



Contents

Admin Setup - Rules and Regulations	3
Course / League Setup Options	4
Levels of Play.....	6
Officials and Scorekeepers.....	6
Courses / Leagues	8
Enrollment / Revenue Projections	8
Course Information	9
Registration Parameters	9
Online Registration Options.....	9
League Tab / League Info	10
League Dates, Enrollment and Players	10
League Parameters	11
Scheduling.....	11
Game Officials	12
Location, Dates and Times	12
Adding Teams.....	14
Adding Coaches.....	15
Assign Team Coaches.....	15
Officials / Scorekeepers	16
Game and Practice Schedule	18
Game Schedule Tab	19
Practice Schedule Tab	20
Fees – Player Fees	22
Registration Options and Categories	23
Course Registration Option Templates.....	25
Results Tab	26
Documents	27
Admin Setup for Attachments	27
Prerequisites	28

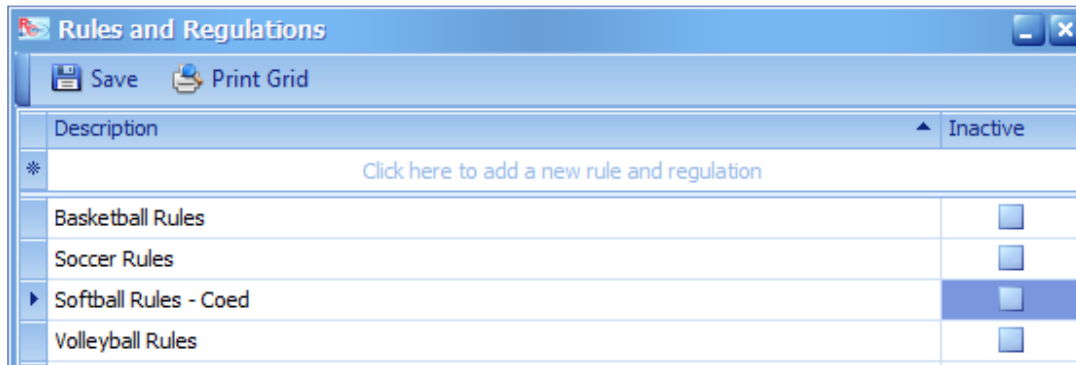


Revenue / Expense Tab.....	29
Waiting List – Shopping Cart.....	31
Waiting List – Course Module.....	32

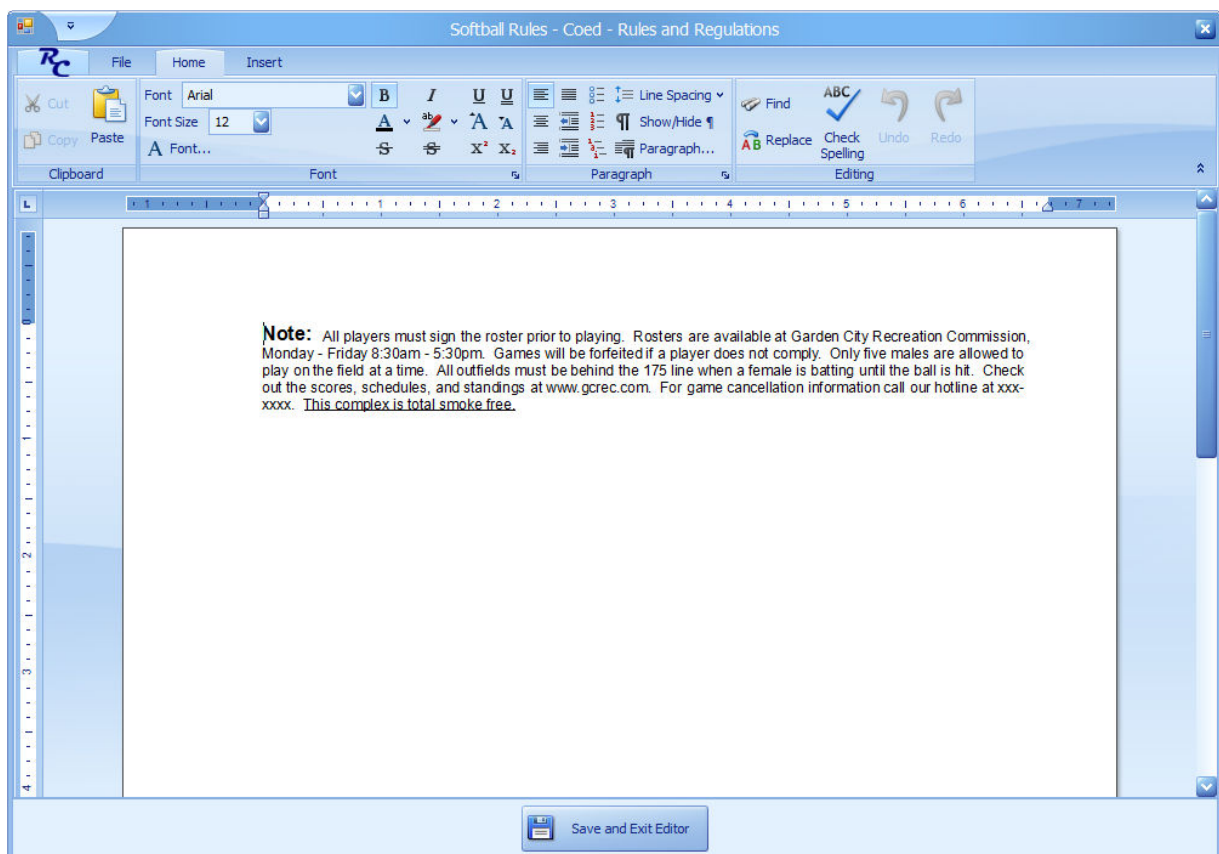
Admin Setup - Rules and Regulations

From the main menu, go to **Setup > System Documents > Rules and Regulations**

Add **Description** in the table and click **Save**.



At the bottom of the grid, click  button



Add text for Rules and Regulations, click **Save and Exit Editor** and close.



Sample Game / Practice Schedule Report with League Rules & Regulations

Pos	Team Name	Primary Contact	Phone	W-L-T	Percent	PF	PA	Diff	HTH
1	(1) Team 01			0-0-0	0.000	0	0	0	0
2	(2) Team 02			0-0-0	0.000	0	0	0	0
3	(3) Team 03			0-0-0	0.000	0	0	0	0
4	(4) Team 04			0-0-0	0.000	0	0	0	0
5	(5) Team 05			0-0-0	0.000	0	0	0	0
6	(6) Team 06			0-0-0	0.000	0	0	0	0

Note: All players must sign the roster prior to playing. Rosters are available at Clinton Township Park Office, Monday - Friday 8:30am - 5:30pm. Games will be forfeited if a player does not comply. Only three males per team are allowed to play on the court at a time. Check out the scores, schedules, and standings at www.recprosoftware.com. For game cancellation information call our hotline at xxx-xxxx. ***This complex is totally smoke free.***

Schedule

Date	Time	Location	Home Team	Away Team	Score		Type	Status
					H	A		
Wed 06/10/2020	4:00 PM	Gym A @ Anchor Bay High School	(1) Team 01	(6) Team 06			RS	
	5:00 PM	Gym A @ Anchor Bay High School	(2) Team 02	(5) Team 05			RS	
	6:00 PM	Gym A @ Anchor Bay High School	(3) Team 03	(4) Team 04			RS	
Wed 06/17/2020	4:00 PM	Gym A @ Anchor Bay High School	(1) Team 01	(2) Team 02			RS	
	5:00 PM	Gym A @ Anchor Bay High School	(6) Team 06	(4) Team 04			RS	
	6:00 PM	Gym A @ Anchor Bay High School	(5) Team 05	(3) Team 03			RS	
Wed 06/24/2020	4:00 PM	Gym A @ Anchor Bay High School	(3) Team 03	(1) Team 01			RS	
	5:00 PM	Gym A @ Anchor Bay High School	(4) Team 04	(5) Team 05			RS	
	6:00 PM	Gym A @ Anchor Bay High School	(2) Team 02	(6) Team 06			RS	
Wed 07/01/2020	4:00 PM	Gym A @ Anchor Bay High School	(6) Team 06	(5) Team 05			RS	
	5:00 PM	Gym A @ Anchor Bay High School	(1) Team 01	(4) Team 04			RS	
	6:00 PM	Gym A @ Anchor Bay High School	(2) Team 02	(3) Team 03			RS	
Wed 07/08/2020	4:00 PM	Gym A @ Anchor Bay High School	(5) Team 05	(1) Team 01			RS	
	5:00 PM	Gym A @ Anchor Bay High School	(3) Team 03	(6) Team 06			RS	
	6:00 PM	Gym A @ Anchor Bay High School	(4) Team 04	(2) Team 02			RS	

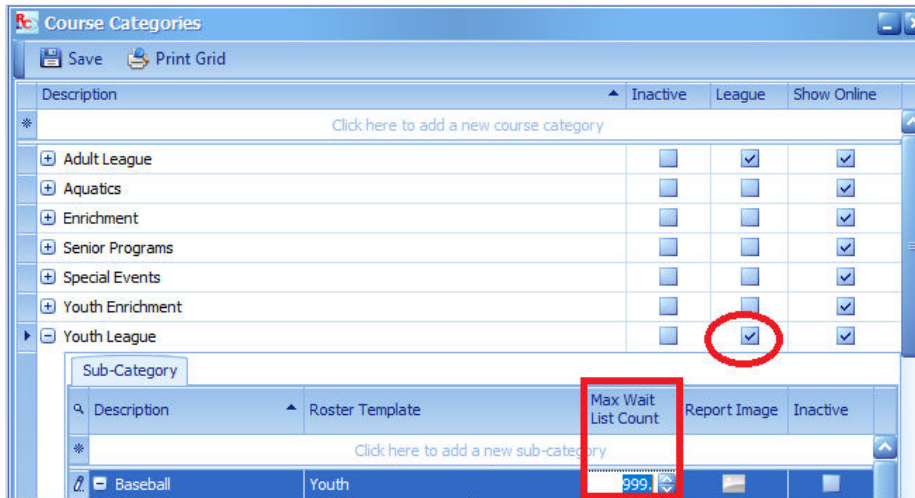
Type: RS - Regular Season Game PS - Pre Season Game PL - Playoff Game PR - Practice Status: C - Canceled P - Postponed R - Rescheduled

Course / League Setup Options

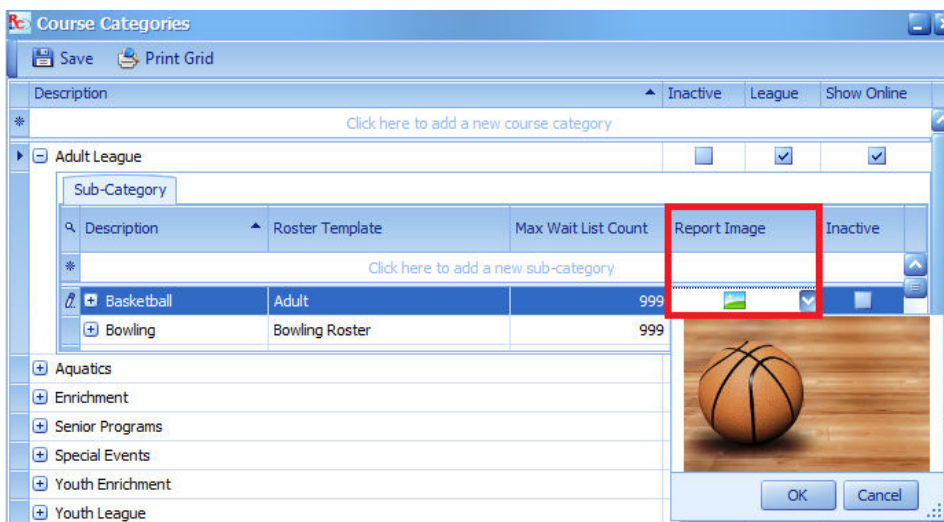
Items listed in the Course Setup Options menu, such as Fee Descriptions, Roster Templates, etc., are also used in Course Module Setup Options, so this document is addressing the unique features of League Scheduler only.

