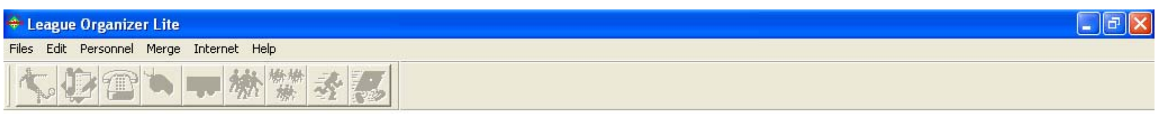
League Organizer Tips

<u>Starting a new season:</u>
Begin with the “Advancing League Organizer” information sheet.

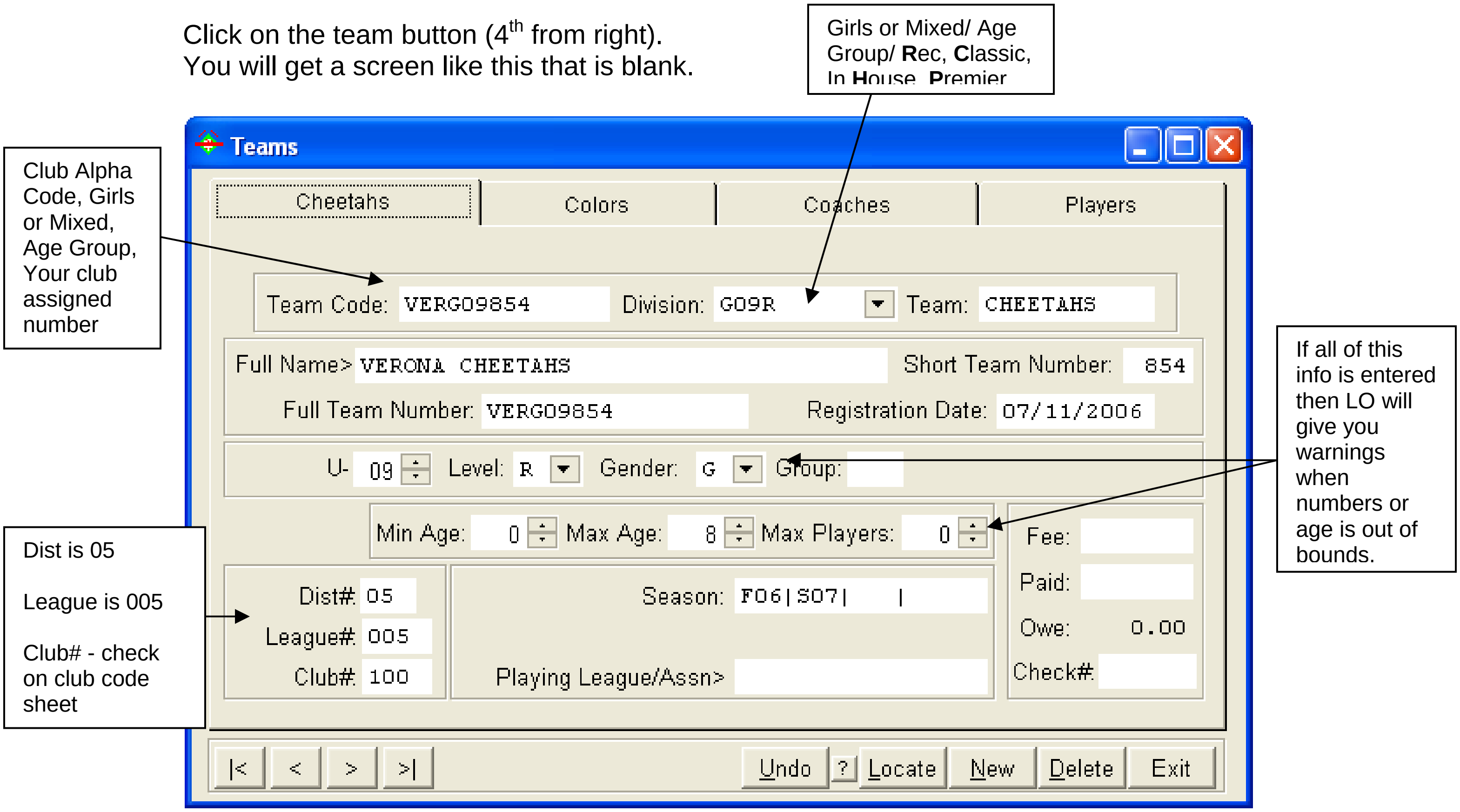
Once this is done check that your preferences are correct (this option is under Files). If you are a new registrar you will need to update contact information. This year I could not get the ages correct for my players when I looked at the rosters. I found (with help) that the Season was incorrect and still showing F05/S06. Once I changed this, all birth ages were corrected.



