

## **Help Question:**

How to run a season using SportsManager

## **Help Answer:**

### **SportsManager is designed to help with every aspect of running your sport:**

1. Preparing for the start of registration.
2. Manager the Registration process (on-line and off-line).
3. Pre-season team assignments, volunteer analysis, scheduling and automated team assignment notices to coaches and parents.
4. During the Season- collecting scores, communicating, handling schedule changes.
5. End of season: play off schedules, sending notices, tracking returns.
6. General SportsManager Concepts that you should know and how to control access by your board, coaches and parents.

#### **1. Pre-Registration**

- Check your season open/close dates from the previous year to make sure they are correct for the new year. Seasons are "Year less" in SportsManager so they don't need to be re-created each year. Just make sure all the dates are correct and review the Leagues/age groups to make sure the reg fee amounts are correct.
- Before you open your registration for the new season use the "Test Registration Wizard" (Under Registration) to run thru a registration completely. Make sure amounts and discounts are correct.
- Use the SportsManager Email feature to notify everyone of the opening of registration. The best way to email everyone is to use the "By player age" option and then leave the age blank.
- Use an Early Bird discount and Late Fee to help manage the registration process. An Early Bird discount (even if only for a small amount) will speed up the registration process.
- Make sure your public website has a large/clear button on the home page for the "Click here for On-Line Registration".
- If you are running multiple seasons/tournaments you may want to use the specific registration link for that season instead of the General link. In the LINKS area, scroll down to registration, then click on the "By season" button to review the specific links.
- What type of information do you need to gather during registration ? You can write your own registration questions and answers. The questions can be about money or not. Typically the questions are used to determine:
  - T-Shirt sizes, Pant sizes, Uniform sizes and cost.
  - Number of years played or skill level of the player.
  - Position of the player.
  - Team Volunteer options for the parent (Coach, assistant, Team Parent, Fields, Concessions).
  - Organizational Volunteering: Board positions, Tournament help, etc.
  - Donations, Sponsorships and Fund raisers can all be managed on-line.

#### **2. Registration Management**

- If needed, SportsManager can automatically close a registration group when the desired quantity is

met. Or you can choose to just receive a reminder notice that the max quantity is being approached.

-Cancellations and Refunds: Move cancellations and refund request to a separate registration group to you can track how is and isn't playing. Use the SportsManager Credit/Debit module to enter and track payments owed for refunds. You can also track any over payments by entering a credit owed.

-REMINDER NOTICES- prior to the close of registration. The emailing module will automatically create a list of people who have not registered but are eligible for the current season. You can easily enter and email them a quick note reminding them to register.

-TRACKING OFF-LINE REGISTRATIONS: SportsManager allows you to enter the off-line registrations (Payment by cash or check, in person or in the mail) along with on-line registrations. Off-line registrations are entered just like on-line registrations except the administrator can enter a check number and the dollar amount paid. By keeping all registrations in one database you can easily and accurately make the team assignments, create draft reports, track money owed and player registered.

-REGISTRATION CONFIRMATION EMAILS are sent once a registration is completed. Parents and players will get immediate feed back that they have paid and have registered.

-CHECKING THE REGISTRATION STATUS OF A PLAYER ON-LINE: An on-line registration history check (based on the parents email address) is also available during on-line registration. It allows the parent to check to see if they have already registered for the current season.

-REGISTRATION REPORTING: (some of these reports include spread sheet exports)

- Player/Team Registration list (By Player or by Team for Team registrations)
- Adult registration list (by family)
- By Day-Week-Month (Use this to check daily registrations)
- By Age group (summary by age group or league)
- Price break Down (Accounting break down of fees and discounts by seasons and group)
- Incomplete Registrations (Shows when people attempt to register but do not finish)
- By Family Size (Shows the number of 1,2,3,4 or 5 player families)

### **3. After registration is complete and before the season starts**

Once you have completed registration or are coming close to the start of the season then consider the following options:

CHECK FOR ERRORS-Review the error checking reports to make sure your players are register to the correct age groups. Some of the Error Checking reports are:

- "Player registered for a different age group than assigned team"

- "Players registered but no assigned to teams"

- "Players too old for their assigned Team"

- "Player on teams but not registered"

DETERMINE AVAILABLE VOLUNTEERS-With the registration questions and answers, you can set up a Volunteer question to see who wants to volunteer for different positions. Once registration is complete the report called "Answers to registration question" will export a spread of available volunteers. This will allow you to determine who is available for coaching, assistants, fields, concessions or any other volunteer position.

