

# Summertime Checklist



Sean Rose, Marketing Director

# Today's Agenda:

- Coordinating Volunteers
- Sharing Key Information
  - Important Links
  - Registration Dates
  - Fees & Discounts
- Distributing Information To Parents
  - Utilizing Your Website
  - Contacting Previous Registrants



# Demosphere Knows Youth Sports

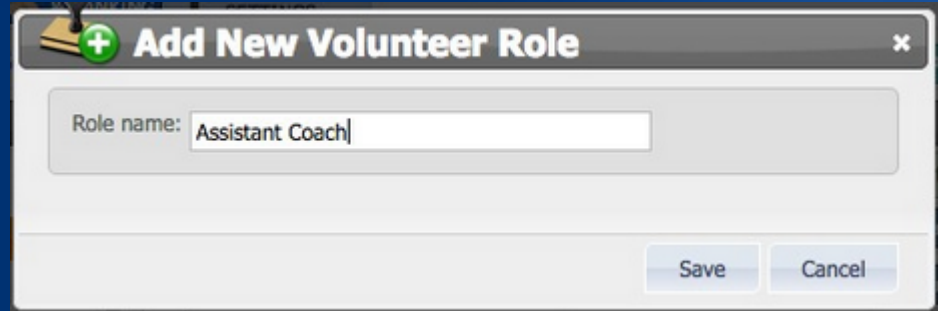
- 2,500+ Customers
- 25 years of experience
- 9+ years of experience personally



# Coordinating Volunteers

## Creating Volunteer Roles

- Automatically Created Within RosterPro:
  - Coach
  - Assistant Coach
  - Team Manager
- Potential Custom Roles:
  - Parent Volunteers
  - Snack Coordinator
  - Field Setup
  - Etc.



The screenshot shows a software dialog box titled "Add New Volunteer Role" with a close button (X) in the top right corner. Inside the dialog, there is a text input field labeled "Role name:" containing the text "Assistant Coach". At the bottom right of the dialog, there are two buttons: "Save" and "Cancel".

# Coordinating Volunteers

## Set Volunteer Fees

- Include optional “Opt Out” fee for those choosing not to volunteer
- Customize the fee amount and frequency



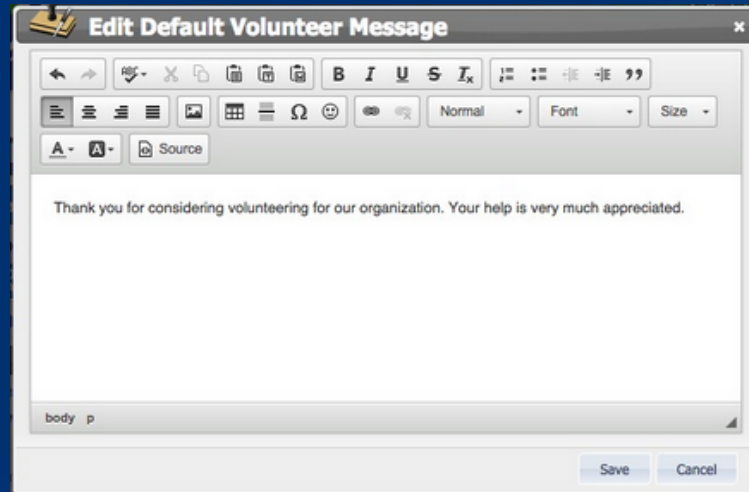
The screenshot shows a software window titled "Edit New Volunteer Opt-Out Fee" with a close button (X) in the top right corner. The window contains the following fields and options:

- Fee Name:** A text input field containing "Volunteering Opt Out Fee".
- Fee Amount:** A text input field containing "\$ 100.00".
- Charge this fee even if there is a volunteer record associated with the registration:** An unchecked checkbox.
- Charge Frequency:** A section with four radio button options:
  - Once per Household per Season
  - Once per Household for **ALL** seasons using this fee
  - Once per Participant per Season
  - Once per Participant for **ALL** seasons using this fee** (This option is selected with a blue dot.)
- Buttons:** "Save" and "Cancel" buttons at the bottom right.

