



## Registration Guide

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Section 1	<p><a href="#">Items to Note</a></p> <ul style="list-style-type: none"><li>A. <a href="#">Membership Forms</a></li><li>B. <a href="#">Age Restriction</a></li><li>C. <a href="#">Playing Format &amp; Roster Sizes</a></li></ul>
Section 2	<p><a href="#">Important Dates and Deadlines</a></p> <ul style="list-style-type: none"><li>A. <a href="#">Registration Deadlines</a></li><li>B. <a href="#">Membership Benefits</a></li><li>C. <a href="#">Important Dates &amp; Deadlines</a></li></ul>
Section 3	<p><a href="#">Playing League Registration Fees</a></p> <ul style="list-style-type: none"><li>A. <a href="#">Team Registration Fees</a></li><li>B. <a href="#">Additional Fees</a></li></ul>
Section 4	<p><a href="#">Affinity System Overview</a></p> <ul style="list-style-type: none"><li>A. <a href="#">Log On</a></li><li>B. <a href="#">Basic Navigation</a><ul style="list-style-type: none"><li>a. <a href="#">Top Navigation</a></li><li>b. <a href="#">Left Navigation</a></li></ul></li></ul>
Section 5	<p><a href="#">Organization Level Configurations</a></p> <ul style="list-style-type: none"><li>A. <a href="#">Setting up the season</a></li><li>B. <a href="#">Begin Here</a></li><li>C. <a href="#">Open Your Season</a></li></ul>
Section 6	<p><a href="#">Club Level Configurations</a></p> <ul style="list-style-type: none"><li>A. <a href="#">Club Info</a></li><li>B. <a href="#">Club Level Configuration</a></li><li>C. <a href="#">Club Level Season Configuration</a></li></ul>

Section 7

Online Registration Set Up

- A. Configure Online Registration
  - a. Creating custom fields
  - b. Setting Up Club Registration Fees
    - I. Creating fees
    - II. Setting up payment plans
  - c. Discounts
    - I. Promo Codes
    - II. Sibling Discounts
    - III. Returning Player Discounts
- B. Online Registration Pages: Fields
  - a. Types of online registration
    - I. Player
    - II. Team
    - III. Admin
      - 1. Concussion certificate
  - b. Editing the online registration flow
- C. Messaging
  - a. Templates
  - b. Messaging/Route Request
- D. Content
  - a. Look and feel tab
    - I. Color Scheme
    - II. Header
      - 1. Content Tab
        - i.) Documents and Forms
        - ii.) ELA (Electronic Legal Agreements)
        - iii.) Assigning Documents and ELAs

Section 8

How to Search the Database

- 1. Limited Family Lookup

Section 9

Players

- A. Search for and/or Create a member
- B. Player lookup
  - a. Searching for players
  - b. Accepting players
- C. Player Reports
  - a. Exporting and Printing Player Reports (ELA)
  - b. Exporting the Player (or Admin) Detail All Fields report
  - c. Playing League Required Reports
    - I. ELA
    - II. Promo Code
- D. Editing Players Information
  - a. Player Information

	<ul style="list-style-type: none"> <li>b. <a href="#">Applications</a></li> <li>c. <a href="#">Transfer (Release/Transfer)</a></li> </ul>
Section 10	<a href="#">Verifying Birth Certificates</a> <ul style="list-style-type: none"> <li>A. <a href="#">Birth Certification at the Club Registrar Level</a></li> </ul>
Section 11	<a href="#">Administrators</a> <ul style="list-style-type: none"> <li>A. <a href="#">Add new Administrators internally</a></li> <li>B. <a href="#">Administrator Lookup</a></li> <li>C. <a href="#">Editing Administrator Records</a></li> <li>D. <a href="#">Risk Management/Background Checks</a></li> <li>E. <a href="#">Coaching License</a></li> <li>F. <a href="#">Concussion Certification</a></li> <li>G. <a href="#">Concussion Training</a></li> </ul>
Section 12	<a href="#">Teams</a> <ul style="list-style-type: none"> <li>A. <a href="#">Create Individual Teams</a></li> <li>B. <a href="#">How to create multiple teams</a></li> <li>C. <a href="#">How to edit a team</a></li> <li>D. <a href="#">Rostering your players</a></li> <li>E. <a href="#">Multi rostering players</a></li> <li>F. <a href="#">Rostering Administrators</a></li> <li>G. <a href="#">Activation Tab</a></li> <li>H. <a href="#">Team Roster</a> <ul style="list-style-type: none"> <li>a. <a href="#">Print Passes</a></li> <li>b. <a href="#">Adding Jersey Numbers</a></li> <li>c. <a href="#">Legend</a></li> </ul> </li> </ul>
Section 13	<a href="#">Team Declaration to GAASA League</a> <ul style="list-style-type: none"> <li>A. <a href="#">Multiple Team</a></li> <li>B. <a href="#">Individual Team</a></li> </ul>
Section 14	<a href="#">Team Queue/Approval for Activation</a> <ul style="list-style-type: none"> <li>A. <a href="#">Assigning Teams to Queue</a></li> </ul>
Section 15	<a href="#">Rosters</a> <ul style="list-style-type: none"> <li>A. <a href="#">Print rosters – teams need to be activated before rosters are available for printing.</a></li> <li>B. <a href="#">Emergency contact roster</a></li> <li>C. <a href="#">Travel/Event Roster</a></li> </ul>
Section 16	<a href="#">Payment Management</a>
Section 17	<a href="#">Reports</a> <ul style="list-style-type: none"> <li>A. <a href="#">Reports Navigation</a> <ul style="list-style-type: none"> <li>a. <a href="#">Report Categories</a></li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>I. <a href="#">Registrations</a> <ul style="list-style-type: none"> <li>1. <a href="#">League Report</a></li> <li>2. <a href="#">Team Reports</a></li> <li>3. <a href="#">Financial Reports</a></li> <li>4. <a href="#">Counts Reports</a></li> <li>5. <a href="#">Player Report</a></li> <li>6. <a href="#">Administrator Report</a></li> <li>7. <a href="#">Misc. Reports</a></li> </ul> </li> <li>II. <a href="#">Events</a></li> <li>III. <a href="#">Financial</a></li> <li>IV. <a href="#">Misc. Reports</a> <ul style="list-style-type: none"> <li>b. <a href="#">Accessing Reports</a></li> <li>c. <a href="#">Printing/Exporting your reports</a> <ul style="list-style-type: none"> <li>I. <a href="#">Print report</a></li> </ul> </li> </ul> </li> </ul>
Section 18	<ul style="list-style-type: none"> <li><a href="#">Email Broadcasting</a> <ul style="list-style-type: none"> <li>A. <a href="#">Email by Team</a></li> <li>B. <a href="#">Email by Player</a></li> <li>C. <a href="#">Email Administrator</a></li> <li>D. <a href="#">Email Content Editor</a></li> </ul> </li> </ul>
Section 19	<ul style="list-style-type: none"> <li><a href="#">Unique ID &amp; Out of State Permission</a> <ul style="list-style-type: none"> <li>A. <a href="#">Unique Player ID</a></li> <li>B. <a href="#">Out-of-State Permission</a></li> </ul> </li> </ul>
Section 20	<ul style="list-style-type: none"> <li><a href="#">Goal Safety Policy</a> <ul style="list-style-type: none"> <li>A. <a href="#">Policy</a></li> <li>B. <a href="#">Goal Safety Report</a></li> </ul> </li> </ul>
Section 21	<ul style="list-style-type: none"> <li><a href="#">Contact Information</a></li> </ul>
Section 22	<ul style="list-style-type: none"> <li><a href="#">Q &amp; A</a></li> </ul>

*Note: These guidelines are subject to change.*

## Section 1: Items to Note

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### A. Age Restriction

GAASAS applies a two-year age restriction which limits a player from being able to participate with a team that is more than two (2) years older than the player

### B. Playing Formats and Roster Sizes

For league play, the following player formats and the associated roster sizes for teams U9 to U19 have been approved and mandated by GAASA:

AGE	FORMAT	MINIMUM ROSTER SIZE	MAXIMUM ROSTER SIZE	MINIMUM GAME DAY
U9-U10	6 v 6	6	12	5
U11-U12	8 v 8	8	14	5
U13-U19	11 v 11	11	22	7

## Section 2: Important Dates and Deadlines

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### A. Registration deadlines and fees within this document apply to Greater Akron Amateur Soccer Association

- a. Players and Coaches must be assigned to a team
- b. Coaches and Staff members must have a current Background Check & current Concussion Certificate on file
- c. Team must be declared to GAASA
- d. The teams must be approved & Activated by the GAASA League Registrar
- e. Registration and payment deadlines must be met

### B. Important Dates and Deadlines

- a. Team Declaration -Teams must be declared between June 15 - July 13, 2015
- b. Players have to be entered –September 1, 2015
- c. Team Roster Approval beginning – June 15, 2015
- d. Team Roster Approval ends July 13, 2015
- e. Late Fee will apply as follows:
  - i. To players and coaches after July 25, 2015
    1. \$10.00 late fee for July 26- August 17
    2. \$25.00 late fee for August 18- September 1, 2015

### Section 3: Fees

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A. Team Registration Fees:

Clubs/Teams will be charged the Leagues Team Registration fee at the time of declaration. You will have the option to pay this fee online at the time of declaration.

B. Additional Fees:

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Player & Coach Fees	Fee
Player	\$20.00
Coach	\$20.00
Player & Coach Late Fee (if not completed by assigned date) Completed Registration includes Photo and Birth Certificate for players & Photo, Risk Management & Concussion Certificate for coaches)	\$10.00 or \$25.00
Team Fees	Fee
Youth Team	\$95.00
Other Fees	
No Home Field, Field Fee	\$100.00

(Fees listed above apply to GAASA affiliated members only)

### Section 4: Affinity System Overview

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A. Login Procedure, Affinity Sports

To access Affinity Sports, go to [www.ohionorth.affinitysoccer.com](http://www.ohionorth.affinitysoccer.com), click the user login located in the upper left corner of your screen. Enter your username and password.



B. Basic Navigation

Once you login, your personal Welcome screen appears in the “Leagues & Team” section of the system and you are provided with a left navigation menu bar. From here users can manage and configure their organization and/or club

C. The system has two areas of navigation

a. Top Navigation

I. My account: This is used to access the users personal information

1. My info: Users can update their contact information, username and password

2. Message Center: All emails sent through the Affinity Sports system go to recipients email address as well as the message center in their My Account section

II. Leagues & Teams: This is used to access the main system functions in the left navigation menu

b. Left Navigation Menu

I. Season drop down: Provides access to current and past seasons

II. Organizations: Organization is our system terminology for the “corporate parent of your club” you will perform few, but important functions in this area.

III. Clubs: Complete most configurations including those for online registration

IV. Teams: Create teams, search for teams, roster players/admins, declare to your playing league, assign to your playing league registrar, and print passes

V. Players/Admins: Search for, add, edit players and administrators and access reports for players and administrators

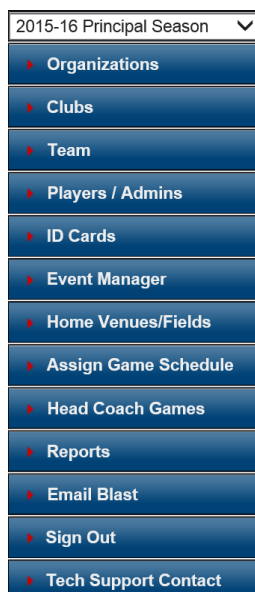
VI. ID Cards: Bulk print player and admin passes

VII. Event Manager: Create and manage tryouts, camps and clinics, events.

VIII. Reports: Access financial, team, player/admin counts and many other reports

IX. Sign Out: Securely log out of the system

X. Tech Support Contact: Provides access to our customer support number and ticketing system. Call toll free or create a help ticket to reach our friendly staff for quick assistance



## Section 5: Organization Level Configurations

- A. Setting up the Season - Once the Association has opened up the season, the Organization and Club levels need to configure the season Basic Navigation
- B. Begin here: From Leagues & Teams tab on the top of your screen, select Organization on the left navigation menu
- C. Open Season
  - a. Select your organization in the center of your screen
  - b. Click on the *Registration* tab on the top
  - c. Click the Season sub tab – This will open the season screen and will list all the active seasons created by the Association

The screenshot shows the 'Registration' tab selected in a navigation menu. Below the menu, there are several sub-tabs: 'Season', 'Custom Fields', 'Level Of Play', 'Fees', 'Discounts', 'Fields', 'Billing', and 'Travel Requests'. A red bar highlights the 'Season' sub-tab. Below this, there are instructions: 'Place a check box in each season this organization allows applications.' and 'Select Yes or No for each selected season. Select Yes if that season requires a payment for that season. This configures that season to have its payments managed by the system.' A 'Show Try Out activation Link:' field has radio buttons for 'Yes' and 'No', with 'No' selected. Below this is a table of seasons:

Season Name	Season ID	(Application FirstDay - Application LastDay)
+ 2015 Summer	- 664	(06/01/2015 - 08/31/2015)
+ 2015-16 Principal Season	- 631	(03/03/2015 - 08/31/2016) ✓
+ 2015 Spring - Off Season	- 613	(12/22/2014 - 07/01/2015)

- d. Click on the + next to the season you want to configure for your Organization/club. This step must be done at the Organization Level and again at the Club Level.
- e. Check the play type and the ages that you allow to register for a specific play type. (The ages listed here are for players to be able to register. Even if you only play even number year teams, you will need to select the odd number so that kids those ages are able to register)
- f. Set all radio buttons pertaining to Online Registration to NO
- g. Click on the "Coach/Admin & Player" boxes till the check marks appear

The screenshot shows the configuration options for a season. It includes a 'Recreational' checkbox (checked) and a list of age groups (U03 to U19) with checkboxes. Below this are several radio button options: 'Show On Public Registration?' (Yes/No), 'Requires Payment?' (Yes/No), 'Automatically Accept Registration?' (Yes/No), and 'Charge Credit Card without Accepting Registration ? \*' (Yes/No). There are also input fields for 'Activate Public Reg. On:', 'Deactivate Public Reg. On:', and 'Charge Reg. Late Fee From:'. At the bottom, there are checkboxes for 'Show Application Types' (Coach / Admin, Player) and a text field for 'My Account Button Text'.

- h. Click *Update* at the bottom of your screen



i. Now you will need to drop to the *Club Level* to complete your season configuration (there are two ways to drop down)

i. Left Navigation Menu

1. Click on *Clubs*
2. Select your club from the drop down menu in the center of your screen
3. Click on *Select Club*

**Select a Club**

Select District  
District 4

Select Organization  
Evergreen Soccer Club - D440

Select Club  
Evergreen Soccer Club - 01

Select Club

ii. Arrow Down Button

1. Click on the arrow in the box in the upper right corner under your club name (it looks like an envelope)



- D. Security Tab – All Board Members and club contacts will be added here under the Security tab
- a. Search under “Lookup” before you attempt to add anyone to avoid creating a duplicate record
  - b. Click on the access you wish them to have base on their role and the visibility allowed

### Organizations / Find, Edit, Delete a Organization

Demo Test



## Section 6: Club Level Configurations

A. Club Info

The club level is the level where the majority of your configurations will be set. This is due to the fact that this is where the URL for the club is configured. Though the system allows the user to configure settings at the Organization level, you will need your configurations at the club level as this is where the applicants will go to register



## B. Club Configurations

Clubs / Find, Edit, Delete a Club

Evergreen Soccer Club - 01

SID:6352127

Use this form to edit this Club.

Use the tabs to edit additional information on those tabs.

Disabled fields cannot be edited if there are 1 or more teams for this Club in any season

When creating a domain url please use the following naming convention: Association brief name [example: maysa], followed with a hyphen [-] club or club name [example: democlub] followed by .sportsaffinity.com.

\* Are required fields

**Organization\***  
Evergreen Soccer Club - D440

**Club Status\***  
Active (Can Configure New Season)

**Club Name\***  
Evergreen Soccer Club - 01

**Club Short Name**

**Club Number\*** This Season  
01 Active Teams : 0  
Non Active Teams : 0

**Domain Name (Host Header Detection URL)**

**Adult Age (the legal guardian age)**

Use Payment Plans  Yes  No

Cancel Update

The above screenshot shows the Club Info screen. This screen is where the user will create the URL (web address) that applicants will go to register using Online Registration. When creating the URL use the following naming convention: ohionorth-xxxx.affinitysoccer.com (replace the xxxx with club name or abbreviation)

- a. Editing the “Club Name” and “Short Name”.
  - i. From Leagues & Teams tab on the top, click *Clubs* from the left navigation menu
  - ii. Select your club in the drop down box
  - iii. Select “Club Info”
  - iv. Create club URL in the “Domain Name” field
  - v. Once URL is created and desired data is updated, select the “Update” button.

## C. Club level Season Configuration

This will open the season screen and will list all the active seasons created by the State Association.

Clubs / Find, Edit, Delete a Club

Evergreen Soccer Club - 01

Club Config Registration Security Teams Events Messaging Content

Season Custom Fields Fees Discounts Fields Billing Travel Requests

Place a check box in each season this club allows applications.

Click the "Update" button to save your changes.

Show Try Out activation Link:  Yes  No

Season Name	Season ID	(Application FirstDay - Application LastDay)	
2015-16 Principal Season	631	(03/03/2015 - 08/31/2016)	<input checked="" type="checkbox"/>
Spring 2014	503	(01/08/2014 - 08/31/2014)	<input checked="" type="checkbox"/>

Assign PDF/ELA Update

- a. From Leagues & Teams tab on the top, click Clubs from the left navigation menu Editing the “Club Name” and “Short Name” Editing the “Club Name” and “Short Name”
- b. Select Registration
- c. Select Season
- d. Click on the [+] next to the season you want to configure for your club. This step must be done at the Organization Level and the Club Level.
- e. Check the play type and the ages that you allow to register for a specific play type

**Competitive** (click to check all age groups)

U04  U05  U06  U07  U08  U09  U10  U11  U12  U13  U14  U15  U16

U17  U18  U19

- f. Click on Coach/Admin & Player box till a check mark appears test

**Show Application Types**  **Coach / Admin**  **Player**

- g. Click update at the bottom of your screen

- h. If you wish to use Online Registration follow the steps below
  - i. Check “YES” show on public registration to allow players to register online
  - ii. Check “YES” requires payment
  - iii. Automatically Accept Registration – You can check YES if you want to automatically accept players registering online or NO if the club wants to accept the player after they have registered ONLINE

**Show On Public Registration?**  Yes  No

**Requires Payment?**  Yes  No

**Automatically Accept Registration?**  Yes  No

**Charge Credit Card without Accepting Registration ? \***  Yes  No

- iv. Activate Pub Reg ON – you can enter a date or leave this field blank
- v. Deactivate Pub Reg On – you can enter a date or leave this field blank
- vi. Charge Reg Late Fee From – enter a date only if you plan to charge a registration late fee
- vii. Click Update – when you have completed the above steps for all play types and age groups

**Activate Public Reg. On:**

**Deactivate Public Reg. On:**

**Charge Reg. Late Fee From:**

## Section 7: Online Registration Set Up

### A. Configure Online Registration

After you have turned on the Online Registration Feature you will need to configure your settings

- a. Creating Custom Fields - Custom fields allows user to create custom questions that will appear during the registration process. The user can create as many custom questions as they wish

- i. Above is the default custom field page. If no custom fields have been created the user is taken to the above page after selecting the “here” link

Click [here](#) to create another custom field.

- a) To set up a Custom Field Question
  - 1.) Select Registration
  - 2.) Click Custom Fields
  - 3.) Enter Field Title
  - 4.) Enter Field Type using the drop down menu
    - I. Text Box
      - a) If a Text Box is selected input the field size
      - b) Field Size (if applicable), how many digits or characters will you allow
      - c) Order- where in order would you like this questions placed (this applies to all custom field questions)
    - II. Check Boxes
    - III. Drop Down List
    - IV. List Box
    - V. Radio Button
      - a) If check boxes, radio buttons, or drop down menus are selected as the field type options, enter the option text and click “Add Option”. Number the options according to the order you wish them to appear. Continue until all options have been entered

- VI. "Option Text" – text choices available for choosing
- VII. "Display Order" – in what order do you want the *Option Text* placed
- VIII. "Options (text/order)" – the order they will appear
- IX. Check the boxes to select how the Custom Field will be applied
- X. Show on Application
- XI. Applies to Players
- XII. Applies to Administrators
- XIII. This field is required to be inputted
- XIV. Click "Create" button
- XV. Custom fields that have been created will appear on the opening Custom field screen and can be edited or deleted at any time

**Clubs / Find, Edit, Delete a Club**

**Evergreen Soccer Club - 01**

Club Config **Registration** Security Teams Events Messaging Content

Season **Custom Fields** Fees Discounts Fields Billing Travel Requests

Use this form to edit the club's custom fields. Custom fields may be asked on the player application, and will be added to all of the administration screens.

Click [here](#) to create another custom field.

