

Affinity Sports

User Guide

For

League Level Users

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I. Introduction

This guide's intended purpose is to assist League level users with a step by step walkthrough of system basics.

Affinity Sports provides numerous features that its users can take advantage of, but many will use the system to simply add players, teams, and administrators and print rosters and member passes. This reference guide is divided into several sections dealing with configurations, player and administrators, teams, and reports. Each screen shot represents a tab, button, option, and menu the user will use while performing basic functions.

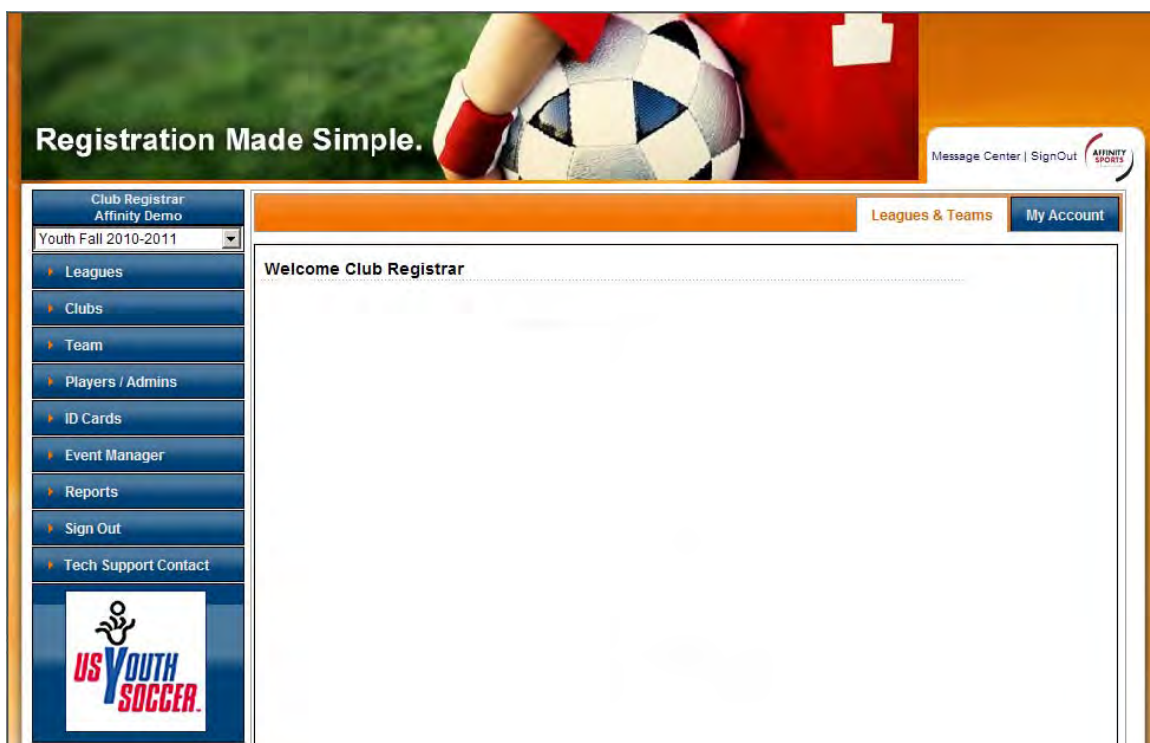
*Where necessary, a **TIP, NOTE, or GLOSSARY** has been added for additional information.*

II. Affinity System Overview

Welcome to the **Affinity Sports** System, a web-enabled sports organization management system. This system will enable users to manage their Leagues, Clubs, teams, players, parents, coaches and administrators. The following information provides users with a reference guide outlining the various functions of the Affinity System and how to use them.

A. Log on to the new Affinity System

- **Access** the system at: [http:// \[association url name\]](http:// [association url name])
- **Enter** Your Username and Password in the left navigation menu area shown below:



B. Basic Navigation

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

The system has two areas of navigation

- **Top navigation**
 - **My Account:** This is used to access the users personal information
 - My info
 - Message Center
 - **Leagues and Teams:** This is used to access the main system functions in the Left navigation menu
- **Left navigation menu**
 - Season drop down
 - **Leagues:** Leagues is our system terminology for the 'corporate parent of your club' you will perform few but important functions in this area
 - **Clubs:** Complete most configurations including those for online registration
 - **Teams:** Create teams, search for teams, roster players/admins, and print passes
 - **Players/Admins:** Search for, add, edit players and administrators and access reports for players and administrators
 - **ID Cards:** Bulk print player and admin passes
 - **Event Manager:** Create and manage tryouts, camps, and clinics
 - **Reports:** Access financial, team, player/admin counts and many other reports
 - **Sign Out**
 - **Tech Support Contact:** Create a Help Ticket that will be sent to all of our friendly staff for quick assistance

***TIP:** at the top left hand corner of the screen is a drop down box for SEASON. If your league is coordinating more than one season at a time, make sure that the correct season is selected from the drop down menu in the left navigation menu area*

III. League Level Configurations

There are multiple functions at the league level; but only four that the average club will need to utilize. The following four tabs/sub tabs are the only ones you will need to access; **Security** (creating user profiles), **Level of Play** (creating play levels), **Season** (turning on the season), and **Teams** (performing *Migration* copying teams, players, and administrators from a previous season to the current season). If you have questions on the other functions at the League level please contact us by clicking on Tech Support Contact in the left navigation menu.

A. Creating user profiles

- ✓ Select **"Leagues & Teams"** top navigation and
- ✓ **Click** "Leagues" from the left navigation menu
- ✓ **Click** on the "Security" tab to add users to the League (*User information can be edited or deleted from the system at any time*)
- ✓ Complete the blank user form
- ✓ Assign user permission/capabilities (check the desired box underneath the email field) by placing a check next to the desired permission level
 - Permissions:
 - League Registrar = Full Access
 - League Registrar – no card printing = High Access few limitations
 - League Registrar Assistant = High Access few limitations
 - Treasurer = Med Access several limitations
 - Director of Coaching = Med Access several limitations
 - League Board Member = Low Access view only
 - President = Low Access view only
- ✓ Create a username and password for the user
- ✓ **Click** "Create" **Button**

Leagues / Find, Edit, Delete a League Affinity Demo

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

Users Security Roles

League Users: Primary

Doc, Tonyas	<input type="checkbox"/>	edit delete
President, Tonya	<input type="checkbox"/>	edit delete
Registrar, Club	<input checked="" type="checkbox"/>	edit delete
Treasurer, Tonya	<input type="checkbox"/>	edit delete

(1 - 41 of 4)

*Are required fields
**Please note at least one contact phone number is required.

User Type
Billing Contact Info

Legal First Name* Middle / Initial Legal Last Name* Suffix

Business Title Alias (Nickname)

Address 1* ☐ verify address

Address 2

Address 3

Country*
United States of America

City* State/Province* Zip / Postal Code*

AL

Home Phone** Work Phone**

Mobile Phone** Fax

Email Address

☐ League Registrar ☐ League Registrar - No Card Printing

TIP: Though the permission levels on the system are named after League and Club roles they have nothing to do with the role of the person within their organization but control what the user can do on the system. For example a President with full access would need to have the permission level "League Registrar" selected

Note: Seasons, Play Types and Age Groups must be configured and activated at the Association level before the League/Club can designate their play levels and age groups for the season.

B. Creating Levels of Play

Before configuring your season it is necessary to create Level of Play.

Registration Made Simple.

Club Registrar
Affinity Demo
Youth Fall 2010-2011

Leagues & Teams | My Account

Leagues / Find, Edit, Delete a League Affinity Demo

League Config | Registration | Security | Teams | Events | Messaging | Content

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

Play Level	Code	Type	# Teams	
Adult	A	Adult	2	edit
D 1 Select	1	Comp DIV I	8	edit
D 2 Classic	2	Comp DIV II	33	edit
D 3	3	Rec DIV III	42	edit
D 4 Rec	4	Rec DIV IV	12	edit
Guest	6	Guest Play	42	edit

Type of Play:
Please Select

Play Level*

Play Level Code*

Create

If there are 1 or more teams, then the delete option will be disabled.

*Are required fields

Tip: This step does not need to be completed each season. If no new levels of play need to be created please skip this area.

- ✓ From Leagues & Teams, select Leagues from the left navigation menu
- ✓ **Click** **Registration**
- ✓ **Click** **Level of Play**
- ✓ Select Type of Play from the drop down menu
- ✓ Enter the name of the play level – *Example: Select Type of Play Competitive*
Input Play Level "Comp", input a play level code of [C].
- ✓ **Click** "Create"
- ✓ Add additional Levels of Play following the steps above until all have been created

C. Setting up the Season

Once the Association has opened up the season, the League and Club levels need to configure the season.

Registration Made Simple.

Message Center | SignOut

Club Registrar
Affinity Demo

Youth Fall 2010-2011

Leagues & Teams My Account

Leagues / Find, Edit, Delete a League Affinity Demo

League Config Registration Security Teams Events Messaging Content

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

Place a check box in each season this league 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)	
Adult 10-11	252	(07/22/2010 - 05/31/2011)	
Youth Fall 2010-2011	247	(08/01/2010 - 12/31/2010)	✓
Youth Spring 2010	230	(12/01/2009 - 05/31/2010)	✓
Adult 09-10	219	(08/03/2009 - 07/31/2010)	
Youth Fall 2009/2010	199	(07/29/2009 - 12/31/2009)	✓
Youth Spring 2009	185	(12/01/2008 - 07/01/2009)	✓
Adult 08-09	161	(05/01/2008 - 07/31/2009)	✓

NOTE: Current as well as past seasons will be listed depending on the length of time your organization has utilized the system. Icons may appear to the right of each season; No icons represent that no configurations have been done for that season. A check mark represents that configurations have been selected within that season. An eye icon indicates that the season is turned on and shown to the public.

- ✓ From Leagues & Teams, select **Registration**
- ✓ **Click** **Season**

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

- ✓ **Click** on the **[+]** next to the season you want to configure for your league/club. This step must be done at the **League Level** and the **Club Level**.
- ✓ Check the play type and the ages that you allow to register for a specific play type.
- ✓ Check **"YES"** show on public registration to allow players to register online.
- ✓ Check **"YES"** requires payment.

- ✓ **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.

Tip: If you are new to the system or the play type is competitive it is recommended that you check "NO" for automatically accept.

- ✓ **Activate Pub Reg ON** – you can enter a date or leave this field blank
- ✓ **Deactivate Pub Reg On** – you can enter a date or leave this field blank
- ✓ **Charge Reg Late Fee From** – enter a date only if you plan to charge a registration late fee.
- ✓ **Show Application Types** – check both Coach/Admin and Player.
- ✓ **Click Update** – when you have completed the above steps for all play types and age groups.

NOTE: The age groups in the season grid are player seasonal ages not Team Age Groups. You will need to check any age accepted by your club. Example: U7 is a 6 year old; however your club may only have U8 and up Teams but you allow 5, 6 and 7 year olds to be rostered to a U8 team.

D. Migration

NOTE: Migration is not a necessary step to opening a new season or setting up online registration. If you are not familiar with the migration process or do not need to migrate teams please skip this step.

The purpose of this area is to allow users to migrate previous season teams, players, and administrators to the current season. In order for this to work you must have teams, players, or administrators in a previous season.

Once a migration has been completed the teams will appear in the current season, and the age of the team will have moved up one (except in the case of migration from Fall to Spring of the same seasonal year). Players and/or Administrators will have a new application created for them in the current season once a migration is completed.

Tip: Please be aware that you can only migrate information one time. For example; if you migrate the players from team "kickers" you cannot go back later and migrate the administrators from the same team.

- ✓ Select the season you wish to migrate from in the season drop down
- ✓ Select **League** from the left navigation menu menu
- ✓ **Click** **Teams** from the tabs at the top
- ✓ Define the search criteria using the drop down menus for each field to search for a set of Teams or enter a team name or ID # to search for a specific Team.

- ✓ Check the boxes on the left hand side of each team(s) to move or migrate and **Click** "Migrate Selected" **Button**.

Registration Made Simple.

