

# The District IV Website

For any of you (Coach, Assistant Coach, Manager or Trainer) to utilize the full features that are available to Coaches/Assistant Coaches/Managers/Trainers on the District IV Website, you need to have access to the District IV Website. This is where you will be able to see the following:

- Your team's schedules
- Set-Up and Take-Down schedules involving your team
- Submittal of Match Reports
- Viewing Point of Contact Information for teams within your teams brackets or other brackets
- Listing of your teams Staff (Coach/Assistant Coach/Manager/Trainer) and their RM status
- Visibility of Notices pertaining to your Team's Schedule
- Visibility of Team Finance Information pertaining to the District IV website
- Visibility of Misconduct Information (Cards Issued and their adjudication status & Supplemental Reports). This feature is currently only available to U11 & Above Teams for Misconducts filed electronically and/or via KPSRA.

So – first you must Log on to the District IV Website.

## I. Logging onto the Site

### • **RETURNING COACHES/ASSISTANT COACHES/MANAGERS/TRAINERS TO THE SITE**

If you have ever logged on in the past, please go to <http://www.d4soccer.org/logon.php> and enter your sitename (Userid or Common Name) and password.

If the system does not recognize you or you have forgotten your password, then go to <http://www.d4soccer.org/logon.php> and at the bottom of the screen under Forgotten Password, click on Reset Password and follow the instructions provided. This will reset your password and provide you the new password so that you can then log on.

If the system still does not recognize you but you had access in the past, then please contact the webmaster via e-mail ([webmaster@d4soccer.org](mailto:webmaster@d4soccer.org)) and explain your problem. The webmaster should be able to get your problem corrected fairly quickly.

### • **NEW COACHES/ASSISTANT COACHES/MANAGERS/TRAINERS TO THE SITE**

If you have never logged on to the District IV Website in the past, then you need to register. You do this by going to <http://www.d4soccer.org/register.php> and completing the Registration Form. Fill in the needed information, including your address, date of birth is a must, in the "notes" section write in that you are a coach and identify your particular team (i.e. GU9 SK5), and at the bottom click the box next to "coach". When complete – click "Apply". Please note however that actual team affiliation on the District IV website is controlled by your individual Club Registrar. Once you acquire your access, if the system does not identify you properly regarding a team staff position, please contact your Club Registrar.

If you do not fill out the form properly and/or leave some mandatory data blank, you will receive an error message back in **Red** at the top of the screen. Make the appropriate corrections and click on Apply again.

When your form has been accepted, you will receive a message on the screen stating that your Registration Form has been accepted and it gives you a Confirmation #. REMEMBER THIS # as you will need it to check on the status of your Registration request on the District IV website. The processing of these registration requests usually takes less than 1 day, but as the season approaches, it could take as long as 2 or 3 days. My suggestion, wait until the next day and then check on your Registration Status.

To Check on Your Registration Status, go to <http://www.d4soccer.org/registrationstatus.php> and enter your First and Last name (Common vice Legal) in the appropriate name blocks and then enter the Confirmation # the system provided you in the Key block. Click on Display. The system will either tell one of two things:

1. Your Registration is pending review and is not yet ready – In this case, try again in a few hours.

2. Your Registration has been approved and it will display your SiteName. It will also tell you that you should have received your Password via E-Mail from the SiteManger approving your Registration. Now, simply go to <http://www.d4soccer.org/logon.php> and enter your sitename and password and click on Logon. You should now gain access.

## II. Member Agreement

- If you haven't been on the site in a while, or this is your first time, you must read and agree to the Member Agreement. This agreement outlines all the rules of operation of the site and explains all the privacy issues that must be observed while using this site.
- Once you have agreed to the Member Agreement, you will have access to the site.