Custom Field	Type	Size	Order	
Buddy Request	text box	20	1	edit delete
Coach Request	text box	20	2	edit delete

- 5.) Assign Custom Fields - You can assign these custom questions by play type and age group test
- 6.) Click on *Edit* next to the custom field you wish to assign to a play level
- 7.) Click on *Change Play Level Restriction*

**This question is used by ALL playlevels and agegroups**

Change Play Level Restriction

- i. Select the *ages* and *play levels* you wish to assign this question
- ii. Click Save

PlayLevel: Rec Academy  Select All

U02  U3  U04  U05  U06  U07  U08  U09  U10  U11  U12  U13  U14  U15  U16  U17  U18  U19

---

PlayLevel: Recreational  Select All

U04  U03  U05  U06  U07  U08  U09  U10  U11  U12  U13  U14  U15  U16  U17  U18  U19

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PlayLevel: TOPSoccer  Select All

TS

Save

- iii. vii. Close the pop-up window
- iv. Click *Update*
- v.

b. Setting up Club Online Registration Fees

If the organization or club is using Online Registration it is necessary to configure fees for each play level and age group. Additionally the system provides payment plan options that can be selected when completing an Online Registration. Follow the steps below to set up the fees for each play level and age group. Once fees have been created, payment plans can then be configured

I. Creating Fees

1. From Leagues & Teams, click clubs from the left navigation menu
2. Select your club from the drop down menu
3. Click Registration
4. Click Fees
5. Select the Play Level you want to create fees for
6. From the New Fee Type drop down menu select the desired fee type or create a custom fee type by selecting "Other" from the drop down menu and then name the fee in the "Other" fee type text box
7. Enter the fees for each age group. If all fees are the same you may click:
  1. *All our play levels are set equally* and/or
  2. *All our age groups are set equally*
8. The system also allows you to define if a fee should be displayed as
  1. M- Mandatory on the registration process
  2. OS-Optional but by default the fee will be *selected*
  3. ON-Optional but by default the fee will *not be selected*
  4. Click the Create Fee button when completed

Clubs / Find, Edit, Delete a Club Evergreen Soccer Club - 01

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Club Config | **Registration** | Security | Teams | Events | Messaging | Content

Season | Custom Fields | **Fees** | Discounts | Fields | Billing | Travel Requests

BGC Fees | **CC-Competitive Fees** | Competitive Fees | Premier Fees | Rec Academy Fees | Recreational Fees | State League Premier Fees | TOP Soccer Fees | Try-Out Fees

All play levels are set equally  
 All our age groups are set equally

New Fee Type: Registration Fee | Fee Type Description:

	CC - Competitive		CC - D1		CC - D2		CC - D3	
Under 04	150.00	M	200.00	M	180.00	M	160.00	M
Under 05	150.00	M	200.00	M	180.00	M	160.00	M
Under 06	150.00	M	200.00	M	180.00	M	160.00	M
Under 07	150.00	M	200.00	M	180.00	M	160.00	M
Under 08	150.00	M	200.00	M	180.00	M	160.00	M
Under 09	150.00	M	200.00	M	180.00	M	160.00	M
Under 10	150.00	M	200.00	M	180.00	M	160.00	M
Under 11	150.00	M	200.00	M	180.00	M	160.00	M
Under 12	150.00	M	200.00	M	180.00	M	160.00	M
Under 13	150.00	M	200.00	M	180.00	M	160.00	M
Under 14	150.00	M	200.00	M	180.00	M	160.00	M
Under 15	150.00	M	200.00	M	180.00	M	160.00	M
Under 16	150.00	M	200.00	M	180.00	M	160.00	M
Under 17	150.00	M	200.00	M	180.00	M	160.00	M
Under 18	150.00	M	200.00	M	180.00	M	160.00	M
Under 19	150.00	M	200.00	M	180.00	M	160.00	M

M--Mandatory fee OS--Optional fee Selected by default ON--Optional fee Not selected by default

- II. Setting up Payment Plans – After all fees have been created payment plans can be configured
  1. From League & Teams click *Clubs*
  2. Select your club in the drop down
  3. Click *Select Club*
  4. Click on *Registration*
  5. Click *Fees and Choose your play level*
  6. Select from the Edit a Fee Type drop down menu, the fee type that was created. This will display the fees created for that specific fee type
  7. To set up payment plans click on the payment plan button at the bottom of the page

**Clubs / Find, Edit, Delete a Club**

**Evergreen Soccer Club - 01**

Club Config **Registration** Security Teams Events Messaging Content

Season Custom Fields **Fees** Discounts Fields Billing Travel Requests

BGC Fees **CC-Competitive Fees** Competitive Fees Premier Fees Rec Academy Fees Recreational Fees State League Premier Fees TOP Soccer Fees Try-Out Fees

Use the drop down list below to select a fee type that has already been defined. Once a fee type is selected you will be given the option to Delete or Change the fee type you selected. Choose "Create A Fee Type" from the same drop down list to create a new fee type.

**Edit A Fee Type**

Registration Fee ▾

- All play levels are set equally
- All our age groups are set equally

	CC - Competitive		CC - D1		CC - D2		CC - D3	
Under 04	150.00	M ▾	200.00	M ▾	180.00	M ▾	160.00	M ▾
Under 05	150.00	M ▾	200.00	M ▾	180.00	M ▾	160.00	M ▾
Under 06	150.00	M ▾	200.00	M ▾	180.00	M ▾	160.00	M ▾
Under 07	150.00	M ▾	200.00	M ▾	180.00	M ▾	160.00	M ▾
Under 08	150.00	M ▾	200.00	M ▾	180.00	M ▾	160.00	M ▾
Under 09	150.00	M ▾	200.00	M ▾	180.00	M ▾	160.00	M ▾
Under 10	150.00	M ▾	200.00	M ▾	180.00	M ▾	160.00	M ▾
Under 11	150.00	M ▾	200.00	M ▾	180.00	M ▾	160.00	M ▾
Under 12	150.00	M ▾	200.00	M ▾	180.00	M ▾	160.00	M ▾
Under 13	150.00	M ▾	200.00	M ▾	180.00	M ▾	160.00	M ▾
Under 14	150.00	M ▾	200.00	M ▾	180.00	M ▾	160.00	M ▾
Under 15	150.00	M ▾	200.00	M ▾	180.00	M ▾	160.00	M ▾
Under 16	150.00	M ▾	200.00	M ▾	180.00	M ▾	160.00	M ▾
Under 17	150.00	M ▾	200.00	M ▾	180.00	M ▾	160.00	M ▾
Under 18	150.00	M ▾	200.00	M ▾	180.00	M ▾	160.00	M ▾
Under 19	150.00	M ▾	200.00	M ▾	180.00	M ▾	160.00	M ▾

M--Mandatory fee OS--Optional fee Selected by default ON--Optional fee Not selected by default

8. Select the number of installments you wish to offer
9. Make sure to set the amount of days the user will be notified before their credit card will be charged. System default is 7 days
10. Plan Cutoff Date will allow you to put an end date to your final payment plan installment, this is not required

Create Payment plan for each type fee created under Fees Tab. By default, there is no payment plan for a newly created fee. Fee without payment plan is due And also an order placed after Payment Plan Cutoff Date is due in full.

Select A Fee Type  
 Registration Fee ▼

All play levels are set equally  
 All our age groups are set equally

Send Credit Card charge notification  days prior to due date Update Days

	CC - Competitive			CC - D1			CC - D2		
	Max # Installments	Plan Cutoff Date	Edit	Max # Installments	Plan Cutoff Date	Edit	Max # Installments	Plan C	
Under 04	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	
Under 05	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	
Under 06	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	
Under 07	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	
Under 08	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	
Under 09	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	
Under 10	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	
Under 11	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	
Under 12	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	
Under 13	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	
Under 14	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	
Under 15	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	
Under 16	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	
Under 17	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	
Under 18	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	
Under 19	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	Edit	4 Installments ▼	<input type="text"/>	

<< Back Delete Update payment plan

11. Click *Update Payment Plan*
12. Once you update your changes you will get a blue *Edit* next to your installments.
13. Click *Edit* next to your youngest age offered
14. Customize your payment offerings
  - a) Decide if you will allow all the payment options available. Example... if you choose the 4 payment installments option you will also have the 3 and 2 installments available. You may deselect any additional options by clicking in the box labeled *shown on registration located* in the bar on top of each available payment option. Please make sure to hit update after this step is completed
  - b) The installment amounts due default to equal payments, however these can be edited
  - c) The first Installment is your Deposit amount
  - d) You may use a *dynamic date* or a *static date*
    - 1.) Dynamic Date Allows you to set up installments based on when the first installment has processed. For example if installment #1 has gone through on June 1<sup>st</sup> . and your dynamic date is set to Day#15 of 1 month after Installment #1 your second installment will be due July 15<sup>th</sup>
    - 2.) Due Date- Allows you to add a specific date in which the installments are due, no matter when the first installment has processed



- 3.) Based on the configurations the system will auto charge the payers card/e-check on the due date. The system will also send out a reminder notification to the payers email address based on the "Send credit card notification" setting
- e) Click update when you are finished updating the installment information
- f) If your age groups have the same fees and the same payment plan options, you may click on *Apply* in the bottom of the Payment Plan Detail to set the same payment structure for those fees as well

**Payment Plan Detail**  
**CC - Competitive --- Under 04**

<b>Max # Installments : 4</b>	<b>Total Fee: \$150.00</b>
-------------------------------	----------------------------

<b>Plan with 4 payments</b>		<input checked="" type="checkbox"/> shown on registration		
Payment#	Type	Amount Due	Due Date (dynamic)*	or Due Date (static)*
#1	Installment #1	\$37.50	1 days after payment created	or <input type="text"/>
#2	Installment #2	\$37.50	Day# 15 of 1 month(s) after Installment #1	or <input type="text"/>
#3	Installment #3	\$37.50	Day# 15 of 2 month(s) after Installment #1	or <input type="text"/>
#4	Installment #4	\$37.50	Day# 15 of 3 month(s) after Installment #1	or <input type="text"/>
		<b>Total: \$150</b>		
		<input type="button" value="Update"/> <input type="button" value="Close"/>		

\* If a StaticDueDate is provided here, the payment plan installment due date will always be the StaticDueDate.

<b>Plan with 3 payments</b>		<input checked="" type="checkbox"/> shown on registration		
Payment#	Type	Amount Due	Due Date (dynamic)*	or Due Date (static)*
#1	Installment #1	\$50.00	1 days after payment created	or <input type="text"/>
#2	Installment #2	\$50.00	Day# 15 of 1 month(s) after Installment #1	or <input type="text"/>
#3	Installment #3	\$50.00	Day# 15 of 2 month(s) after Installment #1	or <input type="text"/>
		<b>Total: \$150</b>		
		<input type="button" value="Update"/> <input type="button" value="Close"/>		

\* If a StaticDueDate is provided here, the payment plan installment due date will always be the StaticDueDate.

<b>Plan with 2 payments</b>		<input checked="" type="checkbox"/> shown on registration		
Payment#	Type	Amount Due	Due Date (dynamic)*	or Due Date (static)*
#1	Installment #1	\$75.00	1 days after payment created	or <input type="text"/>
#2	Installment #2	\$75.00	Day# 15 of 1 month(s) after Installment #1	or <input type="text"/>
		<b>Total: \$150</b>		
		<input type="button" value="Update"/> <input type="button" value="Close"/>		

c. Discounts - allow club users to create and manage multiple types of discounts both internally and through online registration

I. Promo Codes

1. The promotion code also known as promo codes is the most versatile of our discount features. Multiple promo code discounts can be created in varying amounts by age group and play type/level. Promo codes can be used internally by state, organization, club administrators, during the online registration by parents (players), and from within the parent's "my account". After the code has been entered and verified by the system the discount will appear on the player's order

2. To configure a promotion code:
  - a) Select clubs from the left navigation menu
  - b) Click on the registration tab
  - c) Click on the discounts sub tab
  - d) Click on the desired play level
  - e) Select promo code discount from the new discount drop down
  - f) Enter the desired code in letters and/or numbers (must be at least 6 characters)
  - g) Enter the expiration date
  - h) Enter the desired amount of the discount (Do not enter a negative in front of the amount)
  - i) Click create

All discount amount must be negative if a discount is given

All play levels are set equally  
 All our age groups are set equally

New Discount: Promo Code Discount  
 Code (6-15 chars): Fall2015  
 Date Expired on\*: 07/04/2015

	CC - Competitive	CC - D1	CC - D2	CC - D3
Under 04	20.00	20.00	20.00	20.00
Under 05	20.00	20.00	20.00	20.00
Under 06	20.00	20.00	20.00	20.00
Under 07	20.00	20.00	20.00	20.00
Under 08	20.00	20.00	20.00	20.00
Under 09	20.00	20.00	20.00	20.00
Under 10	20.00	20.00	20.00	20.00
Under 11	20.00	20.00	20.00	20.00
Under 12	20.00	20.00	20.00	20.00
Under 13	20.00	20.00	20.00	20.00
Under 14	20.00	20.00	20.00	20.00
Under 15	20.00	20.00	20.00	20.00
Under 16	20.00	20.00	20.00	20.00
Under 17	20.00	20.00	20.00	20.00
Under 18	20.00	20.00	20.00	20.00
Under 19	20.00	20.00	20.00	20.00

Create Discount

3. To apply the promotion code to an order internally
  - a) Go to players/admins in the left navigation menu
  - b) Go to either player look up or payment management
  - c) Search for the desired player

- d) Click on their order number to open the order
- e) Click on the add promo code discount button

**Payment / Order Detail** Reload

**Status**

Order #: 2-1849821  
Order Date: 5/28/2015 10:14:06 AM

**Status:** Open  
**Status Reason:** New Order

**Ship To**

Name: Olivia Test  
Address1: 123  
City/State/Zip: 123 OH 55555  
Country: United States of America  
H#: (000) 000-0000

**Comments** ...  
Click Comments Box to view or add more comments.

**Payments**

Method	Type	Chk#/CC#	Exp.	Status	Auth.	App. To Order
<b>Applied Total:</b>						0.0

**Items Ordered**

Product	Promo Code	Qty	Price
<input checked="" type="checkbox"/> <b>Player2 Test</b> , Club Registration Fee, Under 08 ,Recreational		1	45.00
<input checked="" type="checkbox"/> <b>Player2 Test</b> , Ohio North Coach Fee, Under 08 ,Recreational		1	15.00
<input checked="" type="checkbox"/> <b>Player2 Test</b> , Ohio North Player Fee, Under 08 ,Recreational		1	8.00
<input checked="" type="checkbox"/> <b>Player2 Test</b> , Playing League Coach Fee, Under 08 ,Recreational		1	5.00
<input checked="" type="checkbox"/> <b>Player2 Test</b> , Playing League Player Fee, Under 08 ,Recreational		1	5.00

5 item(s) totaling: 78.00  
Order Total: 78.00  
Total Due: 78.00

- f) A new window will open
- g) Enter the promo code in the box provided
- h) Click the enter to verify button
- i) Click on the Add this discount to your order button
- j) Click on the Close & Refresh Order/Payment Page button
- k) The promo code discount will be applied to the order

Add Promo Code Discount - Windows Internet Explorer provided by Affinity Developmen... Close Maximize Refresh

https://secure.sportsaffinity.com/orders/orderpromotediscount.aspx?sessionguid=9846A408-F141-41A3-5

**Enter your promo code:**

**Promo Code Discount info**

PromoteCode	Description	Discount
BOD2015	BOD2015 12/31/2015Additional siblings discount -, Under 08 ,Recreational	\$-80.00

A promo code can be use only one time for an order

4. To use the promo code during online registration (for parents/players)
  - a) Once the payment page is reached; click on the Add promo code discount button

1. Add Family Member >> 2. Create Registration >> 3. Accept ELA >> 4. Make Payment >> 5. Print Form >>

**Make Payment**

---

**Donation**  
We're trying to raise funds for new soccer goals. Please consider assisting.

Amount  
 \$0  \$1.00  
 \$100.00  \$5.00  
 \$50.00

---

	Product	Promo Code	Qty	Price
Items Ordered	✓ Cora Test, 2nd Sibling Discount, Under 06 ,Recreational		1	-5.00
	✓ Cora Test, Club Registration Fee, Under 06 ,Recreational		1	45.00
	✓ Cora Test, Ohio North Coach Fee, Under 06 ,Recreational		1	15.00
	✓ Cora Test, Ohio North Player Fee, Under 06 ,Recreational		1	8.00
	✓ Cora Test, Playing League Coach Fee, Under 06 ,Recreational		1	5.00
	✓ Cora Test, Playing League Player Fee, Under 06 ,Recreational		1	5.00

---

6 item(s) totaling:73.00  
Order Total:73.00  
**Total Due:73.00**

---

Payment Method\*

Choose One ▼

- b) A new window will open
- c) Enter the promo code in the box provided
- d) Click the enter to verify button

Add Promo Code Discount - Windows Internet Explorer provided by Affinity Developmen...

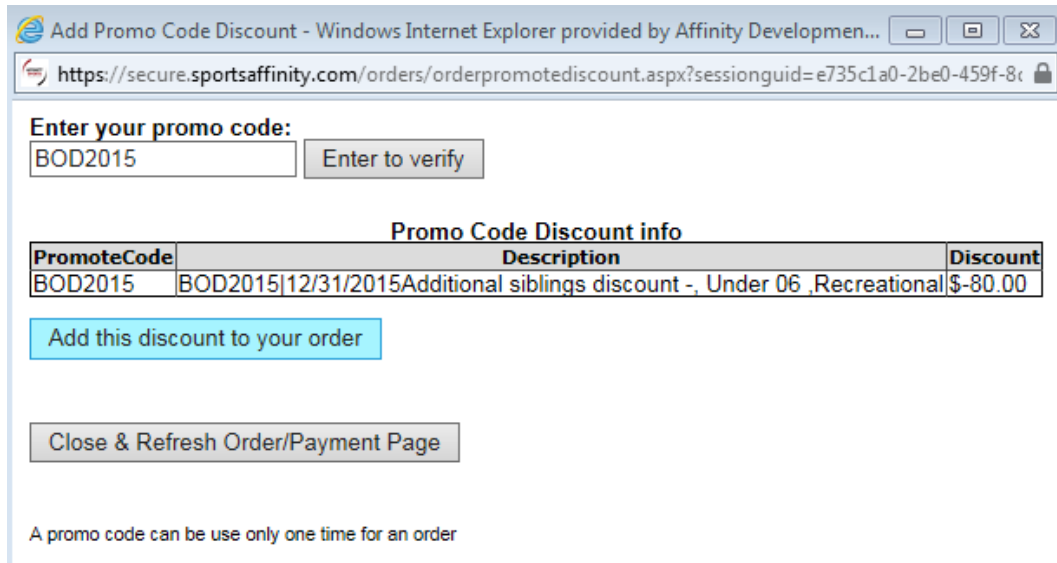
https://secure.sportsaffinity.com/orders/orderpromotediscount.aspx?sessionguid=e735c1a0-2be0-459f-8c

**Enter your promo code:**

x

A promo code can be use only one time for an order

- e) Click on the Add this discount to your order button
- f) Click on the Close & Refresh Order/Payment Page button
- g) The promo code discount will be applied to the order



- 5. To use the promo code from the “my account” screen (for parents/players)
  - a) Log in
  - b) Scroll down to the registration applications section
  - c) Search for and click on the payment edit link (if an order has not been created yet, they will first need to click create order then payment edit)

Registration Applications							Current	Past
2015-16 Principal Season								
Name	Club	ApplicationStatus	Playlevel	Age	ApplicationDate	Forms		
<input type="checkbox"/> P Cora Test	Demo Test	Pending Accepted	Recreational	U06	5/28/2015			
<a href="#">Payment Edit</a>								

- d) Click on the *Add Promo Code Discount* button

**Make/Edit Application Payment**

Below is the order for the registration application you choose. Make a payment by choosing a payment type and the pressing the continue button. To cancel this action click the "<< back to my account" at the top of the page.

To update existing payment plan payment: click the checkbox(s) of payment(s) to enter new payment infomation, then click continue. Total updating payment amount will show in the next page.

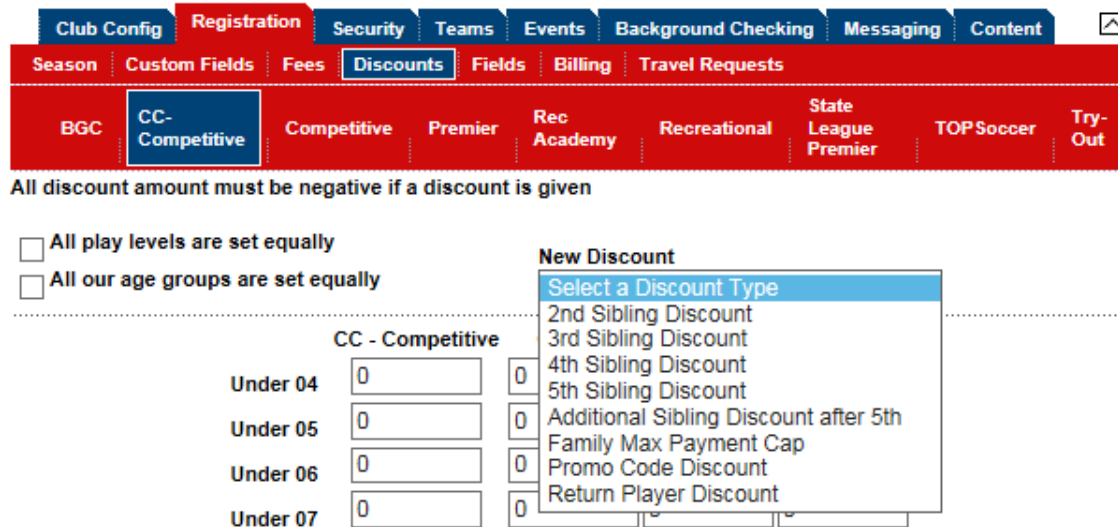
Status	Order #: 2-1849870	Status: Open						
	Order Date: 5/28/2015 10:21:31 AM	Status Reason: New Order						
Payments	<b>Method</b>	<b>Type</b>	<b>Chk#/CC#</b>	<b>Exp.</b>	<b>Status</b>	<b>Auth.</b>	<b>Conv. Fee</b>	<b>App. To Order</b>
	Cash	Single	/		Open	73.00	0.00	0.00
	<b>Applied Total:</b>							0.00
Items Ordered	<b>Product</b>	<b>Promo Code</b>	<b>Qty</b>	<b>Price</b>				
	✓ Cora Test, 2nd Sibling Discount, Under 06 ,Recreational		1	-5.00				
	✓ Cora Test, Club Registration Fee, Under 06 ,Recreational		1	45.00				
	✓ Cora Test, Ohio North Coach Fee, Under 06 ,Recreational		1	15.00				
	✓ Cora Test, Ohio North Player Fee, Under 06 ,Recreational		1	8.00				
	✓ Cora Test, Playing League Coach Fee, Under 06 ,Recreational		1	5.00				
	✓ Cora Test, Playing League Player Fee, Under 06 ,Recreational		1	5.00				
<input type="button" value="Add Promo Code Discount"/>								

6 item(s) totaling: 73.00

- e) A new window will open
- f) Enter the promo code in the box provided
- g) Click the enter to verify button
- h) Click on the Add this discount to your order button
- i) Click on the Close & Refresh Order/Payment Page button
- j) The promo code discount will be applied to the order

II. Sibling Discount - Sibling Discounts allow you to configure different discount amounts per sibling

1. Go to clubs on the left
2. Click on the Registration tab
3. Click on the new Discounts sub tab located next to fees
4. Select the desired play level
5. Discounts are entered in the same manner fees are entered; Select the desired discount type from the New Discount drop down
6. Enter the desired amount of the discount per age group (to enter the same amount for all age groups, check the all our age groups are set equally check box at the upper left)
7. Click the Create Discount button
8. The following discount types are now available



- a) 2<sup>nd</sup> Sibling Discount – will automatically discount the configured amount from the second registered sibling in a family
- b) 3<sup>rd</sup> Sibling Discount – will automatically discount the configured amount from the third registered sibling in a family
- c) 4<sup>th</sup> Sibling Discount – will automatically discount the configured amount from the fourth registered sibling in a family

- d) 5<sup>th</sup> Sibling Discount – will automatically discount the configured amount from the fourth registered sibling in a family
- e) Additional Sibling Discount after 5<sup>th</sup> – will automatically discount the configured amount from the 6<sup>th</sup> etc. registered sibling in a family not to exceed the amount entered in the Max Siblings Discount text box. All sibling discounts must not exceed the amount entered under Max Siblings Discount including the sum total of the second, third, fourth, and fifth sibling discounts.

