

For the Fall 2019/Spring 2020 seasons you will need to create a new registration event within your US Soccer Connect Club system.

This can easily be done by using a simple copying procedure.

Step 1:

Log into your US Soccer Connect Club (or League) system.

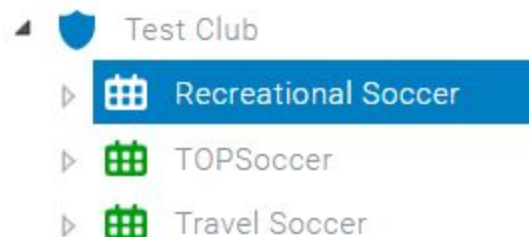
All registration events start with a folder tree. If you have used your Connect system for a previous season to create a registration event (or used the default MSYSA master events), you might not need to create a new folder tree; you might just be able to copy the folder tree and roll the age settings forward a year. If you don't have a folder tree to copy from a previous season, you might need to create a folder tree from scratch. Learn how to do this with the help article listed below:

[Family/Player Event - Building Your Folder Tree](#)

Step 2:

Follow the steps below to learn how to copy a folder tree:

- **Select the folder you wish to copy** or move so it is highlighted blue in your folder tree (example: Recreational Soccer).



- **Drag your selected folder on top of the primary folder (marked with the SHIELD - normally the name or your organization) in your tree.** Your copied or moved folder will be placed below that folder. When you have moved the folder to an appropriate place in your folder tree you will see a **green check mark**.
- Choose to **'Roll Forward Event.'**
- Rename the event to 2019-2020 <NAME OF EVENT>
- Choose **'Roll Forward'** without teams. The 'roll forward' option will copy the folder structure and folder names, however the current age settings will be increased by one year automatically.

Move/Roll Forward

Copy

Move

Roll Forward

From:

Recreational Soccer 2019-2020 Recreational Si

To:

Test Club

Select an action

Roll Forward

Roll Forward with teams

Cancel

Step 3:

Now highlight the newly copied event and select Registrations > Administration > Registrant > Open/Create. Later you will repeat this process for coaches (Registration > Administration > Coach > Open/Create).

Registration Event Settings

Title: * 2019-2020 Recreational Soccer

Event Type: * All Tournament League

Registration Form (14): * MSYSA Master REC Player Registration Form

Season: *

Share registration data with your association: * No Yes

Registration Contact Name: *

Registration Contact Email: * [Notification Settings](#)

The registration contact can receive email notifications with every new registration. For leagues and tournaments, the registration contact name and email appears in the League & Tournament Directory.

Financials *

Merchant Account: * No Merchants

Does this event have fees associated with it? * No Yes

Does this event collect fees by check? * No Yes

- Choose the event tile.

- Select the Master Form (Rec, Travel, Tops, or Coach).
- Enable reporting for 2019-2020 in the Season field.

Season *

2019-2020 ▼

- Select the pools or buckets (lowest levels under each group in which you will collect registrations):

Open Registration for Recreational Soccer (Copy)
Select Folder or Group for 2019-2020 Recreational Soccer
Instructions:
To open online registration, you must highlight the names of the folders or groups that should have online registration activated. Generally, you will highlight **only** the lowest folder or group levels in order to activate registration properly. Make your selection by clicking on the desired names. To choose more than one name, hold down the CTRL or SHIFT button while clicking on the names. After your selections are made, click NEXT.

For example, if you have a sports organization, you may have leagues, divisions, and teams set up. You may not want the participants to register to teams directly, so you allow them to register for the leagues and/or divisions listed above the teams by highlighting only those names.

Select Folders or Groups



Folder/Group	Sub-items
Recreational Soccer (Copy)	
Coach Pool	
U-03	Boys (selected), Girls
U-04	Boys, Girls
U-05	Boys, Girls
U-06	Boys, Girls
U-07	Boys, Girls
U-08	

- Follow the remaining steps to enter important information for your event.
- Be sure to select the PROGRAM type as shown below.

Open Registration for Recreational Soccer (Copy)



Enter Registration Event Fees, Dates, and Settings

Instructions:

Enter your registration fees, open and close dates for the registration event on your web site, set the maximum number of participants, and turn Auto-Confirmation On or Off for your registration events. The settings on this screen will apply to all of your registration categories you selected in the previous step. If you prefer to set up the registration fees and settings for each registration category individually, you'll have the opportunity to do so during the next step.

