

Club and Team Registration Process

(3/9/2014)

Summary

This Excel file is used to provide the SFL with club and team information. It is designed to help accomplish the following:

- Capture all the required contact information on one file along with the teams that should be registered.
- Eliminate the need to provide to provide duplicate contact information except when an individual coaches more than one team and/or is the SFL Club Representative.
- Provide error checking on the data entered to eliminate common errors such as using duplicate team names in the same age group which results in teams not being registered, assigning more than one person to the same non coaching role, and imputing data that does not conform to certain business rules.

Additional information on this process is provided below.

What You Can Do

This is a protected work sheet which limits some of the things that a person may used to be doing but is not allowed. Some of these are discussed below along with "work arounds" that may be of use. The following are some of the items that can be done:

- Select values such as Club Name, Team Name, Age Group, and Game Day from drop down lists.
- Use the Filters to only show the data that is desired, e.g., only the teams in a given age group, only games assigned to a given field, etc.
- Hide columns that are not needed to more easily focus on data that is desired at a given point in time.
- Add up to 15 people to receive the SFL mailings that are not team contacts or serve as the SFL Club Representative, Club Field Coordinator, or Club Referee Coordinator.

What You Cannot Do

The following are examples of items that an individual may desire to do that are restricted on the protected sheet along with some work arounds.

- Sorting data - The data may not be sorted on the SUBMISSION work sheet. However, you can use to work arounds for deleting or adding rows to accomplish the same end result.

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- Deleting or adding rows - Rows may not be added or deleted since this can adversely affect the error checking. However, two options exist to address this limitation. First, the data can be copied and pasted into the TEMP work sheet and the desired changes made and then copied and pasted back into the SUBMISSION work sheet using the PASTE SPECIAL VALUES command. Another option is to use the FILTERS to only show the desired data and make the necessary changes.
- Assign more than one person to a given club role, e.g., SFL Club Representative. However, this person can be added as a "Club Other" so that the individual can receive the mailings and if the person should receive the same Emails as a given individual, e.g., SFL Club Representative, Club Field Coordinator, etc. the individual's Email address can be added to the Email address used for that person.

Error Checking

The SUBMISSION work sheet has a number of error checks that are made to help improve data accuracy and reliability. The error checks take two forms. One is a listing of the errors that are detected and displayed in Column A - Errors. The other is data restrictions contained within the columns themselves. The following highlights some of these errors and actions that need to be taken to address them.

- Combined Field Name Error - The game field to be used by a team for its home games has been broken down into two columns - game complex, e.g., Baron Cameron, and the location, e.g., T1A. The combined length of these two values cannot exceed 20 characters. If this error message appears, then reduce the number of characters in the field location column. For example, instead of "Upper", use "Up".
- Combined Name Error - The number of characters for the first and last name combination cannot exceed 35 characters.
- Division Needed - All teams must be assigned a division. Divisions 1, 2, and 9 are allowed except for the Under 19 Girls which only have one division. Division 9 is for dropped teams.
- Name Required - All contacts must have at least one name entered. If the team contact's name is not known, then put in a unique value as a placeholder, e.g., U19B Team 1.

Role Required - A role must be assigned to each name. Simply select the proper value from the drop list which shows all the available roles.

- Too Many People Assigned Role - With the exception of the Primary Team Contact Role, a role may only be assigned to one person.

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- **Team Error** - The same team name may only be assigned to one team in each age group. For example, Sterling 1 may only be used once in the Under 12 Boys age group. It is fine to use this name in other age groups. Simple select another name from the drop down list to eliminate this error.
- **Team Needed Error** - Team information must be provided for anyone assigned the Primary Team Contact role.
- **U19G Division Error** - The Under 19 Girls only have one division - Division 1. This error message appears if the team is assigned to Division 2.

In addition to these error messages that may appear in Column A, several of the columns also have error checking in them. The error message that appears if any of these errors are detected should help explain what caused the error. The normal reasons include attempting to enter values not contained on the drop down list or entering more characters than allowed.

One column that may cause some problems is the Phone Number Column. The expected format is 999-999-9999. Attempting to use the (999) 999-9999 format will cause an error because this exceeds the number of characters allowed. Also, using a format of 999999-9999 will also give an error since the number of characters is less than allowed.