



District Registrar Supplement to the LeagueOne User Guide

Wisconsin Youth Soccer Association
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Table of Contents

Introduction	4
Transfer Policy	5
Steps to Initiate a Player Transfer	6
What The Club Is Doing	9
Reviewing Teams On Your Team Approval Queue	10

Introduction

This document is designed to provide additional instruction for the District Registrar and supplement the *LeagueOne User Guide* and the WYSA Addendum. This document is not intended to cover all features that a District Registrar would use but is designed to highlight key capabilities.

Please be sure to review the “Pass Print Flow” and “Player Movements” sections of the WYSA Addendum to the *LeagueOne User Guide* to better understand the flow of teams between the Club and District. This document does not review that topic and it is key to understanding the flow.

Transfer Policy

Once a team has been approved, we expect that some player movement will occur. Below is a chart/explanation of how the transfer of players works from the club level.

Transferring Players

- a. **Competitive Players (State Only)**
 - i. All competitive player transfer requests must be submitted to the WYSA state office via paper form. Once the player transfer has been approved, the State Office will finalize the transfer in LeagueOne, thus enabling the club or district to print the pass or roster.
 - ii. If a district registrar tries to initiate a transfer in a competitive division within the LeagueOne system, they will receive a message prompt informing them that they are not authorized to perform a transfer.

- b. **Recreational Players (District & Above)**
 - i. Any transfers for recreational divisions must be executed at the district level. (This will include initiation and execution). District level administrators can utilize the player transfer utility within LeagueOne to initiate a transfer (see instructions below).

Division	Initiation of Player Transfer:	Approval	Roster Printing	Player Transfer
Competitive Divisions	Parent of Player submits initial transfer request via paper form to State Office	State Office Only	Club Registrar & District Registrar	Initiated by State Office via LeagueOne
Recreational Divisions	District Level Initiates transfer via LeagueOne	State or District level	Club Registrar & District Registrar	Initiated by District/State Level via LeagueOne

Steps to initiate a Player Transfer:

(District & State administrators only)

Step 1: From the “team maintenance” page, select the player who you would like to transfer.

The screenshot shows the LeagueOne Administration interface in Internet Explorer. The main content area is titled "TEAM MAINTENANCE" and displays details for Team ID 101010, Baraboo Rockets. Below this, there are two tables: "Staff" and "Players".

Staff Table:

Select All	Job	Name	Home Phone	Email	Lic	Status	Assign	Drop	Pass Req	Pass Iss	Disclosure	Bkg Chk
<input type="checkbox"/>	Coach	ZEMANOVIC, JOSEPH	(608)356-7810		Y1	Active	07/17		07/17			Add

Players Table:

Select All	Name	Season	Home Phone	Age	Gdr	Status	Type	Xfer	Assign	Approv	Drop	Eval	Jersey	Pos	Pass Req	Pass Iss	Notes
<input checked="" type="checkbox"/>	BENNETT, SAWYER	Fall	(608)963-5575	9	M	Active	Primary		07/17	07/17					07/17		N
<input type="checkbox"/>	EILERTSON, ERIK	Fall	(608)356-0465	9	M	Active	Primary		07/17	07/17					07/17		N
<input type="checkbox"/>	GRANT, CALEB	Fall	(608)415-7973	9	M	Active	Primary		07/17	07/17					07/17		N
<input type="checkbox"/>	KAPPEL, NOAH	Fall	(608)356-1236	9	M	Active	Primary		07/17	07/17					07/17		N
<input type="checkbox"/>	KARGEL, KYLE	Fall	(608)356-4490	9	M	Active	Primary		07/17	07/17					07/17		N
<input type="checkbox"/>	KUNKEL, ALEX	Fall	(608)356-7813	9	M	Active	Primary		07/17	07/17					07/17		N

At the bottom of the page, there are several action buttons: TRAINING, Delete Team, Approve, Valid?, Ovr, Drop, UnDrop, Transfer, Print Roster, Print Pass, Analyze, Add Blackout, Help. The session is identified as 2009 - 2010 for Baraboo Soccer Club.

