

OYM/CYO

ON-LINE REGISTRATION PROCESS PLAYERS

Although the Archdiocese of Washington CYO's on-line registration process contains a complete set of instructions, the following is a summary of the process, which must be followed for each player who wants to register for a CYO sport during the 2007-2008 school term/sports year along with some hints to make the registration process go more smoothly:

I. Beginning the Process – Obtaining a Player User Name and Password

Go the www.washcyo.com website, click on "CYO On-Line Registration," and then "Players (to register participants)." At this login page, click on the instruction that reads "Click here if you do not have an account and would like to request one." At this page, provide all the requested information and specify "Student" from the drop down list for Account Type. Please note that a registrant must provide (and correctly enter) an e-mail address, which is the address to which the player's User Name and Password will be sent. The User Name and Password should be sent to this address within five minutes. To continue the registration process immediately the registrant needs to provide an e-mail address he/she can access from the location where he/she begins the registration process.

Registration Hint

Registrants should be sure to select "Student" rather than "Adult Leader" from the Account drop down list. Selecting "Adult Leader" will take the registrant to the wrong form and can only be corrected by having the Archdiocesan CYO delete the individual, which means the registrant will have to start the registration process over from the beginning.

II. Player's User Name and Password

The e-mail the registrant receives as a result of the process described above will specify a User Name and Password for the player and provide instructions on how to continue the process. This User Name and Password, which are unique to each player and cannot be changed, will apply to the player for his/her entire CYO career. (With this system, the CYO no longer will need to request and utilize Social Security Numbers to access player information in its database.) Thus, the registrant should print and retain this information in a place where he/she can locate it, as it will be needed to access the player's account for future registration activities.

Registration Hints

1. User Name/Password Composition. The User Name and Password will be letters, numbers or a combination of both, and must be read carefully. The letters are in lower case. The o is a lower case letter as opposed to the number 0, which is a larger character. The number 1 should not be confused with the letter l. Also, the User Name will generally be the first two letters of the registrant's first name and the first three letters of the last name. For example, James Smith will be jasmi. If another person requests a User Name/Password with the same name or similar (i.e., Jason Smiley), the registrant will see the same User Name but a number after it – jasmi1.

2. Don't Receive a Return E-mail With a Username/Password. There have been some problems with receipt of the return e-mail that includes the Username and Password. The CYO's software developer believes this may have something to do with the spam filters that are now employed by many e-mail and web browser programs.

Assuming the correct e-mail address has been keyed in, if a registrant does not get an e-mail response to a request for a username/password within five minutes and has a spam filter program, the registrant should go into the spam program and make sure it will pass through e-mail from "adw.org". Then the registrant should use the process below for obtaining a "lost or forgotten" Username/Password to see if the e-mail comes through. If that doesn't work, e-mail the CYO at bondm@adw.org, explain that a return e-mail has not been received, and request the username and password for the player.

3. Lost/Forgotten Password. If after completing registration for a player a registrant later is unable to locate this information, he/she can go to www.washcyo.com website, click on "CYO On-Line Registration," and then "Have you lost or forgotten your username or password?" At the login page, click on the instruction "If you have lost or forgotten your User Name, Password, or both, please click here." Once information requested is provided, the registrant will receive the player's User Name and Password at the e-mail account provided during the initial registration process.

4. Each User Name/Password is Unique. A separate User Name/Password is needed for each individual (i.e., player or adult leader). The same User Name/Password cannot be used for more than one person. Doing so will cause the original information to be automatically replaced with the new information.

5. System Time Out. Once a User Name/Password is entered, there is a designated amount of time that not entering information will result in the system automatically requiring the individual to reenter the User Name/Password. This is a protection in the event an individual leaves the computer unattended. If a registrant does need to reenter a User Name/Password, it may also require that any information not "submitted" or saved to the system before the time out be reentered.

III. Player Registration Process

This process, which is in three parts, should take less than thirty minutes per player and will only need to be done once during a player's CYO career. Step 1 involves providing information on the player and his/her parents/guardians. Step 2 involves providing player medical information. Step 3 involves providing parental/guardian consent for the participant. All three parts must be completed for the registration to be complete.