Message Center | SignOut

Club Registrar
Affinity Demo

Youth Fall 2009/2010

Leagues

Edit

Home Venues/Fields

Clubs

Team

Players / Admins

ID Cards

Event Manager

Reports

Sign Out

Tech Support Contact

US YOUTH SOCCER.

Leagues & Teams

My Account

Leagues / Find, Edit, Delete a League

Affinity Demo

League Config Registration Security Teams Events Messaging Content

NOTE: Migration is **NOT** reversible.
You will get only ONE (1) opportunity to migrate pending players and/or a team and/or members of a team per season. Individual options cannot be altered after a team has been requested for migration. So please be certain to choose ALL applicable options for that team and double check your selected options prior to requesting the migration. Teams in the highest age group can not be migrated, but their players and admins can be.

T	P	A	Team ID	Team Name	Level	Age	Parent Name	Status
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0199-011B15-0080	Tonyas Test Team	D 1 Select	BU15	Affinity Demo	Ready

1 Teams

To Season*
Youth Fall 2010-2011

☐ Migrate All Pending Admins
☐ Migrate All Pending Players

Cancel Migrate Request

Save Migrate Request

- ✓ Once the Teams are selected **Click** the "Migrate Selected Teams" **Button**
- ✓ Select the season from the drop down menu you want to migrate to.
- ✓ Use the select all to migrate all Administrators, All Players and All Teams or check the individual columns to migrate any individual or combination of the three items to the selected Season.
- ✓ If not satisfied with the selection **Click** "Cancel Migration Request" **Button**
- ✓ Otherwise **Click** "Save Migrate Request" **Button**
- ✓ Verify that data has been migrated to the new season by performing a search in Team Look-up, Admin Look UP or Player Look-UP. Migrating teams to a new season automatically advances the age group of the Team.

Tip: T = Team, P = Players, A = Administrators. By checking all three you will migrate the entire team with players and administrators assigned. By selecting only T you will migrate only the team without players or administrators. Selecting only P or A will migrate the players or administrators and they will not be assigned to a team in the season you migrate to.

IV. Club Level configurations

- ✓ From Leagues & Teams, click Clubs from the left navigation menu to access the club level configurations

The club level is the level where the majority of 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 league level, it is always best to have your configurations at the club level as this is where the applicants will go to register.

The screenshot shows the 'Club Registrar' interface for 'Affinity Demo'. The left sidebar contains a navigation menu with options: Leagues, Clubs (selected), Team, Players / Admins, ID Cards, Event Manager, Reports, Sign Out, and Tech Support Contact. The main content area is titled 'Clubs / Find, Edit, Delete a Club' and 'Affinity Demo'. It features a tabbed interface with 'Club Config' selected, and sub-tabs for 'Club Info', 'Auto Roster', 'Payment', and 'Billing'. The 'Club Info' tab is active, showing fields for 'Club Status*' (Active), 'Club Name*' (Affinity Demo), and 'Club Short Name'. A table displays 'Club Number' (01) with 'Active Teams' (11) and 'Non Active Teams' (126). The 'Domain Name (Host Header Detection URL)' is set to 'al-demo.affinitysoccer.com'. The 'Adult Age (the legal guardian age)' field is empty. A note at the bottom states: 'Note: If you are establishing domain URL's at the club level it is not necessary to establish these at the league level or if you are establishing at the league level it is not necessary to establish at the club level.' The bottom right has 'Cancel' and 'Update' buttons.

A. Club Info

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. When creating the URL use the following naming convention: uysa-xxxx.affinitysoccer.com (replace xxxx with club name or abbreviation)

Other functions available on this screen are the ability to change the "Club Status", which will enable or disable the clubs ability to configure new seasons. Editing the "Club Name" and "Short Name".

- ✓ From Leagues & Teams, **click** Clubs from the left navigation menu
- ✓ **Select** "Club Info"
- ✓ Create club URL in the "Domain Name" field
- ✓ Once URL is created and desired data is updated, select the "Update" button.

B. Club level season configuration

- ✓ From Leagues & Teams, **click** Clubs from the left navigation menu
- ✓ **Select** **Registration**
- ✓ **Select** **Season**

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

Registration Made Simple.

Message Center | SignOut

Club Registrar Affinity Demo

Leagues & Teams My Account

Clubs / Find, Edit, Delete a Club Affinity Demo

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)	
⊕ Youth Fall 2010-2011	247	(06/01/2010 - 12/31/2010)	✓
⊕ Youth Spring 2010	230	(12/01/2009 - 05/31/2010)	✓
⊕ Youth Fall 2009/2010	199	(07/29/2009 - 12/31/2009)	✓
⊕ Youth Spring 2009	185	(12/01/2008 - 07/01/2009)	✓
⊕ Adult 08-09	161	(05/01/2008 - 07/31/2009)	✓
⊕ Youth Spring 2008	143	(11/29/2007 - 05/31/2008)	✓
⊕ Youth Fall 07-08	113	(05/01/2007 - 07/31/2008)	✓

Assign PDF/ELA Update

☒ = Has at least one age group checked
☒ = Has Play Level's active on public registration.

- ✓ **Click** on the **[+]** next to the season you want to configure for your league/club. *This step must be done at the **League Level** and the **Club Level**.*
- ✓ **Check** the play type and the ages that you allow to register for a specific play type.
- ✓ **Check** **"YES"** show on public registration to allow players to register online.
- ✓ **Check** **"YES"** requires payment.
- ✓ **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.

Tip: If you are new to the system or the play type is competitive it is recommended that you check "NO" for automatically accept.

- ✓ **Activate Pub Reg ON** – you can enter a date or leave this field blank
- ✓ **Deactivate Pub Reg On** – you can enter a date or leave this field blank
- ✓ **Charge Reg Late Fee From** – enter a date only if you plan to charge a registration late fee.
- ✓ **Show Application Types** – check both Coach/Admin and Player.
- ✓ Click **Update** – when you have completed the above steps for all play types and age groups.

NOTE: The age groups in the season grid are player seasonal ages not Team Age Groups. You will need to check any age accepted by your club. Example: U7 is a 6 year old; however your club may only have U8 and up Teams but you allow 5, 6 and 7 year olds to be rostered to a U8 team.

Glossary: "Show on Public Registration" means that if a user comes to your website to register, they will be able to complete a registration. If you are not ready to turn this function on and allow users to register keep this option selected to "No"

If "Yes" is selected you must have a checkmark in either the "Coach/Admin" or "Player" check boxes listed to the right of "Show Application Types". If these are not checked and "Show on Public Registration" is selected to "Yes" the user will not be able to proceed through the registration process.

"Requires Payment" is as stated. At the end of this registration a payment is either required or it is not. Select the appropriate button.

"Automatically Accept Registration" will automatically accept the users application once it has been submitted. It is recommended that this is selected to "No" as once a player has been accepted only UYSA state office or Affinity Tech support can un-accept a player.

*The last 3 fields that can be configured are the "Activate Public Reg On:", "Deactivate Public Reg On:", and "Charge Reg Late Fee From:". By utilizing these fields user can automate when registration opens, closes, and starts charging late fees. When utilizing these fields please use the small calendar on the right of each field to enter the dates desired. (*Please note that when a date is entered, the system will perform said action at 12:00am on said date. Ex. "Deactivate Public Reg On" 01/22/2010, the system will turn registration off at exactly 12:00am 01/22/2010)*

Also when utilizing "Activate Public Reg On" the system requires that "Show On Public Registration" is set to "Yes". The system will not allow users to proceed until that date is reached.

C. 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.

Registration Made Simple.

Message Center | SignOut

Club Registrar
Affinity Demo

Youth Fall 2010-2011

Leagues & Teams | My Account

Clubs / Find, Edit, Delete a Club

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	50	0	edit delete
Coach Request?	text box	50	0	edit delete
Would you like to volunteer?	radio button	0	0	edit delete

- ✓ From Leagues & Teams, select **Registration**
- ✓ **Click** **Custom Fields**
- ✓ Enter Field Title
- ✓ Enter Field Type using the drop down menu
- ✓ If a **Text Box** is selected input the field size
- ✓ If **check boxes**, **radio** **Buttons**, or **drop down menus** are selected as the field type options, enter the option text and **click** **"Add Option"**. Continue until all options have been entered.
- ✓ Check the boxes to select how the Custom Field will be applied.
 - Show on Application
 - Applies to Players
 - Applies to Administrators
 - This field is required to be input
- ✓ **Click** **"Create"** **Button**
- ✓ Custom Fields that has been created will appear on the opening Custom field screen and can be edited or deleted at any time.

Above is the default custom field page if no custom fields have been created otherwise user is taken to the above page after selecting the "here" link. On this page the user will create their custom field by naming the custom field in the "Field Title" text box, selecting the "Field Type" (the available field types are listed below), "Field Size" (if

applicable), "Order", "Option Text", "Display Order", "Options (text/order)", then by placing checks in the appropriate boxes for whom custom field applies.

***Glossary:** Field Types are as follows (A visual example is available to the left of the screen when field type is chosen):*

***Check Boxes:** Check boxes require user to name each check box in "Option Text" field, & give an order for how they are displayed. Once done select "Add Option"*

***Drop Down List:** Drop down list requires user to name each choice in "Option Text" field, & give an order for how they are displayed. Once done select "Add Option"*

***List Box:** List box requires user to name each selectable option in "Option Text" field, & give an order for how they are displayed. Once done select "Add Option"*

***Radio Button:** Radio button requires user to name each selectable option in "Option Text" field, & give an order for how they are displayed. Once done select "Add Option"*

***Text Box:** Text Box will require user to input a numeric value in "Field Size" field. The Field Size is to determine the amount of characters allowed to be input when answering question.*

D. Fees

If the league 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.

1. Creating Fees

- ✓ From Leagues & Teams, click clubs from the left navigation menu
- ✓ **Click** Registration
- ✓ **Click** Fees
- ✓ Select the Play Level you want to create fees for
- ✓ 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 naming the fee in the "Other Fee Type" text box.
- ✓ Enter the fees for each age group

***Tip:** If all play levels or age groups have the same fees check the 'priced equally' boxes. Enter the fee in the first fee box and the system will automatically populate all the fee boxes.*

- ✓ The system also allows you to define if a fee should be displayed as

- **M** mandatory on the registration process
 - **OS** Optional but by default the fee will be selected
 - **ON** Optional but by default the fee will not be selected.
- ✓ **Click** "Create Fee" **Button** when completed.

NOTE: Once fees are created they can be edited by selecting "Edit Fee Type". Any Fees created will appear in the drop down list. Fees must be created before a payment plan can be created.

2. Setting up Payment Plans

After all fees have been created payment plans can be configured.

NOTE: Payment plans are not a required step in setting up online registration.

- ✓ **Select** From Leagues & Teams, **click** Clubs
- ✓ **Click** Registration
- ✓ **Click** Fees

- ✓ Select from “**Edit A Fee Type**” drop down menu the fee type that was created. This will display the fees created for that specific fee type.
- ✓ To set up payment plans **Click** on the **Payment Plan Button** at the bottom of the page

Edit A Fee Type

Registration Fee ▼

☐ All play levels are set equally

☐ All our age groups are set equally

D 1 Select		
Under 13	500.00	M ▼
Under 14	500.00	M ▼
Under 15	500.00	M ▼
Under 16	500.00	M ▼
Under 17	500.00	M ▼
Under 18	500.00	M ▼
Under 19	500.00	M ▼

Cancel Delete Update Fee **Payment Plan >>**

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


Print/View All Fees

- ✓ Determine if all of the fees are the same for “All play levels” and/or “All age groups”.
- ✓ Based on your requirement you can use the two check boxes to have the system fill the information in the Fee table.
- ✓ Set the amount of days the user will be notified before their credit card will be charged. System default is 7 days.
- ✓ Select:
 - Pay Period: Determine how often the payment plan will occur. Ex. Every 1 month, 2 months, three months etc.
 - Max# Installments: Number of installments to be used
 - Deposit: The deposit amount.

Tip: The deposit amount becomes a fixed amount in the payment plan. It is recommended to leave the deposit field blank to provide you with greater freedom. The first installment then becomes the “deposit” and is editable.

