

Printing AYF Passes for non-rostered Association Personnel

Most Passes (a.k.a Badges) can be printed by administrators after submission of Team Rosters. There are rare issues or ambiguities that require resolution by your Conference before you can print passes, so our support team might request conference contact details. If you cannot print passes after submitting your rosters, contact Sports Illustrated Play support at 1-866-975-8600, ext. 1.

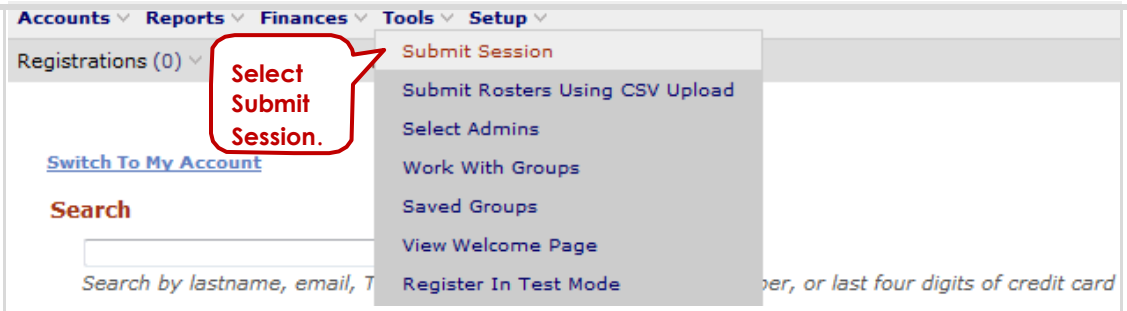
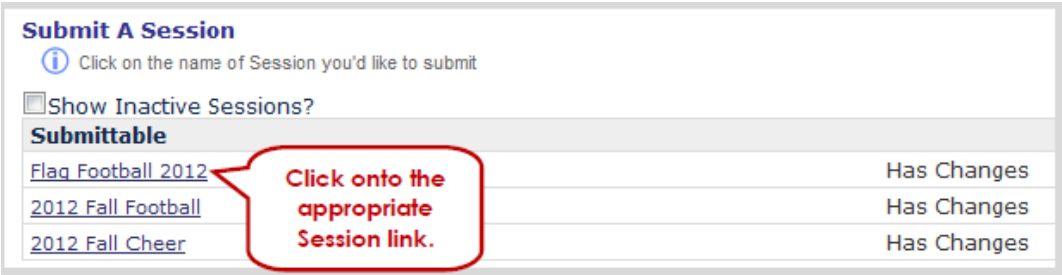
Create new Program, Session, Division and Teams - For consistency, the Names of the Programs, Sessions, and Divisions are suggested in this document, but these can be changed to suit your Conference requirements.

Step	Action
1	<p>Create a new Program. From the homepage, hover over Setup and select Programs & Sessions and click “New Program” button. Make the following changes:</p> <ul style="list-style-type: none"> • Name the Program (i.e. Association Personnel) • Select “Adults Volunteering” from Registrant Type dropdown list • Checking the boxes for “Players” and “Helpers” in Team Selection will allow registrants (or administrators) to select their Team during the registration process. No further Team assignment is necessary. • Registration Type should be “None” • Save
2	<p>Create a new Session by clicking “New Session” button. Make the following changes:</p> <ul style="list-style-type: none"> • Name the Session using the year and a name (i.e. 2012 Association Personnel) • Session Fee should be \$0.00 • Add Registration and Play dates • Save
3	<p>Create one new Division by clicking “New Division”. Make the following changes:</p> <ul style="list-style-type: none"> • Name the Division (i.e. Association Personnel). • (If there is a minimum age for personnel, click the Maximum Age radial button to add minimum and maximum ages.) • “Assigned role to registrations in this Division” must be Player for the passes to print. • Save
4	<p>Create new Teams. From the homepage, hover over Setup and select Teams (Managing Teams Guide)</p> <ul style="list-style-type: none"> • Click New Team – You should add a Team for each different role (i.e. President, Vice President, Secretary, City Commissioner, etc.) • Personnel will register (or will be registered by an administrator) • Assign personnel to the correct Teams (unless they selected their Team during the registration process)

Add Background Check data - Most of the data for the pass will be pulled from the registration, but the BGC fields require administrator input to print on the pass.

Step	Action
1	Create and edit Registration Detail reports to add the necessary data.
2	<p>Background Check data: Two new fields have been added for Background Check – Background Check Status and Background Check Value. You can use either or both of the fields (or neither if you do not require BGC info to print on the pass). The Status field has generic dropdown selections for “Approved, Pending, Ineligible, Not Verified”. If your Association requires more than the generic status, the Value field allows you to write in custom text (i.e. LiveScan #xxxx). The inputted values will print on the pass.</p> <p>Note: Only data from these two new Background Check fields will populate the BGC field on the pass. If you have added your own custom question(s) for Background Checks to your PlayAYF system, that data will not populate the pass.</p>

Submit Rosters – Teams must be set up to submit.

