



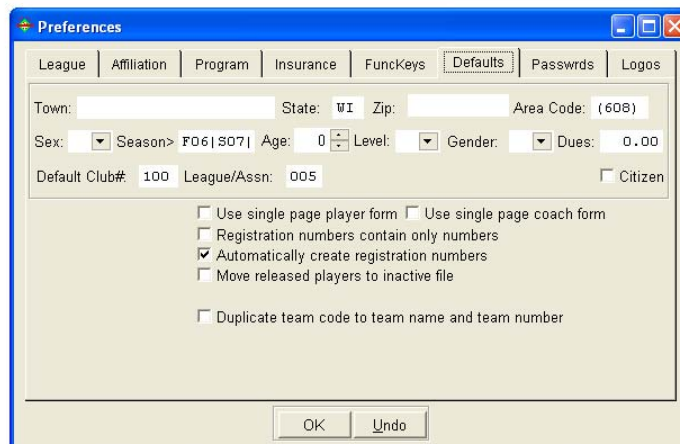
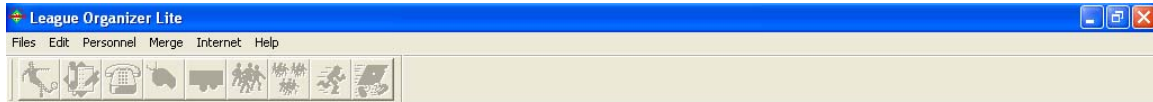
LOGICAL SOLUTIONS.

League Organizer Tips

Starting a new season:

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.

Girls or Mixed/ Age Group/ Rec, Classic, In House Premier

Club Alpha Code, Girls or Mixed, Age Group, Your club assigned number

Dist is 05
League is 005
Club# - check on club code sheet

If all of this info is entered then LO will give you warnings when numbers or age is out of bounds.

The screenshot shows a software window titled "Teams" with a blue title bar and standard window controls. The window contains a form with several sections:

- At the top, there are four tabs: "Cheetahs", "Colors", "Coaches", and "Players". The "Cheetahs" tab is selected.
- Below the tabs, there are input fields for "Team Code: VERG09854", "Division: G09R", and "Team: CHEETAHS".
- The next section contains "Full Name> VERONA CHEETAHS" and "Short Team Number: 854".
- Below that are "Full Team Number: VERG09854" and "Registration Date: 07/11/2006".
- A row of dropdown menus includes "U- 09", "Level: R", "Gender: G", and "Group:".
- Below the dropdowns are "Min Age: 0", "Max Age: 8", and "Max Players: 0".
- At the bottom left, there are fields for "Dist#: 05", "League#: 005", and "Club#: 100".
- At the bottom right, there are fields for "Season: F06|S07|", "Playing League/Assn>", "Fee:", "Paid:", "Owe: 0.00", and "Check#:".
- At the very bottom, there are navigation buttons: "<|< >|>" and "Undo ? Locate New Delete Exit".

Callout boxes provide additional information:

- A box on the left points to the "Team Code" field, stating: "Club Alpha Code, Girls or Mixed, Age Group, Your club assigned number".
- A box on the left points to the "Dist#" field, stating: "Dist is 05", "League is 005", and "Club# - check on club code sheet".
- A box on the right points to the "Group:" dropdown, stating: "If all of this info is entered then LO will give you warnings when numbers or age is out of bounds."
- A box at the top points to the "Division" dropdown, listing options: "Girls or Mixed/ Age Group/ Rec, Classic, In House Premier".

