



SportzSoft Solutions

OLA Registrars Guide

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

Season Setup

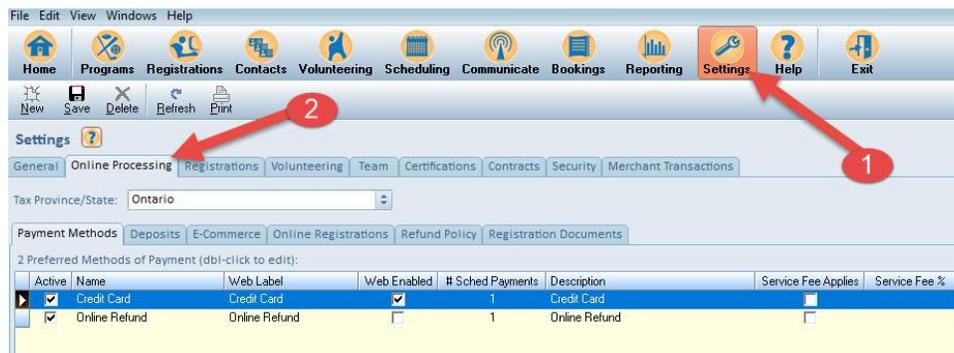
Each season, the OLA will define seasons and registration products, and push these down to your club. So clubs will need to wait until these 2 items have been pushed down to them before they can start to configure them for their club. The first thing that needs to be configured, however, are 'organizational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

Organizational Settings

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

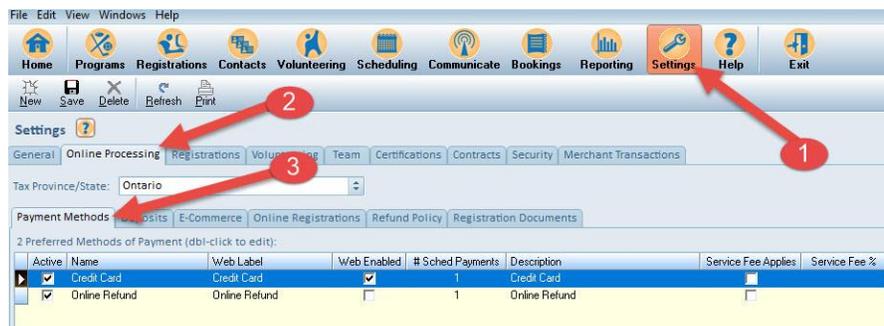
- payment methods
- e-commerce (credit card) account setup
- cheque payment information
- refund policy
- registration receipt email confirmation email address
- club address

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



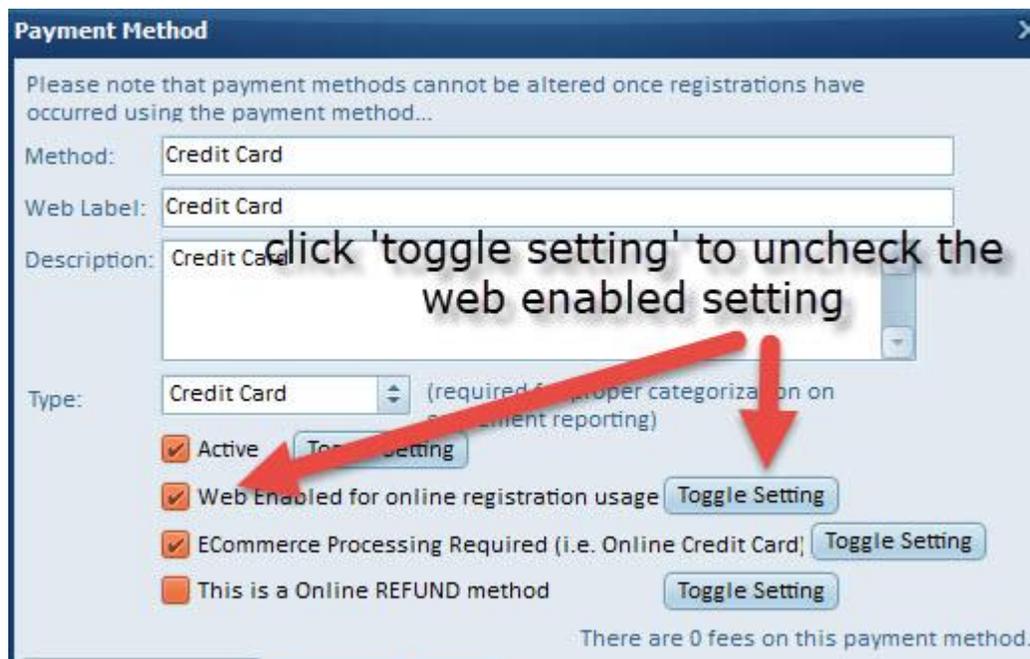
Payment Methods

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.



E-Commerce (Credit Card Account) Settings

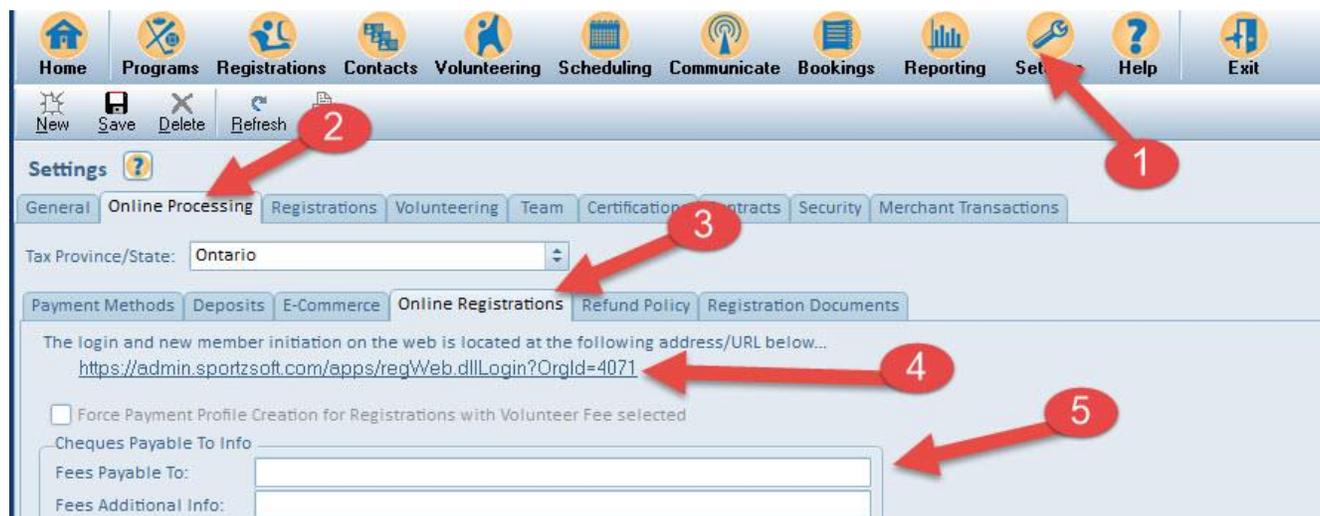
Click on the E-Commerce tab (SETTINGS / ONLINE PROCESSING / E-COMMERCE). You should have your PELOTON e-commerce account setup here. If you don't have a Peloton account setup yet, then please contact support@peleton-technologies.com, state that you are with Ontario Lacrosse and that you need an account.