- ✓ Enter the Plan Cutoff Date: the system uses this for defining the number of installments that are allowed for the payment plan.
- ✓ Once the payment plan has been configured for each play level and age group, **Click** Update **Payment Plan** **Button** to save.
- ✓ Once the page is refreshed the system will return a page that shows (+) for each age group listed.
- ✓ **Click** on the (+) sign to further define the payment plan for the particular item.

Registration Made Simple.

Message Center | SignOut 

Club Registrar
Affinity Demo
Youth Fall 2010-2011

Leagues & Teams My Account

Clubs / Find, Edit, Delete a Club Affinity Demo

Club Config Registration Security Teams Events Messaging Content

Season Custom Fields Fees Discounts Fields Billing Travel Requests

Comp DIV I Fees Comp DIV II Fees Guest Play Fees Rec DIV III Fees Rec DIV IV Fees TOP Soccer Fees

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 in full.
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 7 days prior to due date

D 1 Select

	Pay Period	Max # Installments	Deposit	Plan Cutoff Date	Detail
Under 13	every 1 Mon	4 Installments	100.00		+
Under 14	every 1 Mon	4 Installments	100.00		+
Under 15	every 1 Mon	4 Installments	100.00		+
Under 16	every 1 Mon	4 Installments	100.00		+
Under 17	every 1 Mon	4 Installments	100.00		+
Under 18	every 1 Mon	4 Installments	100.00		+
Under 19	every 1 Mon	4 Installments	100.00		+

<< Back Delete Update payment plan

Deposit	Plan Cutoff Date	Detail
100.00		+
100.00		+
100.00		+
100.00		+

- ✓ By **Clicking** on the (+) the following window will be displayed.
- ✓ You must **click** apply for customized payment plans to be applied to all age groups.

Payment Plan Detail
D 1 Select --- Under 13

Pay Period: Every 1 month(s)		Deposit: \$100.00	
Max # Installments + Deposit : 5		Fee: \$500.00	

Plan with 5 payments		<input checked="" type="checkbox"/> shown on registration	
Payment#	Type	Amount Due	Due Date
#1	Deposit	\$100.00	<input type="text" value="1"/> days after order created
#2	Installment #1	\$ <input type="text" value="100.00"/>	Day# <input type="text" value="1"/> of month of the pay period
#3	Installment #2	\$ <input type="text" value="100.00"/>	Day# <input type="text" value="1"/> of month of the pay period
#4	Installment #3	\$ <input type="text" value="100.00"/>	Day# <input type="text" value="1"/> of month of the pay period
#5	Installment #4	\$ <input type="text" value="100.00"/>	Day# <input type="text" value="1"/> of month of the pay period
Total: \$500			
		<input type="button" value="Update"/>	<input type="button" value="Close"/>

Plan with 4 payments		<input checked="" type="checkbox"/> shown on registration	
Payment#	Type	Amount Due	Due Date
#1	Deposit	\$100.00	<input type="text" value="15"/> days after order created
#2	Installment #1	\$ <input type="text" value="133.33"/>	Day# <input type="text" value="15"/> of month of the pay period
#3	Installment #2	\$ <input type="text" value="133.33"/>	Day# <input type="text" value="15"/> of month of the pay period
#4	Installment #3	\$ <input type="text" value="133.34"/>	Day# <input type="text" value="15"/> of month of the pay period
Total: \$500			
		<input type="button" value="Update"/>	<input type="button" value="Close"/>

- ✓ From this window you can select the number of installments plans available based on the earlier configuration.
- ✓ You can select the number of days before the system will charge after an order has been created.
- ✓ You can define the amounts of the installments and the Day of the month that the installment will be charged.

- ✓ Based on the configuration for the "Send credit Card Charge Notification" the system will send an email notification for the Charge.

E. Discounts

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

1. Promo Codes

The promotion code is the most versatile of our discount features. Multiple promotion code discounts can be created in varying amounts by age group and play type/level. Promotion codes can be used internally by state, league, and club administrators, during online registration by parents (players), and from within the parent's "my account". The discount is only applied if the user has the code.

To configure a promotion code:

- ✓ Select Clubs from the left navigation menu
- ✓ **Click** on the Registration tab
- ✓ **Click** on the Discounts sub tab
- ✓ **Click** on the desired play level
- ✓ Select Promo Code Discount from the New Discount drop down
- ✓ Enter the desired code in letters and/or numbers (must be at least 6 characters)
- ✓ Enter the expiration date
- ✓ Enter the desired amount of the discount
- ✓ **Click** create

The screenshot shows the Affinity Sports web application interface. The header includes the text "Registration Made Simple." and a soccer ball image. The left sidebar contains navigation links: Club Registrar Affinity Demo, Youth Fall 2010-2011, Leagues, Clubs (with sub-links Create and Edit), Team, Players / Admins, ID Cards, Event Manager, Reports, Sign Out, and Tech Support Contact. The main content area is titled "Clubs / Find, Edit, Delete a Club" and "Affinity Demo". It features a tabbed interface with tabs for Club Config, Registration, Security, Teams, Events, Messaging, and Content. Under the Registration tab, there are sub-tabs for Season, Custom Fields, Fees, Discounts (selected), Fields, Billing, and Travel Requests. Below these, there are more sub-tabs for Comp Div I, Comp Div II (selected), Guest Play, Rec Div III, Rec Div IV, and TOP Soccer. A message states: "All discount amount must be negative if a discount is given". There are two checkboxes: "All play levels are set equally" (unchecked) and "All our age groups are set equally" (checked). The "New Discount" section shows a dropdown menu with "Promo Code Discount" selected. The "Code (6-10 chars)" field contains "sports" and the "Date Expired on*" field is empty. Below this, a table lists age groups and their corresponding discount values:

Age Group	Discount
D 2 Classic	
Under 11	-75
Under 12	-75
Under 13	-75
Under 14	-75
Under 15	-75
Under 16	-75
Under 17	-75
Under 18	-75
Under 19	-75

At the bottom of the main content area is a "Create Discount" button.

To apply the promotion code to an order internally:

- ✓ Go to players/admins in the left navigation menu
- ✓ Go to either player look up or payment management
- ✓ Search for the desired player
- ✓ Click on their order number to open the order
- ✓ Click on the Add promo code discount button

Payment / Order Detail Reload Close

Status
 Order #: 1-1204332
 Order Date: 5/3/2010 5:07:17 PM
 Operator: Cust Cust
 Status: Open
 Status Reason: New Order

Ship To
 Name: Tonyatestmom Testmomfam
 Address1: 5310 test st apt a
 City/State/Zip: city AL 12345
 Country: United States of America
 H#: (123) 456-7890

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

Payments

Method	Type	Chk#/CC#	Exp.	Status	Auth.	Conv. Fee	App. To Order
Check Deposit #1	05/18/2010	test	/	Open	65.00	0.00	0.00 capture update cancel
Check Plan #2	06/15/2010	test	/	Open	400.00	0.00	0.00 capture update cancel
Applied Total:						0.00	0.00

Items Ordered

Product	Promo Code	Qty	Price
<input checked="" type="checkbox"/> Playerthreefour Testmomfam, Registration Fee, Guest U11 ,Guest		1	500.00
<input checked="" type="checkbox"/> Playerthreefour Testmomfam, Uniforms, Guest U11 ,Guest		1	25.00
<input checked="" type="checkbox"/> Playerthreefour Testmomfam, 3rd Sibling Discount, Guest U11 ,Guest		1	-10.00
<input checked="" type="checkbox"/> Playerthreefour Testmomfam, promo2 09/01/2010Promote Code Discount, Guest U11 ,Guest	promo2	1	-50.00

[Add Promo Code Discount](#)

[Add More Products to Order](#)

4 item(s) totaling: 465.00
 Order Total: 465.00
 Total Due: 465.00

Payment will be applied to all products checked above.
Payment Method*
 Choose One

Add Payment To Order

A new window will open

- ✓ Enter the promo code in the box provided
- ✓ **Click** the Enter to verify button

Enter your promo code:

sports Enter to verify

Promo Code Discount info

PromoteCode	Description	Discount
sports	sports 10/10/2010Promote Code Discount, Guest U12 ,Guest	\$-75.00

[Add this discount to your order](#)

[Close & Refresh Order/Payment Page](#)

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

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

To use the promo code during online registration (for parents/players):

- ✓ Register online
- ✓ Once the payment page is reached; **click** on the Add promo code discount button

[2 Steps To Go](#)
[1: Add Family Member >>](#)
[2: Create Registration >>](#)
[3: Accept ELA >>](#)
[4. Make Payment >>](#)

Make Payment

Please help support Affinity Soccer League

Gold Sponsors - Name on Shirt

Amount

☒ \$0 ☐ \$5 ☐ \$10

☐ \$15 ☐ \$20 ☐ \$25

☐ \$50 ☐ \$100

☐ \$200 ☐ \$250

☐ \$300 ☐ \$500

	Product	Promo Code	Qty	Price
Items Ordered	✓ Dewey Duck , Registration Fee, Guest U12 ,Guest		1	500.00
	✓ Dewey Duck , Uniforms, Guest U12 ,Guest		1	25.00
	<div style="border: 1px solid #ccc; padding: 2px 10px; display: inline-block;">Add Promo Code Discount</div>			

2 item(s) totaling: 525.00

Order Total: 525.00

Total Due: 525.00

Payment Method*

Choose One
▼

continue >>

A new window will open

- ✓ Enter the promo code in the box provided
- ✓ **Click** the Enter to verify button

Enter your promo code:

sports

Enter to verify

Promo Code Discount info

PromoteCode	Description	Discount
sports	sports 10/10/2010Promote Code Discount, Guest U12 ,Guest	\$-75.00

Add this discount to your order

Close & Refresh Order/Payment Page

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

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

2 Steps To Go

1: Add Family Member >>

2: Create Registration >>

3: Accept ELA >>

4. Make Payment >>

Make Payment

Please help support Affinity Soccer League

Gold Sponsors - Name on Shirt

Amount

- ☒ \$0
 ☐ \$5
 ☐ \$10
☐ \$15
 ☐ \$20
 ☐ \$25
☐ \$50
 ☐ \$100
☐ \$200
 ☐ \$250
☐ \$300
 ☐ \$500

	Product	Promo Code	Qty	Price
Items Ordered	✓ Dewey Duck, Registration Fee, Guest U12 ,Guest		1	500.00
	✓ Dewey Duck, Uniforms, Guest U12 ,Guest		1	25.00
	✓ Dewey Duck, sports 10/10/2010Promote Code Discount, Guest U12 ,Guest	sports	1	-75.00
	Add Promo Code Discount			

3 item(s) totaling: 450.00

Order Total: 450.00

Total Due: 450.00

Payment Method*

Choose One

continue >>

- ✓ Proceed with registration

To use the promo code from the "my account" screen (for parents/players):

- ✓ Log in
- ✓ Scroll down to the Registration Applications section
- ✓ 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)

My Account Notices Instructions

My Info
Tonyatestmom Testmomfam
5310 test st apt a
city, AL 12345
H: (123) 456-7890
[Edit](#)

Family Members

Tonyatestmom Testmomfam	Mother	Edit
Playerthreefour Testmomfam	Player	Edit
Playeronetwo Testmomfam	Player	Edit
Playertwoone Testmomfam	Player	Edit

[Add More Family Members](#)

Registration Applications

Current Past

Youth Fall 2010-2011						
Name	Club	Playlevel	Age	Status	Date	Forms
Playerthreefour Testmomfam	Affinity Demo	Guest	U12	Pending	5/3/2010	E
Join Team By Assignment Code:						
<input type="text"/>				Submit Payment Edit		

- ✓ **Click** on the Add promo code discount button

Make/Edit Application Payment[<< back to my account](#)

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.

For payment plans: Click the check box next to each scheduled payment to pay that payment now.

