

SportzSoft Solutions OLA Registrars Guide

This guide has been developed to assist OLA registrars with the approval process for club registrations.

Season Setup

Each season, the OLA will define seasons and registration products, and push these down to your club. So clubs will need to wait until these 2 items have been pushed down to them before they can start to configure them for their club. The first thing that needs to be configured, however, are 'organizational settings'.

Organizational Settings

Before you can open up registration, there are a few general settings you need to put into place. This includes:

- payment methods
- e-commerce (credit card) account setup
- cheque payment information
- refund policy
- registration receipt email confirmation email address
- club address

For all the following settings, please go to SETTINGS then ONLINE PROCESSING.

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Payment Methods

Click on the PAYMENT MEHTODS tab and you will see a number of payment methods setup for your organization.





You should see payment methods for 'cheque', 'credit card' and 'online refund'. Online refund must be left alone – it should be active but not web enabled which means it won't be displayed to your members. Online refund is needed to perform refunds so please just leave it alone.

As mentioned, all payment methods should be left as 'active'. If you don't want to offer your members a particular payment method, then double click on the payment method to open up the payment method properties screen. DO NOT MAKE PAYMENT METHODS INACTIVE. Click on the TOGGLE SETTING button beside the 'Web Enabled' property. When you click this the check mark will disappear and the payment method will no longer be visible to your members, but the payment method will remain 'active' in case you decide to use it.

Payment Me	thod X
Please note occurred usi	that payment methods cannot be altered once registrations have ng the payment method
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	ECommerce Processing Required (i.e. Online Credit Card) Toggle Setting
	This is a Online REFUND method Toggle Setting
	There are 0 fees on this payment method.

E-Commerce (Credit Card Account) Settings

Click on the E-Commerce tab (SETTINGS / ONLINE PROCESSING / E-COMMERCE). You should have your PELOTON e-commerce account setup here. If you don't have a Peloton account setup yet, then please contact support@peleton-technologies.com, state that you are with Ontario Lacrosse and that you need an account.

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E-Comme	erce Provider:	Peloton Tec	hnologies	•		4						



Cheque Payment Information

Click on the Online Processing tab (SETTINGS / ONLINE PROCESSING / ONLINE REGISTRATIONS). If you are accepting cheques, fill out who the cheque should be made out to in the 'Fees Payable To' section (#5 below).

The link you put on your website is shown by #4 below.

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Refund Policy

Click on the REFUND POLICIES tab (SETTINGS / ONLINE PROCESSING / REFUND POLICY).

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All organizations offering credit card payments MUST specify a refund policy.



Registration Email Receipt Email Address

Click on the REGISTRATIONS tab (SETTINGS / REGISTRATIONS). On this screen, make sure that 'VALIDATION OF REGISTRATIONS' is checked off (#3 below) and that the club registrar's email address is entered in the 'Registration Confirmation Email Address' field (#4 below). Each time a member processes a registration, a copy of the receipt will be sent to this email address.

SportzSoft - Orangev	ville Minor Lacrosse As	sociation (ID #40)	71)						
File Edit View Window	ws Help								
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Registration Confirma	tion Email Address:	agistrar@porthma		••••••		-			
Allow Registratio	ns to be marked as pai	d from Team Web	interface (by a	uthorized users	on		4		
Lice Ready for Tor	m Assignment feature	to accign players		gistrations					
	an Assignment reature	to assign prayers	to teams vs Re	gistrations					

Club Address

Go to SETTINGS / YOUR CLUB PROFILE. DO NOT CHANGE ANYTHING ON THIS PAGE EXCEPT FOR YOUR CLUB ADDRESS!





Registration Product Configuration

Once you have configured your 'organizational settings' and your season and registration products have been pushed down to your club, you can then configure your product fees and perform some tests before opening up your registration.

Product Fees

Click on Registrations and then Product Management



Navigate to the 'Fees & Deposits' tab of each product and click the '+' button. You will now be able to add your fees. If you offer an "early bird" discount or late fees this is where the date part comes into play. You would then just add in the dates (start to finish) of each fee. So for example: A club offers an early bird fee of \$370 if registered before Apr. 1st, then the fee raises to \$420 after that. Here's how it would look like.

Product Management Click + t 59 Products Filter: Z Active Only Z Invoices Memberships Z Sports Z Volum	teering P romos	2.umm	ary View	Name Code:	U13 Minor Wor	mens Field	Click (on FEES a	nd DEF	OSITS tab	Options V Summary
Product	Season 👻	Cutoff Purch	a 1,	Detai	Is Fees & Depos	ts Constraints	Participants (1	8)			
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🖉 U13 Minor Womens Field Rep	2018 Womens Field	6/15/18	Sports F	+	1/10/18	4/01/18	\$370.00				
Sr Womens Field Lacrosse	2018 Womens Field	6/15/18	Sports Re	X	Ø 4/02/18		\$420.00				
Trainer - 2018 Field Lacrosse	2018 Field Season	4/27/18	Volunteer	0							
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Please ensure that you have no date gaps in your fee structure as the system will charge a zero dollar fee where gaps exist. Leave the 'effective to' date on your last fee entry 'blank' so that the fee continues past your season. You need to do this in case you make adjustments to registrations once the season is over.



Making Products Your Club Won't Use Inactive

Click on Registrations and then Product Management

	File Edit View Wind	ws Help				
	Home Programs	Registrations Contacts Volunteering Scheduling Communicate Bookings	Reporting	Settings	? Help	F xit
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ĺ	Active Seasons Info	Charge Item Management				
1	-System Release	Viewing and editing of charge items associated with registrations, as well as reporting of past purchases		Spec	ial Anno	ouncements (

Here you will see all the products set up for you for your season. If your club does not offer a particular product then you will just need to make it inactive. To do this un-check the active button in the product details and then click the SAVE button.