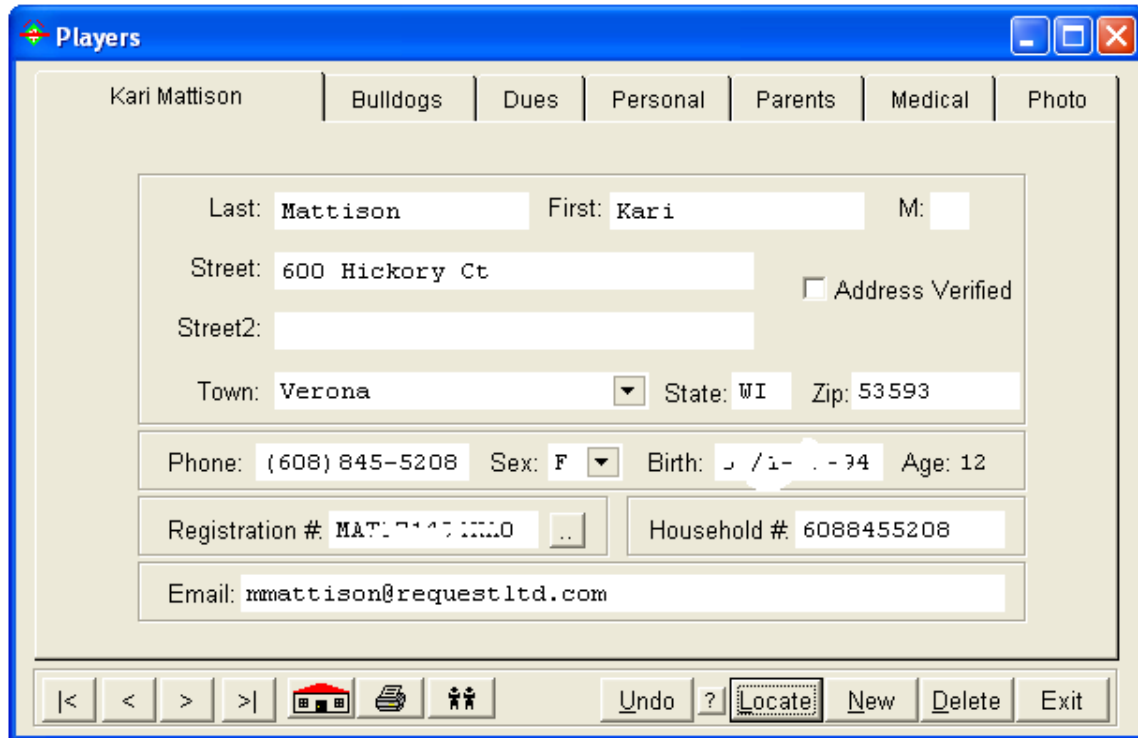
Do not fill out players and coaches on this sheet. This information can be checked from this page after it is entered under the correct category.

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.



The screenshot shows a software window titled "Players" with a blue title bar. The window contains a form for entering player information. At the top, there are tabs: "Kari Mattison", "Bulldogs", "Dues", "Personal", "Parents", "Medical", and "Photo". The "Personal" tab is active. The form fields are as follows:

Last: Mattison	First: Kari	M: <input type="checkbox"/>
Street: 600 Hickory Ct	<input type="checkbox"/> Address Verified	
Street2: <input type="text"/>		
Town: Verona	State: WI	Zip: 53593
Phone: (608) 845-5208	Sex: F	Birth: 5/1-1-94 Age: 12
Registration # MAT1711711110	Household # 6088455208	
Email: mmattison@requestltd.com		

At the bottom of the window, there is a toolbar with buttons: "<", "<", ">", ">", Home, Print, People, Undo, Locate, New, Delete, and Exit.

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).

The screenshot shows a software window titled "Coaches, Assistants, & Other Team Volunteers". At the top, there are tabs for "Karen V...", "Chilipeprs", "Personal", and "Photo". The "Personal" tab is active. The form contains the following fields:

- Last: [redacted] First: Karen M: [redacted]
- Street: [redacted]
- Street2: [redacted]
- Town: Verona State: WI Zip: 53593
- Phone: (608) 848-1400 Work: (608) 870-7000 Ext: [redacted] Cell: (608) 812-1900
- Email: [redacted] Sex: [redacted] Birth: / / Age: 0
- Registration #: [redacted] Household #: 608010100

At the bottom, there is a toolbar with icons for navigation, home, print, help, search, and buttons for Undo, Locate, New, Delete, and Exit.

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.

The screenshot shows the same software window, but now the "Chilipeprs" tab is selected. The form is populated with team-related information:

- Team Code: VERM08857 Division: MO8H Team: CHILIPEPRS
- Tourn. Team Code: [redacted] Division: [redacted] Team: [redacted]
- Team Position: C Responsibility of 'other': [redacted] ID Printed
- Sizes: [redacted] Jersey: [redacted] Socks: [redacted] Hat: [redacted] Number: [redacted]
- Status: [redacted] Fax: (608) - [redacted] Citizen Birth Country: [redacted]
- Mail Code: [redacted] Exclude from Mailing List Red: 0 Yellow: 0
- Comments: [redacted]

The "Team Position" dropdown menu is open, showing options: C Coach, A Assistant, and O Other. The "C Coach" option is highlighted. The toolbar at the bottom is identical to the previous screenshot.

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.