From the main menu, go to **Courses > Setup Options > Categories / Sub-Categories**

When setting up a League course category, check the box **'League'**. This will display the league tab when adding a new course/league. Indicate **'Max Wait List Count'** as needed.



Report Image - click drop down arrow, right mouse click in white area, menu displays, select 'load'; this becomes a browser to your network to find image. Insert image and click **OK** button.



Example of 'Report Image' on Games / Practice Schedule report



ReCPro Sports League
35807 Moravian Dr.
Clinton Twp., MI 48035
(586) 469-4200 x103
www.recprosoftware.com



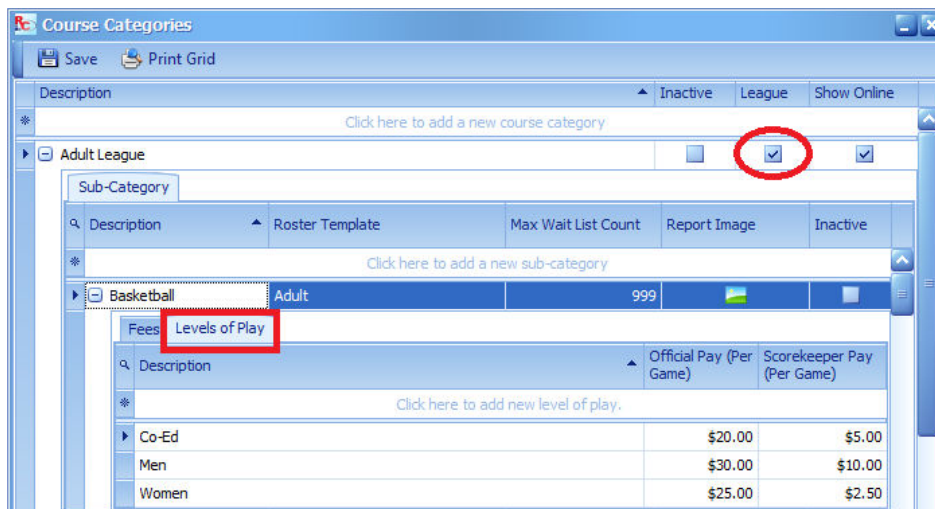
Z-1000 Adult Men's Basketball

Pos	Team Name	Primary Contact	Phone	W-L-T	Percent	PF	PA	Diff	HTH
1	(1) Team 01			0-0-0	0.000	0	0	0	0
2	(2) Team 02			0-0-0	0.000	0	0	0	0
3	(3) Team 03			0-0-0	0.000	0	0	0	0
4	(4) Team 04			0-0-0	0.000	0	0	0	0
5	(5) Team 05			0-0-0	0.000	0	0	0	0
6	(6) Team 06			0-0-0	0.000	0	0	0	0
7	(7) Team 07			0-0-0	0.000	0	0	0	0

Levels of Play

From the main menu, go to **Courses > Setup Options > Course Categories**

To setup **Levels of Play**, the 'League' box must be checked to enable the tab 'Levels of Play' located under sub-category. Type the Levels of Play description and add pay amount for Official Pay (Per Game) and Scorekeeper Pay (Per Game) in appropriate fields.

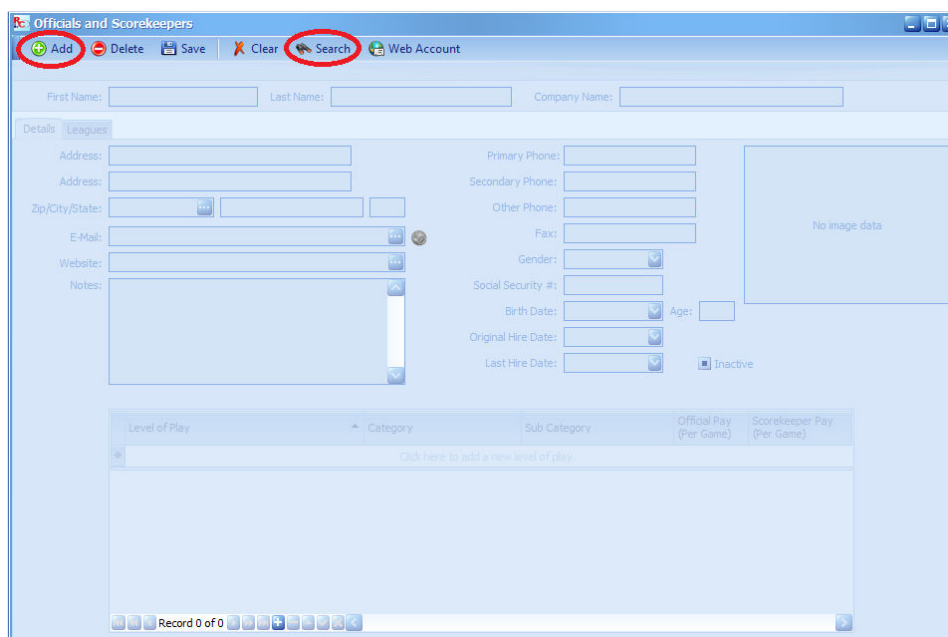


Description	Official Pay (Per Game)	Scorekeeper Pay (Per Game)
Co-Ed	\$20.00	\$5.00
Men	\$30.00	\$10.00
Women	\$25.00	\$2.50

Officials and Scorekeepers

From the main menu, go to **Courses > Leagues > Officials / Scorekeepers**

The **Officials and Scorekeepers** screen will display; click **Add** button to enter a new official or scorekeeper to the database or select the **Search** button to locate a record.



Level of Play	Category	Sub Category	Official Pay (Per Game)	Scorekeeper Pay (Per Game)
Click here to add a new level of play.				



Required fields are: **First Name, Last Name, Address** and when you enter the zip code, **ReCPro™** will pull the **city** and **state** for you. The remaining fields are optional.

Officials and Scorekeepers

Buttons: Add, Delete, Save, Clear, Search, Web Account

First Name: Dale Last Name: Geiger Company Name: Coaches R Us

Details | **Leagues**

Address: 35807 Moravian Dr.
Address:
Zip/City/State: 48035 Clinton Township MI
E-Mail: dgeiger@recprosoftware.com
Website:
Notes:
Primary Phone: (586) 469-4200 x103
Secondary Phone:
Other Phone:
Fax:
Gender: Male
Social Security #:
Birth Date: 8/10/1971 Age: 48
Original Hire Date: 1/17/2013
Last Hire Date:
☐ Inactive

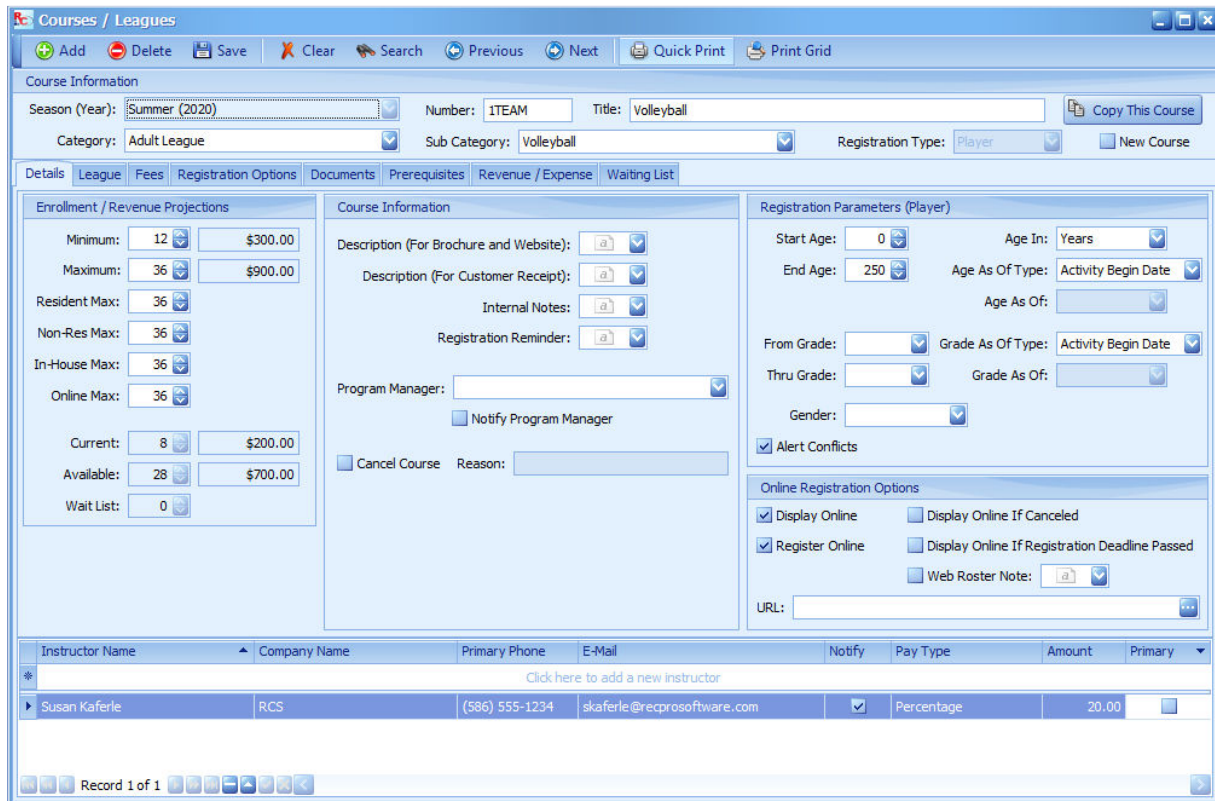
Level of Play	Category	Sub Category	Official Pay (Per Game)	Scorekeeper Pay (Per Game)
* Click here to add a new level of play.				
Boys	Adult League	Softball	\$10.00	\$5.00
Co-Ed	Adult League	Basketball	\$20.00	\$5.00
Co-Ed	Youth League	Basketball	\$10.00	\$2.00
Level 1	Adult League	Fowling	\$5.00	\$5.00
Men	Adult League	Basketball	\$30.00	\$10.00
Women	Adult League	Basketball	\$25.00	\$2.50
Youth	Youth League	Soccer	\$20.00	\$5.00

Record 2 of 7

Multiple 'Levels of Play' can be attached to the **Official / Scorekeepers** record. **Category, Sub-Category, Official Pay** and **Scorekeeper Pay per Game** will load automatically based on setup options in course categories (see admin setup).

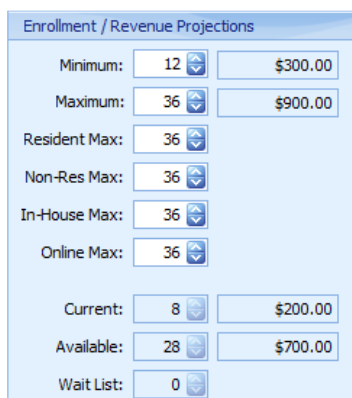
Courses / Leagues

From the main menu, go to **Courses > Courses / Leagues > click Add button**



Course Information required fields are: **Season (Year)** or change from pick list, add **Number** (can be alphanumeric), enter **Title** of course or league name, select **Category** and **Sub-Category** from the pick list. Leagues tab will only display if it was checked in Setup Options (see admin setup). Selecting the checkbox '**New Course**' will display in the course brochure and online with **NEW** written next to it.

