



The following is a step-by-step guide to help you utilize specific functions in the Blue Star Sports U.S. Soccer Connect registration system.

Log-In

1. Log on to your club's Blue Star administrative website (i.e. yourclubsoccer.njyslives.com/sam) using your user name and password sent to you. If you do not remember your password, select "Forgot Password."
2. Enter board members by clicking on the "Click Here to Enter Board Members" in the white box that pops up.
3. Click "Add"
4. Complete the form (name, role and e-mail are the minimum needed to continue)
5. Click "Save"

To give Board Members administrative rights

1. Click on "Admin" in the toolbar at the top of the page
2. Click "users" in the drop down
3. In the area titled "Add/Edit Users for Your Club Soccer", go to Edit user and click on "new user".
Add name of person you wish to give administrative rights.
4. Fill in the top section.
5. Select the administrative rights you want for the user (i.e. all, some).
6. Click "Create"

To Create Folders

1. Click on your club's highlighted Folder on the left side "Your Club SC"
2. Click on "Add Folder"  Add Folder in the quick action bar.
3. Name the folder (ex: 2017-2018 Travel Season)
4. Under "Gender" – leave blank
5. Click "Create"

To create folders under the "Event" (2017-2018 Travel Season)

1. Click on the "2017-2018 Travel Season" event to highlight it
2. Go to "File" in the toolbar at the top of the page
3. Click on "New" in the dropdown box
4. Click on "Tree Builder" in the dropdown box
5. Under "Top Folder Name" enter "Coach Pool"
6. Check "include Gender Folders"
7. Check "Male" and "Female"
8. Click on drop box for "Organize Folders" by "Gender with Age Subfolders"
9. In dropdown, click on "Choose Age Group Folder Style" then click on "U-Age Group (U9,U10 etc.)" in the dropdown box
10. Delete age groups of teams you do not have in your club using the trash can icon on the right.
11. Under the "Name" column, name the age group (i.e. U9 or 2009) the way you choose
12. Adjust birthdates to match age groups. (i.e. for 2009 team, it would be January 1,2009-December 31, 2009).
13. When all age groups have been customized, click "Create"

Tree Builder

[How do I use the Tree Builder?](#)

Top Folder Name

Include Gender Folders

Male Gender Folder Labels Organize folders by
 Female
 Coed

U-Age Group (U-09, U-10, etc)

Starting Season:

Calendar Year (Jan-Dec)
 Soccer Year (Aug-Jul)

	Name	From Birthdate	To Birthdate
☰	U-06	01/01/2012	12/31/2012
☰	U-08	01/01/2010	12/31/2010
☰	U-10	01/01/2008	12/31/2008

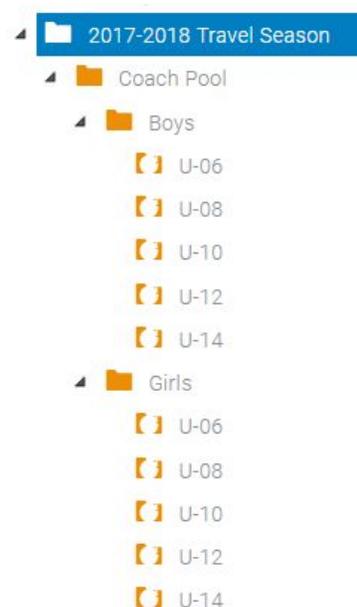
Result - Click on the triangle icon  next to “2017-2018 Travel Season”

A folder titled “Coach Pool” should pop up under the 2017-2018 Travel Season

Click on the triangle icon next to “Coach Pool” folder

You should see folders for boys and girls

Click on the triangles next to the boys and girls folder to see age groups



To Enable Form Builder

1. Go to “Registration” in the top toolbar
2. Click on “Administration” and “Form Builder”.
3. Addendum may pop up. If it does, type in your name. If it does now show, skip to next step.
4. Ignore “Create a new form/Choose a form type”
5. State Player and Coach Master Forms are built in. Should show below in Library.

Create a new form

Choose a form type

Create

Show archives

Form Name	Type	Creation Date	Actions
Copy of State Master Player Registration Form	Family	6/15/2017	🔍 📄 ⚙️ 🗑️
Copy of State Master Coach Registration Form	Coach/Volunteer	6/15/2017	🔍 📄 ⚙️ 🗑️

[Go to legacy Form Builder](#)

6. Click on “State Master Coach Registration Form”
7. Check “Enable” next to the title “2017 State Master Coach Registration Form” if it is un-checked.