Inactive products will NOT show up when members are registering for your season.

Effective Date and Cutoff Date

Effective Date is when the product will display to your members and Cutoff Date is when it stops displaying to your members. Products that have been 'pushed down' from your Zone Registrar have pre-defined effective dates and cutoff purchase dates.

Testing Products / Test Mode Flag

All products that are pushed down to clubs will have the 'Test Mode Flag' set to 'active'. When a product is in test mode, it is not displayed to your members. However, registrars can test products in 'test mode' to make sure the fees are showing up properly for the various age groups.



-59 Products Filter: Active Only V Invoices Memberships V Sports V Voluni	teering 📝 Promos	Summa	ry View	Name: Code:	U13 Minor Wo U13R	mens Field	d Rep Type:	Sports Regist	ration	•	Active	ID #: 29597	Options Summary
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U13 Minor Womens Field Rep Sr Womens Field Lacrosse Trainer - 2018 Field Lacrosse Coach U15 & above + Trainer-2018 Field Lacrosse U11 Rep - 2018 Boys Spring Field Lacrosse Coach U13 & below + Trainer-2018 Field Lacrosse Coach U13 & below + Trainer-2018 Field Lacrosse U9 Rep - 2018 Boys Spring Field Lacrosse Volunteer Coach - U15 and over - NFW - 2018 Field	2018 Womens Field 2018 Womens Field 2018 Field Season 2018 Field Season 2018 Field Season 2018 Field Season 2018 Field Season 2018 Field Season 2018 Field Season	6/15/18 6/15/18 4/27/18 4/27/18 4/27/18 4/27/18 4/27/18 4/27/18 4/27/18	Sports F Sports Re Volunteer Volunteer Sports Re Volunteer Sports Re Volunteer	Max Part Cutoff Pu Effective Expiry Di OR Expiry Di	ticipants: urchase Date: Date: ate: uration:	6/15/18 1/10/18	pots Lefi	t: 9999	Can Pay Nor Apply Fede Apply Prov/ Prompt for Wait List Su Re-Assess	n-Volunte ral Taxes State Tax Waiver (v Emergeno upported Fee on Fi	eer Fee veb) cy Info (w rst Paym	Veb) Vete Veb) Vete Vete Govt	e of birth require s do not apply Body Sanctioned Body Fees Disab
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To test your products, click the PERFORM TEST button beside the 'test mode' check box. This will open up a web browser with a special 'TEST FAMILY' account. Use the TEST FAMILY account to do some sample registrations to make sure everything is okay. When you are ready to accept registrations, remove the 'in test mode' flag and click SAVE to save your changes. Your product will now be visible to your members as long as the effective date for your product is on or before the current date.

Setting Up The Registration Link on Your Website

Once all of the steps above are complete, you are able to open registration by placing the online registration link on your website. This link is located in the system in SETTINGS > ONLINE PROCESSING > ONLINE REGISTATIONS tab.

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ayment Methods	Deposits E-Com	merce Onlin	e Registration	S Refund Pol	icy Registrati	on Documen	ts			
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Validating Sport Registrations (Players)

Go to the REGISTRATIONS / Registration Management Section

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File Edit View Windows	s Help	
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by reg dates Validtn Status:	U19 Jr Womens Field	Authorizations & Scheduled Payments
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Search for your registrations. Enter in your search criteria and click FIND.

Registration	15 🕐			
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Your registrations will come up. See the LEGEND at the bottom for color codes.