Adding new teams, players, coaches, assistant coaches and managers

Start with the team

Click on the team button (4th from right).
You will get a screen like this that is blank.

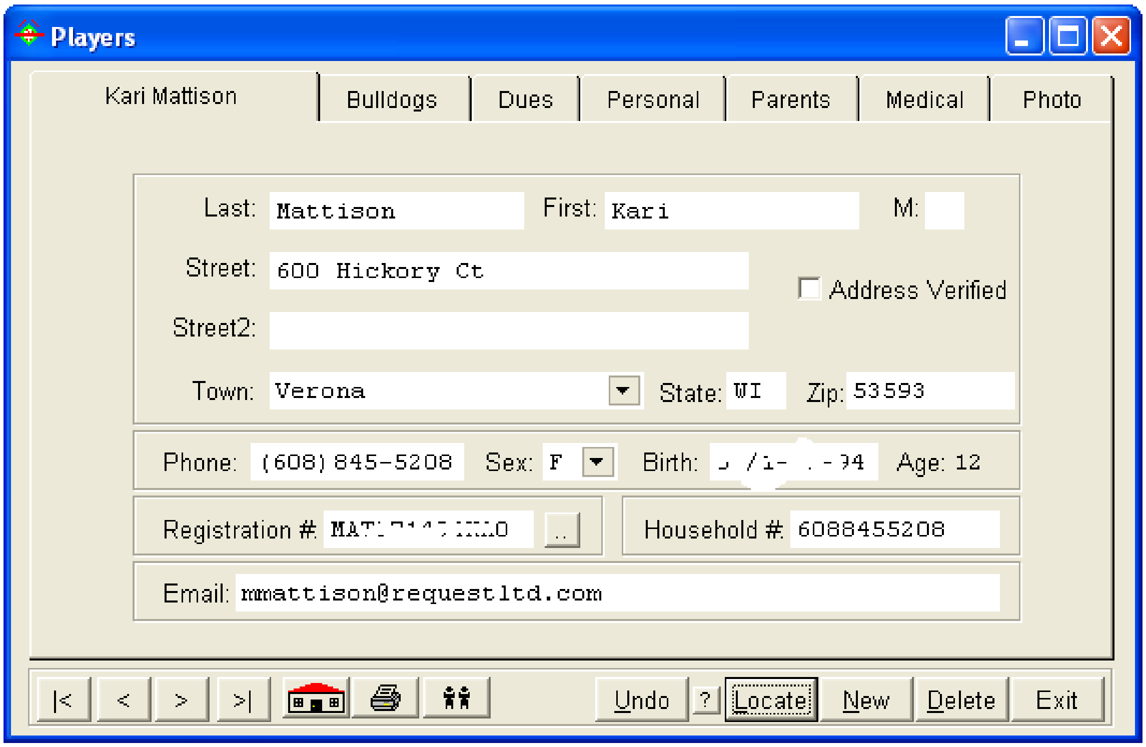


Do not fill out players and coaches on this sheet. This information can be checked from this page after it is entered under the correct category.

