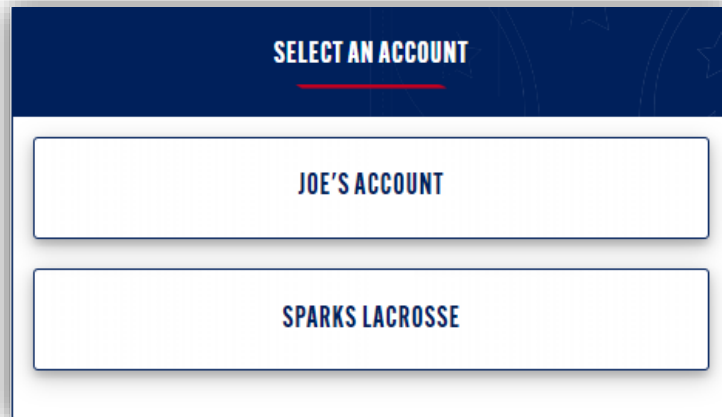


League / Tournament Management 101

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”.

LEAGUE / TOURN

























[Back](#)

TITLE & DESCRIPTION

Post to relevant feeds? 

Title *

Description

Source |                        

- **Date & Time**

- Enter start and end dates for your League or Tournament.

The screenshot shows a form titled "DATE & TIME". It has two input fields for "Start Date *" and "End Date *", both containing dates (11/10/2024 and 12/31/2024 respectively). Below these is a section "Define Registration Window?" with a toggle switch that is currently turned on. Under this section are two input fields: "Registration Open (empty for today's date)" and "Registration Closed (empty for start date)", both with placeholder text "mm/dd/yyyy". Blue arrows point from the text "Enter start and end dates" to the Start and End Date fields, and another arrow points from the text "Toggle the switch on" to the toggle switch.

- Toggle the switch on to define a registration window, then enter open and close dates for your league or tournament registration. (*OPTIONAL)

- **Registration Discounts and Penalties.**

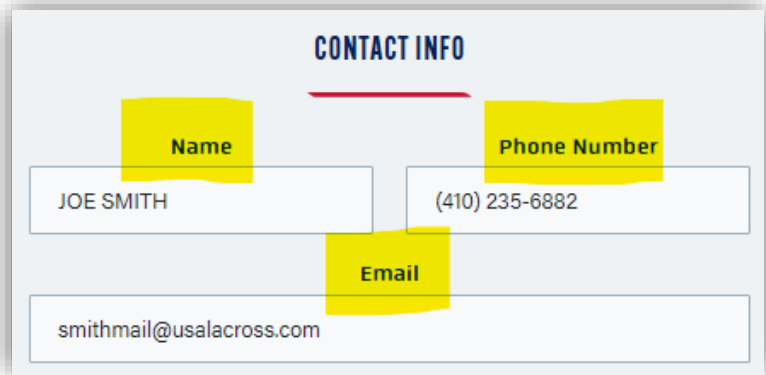
- To add an "Early Registration Discount," toggle the switch on.
- Then click "Add early purchase discount" to select the end date of your early registration period and enter the discount. (*OPTIONAL)

The screenshot shows two sections. The top section is titled "EARLY REGISTRATION DISCOUNTS" and has a toggle switch for "Are there early registration discount?" which is turned on. Below the toggle are input fields for "Date" (10/19/2024) and "Reduce By" (\$ 10), with a red trash icon. Below this is a red button labeled "+ Add early purchase discount". The bottom section is titled "LATE REGISTRATION PENALTIES" and has a toggle switch for "Are there late registration penalties?" which is turned on. Below the toggle are input fields for "Date" (11/07/2024) and "Increase By" (\$ 10), with a red trash icon. Below this is a red button labeled "+ Add late registration penalty". Blue arrows point from the text "toggle the switch on" to the toggle switches in both sections, and from the text "click 'Add early purchase discount'" to the button in the top section, and from the text "click 'Add late registration penalties'" to the button in the bottom section.

