



# Sports Illustrated *Play*<sup>TM</sup>

## REGISTRATION RULES GUIDE

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## Registration Rules Guide

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### INTRODUCTION

Registration Rules are requirements that registrants must comply with either during the registration process (blocking) or after the registration process (non-blocking).

Registration Rules are first created, assigned to a program, and then to the player/volunteer role. They are presented to the players/volunteers during registration. After registration, an administrator manages the rules either through a registration detail report (checking for compliance) or by verifying documents uploaded by the registrant.

Administrators also reserve the right to bypass the registration rules if desired.

### ADMINISTRATIVE PERMISSIONS

To set up and manage registration rules, the admin must have the following privileges:

- Total Access
- OR
- Verify Documents & System Administrator.

### REGISTRATION RULE SUMMARY

There are several registration rules to choose from. The options are:

- **Document Required: Address Verification:**
  - Requires the registrant to upload a document verifying their address.
  - Administrators manage this rule by verifying the uploaded documents.
- **Document Required: Birth Certificate:**
  - Requires the registrant to upload a copy of their birth certificate.
  - Administrators manage this rule by verifying the uploaded documents.
- **Document Required: Custom:**
  - Allows the registrant to upload a document.
  - Administrators manage this rule by verifying the uploaded documents.
- **Age Verification:**
  - Verifies that the birthdate of the registrant has been verified by an administrator.
- **In Map Boundary:**
  - Verifies that the accounts address is within a geographic polygon.
  - You must upload a .KML file which contains the geographic polygon into this rule. The .KML file is created outside of the system, typically in Google Maps.
  - If the rule is set to “No Blocking”, an administrator can bypass the requirement from within the registrants account.
- **Participation Code:**
  - When assigned to a Program, all registrants must enter a specific code in order to complete their registration for sessions under the program it is assigned to.
  - Admins will need to give the code to the registrants prior to the completion of their registration.
  - Some organizations use this registration rule for those that have made tryouts, for volunteer background checks, special camps, or programs which are available only to certain players.

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- **Person ID Image:**
  - Ensures Photo ID Images are uploaded of the person being registered.
  - This rule sets the Photo ID Image to expire after 2 years, which ensures the photo uploaded to a person's account is recent.
  - Admins are able to verify who is compliant using a registration detail report, or by looking on a person's account.

## CREATE A REGISTRATION RULE

To create a registration rule:

1. Go to **Registration > Setup**.
2. Click **Registration Rules**.
3. From the **Create Rule** drop down, choose the rule you would like to create.
4. Fill out the form as desired.
5. Click **Save**.

## ASSIGN A REGISTRATION RULE TO A PROGRAM

Registration Rules are assigned at the program level, which means that each session under the program will have the rule assigned.

To assign a registration rule:

1. Go to **Registration > Setup > Programs**.
2. Click the **Program Name** desired.
3. Click **Registration Rules**.
4. Click the **Choose a Rule to Assign** drop down box.
5. Choose the Rule you'd like to assign.
6. Select the roles that this rule will apply to.
7. Click **Save Changes**.

## MANAGING REGISTRATION RULES

There are multiple ways to manage Registration Rules. This section of the guide will go through each scenario.

### Rules Created with the “Blocks Registration” Rule Blocking Behavior

If you chose the **Blocks Registration** behavior, you may have registrants contact you with questions about why they are unable to complete the registration process.

You can walk the registrant through what they will need to do in order to comply with the registration rule, if there are no exceptions in terms of compliance.

If you would like to make an exception for the registrant, you may register the person as an administrator. To register the player/volunteer:

1. Use the Search box on the Admin Dashboard to search the registrants last name.
2. Click on their name to access their account.
3. On the right, under **Account Options**, click **Register**.

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4. Choose the Registrant.
5. Choose the proper session/role/division/etc.
6. Click **Register/Register as a Player**.
7. Registration Rules will appear. You can either choose **Skip** (which will force the user to complete the requirement later) or **Override** (user will never have to complete the requirement).
8. Complete the registration process.

If the rule was skipped, registrants will be asked to complete the requirement upon logging into their account.

### Managing Registration Rule Compliance on the Registrants Behalf

You may have some users who have trouble completing their requirements, and they may send you their documentation, or what is needed to complete the registration rule.

To upload documents on the behalf of the registrant:

1. Use the Search box on the Admin Dashboard to search the person's last name.
2. Click on the name to go to their account.
3. In the **Important Information** box, click **View**.
4. Click on the **Requirement**.
5. Click **Choose File**.
6. Open the registrants file from where it is saved on your computer.
7. Click **Upload**.

If your registration rule was non-blocking, and you'd like to override it for the Registrant:

1. Use the Search box on the Admin Dashboard to search the person's last name.
2. Click on the name to go to their account.
3. In the **Important Information** box, click **View**.
4. Click on the **Requirement**.
5. Click **Override**.
6. Click **Done**.

### Managing Uploaded Documents

When a user uploads a birth certificate or other document, you will need to verify that the document is correct. You may also want to view the documents which have been verified, or see the ones which have been rejected or expired.

To view unverified documents:

1. Go to **Registrations > Reports**.
2. Click **Verify Documents**.
3. Make sure **Show Unverified** is selected.
4. Choose the **Document Type** if desired.
5. Click **Refresh**.
6. To the right of the unverified document, click **View Document**.
7. Review the document to make sure it is correct. If so, click **Verify Document**. If not, click **Reject Document**.

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To view verified documents and change the document's status:

1. Go to **Registrations > Reports**.
2. Click **Verify Documents**.
3. Make sure **Show Verified** is selected.
4. Choose the **Document Type** if desired.
5. Click Refresh.
6. To the right of the verified document, click **View Document**.
7. When done, click **Cancel**, or if desired, click **Unverify Document** or **Reject Document**.

To view documents which have been rejected:

1. Go to **Registrations > Reports**.
2. Click **Verify Documents**.
3. Select **Show Rejected**.
4. Choose the **Document Type** if desired.
5. Click Refresh.
6. To the right of the verified document, click **View Document**.
7. When done, click **Cancel**, or if desired, click **Verify Document** or **Unverify Document**.

## REPORTING ON REGISTRATION RULES USING REGISTRATION DETAIL

To create a custom registration detail report:

1. Go to **Registration > Reports > Registration Detail**.
2. Pull up the session, division, team, types, and statuses as desired.
3. Click **View Report**.
4. Click **Edit Report**.
5. From the available column, choose one or more of the following fields:
  - Age Verification
  - Age Verified
  - Address Verified
  - Document Required: Address Verification
  - Document Required: Birth Certificate
  - Document Required: Custom
  - In Map Boundary
  - Has Image
  - Online Quiz Requirement
  - Person ID Image
  - Promotion Code
  - Quiz Score
  - Is Compliant
6. Using the right facing arrow in the middle of the columns, move the field(s) from the **Available column** to the **Selected Column**.
7. At the top of the page, name the report.
8. If desired, sort the report.
9. When finished, click **Save**.