

Account Set-up - Teams

NOTE: Team can mean an organization with one team as well as an organization with multiple teams. We have used a baseball club in our account setup example and it could be a soccer, gymnastics, volleyball, swim or any other club with a team or teams.

1. To start click the "Sign Up" button on the blue navigation bar. Once on the Sign Up page click the "Get Signed Up NOW!" button.



2. This activates the sign-up "wizard" which will walk you through the process of setting up an account. This includes the information that will be displayed in your directory and micro-page listing (free). There are 6 steps (tabs) plus a review in this wizard and it takes about 5 minutes to complete.

Tab 1 - Services: Self manage your account at no charge or pay us a small fee to enter and maintain the data for you. Either way we are here to support you.

The screenshot shows a web interface for account setup. At the top, there are several tabs: "Services", "Create Login", "My Info", "Categories", "Billing Info", "Agreement", and "Review Info". The "Services" tab is selected and highlighted. Below the tabs, the text reads "Welcome to Account Set-up!" followed by "The next six steps (tabs) collect the information needed to create your directory listing and micro-page." There are two main sections. The first section is titled "I want to manage my own account at no cost" and contains a radio button option for "Access granted to all services". The second section is titled "Please do the data entry for me" and contains two bullet points: "Great! We are here to help you from 8a to 8p PST (West Coast). Give us a ring at 425.577.1341 and we will set-up your account and collect your classes/camps for data entry." and "Shoot! Our office is currently closed and you're Itch'n to get started. No worries. Follow the six steps to set up your account and email us your classes and camps for data entry. We'll give you a ring tomorrow to touch base and get going on the data entry." Below this is a radio button option for "Select Number of Listings" with four sub-options: "1 Listing - FREE", "Up to 9 Listings - \$9.99/year", "Up to 99 Listings - \$24.99/year", and "Unlimited Listings - \$49.99/year". A "Next>>" button is located at the bottom right of the form. Two blue arrows point from the left side of the image to the "Access granted to all services" option and the "Select Number of Listings" option.

Services Note 1:

If you are a club that also operates a facility that offers camps/classes. You will have access to add those to the respective camps and classes databases as well.

Tab 2 - Create Login: Enter your email and name. Your email will be your future login to focusmysearch.com. NOTE: you can add additional logins for your baseball club once your account is established.

Services Create Login My Info Categories Billing Info Agreement Review Info

Create your primary account. You can add additional accounts later.

Email*

Full Name*

Password* ?

Re-enter password*

<<Prev Next>>

Tab 3 - My Info: The information that is entered on this page will be used in your directory and mirco-page on focusmysearch.com. Use
 for line breaks and use
 twice to have one line of space between paragraphs.

Services Create Login My Info Categories Billing Info Agreement Review Info

Organization Name*

Description

Website* Copy primary account email and name

Contact Email*

Contact Name*

Phone

Tollfree

Tax ID

Location 1 Name*

Address*

City*

State/Province*

Zip/Postal Code*

<<Prev Next>>

Tab 4 - Categories: Select the as many categories as you like. Categories are used in the directory as a search filter. If you would like a new one added just give a ring.

The screenshot shows a web interface for selecting categories. At the top, there is a navigation bar with tabs: Services, Create Login, My Info, Categories (selected), Billing Info, Agreement, and Review info. Below the navigation bar is a header that reads "Select categories that your organization will be searchable by in the DIRECTORY". The main content area is divided into four columns of category lists, each with a checkbox to the left of each item. The categories are: Academic (0-6 Learning, College Prep, Languages, Math/Science), Arts: Crafts, Performing, Visual (Dance/Ballet, Drawing/Painting, Music Lessons), Specialty (Athlete Specialized Training, Family, Fitness/Nutrition), and Sports (Bike Sports, Equestrian Sports, Indoor Sports, Outdoor Sport). The "Baseball" checkbox under "Outdoor Sport" is checked.

Tab 5 - Billing info: Self-managed accounts are free so no billing information is collected.

The screenshot shows a web interface for the "Billing Info" section. At the top, there is a navigation bar with tabs: Services, Create Login, My Info, Categories, Billing Info (selected), Agreement, and Review Info. Below the navigation bar is a header that reads "Billing". The main content area contains a single line of text: "No Billing for Teams & Clubs". At the bottom right of the content area, there are navigation buttons: "<<Prev" and "Next>>".

Tab 6 - Agreement: Our disclosure to you. We will try to keep the site up 24/7 and will need to take it down from time to time for upgrades and maintenance.

The screenshot shows a navigation bar with tabs: Services, Create Login, My Info, Categories, Billing Info, Agreement (selected), and Review Info. The main content area is titled "Service Level Agreement" and contains the following text:

Service Level Agreement

Availability
Focus My Search™ aims at being up and available 100% of the time, 24 hours a day, 7 days a week.

Downtime
Focus My Search™ is a website and needs regular maintenance and updates as such. Such maintenance may result in outages in service. Outages will generally be short as new software is pushed out, and will normally be performed late at night where traffic generally is low. Occasional mid-day outages and/or longer outages may occur.

Accept Service Level Agreement

Navigation buttons: <<Prev Next>>

Tab 7 - Review Info: Review of baseball club account set-up; edit as needed by using the previous button. All information can be changed at anytime by logging into your account. Click Submit to complete sign-up.