Cheque Payment Information

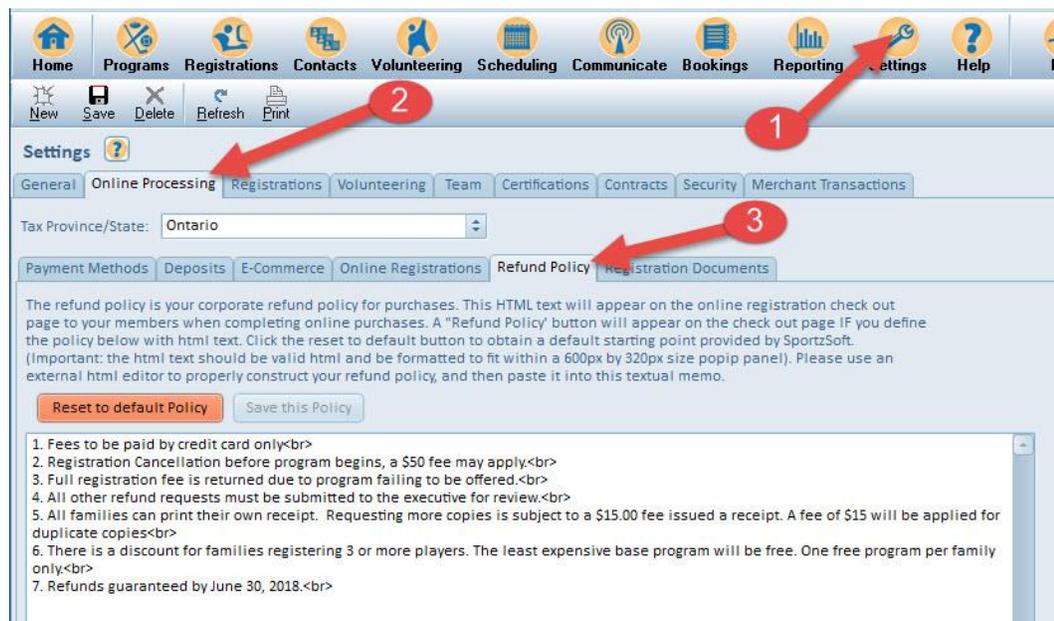
Click on the Online Processing tab (SETTINGS / ONLINE PROCESSING / ONLINE REGISTRATIONS). If you are accepting cheques, fill out who the cheque should be made out to in the 'Fees Payable To' section (#5 below).

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



Refund Policy

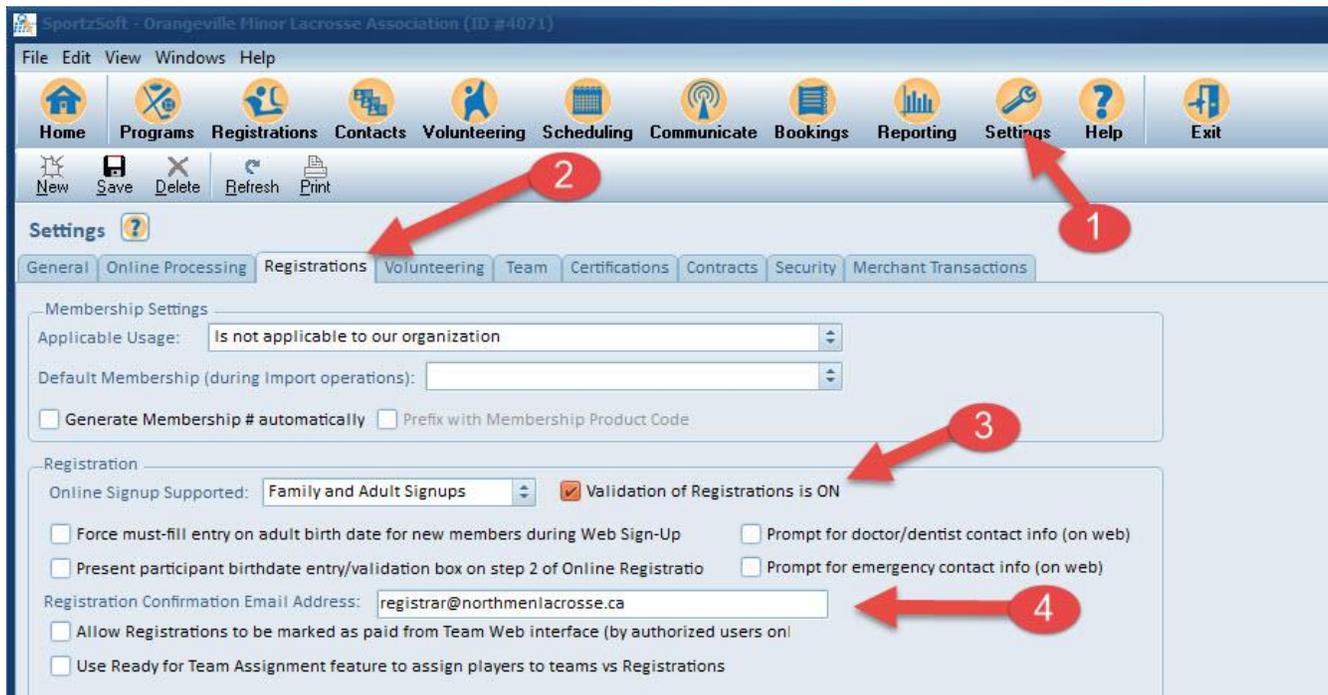
Click on the REFUND POLICIES tab (SETTINGS / ONLINE PROCESSING / REFUND POLICY).