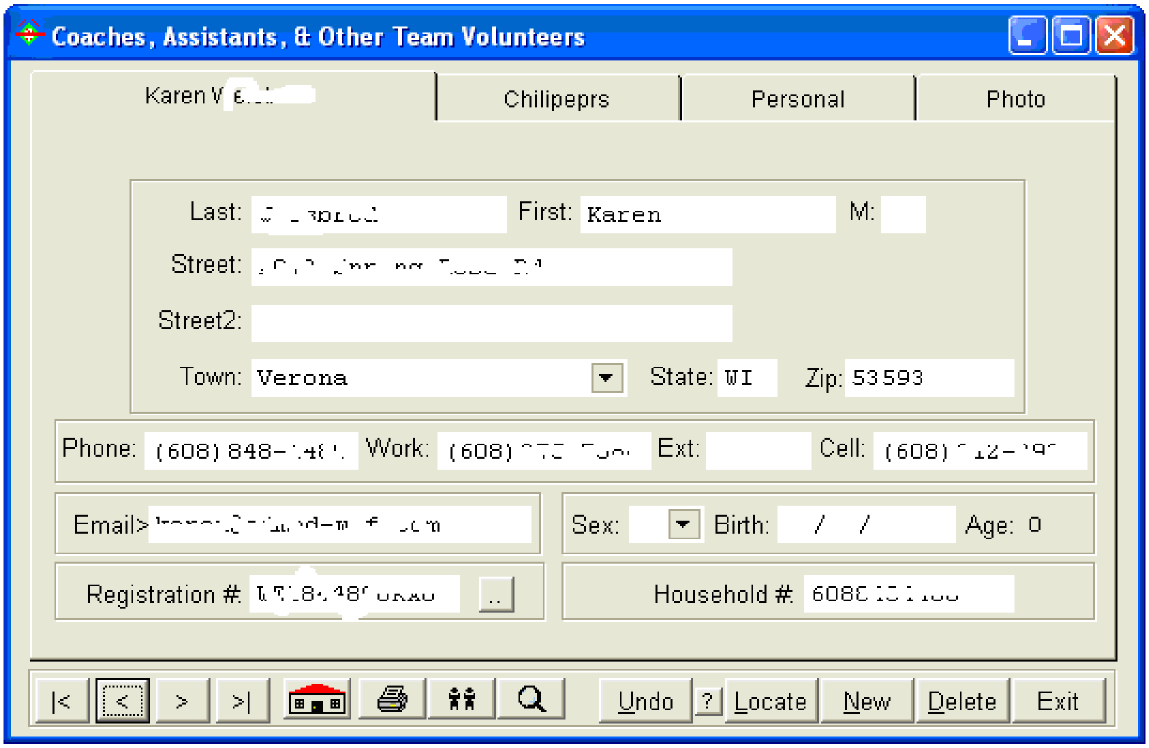
Changing a team name once players and coaches are associated with it – it takes more than one might think. Before you start, print a copy of the team roster. Then go the teams section and change the name there. After this you must go to each player, coach and manager and change the team affiliated with each one. This is why you need that team list. As soon as the team name is changed, the team roster will show that no one is associated with it. If you have the printout you can go through the list and change to the new team name.

Adding a player

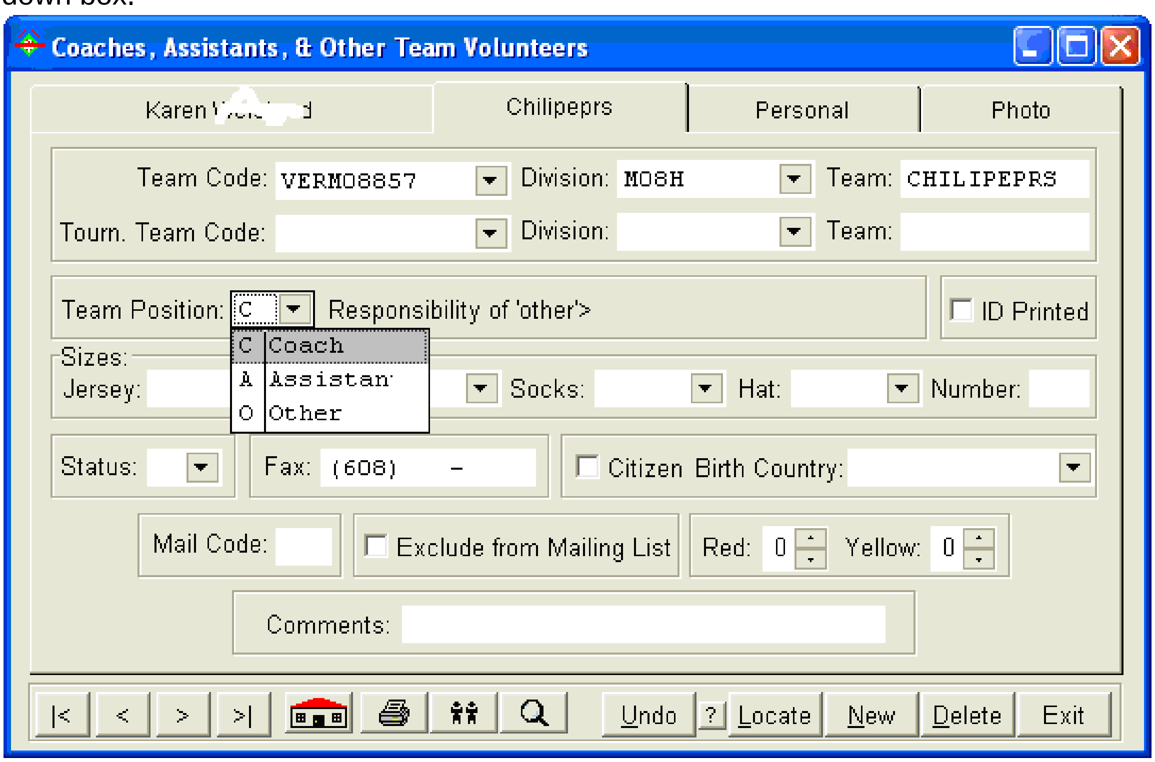
Now that you have a team to associate players with, start entering players. Click on the player button (1st from left). You can add as much information as you want, but information that is needed is under the Player, Team and Parents tabs. Some clubs use the Dues section and Medical also.
Once the player information is added, it does transfer some of it automatically to the parent section. When a team is chosen for the player, that team information will automatically show up for the player.



