



**U.S. SOCCER  
CONNECT**  
powered by  
**stacksports**

## U.S. Soccer Connect: Getting Started

### Log-In


1. Log on to your club's administrative website (i.e. [yourclubsoccer.njyslive.com/sam](http://yourclubsoccer.njyslive.com/sam)) using your username (email address) and password (or click "Forgot Password" to create a new one). To find your club's administrative site, go to [njyouthsoccer.com/directory](http://njyouthsoccer.com/directory).
2. Enter board members by clicking on the "Click Here to Enter Board Members" in the white box.
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 and hit "Create".
5. Select the administrative rights you want for the user (i.e. all, some).
6. Click "Create"

## Creating a Registration Event for Players/Coaches

1. Click on your club's highlighted Folder on the left side "Your Club SC"

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2. Click on "Add Folder" in the quick action bar.  Add Folder
  3. Name the folder (2018-2019 Travel Season)
  4. Under "Gender" – leave blank
  5. Click "Create"

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6. Click on the "2018-2019 Travel Season" event to highlight it.
  7. Go to "File" in the toolbar at the top of the page.
  8. Click on "New" in the dropdown box.
  9. Click on "Tree Builder" in the dropdown box.
  10. Under "Top Folder Name" enter "Coach Pool." A Coach Pool will allow your coaches to register once and be assigned to all teams underneath.
  11. Check "include Gender Folders"
  12. Check "Male" and "Female"
  13. Click on drop box for "Organize Folders" by "Gender with Age Subfolders"

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14. In dropdown, click on "Choose Age Group Folder Style" then click on "U-Age Group (U9, U10 etc.)" in the dropdown box and select the 2018-2019 starting season.
  15. Delete age groups of teams you do **not** have in your club using the trash can icon on the right.
  16. Under the "Name" column, name the age group (i.e. U9 or 2009) the way you choose.
  17. Adjust birthdates to match age groups. (i.e. For 2009 team, it would be January 1, 2010 - December 31, 2010 or you can set a 2-year range for each age category).



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18. When all age groups have been customized, click "Create".

### **To Open a Coach Registration Event**

1. Click on "2018-2019 Travel Season" event
  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 2018-2019 Travel Season"
  7. Under Title, add the word "Coaches" after 2018-2019 Travel Season
  8. Go to Registration form drop down box and click on the Master TRAVEL Coach Form
  9. Under "Merchant Account" click "No Merchants" if not collecting payments
  10. Select "Stack Pay" if you are accepting payments in U.S. Soccer Connect
  11. Under "Season" select "2018-2019"
  12. Under "Registration Contact Name," enter club contact
  13. Under "Registration Contact e-mail," enter club contact e-mail
  14. Under "Select Instant Background Provider," click "No Backgrounds"
  15. Under "Use Instant Background Checks," select "No"
  16. Under "Share Registration Data with Your Association," select "Yes"
  17. Under "Require Team Code," select "No"
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18. Under "Does This Event Have Fees Associated with It?" only select "Yes" if your club is using the system to collect payments.
  19. Under "Does this Event Collect Fees by Credit Card?" select "Yes" only if your club is using Stack Pay to collect Payments.
  20. Under "Does this Event Collect Fees by Check?" select "Yes" only if your club is using Stack Pay and you want to collect a check.
  21. Click "Next"
  22. On the page titled "Event Types," click "Next"
  23. On the page titled "Open Registration for 2018-2019 Travel Season," select your category (click Coach Pool, should be highlighted before clicking next).
  24. Click "Next"
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25. Using the calendar tab, enter opening and closing dates for registration window (we suggest today-August 31, 2019).
  26. Under "Max Participants", enter max number of coaches you expect to have (i.e. 30, 100 or input "9999" for no max).
  27. Under "Auto-Confirmation," click "Off." With Auto-Confirmation off, you must manually confirm your coaches after they register in order to be sent to NJYS for a background check. To confirm a coach after registration, click on their name and select the "Confirmed" radio button. This will send them to NJYS for a background check and your club will be charged a coach fee.
  28. Under "Hide Registration Open/Close Dates", click "No"
  29. Under "Hide Base Fees", click on "No"
  30. Under "Hide Categories When Closed", click "No"



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31. Under "Hide Age Group Information", click "No"
32. Click "Next"
33. On the next screen, if anything shows in "RED", you must edit.
34. If screen text is in blue, click "Next"
  
35. The next screen will have a sub title "Customize Printable Registration Forms"
36. Under "Send printable form with e-mail confirmation" check "No"
37. Click "Next"
38. Under "Select Waivers", click "Next" (unless you want to add a club specific waiver)

*\*\*Note - There are state waivers set up by NJYS and feed down to every club during coach online registration.*

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39. 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 2018-2019 Travel Season...")
40. Under the "Registration Success Page", you can customize information for your registrants. This will be the last thing registrants see before completing the registration process.
41. Click "Next"
42. A page titled "Open Registration for 2018-2019 Travel Season" will list the event- "2018-2019 Travel Season Coaches"
43. Click "Create Registration Event"
44. You will get a pop-up message that your event has successfully been completed. Click "OK"
45. If you have opened this event successfully, the "Coach Folder" will now be colored blue.

