

NYSS REGISTRATION – SPORTS ILLUSTRATED PLAY

Software: Sports Illustrated Play

URL: <https://northport-youth-sailing-school.siplay.com/>

Administrative Login: northportsailing@gmail.com

Password: LittlePuff4

Administrative Email: northportsailing@gmail.com

Access is online; you don't need software on your computer.

The details for updating the web site are too complex to go into here. Shelley has a binder of printouts on how to make changes to our site. For help online, look for the red circle with the question mark. SIP no longer has a manned help desk you can call. You can search help topics online, chat online with support or send them an email.

SIP is designed to support registration for groups much more complex than ours. For example, it could handle a baseball league in which some teams are restricted to only boys or girls, by school or by age. It could handle volunteers who are registering as coaches, assistant coaches or team helpers. NYSS is simpler. Here are some things that you need to know for updating.

SESSIONS: A week of half day classes. Week of July 2-6, 2018 AM, Week of July 9-13, 2018, PM, etc. In 5 weeks of classes, we have 10 sessions.

DIVISIONS: Instructional levels. Little Puffs, Beginner, Intermediate, Advanced Single-Hand & Advanced Double-Hand. Check with the board on what sessions will be offered & what divisions in each session.

PLACEMENT LIST: You'll need a copy of the completed list to post on the welcome page of the SIP registration site & the web master needs a copy to post on the registration page. You're responsible for compiling it. At the end of each week of sailing, the instructors give feedback on recommended placement levels for the following year. **BE SURE THAT SOMEONE COMMUNICATES TO THE INSTRUCTORS THAT THEY MUST TURN IN THIS LIST EVERY FRIDAY; WHEN THEY TURN IN THE LIST, THEY GET THEIR PAYCHECK.** As you get the lists back, compile the information. This gets posted in two places: on the NYSS registration page along with a list of information parents need to have before registering and on the SIP registration welcome page. After you've listed everyone who attended this year, look at the list from the beginning of the season. There will be kids on the list who didn't attend this year. Add their names & current placement levels to the list. If someone doesn't attend for 2 consecutive years, you can drop their name but it's a good idea to keep a record in case someone returns. Give a copy of the completed list to the web master.

When you log in as an administrator, you'll land on the HOME page. Here's how to get to the pages you'll most likely change.

SETUP – ORGANIZATION SETTINGS

Set up Refund Policy & Banking Information

Our current policy is "No refunds within 15 days of start of session. A \$15 handling fee will be assessed for all refunds." You won't have to change that unless the policy is changed. The \$15 handling fee covers the money we pay to SIP for their handling fee & the credit card fee.

SETUP – QUESTION LIBRARY

This is where questions asked of registrants live. Do you have a new phone number? Are you a resident of Northport or Leelanau Township, etc.

SETUP – HOSTED FILES

Photos that are posted on the SIP site. The latest Placement List is loaded here.

REGISTRATIONS – MANAGE PROGRAMS

This is where all the programming for the coming season happens. Dates, classes, birthday cutoffs, etc.

ACCOUNTS – ADMIN USERS – to add or delete administrative users. Shelley, Mike & Dana have total access including the authority to manage admin users. Donna can view & export finance reports & send emails from the system. Erin can view & export finance reports. She uses the system to capture information for Salesforce.

WEBSITE - WELCOME PAGE: Update the Welcome Page. Change the photo. You can get photos from the web master. Post the placement list for the current or upcoming season.

We don't use SIP for our website or for selling merchandise.

GENERAL RESPONSIBILITIES

Maintain the site; be sure it's updated at least 2 weeks before registration opens

Prior to each week of classes, email a reminder to the class. Dates, times, sunscreen, towel, sweatshirt, backpack or tote bag, water, merchandise (detail items & costs), Friday picnic & regatta. You can email to registrants directly from Sports Illustrated Play.

Monitor enrollment. Contact attendees from past years if you need to fill sessions.

Liaison with Sports Illustrated Play

Give access to reports to treasurer & any other interested board members or committee members