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

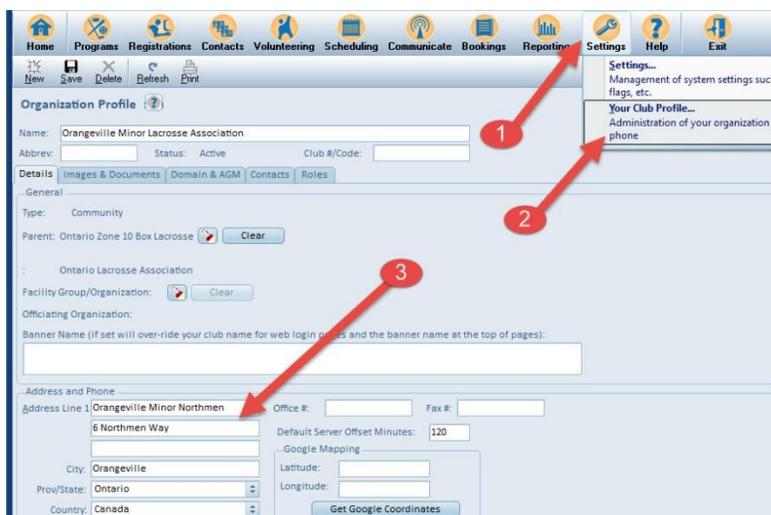
Registration Email Receipt Email Address

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.



Club Address

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

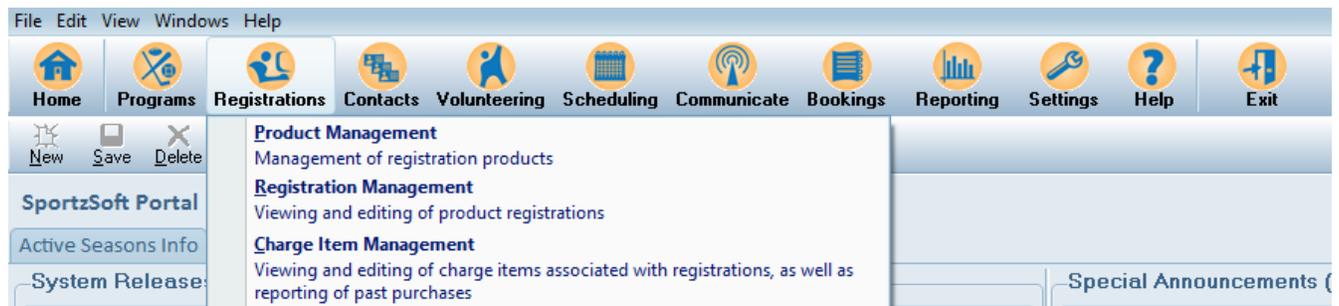


Registration Product Configuration

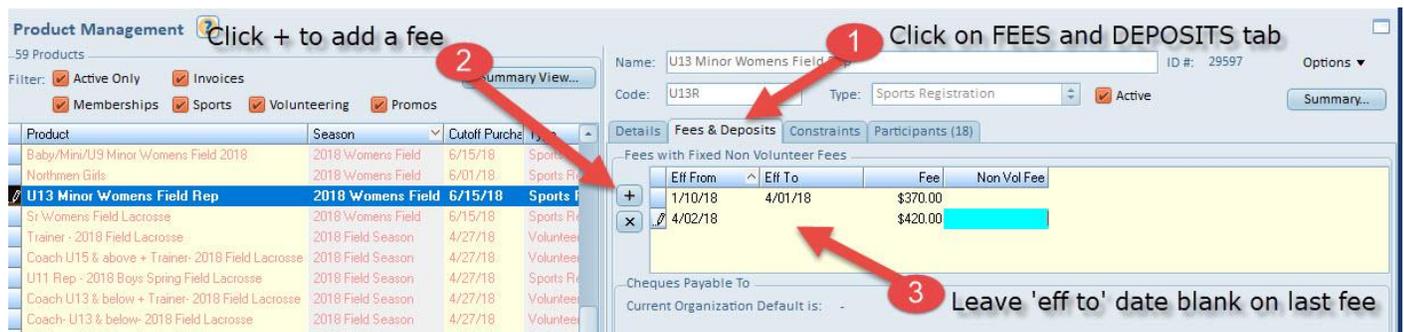
Once you have configured your 'organizational settings' and your season and registration products have been pushed down to your club, you can then configure your product fees and perform some tests before opening up your registration.

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.



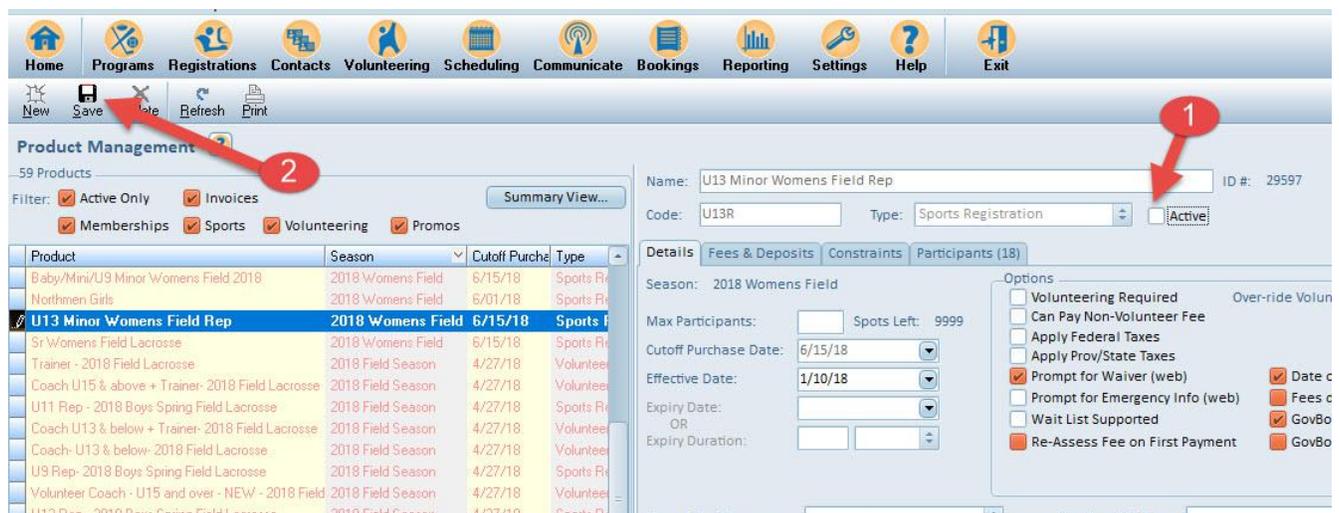
Please ensure that you have no date gaps in your fee structure as the system will charge a zero dollar fee where gaps exist. Leave the 'effective to' date on your last fee entry 'blank' so that the fee continues past your season. You need to do this in case you make adjustments to registrations once the season is over.

Making Products Your Club Won't Use Inactive

Click on Registrations and then Product Management



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.



