



# LEAGUE ONE

## Spring Registration Refresher

March 12, 2014 12:06 PM

WHAT'S YOUR ACTIVE?

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WHAT'S YOUR ACTIVE?

## Introduction

Registering for a second season is very similar to Fall Registration but there may be a few differences depending on your state association and which division you are registering players in. This document was written to explain the differences and provide tips to help you through the process.

## Background

The interaction between state associations and their clubs has always been more involved during Spring registration because the club usually registers players two times a year (Fall and Spring) but only has to pay the state association once a year for the player. It gets even harder to coordinate when a Fall player from Club A registers for Spring play with Club B. That situation may be perfectly OK with a Recreational player but may require a transfer in the case of a Competitive player. LeagueOne was designed to manage these scenarios and prevent the state association from paying USYSA twice for the player.

Within LeagueOne, there are two different types of Divisions that a team can belong to: Annual Teams and Seasonal Teams.

**Annual Teams**                      The player belongs to this club and team for the entire year. Changing teams requires a player transfer. This is usually applied to competitive teams.

**Seasonal Teams**                      The player belongs to the club and team for the current season. The player is free to register with another club or another team in the next season.

Each state association defines this differently for their playing divisions. Here is a summary:

State Association	Division	Type
Alabama	I & II	Annual Teams
Alabama	III & IV	Seasonal Teams
Arkansas	All	Annual Teams
California-North	All	Annual Teams
Indiana	Travel, Rec Plus	Annual Teams
Indiana	Rec	Seasonal Teams
Iowa	All	Annual Teams
Kansas	All	Annual Teams
Kentucky	Select	Annual Teams
Kentucky	Recreational	Seasonal Teams
Louisiana	All	Annual Teams
Nebraska	All	Annual Teams
New Mexico	Rec	Seasonal Teams
New Mexico	Classic, Competitive	Annual Teams
South Dakota	Rec A, Rec B, Indoor & Indoor Tournament	Seasonal Teams
South Dakota	Club	Annual Teams

As you read on, please note which team types that you will be registering and then read the appropriate sections.

### ***The Difference Between LeagueOne And Your Old System***

Most registration systems force you to work on one season at a time. They establish a cutoff date when you must begin working on the next season. LeagueOne allows you to work on two seasons at the same time and retains a full history of registrations and rosters. There is no cutoff date.

### ***What Do I Need To Register My Teams For The Spring Season?***

The rest of this document describes tips on each part of the registration process. The next two sections, Seasonal Teams and Annual Teams, provide an overview of what you need to do for each as you register for Spring. These sections refer to other sections in the document. Please use these as a guide as you read on.

#### **Seasonal Teams**

Here are the basic steps that you will need to perform to register your teams and players for the Spring season for Seasonal Teams:

- 1) Register your players for the Spring Season. (see Player Registration on page 6)
- 2) Create Spring teams. (See Team Builder on page 7)
- 3) Assign coaches to Spring teams. (see Figure 5 on page 8)
- 4) Assign players to the Spring teams.

#### **Annual Teams**

Here are the basics steps that you will need to perform to register your teams and players for the Spring season for Annual Teams:

- 1) Register players for the Spring season<sup>1</sup>. (see Player Registration on page 6)
- 2) Note: Spring registration of Fall players are automatically assigned to the same teams that they were on in the Fall. From there you may perform transfers and drops. (see more on page 9)
- 3) Determine which modifications that you would like to make to the teams (transfers and drops). (see Team Maintenance on page 10, Roster Notes on page 10 and Reporting on page 12 for tools to manage this process)

#### **The Default Season Feature**

LeagueOne is designed so that you can manage your registration for the entire year (as defined by the state association) but most clubs organize their leagues based on multiple seasons within the calendar year. Typically you will process registrations for just one season at a time.

