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**CGVA Online Registration & Payment Project**

**Requirements Version 1.0 - Draft**

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**Summary**

The requirements for this project were gathered in a meeting on 6/2/2009 with the following individuals:

Bryan Bell  
John Crossin  
Kevin Kaiser  
Charlie Lanigan  
Wilson Ngai  
Dave Pierce

People who did not attend the meeting but who should be kept in the loop on this project include:

David Lewis  
Shane Speciale  
Brian Seiber  
Eric Stephen

For this project the Colorado Gay Volleyball Association (CGVA) Board of Directors would like a web interface accessible through the internet for individuals to log into a **MyCGVA** area of the [www.cgva.org](http://www.cgva.org) website. Features that they should have available to them should include:

1. Maintain personal information (MyInfo).
2. View events they are registered for and register for new events (MyEvents).
3. View payments they have made and pay for new events.
4. Allow captains to create and maintain members of a team for a particular event (**Phase II**)

***Since delivery of all the above functionality may be impossible by Mid August 2009 for Fall Leagues, “Nice to Haves” will be deferred until Phase II. The CGVA board only requirement for Mid-August is that Individuals be able to register and pay online for two fall leagues.***

This document will be divided into the following sections:

* PayPal
* Insurance Company Requirements for Online Waivers
* Out of Scope
* Definitions
* User Login Registration with MyCGVA
* MyInfo
* MyEvents

**Note:** Since there is not a requirements document for the existing CGVA tables/website,certain existing functionality/data elements will be described here for understanding. Items that are new or changes to existing functionality/data items will be noted.

**PayPal**

At the onset of the meeting on 6/2/2009, we decided that individual payments through www.PayPal.com will be the best solution as it does not require us to handle credit card information. From what we understand the cost is 30 cents for each transaction, plus 4% of transaction amount to which goes directly into PayPal’s wallet! This will need to be an assumed cost of all events and we recommend that it not be an added cost to individuals and that the CGVA Board of Directors assumes these costs within their budgeting process. No other alternative payment methods (i.e.: VISA, MASTERCARD) were investigated thoroughly as it was thought their costs were much higher than PayPal and handling credit cards data would be risky for the organization.

Our experience with PayPal is limited and some thorough research will be required to determine the kinds of things we will be able to do (i.e.: setup of various payments per events, team payments, return of data from PayPal to our database, etc.). Depending on what is discovered by our team, certain features may or may not be available right away.

**Note:** At the 6/9/2009 Board Meeting, Eric Stephen said that he would be willing to review our documentation and make future recommendations as our online payment functionality matures. He has experience with online banking, and knows people who work for PayPal.

**Insurance Company Requirements for Online Waivers**

We need the contact for the Insurance Company (David Lewis) to communicate with the Insurance Company on what exactly their waiver requirements are and are and if an electronic waiver signature is sufficient for insurance purposes. Are there any risks to an online signature vs. physical signature for players?

**Out of Scope**

The following items were thought to be “nice to haves” but are not required for the mid-August release and are therefore Out of Scope for Phase 1 of this project:

1. Team payments – until there is a more thorough understanding of how PayPal works, only individual payments and registrations will be accepted. No one can register or pay for any individual except themselves.
2. Last Dig payments - Since we are not registering Last Dig individuals, we will need to come up with another way to handle Last Dig payments. NAGVA handles registrations of individuals for the Last Dig tournament. Since this is not required for the fall we will postpone handling of these payments until the future.
3. Ability to run a program a few days before a registration night that would send an email out to registrants telling them the status of their registration:
   1. Awaiting Payment
   2. Awaiting Waiver Signature
   3. If Draft Event – Let them know we need a photo on file if we don’t have one and they can upload it via MyCGVA. Otherwise they will be stopped on Registration nights and we’ll take their photo.
   4. Registration complete!
4. An option on the front page of the website should allow a person who is not in the CGVA database to sign up quickly for all eblasts, as long as they provide first and last name and email address.

**Definitions**

**Event** - An event is any CGVA Tournament, League or Clinic that individuals must register for. Events are created and maintained by users with ‘Admin’ roles. Each event has associated with it the following attributes:

1. Event Code (i.e.: 2009VP, 2009SS, 2009S2, 2009SL, 2009SD, etc.)
2. Location (i.e.: Denver University, Bladium, Cheeseman Park, etc.)
3. Short Description
4. Long Description
5. Start Date
6. End Date
7. Event Type – the classification of an event that can be used for special handling in the website. Currently and event type can be one of the following values:
   1. **League – Preformed**
   2. **League – Draft**
   3. **Tournament – CGVA**
   4. **Tournament – NAGVA**
   5. **Clinic**
8. Event Graphic – Points to the event graphic for use in navigation bar. New graphics are created by the webmaster as we move into new Fiscal Years.
9. Approved Week # - This would be the approved week number to display standings.
10. Active Status – one of the following:
    1. **No** – not active on website or in admin screens.
    2. **Web Only** – displays event details only on website not in admin screens.
    3. **Admin Only** – displays event details only in admin screens, not on website.
    4. **Web and Admin** - displays event details in admin screens and on website.
11. Registrar Name **<new>**
12. Registrar Email Address **<new>**
13. Waiver Text **<new>** – This would be the waiver text that should include dates and location for the event and stored in the table in case it is necessary in the future to refer to.
14. Open Registration Indicator **<new>** – Indicator that determines if an Event is Open for registration or not. This should be set to ‘Yes’ by the administrator when individuals should be able to add registrations/payments. It should be set to ‘No’ when open registration is over OR during registration hours.