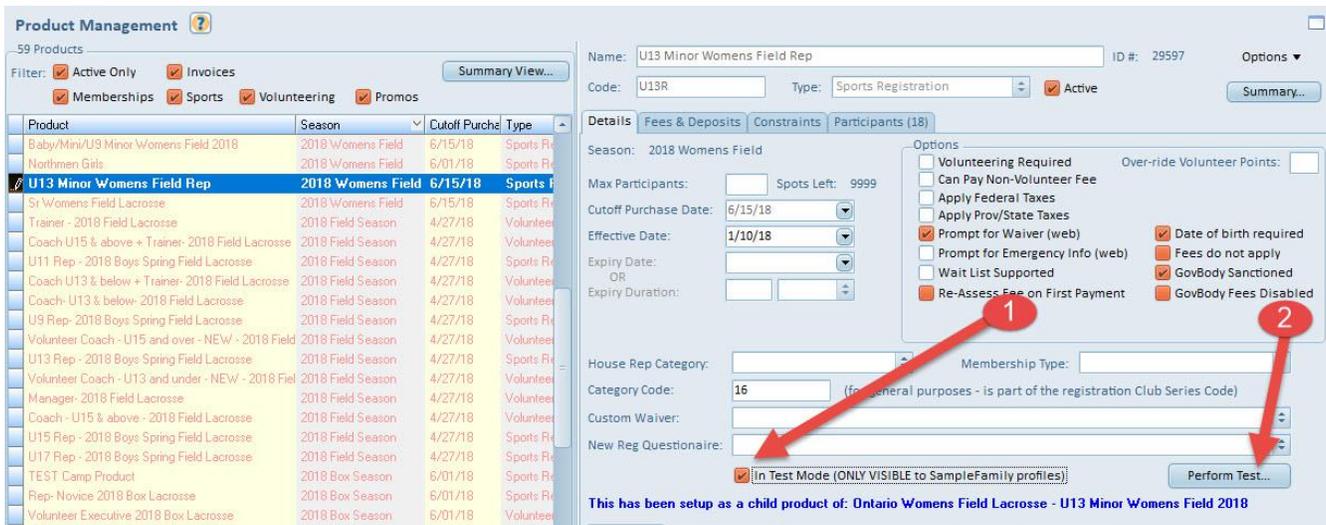
Inactive products will NOT show up when members are registering for your season.

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

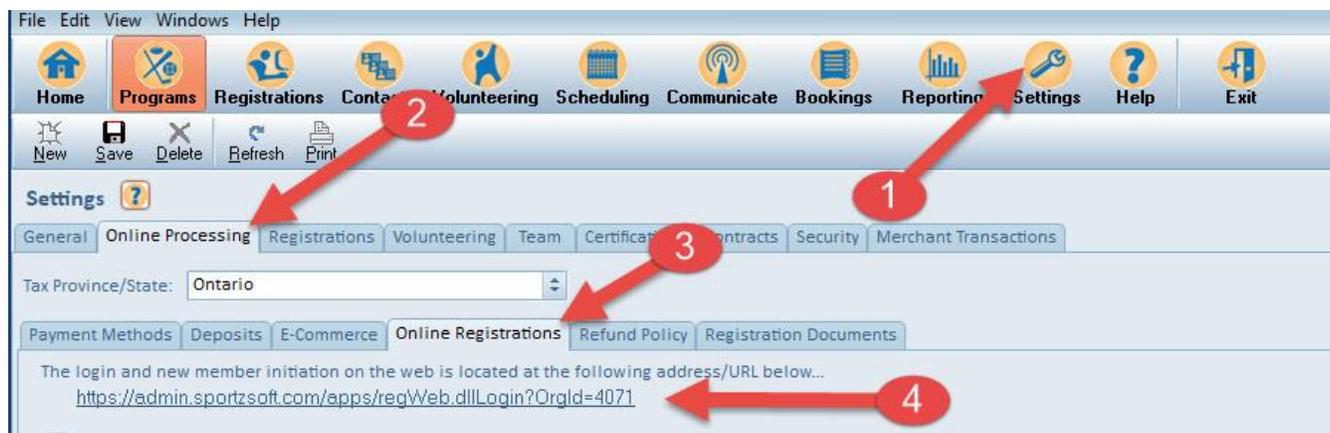
All products that are pushed down to clubs will have the 'Test Mode Flag' set to 'active'. When a product is in test mode, it is not displayed to your members. However, registrars can test products in 'test mode' to make sure the fees are showing up properly for the various age groups.



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.

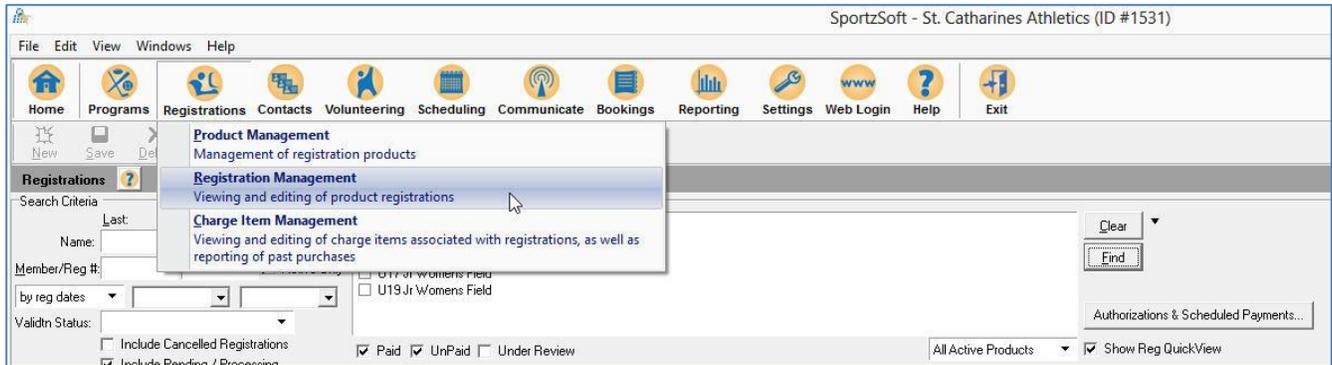
Setting Up The Registration Link on Your Website

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 SETTINGS > ONLINE PROCESSING > ONLINE REGISTRATIONS tab.



