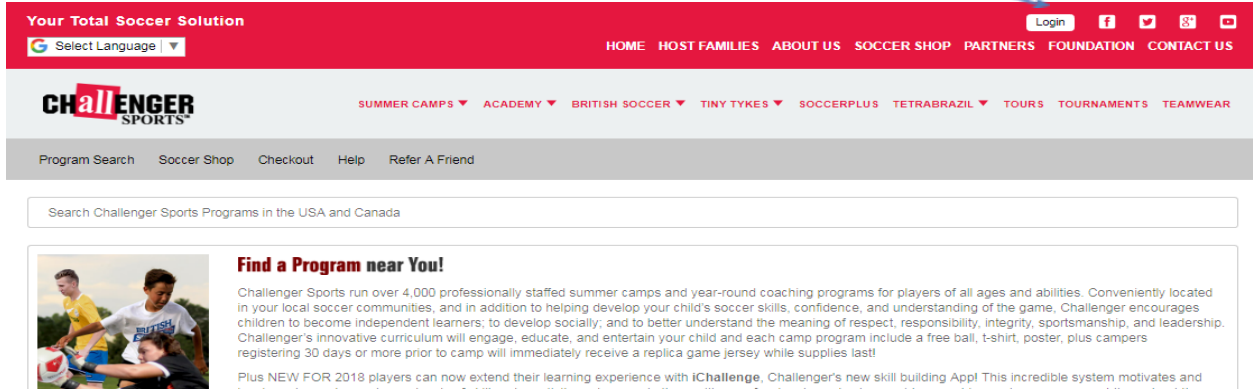


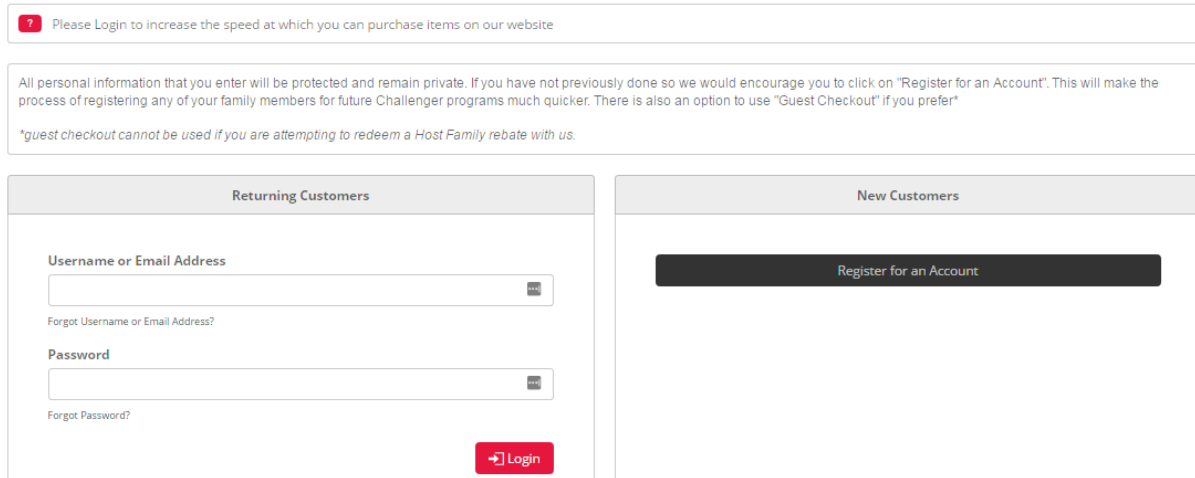
Challenger Sports Ambassadors- Configio User Guide 2021

This manual is intended to help our ambassadors access and utilize our Configio platform. It will explain how to obtain relevant documents such as rosters, parent information, and marketing resources. **We do one ask one thing though- please keep this document private and do not share with other soccer groups or program providers.**

Go to our <https://challenger.configio.com/ShoppingCart.aspx> and click on “log in”.



