

For the Fall 2019/Spring 2020 seasons you will need to create a new registration event within your US Soccer Connect Club system.

This can easily be done by using a simple copying procedure.

Step 1:

Log into your US Soccer Connect Club (or League) system.

<http://www.dysalive.org/home.php>

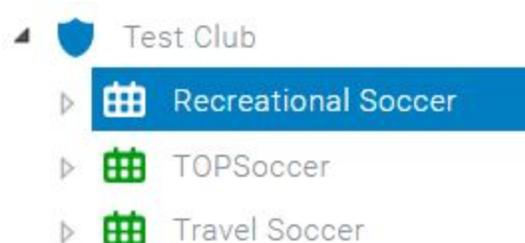
All registration events start with a folder tree. If you have used your Connect system for a previous season to create a registration event (or used the default DYSA master events), you might not need to create a new folder tree; you might just be able to copy the folder tree and roll the age settings forward a year. If you don't have a folder tree to copy from a previous season, you might need to create a folder tree from scratch. Learn how to do this with the help article listed below:

[Family/Player Event - Building Your Folder Tree](#)

Step 2:

Follow the steps below to learn how to copy a folder tree:

- **Select the folder you wish to copy** or move so it is highlighted blue in your folder tree (example: Recreational Soccer).



- **Drag your selected folder on top of the primary folder (marked with the SHIELD - normally the name or your organization) in your tree.** Your copied or moved folder will be placed below that folder. When you have moved the folder to an appropriate place in your folder tree you will see a **green check mark**.
- Choose to **'Copy registration event.'**
- Rename the event to 2019-2020 <NAME OF EVENT>
- Choose **'Copy registration event and roll forward.'** The 'roll forward' option will copy the folder structure and folder names, however the current age settings will be increased by one year automatically.

Copy/Move/Roll Forward



▶ Copy

▶ Move

▶ Roll Forward

▼ Copy Registration Event

From:
Recreational Soccer 2019-2020 Recreational S

To:
Test Club

Select an action

- Copy registration event
- Copy registration event and roll forward ●
- Copy registration event with teams
- Copy registration event with teams, players and coaches
- Cancel

Step 3:

Now highlight the newly copied event and select the 'Registrants' tab (highlighted blue) and click on the 'Edit' button.

U.S. SOCCER CONNECT

File Edit Admin Communications Tools Members Registration Reports Help

Add Folder Add Team Find Assign Participant Assign Coach Website Builder Help Resources Parent Organization: Maryland Soccer

EVENTS LEAGUES LOCATIONS STATE FEES

2019-2020 RECREATIONAL SOCCER SETTINGS **REGISTRANTS** COACH/VOLUNTEER

Test Club

- 2019-2020 Recreational Soccer
- Recreational Soccer
- TOPSoccer
- Travel Soccer
- X-Archived

Manage Registration Event

EVENT SETTINGS

- Event Name & Settings**
Recreational Soccer Players
- Game Day Rosters & Rules**
Disabled
- Waivers/Notices**
No waivers
- Confirmation Email/Success Page**
Email Added
Page Added

REGISTRATION CATEGORIES

Edit registration dates, change fees and modify late fees / early discounts.

- Edit Individual Categories
- Bulk Edit Categories

REGISTRATION STATUS

Total: 0 Team Count: 0

Confirmed: 0
Pending: 0
Waitlist: 0
Unassigned: 0

REGISTRATION MANAGEMENT TOOLS

- Add Player
- Confirm Players
- Find Player
- Manage Billing
- Copy Player
- Print Forms

Legend Tree Settings

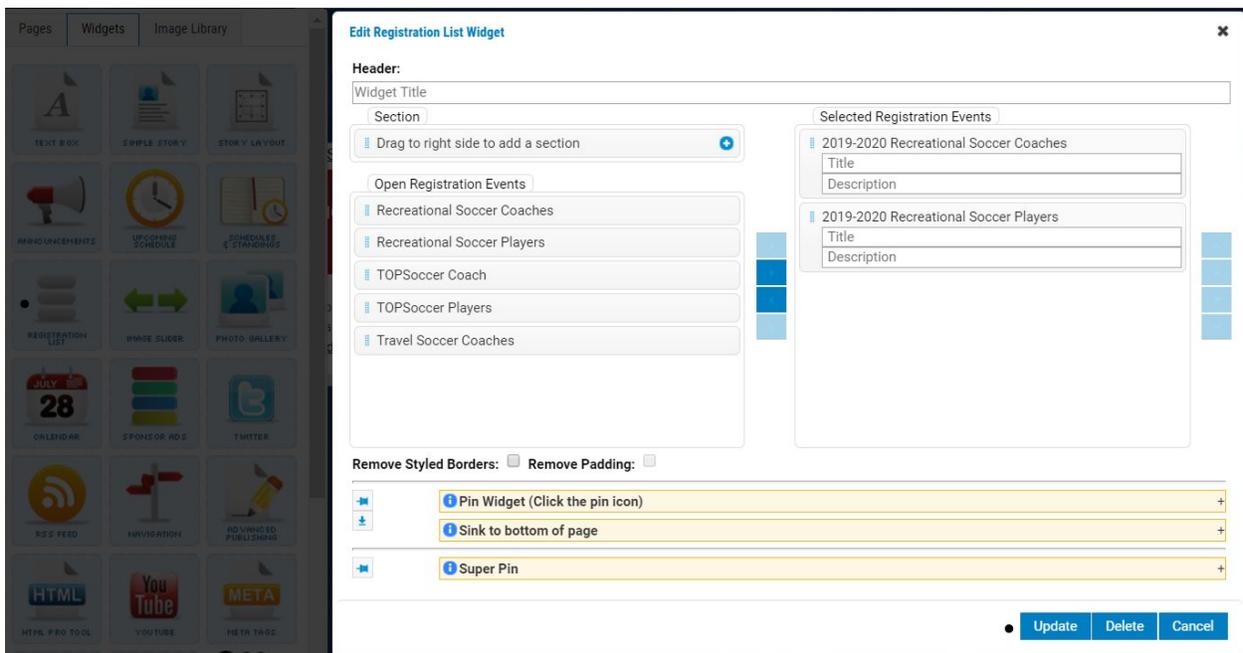
- Change the season field to 2019-2020 and click the 'Update' button.

Season * 2019-2020 ▼

- Once the page is refreshed, scroll down and update all of the Open and Close dates which are defaulted to last year's dates.
- Repeat these steps in the 'Coach' tab. Change season to 2019-2020 and then edit Open and Close dates.

Step 4:

To launch the new registration forms (publish them online, regardless of online payment) you will need to click on 'Website Builder' and use the 'Registration List' widget to publish your links to the Connect website (do not forget to 'Update' the list and then 'Publish' the page).



Step 5:

Repeat this process for any other events (types: Travel, Recreational, or TOPSoccer) within your organization.