## III. Risk Management

- All coaches/assistant coaches/managers, no matter what age, are to submit for WSYSA Risk Management Clearance. To apply for either an initial or renewal of an existing Risk Management clearance, we recommend that you do so via your Club/Association Bonzi website if they have one. If not, then please follow the instructions provided by WSYSA at this link - [https://www.secure-sam.com/sda.bonzidev.com/sda/registration/register\\_volunteer.php](https://www.secure-sam.com/sda.bonzidev.com/sda/registration/register_volunteer.php). Using the On-Line method, you should receive an RMA # very quickly. You will receive a Number but the system may take several days to actually clear you. Once cleared, you will receive a Post Card in the Mail with your Risk Management # and Expiration Date listed.
- The District IV website is designed to track the RM status of all of its members. It does this by verifying the RMA status of every individual that Logs On to the District IV website with WSYSA. Access to certain portions/functions on the District IV website is limited to those members with a Valid RM Clearance.
- Should you experience any difficulty with your RM status on the District IV website and therefore difficulty with access to the District IV website or any portion thereof, please notify the District IV Webmaster ([webmaster@d4soccer.org](mailto:webmaster@d4soccer.org)). The webmaster will work with you and WSYSA to resolve the issue at hand.
- REMEMBER – without a Valid RM Clearance, you will not receive proper access to the District IV website as a Team Staff Member.

## IV. You Should Now Be Ready to Use the Site

- Each time you log on (please remember to do it regularly) the system will check several things:
  1. The system will check your Risk Management status as listed in the District IV website per section III above.
  2. If you are identified as your team's Point of Contact (POC) by your Club Registrar on the District IV website, you will see any Notices that affect your team. Notices are automatically sent by the system when any change is made to any of your team's matches. Similar notices are also sent to any officials assigned to officiate your match. If you do not acknowledge the Notice by deleting it, your club Scheduler will see this fact and will then have to contact you so that you are aware of this change. Please help by logging in frequently and acknowledging any notices sent to you. Once you acknowledge a notice, please ensure that the rest of your team and staff are notified of the change to your team's schedule.
- Click the "Coach" segment on the left hand side of the screen. You should now see that the system recognizes you as being a Staff Member for a particular team or teams. If you are affiliated with multiple teams, you should click the "Active" folder for the Team information you wish to see.

**Note:** If the system does not identify you properly regarding a team staff position, please contact your Club Registrar to get that corrected.

Under the Coach segment, you will now see the items available to you as long as you are properly identified as a Team Staff Member and your Risk Management status on the District IV website shows you as being "Cleared".

1. **Applications** – This section provides for the submission of applicable On-Line Applications and also provides for a means of viewing individual Application Status.
  - For U11 and Above Teams – this is where the District IV Competitive Play Application is made available.
  - For U10 and Below Teams, this is where the Soccer To The Maxx Application is made available.
2. **ByteSize Coaching** – This section will provide any properly identified Team Staff member with access to the ByteSize Coaching System.

3. **FAQ** – This section lists Frequently Asked Questions pertinent to you as a Coach/Assistant Coach/Manager.
  4. **Field Setup** – This section will identify your Team's home matches and show if you are responsible for Field Setup and/or Breakdown if you are involved in the first or last Match on a day at the Field.
  5. **Match Report** shows you a listing of your team's matches and allows you to report the results from any Match with a scheduled date in the past by clicking on the Match number.
  6. **Misconducts** – This section provides for the visibility of Misconduct Information (Cards Issued and their adjudication status & Supplemental Reports) pertaining to this specific team. This feature is currently only available to U11 & Above Teams for Misconducts filed electronically and/or via KPSRA.
  7. **News** – This section displays News items pertinent to Coaching Staffs
  8. **Schedules** – As the system knows the staff members of each team as identified by your club registrar, the system is able to automatically display your team's schedule under this section.
  9. **Staff** – Shows the names that have been identified by your club registrar as being part of your teams staff (Coach/Assistant Coach/Manager) and their RM status.
  10. **Team Finances** – This section allows any Team Staff member to view any and all financial activities pertaining to the Team and District IV (i.e. District IV Scheduling Fees)
  11. **Teams POC** – This section lists the Name and link information for each Team Point of Contact for the teams within your team's bracket or any other bracket you may select
- V. If you have any questions concerning the website, please contact the webmaster ([webmaster@d4soccer.org](mailto:webmaster@d4soccer.org)).