to a player's profile

You can add a volunteer job to a player's profile in the **Person Maintenance** workspace.

To add a volunteer job to a player's profile:

1. Click **Add Vol**. The **Volunteer Add** dialog box appears.
2. Select the required information.
3. Click **Add**.

Merging a player's record

You can merge a player's record in the **Person Maintenance** workspace. When you merge player records, you decide which record information you want to keep. Use this functionality for duplicate player records.

To merge a player:

1. Click **Merge**. The **Merge Search** dialog box appears.
2. Enter search values for the family you want and click **Find**.
3. In the search results, click **Select** for the person you want. The **Family Maintenance** workspace appears.
4. Select the player records you want to merge under **Family #1** and **Family #2**.
5. Click **Merge Records**. The **Merge Person** dialog box appears.
6. Select which person and record values you want to keep.
7. Click **Merge**.

Note: You can only merge player records that are in separate families.

Moving a player's record to another family

You can move a player's record to another family in the **Person Maintenance** workspace.

To move a player's record to another family:

1. Click **Merge**. The **Merge Search** dialog box appears.
2. Enter search values for the family you want and click **Find**.
3. In the search results, click **Select** for the person you want. The **Family Maintenance** workspace appears.
4. To move the original player to the other family, select **To Family #2**.
5. To move the second player to the original player's family, select **To Family #1**.
6. If applicable, click **Make Primary Guardian** for the appropriate person.

The system automatically saves the player in the other family.

Adding an internal note to a player's profile

You can add an internal note to a player's profile in the **Person Maintenance** workspace.

To add an internal note to a player's profile:

1. Click **Add Note**. The **Adding/Editing** dialog box appears.
2. Enter the text for the note.
3. Select what organizations the note is visible to.
4. Click **Save**.

Manually assigning a player to a team

You can manually assign a player to a team in the **Player Assign** workspace.

To manually assign a player to a team:

1. In the **Players** sub-menu, click **Assign Players to Teams**. The **Player Assign** workspace appears.
2. Search for players to assign.
 - a. If applicable, select an age group, division, or season.
 - b. If applicable, enter values for last name or school.
 - c. To bring back players that have not been assigned to a team, select **Yes** from the **Unassigned Only** list.
 - d. Click Find.
3. Select the checkbox next to each player you want to assign to the team.
4. Enter the team ID in the **Assign Selected Players to Team ID** box.
5. Click **Assign Selected Players to Team ID**.

Manually un-assigning a player from a team

You can manually un-assign a player from a team in the **Player Assign** workspace.

To manually un-assign a player from a team:

1. In the **Players** sub-menu, click **Assign Players to Teams**. The **Player Assign** workspace appears.
2. Search for players to un-assign.
 - a. If applicable, select an age group, division, or season.
 - b. If applicable, enter values for last name or school.
 - c. To bring back players that been assigned to a team, select **No** from the **Unassigned Only** list.
 - d. Click Find.
3. Select the checkbox next to each player you want to un-assign.
4. Click **Unassign**.

Note: Players can only be unassigned from teams that are not active.

Managing online registration documents and payments for players

You can manage online registration documents and payments for players in the **Online Reg Doc Mgmt** workspace.

To manage online registration documents and payments for players:

1. In the **Players** sub-menu, click **Online Reg Doc Mgmt**. The **Online Reg Doc Mgmt** workspace opens.
2. In the **Search By** section, select **Players**.
3. Enter your search values and then click **Find**.

Collecting a missing document for a registered player

You can collect a missing document for a registered player in the **Online Reg Doc Mgmt** workspace.

To collect a missing document for a registered player:

1. Click the document name in the **Missing Docs** column.
2. Click **OK** to accept the document for the player.

Managing invoices and payments for invoicing organizations

You can manage online registration documents and payments for invoicing organizations in the **Online Reg Doc Mgmt** workspace.

To manage online registration documents and payments for invoicing organizations:

1. In the **Players** sub-menu, click **Online Reg Doc Mgmt**. The **Online Reg Doc Mgmt** workspace opens.
2. In the Search By section, select Invoicing Organization.
3. Select the organization and then click **Find**.

Teams

The **Teams** section allows you to manage all the information pertaining to the teams associated to your club. You can manage a team's profile information, assign or un-assign a player to a team, or create teams.