Step	Action
1	<p>From the Administrator homepage hover over Tools>select Submit Session.</p> 
2	<p>Click on the Session Name you would like to submit.</p> 
3	Check/Uncheck the Teams you would like to submit (teams without errors and who have changes, will already be checked). Then click Submit .

	<p>Review Session Details</p> <p>Teams that you would like to submit. Teams with changes have already been checked.</p> <p>Teams that don't have a check box it has an error and cannot be submitted.</p> <p>Session: 2012 Fall Football Teams: 2 People: 8 Submit</p> <table border="1"> <tr> <td><input checked="" type="checkbox"/></td> <td>4th Grade</td> <td>Players: 7</td> <td>Helpers: 1</td> <td>Errors: 0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>5th Grade</td> <td>Players: 0</td> <td>Helpers: 0</td> <td>Errors: 0</td> </tr> </table> <p>Note: Teams will automatically be checked if any changes have been made. Teams will be highlighted Green if they pass the rules that your conference might have established (i.e. age of players, number of coaches, etc). Teams highlighted in red have errors that will need to be fixed before it can be submitted. Click on the row to view any errors If applicable.</p>	<input checked="" type="checkbox"/>	4th Grade	Players: 7	Helpers: 1	Errors: 0	<input type="checkbox"/>	5th Grade	Players: 0	Helpers: 0	Errors: 0
<input checked="" type="checkbox"/>	4th Grade	Players: 7	Helpers: 1	Errors: 0							
<input type="checkbox"/>	5th Grade	Players: 0	Helpers: 0	Errors: 0							
4	<p>Click OK to complete the submission.</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Session Submitted</p> <p>The session has been submitted to your Conference and will be processed at some point in the future. If you make changes to your rosters, or make additional teams 'Live', you need to re-submit the session.</p> <p>OK</p> </div>										
5	Repeat the steps for each Session that you need to print passes.										
6	Resubmit Team Rosters if there are changes (adds/drops, name changes, corrections, etc.). Contact Sports Illustrated Play support if you are restricted from re-submitting.										

Print Passes

Step	Action
1	Go to Home > Setup > Teams
2	Select Session and Division from dropdown
3	Click on Team Name
4	<p>Click Print Passes (to print passes together) or Print Pass (to print individual pass).</p> <p>The first option is to “Print Passes” for the entire team, and the second option is to “Print Pass” for individuals. In either case, your selection will result in players/non-rostered registrants/coaches being placed in the “Task” queue.</p> <p>Note: You will see a “Print Pass” option on the coach’s row if your Association allows Coaches to print passes. When you click “Print Passes”, you will see a popup letting you know the number of player passes added to the task.</p>
5	Click Home to go to your homepage where an option called “Print Passes” will now appear (if there are passes to print). Click on this option to complete the task.


6	<p>The Print Passes page will show all selections from the previous steps. To complete the task, click on the Print All button on the lower left.</p> <p>Tip: Scroll down to see the button if you have a large amount to print.</p> <p>Note: The Clear Printed button will exclude passes that printed previously – the date passes were printed is shown in the last column.</p>
7	<p>Upon selecting, “Print All”, a PDF is created/displayed ready to print. Adjust your Print Settings so the cards align properly – in Page Handling section, the “Page Scaling” should be set to NONE, “Auto-Rotate” should be unchecked or if you see “Size Options” under Page Size & Handling, change the setting from “Fit” to “Actual Size”.</p>

Sample AYF pass (not actual size)


Four passes will print on a single 8 ½ x 11 page (plain paper or cardstock ((Avery, #5392))).

American Youth Football & Cheer

Your Association Name here
Your Conference Name here



Name: Palmer, Bill



2012 - 2013

Name
Palmer, Bill

Phone
518-555-5555

Address
11 Blethen Street
Glens Falls, NY 12801

Role
Other

BGC
Approved
LiveScan #2345

President

Team Name serves as Role
for non-rostered Adult Staff

President

2012 - 2013

Getting Help

Context sensitive help is available for each page of the system. This can be accessed via the **Help for this Page** link on the main menu. This link will bring you to the Sports Illustrated Play Support Community. Here, you can search over 600 articles from our support team and discussions posted by fellow users.

You can also contact the Sports Illustrated Play Customer Support Team:

Phone

1-866-975-8600 ext. 1

Email

Support@siplay.com

Hours

Monday thru Friday: 9AM – 9PM EST
Saturday and Sunday: 9AM – 5PM EST