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46 Registration	na									1	
Registration	n # Validation Status	Registration Timestamp	Product	Member First Name	Member Last Name	 First Name 	Last Name	Birth Date	Member # Member Home Phone	Registration #: 299455	Delete Save Start Review
239455	LGB Approved	Fii Feb 21, 2014 9:08 am	U11 House League	Sarah	Hagmen	Ame	Hagman	7/12/04	705 259 1984	Participant 📝 Any Hagman 📖 Da	ete of Birth: 7/12/04
300292	Club Approved	Sun Feb 23, 2014 9:37 am	U13 House League	Jason	Ross	Logan	Ross	1/06/02	705-487-5288	Member Name Carab Harman	Player Profile Does not exist
300804	Pending	Mon Feb 24, 2014 7:22 am	U15 House League	Colleen	Gregson	Abigail	Gregson	2/14/01	7053265376	Cassas (Descent) 2014 Marson Field (Langer Frome. Does not even
299412	Pending	Fri Feb 21, 2014 7:09 am	Little Lady Kings House L	Stephanie	Stanton	Sienna	Oakley	3/15/07	705-323-6424	Season (Program), 2014 Womens Pielo (C	Jacrosse - womens rieloj
299542	LGB Approved	Fri Feb 21, 2014 12:20 pm	U19 Rep · Womens Field	Kiah	Shanke	Kiah	Shanks	7/25/99	705-327-0117	Product: 🛃 U11 House League	
300580	Club Approved	Sun Feb 23, 2014 6:02 pm	U11 House League	Clay	Hedges	Jona	Hedges	1/13/06	705-258-8486	Date Registered: Feb 21, 2014 9:08 am	Status: Paid in Full 🔻
299103	Pending	Thu Feb 20, 2014 11:13 am	Little Lady Kings House L	Lisa	Macmilan	Molly	Macmillan	1/30/08	705-325-6497		
300012	Club Approved	Sat Feb 22, 2014 2:13 pm	Little Lady Kings House L	Jerenny	Knee	Camryn	Knee	10/14/08	705-325-0204	Payment Method: Credit Card	 Source: Online
299396	LGB Approved	Fri Feb 21, 2014 5:34 am	U13 House League	Brandi	Maracle	Kaya	Maracle	9/06/03	7053250267	Summary Additional Items Deposits	Questionaire Documents (1) Online Authorizations Validation Old Fees
300794	Club Approved	Mon Feb 24, 2014 6:17 am	U11 House League	Anne	Foley	Amelia	Foley	7/04/06	705 835 6500	Fee \$150.00	Non Vokoteer Fee
299501	Club Approved	Fri Feb 21, 2014 10:36 am	U11 House League	Ashley	Todotoff	Jaydein	Richardson	3/17/04	705-259-2006	Discourt Total \$0.00	Discust Tupe
299998	Club Approved	Sat Feb 22, 2014 1:26 pm	U19 Rep · Womens Field.	Marni	Van Kessel	Kaitlan	Van Kessel	3/12/98	705-329-3489	Charas have \$0.00	Panoan. 0
298996	LGB Approved	Thu Feb 20, 2014 6:29 am	U19 Rep · Womens Field	. Darlene	England	Abbi	England	7/29/99	705-238-2328	chage term. \$0.00	Payments Volunteering Audit
300431	Club Approved	Sun Feb 23, 2014 2:14 pm	U15 House League	Jodie	Bala	Paige	Stachura	5/15/01	705-717-1258	Adjustments: \$0.00	New Payment.
301116	Pending	Mon Feb 24, 2014 1:40 pm	Little Lady Kings House L	Nicole	Murray	Camryn	Murray	11/01/08	705-325-8279	SubTotal \$150.00	
300507	Club Approved	Sun Feb 23, 2014 4:17 pm	Little Lady Kings House L	Kelly	Peddle	Mikaela	Peddle	4/26/07	705-259-2594	Prov Tax \$0.00	Payment Method Usite Payment Total Payment
300663	Club Approved	Sun Feb 23, 2014 8:21 pm	Little Lady Kings House L	Rhonda	Ley-Glass	Olivia	Glass	5/28/07	(705)792-6785	GST: \$0.00	Creak Cara 2/21/14 \$150.00 \$150.00
298572	Pending	Wed Feb 19, 2014 8:28 am	Senior Womens Field La.	Kelsi	Pritchard	Kelsi	Pritchard	4/20/95	705-325-1400	Amount Due: \$150.00	
299397	LGB Approved	Fri Feb 21, 2014 5:37 am	Little Lady Kings House L	Brandi	Matacle	Makenna	Maracle	1/09/08	7053250267	Payments to Date: \$150.00	
299533	Pending	Fri Feb 21, 2014 11:33 am	U13 House League	Maryleah	Palaro	Anika	Palaro	6/13/02	705 329-3018	Balance: \$0.00	
299357	Pending	Thu Feb 20, 2014 9:46 pm	U11 House League	Poter	Glass	Anna	Glass	2/26/04	705-329-0156		
296376	LGB Approved	Thu Feb 13, 2014 7:08 pm	U15 House League	Heather	Reda	Tianna	Reda	5/25/00	705-326-4733	Clam Amount \$150.00	
299393	Club Approved	Fri Feb 21, 2014 1:51 am	Little Lady Kings House L	Rich	Rolston	Alison	Rolston	1/12/08	705 329 3576		
301038	Pending	Mon Feb 24, 2014 12:40 pm	U13 House League	Kate	Condon	Hayley	Pratt	2/06/03	705-528-1814	Series Code: 2416	
299493	Club Approved	Fri Feb 21, 2014 10:17 am	U13 House League	Trish	Carson	Emma	Ryan	2/12/03	7053219004	30000 0000 3710	
300960	Club Approved	Mon Feb 24, 2014 11:21 am	U13 House League	Alastair	Dickie	Shannon	Dickie	7/30/03	705 259 1520		
299480	Pending	Fri Feb 21, 2014 9:51 am	Little Lady Kings House L	Craig	Maltby	Kañe	Maltby	6/10/09	705-325-3748		
200404	C11.4 1	C1C 05 001 7 C4	1 201 1 1 202 11 1		C 1	M AT A	- T - 1	1 101 100	705 705 1711		



On the right hand side of the screen is a PAYMENT PANEL with details of the registration. If a registration is 'blue', that means they are sending you a cheque. If it is red, that means they haven't selected a payment option and the registration is 'pending'. If it is black, it is paid in full.

When you click on a registration, a SUMMARY screen will appear on the right. If you can't see this full screen on your computer, double click the registration and it will open in a new window.

The default tab it shows is the SUMMARY tab. On this tab, you will be able to see:

- Participant Name
- Participant Birthdate
- Participant Gender
- Member or Parent Name (if applicable)
- Product Registered for
- Product Type (ie: Sport Registration or Volunteer Registration)
- Associated Age Groups
- Series Code
- Membership Type: (Player, Coach, Manager, Executive, Referee, and Trainer)
- Whether the product relates to House or Rep registration
- Email address (if you click this it opens the email window and lets you send an email)
- Home Phone
- Home Address
- Audit information pertaining to transaction date and times and waiver agreement date and time