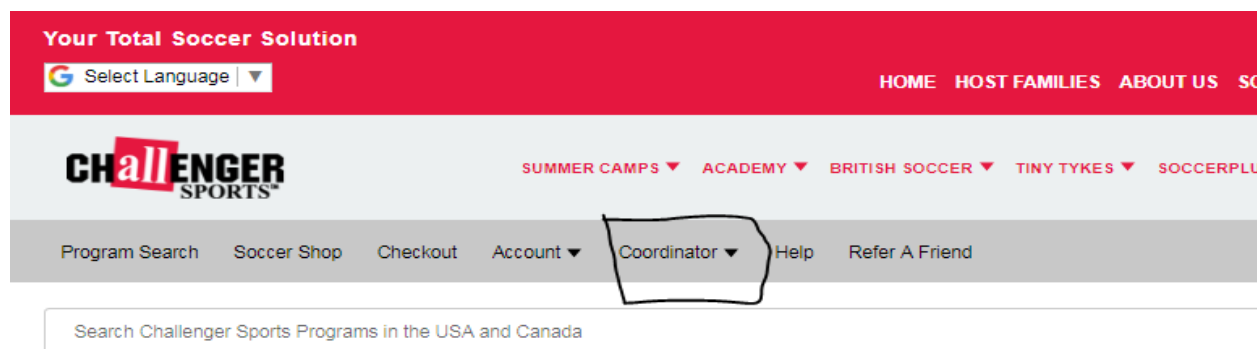
If this is your first time using the new site please enter your email address as your username and click on the “forgot password?” link below. This will send a secure password to your email account, and once you have opened that you will be able to log in. Please note that **only** if you are set up as an ambassador will you be able to see the special access that other users do **not** see.



If you have any problems logging in please contact your Regional Director or Account Manager who can verify that your information is entered correctly on our admin site. **Do not try “Register for an Account”** - this function is for parents who are visiting our site for the first time, and once you have been assigned as a coordinator you should already be set up with an account.

Once you are logged in you will see that you have an **Ambassador8** drop down available to you...

Please note that our screenshot lists the word **Coordinator. We are currently changing all terminology from Coordinator to **Ambassador**. They mean the same thing- apologies if when navigating the sight you still see the word **Coordinator**; over time it will be phased out.*



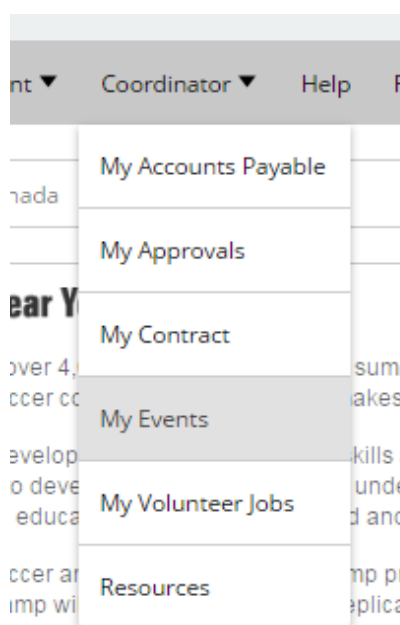
Find a Program near You!

Challenger Sports run over 4,000 professionally staffed summer camps and year-round coaching program in your local soccer communities, and in addition to helping develop your child's soccer skills, confidence, ; children to become independent learners; to develop socially; and to better understand the meaning of res Challenger's innovative curriculum will engage, educate, and entertain your child and each camp program registering 30 days or more prior to camp will immediately receive a replica game jersey while supplies las

Plus NEW FOR 2018 players can now extend their learning experience with iChallenge, Challenger's new inspires players to reach new levels of skill and creativity and connects them with a professional coach wh entire year. All participants in Challenger Camps or Academy Programs get iChallenge and 20 skills vide

Enter your Zip/Postal Code and search radius to find a location in your area! Use the optional sear

This drop down will present you with 6 options to choose from- "My Events" and "Resources" are the ones that are of most use.



For any drop downs listed below as **under construction** please look out for an update in the future if we decide to utilize them.

My Accounts Payable- under construction

My Approvals- under construction

My Contract

This section may soon be used for a Regional Director to upload any documents or paperwork for you to access and approve. Typically this will be used for camp or academy agreements as an alternative method to scan/email or good old- fashioned snail mail. This just provides one more method for you to ensure that our staff return to work with you in the future!

My Events- see below for detailed explanation

My Volunteer Jobs- under construction

Resources- see below for detailed explanation

1 type from the list below, then er

My Events

This section will list all programs that we are running with your organization.

