



# Sports Illustrated *Play*

COPY SESSIONS GUIDE

## TABLE OF CONTENTS

TABLE OF CONTENTS .....	2
INTRODUCTION .....	3
HOW TO COPY A SESSION .....	3
TEST REGISTRATION .....	3
TAKING REGISTRATION OUT OF TEST MODE.....	4
COPY TEAMS .....	4

## Copy Sessions Guide

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### INTRODUCTION

The best way to get your registration up and running is to copy a session that worked well in the past. You might have some changes that you need to make from the way you did registration last year, like starting registration a few weeks earlier, changing the cost of the session, or adding a division.

### HOW TO COPY A SESSION

Copying a session is really quick and easy.

To copy a session:

1. Go to **Registrations > Setup > Programs**.
2. Click on the **Program Name**.
3. To the right of the proper session, click the **Copy** button.
4. Click **OK**.
5. Under **Active and Future Sessions**, you will now see a pink highlighted **Duplicate** of the session you copied.
6. Click on the **Duplicate** session.
7. Click **Settings**.
8. Verify the information on the Session Settings page. Edit the session as needed.
  - At the very minimum, update the name of the session—change the year, and remove “(Duplicate)” from the session name.
9. Once you are satisfied, **Save** the session.

### TEST REGISTRATION

An ounce of prevention is worth a pound of cure! Please make sure that you **test registration prior to taking the session out of test mode**. Be sure that you are thorough with your testing.

Testing registration is free, and the test registrations appear they are cleared at 3 AM EST daily.

To test registration:

1. Go to **Accounts > Manage > Test Accounts**.
2. Click **Add Test Account**.
3. Create a new test account.
4. Create children that qualify for the sport you copied, based on their age/sex.
5. If you have multiple registration discounts, or a max order amount, be sure to register the amount of children needed to test that the discount/fee is working properly.
6. Register an adult as a volunteer, if applicable.
7. Once you're finished going through registration, be sure to finish the test registration by checking out your shopping cart.
8. To go back to your administrative account, click **Exit Test**.

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### TAKING REGISTRATION OUT OF TEST MODE

Once you are satisfied with your setup, you can take your session out of test mode.

1. Click **Dashboard**.
2. Find the **Active Session**.
3. To the right of the Active Session, under **Status**, click **Exit Test Mode**.
4. Click **OK**.
5. Your registration will begin on the **Registration Begins** date chosen in the Session Settings.

### COPY TEAMS

Teams from previous sessions can be copied into newly created or copied sessions. If you have teams that did not exist in the previous session, these can be created manually.

To copy teams

1. Go to **Teams > Manage Teams**.
2. Select your new **Session** from the Session drop-down list.
3. Click Copy Teams.
4. Select the Prior Session from which you would like to copy teams.
5. Select which teams you would like to copy to this session.
6. Choose this the division in your current season you would like to copy these teams to.
7. Once complete, click **Create**.