			Begistration #: 304761 Delete Save Start Review
	Member First Name	<u>^</u>	
e League	GREG		Participant: 🗹 Brynn Thurlow 🛄 Date of Birth: 2/02/07
e League	Sarah		Member Name: Mike Thurlow
e League	Jason		Product 📝 Little Ladu Kinga Hausa Laggua
se League	Colleen		
Kings House League	Stephanie		Date Registered: Feb 28, 2014 8:14 pm Status: Paid in Full 🔹
e League	Sharlene		Summary Fees & Pauments Additional Items Deposite Questionaire Documents (1) Online Authorizations Validation
Kings House League	Mike		
 Womens Field Lacrosse 	Kiah		Product Properties
Kings House League	Lisa		Product Type: Sports Registration Created Un/By: Feb 28, 2014 6:18 pm Mike Thurbur
e League	Robin		Season (Program): 2014 Womens Field (Lacrosse - Womens Field)
e League	Clay		Assoc AgeGroup(s): Little Ladu Kings (LLK) Mike Thurlow
 Womens Field Lacrosse 	Peter		Waiver Accented at: Eeb 28, 2014 8:21:40 pm
se League	Jason		Series Code: 1634 Walker Accepted at: 16520, 2014 0.21.40 pm
e League	Becky		Membership Type: Player Last Cnfrmation Email:
e League	Melissa		House/Ben: House 🗸 Wait List Started:
Kings House League	Lisa		Source: Online
e League	Michel		Personal Information
e League	Sherry		Gender: F
se League	Greg		Email: thurlom@sympatico.ca
Kings House League	Jeremy		Home Phone: 7053301722 Player Profile: Does not exist
e League	Brandi		
e League	Lori		Ordinoso. 21 Ecomo conve
e League	Anne		L3V7S3
e League	Ashley	v	
	>		



The next tab is the FEES AND PAYMENTS tab. This will show and keep track of all payment information. If a payment is made by credit card, you will see it here.

Registration #: 304761	Delete Save Start Review							
Member Namer Mike Thurlow								
Product: 🗹 Little Lady Kings House	League							
Date Registered: Feb 28, 2014 8:14 pm	Status: Paid in Full							
Summary Fees & Payments Additional I	tems Deposits Questionaire Documente (1) Online Authorizations Validation							
Fee: \$100.00	New Payment							
Discount Total: \$0.00	Payment Method Date Payment Total Paymen							
Charge Items: \$0.00	Credit Card 2/28/14 \$100.00 \$250.0							
Adjustments: \$0.00								
SubTotal: \$100.00								
Prov Tax: \$0.00	< >>							
GST: \$0.00								
Amount Due: \$100.00	Chosen Payment Method: Credit Card							
Payments to Date: \$100.00								
Balance: \$0.00								
Claim Amount: \$100.00								
🔲 Non Volunteer Fee								
Discount Type:								
Amount: 0								

If you receive a cheque payment, click on the NEW PAYMENT button. Enter the payment amount, and the cheque number. Then click POST. The registration will now appear as 'Paid In Full' (if they paid the full amount) or 'Partially Paid' if they didn't pay the full amount. You can post multiple payments until the registration is paid in full.

Source:	In Person			?
Date:	2/24/14	•		-
Amount:	\$425.00	Ī		
	F Paid By Cha	ritable Org		
Method:	Cheque			-
Cheque	Pavment			
Cheque	#: 123			
Cheque	# 123			
Cheque Authoriz	#: 123	ents Audit	1	
Cheque Authoriz	#. 123 ation #s Comme	ents Audit	1	
Cheque Authoriz	#: 123 ation #s Comme Txn No: Receipt #:	ents Audit	1	
Cheque Authoriz	#: 123 ation #s Comme Txn No: Receipt #: :e Provider:	ents Audit	1	



The next screen is the ADDITIONAL ITEMS tab. If you need to add or remove charges to the registration, you can enter an 'Additional Item'. An example of this might be for NSF cheque fees. If you make adjustments and there is a balance owing, you can inform the member to login to their member portal, click on the PAY NOW button and complete their payment. Ignore charge items and volunteering for now.

Summary Fees & Payments Additional Iten	ns Deposits Questi	onaire Documents	(1) Online Auth	orizations Val	idation			
Charge Item	Qty Ord	ered Curr Rate	Charge Amt	GST F	ST T	otal Amt De	elivery Status	Qty Delivere
×								
								>
Additional Fees & Adustments								
Туре	Amount Brief Note					Created 0	In	
+ Adjustment (non-taxable)								
Voluntee Adjustment (taxable)	Associated Volun	teering:						
Volume Refund	Type V	olunteer Activity	Descrip	ion St	atus S	eason		
Recalc Points Calculated Were. 0								
	<					>		

The next tab is the DEPOSITS tab but you can ignore that for now.

The QUESTIONNAIRE tab shows the responses to questionnaires that are associated with a registration product. You will see the NCCP # response for all Volunteer Coach registrations on this tab. You can also update the response here.

ion	e Authorizations Valida) Onlin	ocuments (1)	stionaire	s Q	Deposits	Additional Items	Fees & Payments	Summary	l
				Answe				uestion	Seq	
			edium	Youth				shirt Size	▶ 1	
							same team as:	l like to be on the	2	



Now click on the DOCUMENTS tab to view the registrants uploaded documents. If the birthdate is okay, you can proceed to the VALIDATION tab.

Registration #: 301136 Delete Save Start Review	
Participant: 📝 MENA BRISCOE 🔜 Date of Birth: 8/23/54	
Member Name: MENA BRISCOE Player Profile: Does not exist	
Season (Program): 2014 Womens Field (Lacrosse - Womens Field)	
Product: 🛛 📝 Sr Womens Field Lacrosse	
Date Registered: Feb 24, 2014 1:58 pm Status: Paid in Full 💌	
Payment Method: Cheque Source: Online	
Summary Additional Items Deposits Questionaire Documents (1) Online Authorizations Validation Old	Fees
PROOF OF AGE	
Properties	
Type: jpg	
Size (kb): 39.1	
Dimensions: 400w x 179h	
Apprv Status: Approved	
	11
Mark Invalid	

If the document is not correct (you can't read it, or it's not an approved document) you can MARK INVALID.





