Addendum To LeagueOne User Guide
Pop Warner Little Scholars

Version 1.2

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Introduction

The LeagueOne documentation is designed to support all LeagueOne customers. The Active Network provided a customized solution for the Pop Warner Little Scholars but it is not reflected in the User Guide. This document explains Pop Warner specific features and should be used in conjunction with the LeagueOne User Guide.

Getting Started

Passing out User ID’s to Regions, Leagues and Associations

1. Pop Warner national staff must assign user ID’s and jobs to regional administrators. These user ID’s along with passwords will be emailed to the recipients at the email address entered in the staff member’s information.
   a. Pop Warner national staff will assign user ID’s and jobs to the regional presidents and the regional roster software contacts.
   b. Each regional president and roster software contact will then create user ID’s and assign jobs to the remaining staff members at the regional level.

2. Regional administrators must assign user ID’s and jobs to league administrators. These user ID’s along with passwords will be emailed to the recipients at the email address entered in the staff member’s information.
   a. It is recommended that regional administrators assign user ID’s and jobs to league presidents and one “Roster Software Contact” per league.
   b. Each league president and roster software contact can then assign jobs and user ID’s to the rest of their league staff.

3. League administrators must assign user ID’s and jobs to association administrators. These user ID’s along with passwords will be emailed to the recipients at the email address entered in the staff member’s information.
   a. It is recommended that league administrators assign user ID’s and jobs to association presidents and one “Roster Software Contact” per league.
   b. Each association president and roster software contact can then assign jobs and user ID’s to the rest of their association staff.

Setting Up System Access for Others in Your Club

To set up system access for someone else in your organization, follow these steps:

1) Create a User Id if they do not already have one.
   a. Navigate to the person’s Staff record in the system.
   b. Click on the “Create UserId” button.
   c. In the User Id field and complete the required information.
   d. LeagueOne will generate a password and email it directly to the address listed in the user’s record.

2) Assign the user a job that has user rights associated with it.
   a. While on the person’s Staff record, press the “Add Job” button on the bottom bar.
   b. Select the desired job from the list.
      1. Note: A user must have the Job of “Job Assign Rights” to be able to assign jobs to others.
If you later decide that the person should no longer have access to the system, you can remove their rights by doing the following:

1) Navigate to their Staff record and review the jobs in the Staff section.
2) Each job will have a status field. If you have authority to add/remove the job then the status field will be hyperlinked (underlined).
3) If the status is “Active”, click on the hyperlink to get a choice of statuses to change it to. Choose “Dropped” to remove them from this job.

If a person has a user id but no “Active” jobs, they will not be able to do anything or see anything in the system (except the Help screens). Dropping their jobs takes away their system rights.

For a Staff Member to have access to LeagueOne they MUST have the following:

1. A valid email address.
2. A job with rights.
3. A user ID.

User Rights

User Rights in LeagueOne are associated to the job that a Staff Member is assigned. The following rights exist.

All Rights: Rights to complete any task including registering players*, adding staff, approving teams and more.
**Standard Registration Rights**: Can add staff, register players*, can not add jobs.

**View Only**: Can view anything at "own level" and below.

**Job Assign Rights**: Can assign administrative jobs at the own level and below.

The following jobs have the following associated rights.