**Note:** Item 7 above requires a change to the EVENT TYPE table and the assignment of previous Leagues and Tournaments to the new more descript event types. Items 11, 12, 13 & 14 need to be added to the EVENT table and to the add/modify admin screens.

**MyCGVA** – The area of the CGVA website that users will need to log into in order to manage their personal information, view/register for events, view payment/make payments for events and organize their team for particular events. This will require an interface to manage new logins/passwords, etc. and a facility for people who forget their logins/passwords. This should be integrated with existing tables that serve this purpose for the CGVA Admin components of the website.

**Event Registrar –** Theindividual assigned as the registrar of an event. A director can serve as registrar or assign this role to someone else. Responsibilities include coordinating the registration materials, forms, website content, e-blasts, and reconciling event registrants, payments and waiver signatures. They know how to pull reports from the CGVA Admin area of the website.

**Registration** – an individual is fully registered for a CGVA event when they have completed the following:

1. Sign Up – They have declared their intent to play in the event by registering online OR submitted a form to the event registrar.
2. Waiver – They have electronically signed an online waiver OR submitted a signed waiver form to the event registrar.
3. Payment – They have paid via online payment OR submitted payment in cash or check to the event registrar.

Until the above are completed, the individual is “Partially Registered”.

For online registration, we have decided that an individual can only register themselves and cannot register other players. This includes payment. See **Out of Scope #1** in earlier section.

A new field should be added to the REGISTRATION\_TBL to account for the PAYPAL $. Notes field could be used for return information from PayPal, if it exists.

**User Login Registration with MyCGVA**

New User Login Registration:

Users should be able to sign up for a login to MyCGVA by providing at a minimum:

1. First Name
2. Last Name
3. Email Address
4. First Contact (how they first connected with CGVA).
   * All other data elements about the individual should be requested but are not required to set up the MyCGVA login.
   * Users should be able to set up a login ID and password and provide security question information during this time.
   * User Login registration should be able to determine if the individual already exists in the PERSON table to avoid creating any duplicates in the PERSON\_TBL.
   * A feature to send user their login & password when they forget it should be provided.

Initial Rollout:

Existing Individuals who have been active in the past 2 years of events should be sent an email with an initial login/password that can be changed via the MyInfo area of the site.

**MyInfo**

This area of MyCGVA should allow an individual to maintain all of their personal information and authentication information.

**MyEvents**

This area of MyCGVA should allow an individual to:

* View events they are currently registered for.
* Register for new open events. The steps to register for the event should include the following:
  1. Present user with all of their personal data elements on file with ability to change each field. Provide a check box stating they have reviewed each field and approve them, before they can go to the next step. They should not be able to proceed unless they click on the check box. Present them with the electronic waiver with text for this specific event (see **Insurance Company Requirements for Online Waivers).**
  2. Provide a check box stating they have reviewed the waiver information and agree. This will require a field to be added to the Event Table containing the Event Waiver Text.
  3. Present them with their latest CGVA rating and ask them if they would like to be re-rated. If they are not rated, then tell them a request will be submitted to get them rated by the ratings committee. For both instances, a rating request should be inserted into a new table (RATING\_REQUEST\_TBL) with the PERSON\_ID and Date of request. Subsequent to the date of this rating request, if a rating is inserted into the RATINGS\_TBL for this individuals, all rating requests for this individual should be deleted from the RATING\_REQUEST\_TBL.
  4. If the event type is **League – Draft** then find out:
     + Find out if they are interested in being a captain.
     + Find out if they are willing to play up or down a level.
     + Offer them the option to upload their photo with information on why it is important for us to have it.
  5. If the event type is **League – Preformed** or **Tournament – CGVA** then find out if they want to be the captain. By doing this and storing this somewhere, this will allow this person to create a team from other registrants. If they do not want to be the captain, then they won’t be able to create their team. Although team setup will not be available until phase II, this logic might be easy to implement in   
     phase I.

**Note:** when a rating is entered for this player, the rating request should be automatically deleted from the RATINGS\_REQUEST table OR an indicator can be updated to say the rating was completed. This way a rating request could be tracked to its completion. A report should be available to the ratings committee for people who need/want a rating. It should only show those ratings that have not been completed.

The RATINGS\_REQUEST\_TBL table should contain the following columns:

* PERSON\_ID – Person requesting the rating.
* REQUEST\_DATE – Request Date.
* FULFILLMENT\_DATE – Date that the request was fulfilled (this could be an update to the table triggered by an insert to the RATINGS\_TBL).