III. Returning Player Discount - this discount will automatically discount the configured amount from a player returning from the selected previous season. User must enter the desired previous season from the *Select a Season Drop Down*

1. From Leagues & Teams, click on clubs from the left navigation menu
2. Click on the Registration tab
3. Click on the new Discounts sub tab located next to fees
4. Select the desired play level
5. Discounts are entered in the same manner fees are entered; Select Return Player Discount from the New Discount drop down
6. Enter the desired discount amount (to enter the same amount for all age groups check All our age groups are set equally)
7. Select the desired previous season (The player will have to have played in that)
8. Click Create Discount
- 9.

All discount amount must be negative if a discount is given

All play levels are set equally

All our age groups are set equally

New Discount: Return Player Discount

Return Player must have Application in previous season:\*

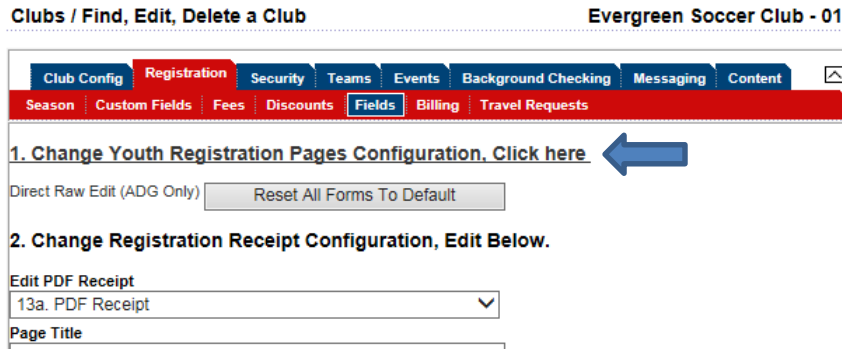
- Select a season
- 2015 Summer
- 2015 Spring - Off Season
- 2014 Winter - Off Season
- 2014 Winter Session II
- 2014-15 Principal Season
- 2014 Summer
- Spring 2014
- 2013-2014 Season
- 2012-2013

	CC - Competitive	CC - D1	
Under 04	25.00	25.00	25
Under 05	25.00	25.00	25
Under 06	25.00	25.00	25
Under 07	25.00	25.00	25

B. Online Registration pages: Fields

- a. The “Fields” area is used to customize the Online Registration process. This configurable area determines what is seen by the parent at time of Online Registration. In this area you will be able to specify which fields are required, shown, or hidden, as well as add any informational text to your pages that you choose communicate to your members

- I. From Leagues & Teams, click on Clubs from the left navigation menu
- II. Click on Registration
- III. Click "Fields"
- IV. Click On *1. Change Youth Registration pages configuration* link



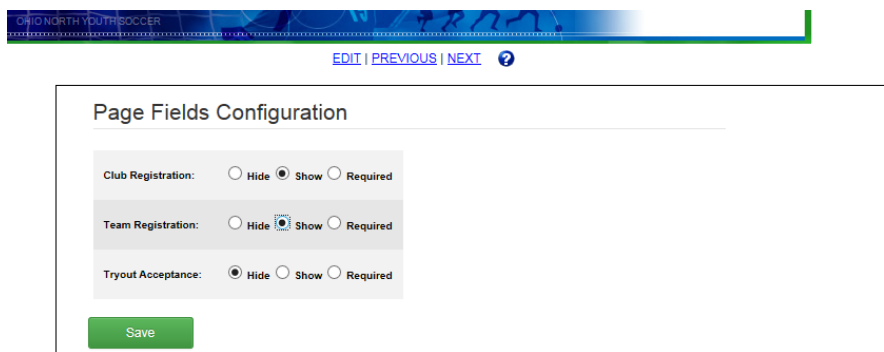
- b. Type of online registration - The first page you will see is where you determine if you are doing a "Club" registration (normal sign up process for a player to register to a club umbrella) or a "Team" registration, where the applicant will select the team they are registering to prior to completing the online registration. Team registration will place user on team once registration is complete. Next to each registration type you will be given the choice to hide, show or make the registration type required. Please select the appropriate configuration. Once done click the "Save" button.

- I. Player Registration Configurations (Club Registration)



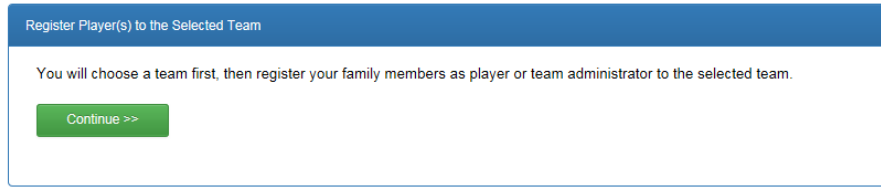
- II. Team Registration - the applicant will select the team they are registering to prior to completing the online registration. Team registration will place user on team once registration is complete. Registrar has final oversight.

- a) Change Team Registration to Show and click Save



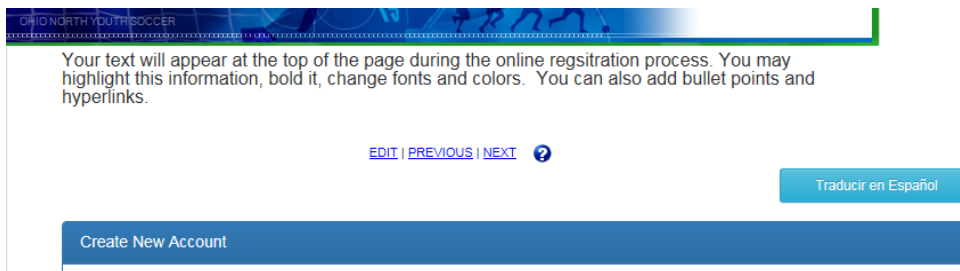
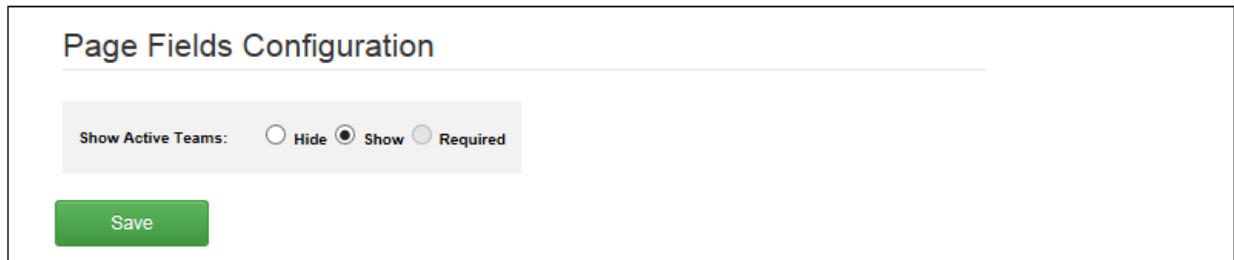


- b) Once you click save, the option to configure the online registration pages for Team appears



2. Page Fields Configurations:

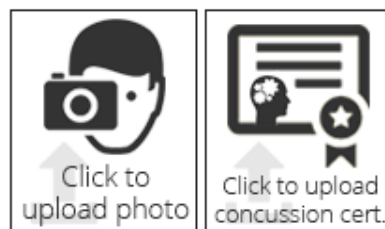
- a) Show Active Teams:  
b) Show: This will allow players to register to Activated teams in your club  
c) Hide: This will only show parent's inactivated teams



- d) The same set up for the online registration for a player can be done for a team registration. See above screen shots for configuring online registration flow.

III. Admin Registration -Team administrators are able to register online. To assure that your admins can register please make sure that the Coach and Admin registration is selected under Registration Tab- Seasons. Team administrator will go through the same URL and the same process to register as the players however they have their own set of specific questions designated to admins only.

- a) For Example: You can have your Coach upload his Concussion Certificate during the online registration process as well as his photo

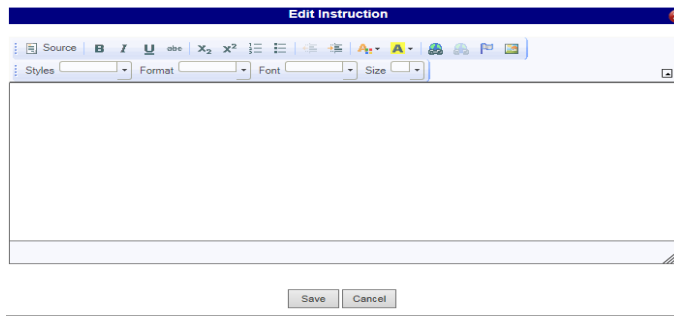


b) You can set up specific admin questions (See below) under Fields: Page Fields Configurations

Admin Photo:	<input type="radio"/> Hide <input checked="" type="radio"/> Show <input type="radio"/> Required
Admin Birth Certification:	<input checked="" type="radio"/> Hide <input type="radio"/> Show <input type="radio"/> Required
Admin Concussion Certification:	<input type="radio"/> Hide <input type="radio"/> Show <input type="radio"/> Required
Admin Years Coaching :	<input type="radio"/> Hide <input type="radio"/> Show <input type="radio"/> Required
Admin License No :	<input type="radio"/> Hide <input type="radio"/> Show <input type="radio"/> Required
Admin Positions interested in :	<input type="radio"/> Hide <input type="radio"/> Show <input type="radio"/> Required
Admin Additional Info :	<input type="radio"/> Hide <input type="radio"/> Show <input type="radio"/> Required
Admin Driver License Info :	<input type="radio"/> Hide <input type="radio"/> Show <input type="radio"/> Required

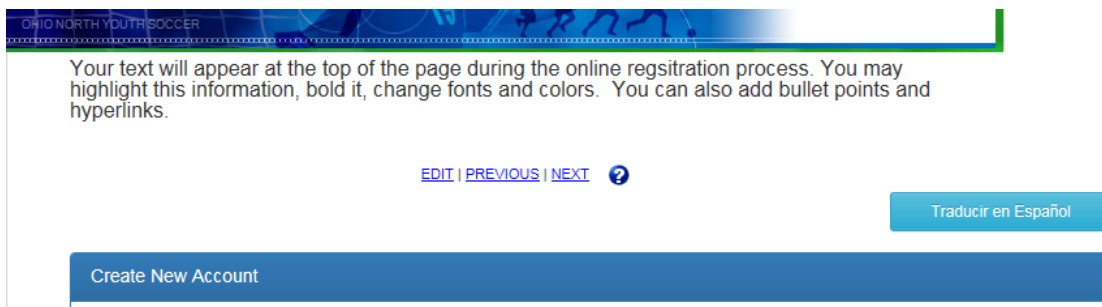
[Save](#)

c. Editing the online registration flow



1. The above screenshot shows the content editor when the “Edit” link is selected

II. Once changes have been made, click the “Save” button. The page will close and your text will appear at the top of the page. As shown below



- III. The following pages are seen during the online registration process unless otherwise noted
1. Add Additional Family Members if needed edit primary contacts information or continue
  2. Please Note: During an actual registration the below page looks slightly different, it would show primary contact information and if the account is new or the user accessed the correct account with their sign on the “Yes, it is my account” and “No, it is not my account” button will be replaced with buttons to add players, and parents/guardians. This screen is also shown when the system matches a person to an existing account
  3. Click Edit to adjust or Next to proceed

[EDIT](#) | [PREVIOUS](#) | [NEXT](#) ?

[Traducir en Español](#)

1. Add Family Member >> 2. Create Registration >> 3. Accept ELA >> 4. Make Payment >> 5. Print Form >>

**Warning: Duplicate Account Found!** ▲

**An existing account shown below is matching your information. If this is not your account, please exit the registration process.**

**Please note that if you verify this is your account, the new information you had entered earlier in the registration process (including new username and password) will not be saved. The system will use the existing information in your account (shown below).**

If this is your account, but your email address has changed, please contact the Affinity Sports Support Team to have your information updated. You will need to know your email address to sign into your account in the future.

No, this is not my account!
Yes, this is my account!

Account Primary Contact

Add All Your Family Members To Be Registered

4. Page Fields Configurations allows certain field items to be hidden, shown or required
  - a) Make desired selections
  - b) Click the “Save” button underneath page field’s configuration.
  - c) Click Edit to adjust or Next to proceed

[EDIT](#) | [PREVIOUS](#) | [NEXT](#) ?

### Page Fields Configuration

Assignment Code:	<input type="radio"/> Hide <input checked="" type="radio"/> Show <input type="radio"/> Required
Player Photo:	<input type="radio"/> Hide <input checked="" type="radio"/> Show <input type="radio"/> Required
Player Birth Certification:	<input type="radio"/> Hide <input checked="" type="radio"/> Show <input type="radio"/> Required
Player Height:	<input type="radio"/> Hide <input type="radio"/> Show <input type="radio"/> Required
Player Weight:	<input type="radio"/> Hide <input type="radio"/> Show <input type="radio"/> Required
Player # Prior Seasons Played :	<input type="radio"/> Hide <input type="radio"/> Show <input type="radio"/> Required
Player School Name :	<input type="radio"/> Hide <input type="radio"/> Show <input type="radio"/> Required
Player Grade :	<input type="radio"/> Hide <input type="radio"/> Show <input type="radio"/> Required
Player Rank :	<input type="radio"/> Hide <input type="radio"/> Show <input type="radio"/> Required
Player Uniform Shirt :	<input type="radio"/> Hide <input type="radio"/> Show <input type="radio"/> Required
Player Uniform Shorts :	<input type="radio"/> Hide <input type="radio"/> Show <input type="radio"/> Required

5. During the online registration process, once the user reaches this page they will see the electronic legal agreements that must be initialed and signed. You may add ELA's to your club

The screenshot shows the 'Accept ELA' page. At the top, there is a navigation bar with 'OHIO NORTH YOUTH SOCCER' and links for 'EDIT | PREVIOUS | NEXT' and a help icon. A 'Traducir en Español' button is on the right. Below this is a progress bar with five steps: '1. Add Family Member >>', '2. Create Registration >>', '3. Accept ELA >>', '4. Make Payment >>', and '5. Print Form >>'. The main content area has a blue header 'Accept ELA'. It contains a checkbox labeled 'I accept on behalf of all listed members below:'. Below this are two input fields for 'Your First Name\*' and 'Your Last Name\*'. At the bottom, there are three buttons: '<< Back' (orange), 'Print' (blue), and 'Agree & Continue >>' (green).

6. Make Payment Page
  - a) Click Edit to adjust or Next to proceed

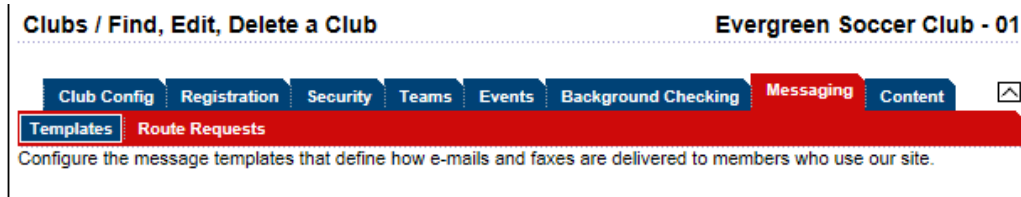
The screenshot shows the 'Make Payment' page. It features the same top navigation bar as the previous page. The progress bar shows '4. Make Payment >>' as the active step. The main content area has a blue header 'Make Payment'. It includes a section for 'Items Ordered Section' with a checkbox and the text 'No items in order.' Below this is a 'Payment Method\*' dropdown menu with 'Choose One' selected and a 'continue >>' button.

7. Print Forms- the Thank You page below is the last page the user will see during the registration process. On this page the user can print forms and/or print their ELA. Once this page is reached the online registration process has been successfully configured
8. Close out of the window by closing the browser to go back to your club.

The screenshot shows the 'Print Form' page. It has the same top navigation bar. The progress bar shows '5. Print Form >>' as the active step. The main content area has a blue header 'Print Form'. It displays the message 'Congratulations, registration is now complete!' and 'Use the buttons below to save and print documents for your records.' There are two buttons: 'Print Receipts & Forms' and 'Print ELA'. At the bottom, there is a red button that says 'Log out and back to [My Account Login] page'.

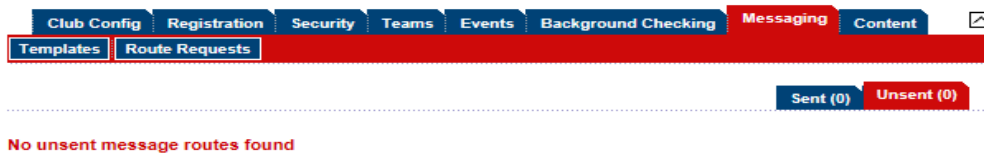
C. Messaging

- a. Templates- Updating Templates:
  - I. Click on League & Teams
  - II. Select Club, search and select your club
  - III. Click on Messaging tab



- IV. Update the following templates all located under Registration Message. These templates are automatically sent out after a registration is completed online, unless specified otherwise
  - 1. Player Registration Thank You
  - 2. Administrator Registration Thank You

- b. Messaging / Route Request- Route Requests will allow you to view messages that were sent from your login.



D. Content - allows you to edit the content that your parent's see

- a. Look and feel Tab
  - I. Color Scheme- Allows you to change the color of your Affinity Sports website
  - II. Header- In the header you are able to upload a banner that will display in your Affinity generated URL.
- b. Content Tab
  - I. Documents and Forms
  - II. ELA (Electronic Legal Agreements)
  - III. Assigning Documents and ELAs

---

## Section 8: How to Search the Database

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- A. Limited Family Lookup- Allows you to search the entire database, as long as you have the requiredS criteria. First Name, Last Name and Date of Birth.
  - a. From Leagues and Teams click on Players/Admins
  - b. Click on Family Look up
  - c. Enter search criteria in the specified format (Last name, First name, DOB as MM/DD/YYYY)
  - d. Click the search button
  - e. Results will be returned, access the record by clicking on the name

Search By	Search For: *	Page Size:
Last Name, First Name, DOB(MM/DD/YYYY) ▼	<input type="text"/>	250 ▼ Search

## Section 9: Players

- A. Step 1 of 5 - Search for and/or Create a member
  - a. Click on Players/Admins on the left navigation
  - b. Click on Add Player/Admin
    - I. Enter the first name last name and date of birth of a player or admin
    - II. Click "Find"
    - III. A search will performed in the system for the player or admin

The screenshot shows the Ohio North Youth Soccer Association website. The header includes the logo and a city skyline. The navigation menu on the left has 'Players / Admins' selected. The main content area is titled 'Step 1 of 5 -- Search or create a member' and contains a search form with fields for First Name, Last Name, and DOB (mm/dd/yyyy), along with a 'Find' button.

- c. If a match is *not found* the registrar will be able to create a new record

The screenshot shows the search results page. It displays a message: 'Unable to find the record in the system.' Below this message, there are three buttons: 'Create new Youth Player', 'Create new Adult Player', and 'Create new Coach/Admin'.

- I. When creating a new youth player account the parent information and address are entered
        - II. A search is performed to check for a match
        - III. If no match is found a new family account is created

The screenshot shows the 'Player Info' and 'Parent Info' forms. The 'Player Info' section includes fields for Player Legal First Name, MI, Legal Last Name, Suffix, DOB (mm/dd/yyyy), and Gender. The 'Parent Info' section includes fields for Parent First Name, MI, Last Name, Suffix, Relationship To Player, and Gender. Below these sections are fields for Address, City, State, Zipcode, Country, Home Phone Number, Work Phone Number, Cell Phone Number, and Email. A legend at the bottom indicates that '\*' denotes required fields and '\*\*' denotes fields that must be filled out at least once. Navigation buttons '<< Back' and 'Save & Continue >>' are also visible.

- d. If a match is *found*
  - I. A search is performed of the first name last name and date of birth of a player or admin

**Step 1 of 5 -- Search or create a member**

To avoid duplication, please find and use the existing member record first.

First Name \*      Last Name \*      DOB (mm/dd/yyyy) \*

Test      Player      06/06/2006      Find

- II. If a record exists for the player you will be prompted to create a new application

To avoid duplication, please find and use the existing member record first.

First Name \*      Last Name \*      DOB (mm/dd/yyyy) \*

test      player      06/06/2006      Find

Select	Name	IDNum	Gender	Relationship	City
<input checked="" type="radio"/>	Test Player	65846-631575	M	Player	San Diego

Select the matched record to create application

Create Player Application      Create new Coach/Admin Application

- e. Step 2 of 5: Clicking on Create Player Application will allow you to create a new application for an existing player.