# Coordinating Volunteers

## Customize Your Message

- Create message to display to volunteers during registration
  - Default Message
  - Seasonal Message

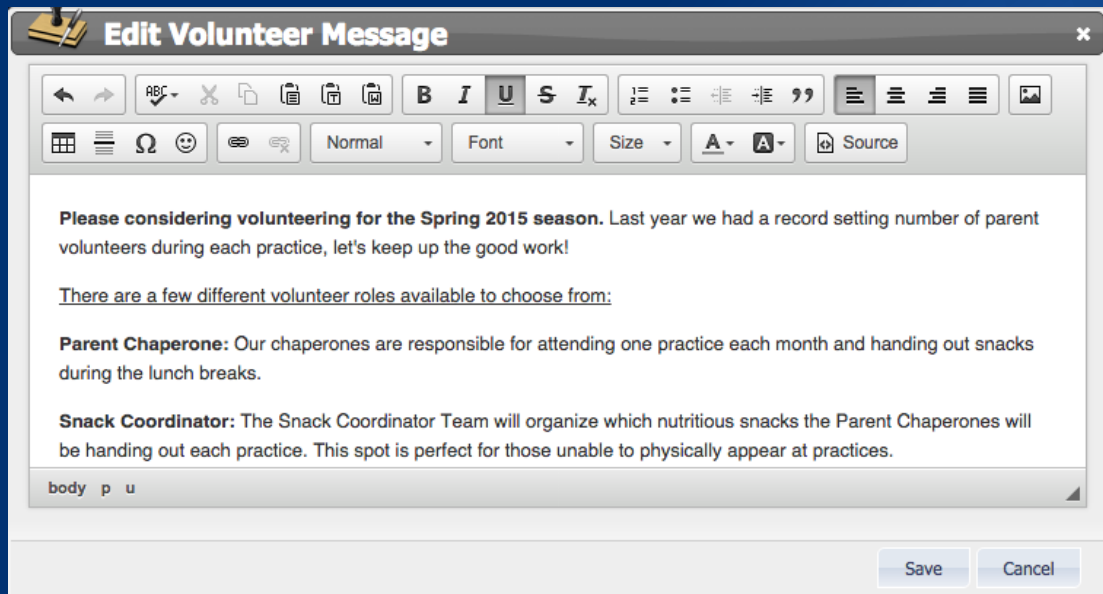


- Default Volunteer Message is displayed for every season by default
- Seasonal Message for a specific season will override the Default

# Coordinating Volunteers

## Recommended Text...

- List Available Roles
- Actual Time Commitment
- Encourage Community
- All About The Kids!



**Edit Volunteer Message**

Rich text toolbar: Undo, Redo, ABC, Cut, Copy, Paste, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Quote, Table, Link, Unlink, Font, Size, Color, Background Color, Source.

Please considering volunteering for the Spring 2015 season. Last year we had a record setting number of parent volunteers during each practice, let's keep up the good work!

There are a few different volunteer roles available to choose from:

**Parent Chaperone:** Our chaperones are responsible for attending one practice each month and handing out snacks during the lunch breaks.

**Snack Coordinator:** The Snack Coordinator Team will organize which nutritious snacks the Parent Chaperones will be handing out each practice. This spot is perfect for those unable to physically appear at practices.

body p u

Save Cancel

# Coordinating Volunteers

## Create A Custom Form

- Use similar functionality found in player registration forms
- Add custom questions
- Drag-and-drop form items seamlessly

The screenshot shows the 'RosterPro Registration' form editor. At the top, there are buttons for 'Quick Save', 'Save as Template', 'Add Basic Form Item', '+ Add From Template', and 'Edit Item'. Below these are buttons for form elements: 'Label', 'Text', 'Checkbox', 'Memo', 'Dropdown Menu', 'Multiple Choice', and 'Container'. The main area is a grid where a form is being built. The form text is: 'In addition to the role above, I would also like to be considered for the following roles: (check all that apply)'. Below this text are four checkboxes: 'Coach', 'Assistant Coach', 'Parent Volunteer', and 'Snack Coordinator'. At the bottom left, there is a label 'I hold the following Coaching License:' followed by a dropdown menu. At the bottom right, there is a label 'I can volunteer both weekday and weekend evenings:' followed by 'Yes' and 'No' radio buttons.

RosterPro® Registration

Quick Save Save as Template Add Basic Form Item + Add From Template Edit Item

Label Text Checkbox Memo Dropdown Menu Multiple Choice Container

In addition to the role above, I would also like to be considered for the following roles: *(check all that apply)*

☐ Coach ☐ Assistant Coach ☐ Parent Volunteer ☐ Snack Coordinator

I hold the following Coaching License:

I can volunteer both weekday and weekend evenings: ☐ Yes ☐ No



# Coordinating Volunteers

Collect the Volunteer's associated Registrant's name during this step

Collect availability upfront so you can start creating your schedules ASAP

The image shows a 'Season Volunteer Form' on a grid background. Three red arrows point to specific fields: one to the 'Name' field, one to the 'Your Availability' section, and one to the 'Desired Position' radio button group.

