

SPRING REGISTRATION

If your league used online registration in Fall 2007 and will continue using online in Spring 2008

Returning Division I & II players will stay in the Fall 07 Season as they are registered for 1 full year. For those who need to pay fees for Spring 08 –

Parents should have existing user profiles and usernames/passwords. They will simply log in to the system, access their My Account page, and access the Fall 07-08 application that will be created by “ADG” and complete, submit and pay spring registration fees. The spring registration has been created automatically, so all the parent will be doing is paying (will look a bit different than straight registration). If users cannot remember their username and/or password, instruct them to use the “forgot password” option or have them contact ADG at 1-800-816-3365 and customer service staff can provide. **DO NOT CREATE NEW PROFILES.** There is a lookup option that requires player name, address, DOB etc. that can also be used to find the existing account.

ALL New DI & DII players must register in the **FALL Season**, following regular online procedures, including the creation of user profiles, to be added to a DI or DII team

Returning DIII & DIV – We suggest that only teams and admins be migrated, **not players.** Configure your S08 season for DIII & DIV, and then open online registration. The parents with existing profiles will follow regular online registration procedures.

New DIII & DIV– all new players will follow regular online procedures, including the creation of user profiles, for Spring 08.

**If your league used manual/administrative registration in Fall 2007
and will continue using manual/admin in Spring 2008**

Returning DI & DII –all players will appear in the Fall 07 season. The teams will remain Activated. Any changes to your DI & DII rosters will require transfers and releases.

Returning DIII & DIV – The most efficient way to process manual/admin registrations depends on your work flow. If you work team-by-team for your DIII & DIV registrations, it will be simpler to migrate all teams, admins, and players into the Spring08 season, and adjust rosters as needed. Remove, and cancel the applications for, the players who do not return for the spring season. **(This is for DII & DIII only; transfers or releases are needed for DI & DII roster changes.)** Add new players and assign to the rosters as needed.