Validating Sport Registrations (Players)

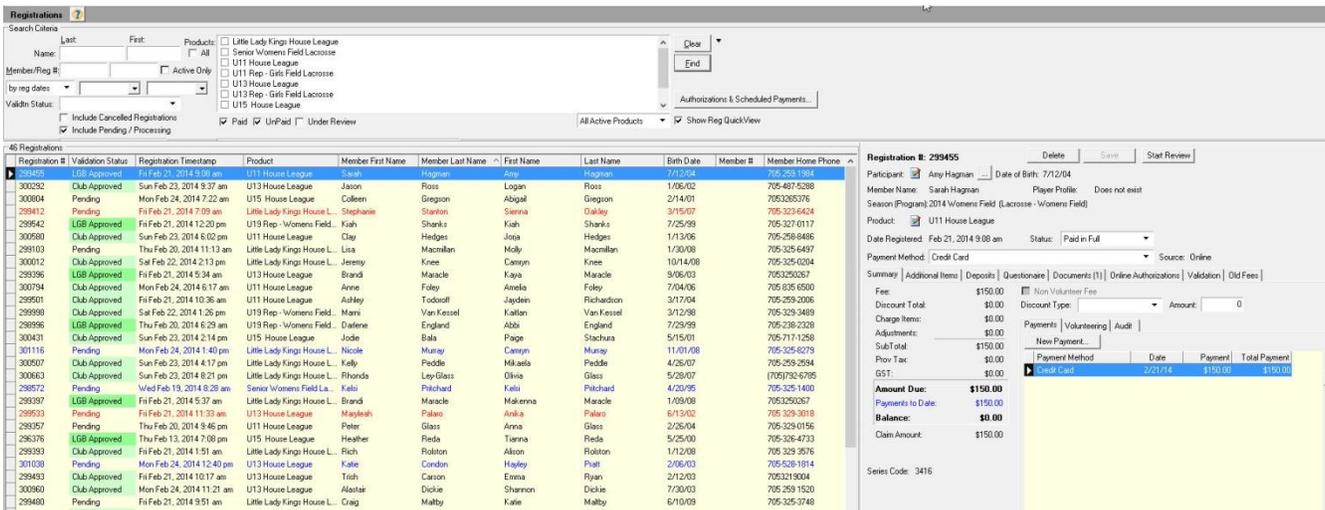
Go to the REGISTRATIONS / Registration Management Section



Search for your registrations. Enter in your search criteria and click FIND.



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

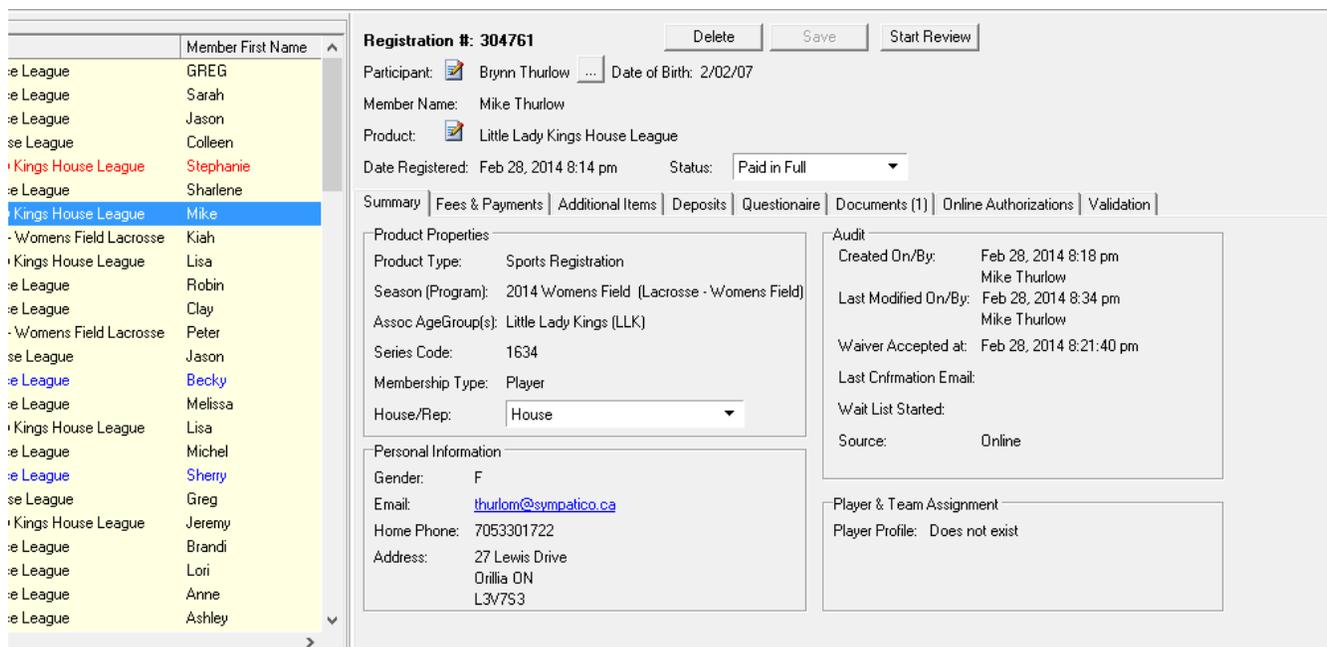


On the right hand side of the screen is a PAYMENT PANEL with details of the registration. If a registration is 'blue', that means they are sending you a cheque. If it is red, that means they haven't selected a payment option and the registration is 'pending'. If it is black, it is paid in full.

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



The screenshot shows a registration summary for registration # 304761. On the left is a list of members with their names and associated leagues. The member 'Mike' from 'Kings House League' is selected. The main area displays the following details:

- Registration #:** 304761 (Buttons: Delete, Save, Start Review)
- Participant:** Brynn Thurlow (Date of Birth: 2/02/07)
- Member Name:** Mike Thurlow
- Product:** Little Lady Kings House League
- Date Registered:** Feb 28, 2014 8:14 pm (Status: Paid in Full)
- Summary Tab:**
 - Product Properties:**
 - Product Type: Sports Registration
 - Season (Program): 2014 Womens Field (Lacrosse - Womens Field)
 - Assoc AgeGroup(s): Little Lady Kings (LLK)
 - Series Code: 1634
 - Membership Type: Player
 - House/Rep: House
 - Personal Information:**
 - Gender: F
 - Email: thurlom@sympatico.ca
 - Home Phone: 7053301722
 - Address: 27 Lewis Drive, Orillia ON, L3V7S3
 - Audit:**
 - Created On/By: Feb 28, 2014 8:18 pm, Mike Thurlow
 - Last Modified On/By: Feb 28, 2014 8:34 pm, Mike Thurlow
 - Waiver Accepted at: Feb 28, 2014 8:21:40 pm
 - Last Cnfrmation Email:
 - Wait List Started:
 - Source: Online
 - Player & Team Assignment:**
 - Player Profile: Does not exist

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

Participant:  Brynn Thurlow ... Date of Birth: 2/02/07

Member Name: Mike Thurlow

Product:  Little Lady Kings House League

Date Registered: Feb 28, 2014 8:14 pm Status: Paid in Full ▼

Summary | **Fees & Payments** | Additional Items | Deposits | Questionnaire | Documents (1) | Online Authorizations | Validation

Fee:	\$100.00	New Payment... 		
Discount Total:	\$0.00	Payment Method	Date	Payment
Charge Items:	\$0.00	▶ Credit Card	2/28/14	\$100.00
Adjustments:	\$0.00			\$250.00
SubTotal:	\$100.00			
Prov Tax:	\$0.00			
GST:	\$0.00			

Amount Due: \$100.00

Payments to Date: \$100.00

Balance: \$0.00

Claim Amount: \$100.00

Non Volunteer Fee

Discount Type: ▼

Amount:

Chosen Payment Method: Credit Card ▼

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.

