BABE RUTH ONLINE – ONLINE PLAYER REGISTRATION SYSTEM

The Babe Ruth Online system offers you a way for your players to register for league play online, taking the manual paperwork and data entry off your plate. Here's how to get started:

Getting Started

- Log in to your league's Babe Ruth Online site and go to your League Admin Tools.

- You will find your online registration tools in the 'Online Registration' column.

Registration Agreement

- This link allows you to place your waiver or agreement text into your online registration. Parents will see and have to agree to this text when they first begin registering a child. On this tool you will also see the Standard Babe Ruth Online agreement, which you will not be able to edit.

- Under the **Online Registration** heading, click **Registration Agreement** and enter your agreement in the box below **Add/Edit My League's Registration Agreement:**

- Click the **Save** button after your have completed the agreement.

Registration Sales

- This is a multi-part tool. When this window opens, you will notice three tabs on top of the page, each representing different tools that need to be completed to get your registration ready to go.

    o The **Global Settings** tab contains options that affect your entire registration period:

        ▪ **Apply Registrants to Season** allows you to select the season players are registering for. You can create seasons ahead of time and plan your registration periods in advance, even if you are actually playing in a different season (e.g. you can set up your Spring registration, even if you are still playing Fall Ball). If you have not yet set up the new season, you can do so using the **Season Admin** tool.

        ▪ **Registration Start Date:** This reflects the date your league's online registration system will go "live". Click the small calendar next to the form field and select a date. The Online Registration icon will appear on your league's Babe Ruth Online site on the date selected, but not before.

        ▪ **Registration End Date:** This reflects the date your league's online registration system will end. Selecting the date is the same process as setting the start date. The Online Registration icon will no longer appear on your league's Babe Ruth Online site after this date.

        ▪ **Flat Fee Per Transaction** and **Percentage Fee** cannot be changed by the league. These reflect the fees that are charged for processing each registration, and total *5% + $1.00 of your registration ticket*.

        ▪ **Charge Fees to Registrant** offers the league two options:

            ➢ **Checking this box** will pass on the service fees to the registrant. For example, if you pass the fees on to the registrant on a $100 registration, the end user will ultimately pay $106 (5% + $1).

- ➢ **Not checking** this box will place the service fees on your league. For example, the end user will pay $100, however your league will only receive $94 of payment.

- **Registration Sales** allows you to create groupings for you registration items. For example, you can create a "Baseball" group and a "Softball" Group. Later in the process when you create your actual registration items, you can group similar type tickets together under the groups you created. This function is primarily for organization.

  - o To create a group click the **Add New Group** button, then type in the name of your grouping. You may also add a description that is viewable by the end user to describe your grouping. When you are finished, click on **Create Group** to save.

  - o You may also delete a grouping by clicking the checkbox next to the group name and clicking the **Delete Group** button.

- **Registration Tickets** is one of the most important areas of your registration setup. This is where you will set up your registration 'tickets' and pricing.

  - o **Add New Registration Ticket** will pop up as an in-line window that will allow you to create a registration ticket. Five options are in this window.

    - ▪ **Ticket Name** is the label for this registration item. This is what parents will see when they go in to your online registration system (e.g., Cal Ripken Minors).

    - ▪ **Group:** Select the drop down button and pick from one of the groupings you created earlier.

    - ▪ **Price:** This is the price your league is charging for a registration in the chosen age group and that the per transaction fees are applied to. Depending on whether you chose to charge these fees to the registrant or if the league is absorbing them, they will pay this price or this price plus the 5% + $1 fee.

    - ▪ **DOB Range** designates the common age range that should be registering for this ticket. Providing this information will assist a parent in choosing the correct ticket based on the date-of-birth of their child. Click the small calendar next to each form field and select a date.

    - ▪ Click on **Create Registration Ticket** to save your changes.

  - o **Modify Registration Ticket** allows you to make changes to saved tickets. Select the checkbox of the ticket and click the **Modify Registration Ticket** button. Make any changes you need and click **Modify Registration Ticket** to save your changes.