- I. Create Application
- II. By checking the player as accepted and age/legal the registrar will have the option to roster the player directly to a team

Test    Player    DOB: 06/06/2006    Player Application

**2015-16 Principal Season**

State District      Demo Test      Demo Test      Competitive

Payment Received     Accepted     Age/Legal

**Roster player to team (requires Accepted and Age/Legal are checked)**

Demo Test Team SD05-013B12-0153

Create Application >>


- III. Step 3 of 5: Member Detail Information
  - 1. You will have the option to upload required documents at this time
    - a) Birth Certificate
    - b) Photo
- IV. Enter in required Member Detail Information
- V. Click *Save*

\*Please Note: the *only approved documents* for Birth Verification are Passports, Legal Birth Certificates, Driver's License, State ID/Card  
 \*Hospital Birth Records are **NOT** approved legal documents


**Step 3 of 5 -- Member Detail Information**


Danny Testfamily DOB: 12/12/2000


CLICK HERE TO UPLOAD PHOTO  
1000 X 120 PIXELS



BIRTH CERTIFICATE  
CLICK TO UPLOAD  
2000 X 2000  
PIXELS  
MAXIMUM







Height:  ft.  in.  lbs.    Weight:  lbs.    Number of Prior Seasons Played:

School Name:     Grade:     Player Rank:

Uniform Size: Shirt:     Uniform Size: Shorts:     Uniform Size: Socks:

---

**Emergency Contact Information**

Person to Notify in Emergency:  Telephone:

Doctor to Notify in Emergency:  Telephone:

List any medical problem/prohibition player has:

Special Requests / Additional info?:

---

**Club Additional Information**

Friend request:

## VI. Step 4 of 5: Electronic Legal Agreement (ELA)

1. Registrars have the option to indicate that they have received the parent's permission and agree to terms or bypass them

**Step 4 of 5 -- ELA**

Test Player DOB: 06/06/2006

As the Registrar I have received written copy of the above waivers form from the player's parent/guardian and agree on behalf of the parent with their permission.

Your Firstname\*  Your Lastname\*

**1 of 1 Ohio North Waiver (Player)**

I Accept

As the Registrar I have received written copy of the above waivers form from the player's parent/guardian and agree on behalf of the parent with their permission.

Your Firstname\*  Your Lastname\*

## VII. Registrars have the option to create an order after the application has been created

**Step 5 of 5 -- Summary**

This application has been created successfully. If you want to make a payment, please click Create Order , then click on Order Number, the payment screen will open.

Name: Test Player [Detail](#) [Add other family member](#)

IDNum: 65846-631575

DOB: 06/06/2006

Club: Demo Test

Season: 2015-16 Principal Season

Play Level: State League Premier

Team:

Order Number:

Order Number: [2-1563340](#)

**Order is created**



VIII. Once the order has been created you can:

1. Add payments
2. Add More Products to Order
  - a) Scholarship
  - b) Promo code

B. Player Lookup

- a. Searching for players- Player lookup will allow you to search for players with applications to your club. The different filters can help you sort by Player Type, Gender, Age Group, Application Status, Accepted and Paid, as well as player name and or ID Number. (Note: you may change your season to look in all past season as well)

I. From Leagues and Teams

- II. Click Players/Admins
- III. Click Player Look Up
- IV. Set search filters
- V. Click Search

- b. Accepting Players- To lock players to your club and roster them to a team you will need to accept the players.

- I. From Leagues and Teams
- II. Click Players / Admins
- III. Click Player Look up
- IV. Set the Application Status filter drop down to Pending All Applications

- V. Click Search
- VI. Boxes will appear to the left of the players' names in the search results
- VII. Check the box that says Accepted
- VIII. Click the Save application changes button

IX. There are three ways to accept players:

1. Under player look up as explained above
2. Under payment management when you search (see payment management section)
3. At the time you are adding a new player to your club (see "adding player above")

### C. Player Reports

a. Exporting and Printing Player/Admin Reports

- I. Click on Player/Admin on the left navigation
- II. Click on Player or Admin depending on what report you are running
- III. Select your organization and club
- IV. Click search – you may refine your search using the search options
- V. Click on the arrow next "Choose Report" in the upper right corner
- VI. Select your desired report type
- VII. Click on the Printer icon

- b. Player Detail All Fields Report – this is the most utilized report in this section
  - I. Under player look up use the search filters to define your search criteria (select an organization and club for this report option to display)
  - II. Click search
  - III. Select the player detail with all fields report from the report drop down in the upper right corner
  - IV. Click on the printer icon to view/export/print the report

The screenshot shows the 'Player Lookup' interface. At the top, there are controls for 'Page Size' (set to 500) and a 'Report:' dropdown menu. The dropdown menu is open, showing options like 'Address to Excel Format', 'Field Justification', 'Labels - With Team Name - Avery 5100', 'Labels - 1 per Household - Avery 5180', 'Player - Detail', 'Application Forms (PDF)', 'Player Detail With All Fields', and 'All Player Applications Detail'. Below the dropdown, there are several filter sections: 'Select Organization' (Demo Test - SD05), 'Select Play Type' (All Play Types), 'Select Gender' (All Genders), 'Select Age Group' (Select Age Group), 'Media Type' (All), and 'Application Date' (From and To fields). There are also 'Disciplinary Filter By Disciplinary Status' (No Filter, All) and 'Season' (Selected Season) dropdowns. A 'Search For' field is set to 'Last, First Name'. At the bottom, a table shows search results with columns: Player Name, Address, Team ID, Player ID, Birthdate, Appl Date, and PlayLevel. Two results are visible: 'Duck, Fluffy' and 'Fake, Fake'.

VI. Exporting the player detail with all fields report

1. Click on the "Select a Format" (excel is the default recommendation)
  - a) Choose your desired format type
  - b) Click "Export"

The screenshot shows a 'Select a format' dropdown menu with the following options: XML file with report data, CSV (comma delimited), PDF, MHTML (web archive), Excel, TIFF file, and Word. An 'Export' button is visible to the right of the dropdown.

- c) Open or Save the file

The screenshot shows a file dialog box titled 'What do you want to do with PlayerDetailAllFields.xlsx?'. It indicates the file size is 20.8 KB and it is from 'bl.sportsaffinity.com'. There are three options: 'Open' (with a note 'The file won't be saved automatically.'), 'Save', and 'Save as'. A 'Cancel' button is at the bottom right.

- d) Edit as desired in excel

The screenshot shows an Excel spreadsheet titled 'Player Details with All Fields'. The spreadsheet has columns for Season, League, Club, Team, Team Code, Team Sponsor Fee Paid(\$), Home Team Color, Away Team Color, First Name, and Last Name. The data is organized by season, with rows for each season listing various players and their details.

Season	League	Club	Team	Team Code	Team Sponsor Fee Paid(\$)	Home Team Color	Away Team Color	First Name	Last Name
2014-15 Principal Season	Demo Test	Demo Test						Simon	Tested
2014-15 Principal Season	Demo Test	Demo Test						Test	Test
2014-15 Principal Season	Demo Test	Demo Test	Demo Test - BU0	SD05-012B10-0102				Douglas	Tested
2014-15 Principal Season	Demo Test	Demo Test						Tessa	Tested
2014-15 Principal Season	Demo Test	Demo Test	Demo Test - BU0	SD05-014B10-0108				Fake	Fake
2014-15 Principal Season	Demo Test	Demo Test						Fake	Kilidjan
2014-15 Principal Season	Demo Test	Demo Test	Demo Test - GU0	SD05-012B10-0101				Bienna	Tested
2014-15 Principal Season	Demo Test	Demo Test	Demo League - 01	SD05-010B10-0073				Tij	Tested
2014-15 Principal Season	Demo Test	Demo Test	Demo Test - BU0	SD05-014B10-0107				Robert	Tested
2014-15 Principal Season	Demo Test	Demo Test						Bob	Tester

c. League Required Reports- There are three reports, two admin and one player, that you will need to print at the end of your registration cycle to send to the Playing League Registrar:

I. Two ELA Reports -

1. Player ELA
  - a) Click on the 2<sup>nd</sup> **Misc. Reports**
  - b) Click on the ELA Player Report
  - c) Click "Generate Report"
2. Admin ELA
  - a) Click on the 2<sup>nd</sup> **Misc. Reports**
  - b) Click on the ELA Admin Report
  - c) Click "Generate Report"
  - d) Export
  - e) Save



II. Promo Code Report

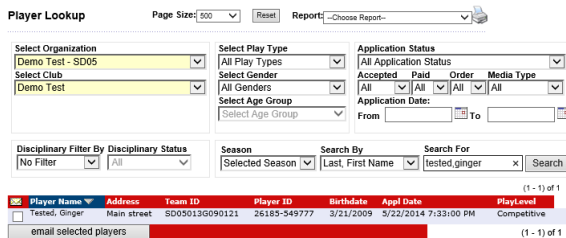
1. Click on the 2<sup>nd</sup> **Financial Reports**
2. Select the "Promo Code Discount Report"
3. Click "Generate Report"
4. Export
5. Save



D. Editing Players Information

a. Player Information - to edit you will locate the players in Limited Family or Player Lookup.

I. Click on the player name after you locate it in a search



II. In this record you will find all the information for the player as well as the parent

III. There are several tabs across the top that assist in navigating the player data

1. Player Information – personal information

- a) You will be able to edit all information unless the record has been marked *verified*, if *verified* you will not be able to edit Name, Birth Date and Gender
2. Preferences –internal area to add player preferences

**Edit Player**  
 Ginger Tested  
 State District Demo Test Demo Test Play level: Competitive Age group: Under 06 26185-54977

Player Information Preferences Applications Transfer Parents Disciplinary Events

Legal First Name\* Middle / Initial Legal Last Name\* Suffix  
 Ginger Tested

Alias / NickName Height ft. in. Weight lbs.  
 School Name Grade Player Rank Graduation Year

Birth Month\* Day\* Year\* Gender\* Age Group:  
 March 21 2009 Girls Under 06  
 Calendar Age: 6 Seasonal Age: 5

Birth Certificate verified by Ohio North

Team  
**Team Number**  
 Demo Test - GU09  
 SD05-013G09-0121

Admin Tools  
 Move Player from SD05-013G06-0121

David Tested - Father  
 Main street  
 San Diego, OH 88868  
 Home: (987) 654-3211  
 Email: [kyledian@affinitysports.com](mailto:kyledian@affinitysports.com)

Hunter Tested - Player  
[Set Up SMS Messaging](#)

Number of Prior Seasons Played:   
 Uniform Size: SHIRT Youth S  
 Uniform Size: SHORTS  
 Uniform Size: SOCKS

Out Of State Registration In-State Registration  
 Out Of State ID# or All PlayerID#

Is this player a grandfathered player?

Person to Notify in Emergency\* Telephone\*  
 Other than parent (123) 456-7899

Doctor to Notify in Emergency Telephone

List any medical problem/prohibition player has  
 Bees allergy

Special Requests / Additional info?  
 none

Buddy Request  
 none

How would you like to volunteer?\*

Coach  assist coaching  Snack shack  not at this time

- b. Applications – Player
- I. all previous and current applications from all clubs the player has played with are visible under either *Current Season* or *Other Seasons*
  - II. If there are no current season applications you will be able to create one from this screen

**Edit Player**  
 Player1 Test  
 State District Demo Test Demo Test Play level: Recreational Age group: Under 11 70748-929769

Player Information Preferences Applications Transfer Parents Disciplinary Events

Click the Edit button under an existing Application below to Adjust the Application Play Level and Assign a preferred team

PP = order with payment plan.

Current Season Other Seasons

Club	Create By	Accepted By	Last Mod. By						
Season	Media	Appl. Type	PlayLevel	Fees	Accepted Date	Mod. Date	Status	Team Code	Paid
Demo Test	Diana Bustamante	System	Diana Bustamante		5/29/2015 08:15 AM	5/29/2015 08:15 AM	Pending		
2015-16 Principal Season	Internal - Registration	Recreational							
Create Order		\$0.00		\$0.00		\$0.00			

(Only New or Pending Applications that are UnPaid can be edited/cancelled.)

III. You can create a new application as shown below:

**Edit Player**  
 Player1 Test  
 State District Demo Test Demo Test Play level: Recreational Age group: Under 11 70748-929769

Player Information Preferences Applications Transfer Parents Disciplinary Events

Current Season Other Seasons

**New Application**

Select District\*  
 State District

Select Organization\*  
 Demo Test - SD05

Select Club\*  
 Demo Test

Application Season\*  
 2015-16 Principal Season

Application PlayLevel\*  
 Recreational

Payment Received  Accepted  Age/Legal

Roster player to team (requires Accepted and Age/Legal boxes be checked)  
 --Select Team--

Effective Date  
 5 / 29 / 2015

- c. Transfer - Ohio North Release & Transfer process is done through the Affinity System - Initiate or view a transfer/release for the player
- I. Transfer – Registrar or parent will initiate the Transfer process when a player is being transferred to a new team either in a different club or within the same club in the same seasonal year
  - II. Release – Registrar or parent will initiate the Transfer process when a player is being transferred to a new team either in a different club or within the same club in the same seasonal year
  - III. No charge will apply
    1. when player moves from one team to another within the SAME club and league
    2. when a player is released or dropped
  - VII. Charge will apply when
    1. A player moves form with their club to a team playing in another league
    2. When a player transfers from one club to another club
  - VIII. Old player passes are to be sent to the league the player is leaving
  - IX. How to create a Release & Transfer
    1. A parent or club registrar can initiate a Player Release/Transfer. Parents can go to their record and start the process for their player or club registrars can go to the player transfer tab and start the process
    2. The approval process will be as follows:
      - a) Parent or Releasing Club Registrar → Playing League Registrar → Accepting Club Registrar → Accepting Playing League Registrar
    3. Once the final approval of the Accepting playing league accepts, the transfer is complete

**Edit Player**

Ginger Tested 26185-549777  
 State District Demo Test Demo Test Play level: Competitive Age group: Under 06

Player Information Preferences Applications **Transfer** Parents Disciplinary Events

**Transfer Details**  
 Please add any additional comments regarding this transfer request.  
 \* are required fields

**Details**

**From**

Player: Ginger Tested  
 Gender: Girls  
 Age Group: Under 09  
 District: State District  
 League: Demo Test  
 Club: Demo Test  
 Team: SD05-013G09-0121  
 Demo Test - GU09

[Team Info Search](#)

**To**

Player: Ginger Tested  
 District\*: State District  
 League\*: Demo Test  
 Club\*: Demo Test  
 Play Type\*: Recreational  
 Age Group\*: Under 10  
 Team\*: Recreational | Demo Test - BU10 | SD05-014B10-0138 | 2014-15 Principal Season  
 Reason\*: Moved beyond reasonable travel

Comments:

\* required

Initiate transfer on behalf of player.

Step 5 of 5  
 Select the reason for transferring, add any additional comments and then submit the transfer.

- d. Parents – indicates parent information ( may also be viewed by clicking on the hyper link under player information)
- e. Disciplinary – shows all disciplinary actions given to the player
- f. Events – view all events a player has registered to, past and present

## Section 10: Verifying Birth Certificates

- A. Verify Birth Certificates
- a. Birth Certification at the Club Registrar Level-
    - I. To verify a birth certificate go to the player's record
    - II. Click on the image of the birth certificate
    - III. A pop up with the image of the birth certificate will appear



- IV. Once this is verified: Go to Player Lookup To Clear the player:
  1. In Application Status change your selection to *Pending All Applications*
  2. Check the box that says Age Legal
  3. Click *Save Application Changes*

**Player Lookup** Page Size: 500 Reset Reports: --Choose Report--

Select Organization: All Organizations  
 Select Club: All Clubs  
 Select Play Type: All Play Types  
 Select Gender: All Genders  
 Select Age Group: Select Age Group  
 Application Status: Pending All Applications  
 Accepted: All Paid: All Order: All Media Type: All  
 Application Date: From To  
 Disciplinary Filter By Disciplinary Status: No Filter All  
 Season: Selected Season Search By: Last, First Name Search For: test Search

PAID ACCEPTED AGE/LEGAL  
 ✓ = Paid ✗ = Not Paid ⓐ = Accepted By Another League

	PAID	ACCEPTED	AGE/LEGAL	Player Name	League/Club	City	Player ID	Birthdate	Appl Date	PlayLevel	REJECT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Test, Cora	none		31196-948227	6/4/2010	5/28/2015 10:27:00 AM	Recreational	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Test, Jethro E	VBYS	1234	15207-074623	7/28/2006	5/13/2015 10:55:00 AM	Recreational	<input type="checkbox"/>

save application changes email selected players

## Section 11: Administrators

- A. Add New Administrators Internally- As with Players you will use the Add Player/Admin on the left Nav
  - a. Step 1: Search for and/or Create a member
    - I. When entering the first name last name and date of birth of an admin the system will immediately search the system for an existing record

### Step 1 of 5 -- Search or create a member

To avoid duplication, please find and use the existing member record first.

First Name *	Last Name *	DOB (mm/dd/yyyy) *	Find
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Find"/>

- II. If no record is found, you will be prompted to create a new record.

### Step 1 of 5 -- Create new member account

Player Info			
Coach Legal First Name *	MI	Legal Last Name *	Suffix
<input type="text" value="Grace"/>	<input type="text"/>	<input type="text" value="Test"/>	<input type="text" value=""/>
DOB (mm/dd/yyyy) *	Gender *		
<input type="text" value="02/02/1982"/>	<input type="text" value=""/>		
Address *			
<input type="text" value="1234 Demo St"/>			
City *	State *	Zipcode *	
<input type="text" value="demo"/>	<input type="text" value="Ohio"/>	<input type="text" value="12345"/>	
Country *			
<input type="text" value="United States of America"/>			
Home Phone Number **			
<input type="text"/>			
Work Phone Number **			
<input type="text"/>			
Cell Phone Number **			
<input type="text" value="1236549877"/>			
Email *			
<input type="text" value="testplayer@test.com"/>			
* = Required.    ** = Fill out at least one.			
<input type="button" value=" &lt;&lt; Back"/>		<input type="button" value=" Save &amp; Continue &gt;&gt;"/>	

- b. Step #2: Create Application

### Step 2 of 5 -- Create Application

Taylor Demo DOB: 12/23/1979 Administration Application

#### Fall 2014-2015


<input type="text" value="Affinity Sports"/>
<input type="text" value="Affinity Sports Demo - LD"/>
<input type="text" value="Affinity Sports Demo Club LD"/>
<input type="text" value="Recreational"/>




c. Step #3: Member Detail

**Step 3 of 5 -- Member Detail Information**

Grace Test DOB: 02/02/1982



Click to upload photo



Click to upload BC

---

**Admin Information**

Years Coaching Experience:  Coaching License #:

Please check all positions in which you would be interested in.

Assistant Coach  
  Head Coach  
  Referee  
 Team Assistant  
  Team Manager  
  Team Parent

Additional Admin Information Required:

---

**ID Information**

ID Type:  Drivers License Number:  State:

Drivers License  
  OH  
  State

ID Expiration Date: Month (mm)  Day (dd)  Year (yyyy)

d. Step #4: ELA

**Step 4 of 5 -- ELA**

Grace Test DOB: 02/02/1982

As the Registrar I have received written copy of the above waivers form from the player's parent/guardian and agree on behalf of the parent with their permission.

Your Firstname\*  Your Lastname\*

---

**1 of 1 Ohio North Waiver (Administrator)**

As an Ohio North Youth Soccer Association ("Ohio North") registered coach or volunteer, I hereby agree to the following: (1) I agree to follow and uphold all of the rules and regulations of the above named league, Ohio North and US Youth Soccer. I understand that if I do not follow these rules and regulations, I will be subject to sanctions by my league or state association for my actions. (2) I have submitted the online risk management form for Ohio North and understand that if my risk management application, in conjunction with my criminal history background check, results in a finding that disqualifies me, I shall discontinue my participation with Ohio North clubs, Ohio North leagues and all other functions or activities affiliated/associated with Ohio North, effective immediately. (3) I understand that as a coach, assistant coach, or team manager of a youth sports team within the state of Ohio, I shall successfully complete an approved concussion training course. I also understand that I shall remove an athlete exhibiting signs, symptoms, or behaviors consistent with having sustained a concussion or head injury from practice or competition. Also, I shall refrain from allowing an individual to return to the practice or competition from which the individual was removed, or to participate in any other practice or competition for which I am responsible until the individual has been assessed and cleared for return by a physician or by any other licensed health care provider authorized by youth sports organizations. (4) I consent to Ohio North taking photographs, video recordings, and/or sound recordings in documenting the activities of Ohio North's programs and services. I hereby grant Ohio North and their affiliates' permission to use the negatives, prints, motion pictures, video/audio tapings

I Accept

---

As the Registrar I have received written copy of the above waivers form from the player's parent/guardian and agree on behalf of the parent with their permission.

Your Firstname\*  Your Lastname\*

e. Step #5: Summary

**Step 5 of 5 -- Summary**

This application has been created successfully. If you want to make payment screen will open.

Name: Grace Test [Detail](#) [Add other family membe](#)

IDNum: 32925-477517

DOB: 02/02/1982

Club: Demo Test

Season: 2015-16 Principal Season

Play Level: Competitive

Team:

Order Number:

- B. Administrator Lookup- use limited family lookup or Admin Lookup
  - a. Admin lookup – see all admins with an active application for the current season
  - b. Change “Season” to see *All Seasons*

- C. Edit Administrator Record- 6 tabs exist on the top of an administrator record
  - a. Administrator Info- All of the Admins personal information
  - b. Additional Info- Stores their previous licenses and custom field questions
  - c. Applications- Shows all previous and current applications
  - d. Disciplinary- Shows all disciplinary actions given to the admin
  - e. Children- Any children attached to this admin and record
  - f. Events- Shows all events the administrator has registered to, past and current

- D. Risk Management/ Background Checks
  - a. Every DOC, Coach, Assistant Coach, Team Manager, Board Member and all listed under your club’s security tab must have a current Background Check on file
  - b. Risk Management will be completed by going to the Risk Management section at [www.ohionorthsoccer.org](http://www.ohionorthsoccer.org) or the Risk Management link <http://onysa-bgc.sportsaffinity.com>
  - c. A coach is required to have a current approved Risk Management on file in Affinity before they can have any access with players and before they can be placed on a team
  - d. To find a listing of coaches, that do not have a Risk Management:
    - I. Go to “Admin Lookup” →
    - II. Change the Risk Filter to “Expired” and/or “None”

- III. Click search
- IV. A list of all coaches will appear
- E. Coaching Certificate
  - a. All coaches may coach for 2 seasons on a coaches waiver
    - I. Seasons do not have to be consecutive
  - b. A Minimum of a Youth 10-12 license is required on or before the waiver period is up
- F. Concussion Certificates
  - a. All coaches will be required to upload a certificate of completion for Concussion Training
  - b. All Concussion Certificates are valid for 3 years
- G. Concussion Training
  - a. Free Online Courses
  - b. There are FREE approved online training courses available.
    - I. National Federation of State High School Associations (NFHS)
    - II. CDC Video Training Site
    - III. National Alliance for Youth Sports Training Site
    - IV. **\*\*\*Training must be completed every three years\*\*\***

## Section 12: Teams

- A. Create Individual Teams
  - a. Leagues and Teams
  - b. Click the Team Tab
  - c. Click on Create
    - I. District and Organization will pre-populate for you
    - II. Fill out all the information pertaining to the team
    - III. Click Add Team

2014-15 Principal Season

- Referee Pools
- Districts
- Organizations
- Clubs
- Team
  - Create
  - Team Creation Matrix
  - Find / Edit / Delete
  - Travel Requests
  - Post Travel Changes
  - Core Checking
  - Declare Multi Teams
  - Team Queue
  - Team Cross League
- Players / Admins
- ID Cards
- Event Manager
- Reports
- Email Blast

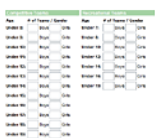
### Teams / Create a New Team

Use the forms to create a new Team within a Club in this league of registration.