Enrollment / Revenue Projections

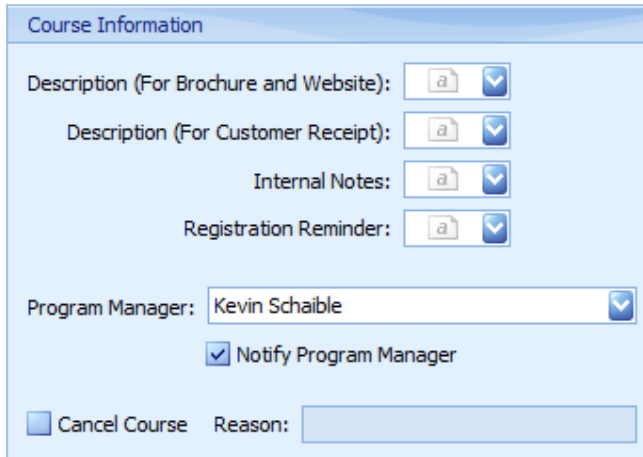


Enter **Minimum** and **Maximum** enrollment numbers.

Determine if there is a restriction for number of **Resident**, **Non-Resident**, **In-House** and **Online Maximum** enrollments.

If fields are not changed from zero (0), upon the first save all fields will default to **Maximum** number entered.

Course Information



Course Information

Description (For Brochure and Website):

Description (For Customer Receipt):

Internal Notes:

Registration Reminder:

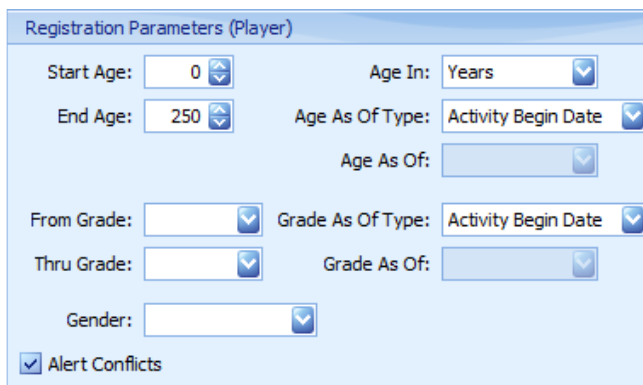
Program Manager:

☒ Notify Program Manager

☐ Cancel Course Reason:

Enter details about the **Description (For Brochure and Website)** and the **Description (For Customer Receipt)**. **Internal Notes** (only displays on entry screen) and the **Registration Reminder** is a popup staff reminder while registering customers in-house. Optionally select a **Program Manager** from drop down menu that can be used as a filter when running reports. To send email notifications, check box **Notify Program Manager**.

Registration Parameters



Registration Parameters (Player)

Start Age: Age In:

End Age: Age As Of Type:

Age As Of:

From Grade: Grade As Of Type:

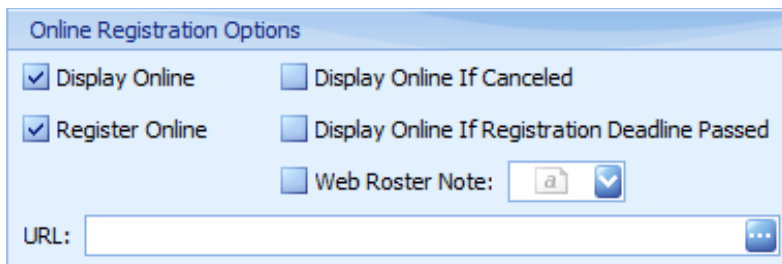
Thru Grade: Grade As Of:

Gender:

☒ Alert Conflicts

Enter **Start Age**, **End Age**, **From Grade**, **Thru Grade** and **Gender**. **Age in: Years** or select **Months** for toddler classes. **Age as of Type** and **Grade as of Type** have 3 choices: **Activity Begin Date**, **Registration Date**, or **Custom Date** with date field. Check box **Alert Conflicts** to notify user or customer if the schedule of the activity they are registering for conflicts with the schedule of previous registrations.

Online Registration Options



Online Registration Options

☒ Display Online ☐ Display Online If Canceled

☒ Register Online ☐ Display Online If Registration Deadline Passed

☐ Web Roster Note:

URL:

Check **Display Online** and **Register Online** to enable showing as well as allowing online registration. Courses / Leagues will automatically drop off website when they have been cancelled or the registration deadline has passed unless user checks boxes for '**Display Online if Canceled**' and '**Display Online If Registration Deadline Passed**'. When these boxes are checked, the Courses / Leagues will remain viewable online. Use **Web Roster Note** to ask participant a question that needs a response. User can add a URL for a link to a website such as a venue or where to purchase a uniform.

League Tab / League Info

Details League Teams Coaches Officials Players Scores Standings	
<div> <div> League Dates </div> <div> <p>Begin Date: <input type="text" value="6/10/2020"/></p> <p>End Date: <input type="text" value="7/29/2020"/></p> <p>Resident Registration Begins: <input type="text" value="5/1/2020 12:00 AM"/></p> <p>Non-Resident Registration Begins: <input type="text" value="5/1/2020 12:00 AM"/></p> <p>Resident Online Registration Begins: <input type="text" value="5/1/2020 12:00 AM"/></p> <p>Non-Res Online Registration Begins: <input type="text" value="5/1/2020 12:00 AM"/></p> <p>Registration Deadline: <input type="text" value="6/10/2020 12:00 AM"/></p> <p>Display Schedule On-Line Until: <input type="text" value="7/29/2020"/></p> </div> </div>	
<div> <div> League Parameters </div> <div> <p>Max Teams: <input type="text" value="6"/></p> <p>Max Players Per Team: <input type="text" value="6"/></p> <p>Rules and Regulations: <input type="text" value="Volleyball Rules"/></p> </div> <div> <p><input checked="" type="checkbox"/> Allow Adding Volunteer Coaches during Registration</p> <p><input checked="" type="checkbox"/> Allow Coaches to View / Print Rosters on Website</p> <p><input checked="" type="checkbox"/> Track Scores / Standings</p> <p><input checked="" type="checkbox"/> Publish Scores / Standings on Website</p> <p><input checked="" type="checkbox"/> Allow Coaches to Add Scores on Website</p> </div> </div>	
<div> <div> Scheduling </div> <div> <p># of Games Each Team Plays: <input type="text" value="5"/></p> <p>Team Practices Before Season: <input type="text" value="0"/></p> <p>Team Practices During Season: <input type="text" value="0"/></p> <p><input type="checkbox"/> Allow Doubleheaders</p> </div> </div>	
<div> <div> Ranking for Seeds / Tie Breakers </div> <div> <p>Win Percent: <input type="text" value="1"/></p> <p>Head to Head: <input type="text" value="2"/></p> <p>Points Differential: <input type="text" value="3"/></p> <p>Points For: <input type="text" value="4"/></p> <p>Points Against: <input type="text" value="5"/></p> </div> </div>	
<div> <div> Game Officials </div> <div> <p><input type="checkbox"/> Schedule Officials and Scorekeepers</p> <p>Level of Play: <input type="text"/></p> <p>Officials Per Game: <input type="text" value="0"/></p> <p>Scorekeepers Per Game: <input type="text" value="0"/></p> </div> </div>	
<div> <div> Players </div> <div> <p>Assigned: <input type="text" value="0"/></p> <p>Unassigned: <input type="text" value="0"/></p> <p>Volunteer Coaches: <input type="text" value="6"/></p> </div> </div>	

League Dates, Enrollment and Players

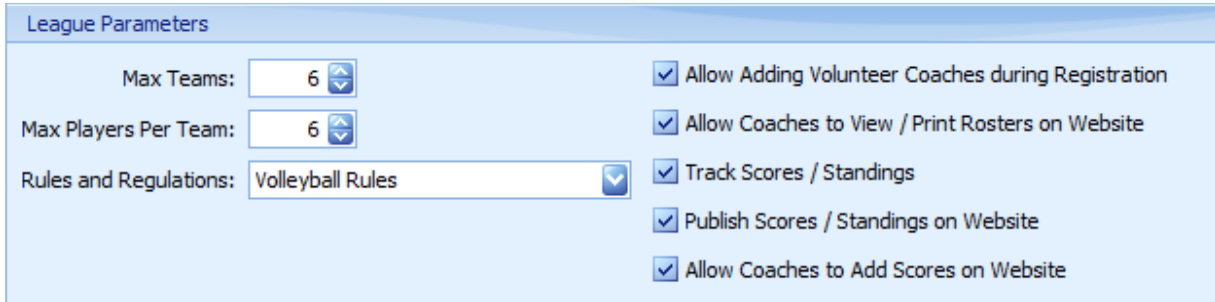
League Dates	
Begin Date:	6/10/2020
End Date:	7/29/2020
Resident Registration Begins:	5/1/2020 12:00 AM
Non-Resident Registration Begins:	5/1/2020 12:00 AM
Resident Online Registration Begins:	5/1/2020 12:00 AM
Non-Res Online Registration Begins:	5/1/2020 12:00 AM
Registration Deadline:	6/10/2020 12:00 AM
Display Schedule On-Line Until:	7/29/2020
Players	
Assigned:	0
Unassigned:	0
Volunteer Coaches:	6

League Dates allows user to set the league **Begin** and **End Dates** and **Registration Begin Dates** are broken out by **Resident, Non-Resident, Resident Online** and **Non-Resident Online** as well as **Registration Deadline**. **Display Schedule Online Until** defaults to the End Date.

Players are for display only and whether the participant is assigned to a team and if there are volunteer coaches.

League Parameters

Enter the number of **Max Teams** and **Max Players Per Team**. If the registration type is 'Teams', then the 'Max Players Per Team' will be grayed out.

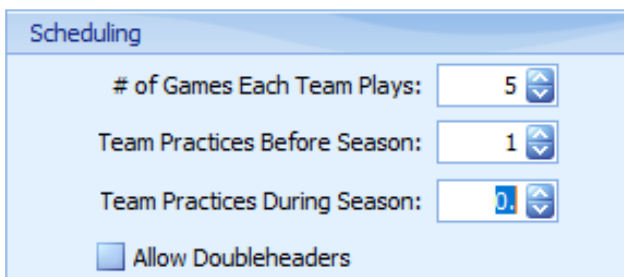


League Parameters	
Max Teams:	6
Max Players Per Team:	6
Rules and Regulations:	Volleyball Rules
<input checked="" type="checkbox"/>	Allow Adding Volunteer Coaches during Registration
<input checked="" type="checkbox"/>	Allow Coaches to View / Print Rosters on Website
<input checked="" type="checkbox"/>	Track Scores / Standings
<input checked="" type="checkbox"/>	Publish Scores / Standings on Website
<input checked="" type="checkbox"/>	Allow Coaches to Add Scores on Website

Optional Items:

- **Rules and Regulations** – select from the drop-down menu (you must first setup 'Rules and Regulations' in the default setup. From the main menu, go to *Setup > System Documents > Rules and Regulations*).
- **Allow Adding Volunteer Coaches during Registration** – check box to enable this feature to automatically ask if a parent would like to be a volunteer coach when registering participants.
- **Allow Coaches to View / Print Rosters on Website** – check box to enable this feature. Coaches must have a customer account with login and password. They will only be able to view and print rosters for teams they coach.
- **Track Scores / Standings** – check box to enable this feature.
- **Publish Scores / Standings on Website** – check box to enable scores / standings to show on website. 'Track Scores / Standings' must be enabled for this item to display.
- **Allow Coaches to Add Scores on Website** – check box to enable this feature. Coaches must have a customer account with login and password. They will only be able to add scores for teams they coach. 'Track Scores / Standings' must be enabled for this item to display.

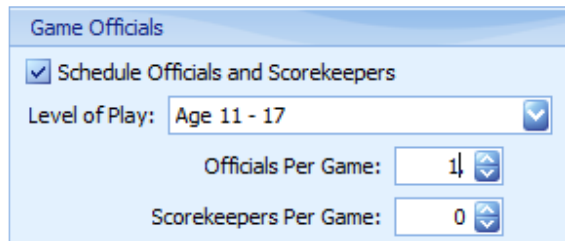
Scheduling



Scheduling	
# of Games Each Team Plays:	5
Team Practices Before Season:	1
Team Practices During Season:	0
<input type="checkbox"/>	Allow Doubleheaders

Enter numeric value for **# of Games Each Team Plays**, **Team Practices before Season** and **Team Practices During Season**. Check **Allow Doubleheaders** feature to enable the game scheduler to automatically schedule teams to play back to back.