Status	Order #: 1-1204332	Status: Open																														
	Order Date: 5/3/2010 5:07:17 PM	Status Reason: New Order																														
Payments	Operator: Cust Cust																															
	<table> <thead> <tr> <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>Check Deposit #1</td> <td>05/18/2010</td> <td>test</td> <td>/</td> <td>Open</td> <td>65.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Check Plan #2</td> <td>06/15/2010</td> <td>test</td> <td>/</td> <td>Open</td> <td>400.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td colspan="6">Applied Total:</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>	Method	Type	Chk#/CC#	Exp.	Status	Auth.	Conv. Fee	App. To Order	Check Deposit #1	05/18/2010	test	/	Open	65.00	0.00	0.00	Check Plan #2	06/15/2010	test	/	Open	400.00	0.00	0.00	Applied Total:						0.00
Method	Type	Chk#/CC#	Exp.	Status	Auth.	Conv. Fee	App. To Order																									
Check Deposit #1	05/18/2010	test	/	Open	65.00	0.00	0.00																									
Check Plan #2	06/15/2010	test	/	Open	400.00	0.00	0.00																									
Applied Total:						0.00	0.00																									
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	✓ Playerthreefour Testmomfam , Uniforms, Guest U11 ,Guest			1	25.00																											
	✓ Playerthreefour Testmomfam , 3rd Sibling Discount, Guest U11 ,Guest			1	-10.00																											
	✓ Playerthreefour Testmomfam , promo2 09/01/2010Promote Code Discount, Guest U11 ,Guest		promo2	1	-50.00																											
Add Promo Code Discount																																
<div>4 item(s) totaling: 465.00</div> <div>Order Total: 465.00</div> <div>Total Due: 465.00</div>																																

A new window will open

- ✓ Enter the promo code in the box provided
- ✓ **Click** the Enter to verify button

Enter your promo code:

Promo Code Discount info

PromoteCode	Description	Discount
sports	sports 10/10/2010Promote Code Discount, Guest U12 ,Guest	\$-75.00

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

- ✓ on the Add this discount to your order button
- ✓ on the Close & Refresh Order/Payment Page button

The promo code discount will be applied to the order

2. Sibling Discount

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

- ✓ Go to **clubs** on the left
- ✓ on the **Registration** tab
- ✓ on the new **Discounts** sub tab located next to fees
- ✓ Select the desired play level
- ✓ Discounts are entered in the same manner fees are entered; Select the desired discount type from the **New Discount** drop down
- ✓ 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)
- ✓ the **Create Discount** button

The following discount types are now available:

Select a Discount Type
2nd Sibling Discount
3rd Sibling Discount
4th Sibling Discount
5th Sibling Discount
Additional Sibling Discount after 5th
Promo Code Discount
Return Player Discount

2nd Sibling Discount – will automatically discount the configured amount from the second registered sibling in a family

3rd Sibling Discount – will automatically discount the configured amount from the third registered sibling in a family

4th Sibling Discount – will automatically discount the configured amount from the fourth registered sibling in a family

5th Sibling Discount – will automatically discount the configured amount from the fourth registered sibling in a family

Additional Sibling Discount after 5th – will automatically discount the configured amount from the 6th 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.

3. 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.

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

The screenshot shows the Affinity Sports web interface. The header includes the slogan "Registration Made Simple." and a "Message Center | SignOut" link. The left navigation menu has options for "Leagues", "Clubs", "Team", "Players / Admins", "ID Cards", and "Event Manager". The main content area is titled "Clubs / Find, Edit, Delete a Club" and "Affinity Demo". It features a series of tabs: "Club Config", "Registration", "Security", "Teams", "Events", "Messaging", and "Content". Under the "Registration" tab, there are sub-tabs for "Season", "Custom Fields", "Fees", "Discounts", "Fields", "Billing", and "Travel Requests". The "Discounts" sub-tab is active, showing a note: "All discount amount must be negative if a discount is given". Below this, there are checkboxes for "All play levels are set equally" and "All our age groups are set equally". A "New Discount" section includes a "Return Player Discount" dropdown and a "Select a season" dropdown. A "Return Player must have Application in previous season:" checkbox is also present. At the bottom, there is a table with columns for "Age Group" and "Discount Amount", showing "D 2 Classic" and "Under 11" with a value of "-75".

F. Online Registration pages: Fields

The "Fields" area is used to customize the Online Registration process. 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.

- ✓ From Leagues & Teams, **click** on Clubs from the left navigation menu
- ✓ **Click** on Registration
- ✓ **Click** "Fields"
- ✓ **Click** On the **Registration pages configuration** link

This screenshot shows the same Affinity Sports web interface, but with the "Fields" sub-tab selected under the "Registration" tab. The "Fields" sub-tab is highlighted in blue. Below the tabs, there is a link labeled "Youth League/Club Registration Pages Configuration". The rest of the interface, including the header, navigation menu, and other tabs, remains the same as in the previous screenshot.

1. 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) 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.

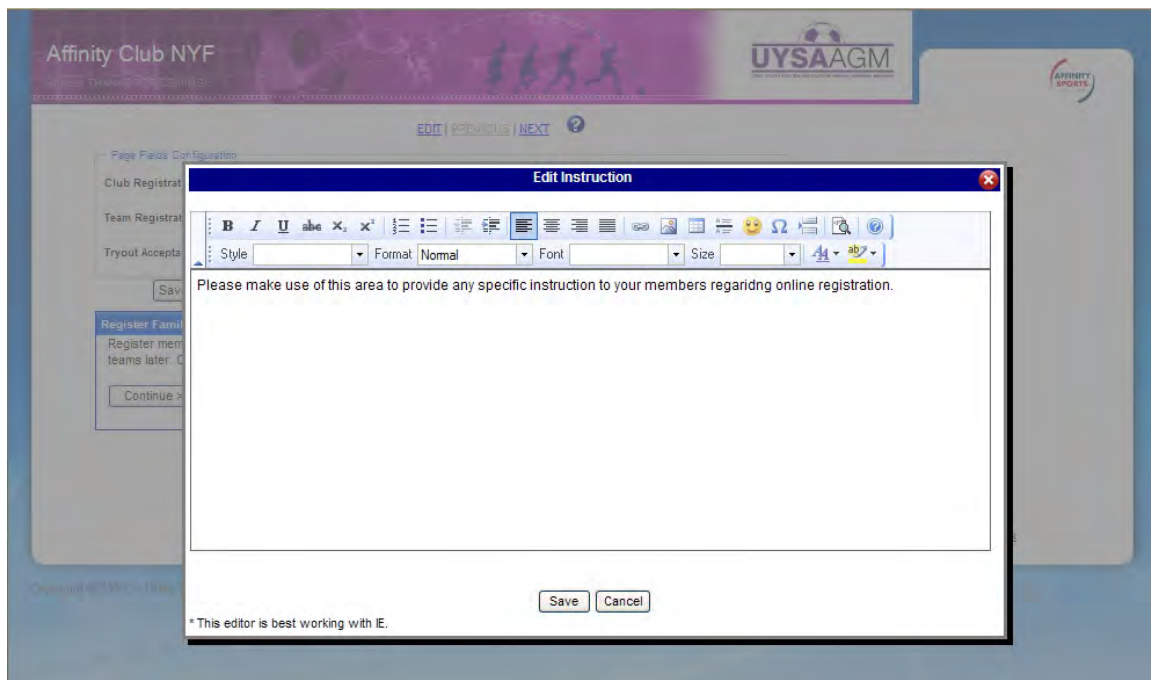
- ✓ Please select the appropriate configuration.
- ✓ Once done **click** the "Save" button.

*Tip: At the top of each page of the online registration process there are three links: **Edit | Previous | Next***

*The **Edit** link opens a content editor that allows you to add text to the top of the page. Text added will be viewable during the online registration process. The **Previous** link allows the user to return to a previous page. The **Next** link takes the user to the following page of the online registration process.*

The screenshot shows a web interface for configuring the online registration process. At the top, there's a banner with a soccer ball and the text "Registration Made Simple." Below the banner, there are navigation links: [EDIT](#) | [PREVIOUS](#) | [NEXT](#) | [?](#). The main content area is titled "Page Fields Configuration" and contains three sections: "Club Registration:", "Team Registration:", and "Tryout Acceptance:". Each section has three radio buttons: "Hide", "Show", and "Required". The "Show" option is selected for all three. Below these sections is a "Save" button. Further down, there's a section titled "Register Family Members of a Family to the Club" with a description: "Register member to the league/club, then league/club registrar will accept the registration and roster the members to teams later. Or use assignment code to roster self to a team." Below this description is a "Continue >>" button. At the bottom right, there's a link: "<< Go Back".

2. Editing the online registration flow



The above screenshots show the content editor when the "Edit" link is selected.

- ✓ Once changes have been made, **click** the "Save" button. The page will close and your text will appear at the top of the page.

The following pages are seen during the registration process unless otherwise noted.

- ✓ **Click** Edit to adjust or Next to proceed

Please Select Player Registration or Coaching Registration and log in using one of the options below

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

Select registration type(s)

Season: Fall/Spring 2009-2010

Select registration type(s): *

☐ Player Registration ☐ Coach / Admin Registration

* are required fields

OPTION 1: Returning player/member please login using your username and password.

Username* Password*

Login

* are required fields [Forget Username / Password](#)

OPTION 2: New player/member, click Create New Account button below.

Create New Account

[<< Go Back](#)

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✓ **Click** Edit to adjust or Next to proceed

This page is for a parent of a player or a coach

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

Create New Account

First Name* Initial Last Name* Suffix

Gender* Relationship To Child*

Address Line 1*

Address Line 2

City* State* Postal / Zip Code*

UT

Home Phone* Cell Phone

Email Address*

Username*

Password*

Confirm Password*

Save & Continue Cancel

* are required fields

✓ **Click** Edit to adjust or Next to proceed

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. If the account

holder is missing any information, such as address, phone number, and email address, it is required that it be updated before user can complete the online registration.

Please use this area to provide any specific instruction to your members regarding online registration.

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

3 Steps To Go **1: Add Family Member >>** 2: Create Registration >> 3: Accept ELA >> 4: Make Payment >> 5: Print Form ?

Account Primary Contact

Name:
Address:
Phone:
Email:

To switch the primary contact, please click [Switch Primary](#). To change contact info, please click [Edit](#).

Add All Your Family Members To Be Registered

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

The below screen is for configuration only and is not shown during the registration process, it shows a list of items that can appear on the application portion of the registration. All items can be set to either hide, show, or required.

- ✓ Make desired selections
- ✓ **Click** the "Save" button underneath page fields configuration.

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

Page Fields Configuration

Assignment Code:	<input checked="" type="radio"/> Hide	<input 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 checked="" type="radio"/> Hide	<input type="radio"/> Show	<input type="radio"/> Required
Player Weight:	<input checked="" type="radio"/> Hide	<input type="radio"/> Show	<input type="radio"/> Required
Player # Prior Seasons Played :	<input checked="" type="radio"/> Hide	<input type="radio"/> Show	<input type="radio"/> Required
Player School Name :	<input checked="" type="radio"/> Hide	<input type="radio"/> Show	<input type="radio"/> Required
Player Grade :	<input checked="" type="radio"/> Hide	<input type="radio"/> Show	<input type="radio"/> Required
Player Rank :	<input checked="" type="radio"/> Hide	<input type="radio"/> Show	<input type="radio"/> Required
Player Uniform :	<input type="radio"/> Hide	<input checked="" type="radio"/> Show	<input type="radio"/> Required
Player Emergency Notify Name :	<input type="radio"/> Hide	<input type="radio"/> Show	<input checked="" type="radio"/> Required
Player Emergency Notify Phone :	<input type="radio"/> Hide	<input type="radio"/> Show	<input checked="" type="radio"/> Required
Player Medical Notes :	<input type="radio"/> Hide	<input checked="" type="radio"/> Show	<input type="radio"/> Required
Player Out state ID# :	<input checked="" type="radio"/> Hide	<input type="radio"/> Show	<input type="radio"/> Required
Admin Photo:	<input checked="" type="radio"/> Hide	<input type="radio"/> Show	<input type="radio"/> Required
Admin Birth Certification:	<input checked="" type="radio"/> Hide	<input type="radio"/> Show	<input type="radio"/> Required
Admin Years Coaching :	<input checked="" type="radio"/> Hide	<input type="radio"/> Show	<input type="radio"/> Required
Admin Years Coaching :	<input checked="" type="radio"/> Hide	<input type="radio"/> Show	<input type="radio"/> Required
Admin License No :	<input checked="" type="radio"/> Hide	<input type="radio"/> Show	<input type="radio"/> Required
Admin Positions interested in :	<input checked="" 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

4 Steps To Go 1: Add Family Member >> 2: Create Registration >> 3: Accept ELA >> 4: Make Payment >> 5: Print Form ?

Register Only Members Who Play This Season ()

Missing the family member to be registered?