**Season Volunteer Form**

**Name**

**Child's Name**

**Your Availability:**

☐ Monday ☐ Tuesday ☐ Wednesday

☐ Thursday ☐ Friday ☐ Saturday

**Desired Position:**

☐ Chaperone

☐ Snack Coordinator

☐ Assistant Coach

☐ Field Crew

**Need Chaperone Shirt?** ☐ Yes ☐ No

**Shirt Size:**

Do you hold a coaching license?

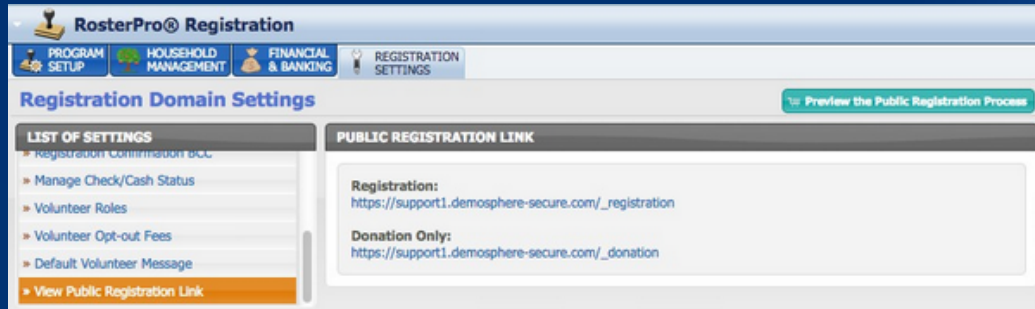
License Type:

Ask for Desired Position in multiple choice form rather than text so you're able to group similar responses

# Sharing Key Information

## Two Important Links to Share

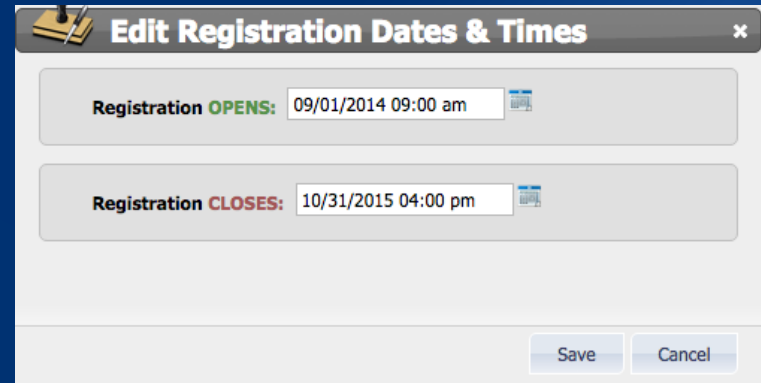
- The Registration Link
  - Processing New Registrations
  - [https://yourdomain.demosphere-secure.com/\\_registration](https://yourdomain.demosphere-secure.com/_registration)
- The Login Link
  - Access Household/Member Info, Review Orders, Make Payments
  - [https://yourdomain.demosphere-secure.com/\\_login](https://yourdomain.demosphere-secure.com/_login)



# Sharing Key Information

## Registration Open/Close Dates

- Once dates for registration are set, communicate with your organization the Open & Close dates in advance
- Add to Calendar
  - Just as important as when the season starts/ends!
- Identify any Early Discounts and Late Fees that may apply



The screenshot shows a software dialog box titled "Edit Registration Dates & Times" with a close button (X) in the top right corner. The dialog contains two input fields. The first field is labeled "Registration OPENS:" in green text and contains the date and time "09/01/2014 09:00 am". The second field is labeled "Registration CLOSES:" in red text and contains the date and time "10/31/2015 04:00 pm". Both fields have a small calendar icon to their right. At the bottom right of the dialog are two buttons: "Save" and "Cancel".