Registration Hints

1. Mandatory Information. Those information boxes marked with a "*" are mandatory and must be completed.
2. Red Error Messages. If a registrant attempts to submit one of the three parts without providing all necessary information, the system will generate a red error message. You must provide the requested information to complete that part and continue the registration process.
3. Incomplete On-Line Registration = Player Ineligibility. CYO teams will be formed electronically from the player registration information that is submitted electronically. If a registrant fails to complete the registration process, that player's name will not be available to be placed on a team roster, thereby precluding the player from being eligible to participate in CYO sports.
4. Garbage In, Garbage Out. By the same token, the system depends on the accurate entry of information. For example, when teams are formed, they have eligibility parameters based on birthdate, sex, and grade. If player information is not entered correctly, the player may not appear as eligible for team placement. Please check to be sure all the information provided is accurate before you hit the "submit" button.
5. First Name Block Entries. The first name block must be one name only. For example, if the individual goes by John Paul then the registrant must list John and put the P in the middle initial block or list it as JohnPaul with no spaces in between the names. This error will not prevent a registrant from completing the online registration; however, it could delay the individual's name from being placed on a team roster.
6. Proper "Parish Religious Education Classes" Drop Down Selection for Children in Catholic Schools. If a child attends a Catholic school that provides religious education classes as part of the curriculum, the correct drop down list response to the question on "Parish Religious Education Classes" is "Not Applicable." The drop down parish listings for this question should only be used for those children that attend a parish religious education program because they don't attend a Catholic school.
7. Beware the scroll wheel on the mouse. Once a drop down box is accessed for making a selection, it is possible to scroll rapidly through the available choices using the scroll wheel on your mouse. However, this wheel is very sensitive so that if, after reaching the right selection, it is touched while the drop down box is still active (i.e., has a dark coloring) it will move to another choice. **BE VERY CAREFUL USING A MOUSE SCROLL WHEEL AS IT CAN EASILY CAUSE AN INCORRECT SELECTION THAT COULD MAKE A CHILD UNAVAILABLE TO FORM TEAM ROSTERS (see Hint 4 above).**

8. System Log Out When Doing Multiple Registrations. Once online registration is completed, fully log out of the system prior to going back to complete information for another child or adult leader.

9. Registering for School-Sponsored Teams. A player's availability to be placed on a team roster is controlled by his/her primary/secondary affiliation listings, which generally are parish-based. For those players who participate on teams that are school-sponsored -- e.g., Mary of Nazareth, Mother of God, San Miguel School, Woods Academy -- the player registering should designate these schools and the parish he/she attends on the appropriate drop-down lists. Although there is a listing for these schools under the parish drop-down list, as it indicates in these listings they are for use only by the Archdiocesan CYO office and Adult Leaders. Players who participate on these schools CYO teams, however, should check that the primary affiliation designation assigned by the CYO (see section IV below) is for the school rather than their parish and contact the CYO Office if this designation is not correct.

IV. Steps Following Successful Registration

Once a registrant has completed and submitted all three parts of the registration process, the system will generate a form that shows a summary of the information provided along with a listing indicating that the participant's "Primary Affiliation" is "pending." This designation will remain until the Archdiocesan CYO has reviewed the submission and approved the registration, at which time the Archdiocesan CYO will change the designation to show the parish for which the player has been registered to play. The player will then be eligible for team roster placement.

This "summary information" form also indicates a registrant should check back at the CYO site within 48 hours (using the assigned User Name and Password) to ensure the player has received a primary affiliation designation, print the form, and sign and submit it along with any applicable registration fees to his/her Parish/School CYO per its instructions.

V. Future Use of the On-Line Registration System

1. Corrections to Information. During the sports year, if any of the information a player has provided changes (e.g., e-mail address, phone number, address), the registrant should access the system (using the assigned User Name and Password) to make any corrections.

2. Annual Renewal. At the end of each sports year (sometime after April), the Washington CYO will "zero out" the grade for each player. Players will then have to access the system (using the assigned User Name and Password) and input their new grade (along with any corrections to other information) before they will be eligible to be placed on the roster for any CYO sport during the next sports year.

VI. Questions/Problems

If a registrant has any questions about or problems with CYO on-line registration, he/she should contact the Mr. Mike Bond of the Washington Archdiocese OYM/CYO by e-mail at bondm@adw.org or by calling 202-281-2465 during normal business hours (8:30 to 4:30 M-F).