

Association Platform Training Session 2



AGENDA

Create, Submit and Activate Teams

Print Player Forms

Coach Access to e4

Creating a Season

Joey Catuara
ARC & RRA – Region 65
Rancho Cucamonga

Disclaimer

You are Being Recorded

- This System is New to AYSO National
 - They don't have all the answers
- Affinity Handles All Sports
 - AYSO is just one user – some confusing lingo
 - Admin = Volunteer
 - Risk Status = Background Check
- The Migration is Still In Process
 - Several Issues have not been addressed

Questions

- Please enter your questions in the Chat
 - Include Future Topics
- They will be monitored during the session
- We will try to address them at the end

- Nomenclature:
 - RP – Registration Platform (Sports Connect)
 - e4 – Association Platform (eAYSO Replacement)

Updates to Session 1

- Topics were:
 - The Two Platforms and Why
 - Compliance
 - How to Build Your Board and Why
 - Use Band and Slack For Section 1
- [Compliance Widget](#) – Help guide
- Video, Chat and Slides on [Section 1 Site](#)
- NGB Mapping – background checks
 - All roles are supposed to generate bkgd check
 - Team Parent, Not Mapped, generates bkgd check
 - As of Feb 26, new, custom, non-mapped roles do not.

Create, Submit and Activate Teams

Create, Post, Submit, Activate

- Post Roster (RP)
 - Makes “Team Central” available to Coach & Team
 - Required for Coach access to e4
 - Can be un-Posted
- Submit Team (RP – New)
 - Makes team roster available to e4
 - Facilitates Cert checking
 - Required to print Player Forms (medical release)
 - Required to Activate Team (in e4)
 - Changes can still be made - Team name, players, personnel
 - Edit in RP → Reflected in e4
- Activate Team (e4 - New) – “Rosters Locked”
 - Enforces player limits and volunteer certs
 - Critical when playing out of Region
 - Freezes all changes (only AYSO National can un-Activate)
 - Required for Coach access to e4 (to print Player Forms)
 - Section 1 recommends delaying Activation until Oct 31 for Spring 2021
 - Typical roster freeze date for competitive divisions
 - Region can print Player Forms for Coaches

Create Teams in RP

- Teams / Manage Teams menu
- “+ Add New Team”
 - Migrate or Auto Assign or Manual or Import, ...
- Edit Team (Details, Personnel, Players)
- Post the Roster
- NEW → Submit Team (to e4)
 - Do Not be afraid of warning – it is (currently) wrong

Show Manage Team, Add, Auto Assign
Create, Edit, Submit (12B)

Are you sure?

Before submitting your team to **AYSO**, please check the following:

-All National Affiliation Settings are correct

-All Team Personnel and Players are allocated to their correct teams

~~If you wish to make further changes to your team, please click Cancel.~~

Otherwise, if you are ready to submit your team, click Continue.

NOTE: If your team is already ~~created~~ ^{activated} with your governing body **DO NOT** continue submitting. Please click Cancel and contact Blue Sombrero Support at adminhelp@bluesombrero.com for further instructions.

Do not show this message again

✕ Cancel

✓ Continue

Activate Team in e4

- THIS LOCKS YOUR ROSTER
 - Only AYSO National can unlock (deactivate)
- Must have Registrar Level of Access
 - Region Commissioner does not work - This may be fixed in the future
- Use Dashboard or Teams / Team Lookup menu
- DO NOT Edit Team Players or Admins in e4!
 - You will create a disconnect with your RP
 - Edit them in RP – e4 is automatically updated
 - BUT – Delete them in RP, then again in e4
- [Managing and Activating Teams](#)

