



Online Affiliation Users Guide

CJSA Online Affiliation Users Guide

Version 1 – November 29, 2010 – Initial Release

Version 2 – January 14, 2014 – Background check information added to dropdown

Version 3 – August 24, 2017 – Deleted Add a New Volunteer section

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For help with using this system please contact Joe Zizik CJSA Registrar at 860-848-8237 or email reg@secjsa.org

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Request Access

All club President must request access before they can complete the online affiliation

Go to <https://registration.cjsa.net/regaccess/requestaccess.asp>

First select your district (Figure 1).



CJSA

Registration Reporting System - Request Access

This is the CJSA Registration Reporting System request for access.
Select the CJSA District you are from.

District:

Figure 1 Select District

Fill out the all the fields in the form (Figure 2).



CJSA

Registration Reporting System - Request Access

This is the CJSA Registration Reporting System request for access.
Select the CJSA District you are from.

District: Southeast

All items requested below are required

Club: Montville Youth Soccer Club

First Name: Joe

Last Name: Zok

Phone Number: 850 848 8257

Position: Registrar

Email Address: joe@zok.com

Re-Enter Email Address: joe@zok.com

Password: ****

Re-Enter Password: ****

This is how you will receive your ID and password.

Figure 2 Request Access Form

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If an email address is already in use an error (Figure 3) will be displayed saying the email is already in the database. If this happens use forgot ? link (Figure 6) on the login screen.



Figure 3 Request Access Error

Once you have successfully created your account you will get a message (Figure 4) and email saying it may take up to 3 days to get your access approved. The 3 day notice is only if you have not done a background check. Background checks can be completed by visiting the CJSA web site www.cjsa.org



Figure 4 Access Acknowledgement

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Login

Go to <https://registration.cjsa.net> click the login link in the top menu (Figure 5).



Figure 5 Home Page

Enter your User ID and password (Figure 6). Your login ID is the email address used to create your account. For forgotten passwords use the Forgot? link to the left of the password box.



Figure 6 Login Page

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Affiliation Form

The Affiliation form is available from the Affiliation Menu located in the red menu bar (Figure 7).



Figure 7 Affiliation Menu

Clicking on the affiliation menu will take you to the club affiliation form. The club affiliation form will have anyone already on your affiliation form. If there are no volunteers registered you will see No volunteers to display (Figure 8).

 Use the entry below to add a current volunteer to the affiliation list.
Use the Add New Volunteer if they are not a coach already in the database.

Add New Volunteer Add New Club Member

Add Volunteer

Position:

Name:

NOTE: A double astrick (**) in front of the persons name indicates they are **NOT** verified with a background check.

Figure 8 Club Affiliation Form

Add a Current Volunteer

To add a volunteer that is already a coach you would use the Add Volunteer section of the form. First select the Position (Figure 9) from the drop down list. Several common positions are listed, if a position is not found select Other and a second text box will appear so you can type in the position. Referee Assignor is another position that requires more information. Please provide the date of the Assignors course when you select this position (Figure 10). Once position is selected choose the name of the person filling that position (Figure 11). Note that you will now see if a person has a current background check completed. Persons with a double asterisk (**) in front of their name are **NOT** verified with a background check. Click the Add Current Volunteer button (Figure 12).

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Position:


Name:

- Administrator
- Discipline Chairman
- Other
- President
- Recreation Chairman
- Referee Assignor
- Registrar
- Registrar - Rec
- Registrar - Travel
- Representative
- Secretary
- Travel Coordinator
- Treasurer
- Vice President

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Figure 9 Position

In the position dropdown two items require additional information.

 **If selecting Referee Assignor you must put in the date of the assignor class.**

If you select Other it requires the title of the position not listed.

Figure 10 Position Information Instructions

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Figure 11 Volunteers Name

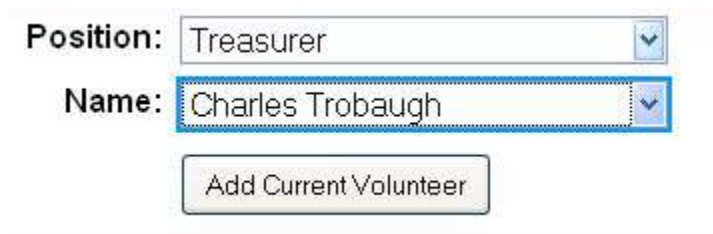


Figure 12 Add Current Volunteer

After adding your first club member your list will now show your first or more if you had users that were also coaches (Figure 13). Next add all the volunteers to the affiliation from that are already in the system as coaches using the previous instructions.

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Affiliation File Upload Files Processed Search Invoicing Profile

Delete

Southeast District
Southeast Soccer Club Affiliation List

	Name	Title	Phone	Email	Verified
<input type="checkbox"/>	Charles Trobaugh	Treasurer	(860) 464-5064	ctrobaugh@juno.com	Y

Use the entry below to add a current volunteer to the affiliation list.
Use the Add New Volunteer if they are not a coach already in the database.

Add New Volunteer

Add New Club Member

Add Volunteer

Position:

Name:

Add Current Volunteer

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Figure 13 Club Affiliation Form

Add a New Volunteer – Deleted

You now must add a volunteer to an upload file. Use U19 Coed as the level and BOD or Volunteer as the Team Name.

To delete a club member simply select one or more checkboxes next to the volunteer(s) name and click the delete button at the top of the form (Figure 16). The volunteer(s) will be removed from your affiliation form (Figure 17).

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Figure 14 Delete a member



Figure 15 Deleted User