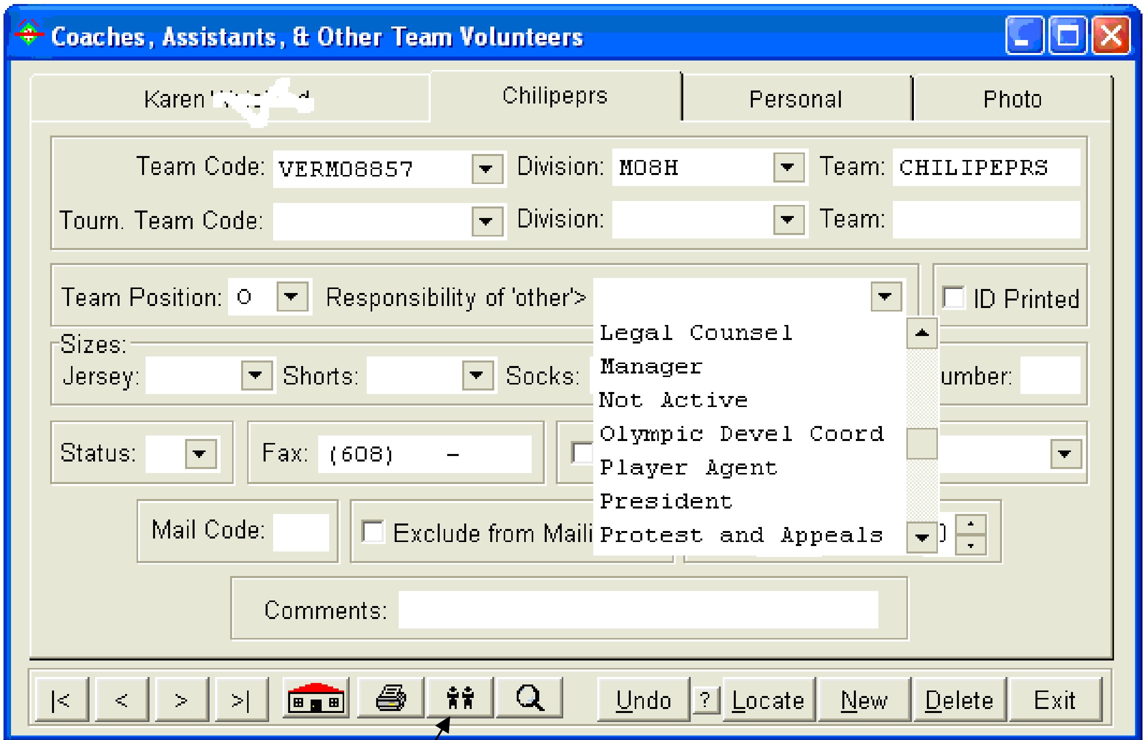
Adding a coach/manager/asst coach
Click on coach button (second from left).
Fill in coach contact info. If the registration number is not generated automatically click the box to the right of it and the program will assign a number (this also works for players).



then click on team tab and from drop down menu choose team. Once this is done the team, the top info will automatically fill in. Then choose the team position from the drop down box.



If the person you are entering is a manager, then choose “other.” You will then get a box that appears to the right where you can choose the responsibility. Choose “manager.”