Game Officials



Game Officials

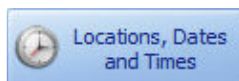
☒ Schedule Officials and Scorekeepers

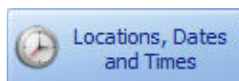
Level of Play:

Officials Per Game:

Scorekeepers Per Game:

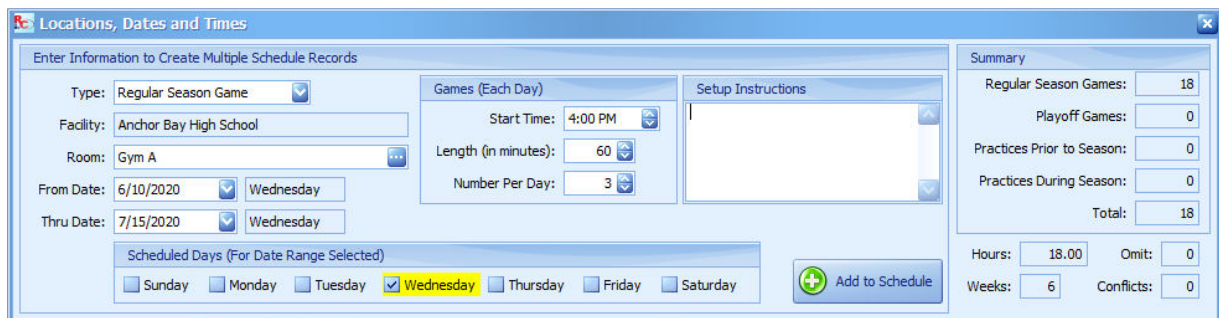
Click checkbox to **Schedule Officials and Scorekeepers**. Select **Level of Play** from pick list (see admin to setup), enter numeric value of **Officials Per Game** and **Scorekeepers Per Game**.



Click  button, the screen will display.

Location, Dates and Times

This feature is to schedule the dates, times and locations of games and practices.



Locations, Dates and Times

Enter Information to Create Multiple Schedule Records

Type:

Facility:

Room:

From Date:

Thru Date:

Scheduled Days (For Date Range Selected)

☐ Sunday ☐ Monday ☐ Tuesday ☒ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Games (Each Day)

Start Time:

Length (in minutes):

Number Per Day:

Setup Instructions

Summary

Regular Season Games:	18
Playoff Games:	0
Practices Prior to Season:	0
Practices During Season:	0
Total:	18

Hours: Omit:

Weeks: Conflicts:

- **Type** – select from the drop-down menu. Choices are **Regular Season Game**, **Playoff Game**, **Practice Prior to Season**, and **Practice during Season**.
- **Facility / Room** – click the look up button and select facility and room location.
- **From and Thru Dates** – this will automatically check the day of the week.
- **Games (Each Day) Start Time** – enter the first game start time.
- **Length (in minutes)** – enter how long the game is in minutes.
- **Number per Day** – enter how many games will be played that day.
- **Setup Instructions** – enter any additional information regarding this schedule.
- **Add to Schedule** button – **ReCPro™** will calculate the games based on the information provided. Continue with adding practices to this grid until completed.

- This will populate the **League Schedule** grid below.

User may continue to schedule:

- **Playoff Game**
- **Practice Prior to Season**
- **Practice During Season**

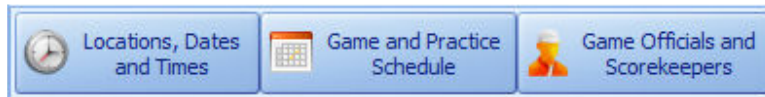
Click '**Add to Schedule**' button to load in League Schedule grid.

User may also use the buttons below the League Schedule grid to delete all or isolate which type of schedule to delete.

When finished with all schedule types, select **Use Type** and click '**Book**' to calendar button and close the screen.



Once the 'Locations, Dates and Times' are in place, user will come back to 'Game and Practice Schedule' and 'Game Officials and Scorekeeper' features after **Teams** and **Officials** are setup.



Adding Teams

User may add each Team Name manually, or click Add Multiple Teams button. The max number of teams on the 'League Info' tab is the number **ReCPro™** will use to automatically generate teams. Once the teams are generated, you can over write the team name.

Course Information

Season (Year): Summer (2020) Number: 1TEAM Title: Volleyball Copy This Course

Category: Adult League Sub Category: Volleyball Registration Type: Player New Course

Details League Fees Registration Options Documents Prerequisites Revenue / Expense Waiting List

League Info Teams Coaches Officials Players Scores Standings

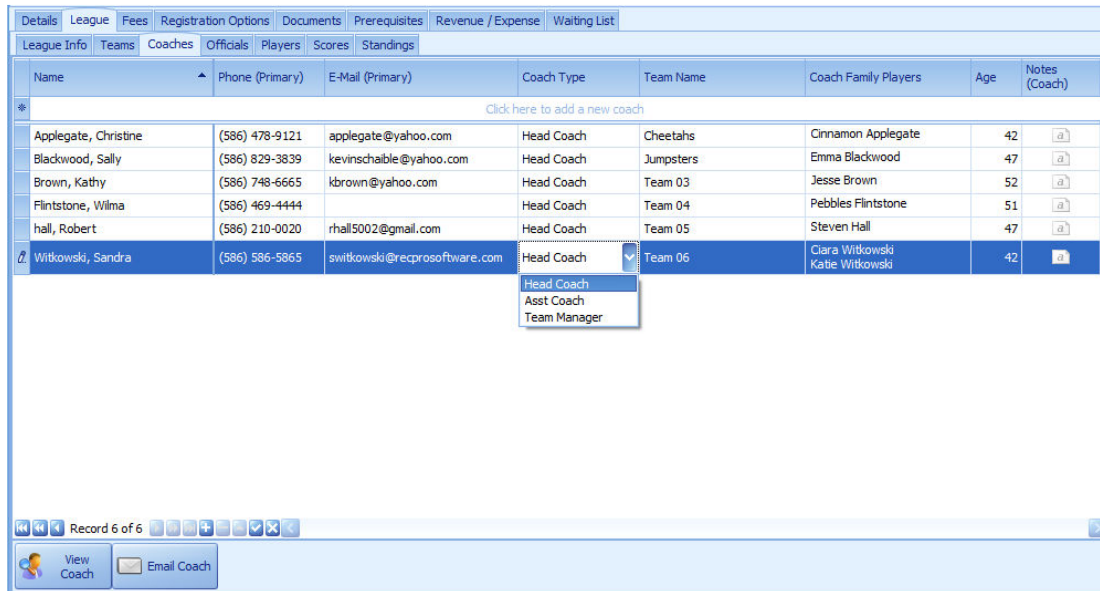
Team Name	Primary Contact	Phone (Primary)	Players	Males	Females	Other	Avg. Age	Avg. Rank	Exceptions	Home Games	Away Games	Notes	Reg Fe
Click here to add a new team													
+ Cheetahs			1	0	1	0	15.0	0.0	0	3	2	a	
+ Jumpsters			2	0	2	0	16.0	0.0	0	3	2	a	
+ Team 03			1	1	0	0	15.0	0.0	0	3	2	a	
+ Team 04			1	0	1	0	14.0	0.0	0	2	3	a	
+ Team 05			1	1	0	0	16.0	0.0	0	2	3	a	
+ Team 06			2	0	1	1	16.0	0.0	0	2	3	a	

Record 3 of 6

Build Team Roster Add Multiple Teams Scheduling Exceptions E-Mail Coaches

Adding Coaches

Coaches tab allows user to select **Name** from the **Customer Lookup** screen and select **Coach Type: Head Coach, Assistant Coach** and **Team Manager**.



Name	Phone (Primary)	E-Mail (Primary)	Coach Type	Team Name	Coach Family Players	Age	Notes (Coach)
Applegate, Christine	(586) 478-9121	applegate@yahoo.com	Head Coach	Cheetahs	Cinnamon Applegate	42	
Blackwood, Sally	(586) 829-3839	kevinschaible@yahoo.com	Head Coach	Jumpsters	Emma Blackwood	47	
Brown, Kathy	(586) 748-6665	kbrown@yahoo.com	Head Coach	Team 03	Jesse Brown	52	
Flintstone, Wilma	(586) 469-4444		Head Coach	Team 04	Pebbles Flintstone	51	
hall, Robert	(586) 210-0020	rhall5002@gmail.com	Head Coach	Team 05	Steven Hall	47	
Witkowski, Sandra	(586) 586-5865	switkowski@recprosoftware.com	Head Coach	Team 06	Cara Witkowski Katie Witkowski	42	

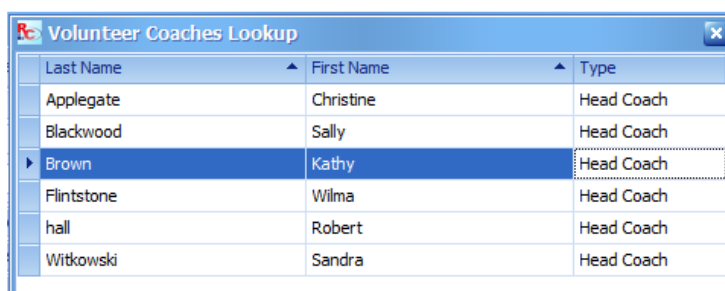
Assign Team Coaches

User can assign coaches to the team by clicking the plus sign (+) next to the **Team Name** and then clicking the blank line in the **Team Coaches** tab.



Team Name	Primary Contact	Phone (Primary)	Players	Males	Females	Other	Avg. Age	Avg. Rank	Exceptions	Home Games	Away Games	Notes	Reg Fe
Cheetahs			1	0	1	0	15.0	0.0	0	3	2		
Jumpsters			2	0	2	0	16.0	0.0	0	3	2		
Team 03			1	1	0	0	15.0	0.0	0	3	2		

This will open 'Volunteer Coaches Lookup' screen.



Last Name	First Name	Type
Applegate	Christine	Head Coach
Blackwood	Sally	Head Coach
Brown	Kathy	Head Coach
Flintstone	Wilma	Head Coach
hall	Robert	Head Coach
Witkowski	Sandra	Head Coach

Select the coach's name and click **'OK'** button at the bottom of the Volunteer Coaches Lookup screen.

The coach name and information will display with the team.

Details	League	Fees	Registration Options	Documents	Prerequisites	Revenue / Expense	Waiting List								
League Info	Teams	Coaches	Officials	Players	Scores	Standings									
Team Name	Primary Contact	Phone (Primary)	Players	Males	Females	Other	Avg. Age	Avg. Rank	Exceptions	Home Games	Away Games	Notes	Reg Fee		
Click here to add a new team															
+ Cheetahs			1	0	1	0	15.0	0.0	0	3	2	a			
+ Jumpsters			2	0	2	0	16.0	0.0	0	3	2	a			
- Team 03			1	1	0	0	15.0	0.0	0	3	2	a			
<div> Team Coaches Team Members Team Schedule </div>															
Name	Phone (Primary)	E-Mail (Primary)	Coach Type	Coach Family Players	Primary										
Click here to add new coach to the team															
Kathy Brown	(586) 748-6665	kbrown@yahoo.com	Head Coach	Jesse Brown											

Officials / Scorekeepers

From the 'Officials' tab, click arrow to select name from the pick list

Name		Company Name	Primary Phone	E-Mail	Official Pay (Per Game)	Scorekeeper Pay (Per Game)
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Record 1 of 1

[View Official](#)
[Email Official](#)

'Official and Scorekeeper Lookup' screen displays. Select name and click **OK** button.