- To add "Late Registration Penalties," toggle the switch.
- Then click "Add late registration penalties" to enter your date and penalty fee. (*OPTIONAL)

- **Contact Info**


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



A form titled "CONTACT INFO" with three input fields. The first field is labeled "Name" and contains "JOE SMITH". The second field is labeled "Phone Number" and contains "(410) 235-6882". The third field is labeled "Email" and contains "smithmail@usalacross.com". The labels "Name", "Phone Number", and "Email" are highlighted in yellow.

- **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.



A form titled "Limited to specific state[s]?" with a toggle switch turned on. Below the title is a dropdown menu showing "Pennsylvania" and a red "+" button. Below that are two rows, each with a state name in a box and a red trash icon: "Maryland" and "Pennsylvania". Below these rows is another section titled "Limited to specific postalcode[s]?" with a toggle switch turned on. Below this title is a dropdown menu showing "17846" and a red "+" button. Below that are two rows, each with a postal code in a box and a red trash icon: "21142" and "17846". A blue arrow points from the "Limited to specific postalcode[s]?" toggle switch to the "Limit to specific postal code(s)" section below.

- 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.

- **Global Division Settings**

- Allow group registrations by toggling the switch on.
 - Then enter a fee amount and total spots available for group registrations.
 - 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.
 - 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.

The screenshot shows the 'GLOBAL DIVISION SETTINGS' form. It has two columns for group and individual settings. For groups, the 'Allow group (team) registration?' switch is on, the 'Registration fee for groups' is \$1000, and 'Is there a limit in total registration spots available?' is 0. For individuals, the 'Allow individual (orphan) registration?' switch is on, the 'Registration fee for individuals' is \$75, and 'Is there a limit in total registration spots available?' is 0. At the bottom, there is a section for 'Allowed Involvement(s)' with a dropdown menu currently showing 'Player'.

-

- **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.
 - Gender, Age Limit, Age Verification, Grade Limit, Graduation Limit. (Players)
 - Age, Grade, and Graduation limits have minimum and maximum requirement fields.
 - Coach Background Check, Coach Certifications, Coach Courses. (Coaches)
 - Official Background Check, Official Certificates, Official Courses.
 - 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 ?	<input type="checkbox"/>
Age Limit	<input checked="" type="checkbox"/>	Strict	<input checked="" type="checkbox"/>
Age Min/Max	Min 0 Max 0		
Age Verification ?	<input checked="" type="checkbox"/>		
Grade Limit	<input checked="" type="checkbox"/>	Strict	<input type="checkbox"/>
Grade Min/Max	Min Max		
Graduation Limit	<input checked="" type="checkbox"/>	Strict	<input checked="" type="checkbox"/>
Graduation Min/Max	Min Max		
Coach Background Check	<input checked="" type="checkbox"/>	Strict	<input checked="" type="checkbox"/>
Coach Certificates	<input checked="" type="checkbox"/>	Strict	<input type="checkbox"/>
Coach Certificate List	<div style="border: 1px solid #ccc; padding: 2px;"> CERTIFICATION LABEL OR CODE + </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> GIRLS COACHES - BRONZE CERTIFICATION (UAT) ✕ </div>		
Coach Courses	<input checked="" type="checkbox"/>	Strict	<input type="checkbox"/>
Coach Courses List	<div style="border: 1px solid #ccc; padding: 2px;"> COMPONENT LABEL OR CODE + </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> Abuse Prevention Training ✕ </div>		
Official Background Check	<input type="checkbox"/>		
Official Certificates	<input checked="" type="checkbox"/>	Strict	<input checked="" type="checkbox"/>
Official Certificate List	<div style="border: 1px solid #ccc; padding: 2px;"> CERTIFICATION LABEL OR CODE + </div>		
Official Courses	<input type="checkbox"/>		
Group Registration	<input checked="" type="checkbox"/>		
Group Fee	\$ 100		
Group Limit	0		
Individual Registration	<input checked="" type="checkbox"/>		
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.