✓ **Click** Edit to adjust or Next to proceed

During the online registration process, once the user reaches this page they will see the electronic legal agreements that must be initialed and signed.

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

3 Steps To Go 1: Add Family Member >> 2: Create Registration >> 3: Accept ELA >> 4: Make Payment >> 5: Print Form ?

Accept ELA

☐ I accept on behalf of all listed members below:

Your Firstname* Your Lastname*

- ✓ **Click** Edit to adjust or Next to proceed

This page is where users will select their payment method.

The screenshot shows the 'Make Payment' page. At the top, there's a banner with a soccer ball and the text 'Registration Made Simple.' Below this is a progress bar with five steps: '2 Steps To Go', '1: Add Family Member >>', '2: Create Registration >>', '3: Accept ELA >>', '4. Make Payment >>' (highlighted in yellow), and '5. Print Form ?'. The main content area has a blue header 'Make Payment'. Below it, there's a section 'Items Ordered Section' with a red 'x' icon and the text 'No items in order.' Below this is a 'Payment Method*' dropdown menu with 'Choose One' selected. At the bottom of this section is a 'continue >>' button.

- ✓ **Click** Edit to adjust or close the page if completed

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.

The screenshot shows the 'Thank you for Registering!' page. At the top, there's a red banner with the text 'Thank you for Registering!'. Below this is a progress bar with five steps: 'Completed!' (highlighted in green), '1: Add Family Member >>', '2: Create Registration >>', '3: Accept ELA >>', '4. Make Payment >>', and '5. Print Form ?' (highlighted in blue). The main content area has a blue header 'Print Form'. Below it, there are two buttons: 'Print Receipts and Forms' and 'Print ELA'. Below these buttons is a section with the Adobe Reader logo and the text 'Click to Get Adobe Reader'. At the bottom of the page is a button that says 'Log out and back to [My Account Login] page'.

G. Creating user profiles

Add users to the club level only if you do not want them to have access to the League level.

- ✓ Select **"Leagues & Teams"** top navigation
- ✓ **Click** "Clubs" from the left navigation menu area.
- ✓ **Click** on the "Security" tab to add users to the League. *User information can be edited or deleted from the system at any time.*
- ✓ Complete the blank user form
- ✓ Assign user permission/capabilities (check the desired box underneath the email field) by placing a check next to the desired permission level
 - Permissions:
 - League Registrar = Full Access
 - League Registrar – no card printing = High Access few limitations
 - League Registrar Assistant = High Access few limitations
 - Treasurer = Med Access several limitations
 - Director of Coaching = Med Access several limitations
 - League Board Member = Low Access view only
 - President = Low Access view only
- ✓ Create a username and password for the user
- ✓ **Click** "Create" **Button**

Registration Made Simple.

Club Registrar
Affinity Demo
Youth Fall 2010-2011

Leagues & Teams | My Account

Clubs / Find, Edit, Delete a Club Affinity Demo

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

Users

Club Users Primary

Adm, Club ☒ edit delete
Club, Assistant ☐ edit delete
(1 - 2) of 2

*Are required fields
**Please note at least one contact phone number is required.

User Type
User

Legal First Name* Middle / Initial Legal Last Name* Suffix

Business Title Alias (Nickname)

Address 1* ☒ verify address
Address 2
Address 3

Country*
United States of America

City* State/Province* Zip / Postal Code*

Home Phone** Work Phone**

***TIP:** Though the permission levels on the system are named after League and Club roles they have nothing to do with the role of the person within their organization but control what the user can do on the system. For example a President with full access would need to have the permission level "League Registrar" selected*

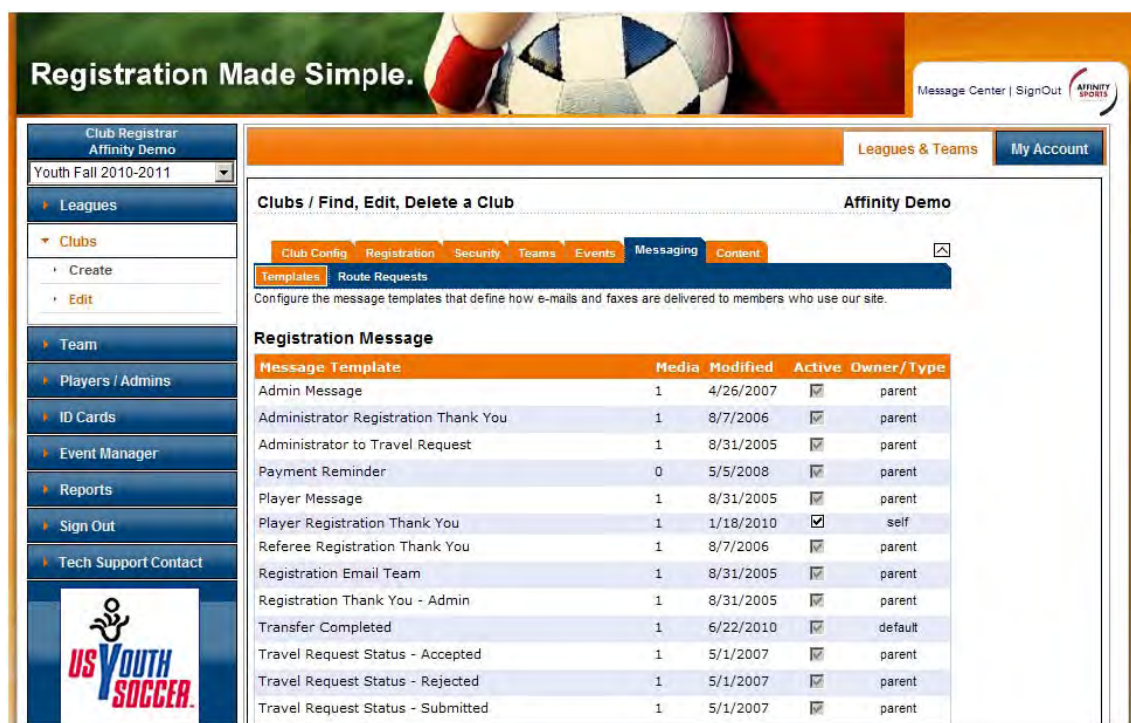
H. Messaging

The Affinity System provides users with a messaging function. The Messaging function provides users with the capability to:

- Have the system send email based on certain functional triggers in the system such as Player submitting applications, payment plan notifications.
- View all of the email messages sent by the user through the system and verify that they have been sent.
- View all of the email messages sent by the system based on various triggers and verify that they have been sent.
- View unsent emails and have the capability to resend the emails.
- View, edit, and activate the email templates for the various triggers.

1. Templates

- ✓ **Click** on Leagues & Teams
- ✓ **Click** on Clubs from the left navigation menu
- ✓ **Click** on Messaging
- ✓ By **Clicking** the **Templates** sub-tab the system will display the following page:



Emails are automatically generated when certain actions are taken such as when a player or administrator registers online, or when a payment plan payment is due.

There are many templates available many of which you may never need to utilize. It is recommended that users focus on the following email templates:

Registration Message section:

Administrator Registration Thank You

Player Registration Thank You

General Message section:

CC Charge notify (for credit card payment plans)

CC Charged (for single credit card payment)

Glossary:

Columns displayed:

- *Message Template: This provides the name of the respective Template.*
- *Media: This shows the number of Media type attached to the Template.*
- *Modified: This represents the Last Modified date of the Template.*
- *Active: Shows if the Template is currently active. If the Check Box is checked that means that the Template is active.*
- *Owner/Type: Shows if the Template is the same as the:*
 - *Default: Represents the original Template*

- *Parent: Represents the Template for the Organization*
- *Self: Means that the Template has been modified at the respective level.*

- ✓ From the Configuration section **Click** on the Messaging Tab
- ✓ By **Clicking** the Templates sub-tab the system will display the Templates available to be edited.
- ✓ By **Clicking** an Individual Template line the system will display the respective Edit Template page

The screenshot shows the 'Edit Template' page in the Affinity Demo system. The left sidebar contains navigation links for Leagues, Clubs, Team, Players / Admins, ID Cards, Event Manager, Reports, Sign Out, and Tech Support Contact. The top navigation bar includes 'Leagues & Teams' and 'My Account'. The main content area is titled 'Clubs / Find, Edit, Delete a Club' and 'Affinity Demo'. It features a 'Messaging' tab and a 'Templates' sub-tab. The 'Template*' field is set to 'Player Registration Thank You'. The 'Template Code' is 'REGTHANKYOU_PL'. The 'Message Group' is 'Registration Message'. The 'From Address' and 'From Name' fields are empty. The 'Subject' field contains 'Thank You for Registering, {PlayerFirstName} {PlayerLast...}'. The 'Message' field contains a confirmation message for registration. The 'Please submit your check payment to:' field contains '{LeagueName}'. The 'Thank You' field contains '{LeagueName}'. The 'Hide Sender*' field has radio buttons for 'Yes' and 'No', with 'No' selected. The 'Delay Time*' field is set to '0'. There are buttons for 'Restore Default Template', 'Restore Parent Template', '<< Back', and 'Save & Continue'.

- ✓ On the left hand side the system displays Macros available to the user to customize the Message area.
- ✓ On the Right hand side the system provides:
 - Template: This is the Template name
 - Template Code: Code name for the Template
 - Message Group: Displays the Template Group that the template belongs to.
 - From Address: This is an Editable field and should be the "From" email address.
 - From Name: This is an Editable field and should be the "From" User Name.
 - Subject: This is an Editable field and should be the "Subject" of the message.
 - Message: This is the area where the user can insert a message for the Template.

- User can include in any area of the body of the message the Macros on the left hand side.
- To include the Macros the user needs have the cursor at the point in the message where the Macro needs to be included and then right mouse **Click**. This will introduce the Macro in the message.
 - Hide Sender: This provides the option to "Hide" the sender information.
 - Delay Time: This allows the user to set a delayed time before the message will be sent. The fields accept minutes for the input.
- ✓ Once the information has been completed **Click** **Save and Continue** **Button** to save the changes.
- ✓ To restore the original Template **Click** **Restore Default Template** **Button**
- ✓ Use the **Back** **Button** to return to the Template List.

2. Messaging/Route Request

- ✓ By **Clicking** the "**Route Request**" sub-tab the system will display the following page:

Sent (359) Unsent (5)

Configure the message routes which control what messages get sent out to the users.

Msgs	Template	Recipient Name	Status / Error	Date
1	Player Registration Thank You		Successful (1)	4/6 09:13
1	Player Registration Thank You		Successful (1)	4/6 09:12
1	Player Registration Thank You		Successful (1)	4/6 09:12
1	Player Registration Thank You		Successful (1)	4/3 13:16
1	Player Registration Thank You		Successful (1)	4/3 13:16
1	Player Registration Thank You		Successful (1)	4/3 13:15
1	Player Registration Thank You		Successful (1)	4/3 13:14
445	Admin Message		Successful (1)	3/30 15:14
433	Admin Message		Successful (1)	3/30 15:05

- ✓ The page provides two sub-tabs on the right hand side:
 - Sent Messages
 - Unsent Messages
- ✓ **Clicking** the "**Sent**" sub-tab the system displays:
 - The list of Batches of messages that were sent.
 - Columns Displayed:
 - Msgs: The number of Messages that were sent in the batch
 - Templates: The Template that was used to send the email
 - Recipient name: From this page since the system displays a batch it does not show the name of the recipient.
 - Status/Error: Status of the batch sent.

- Date: The Date and Time that the Batch was sent.
- ✓ By **Clicking** on an individual line, which represents a batch the system displays the following page:

Shown below are the individual messages which were part of this message route.