Step 2: Click on the “transfer” button at the bottom of the page

The screenshot shows the 'LeagueOne Administration' interface in a Windows Internet Explorer browser. The page title is 'LeagueOne Administration - Windows Internet Explorer' and the URL is 'http://training.leagueone.com/admin/GnlLoadFrames.htm'. The navigation menu includes 'Players', 'Teams', 'Staff', 'Club', and 'Admin'. The main content area is titled 'TEAM MAINTENANCE' and contains search filters for Id#, Name, Org Id, Season, Division, and Age Group. Below the filters, team details for 'Baraboo Rockets' are displayed, including Team ID (101010), Division (Recreational), and Status (Active). The 'Staff' section shows a table with one entry for 'ZEMANOVIC, JOSEPH'. The 'Players' section shows a table with six players, including 'BENNETT, SAWYER' and 'KUNDEL, ALEX'. At the bottom of the page, a row of buttons includes 'Delete Team', 'Approve', 'Valid?', 'Ovr', 'Drop', 'UnDrop', 'Transfer', 'Print Roster', and 'Print Pass'. A red arrow points to the 'Transfer' button. The bottom status bar shows 'Session: 2009 - 2010' and 'Club: Baraboo Soccer Club'.

LeagueOne Administration - Windows Internet Explorer
http://training.leagueone.com/admin/GnlLoadFrames.htm

Players Teams Staff Club Admin

TEAM MAINTENANCE

Id#: Name: Org Id:
Season: Division: Age Group:

Team ID: 101010 Division: Recreational Org: Baraboo Soccer Club
Team Long Name: Baraboo Rockets Age Group: U10B Approve Dt / By: 07/17 /ELD, MICHELE
Short Name: Baraboo Rock Season: Fall
Prior Team: None Class: Recreational(Annual)
Jersey Color: _____ Status: Active
Alt Jersey Color: _____ Restrict?: No
Shorts Color: _____ Last Roster Email:
Notes: [Click here to update](#)

Staff

Select All	Job	Name	Home Phone	Email	Lic	Status	Assign	Drop	Pass Req	Pass Iss	Disclosure	Bkg Chk
<input type="checkbox"/>	Coach	ZEMANOVIC, JOSEPH	(608)356-7810		Y1	Active	07/17		07/17		<input type="button" value="Find"/>	<input type="button" value="Add"/>

