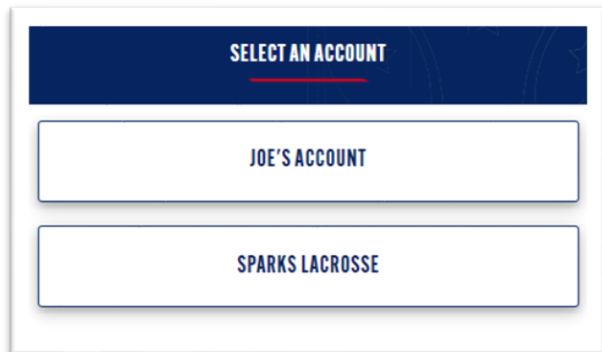
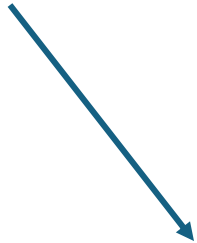


## Season/Roster Management (Full LMS)

- **Access your Account.**

- Access your USAL account by visiting [account.usalacrosse.com](https://account.usalacrosse.com).
- Click on the "My Account" button to proceed.
- Sign in by entering your email address, member ID, and password.
- Choose your program account after signing in.



○

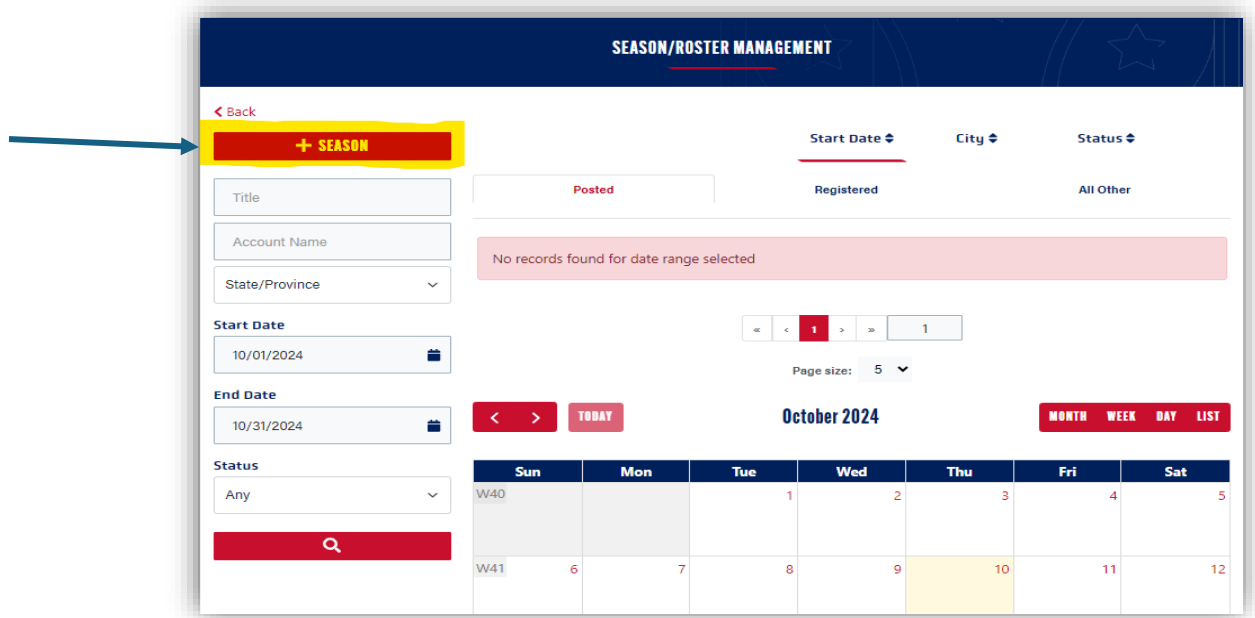
- **Access Season/Roster Management.**

- In your program account, locate and click on the "Season/Roster Management" tile to access the Season/Roster Management feature.



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- Once in the Season/Roster Management section, you will see this main screen with distinct options.
- To create a new Season, click on the corresponding button.



- **Create Season**

- Click the season tile to create a new season.




- **Season Details**




- Enter the essential details for your season.
- **Title & Description**
  - Post to relevant feeds?



- Toggle this switch to set Early Registration deadlines and offer your members discounts for registering by that date.
- You can create multiple dates and discount amounts.

**EARLY REGISTRATION DISCOUNTS**

Are there early registration discount? 

Date	Reduce By
<input type="text" value="01/01/2025"/> 	<div>\$ </div> <input type="text" value="20"/> 



[+ Add early purchase discount](#)

○ **Late Registration Penalties \*\*Optional.**

- Toggle this switch to set penalty fees for late registration and determine when late registration will begin.
- Then add the penalty fee amount.

