

Registration Paperwork Process

Michigan Referee Committee

Version 1.1

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Principles of this Process

- Reduce work of the SRA and the DDI
- Eliminate manual registrations by the DDI and related updating
- Eliminate any form filling in class
- Eliminate submission of paper documents to the SRA (registration forms, Risk Management (RM) certificates, Registration Payment Acknowledgements (PA), checks
- Use the Class Roster provided by the Registrar as the single document containing all the information necessary for the SRA to approve registrations
- Provide the Instructors with an up-to-date Class Roster that contains all the information for all students registered
- The instructor has full responsibility the final class roster, badge delivery, walk-ins, no-shows – more later

Roster Creation & Distribution

- 2 days before the class (**usually Thursday**), the Registrar generates and distributes all rosters for that weekend to all DDIs
- Rosters will not contain registrations entered 2 days before the class
- Rosters are Excel spreadsheets; they can be further customized by the Instructor or DDI
- Rosters are formatted for optimal printing by hiding some fields, reformatting all other fields, insert work fields (RM, Score, etc.)
- The structure of the spreadsheets cannot be modified (no adding or deleting columns) because Carlos merges all spreadsheets into one to keep a history of students

Roster Distribution to Instructors

- DDI forwards Roster to the appropriate Instructor
- If the DDI expects not to have access to a computer in the 3 days before the class, make arrangements with the Registrar to email Rosters directly to his instructor
 - indicate instructor's email and related date-location-class type

Attendance/Registration Timing

Recommendation

- Begin checking attendance and Registration Payment Acknowledgement at the start of the class
- If Recertification class
 - Both instructors check attendance
 - Administer the test when completed attendance
 - During the test, one instructor sets up equipment
- If Entry or Bridge
 - One instructor checks attendance
 - The other instructor sets up equipment

Attendance/Registration Verification

- Verify each referee's Registration Payment Acknowledgement (PA)
- Check if payment amount is correct (**E and B = \$60; R = \$55**)
 - If not collect the \$x difference and mark Roster (\$x PAID)
- Check if class Date & Location **on PA** is correct; if not:
 - Mark roster student record with “CLASS SWITCH”
 - Send email to Registrar, asking for class switch and, if many switches are necessary, ask for an updated roster; **attach current Roster with your adds, no-shows and any comments**

Attendance/Registration Verification2

- Students not on Roster that have a **correct** PA
 - Most students with a PA registered after the Rosters were generated
 - Instructor needs to add the student name and birth date on the Roster using information from the PA
 - Write “NOT ON ROSTER” on student line of Roster
- Students on the Roster that forgot their PA
 - If a student is in the roster, 99% sure that he has paid – more next
- An email from the registrar that gives a confirmation of registration for a class is acceptable as a PA

Student on Roster Forgot Payment Acknowledgement

- If the student is on the roster, 99% he has paid; however, he may have paid \$5 less if
 - he originally signed up for a Recertification class or did not specify a class then switched to a Bridge or Entry
- If they forgot they PA at home **and 1-day class**, ask them to call **home** and bring it before the end of class
- If can produce an email (PDA) and the PA is ok, but mark “PA ON PDA”
- If the student gives you \$5 as the difference between what he paid and the class fee, then he is OK. Still mark the student record with “FORGOT PA, paid \$5” and give him a badge; include this info to the email that you send to the Registrar before sending Roster back to DDI (**we are in the process of changing the \$5 cash with a receipt from Registrar**)
- Otherwise, mark the student record “FORGOT PA”, give them a badge, after class send an email to Registrar including all students without PA; the registrar will confirm or deny registration
- **Redo this slide...**

Attendance Receipt

- As part of the acceptance process, sign, date, and enter your (Instructor) Firstname in the Registration Payment Acknowledgement and return to the student. This will be proof of attendance. **If the student does not pass, ask for the PA and erase what you wrote.**
- As an alternative, you can keep the PAs and add the test score at the end of the class; this will be proof of passing the class.
- **Move this slide after “attendance” slide**