Program Search	Soccer Shop	Checkout	Account ▼	Coordinator ▼	Help	Refer A Friend
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My Events

Calendar View

Product Name	Start Date	End Date	Location	Count		
Dublin Soccer League Week One	6/26/2017	6/30/2017	Avery Park	48	Info	Select
Dublin Soccer League Week Two	7/24/2017	7/28/2017	Avery Park	47	Info	Select

The “Count” will relate to the number of kids signed up on each program. You can **either** click on “Info” to get a brief overview of each session:

Product Details						
Name	Schedule	Ages	Price	Cost	Count	
Dublin Soccer League Week One	6/26/2017 - 6/30/2017	4 - 18	\$0	\$0	0	
Mini Soccer DSL Participant	6/26/2017 9:00 AM - 6/30/2017 10:30 AM	4 - 6	\$113	\$94	2	
Mini Soccer Dublin Resident	6/26/2017 9:00 AM - 6/30/2017 10:30 AM	4 - 6	\$123	\$94	0	
Mini Soccer Non-Resident	6/26/2017 9:00 AM - 6/30/2017 10:30 AM	4 - 6	\$138	\$94	0	
Mini Soccer DSL Participant	6/26/2017 10:45 AM - 6/30/2017 12:15 PM	4 - 6	\$113	\$94	1	
Mini Soccer Dublin Resident	6/26/2017 10:45 AM - 6/30/2017 12:15 PM	4 - 6	\$123	\$94	0	
Full Day Non-Resident	6/26/2017 9:00 AM - 6/30/2017 4:00 PM	8 - 18	\$221	\$182	1	
Half Day DSL Participant	6/26/2017 5:00 PM - 6/30/2017 8:00 PM	6 - 16	\$149	\$126	4	
Half Day Dublin Resident	6/26/2017 5:00 PM - 6/30/2017 8:00 PM	6 - 16	\$159	\$126	0	
Half Day Non-Resident	6/26/2017 5:00 PM - 6/30/2017 8:00 PM	6 - 16	\$174	\$126	1	
Mini Soccer Non-Resident	6/26/2017 10:45 AM - 6/30/2017 12:15 PM	4 - 6	\$138	\$94	1	
Half Day DSL Participant	6/26/2017 9:00 AM - 6/30/2017 12:00 PM	6 - 16	\$149	\$126	18	
Half Day Dublin Resident	6/26/2017 9:00 AM - 6/30/2017 12:00 PM	6 - 16	\$159	\$126	10	
Half Day Non-Resident	6/26/2017 9:00 AM - 6/30/2017 12:00 PM	6 - 16	\$174	\$126	1	
Full Day DSL Participant	6/26/2017 9:00 AM - 6/30/2017 4:00 PM	8 - 18	\$196	\$182	6	
Full Day Dublin Resident	6/26/2017 9:00 AM - 6/30/2017 4:00 PM	8 - 18	\$206	\$182	3	

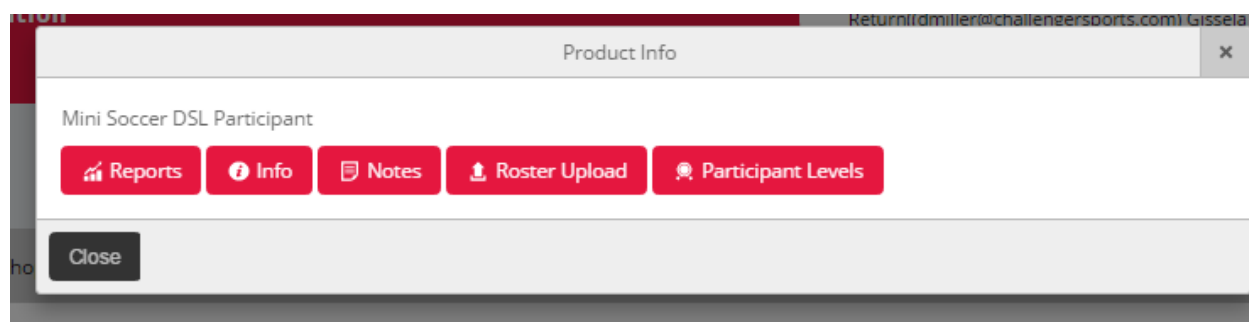
Or previously you could have clicked on “Select” to return more specific detail on the registrations for each session (second screen show below):

Calendar View

Product Name	Start Date	End Date	Location	Count		
Dublin Soccer League Week One	6/26/2017	6/30/2017	Avery Park	48	Info	Select
Dublin Soccer League Week Two	7/24/2017	7/28/2017	Avery Park	47	Info	Select