Payment

Source: In Person 

Date: 2/24/14 ▼

Amount:

Paid By Charitable Org

Method: Cheque ▼

Cheque Payment

Cheque #:

Authorization #s | Comments | Audit

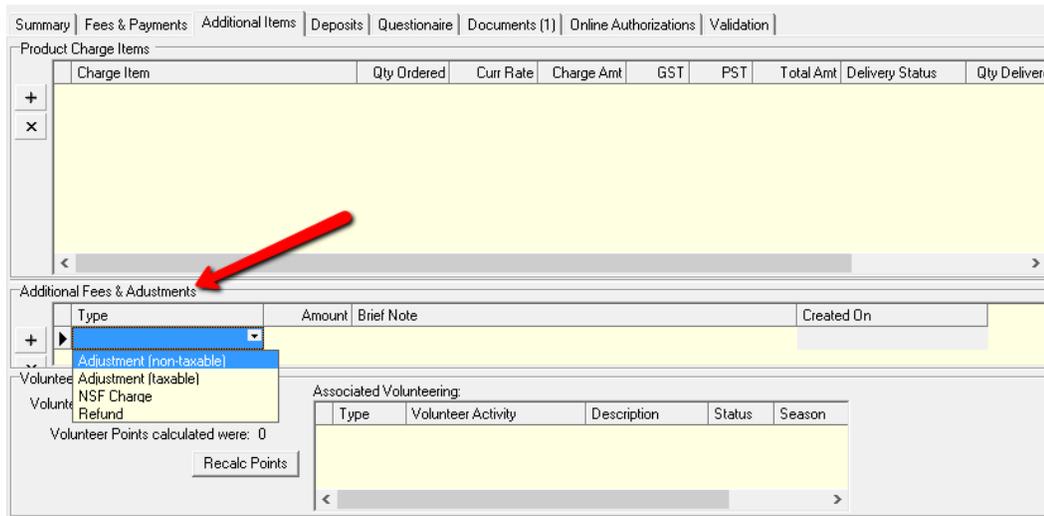
Txn No:

Receipt #:

Commerce Provider:

Post Cancel

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.



Product Charge Items									
	Charge Item	Qty Ordered	Curr Rate	Charge Amt	GST	PST	Total Amt	Delivery Status	Qty Delivered

Additional Fees & Adjustments			
Type	Amount	Brief Note	Created On

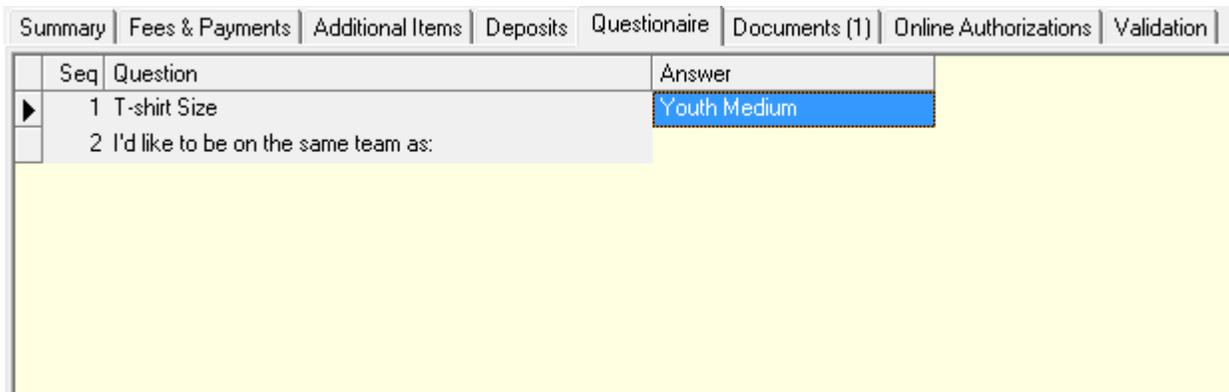
Volunteer Points calculated were: 0

Recalc Points

Associated Volunteering:				
Type	Volunteer Activity	Description	Status	Season

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.



Seq	Question	Answer
1	T-shirt Size	Youth Medium
2	I'd like to be on the same team as:	

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 | Questionnaire | Documents (1) | Online Authorizations | Validation | Old Fees

PROOF OF AGE         

Properties

Type: jpg

Size (kb): 39.1

Dimensions: 400w x 179h

Apprv Status: Approved

By:

On:

Mark Invalid



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

Summary | Additional Items | Deposits | Questionnaire | Documents (1) | Online Authorizations | Validation | Old Fees

PROOF OF AGE         

Properties

Type: jpg

Size (kb): 39.1

Dimensions: 400w x 179h

Apprv Status: Approved

By: Brampton Excel Admin

On: 2/24/14 4:08:55 PM

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.

Member Portal

Profile Information Member Name: MENA BRISCOE edit Email: mena.briscoe@bell.net Login Name: mena.briscoe@bell.net reset pw Last Login: Feb 18, 2014 6:47 pm	Outstanding Balances You have no outstanding balances.
--	--

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	
301136	MENA BRISCOE	Sr Womens Field Lacrosse	\$0.00	Paid in Full	Cheque	Rcpt

[Privacy](#) | [Security](#)



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

Registration Details

Organization: Brampton Excelsiors
Address: 2 WEIDEN STREET
 UNIT 7
 St. Catharines, ON L2M6W5

Registration #: 301136
Member: MENA BRISCOE
Registrant: MENA BRISCOE
Birth Date: Aug 23, 1954
Program: Lacrosse - Womens Field
Product: Sr Womens Field Lacrosse
Date Registered: Feb 24, 2014 1:58 pm
Registration Status: Paid in Full

Documents:


PROOF OF AGE
 Status: Invalid
Replace

Payment Method: Cheque
Amount Due: \$425.00

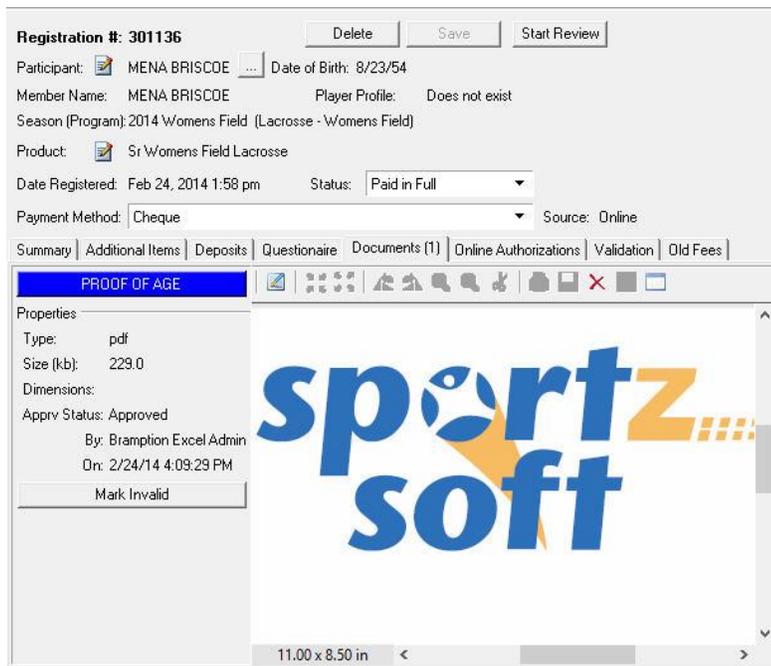
Payments to Date:

Method	Payment Date	Amount
Cheque	2/24/2014	\$425.00

Balance: \$0.00
Fitness eligible amt: \$425.00

Payable To: BRAMPTON EXCELSIORS WOMENS FIELD LACROSSE - ONLY 14 DAYS POST DATING MAX FROM ON LINE REG WILL BE ACCEPTED

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.



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

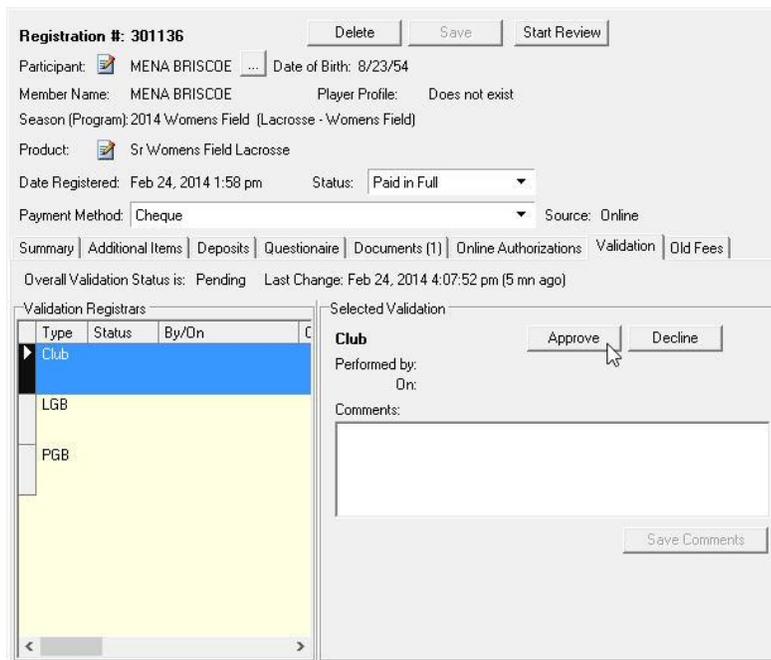
Summary | Additional Items | Deposits | Questionnaire | Documents (1) | Online Authorizations | Validation | Old Fees

PROOF OF AGE

Properties:
 Type: pdf
 Size (kb): 229.0
 Dimensions:
 Apprv Status: Approved
 By: Brampton Excel Admin
 On: 2/24/14 4:09:29 PM
 [Mark Invalid]

11.00 x 8.50 in

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]

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 | Questionnaire | Documents (1) | Online Authorizations | Validation | Old Fees

Overall Validation Status is: Pending Last Change: Feb 24, 2014 4:07:52 pm (5 mn ago)

Type	Status	By/On
Club		
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.



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.

The screenshot shows a registration list on the left with columns for status, date, league, and registrar. The right pane shows the 'Validation' tab for a specific registration. The 'Overall Validation Status' is 'LGB Declined'. A red arrow points to the 'Mark for LGB Review' button. Below this, a table shows validation records with columns for Type, Status, By/On, and Comments. One record shows 'LGB Declined' with a comment: 'need physical address...box # is not sufficient as per OLA constitution'. A 'Save Comments' button is at the bottom right.

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.

The screenshot shows the 'Online Authorizations' tab selected. A red arrow points to the tab label. Below the tab is an 'Online Authorization Summary' section with three columns of statistics:

- # 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

 Below the summary is a table with columns: Auth Type/No, Timestamps, and Details.

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

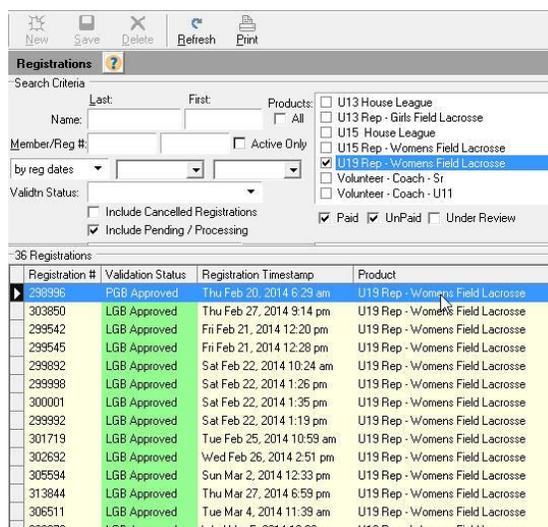
Receipts and Final “APPROVED” Registration Certificates

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

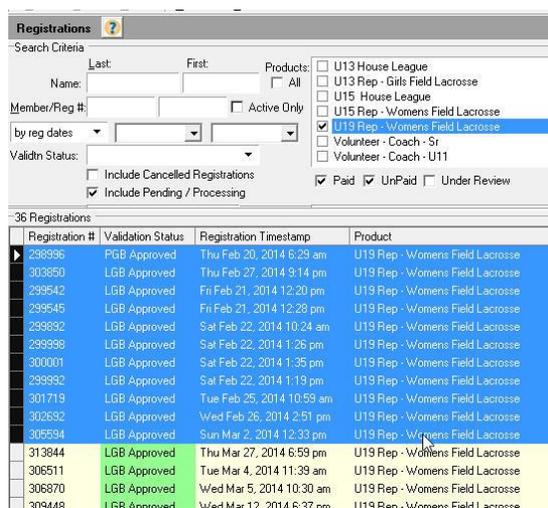
Registrars need to login to SportzSoft Admin, and go to REGISTRATIONS and REGISTRATIONS MANAGEMENT. Then, search for the registrations you want to print receipts for.