Some LeagueOne screens require that you specify the season that you are working on. Specifically, these are Team Builder, Team Find and the Player Registration Wizard. They all default to the first available season (Fall). This is great when you are in the Fall season but can be a pain when you are in the Spring season.

This problem can be easily solved by setting the Default Season for your club. You can change this value by:

- 1) Selecting "Maintain Club Information" from the "Club" menu.
- 2) Set the appropriate season in the "Default Season" field.
- 3) Press the Update button to save the change.

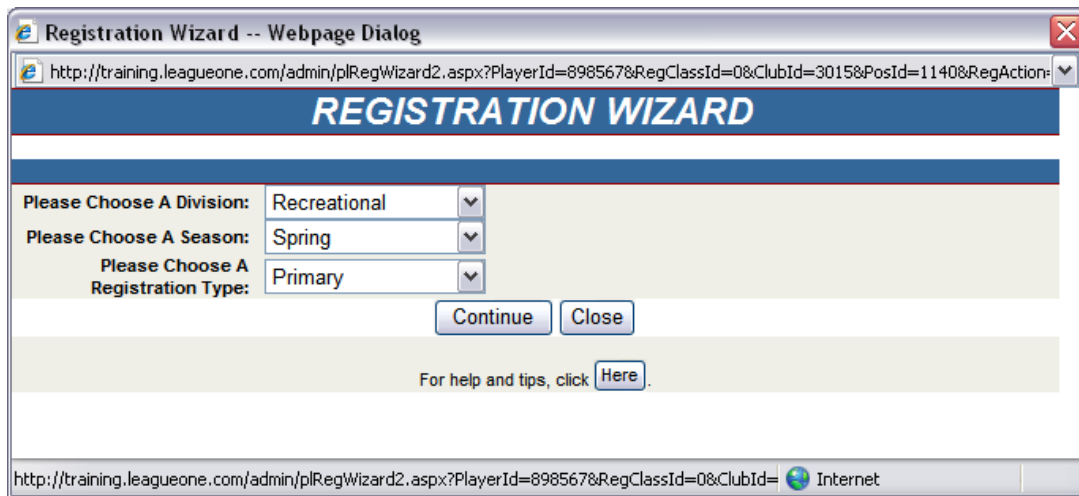
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<sup>1</sup> You do not have to register annual players in the Spring. You may want to register players to keep track of registration fees and manage your registration process.

## Player Registration

For full instructions on player registration, please see the User Guide.

Providing that Spring registration is allowed by your state association, you will see the appropriate options reflected in the Registration Wizard (Figure 1).



**Figure 1**

To register the player as a Primary for the Spring season, you would select the Spring and Primary options from the drop-down menus (as seen above). Note: If you use the Default Season feature (see page 5), the system will pre-select the first available entry for your default season.

### Seasonal Teams

Players that played on a seasonal team in the Fall can register in the Spring with any club and in any division.

### Annual Teams

Players that played on an annual team in the Fall must register with the same club. During player registration, they will be automatically assigned to the same team that they played on in the Fall.

## Team Builder

For full instructions on Team Builder, please see the User Guide.

Please note that the 'Season' selection in Team Builder defaults to 'Fall' unless you use the Default Season feature (see page 5). Be sure to change it to 'Spring'

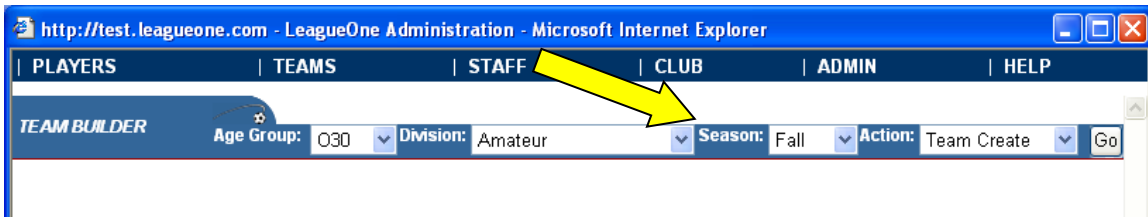


Figure 2

## Seasonal Teams

Seasonal Teams are created each season. If you want to create Spring Teams with the same names, team id's and coaches from the prior season, you can use the Prior Team feature within Team Builder - Team Create. Note: ClubReg customers also have the ability to mass assign players from the Fall Team to the Spring Team (see the User Guide for more on this).