Players

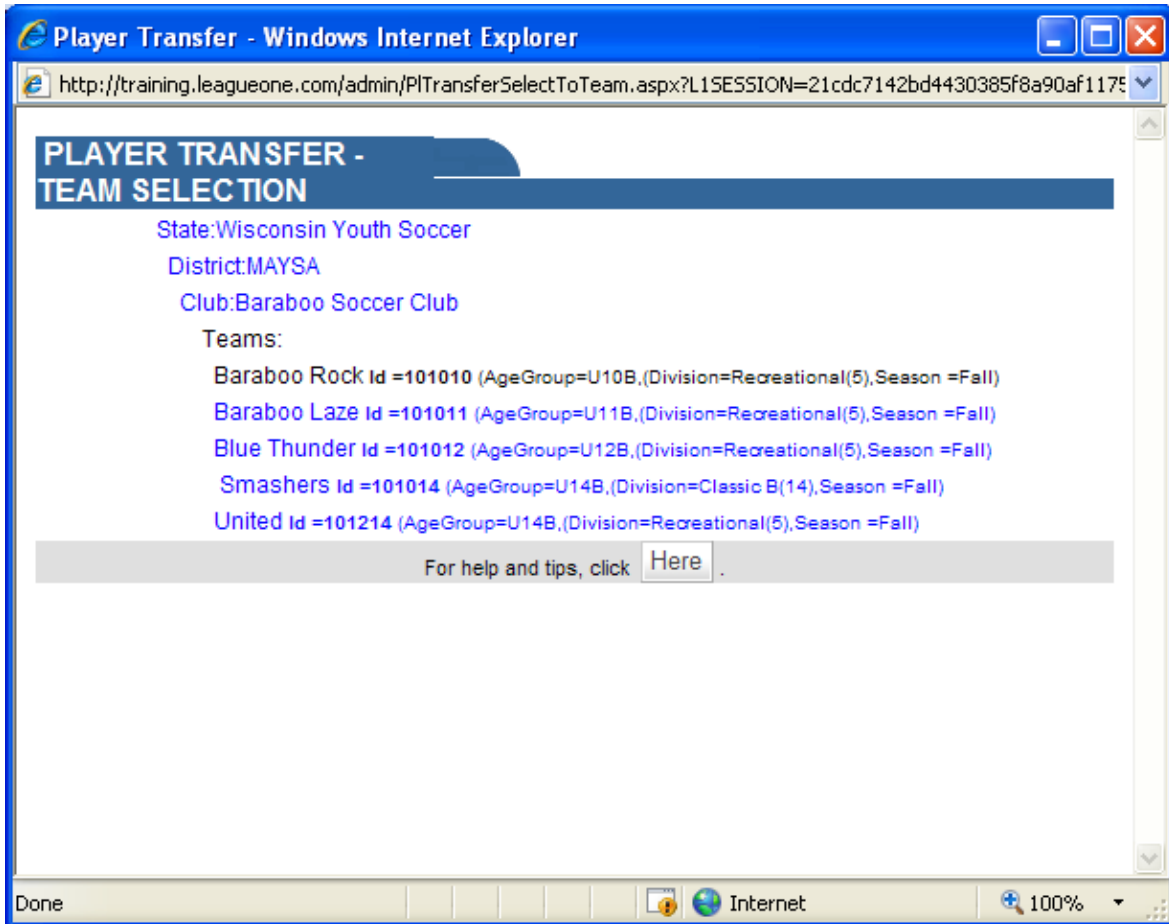
Roster Players: 10 Most Freq Age: 9 Pct: 90%

Select All	Name	Season	Home Phone	Age	Gdr	Status	Type	Xfer	Assign	Approv	Drop	Eval	Jersey	Pos	Pass Req	Pass Iss	Notes
<input checked="" type="checkbox"/>	BENNETT, SAWYER	Fall	(608)963-5575	9	M	Active	Primary		07/17	07/17					07/17		N
<input type="checkbox"/>	EILERTSON, ERIK	Fall	(608)355-0465	9	M	Active	Primary		07/17	07/17					07/17		N
<input type="checkbox"/>	GRANT, CALEB	Fall	(608)415-7973	9	M	Active	Primary		07/17	07/17					07/17		N
<input type="checkbox"/>	KAPPEL, NOAH	Fall	(608)356-1236	9	M	Active	Primary		07/17	07/17					07/17		N
<input type="checkbox"/>	KARGEL, KYLE	Fall	(608)356-4490	9	M	Active	Primary		07/17	07/17					07/17		N
<input type="checkbox"/>	KUNDEL, ALEX	Fall	(608)356-7613	9	M	Active	Primary		07/17	07/17					07/17		N