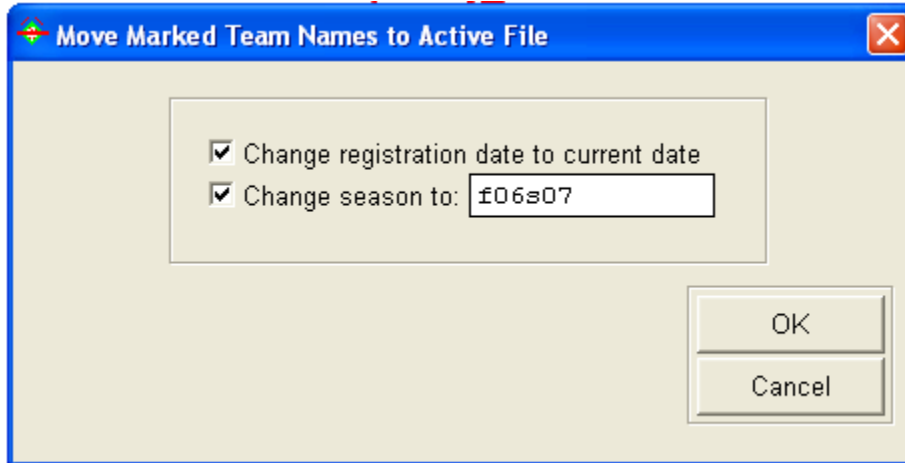
First get the teams reactivated and updated.

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:

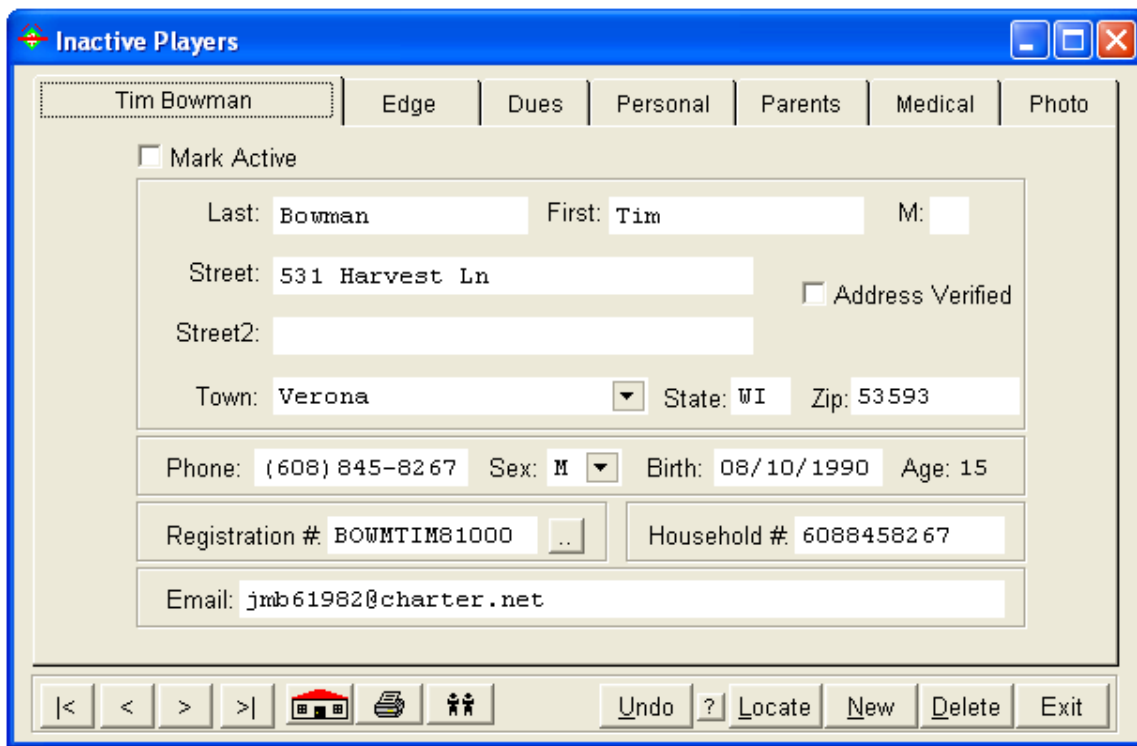


Make sure the season is listed correctly and that both boxes are checked and click OK.

