



Default Fields Captured During Online Registration

This document is intended for new administrative users of the SportsSignup Online Registration System. It describes each field that is captured when a new account is setup, and fields that are required during this process. Certain fields, as indicated in the document, can be added or “turned off” by SportsSignup support staff based on your needs. In addition to what is captured by default, club/league administrators have full control of adding “Custom Questions” to the system as necessary, and the answers to each question (along with all the default information) can be accessed through the reporting system.

The following fields are captured by default during account setup:

* indicates a required field.

FIELD	FORMAT	NOTES
Email*	Expects valid email address	2 x entry for verification
Password*	6 alphanumeric characters	2 x entry for verification
Account Street Address*	Open text	
Account Zip*	Expects 5 digit Zip Code	
Account City/State*		Auto-filled based on Zip Code
Account Phone*	Expects NNN-NNN-NNNN format	
Emerg. Contact First Name*	Open text	On by default, can be disabled by SportsSignup
Emerg. Contact Last Name*	Open text	On by default, can be disabled by SportsSignup
Emerg. Contact Home Phone*	Expects NNN-NNN-NNNN format	On by default, can be disabled by SportsSignup
Emerg. Contact Cell Phone	Expects NNN-NNN-NNNN format	On by default, can be disabled by SportsSignup

For Adults listed in the account (default is 2 adults per account):

First Name*	Open text	
Last Name*	Open text	
Nickname	Open text	
Relationship to Child*	Drop-down selection, choices are: Guardian, Father, Mother, Other, N/A	
Optional Email #1	Expects valid email address	
Optional Email #2	Expects valid email address	
Cell Phone	Expects NNN-NNN-NNNN format	
Work Phone	Expects NNN-NNN-NNNN format	

Note that each adult in the account can have a different email, phone number, and address if applicable. Custom fields can be added by SportsSignup, an example might be “Place of Employment”

For each *Child* listed in the account:

FIELD	FORMAT	NOTES
First Name*	Open text	
Last Name*	Open text	
Middle Name	Open text	
Nickname	Open text	
Gender*	Drop-down selection: M or F	
Birthdate*	Expects MM/DD/YYYY format	Used to determine league age (for age-based Division eligibility, "play-ups" are possible and can be set by administrator)
Grade*	Drop-down selection of grades	Used to determine league age (for grade-based Division eligibility, "play-ups" are possible and can be set by administrator)
Medical Issues	Open text	On by default, can be disabled by SportsSignup

Custom fields can be added by SportsSignup, an example might be "School."

For Adults registering to coach:

Desired Role*	Drop-down selection, choices are: Coach, Assistant Coach, Manager, Trainer	
Desired Division*	Drop-down selection based on active Divisions	
Comment Box	Open text	"want to coach my son's team" for example

Note that in addition to the above, any number of custom questions can be added during setup.

For Children registering to play:

Division*	Drop-down selection, defaults to division selection based on eligibility	
Team Selection*	Drop-down selection showing available teams within Division	This is not shown by default, but is a required field if teams are pre-configured by administrator at the Program level
Comment	Drop-down selection based on active Divisions	

Note that in addition to the above, any number of custom questions can be added during setup.

The following can also be captured as an option (setup by SportsSignup):

1. Allergy info
2. Medication Info
3. Dr. Name
4. Dr. Phone
5. Medical Insurance ID
6. Med Insurance Provider

The above can be required or not required based on your preference.

For more info call: 1-866-975-8600
Or visit: www.SportsSignup.com

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