<table>
<thead>
<tr>
<th>Regional Jobs</th>
<th>Associated Rights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Roster Software Contact</td>
<td>All Rights.</td>
</tr>
<tr>
<td>Regional Director</td>
<td>All Rights</td>
</tr>
<tr>
<td>Vice Regional Director</td>
<td>All Rights</td>
</tr>
<tr>
<td>Cheer and Dance Director</td>
<td>All Rights</td>
</tr>
<tr>
<td>Regional Scholastic Director</td>
<td>All Rights</td>
</tr>
<tr>
<td>Regional Job Assign Rights</td>
<td>Rights to assign jobs.</td>
</tr>
<tr>
<td>Regional View Only</td>
<td>View Only</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>League Jobs</th>
<th>Associated Rights</th>
</tr>
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<tbody>
<tr>
<td>Roster Software Contact</td>
<td>All Rights</td>
</tr>
<tr>
<td>President</td>
<td>All Rights</td>
</tr>
<tr>
<td>VP/VC</td>
<td>All Rights</td>
</tr>
<tr>
<td>Fundraising Chair</td>
<td>All Rights</td>
</tr>
<tr>
<td>Football Commissioner</td>
<td>View Only</td>
</tr>
<tr>
<td>Cheer Commissioner</td>
<td>View Only</td>
</tr>
<tr>
<td>Scholastics Coordinator</td>
<td>View Only</td>
</tr>
<tr>
<td>Insurance Coordinator</td>
<td>View Only</td>
</tr>
<tr>
<td>Secretary</td>
<td>View Only</td>
</tr>
<tr>
<td>Treasurer</td>
<td>View Only</td>
</tr>
<tr>
<td>Bowl Games</td>
<td>View Only</td>
</tr>
<tr>
<td>Webmaster</td>
<td>View Only</td>
</tr>
<tr>
<td>Board Member</td>
<td>View Only</td>
</tr>
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<td>League Job Assign Rights</td>
<td>Rights to assign jobs.</td>
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</tr>
<tr>
<td>Web Master</td>
<td>View Only</td>
</tr>
<tr>
<td>Board Member</td>
<td>View Only</td>
</tr>
<tr>
<td>Assistant Coach</td>
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</tr>
<tr>
<td>Equipment Manager</td>
<td>No Rights</td>
</tr>
<tr>
<td>Head Coach</td>
<td>No Rights</td>
</tr>
</tbody>
</table>

* denotes a hierarchical level.
*Please note that for League/Regional Administrators to register players (at the association level) the Association must allow it. On the Maintain Club Information screen, there is an option to “Allow State Registrar To Register Players.” This must be checked for any administrator above the Association level to register players.

**Registering Players**

Players may be registered in the following categories:

- Challenger
- Cheer & Dance
- Flag Football
- Tackle Football

**Registering a Participant for Cheer or Dance:**

To register a participant for **CHEER**, choose Cheer & Dance as the registration category, then select either “Advanced,” “Intermediate” or “Novice” as the division.

To register a participant for **DANCE**, choose Cheer & Dance as the registration category, then select Dance as the division.

![Fig. 1.1](image)

**Registering a Participant for Football:**

To register a participant for **Tackle Football**, select “Tackle Football” as the category and Division I, II or III as the appropriate division. A participant must also have a weight.

To Register a participant for **Flag Football**, select “Flag Football” as the category and Flag Football as the division.
ClubReg™ (Online Registration)

LeagueOne is an organization and roster management solution provided by the Pop Warner Little Scholars National Office to regional and local administrators, free of charge.

ClubReg™ is an optional premium service that can be added to LeagueOne. This option provides associations the ability to register participants online and access the enhanced features highlighted below. There is a set-up fee and a transactional fee as described below. Associations may elect to use this premium service at no cost by passing the fee on to its participants.

ClubReg™ Transactional Fee: 3.95% + $2.50 per transaction
Setup Fee: $495

LeagueOne and ClubReg Feature Comparison

<table>
<thead>
<tr>
<th>Features</th>
<th>LeagueOne</th>
<th>ClubReg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manual player registrations</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Online registration</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Registration support for parents</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Credit card processing</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Document management</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Automated Pop Warner rule enforcement</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Team building &amp; maintenance</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Automated player assignment (mass assign)</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Email tools</td>
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<td>✔</td>
</tr>
<tr>
<td>Custom fields</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>Fee collection &amp; tracking tools</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Print official rosters</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Detailed reporting options</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Print mailing labels &amp; contact lists</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Family maintenance tools</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Volunteer &amp; staff management</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

Player Id’s
LeagueOne automatically generates a Player Id (a.k.a. Member Id) based upon the player’s name, birth date and the player’s mother’s month and day of birth. This method of generating a member id provides a way for parents to provide the players member id without memorizing a random number. The Member ID has the following format FLMDDYYSSSS where:

F = First letter in the player’s first name.
L = First letter in the player’s last name.
MM = The month of the player’s birthdate. (00 – 12)
DD = The day of the player's birthdate. (01 – 31)
YY = The year of the player’s birthdate. (00 – 99)
SSSS = The player’s mother’s month and day of birth.

The purpose of this ID scheme is to provide an ID that can be determined from information that most people know rather than requiring the memorization of a random number.

Some organizations use the last four digits of the player’s social security number instead of the mother’s month and day of birth. PWLS decided that the mother’s month and day of birth is a better way to protect sensitive information.

