



SPORTS CONNECT REGISTRATION SET-UP FOR MATRIX INTEGRATION

Below you will find information regarding registration set up, as well as information surrounding the auto generated questions with the NFL FLAG affiliation. Prior to reviewing this resource, your League and Season should already be created and approved by NFL FLAG. Also, your Leagues and Seasons should be visible in Matrix. Please know these instructions are not comprehensive of the entire set up process, it is an overview of key items. Items highlighted in yellow are important notes and items highlighted in blue include Matrix compatibility information.

PRIOR to any registration creation in Sports Connect all adjustments to pre-populated questions should be made, the “Visible in Sports Connect Toggle” turned on, and the save button selected in Matrix. More detailed information on this process can be found in the first section below.

Free pack by team, paid pack by team, and jersey lettering are only available for jersey orders placed through Matrix.

MATRIX SET-UP PRIOR TO REGISTRATION CREATION IN SPORTS CONNECT

When using the NFL FLAG affiliation in Sports Connect there are a set of questions that will automatically pre-populate in your registration. These questions are specifically formatted for Matrix compatibility. The pre-populated questions are:

- 1. School Name** – This is typically the main criteria Matrix uses for team building. **If you chose not to use this field there must be another set of data that will be used as the main team building criteria. We do not recommend using City or Zip Code. Matrix would place everyone with the same city or zip code on the same team resulting in extremely large teams and requiring more manual manipulation. Collecting school information can also be extremely beneficial in marketing endeavors to understand exposure in different areas.**
- 2. Current Grade** – Response options can be edited to add or remove grade options – If your organization does not use grade, this question can be removed.
- 3. Jersey Size** – Cannot be edited or removed – Every NFL FLAG league must ask for jersey size and the specific response options are programmed to Matrix.
- 4. Interest in Coaching** –The specific response options are programmed to Matrix; it cannot read any other response types for this question. **The benefit to this question is collecting coaching interest**
- 5. just in case they do not fill out the volunteer profile. Matrix will display the collect responses to these questions with each participant in team builder.**
- 6. Athletic Ability** – Response options can be edited however response options must be whole numbers only to be compatible with Matrix. **If you would rather ask something along the lines of years of experience, remove this question. When creating your registration in Sports Connect you can add Years of Experience as a custom question. So long as the response options are whole numbers only, that data could still be added into Matrix in place of athletic ability.**



7. Coach Request, Buddy Request 1, and Buddy Request 2 – **These questions are set with character limits to increase the likelihood of auto pairing during team building. Matrix cannot auto pair numerous names in a single request. Using these questions will give the best chances for accurate auto team building.**
8. **NFL Communication opt in Option** – This is required to be asked during registration, but parents DO NOT have to opt in.
9. **Player Registration Agreement** – Requirement of the NFL, must be acknowledged during registration.

All affiliate questions can be removed except for Jersey Size, NFL communication opt-in Option, and Player Registration Agreement. To edit or remove the above questions, login to your Matrix, select Admin then Profile. Turn the Toggles off for the questions you would like to remove, and make sure the visible in Sports Connect toggle is turned on. Use the save button at the bottom of the screen to save all changes. These steps should be completed **PRIOR** to creating any registration in Sports Connect. **For more information on how to do this, please visit** (insert portal link) **and watch the “Matrix and Sports Connect Integration” tutorial**

REGISTRATION CREATION IN SPORTS CONNECT

Registration Type: Non-Tryout/Rec Program

Activity Type: Flag Football

STEP 1 - Program Settings:

Program Name: Season and League Name - **There should only be one league associated to each program.**

National Affiliation: NFL FLAG Football

Organization: Select your company - **If not visible in drop down you will need to turn the “Visible in Sports Connect” toggle in Matrix on. [CLICK HERE](#) to view a resource guide explaining how to turn this toggle on in Matrix.**

League: Select the league you are opening registration for.

Club: NFL FLAG

Season: Select the season you are opening registration for.

***Prior to saving your changes make sure all the information in the dropdowns is correct. This information cannot be changed once saved. Sports Connect will send all your volunteer information to Matrix based on the league and season selected above.**



STEP 2 – Division Settings:

Divisions can be created in two ways:

Option 1 – Create divisions based on your age/grade groups. Ex: 6U, 8U, 10U etc. If there is a limit on field space/time and only a certain number of teams or enrollments can be accepted per age group, you will want to go with this set up option.

Option 2 - One division where everyone registers, Divisions can then be created in Matrix prior to team building based on participant ages/grade. If you plan on uploading teams and schedules from Matrix back into Sports Connect this is the simplest way to do so however it makes it very difficult to accept late registrations using this method.

STEP 3 – Registration Questions:

Program Questions Auto Generated by NFL FLAG Affiliation:

Affiliated questions automatically pre-populate in registration.

League operators can still add any additional questions and waivers they would like to registration, there is just no guarantee they will be compatible with Matrix for team building purposes. If you are adding any questions to your registration that are not prepopulated, you must add them as Custom Questions do not add standard questions.

COMMON MERCHANDISE QUESTION:

I include shorts in my registration how can I add this?

Using the e-commerce module in Sports Connect, League Operators can now enable a product and make it required meaning customers cannot complete their registration without selecting a size for that item and adding it to their registration. Additionally, you have control over the cost of that item. If you include the cost in your registration fee and do not want customers to have to pay for the product that item can required, and the price adjusted to \$0.00.

For more information on offering merchandise see page 5.



STEP 4 – Team Staff:

Background checks are the responsibility of the league operator. NFL FLAG is excited to announce the new background check integration through Matrix with Checkr. [CLICK HERE](#) to learn more.

ALL FIELDS BELOW ARE REQUIRED QUESTIONS

Legal First Name

Legal Last Name

Email Address

Date of Birth

Gender

Address

City

State

ZIP Code

Cell Phone

Optional Questions

Shirt Size (only necessary if you provide coaches shirts)

Matrix cannot do any team building around requests made by coaches.



MERCHANDISE

Free pack by team, paid pack by team, and jersey lettering are currently available for jersey orders placed through Matrix.

Offering Additional Merchandise using Sports Connect E-commerce

Step 1: Select **Registration** then **Settings** then **NFL FLAG Football E-commerce**

Step 2: If you would like you customers to have the option to purchase items during registration you will want to make sure the **Enable** toggle is turned on for those items. You can make an item required for purchase by turning on the **Required** toggle.

Mouthguard

Stay protected with the Wilson Youth Mouth Guard. This mouth guard is specially designed to help protect the teeth and jaw from impact. Colors vary.

MSRP: \$5.00 ● PRICE: \$ 5.00

Enabled Required

Step 3: All prices are automatically set to the NFL FLAG recommended MSRP however, you can change those prices to be whatever you would like. To do this click the line next to **Price** and input the amount you would like to sell it for on your registration.

Step 4: Click **Save**

COPYING PROGRAMS

If you are copying programs in Sports Connect, you must make sure the correct Organization, League, and Season are selected during **Step 1** of the Program Creation for the new program. Once your program is saved, if those items are not correct, they cannot be changed.

2021 Fall Flag Football

Divisions: 23 - [View Enrollments](#)

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