

WSA Parents Guide to Using Sports Manager

If you have ever registered a child to play WSA soccer, you have an account in our web-based, information system, SportsManager (SM). You can login to this system to view and/or modify your family's personal data as well as view team information.

Sports Manager (SM) web site: <https://www.sportsmanager.us/WakefieldSoccer.htm>

Or go to the WSA home page, <http://www.wakefieldsoccer.org/>, click on Links, then click on [Wakefield Soccer Association Sports Manager](#)

Logging in as a Parent

- On the SM home page, click on the **Login** button at the top, then the **Parent Login** tab

The screenshot shows the SportsManager Universal Login Page. At the top, there is a navigation bar with buttons for HOME, ABOUT, Public - Not Logged in, **LOGIN** (circled in black), CONTACT, and HELP. Below this is a secondary menu with buttons for NEWS/INFO, EVENTS/NOTICE, CALENDAR, BOARD/MANAGEMENT, FORMS/DOCS/FILES, PICS, VIDEOS, SPONSORS, and LOST/FOUND/AVAIL. The main heading is "SportsManager Universal Login Page". Below the heading is a row of tabs: Administrator Login, **Parent Login** (circled in black), Coach/Director Login, Referee or Assignor Login, and Public Access. The main content area contains the following text: "If your existing record does not include an email address or if your old address is no longer valid, please click the 'Contact' button at the top of this site and send a note to your administrator with you name and new email address". Below this is a section for "Update your information/your childrens' information" with a link to "View your registration history". The main text states: "The Parent Login module requires your email address to already be stored with your profile. If you are a parent without an email addresses you will not be able to use the Parent Login Module. If your email address is not stored with your name, contact your organization and ask them to store your email address with your name." Below this is a login form with the heading "Please enter your email and password to login". The form has two input fields: "Email address:" and "Password:". Below the password field is a "Login" button. At the bottom of the page, there is a link: "If you have forgotten/don't have a password [Click Here](#) and a password will be emailed to you."

- Enter your email address. If the address does not work or you do not remember it, email registrar@wakefieldsoccer.org to find out.
- Enter your password. Follow directions on bottom of page for an unknown password.
- Click on **Login** button under the password field.

Parent Login Options

Registration History and Payment Receipts

Click to view all of your WSA registration information, past and present

Edit Adult

Click to view or modify your own personal information including your email address, phone numbers, address, photo, etc. If you are a coach, assistant coach or team helper, please enter your date of birth and gender. We do NOT need SSN information. Remember to click on [Update Info](#) at the bottom of the screen to save any changes.

Edit "child's name"

Click to view or modify information specific to this specific child. The only information we do NOT need is the insurance information. Remember to click on [Update Info](#) at the bottom of the screen to save any changes.

Add Photo

Click to add a photo for the corresponding person. A "browse" window will be displayed. Click on the [Browse](#) button to locate a photograph (face-only) of this person. The file should be a jpg, jpeg, bmp or png file (e.g. myphoto.jpg) Select the file you would like to upload and click on the [Open](#) button. Finally, click on the [Submit](#) button. The photo should now appear next to the selected person's name.

Display Future Schedules

Click to display any future games that have been scheduled. Only those buttons that have a number after the label (e.g. [display future games \(8\)](#)) will result in a display of games.

Edit Password

Click to change the password used to login to SM.