Click on the first row (registration).



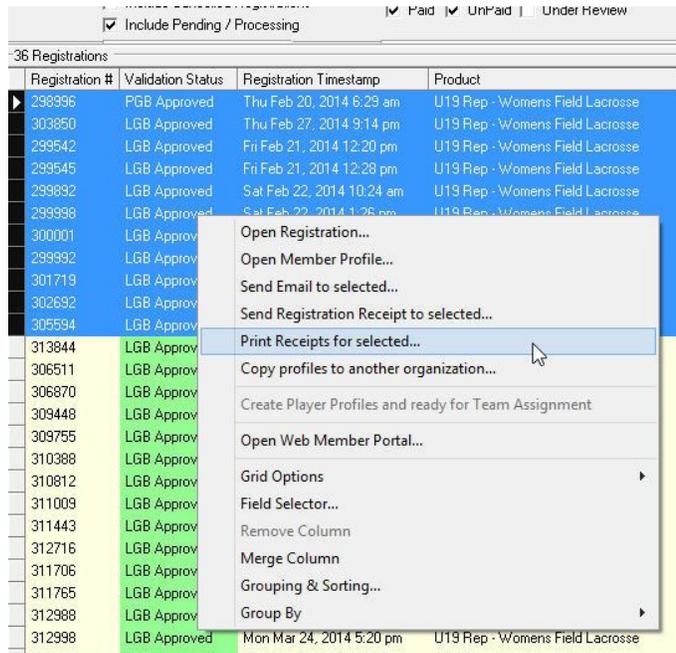
Registration #	Validation Status	Registration Timestamp	Product
299996	PGB Approved	Thu Feb 20, 2014 6:29 am	U19 Rep - Womens Field Lacrosse
303850	LGB Approved	Thu Feb 27, 2014 9:14 pm	U19 Rep - Womens Field Lacrosse
299542	LGB Approved	Fri Feb 21, 2014 12:20 pm	U19 Rep - Womens Field Lacrosse
299545	LGB Approved	Fri Feb 21, 2014 12:28 pm	U19 Rep - Womens Field Lacrosse
299892	LGB Approved	Sat Feb 22, 2014 10:24 am	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 am	U19 Rep - Womens Field Lacrosse
302692	LGB Approved	Wed Feb 26, 2014 2:51 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 am	U19 Rep - Womens Field Lacrosse
306870	LGB Approved	Wed Mar 5, 2014 10:30 am	U19 Rep - Womens Field Lacrosse
309448	LGB Approved	Wed Mar 12, 2014 6:37 pm	U19 Rep - Womens Field Lacrosse

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

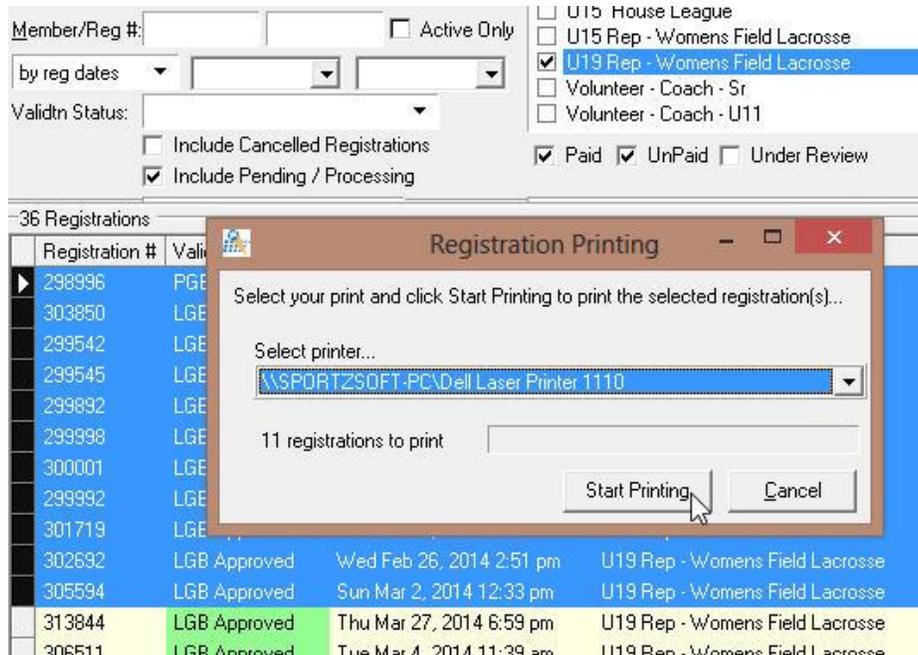


Registration #	Validation Status	Registration Timestamp	Product
299996	PGB Approved	Thu Feb 20, 2014 6:29 am	U19 Rep - Womens Field Lacrosse
303850	LGB Approved	Thu Feb 27, 2014 9:14 pm	U19 Rep - Womens Field Lacrosse
299542	LGB Approved	Fri Feb 21, 2014 12:20 pm	U19 Rep - Womens Field Lacrosse
299545	LGB Approved	Fri Feb 21, 2014 12:28 pm	U19 Rep - Womens Field Lacrosse
299892	LGB Approved	Sat Feb 22, 2014 10:24 am	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 am	U19 Rep - Womens Field Lacrosse
302692	LGB Approved	Wed Feb 26, 2014 2:51 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 am	U19 Rep - Womens Field Lacrosse
306870	LGB Approved	Wed Mar 5, 2014 10:30 am	U19 Rep - Womens Field Lacrosse
309448	LGB Approved	Wed Mar 12, 2014 6:37 pm	U19 Rep - Womens Field Lacrosse

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



Click on the START PRINTING button.



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	<input type="text"/>	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 Lady Kings Field Lacrosse

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Sports Registration Details

Organization: Orillia Lady Kings Field Lacrosse
Address: P.O. Box 415
Orillia, ON L3V 6J8

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

Balance: \$0.00
Fitness eligible amt: \$150.00

Questionare Responses

1. T-Shirt Size
2. Interested in trying out for a rep team?
3. Special Requests for Team Mates (will try our best to accommodate)

Club Approval
Approved Mar 1, 2014 8:54 am

LGB Approval
Approved Mar 2, 2014 6:27 pm

PGB Approval

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