  - o **Delete Checked Tickets** allows you to remove saved tickets. Select the checkbox next to the ticket and hit **Delete Checked Tickets**. When the system asks you if you are sure you want to delete the ticket, select **Yes**. Use this tool with caution as a ticket deleted will be gone for good!

Registration Questionnaire

- This function allows you to select the questions to be answered by a registrant during Online Registration.

- The Online Player Registration system provides a **semi-custom questionnaire** of common, pre-entered questions.

- o To **choose** a question for your list, simply click the checkbox next to the question in the **Ask** column.
- o To **require** a question to be answered, click the checkbox in the **Require** column.
- • Should your league notice that the system does not provide a question that they need, simply email that question to bronlinesupport@baberuthleague.org and we can add it for you.

Coupon Management

- • This function allows you to create unique coupon codes. Communicate these codes to the parents in your league to allow them to save on registrations in any of these three ways:
  - o *Standard Coupon*: This coupon type allows you to select a dollar or percentage discount. This discount will be deducted from the entire 'Shopping Cart' during checkout.
    - ▪ Click on the **Add Standard Coupon** button in the Coupon Management window.
    - ▪ Enter a **League Coupon Code**. This can be text or numeric (e.g. Scholarship)
    - ▪ Enter a **Coupon Value**.
    - ▪ If you are applying a **percentage discount**, select **Yes** in the **Coupon is Percent Discount** drop-down box.
    - ▪ Click **Submit** to save your information.
    - ▪ If you are adding a code to **add** to your registration fee (e.g. a fundraising waiver fee), you will need to add a **negative value**.
  - o *Family Max Coupon*: This coupon type allows the league to set the maximum dollar amount that any family will be charged, regardless of the number of players they register (e.g. Your registration fee is $150, your family max is $250, and the parent registers two players. With this coupon code they will pay $250 in total).
    - ▪ Click on the **Add Family Max Coupon** button in the Coupon Management window.
    - ▪ Enter a **League Coupon Code**. This can be text or numeric (e.g. FamilyMax)
    - ▪ Enter a **Coupon Value**. This will be the amount the family is charged at checkout.
    - ▪ Click **Submit** to save your information.
  - o *Multiple Child Discount Coupon*: This coupon type provides a discount for all players registered after the first entry in the same registration session (e.g. If you register 3 player and the discount is 3% then player 1 will pay full price and players 2 and 3 will have 3% of their ticket price deducted at checkout).
    - ▪ Click on the **Add Multiple Registration Coupon** button in the Coupon Management window.
    - ▪ Enter a **League Coupon Code**. This can be text or numeric (e.g. MultiChild).
    - ▪ Enter a **Coupon Value**.
    - ▪ If you are applying a **percentage discount**, select **Yes** in the **Coupon is Percent Discount** drop-down box.
    - ▪ Click **Submit** to save your information.

- After creating your ticket, please note the **FULL coupon code** that you will communicate to your parents. This code will be formatted as **##-####-Code** (e.g. 98-208-FamilyMax).

    o On the main Coupon Management screen, a list of all coupons created for your league will be listed.

    o To deactivate a Coupon, simply click on the **Deactivate** button to the right of that coupon's line.

Registration Report

- This report provides you with an up-to-the-minute snapshot of who has registered through your league's online registration, and can be downloaded into Microsoft Excel for ease of sorting the data.

- In order to see the full registration sheet for any individual, including answers to the questionnaire, simply click on their name.

Registration Questionnaire Report

- This report provides you with a current listing of every answer to every online registration question for every registrant. This report can also be downloaded into Microsoft Excel for ease of sorting or filtering the data.

Registration Payments

- All online registration payments are secure, and are processed through PayPal into the Babe Ruth League, Inc. account.

    o Your league does not need to set up a PayPal account to use Online Registration.

    o Parents are not required to have a PayPal account to use online registration. Payments can also be made via credit card.

- Babe Ruth League, Inc. issues payment to leagues using the Online Registration system twice monthly. Reports are run from the 1st through the 15th of the month and again from the 16th through the end of the month. League payments are sent out with a copy of the report. We are looking to move to wire transfers in 2012.