Field	Value
Registration OPENS:	09/01/2014 09:00 am
Registration CLOSES:	10/31/2015 04:00 pm

# Sharing Key Information

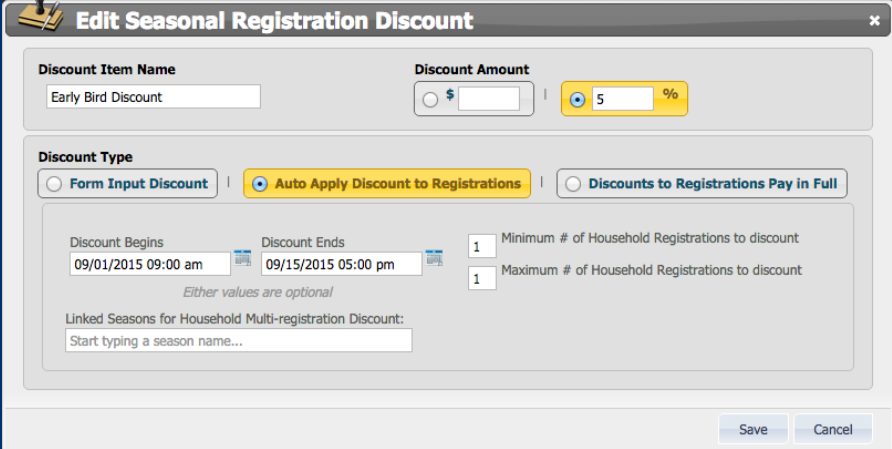
## Encouraging the 'Early Bird'

- Early Bird Discount

- Collect registrations early in the season with discounts
- Set Discount Amount, custom dates, and # of registrants
- Helps with forecasting!

- Pay In Full Discount

- Help persuade your registrants to pay in one lump sum
- Notifies HH of discount when Pay In Full is selected



The screenshot shows a web form titled "Edit Seasonal Registration Discount". The form is divided into several sections:

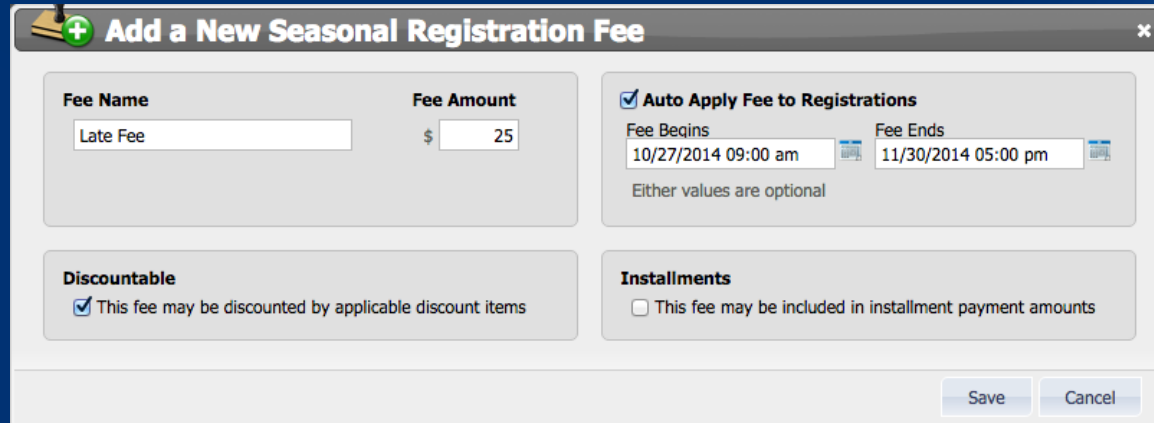
- Discount Item Name:** A text input field containing "Early Bird Discount".
- Discount Amount:** Two options: a radio button for a dollar amount (empty) and a selected radio button for a percentage amount, which is set to "5 %".
- Discount Type:** Three radio buttons: "Form Input Discount" (unselected), "Auto Apply Discount to Registrations" (selected), and "Discounts to Registrations Pay in Full" (unselected).
- Discount Dates:** Two date pickers. "Discount Begins" is set to "09/01/2015 09:00 am" and "Discount Ends" is set to "09/15/2015 05:00 pm". Below these is the text "Either values are optional".
- Household Registrations:** Two input fields for the number of households. "Minimum # of Household Registrations to discount" is set to "1". "Maximum # of Household Registrations to discount" is set to "1".
- Linked Seasons:** A section titled "Linked Seasons for Household Multi-registration Discount:" with a text input field containing "Start typing a season name..."

At the bottom right of the form are "Save" and "Cancel" buttons.

# Sharing Key Information

## Penalizing Late Registrants

- Late Fees
  - Schedule late fees to automatically apply after a certain date



The screenshot shows a software dialog box titled "Add a New Seasonal Registration Fee". It contains several input fields and checkboxes for configuring a new fee.