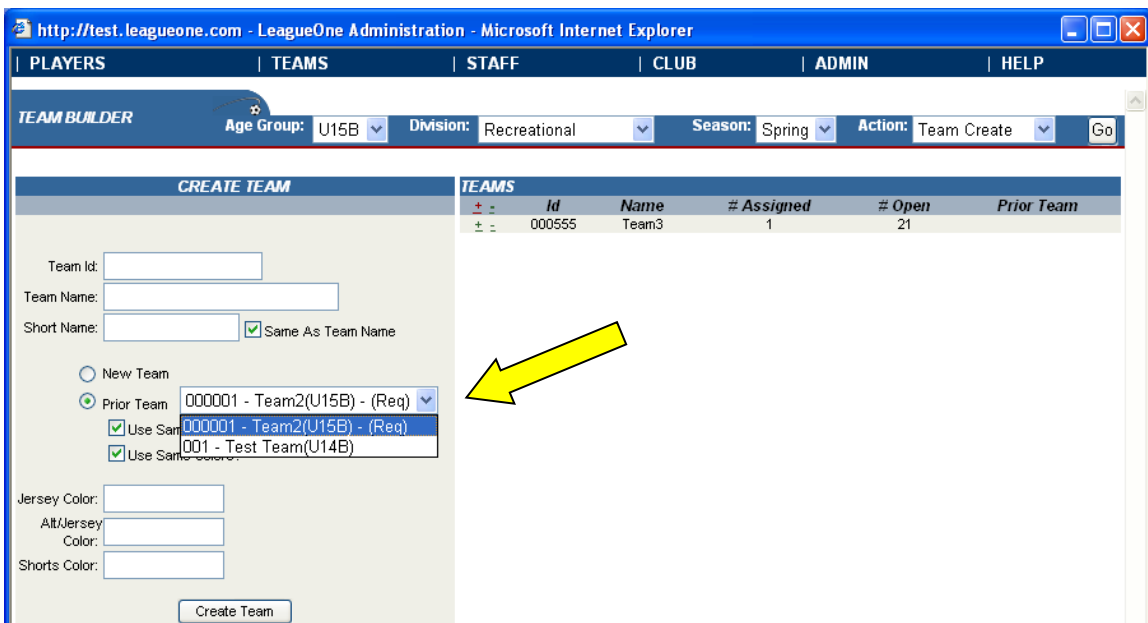


Figure 3

In Figure 3, select the 'Prior Team' radio button and then choose a team from the dropdown. The dropdown lists the teams from the prior season. If you have already registered players and indicated that they want to return to their Prior Team (see **Error! Reference source not found.**) 'Req' will appear next to the team name indicating that there are players wishing to return to this team.

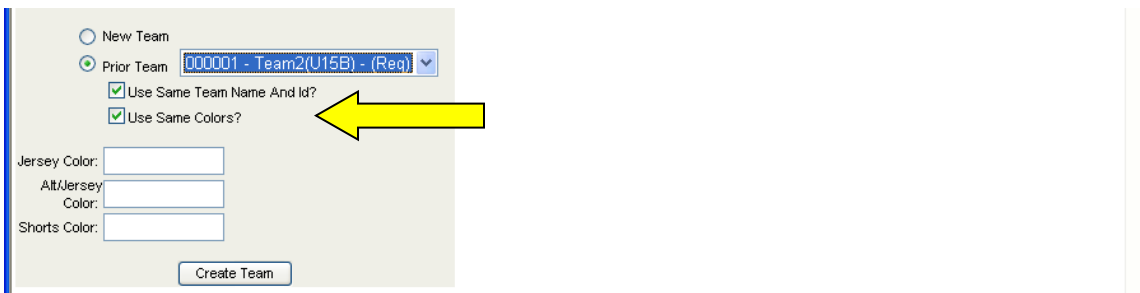


Figure 4

In Figure 4 you will notice options for using the same team name, team id and colors. Just check the box and these values will be copied over.

