

FLORIDA ELITE



LEAGUE MAGIC USER GUIDE

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How to upload a player

1. Login the website www.fefc.league-magic.com/signon.asp
2. Enter user id and password click submit
3. Click in the drop down choose **2022 Football or Cheer** whoever you are uploading.
4. Under **Club Divisions**, click on the selected level you want to upload.... i.e., Rookies
5. Under **Manage Team**, click **Add Player** enter player information.
 - a. You must fill in all information marked with the *.
 - b. The phone number and emergency number must be entered in the following format
111-111-1111 not 111111111.
6. Click **Add Player To Roster**
7. Leave the radio buttons as is.
8. Upload the following documents: picture, parent consent form-notary side, physical showing the 2021 date and birth certificate.
9. Click **Save**
10. In top right click **Back** to take you to **Add Player** to add next player.

How to upload a coach

1. Login the website www.fefc.league-magic.com/signon.asp
2. Enter user id and password click submit
3. Click in the drop down choose **2022 Football or Cheer** whoever you are uploading.
4. Under **Club Divisions**, click on the selected level you want to upload.... i.e., Rookies
5. Under **Manage Team**, click **Coaches**
6. Click **Add New Coach**
7. Choose the correct position on the drop down
8. You must fill in all information marked with the *.
9. Click **Save**
10. **Upload all required documents**
11. **Click Save**
12. In top right click **Back** to take you to **Coach** to add next coach.

How to upload a board member

1. Login the website www.fefc.league-magic.com/signon.asp
2. Enter user id and password click submit
3. Under **User Tab** click **Admin Badges**
4. Click **Add Badges** tab to the right
5. From the Select Position drop down you will choose the appropriate board position i.e., Club President etc. **DO NOT CHOOSE ANYTHING FEFC.**
6. From the Club Affiliation drop down choose your org name...i.e., Pal Stingrays
7. Fill out information and click **Add**
8. Click **Save**
9. **Upload documents and click Save**

How to move an existing player

1. Login the website www.fefc.league-magic.com/signon.asp
2. Enter user id and password click submit
3. Click in the drop down choose **2022 Football or Cheer.**
4. Under **Club Divisions**, click on the selected level you want to upload.... i.e., Rookies
5. Under **Manage Team**, select **Player** click **Select Existing Player**
6. Select player from the list
7. Make sure all previous information is correct and if not make changes
8. Click **Add Player to Roster** if correct age Click **Save**
9. If the participant is moving up to the next level....to the right see CLUB DIVISION, choose the correct level, and Click **Save**

Clubs Division

10. You will notice the only documents needing to be uploaded is a 2022 physical, Infectious Waiver form, Parent Consent Card-notary side. If after 2 years, a new picture will need to be uploaded.
11. Once new docs are uploaded, Click **Save**

How to move an existing coach

1. Login the website www.fefc.league-magic.com/signon.asp
2. Enter user id and password click submit
3. Click in the drop down choose **2022 Football or Cheer**.
4. Under **Club Divisions**, click on the selected level you want to upload.... i.e., Rookies
5. Under **Manage Team**, select **Coach** click **Select Existing Coach**
6. Select the coach/volunteer from the list
7. Make sure all previous information is correct and if not make changes
8. Click **Save**
9. Upload all required documents and click **Save**

How to upload coaches' certificates through League Magic.

1. Login the website www.fefc.league-magic.com/signon.asp
2. Enter user id and password click submit
3. Click **Team Console** tab at the top
4. Click on **TEAM** tab at the top
5. Click in the drop down choose **2021 Football or 2021 Cheer**.
6. Right under **2021 Football or 2021 Cheer**, click on your team's name.

Select Team to Edit
Bay Area Saints

7. Under **Club Divisions**, click on the selected level you want to upload....i.e., Rookies
8. Under **Manage Team**, select **Coach** click **Coaching Certificate**
9. Match a Coach or Admin on the left with an available Youth Sports Knowledge Coaching Certificate on right to upload the certificate to the Coaches or Admin Profile

Coaches

MATTHEW BONNEAU

Matthew Bonneau (Football Certification (Freshman))

10. Once you choose the radio buttons click the **Upload Certificate** button
11. You will see the following at the top of the page to the left.

Certificate Upload completed successfully!

Club Information

NOTE:

If an Admin is also a coach, you can only upload the certificate one time using this method. To upload the certificate in the second location, proceed normally by taking a picture of it or saving the file then uploading it.

