



**Summer 2017**

**Player Registration Instructions**

**3-27-2017**

## Overview

Thank you for taking the time to register as a player with the MASL this season! We are happy to have you!

This document is intended to be used by Players in the league. This document will explain the Player Registration process for our Summer 2017 season. The procedure is pretty simple and won't take you much time at all.

To run the league, the MASL uses a powerful web platform sold by a Minnesota company called **SportsEngine**. The platform is designed to make it easier for organizations like ours to manage leagues, have a website, keep records, host information and content as well as take registration information. Before SportsEngine, doing all this online was a large expensive undertaking for an organization of our size. We are very happy with what the platform provides and we have only begun to scratch the surface of its potential to better our league.

The league website is [www.masl.org](http://www.masl.org) and this website is based on the SportsEngine web platform.

**Unlike every year before this, now you, the player, will need to use the SportsEngine platform to register yourself in our league.**

This is a relatively big change for our league. For example, last year the Team Managers were in charge of collecting all the player information themselves. They then took that information and essentially created dummy accounts in the SportsEngine system that acted as place holders to represent you.

**In contrast, this year and going forward, we will have Players creating and owning their own SportsEngine accounts.**

There are many benefits to this. Here is a short list of what you can do with your SportsEngine account:

1. Track your player stats for every game in every season going forward.
2. Upload images and video from games.
3. Receive team notifications via the SportsEngine phone app which is available for Apple and Android.  
<http://www.sportngin.com/mobile/>
4. Look up game schedule information on the phone app.
5. Add information to your Player Profile.
6. Sign up for and participate in other sports and leagues that are using the SportsEngine platform.

**Another change from last year is that the SportsEngine "Player Registration" will require you to pay a \$30 player insurance fee.** Should you get injured during the season this insurance can be used to cover your medical costs. This fee would have been collected by your Team Manager in previous seasons. You will not be able to complete the registration if you do not pay this fee at checkout (checking account information and all major credit cards are accepted).

The remainder of this document describes how to make an SportsEngine account and then use that account to complete the **Player Registration** to join the league.

## Making a SportsEngine Account

Many people in the league already have an SportsEngine account. **If you already have an account you can move on to the Player Registration section below.**

Follow these steps to make an SportsEngine player account.

1. First go to the league website: <http://www.masl.org>.
2. In the top left corner you will see a link to "Create an Account" as shown below - click it.



3. You will be presented with a web form to register for an SportsEngine account. You can also choose to sign up via Facebook. See the screenshot blow.

The screenshot shows the "Create New Sport Ngin Account" form. At the top left, there are links for "Login" and "Create an Account". The Sport Ngin logo is in the top right corner. The main heading is "Create New Sport Ngin Account". Below this, there is a paragraph of text: "Creating an account is FREE and takes only a few minutes, plus gives you instant access to exclusive content and features. The same Sport Ngin Account can be used across all Sport Ngin websites and networks. Privacy questions? Click here for the [Privacy Policy](#)." To the right of this text, there is a link: "...or, login with an existing account." Below this link are two buttons: "SPORT NGIN" and "FACEBOOK". The form is divided into sections by a grey header: "Account Information". The fields are: "FIRST NAME" with the value "Diego"; "LAST NAME" with the value "Maradona"; "EMAIL ADDRESS" with the value "what is email?". Below the email field, there is a red error message: "Email can't be blank." Below the email field, there is a "RE-TYPE EMAIL ADDRESS:" field. Below that is a "MOBILE PHONE:" field. At the bottom, there is a note: "10 digit phone number (US or Canada). Phone numbers are used to receive texts and reset passwords."

4. Upon completion of the registration you will be sent an email to the email address you provided. This is to verify your account. In the email there will be a link to verify your account. Click it.
5. Clicking the verify link will bring you back to the <http://www.masl.org> website and you should see confirmation that your account has been verified at the top of the page.
6. You now have an SportsEngine account. Don't forget your user name and password! You will want to use your SportsEngine account next season! Also, to use the mobile app, you will need to login with your SportsEngine account.

## Player Registration

Follow these steps to register yourself with the MASL for the Summer 2017 Season.

1. Navigate your favorite web browser to:

<https://masl.sportnqin.com/register/form/660744392>

2. If your web browser doesn't automatically log you in with your SportsEngine account you will be asked to login at the bottom of the page. Login.
3. Once you are logged in you will see your name in the top left corner of the page. Once your are logged in you will be presented with a welcome screen as shown in the picture blow:

The screenshot shows a web page titled "MASL Summer 2016 Player Registration". The MASL logo is in the top left corner. A navigation menu on the left includes "Welcome", "Who Are You Registering?", "Player Information", "Review", and "Receipt". The main content area features a "Welcome" heading, a sub-heading "Welcome to the MASL Summer 2016 Player Registration!", and a paragraph explaining the registration process and payment. It states: "This registration session will allow you to complete contact information, sign up for participation, and submit payment. Please read through each page carefully to ensure that all information is provided accurately. To complete registration through our secure site, please have your Visa, MasterCard, Discover, or checking account information available. Following the completion of this registration, you will see a charge on your account from **Minnesota Amateur Soc.**" Below this, it says: "To register as a player in the league you will be charged a \$30 dollar fee that covers player insurance." and "If you are unable to complete this online player registration please contact your manager and they can help." There is a "Questions?" section with instructions to contact the team manager or MASL webmaster. At the bottom, there is a "MASL Registration Admins" section with an email icon and a "Continue" button.

