District IV Website Information
(Acquiring Access & Viewing Schedules)

For any individual (Parent, Grandparent, Friend, etc.) to utilize the full features that are available on the District IV Website, they need to register to have full access to the District IV Website. You require full access to the site to be able to see the following:
- Team schedules
- Standings
- Member Directory

I. Logging onto the Site
- **RETURNING MEMBERS 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) and explain your problem. The webmaster should be able to get your problem corrected fairly quickly.

- **NEW MEMBERS 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, choose your own password. 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 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 explain 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
- Parents, Grandparents, etc. who are not also identified as coaches, assistant coaches, team managers, etc. do not require Risk Management clearance.
- However, if you are working as a Coach/Assistant Coach/Manager, no matter what age, you 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. 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). The webmaster will work with you and WSYSA to resolve the issue at hand.

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:
  - The system will check your Risk Management status as listed in the District IV website per section III above.
- **How to View Schedules**:
  - Click the "Member" segment on the left hand side of the screen.
  - Click the "Schedules"
    - The System will now display a section entitled Schedule Query Criteria. You will now need to insert some information to obtain whatever schedule you are looking for. The important fields that need be entered are as follows:
      - **Authority** – used to identify what organization is controlling the league in which any particular team is playing.
        - Any Full Field Team (U11 and Above) will have one of the following Authorities:
          - Authority = '**WSYSA**" for Teams participating on the State Leagues
          - Authority = "**WSYSA District I**" or "**WSYSA District III**" for Teams participating on any of their District Leagues and or CYL's
          - Authority = "**WSYSA District IV**" for Teams participating in any District IV operated Recreational (Div2 or Div3) or Competitive League (Div1).
        - Any Small Sided Team (U10 and Below) will have one of the following Authorities:
          - Authority = "**NSYSA**" for teams participating in a Small Sided League controlled by their Association.
          - Authority = "**NKSC**" for teams participating in the NKSC in House micro league.
      - **Level** – used to identify a Bracket Age Level (i.e. U07, U12, U19, etc.).
      - **Gender** – "**B**" or "**G**" for Boys or Girls. Any team that is Coed will be identified as "B".
      - **Division** – used to specify what Division the Team is playing in.
        - For WSYSA District IV Authority teams, the possibilities are Div1, Div2, Div3.
        - For KPYSA Authority Leagues, the possibilities are Burgundy, Navy, White.
        - For NSYSA Authority Leagues, the possibilities are Blue, Green.
        - For NKSC Authority Leagues, the Division will be Gold
  - With the above information, you should be able to view the schedules for the complete bracket in which the team you are concerned with is playing by clicking on Show. To view a schedule that is pertinent only to the team you are interested in, you will need to fill on one of the two items below:

- o **Team Name –** Identifies a particular Team by Name (i.e. TR2, NK1, CK3, BI2, TR3 Tigers, etc.)
- o **WSYSA #** - This is the WSYSA Team ID #. Every team within WSYSA has its own specific WSYSA Team ID 3 that is unique within the entire state (i.e. 418266321). This number identifies the team as coming from District IV, the specific Association and Club. This is an excellent way of being able to locate your specific teams schedule. Using it alone (no other criteria included) you can obtain that specific teams schedule. If you desire to obtain the WSYSA Team ID # for your team, please ask your teams coach who should be able to acquire that information.

V. If you have any questions concerning the website, please contact the webmaster (webmaster@d4soccer.org).