Official and Scorekeeper Lookup

Last Name	First Name	Company Name	Primary Phone	Address	City	Zip Code
Anderson	Laura			31988 Hoover	Warren	48093
Bailey	Sherry			41009 Westbrook	Washington	48094
Lawrance	Steve	INT	(586) 441-1122	248 Gainsborough	Royal Oak	48067

☒ [Inactive] = 'Unchecked' Edit Filter

Show by

☒ Official/Scorekeeper ☐ Level of Play

INACTIVE



Officials Name will display in grid.

Details	League	Fees	Registration Options	Documents	Prerequisites	Revenue / Expense	Waiting List
League Info	Teams	Coaches	Officials	Players	Scores	Standings	
Name	▲	Company Name	Primary Phone	E-Mail	Official Pay (Per Game)	Scorekeeper Pay (Per Game)	
* Click here to add new official or scorekeeper.							
▶	Lawrance, Steve	INT	(586) 441-1122	priyanka.patel1887@yahoo.com	\$22.50	\$4.50	

Game and Practice Schedule

From the **League Info** tab > click '**Game and Practice Schedule**' button > screen will default to **Summary** tab. Refer to each column header for what is being summarized.

Game and Practice Schedule

SummaryGame SchedulePractice Schedule

Team	Players	Males	Females	Other	Avg. Age	Avg. Rank	Exceptions	Home Games	Away Games	Scheduled Games	Practices	Scheduled Practices
(1) Cheetahs	1	0	1	0	15.0	0.0	0	3	2	5 of 5	0	0 of 0
(2) Jumpsters	2	0	2	0	16.0	0.0	0	3	2	5 of 5	0	0 of 0
(3) Team 03	1	1	0	0	15.0	0.0	0	3	2	5 of 5	0	0 of 0
(4) Team 04	1	0	1	0	14.0	0.0	0	2	3	5 of 5	0	0 of 0
(5) Team 05	1	1	0	0	16.0	0.0	0	2	3	5 of 5	0	0 of 0
(6) Team 06	2	0	1	1	16.0	0.0	0	2	3	5 of 5	0	0 of 0

Create Games

Auto Assign Game Schedule

Create Practices

Auto Assign Practice Schedule

Scheduling Exceptions



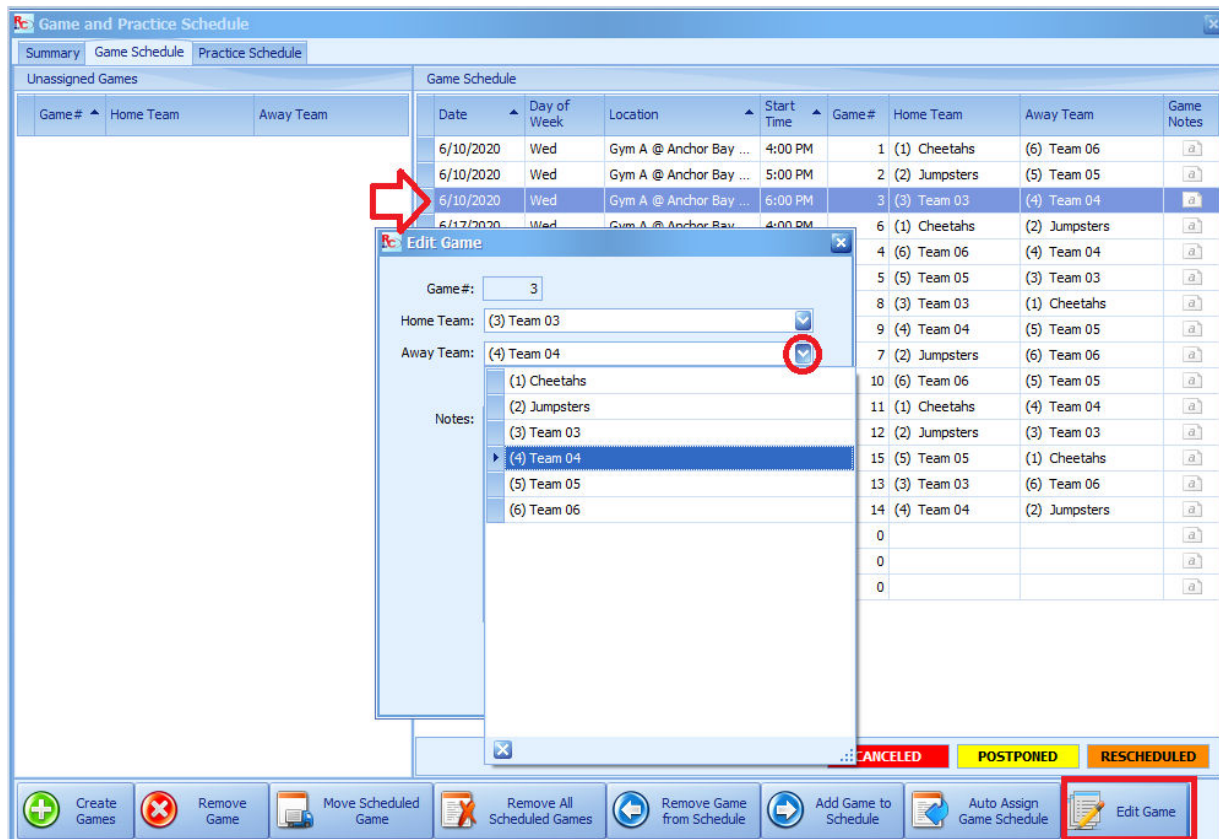
Game Schedule Tab

Left side of the screen displays 'Unassigned Games' and the right side of the screen displays 'Game Schedule'. User can assign teams manually by highlighting game number and moving it to a specific game schedule or automatically assigning games by using auto assign feature.

Unassigned Games			Game Schedule							
Game #	Home Team	Away Team	Date	Day of Week	Location	Start Time	Game #	Home Team	Away Team	Game Notes
1	(1) Cheetahs	(6) Team 06	6/10/2020	Wed	Gym A @ Anchor Bay ...	4:00 PM	0			a
2	(2) Jumpsters	(5) Team 05	6/10/2020	Wed	Gym A @ Anchor Bay ...	5:00 PM	0			a
3	(3) Team 03	(4) Team 04	6/10/2020	Wed	Gym A @ Anchor Bay ...	6:00 PM	0			a
4	(6) Team 06	(4) Team 04	6/17/2020	Wed	Gym A @ Anchor Bay ...	4:00 PM	0			a
5	(5) Team 05	(3) Team 03	6/17/2020	Wed	Gym A @ Anchor Bay ...	5:00 PM	0			a
6	(1) Cheetahs	(2) Jumpsters	6/17/2020	Wed	Gym A @ Anchor Bay ...	6:00 PM	0			a
7	(2) Jumpsters	(6) Team 06	6/24/2020	Wed	Gym A @ Anchor Bay ...	4:00 PM	0			a
8	(3) Team 03	(1) Cheetahs	6/24/2020	Wed	Gym A @ Anchor Bay ...	5:00 PM	0			a
9	(4) Team 04	(5) Team 05	6/24/2020	Wed	Gym A @ Anchor Bay ...	6:00 PM	0			a
10	(6) Team 06	(5) Team 05	7/1/2020	Wed	Gym A @ Anchor Bay ...	4:00 PM	0			a
11	(1) Cheetahs	(4) Team 04	7/1/2020	Wed	Gym A @ Anchor Bay ...	5:00 PM	0			a
12	(2) Jumpsters	(3) Team 03	7/1/2020	Wed	Gym A @ Anchor Bay ...	6:00 PM	0			a
13	(3) Team 03	(6) Team 06	7/8/2020	Wed	Gym A @ Anchor Bay ...	4:00 PM	0			a
14	(4) Team 04	(2) Jumpsters	7/8/2020	Wed	Gym A @ Anchor Bay ...	5:00 PM	0			a
15	(5) Team 05	(1) Cheetahs	7/8/2020	Wed	Gym A @ Anchor Bay ...	6:00 PM	0			a
			7/15/2020	Wed	Gym A @ Anchor Bay ...	4:00 PM	0			a
			7/15/2020	Wed	Gym A @ Anchor Bay ...	5:00 PM	0			a
			7/15/2020	Wed	Gym A @ Anchor Bay ...	6:00 PM	0			a

- **Create Games** – to generate games based on the actual number of teams for the league and the ‘# of Games Each Team Plays’ (located on the league information tab.)
- **Remove Game** – to remove a game from Unassigned Games.
- **Move Scheduled Game** – to switch games by holding down the control key button on your keyboard to select 2 games, then click the ‘Move Scheduled Game’ button and the 2 games selected will switch.
- **Remove All Scheduled Games** – to undo Game Schedule and start over.
- **Remove Game from Schedule** – to manually move a specific game back to Unassigned Games.
- **Add Game to Schedule** – to manually move Unassigned Games to a specific Game Schedule.
- **Auto Assign Game Schedule** – to automatically assign all the games to the schedule.

- **Edit Game** – to switch the teams manually, highlight the game schedule, click ‘Edit Game’ button and from the drop-down menu change the ‘Home Team’ and ‘Away Team’ team and add notes.



Practice Schedule Tab

Left side of the screen displays ‘Unassigned Practices’ and the right side of the screen displays ‘Practice Schedule’. User can assign teams manually by highlighting practice number and moving it to a specific practice schedule or automatically assigning practices by using auto assign feature.



Unassigned Practices			Practice Schedule						
PR#	Team	Season	Date	Day of Week	Location	Start Time	Season	PR#	Team
1	(1) Cheetahs	During	6/15/2020	Mon	Gym A @ Anchor Bay High School	4:00 PM	Before	0	
2	(2) Jumpsters	During	6/15/2020	Mon	Gym A @ Anchor Bay High School	5:00 PM	Before	0	
3	(3) Team 03	During	6/22/2020	Mon	Gym A @ Anchor Bay High School	4:00 PM	Before	0	
4	(4) Team 04	During	6/22/2020	Mon	Gym A @ Anchor Bay High School	5:00 PM	Before	0	
5	(5) Team 05	During	6/29/2020	Mon	Gym A @ Anchor Bay High School	4:00 PM	Before	0	
6	(6) Team 06	During	6/29/2020	Mon	Gym A @ Anchor Bay High School	5:00 PM	Before	0	
7	(1) Cheetahs	During	7/6/2020	Mon	Gym A @ Anchor Bay High School	4:00 PM	Before	0	
8	(2) Jumpsters	During	7/6/2020	Mon	Gym A @ Anchor Bay High School	5:00 PM	Before	0	
9	(3) Team 03	During	7/13/2020	Mon	Gym A @ Anchor Bay High School	4:00 PM	Before	0	
10	(4) Team 04	During	7/13/2020	Mon	Gym A @ Anchor Bay High School	5:00 PM	Before	0	
11	(5) Team 05	During	7/20/2020	Mon	Gym A @ Anchor Bay High School	4:00 PM	Before	0	
12	(6) Team 06	During	7/20/2020	Mon	Gym A @ Anchor Bay High School	5:00 PM	Before	0	

- **Create Practices** – to generate practices based on the actual number of teams for the league and the 'Team Practices Before Season' or 'Team Practices During Season' (from the league information tab).
- **Remove Practice** – to manually move a specific practice back to Unassigned Practices.
- **Auto Assign Practice Schedule** – to automatically assign practice schedule.
- **Add Practice to Schedule** – to manually move Unassigned Practices to a specific Practice Schedule.
- **Remove Practice from Schedule** – to manually move a specific practice back to Unassigned Practices.
- **Remove All Scheduled Practices** – to undo Practice Schedule and start over.
- **Move Scheduled Practice** – to switch practice games (holding the control key down on your keyboard, select 2 practice games, click 'Move Scheduled Practice' button and the 2 practice games selected will switch).



Fees – Player Fees

Enter the **Fees** corresponding to **Fee Descriptions** in the **Fee Breakdown** tab. If there is a late fee, add the cost and set the date the late fee begins.