Send an email to your member advising them that they need to upload a new document. Have them login to their Member Portal and click on the RECPT button beside the registration that contains the 'invalid' document.

ofile Informat	tion		Outstanding Balances		
1ember Name:	MENA BRISCOE	edit	You have no outstanding balance	5.	
imail:	mena.briscoe@bell.net				
ogin Name:	mena.briscoe@bell.net	reset pw			
ast Login:	Feb 18, 2014 6:47 pm				
Profile Reg	gistrations Volunteer TeamInfo				
2			100 1 10 10 100 10 10 10 10 10 10 10 10		
our sports regis					
our sports regis	trations can be managed below. A receipt "F	Rcpt" button will appear be	side your registrations allowing you to	view that registration in more	e detail. Use the N
legistration butto	trations can be managed below. A receipt " on to initiate the step by step flow of creatin	Rcpt" button will appear be ng and paying for new regi	side your registrations allowing you to strations.	view that registration in more	e detail. Use the Ne
Registration butto	trations can be managed below. A receipt 'F on to initiate the step by step flow of creatin	Rcpt" button will appear be ng and paying for new regi	side your registrations allowing you to strations.	view that registration in more	e detail. Use the Ne
All C	trations can be managed below. A receipt "Fon to initiate the step by step flow of creatin	Rcpt" button will appear be ng and paying for new regi	side your registrations allowing you to strations.	view that registration in more	e detail. Use the Ne
All C	trations can be managed below. A receipt is on to initiate the step by step flow of creatin urrent New Registration	Ropt" button will appear be ng and paying for new regi	side your registrations allowing you to strations.	view that registration in more	e detail. Use the Ne
All C Reg # Parti	trations can be managed below. A receipt * on to initiate the step by step flow of creatin urrent New Registration cipant Registered for	Rept" button will appear be ng and paying for new regi	side your registrations allowing you to strations. Balance Status	view that registration in more Payment Method	e detail. Use the Ne
All C Reg # Parti 301136 MENA	trations can be managed below. A receipt * on to initiate the step by step flow of creatin urrent New Registration cipant Registered for A BRISCOE Sr Womens Field I	Rept" button will appear be ng and paying for new regi Lacrosse	side your registrations allowing you to strations. Balance Status \$0.00 Paid in Full	view that registration in more Payment Method Cheque	Recpt
All C Reg # Parti 301136 MENA	trations can be managed below. A receipt is on to initiate the step by step flow of creating the step flow of the s	Ropt" button will appear be ng and paying for new regi Lacrosse	side your registrations allowing you to strations. Balance Status \$0.00 Paid in Full	view that registration in more Payment Method Cheque	Recpt
All C Reg # Parti 301136 MENA	trations can be managed below. A receipt is on to initiate the step by step flow of creatin urrent New Registration cipant Registered for A BRISCOE Sr Womens Field L	Rept" button will appear be ng and paying for new regi Lacrosse	side your registrations allowing you to strations. Balance Status \$0.00 Paid in Full	Payment Method Cheque	Recpt
All C Reg # Parti 301136 MENA	trations can be managed below. A receipt is on to initiate the step by step flow of creatin urrent New Registration cipant Registered for A BRISCOE Sr Womens Field I	Rept" button will appear be ng and paying for new regi Lacrosse	side your registrations allowing you to strations. Balance Status \$0.00 Paid in Full	view that registration in more Payment Method Cheque	Recpt
All C Reg # Parti 301136 MENA	trations can be managed below. A receipt * on to initiate the step by step flow of creatin urrent New Registration cipant Registered for A BRISCOE Sr Womens Field I	Rept" button will appear be ng and paying for new regi Lacrosse	side your registrations allowing you to strations. Balance Status \$0.00 Paid in Full	Payment Method Cheque	Recpt
All C Reg # Parti 301136 MENA Privacy Secu	rations can be managed below. A receipt * on to initiate the step by step flow of creatin urrent New Registration cipant Registered for A BRISCOE Sr Womens Field L rity	Rept" button will appear be ng and paying for new regi Lacrosse	side your registrations allowing you to strations. Balance Status \$0.00 Paid in Full	Payment Method Cheque	Recpt

The member can then 'replace' the 'invalid' document. (NOTE – if the document is not marked 'invalid', then the member cannot replace the document.) If their birth date has been validated

Organization:	Bramption Excelsiors			
Address:	2 WEIDEN STREET			
	UNIT 7 St. Catharines: ON L2M6V	15		
	St. Cathannes, on E2Hov	62.		
Registration #:	301136			
Member:	MENA BRISCOE			
Registrant:	MENA BRISCOE			
Birth Date:	Aug 23, 1954			
Program:	Lacrosse - Womens Field			
Product:	Sr Womens Field Lacrosse	1		
Date Registered:	Feb 24, 2014 1:58 pm			
Registration Status:	Paid in Full			
Documents:	PR PR	OOF OF AGE		
	Sport z Soft	itus: Invalid		
	shourson .	teplace		
Payment Method:	Cheque	13		
Amount Due:	\$425.00			
Payments to Date:	Method	Payment Date	Amount	
	Cheque	2/24/2014	\$425.00	
Balance:	\$0.00			
Fitness eligible amt:	\$425.00			



When the new document has been uploaded, you can go back to the DOCUMENTS tab and review it. If it contains the proper information, then proceed to the VALIDATION tab.