Common tasks in the **Teams** section include:

- Finding a team (see [Finding a team on page 8](#))
- Managing a team's information (see [Managing a team's information on page 8](#))
- Adding a staff member to a team (see [Adding a staff member to a team on page 9](#))
- Creating a team using Team Builder (see [Creating a team using the Team Builder on page 11](#))
- Manually assigning players to a team using Team Builder (see [Manually assigning players to a team using the Team Builder on page 12](#))

Finding a team

You can find a team in the **Team Find** workspace.

To find a team:

1. Click **Maintain Teams** from the **Teams** sub-menu.
2. Enter your search values.
3. Click **Find**.

Managing a team's information

You can manage a team's information in the **Team Maintenance** workspace.

To manage a team's information:

1. Find the team you want to manage (see [Finding a team on page 8](#)).
2. From the list of search results, click the team's name. The **Team Maintenance** workspace appears.

Deleting a team

You can delete a team in the **Team Maintenance** workspace.

To delete a team:

- Click **Delete Team**.

Note: A team can only be deleted if there are no assigned players or staff. If you need to delete a team that has assigned players or staff, you must remove the players and staff first.

Adding a staff member to a team

You can add a staff member to a team in the **Team Maintenance** workspace.

To add a staff member to a team:

1. In the **Staff** section, click **Add Staff**. The **Add Staff** dialog box appears.
2. Search for the staff member you want to add.
3. Select the staff member's job assignment.
4. Click **Assign**.

Adding a player to a team

You can add a player to a team in the **Team Maintenance** workspace.

To add a player to a team:

1. In the **Players** section, click **Add Players**.
2. Do one of the following:
 - Select **Unassigned Players** and then click **Search**.
 - Select **Prior Team Players** and then click **Search**.
3. Select the player you want.
4. Click **Assign**.

Note: If the player is not yet registered, the system assigns the player and creates their registration.

Adding affiliations to a team

You can add affiliations to a team in the **Team Maintenance** workspace.

To add affiliations to a team:

1. In the **Team Affiliation** section, click **Affiliate**. The **Choose An Affiliate** dialog box appears.
2. Select the affiliated organization for the **Organization** list.
3. Click **Update**.

Validating a team's profile

You can validate a team's profile in the **Team Maintenance** workspace. Use the validate function to check the approval validation rules and see what information is still required without actually approving the team.

To validate a team's profile:

- Click **Valid**. A dialog box appears listing what information is still required.

Removing a player from an active team

You can remove a player from an active team in the **Team Maintenance** workspace. For teams that have a status other than active, players must be unassigned (see [Manually un-assigning a player from a team on page 6](#)).

To remove a player from an active team:

1. In the **Players** section, select the players you want to drop.
2. Click **Drop**. The player's status changes to **Dropped**.

Removing a staff member from an active team

You can remove a staff member from an active team in the **Team Maintenance** workspace.

To remove a staff member from an active team:

1. In the **Staff** section, select the staff member you want to drop.
2. Click **Drop**. The staff member's status changes to **Dropped**.

Adding a dropped staff member to a team

You can add a dropped staff member to a team in the **Team Maintenance** workspace.

To add a dropped staff member to a team:

1. In the **Staff** section, select the staff member you want to add.
2. Click **UnDrop**. The staff member's status changes to **Active**.

Requesting to transfer a player to another team

You can request to transfer a player to another team in the **Team Maintenance** workspace. Player transfer requests are not final until approved by an administrator.

To request to transfer a player to another team:

1. In the **Players** section, select the player you want to transfer.
2. Click **Transfer**. The **Player Transfer – Team Selection** dialog box appears.
3. Select the team you want to transfer the selected player to.
4. Click **OK** to request the transfer. The player's status changes to **Xferred**.

Adding a blackout date to a team's profile

You can add a blackout date to a team's profile in the **Team Maintenance** workspace.

To add a blackout date to a team's profile:

1. Click **Add Blackout**. The **Add Blackout Date** dialog box appears.

2. Select the blackout date in the calendar.
3. Select **All Day** or specify a time range.
4. If applicable, enter notes in the **Notes** box.
5. Click **Add**.

Adding an internal note to a team's profile

You can add an internal note to a team's profile in the **Team Maintenance** workspace.

