



## Action Bulletin

<b>Bulletin #</b>	AB_2021-15
<b>Date</b>	September 29, 2022
<b>To</b>	Coastal Youth Districts, Full Member Adult Leagues, and Associate Adult Leagues
<b>CC</b>	Board of Directors, Staff
<b>From</b>	Stephen Wurz, Director of Finance & Administration
<b>Subject</b>	2022 Coastal Primary Season Registration and New Registration Database/CRM

As communicated to you with your 2022-23 instalment invoice, BC Soccer is transitioning to a new CRM/Registration database. We are excited to be partnering with [Interpodia](#) who work with many other National and Provincial sport organizations.

The new system is designed to be more user friendly and modern compared to the previous CRM. With this transition, there will be a few changes to processes that I hope will make things easier to upload registration and to have a consolidated invoice (i.e. no more multiple summary sheets).

To help manage the transition to the new system and to ensure it's properly configured, please follow these instructions:

### 2022-23 Coastal Primary Season Registration Data – Youth Districts & Full Member Adult Leagues

- Please prepare your registration data in the attached templates (for both players and team officials) as you have in previous seasons and **email** this to Farideh Zareh ([faridehzarei@bcsoccer.net](mailto:faridehzarei@bcsoccer.net)).
- When your registration is received, BC Soccer will upload this into the new system on your behalf.
- Once the registration is uploaded by BC Soccer, we will issue you an invoice for the registration upload. **Please do not pay any fees until you receive the invoice from us.** This is a change from the previous process. For this registration submission, we may provide flexibility on the payment deadlines as we work through the new processes to ensure they are functioning properly.

### Associate Adult Leagues

- For those Associate Members who are running fall programming, please complete the attached template and submit it to Farideh Zarei ([faridehzarei@bcsoccer.net](mailto:faridehzarei@bcsoccer.net)). We will upload your registration on your behalf.
- When your registration is received, BC Soccer will upload this into the new system on your behalf.
- Once the registration is uploaded by BC Soccer, we will issue you an invoice for the registration upload. **Please do not pay any fees until you receive the invoice from us.** This is a change from the previous process. For this registration submission, we may provide flexibility on the payment deadlines as we work through the new processes to ensure they are functioning properly.

### New System “Owners” and Registrars

In order to support the new system set up, we require that you provide both the name and email addresses of the “System Owner” (i.e. the person who responsible for allowing users from your organization to access the system) who we strongly suggest is the Youth District Chair / League President as well as your organization’s Registrar (the individual or individuals) who will be uploading the registration data.

Please confirm both by email with Farideh Zarei ([faridehzarei@bcsoccer.net](mailto:faridehzarei@bcsoccer.net)) by Wednesday, October 5, 2022.

This information is required so we can set-up user accounts to get things up and running for you. When these user accounts are set-up, these individuals will receive an email link to re-set their password to activate the account (more details will be provided with training).

### **New System Training**

When the initial registration period is over, we will be arranging training with each District and League to get you up and running on the new platform. BC Soccer will be in contact with your organization in mid-to-late November to arrange a mutually convenient time to receive the training. This will allow you sufficient time to familiarize yourself with the new system and to upload data for the Late Primary deadlines (February 1 for Youth Districts and March 1 for Adult Leagues).

Should you have any questions, please contact Stephen Wurz, Director of Finance & Administration at [stephenwurz@bcsoccer.net](mailto:stephenwurz@bcsoccer.net)

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