

# OYM/CYO

## ON-LINE REGISTRATION PROCESS ADULT LEADER

Although the Washington CYO's on-line registration process contains a complete set of instructions, the following is a summary of the process, which must be followed for each adult leader (i.e., Athletic Association President (AAP), Athletic Association Director/Delegate (ADD), head coach, assistant coach) who wants to participate in connection with a CYO sport during the 2007-2008 school term/sports year along with some hints to make the registration process go more smoothly:

### **I. Beginning the Process – Obtaining a User Name and Password**

Go the [www.washcyo.com](http://www.washcyo.com) website, click on "CYO On-Line Registration," and then "Coaches, Commissioners, ADs, and Presidents." At this login page, click on the instruction that reads "Click here if you do not have an account and would like to request one." At this page, provide all the requested information and specify "Adult Leader" from the drop down list for Account Type. Please note that an adult leader must provide (and correctly enter) an e-mail address, which is the address to which the adult leader's User Name and Password will be sent. The User Name and Password should be sent to this address within five minutes. To continue the registration process immediately the adult leader needs to provide an e-mail address he/she can access from the location where he/she begins the registration process.

### **Registration Hint**

*Adult leaders should be sure to select "Adult Leader" rather than "Student" from the Account drop down list. Selecting "Student" will take the adult leader to the wrong form and can only be corrected by having the Archdiocesan CYO delete the individual, which means the adult leader will have to start the registration process over from the beginning.*

### **II. Adult Leader's User Name and Password**

The e-mail the adult leader receives as a result of the process described above will specify a User Name and Password and provide instructions on how to continue the process. This User Name and Password, which are unique to each adult leader and cannot be changed, will apply to the adult leader for his/her entire CYO career. Thus, the adult leader should print and retain this information in a place where he/she can locate it, as it will be needed to access the adult leader's account for future registration activities.

## Registration Hints

1. User Name/Password Composition. The User Name and Password will be letters, numbers or a combination of both, and must be read carefully. The letters are in lower case. The o is a lower case letter as opposed to the number 0, which is a larger character. The number 1 should not be confused with the letter l. Also, the User Name will generally be the first two letters of the adult leader's first name and the first three letters of the last name. For example, James Smith will be jasmi. If another person requests a User Name/Password with the same name or similar (i.e., Jason Smiley), the adult leader will see the same User Name but a number after it – jasmi1.

2. Didn't Receive a Return E-mail With a Username/Password. There have been some problems with receipt of the return e-mail that includes the username and password. The CYO's software developer believes this may have something to do with the spam filters that are now employed by many e-mail and web browser programs.

Assuming the correct e-mail address has been keyed in, if an adult leader does not get an e-mail response to a request for a username/password within five minutes and has a spam filter program, the adult leader should go into the spam program and make sure it will pass through e-mail from "adw.org". Then the adult leader should use the process below for obtaining a "lost or forgotten" username/password to see if the e-mail comes through. If that doesn't work, e-mail the CYO at [bondm@adw.org](mailto:bondm@adw.org), explain that a return e-mail has not been received, and request the username and password for the adult leader.

3. Lost/Forgotten Password. If after completing registration, an adult leader later is unable to locate this information, he/she can go to [www.washcyo.com](http://www.washcyo.com) website, click on "CYO On-Line Registration," and then "Have you lost or forgotten your username or password?" At the login page, click on the instruction "If you have lost or forgotten your User Name, Password, or both, please click here." Once information requested is provided, the adult leader will receive the adult leader's User Name and Password at the e-mail account provided during the initial registration process.

4. Each User Name/Password is Unique. A separate User Name/Password is needed for each individual (i.e., player or adult leader). The same User Name/Password cannot be used for more than one person. Doing so will cause the original information to be automatically replaced with the new information.

5. System Time Out. Once a User Name/Password is entered, there is a designated amount of time that not entering information will result in the system automatically requiring the individual to reenter the User Name/Password. This is a protection in the event an individual leaves the computer unattended. If a registrant does need to reenter a User Name/Password, it may also require that any information not "submitted" or saved to the system before the time out be reentered.

### III. Adult Leader Registration Process

This process should take less than fifteen minutes and will only need to be done once during an adult leader's CYO career. This registration must be completed for the adult leader to be available to participate in connection with CYO sports.

## Registration Hints

1. Incomplete/Incorrect On-Line Registration = Adult Leader Ineligibility. CYO teams will be formed electronically from the registration information that is submitted electronically. If an adult leader fails to complete the registration process or provides incorrect information, that adult leader's name may not be available to be placed on a team roster, thereby precluding the adult leader from being eligible to participate in CYO sports.
2. Update Information after Receiving User Name/Password. After they receive a User Name/Password, adult leaders need to update their information in the Edit My Information section. If adult leaders do not update their information, contacting the adult leader will be a problem.
3. Designating a Parish. Availability to be listed on a roster is parish-based. It thus is important to designate correctly the parish for which the individual will serve as an adult leader from the drop down list. If, however, the adult leader is **not Catholic**, it is important that the adult leader list the parish name of the program in which he/she serves, even though he/she is not Catholic, so as to be available to be placed on the proper team roster or adult leader lists. Alternatively, if the adult leader serves in one of the **school-based CYO programs** -- e.g., Mary of Nazareth, Mother of God, San Miguel School, Woods Academy -- in the parish listing drop down he/she should select the designation for that school (which has a parenthetical indicating the designation is for CYO Office and Adult Leader Use) so he/she will be available to be placed on the proper team roster or adult leader lists.
4. First Name Block Entries. The first name block must be one name only. For example, if the individual goes by John Paul then list John and put the P in the middle initial block or list it as JohnPaul with no spaces in between the names. This error will not prevent an adult leader from completing the online registration; however, it could delay the individual's name from being placed on a team roster.
5. Beware the scroll wheel on the mouse. Once a drop down box is accessed for making a selection, it is possible to scroll rapidly through the available choices using the scroll wheel on your mouse. However, this wheel is very sensitive so that if, after reaching the right selection, it is touched while the drop down box is still active (i.e., has a dark coloring) it will move to another choice. **BE VERY CAREFUL USING A MOUSE SCROLL WHEEL AS IT CAN EASILY CAUSE AN INCORRECT SELECTION THAT COULD MAKE AN ADULT LEADER UNAVAILABLE TO FORM OR BE LISTED ON A TEAM ROSTER.**
6. System Log Out When Doing Multiple Registrations. Once online registration is completed, fully log out of the system prior to going back to complete information for another child or adult leader.

## IV. Questions/Problems

If an adult leader has any questions about or problems with CYO on-line registration, he/she should contact Mr. Mike Bond at the Washington Archdiocese OYM/CYO by e-mail at [bondm@adw.org](mailto:bondm@adw.org) or by calling 202-281-2465 during normal business hours (8:30 to 4:30 M-F).