The screenshot shows the 'CUSTOM FORMS' section of a web application. At the top, there is a toggle switch labeled 'Add a pre/post checkout survey form?' which is currently turned on. Below this, a pink informational box states: 'As an event organizer you can create a custom form to be presented to individual registrants during the registration process. Forms defined here will only be displayed for individual registrants and not during group/team registration.' Underneath the box, a text prompt says 'You can drag & drop entries between pre/post checkout lists'. There are two buttons: 'ADD PRE-CHECKOUT' and 'ADD POST-CHECKOUT'. Below these buttons is a dropdown menu with a plus sign icon. At the bottom, there are two large white rectangular areas labeled 'PRE-CHECKOUT SCREEN' and 'POST-CHECKOUT SCREEN' respectively, each with a dark blue header bar.

- **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.

The screenshot shows a single red button with the word 'SAVE' in white capital letters, centered within a white rectangular frame.

- **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.

LEAGUE/TOURNAMENT MANAGEMENT

< Back

+ LEAGUE/TOURNAMENT

Start Date City Status

Posted Registered All Other

Title

Account Name

State/Province

Start Date

10/01/2024

End Date

10/31/2024

Status

Any

P SPARKS LACROSSE [League / Tournament]

(204) 10/28/2024 Scheduled

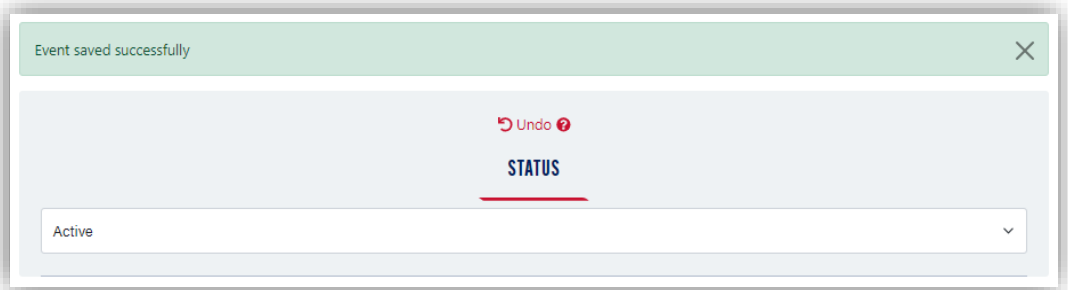
OCTOBER TOURNAMENT

Page size: 5

October 2024

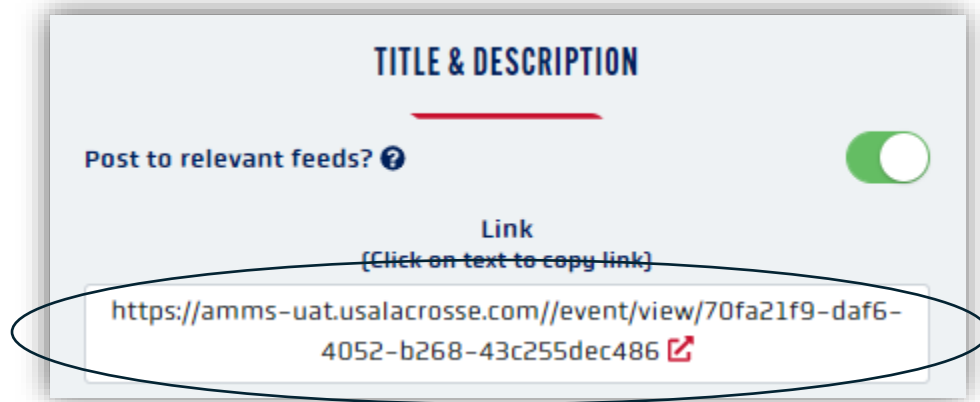
MONTH WEEK DAY LIST

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



- - **Now that you have created and activated your season, your members can begin to access your registration**

- 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.



- - 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.