Copy of State Master Coach Registration Form Enable Form [Preview](#)

Available Fields | Field Settings

Standard [Expand All](#)

First Name Required [Pie](#)

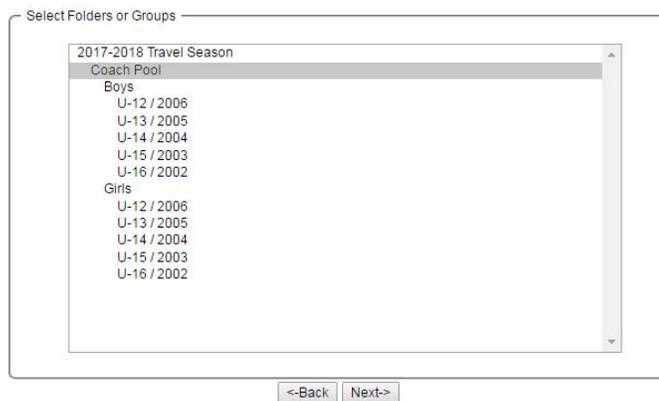
8. You may now edit/customize the form fields to meet your club needs (i.e. add nicknames, maiden names). You will not be able to remove fields required by NJ Youth Soccer.
9. If changes were made to the form, click “Save” in the top right corner. Otherwise click “Close”
10. You will be brought back to the “Create a New Form” page.
11. Click on the “2017 State Master Player Registration Form”
12. Check “Enable” next to the title “2017 State Master Player Registration Form” if it is un-checked.

13. You may now edit/customize the form fields to meet your club needs (i.e. add nicknames, maiden names). You will not be able to remove required fields as they are required by NJ Youth Soccer.
14. If changes were made to the form, click "Save" in the top right corner. Otherwise click "Close"

To Open a Coach Registration Event

1. Click on "2017-2018 Travel Season" event folder.
2. Click on "Registration" in top toolbar.
3. Click on "Administration".
4. Slide over and click on "Coach".
5. Slide over and click on "Open/Create".
6. This takes you to page titled "Open Registration for 2017-2018 Travel Season".
 - a. Under Title, add the word "Coaches" after 2017-2018 Travel Season.
 - b. Go to Registration form drop down box and click on "Copy of State Master Coach Registration Form".
 - c. Under "Merchant Account" click "No Merchants" if not collecting payments through U.S. Soccer Connect. If collecting payments, select your merchant account.
 - d. Under "Season" select "2017-2018".
 - e. Under "Registration Contact Name", enter club contact.
 - f. Under "Registration Contact e-mail", enter club contact e-mail (can click Notification Settings to the right if contact wishes to receive an email after every registration).
 - g. Under "Select Instant Background Provider", click "No Backgrounds" (run through NJYS).
 - h. Under "Use Instant Background Checks", select "No".
 - i. Under "Share Registration Data with Your Association", select "Yes".
 - j. Under "Require Team Code", select "No".

- k. Under “Does This Event Have Fees Associated with It?”, only select “Yes” if your club is using the system to collect payments.
 - l. Under “Does this Event Collect Fees by Credit Card?”, select “Yes” only if your club is using the system to collect payments.
 - m. Under “Does this Event Collect Fees by Check?”, select “Yes” only if your club is using the system and you want to collect a check.
 - n. Click “Next”.
7. On the page titled “Event Types”, click “Next” (can add later, not necessary to setup).
8. On the page titled “Open Registration for 2017-2018 Travel Season”, select your category (click Coach Pool, should be highlighted before clicking next).



9. Click “Next”.
10. This takes you to a page where you enter registration event fees, dates, and settings.
- a. Using the calendar tab, enter opening and closing dates for registration window (we suggest today-August 31, 2018).
 - b. Under “Max Participants”, enter max number of coaches you expect to have (i.e. 30, 100). Or a large number (999) if no max.

- c. Under "Auto-Confirmation", click "Off" (You will need to confirm coaches before they are sent to state for background check. Most clubs prefer this, but if you want coaches to be sent straight to state after they register online, click "On".)
 - d. Under "Hide Registration Open/Close Dates", click "No".
 - e. Under "Hide Base Fees", click on "No".
 - f. Under "Hide Categories When Closed", click "No".
 - g. Under "Hide Age Group Information", click "No".
 - h. Click "Next".
11. On the next screen, if anything shows in "RED", you must edit.
12. If screen text is in blue, click "Next".
13. The next screen will have a sub title "Customize Printable Registration Forms".
- a. Under "Send printable form with e-mail confirmation" check "No".
 - b. Click "Next".
14. Under "Select Waivers", click "Next" (unless you want to add a club specific waiver)
- Note- concussion training and F license waivers are setup by NJYS and feed down to every club during coach online registration.
15. Under "Registration Confirmation E-mail", you may customize the message to registrants when they complete their registration (i.e. Thank you for registering for the 2017-2018 Travel Season.....). Email will go out automatically with event/category coach registered for. This section is for you to add anything additional you would like.
16. Under the "Registration Success Page", you can customize a message to your coaches about uploading a photo in their member account if they did not do so during registration. This will be the last thing registrants see before completing the registration process which details how/where coaches can upload photo.
17. Click "Next".