**LATE REGISTRATION PENALTIES**

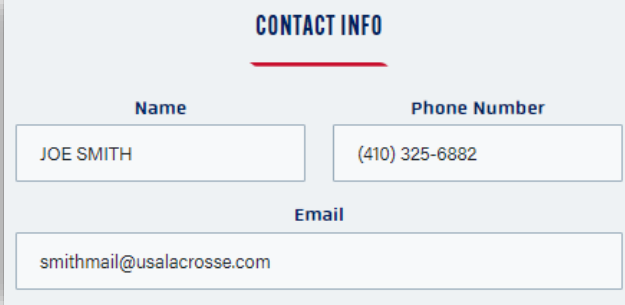
Are there late registration penalties? 

Date	Increase By
<input type="text" value="02/16/2025"/> 	<div>\$ </div> <input type="text" value="20"/> 

[+ Add late registration penalty](#)

- **Contact Info.**

- Make sure to add the information for your registration's designated contact.
  - Name, Phone Number, and Email Address.



A screenshot of a 'CONTACT INFO' form. It has three input fields: 'Name' with the value 'JOE SMITH', 'Phone Number' with the value '(410) 325-6882', and 'Email' with the value 'smithmail@usalacrosse.com'.

- **Registration Limits \*\*Optional.**

- Limit to a specific state(s)?
  - Only allow registration from members in a specific state(s)?
- Limit to specific postal code(s)?
  - Only allow members from specific zip codes to register for your season.



A screenshot of a 'Registration Limits' form. It has two sections: 'Limited to specific state(s)?' and 'Limited to specific postalcode(s)?'. Both sections have a toggle switch turned on. The 'state(s)' section has a dropdown menu showing 'Pennsylvania' and a list of states (Maryland, Pennsylvania) with delete icons. The 'postalcode(s)' section has a text input showing '21152' and a list of postal codes (17852, 21152) with delete icons. Two blue arrows point from the text in the list items of the 'state(s)' section to the toggle switch.

- **Fee Groups.**

- Adding a fee group manually.
  - Click Add fee group manually.

- You must create at least one fee group for your registration, and you can create as many groups as necessary for your season.
- First, enter the name of the fee group.
- Click the gear icon to set requirements for the fee group.
- Set a Gender requirement.
  - Women's / Girl's
  - Men's / Boy's
  - Both
    - By toggling the "Strict" switch to the right, anyone who does not match the gender option selected will be unable to register under that fee group.
- Set Age, Grade, and Graduation Year Limits.
  - You can select one of these options depending on how you segment your players.
  - Each option has a minimum and maximum range.
  - Each limit can be set as strict to prevent members from registering for the wrong group.
    - You can set parameters as strict by toggling the switch next to each option on.

**FEE GROUPS**

⚙️

PLAYERS

✖

Gender	Both ▾				Strict <span style="font-size: 0.8em;">?</span> <input type="checkbox"/>
Age Limit	<input checked="" type="checkbox"/>				Strict <input checked="" type="checkbox"/>
Age Min/Max	Min	0	Max	0	
Age Verification <span style="font-size: 0.8em;">?</span>	<input checked="" type="checkbox"/>				
Grade Limit	<input checked="" type="checkbox"/>				Strict <input checked="" type="checkbox"/>
Grade Min/Max	Min	▾	Max	▾	
Graduation Limit	<input checked="" type="checkbox"/>				Strict <input checked="" type="checkbox"/>
Graduation Min/Max	Min	▾	Max	▾	

- Individual Fee
  - Set the registration fee for a group.
- Individual Limit
  - Set limits on how many members can be registered at one time and overall.
- Allowed Involvements
  - Set restrictions on what types of members can register for the group.
    - Players or Coaches.

Individual Fee	\$	150	
Individual Limit		300	
Allowed Involvement(s)	* Player		

- - Adding fee group 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 Season.**

- If you are satisfied with the entries for your season, hit the Save button at the bottom of the page.

- **Activate your Season.**
  - After saving your season, it is posted to your account as "Scheduled." Scheduled seasons are available for you to change and edit but have yet to be opened for registration.

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- When you are ready to open your registration, change your season's status to "Active."
  - You can change the status anytime by finding your season 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.

- - **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.

### TITLE & DESCRIPTION

Post to relevant feeds? ?



Link

(Click on text to copy link)

https://amms-uat.usalacrosse.com//event/view/70fa21f9-daf6-4052-b268-43c255dec486 

- - 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](mailto:leaguemanagement@usalacrosse.com) for additional support.