Media	Subject	Sender	Recipient	Error	Date	Action
Email	Thank You for Registering, Mother Adg5	Affinity Soccer Support	Mother Adg5	Message Suppressed Would Cause Duplicate	n/a	resend

[< < Back to Route List](#)

- Columns Displayed:
 - Media: represents the media type that was used to send the message
 - Subject: Is the subject of the email
 - Sender: Displays the sender of the email
 - Recipient: Is the recipient of the email
 - Error: Provides any information about the email sent.
 - Date: Displays the date and Time that the email was processed.
 - Action: provides the action that can be performed on the email.
- ✓ By **Clicking** on an individual line, which represents a message the system displays the following page which shows the specific message sent.

Message Route Detail

Shown below are the individual messages which were part of this message route.

Media	Subject	Sender	Recipient	Status / Error	Date	Action
Email	Carlsbad	Kathy Stanton	Aaron Martinez	Message Sent	n/a	resend

The Carlsbad Cup Soccer Tournament cordially invites your team and club to participate in our Inaugural Tournament. This is a Class I Tournament, open to USYSA and FIFA affiliated teams and AYSO registered teams. All teams are guaranteed 3 games, 1st and 2nd place team awards will be awarded in a special presentation and 1st and 2nd Place Club Trophies will be presented to Clubs with 3 designated teams entered in the Club Cup Age Groups. We will also Turf to Surf Friendlies for a tune up to Surf Cup. The tournament will be played in the beautiful beach community of Carlsbad on fabulous fields, most of which are Turf. Play Dates are July 21-23 We enjoy a mild 70 degree climate and are only 30 minutes away from downtown San Diego, the world famous San Diego Zoo, Sea World, Wild Animal Park and Legoland. For more information and registration visit lightningsoccerclub.com and click on the Tournament Logo on the left hand Navigator.

[< < Back to Route Detail](#)

- ✓ **Clicking** the **"Unsent"** sub-tab on the right hand side the system displays:
 - A list of messages that was unsent.
 - Columns displayed:
 - Msgs: The number of Messages that were sent in the batch. If the column shows a zero that means that there was no message to be sent.

- Templates: The Template that was used to send the email
- Recipient name: From this page since the system displays a batch it does not show the name of the recipient.
- Status/Error: Status of the batch sent.
- Date: The Date and Time that the Batch was sent.
- Action: The action can be to:
 - Resend the message
 - Delete the message

Sent (36) Unsent (8)

Configure the message routes which control what messages get sent out to the users.

Msgs	Template	Recipient Name	Status / Error	Date	Action
0	Registration Thank You Coach1 Test		No Error - Processing	(0) 3/15 13:10	resend delete
0	Registration Thank You Melissa Lynn		No Error - Processing	(0) 3/15 11:44	resend delete
0	Registration Thank You Natalie Coach		No Error - Processing	(0) 3/15 11:17	resend delete
0	Registration Thank You Russell Pumpkin		No Error - Processing	(0) 3/15 11:11	resend delete
0	Registration Thank You Fffff Aaaaa		No Error - Processing	(0) 3/14 18:40	resend delete
0	Registration Thank You Parent Onetest		No Error - Processing	(0) 3/13 12:19	resend delete
0	Registration Thank You Stephanie Lowery		No Error - Processing	(0) 2/2 20:24	resend delete

Note: Users can view all their messages sent through the system under "My Account - Message Center. Message will be listed by From, Subject and Received Date. User can click on subject title to view the message.

I. Content

Under the content tab you will find four sub tabs that allow users to customize the look and feel of the site.

1. Look N Feel Tab

- ✓ Change the color scheme of the site. Color selections are provided in the drop down menu.
- ✓ Upload site banner – using jpg or gif images. **Click** the **header box** to open a browse screen to add a banner graphic and then **Click** upload **Button** to add the graphic.
- ✓ Upload color and black and white logos by **clicking** the **logo boxes** to open a browse screen. **Click** **Upload** **Button** to add the logo graphic
- ✓ Add text to the bottom of the left navigation menu area using HTML formatting. Enter the text and **Click** Update **Button**.

Note: This section is not required in order to successfully set up online registration. It is solely for aesthetic purposes.

Registration Made Simple.

Message Center | SignOut **AFFINITY SPORTS**

Club Registrar
Affinity Demo

Youth Fall 2010-2011

Leagues

Clubs

Create

Edit

Team

Players / Admins

ID Cards

Event Manager

Reports

Sign Out

Tech Support Contact

US YOUTH SOCCER.

Leagues & Teams My Account

Clubs / Find, Edit, Delete a Club Affinity Demo

Club Config Registration Security Teams Events Messaging Content

Look & Feel Content Documents/Forms ELA

All of the settings on this page are cached by the web servers. There will be a delay in any changes that are made to be reflected by the all of web servers. It can take 20 or more minutes for the changes to be reflected on all web servers.

Use this form to edit a club's look and feel. This will adjust the logos and the text that is assigned at the top of the website.

Color Scheme*
Orange / Blue

Page Header Image
For best page header results: Size your headers to 760 pixels wide by 81 pixels high. Also place your page header on a white background.

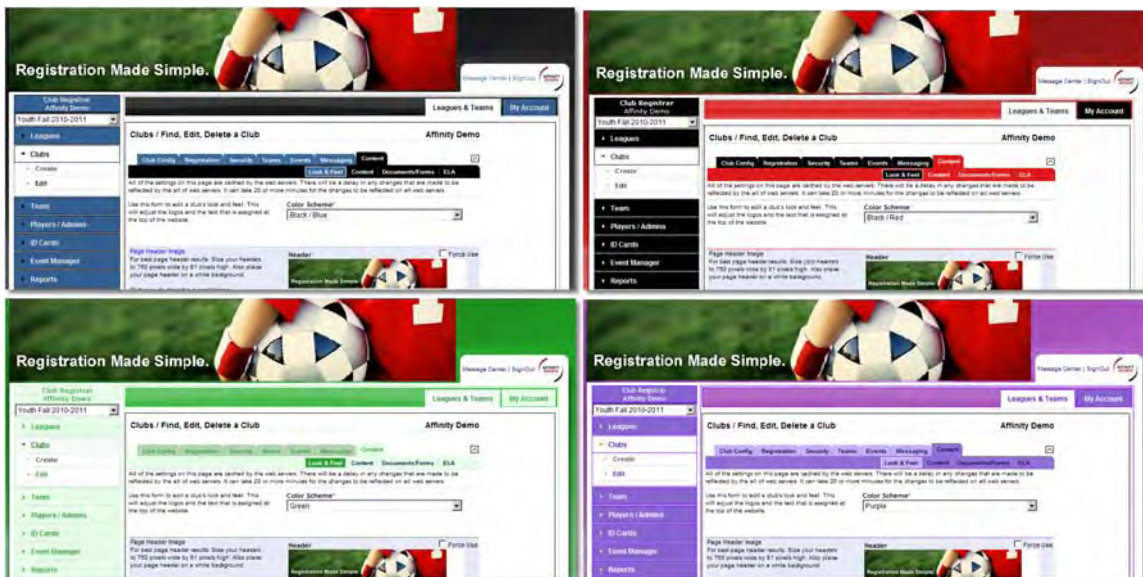
Header
Registration Made Simple. ☐ Force Use

Large Title Text [reset to default](#) ☐ Force Use
{none}

Small Title Text [reset to default](#) ☐ Force Use
{none}

Logo ☐ Force Use
Click Here To Upload A Logo
150x75 pixels

Below are a selected few of the many color options available.



2. Content Tab

The Affinity System provides tools to add edit and delete content that appears on specific screens. Content is listed with a tag name and grouped by Events, General, Registration, and Tournament and list the owner type.

Owner/Type displays the owner of the content – Default indicates the system is the owner. When content is added or edited by a user the Owner/Type changes to self and these changes are only visible to your organization.

- ✓ To edit content, locate the group and **Click** on the content **Tag Name**. The description column will provide a brief description of where the content appears in the Affinity System.



Tip: To easily filter through each section utilize the drop down menu located in the upper right hand corner of the screen.

Though there are many pages where content can be adjusted most organizations will need to update only two:

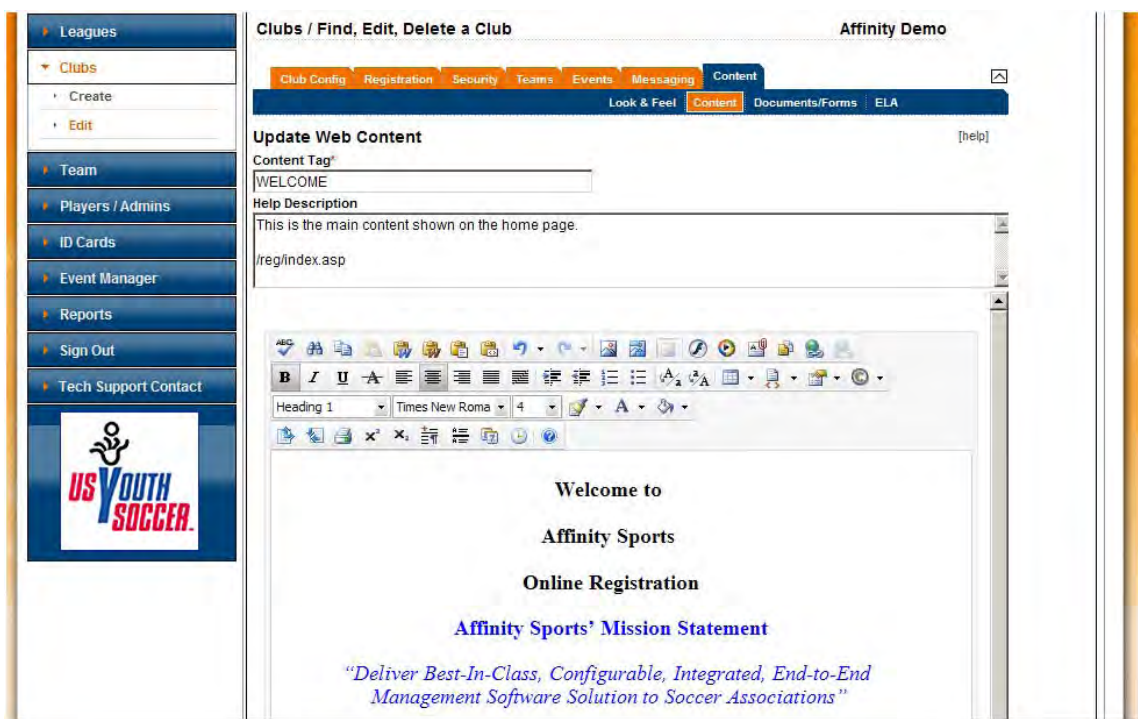
Welcome

Hotsheet (reg_assoc_hotsheet)

The welcome screen and hotsheet appear on the opening page of online registration.