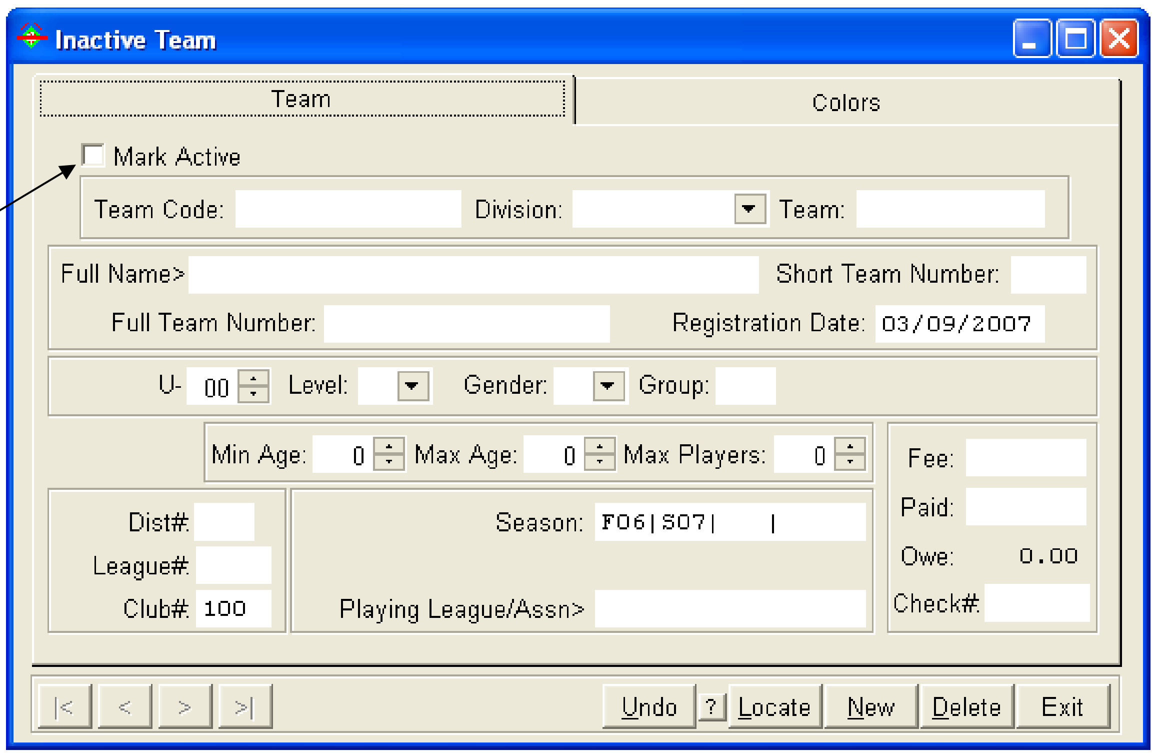


If you have one person coaching two teams you will need to ‘duplicate’ that person. Do this by clicking on this button. It will make another copy of this person, but the team won’t be chosen so all you have to do is add in the team information.

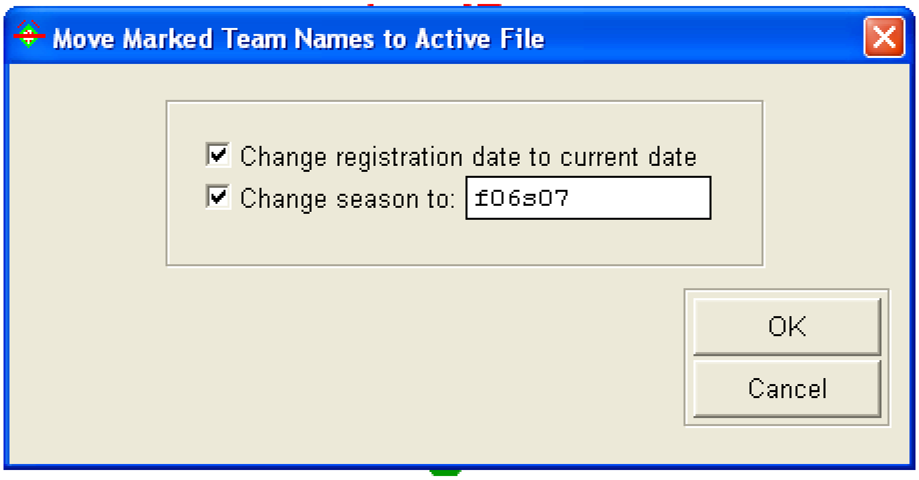
Moving teams, players, coaches and managers from the Inactive Files to Active Files
When you started that new season and moved personnel and teams to the inactive file, you just made it so you won't have to enter all of that information again into LO. However, players are now on different teams, the same team is in a different age group, some players have dropped out, etc. Following are instructions on moving this information to the new season.

