

CSUF Sports Clubs – Do Sports Easy (DSE) How-To

What is Do Sports Easy (DSE)?

DSE is software designed to aid in the management of Sports Clubs teams at Cal State Fullerton. DSE facilitates the registration process for students to become involved in a Sports Club. DSE also aid student leaders of Sports Clubs in managing team events, rosters, travel, and more.

This tutorial will provide you with screenshots and additional information to help you step by step through the Sports Clubs Registration process.

Before you get started there are a couple of items you will need:

- Health Insurance Info *
- Emergency Contact Info
- Debit/Credit Card Info for payment
- Driver's License (optional) *
 - Auto Insurance Info*
 - Car Registration Info*
- First Aid & CPR Certificate *
 - Mandatory for Safety Officers

*You will need to upload a picture of the certificate/document. PDF and JPG files only.

If you have any problems with the registration process please contact Student Life & Leadership at:

TSU 250

657-278-7622

studentlife@fullerton.edu

How to Register for Sports Clubs

1. You may access DSE via this link: <https://www.fullerton.edu/sll/involvement/sports/dse.php>. You can also find it on the Student Life and Leadership page at <https://fullerton.edu/sll>. Once you have made it to the page, please log in.
2. You will be prompted to this page after clicking "Log in." Log in to the page using your CSUF username and password.



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3. Once you have logged in, find the team you would like to register under and then select “Registration”

The screenshot shows the CSUF Club Sports website interface. On the left is a navigation menu with links: Sports Clubs List, Join, Sports Club Inter-Club Council, Coaches, Important Forms & Resources, and FAQs. The main content area is titled 'Club Sports' and shows a grid of 'ACTIVE CLUBS'. Each club card includes an image, the club name, and three options: Registration, Roster, and Events. The clubs listed are Archery, Baseball, Cricket, Titan Cycling, Equestrian, Grappling & Jiu Jitsu, Titan Ice Hockey, Men's Lacrosse, and Women's Lacrosse. At the top right of the main area, there are links for 'EVENT CALENDAR' and 'FORMS'. The user is logged in as 'Hi, Xiaopan Xue'.

There are 7 required tabs for this registration process.

- Personal Info
- Additional Info
- Medical Info
- Driver Info
- Risk & Conduct
- Payments
- Documents

4. Under the Personal Info tab please complete the following drop down sections: Personal Details, Address, Home Emergency Contact, and Local Emergency Contact section. Your home and local emergency contact can be the same. Click save to continue on to the next tab.

Each tab has mandatory information that must be completed to move forward.

The screenshot shows the registration form for Cricket. The progress indicator shows 5/7 steps completed. A message states: 'Please complete the remaining registration details' and 'You must fill all driver requirements to become an approved driver'. The tabs are: Personal Info (checked), Additional Info (checked), Medical Info (checked), Driver Info (checked), Risk & Conduct (checked), Payments (red dot), Documents (red dot), and Summary (blue dot). The 'Personal Details' section is expanded, showing fields for: First Name (Gabriela), Last Name (Dupree), Fullerton Email (zz-gdupree@exchange.fullerton.edu), Date of Birth (09/12/1999), Contact Email (zz-gdupree@exchange.fullerton.edu), CWID# (891301285), Gender (Female selected), Primary Phone (615-798-1664), Phone Provider (Verizon), and Year in School (Sophomore selected). Below this are sections for Address, Home Emergency Contract, and Local Emergency Contact, each with a plus sign to expand.

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5. Once you have completed the Personal Info tab, you will move to the Additional Info tab, select your position within the team. If your position is not listed, just select member or club officer if applicable.

6. Under the Additional Info tab you will select if you are a safety officer. Remember that each team should have at least 2 safety officers. If you are the designated safety officer you will need to provide a copy of your CPR certificate/ First-Aid certificate. You will be uploading those files under the Documents Tab at a later time.

Club Sports Hi, Gabriela Dupree

HOME > CRICKET > REGISTRATION

EVENTS CALENDAR ROSTER

5/7 Please complete the remaining registration details

INCOMPLETE

You must fill all driver requirements to become an approved driver

Personal Info ✓ Additional Info ✓ Medical Info ✓ Driver Info ✓ Risk & Conduct ✓ Payments Documents Summary

Position: Member

Are you First-Aid/CPR/AED certified (will serve as Safety Officer)?