Creating or Editing Content

- ✓ From Leagues & Teams, **click** Clubs from the left navigation menu
- ✓ **Click** Content
- ✓ **Click** Content (a sub tab under content)
- ✓ To edit content, **click** on the Content Tag to open the editing screen.
- ✓ Once a tag is selected for editing, the user will be taken into the content editor. This editor will allow the user to post content such as web links, photos, media, flash, tables, html, and text in various fonts.
- ✓ Once editing has been completed **Click** update **Button**



3. Documents and Forms

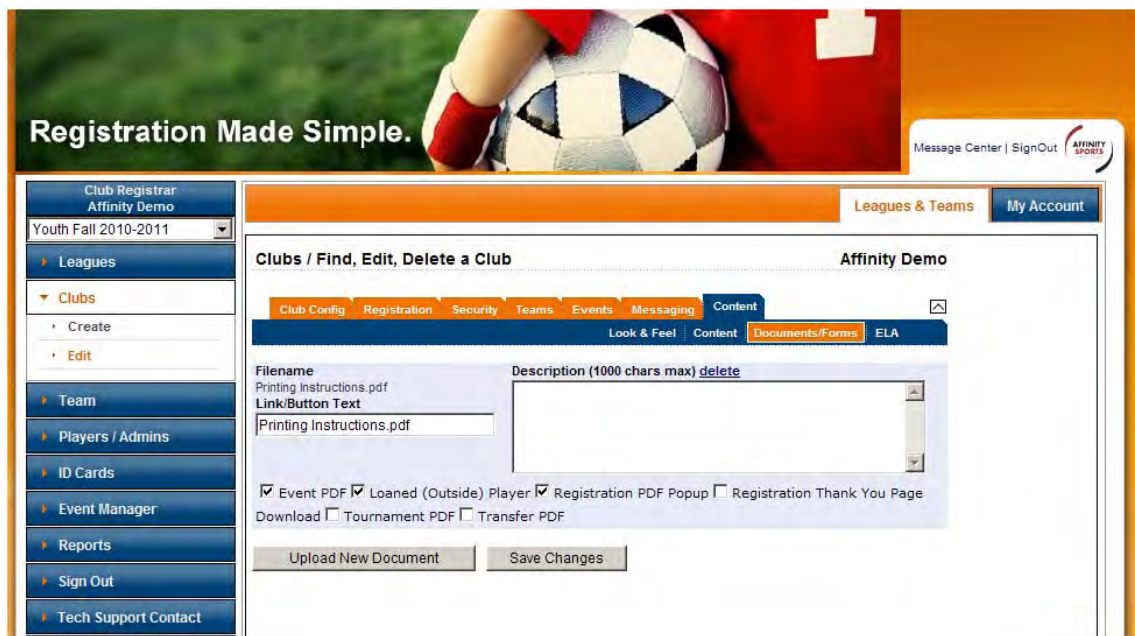
Users can upload required documents and forms that can be printed during online registration and from the My Account area. Forms can be added to

specific areas of online registration by checking the boxes where the form is required.

- ✓ To upload a document of PDF form **Click** upload **Button**. This will open a browse screen and the form can be uploaded to the system



- ✓ When the form has been added to **Documents** you can enter description text associated with the form *if desired*.



- ✓ Place a check mark next to the type of document being uploaded, for online registration documents select either **“Registration Thank You Page Download”** and/or **“Registration PDF Popup”**.
- ✓ **Click** **“Save Changes”** button.
- ✓ If the form is no longer needed **Click** delete link.

4. ELA (Electronic Legal Agreements)

The Affinity System provides the ability to create Electronic Agreements for use with Online Registration for Players, Administrators, Teams and Event registrations. A record of the electronic agreement is saved to an ELA log that is attached to the Player, Administrator and Parent records.

- ✓ From Leagues & Teams select Clubs from the left navigation menu
- ✓ Select **Content – ELA**
- ✓ Existing **ELA's** will be listed by title and modification date. These can be edited or deleted at any time.
- ✓ To create a new **ELA** – Enter a Document Title
- ✓ Enter Document Text
- ✓ Check the boxes where this ELA is to be applied
- ✓ **Click Add Document Button**

Clubs / Find, Edit, Delete a Club

This area allows you to administrate the use of ELA's (Electronic Legal Agreement).

These will be inserted after each application is created. This will force the user to accept your legal documents before creating the application. This is can be used for Code of Conduct, Medical Waiver, etc. Each document will require the user to accept that document individually.

Please copy and paste to the "Document Text" field. This area is provided for quick viewing, not for editing. It is best to use a word processor for that.

Each time the ELA is edited, the previous version is saved if it was agreed to by a user. This is saved to track exactly which agreement each user agreed to. Previous versions will be shown below the current document.

Description/Title	Modified	
NO REFUNDS AFTER 60 DAYS	5/4/2007 10:43 AM	edit
D1 PLAYER COMMITMENT	5/4/2007 10:44 AM	edit
PARENT COMMITMENT	5/5/2007 8:33 AM	edit
Player Code of Conduct	5/6/2007 12:41 PM	edit
REFUND AND CANCELLATION POLICY	5/6/2007 7:52 AM	edit

Document Description*

Document Text*

☐ Event ELA ☐ Registration ELA ☐ Tournament ELA ☐ Travel Request ELA

Add Document

5. Assigning Documents and ELA's

Once ELA's have been created user will need to assign them to the season. Assigning an ELA will allow it to appear during the Registration process as well as forms such as player registration PDF's to print at the end of registration.

- ✓ Under Leagues & Teams select Clubs from the left navigation menu.
- ✓ Select the Registration tab, and Season sub tab
- ✓ **Click** on the "Assign PDF/ELA button near the bottom of the screen

Registration Made Simple.

Message Center | SignOut

Club Registrar
Affinity Demo

Youth Fall 2010-2011

Leagues & Teams My Account

Clubs / Find, Edit, Delete a Club Affinity Demo

Club Config Registration Security Teams Events Messaging Content

Season Custom Fields Fees Discounts Fields Billing Travel Requests

Configuring settings on this page will override all settings above this Club.

		Youth Fall 2010-2011				
		D 1 Select	D 2 Classic	D 3	D 4 Rec	Guest
Players (check all that apply for players)						
Player_Reg_P1.pdf	PDF AYSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NO REFUNDS AFTER 60 DAYS	ELA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D1 PLAYER COMMITMENT	ELA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PARENT COMMITMENT	ELA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REFUND AND CANCELLATION POLICY	ELA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Player Code of Conduct	ELA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AYSA - Division I Player and Parent Commitment form	ELA AYSA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Adult Volunteer - Background Check Authorization and Liability Release	ELA AYSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AYSA - Division II Player and Parent Commitment form	ELA AYSA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Adult Waiver	ELA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do I have an Account.pdf	PDF AYSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

User will be taken to the assign PDF/ELA screen. This will list all current and previous seasons. Your season may be listed at the far right of the screen. If so please scroll right to view current season.

- ✓ Select the ELA and/or PDF options that you want to appear during the registration process by placing a check mark in the boxes that correspond with the ELA and/or PDF and the desired play level and season.
- ✓ **Click** "Save Changes"

Tip: There will be one grid for players and one grid for administrators. Users can assign documents and ELA's by play type, season, and user role (coach/admin and player).

V. Players

A. Adding New Players Internally

As a league administrator you can add entire families on a single data entry screen for the entry of new players.

- ✓ **Click** **Player/Admin** on the left hand side navigation
- ✓ **Click** on **Add New Player/Admin**

Club Registrar
Affinity Demo

Youth Fall 2010-2011

Leagues & Teams My Account

Add Player/Administrator

Parent/Admin Application

First Name* Middle / Initial Last Name* Suffix

Relation* Title Alias

Address 1* ☒ verify address

Address 2

Address 3

Country

United States of America

City* State* Zip / Postal Code*

AL

Home Phone** Work Phone** Cell Phone**

Fax Email

Gender DOB (MM/DD/YYYY)

All Genders

*required ** at least one is a required fields.

Clear Info Add Next Family Member

Save & Add Players

Remove from Family

Step 1

Use this section to add all parents to the family account you are creating.

When you have completed adding the information for a parent or guardian, click the "Add Next Family Member" button.

If this parent is also applying to be a coach or other team administrator, click the "Parent/Admin Application" tab and fill in the required information.

When you are finished adding the parents, click the "Save & Add Players" button at the bottom to start adding the players or click the "Save & Don't Add Players" if the team administrator is not adding players to your league.

- ✓ Enter the required parent data as signified by the (*) next to the data field. To add another parent, **Click** the **Add Next Family Member Button** and proceed as above for the second parent.

At this point you can either proceed immediately to adding the player, or make the parent an administrator (coach, manager, asst. coach).

To proceed immediately with adding a player:

- ✓ **Click** **Save & Add Players Button**

Club Registrar
Affinity Demo

Youth Fall 2010-2011

Leagues

Clubs

Team

Players / Admins

- Player Lookup
- Admin Lookup
- Parent Lookup
- Add Player/Admin
- Payment Management


ID Cards

Event Manager

Reports

Sign Out

Tech Support Contact



Leagues & Teams

My Account

Add Player/Administrator

Remove from Family

Step 1

Use this section to add all parents to the family account you are creating.

When you have completed adding the information for a parent or guardian, click the "Add Next Family Member" button.

If this parent is also applying to be a coach or other team administrator, click the "Parent/Admin Application" tab and fill in the required information.

When you are finished adding the parents, click the "Save & Add Players" button at the bottom to start adding the players or click the "Save & Don't Add Players" if the team administrator is not adding players to your league.

Parent/Admin Application

First Name*
Dad

Middle / Initial

Last Name*
Test

Suffix

Relation*
Father

Title

Alias

Address 1*
1234 Somewhere St

Address 2

Address 3

Country
United States of America

City*
Anytown

State*
AL

Zip / Postal Code*
12345

Home Phone**
1234567890

Work Phone**

Cell Phone**

Fax

Email
dadtest@noemail.com

Gender
Male

DOB (MM/DD/YYYY)

*required

** at least one is a required fields.

Clear Info

Add Next Family Member

Save & Add Players

Add Players/Admins cont'd

If a parent is also applying as a team administrator

- ✓ **Click** on the **Admin/Coach Information** tab at the top of the form and complete information box including their email address and driver's license.

Club Registrar
Affinity Demo

Youth Fall 2010-2011

Leagues & Teams **My Account**

Add Player/Administrator

Parent/Admin Information

Admin Type**

☐ Assistant Coach ☐ Head Coach ☐ Referee
☐ Team Assistant ☐ Team Manager ☐ Team Parent

Parent Type**

☐ Referee ☐ Team Parent ☐ Board Member
☐ Clerical ☐ Committee ☐ Concessions
☐ Donor ☐ Field Prep ☐ Fund Raising
☐ Newsletter ☐ Publicity ☐ Special Projects

League*
Affinity Demo - 0199

Club*
--Select Club--

Play Level
--Select Play Level--

Age Group
--Select Age Group--

Team
--Select Team--

Team Coach Type
--Select Coach Type--

Select Play Type

☐ Comp DIV I ☐ Comp DIV II
☐ Guest Play ☐ Rec DIV III
☐ Rec DIV IV ☐ TOPSoccer

Years Coaching
[]

Drivers License* **State*** **Expiration/mm/dd/yyyy**

Remove from Family

Step 1

Use this section to add all parents to the family account you are creating.

When you have completed adding the information for a parent or guardian, click the "Add Next Family Member" button.

If this parent is also applying to be a coach or other team administrator, click the "Parent/Admin Application" tab and fill in the required information.

When you are finished adding the parents, click the "Save & Add Players" button at the bottom to start adding the players or click the "Save & Don't Add Players" if the team administrator is not adding players to your league.

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Once all of the parental and/or administrator information has been entered, you have two choices to proceed further.

- a. **Click** **Save and Add Players** **Button** if the individual entered is a parent will then search the database and find any players associated with the parents.
- b. **Click** **Save and Don't Add Players** **Button** if the individual entered is only an Administrator.

- ✓ To add a player **Click** **Save and Add Players** **Button**
- ✓ A blank form will be presented to enter the necessary player information.

- ✓ **Click** **Add next family member** **Button** to enter additional players to the family

Note: The system will attempt to match any parents, administrators, and players that are added. If a match is found the persons associated with the family will appear in text box to the left of the entry form. Click on the name in the text box to fill in the entry form with the existing information and complete the application.

Remove From Family

Step 2

Use this section to add all players to the account you are creating or editing.

If any children have been found in this family, their name(s) will appear in the box above. Click on the name of each child to view and then update their information. When you have completed updating the information on the first child, click the **"Update"** button and move onto the next child.

If you are entering information for a new family, enter the information for the first child and then click the **"Add Next Family Member"** button and enter the data for the next family member.

When you have completed adding the information for all members of this family, simply click the **"Save and Continue"** button to move onto the next family.