First get the teams reactivated and updated.
Go to Personnel/New Season/Inactive Files/Team Names – Mark Active.
A screen like this shows up, but yours will actually have teams in it. You will need to update the team to be in the correct division. The team code will need to reflect this new division. The last three numbers can remain the same. The full team number also needs to be updated to reflect the new division. Max age will change and if going to a larger roster size then max players will change also. Once you have these changes made, CLICK MARK ACTIVE! You can go through all the teams you want to mark active and once you have them all done be sure to go back and make certain that Mark Active box is checked. Then click Exit.

Don't forget to check this box!



Now click on Inactive File/Transfer Marked Team Names to Active File. You will get this screen:

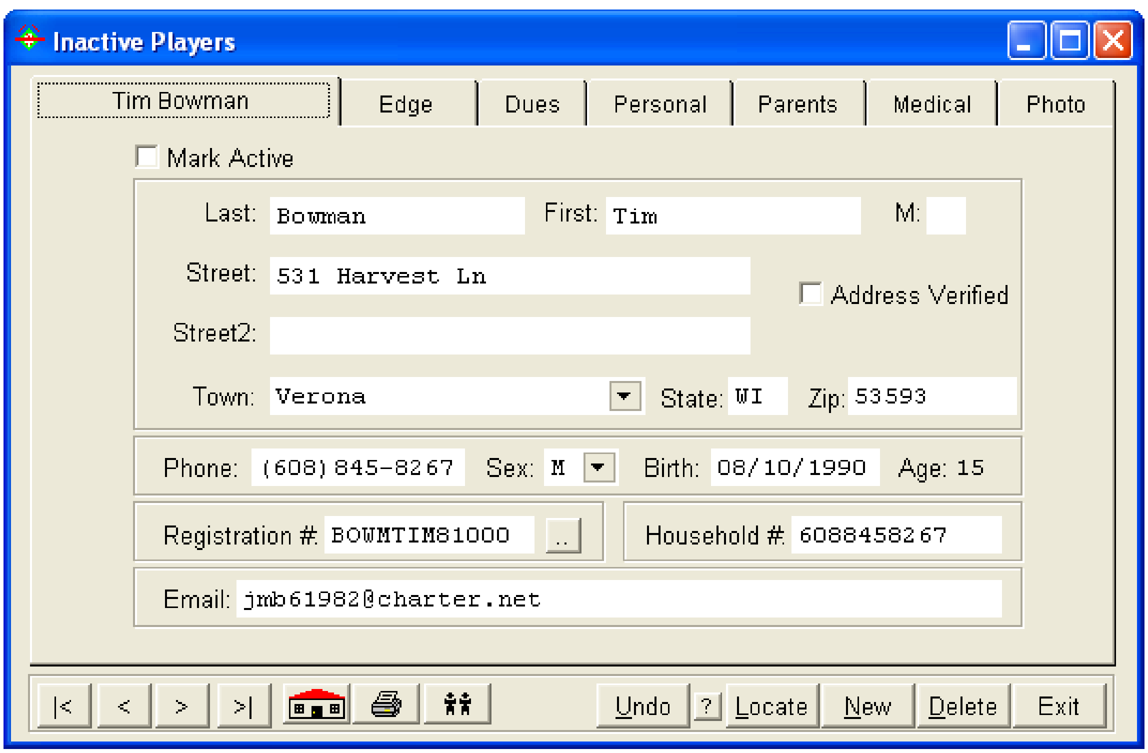


Make sure the season is listed correctly and that both boxes are checked and click OK.