There are situations where two players will have the same player id. The most common is when there are twins with the same first initial. In this case, alter the mothers birth day by adding one to the day (i.e. use 0332 instead of 0331 where the mothers birthday is March 31st).

What happens if the player’s mother is no longer alive or is unknown? You may use the father’s month and day of birth in this situation.

If you were not able to collect the mother’s month and day of birth during the Fall 2007 registration period, you will be able to update the value in the Fall 2008 registration period IF YOU FOLLOW THE FOLLOWING NUMBERING SCHEME. Begin the mothers month and day of birth with the number 9. The next three digits can be any number that you choose but we recommend that you use the last three digits of the phone number to provide greater uniqueness. The “9” will allow you to easily know which ID’s do not use the mother’s birthday.

Age Group Placement

Based on the participant’s age or age/weight, LeagueOne will automatically place that player in the youngest and lightest possible age group. This feature was added to save time during the registration process. (See below: This player was placed in Mitey-Mite.) Any age group can then be assigned to any player, however, age/weight requirements will be verified during the team approval process. If players do not meet the age/weight requirements based on Pop Warner rules, the team can not be approved.

![Fig. 1.2](image-url)

The participant is automatically placed in the youngest/lightest division. This can be reassigned at any point until the team has been approved by the League.
Required Fields (A required field is noted with an *.)
Required fields on this screen include:
  
  GPA
  Primary Guardian Information

Team Building

Cheer Teams
Large vs. Small Cheer:
Before submitting a Cheer Roster for approval the Association administrator will need to declare if the squad is a Large Cheer squad or a Small Cheer Squad.

Designate Large or Small Cheer
1. Navigate to the Team Maintenance page.
2. Find the appropriate team.
3. For Cheer teams, there will be a “Team Size” designation field. Click on the green font to designate whether the squad is Large or Small.
Building “Valid” Teams

LeagueOne enforces Pop Warner rules. If the Pop Warner requirements are not met, then teams cannot be submitted for approval. LeagueOne takes into account the Pop Warner rules including but not limited to: team size, age/weight restrictions, scholastic requirements, jersey numbers and background checks.

Here is a list of Pop Warner Rules that LeagueOne checks:

1. All players match the Age/Weight Criteria for Pop Warner.
   a. This rule only checks participants with the role of Player. It does not check Student Demonstrator, Coach Trainee, Water boy, or Mascot.
2. All players must meet the scholastic criteria for Pop Warner.
   a. 5 Year olds are excluded from this check.
3. Football and Cheer: Limit to 4 assistant coaches and 1 coach trainee.
4. Cheer & Dance: Student Demonstrators must be 15 or older.
5. No more than 50% of the team can be mascots.
6. Cheer & Dance: No Water boy
7. Cheer & Dance: A squad is allotted a total of 4 student demonstrators/coach trainees combined.
8. Cheer Must choose a Team Type -- Small Cheer Or Large Cheer
   a. Small Cheer min 1 max 20 players.
   b. Large Cheer min 21 max 35 players.
9. Dance min 1 max 35 players.
10. All Staff assigned to a Team must have background check on file.
11. Jersey numbers are required for Tackle Football (Home and Away).
12. Tackle Football (except Tiny-Mite) must have between 16 and 35 players.
13. Tackle Football Tiny-Mite can have a minimum of 10 and a maximum of 22 players.
14. Head Coaches require email address.
15. Head Coaches require coaching certificate.
16. Flag Football can have a minimum of 10 players and a maximum of 24 players.
17. No student demonstrator in football.
18. Coach Trainees must be 16 or 17 years old.

Click “Valid?” to find out which rules are currently in violation.
Updating a Participant’s Weight, Scholastic Information & Age Group - Once Assigned to a Team

Player information that is specific to a registration (individual season) must be changed within the registration record. To change this information, use the following process.

From the Team Maintenance Screen
1. Click on the player’s name.
2. Click on the desired season to update information. (Under the Registration Tab)
3. Make the necessary updates.
4. Click “Update.”

To edit player information, click on the Player’s Name.
Under the Registration History tab, click the season of the corresponding record that you would like to edit.

Edit any information you desire.

Note: Age Group and Division can not be edited while a player is assigned to a team.

Adding Jersey Numbers

Pop Warner requires a home and away jersey number for each player in Tackle Football. LeagueOne will check this rule during the team approval process and will not allow a team to be approved without these jersey numbers.