Show Finding Team, Editing in RP, Violation Legend, Activation

Print Player Forms

Player Release Forms

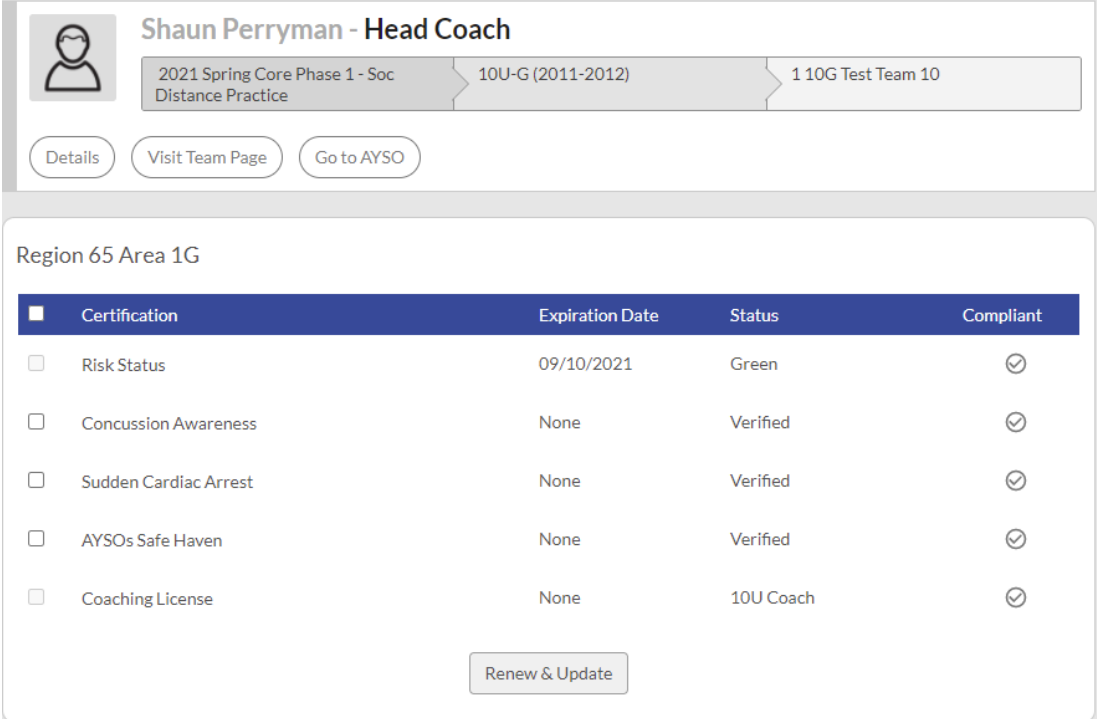
- No longer available in RP – e4 Only
 - No "View/Print Form"; No Bulk Print Report
- Admin (e.g. – Registrar) can print all Players' Forms in e4
 - Team must be "Submitted" to e4
 - Activation not Required
 - [Region Print Player Forms](#)
- Coach can print their team's Player Forms in e4
 - Activation Required
 - [Coach Print Player Forms](#)

Show Admin Print Player Forms

Coach Access to e4 (Association Platform)

Go To AYSO button

- [Printing Player Forms \(Coach\)](#)
- Team must be Submitted, Posted and Activated
- Coach will see “Go To AYSO” Button on Volunteer Opportunities Page



The screenshot displays a user profile for Shaun Perryman, Head Coach. The profile includes a name, a placeholder for a profile picture, and a timeline of coaching activities: "2021 Spring Core Phase 1 - Soc Distance Practice", "10U-G (2011-2012)", and "1 10G Test Team 10". Below the timeline are three buttons: "Details", "Visit Team Page", and "Go to AYSO".

Below the profile information, there is a section titled "Region 65 Area 1G" containing a table of certifications. The table has four columns: Certification, Expiration Date, Status, and Compliant. All certifications listed are marked as compliant with a checkmark icon.

<input type="checkbox"/>	Certification	Expiration Date	Status	Compliant
<input type="checkbox"/>	Risk Status	09/10/2021	Green	✓
<input type="checkbox"/>	Concussion Awareness	None	Verified	✓
<input type="checkbox"/>	Sudden Cardiac Arrest	None	Verified	✓
<input type="checkbox"/>	AYSOs Safe Haven	None	Verified	✓
<input type="checkbox"/>	Coaching License	None	10U Coach	✓

At the bottom right of the certification table, there is a button labeled "Renew & Update".