FUND RAISING: This can also be managed with the custom registration questions and answers. You can ask if a small donation would like to be made during on line registration and the amount will be paid for on-line and set you to with the registration funds. You can also ask if someone

wants to participate in a Candy sale or choose a “buyout” option that can be paid for on-line. We have found that most parents today would prefer the buyout option especially if it can be done on-line. Are you looking for Team Sponsors or Advertisers ? That can also be asked during registration with a question like “Would you like to sponsor a team ? With one of the answers being “Yes-please contact me about team sponsorship or advertising”. Because Sponsorship usually means more money than a small donation and because it is usually paid for with a separate company check, it is recommended that you ask the question on-line as opposed to actually collecting the money on-line.

**TEAM ASSIGNMENT-**Use the "Draft Report" to assign players to teams. They can also be assigned to teams in player edit page and in the roster management area.

**HANDLING CAR POOL REQUEST:** Comments can be entered during registrations to capture any car pool request or other special request. Those comments can be displayed on the draft report to help you form teams while keeping the car pool requirements in mind.

**CREATING GAME SCHEDULES-**Schedules can be created manually, automatically or semi-automatically. Team pairings are automatically determined based on the number of teams and the length of the season (number of games). Options exist to specify the number of games or to say how many times teams play each other. Blackouts for Holidays or for unavailable Teams or Fields can be entered. The auto-scheduling will work around the blackouts to player the games on the schedule while also honoring coach constraints that coach more than one team.

**REFEREE SCHEDULING:** Once a schedule has been created, SportsManager has a complete referee assignment module. With it you can first set up all your refs and assignors if you use them. Then a designated assignor or a system administrator can assign the refs. A list of Games sorted by date and field is displayed along with a list of available refs. The user then checks off the games and the corresponding ref(s) that will be used. Once the schedule has been created SportsManager will automatically send an email to each ref with their upcoming assignment, the directions to the fields and a complete set of coach contact information.

**EMAIL THE SCHEDULES:** Once schedules are completed you can use the "Email the schedule" option on the Schedules page to email each player/family their personal schedules.

#### **EMAIL ALL PARENT THEIR CHILD’S TEAM ASSIGNMENT AND COACH INFO**

The “Emailing assignment” module will automatically send an email to every parent telling them the team their child was assigned. It will include the contact information on their coach and a list of the other players on the team. Optionally you can display the other player’s street, phone number or email address to help with car pool arrangements.

**EMAL ALL COACHES THEIR TEAM INFORMATION PACKAGE-**The team info report will provide each coach with a complete list of information on their team including the list of team volunteers, the players, the parents/adults and the waiver text and acceptance names. This package will include medical conditions and any other player question parameters selected in the Registration area (near the bottom).

#### **4-During the Season:**

**DISPLAYING SCHEDULES ON YOUR WEBSITE:** SportsManager provide website links that you can put on your website to instantly and accurately display the schedule. The schedule can be filtered by team, start and end date, field or age group.

**DISPLAYING STANDINGS ON YOUR WEBSITE:** If you use scoring in your organization, SportsManager will automatically calculate and display the standings. This report can be linked to your website. The report will show the standing by division and will show the head-to-head results by team. It will also show the number of games scheduled by team and the number player, cancelled and left remaining in the season. It will display Winning Percentage and Points based on a users definable amount for Wins, Losses and Ties. Standings can be displayed in order of Winning percentage or Points and the ties can be determined by the total scored against or scored for.

**AUTOMATIC SCORE COLLECTION:** All scoring is automatic. SportsManager will send an email to each coach the day after a game has been played. The coach will receive the email, open it, and click on a link to score the game. When they click the link an internet browser window will open with a place for them to enter the score of each team and a game summary. If each coach inserts a game summary then a combined game summary will be displayed on the schedule. An option to mark the game as cancelled and to indicate the presence of Referees also comes up. If a game is not scored by either coach within three days, the designated system administrator will receive a link to score the game. Automatic score collection can be turned off if scores are not kept for the entire organization or by age group.

**FOR RAINOUTS OR QUICK SCHEDULE CHANGES,** The schedule edit feature will allow you to move a game to a new date/time or field. It will alert you to any conflicts that you can ignore or accept. The Schedule module also has the ability to email everyone affected just the games that have changed within the last few days. You can include a note that says "Please review these recent schedule changes" and the email will only go to those people affect by the change (players, parents and coaches).