Fee Name	Fee Amount
Late Fee	\$ 25

☒ **Auto Apply Fee to Registrations**

Fee Begins: 10/27/2014 09:00 am      Fee Ends: 11/30/2014 05:00 pm  
Either values are optional

**Discountable**  
☒ This fee may be discounted by applicable discount items

**Installments**  
☐ This fee may be included in installment payment amounts

Save      Cancel

# Distributing Information To Parents



## GWAC SPORTS

- HOME
- ABOUT
- VOLLEYBALL
- BASKETBALL
- SOFTBALL
- COACHES



### GET INSPIRED

#### Welcome

GIRLS WESTERN ATHLETIC CONFERENCE

**Sports are not just about the final score...**  
It's about positive coaching, sportsmanship for children and their parents, learning to live together in a diverse community, maximizing talents, and fostering the physical, intellectual, emotional and spiritual strength in each of us.

The Girls Western Athletic Conference (GWAC) is committed to provide a fun, yet competitive, environment whereby the young ladies of our community may compete and develop general or advanced skills in specific sports, while learning the basic values of teamwork, respect and sportsmanship.

The GWAC serves 19 parishes in the Cincinnati Archdiocese and offers Girls Basketball, Girls Softball, Girls Volleyball.

#### Latest News

### Volleyball Registration



**Volleyball Coordinators** please check your email for the registration link for the upcoming volleyball season. If you did not receive the link please contact Sue DiTullio at [cincygwac@gmail.com](mailto:cincygwac@gmail.com).

Sept. 8 is the deadline to register your teams.

- UPCOMING EVENTS
- SCHEDULES
- DIRECTIONS

• Full Calendar - Click Here

### Upcoming Events

Tue, Sep 8  
VB Paperwork Due

Wed, Sep 9: 7:30 pm - 8:30 pm  
League Meeting


#### FIELD/GYM STATUS

**All Fields are Open**  
As of Thu Aug 20

**VIEW ALL FIELD LOCATIONS**


Text Message Alerts | Field Directions

### CONTACT US





# Distributing Information To Parents




THE OFFICIAL WEBSITE OF

## NORTH PUGET SOUND LEAGUE

HOME • ABOUT US • REGISTRATION • SCHEDULE • STANDINGS • LEAGUES

### Welcome to North Puget Sound League (NPSL)

Welcome to Year 7 of the NPSL, the fastest-growing non-premier youth competitive soccer league under Washington Youth Soccer!



**CROSSFIRE SELECT B98 WINS SURF CUP 2015!**

Crossfire Select B98 Mana'o won the 2015 Surf Cup in San Diego, CA. During competition, Crossfire Select beat Bay Oaks in the first pool game 1-0, followed by a 3-0 win vs Heat FC before losing 1-0...

[\[+\] Read more](#)

#### LEAGUE NEWS

### U-10 League Play begins September 2015

The North Puget Sound League is excited to announce that U-10 league play for boys and girls will begin in Fall 2015. Registration for this age will open on May 25 along with the rest of the league...

[\[+\] Continue..](#)

#### KEY DATES

### 2015-2016 Dates

05/25/2015: Fall Registration Opens

05/25/2015: HS Girls Winter League Registration Opens

08/01/2015: Fall Registration Closes


08/13/2015: Fall Team Placement Meeting

08/20/2015: Fall Schedules...

[\[+\] Continue..](#)

• [Applied Teams](#)

2015 Girls HS Winter League Registration Is Open!



Crossfire Select B98 wins Surf Cup 2015!

# Distributing Information To Parents

- Reach out to last season's players with the latest information on the upcoming season's registration information
- Filter by Season Name

**Create New Email Message**

Select Recipient Groups based on  data: + Add New Filter

☒ Registrants ☒ Household Admins ☐ Household Emergency Contacts

Additional Filters:

Season Name  Demosphere Rec Soccer - Fall 2014 + Select ✕

**Recipient List**

+ View Addresses

**Reply-To Address**

Default <dev@demosphere.com>

**Date/Time to send (EDT)**

08/01/2015 02:00 pm (leaving blank will send immediately)

**CC**

(use a comma to separate recipients)

**BCC**

(use a comma to separate recipients)

**Message Subject**

Registration Information For Fall 2015 Season

**Message Body**

Demosphere Rec Soccer,

We had such a blast playing with you on our team during the 2014 season we wanted to make sure you were kept up-to-date with information for the upcoming 2015 season, starting this September!