After you create a team, you can add coaches to the team. The Prior Team feature allows you to easily find the coaches, assistant coaches, and team managers from your prior team.

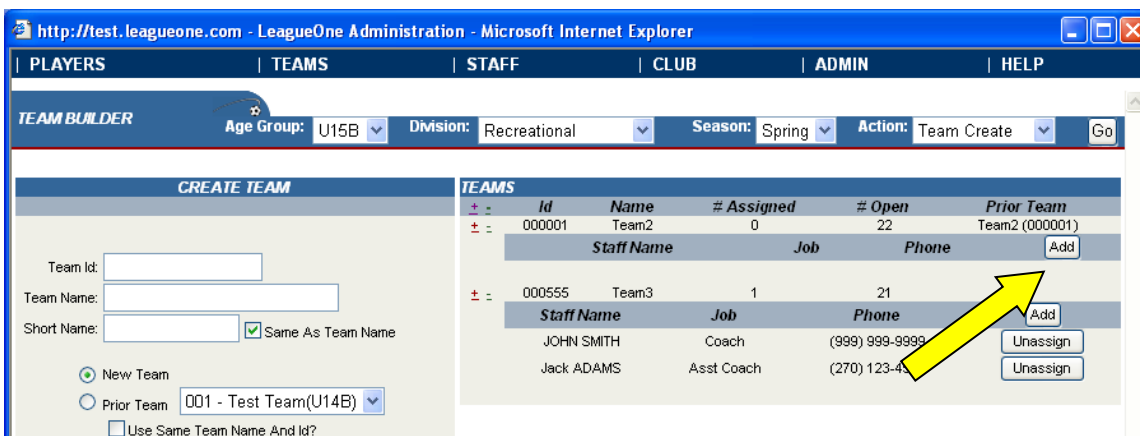


Figure 5

In Figure 5, remember that you can expand the team and display team staff by pressing the '+' next to the team. You can add team staff by pressing the 'Add' button associated with the team. You will see the window in Figure 6.

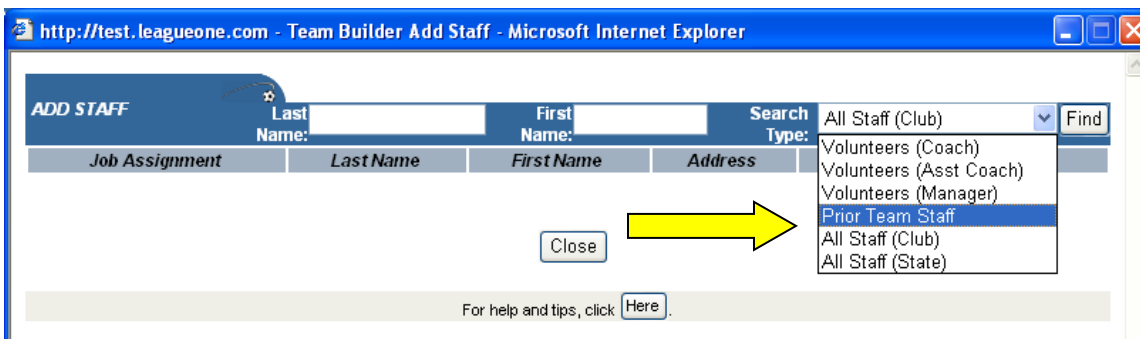


Figure 6

Notice the 'Prior Team Staff' option in the Search List. If you choose this option and press the Find button, you will see a list of coaches and assistant coaches from the Fall Team. Just press the Assign button to assign them to the Spring team.