Steps to add jersey numbers:

2. Navigate to the Team Maintenance page and find the desired team.
3. In the Players section, click in the column under “Jersey.”
4. A pop-up will appear, enter the desired jersey number for that player.
5. Click Save.
Away Jersey Numbers: Away Jersey number will pre-populate to be the same as the Home Jersey number. To enter a different away jersey numbers, follow the same steps after clicking in the “Away” column.

Changing the Role of a Participant

Participants in Pop Warner can fall under several “roles.”
   - Coach Trainee
   - Mascot
   - Player
   - Waterboy

*Please see “Building Valid Teams” for which restrictions apply to “roles.”

To change a role, do the following on the Team Maintenance screen.
   1. Click “Player” in the Role Column.
   2. In the pop-up window select the desired “Role” for that player.
   3. Click update.

   Note: Player is the default role.

For rules on which roles are appropriate for different age groups and divisions please see “Building Valid Teams” (above) or the Pop Warner Rule book.
Adding Background Checks to Staff

Risk management is an important part of any roster management software. All coaches assigned to teams must have passing background checks for a team to be valid.

Only users with all rights can assign background checks. (Presidents and Roster Software Contacts)
Background Checks:

- The Expiration Date defaults to the end of the current play year.
- Note: A failed background check will black-list a volunteer in LeagueOne forever. Mistakes must be fixed at the regional level. Be careful.

Adding Certifications to Head Coaches

Presidents and Roster Software Contacts can complete this.

Certifications can be added from the Maintain Staff Information Page.

- Click Add Cert
- Select Football or Cheer Certification
- Enter appropriate information
Team Approval Process

Tackle Football - The Process
1. Build team in LeagueOne using Maintain Teams or Team Builder functions.
3. Find the appropriate team.
4. Verify that all rules and requirements have been fulfilled.
   a. By clicking “Valid?” an administrator can view which rules are currently in violation.
5. The Association will submit the team to their League/Conference for approval by clicking “Approve.”
   a. Association Presidents, Roster Software Contacts, Football Commissioners and Cheer Commissioners have this ability.

6. A League/Conference administrator will approve the team
   a. League Presidents and League Roster Software Contacts have this ability.
   b. Once approved, the roster is then final.
   c. A League administrator can find teams submitted for approval under the Admin menu. (Navigate to Admin then to Open Tasks. Filter for Roster Approvals.)

8/5/2008
Admin – Open Tasks

Select Roster Approvals under “Filter”
Click “Apply Filter”

d. Select the desired roster to Approve/Reject

e. Click “Process Selected”
f. Either Approve or Reject the roster

Note: One a roster has been approved it can not be “backed – down.” It is final.

Printing Rosters & Team Contact List

Once the roster has been approved, rosters can be printed.

Printing Rosters

Click Print Roster

Select the Desired Roster to Print

Note: Rosters must be Status “Active” to print an Official Roster.

Contact List can be printed prior to approval.
Transferring Players
After a team has been approved by the League, the roster gets locked. Any transfers of players will need approval from the League. LeagueOne will document which administrator made the transfer request and which administrator approved the transfer. Once the roster deadline passes and rosters are final, no transfers may be made.

Transferring a Player After the Roster Has Been Approved
1. Navigate to the Maintain Teams page and find the team containing the player to be transferred.
2. The Players status must say “Active” (this means the team has been approved).
3. Select the player by checking the box next to their name.
4. Click “Transfer.”
5. A pop-up will appear. Select the team that the player should be transferred to.
6. Await approval from the League.
   a. Transfers need to be approved by the League. A League Administrator will approve transfers using the same method as Team Approval. (See Team Approval above.)

Tips and Tricks
This section will be updated as ideas surface about easier ways to work with LeagueOne specific to Pop Warner.

Changing Divisions for Multiple Players at Once
What if you don't know which Division your teams are going to compete in during registration?

There is an easy way to change the Division of entire teams so an easy way to handle this situation is to register all of your players in the same division and then make the change later.

The process is as follows:
1. Register all players in a specific Division. (Example: Division I)
2. Build all of your teams in that same Division.
3. Once the Division of play has been decided, change the division of the team to the desired division.
4. This will change the division of every player on that team to the new division.

To change the division of the team:
1. Navigate to Maintain Teams
2. Find the desired team
3. Click on “Division” (green font)
- Click “Division”
- Change Division