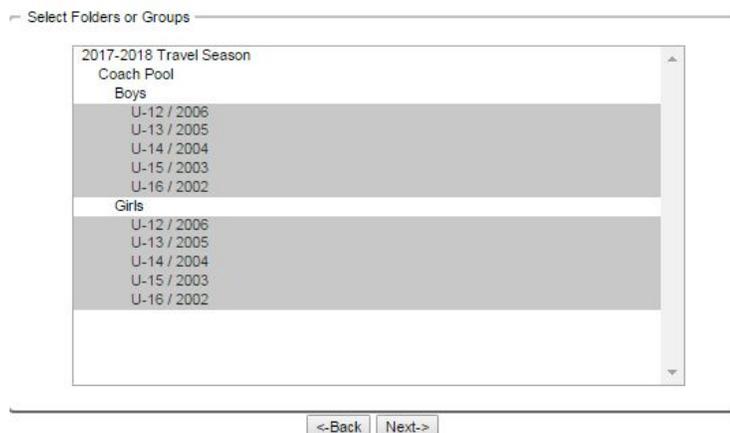
18. A page titled "Open Registration for 2017-2018 Travel Season will list the event 2017-2018 Travel Season Coaches".
19. Click "Create Registration Event",
20. You will get a pop up message that your event has successfully been completed. Click "OK".
21. If you have opened this event successfully, the "Coach Folder" will now be colored.



To Open a Player Registration Event

1. Click on "2017-2018 Travel Season" event.
2. Click on "Registration" in top toolbar.
3. Click on "Administration".
4. Slide over and click on "Registrant".
5. Slide over and click on "Open/Create".
6. This takes you to page titled "Open Registration for 2017-2018 Travel Season".
 - a. Under Title, Add the word "Players" after 2017-2018 Travel Season.
 - b. Go to Registration form drop down box and click on "State Master Player Registration Form".
 - c. Under "Merchant Account" click "No Merchants" if not collecting payments through Blue Star. .
 - d. Under "Season" select "2017-2018".
 - e. Under "Registration Contact Name", enter club contact.
 - f. Under "Registration Contact e-mail", enter club contact e-mail.
 - g. Under "Share Registration Data with your Association", click "Yes".
 - h. Under "Require Team Code", select "No".

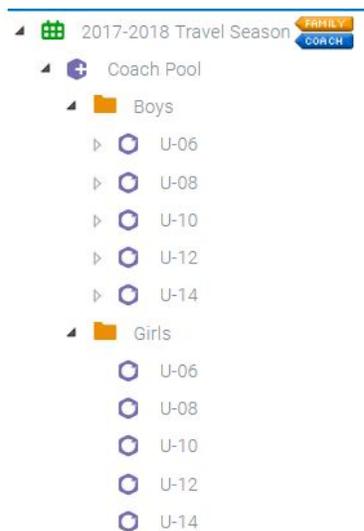
- i. Under “Do you want to use a Try-out Style Registration Event”, select “No”.
 - j. Under “Does this Event Allow Payment Plans”, select “No”.
 - k. Under “Use Auto-Roster”, select “No”.
 - l. Under “Auto-generate Jersey Numbers as Players are Rostered”, select “No”.
 - m. Under “Does This Event Have Fees Associated with It?”, only select “Yes” if your club is using the Connect system to collect payments.
 - n. Under “Does this Event Collect Fees by Credit Card?”, select “Yes” only if your club is using this system to collect payments.
 - o. Under “Does this Event Collect Fees by Check?”, select “Yes” only if your club is using this system and you want to collect a check.
 - p. Under “Enable Uniform Colors”, select “No”.
 - q. Under “Invite Players to Team Connect”, select “No”.
 - r. Click “Next”.
7. On the page titled “Event Types”, click “Next”.
8. On the page titled “Open Registration for 2017-2018 Travel Season”, **select all age groups** by clicking on Control and age group. DO NOT TAKE FINGER OFF CONTROL KEY while choosing age groups. DO NOT CLICK on 2017-2018 Travel Season, Coach Pool, Boys or Girls).