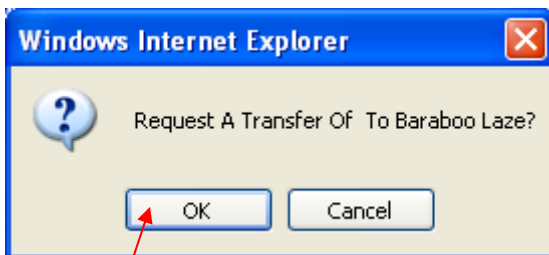
TRAINING

Session: 2009 - 2010 Club: Baraboo Soccer Club

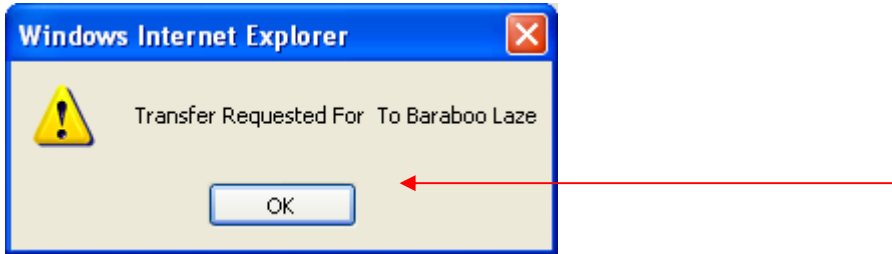
Step 3: A “Player Transfer Team Selection” window will appear. (This is where you would select the team you would like to transfer the player to).



Step 4: Once you have selected the team you would like to transfer the player to, a pop-up window will appear saying, “Request a transfer of the team name”. Go ahead and select “OK”



Step 5: You will now see a pop-up confirming the transfer request. Press “OK” and this request will now be sent to the State Office for approval.



What The Club Is Doing

The Club will be “Approving” teams, which means that they will be sending them to you for your approval. All teams require District Registrar approval except for Recreational, Rec (Side/Side) and Adult Recreational teams. Teams in all other divisions are subject to the process outlined below.

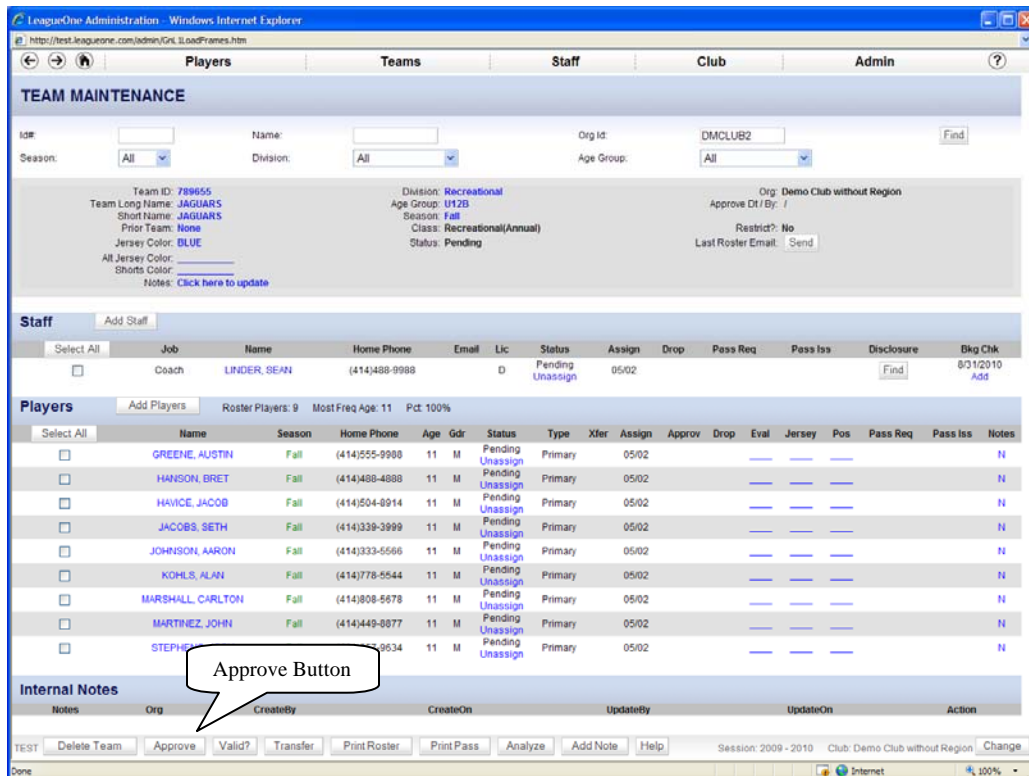


Figure 1

When they press the Approve button, the system will check the registration rules to see if the team conforms to WYSA rules. If not, the Club Registrar will see a message that describes the problem so that they can correct it immediately.