**Create Multiple Teams**  
To add Multiple Teams, use the Team Creation Matrix to generate multiple teams for different age groups and genders.

\* are required fields

Click on the image below to access the team creation matrix.



Team Creation Matrix

Select District\*  
State District

Select Organization\*  
Demo Test - SD05

Select Club\*  
Demo Test

Select Season\*  
2014-15 Principal Season

Team Level\*  
All Play Levels

Gender\*  
[Dropdown]

Age Group\*  
[Dropdown]

Team Name  
Demo Test - XXX

Team ID (4 numbers are editable)\*  
SD05-01XXXX-0143

Alternate Team ID  
[Input]

Jersey Home Colors  
[Input]

Shorts Home Colors  
[Input]

Socks Home Colors  
[Input]

Team Sponsor  
[Input]

Jersey Away Colors  
[Input]

Shorts Away Colors  
[Input]

Socks Away Colors  
[Input]


- B. How to create multiple teams
  - a. Click the Team Tab
  - b. Click on Team Creation Matrix
  - c. Select your club; District and Organization will pre-populate for you
  - d. Click Continue
  - e. Enter the amount of teams needed per play level (Play Level is on the top of the page in the tabs), age group and gender
  - f. Click Continue to move onto the next tab (play level)
  - g. Click Finish when you are completed
  - h. The number of teams specified based on your inputs will be created
  - i. Edit the information as needed


**Teams / Team Creation Matrix**

Use this tool to add multiple teams for different age groups and genders.  
Include the number of boys and girls teams per age group/division.

Age	# of Teams / Gender	
Under 04:	<input type="text"/> Girls	<input type="text"/> Boys
Under 07:	<input type="text"/> Girls	<input type="text"/> Boys
Under 08:	<input type="text"/> Girls	<input type="text"/> Boys
Under 09:	<input type="text"/> Girls	<input type="text"/> Boys
Under 10:	<input type="text"/> Girls	<input type="text"/> Boys
Under 11:	<input type="text"/> Girls	<input type="text"/> Boys
Under 12:	<input type="text"/> Girls	<input type="text"/> Boys
Under 13:	<input type="text"/> Girls	<input type="text"/> Boys
Under 14:	<input type="text"/> Girls	<input type="text"/> Boys
Under 15:	<input type="text"/> Girls	<input type="text"/> Boys
Under 16:	<input type="text"/> Girls	<input type="text"/> Boys
Under 17:	<input type="text"/> Girls	<input type="text"/> Boys
Under 18:	<input type="text"/> Girls	<input type="text"/> Boys
Under 19:	<input type="text"/> Girls	<input type="text"/> Boys
Under 05:	<input type="text"/> Girls	<input type="text"/> Boys
Under 06:	<input type="text"/> Girls	<input type="text"/> Boys

Play Level:

- C. How to edit a team
  - a. Leagues and Teams
  - b. Click the Team Tab
  - c. Click on Find/ Edit/ Delete
  - d. Search for the Team
  - e. Please note the column headers
    - I. Del- you are able to delete a team unless the  appears, this means the team is activated
    - II. Envelope – email all teams by clicking on the envelope or an individual team by clicking the box
    - III. Team ID – this number tells you what District, League, Club, Play Level, Gender, and Age
    - IV. Team Name – this can be edited until the team is activated
    - V. Lvl – play level of the team
    - VI. Age – gender and age group of team
    - VII. Club Name – what club is belongs to
    - VIII. AD – number of administrators on the team

- IX. PL – number of players on the team
- X. Coach – name of head coach rostered onto the team
- XI.  - indicates a team has been declared

**Team Lookup**

Page Size: 500

Select District State District	Select Play Type/Level All Play Levels	Filter By Status No Status Filter
Select Organization Demo Test - SD05	Select Gender All Genders	Filter By Counts No Count Filter
Select Club Demo Test	Select Age Group All Age Groups	Select Team Name/Team ID <input type="text"/> <input type="button" value="Search"/>

(1 - 44) of 44

DEL		Team ID	Team Name	Lvl	Age	Club Name	AD	PL	Coach	
	<input type="checkbox"/>	SD05-01XG10-0073	Demo League - 01 - G10	X	GU10	Demo Test	1	3		
	<input type="checkbox"/>	SD05-013G12-0034	Demo League - 01 - G12	3	GU12	Demo Test	0	2		
<input type="checkbox"/>	<input type="checkbox"/>	SD05-012B08-0147	Demo Test - BU08	2	BU08	Demo Test	0	0		

- f. Click on the Team you wish to edit
  - I. Change any of the select option until the team is activate and locked

**Demo League - 01 - G10**  
SD05-01XG10-0073

[Team Details](#)
[Roster Admin](#)
[Roster Player](#)
[Active w/ violation](#)
[Team Roster](#)
[Travel Roster](#)
[Tournament](#)
[Leagues](#)
[Website](#)

Use the form to edit this Team.

District  
 State District  
 Organization  
 Demo Test - SD05  
 Club  
 Demo Test  
 Season  
 2014-15 Principal Season

---

Play Level\* 
 Gender\* 
 Age Group\*

Team Name\* 
 Team Home City

Team ID (last 4 numbers are editable)\*  
 SD05-01XG10-

Alternate Team ID

---

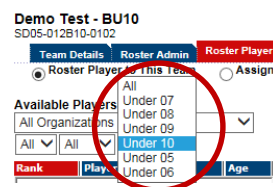
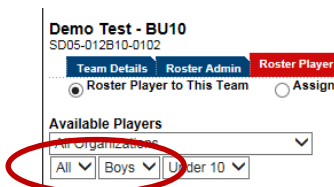
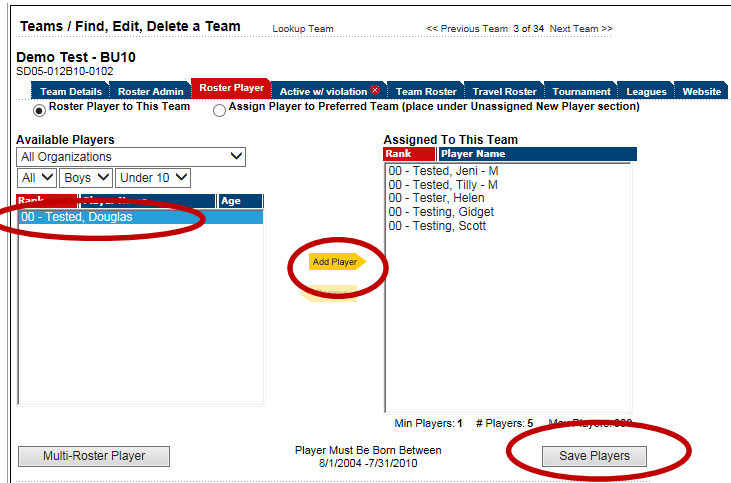
Jersey Home Colors 
 Jersey Away Colors

Shorts Home Colors 
 Shorts Away Colors

Socks Home Colors 
 Socks Away Colors

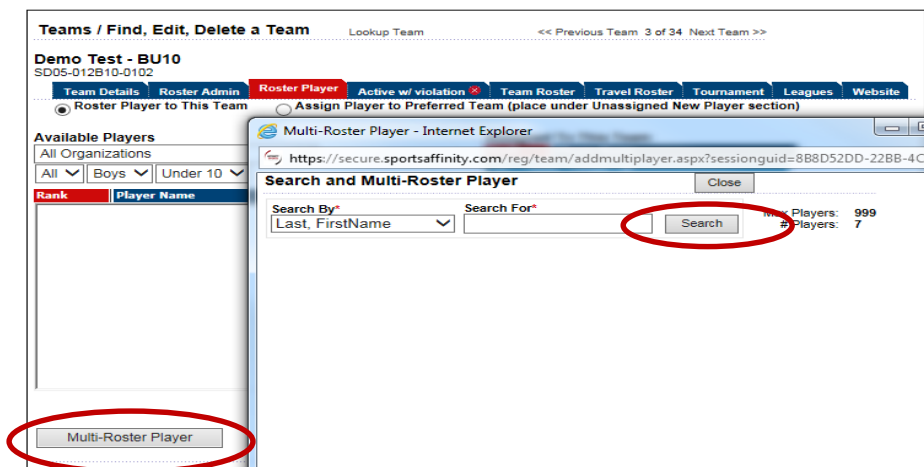
- D. Rostering your players
  - a. Click Team on the left
  - b. Search for and click on the desired team
  - c. Click on the roster player tab
  - d. Click on the player you wish to assign from available players on the left
  - e. Click the Add Player arrow to move the player to the right which assigns the player to the team
  - f. Click the Save Players button to finalize
  - g. Tip: If younger children are playing up:
    - I. Change the age group
    - II. Change the gender drop down if you roster girls and boys together

1. Note: all Co-Ed teams must be listed as boys teams



E. Multi Rostering Players

- a. Leagues and Teams
- b. Click Team on the left
- c. Search for and click on the desired team
- d. Click on the roster player tab
- e. Click on the Multi-Roster Player button in lower left corner
- f. A new window will open allowing you to search for the player
- g. Enter the Last, First name of the player you wish to multi-roster (*Note: the player must first be rostered to and accepted on their primary team; otherwise they will not be available to multi-roster*)
- h. Click on the Multi-Roster to Team button next to the player you wish to roster
- i. Click the Save Players button at the bottom right on the Roster Player tab page under the list of assigned players



a. An M will appear to the right of the name of any multi-roster player

The screenshot shows the 'Teams / Find, Edit, Delete a Team' interface for 'Demo Test - BU10'. The 'Roster Player' tab is active. Below the navigation tabs, there are two radio buttons: 'Roster Player to This Team' (selected) and 'Assign Player to Preferred Team (place under Unassigned New Player section)'. The 'Available Players' section on the left has filters for 'All Organizations', 'All', 'Boys', and 'Under 10'. A table below shows one player: '00 - Tested, Douglas'. The 'Assigned To This Team' section on the right shows a list of players with their ranks and names. A 'Multi-Roster Player - Internet Explorer' window is overlaid, showing a search for 'test' with 7 players found. The search results table includes columns for LastName, FirstName, MI, DOB, and IDNum. Two players, 'Teste, Tonya' and 'Tested, Brenna', have 'Multi-Roster to Team' buttons next to their ID numbers, which are circled in red.

b. To remove a player prior to team activation (after team activation all movement goes through the release/transfer process)

- I. Under the roster player tab
- II. Click on the player's name under the assigned to this team box on the right
- III. Click the Remove arrow
- IV. Click on the Save Players button

This screenshot shows the same player assignment interface as above, but with annotations. In the 'Assigned To This Team' list, the player '00 - Tested, Douglas' is highlighted and circled in red. Below the list, the 'Remove' button is circled in red. At the bottom of the interface, the 'Save Players' button is also circled in red. The status bar at the bottom indicates 'Min Players: 1 # Players: 7 Max Players: 999' and 'Player Must Be Born Between 8/1/2004 - 7/31/2010'.

## F. Rostering Admins

- a. Leagues and Teams
- b. Click Team on the left
- c. Search for and click on the desired team
- d. Click on the roster admin tab
- e. Search by Coach / Admin Name or ID #.
- f. Click the show all button and all admins will display for rostering.
- g. Administrators available to be assigned will appear in the box on the left (an administrator application must have been previously created)
- h. Administrators already assigned to the team will appear in the box on the right
- i. After searching for the desired Coach / Admin click on their name under available administrators on the left
- j. Click on the arrow that corresponds with the role you wish to assign them ( Head Coach, Asst. Coach, Team Manager, Team Assistant, or Director of Coaching.)
- k. Click the Save Administrators button

The screenshot shows the 'Roster Admin' interface for team 'Demo Test - BU10'. The 'Roster Admin' tab is selected. The 'Available Administrators' list on the left includes 'Tested, David' (highlighted with a red circle). The 'Assigned To This Team' list on the right shows 'Tested, David - HC' (highlighted with a red circle). A red circle highlights the role selection arrows, with 'Head Coach' selected. The 'Save Administrators' button at the bottom is also circled in red.

## I. To remove a Coach / Admin prior to team activation

- I. Click on the Admin's name under the assigned to this team box on the right
- II. Click the Remove arrow
- III. Click on the Save Administrators button

The screenshot shows the 'Roster Admin' interface for team 'Demo Test - BU10'. The 'Assigned To This Team' list on the right shows 'Tested, David - TM' (highlighted with a red circle). A red circle highlights the 'Remove' arrow next to the name. The 'Save Administrators' button at the bottom is also circled in red.



G. Activation Tab

a. Details of Rule Violation, Players and a list of Players Playing up

**Teams / Find, Edit, Delete a Team**

Lookup Team

<< Previous Team 42 of 44 Next Team >>

**Sharp Shooters**

SD05-014G10-0137

- Team Details
- Roster Admin
- Roster Player
- Activation**
- Team Roster
- Travel Roster
- Tournament
- Leagues
- Website



**Team Activate Rule Violations**

1 Players have not been "Cleared" by checking the accepted box.  
 3 Out State Player(s) have not been approved - OH North rule.  
 A red os is shown next to player name in Team Roster page.

The problems above must be corrected before this team is activated.

**Players**

Player ID	Player	DOB	Seasonal Age	Date Reg.	Transfer Date.
56773-259849	Tested, Karen	8/8/2009	4	5/15/2014	
56773-259849	Tested, Karen	8/8/2009	4	5/15/2014	

2 players

**The following player(s) are playing up**

Player ID	Name	DOB	Seasonal Age*	Playing Up Year(s)
56773-259849	Tested, Karen	08/08/2009	4	5
26185-549777	Tested, Ginger	03/21/2009	5	4
95714-921633	Tested, Brenna	08/08/2008	5	4
52803-680313	Tester, Brady	08/08/2008	5	4
65288-471295	Testing, Brittany	02/09/2009	5	4
24804-003001	Tested, Tilly	08/15/2006	7	2
49259-478606	Tested, Jeni	03/28/2007	7	2

\* -- seasonal age calculation date is 8/1/2014

- I. Once all Violations are corrected you will have a **green checkmark** indicating the team is ready to be activated.
- II. There can be NO VIOLATIONS listed before a team can be activated

**Sharp Shooters**

SD05-014G10-0137

- Team Details
- Roster Admin
- Roster Player
- Activation**
- Team Roster
- Travel Roster
- Tournament
- Leagues
- Website



This team has passed all team activation rules.

You are not authorized to activate this team.

H. Team Roster Tab

a. Print Passes

I. Once a team is activated you will have the *Print ID Card PDF* Button

II. Click on the *Print ID Card PDF* button after you indicate by clicking the box in front of each person's name that you are ready to print passes

**Sharp Shooters**

SD05-014G10-0137

- Team Details
- Roster Admin
- Roster Player
- Active w/o violation
- Team Roster
- Travel Roster
- Tournament
- Leagues
- Website

**Administrators**

Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires
<input checked="" type="checkbox"/>	0	56356-386919		Head Coach	Tested, Naomi	Y1	Approved	

+ Team Assignment Codes

1 administrators

**Players**

Select	PC	Player ID	SEC #	Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date	MEDIA
<input checked="" type="checkbox"/>	0	44052-775969		Teste, Tonya	9/1/2004	3/4/2015	6/5/2015		M I
<input checked="" type="checkbox"/>	0	95714-921633		Tested, Brenna	8/8/2008	3/9/2015	6/5/2015		M I
<input checked="" type="checkbox"/>	0	26185-549777		Tested, Ginger	3/21/2009	5/22/2014	6/5/2015		M WO
<input checked="" type="checkbox"/>	0	49259-478606		Tested, Jeni	3/28/2007	4/30/2014	6/5/2015		M W
<input checked="" type="checkbox"/>	0	56773-259849		Tested, Karen	8/8/2009	5/15/2014	10/3/2014		M IO
<input checked="" type="checkbox"/>	0	24804-003001		Tested, Tilly	8/15/2006	5/1/2015	5/1/2015	5/1/2015	T P I
<input checked="" type="checkbox"/>	0	52803-680313		Tester, Brady	8/8/2008	7/9/2014	6/5/2015		M IO
<input checked="" type="checkbox"/>	0	52803-680313		Tester, Brady	8/8/2008	7/9/2014	6/5/2015		M IO
<input checked="" type="checkbox"/>	0	65288-471295		Testing, Brittany	2/9/2009	6/1/2015	6/5/2015	6/1/2015	T M I
<input checked="" type="checkbox"/>	0	16182-698572		Testing1, Robert	8/8/2004	3/13/2015	3/13/2015	3/13/2015	T P I

+ Team Assignment Codes

10 players

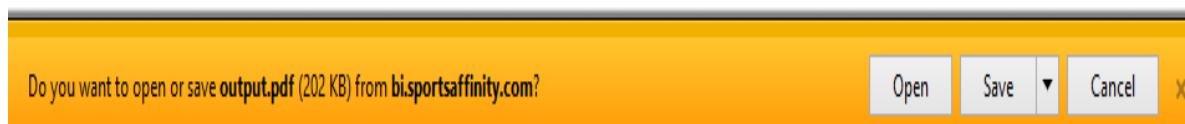
Email Selected	SMS Selected	Print Assignment Codes	Create Travel Roster
Save Application Changes	Edit Player Team Info	Print Game Card	Print Emergency Contact
Print Team Roster	Print Uniform Report	Print ID Card PDF	Player Application Forms

**Released Players**

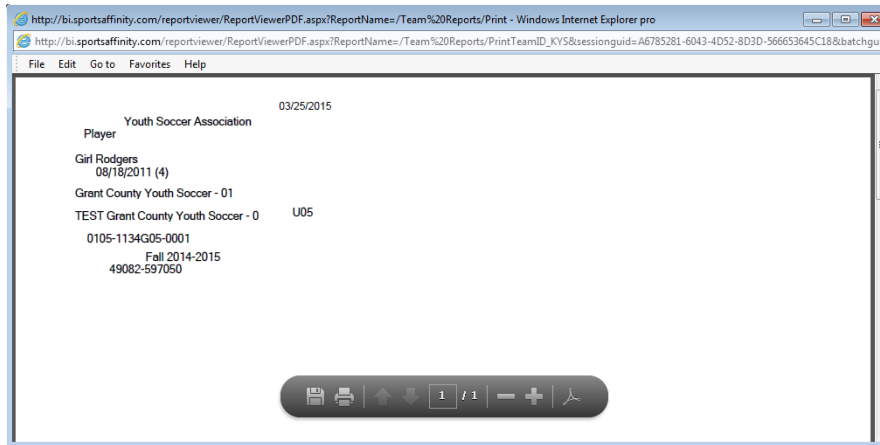
Player ID	Player	DOB	Release Status	Date
19047-252349	Tested, Douglas	11/5/2004	Approved	02/07/2015

III. The print job will be displayed as a pop up window for printing

1. Click open



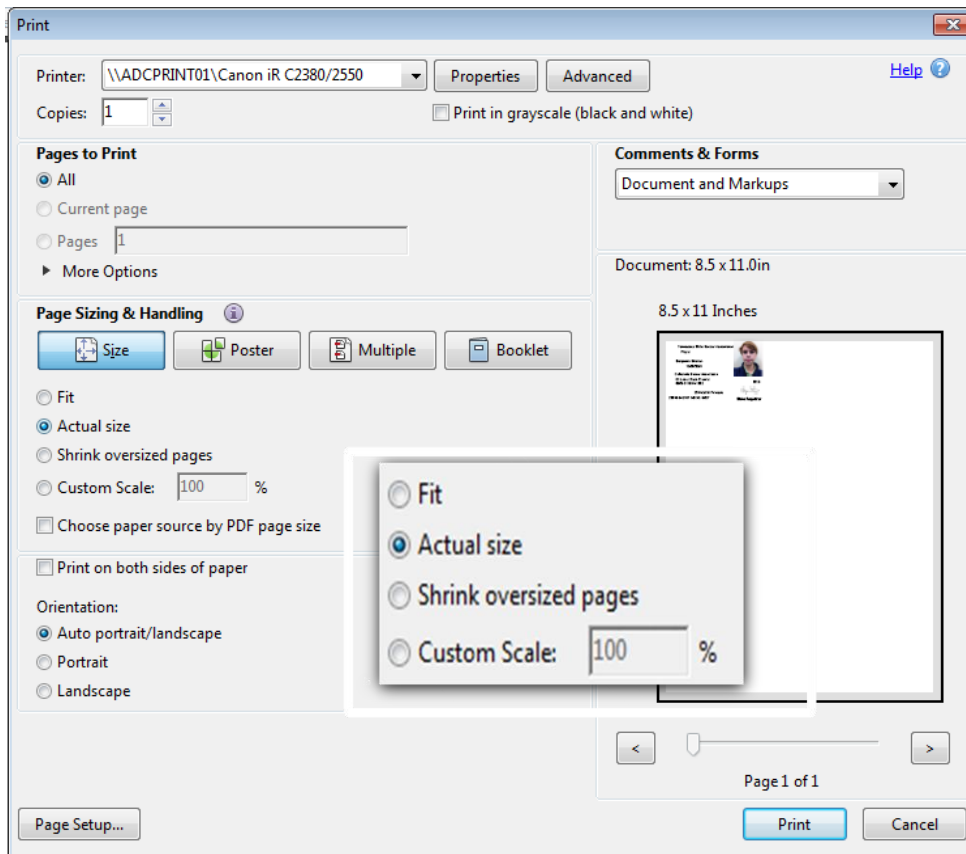
#### IV. Your PDF will open of your requested passes



V. You will be asked if the passed printed correctly – It is very important that you look at your passes first before answering the question as ONLY 1 pass per person is available for printing

**Did ID Cards print correctly?**

VI. **Very Important:** When printing your cards please make sure that your Page Sizing & Handling is set to 'Actual Size'. Most default settings are automatically set to 'Fit'.