On the VALIDATION tab, you can 'APPROVE' the registration at the club level. Make sure the registration is 'paid in full' and all required documents are uploaded. Click the APPROVE button to approve the registration.

Registration #: 301136	Delete Save Start Review
Member Name: MENA BRISCOE Season (Program): 2014 Womens Field (Lacrosse	ontri orzoro4 Player Profile: Does not exist -Womens Field)
Product: Sr Womens Field Lacrosse	tatus: Paid in Full
Payment Method: Cheque	Source: Online
Summary Additional Items Deposits Question	aire Documents (1) Online Authorizations Validation Old Fees
Overall Validation Status is: Pending Last Cha	nge: Feb 24, 2014 4:07:52 pm (5 mn ago)
Validation Registrars Type Status By/On C Ctub LGB PGB	Selected Validation Club Approve Decline Performed by: On: Comments:
< >>	Save Comments



The league will approve the registration in the same manner once the registration has been approved at the Club Level. The league or OLA could also 'DECLINE' the registration. If they do, they will enter comments as to why it was declined.

Validat	ion Registrars –		Selected Validation
Тур	e Status	By/On	Club Approved Decline
Club) Approved	Bramption Excel Admir Feb 24, 2014 4:14 pm	Performed by: Bramption Excel Admin On: Feb 24, 2014 4:13 pm
LGE			Comments:
PGE	}		
			Save Comments

The VALIDATION status for each registration will update in real time. There is no need to contact the League (LGB – Local Governing Body) or OLA (PGB – Provincial Governing Body) when you have validated registrations at the club level.

** Note – the 'Validation Status' is not the same as the 'Registration Payment Status'.

46 Registrations	~			
Registration #	Validation Status	Registration Timestamp	Product	Member First Name
299455	LGB Approved	Fri Feb 21, 2014 9:08 am	U11 House League	Sarah
300292	Club Approved	Sun Feb 23, 2014 9:37 am	U13 House League	Jason
300804	Pending	Mon Feb 24, 2014 7:22 am	U15 House League	Colleen
299412	Pending	Fri Feb 21, 2014 7:09 am	Little Lady Kings House L	Stephanie
299542	LGB Approved	Fri Feb 21, 2014 12:20 pm	U19 Rep - Womens Field	Kiah
300580	Club Approved	Sun Feb 23, 2014 6:02 pm	U11 House League	Clay
299103	Pending	Thu Feb 20, 2014 11:13 am	Little Lady Kings House L	Lisa 🗟
300012	Club Approved	Sat Feb 22, 2014 2:13 pm	Little Lady Kings House L	Jeremy
299396	LGB Approved	Fri Feb 21, 2014 5:34 am	U13 House League	Brandi
300794	Club Approved	Mon Feb 24, 2014 6:17 am	U11 House League	Anne
299501	Club Approved	Fri Feb 21, 2014 10:36 am	U11 House League	Ashley
299998	Club Approved	Sat Feb 22, 2014 1:26 pm	U19 Rep - Womens Field	Marni
298996	LGB Approved	Thu Feb 20, 2014 6:29 am	U19 Rep - Womens Field	Darlene
300431	Club Approved	Sun Feb 23, 2014 2:14 pm	U15 House League	Jodie
301116	Pending	Mon Feb 24, 2014 1:40 pm	Little Lady Kings House L	Nicole
300507	Club Approved	Sun Feb 23, 2014 4:17 pm	Little Lady Kings House L	Kelly
300663	Club Approved	Sun Feb 23, 2014 8:21 pm	Little Lady Kings House L	Rhonda



If your registration is DECLINED at the LGB (League) or PGB (Provincial Governing Body – OLA) level, then you will need to look at the comments and work with the member to correct the data.

Once the data has been corrected, you need to notify the LGB (League) or PGB that the registration has been updated. What we do in these cases is change the overall status to REVIEW.

LGB Approved Pending LGB Approved LGB Approved	Mon Feb 24, 2014 3:15 pm Fri Feb 28, 2014 8:14 pm Fri Feb 21, 2014 12:20 pm Thu Feb 27, 2014 11:49 am	UTT House League Little Lady Kings House League U19 Rep - Womens Field Lacrosse Little Lady Kings House League	snanene Mike Kiah Lisa	Summary Fees & Payments Additional Items Deposits Questionaire Documents (1) Online Authorizations Validation Dveral Validation Status is: LGB Declined Last Change: Feb 25, 2014 10:34:23 pm Mark for LGB Review Image: Change: Change:
Pending LGB Approved Pending LGB Approved Pending LGB Declined	Sun Mar 2, 2014 9:55 pm Sun Feb 23, 2014 6:02 pm Thu Feb 27, 2014 9:14 pm Tue Feb 25, 2014 9:01 pm Fri Feb 28, 2014 7:34 pm Tue Feb 25, 2014 7:34 pm	U13 House League U11 House League U19 Rep - Womens Field Lacrosse U15 House League U13 House League U13 House League	Robin Clay Peter Jason Becky Melissa	Validation Registras Type Status By/On Comments Club Approved Onlia Girls Field Admin Fieb 25, 2014 8.41 am UGB Declined UVFL Admin On: Feb 25, 2014 10.34 pm Comments: Comments:
Pending Pending Pending LGB Approved LGB Approved DB Approved	Thu Feb 20, 2014 11:13 am Mon Mar 3, 2014 1:08 pm Thu Feb 27, 2014 8:13 am Wed Feb 26, 2014 7:58 am Sat Feb 22, 2014 2:13 pm Fri Feb 21, 2014 5:34 am Sum Mar 2, 2014 7:42 pm	Little Lady Kings House League U11 House League U13 House League U15 House League Little Lady Kings House League U13 House League U111 House League	Lisa Michel Sherry Greg Jeremy Brandi Lori	PG8 DLA constitution Ineed physical addressbox # is not sufficient as per ULA constitution Save Comments

When you do this, the LGB registrar will see the status change from LGB DECLINED to LGB REVIEW and will know that the registration has been corrected and needs to be re-reviewed and approved.

