

New Sports Website and Registration Process

Introduction: The St. Roch Athletic Association (SRRA) has initiated a new website for its sports program including on-line registration to replace the current paper-based method. This on-line registration is being implemented immediately to coincide with the up-coming soccer and volleyball registrations for the fall 2008 season. Some of the many advantages of the web-based method include a more:

- Convenient registration process for the parents
- Efficient method for sports coordinators to compose teams
- Accurate tracking system for completed registrations, payments, and uniform distribution
- Comprehensive and yet efficient means of dissemination of important sports-related information by the SRRA, sports coordinators and coaches
- Convenient method for parents to keep track of practice and game schedules

The website is a commercially-available package called EZrosters. It is used by many schools in the CYC sports program as well other youth sports related organizations. The program has been extensively evaluated and unanimously approved for use by the SRRA. In addition, it has been evaluated and approved by Mrs. Openlander. *Please be assured it has all of the necessary security procedures in place to ensure complete confidentiality of all information. These procedures are discussed below in the Instructions for Registration.*

Instructions for Registration

The registration process will be composed of 2 steps.

- Step 1: Sign-up of the player(s) via the web-based program
- Step 2: Payment for sport participation and uniform pick-up

Step 1 – Sign-up of player(s):

- This should be performed by a parent. *In the case of a child having more than residence please read instructions at the end of the page and then follow the process as described below..*
- Please go to the website: <http://www.ezrosters.com/stl-stroch/>
- On the left hand site of the window click on “**Parents**”
- On your first visit enter your e-mail address and then click on “**Create Account**”. You will be sent to the **Create Account** window [all pages are identified in yellow in upper left hand corner] which will provide the necessary instructions.

Your next step will be to click on “**Please click here to start the Registration Process**” in at the bottom of the page.

- Fill in all fields that are required (*) and then click “**Next**”.
- You will now be in the **Create Parent** window. In the middle of the top of the page you will see *Family: The last name and address* submitted on the previous page. Please fill in all the fields—although not required the more contact information that is included the easier it is for coaches to communicate with you. Please type in the password you would wish to use for all future logins to the website. All future logins will require you enter your e-mail address and this password. **The password needs to contain at least 8 characters, a mix of letters (upper and lower case) and numbers—e.g., Ksmith123.** Then click “**Next**”. You will then be prompted as to whether you want to add a 2nd parent. Please select **no** if only one parent is to be entered or select **yes** and complete the next window. **Please note the 2nd parent will need a unique e-mail and password if they wish to sign using different logon information.** Once complete click “**Next**”.
- You will be placed in the **Children** window. Please fill in all fields except School District. Grade should be for 2008-2009 school year. Select **no** for PSR. When finished click “**Save**”.
- You will now be placed in the **Registration** window. You should see listed should Soccer and Volleyball, 2008-2009, your child’s grade, gender, designation that registration is open, that he/she is not registered, and an action item to register. Click “**Register**” for the sport you want to register your child for. You will be prompted with “Are you sure you want to Register?” Click “**OK**”. You should get a prompt that indicates the process was completed. In addition, you should receive an e-mail confirming that the registration of your child was successful.
- You will now be placed on the **Family Information** window. You will see the last name, street address, home phone number, and an action box. The action box contains links that will allow you to edit the family information that was entered (**Edit**), individual parent information (**Parent**) and information on the children registered (**Children**). Please note similar editing tasks can be performed from several windows. *To register another child click please go to the **Children** window “**New**” which can be found in the middle of the page right above the **Grade for 2008-2009** box. This will take you to a new page that allows you to repeat the process for your other children.*
- Congratulations! Youth are done and can logout.
- **Children with more than 1 residence:** Unfortunately, the website in its current configuration will not link a child to a second address. Thus at the current time

Comment [d1]: Is it next or save?

we are asking that only information regarding the child's primary residence be entered at this time.

Step 2- Payment for sport participation and uniform pick-up:

Payment for sport participation and uniform pick-up will occur during the first week of school. At this time you will also be asked to sign the necessary insurance and liability waivers necessary to permit your child to participate in the St. Roch sports program. You will be notified in August of this date(s).

Please note registration for soccer and volleyball will close at midnight on Friday, June 20th for all grades except kindergarten soccer. Anyone not signed up by this time will not be allowed to participate in these sports in the fall. This deadline is necessary to organize the teams to meet the league deadlines over the summer and ensure an optimal sports experience for the children who register on time.

We believe the new registration program will greatly steam-line the sports registration process and improve experience for all those participating in St. Rochs sports. If you have any questions about the process, difficulty registering your children or do not have access to the internet, please contact. Rob Gropler: (H) – 727-2906 or e-mail:Groplerr@mir.wustl.edu