- b. Adding Jersey Numbers – under the team roster are links to perform tasks, print rosters, print player / admin registration forms and the ability to *Add Jersey Numbers*
- I. Click on the link that says “Edit Player Team Info

Email Selected	SMS Selected	Print Assignment Codes	Create Travel Roster
Save Application Changes	Edit Player Team Info	Print Game Card	Print Emergency Contact
Print Team Roster	Print Uniform Report	Print ID Card PDF	Player Application Forms

- I. Add your Jersey Numbers & any other desired information
- II. Click Save changes

**Teams / Find, Edit, Delete a Team**      Lookup Team      << Previous Team 42 of 44 Next Team >>

**Sharp Shooters**  
SD05-014G10-0137

Team Details   Roster Admin   Roster Player   Active w/o violation ✓   **Team Roster**   Travel Roster   Tournament   Leagues   Website















**Edit Player Jersey Numbers**

Home Jrs#	Away Jrs#	Position	Grad Year	Player ID	Player	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	2020	44052-775969	Teste, Tonya	9/1/2004
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	95714-921633	Tested, Brenna	8/8/2008
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	26185-549777	Tested, Ginger	3/21/2009
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	49259-478606	Tested, Jeni	3/28/2007
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	56773-259849	Tested, Karen	8/8/2009
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	24804-003001	Tested, Tilly	8/15/2006
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	52803-680313	Tester, Brady	8/8/2008
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	52803-680313	Tester, Brady	8/8/2008
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	65288-471295	Testing, Brittany	2/9/2009
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	16182-698572	Testing1, Robert	8/8/2004

10 players

<< Back      Save Changes

- c. Legend– at the bottom of the screen is a legend that identifies all the codes on your screen
- I. Each icon on your screen is explained here

 = Risk Management Failure	 = Paid
 = Required License Missing	 = Not Paid
 = Disciplinary Problem	 = Primary Team
 = Needs Photo To Print Card	 = Multi-Roster Primary Team
 = Has Birth Certificate	 = Multi-Roster Alternate Team
 = Locked: Too many Cards Printed	 = Transferred
 = Record Not Locked From Printing	<b>W</b> = Web Registration
 = Birth Certificate Verified	<b>I</b> = Added By Registrar
<b>OS</b> = Need Out Of State Player Approval	<b>S</b> = Seasonal Migration
	<b>U</b> = Uploaded Registration
	<b>O</b> = Has Order
	<b>A</b> = Used Assignment Code

## Section 13: Team Declaration

- A. To declare teams – There are two ways to declare teams, individually and multiple teams
  - a. Multiple teams
    - I. Click the ‘Team’ tab from the left-hand nav menu
    - II. Click the ‘Declare Multiple Teams’ sub-tab
    - III. Select the Tournament or Playing League from the drop-down menu
    - IV. Select the Registration League from the next drop-down menu

Leagues & Teams
My Account

2015-16 Principal Season

- Referee Pools
- Districts
- Organizations
- Clubs
- Team
  - Create
  - Team Creation Matrix
  - Find / Edit / Delete
  - Travel Requests
  - Post Travel Changes
  - Core Checking
  - Declare Multi Teams
  - Team Queue
  - Team Cross League

### Declare Multiple Teams to a Tournament or League

In order to show a league or tournament here, the tournament's configuration must be set to "Allow league registrar to apply many teams together in batch" under the applications tab. If the league or tournament has custom questions, questions can be answered team by team after submitting the applications.

1. Tournament and League
2. Teams
3. Submit

#### Tournament and League

Please select a tournament league to declare multiple teams.

**Tournament and League\***

Demo League (training purpose only) ▼

**Registration League\***

Select One ----- ▼

\*Required

Start Application

- V. After selecting your filter parameters, click the ‘Search’ button
- VI. Select the teams you wish to apply, or check the box above in red to select all teams
- VII. Click ‘Apply Teams’ button

1. Tournament and League
2. Teams
3. Submit

### Teams

This page is used to search and select teams to apply to the selected league or tournament. Only qualified teams will appear in the search results.  
If a fee is due online you will be asked to pay for all teams with one order. Don't submit more teams than you are ready to pay for in one batch

---

**Tournament**  
2014 Spring Greater Akron Amateur Soccer Association

**Registration League**  
Demo Test

**Select a Club**

All Clubs In Selected League ▼

**Select Play Levels**

All Play Levels ▼

**Select Gender**

All Genders ▼

**Select Age Group**

Select Age Group ▼

**Filter By Status**

No Status Filtr ▼

**Select Team Name/Team ID**

Search

Apply Teams

<input type="checkbox"/>	Team ID	Team Name	Age	Gender	Club Name	Players	Admins	Status
<input type="checkbox"/>	SD05-012G12-0012	Demo League -	Under 12	Girls	Demo Test	5	1	Not Applied
<input type="checkbox"/>	SD05-015B12-0001	Demo League - 01 - G11	Under 12	Boys	Demo Test	3	1	Not Applied
<input type="checkbox"/>	SD05-012B12-0021	Demo team	Under 12	Boys	Demo Test	0	0	Not Applied

Apply Teams

VIII. To submit the selected teams, click the 'Submit Applications' button

1. Tournament and League 2. Teams 3. Submit

**Verify and Submit Teams**

TeamCode	Team	Status	Remove
SD05-015B12-0001	Demo League - 01 - G11	Not Submitted	<a href="#">Remove</a>
SD05-012G12-0012	Demo League -	Not Submitted	<a href="#">Remove</a>
SD05-012B12-0021	Demo team	Not Submitted	<a href="#">Remove</a>

IX. Verification of submission

1. Tournament and League 2. Teams 3. Submit

**Teams Just Submitted**

You may click on order number to pay or pay later from Team's tournament tab.

TeamCode	Team	Status	OrderNum	Age	TourTab
SD05-015B12-0001	Demo League - 01 - G11	Submitted		U19	<a href="#">Go</a>
SD05-012G12-0012	Demo League -	Submitted			<a href="#">Go</a>
SD05-012B12-0021	Demo team	Submitted		U19	<a href="#">Go</a>

X. Pay your team fees online

1. Click on the Order Number

1. Tournament and League 2. Teams 3. Submit

**Teams Just Submitted**

You may click on order number to pay or pay later from Team's tournament tab.

TeamCode	Team	Status	OrderNum	Age	TourTab
SD05-012B09-0148	Demo Test - BU09	Submitted	<a href="#">2-1888422</a>	Boys Under 10	<a href="#">Go</a>
SD05-012B09-0149	Demo Test - BU09	Submitted	<a href="#">2-1888422</a>	Boys Under 10	<a href="#">Go</a>

## 2. Select your Payment Method

Reload Close

**Order #:** 2-1888422  
**Order Date:** 6/4/2015 6:17:53 PM

**Status:** Open  
**Status Reason:** New Order

**Name:** Demo League  
**Address1:** 6650 W Snowville Rd  
**City/State/Zip:** Brecksville OH 44141-3242  
**Country:** United States of America  
**W#:** (440) 526-9055

Comments ...  
Click Comments Box to view or add more comments.

Method	Type	Chk#/CC#	Exp.	Status	Auth.	App. To Order
<b>Applied Total:</b>						0.00

Product	Promo Code	Qty	Price
✓ Demo Test - BU09 Entry Fee - BU10		1	150.00
✓ Demo Test - BU09 Entry Fee - BU10		1	150.00
<b>2 item(s) totaling:</b>			300.00
<b>Order Total:</b>			300.00
<b>Total Due:</b>			300.00

Payment will be applied to all products checked above.

**Payment Method\***

Choose One ▼

- b. Individual Teams – Tournament Tab in Team Details
  - I. Click on the desired team
  - II. Click on the Tournament Tab on the top
  - III. Select your desired League
  - IV. Click Register
  - V. Pay your team fees online
    1. Click on the Order Number
    2. Select your Payment Method

### Teams / Find, Edit, Delete a Team

Lookup Team

<< Previous Team 6 of 44 Next Team >>

#### Demo Test - BU10

SD05-012B10-0150

Team Details Roster Admin Roster Player Activation ✖ Team Roster Travel Roster Tournament Leagues Website

To register for a tournament, select the tournament you wish to apply for and then click the Register button.

#### Tournaments Open For Registration

Select A Tournament

Demo League (training purpose only)

Register

## Section 14: Team Queue/Approval for Activation

- A. Assigning Teams to Queue – when rosters are finalized and you're ready to print passes
  - a. Click on Team in the left hand side
  - b. Search for team and select your team
  - c. Under Team Details Tab:
    - I. Select your playing league under Primary League Registrar
    - II. Select your playing league Registrar by name
    - III. Click Update to save your changes

**Demo Test - BU10**  
SD05-012B10-0103

**Team Details** | Roster Admin | Roster Player | Activation | Team Roster | Travel Roster | Tournament | League | Website

Use the form to edit this Team.

District  
State District  
Organization  
Demo Test - SD05  
Club  
Demo Test  
Season  
2014-15 Principal Season

Play Level\* CC - Competitive  
Gender\* Boys  
Age Group\* Under 10

Team Name\* Demo Test - BU10  
Team Home City

Team ID (last 4 numbers are editable)\* SD05-012B10-0103  
Alternate Team ID

Jersey Home Colors  
Jersey Away Colors  
Shorts Home Colors  
Shorts Away Colors  
Socks Home Colors  
Socks Away Colors

Team Sponsor  
Team URL

Primary League Registrar  
Northwest Ohio Youth PL  
KimberlyPL Sarmiento


Secondary League Registrar  
Select a League  
Select a Registrar

# Administrators: 0 # Players: 1  
Activation Date:

Team Status

Comment (Max 1000 Chars)

Cancel Delete Update



*NOTE: You DO NOT need to build new teams for the SPRING season if you created your team as in the main season. The FALL teams are still valid. Annually registered players DO NOT have to be registered again! If they are playing on a different team in the same club, they can be TRANSFERRED.*



## Section 15: Rosters

- A. Print Rosters- Teams need to be activated before rosters are available for printing
  - a. Search for your team under Find/Edit/ Delete
  - b. Select your team
  - c. Only Activated Teams will have the *Print Team Roster* on the bottom of the Team Roster tab

### Teams / Find, Edit, Delete a Team

Lookup Team

<< Previous Team 42 of 44 Next Team >>

#### Sharp Shooters

SD05-014G10-0137

[Team Details](#)
[Roster Admin](#)
[Roster Player](#)
[Active w/o violation](#)
[Team Roster](#)
[Travel Roster](#)
[Tournament](#)
[Leagues](#)
[Website](#)

#### Administrators

Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires
<input checked="" type="checkbox"/>		0		56356-386919	Head Coach	Tested, Naomi	Y1	Approved

#### Team Assignment Codes

1 administrators

#### Players

Select	PC	Player ID	SEC #	Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date	MEDIA	
<input checked="" type="checkbox"/>			0		44052-775969	Teste, Tonya	9/1/2004	3/4/2015	6/5/2015	
<input checked="" type="checkbox"/>			0		95714-921633	Tested, Brenna	8/8/2008	3/9/2015	6/5/2015	
<input checked="" type="checkbox"/>			0		26185-549777	Tested, Ginger	3/21/2009	5/22/2014	6/5/2015	
<input checked="" type="checkbox"/>			0		49259-478606	Tested, Jeni	3/28/2007	4/30/2014	6/5/2015	
<input checked="" type="checkbox"/>			0		56773-259849	Tested, Karen	8/8/2009	5/15/2014	10/3/2014	
<input checked="" type="checkbox"/>			0		24804-003001	Tested, Tilly	8/15/2006	5/1/2015	5/1/2015	
<input checked="" type="checkbox"/>			0		52803-680313	Tester, Brady	8/8/2008	7/9/2014	6/5/2015	
<input checked="" type="checkbox"/>			0		52803-680313	Tester, Brady	8/8/2008	7/9/2014	6/5/2015	
<input checked="" type="checkbox"/>			0		65288-471295	Testing, Brittany	2/9/2009	6/1/2015	6/5/2015	6/1/2015
<input checked="" type="checkbox"/>			0		16182-698572	Testing1, Robert	8/8/2004	3/13/2015	3/13/2015	

#### Team Assignment Codes

10 players

Email Selected	SMS Selected	Print Assignment Codes	Create Travel Roster
Save Application Changes	Edit Player Team Info	Deactivate Team	Print Game Card
Print Emergency Contact	<b>Print Team Roster</b>	Print Uniform Report	Print ID Card PDF
Player Application Forms			

B. Emergency Contact Roster

- a. Search for your team under Find/Edit/ Delete
- b. Select your team
- c. Only Activated Teams will have the *Print Emergency Contact* on the bottom of the Team Roster tab

**Sharp Shooters**

SD05-014G10-0137

- Team Details
- Roster Admin
- Roster Player
- Active w/o violation
- Team Roster**
- Travel Roster
- Tournament
- Leagues
- Website

**Administrators**

Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires
<input checked="" type="checkbox"/>		0		56356-386919	Head Coach	Tested, Naomi	Y1	Approved

Team Assignment Codes

1 administrators

**Players**

Select	PC	Player ID	SEC #	Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date	MEDIA
<input checked="" type="checkbox"/>		0		44052-775969	Teste, Tonya	9/1/2004	3/4/2015	6/5/2015	
<input checked="" type="checkbox"/>		0		95714-921633	Tested, Brenna	8/8/2008	3/9/2015	6/5/2015	
<input checked="" type="checkbox"/>		0		26185-549777	Tested, Ginger	3/21/2009	5/22/2014	6/5/2015	
<input checked="" type="checkbox"/>		0		49259-478606	Tested, Jeni	3/28/2007	4/30/2014	6/5/2015	
<input checked="" type="checkbox"/>		0		56773-259849	Tested, Karen	8/8/2009	5/15/2014	10/3/2014	
<input checked="" type="checkbox"/>		0		24804-003001	Tested, Tilly	8/15/2006	5/1/2015	5/1/2015	
<input checked="" type="checkbox"/>		0		52803-680313	Tester, Brady	8/8/2008	7/9/2014	6/5/2015	
<input checked="" type="checkbox"/>		0		52803-680313	Tester, Brady	8/8/2008	7/9/2014	6/5/2015	
<input checked="" type="checkbox"/>		0		65288-471295	Testing, Brittany	2/9/2009	6/1/2015	6/5/2015	6/1/2015
<input checked="" type="checkbox"/>		0		16182-698572	Testing1, Robert	8/8/2004	3/13/2015	3/13/2015	

Team Assignment Codes

10 players

Email Selected	SMS Selected	Print Assignment Codes	Create Travel Roster
Save Application Changes	Edit Player Team Info	Deactivate Team	Print Game Card
<b>Print Emergency Contact</b>	Print Team Roster	Print Uniform Report	Print ID Card PDF
Player Application Forms			

- C. Travel/Event Roster - A "Travel roster" is a set of players and coaches for a specific event
- D. This roster can include players and coaches to be included from many teams within the same club to create a TRAVEL ROSTER
  - a. Select a team
  - b. Select the "Travel Roster" tab on the top or button on the bottom
  - c. Click "Create New Request"
  - d. Fill out the required fields (Orange arrows should be filled out correctly). Some information is required but does not need to be correct. (See below)

**Demo Test - BU10**  
SD05-012B10-0102

Team Details Roster Admin Roster Player Active w/ violation Team Roster **Travel Roster** Tournament Leagues We

**Travel Requests**

**Travel Request** Request Info Roster Comments Review & Submit

Please enter the information regarding the tournament your team wishes to travel to:

Tournament Name\*  
Playing League or Tournament Name

Soccer Federation (sanctioning body like "USYS")\*  
USYS

Event Start Date\* Event End Date\*  
[Calendar Icon] [Calendar Icon]

Country\*  
United States of America

City\* State\* Postal Code\*  
NA Ohio 01234

Director First Name\* Director Last Name\*  
NA NA

Director Phone\* Director Email\*  
1234567890 na@na.com x

\* - Indicates a required field

Save & Continue

- e. Click "Save & Continue"

- f. All players/coaches will appear
- g. Delete players off your roster or add players from your club

**Demo Test - BU10**  
SD05-012B10-0102

Team Details Roster Admin Roster Player Active w/ violation Team Roster **Travel Roster** Tournament Leagues Website

Travel Requests

Playing League or Tournament Name Request Info **Roster** Comments Review & Submit

Please enter the details about your team roster below:

**Administrators**

Admin ID	SEC #	Administrator	Name	Lic. Level	Status	Risk Status	Expires
60265-239285		Head Coach	Tested, Marci		Registered	None	

**Players**

Player ID	SEC # Player	Home Jrs#	Away Jrs#	Position	Status	DOB	Association	League
18904-074188	Tested, Janice				Registered	2/2/2006		Demo Test
56773-259849	Tested, Karen				Registered	8/8/2009		Demo Test
70712-656969	Tester, Helen				Registered	2/2/2006		Demo Test
34243-136457	Testing, Gidget				Registered	6/28/2007		Demo Test
60755-823047	Testing, Scott				Registered	8/8/2005		Demo Test
16182-698572	Testing1, Robert				Registered	8/8/2004	OHN	Demo Test

New Player Outside Org Add Player/Admin Inside Org

Print Page Save & Continue

- h. Once completed, click "Save & Continue"
- i. Comments Tab - add any comments
- j. Click Save & Continue
- k. Review & Submit - click Submit Application button

**Demo Test - BU10**  
SD05-012B10-0102

Team Details Roster Admin Roster Player Active w/ violation Team Roster **Travel Roster** Tournament Leagues Website

Travel Requests

Playing League or Tournament Name Request Info Roster Comments **Review & Submit**

Please review your travel request application before submitting: You must click "Submit Application" to finalize your application

Submit Application Print Page

**Demo Test - BU10**

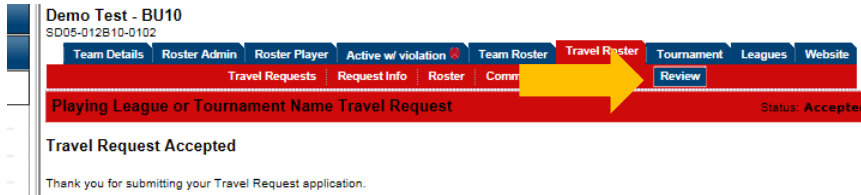
Team Name	Team ID	Age	Play Level	Season
Demo Test - BU10	SD05-012B10-0102	Under 10	CC - Competitive	2014-15 Season

**Team Travel Roster** edit

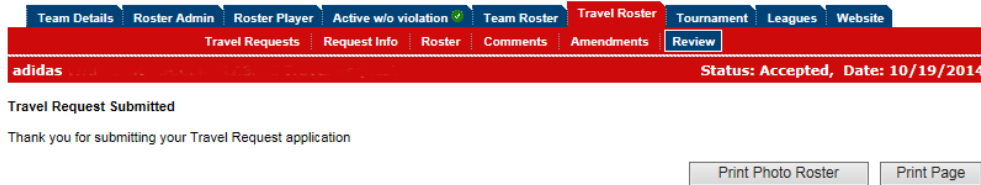
Appl #	Tournament Name	Private Status	Posted Status	Created
06894901	Playing League or Tournament Name	New	New	9/17/2014 08:28

Director Name	Location	Start Date	End Date	Submit Date
Na Na	NA, OH 01234	9/18/2014	10/31/2014	n/a

- I. Once Submitted, Click on the review tab on top



- m. Click on Print Photo Roster for your Travel Roster (best way to print is PDF)
- n. Select that option from the top dropdown.