Course Information

Season (Year): Summer (2020) Number: 1TEAM Title: Volleyball

Category: Adult League Sub Category: Volleyball Registration Type: Player

Details Leagu **Fees** Registration Options Documents Prerequisites Revenue / Expense Waiting List

Player Fees

Resident Fee: \$25.00 Minimum Deposit: \$0.00 Refund Fee: \$0.00 Instructor Pay

Non Resident Fee: \$35.00 Final Payment Date:

Fee Breakdown Discounts Multi-Child Discounts

Priority	Fee Description	Fee	Late Fee	Late Fee Begin Date	Resident	Non Resident	Instructor Pay	Taxable
1	Resident Fee	\$25.00			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Non-Resident Fee	\$35.00			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Late Fee - Youth	\$5.00	<input checked="" type="checkbox"/>	6/6/2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enter **Discounts** and **Multi-Child Discounts** in corresponding tabs. If the rates are the same for number of children, user can use the button **Quick Add**.

Fee Breakdown Discounts **Multi-Child Discounts**

☒ Enable Multi Child Discounting

Child	Resident Discount	Non Resident Discount	Calculation Type	Other Discounts Apply
2	\$5.00	\$5.00	Flat Rate	<input type="checkbox"/>
3	\$5.00	\$5.00	Flat Rate	<input type="checkbox"/>
4	\$5.00	\$5.00	Flat Rate	<input type="checkbox"/>
5	\$5.00	\$5.00	Flat Rate	<input type="checkbox"/>

Quick Add



The 'Quick Add' dialog box contains the following fields and controls:

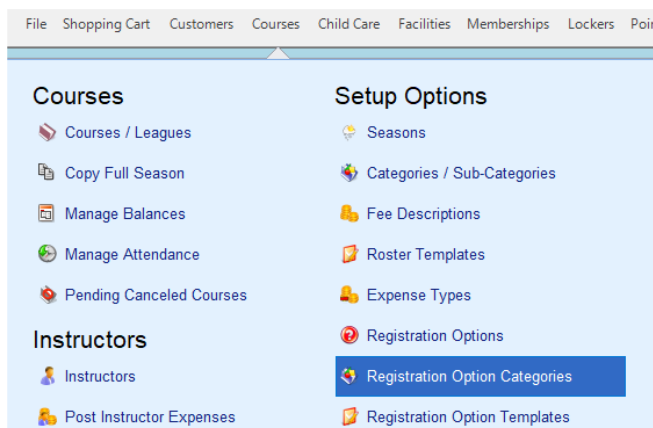
- Max # of Children:** A text box with the value '5' and a small up/down arrow icon.
- Resident Discount:** A text box with the value '\$5.00' and a small up/down arrow icon.
- Non-Resident Discount:** A text box with the value '\$5.00' and a small up/down arrow icon.
- Calculation Type:** A dropdown menu currently showing 'Flat Rate'.
- Other Discounts Apply:** An unchecked checkbox.
- Buttons:** 'OK' (with a green checkmark icon) and 'Cancel' (with a red X icon).

Quick Add allows user to enter **Max # of Children**, with a **Resident** and **Non-Resident** discount either by **Percentage** or **Flat Rate**. Check '**Other Discounts Apply**' if user is allowing *additional* discounts such as: financial assist, staff, or other standard discounts. Click **OK** when finished, it will populate the **Multi-child Discount** tab.

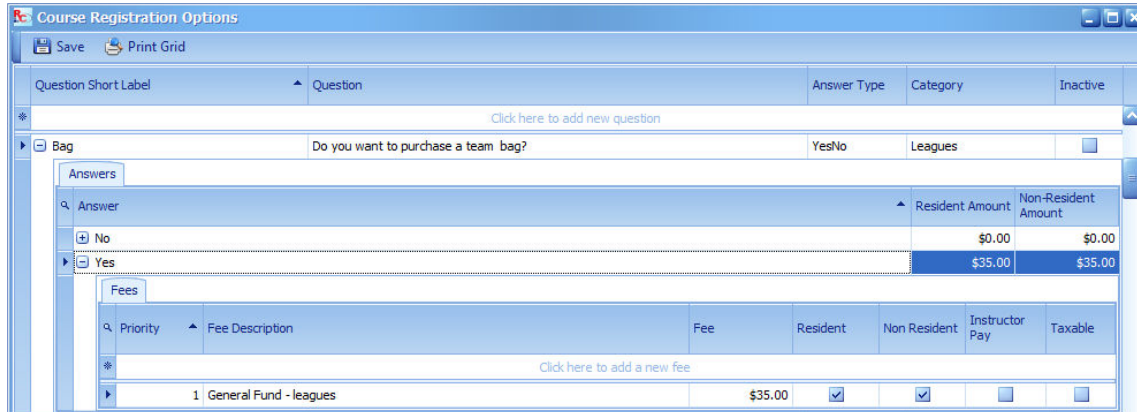
Registration Options and Categories

From the main menu, go to **Courses > Setup Options > Registration Options Categories**

Enter categories in table (example: trips, clothing, food, etc.). Then go to **Registration Options**



Add the **Question Short Label** (brief description), **Question**, select the **Answer Type** from the pick list, and select **Category** (optional) from the pick list.



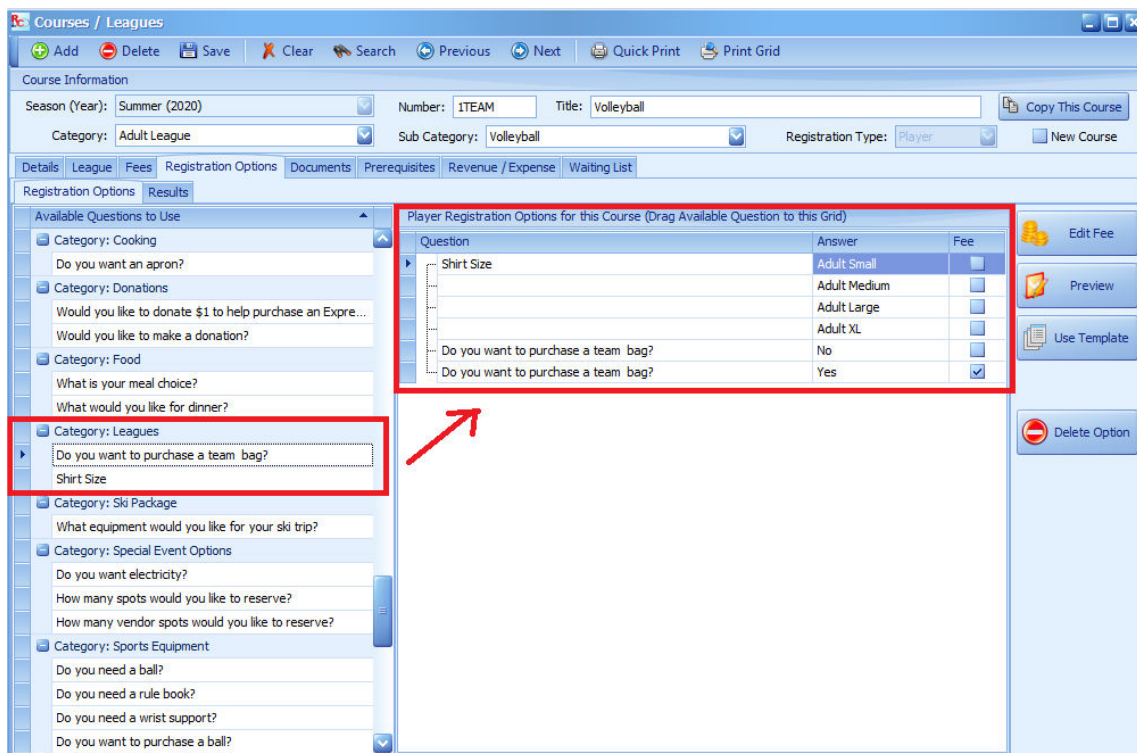
Question Short Label	Question	Answer Type	Category	Inactive
	Do you want to purchase a team bag?	Yes/No	Leagues	<input type="checkbox"/>

Answer	Resident Amount	Non-Resident Amount
No	\$0.00	\$0.00
Yes	\$35.00	\$35.00

Priority	Fee Description	Fee	Resident	Non Resident	Instructor Pay	Taxable
1	General Fund - leagues	\$35.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save then click the plus sign (+) next to brief description. Type the **Answer** and click the plus sign (+) next to the answer. Select the **Fee Description** and add the **Fee** (price).

Once this is setup, go to the **Course** and **Registration Options** tab.



Question	Answer	Fee
Shirt Size	Adult Small	<input type="checkbox"/>
	Adult Medium	<input type="checkbox"/>
	Adult Large	<input type="checkbox"/>
	Adult XL	<input type="checkbox"/>
Do you want to purchase a team bag?	No	<input type="checkbox"/>
Do you want to purchase a team bag?	Yes	<input checked="" type="checkbox"/>

Click and drag items from left column '**Available Questions to Use**' to right column '**Registration Options for the Courses**'. **Save** and then click **Preview** button to review what will be seen during registration. Click **Delete Option** button to remove. Alternately, user can click '**use template**' which is first setup as a default Registration Option.



Course Registration Option Templates

From the main menu, go to **Courses > Setup Options > Registration Option Template**

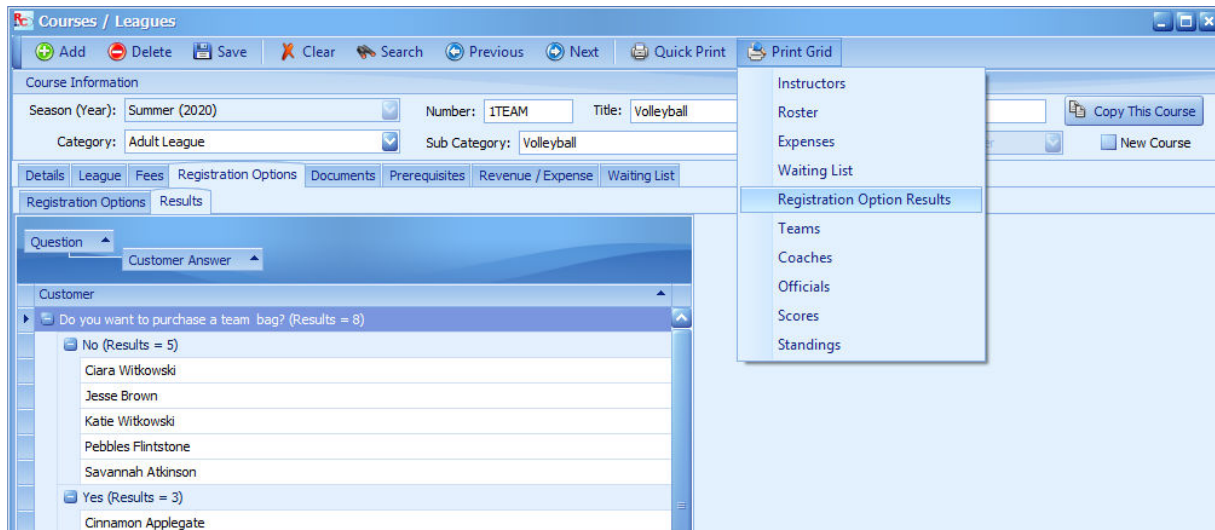
Question	Answer	Fee
Shirt Size	Adult Small	<input type="checkbox"/>
	Adult Medium	<input type="checkbox"/>
	Adult Large	<input type="checkbox"/>
	Adult XL	<input type="checkbox"/>
Do you want to purchase a team bag?	No	<input type="checkbox"/>
Do you want to purchase a team bag?	Yes	<input checked="" type="checkbox"/>

Click and drag items in left column to right column. Click **Edit Fee** button to change price. Use **Delete Option** button will delete any choice.



Results Tab

This tab will tally the answers to the question(s) with customer name.