Yes No

NOTE: You must upload the following requirements:

Name	Expiration	Status	Actions
CPR Certificate		MISSING	Documents tab
First-Aid Certificate		MISSING	Documents tab

7. The Medical Info tab will also need to be completed. If you have any allergies, are taking any medication, and/or have special health needs be prepared to provide more information

Club Sports Hi, Gabriela Dupree

HOME > CRICKET > REGISTRATION

EVENTS CALENDAR ROSTER

5/7 Please complete the remaining registration details

INCOMPLETE

You must fill all driver requirements to become an approved driver

Personal Info ✓ Additional Info ✓ Medical Info ✓ Driver Info ✓ Risk & Conduct ✓ Payments Documents Summary

Health Insurance

Do you have any known Allergies?

Yes No

Please provide details here: Cats, Dustmites

Do you take any Medications?

Yes No

Please provide details here: Albuterol as needed

Do you have any Special Health Needs?

Yes No

Please provide details here: Asthma

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Under the insurance section you will need to provide information about your primary insurance company. You will need to provide a scan or copy of your insurance card under the Documents tab.

Club Sports Hi, Gabriela Dupree

HOME > CRICKET > REGISTRATION EVENTS CALENDAR ROSTER

5/7

Please complete the remaining registration details **INCOMPLETE**

You must fill all driver requirements to become an approved driver

Personal Info Additional Info **Medical Info** Driver Info Risk & Conduct Payments Documents Summary

Health Insurance

Primary Insurance Company: Blue Cross

Insurance Type: HMO (Health Maintenance Organization) PPO (Preferred Provider Organization)

Policy Holder Name: John Doe

Policy #: 601523M8

Group #: 65203

NOTE: You must upload the following requirements.

Name	Expiration	Status	Actions
Scan of Health Insurance Card		MISSING	Documents tab

8. The Driver Info tab needs to be completed by those individuals interested in becoming an approved driver. If you are aware that you'll be driving please complete it. You must select yes if you are driving at any time even if it does not fulfill the 3 requirements listed. Please be aware that there is a Defensive Driver Training that must be taken to become an approved driver. Photocopies or scans of your driver's license, auto insurance, and training certificate will need to be uploaded.

*You may select no for now and change it later. We do not recommend this because all documents need to be submitted 7 business days prior to traveling.

Personal Info Additional Info Medical Info **Driver Info** Risk & Conduct Payments Documents Summary

Are you interested in becoming an approved driver? Yes No

Expectations of Driver

- All drivers must possess a valid California Driver's License
- All vehicles must be insured
- Drivers MUST take [Defensive Driver Training](#) for trips that meet ANY of the following qualifications:
 - Out-of-state trips
 - Trips of 150+ miles on way
 - Trips requiring an overnight stay
- Must follow rules for vehicle use.
- Drivers of rental vehicles paid for with team funds, OR drivers who are reimbursed for gas for transportation MUST take Defensive Driver Training
- It is highly recommended that all drivers take Defensive Driver Training for any trips.
- No 15-Passenger vans may be used for club travel.

Would you be driving your Personal Vehicle for club travel? Yes No

Vehicle Make/Model: Nissan Ultima Vehicle Year: 2018

Vehicle Plate Number: 625WL845 Vehicle State Registered: CA

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CSU Driver Application/Declaration

Section I. Driver Policies

Rectangular Snip

1. Drivers must have a valid Driver's License.
2. Drivers must be 18 years or older to drive personal vehicles, with or without passengers.
3. Drivers driving personal vehicles must have the minimum automobile liability insurance coverage required by the state.
4. Drivers are expected to obey all traffic laws including driving at or below the posted speed limit, or at a safe speed based on the conditions.
5. Drivers must refrain from distracting behaviors while driving: eating, drinking, using cell phones, adjusting radio channels etc.
6. All travelers must wear seat belts. Number of passengers must not exceed number of operational seatbelts.
7. In the event of a motor vehicle accident, the driver must follow the campus vehicle accident procedures.

Section II. Travel Policies

1. Total daily driving distance not to exceed 800 miles or 12 hours irrespective of the number of approved drivers
2. For trips over 400 miles in one direction, two approved drivers are required for each vehicle.
3. No single driver may drive more than 150 miles without taking a mandatory minimum 15 min. break.
4. No travel to occur between midnight and 6am.

Section III. Trip Leader Authority

The Trip Leader is responsible for the safe operation of a vehicle and therefore has the authority to enforce all policies and to ask for compliance from all passengers and drivers.

You must read and agree to the CSU Driver Application/Declaration

Section V: Vehicle Declaration (Private Vehicles).

- I verify that the vehicle being driven is adequate for the work to be performed, is equipped with seat belts and is in safe mechanical condition.
- I understand that by driving I am taking responsibility for those whom I am transporting while they are in my vehicle. I further understand that when driving, there is a risk of being involved in a motor vehicle accident and that as a result, one might sustain damage to their property, sustain bodily injury or even death.