## Section 16: Payment Management

- A. New product to order- To add new products to the order you will bring up the players/admins order
  - a. Use player lookup, payment management or limited family lookup.
- B. Using Payment Management:
  - a. Step # 1 Search for Player in Payment Management

**Application Payment Management** Page Size: 25

**Select Organization**  
All Organizations

**Select Club**  
All Clubs

**Select Play Type**  
All Play Types

**Select Gender**  
All Genders

**Select Age Group**  
All Age Groups

**Application Status** All Applications  **Media Type** All

**Accepted** All  **Paid** All  **Pay Plan** All  **Payment Type** All

**Payment Receive Date Range**  
To

**Search By** Last name, First Name  **Search For:**

PP = order with payment plan.  
(1 - 25) of 26 Next Page >>

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Player Name	Order No	Player ID	Fees	Paid	Due	Pay Avail
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Test 90, Chris	<a href="#">2-1541343</a>	76903-167291	\$150.00	\$0.00	\$150.00	✗
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Test2, Little	<a href="#">2-1001892</a>	52566-907449	\$95.00	\$0.00	\$95.00	✓
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Test2, Jr	<a href="#">2-1002138</a>	71735-163920	\$95.00	\$0.00	\$95.00	✓

- b. Step #2 Click on players Order No. (Order numbers are typically in blue and a hyperlink)
- c. Step #3 A Payment/ Order Detail will pop up (please make sure your pop blockers are not on)

d. Step #4 Click on Add More Products to Order

**Payment / Order Detail** Reload Close

**Status**  
 Order #: 2-1719189  
 Order Date: 4/1/2015 8:44:04 AM  
 Status: Open  
 Status Reason: New Order

**Ship To**  
 Name: TestAcct TestAcct  
 Address: TestAcct  
 City/State/Zip: TestAcct88 OH 44012  
 Country: United States of America  
 H#: (440) 320-0433

**Comments**  
 Click Comments Box to view or add more comments.

Method	Type	Chk#/CC#	Exp.	Status	Auth.	Conv. Fee	App. To Order
<input checked="" type="checkbox"/> Cash	Single	/		Open	500.00	0.00	0.00 <a href="#">capture</a> <a href="#">update</a> <a href="#">cancel</a>
<b>Applied Total:</b>						0.00	0.00

Product	Promo Code	Qty	Price
<input checked="" type="checkbox"/> TestAcct TestAcct, Registration Fee, Under 10 ,Competitive		1	500.00
			1 item(s) totaling: 500.00
			Order Total: 500.00
			Total Due: 500.00

**Items Ordered**

**Add Payment To Order**  
 Payment will be applied to all products checked above.  
**Payment Method\***

**Admin Payment Tool:**

e. Step #5. Add More Product to Order

- I. Add Selected Products To the Order -Additional items can be added that are set up in your club level under fees
- II. Create and Add Item to Order
  1. Create your own line item - Once the Item has been selected or created make sure to check the box next to the player name in which the item will pertain
  2. Click on Create and Add item to the Order

Add Product - Windows Internet Explorer provided by Affinity Development Group

https://secure.sportsaffinity.com/orders/orderaddnewitem.aspx?sessionguid=B48415D0-20BE-44D5-9FD2-

**Option 1: select pre-config fees/products and add to the order:**

testy Jr Test2 - Registration Late Fee, Under 12 ,CC - Competitive - \$20.00

**Option 2: Create your own order Item with price and add to the order:**

Item Description:  \*

Item Price: \$  \*

Add item to selected : \*

testy Jr Test2

\* -- required

III. Refresh your Order and you will see your new line item, you can now have the parent go back online and pay via My Account page or you can enter a payment method for them

**Payment / Order Detail**
Reload Close

<b>Status</b>	Order #: 2-1002145 Order Date: 4/10/2014 10:43:03 AM	<b>Ship To</b>	Name: Joe Test2 Address1: 123 test street City/State/Zip: test OH 44444 Country: United States of America H#: (440) 555-1212	<b>Payments</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9534f; color: white;"> <th>Method</th> <th>Type</th> <th>Chk#/CC#</th> <th>Exp.</th> <th>Status</th> <th>Auth.</th> <th>Conv. Fee</th> <th>App. To Order</th> </tr> </thead> <tbody> <tr> <td>Cash</td> <td>Single</td> <td>/</td> <td></td> <td>Open</td> <td>95.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td colspan="6" style="text-align: right;"><b>Applied Total:</b></td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>	Method	Type	Chk#/CC#	Exp.	Status	Auth.	Conv. Fee	App. To Order	Cash	Single	/		Open	95.00	0.00	0.00	<b>Applied Total:</b>						0.00	0.00	<b>Items Ordered</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9534f; color: white;"> <th>Product</th> <th>Promo Code</th> <th>Qty</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> testy Jr Test2, New Item Added</td> <td></td> <td>1</td> <td>30.00</td> </tr> <tr> <td><input checked="" type="checkbox"/> testy Jr Test2, Registration Fee, Under 12 ,CC - Competitive</td> <td></td> <td>1</td> <td>95.00</td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;"> <b>2 item(s) totaling: 125.00</b>  <b>Order Total: 125.00</b>  <b>Total Due: 125.00</b> </p>	Product	Promo Code	Qty	Price	<input checked="" type="checkbox"/> testy Jr Test2, New Item Added		1	30.00	<input checked="" type="checkbox"/> testy Jr Test2, Registration Fee, Under 12 ,CC - Competitive		1	95.00
Method	Type	Chk#/CC#	Exp.	Status	Auth.	Conv. Fee	App. To Order																																				
Cash	Single	/		Open	95.00	0.00	0.00																																				
<b>Applied Total:</b>						0.00	0.00																																				
Product	Promo Code	Qty	Price																																								
<input checked="" type="checkbox"/> testy Jr Test2, New Item Added		1	30.00																																								
<input checked="" type="checkbox"/> testy Jr Test2, Registration Fee, Under 12 ,CC - Competitive		1	95.00																																								
<b>To Order</b>	Payment will be applied to all products checked above. <b>Payment Method*</b> Choose One																																										

## Section 17: Reports

A. Reports Navigation - Click on Reports in the left navigation menu

**▼ Reports**

- ▶ Registrations**
  - League Report
  - Team Report
  - Financial Report
  - Counts Report
  - Player Report
  - Administrator Report
  - Misc. Reports
- ▶ Events**
- ▶ Financial Reports**
- ▶ Misc. Reports**

- a. The following Report categories are available:
- I. Registrations: (Reports in this section are in an older format that does not export as easily into excel. If the format of these reports is not what you need it is recommended that you access the reports under the main left hand navigation
    1. League Report – Duplicate Players

2. Team Report: Team, team rosters, team assignment codes, Release & Transfer, Try-Out, Head Coach, Security Roles, Tournament Applications
3. Financial Report – Payments: Summary, Team, Player; League: Detail, Summary, Cancelled CC Payments; Club Payment Plan; Accounting Reposts
4. Counts Report: Player and Admin Counts; Risk Status,
5. Player Report\*: Takes user to Player Look up screen

- a. The most utilized report in this section is the player detail with all fields report.
  - i. Under player look up use the search filters to define your search criteria (select an organization and club for this report option to display)
  - ii. Click search
  - iii. Select the player detail with all fields report from the report drop down at the upper right
  - iv. Click on the printer icon to view/export/print the report

**Player Lookup** Page Size: 500 [Reset] Report: --Choose Report--

Select Organization: Demo Test - SD05  
 Select Club: Demo Test

Select Play Type: All Play Types  
 Select Gender: All Genders  
 Select Age Group: Select Age Group

Media Type: All

Application Date: From [ ] To [ ]

Disciplinary Filter By: No Filter  
 Disciplinary Status: All

Season: Selected Season  
 Search By: Last, First Name  
 Search For: [ ] [Search]

(1 - 33) of 33

Player Name	Address	Team ID	Player ID	Birthdate	Appl Date	PlayLevel
<input type="checkbox"/> Duck, Fluffy	1234		92288-318243	1/15/2004	4/17/2015 9:25:00 AM	Competitive
<input type="checkbox"/> Fake, Fake	1454 Muirfield Dr	SD05014B100138	44894-873956	5/5/2005	2/23/2015 2:58:00 PM	Recreational

- v. The report will display
- vi. Select a format to export to (excel is the default recommendation)
- vii. Click Export

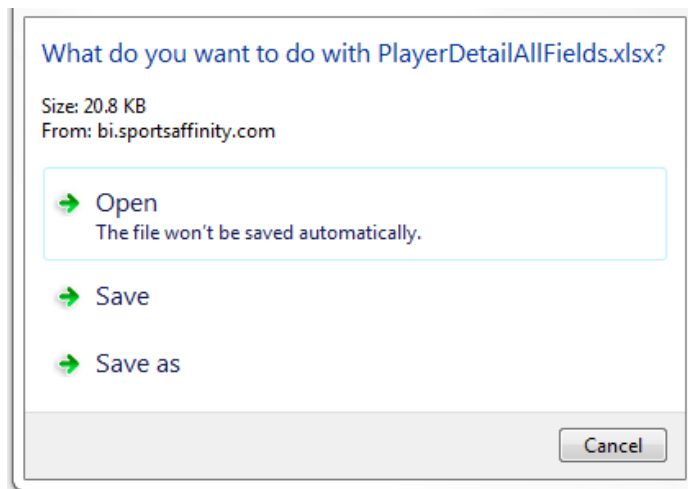
1 of 1 [Export]

Select a format: XML file with report data, CSV (comma delimited), PDF, MHTML (web archive), Excel, TIFF file, Word

Season	League	Club	Code	Team Sponsor Fee Paid(\$)	Home Team Color	Away Team Color	First Name	Last Name
2014-15 Principal Season	Demo Test	Demo Test					Simon	Tested
2014-15 Principal Season	Demo Test	Demo Test					Testt	Testtt
2014-15 Principal Season	Demo Test	Demo Test	Demo Test - BU10	SD05-012B10-0102			Douglas	Tested
2014-15 Principal Season	Demo Test	Demo Test					Tessa	Tested



viii. Open or Save the file



ix. Edit as desired in excel

Player Details with All Fields

Season	League	Club	Team	Team Code	Team Sponsor Fee Paid(\$)	Home Team Color	Away Team Color	First Name	Last Name
2014-15 Principal Season	Demo Test	Demo Test						Simon	Tested
2014-15 Principal Season	Demo Test	Demo Test						Testt	Testtt
2014-15 Principal Season	Demo Test	Demo Test	Demo Test - BU10	SD05-012B10-0102				Douglas	Tested
2014-15 Principal Season	Demo Test	Demo Test						Tessa	Tested
2014-15 Principal Season	Demo Test	Demo Test	Demo Test - BU10	SD05-014B10-0138				Fake	Fake
2014-15 Principal Season	Demo Test	Demo Test						Fake	Kiledjian
2014-15 Principal Season	Demo Test	Demo Test	Demo Test - GU10	SD05-012G10-0091				Brenna	Tested
2014-15 Principal Season	Demo Test	Demo Test	Demo League - 01-G10	SD05-01XG10-0073				Tilly	Tested
2014-15 Principal Season	Demo Test	Demo Test	Demo Test - BU10	SD05-014B10-0137				Robert	Testing1
2014-15 Principal Season	Demo Test	Demo Test						Bob	Tester

6. Administrator Report\*: Takes user to Admin Look up screen

- a. The most utilized report in this section is the team admin detail with all fields report
  - i. Under admin look up use the search filters to define your search criteria (select an organization and club for this report option to display)
  - ii. Click search
  - iii. Select the team admin detail with all fields report from the report drop down at the upper right

iv. Click on the printer icon to view/export/print the report

v. The report will display

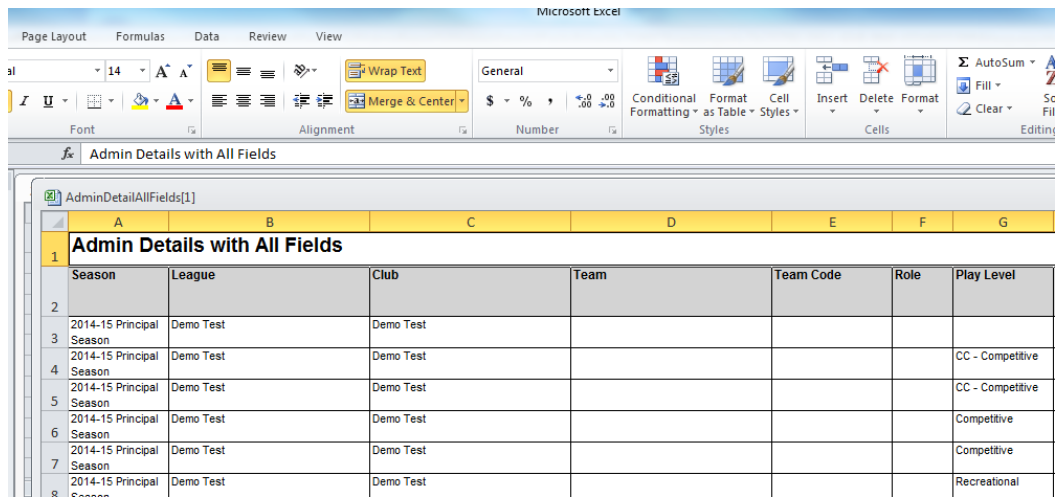
vi. Select a format to export to (excel is the default recommendation)

vii. Click Export

Season	League	Team	Team Code	Role	Play Level	Admin
2014-15 Principal Season	Demo Test	Demo Test				
2014-15 Principal Season	Demo Test	Demo Test			CC - Competitive	
2014-15 Principal Season	Demo Test	Demo Test			CC - Competitive	
2014-15 Principal Season	Demo Test	Demo Test			Competitive	
2014-15 Principal Season	Demo Test	Demo Test			Competitive	
2014-15 Principal Season	Demo Test	Demo Test			Recreational	
2014-15 Principal Season	Demo Test	Demo Test		AC DC HC RE TA TM TP		

viii. Open or Save the file

ix. Edit as desired in excel



7. Misc. Reports: Back Ground Checks Transactions, Summary, Concussion RX Detail Report

II. Events

III. **Financial Reports** (Recommended): Remittance Reports, credit card and non-credit card payment detail reports, transaction detail reports, billing and counts reports Events

IV. **Misc. Reports** (Recommended): Summary and detail reports of player counts, ELA records, photo and birth certificate info

B. Accessing Reports

- Select the desired report category and sub category
- Select the desired search criteria
- Click generate report
- The report will open in a new window and can then be printed or exported
- Shown below is the toolbar that appears at the top of the reports in the “Financial Reports” and “Misc. Reports” section

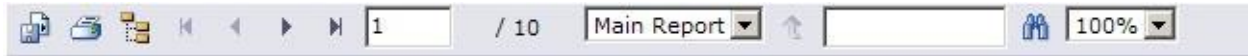
**Registration Payment For All Transaction Beginning 1/1/2014 Thru 03/13/2014**

Tran Date	Org	League	Club	PlayerID	First Name	Last Name	Season	Order #	Transaction ID	Pay Type	Last 4	Amount	Conv Fee	Total Payment
	Cal North											\$680.00	\$0.00	\$680.00
		Affinity Sports Demo										\$680.00	\$0.00	\$680.00
			Affinity Sports Demo Club									\$680.00	\$0.00	\$680.00




Note : This report includes all payment transactions for the type of transactions specified in the header of the report.

User Name :ADC\ttschlegel      Report Run Time : 3/13/2014 10:12:22 AM      Page 1 of 1

f. Shown below is the tool bar that appears at the top of the reports in the “Registrations” section



i. The main icons are:

1. Export 
2. Print 
3. Tree 
4. Search 

C. Printing/Exporting Reports

- a. Click on the Export Icon
- b. Choose your report style
- c. Print

Section 18: Email Broadcasting

A. Team Email

- a. Click on Teams on the left navigation
- b. Click “Search
- c. Click on the envelop or each individual team or select the envelope to email all
- d. Click on “email selected”
- e. Click send

**Team Lookup** Page Size: 500

Select District:

Select Organization:

Select Club:

Select Play Type/Level:

Select Gender:

Select Age Group:

Filter By Status:

Filter By Counts:

Select Team Name/Team ID:

(1 - 7) of 7

DEL		Team ID	Team Name	Lvl	Age	Club Name	AD	PL	Coach	
	<input type="checkbox"/>	SD05-014B10-0137	Demo Test - BU10	4	BU10	Demo Test	0	3		
	<input type="checkbox"/>	SD05-014B10-0138	Demo Test - BU10	4	BU10	Demo Test	0	1		
	<input type="checkbox"/>	SD05-014B10-0142	Demo Test - BU10	4	BU10	Demo Test	1	2	Nicoli Tested	
	<input type="checkbox"/>	SD05-012B10-0102	Demo Test - BU10	2	BU10	Demo Test	2	8	Nicoli Tested	
	<input type="checkbox"/>	SD05-012B14-0116	Demo Test - BU14	2	BU14	Demo Test	0	0		
	<input type="checkbox"/>	SD05-013G09-0121	Demo Test - GU09	3	GU09	Demo Test	0	2		
	<input type="checkbox"/>	D2E9-012B19-0077	TEST TEAM	2	BU19	OOS Out of State - 01	0	0		

Search Again (1 - 7) of 7

- f. To email all members on a team:
  - I. Click on the team you wish to email
  - II. Click on the Team Roster tab
  - III. Select all boxes by clicking on the envelope or on each individual member

**Sharp Shooters**  
SD05-014G10-0137

**Administrators**

Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires
<input checked="" type="checkbox"/>		0		56356-386919	Head Coach	Tested, Naomi	Y1	Approved

**Team Assignment Codes**

1 administrators

**Players**

Select	PC	Player ID	SEC #	Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date	MEDIA
<input checked="" type="checkbox"/>		0		44052-775969	Teste, Tonya	9/1/2004 3/4/2015	6/5/2015		
<input checked="" type="checkbox"/>		0		95714-921633	Tested, Brenna	8/8/2008 3/9/2015	6/5/2015		
<input checked="" type="checkbox"/>		0		26185-549777	Tested, Ginger	3/21/2009 5/22/2014	6/5/2015		
<input checked="" type="checkbox"/>		0		49259-478606	Tested, Jeni	3/28/2007 4/30/2014	6/5/2015		
<input checked="" type="checkbox"/>		0		56773-259849	Tested, Karen	8/8/2009 5/15/2014	10/3/2014		
<input checked="" type="checkbox"/>		0		24804-003001	Tested, Tilly	8/15/2006 5/1/2015	5/1/2015	5/1/2015	
<input checked="" type="checkbox"/>		0		52803-680313	Tester, Brady	8/8/2008 7/9/2014	6/5/2015		
<input checked="" type="checkbox"/>		0		52803-680313	Tester, Brady	8/8/2008 7/9/2014	6/5/2015		
<input checked="" type="checkbox"/>		0		65288-471295	Testing, Brittany	2/9/2009 6/1/2015	6/5/2015	6/1/2015	
<input checked="" type="checkbox"/>		0		16182-698572	Testing1, Robert	8/8/2004 3/13/2015	3/13/2015	3/13/2015	

**Team Assignment Codes**

10 players

<input type="button" value="Email Selected"/>	<input type="button" value="SMS Selected"/>	<input type="button" value="Print Assignment Codes"/>	<input type="button" value="Create Travel Roster"/>
<input type="button" value="Save Application Changes"/>	<input type="button" value="Edit Player Team Info"/>	<input type="button" value="Deactivate Team"/>	<input type="button" value="Print Game Card"/>
<input type="button" value="Print Emergency Contact"/>	<input type="button" value="Print Team Roster"/>	<input type="button" value="Print Uniform Report"/>	<input type="button" value="Print ID Card PDF"/>
<input type="button" value="Player Application Forms"/>			

**Related Pages**

- IV. Click "email selected"
- V. Fill out the email accordingly
- VI. Click send

**Email Team**

To complete your email please proceed by inputting

To the left of the email form is a list of macros. You can insert these into the body of your email. place your cursor in the body area and then click on the macro you want to insert into the email body. The system will add this information to your email. You may not use any part of the word "truncate" or "script" in the email body. Please review your message and substitute any words that contain this word or sequence of letters for another word.

B. Player Email

- a. One can group by gender, age, application status, etc.
- b. Sort filters allow for target audiences
- c.

**Player Lookup** Page Size: 500  Report: --Choose Report--

---

**Select Organization**  
Demo Test - SD05

**Select Club**  
Demo Test

**Select Play Type**  
All Play Types

**Select Gender**  
All Genders

**Select Age Group**  
Select Age Group

**Application Status**  
All Application Status

Accepted	Paid	Order	Media Type
All <input type="button" value="v"/>	All <input type="button" value="v"/>	All <input type="button" value="v"/>	All <input type="button" value="v"/>

**Application Date:**  
From   To

---

**Disciplinary Filter By** **Disciplinary Status**

No Filter  All

**Season** **Search By** **Search For**

Selected Season  Last, First Name

(1 - 35)

<input type="checkbox"/>	Player Name	Address	Team ID	Player ID	Birthdate	Appl Date	PlayLevel
<input type="checkbox"/>	Duck, Fluffy	1234		92288-318243	1/15/2004	4/17/2015 9:25:00 AM	Competitive
<input type="checkbox"/>	Fake, Fake	1454 Muirfield Dr	SD05014B100138	44894-873956	5/5/2005	2/23/2015 2:58:00 PM	Recreational
<input type="checkbox"/>	Kiledjian, Fake	none		44524-946988	1/2/2006	3/6/2015 9:39:00 AM	Recreational
<input type="checkbox"/>	Larry, Caitlin	none		70879-609409	2/12/2006	5/16/2014 12:48:00 PM	
<input type="checkbox"/>	Test, Ginger	1234		87271-668241	2/2/2002	6/1/2015 8:25:00 AM	Competitive

(1 - 35) of 35

C. Admin Email

- a. Search for Admins
- b. One can group by gender, age, application status, etc. Sort filters allow for target audiences
- c. Click on the envelope to batch email or uncheck those you do not wish notification to be sent

**Player Lookup** Page Size: 500  Report: --Choose Report--

---

**Select Organization**  
All Organizations

**Select Club**  
All Clubs

**Select Play Type**  
All Play Types

**Select Gender**  
All Genders

**Select Age Group**  
All Age Groups

**Application Status**  
Pending All Applications

Accepted	Paid	Order	Media Type
All <input type="button" value="v"/>	All <input type="button" value="v"/>	All <input type="button" value="v"/>	All <input type="button" value="v"/>

**Application Date:**  
From   To

---

**Disciplinary Filter By** **Disciplinary Status**

No Filter  All

**Season** **Search By** **Search For**

Selected Season  Last, First Name  test, c

(1 - 1) of 1

PAID

ACCEPTED

AGE/LEGAL

✓ = Paid    Ⓐ = Accepted By Another League

✗ = Not Paid

REJECT

<input type="checkbox"/>	Player Name	League/Club	City	Player ID	Birthdate	Appl Date	PlayLevel
<input type="checkbox"/>	Test 90, Chris			test222 76903-167291	2/7/2003	11/18/2014 9:34:00 PM	Recreational

(1 - 1) of 1

## D. Email Content Editor

- a. Content Editor will display an email template to customize
  - I. From Name
  - II. Email Address
  - III. Body of the message
  - IV. Send an attachment
  - V. Use MACROS to personalize the body of the email
  - VI. Simply place your cursor into the body of the email
  - VII. Click on the MACRO you would like to use.

### Email Players

To complete your email please proceed by inputing

<< Back

- From Name
- From Email Address
- Subject
- CC (If Any, emails must be separated by ; ). If the CC email is not in Affinity system, then the macros won't get replaced.
- Body (text)

To the left of the email form is a list of macros. You can insert these into the body of your email. place your cursor in the body area and then click on the macro you want to insert into the email body. The system will add this information to your email. You may not use any part of the word "truncate" or "script" in the email body. Please review your message and substitute any words that contain this word or sequence of letters for another word.

{FirstName}  
{MiddleInitial}  
{LastName}  
{Suffix}  
{Alias}  
{Email}  
{Address1}  
{Address2}  
{City}  
{StateCode}  
{PostalCode}  
{HomePhone}  
{WorkPhone}  
{CellPhone}  
{PlayerFirstName}

The screenshot shows an email composition interface. It includes fields for From Name (filled with 'Demo'), From Email Address (filled with 'demo@yahoo.com'), CC Email (empty), Subject (filled with 'Player Message'), and Attachment (with a tooltip: '\*\*File name with letters and numbers only and no space\*\*'). Below these is a rich text editor toolbar with icons for copy, paste, undo, redo, bold, italic, underline, and text color. The body of the email contains the macro {FirstName}{LastName} and the text 'Season will begin soon for {PlayerFirstName}.'