Figure 2

When the team successfully passes the WYSA registration rules, the following will occur:

- 1) Statuses (Team, Staff, and Player) will be changed from 'Pending' to 'AddReq' (Add Requested).
- 2) The team will be placed on the District Registrar's Team Approval Queue so that they can review the team and ensure that all rules have been complied with.

Reviewing Teams On Your Team Approval Queue

The 'Open Tasks' option on the Admin menu will let you review your approval queues.

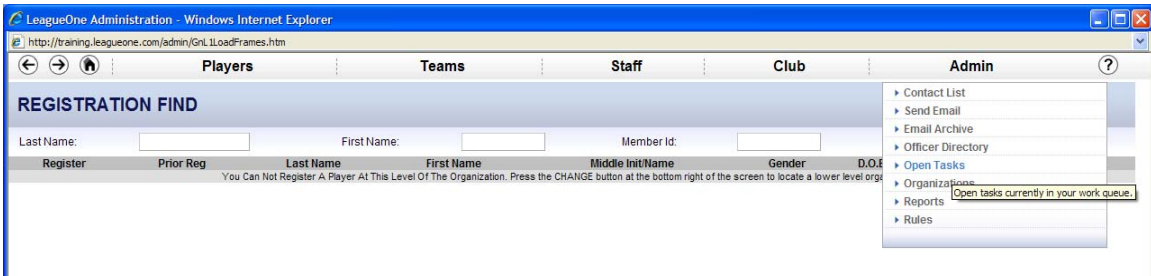


Figure 3

Choose 'Roster Approvals' from the Filter dropdown and then press the 'Apply Filter' button to search for teams that are awaiting your approval.

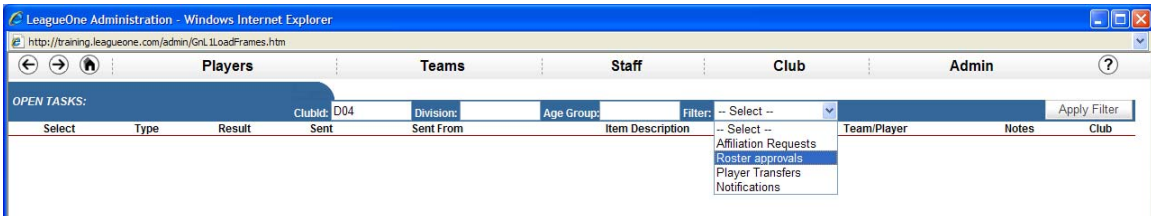


Figure 4

The teams will be displayed so that you can choose which ones to review.

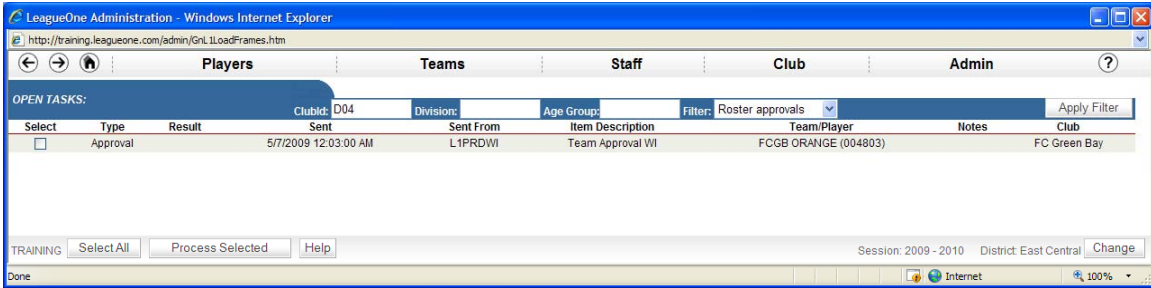


Figure 5

To process a team (or multiple teams), place a check in the box next to the team and press the 'Process Selected' button. The 'Select All' button will place a check in all of the boxes. The first team will appear for approval.

