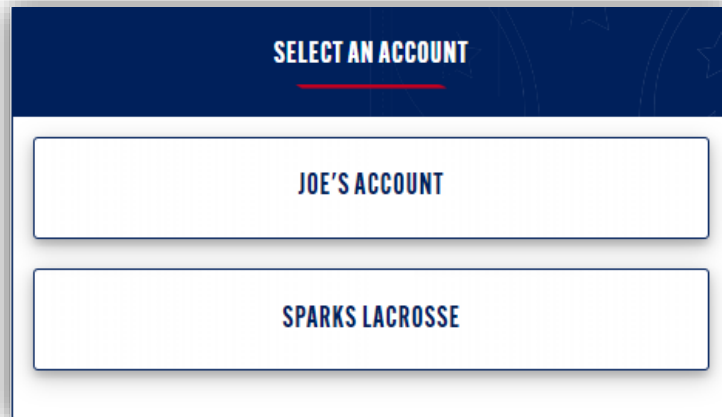# League / Tournament Management 101

This step-by-step guide will explain how to access and use the new League/Tournament Management feature of the USA Lacrosse League Management System.

- **Accessing Your Program Account:**
  - Go to usalacrosse.com and click the "My Account" button.
  - Enter your email address and password to access your account portal.
  - Select your program name to enter your program-specific account.

    -

- **Accessing League/Tournament Management:**
  - Locate and select the "League/Tournament Management" tile in your account.

    -

- **Create A League or Tournament:**
    - To create a new league or tournament, click "Add League/Tournament".

    -
    - Then click the "League / Tournament" tile.

    -

- **League / Tournament Details:**
  - **Title & Description**
    - Switch the toggle on if you want your League or Tournament information posted to member feeds across the USA Lacrosse platform. (*OPTIONAL)
    - Enter a name for your League or Tournament under the "Title Section".

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
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      TITLE & DESCRIPTION

      Post to relevant feeds? ❓

      Title *

      Description

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  - Enter any relevant information you want shared with your registrants under the "Description" section. (*OPTIONAL)

- o **Date & Time**
  - Enter start and end dates for your League or Tournament.

  - Toggle the switch on to define a registration window, then enter open and close dates for your league or tournament registration. (*OPTIONAL)
- o **Registration Discounts and Penalties**.
  - To add an "Early Registration Discount," toggle the switch on.
  - Then click "Add early purchase discount" to select the end date of your early registration period and enter the discount. (*OPTIONAL)
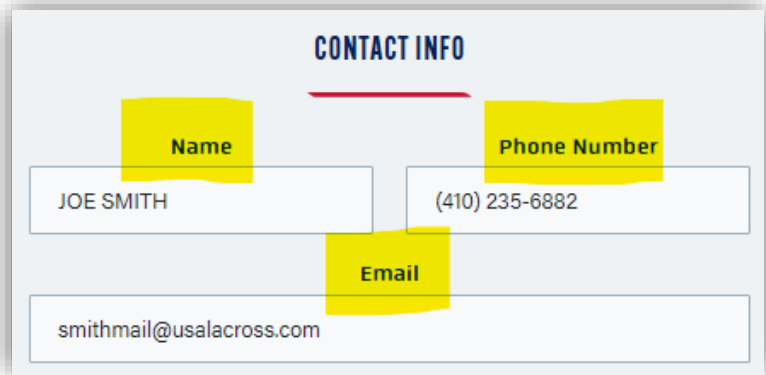
  - To add "Late Registration Penalties," toggle the switch.
  - Then click "Add late registration penalties" to enter your date and penalty fee. (*OPTIONAL)

- o **Contact Info**
  - ▪ Enter the Name, Phone Number, and Email address of your League or Tournament's designated contact person.

  - o
- o **Registration Limits**
  - ▪ Limit to specific state(s)
    - You can limit your registration to specific states by toggling the switch on.
    - Then, choose each state from the drop and hit the add button.

  - o
  - ▪ Limit to specific postal code(s)
    - You can limit your registration to specific postal codes by toggling the switch on.
    - Then, enter each postal code and hit the add button.

- o **Global Division Settings**
    - Allow group registrations by toggling the switch on.
        - Then enter a fee amount and total spots available for group registrations.
            - o Entering zero for the spots available will allow for unlimited registrations.
    - Allow individual registrations by toggling the switch on.
        - Then enter a fee amount and total spots available for individual registrations.
            - o Entering zero for the spots available will allow for unlimited registrations.
        - Select the USA Lacrosse involvement types that can register for your league or tournament.

GLOBAL DIVISION SETTINGS

Allow group (team) registration?		Allow individual (orphan) registration?	
Registration fee for groups	$ 1000	Registration fee for individuals	$ 75
Is there a limit in total registration spots available? ❓	0	Is there a limit in total registration spots available? ❓	0
		Allowed Involvement[s] ❓	
		✕ Player	

- o
- o **Event Divisions**
    - Enter a name for your event division.
    - Divisions can be entered Manually or by using the Wizard tool.
        - Manually will allow you to choose your parameters from a list.
        - The Wizard will take you through each option one by one.
    - Then click the gear icon to enter the parameters for your divisions.
        - Selectable parameters include.
            - o Gender, Age Limit, Age Verification, Grade Limit, Graduation Limit. (Players)
                - Age, Grade, and Graduation limits have minimum and maximum requirement fields.
            - o Coach Background Check, Coach Certifications, Coach Courses. (Coaches)
            - o Official Background Check, Official Certificates, Official Courses.
            - o Toggling the switch to the right of each category sets all parameters to "Strict."
        - You will be required to enter registration fee amounts for Group and Individual registration in this section as well.