Risk Management

- Before the class, when you receive the Class Roster from the DDI you may want to check birth dates earlier than Jan-01-XX
 - XX = registration year – 18 = **2010** – **18** = 92
 - if student was born earlier than 1992, he/she needs RM, so you may want to highlight that student record
- In class ask for proof of RM compliance;
 - if OK, place a checkmark or write “OK” or the RM number in the RM field of the student record in the Roster
 - if the person does not have the RM certificate, write “NO RM” in the RM field or “APPLIED” if he recently applied as a reminder not to give a badge at the end of class
 - Accept an RM certificate if it can be viewed on a PDA or laptop
- If NO RM or APPLIED but no Approval yet, ask students to
 - Forward their PA to you (the Instructor)
 - Include in the email the RM certificate PDF
 - Ask to receive a badge
- **At the end of class, distribute the books to the “non-RM” first (and also to the ones that did not register online, etc), then distribute books and badges to the rest.**

Walk-Ins

- Walk-in's are cause of additional manual work for instructors, and DDIs that **need to reconcile the checks and deposit them**. It causes delays if we register them using a form. We need to reduce paper registrations as much as possible and hopefully eliminate them
- If you are teaching a 2-session class, ask them to register online at the end of the first session, then ask them to bring the PA the second day – write name and birth date in the Roster as a reminder to look for online registration
- If you are teaching a 1-day class, ask them to call **home** to sign them up for the class, then forward the email to you if you have a phone with email
- If the above does cannot be done then follow the process in the next slide

Walk-Ins Registration

- Note firstname, lastname, birthdate, and USSF ID in the Roster or a separate sheet
- Check the Risk Management card and mark the Roster or separate sheet accordingly
- Walk-ins will not receive a badge in class
- Ask them to register and pay online as soon as they go home
- Ask them to Forward the Payment Acknowledgement email to the Instructor requesting a badge
 - in the email student needs to explain that he walked in the class, registered online after the class, and now wishes to receive a badge
- This process is on the Registration Help Walk-In section

No Risk Management

- Write NO RM in the RM field for the student on the Roster, and, if possible, group all NO RM students separately below the other students, so the SRA will know not to Approve those student yet
- When you receive proof of RM from the student, mail the badge to the student and email the SRA to approve the student (copy/paste student info from the Roster)

Test/Class Retake

- If a student needs to retake the test, ask them to find another class, and to contact the DDI where the new class is located asking to be accepted in the class only for taking the test.
- If they wish to re-take the class, ask them to follow the “Switching Class” procedure in the “Registration Help” section of www.MSYSAreferree.net

Comments Summary

List of possible comments that may be added to Roster by instructors before sending it to their DDI

- **NO RM**
- check mark on the RM field to indicate verified – not necessary
- **FORGOT PA** – check with Registrar – Remove After Verified
- **Class Switch** - ask Registrar – Remove After Verified
- **\$5 paid**
- **Walk-in payment** – check w/ Registrar - Remove After Verified
- **NO SHOW**
- **Grade 9 or Grade 8 recerts in a Bridge class (badge type)**
- **NOT ON ROSTER**
- **PA ON PDA**
- **DID NOT PASS**

Roster Update from Registrar

- Within 24 hours after class, update the roster spreadsheet with Class Switch, Walk-Ins, No-Shows
- If several students need to be added to the roster, send the attendance Roster to the Registrar and ask for an updated Roster
- **Do not add columns** to the Roster spreadsheet because Carlos merges them all together to keep a history of the students
- Send the Excel Roster only, no other document type (PDF, Word, etc)