To add an internal note to a team's profile:

1. Click **Add Note**. The **Adding/Editing** dialog box appears.
2. Enter the text for the note.
3. Select what organizations the note is visible to.
4. Click **Save**.

Sending an email to the players of a team

1. Click **Send Email**. The **Email To Team** dialog box appears.
2. Select the players you want to email.
3. If applicable, select whether or not to send the email to both guardians.
4. Enter a subject line in the **Subject** box.
5. Type and format your message in the **Message** box.
6. If applicable, add any attachments.
7. Click **OK**.

Using the Team Builder

You can use the **Team Builder** to create teams, manually assign players to teams, mass assign players to teams, or see a summarized list of your teams.

To use the **Team Builder**:

- Click **Team Builder** in the **Teams** sub-menu. The **Team Builder** workspace appears.

Creating a team using the Team Builder

You can create a team using the **Team Builder**.

Note: The age group and division you select must match the age group and division of the players you want to assign to the team. Only players that match the team's age group and division will appear when you are assigning players.

To create a team using the **Team Builder**:

1. Select the age group, division, and season for the team you want to create.
2. Select **Team Create** from the **Action** list.
3. Click **Go**.

4. Enter the team ID and name.
5. Select whether this is a new team or a prior team.
6. If applicable, enter uniform color information.
7. Click **Create Team**.

Manually assigning players to a team using the Team Builder

You can manually assign players to a team using the **Team Builder**.

To manually assign players to a team using the **Team Builder**:

1. Select the age group, division, and season for the team you want to manually assign players to.

Note: Only players that match the team's selected age group and division will appear in the **Manual Assignment** workspace.

2. Select **Manually Assign** from the **Action** list.
3. Click **Go**. The **Manual Assignment** workspace appears.
4. In the **Team Assignments** section, click the name of the team you want to assign players to.
5. Click in the **Assign To** column in the **Unassigned Players** section for each player you want to assign to the selected team. The team name appears.
6. Click **Update** to save the player assignments.

Listing teams using the Team Builder

You can list teams that have been created in your club using the **Team Builder**.

To list teams using the Team Builder:

1. Select the season of the teams you want to list.
2. Select **Summary** from the **Action** list.
3. Click **Go**. A listing of all teams for the selected season appears in the **Team Assignment Summary** workspace.

Staff

The **Staff** section allows you to manage all the information pertaining to the parents, volunteers, and staff members associated to your organization. You can manage a staff member's personal information, add licenses and background checks, or associate disclosures.

Common tasks in the Staff section:

- Finding a staff member (see [Finding a staff member on page 13](#))
- Managing a staff member's information (see [Managing a staff member's information on page 13](#))
- Adding a staff member (see [Adding a staff member on page 14](#))
- Managing your own staff record (see [Managing your own staff record on page 15](#))

Finding a staff member

To find a staff member:

1. Click **Maintain Staff Information** from the **Staff** sub-menu.
2. Enter your search values.
3. Click **Find**.

Managing a staff member's information

To manage a staff member's information:

1. Find the player you want to manage (see [Finding a staff member on page 13](#)).
2. From the list of search results, click the staff member's last name. The **Person Maintenance** workspace appears.

Manually registering a staff member as a new player

You can manually register a staff member as a new player in the **Person Maintenance** workspace.

To manually register a staff member as a new player:

1. Click **Register**. The **New Player** dialog box appears.
2. Enter in the new player's information and click **Create New Player**.
3. Select the league, division, season, and registration type and click **Continue**.
4. Complete the registration form.
5. Click **Register**.

Manually registering a staff member who is an existing player

You can manually register a staff member as a new player in the **Person Maintenance** workspace.

To manually register a staff member who is an existing player:

1. Click **Register**.
2. Complete the registration form.
3. Click **Register**.

Adding a staff assignment

You can add a staff assignment in the **Person Maintenance** workspace.

To add a staff assignment:

1. Click **Add Job**. The **Staff Assignment** dialog box appears.
2. Select the appropriate options.
3. Enter the team ID in the **Team assigned** box.
4. Click **Add**.

Manually adding a certification to a staff member's profile

You can manually add a certification to a staff member's profile in the **Person Maintenance** workspace.

