

I. LEAGUEONE INSTRUCTIONS FOR UNASSIGNED PLAYERS (updated 1/30/12)

You must first pull a list of unassigned players to know who they are.

To do this, we recommend using the ADMIN / REPORTS/ STANDARD REPORTS/REGISTRATION REPORT.

- Once you pull the Registration report, sort it by the column labeled "TEAM NAME". (It is a column toward the end.)
- Players who are unassigned will not have a team name in that column. These are the players who will either have to be added to a team OR have their registrations cancelled.

II. To Add Unassigned Players to a ROSTER:

- Pull the Unassigned player list as explained in section I of this document.
- Go to the TEAMS, then MAINTAIN TEAMS tab. Pick the criteria for the team and hit "find". Once the list of teams appears, select the team you wish to assign the player to.
- Add an available (unassigned) player to the team roster.
- Repeat for each age group and unassigned player.

III. To CANCEL the REGISTRATION for Unassigned Players:

- Pull the Unassigned player list as explained in section I of this document.
- Go to the Players tab
- Click Maintain Player Information
- From your registration report from step 1 above, search for the player and select his or her name to open the Person Maintenance page.
- Click on the date of the registration under Registration History to open the Maintain Registration pop-up screen

Registration History		
Fall 2011 - 2012	Billable	Club: Twinsburg AC Soccer
Reg Type: Primary		Division: Competitive
Reg Dt: 7/22/2011(Manual)		Team: Tigers (25212B)

- Cancel the registration. There are two ways to do this:
 - For **Manual Registrations**, click the Delete button to cancel the registration – then click Ok

MAINTAIN REGISTRATION			
Program:	Division: Competitive	Age Group: U11B	
Reg Method: Manual	Missing Pmt? No	Over Age Reason:	
Prior Team Wizard: -- None --	Missing No Docs?	Play Age: 10	
School:	Current Team:	Weight:	
UNIFORM Shirt: --- Select ---	Grade:	Team/Coach /Friend Request:	
	Shorts: --- Select ---	Socks: --- Select ---	

FEES AND COLLECTIONS								
Date	Fees			Collections			Balance	Notes
	Reg	Late	Total	Check	Charge	Total		
07/22/2011 more info	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Manual Registration
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Update **Delete** Add Financial Help Close

- b. For **Online Registrations**, click the Refund button to cancel the registration – then click Ok
NOTE: Clicking Refund will not actually reimburse the player the funds from the registration.

MAINTAIN REGISTRATION

Program: Twinsburg AC Soccer - Track 1 (Event) Division: Event Age Group: EVNT

Reg Method: Online Missing Pmt? No Over Age Reason:

Missing Docs? No Play Age: 8

Prior Team Wizard: -- None -- Current Team: Weight:

School: Bissell Elementary Fall Grade: 2 Team/Coach/Friend Request:

UNIFORM Shirt: Shorts: Socks:

FEES AND COLLECTIONS [Need Help With Fees and Collections?](#)

Date	Fees			Collections			Balance	Notes
	Reg	Late	Total	Check	Charge	Total		
07/28/2011 more info	\$525.00	\$0.00	\$525.00	\$0.00	\$525.00	\$525.00	\$0.00	On Line Registration
Total	\$525.00	\$0.00	\$525.00	\$0.00	\$525.00	\$525.00	\$0.00	

IV. Alternate Method of ASSIGNING UNASSIGNED PLAYERS:

To find a list of Unassigned Players & Assign them to a team. (This method does not work for cancelling registrations.)

- 1) Go to the Teams tab
- 2) Click on Team Builder
- 3) Go to the Action menu and select Summary
- 4) Click Go
- 5) Click the Manual Assign button next to the first Age Group with a number in the UnAssigned column

TEAM ASSIGNMENT SUMMARY

Age Group: U04B Division: CC-Competitive Season: Fall Action: Summary

Division	Age Group	Season	Assigned	UnAssigned	Total	Navigation		
Competitive	U08G	Fall	1	0	1	Team Create	Mass Assign	Manual Assign
Competitive	U09B	Fall	20	0	20	Team Create	Mass Assign	Manual Assign
Competitive	U09G	Fall	24	0	24	Team Create	Mass Assign	Manual Assign
Competitive	U10B	Fall	22	0	22	Team Create	Mass Assign	Manual Assign
Competitive	U10G	Fall	22	0	22	Team Create	Mass Assign	Manual Assign
Competitive	U11B	Fall	25	1	26	Team Create	Mass Assign	Manual Assign

- 6) Click the number next to the player's name to access the Maintain Registration page

MANUAL ASSIGNMENT

Age Group: U11B Division: Competitive

UNASSIGNED PLAYERS

#	Last Name	First Name	School	Pr Tm Req?	Team/Co	Reg Dt	Assign To
1	DAVIS	DEMETRIUS		N	N	7/22	<input type="button" value="Filter"/>

- 7) Follow the steps to add them to a TEAM/ROSTER.
- 8) Repeat these steps for each player count in the "UnAssigned" column