**IF YOU NEED TO OPEN A REGISTRATION EVENT FOR PLAYERS TO REGISTER, FOLLOW THE STEPS BELOW. IF NOT, SKIP TO THE STEPS ON HOW TO POST THE REGISTRATION TO YOUR WEBSITE SO YOUR COACHES CAN REGISTER ONLINE.**

### **To Open a Player Registration Event**

1. Click on "2018-2019 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 2018-2019 Travel Season"
  7. Under Title, Add the word "Players" after 2018-2019 Travel Season
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8. Go to Registration form drop down box and click on "State Master Player Registration Form"
  9. Under "Merchant Account" click "No Merchants" if not collecting payments through Stack
  10. Select "Stack Pay" if you are collecting payments using Stack Pay
  11. Under "Season" select "2018-2019"
  12. Under "Registration Contact Name," enter club contact
  13. Under "Registration Contact e-mail," enter club contact e-mail
  14. Under "Share Registration Data with your Association," click "Yes"
  15. Under "Require Team Code," select "No"
  16. Under "Do you want to use a Try-out Style Registration Event," select "No"
  17. Under "Does this Event Allow Payment Plans," select "No"



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18. Under "Use Auto-Roster," select "No"
  19. Under "Auto-generate Jersey Numbers as Players are Rostered," select "No"
  20. Under "Does This Event Have Fees Associated with It?" only select "Yes" if your club is using Stack Pay to collect payments.
  21. Under "Does this Event Collect Fees by Credit Card?" select "Yes" only if your club is using Stack Pay to collect payments.
  
  22. Under "Does this Event Collect Fees by Check?" select "Yes" only if your club is using Stack Pay and you want to collect a check.
  
  23. Under "Enable Uniform Colors," select "No"
  24. Under "Invite Players to Team Connect," select "No"
  25. Click "Next"
  26. On the page titled "Event Types," click "Next"
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27. On the page titled "Open Registration for 2018-2019 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 2018-2019 Travel Season, Coach Pool, Boys or Girls).
  28. Click "Next"
  29. Using the calendar tab, enter opening and closing dates for registration window (we suggest today-August 31, 2018).
  30. 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).
  31. Under Member Type, in the dropdown, select Travel.
  32. Under "Enable Waitlist," select "No"
  33. Under "Auto-Confirmation," click "On"
  34. Under "Hide Registration Open/Close Dates," click "No"
  35. Under "Hide Base Fees," click on "No"
  36. Under "Hide Categories When Closed," click "No"
  37. Under "Hide Age Group Information," click "No"
  38. Ignore the lower box titled "New Fee/Discount Box"
  39. Click "Next"
  40. On the next screen, if anything shows in "RED," you must edit.
  41. If screen text is in blue, click "Next"
  42. The next screen will have a sub title "Customize Printable Registration Forms"
  43. Under "Send printable form with e-mail confirmation" check "Yes" and choose the NJYS Medical Release form in the dropdown.
  44. Click "Next"
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45. Under "Select Waivers," click "Next" (unless you want to add club specific waivers).
46. Under "Add Coupon," click "Next"
47. 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 2018-2019 Travel Season.....")
48. Under the "Registration Success Page," you can input information for the registrant to read. This will be the last thing registrants see before completing the registration process.
49. Click "Next"
50. Click Next on the page titled "Game Day Rosters and Rules." Do not enable

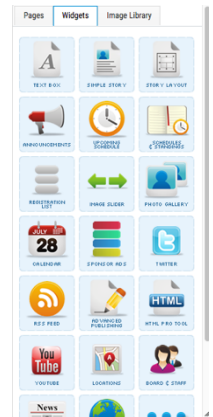


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51. A page titled “Open Registration for 2018-2019 Travel Season” will list the event- 2018-2019 Travel Season Players.”
52. Click “Create Registration Event”
53. You will get a pop-up message that your event has successfully been completed. Click “OK”

## POST REGISTRATION LINKS TO CLUB WEBSITE

1. To publish the registration on your Stack Sports Club website, got to “website Builder”  
 Website Builder in the action bar.
2. A “tool Box” will come up.
3. Click “Widgets”
4. Click on the “Registration” widget.



5. Drag and drop the widget into the white area on the screen. A yellow line will appear, release the widget.
6. A box titled “Edit Registration List Widget” will appear.
7. Under header, enter “2018-2019 Registration Now Open” or anything you choose.
8. Under Open Registration Events, if you opened a player and coach event, you should see 2 events: 2018-2019 Travel Season Players and 2018-2019 Travel Season Coaches (or you will only see your coach event).
9. Click and drag the 2018-2019 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 US Soccer Connect, then click and drag the 2018-2019 Travel Season Players to the “Selected Registration Event” side.
11. Click on “Add Widget”
12. Go back to the Toolbox and click “Pages”
13. Click on “Publish”
14. Your link(s) are now live on your club’s Stack Sports website. To view the registration link and share with your coaches to register, go to your Club’s frontend website (i.e. yourclubsoccer.njyslives.com).