## Section 19: Unique ID & Out of State Permission

- A. Unique Player ID - Every player within Ohio North has an individual Player ID that is original to just them
  - a. A Player's ID is created by the Affinity program and is completely unique to every player
- B. Out-of-State Permission: Players MUST have permission from their home state, the state that they reside in, along with the accepting state, in order to play soccer in another State Association, Out-of-State Permission forms can be found at [www.ohionorthsoccer.org](http://www.ohionorthsoccer.org). *NOTE: Please remember that Ohio South is another "state" in US Youth Soccer.*

## Section 26: Contact Information

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A. GAASA Contact Information - If you have any questions, league related, please contact GAASA:

Mailing address: GAASA  
PO Box 13736  
Akron, OH, 44334

Website: [www.GAASA.org](http://www.GAASA.org)

Name	Title	Phone	Email
Tom Pickett	Executive Director	330.256.2900	<a href="mailto:ExecutiveDirector@GAASA.onmicrosoft.com">ExecutiveDirector@GAASA.onmicrosoft.com</a>
Lu Ann Blazeff	Registrar	330.773.4621	<a href="mailto:Luann.blazeff@gmail.com">Luann.blazeff@gmail.com</a>

B. Affinity Sports Contact Information:

Hours: Monday – Friday  
10:00am – 10:00pm EST

Saturday & Sunday  
10:00am – 6:30pm EST

Toll Free **1.855.980.2886**



## Section 27: Q & A

Q1: How do I turn on my seasons at the beginning of each year?

A. Go to Org level and select your organization

The screenshot shows the Ohio North Youth Soccer Association website. The user is logged in as Jessica Chambers. The navigation menu on the left includes Districts, Organizations, Clubs, Team, Players / Admins, ID Cards, Event Manager, Reports, Email Blast, Social Network, and Sign Out. The Organizations page is active, showing a search and selection interface. An orange arrow points to the 'Organizations' menu item.

Message Center | SignOut

Jessica Chambers  
Ohio North Youth Soccer

2014-15 Season

Districts

Organizations

Create

Find / Edit / Delete

Clubs

Leagues & Teams Administration Tournament & Gaming My Acc

Organizations / Find, Edit, Delete a Organization

Select or search for a Organization to modify its information, or remove it from the system.

Select a Organization

Select District

State District

Select Organization

Demo Test - SD05

Select Organization

If the newly created Organization is not in dropdown list yet, please Refresh (F5) this page to rebuild the list to refresh the cached page.

a. Go to the Registration Tab and find the season you are turning on

The screenshot shows the Ohio North Youth Soccer Association website with the Registration tab selected. The user is logged in as Jessica Chambers. The navigation menu on the left includes Districts, Organizations, Clubs, Team, Players / Admins, ID Cards, Event Manager, Reports, Email Blast, Social Network, and Sign Out. The Registration page is active, showing a list of seasons and their status. A yellow circle highlights the 'Registration' tab.

Message Center

Jessica Chambers  
Ohio North Youth Soccer

2014-15 Season

Districts

Organizations

Clubs

Team

Players / Admins

ID Cards

Event Manager

Reports

Email Blast

Social Network

Sign Out

Leagues & Teams Administration Tournament & Gaming

Organizations / Find, Edit, Delete a Organization Demo Test

Organization Config Registration Security Teams Events Background Checking Messaging Content

Season Custom Fields Level Of Play Fees Discounts Fields Billing Travel Requests

Place a check box in each season this organization allows applications.

Select Yes or No for each selected season. Select Yes if that season requires a payment for that season. This configures that season to have its payments managed by the system.

Click the "Update" button to save your changes.

Show Try Out activation Link:  Yes  No

Season Name	Season ID	(Application FirstDay - Application LastDay)	
2014 Summer	546	(05/01/2014 - 07/31/2014)	
2014-15 Season	505	(02/01/2014 - 08/31/2015)	✓
Spring 2014	503	(01/08/2014 - 08/31/2014)	✓
2013-2014 Season	497	(02/01/2013 - 07/31/2014)	✓

b. Click on the "+" next to the season you want to turn on

The screenshot shows the Ohio North Youth Soccer Association website with the Registration tab selected. The user is logged in as Jessica Chambers. The navigation menu on the left includes Districts, Organizations, Clubs, Team, Players / Admins, ID Cards, Event Manager, Reports, Email Blast, Social Network, and Sign Out. The Registration page is active, showing a list of seasons and their status. A yellow arrow points to the '+' icon next to the 2014-15 Season.

Message Center

Jessica Chambers  
Ohio North Youth Soccer

2014-15 Season

Districts

Organizations

Clubs

Team

Players / Admins

ID Cards

Event Manager

Reports

Email Blast

Social Network

Sign Out

Leagues & Teams Administration Tournament & Gaming

Organizations / Find, Edit, Delete a Organization Demo Test

Organization Config Registration Security Teams Events Background Checking Messaging Content

Season Custom Fields Level Of Play Fees Discounts Fields Billing Travel Requests

Place a check box in each season this organization allows applications.

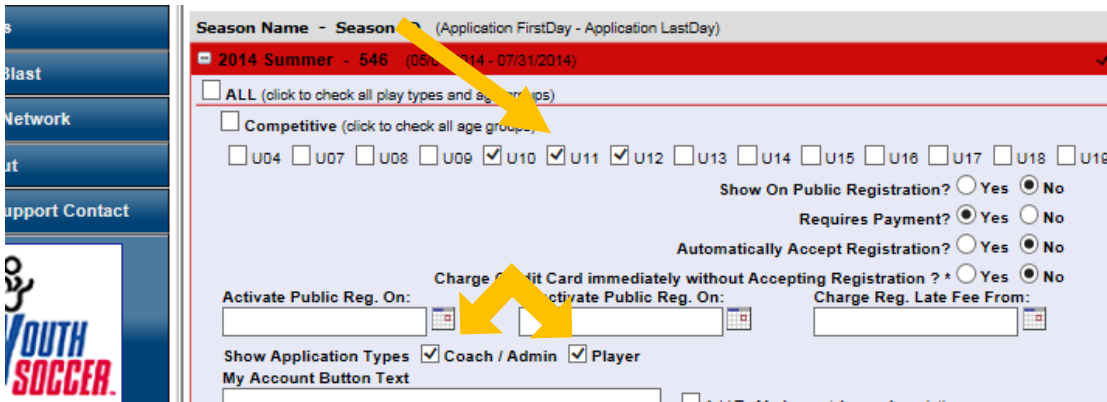
Select Yes or No for each selected season. Select Yes if that season requires a payment for that season. This configures that season to have its payments managed by the system.

Click the "Update" button to save your changes.

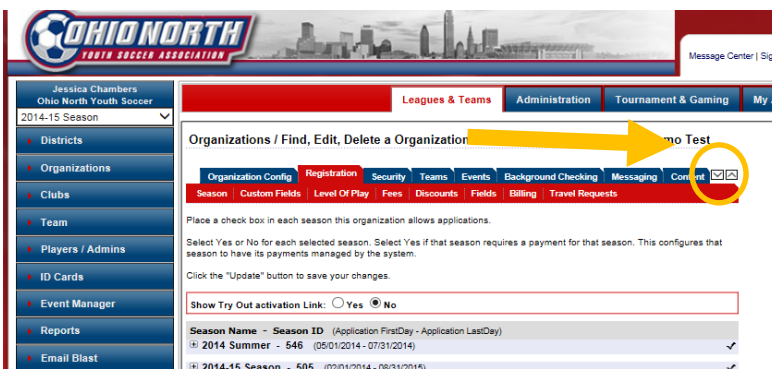
Show Try Out activation Link:  Yes  No

Season Name	Season ID	(Application FirstDay - Application LastDay)	
2014 Summer	546	(05/01/2014 - 07/31/2014)	
2014-15 Season	505	(02/01/2014 - 08/31/2015)	✓
Spring 2014	503	(01/08/2014 - 08/31/2014)	✓
2013-2014 Season	497	(02/01/2013 - 07/31/2014)	✓

- c. Click on the levels of play and age groups you need to turn on. On all levels of play you are activating you need to click coach/admin and player
- d. NOTE: Age groups are the age groups of the players on your teams not your actual age groups of the teams (i.e. You only have a U12 team but U11 and U10 players will be playing on them. You need to click on U11 and U10 as well). Then hit "Update" at the bottom of the page



- e. You will have to do the exact same thing at the club level. To toggle between the Org and Club level, click on the down arrow on the top right corner next to the content tab



- f. Repeat the previous steps (#2 - #5)

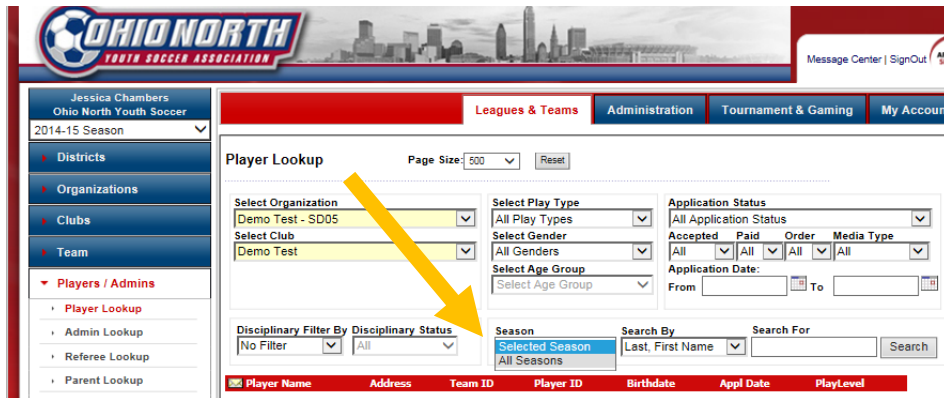
*NOTE: When turning on a new season, you have to log out and log back in to have it appear in your dropdown*

Q2: What is the best way to do manual registration?

- B. There are two ways to efficiently complete registration
  - a. Create empty teams first. Then you can create applications for each player and assign them right to the team.
  - b. Create applications for each player (making sure you check the three boxes: Accepted, age legal, and legal waivers). Then when you create teams later, you can then just push them over to your team.

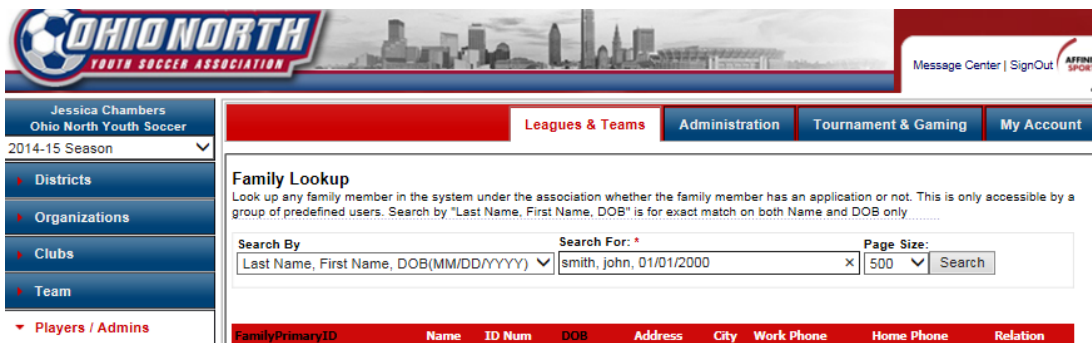
Q3: I can't find a player that played for our club last year. How can I find them?

- C. When searching for a player you will need to select "all seasons" and then search for them. The full name is not required when doing a search (i.e. Searching for John Smith type "smith, j" and click search)



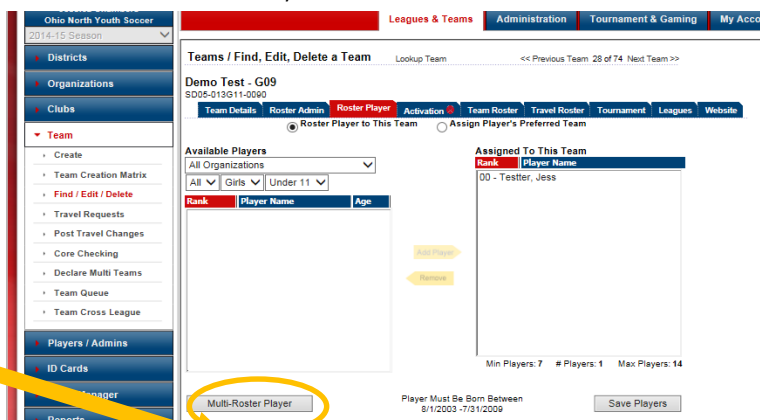
Q4: How can I find a player that played for another club last seasonal year and now is playing with our club?

- D. Use Family Lookup. This searches the entire Ohio North Database. You must enter their last name, first name, DOB (mm/dd/yyyy) to have the system find the player.

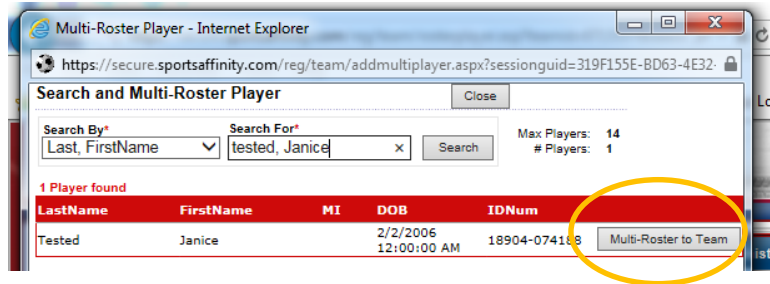


Q5: I have a grandfathered player that is already registered to a club. How do I get them on my team?

- E. Use the Multi Roster Player Button
  - a. Go to the team you need the player to go on.
  - b. Go to the Roster Player tab
  - c. Click "Multi-Roster Player"

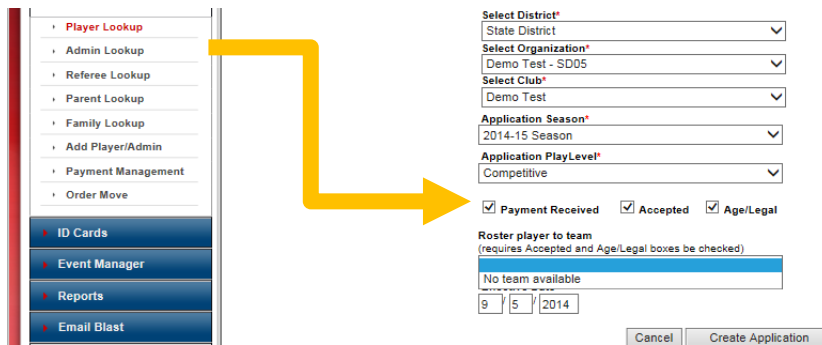


- d. Search for your player - Type the player's last name, first name and hit search. Once found click "Multi-Roster to Team". They are now on the team.

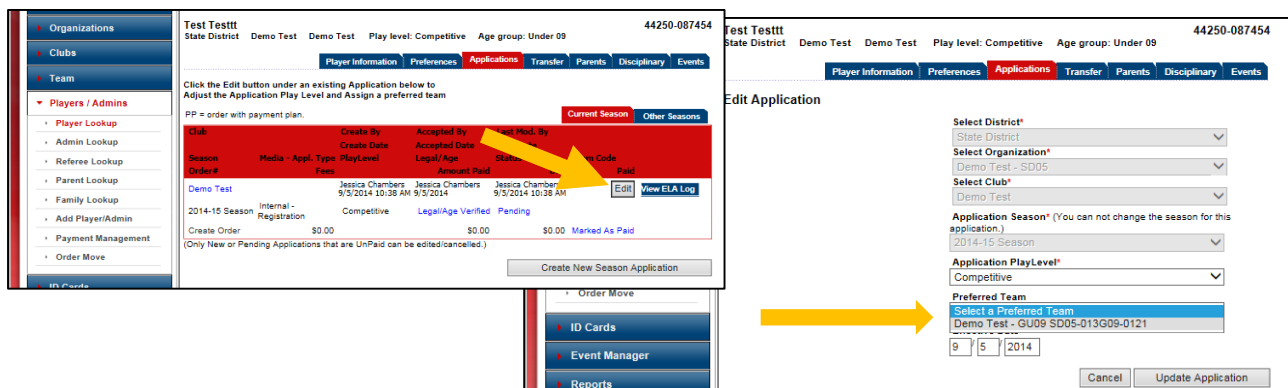


Q6: I have a new player I need to add to an activated team. How do I add them to the team?

- F. If they have played in a past season for any club, find the player either by Player Lookup or Family Lookup  
 A. Create an application for the current season and click all three boxes



- B. Once application is created click on the edit button next to their application. This will bring you back into their application where all activated teams will appear



- C. If player is new, register them as a normal new player, check all three boxes

Q7: Unassigned Players

D. How can I check to make sure that I have assigned all the players to a team or cancelled all accepted applications?

*NOTE: All Accepted players, regardless of being assigned to a team, will be charged to the corresponding club.*

A. To check on unassigned players go to Player Lookup and hit search. All players without a Team ID in the column are unassigned.

The screenshot shows the 'Player Lookup' form with various filters and a search button. Below the filters is a table of players. The 'Team ID' column is highlighted with a yellow arrow, showing that many players do not have a team assigned.

Player Name	Address	Team ID	Player ID	Birthdate	Appl Date	PlayLevel
Fake, Fake	123 Main St		44894-873956	5/5/2005	7/29/2014 11:04:00 AM	Recreational
Larry, Caitlin	456 Elm St		70879-609409	2/12/2006	5/16/2014 12:48:00 PM	Recreational
Stuck, Fake	789 Oak St		51846-001678	1/1/2001	8/8/2014 7:11:00 AM	Recreational
Tested, Douglas	321 Winter Street		19047-252349	11/5/2004	7/15/2014 4:54:00 PM	Recreational
Tested, Ginger	654 Main street		26185-549777	3/21/2009	5/22/2014 7:33:00 PM	Competitive
Tested, Harvey	987 88 street		65318-373758	5/27/2004	4/8/2014 9:37:00 PM	Competitive
Tested, Hunter	101 Main street		31996-722383	5/10/1998	5/22/2014 7:30:00 PM	Competitive
Tested, Jeni	234 888 Hill Street		49259-478606	3/28/2007	4/30/2014 9:51:00 AM	Competitive
Tested, Johnathan	567 888 Fall St.		83825-724863	4/5/2004	5/15/2014 3:40:00 PM	Competitive
Tested, Johnathan	890 88 Youth Street		62447-436489	4/4/2002	7/14/2014 7:14:00 PM	Recreational
Tested, Kent	123 2345 Main St.		40627-663881	8/8/2003	8/13/2014 7:58:00 AM	Recreational
Tested, Phil	456 98 Wheaton St.		71777-123023	1/1/2001	7/15/2014 4:40:00 PM	Recreational
Tested, Tilly	789 547		24804-003001	8/15/2006	6/27/2014 11:49:00 AM	Recreational
Tester, Brady	101 98		52803-680313	8/8/2008	7/9/2014 6:12:00 PM	Recreational
Tester, Ginger	234 S Main St		56490-874969	2/2/2004	4/8/2014 9:48:00 PM	Recreational
Testing, Brittany	567 76 Youth St.		65288-471295	2/9/2009	7/9/2014 6:12:00 PM	Recreational
Testter, Jess	890 123		36043-387826	12/30/2003	8/4/2014 10:19:00 AM	Competitive
Tester, Helen	123 asdfasd	SD05012B100102	70712-656369	2/2/2006	5/14/2014 10:55:00 AM	Recreational
Testing, Gidget	456 8888	SD05012B100102	34243-136457	6/28/2007	5/20/2014 5:11:00 PM	Recreational
Testing, Scott	789 852	SD05012B100102	60755-823047	8/8/2005	6/5/2014 4:37:00 PM	Recreational
Testing1, Robert	101 blah	SD05012B100102	16182-698572	8/8/2004	2/21/2014 10:47:00 AM	Recreational
Tested, Janice	123 123 Short Street	SD05014G090118	18904-074188	2/2/2006	8/7/2014 3:57:00 PM	Recreational
Tested, Karen	456 389 Spring St	SD05014G100073	56773-259849	8/8/2009	5/15/2014 3:31:00 PM	Recreational

B. To Cancel all unassigned players that are not participating with your club for the season:  
 a. Go to player lookup and change the Application Status to "Pending Applications" and hit search.

The screenshot shows the 'Player Lookup' form with the 'Application Status' dropdown menu set to 'Pending All Applications'. A yellow arrow points to the dropdown menu.

Player Name	League/Club City	Player ID	Birthdate	Appl Date	PlayLevel
Fake, Fake	Bovling Green	44894-873956	5/5/2005	7/29/2014 11:04:00 AM	Recreational
Larry, Caitlin	lol	70879-609409	2/12/2006	5/16/2014 12:48:00 PM	Recreational
Stuck, Fake		51846-001678	1/1/2001	8/8/2014 7:11:00 AM	Recreational
Tested, Douglas	city	19047-252349	11/5/2004	7/15/2014 4:54:00 PM	Recreational
Tested, Ginger	San Diego	26185-549777	3/21/2009	5/22/2014 7:33:00 PM	Competitive
Tested, Harvey	none	65318-373758	5/27/2004	4/8/2014 9:37:00 PM	Competitive
Tested, Hunter	San Diego	31996-722383	5/10/1998	5/22/2014 7:30:00 PM	Competitive
Tested, Jeni	Chio	49259-478606	3/28/2007	4/30/2014 9:51:00 AM	Competitive
Tested, Jewel	San Diego	83825-724863	4/5/2004	5/15/2014 3:40:00 PM	Competitive

b. Uncheck the Accepted boxes of the players that are not playing with you  
 c. Click save application changes at the bottom

- d. After the page refreshes, click on the player(s) that you have unaccepted
- e. Go to their application tab
- f. Click cancel on their application (they are no longer registered to your club)

Player Information
Preferences
Applications
Transfer
Parents
Disciplinary
Events

Click the Edit button under an existing Application below to Adjust the Application Play Level and Assign a preferred team

PP = order with payment plan. Current Season Other Seasons

Club	Create By	Accepted By	Last Mod. By	
Season	Media - Appl. Type	PlayLevel	Legal/Age	Status
Order#	Fees	Amount Paid	Due	Paid
Demo Test	Tester Larry 5/16/2014 12:47 PM	Not Accepted	Jessica Chambers 9/16/2014 11:57 AM	<input type="button" value="Edit"/> <input type="button" value="View ELA Log"/>
2014-15 Season	Web - Registration	N/A	Legal/Age Verified	Pending
2-1070248	\$150.00	\$150.00	\$0.00	Marked As Paid

(Only New or Pending Applications that are UnPaid can be edited/cancelled.)