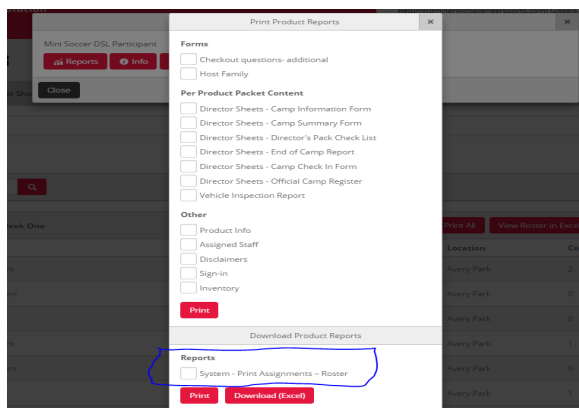
Dublin Soccer League Week One					Print All	View Roster in Excel	Print Roster Hot Sheets
Name	Start Time	End Time	Location	Count			
Mini Soccer DSL Participant	9:00:00 AM	10:30:00 AM	Avery Park	2	More Info		
Mini Soccer Dublin Resident	9:00:00 AM	10:30:00 AM	Avery Park	0	More Info		
Mini Soccer Non-Resident	9:00:00 AM	10:30:00 AM	Avery Park	0	More Info		
Mini Soccer DSL Participant	10:45:00 AM	12:15:00 PM	Avery Park	1	More Info		
Mini Soccer Dublin Resident	10:45:00 AM	12:15:00 PM	Avery Park	0	More Info		

Clicking on “More Info” here will open up the following screenshot:



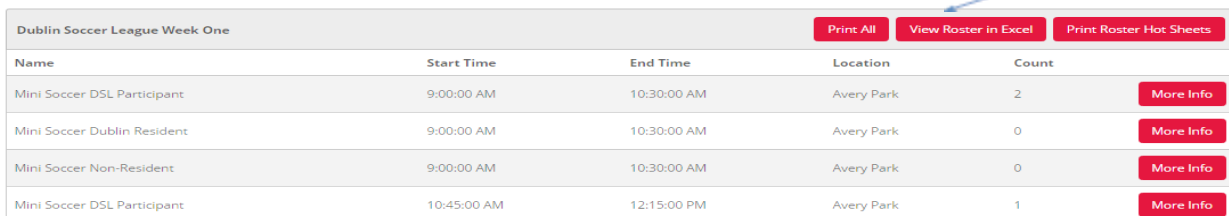
The “Product Info” options will differ periodically and we encourage you to try them all out, but typically the following actions are possible:

- Click “Reports” to be able to access and print off a roster for each session (the roster option is the last one here on the screenshot below)



- Click “Notes” to add or read communications between you and the Regional Director or Account Manager
- Click “Roster Upload” if you have internal registrations to upload. **However, we would ask that you communicate with your Regional Director or Account Manager first here so that they are aware that you are planning to do it. They will be able to talk you through how to do this if necessary.**
- “Info” and “Participant Levels” are still under construction

Perhaps the most useful screen for you would be to see a roster for the whole camp. Use the “View Roster in Excel” to do this.



Dublin Soccer League Week One					Print All	View Roster in Excel	Print Roster Hot Sheets
Name	Start Time	End Time	Location	Count			
Mini Soccer DSL Participant	9:00:00 AM	10:30:00 AM	Avery Park	2	More Info		
Mini Soccer Dublin Resident	9:00:00 AM	10:30:00 AM	Avery Park	0	More Info		
Mini Soccer Non-Resident	9:00:00 AM	10:30:00 AM	Avery Park	0	More Info		
Mini Soccer DSL Participant	10:45:00 AM	12:15:00 PM	Avery Park	1	More Info		

Resources

This drop-down will take you to the following screen Our aim is to offer a wide range of documents, images, and instructions to help you as an Ambassador. This is completely optional of course- we appreciate any level of support you can offer as we aim to attract as many participants to your program and give them all a chance to learn from our fantastic staff!

To all our ambassadors- thanks for all that you do!

The page here will be used to provide instructions on marketing, registration, and use of our system. Hopefully, you find it helpful! Documents will be added periodically- those highlighted in yellow still need to be updated for 2020

We would ask that you please do keep this page private and for your own use only as a trusted camp coordinator.

[2021 Ambassadors- Configio User Guide](#)

[Step by Step Guide to register for summer camp or an academy program](#)

[Step by Step Guide to register for TinyTykes](#)

[International Soccer Camps Web Banner 1](#)

[International Soccer Camps Web Banner 2](#)

[International Soccer Camps Web Banner 3](#)

[Next Level Web Banner 1](#)

[Next Level Web Banner 2](#)

[Next Level Web Banner 3](#)

Please contact your regional representative if you would like alternative versions of our web banners.

[Host Family Info Sheet](#)

[Camp Registration Form](#)

[2021 Camp Jersey Deadline and Late Fee Dates](#)

[Team Analysis Sheets](#)

[Challenger Tax ID](#)

[W9](#)

Hopefully, you found this document useful! Please contact your Challenger Sports representative if you would like more specific instruction on your role as coordinator.