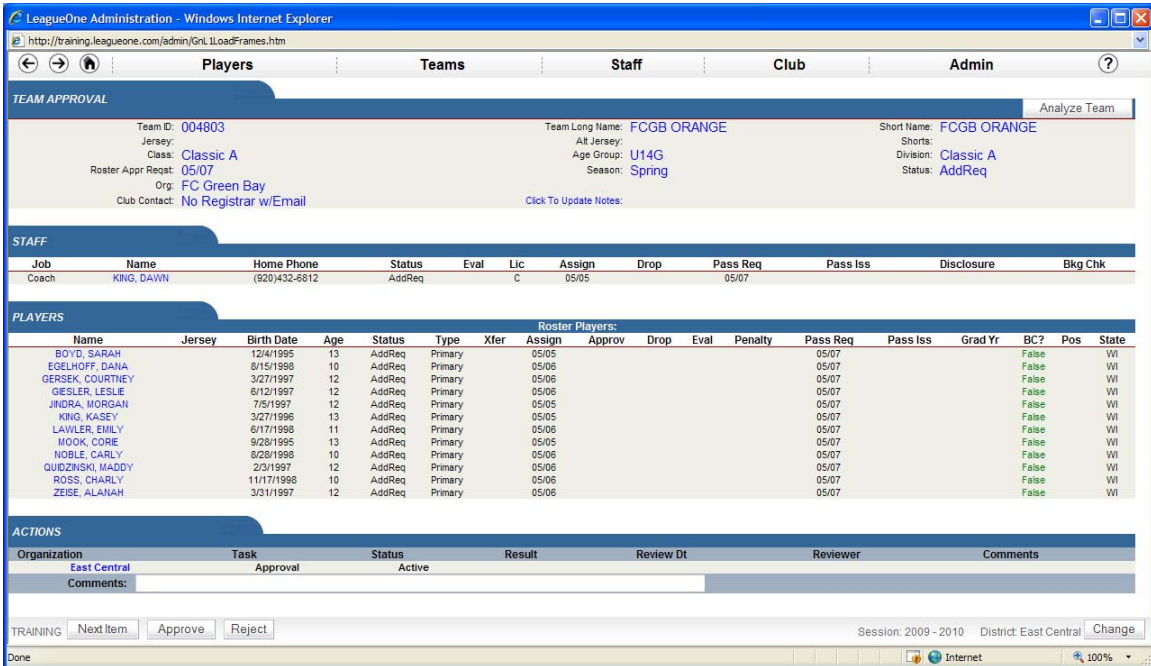


Figure 6

From this screen you will be able to see information about the team, coaches, and players. A few things to note:

- 1) The 'Lic' field lists the license level on the coach's record.
- 2) The 'Bkg Chk' field lists the expiration date of the coach's background check (Coach Pass).

- 3) The Club Registrar is located in the 'Club Contact' field (in the Team section). If their email address is available then their name will be hyperlinked (underlined). You can click their name to create an email that is addressed to them. This is useful if you decide to reject the team.
- 4) The 'Click To Update Notes' field (in the Team section) allows you to record a note that will be visible to you from your approval queue in the Notes column (see Figure 5). This is handy if you do not want to approve or reject a team and want to remind yourself to review the team on a certain date.
- 5) The 'Analyze Team' button (upper right portion of screen) looks for possible duplicate players and lists any other teams the player is playing on (in the case where a youth [layer might also be playing on an adult team).
- 6) If you press the 'Approve' button (on the bottom left), the team will be approved and statuses will be changed from 'AddReq' to 'Active' for the Team, Staff and Players so that the Club can print rosters and passes. The team will no longer be on your queue.
- 7) If you press the 'Reject' button (on the bottom left), the team will be rejected and all statuses will be changed from 'AddReq' to 'Pending' for the Team, Staff and Players. The team will no longer be on your queue. It is a good idea to send the League/Club registrar an email explaining why you rejected the team (see #2 above for an easy way to do this).
- 8) If you press the 'Next Item' button (on the bottom left), the next team will be displayed and this team will remain on your queue.