[Skip This ->](#)

Registration Event Settings

Registration Opens:	<input type="text" value="05/012019"/>	 at 12:01am
Registration Closes:	<input type="text" value="08/01/2019"/>	 at 11:59pm
Max. Participants:	<input type="text" value="999999"/>	
Member Type:	<input type="text" value="Recreation"/>	
Enable Waitlist:	<input checked="" type="radio"/> No <input type="radio"/> Yes	
Auto-Confirmation:	<input type="radio"/> Off <input checked="" type="radio"/> On	
Hide Registration Open/Close Dates:	<input type="radio"/> No <input checked="" type="radio"/> Yes	
Hide Base Fees:	<input type="radio"/> No <input checked="" type="radio"/> Yes	
Hide Categories When Closed:	<input type="radio"/> No <input checked="" type="radio"/> Yes	
Hide Age Group Information:	<input type="radio"/> No <input checked="" type="radio"/> Yes	

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- Edit category names as they will appear in your database and on the registration form:

Edit Categories

Category Name	Member Type	Edit
<input type="text" value="U-03 Boys"/>	<input type="text" value="Recreation"/>	Edit
<input type="text" value="U-03 Girls"/>	<input type="text" value="Recreation"/>	Edit

- On the final page be sure to click the 'Create Registration Event' button.

Registration Summary

Registration Event Title: * 2019-2020 Recreational Soccer
Registration Form: * MSYSA Master REC Player Registration Form

Event Categories

Title	Max. Regs.	Registration Open
Coach Pool U-03 Boys	999999	5/01/2019 - 8/01/2019
Coach Pool U-03 Girls	999999	5/01/2019 - 8/01/2019
Coach Pool U-04 Boys	999999	5/01/2019 - 8/01/2019
Coach Pool U-04 Girls	999999	5/01/2019 - 8/01/2019
Coach Pool U-05 Boys	999999	5/01/2019 - 8/01/2019
Coach Pool U-05 Girls	999999	5/01/2019 - 8/01/2019
Coach Pool U-06 Boys	999999	5/01/2019 - 8/01/2019
Coach Pool U-06 Girls	999999	5/01/2019 - 8/01/2019
Coach Pool U-07 Boys	999999	5/01/2019 - 8/01/2019
Coach Pool U-07 Girls	999999	5/01/2019 - 8/01/2019

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[Create Registration Event](#)

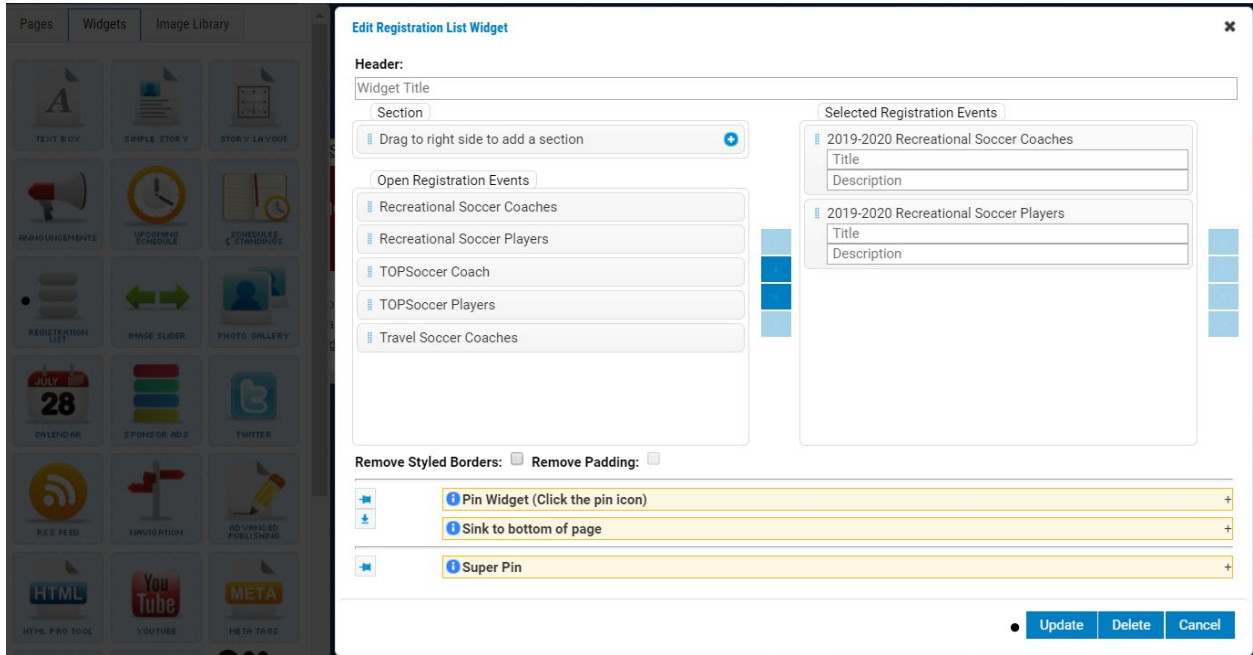


- Repeat these steps for coaches (hint: Use the coach pool as your 'bucket').

Club Connect Set-Up Steps may also be found [HERE](#).

Step 4:

To launch the new registration forms (publish them online, regardless of online payment) you will need to click on 'Website Builder' and use the 'Registration List' widget to publish your links to the Connect website (do not forget to 'Update' the list and then 'Publish' the page).



Step 5:

Repeat this process for any other events (types: Travel, Recreational, or TOPSoccer) within your organization.