

September 26, 2003

On behalf of our many SRI members, online membership registration and related database services have been approved for immediate implementation with Youth Leagues USA. The SRI office has already received many calls and e-mails after SRI's AGM requesting additional information such as "what do we do now?" Therefore, SRI and YLUSA would like to provide to you, our valuable members, what steps will be taken to insure a smooth roll out of the approved services. As you know, it will be important for each one of the SRI membership organizations to work together and in a timely manner with SRI and YLUSA to provide the "ultimate solution" for SRI and their respective members. We want to thank you in advance for your assistance.

Items for immediate review or action:

- Please review the attached overview of SRI club services. As you see, your organization will have a built-in e-mail communication system to your members, ability to accept online registration from your members or enter member data directly into the online database, multiple user access at restricted levels of access to your club's database if desired by your club's master user, ability to form teams and print emergency and contact rosters, a suite of reports such as financial and donation reports, tracking of birth certificates and/or payments and more! The attachment provides considerable information and will answer many of your immediate questions. This document was provided to those members that attended the April workshop prior to the Council meeting as well as to our attendees at the AGM meeting. It will be important to share this document with the point of contact that you designate for your club.
  
- \* Please e-mail ([registrar@soccer-ri.com](mailto:registrar@soccer-ri.com) <<mailto:registrar@soccer-ri.com>>) or fax (401-294-8406) the following immediately or no later than October 3, 2003:
  - \* Contact information for the designated point of contact for your organization. The point of contact should be a responsive officer that is familiar with the registration process for the club. This person does not need to have a technical background. We would anticipate that most points of contacts will be the club registrar. SRI and YLUSA will be working through the next few months directly with the point of contact designated by you. Please include the following required information: organization name, organization's website or n/a, contact name and contact position with organization, phone number (s), and e-mail address.
  - \* Previous player/coach/volunteer/referee applications used in the past registration season. As only a check and balance, we would like to confirm based upon a review of your previous applications the generic questions being defined for the applications. Per the attachment, you will see that your point of contact will have specific unique options in addition to the generic questions.If you have a question or desire additional information after reviewing the attached document and the contents of this e-mail, please follow the guidelines below.
  
- \* SRI/YLUSA will be keeping in contact with all club points of contacts throughout the implementation, testing, and release stages by e-mail. Please have any questions directed through your point of contact or with your point of contact on a conference call. This will provide a smooth transition for all parties.

- \* Please e-mail [customersupport@youthleaguesusa.com](mailto:customersupport@youthleaguesusa.com) <<mailto:customersupport@youthleaguesusa.com>> AND [registrar@soccer-ri.com](mailto:registrar@soccer-ri.com) <<mailto:registrar@soccer-ri.com>> with your organization's name, contact person, contact phone number or e-mail, and question. E-mail is a preferred method of communication.
  
- \* If time permits, SRI and YLUSA may send to the point of contacts for each member organization recently received Frequently Asked Questions during the course of the next few months in an effort to "share" common questions and answers.
  
- Anticipated steps that will be taken with estimated timelines:
  - \* Finalization of agreement by SRI with YLUSA by Thursday, 9/25/03, with receipt of original documents and initial payment by Monday, 9/29/03.
  - \* Receipt of above information from SRI member organization by Wednesday, 10/3/03
  - \* SRI members electronic or disc submission of fall 2003 membership database to SRI office by mail or electronically at [registrar@soccer-ri.com](mailto:registrar@soccer-ri.com) <<mailto:registrar@soccer-ri.com>> as soon as possible. The earlier we receive the complete, virus, and error-free data, the earlier our organizations will have access to your new online database services. Membership data is required to be received no later than Wednesday, 10/15/03.
  - \* SRI Member organization application built and released for completion by all SRI member organizations by Wednesday, 10/22/03. This will be an application that contains your organization's address, website address (if applicable), primary contact person for organization, officers contact information by position. Your club's master user will have access to keep this application updated throughout the year as positions or contact information changes. This will also permit SRI to communicate by e-mail as well as to keep the SRI website up-to-date with organization information that we have provided on our website in the past.
  - \* SRI applications and database services built, tested, and reviewed during October and November.
  - \* Questionnaire provided to each member organization point of contact for completion and returned to designated e-mail address by Wednesday, 10/15. The questionnaire will be requesting information unique to your organization as outlined in the attached detailed description.
  - \* SRI member organizations' fall 2003 databases are imported into the YLUSA online database by Monday, November 3, if all organizations have submitted their complete, correct and error-free databases to SRI by Wednesday, 10/15/03. Corrupt and/or incomplete databases received may create a delay of our timelines; therefore, please verify before sending.
  - \* Final testing of database services and access positions during November 2003.
  - \* Release to member organization's point of contact access to their respective club database services for recreational services by 11/15/03 with password/id file of all additional "users" by position if desired to provide access to the respective person by master user.
  - \* Release of travel services to member organizations by Monday, 12/1/03
  - \* SRI user guide available from SRI website at time of release of final database services anticipated to be 12/1/03
  - \* SRI training for all "authorized users" tentatively scheduled for late November but preferably early December to allow time for members to "experience" system prior to training including the complete travel system.

- \* Creation of online application for older recreational members and all travel members during December 2003 and released in January 2004.
- \* Release of online 2004/2005 applications and database services in April 2004.

Steps that your organization should begin considering in the immediate future are as follows:

- \* A website presence is not required to accept online registration from your members. However, for those organizations that do not have a website, you may want to consider for the future a simple website presence with contact information and links to online applications. This is available for as little as \$100 per year including registration of your domain name. SRI's website will provide links to the SRI applications for any club member to access, select their organization (if organization is accepting online registration directly from their members), and complete the application. The online application registration fees are paid according to the options your club has provided your respective members. No registration fees are collected directly from your members by SRI.

- \* If you desire to accept online credit card payments, you will be required to apply for, maintain and pay the respective fees for your merchant account provider and a required gateway (authorize.net). If you will be accepting online credit card payments for your January 2004 registration, we recommend that you finalize the above accounts by November 10, 2003. We will post information on the SRI website and will provide to your club's point of contact information, steps, applications, and fees to expect as well as an established merchant account provider's information should you elect to use that specific merchant account provider.

- \* Some of our organizations have used their current software for scheduling, field assignments, referee assignments, as well as posting of scores and schedules. If you are using Logical Solutions/League Organizer, please be certain that you have their import/export version which would permit you to contract directly with Youth Leagues USA for a conversion to be created of your online database into your software service. Youth Leagues USA does work with a partner organization, [www.mysoccerleague.com](http://www.mysoccerleague.com) <<http://www.mysoccerleague.com>>, of which YLUSA and MSL have created an integration of your YLUSA online database into your MySoccerLeague services. Please feel free to review and contact [www.mysoccerleague.com](http://www.mysoccerleague.com) <<http://www.mysoccerleague.com>> for additional information.

As always, SRI and Youth Leagues USA are looking forward to providing Soccer Rhode Island with proven, reliable, and state-of-the-art services to our members for many years to come. We look forward to working with each of you.

SIGNED BY SRI AND YLUSA

Lisa

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