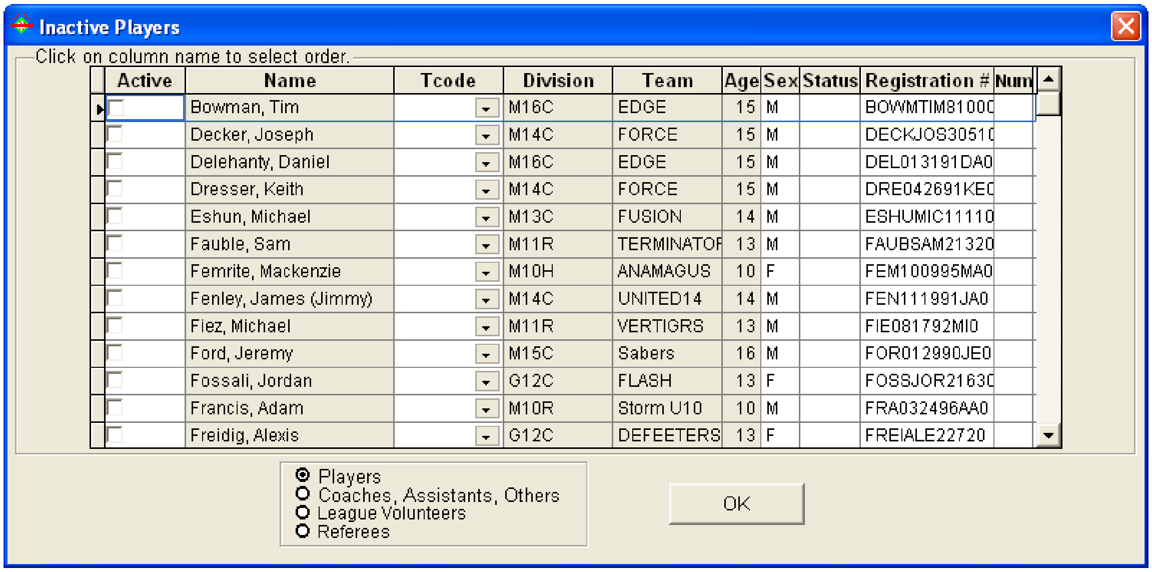
You will get the ubiquitous "Do you have a recent backup of your data?" message. If you do then click yes. Otherwise click no and make a backup.

Now these teams will show up as teams in your active file.

<u>The next to move over to active are players, coaches and managers as active:</u>
This can be done in two ways. The first way is to go to Inactive Files/Players Mark Active. Doing it this way allows you to update addresses, phones and all other information. Be sure to mark that "Mark Active" box again.

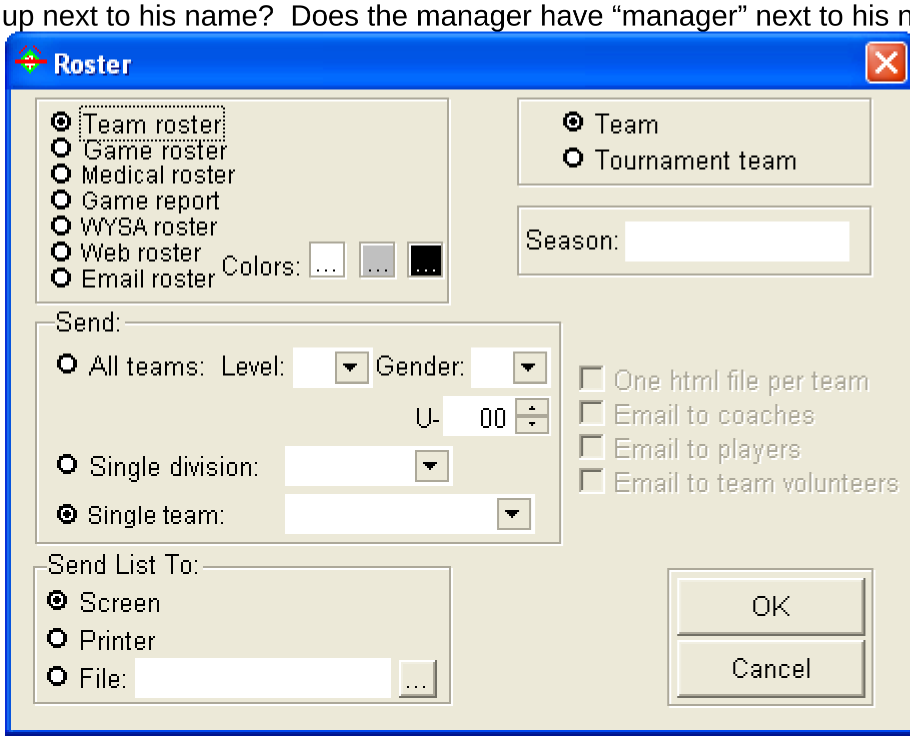


The other way to move personnel to the active file is to go to Inactive Files/Mark Personnel Active List. This brings up the following screen where you can click many people at once. With this list, you can change the team, but won't be able to see all of the personal information such as address and phone to update. This can always be done later if preferred.



Once everyone is marked active, then transfer these players, coaches and managers to the active file. Do this by going to Inactive File/Transfer Marked Personnel to Active File. You'll get the same messages that you did when teams were transferred. Proceed as you did for teams.