Coaches Page on e4

- Click “Team Info” Under View

Shaun Perryman

Ava Perryman

Update Photo
View Payments
Print Documents

Update Photo
View Payments
Print Documents

Personal Info Applications Details Certificates Licenses **Teams** Events Referee Schedules

Teams

Team	Team Id	Season	View
1 10G Test Team 10	011G-65CG0U-0002	2020-2021 MY2020	Team Info Apply to Tournament

SHOW PAST TEAMS

Show Edge

- Click “Player Application Forms” Under Roster

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30028-561081	Gepinski, Alexandra	7/14/2011	1/26/2021	3/1/2021	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	56115-925293	Garibay, Charli	7/11/2012	1/22/2021	3/1/2021	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18417-375735	Gonzalez, Ember	9/21/2012	2/27/2021	3/1/2021	<input type="checkbox"/>	<input type="checkbox"/>

+ Team Assignment Codes
10 players

Email Selected	SMS Selected	Print Assignment Codes	Create Travel Roster
Edit Player Team Info	Print Official Photo Roster	Print Team Roster	Print Team Payments
Print Uniform Report	Print Team Roster/Email	Player Application Forms	

Creating a Season

New Interface – Same Steps

- [AYSO Specific Mobile First Registration](#)
- [Generic Mobile First Registration \(Much More Detailed\)](#)

MOBILE FIRST REGISTRATION

HELPFUL LINKS

Step 1: Program Information	Step 2: Division Settings
Step 3: Registration Questions	Step 4: Discounts and Fees
Step 5: Team Staff	Step 6: Confirmation Notes
Mobile First - Team Registration	Registration 2.0 - Parent Guide
Mobile First Registration - Setting/Editing/Maintaining Programs	Free Programs and Events
Mobile First Registration Settings	

Registration Settings

- Apply to all your programs
 - Discounts & Fees (May Force Family Discount)
 - Coupons (Remember Spring 2020?)
- Payment Settings
 - Service Fee (\$2.75)
 - Merchant Account Info (your bank acct. should be there)

[Show Registration / Settings](#)

Create a Season - Registration Forms

- New Things
 - Requires AYSO Section, Area & Region – ties program to e4
- Divisions pre-set to 1 year (9U, 10U, 11U)
 - May Change Oldest & Youngest Birthday (be careful)
 - Start with older year
 - 10U can include 9 & 10
 - 9U Cannot
 - 19U can include 14, 15, 16, 17, 18 & 19
- Team Staff
 - Must be NGB Mapped (Use Assistant Coach if you don't find one)
 - Youth Volunteer Roles can be Mapped – Will not Trigger Background Check for Minors
 - DO NOT MAKE THE 3 CERT QUESTIONS REQUIRED
 - CDC, SCA, Safe Haven
 - Will block new volunteers (The certs are required, but not before registering as a volunteer)

Show Creating a Program and Team Staff

Too Much Information

- Sport Connect Support – Club Product
 - [AYSO \(Welcome Admins\)](#)
 - [AYSO Region FAQs](#)
 - [Mobile First Registration](#)
 - [AYSO Mobile First Registration](#)
 - [Linking Reg & Nat'l Governing Body Accounts](#)
 - [Add a New Team \(Allocate Players & Volunteers\)](#)
- Sports Connect AYSO Tech Support
 - [Section, Area and Region Mgt](#)
 - [Adding Security Users to the AYSO Nat. Platform](#)
- Stack-Sandbox
 - [Admin FAQs](#)
 - [Managing and Activating Teams](#)
 - [Compliance Widget](#)

I am trying to build a step-by-step guide

Band

- Band.us or Band App on your phone
- “AYSO Mobile First + Association”
 - You need an invite - URL or scan QR code
 - <https://band.us/n/a2a044uc275e0>
 - Like Facebook, but with better Search
 - Questions answered by AYSO and other users
 - Not always fast or accurate



Slack

- Slack App or aysosection1.slack.com
- Communications Portal Specific to Section 1
- Somewhat similar to Band
- RCs & ADs Only (currently) – Should already have invitation (or email Jane Prado)



Other Potential Topics

- Looking up Certs
- e4 Reports (including Alt ID)
- RP Custom Reports