The last tab is for ONLINE AUTHORIZATIONS. This tab records all events associated with credit card and Interac payments. If your member is having an issue, take a look at this tab and the messages contained there....it will answer why their transaction didn't go through.

9	ummary Fees & Payments Addition	al Items Deposits Questionaire Docum	ents (1) Online Authorizations Validation
	Online Authorization Summary:		
	# of Transactions Initiated:	2 # of Successful Auths: 1	# of Refunds: 0
	# of times CheckOut page Initiated:	2 # of Merchant Declines: 0) # of Profile Creations: 0
	# of times Auth button clicked:	1 # of Errors encountered: 0	1
	Auth Type/No	Timestamps	Details
	Type: Online Payment SportzSoft #: 85157 Merchant Txn #: 10000053	Status: Success Issued: Sat Mar 1, 2014 6:57:31 am Response: Sat Mar 1, 2014 6:58:30 am	Amount: \$150.00 Response Code: 668441 Message: Approved
	Type: Online Payment SportzSoft #: 85155 Merchant Txn #:0	Status: Decline Issued: Sat Mar 1, 2014 6:51:50 am Response: Sat Mar 1, 2014 6:54:00 am	Amount: \$150.00 Response Code: Message: Payment declined



Receipts and Final "APPROVED" Registration Certificates

There are 2 ways to print off a receipt. Registrars can mass print them from within SportzSoft Admin, or the individual members can login to their account and print off their own.

1. Registrar Method

Registrars need to login to SportzSoft Admin, and go to REGISTRATIONS and REGISTRATIONS MANAGEMENT. Then, search for the registrations you want to print receipts for.

Click on the first row (registration).

New Save	<u>D</u> elete <u>R</u> e	fresh <u>P</u> rint	
Registrations	2		
Search Criteria –			
Name:	ast: F	First: Products: C] U13 House League] U13 Rep - Girls Field Lacrosse
tember/Beg #		Active Only	U15 House League
Tourseuting			UID Rep - Womens Field Lacrosse
by reg dates			Volunteer · Coach · Sr
alidtn Status:		•	Volunteer · Coach · U11
ן ק	Include Cancelled Include Pending /	Registrations Processing	Paid 🔽 UnPaid 🗖 Under Review
36 Registrations			
Registration #	Validation Status	Registration Timestamp	Product
298996			U19 Rep - Womens Field Lacrosse
303850	LGB Approved	Thu Feb 27, 2014 9:14 pm	U19 Rep - Women's Field Lacrosse
299542	LGB Approved	Fri Feb 21, 2014 12:20 pm	U19 Rep - Womens Field Lacrosse
299545	LGB Approved	Fri Feb 21, 2014 12:28 pm	U19 Rep - Womens Field Lacrosse
299892	LGB Approved	Sat Feb 22, 2014 10:24 an	n U19 Rep - Womens Field Lacrosse
299998	LGB Approved	Sat Feb 22, 2014 1:26 pm	U19 Rep - Womens Field Lacrosse
300001	LGB Approved	Sat Feb 22, 2014 1:35 pm	U19 Rep - Womens Field Lacrosse
299992	LGB Approved	Sat Feb 22, 2014 1:19 pm	U19 Rep - Womens Field Lacrosse
301719	LGB Approved	Tue Feb 25, 2014 10:59 ar	m U19 Rep - Womens Field Lacrosse
302692	LGB Approved	Wed Feb 26, 2014 2:51 pr	n U19 Rep - Womens Field Lacrosse
305594	LGB Approved	Sun Mar 2, 2014 12:33 pm	U19 Rep - Womens Field Lacrosse
313844	LGB Approved	Thu Mar 27, 2014 6:59 pm	U19 Rep - Womens Field Lacrosse
306511	LGB Approved	Tue Mar 4, 2014 11:39 am	U19 Rep - Womens Field Lacrosse
200070	LCD American	MANNE 2014 10-20	LIIO Day Avlance, Cald Lances

Then, hold down the SHIFT key and click on the last row. This will select the registrations you want to print.

Search Criteria						
Last: Name: Member/Reg #:		First	Products:	13 House League 13 Rep - Girls Field Lacrosse 15 House League 15 Rep - Womens Field Lacrosse		
oy reg dates	•			U19 Rep - Womens Field Lacrosse		
alidto Statum				J Volunteer - Coach - Sr Welenteer - Coach - U11		
ulluri Status.	☐ Include C ✓ Include P	ancelled Registratio ending / Processing	ns 🔽	Paid 🔽 UnPaid 🗌 Under Review		
36 Registration	ns					
Registration	# Validation	Status Registrati	ion Timestamp	Product		
298996				U19 Rep - Womens Field Lacrosse		
303850						
299542						
299545						
299892						
299998						
300001						
299992						
301719						
302692						
305594				U19 Rep · Womens Field Lacrosse		
313844	LGB App	oved Thu Mar	27, 2014 6:59 pm	U19 Rep · Womens Field Lacrosse		
306511	LGB App	oved Tue Mar	4, 2014 11:39 am	U19 Rep · Womens Field Lacrosse		
306870	LGB App	oved Wed Mar	5, 2014 10:30 ar	n U19 Rep · Womens Field Lacrosse		
200440	LCD Asso	www.information	12 2014 C-27 or	III9 Dop Julomone Eigld Lagroom		



Right click over the selected cells and select the PRINT RECEPTS FOR SELECTED.