4. Clicking "Continue" will bring you to the page. It's called the "Who are you Registering" page. This page is a bit confusing because you need to select yourself from the list. See the screenshot below:

On this screen you select yourself. This is because the SportsEngine platform is used in many youth leagues and often parents who own SportsEngine accounts register their children for a league. In this case you are using your SportsEngine account to register “yourself” with our league.

**Note for Team Managers and people who use SportsEngine for other sports and leagues:** You may see a long list of names in the “Who Are You Registering” step above. Please simply select yourself, not a different SportsEngine account associated with your account.

- The next step is Player Information. Please enter your information. See screen shots below.

When uploading your picture please ensure its resolution is **448 x 338 pixels**. You can use GIMP, Photoshop or <http://www.picresize.com/> to make your picture the right size. If your picture is not clear your Team Manager may request you upload a different image.

**Phone Number: \***  
Example 555-555-5555

**Email: \***

**Player Insurance Fee: \***  
 Player Insurance Fee (\$30.00)

**Please choose your Division: \***  
 Division 1  
 Division 2  
 Division 3  
 Division 4  
[Clear Current Selection](#)

**Division 1 Team: \***

The above screenshot is the second half of the Player Information page. Remember to enter the Division and team name of the team you are registering for.

6. Upon clicking Review you will be presented with the Review page as shown in the example below. If you are happy with your entries click "Continue to Shopping Cart."

**MASL** Summer 2016 Player Registration

### Review

**Your Registration is Almost Complete...**

Please Review the information below. Click "Edit" to return to a specific page and make changes. This Registration is not complete until you successfully submit payment on the following pages.

**Andy (MASL Test) Gikling** X [Delete Entry](#)

**Player Information** [Edit](#)

First Name	Andy (MASL Test)
Last Name	Gikling
Birthdate	10/29/1986
Player Photo	<a href="#">Facebook Pic.ing</a>
Address 1	2565 Franklin Ave #305
City	Saint Paul
State/Province	MN
Zip	55114
Phone Number	651-707-3206
Email	asgikling@gmail.com
Player Insurance Fee	Player Insurance Fee (1) Player Insurance Fee, \$30.00
Please choose your Division	Division 1
Division 1 Team	Scorpion Strikers FC

7. The shopping cart looks like the following screen shot. Click the “Checkout” button.

The screenshot shows the MASL Summer 2016 Player Registration Shopping Cart page. The MASL logo is in the top left. The page title is "MASL Summer 2016 Player Registration" and the sub-header is "Shopping Cart". A navigation menu on the left includes: Welcome, Who Are You Registering?, Player Information, Review, and Receipt. The main content area says "To change your order, edit your answers by selecting edit on the Review page." Below this is a table with columns: Qty., Item, Price, and Total. The table lists one item: "MASL Summer 2016 Player Registration" with a quantity of 1, a price of \$30.00, and a total of \$30.00. A "Processing Fee" is listed below with a total of \$1.90. The "Grand Totals" section shows a "TOTAL DUE" of \$31.90. A large "Checkout" button is centered at the bottom.

Qty.	Item	Price	Total
1	MASL Summer 2016 Player Registration	\$30.00	\$30.00
	Processing Fee		\$1.90
<b>Grand Totals:</b>		<b>TOTAL DUE</b>	<b>\$31.90</b>

8. On the Checkout Page you will be asked to pay the \$30 fee – you can pay via major credit card or check:

The screenshot shows the MASL Summer 2016 Player Registration Checkout page. The MASL logo is in the top left. The page title is "MASL Summer 2016 Player Registration" and the sub-header is "Checkout". A navigation menu on the left includes: Welcome, Who Are You Registering?, Player Information, Review, Shopping Cart, Checkout, and Receipt. The "Checkout" item is highlighted. The main content area is titled "Order Details" and shows a summary box with the date "MAR 28", a total of "\$31.90", and the status "Status: Pending". Below this is a security notice: "Verified and Secure Checkout. Learn More". The "Please Select Your Payment Method:" section has two radio buttons: "Checking Account" (selected) and "Credit/Debit Card". To the right are logos for Discover, Visa, and MasterCard. The "Billing Details" section has a checkbox for "Auto Fill Based on Registration Data" (unchecked). Below are form fields for: First Name: "Andy (MASL Test)", Last Name: "Gikling", Address 1: (empty), Address 2: (empty), City: (empty), State: "Select a State/Province" (dropdown), and Postal Code: (empty).

9. The final page is your receipt. Congratulations, you are now a player ready for the MASL Summer 2017 season!

## Post Registration Tasks

Your Team Manager can now pull you onto their roster. Now you can use the <http://www.masl.org> website along with your SportsEngine account to get league updates, scores, post content and view the schedule. Games start early May!  
Good luck!