How to check in player or cheerleader

All participants will have temperatures taken at least 30 minutes prior to the game.

- All participants should be off their feet to ensure an accurate temperature reading from the opposite team.

Check in occurs 5 minutes before the end of the previous game in the end zone. If a player leaves the end zone area after being check in, he or she must be checked in again.

1. Login the website www.fefc.league-magic.com/signon.asp
2. Click on **PLAYERS** tab at the top
3. Click **Online Check In** to the left
4. On the right Select Program choose **2022 Football or Cheer**
5. Under Regular Season click on the game date-i.e., 8/17/21
6. Click on your game-i.e., Patriots vs Gators
7. Click on the team you are checking in- i.e. I am checking in Rookies Gator
8. The participants picture will pop up and you will need to see if he/she is **Certified**, click the radio button for **Present** or **Absent** for all players then click **SAVE**.
9. Click **Back** to come out of the level you finished checking in.

******CHECK THE STATUS OF ALL PLAYERS/CHEERLEADERS, TO ENSURE THEY HAVE BEEN MARKED AS PRESENT OR ABSENT.**

******IF NOT, THE CHECK-IN PROCESS WILL NEED TO BE COMPLETED AGAIN.**

******PLAYERS/CHEERLEADERS CANNOT BE CHECKED IN AFTER THE SYSTEM IS CLOSED OR GAME HAS BEEN PLAYED.**

How to download a roster

1. Login the website www.fefc.league-magic.com/signon.asp
2. Enter user id and password click submit
3. Click in the drop down choose **2022 Football or Cheer**
4. Under **Club Divisions**, click on the selected level for the roster.... i.e., **Rookies**
5. Under **Manage Team**, click **Forms**
6. Under **Select Players**, click **Select All**
7. To the right click **FEFC Official Roster**
8. To the right of **FEFC Official Roster**, you will see a prescreen of the roster you will click **Download PDF**. At that time, you can save it and print it out.

How to download a scan card

1. Login the website www.fefc.league-magic.com/signon.asp
2. Enter user id and password click submit
3. Click in the drop down choose **2022 Football or Cheer**
4. Under **Club Divisions**, click on the selected level for the roster... i.e., **Rookies**
5. Under **Manage Team**, click **Forms**
6. Under **Select Players**, click **Select All**
7. To the right click **Check-in Scan Card**
8. To the right of **Check-in Scan Card**, you will see a prescreen of the scan card you will click **Download PDF.**

*****At that time, you will NEED to save it and print it out. You must always have an updated scan card with you just in case the system goes down. You will use this document to do a manual player check-in process by having the other team sign off on each player being checked in.**

Register player through the Parent Portal

1. Provide this link to your parents- http://fefc.league-magic.com/main_player_registration.asp
2. Choose organization name for participant registration
3. Select **Player Portal**
4. Select **Player Registration**
5. Select either 2022 **Football or Cheer**
6. Choose the radio button for the appropriate level (Rookies, Freshman, Sophomore..etc.) for registration
7. Enter the code displayed on the screen
8. New player entry- fill out the information on the screens, they can skip the uniform section.
9. Existing player entry- the name must be typed as it was last year, along with birth date and code then hit **NEXT**
 - a. Medical information-it can be filled out if appropriate or hit **NEXT** to skip
 - b. Emergency contact information-you can add, update, or delete information-click **NEXT**
*** Complete all of the fields on this form and click Update, before clicking Next**
To Delete a Contact from the list, select Delect Contact Checkbox, and click Update
To Add an additional Contact, click Add Contact, fill in information and click Update
One contact must be a Contact Type of Primary. All Players must have a Primary and Secondary Contact
 - c. Guardian information-it can be filled out if appropriate or just hit **NEXT** to skip
 - d. Review registration-click **Edit Registration** or **Submit Registration** at the bottom
10. The parent will receive an email with the registration form.

******The Coaches Portal is similar in nature, just follow the screen prompts for required information. ******

Upload or E-Sign documents

*****Once a player registers, a team mom or admin will need to move the player over to an active roster from the Select Pending Player status. This action must take place first before a parent can upload or e-sign documents in the portal.**

1. Provide this link to your parents- http://fefc.league-magic.com/main_player_registration.asp
2. Choose organization name for participant registration
3. Select **Player Portal**
4. Select **Upload or E-Sign Documents**
5. Fill out information on the screen and select **2022 Football or Cheer** from drop down
6. Next screen will show what items are needed for the player to be certified.
 - a. **Green-** radio button means – completed
 - b. **Red-** radio button means- needs to be completed
7. The only e-sign document is the Infectious waiver and everything else must uploaded via phone or computer.
8. As each document requirement is satisfied for the player, the box will disappear leaving only the outstanding documents to be completed for player certification.