To manually add a certification to a staff member's profile:

1. Click **Add Cert**. The **Add Certification** dialog box appears.
2. Select the certification you want to add.
3. Enter the beginning and expiry dates, and the license number for the certification.
4. Select the jurisdiction.
5. Click **Add**

Associating a disclosure statements to a person

You can associate a disclosure statement to a staff member in the **Person Maintenance** workspace.

To associate a disclosure statement to a staff member:

1. Click **Discl**. The disclosure form appears.
2. Complete the form.
3. Click **Submit**.

Adding a staff member

You can add a staff member in the **Staff Find** workspace.

To add a staff member:

1. Click **Add Staff**. The **Staff Add** workspace appears.
2. Enter the first and last name of the new staff member.
3. Click **Create Staff**. The **Person Maintenance** workspace appears.
4. Enter the appropriate information.
5. Click **Update**.

Managing your own staff record

You can manage your own staff record through the **My Staff Record** functionality in the **Staff** sub-menu. As with other staff members, you can manage your own staff record using the same tasks.

To manage your own staff record:

1. Click **My Staff Record** from the **Staff** sub-menu. The **Person Maintenance** workspace appears.

Related topics:

- [Manually registering a staff member as a new player on page 13](#)
- [Manually registering a staff member who is an existing player on page 14](#)
- [Adding a staff assignment on page 14](#)
- [Manually adding a certification to a staff member's profile on page 14](#)
- [Associating a disclosure statements to a person on page 14](#)

Communications management

The **Communications** section allows you to manage contact lists, send broadcast emails, and view archived emails.

Managing contact lists

You can manage contact lists in the **Contacts** section.

To manage contact lists:

- Click **Contact List** in the **Communications** sub-menu. The **Create A Contact List** workspace appears.

Creating an email contact list

You can create an email contact list in the **Create A Contact List** workspace.

To create an email contact list:

1. Add recipients to the contact list (see [Adding recipients to a contact list on page 17](#)).
2. Select **Email Addresses**.
3. Select the output format.
4. Do one of the following:
 - a. If you selected **Display Results**, click **Retrieve List**. The list appears in the workspace.
 - b. If you selected **Comma Separated Value**, click **Retrieve List**. The file opens in a new window. Click **Download**.

Creating a mailing contact list

You can create a mailing contact list in the **Create A Contact List** workspace. A mailing list provides you with the mailing address of the selected recipients.

To create a mailing contact list:

1. Add recipients to the contact list (see [Adding recipients to a contact list on page 17](#)).
2. Select **Mail List**.
3. Select which recipients to include.
4. Select which family member to address the mailing to.
5. To add “Or Current Resident” to the mailing label, select **Add – Or Current Resident**.
6. Select the output format.
7. Do one of the following:

- If you selected **Display Results**, click **Retrieve List**. The list appears in the workspace.
- If you selected **Comma Separated Value** or **Mailing Labels**, click **Retrieve List**. The file opens in a new window. Click **Download**.

Creating a contact list

You can create a contact list in the **Create A Contact List** workspace. A contact list provides you with all contact information for the selected recipients, including mailing address, phone numbers, and email address.

To create a contact list:

1. Add recipients to the contact list (see [Adding recipients to a contact list on page 17](#)).
2. Select **Contact List**.
3. Select which recipients to include.
4. Select the output format.
5. Do one of the following:
 - If you selected **Display Results**, click **Retrieve List**. The list appears in the workspace.
 - If you selected **Comma Separated Value**, click **Retrieve List**. The file opens in a new window. Click **Download**.

Adding recipients to a contact list

You can add recipients to a contact list in the **Create A Contact List** workspace.

To add recipients to a contact list:

1. Click **Add**. The **Email To** workspace appears.
2. In the **Send To** section, select the group you want.
3. Select the sub-groups you want.
4. Click **Add**.

Removing recipients from a contact list

You can remove recipients from a contact list in the **Create A Contact List** workspace.

To remove recipients from a contact list:

1. In the **To** section, select the group you want to remove.
2. Click **Remove**.

Sending an email

You can send an email in the **Send An Email** workspace.

To create contact lists:

1. Click **Send Email** in the **Communications** sub-menu. The **Send Email** workspace appears.
2. Add recipients to the email (see [Adding recipients to an email on page 18](#)).
3. Enter a subject line in the **Subject** box.
4. Type and format your message in the **Message** box.
5. If applicable, add any attachments.
6. Click **Send**.