You will assign players using the Team Builder Manual Assign feature as before (see the User Guide for more information). ClubReg customers can also use the Mass Assign feature to assign players that have indicated that they want to return to a prior team (see the User Guide for more information).

### **Annual Teams**

With Annual Teams, the team exists for the entire year so you do not need to create new teams. If you register a Fall annual player in the Spring, they will be automatically assigned to their Fall team. The only players that you will need to assign are ones that did not play in the Fall.

When you use Team Builder – Manual Assign, your teams will appear regardless of the season that you list (Fall or Spring) since Annual Teams last for the entire year. However, it is important to choose 'Spring' to see the Unassigned Players that registered in the Spring but not in the Fall.

## Team Maintenance

For full instructions on Team Maintenance, please see the User Guide.

You will notice in Figure 7 that Fall and Spring teams appear in the team list. You can restrict the list to Spring teams by using the Season dropdown filter.

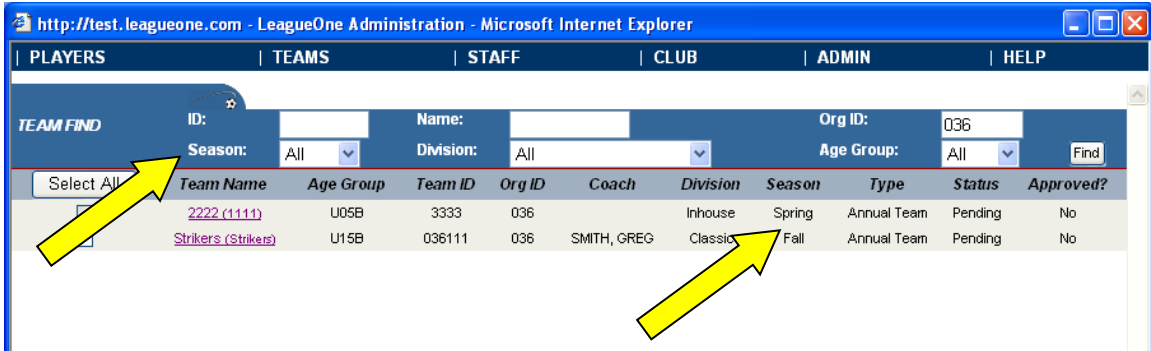


Figure 7

## Seasonal Teams

Everything is the same as in the Fall.

## Annual Teams

On an Annual Team, players may have registration records from the Fall and the Spring season. Figure 8 demonstrates what this looks like on the Team Maintenance page.

