



# OHIO SOUTH YOUTH SOCCER ASSOCIATION

25 WHITNEY DR. STE #104 • MILFORD, OH 45150 • 513-576-9555

@ohiosouthsoccer / Ohio South Youth Soccer Association / @ohiosouthsoccer



## HOW TO TURN ON PLAYER/COACH REGISTRATION EMAIL NOTIFICATIONS

For any club or rec league admin who would like to receive an email notification when a player or coach registers in their system.

1. Get to your Stack system dashboard. In other words, log in.
2. Click on the event you want to enable notifications for.
3. Click the Registrants tab to enable for player registration. Click the Coach/Volunteer tab to enable for anyone who registers as a coach or other volunteer. In these instructions, you will see the path to enable for player registration, but the path is the same for coaches/volunteers once you pass this step.
4. In the Event Settings box, click the blue Edit button that correlates with Event Name & Settings.

The screenshot displays the U.S. Soccer Connect web application. The left sidebar shows a navigation tree with 'EVENTS' expanded, leading to '2019-20 Events' and then '2019-20 Ohio South Competitive'. Underneath, there are sections for 'Coach Pool' (Boys and Girls) and 'U-9' through 'U-19' age groups. The main content area is titled 'Manage Registration Event' and has tabs for '2019-20 Ohio South Competitive Settings', 'Registrants', and 'Coach/Volunteer'. The 'Registrants' tab is active. A red box highlights the 'Event Name & Settings' section, which includes the text '2019-20 Official Competitive - Player' and an 'Edit' button. Other sections include 'Waivers/Notices', 'Confirmation Email/Success Page', 'REGISTRATION CATEGORIES', 'REGISTRATION STATUS' (showing 1 Total, 1 Confirmed, 0 Pending, 0 Waitlist, 1 Unassigned), and 'REGISTRATION MANAGEMENT TOOLS' (Add Player, Confirm Players, Find Player, Copy Player, Print Forms). The bottom of the screen shows a Windows taskbar with the date 4/18/2019 and time 2:11 PM.





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5. In the Registration Info box, underneath the Registration Contact Email (the email notifications will be sent to) is a blue link called Notification Settings. Click this.

**Edit Registration**

**REGISTRATION INFO** 2019-20 OHIO SOUTH COMPETITIVE

Title \* 2019-20 Official Competitive - Player

Registration Form \* 2019-20 Ohio South Competitive Player Form [Preview](#)

Season \* 2019-2020

Share registration data with your association? \*  No  Yes

Registration Contact Name \* na

Registration Contact Email \* na@na.com  
[Notification Settings](#)

The registration contact can receive email notifications with every new registration. For leagues and tournaments, the registration contact name and email appears in the League & Tournament Directory.

**FINANCIALS**

Merchant Account \* No Merchants

Does this event have fees associated with it? \*  No  Yes

Does this event collect fees by check? \*  No  Yes

Does this event collect fees by credit card? \*  No  Yes

Processing Fee Percent  % (Leave blank for no processing fee.)

**ADVANCED**

Do you want to use a tryout-style registration event? \*  No  Yes

6. In the box that pops up, fill out the information as you see fit. Click Save.

**Notification Settings**

Notification Settings

Send email notification for new registrations

Only send after

Use contact email as reply address

[Save](#) [Cancel](#)

7. Optional: Scroll down. Hit Update. (Good habit to double ensure change took place.)