6 Registrations				
Registration #	Validation Status	Registration Timestamp	Product	
	PGB Approved	Thu Feb 20, 2014 6:29 am		
	LGB Approved	Thu Feb 27, 2014 9:14 pm	U19 Rep - Womens Field Lacrosse	
	LGB Approved	Fri Feb 21, 2014 12:20 pm	U19 Rep - Womens Field Lacrosse	
	LGB Approved			
	LGB Approved	Sat Feb 22, 2014 10:24 am		
	LGB Approved	S at Eak 22, 2017 1-28 mm	1119 Ban - Womane Field Laorneea	
	LGB Approv	Open Registration		
	LGB Approv	Open Member Profile		
	LGB Approv	Send Email to selected		
	LGB Approv	Cond Projetration President	a calacted	
	LGB Approv	Send Registration Receipt t	o selected	
313844	LGB Approv	Print Receipts for selected	· N	
306511	LGB Approv	Copy profiles to another or	ganization	
306870	LGB Approv	C 1 DL D CL 1		
309448	LGB Approv	Create Player Profiles and r	eady for Team Assignment	
309755	LGB Approv	Open Web Member Portal		
310388	LGB Approv			
310812	LGB Approv	Grid Options	1	
311009	LGB Approv	Field Selector		
311443	LGB Approv	Remove Column		
312716	LGB Approv	Merge Column		
311706	LGB Approv	merge column		
311765	LGB Approv	Grouping & Sorting		
312988	LGB Approv	Group By	1	
312998	LGB Approved	Mon Mar 24, 2014 5:20 pm	U19 Rep - Womens Field Lacrosse	
	Contraction of the second s			

Click on the START PRINTING button.

Member/Reg #:			🗖 Active Only	UI5 House League	
by reg dates Validtn Status: Include Cancelled Registrations				✓ U19 Rep - Womens Field Lacrosse ✓ U19 Rep - Womens Field Lacrosse ✓ Volunteer - Coach - Sr ✓ Volunteer - Coach - U11 ✓ Paid ✓ UnPaid 「 Under Review	
36 Begistrations	 Inclui 	de Pending /	/ Processing		
Registration :	, # Valii	ff.	Registra	tion Printing 🛛 🗖 📉 🧮	
298996	PGE				
303850	LGE	Select you	ir print and click Start Prin	ting to print the selected registration(s)	
299542	LGE	Selectin	orinter		
299545	LGE	NSP0	RTZSDFT-PC\Dell Laser	Printer 1110	
299892	LGE				
299998	LGE	11 regi	istrations to print		
300001	LGE				
299992	LGE			Start PrintingCancel	
301719	LGE		12	N	
302692	LGB .	Approved	Wed Feb 26, 2014 2:5	1 pm U19 Rep - Womens Field Lacrosse	
305594	LGB .	Approved	Sun Mar 2, 2014 12:33	pm U19 Rep - Womens Field Lacrosse	
313844	LGB.	Approved	Thu Mar 27, 2014 6:59	pm U19 Rep - Womens Field Lacrosse	
306511	LGB	Approved	Tue Mar 4: 2014 11-39	Lam U19 Ben - Womens Field Lacrosse	



2. Member Method

As registrations go through the validation process, they will automatically update in the members portal as a RECEIPT for each registration. If there is a need to print off a paper version of the REGISTRATION CERTIFICATE, the member can do so.

Profile Registrations	Volunteer TeamInfo					
Your sports registrations can be managed below. A receipt "Rcpt" button will appear beside your registrations allowing you to view that registration in more detail. Use the New Registration button to initiate the step by step flow of creating and paying for new registrations						
All Current	New Registration					
Reg # Participant	Registered for	Balance Status	Payment Method			
301445	U11 House League	\$0.00 Paid in Full	Interac Online	Receipt		

All required information for the registration will appear on this receipt, including payment information and the approvals of each level of the organization (club, league and OLA).

Orillia Lad	y Kings Field Lacrosse
Sports Registration	on Details
Organization:	Orillia Lady Kings Field Lacrosse
Address:	P.O. Box 415 Orillia, ON L3V 638
Registration #:	301445
Member:	
Registrant:	
Birth Date:	Dec 10, 2004 Gender: F
Program:	Lacrosse - Womens Field
Season:	2014 Womens Field
Product:	U11 House League Club Series: 1634 House/Rep: House
Membership Type:	Player
Date Registered:	Feb 24, 2014 9:15 pm
Registration Status:	Paid in Full
Documents:	Proof of Age Status: Approved
Payment Method:	Interac Online
Amount Due:	\$150.00
Payments to Date:	Method Payment Date Amount
	Interac Online 3/1/2014 \$150.00
	11/2014 \$130.00
Balance:	\$0.00
Fitness eligible amt:	\$150.00
Questionare Responses	
1. T-Shirt Size	Youth Small
2. Interested in trying	out for a rep team? Yes
3. Special Requests fo	or Team Mates (will try our best to accommodate)
Club Approval	
Approved Mar 1, 2014	8:54 am Approved Mar 2, 2014 6:27 pm



Volunteer Registrations

Volunteer registrations have been setup and configured for all clubs. There are no fees for these registrations. All registrations will automatically be marked as 'PAID IN FULL' (or COMPLETE).

The same validation process applies for these registrations.

Conclusion

We hope you enjoy using the SportzSoft Online Registration and Member Portal system. If you have any comments or suggestions, we would be happy to hear from you!

SportzSoft Solutions Inc www.sportzsoft.com info@sportzsoft.com