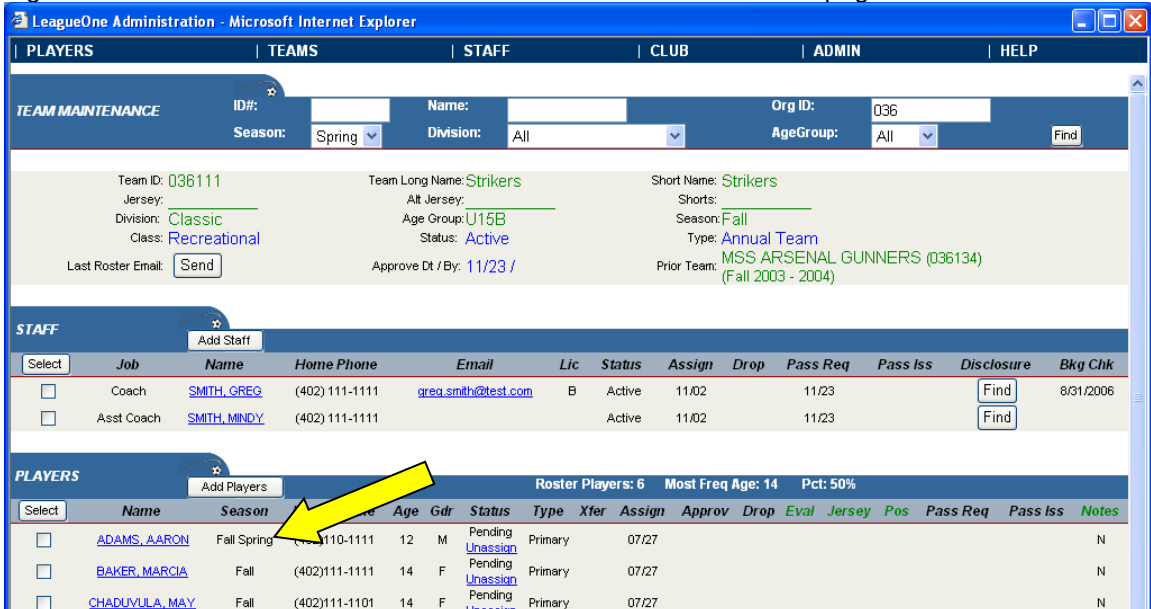


Figure 8

## Roster Notes

“Roster Notes” refer to the feature that allows Club Registrars to make notes to themselves.

**Typical Club Registrar Problem:** When annual teams move from Fall to Spring, new members are added and old ones drop or transfer to other teams. How can a registrar keep track of all this movement and perform the steps required by the state association to execute these moves (request transfers and drops)?

**Answer:** The Team Maintenance page has a free form notes field that club registrars can use to leave notes to themselves. They can then use the 'Roster Notes' report to list all of the players that have notes (see page 12).

The screenshot shows the LeagueOne Administration interface. The 'TEAM MAINTENANCE' section displays details for Team ID 036018, named 'MSS CENTELLA'. Below this, the 'STAFF' table lists two coaches: VAN WINCKEL, RODNEY and SMITH, JOHN. The 'PLAYERS' section shows a roster of 22 players. A yellow arrow points to a 'Y' in the 'Notes' column for player ADAMS, ARIANNA, with a tooltip that reads 'Transfer To Ladybugs'.

Select	Name	Season	Home Phone	Age	Gdr	Status	Type	Xfer	Assign	Approv	Drop	Eval	Je	Pass Req	Pass Iss	Notes
<input type="checkbox"/>	ADAMS, ARIANNA	Fall	(402)110-1111	8	F	XferReq	Primary		09/24	10/11						Y
<input type="checkbox"/>	ADAMS, BROOKE	Fall	(402)111-1110	8	F	Active	Primary		09/24	10/11				09/24		Transfer To Ladybugs
<input type="checkbox"/>	ADAMS, ELISE	Fall	(402)110-1111	8	F	Active	Primary		09/24	10/11				09/29		Y
<input type="checkbox"/>	SMITH, ALEC	Fall Spring	(402)111-1111	11	M	Active	Primary		09/24	10/11				09/29		N
<input type="checkbox"/>	SMITH, COURTNEY	Fall	(402)111-1111	11	F	Active	Primary		09/24	10/11				09/29		N
<input type="checkbox"/>	SMITH, GARRETT	Fall Spring	(402)111-1111	11	M	Active	Primary		09/24	10/11				09/29		N

Figure 9

In Figure 9, you will notice the Notes column. To use this field, just click on the Y or N in the column to open a window that will allow you to record a freeform note. If you see a Y, hold your cursor over the Y to see the note (as in Figure 9).

Some state associations process drops and transfers at the state office. In this case, we recommend that registrars record notes next to all players that will be transferred or dropped. In the next section, you will see how to run the 'Spring Roster Mgmt Report' to see all of the notes that you have recorded. You can then use this report to create all of your transfer and drop requests.

### Prior Team Tools

The Prior Team tools can be a great aid in copying players and coaches from Fall teams to Spring teams.