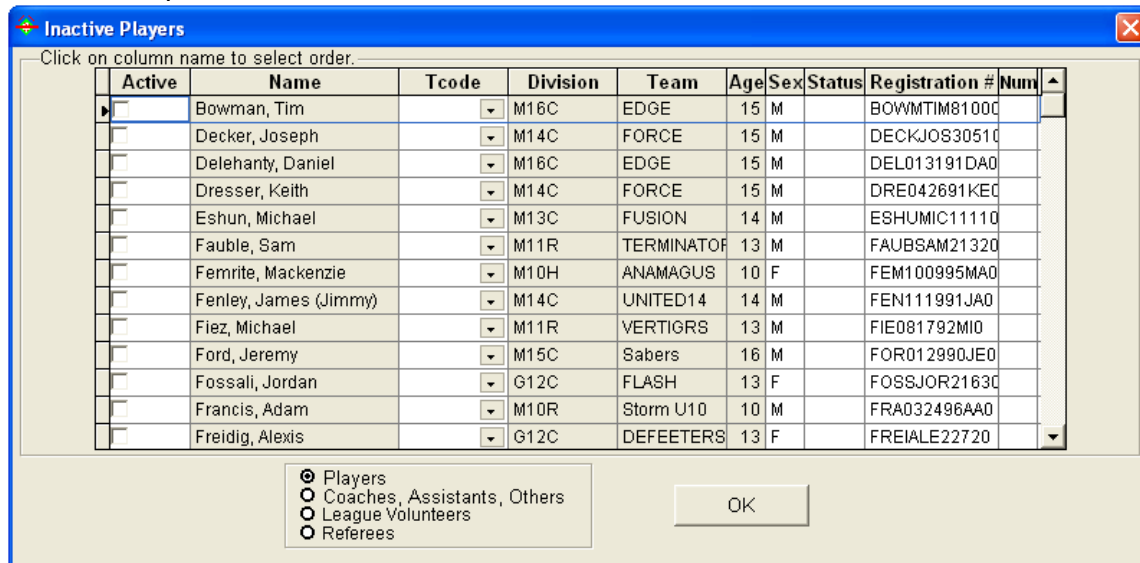
You will get the ubiquitous "Do you have a recent backup of your data?" message. If you do then click yes. Otherwise click no and make a backup.

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

The next to move over to active are players, coaches and managers as active:
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.

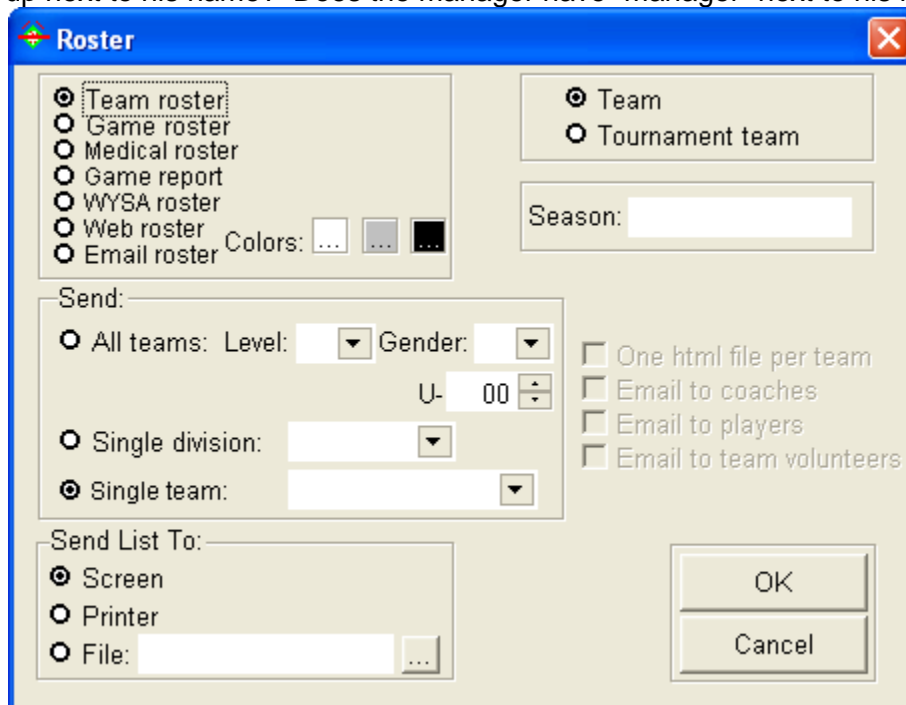


The other way to move personnel to the active file is to go to Inactive Files/Mark Personnel Active List. This brings up the following screen where you can click many people at once. With this list, you can change the team, but won't be able to see all of the personal information such as address and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

The screenshot shows the 'Create Registration File' dialog box with the following settings:

- Create file of:** Personnel, Teams, Divisions, Transfers
- Include:** All registration dates, Range of registration dates
- Beginning:** 03/09/2007, **Ending:** 03/09/2007
- Omit if all:** Level: [dropdown], Group: [text], Gender: [dropdown], Class: [text]
- Include:** Players, Lg Volunteers, Coaches, Referees
- At least one of these numbers must be entered:** Dist#: 05, League#: 005, Club#: 100
- League/Club I.D.:** 100
- Compress the file
- Send on the internet to: mattison@requestltd.com
- Create File** and **Done** buttons

Callout boxes provide additional instructions:

- Left box:** 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.
- Right box:** Be sure to check your date range. If you are just sending adds to MAYSA, you don't want to send all files.
- Bottom box:** 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.

At the bottom of the dialog, it states: "You must have a printer attached and turned on."

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 data and you can delete a lot of columns to make the data easier to navigate.