

The Essential Printable Checklist for Youth Sports Registration (Admin)



#1 Decide on Your Registration Team

Who is in charge of building the form? Where will the form live? Who will collect what information? This is all information you'll need to have handy before you get started on the process.



#2 Outline Your Registration Process

This includes things like: What information do you need to collect? This could be anything from jersey size to emergency contacts or specific health waivers. You should also consider what your fee structure will look like for the season. And, what technology can you use to host your online registration?



#3 Build Your Registration Form(s) (Including Payment Accounts)

You've already got everything mapped out! Now make sure all that information is inputted when building your account. This is also a time to set up your payment collection. If you've already added a master payment account, add it to your form. If not, set one up before adding it to the form!



#4 Test Your Registration Form!

Getting close to the end! Once you've built your registration, ask a couple of volunteers to help you test it out. This could be other league managers, a couple of close parents or friends, or even signing up a couple of test players first. If everything goes well, then you're really close to the finish line!

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#5 Promote Your Registration ASAP

Communicate your registration opening dates and deadlines through social media channels, blog posts, emails, and word of mouth. Ensure your online registration is easy to find and has all the information parents need.



#6 Launch Registration, Continue Sharing, & Celebrate

Activate and share your online form by opening your registration dates and times. In TeamSnap, you can do this in advance or the day of, depending on your preference. The sooner your registration is open (for this season and for future seasons), the better. It allows everyone more time to get ready to play!



#7 Think Ahead to the Next Season

Arguably the most important tip: keep registration open as long as possible. This gives you ample time to make sure you get enough athletes, answer any questions or fix any potential troubles, and help your league grow in the process. Longer registration leads to more sign ups, which leads to a bigger league = growth!