

Default Data Fields


Default Data Fields

This document is intended for new administrative users of the SportsSignup Online Registration System. It describes each field that is captured when members of your organization create a new account, add an adult or add a child. Certain fields, as indicated in the document, are required by default. *These fields cannot be modified.* Others can be added by SportsSignup support staff based on your needs. In addition to what is captured by default, administrators have full control of adding "Custom Questions" to the system. Answers to each question (along with all the default information) can be accessed through the reporting system.

The following fields are captured by default during account setup:

* indicates a required field that cannot be modified.

FIELD	FORMAT	NOTES
Email*	Expects valid email address	2 x entry for verification
Password*	6 alphanumeric characters	2 x entry for verification
Account Street Address*	Open text	
Account Zip*	Expects 5 digit Zip Code	
Account City/State*		Auto-filled based on Zip Code
Account Phone*	Expects NNN-NNN-NNNN format	
Emerg. Contact First Name	Open text	On by default, can be disabled by SportsSignup. Emergency contact questions here must be set as all or none. Can be set to required or not.
Emerg. Contact Last Name	Open text	On by default, can be disabled by SportsSignup. Emergency contact questions here must be set as all on none. Can be set to required or not.
Emerg. Contact Home Phone	Expects NNN-NNN-NNNN format	On by default, can be disabled by SportsSignup. Emergency contact questions here must be set as all on none. Can be set to required or not.
Emerg. Contact Cell Phone	Expects NNN-NNN-NNNN format	On by default, can be disabled by SportsSignup. Emergency contact questions here must be set as all on none. Can be set to required or not.

 **Note:** Additional account level "Custom Questions" can be added, such as School District or County or Residence?

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For Adults listed in the account (default is 2 adults per account):

FIELD	FORMAT	NOTES
First Name*	Open text	
Last Name*	Open text	
Nickname	Open text	
Relationship to Child	Drop-down selection, choices are: Guardian, Father, Mother, Other, N/A	Off by default, if turned on it will be required.
Optional Email #1	Expects valid email address	
Optional Email #2	Expects valid email address	
Cell Phone	Expects NNN-NNN-NNNN format	
Work Phone	Expects NNN-NNN-NNNN x123 format	Extensions can be included after the phone number.

- **Note:** Each adult in the account can have a different email, phone number, and address if applicable. Additional "Custom Questions" can be added as a Person Question and assigned to an Adult, an example might be "Place of Employment".

Child(ren) listed in the account:


FIELD	FORMAT	NOTES
First Name*	Open text	
Last Name*	Open text	
Middle Name	Open text	
Nickname	Open text	
Gender*	Drop-down selection: M or F	
Birthdate*	Expects MM/DD/YYYY format	Used to determine league age (for age-based Division eligibility, "play-ups" are possible and can be set by administrator)
Grade*	Drop-down selection of grades	Used to determine league age (for grade-based Division eligibility, "play-ups" are possible and can be set by administrator)
Medical Issues	Open text	On by default, can be disabled by SportsSignup. Can also be set to required.
First Name*	Open text	
Last Name*	Open text	

- **Note:** Custom fields can be added as a Person Question and assigned to a Child, an example might be "School Attending".

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Adults registering to coach:

FIELD	FORMAT	NOTES
Desired Role*	Drop-down selection, choices are: Coach, Assistant Coach, Manager, Team Parent	
Desired Division*	Drop-down selection based on active Divisions	
Comment Box	Open text	"want to coach my son's team" for example

 **Note:** Note that in addition to the above, any number of custom questions can be added during setup.

Children registering to play:

FIELD	FORMAT	NOTES
Division*	Drop-down selection, defaults to division selection based on eligibility	
Team Selection*	Drop-down selection showing available teams within Division	This is not shown by default, but can be required if teams are pre-configured by administrator in the Program Settings
Comment	Drop-down selection based on active Divisions	

The following can also be captured as an option (setup by SportsSignup):

1. Allergy info
2. Medication Info
3. Dr. Name
4. Dr. Phone
5. Medical Insurance ID
6. Med Insurance Provider
7. Date of Birth Verified

The above can be required or not required based on your preference.