Registration for next season open on September 1, 2015 at 9:00AM and will close on October 31, 2015 at 5:00PM.

Early birds get a 5% discount on registration if you sign up before September 15th! And for those procrastinators out there, be wary of the late charge that will be applied to your account if you register after the October 31st deadline.

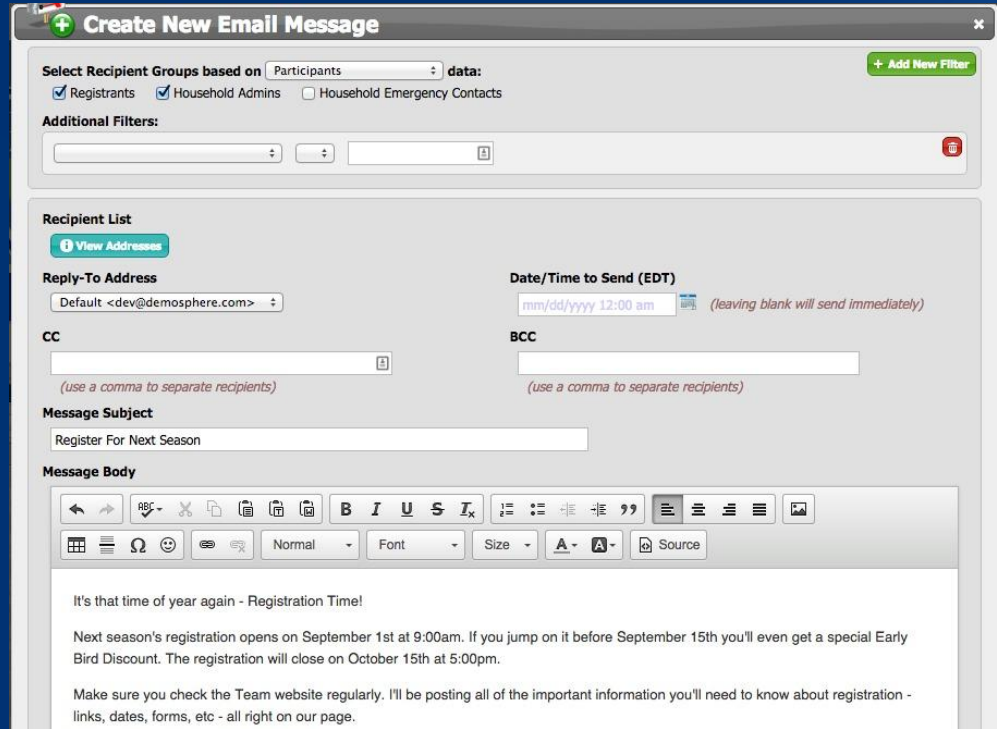
body p

Save Cancel



# Distributing Information To Parents

- Send an email to current Participants
  - Remind them where to look for regular updates
  - State important dates
  - List any discounts



The screenshot shows a web-based email creation interface titled "Create New Email Message". It includes sections for selecting recipient groups, adding filters, specifying the recipient list, setting the reply-to address, date/time to send, CC and BCC fields, message subject, and a rich text editor for the message body. The form is pre-filled with "Participants" as the recipient group, "Registrants" and "Household Admins" as selected filters, and "Register For Next Season" as the subject.

**Create New Email Message**

Select Recipient Groups based on:  data: + Add New Filter

☒ Registrants ☒ Household Admins ☐ Household Emergency Contacts

Additional Filters:

**Recipient List** + View Addresses

**Reply-To Address**

**Date/Time to Send (EDT)**  (leaving blank will send immediately)

**CC**  (use a comma to separate recipients)

**BCC**  (use a comma to separate recipients)

**Message Subject**

**Message Body**

It's that time of year again - Registration Time!

Next season's registration opens on September 1st at 9:00am. If you jump on it before September 15th you'll even get a special Early Bird Discount. The registration will close on October 15th at 5:00pm.

Make sure you check the Team website regularly. I'll be posting all of the important information you'll need to know about registration - links, dates, forms, etc - all right on our page.

# Demosphere Can Help!

- 25 Years Of Experience
- Best-In-Class Support  
[support@demosphere.com](mailto:support@demosphere.com)
- Demosphere Blog  
[How Did They Do That: Volunteers](#)  
[Two RosterPro Links All Admins Must Share](#)  
[Communication Is Key \(Email Filtering\)](#)





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