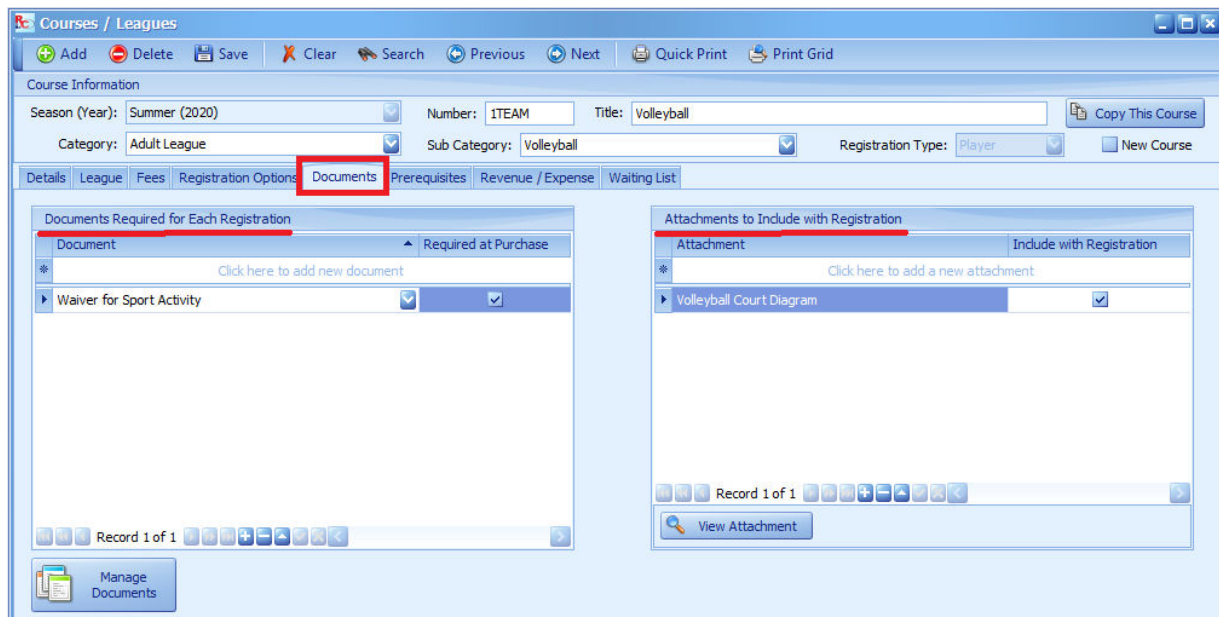


User may also click **Print Grid** button and select **Registration Option Results** to print a list of the results.

Customer	
Do you want to purchase a team bag? (Results = 8)	
No (Results = 5)	
Ciara Witkowski	
Jesse Brown	
Katie Witkowski	
Pebbles Flintstone	
Savannah Atkinson	
Yes (Results = 3)	
Cinnamon Applegate	
Emma Blackwood	
Steven Hall	
Shirt Size (Results = 8)	
Adult Large (Results = 3)	
Jesse Brown	
Savannah Atkinson	
Steven Hall	
Adult Medium (Results = 4)	
Ciara Witkowski	
Cinnamon Applegate	
Katie Witkowski	
Pebbles Flintstone	
Adult Small (Results = 1)	
Emma Blackwood	

Documents

User can setup Documents Required for Each Registration and Attachments to Include with Registration such as a volleyball court diagram. See Manage Document System for details on setting up documents for registration. Select an attachment from the pick list and check the box 'Include with Registration' (optional).



Courses / Leagues

Course Information

Season (Year): Summer (2020) Number: 1TEAM Title: Volleyball

Category: Adult League Sub Category: Volleyball Registration Type: Player

Details | League | Fees | Registration Options | **Documents** | Prerequisites | Revenue / Expense | Waiting List

Documents Required for Each Registration

Document	Required at Purchase
Waiver for Sport Activity	<input checked="" type="checkbox"/>


Attachments to Include with Registration

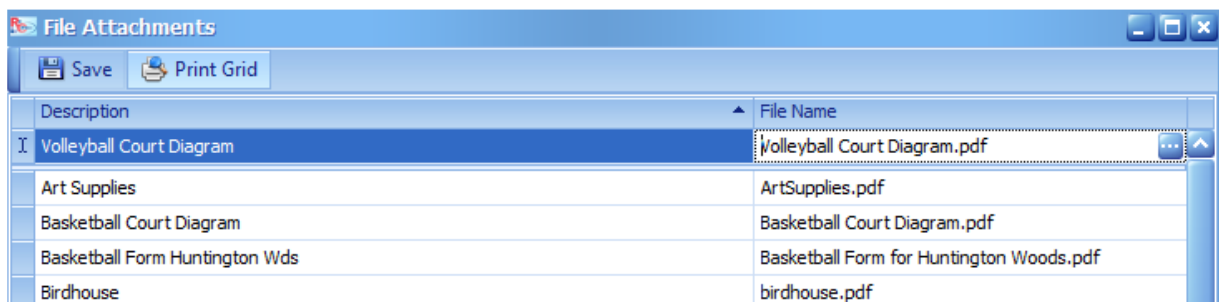
Attachment	Include with Registration
Volleyball Court Diagram	<input checked="" type="checkbox"/>

Record 1 of 1

Manage Documents

Admin Setup for Attachments

From the main menu, go to **Setup > System Default > File Attachments**. Type a description and then load a file by clicking  blue button which turns into a browser to find attachment on user's network.



File Attachments

Save Print Grid

Description	File Name
Volleyball Court Diagram	volleyball Court Diagram.pdf
Art Supplies	ArtSupplies.pdf
Basketball Court Diagram	Basketball Court Diagram.pdf
Basketball Form Huntington Wds	Basketball Form for Huntington Woods.pdf
Birdhouse	birdhouse.pdf



Prerequisites

User can add multiple courses and membership prerequisites. The online version of **ReCPro™** will block the customer from registering if they do not meet the qualifying prerequisites. The desktop version of **ReCPro™** will allow user to override the validation during activity registration.

The screenshot shows the 'Courses / Leagues' window in the ReCPro software. The 'Course Information' section at the top includes fields for Season (Year), Number, Title, Category, Sub Category, and Registration Type. Below this, the 'Prerequisites' tab is selected, displaying a table with columns for Season, Year, Number, and Title. A single record is shown for Spring 2020, VB-LEARN, titled 'Volleyball - Learn to Play the Game'. To the right of the table is an 'Add To Prerequisites List' button. Below the table is a 'Qualifying Memberships' section with a dropdown menu showing 'Fitness Membership - Adult 12 Months' and a 'Select Qualifying Memberships' button. Navigation buttons like 'Add', 'Delete', 'Save', 'Clear', 'Search', 'Previous', 'Next', 'Quick Print', and 'Print Grid' are visible at the top of the window.

Season	Year	Number	Title
Spring	2020	VB-LEARN	Volleyball - Learn to Play the Game

Record 1 of 1

Qualifying Memberships

Fitness Membership - Adult 12 Months

Record 1 of 1

Select Qualifying Memberships

Click **'Add to Prerequisites List'** to open a list of all courses that are grouped by the year, and click **'Select Qualifying Memberships'** to open a list of all memberships. If this grid is used, only members with a membership shown in this grid can register online for this course. In-house the user has the option to override it.



Revenue / Expense Tab

Revenue tab tracks the registrations received and refunded.

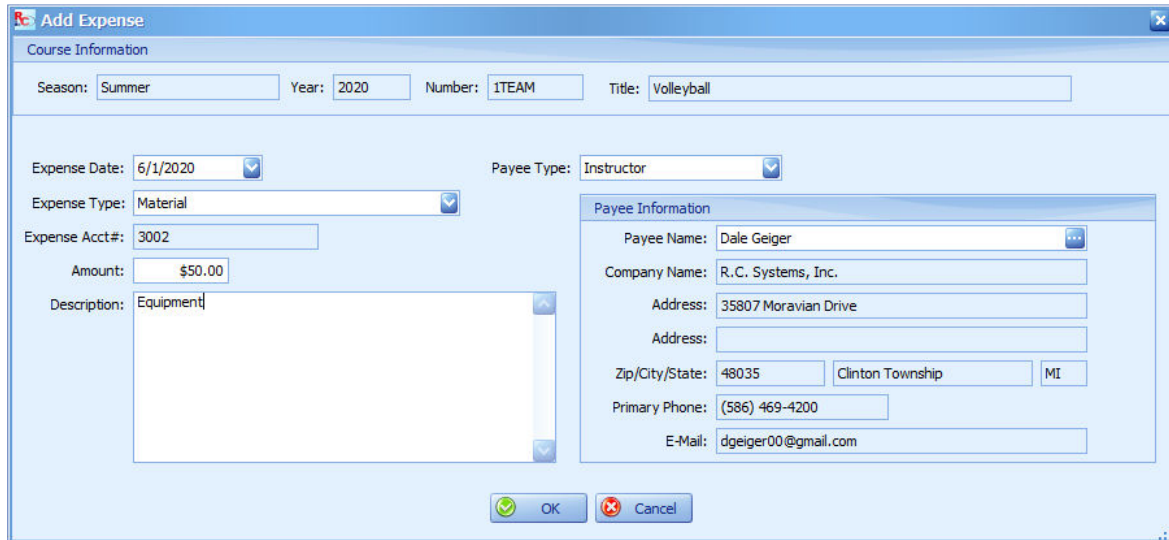
The screenshot shows the 'Revenue / Expense' tab with two main tables: 'Revenue Generated' and 'Refunds Issued'. The 'Revenue Generated' table lists transactions from 6/1/2020 to 5/18/2020, totaling \$325.00. The 'Refunds Issued' table shows a single transaction on 6/1/2020 for Christine Applegate, totaling (\$35.00). A 'Profit / Loss' summary box at the bottom right, highlighted with a red border, displays the following values:

Profit / Loss	
Revenue Generated:	\$325.00
Refunds Issued:	-\$35.00
Net Revenue:	\$290.00
Total Expense:	(\$50.00)
Profit / Loss:	\$240.00

Expense tab allows user to **Add Expense**, **Edit Expense**, **Remove Expense** and **Print Check Request**.

The screenshot shows the 'Expense' tab with an 'Expenses Posted' table. The table has columns for Date, Expense Acct#, Payee Name, Company Name, Created By, Amount, Check Request Date, and Note. A single entry is shown for 6/1/2020, Expense Acct# 3002, Payee Name Dale Geiger, Company Name R.C. Systems, Inc., Created By SW, Amount \$50.00. At the bottom of the window, there is a toolbar with four buttons: 'Add Expense' (green plus icon), 'Edit Expense' (yellow pencil icon), 'Remove Expense' (red minus icon), and 'Print Check Request' (blue printer icon).

Click '**Add Expense**' button, popup screen displays. Select **Payee Type** from pick list (choices are Instructor, Official / Scorekeeper, and Other). Enter the **Amount** and **Description** as applicable. Select **Payee Name**, in this example it is mapping to the Instructor database. Click **OK** when finished.



Add Expense

Course Information

Season: Summer Year: 2020 Number: 1TEAM Title: Volleyball

Expense Date: 6/1/2020 Payee Type: Instructor

Expense Type: Material

Expense Acct#: 3002

Amount: \$50.00

Description: Equipment

Payee Information

Payee Name: Dale Geiger

Company Name: R.C. Systems, Inc.

