

## Morris County Soccer Association

### Adding Your Organization Information

#### Contact Information

Your organization information is your board and contact information you will share with the league. A lot of contact information is self-explanatory, but let's break down these different fields and how they are used in the Bonzi system.

#### **Organization Name:**

This should be the full name of your organization. This displays in the club directory and will be the name checks are made out to if player registration is handled by Bonzi.

#### **Organization Acronym:**

The acronym is a very important piece in league scheduling. If there are numerous teams named "The Cougars" across numerous clubs, this acronym will appear next to the team name so schedulers and registrars can easily distinguish between teams and with what club they belong.

#### **Address:**

The address will show in multiple areas of the software. This is shared with your league, will display on your club site, and will be the default address for check and cash payments if you use the Bonzi system for registration (alternative addresses can be added to registration events).

#### **Phone and Primary Info Email:**

This number and email address will be shared with the league and included on the front of your club site. If you use the Bonzi system for club communication, this email will also be listed as the "From" address for those messages and members who reply to these emails will send their message to the listed address.

#### **URL:**

***Please do not alter the URL that is currently listed.*** This URL links to the Association system, so Morris County will use to easily access your Bonzi site and will be used as a link in the club directory. If you use the Bonzi system with a different URL (without the bonzidev) this website address will be updated.

#### **Display Name:**

This display name will appear in the Association system for Morris County and be the internal reference for your club. You can see this name listed at the top of your folder tree to the left of the screen.

#### **Organization Logo:**

Share your logo with the association and present a professional look for your organization.

Access your contact information by going to the menu **Admin > Org Info > Contact Info**

## **Board Information**

Morris County requires that you add the following board members and their contact information into the Bonzi system:

- President
- League Contact
- Field Scheduler
- Registrar
- Treasurer
- Secretary
- Primary Carding Contact
- Alternate Carding Contact

Board information will be displayed on your personal website and be linked in the club directory. To add your board members please go to the menu **Admin > Org Info > Board Members and Staff**.

### **Adding Board Members:**

Click the **Add** button to add a board member. Include their name, their position, an email address, and a phone number where they can be reached. For a personal touch, consider adding in a short description and a photo for the board member.

When creating a member's role not currently listed in the drop down list, please choose the **Other** option and add in a custom title in the text field that appears below.

### **Editing Board Members:**

To edit a board member's information, click on their name in the list and choose the **Edit** button to once again access their personal details.

### **Deleting Board Members:**

As boards change you may need to remove board members from your list. Do this by selecting their name in the list and clicking the **Delete** button below.

For your convenience, you can access an instructional video [HERE](#) to help demonstrate the process outlined above.