How to move a pending player or coach to an active roster

1. Login the website www.fefc.league-magic.com/signon.asp
2. Enter user id and password click submit
3. Click in the drop down choose **2022 Football or Cheer**.
4. Under **Club Division** click on the level.... i.e., **Rookies**
5. Under **Manage Team**, click on **Select Pending Player tab**
6. Click on the player
Select Player to Add
(00014005) Khayse Barrett
7. You can either **Add Player to Roster** or **Reject Player Registration**
***Reject Player Registration**-you will use this when the player is no longer interested in play for your organization or sign up on error.
8. Click **Save**
9. **Same process for the coaches but you will choose the Select Pending Coaches Tab**
*****You must move your Pending Players and Pending Coaches to the roster first before they can upload their documents via the portal.**
*****You will have to check the Pending status occasionally, to see if there are any new adds.**
*****Make sure you check each level for your Pending statuses.**

How to Allow and Disallow Player and Coach Registration via the Portal

1. Login the website www.fefc.league-magic.com/signon.asp
2. Enter user id and password click submit
3. Click in the drop down choose **2022 Football or Cheer** whoever you are uploading.
4. Under **Club Divisions**, click on the selected level.... i.e., **Rookies**
5. To the right find **Online Registration** and see below.
Allow Players: Allow Coaches:
Team Active Players: 27
Team Maximum Players:
6. By default, these will be checked but you can uncheck them should you not want to them to use the Player or Coaches Portal.
7. Whatever action you take, you will need to click **Update** to save your transaction.
8. In the same section you can set your roster maximum and when finished click update.

***** The action you take in this area, you must do it on every level regardless for Player or Coach.*****

Setting up Stripe for payments via portal.

It takes 3 or 4 minutes to do, and if they click on Connect with Stripe without an account, Stripe starts building one, but also connects it to YSP (Youth Sports Portal) at the same time. There is a step in the Stripe account setup process to verify your bank account, and YSP won't let them take LIVE payments until that is done. So long story short, if they set up their account first, and have the banking information verified, it takes 3 seconds to connect in LM. If they create an account via LM, it will link them to a Stripe TEST account, and after the bank info is verified, they must click the Delete Stripe Connection, and then do the Connect with Stripe again.

The fees and payment:

There are 2 types of Fees - Team and Player Fees that are set in the Teams tab.

- Team fees are set and are the same for every player on the team. If Team A is \$100, and Team B is \$120, if you move a player from Team A to Team B, the Team fee for them automatically adjusts. You would use this for Registrations and such.
- Player fees are set for each individual player in their Player Profile. This could be anything you want it to be for a player. Lost equipment for example. If you wanted to apply a registration discount to a player (Early Registration, Multiple Children, etc.), you would set that in the Players Fees for each specific player and create Player Fee called Early Registration with a negative dollar amount -\$20.00. You could also go to the Payments Tab, and Apply this as a \$20.00 Payment, but most Clubs prefer the negative fee approach.
- The Payments tab is where you manage payments. It will list all the players who owe or have paid money - if they are on the roster or not. So, if a player made a \$50 deposit, and then quit a day later and was removed from the roster, he would still show up in the Payments Tab as Inactive and a \$50 balance. If he paid via Stripe, you could select that payment in his Payment Profile, click Update, and it takes you to the Stripe Refund screen, and you can refund his payment (or partial payment) from there.
- If you are not doing Stripe, you would just record a payment by clicking on the Add Player Payment in his Payment Profile, and it gives you a new line item and you can type a payment name or description, and the amount, click Save and it is saved. If a payment goes through YSP, a new payment record is automatically generated indicating it was a YSP payment and the amount, and in both cases, the total due in the Players profile is automatically updated.

If you are using Stripe/YSP, once parents have an invoice number, they can go to YSP and enter that info and find their players current balance and history of fees and payments, so they don't have to ask for that info. Reminder emails will also be generated to let parents know that they have an outstanding balance.

The Payments pages has a button to generate invoices if you wanted to send or print them out. If you have Stripe/YSP it appends a notice on them that they can pay online at YSP.

There is also a button on each Player Profile page called Email Statement, and that automatically generates a current statement, and emails it to the parents.