The screenshot shows the same navigation bar as Tab 6, with "Review Info" selected. The main content area displays account details for a baseball club:

Services Teams & Clubs

Create Login

Email manager@baseballteam.com
Full Name Baseball Team Example Account

My Info

Name Baseball Team Example Account
Website http://www.baseballteamexample.com
Contact Email info@baseballteam.com
Contact Name Bill Smith
Phone 000.000.0000
Location 1 Name Mailing Address
Address 123 1st St
City Seattle
State WA
Zip 98101

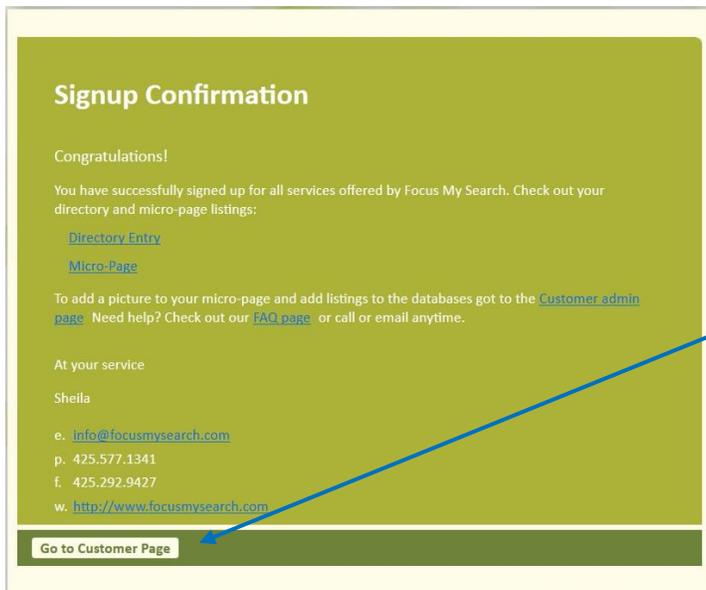
Directory Categories Baseball

Billing

Price No Fee

Navigation buttons: <<Prev Submit

Confirmation page will be displayed and an email is sent to you with the same information.



Click the "Go to Customer Page" button to add individual team(s) to your baseball club listing from the "Customer Administration Page".

Customer Administration Page:



Click "My Info" button to add a team logo/picture to the micro-page listing and/or flyer to be displayed in the directory. Logos/pictures should be a width of 250 pixels. If you have any trouble adding your logo/picture send it to us at info@focusmysearch.com and we will happily resize and upload.

Click "Add Team" button to add the individual teams for your baseball club. See separate PDF on adding teams for step-by-step instructions.

Directory Listing will look like this:

Baseball Team Example Account

Our main focus for the organization is to develop talent and prepare athletes to compete and achieve success at the current level and prepare and give the necessary tools to advance to play ... [More](#)

Mailing Address: 123 1st St, Seattle, WA, 98101

Website: <http://www.baseballteamexample.com>

Email: info@baseballteam.com [Click to Call](#) [Email Me New Classes](#)

Mirco-page will look like this (before teams are added):



Baseball Team Example Account

Our main focus for the organization is to develop talent and prepare athletes to compete and achieve success at the current level and prepare and give the necessary tools to advance to play baseball beyond high school.

We have developed a ye... [More](#)

[Click to Call](#)

info@baseballteam.com

<http://www.baseballteamexample.com>

[Email Me New Classes](#)

Camps/Clinics (0) Academics/Activities (0) Teams (0) Clubs (0)

Date: to Category:

Age: to Location:

[Filter](#)
[Clear](#)

Mirco-page will look like this (after teams are added):



Baseball Team Example Account

Our main focus for the organization is to develop talent and prepare athletes to compete and achieve success at the current level and prepare and give the necessary tools to advance to play baseball beyond high school.

We have developed a ye... [More](#)

[Click to Call](#)

info@baseballteam.com

<http://www.baseballteamexample.com>

Camps/Clinics (0)
Academics/Activities (0)
Teams (1)
Clubs (0)

Date: to

Age: to

Category:

Location:

[Filter](#)
[Clear](#)

Baseball Team Example - 13U

We are a developmental program that provides every opportunity for ball players to improve physically and mentally in preparation for high school baseball. We expect to compete for league titles in each age group, while stressing that we play with class, character, heart, and respect for the game. Every coach, player, parent, and fan is expected to represent our program the right way as we have built a solid reputation with the leagues, umpires, and other programs in the area. [Less](#)

Category: Baseball

Ages: 12-14

League Age: 13U - 13 and under

Season: Year Round

Tryout Months: Jul-Aug

Tryout Registration: Jul 15, 2013 to Jul 27, 2013

Tryout days:
Sat, Jul 27, 2013: 9:00AM-11:00AM: Issaquah High School,
Sun, Jul 28, 2013: 1:00PM-3:00PM: Issaquah High School

Tryout Note 1: Please plan to attend both Saturday, July 27th and Sunday, July 28th tryouts for coaches to make a full evaluation.

Level: Select

Gender: Boys only

League Age Cut off Date: May 1st

Current Year's Leagues: Sandy Koufax 13U League

Next Year Planned Leagues: Sandy Koufax 13U League

Team Note: Games are played in the Puget Sound area and there will be no out of state travel during the 2014 season

[Get Schedule Updates](#)