9. Click “Next”.

10. This takes you to a page where you enter registration event fees, dates, and settings.
 - a. Using the calendar tab, enter opening and closing dates for registration window (we suggest today-August 31, 2017).
 - b. Under “Max Participants”, enter max number of player participants allowed to register (we recommend a large number- if you think you will have 1000 players, enter 1500).
 - c. Under Member Type, in the dropdown, select Travel.
 - d. Under “Enable Waitlist”, select “No”.
 - e. Under “Auto-Confirmation”, click “On” (Unless you want to manually confirm players before their record is sent to state).
 - f. Under “Hide Registration Open/Close Dates”, click “No”.
 - g. Under “Hide Base Fees”, click on “No”.
 - h. Under “Hide Categories When Closed”, click “No”.
 - i. Under “Hide Age Group Information”, click “No”.
 - j. Ignore the lower box titled “New Fee/Discount Box” unless want to utilize for fees.
 - k. Click “Next”.
11. On the next screen, if anything shows in “RED”, you must edit.
12. Delete the words ‘Coach Pool’ on each category (Tedious but makes managing coaches much easier).
13. If screen text is in blue and you have deleted ‘Coach Pool’ on all categories, click “Next”.
14. The next screen will have a sub title “Customize Printable Registration Forms”.
 - a. Under “Send printable form with e-mail confirmation” check “No” as of now. Please note that the Medical Release form will be added here sometime in July. You will be notified when available and can go back and turn this on.
 - b. Click “Next”.
15. Under “Select Waivers”, click “Next” (unless you want to add club specific waivers).

16. Under “Add Coupon”, click “Next”.
17. Under “Registration Confirmation E-mail”, you may customize the message to registrants when they complete their registration (i.e. Thank you for registering for the 2017-2018 Travel Season.....”).
18. Under the “Registration Success Page”, you can also customize a message to your registrants when they complete registration (i.e. “If you did not upload your photo and birth certificate during registration, please return to your member account to do so”).
19. Click “Next”.
20. Click Next on the page titled “Game Day Rosters and Rules”. Do not enable (league tool).
21. A page titled “Open Registration for 2017-2018 Travel Season will list the event- 2017-2018 Travel Season Players”.
22. Click “Create Registration Event”.
23. You will get a pop up message that your event has successfully been completed. Click “OK”.



Almost done!!!

To Publish the Registration Event

1. To publish the registration on your Connect Club website, go to “Website Builder”

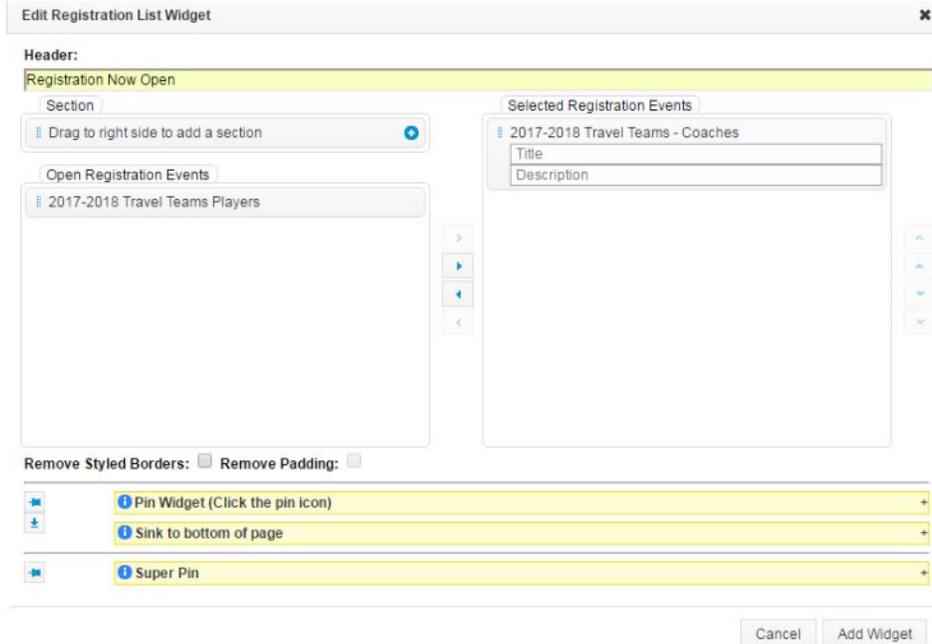


In the action bar

2. A “Tool Box” will come up.
3. Click “Widgets”



4. Click on the “Registration List” widget
5. Drag and drop the widget into the white area on the screen. A yellow line will appear where you can drop. Release the widget.
6. A box titled “Edit Registration List Widget” will appear.
7. Under header, enter “2017-2018 Registration Now Open” or anything you choose.
8. Under Open Registration Events, you should see 2 events: 2017-2018 Travel Season Players and 2017-2018 Travel Season Coaches.
9. Click and drag the 2017-2018 Travel Season Coaches to the “Selected Registration Event” side of the screen.



10. If you are allowing parents to register players online (which includes uploading birth certificate and picture) with U.S. Soccer Connect, then click and drag the 2017-2018 Travel Season Players to the “Selected Registration Event” side.
11. If you are manually entering all of you club’s players, do not drag over.
12. Click on “Add Widget”.
13. Go back to the Toolbox and click “Pages”.
14. Click on “Publish”.
15. A pop up message saying a copy is in archives. Select “Ok”.
16. Your link(s) are now live on your club’s Connect website.