Roster to SRABILLS - Example

USSF ID	Score	RM#	Last Name	First Name	M	Date of Birth	Email Address	Address	City	ZIP	Phone
1	70		Lastname	First	M	1/1/1995	faketEmail@mail.com	1234 fake street	Belleville	48111	313-555-1212
2	78		Lastname	First	M	1/1/1996	faketEmail@mail.com	1234 fake street	Dearborn	48124	313-555-1212
3	92		Lastname	First	M	1/1/1994	faketEmail@mail.com	1234 fake street	Canton	48188	313-555-1212
4	80		Lastname	First	M	1/1/1996	faketEmail@mail.com	1234 fake street	Dearborn	48128	313-555-1212
5	74	ok	Lastname	First	M	1/1/1988	faketEmail@mail.com	1234 fake street	Plymouth	48170	313-555-1212
6	84		Lastname	First	M	1/1/1993	faketEmail@mail.com	1234 fake street	Brighton	48114	313-555-1212
7	92	ok	Lastname	First	M	1/1/1980	faketEmail@mail.com	1234 fake street	Walled Lake	48390	313-555-1212
8	80	ok	Lastname	First	M	1/1/1965	faketEmail@mail.com	1234 fake street	Ypsilanti	48198	313-555-1212
9	90		Lastname	First	M	1/1/1995	faketEmail@mail.com	1234 fake street	Ypsilanti	48198	313-555-1212
10	70		Lastname	First	M	1/1/1993	faketEmail@mail.com	1234 fake street	BRIGHTON	48114	313-555-1212
11	96		Lastname	First	M	1/1/1994	faketEmail@mail.com	1234 fake street	Livonia	48154	313-555-1212
12	86		Lastname	First	M	1/1/1995	faketEmail@mail.com	1234 fake street	Saline	48176	313-555-1212
13	70		Lastname	First	M	1/1/1990	faketEmail@mail.com	1234 fake street	GP	48230	313-555-1212
14	86	ok	Lastname	First	M	1/1/1950	faketEmail@mail.com	1234 fake street	Livonia	48152	313-555-1212

NO RM

15	88	NO RM	Lastname	First	M	PAID \$5.00	faketEmail@mail.com	1234 fake street			313-555-1212
16	90	NO RM	Lastname	First	M	1/1/1992	faketEmail@mail.com	1234 fake street	Livonia	48152	313-555-1212

NO SHOW

		NO SHOW	Lastname	First	M	1/1/1957	faketEmail@mail.com	1234 fake street	birmingham	48009	313-555-1212
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Instructor Financial Report

- Download Instructor Financial Report (excel) from the Link menu item of the MRC website
- Identify how many students registered online
- Identify how many not online (checks, cash, \$5 paid) and place total in the “Total Deposit” field (s.b. exception)
- Include \$1 for each badge to be mailed for that class
- Determine instructor fees and split
- Email FR together with the final Roster to your DDI
- Place checks in the mail – most instructors write a personal check to MRC instead of mailing cash; in the Comment area include name and amount received from each student

Financial Report Example

Instructor Financial Report

To be filled out by the Instructor and emailed to the appropriate DDI

Site of Class: **Trenton** Recert 9 (\$55) Date(s) of class: **03/20 & 03/27**
 Recert 8,7 (\$55) Entry (\$60) Bridge (\$60)

Payment Type:	Students:	Amount:
Cash	1	\$60
Check	1	\$60
Other		\$5
Online	15	\$125 Total deposit at Comerica
Total	17	

Instructor Fees

- a. Recertification: Instructors are reimbursed \$100.00 per clinic plus \$2.00 per referee recertified.
- # of Instructors **0 x \$100 = \$0**
- # of students **0 x \$2 = \$0** Total fees
- # of students **17 x \$15 = \$255** Total fees
- b. Entry or Bridge: Instructors are reimbursed \$15.00 for each referee registered; if the course is for a small number of referees, it will be paid a flat fee of \$200.00 per instructor

LEAD INSTRUCTOR
Joe Knows

\$255.00 Instructor fees
\$1.00 Badge shipping
\$256.00 Total

ASSOCIATE INSTRUCTOR

\$0.00 Instructor fees

Instructor, please email to your DDI together with the final Class Roster filled with test scores

DDI Section

Comerica deposit slip date will advise with email

I have reviewed this form *Franco D'Anna* DDI

Apr 7 2010 Date

DDI, please email to srabills@comcast.net

End of Paperwork Process

- The following is to:
 - discuss recommended practices to ensure that referees register on time
 - How to answer some emails from referees
 - How to work with the Registrar to streamline the registration process