#### **General SportsManager concepts:**

1. It helps to understand how SportsManager is designed to work so you can get the most out of the software with the least effort. SportsManager is designed to make it easy for you to handle your seasons on a year-to-year basis by having what is called a "year less" season. With this approach the Seasons/Activities, Leagues/Groups and Teams hierarchy are created once and re-used every year. SportsManager stores the actual year of registration with the history. That way you can pull up any past year and compare years. The start/end dates and prices can be updated to reflect year-to-year changes. This ability to "re-use" seasons is a key part of the SportsManager design that saves you time every year.

2. The overall structure of the SportsManager database is as follows:

A. Organization Level (Board Positions, List of Adults, List of Potential Players)

B. Seasons or Activities (these repeat every year)

C. League/Groups (typically these are age group and contain the registration prices)

D. Divisions (League can be subdivided by Divisions to represent skill levels for teams)

E. Teams

## F. Players and Coaches that are assigned to teams

**3.** Access to SportsManager is controlled by one of three main passwords. These passwords are the Admin, Manager and User level. Please see the document at the bottom of this page on how the Access levels work and what features they control. It is a good idea to change your passwords every year or every season. Only users with Administrative access can change the passwords and this is done in the Organization Info area of SportsManager.

### Help Question:

What are the different Access Levels?

### Help Answer:

## SportsManager Access Levels

- Admin
- Organization Official
- User

\*\*\* *Admin – Has Full Access* \*\*\*

| Feature                                                                                 | Org. Official | User                                                                                   |
|-----------------------------------------------------------------------------------------|---------------|----------------------------------------------------------------------------------------|
| SportsManager General Features                                                          |               |                                                                                        |
| • View Info(seasons,leagues,adults,players etc.)                                        | YES           | YES                                                                                    |
| • Add Info(seasons,leagues,adults,players etc.)                                         | YES           | NO                                                                                     |
| • Edit Info(seasons,leagues,adults,players etc.)                                        | YES           | NO                                                                                     |
| • Delete Info(seasons,leagues,adults,players etc.)                                      | NO            | NO                                                                                     |
| • Download Spreadsheet Info                                                             | YES           | NO                                                                                     |
| • Use Emailing(except Email Schedule)                                                   | YES           | YES                                                                                    |
| • Email Schedule To Coaches/Parents                                                     | YES           | NO                                                                                     |
| • Change default season/year (only for administrative purposes –does not affect public) | YES           | NO                                                                                     |
| • Send emails to coaches to score games                                                 | YES           | NO                                                                                     |
| • Roster Management                                                                     | YES           | NO, unless is assigned a team management position and has a Roster Management password |
| Schedule                                                                                |               |                                                                                        |
| • Adding/Deleting/Editing Games                                                         | YES           | NO                                                                                     |
| • Scoring Games                                                                         | YES           | YES, but can only for unscored games, cannot edit previously scored games              |

|                                               |     |     |
|-----------------------------------------------|-----|-----|
| • View/Print Schedule                         | YES | YES |
| AutoScheduling                                |     |     |
| • Create Auto Schedule                        | YES | NO  |
| • View Blackouts                              | YES | YES |
| • Create/Edit Blackouts                       | YES | NO  |
| • Delete Blackouts                            | NO  | NO  |
| • View AutoSch Reports                        | YES | YES |
| Registration                                  |     |     |
| • Customize Registration Setup                | NO  | NO  |
| • Registration Wizard                         | YES | NO  |
| • Registration Reports(except Money Transfer) | YES | YES |
| • Money Transfer Report                       | NO  | NO  |

**Public Access** – When the site is first opened and you are not logged in you have public access. This allows you to register online and view basic info on schedules, standings, teams, playing areas, events, the organization, and allows sending an email to the organization. Separate links are provided for you to put on your website so the public doesn't have to come to your SportsManager site to view info.

**Roster Management Access** – If you are assigned a team management position and the Roster Management feature is turned on(set by the Admin) you can be emailed your own password and you will have access to your teams info. Roster Management can be set by the Admin to run in one of two modes: Full Access and Partial Access. Partial Access allows the viewing of your roster and the ability to email your team. Full Access allows this as well as the ability to customize your roster.

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