The idea behind Prior Team functionality is that a link is established between a team in the current season and a team in the prior season. Once this link is established, it becomes easy to copy players and coaches from the old team to the new team.

For a full explanation of the Prior Team functionality, please see the LeagueOne User Guide. If you do not have a current copy of the User Guide, you can get a new one from within

LeagueOne. Go to User Guide on the Help menu. You can view it online or else choose “Show All Topics (Word Version)” to download and print a new copy.

## Reporting

For full instructions on Reporting, please see the User Guide.

There are two reports that are especially useful for the Spring Season:

- Roster Notes Report
- Spring Roster Mgmt Report

### **Roster Notes Report**

The Roster Notes Report lists players that have Roster Notes recorded by the Registrar. For more on using Roster Notes, see Roster Notes on page 10. The Roster Notes Report will list the Player, Team, Age Group, Division and the roster note itself.

### **Spring Roster Management Report**

For a variety of reasons, registrars need to know which players have played only in the Fall, which ones played only in the Spring, and players that are registered for both. The ‘Spring Roster Mgmt’ report provides the ability to find this information.

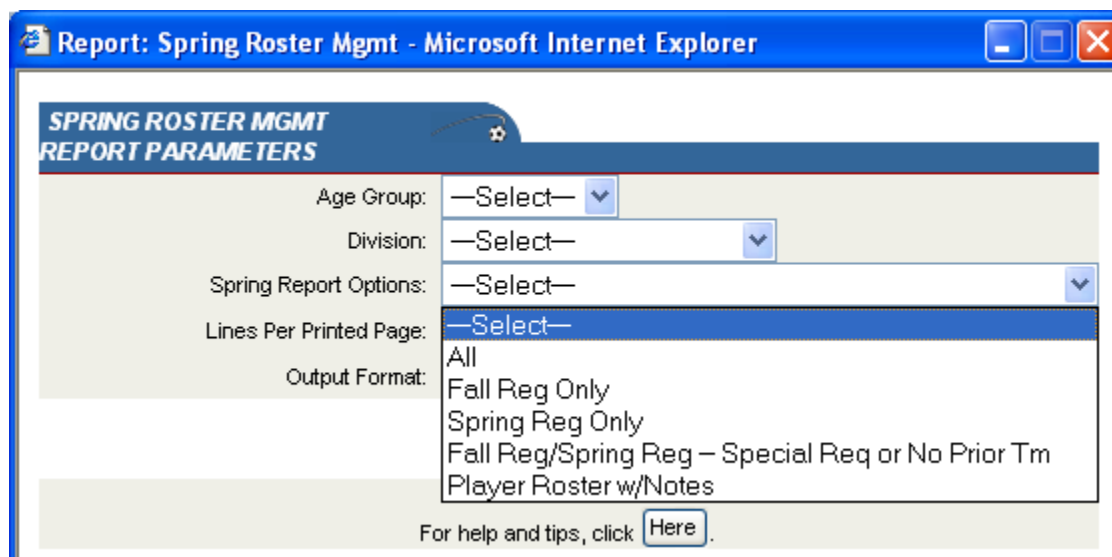


Figure 10

Here is a summary of the Spring Report Options:

<b>Option</b>	<b>Usage</b>
All	Retrieves all players that are registered for Fall or Spring and assigned to a team.
Fall Reg Only	Retrieves players registered for the Fall season and assigned to a team but not registered and assigned to a Spring team.
Spring Reg Only	Retrieves players registered for the Spring season and assigned to a team but not registered and assigned to a Fall team.
Fall Spring/Spring Reg – Special Req or No Prior Team	Retrieves players registered for Fall and Spring that may not be on the team that they want to be on. Players are listed here when: a) they have not requested to be on the same team or b) they have a comment in Config3 (usually the special request field).
Player Roster w/Notes	Retrieves players with Note entries on their roster record. (see Figure 9 on page 11)