

# The District IV Website

For any Board Member (Club/Association/District) to utilize the full features that are available to Officers 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:

- Board Forum
- Match Reports from Coaches/Referees associated with your Club/Assoc/District
- Misconducts associated with your Club/Assoc/District
- Registrar functions if you are a Club/Assoc Registrar
- Financial records associated with your Club/Assoc/District

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

## I. Logging onto the Site

### • **RETURNING Board Member (Club/Association/District) 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 BOARD MEMBER (CLUB/ASSOCIATION/DISTRICT) 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 Board Member (President, Secretary, Treasurer, etc.) and identify your particular organization (Club/Assoc Name). When complete – click "Apply".

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 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. Ethics 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 Ethics Agreement. This agreement applies to anyone identified on the website as an Officer, Administrator, Committee or Staff Member and is intended to ensure that all such individuals are reminded of the Ethical Standards set for their access on the site.
- Once you have agreed to the Ethics Agreement, you will have access to the applicable portions of the site for you as an Officer, Administrator, Committee or Staff Member.

#### IV. Risk Management

- All Board Members, no matter what level of organization, 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 an Officer.

#### V. 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. Click the "**Officer**" segment on the left hand side of the screen. You should now see that the system recognizes you as being an Officer for a particular organization (Club/Association/District). If you are affiliated with multiple organizational positions, you should click the "Active" folder for the organizational position you wish to see the pertinent information for.
 

**Note:** If the system does not identify you properly regarding an Organization's Officer position, please contact the District IV Administrator to get that corrected.
  3. Under the Officer segment, you will now see the items available to you as long as you are properly identified as an Officer and your Risk Management status on the District IV website shows you as being "Cleared".
    - **Agreement** – Allows you to review the Ethics Agreement
    - **FAQ** - This section lists Frequently Asked Questions pertinent to you as an Officer
    - **Manage** – This section provides for the following Sub-Categories:
      - **Coach Reports** – This section will enable you to view all Coach Reports entered by team staff members for matches involving teams within your organization (i.e. Club/Assoc.)
      - **Directory (District IV Officers Only)** – This section provides you access to the complete member directory and displays each member that is listed on the site.
      - **Documents (District IV Officers Only)** – This section provides you access to any Documents that have been posted solely for the use of your organizations Officers.
      - **Match Results** – This section will enable you to view all Match Result Reports entered by referees for matches involving teams within your organization (i.e. Club/Assoc.).
      - **Teams** – This section provides you access to information on file with District IV about current Teams from your Organization.
      - **TeamHistory** – This section provides you access to information on file with District IV about Team History information from your Organization.
      - **Team Placement** – This section provides you access to information on file with District IV about current Team Placement (i.e. Fall League Placement, State Cup Placement, etc.) information for teams from your Organization.
    - **Forum**
    - **Misconducts** – This section provides for the visibility of Misconduct Information (Cards Issued and their adjudication status & Supplemental Reports) pertaining to any team within your organization.

This feature is currently only available to U11 & Above Teams for Misconducts filed electronically in the state and/or via KPSRA.

- **Tools** - This section provides for the following Sub-Categories:
    - **Applications** – This section allows you to view submitted Applications from membership for Event participation (i.e. District IV Competitive Play Applications, Soccer To The Maxx Applications, etc.).
    - **Financials** – This section provides you summary of fiscal information associated with Teams registered from your Organization.
    - **Team Staff RM Status** – 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 as currently known on the District IV website.
4. If you are a **Registrar** - Click the "**Registrar**" segment on the left hand side of the screen. You will now see the items available to you as a Registrar. You will note that **you have the following additional capabilities** beyond that of other Officers:
- **Manage:**
    - **Users** – This section provides you access to the Users Table for the District IV website where you can Update Only (No Additions or Deletions) members information.
    - **Teams** – This section provides you access to update the information on file (add/modify/delete) with District IV about current Teams from your Organization.
  - **Tools:**
    - **Applications** – This section allows you to review (Approve/Deny) submitted Applications from membership for Event participation (i.e. District IV Competitive Play Applications, Soccer To The Maxx Applications, etc.).
    - **Register** – This section allows the Registrar to Add a new User definition to the District IV Site
    - **Team Counts** – This section shows you a breakdown of teams within your organization (Club/Assoc.) that have been marked by you as being ready for Scheduling.

VI. If you have any questions concerning the website, please contact the webmaster ([webmaster@d4soccer.org](mailto:webmaster@d4soccer.org)).