



# CLUB TUTORIAL

## How to Register as a “Coach”

Written by Mike Lansdaal. Created 4/24/2005 Last Updated: 4/24/2005

This tutorial will help explain how to register with LVR Soccer to “coach” a team using the Bonzi registration system. The term “coach” is meant to be inclusive of the roles: Head Coach, Assistant Coach, Manager, and Trainer. Once you have registered as a coach, you do not need to mail or deliver any forms to us.

### **IMPORTANT NOTE ABOUT REGISTRATION**

You must log into the Bonzi system using a member account before you can register a player. Please see our tutorial on [how to login to your Bonzi account](#).

### **REGISTRATION STEPS**

1. **Member Login.** You can either start from the club’s home web page and click on the “[Registration](#)” button or click on the “[Member Log In](#)” button.
  - a. **Registration Button:** Clicking the “[Registration](#)” button on the club’s home page will bring up a page that shows the different types of registrations that you can register for. Select the “Fall Soccer 2005 – Coach” link. Selecting this link will bring up the “Member Log In” page. After logging in, proceed to Step 2. Please see our tutorial on [how to login to your Bonzi account](#) if you are unable to log into your member account.



Figure 1 - Select Registration Type

- b. **Member Log In Button:** Clicking on the “[Member Log In](#)” button on the club’s home page will bring up the “Member Log In” page. After logging in, you will see the various “member” profiles (parent and players) attached to the member account and some option links. Click on the “Register Now” link, and select the “Fall Soccer 2005 – Coach” link.

A screenshot of a web page titled "Member Log In". The page contains the following text: "This registration requires that you log in to your member account or create a new member account before you begin registration." Below this text are three radio button options: "YES, I already have a member account" (which is selected), "NO, I do not have a member account", and "I FORGOT my account information". Below the radio buttons is a "Login:" label, followed by two input fields: "Username\*" and "Password\*". At the bottom of the form is a "Submit" button.

Figure 2 - Member Login



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2. **Select the Member Profile.** If you have previously registered a player with LVR, there will be a member profile for yourself and each previously registered player. You will need to select which profile is registering to be a coach. When ready, click on the NEXT button.

A screenshot of a web form titled "Registration for Fall Soccer 2005 - Coach". The question is "Would you like to re-register one of these participants?". There are five radio button options: "None Listed", "None Listed", "Michael Lansdaal", "None Listed", and "No, register a new participant". The "Michael Lansdaal" option is selected.

Figure 3 - Select Profile

3. **Select the Age Group/Gender of the Team.** Select the age group and gender of the team that you are volunteering to coach. Note that it is not possible (at this time to indicate a team name). If you do not have a child who will be registered on the team that you want to coach, you will have to email us and let us know the particulars. When ready, click on the NEXT button.

A screenshot of a web form titled "Registration Categories". The instruction is "Please select a category". There are four checkboxes: "U-07 Boys", "U-07 Girls", "U-11 Boys", and "U-11 Girls". The "U-11 Girls" checkbox is checked with a green checkmark.

Figure 4 - Select Age Group and Gender

4. **Verify and Update Your Personal Information.** When a coach registers, we require a little more information than for the parent/guardian registering a player. Please be sure that these fields are completed and accurate. At this time, you will not be prompted to fill out the Risk Management Assessment information through the Bonzi system. You must go to the WSYSA web site, fill out their on-line form, print it out, and mail it in. For more details, please see our Risk Management FAQ. When ready, click on the NEXT button.



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**Registration for Fall Soccer 2005 - Coach**  
**Enter Coach Information**  
Titles in bold indicate required fields.

(Legal) First Name:   
(Legal) Middle Name:   
(Legal) Last Name:   
Nickname:   
Address:   
City:   
State:   
Zip:   
Home Phone:   
Work Phone:   
Cell Phone:

Figure 5 - Enter/Update Coach Information

- Registration Summary.** This page summarizes the registration activity. Registration is NOT COMPLETE until you click on the “FINISH” button. Please ignore the “Fees” column as there is no charge ever to volunteer as a coach.

Registration Summary		
Participants	Registration Category	Fees
Lansdaal, Michael	U-13 Boys	
	Base Fee	\$0.00
	New Registration Sub Total	\$0.00

Registration for this event is free. Please click **Finish** to complete your registration.

Figure 6 - Coach Registration Summary