Address: 35807 Moravian Drive

Address:

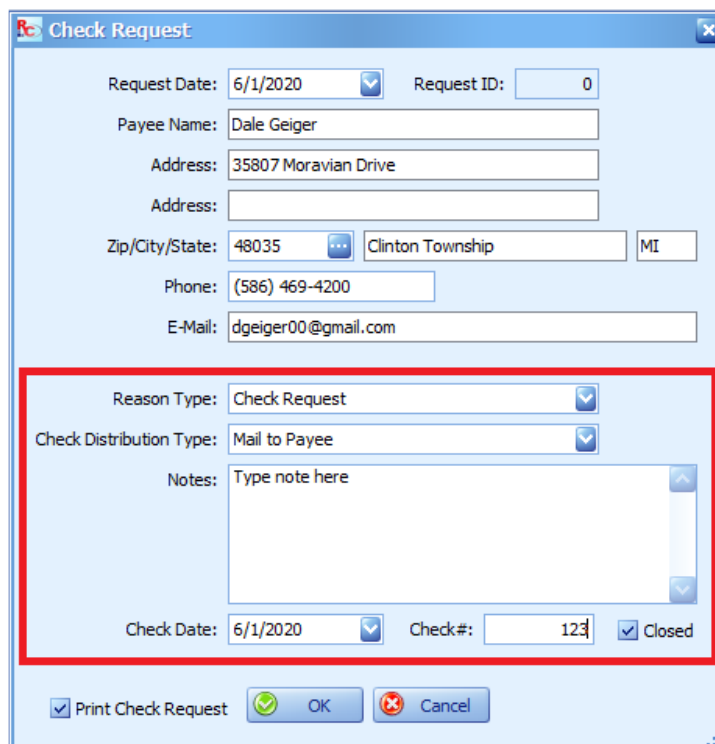
Zip/City/State: 48035 Clinton Township MI

Primary Phone: (586) 469-4200

E-Mail: dgeiger00@gmail.com

OK Cancel

Edit Expense will open a previously added expense and **Remove Expense** will delete a previously added expense.



Check Request

Request Date: 6/1/2020 Request ID: 0

Payee Name: Dale Geiger

Address: 35807 Moravian Drive

Address:

Zip/City/State: 48035 Clinton Township MI

Phone: (586) 469-4200

E-Mail: dgeiger00@gmail.com

Reason Type: Check Request

Check Distribution Type: Mail to Payee

Notes: Type note here

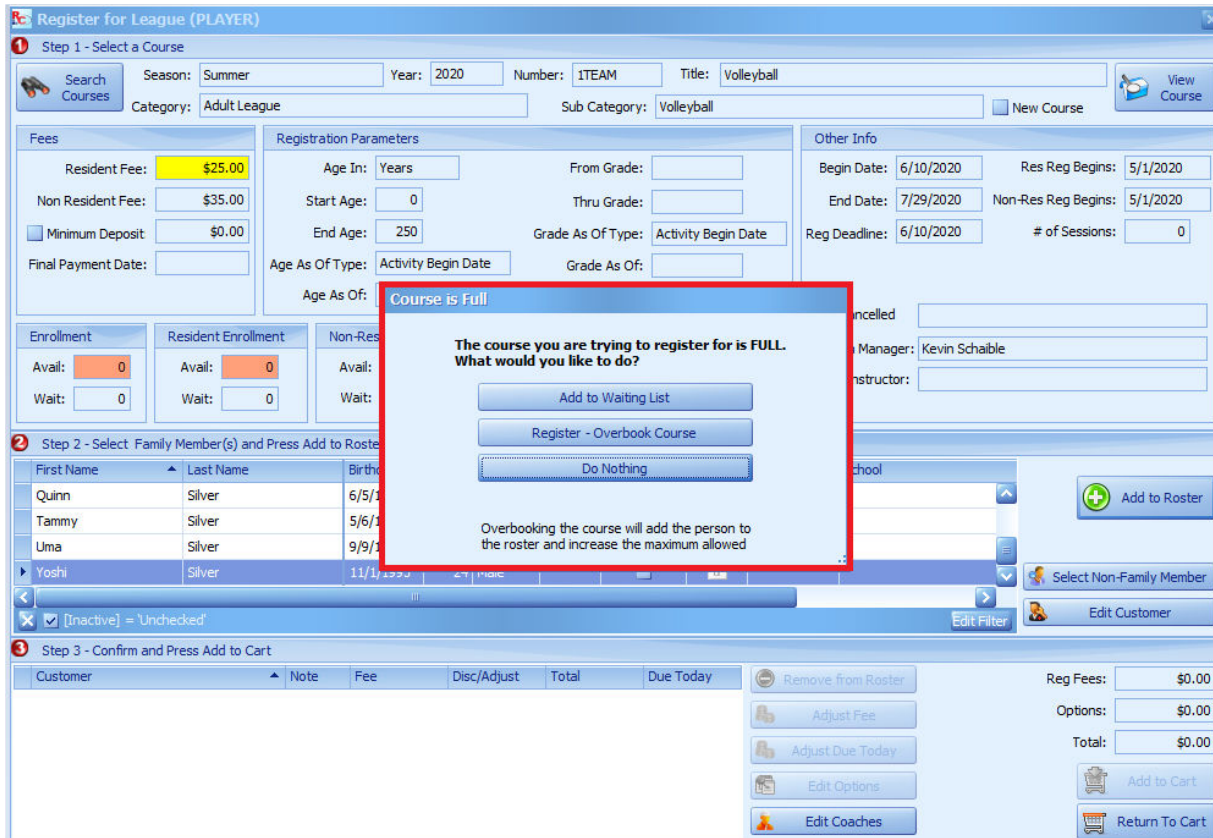
Check Date: 6/1/2020 Check#: 123 Closed

☒ Print Check Request OK Cancel

Print Check Request will open a window to select **Reason Type** and **Check Distribution Type** from a pick list and user may type additional **Notes**. By adding a **Check Date** and **Check Number**, ReCPro will automatically check the box 'Closed'.

Waiting List – Shopping Cart

During activity registration in shopping cart, the **'Course is Full'** popup will display asking if you would like to add this person to the course and increase the maximum allowed for the course. Click **'Yes'** will add customer to the waiting list, click **'No'** will not add customer to the waiting list, and click **'Overbook'** will add customer to the roster list, finish the payment transaction and increase the maximum participants allowed for the course.



The screenshot displays the 'Register for League (PLAYER)' window, which is divided into three main steps:

- Step 1 - Select a Course:** This section includes search filters (Season: Summer, Year: 2020, Number: 1TEAM, Title: Volleyball, Category: Adult League, Sub Category: Volleyball) and a 'View Course' button. It also contains fee information (Resident Fee: \$25.00, Non Resident Fee: \$35.00, Minimum Deposit: \$0.00, Final Payment Date) and registration parameters (Age In: Years, Start Age: 0, End Age: 250, Grade As Of Type: Activity Begin Date, Grade As Of:). Other info includes Begin Date (6/10/2020), Res Reg Begins (5/1/2020), End Date (7/29/2020), Non-Res Reg Begins (5/1/2020), Reg Deadline (6/10/2020), and # of Sessions (0).
- Step 2 - Select Family Member(s) and Press Add to Roster:** This section shows a list of family members (Quinn, Tammy, Uma, Yoshi) with their last names (Silver) and birth dates. It also includes an 'Add to Roster' button and a 'Select Non-Family Member' button.
- Step 3 - Confirm and Press Add to Cart:** This section shows a table with columns for Customer, Note, Fee, Disc/Adjust, Total, and Due Today. It also includes buttons for 'Remove from Roster', 'Adjust Fee', 'Adjust Due Today', 'Edit Options', and 'Edit Coaches'. On the right, there are fields for 'Reg Fees' (\$0.00), 'Options' (\$0.00), and 'Total' (\$0.00), along with 'Add to Cart' and 'Return To Cart' buttons.

A red-bordered popup dialog titled 'Course is Full' is overlaid on the interface. The dialog contains the following text and buttons:

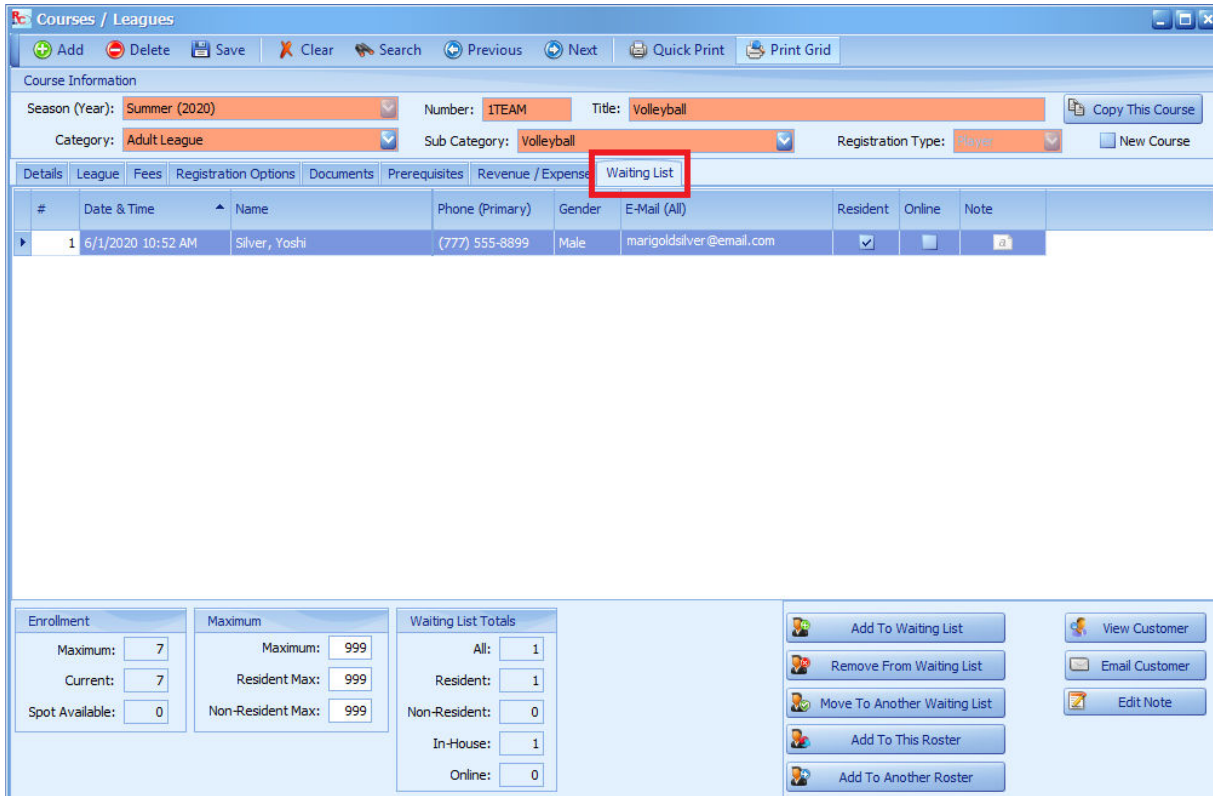
**The course you are trying to register for is FULL.
What would you like to do?**

Buttons: Add to Waiting List, Register - Overbook Course, Do Nothing

Below the buttons, the dialog states: 'Overbooking the course will add the person to the roster and increase the maximum allowed'.

Waiting List – Course Module

Customers added to the waiting list grid can easily be added to the roster if the maximum participant allowed is increased.



Course Information

Season (Year): Summer (2020) Number: 1TEAM Title: Volleyball Copy This Course

Category: Adult League Sub Category: Volleyball Registration Type: Player New Course

Waiting List

#	Date & Time	Name	Phone (Primary)	Gender	E-Mail (All)	Resident	Online	Note
1	6/1/2020 10:52 AM	Silver, Yoshi	(777) 555-8899	Male	marigoldsilver@email.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	a

Enrollment

Maximum: 7
Current: 7
Spot Available: 0

Maximum

Maximum: 999
Resident Max: 999
Non-Resident Max: 999

Waiting List Totals

All: 1
Resident: 1
Non-Resident: 0
In-House: 1
Online: 0

Actions:

Add To Waiting List
Remove From Waiting List
Move To Another Waiting List
Add To This Roster
Add To Another Roster
View Customer
Email Customer
Edit Note

- **Add to Waiting List** button - User may add a customer to the waiting list without going through shopping cart. This button opens the search customer field.
- **Remove from Waiting List** button – will remove selected (highlighted) customer from grid.
- **Move to Another Waiting List** button – allows user to move customer to a another waiting list.
- **Add to Roster** button – select customer will open the shopping cart screen to process transaction.
- **Add to Another Roster** button – select customer will open a screen to search for course and then process transaction.