DDI Paperwork to SRA

- Verify that the Roster and Financial Report (FR) are consistent with the process in this document
- If something is incorrect, ask the instructor to make the necessary changes and resend to you
- No papers should be sent to SRA – if there are exceptions discuss with Registrar
- Forward the email with Roster and FR to SRABILLS@COMCAST.NET
- Deposit checks to the bank and email SRABILLS@COMCAST.NET confirming deposit and details of checks and cash

DDI, Solicit Your Contacts

- Email local contacts on October 1st (then follow up with a phone call) to begin organizing Recertification classes for November, December and January
 - This will help reduce the probability that students miss the Recertification classes
- In the same email, remind them to send reminder emails to their referees in October, not in January, as they may miss Recertification classes.
- Also, email your contacts on June 1st to organize classes for July and August

Questions from Students to DDI

- If asked by a student to switch class, respond students to follow “Switching Classes” process explained on the “Registration Help” section of www.msysareferee.net
- If you receive a Registration questions, just “Reply all” and add MichiganRegistrar@gmail.com ; if the email includes an attachment, then “Forward” it to the Registrar but include the email of the sender so I can close the question with one email
- If you receive an email with a request and this email includes the Registrar, do not respond, just let the Registrar respond

DDI to Registrar

- Questions or requests to the Registrar should specify 1. **Location**, 2. **Type**, 3. **Date** of the class. If one item is missing, I have to do research work to understand which class requires action. Avoid requests such as “change the Dearborn class max limit to 45”; instead to the following:
 - Change the **Dearborn Bridge** class of **4/20,27** max limit to 45
- The Class Summary report is updated twice a week. Please verify that the classes you just added are listed; also check the Class counts

CLASS Postings

- Use the format shown in the example on the next page, without any formatting, just one line per piece of information
- When submitting a class to be posted, make sure the complete street address, city, state and ZIP are included; these are all Mandatory fields at the US Soccer Registration system; I cannot add the class if you do not provide this data
- When receiving a class posting request, the Registrar assumes that class is for 40 students, unless you specify otherwise
- If your instructor and the location can handle more than 40, advise the Registrar accordingly

Class Posting Example

You only need to submit a simple email in the following format and info...

East Lansing - Saturdays 2/27 and 3/6 - Entry class

9 am – 1 pm

Michigan High School Athletic Association
1661 Ramblewood Drive

East Lansing, MI 48823

Local Contact for weather and other emergencies on class day
Matthew Graham 517-214-2159 or glasra@comcast.net

...and the Webmaster will format it into the following:

East Lansing - Saturdays 2/27 and 3/6 - Entry class

9 am – 1 pm

Michigan High School Athletic Association
1661 Ramblewood Drive

East Lansing, MI 48823

Local Contact for weather and other emergencies on class day
Matthew Graham 517-214-2159 or glasra@comcast.net

Class Posting Example 2

You only need to submit a simple email in the following format and info...

Trenton - Saturday December 19, 2009 – Recertification 8/7

9:00am to 2:00pm

Westfield Recreation Building (behind the Library)

2700 Westfield Rd

Trenton, MI 48183

Local Contact for weather and other emergencies on class day:

Mike Kiselis at mikek888@hotmail.com or (734) 752-1069 cellular

http://maps.google.com/maps?source=ig&hl=en&rlz=1G1GGLQ_ENUS338&q=2700%20Westfield%20Trenton&um=1&ie=UTF-8&sa=N&tab=wl

...and the Webmaster will format it into the following:

Trenton - Saturday December 19, 2009 – Recertification 8/7

9:00am to 2:00pm

Westfield Recreation Building (behind the Library)

2700 Westfield Rd

Trenton, MI 48183

Local Contact for weather and other emergencies on class day:

Mike Kiselis at mikek888@hotmail.com or (734) 752-1069 cellular

http://maps.google.com/maps?source=ig&hl=en&rlz=1G1GGLQ_ENUS338&q=2700%20Westfield%20Trenton&um=1&ie=UTF-8&sa=N&tab=wl