- You can add as many divisions as are needed.

⚙	DIVISION NAME	🗑

Gender	Both ⌄	Strict ❓ ⬜
Age Limit	🟢	Strict 🟢
Age Min/Max	Min 0	Max 0
Age Verification ❓	🟢	
Grade Limit	🟢	Strict ⬜
Grade Min/Max	Min ⌄	Max ⌄
Graduation Limit	🟢	Strict 🟢
Graduation Min/Max	Min ⌄	Max ⌄
Coach Background Check	🟢	Strict 🟢
Coach Certificates	🟢	Strict ⬜
Coach Certificate List	CERTIFICATION LABEL OR CODE ＋ GIRLS COACHES - BRONZE CERTIFICATION (UAT) 🗑	
Coach Courses	🟢	Strict ⬜
Coach Courses List	COMPONENT LABEL OR CODE ＋ Abuse Prevention Training 🗑	
Official Background Check	⬜	
Official Certificates	🟢	Strict 🟢
Official Certificate List	CERTIFICATION LABEL OR CODE ＋	
Official Courses	⬜	
Group Registration	🟢	
Group Fee	$ 100	
Group Limit	0	
Individual Registration	🟢	
Individual Fee	$ 50	
Individual Limit	0	
Allowed Involvement(s)	Select all that apply	

- Adding Divisions using the Wizard.
  - The Wizard will take you through each of these categories one by one.
  - It is up to you whether you use the Wizard or the manual option. There is no right or wrong choice.
- **Custom Forms.**
  - Toggle the switch to add pre-checkout or post-checkout surveys.

- Surveys can gather any additional information you feel your program requires.

- Save your League / Tournament.
  - If you are satisfied with the entries for your League or Tournament, hit the Save button at the bottom of the page.

- **Activate your League / Tournament.**
  - After saving your League or Tournament, it is posted to your account as "Scheduled." Scheduled Leagues or Tournaments are available for you to change and edit but have yet to be opened for registration.

Event saved successfully

↺ Undo ❓

STATUS

This event is in a **Scheduled** state, and is only visible to you. Set the status to **Active** once finished editing to publish the event.

Scheduled ⌄

○

○ When you are ready to open your registration, change your League or Tournament status to "Active."

■ You can change the status anytime by finding your League or Tournament under the posted tab and clicking the pencil icon.

○

● To find your season, make sure you update the date filters to include the start or end date of your season.

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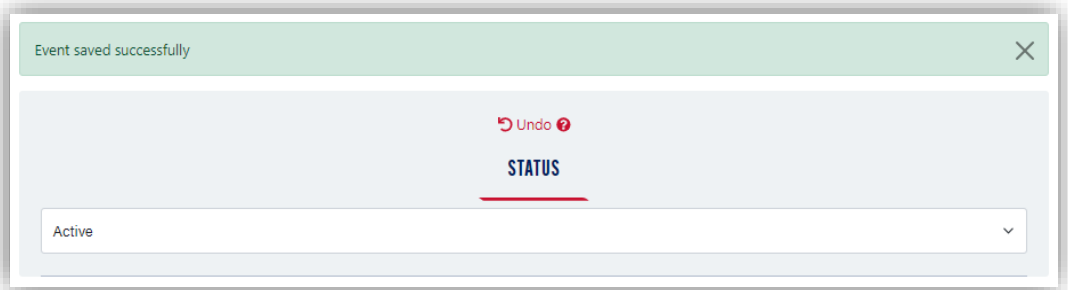
- **Now that you have created and activated your season, your members can begin to access your registration**
  - o Members can access your event through their USA Lacrosse accounts, and you can provide an event URL, which can be found in your "League / Tournament Details" page after your event is saved.
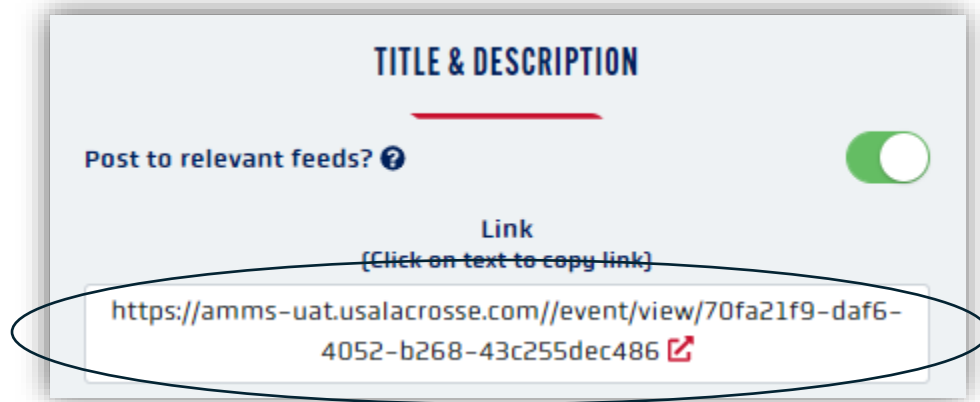
  - o
  - o This URL will take your members to the registration site for your League or Tournament.

- **We hope you found this guide helpful. Please contact leaguemanagement@usalacrosse.com for additional support.