

OYM/CYO

ON-LINE REGISTRATION PROCESS PARISH

The following are some overall suggestions to parishes as they prepare their parents for the on-line registration process. This also contains some suggested procedures to keep the process organized.

- I. The on-line system creates a central database of information regarding players and adult leaders that can be accessed by the Archdiocesan CYO and each parish for team roster formation for any Archdiocesan CYO sport. It will remain the responsibility of each parish to collect fees from individual participants for each sport and to form appropriate team rosters from those eligible to participate in a sport for that parish.
- II. The “Summary Information” sheet that is generated at the end of the participant on-line registration process is the “paperwork” that will be available to each parish regarding each participant. (It is the equivalent of the top half of the existing CYO paper registration form.) Although a liability “consent” is required to submit a completed on-line registration, each parish should collect a signed, dated “Summary Information” form from each participant at least once each sports year that it retains during that sports year.
- III. Parishes will have to decide when and how often they want to collect these paper “Summary Information” forms from players. There are a several possible scenarios, depending on how parish wants to administer its program. For example:
 - a. Collect a form from each player along with the registration fee for each sport in which they participate (e.g., one form/fee for soccer, one for basketball, one for softball/baseball).
 - b. Collect a form and registration fee from each player the first time they register during a sports year (e.g., soccer), and then collect only the registration fee for any other sports (e.g., basketball) during the year.

Also, depending on how the parish program is administered, parishes may want to consider how many copies of the “Summary Information” form they ask registrants to provide when forms are collected.

- IV. Currently, the top half of the CYO form can given to coaches for each team to provide player locator (e.g., phone number and e-mail address) and medical information. Now that information is available via the on-line roster, but coaches will have to go on-line to obtain it.

- V. Having the “infrastructure” available for actual on-line registration during registration fee/form collection sessions a parish conducts can be very helpful. However, this takes some planning and requires:
- a. Multiple computers with internet access (e.g., via a school computer lab)
 - b. An e-mail address that can be accessed at the registration site to receive the User Name/Password e-mail that is generated to start the process. (After receiving the User Name/Password via this e-mail address, the first thing the registrant needs to do when filling out the on-line registration form is change that e-mail address to the registrant’s own e-mail address.)
- VI. The information that is input by players into the on-line registration system and reflected on the Summary Information form will control the availability of players for team roster designations. In accepting registration forms, check the information to ensure it is factually correct, e.g., Grade, Female/Male, Date of Birth (not date of the registration process). Additionally, it is important to check the primary/secondary affiliation listings, which also are critical to player roster availability. If this listing is not correct, please contact the CYO Office. (NOTE: For those programs that are school-based -- e.g., Mary of Nazareth, Mother of God, San Miguel School, Woods Academy -- the primary affiliation should reflect the school rather than the player’s parish).