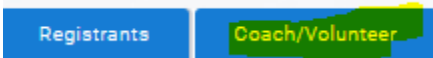


Auto-Confirmation – Set to OFF

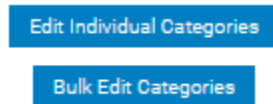
1. Log into your organization’s administrative website.
2. Click on Registration Event.



3. Click on the, “Coach/Volunteer” tab located at the top.



4. Click on, “Bulk Edit Categories”.



5. Make sure the Auto-Confirmation is set to OFF. We recommended that you set auto-confirm to off and manually confirm all coaches as that is what will place them in the Background Check queue. Once all Background Checks and Searches are processed, your organization will be billed for those adults.

Edit All Categories
2019-2020 Fall Season Registration

Instructions:
Use this tool to easily change settings for ALL your registration categories at one time. This is only a template, so no data will display.
1. Simply enter the NEW setting (date, dollar amount, number) ONLY for the setting(s) you want to change. You do not have to fill in ALL the fields.
2. Click UPDATE to save your changes.

Registration Event Settings

Registration Opens:	<input type="text"/>	at 12:01am
Registration Closes:	<input type="text"/>	at 11:50pm
Max. Participants:	<input type="text"/>	
Auto-Confirmation:	<input checked="" type="radio"/> Off <input type="radio"/> On	
Hide Registration Open/Close Dates:	<input type="radio"/> No <input type="radio"/> Yes	
Hide Base Fees:	<input type="radio"/> No <input type="radio"/> Yes	
Hide Categories When Closed:	<input type="radio"/> No <input type="radio"/> Yes	
Hide Age Group Information:	<input type="radio"/> No <input type="radio"/> Yes	