Once all teams, players and coaches are entered, check your work! Print out all the rosters and look at ages, phone numbers, and addresses. Does the coach have "coach" showing up next to his name? Does the manager have "manager" next to his name?



To get a roster go to Personnel/List, Labels and Forms. This brings up a new tool bar at top. Choose "Team Lists" and then "Rosters." If you click on the drop down box next to Single Team you can choose the team to print

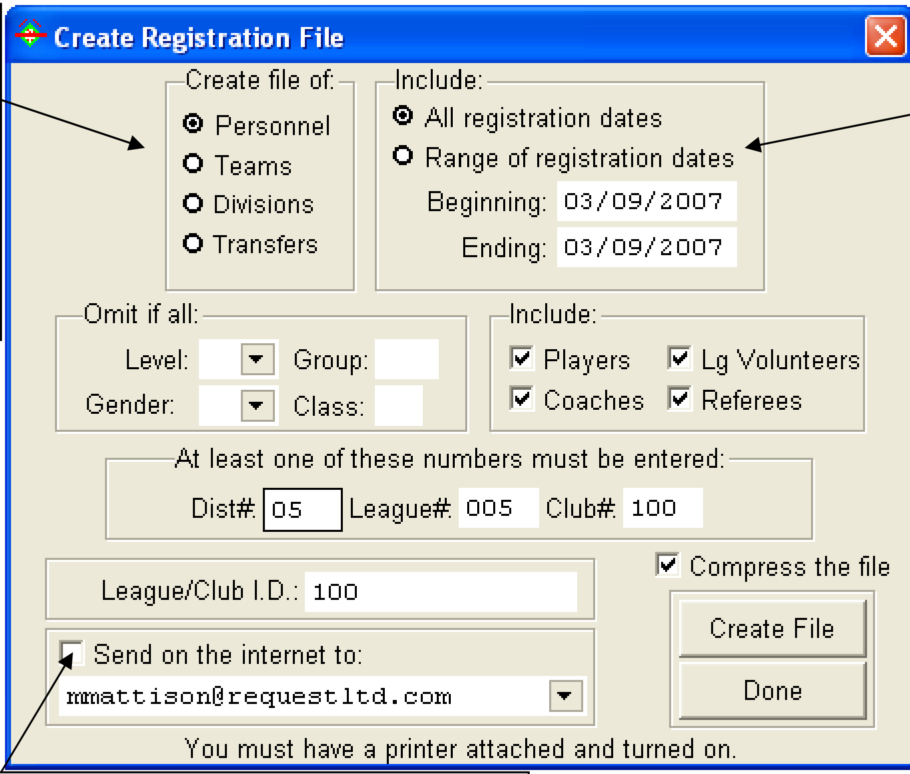
What to send to MAYSA
Now that you have everything entered you need to get it to MAYSA.

MAYSA (Martine Delaney) needs:
1. Team roster(s)
2. MAYSA player registration form
3. Birth certificates for classic and premier team players
4. MAYSA form tallying all teams adding and fees
5. Check to cover MAYSA fees
6. Electronic file with teams and personnel
7. Player and/or Team registration report that is printed once files are exported.

To export these electronic files go to Files/Create Registration File.

If you have added a new team or are starting a new year, be sure to go through this twice and get personnel one time and then teams the next time.

Be sure to check your date range. If you are just sending adds to MAYSA, you don't want to send all files.



If you check this box, LO will bring up an email for you with instructions on how to attach the file needed. You can also put the files on a disk to hand to MAYSA.

When you click "Create File," you will see a black box show up for a few seconds as your files are copied. Then click "Done." You will see a print box so that you can print this report. This report is turned in with your files to MAYSA.

This program has a lot of quirks. If you need help contact your favorite registrar at another club or the League Organizer hotline at 215-635-4111. It is also a good idea to print out the Users' Guide (109 pages!)

To export data from League Organizer Lite 8 to Excel worksheet:

The export function that LO Lite 8 has does not seem to work. Thanks to Sue Nolan, former Magic Soccer Club registrar, you can export all files with the following:

Save your backed up League Organizer Data as LOA (vs lha) by doing create registration, unchecking compress files. Remember to recheck that and change your destination drive back to where you normally back up.

Bring file into Notepad and save as text file (ansi).
Then open Excel and import into Excel, specifying comma delimited file.

Then you have to add column headings yourself, but at least you have the data! It's a lot of date and you can delete a lot of columns to make the data easier to navigate.