



**LEAGUE ONE**  
ClubReg Tips and Tricks

**Reconciliation Report** - The Reconciliation Report is displayed by billing periods and shows all registrations, transactions, and adjustments for the club for that period. Navigate to the Club tab and click on LeagueOne Reconciliation to access this feature.

**Maintain Registration** – Once a player registers, the Maintain Registration screen will show all information pertaining to the specific program. The registrar is able to change the division, age group, and all configurable question answers. The Maintain Registration Screen can be found in the player profile under Registration History.

**Fees and Collections** – The Fees and Collections section is located in the Maintain Registration screen. This section will display all fees associated with the registration as well as how the participant paid the registration fee, whether by credit card or check. There is also a box available to place payment notes for the administrators. All Fees and Collections options can be activated by going to the Club tab under Maintain Club Information.

**Reports** – Reports are accessed under the Admin tab in the top right. All reports will reflect the session you are in at the bottom right of the screen. If the session states 2009 and you would like to run a report of those who registered in 2008, you will have to change the session to 2008. To change the session, click change and choose the correct session you would like to view reports for.

**Sending Emails** – Emails can be sent using the Send Email tool under the Admin tab in the top right. All emails will be sent from the email account of he/she who is logged in at the time.

To change the address the email is sent from there are two options:

Create a new administrator profile: Create a staff profile with the email address you want to send emails from. Create an administrative login and assign rights to this profile. Log in and send emails under this profile.

Go to My Staff Record under the Staff tab. Temporarily change the email address listed to that of which you want to send the emails from. Send emails and then return to your staff record to change the email back.

**Configure Merged Age Groups-** To have more than one age group of players on one team; you must merge the age groups. To do so, navigate to the 'Club' tab then select 'Configure Merged Age Groups. At the bottom of the screen you will see an 'Add' button, click it:

**NEW AGE GROUP MERGER**

Division:

Master Age Group:  For example, U12B when U11B and U12B are combined.

Merged Age Group:  For example, U11B when U11B and U12B are combined. Note: For mixed age groups, always make the boys age group the master age group and the girls age group the merged one since mixed age groups are Boys age groups according to US Youth Soccer rules.

Make sure you choose the correct division. The master age group is the age group of the team, the oldest player eligible to be placed on that team. The example above shows a Division 1 U10B team allowing U09B's to show up on the unassigned players list when building teams.

**Defaults-** When you have people register online, certain fields are defaulted so they will not have to fill in that information. To change that information if something is incorrect please navigate to Club>Maintain Club Information and update those fields. You will see configurable fields, these are for the personal questions you ask registrants during the online registration. These fields will show up on your reports. If you scroll down you will see these defaults set as well:

Display Medical Fields:	<input checked="" type="checkbox"/>
Display Uniform Fields:	<input checked="" type="checkbox"/>
Display Fee And Collection Section:	<input checked="" type="checkbox"/>
Display Late Fee Field:	<input checked="" type="checkbox"/>
Display Uniform Fee Field:	<input checked="" type="checkbox"/>
Display Volunteer Fee Field:	<input checked="" type="checkbox"/>
Display Misc Fee 1 Field:	<input checked="" type="checkbox"/>
Display Misc Fee 2 Field:	<input checked="" type="checkbox"/>
Display Misc Fee 3 Field:	<input checked="" type="checkbox"/>
Display Misc Fee 4 Field:	<input checked="" type="checkbox"/>
Display Misc Fee 5 Field:	<input checked="" type="checkbox"/>
Display Family Discount Field:	<input checked="" type="checkbox"/>
Display Early Bird Discount Field:	<input checked="" type="checkbox"/>
Display Check Collection Fields:	<input checked="" type="checkbox"/>
Display Charge Collection Fields:	<input checked="" type="checkbox"/>
Display Scholarship Collection Field:	<input type="checkbox"/>
Display Other Collection Field:	<input checked="" type="checkbox"/>
Display Collection Notes Field:	<input checked="" type="checkbox"/>
Grade Level Support?:	<input type="checkbox"/>
Allow State Registrar To Register Players:	<input checked="" type="checkbox"/>
Default Fee:	<input type="text" value="\$40.00"/>

These will appear in a person's registration history. The Default fee of \$40 is for all manual registrations. You are able to go into a person's record and change the fee once they are registered.

**Participant Login Lookup-** If a participant emails and tells you they forgot their login, you can look this up by going to Players>Maintain Player Information>enter player's name. Once their record shows up, click on the primary guardian's name under 'Family Members' and you will find it in their basic information on their record.

Person ID:	4684822
Street Address:	<input type="text" value="123 No Way"/>
	<input type="text"/>
Email:	<input type="text" value="john.smith@yahoo.com"/>
Company:	<input type="text"/>
Home Phone:	<input type="text" value="(555) 555 - 5555"/>
Bus Phone:	<input style="width: 100px;" type="text" value="( ) - "/>
Admin User ID:	<input type="button" value="Create Login User ID"/>
Login Email:	<input style="border: 1px solid red;" type="text" value="john.smith@yahoo.com"/>