Adding recipients to an email

You can add recipients to an email in the **Send An Email** workspace.

To add recipients to an email:

1. Click **Add**. The **Email To** workspace appears.
2. In the **Send To** section, select the group you want.
3. Select the sub-groups you want.
4. Click **Add**.

Removing recipients from an email

You can remove recipients from an email in the **Send An Email** workspace.

To remove recipients from an email:

1. In the **To** section, select the group you want to remove.
2. Click **Remove**.

Viewing an archived email message

You can view an archived email message in the **Email Archive** workspace.

To view an archived email message:

1. Click **Email Archive** in the **Communications** sub-menu. The **Email Archive** workspace appears.
2. Click the create date of the email you want to view.

Administration

The functions in the Administration section are performed by the state registrar, regional or national software contact. That person needs administrative privileges to perform these tasks.

Configuring merged age groups

You can configure merged age groups in the **Age Group Merge** workspace.

To configure merged age groups:

- Click **Configure Merged Age Groups** in the **Administration** sub-menu. The **Age Group Merge** workspace appears.

Adding a merged age group

You can add a merged age group in the **Age Group Merge** workspace.

To add a merged age group:

1. Click **Add**. The **New Age Group Merger** dialog box appears.
2. Select the division, master age group, and merge age group.
3. Click **Add**.

Removing a merged age group

You can remove a merged age group in the **Age Group Merge** workspace.

To remove a merged age group:

1. Click **Delete** for the age group you would like to remove.
2. Click **OK**.

Editing club information

You can edit your club's default information in the **Defaults** workspace. Entering in the default values for your club decreases the amount of typing required when manually registering players, helping to streamline your registration process.

To edit club information:

- Click **Maintain Club Information** in the **Administration** sub-menu. The **Defaults** workspace appears.
- Make your changes.
- Click **Update**.

Managing coupons

You can manager coupons in the **Coupon List** workspace.

To manage coupons:

- Click on **Manage Coupons** in the **Administration** sub-menu. The **Coupon List** workspace appears.

Adding a coupon

You can add a coupon in the **Coupon List** workspace. You can create coupons that offer a fixed dollar amount or a percentage discount. You can also limit the number or times a coupon is used.

To add a coupon:

1. Click **New**. The **Create Coupon** workspace appears.
2. Enter the coupon name.
3. Enter the discount amount and type of discount.
4. Select the programs this coupon can be used for.
5. Enter the coupon code. This code is what participants will enter in for online registration.
6. Select the availability dates of the coupon.
7. If applicable, select to limit the number of uses for the coupon and enter the number.
8. Click **Save**.

Editing a coupon

You can edit a coupon in the **Coupon List** workspace.

To edit a coupon:

1. From the list of available coupons, select the one you want to edit.
2. Click **Edit**. The **Create Coupon** workspace appears.
3. Make your changes.
4. Click **Save**.

Deleting a coupon

You can delete a coupon in the **Coupon List** workspace.

To delete a coupon:

1. From the list of available coupons, select the one you want to delete.
2. Click **Delete**.
3. Click **OK**.

Exporting coupon information

You can export coupon information in the **Coupon List** workspace. The export contains the following information about each of your coupons:

- Name
- Code
- Discount amount
- Max count
- Program count
- Availability dates
- Coupons used
- Total saved

To export coupon information:

- Click **Export**, and then choose to open or save the file

Viewing the program list for a coupon

You can view the program list for a coupon in the **Coupon List** workspace. The program list shows all the programs that the coupon can be used for.

To view the program list for a coupon:

1. In the list of coupons, click **Program Count** for the coupon you want. The **Coupon Applies To Programs** dialog box appears.
2. Click **OK** when finished.

Running a coupon report

You can run a coupon report in the **Coupon Report** workspace.

To run a coupon report:

1. Click on **Coupon Report** in the **Administration** sub-menu.
2. Enter your search values.
3. Click **Find**.

Exporting coupon information for a selected list

You can export coupon information for a select list after running the report in **the Coupon Report** workspace.

To export coupon information for a selected list:

1. Run the coupon report (see [Running a coupon report on page 21](#)).
2. Click **Export**, and then choose to open or save the file.