Rectangular Snip

Section VI: Driver Agreement/Declaration

- I understand the information outlined in Sections I, II, III, V.

I also certify the following:

- I possess a valid California or other State driver's license.
- I have not been issued more than three moving violations or have been responsible for more than three accidents (or any combination of more than three) during the past 12 month period.
- Within the past 5 years, I have had no DUI convictions, reckless driving convictions or any conviction that has lead to a license suspension or revocation.
- I understand and agree to abide by all driver policies listed in Section II.
- I understand that I must immediately report any accident that I am involved in to the Trip Leader and submit a vehicle accident report.
- I understand that I must immediately report any subsequent moving violations, DUI or reckless driving citations to the Trip Administrator.
- By checking the box - I agree that I agree to follow the CSU Driver Application/Declaration described above.

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10. Under the Payments tab you will be asked to pay the mandatory membership fee of \$45. Once you select “PAY” you will be redirected to Cashnet. A payment is required once a semester. Once you have paid the fee, it covers all sports for the semester. You will not pay more than once a semester if you play multiple sports.

After you finish your payment on the Cashnet site, make sure to click “sign out” on the top right-hand corner. This will redirect you to click “back” to go back to complete your registration on the DSE site.

Club Sports Hi, Xiaopan Xue ▾

[HOME](#) > [CRICKET](#) > **REGISTRATION** [EVENTS](#) [CALENDAR](#) [ROSTER](#)

0/7

Please complete the remaining registration details

The data is not saved! [SAVE](#)

INCOMPLETE

Personal Info**Additional Info****Medical Info****Driver Info****Risk & Conduct****Payments****Documents**Summary

Period	Fee	Paid	Status
Membership Fees			
2018-2019	\$35.00	\$0.00	PAY

Payment History

Date	Description	Sum	Transaction ID	System	Type	Status
8/23/2018 8:26am	2018-2019 Membership	\$35		Cashnet		FAIL

[SAVE](#)

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checkout sign out

CSUF Sport Clubs - DoSportsEasy

Xiaopan Xue

Select Method of Payment

New Payment Methods

Credit Card

BUY WITH MasterPass

Continue Checkout

(webce-4bf0)

11. You will be uploading all necessary documents under the Documents tab. There is a 2MB size limit for each file and will only accept PDF's and JPEG's. Remember to type in the appropriate expiration dates for your document uploads. There will be a red box around the expiration dates that you need to fill in.

Please note that your documents will be “pending approval” when uploaded. Once a staff member has reviewed them, they will either approve or recommend any necessary changes. Please follow the links below to help compress your files if they exceed the size limit:

[wikiHow](#)

[Microsoft Support](#)

Club Sports Hi, Gabriela Dupree

HOME > CRICKET > REGISTRATION EVENTS CALENDAR ROSTER

5/7

Please complete the remaining registration details

INCOMPLETE

You must fill all driver requirements to become an approved driver

Personal Info Additional Info Medical Info Driver Info Risk & Conduct Payments Documents Summary

Name	Expiration	Status	Actions
Certificate Requirements			
CPR Certificate	<input type="text"/>	MISSING	UPLOAD
First Aid Certificate	<input type="text"/>	MISSING	UPLOAD
Driver Requirements			
Scan of Driver's License	<input type="text"/>	MISSING	UPLOAD

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12. Once you are done, click the Summary tab. There you will view a summary of your registration and this page will show your progress on all parts of the process. This section will indicate any incomplete sections—please make sure you complete these sections before submitting.

The approval process takes about 7 business days.

Club Sports Hi, Gabriela Dupree

HOME > CRICKET > REGISTRATION EVENTS CALENDAR ROSTER

5/7 INCOMPLETE

Please complete the remaining registration details

⊘ You must fill all driver requirements to become an approved driver

✓ Personal Info ✓ Additional Info ✓ Medical Info ✓ Driver Info ✓ Risk & Conduct ● Payments ● Documents Summary

Personal Info

Field	Value
Name	Gabriela Dupree
Contact Email	zz-gdupree@exchange.fullerton.edu
Position	Member
Emergency Contact	John Doe, 615-798-1664
Gender	Female
Year in School	Sophomore
Primary Phone	615-798-1664
Safety Officer	YES
Driver	YES

Registration Progress

Form	Status
Personal Info	COMPLETE
Additional Info	COMPLETE
Medical Info	COMPLETE
Driver Info	COMPLETE
Risk & Conduct	COMPLETE
Payments	INCOMPLETE
Documents	
Certificate Requirements	MISSING
Driver Requirements	MISSING
Medical Requirements	PENDING APPROVAL