NOTE:
If you have received payment for this

Player Information
Preferences

First Name*	Mi.	Last Name*	Suffix
<input type="text" value="Kidone"/>	<input type="text"/>	<input type="text" value="Test"/>	<input type="text" value=""/>
Gender*	DOB (MM/DD/YYYY)*		Rank Seasons
<input type="text" value="Female"/>	<input type="text" value="11"/> <input type="text" value="12"/> <input type="text" value="1999"/>		<input type="text" value=""/> <input type="text" value=""/>
Height	Weight	School Name*	Grade
<input type="text" value=""/> ft. <input type="text" value=""/> in.	<input type="text" value=""/> lbs.	<input type="text" value="School"/>	<input type="text" value=""/>
League*			
<input type="text" value="Affinity Demo - 0199"/>			
Club*			
<input type="text" value="Affinity Demo"/>			
Play Level*			
<input type="text" value="D 1 Select"/>			
Application Options			
<input type="checkbox"/> Payment Received <input type="checkbox"/> Accepted <input type="checkbox"/> Legal Waivers			
Team (requires all above options are checked)			
<input type="text" value="--Select Team--"/>			
Shirts	Shorts	Socks	
<input type="text" value="--"/>	<input type="text" value="--"/>	<input type="text" value="--"/>	
Emergency Contact #1*		Phone*	
<input type="text" value="Dad Test"/>		<input type="text" value="(123) 456-7890"/>	
Emergency Contact #2		Phone	
<input type="text"/>		<input type="text"/>	
List any medical problem/prohibition player has			
<input style="height: 30px;" type="text"/>			

Tip: If teams have been created, the players and/or administrators can be rostered directly to the team during the add player/admin process. To add the players to a team you will have to "clear" them by checking the "payment received", "accepted", and "legal waivers" check boxes.

B. Player Lookup

The Affinity System provides users with the ability to search for players by name, season, gender, play type, age group, club, status, or disciplinary action. Users have the option to perform a full or limited search depending on the criteria and search parameters you establish.

1. Searching for players

- ✓ From Leagues & Teams, **click** on Clubs in the left navigation menu
- ✓ **Click** on Players/Admins
- ✓ **Click** on Player Lookup
- ✓ Establish your search criteria from the various pull down menus.
- ✓ **Click** Search **Button** and a list of all players matching the search criteria will appear.

2. Clearing Players

Players need to be "cleared" in order to be rostered to a team.

- ✓ **Click** Player/Admin from the left navigation menu

- ✓ **Click** Player Look up
- ✓ Search for players by setting the **Application Status** to **Pending All Applications**.
- ✓ The search results are displayed with check boxes **Accepted** & **Age Legal**. Checking these boxes clears the player and makes them available for rostering.
- ✓ **Click** **Save Application Changes**

Registration Made Simple.

Message Center | SignOut | AFFINITY SPORTS

Club Registrar
Affinity Demo
Youth Fall 2010-2011

Leagues & Teams | My Account

Player Lookup Page Size: 25 Reset

Select League: All Leagues
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 Paid Order Media Type
All All All All
Application Date: From To

Disciplinary Filter By Disciplinary Status: No Filter All
Search By: Last name, First Name Search For: Search

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

Player Name	League/Club City	Player ID	Birthdate	Appl Date	PlayLevel
Testspringtonya, Playerfour	city 50281-144383	10/10/1998	4/20/2010 12:17:00 PM	D 1	Select
Testspringtonya, Playerthree	city 50013-154955	10/10/1998	4/20/2010 4:49:00 PM	D 1	Select

save application changes email selected players (1 - 2) of 2

Glossary:

- ✓ **Accepted** – confirmation that the player will be playing with your club, triggers player to appear in billing reports. One of two steps necessary in order for player to be rostered to a team.
- ✓ **Age Legal** – confirmation that the vital data (name, gender, date of birth) entered into the system for the player matches the information on their birth certificate. One of two steps necessary in order for player to be rostered to a team.
- ✓ **Cleared** – player has been marked accepted and age legal, grants the ability to roster the player to a team.
- ✓ **Pending** – player has an application but is not assigned to a team.
- ✓ **Assigned** - player is rostered and assigned to a team.
- ✓ **Activated** - player is on an activated team.
- ✓ **Cancelled** - player's application has been cancelled.

- ✓ **Rejected** - player's application has been rejected.
- ✓ **Pending Release or Transfer** - player's application is pending approved release or transfer.
- ✓ **Approved Release or Transfer** - player's application has been approved for release or transfer.
- ✓ **Rejected Release or Transfer** - player's applications has been rejected for release or transfer.

C. Player Reports

Player reports are generated from Player Look-Up search results. Use the drop down filters in player look up to customize the information in the reports.

Registration Made Simple.

Message Center | SignOut

Club Registrar
Affinity Demo
Youth Fall 2010-2011

Leagues & Teams My Account

Player Lookup Page Size: 25 Reset Report: --Choose Report--


Select League: Affinity Demo - 0199
Select Club: Affinity Demo
Select Play Type: All Play Types
Select Gender: All Genders
Select Age Group:
Application Status: All Application Status
Accepted Paid Order Media Type
All All All All
Application Date: From To
Disciplinary Filter By: Disciplinary Status
No Filter All
Search By: Last name, First Name Search For: Search

(1 - 3) of 3

Player Name	Address	Team ID	Player ID	Birthdate	Appl Date	PlayLevel
<input type="checkbox"/> Test, Kidone	1234 Somewhere St	0199011GU130172	88800-129744	11/12/1999	10/1/2010 3:44:00 PM	D 1 Select
<input type="checkbox"/> Testspringtonya, Playerfour	121008 Test Street Apt A		50281-144383	10/10/1998	4/20/2010 12:17:00 PM	D 1 Select
<input type="checkbox"/> Testspringtonya, Playerthree	121008 Test Street Apt A		50013-154955	10/10/1998	4/20/2010 4:49:00 PM	D 1 Select

email selected players (1 - 3) of 3

1. Exporting and Printing player reports


- ✓ From Leagues & Teams, **click** on Players/Admins on the left
- ✓ **Click** on Player Look up
- ✓ Search for desired players
- ✓ Select a report from the drop down menu located in the player lookup screen
- ✓ **Click** the printer icon to download the report.
- ✓ Reports:
 - Labels with Team Name
 - Labels 1 per Household
 - Player Detail
 - Application Forms (PDF)
 - Player Detail with All Fields
 - All Player Applications Detail
- ✓ **Click** on the export icon  to export the report to the desired format
- ✓ Exportable formats:
 - Adobe Acrobat (PDF)

- Microsoft Excel 97-2000 (XLS)
- Microsoft Excel 97-2000 – Data Only (XLS)
- Microsoft Word (RTF)
- Microsoft Word – Editable (RTF)
- Rich Text Format (RTF)
- ✓ Select the desired format
- ✓ **Click** OK
- ✓ The report will be opened in the format selected, use the settings in the selected program to print the report.

TIP: *Settings on Acrobat Reader will affect label printing. It is advised that you upload the most current version of Acrobat Reader and delete any previous versions that are on your computer.*

2. Exporting the Player (or Admin) Detail All Fields report

The Player (Admin) Detail All Fields report is the most commonly used play report as it is the most versatile. This report must be exported into excel where the user can then add or delete columns, filter and sort information as desired.

- ✓ From Leagues & Teams, **click** on Players/Admins on the left
- ✓ **Click** on Player Look up (Admin look up for the same report on Administrators)
- ✓ Select both a League and a Club from the player look up drop down filters
- ✓ Search for desired players
- ✓ Select the **“Player Detail All Fields”** (or Admin Detail All Fields if searching for administrators) report from the drop down menu located in the player lookup screen
- ✓ **Click** the printer icon to download the report.
- ✓ **Click** on the export icon 
- ✓ Select Microsoft Excel 97-2000 - Data Only (XLS) from the file format drop down
- ✓ Select All for your page range
- ✓ **Click** OK
- ✓ **Click** Save, name the report and save to your desktop or documents folder on your computer
- ✓ Open the report and **click** on column A to highlight the whole column
- ✓ **Click** Data from the menu at the top of the page
- ✓ Select Text to Columns
- ✓ Uncheck Fixed Width
- ✓ Check Delimited
- ✓ **Click** Next
- ✓ Uncheck Tab
- ✓ Check Comma
- ✓ **Click** Next

- ✓ **Click** Finish
- ✓ If asked "Do you want to replace the contents of the destination cells?" **Click** OK
- ✓ **Click** File from the menu at the top
- ✓ **Click** Save


You can also place a filter on the columns to more easily utilize the report

- ✓ **Click** on Row 1 so that the whole row is highlighted
- ✓ **Click** Data
- ✓ **Click** Filter
- ✓ **Click** Auto Filter
- ✓ **Click** File
- ✓ **Click** Save

Columns can now be deleted, added or sorted as needed.


D. Editing a Player's Information

- ✓ From Leagues & Teams **click** on Players/Admins from the left navigation menu
- ✓ **Click** on Player Lookup
- ✓ From Player Lookup, search for the desired player(s)
- ✓ **Click** on the **Player Name** to open the players record.
- ✓ Select the tab where you need to add or update information.
- ✓ **Click** Update **Button** save your changes.

Registration Made Simple. Message Center | SignOut 

Club Registrar
Affinity Demo
Youth Fall 2010-2011

Leagues
Clubs
Team
Players / Admins
Player Lookup
Admin Lookup
Parent Lookup
Add Player/Admin
Payment Management
ID Cards
Event Manager
Reports
Sign Out
Tech Support Contact



Leagues & Teams **My Account**

Edit Player << Previous Player 2 of 3 Next Player >>
Playerfour Testspringtonya 50281-144383

Player Information Preferences Applications Transfer Parents Disciplinary


* are required fields

Legal First Name* Middle / Initial Legal Last Name* Suffix
Playerfour Testspringtonya

Alias / NickName Height Weight
ft. in. lbs.

School Name Grade Player Rank Graduation Year
2 C

Birth Month* Day* Year* Gender* Age Group:
October 10 1998 Boys U12
U13
U30
Calendar Age: 11 Seasonal Age: 11

CLICK HERE TO UPLOAD PHOTO 100X120 PIXELS

BIRTH CERTIFICATE
CLICK TO UPLOAD
2000 x 2000
PIXELS
MAXIMUM

Dadone A Testspringtonya - Father
121008 Test Street Apt A
city, AL 12345
Home: (123) 456-7890

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

Out Of State Registration Out Of State ID#
In-State Registration

Person to Notify in Emergency* Telephone*
Parent Testspringtonya (123) 456-7890
Doctor to Notify in Emergency Telephone

List any medical problem/prohibition player has

There are multiple tabs under the players record that perform different functions and allow different information to be updated.

Player Information Preferences Applications Transfer Parents Disciplinary

- **Player Information** – Player name, date of birth,
- **Preferences** – an optional tab used for entering the players preferences
- **Applications** – shows the details of current and historical applications for the player, provides the ability to edit and/or cancel the application
- **Transfer** – shows release/transfer history and provides the ability to perform or initiate a release/transfer
- **Parents** – lists parents/guardians and provides an edit link to open and edit the parent/guardian information
- **Disciplinary** – provides the ability to track disciplinary items on the player

The three main tabs are **Player Information**, **Applications**, and **Transfer**




1. Player Information:

This page is fairly self explanatory you can view and update player details such as school, emergency contact, uniform information, and custom fields information.

TIP: For most organizations vital information such as the players name, gender, and date of birth can only be changed by the state association personnel.

2. Applications:

The applications tab page shows current and past seasonal history for the player including the following:

- Club player is registered with
 - Season player is registered for
 - Any order number associated with the application or a link to create an order
 - How the player was registered (ie. Internally, Web or online, Migration, and Upload)
 - Any fees associated with the application
 - Name of the person who created the application
 - Date the application was created
 - Play level of the application
 - If the application has been accepted
 - Name of the person who accepted the application
 - Date the application was accepted
 - If the player is Age Legal (Legal/Age verified)
 - Amount paid
 - Name of the person who last modified the record
 - Date the record was last modified
 - Application status (ie. Pending, Assigned, Activated)
 - Any fees due
 - Team ID number if the player is on a team
-
- ✓  edit to update the play level of the application
 - ✓  cancel to cancel the application
 - ✓  view ELA log to view/print any Electronic Legal Agreements for the player

Existing Applications

PP = order with payment plan.

Current Season

Other Seasons

Club	Create By	Accepted By	Last Mod. By			
Season	Create Date	Accepted Date	Mod. Date			
Media - Appl. Type	PlayLevel	Legal/Age	Status	Team Code		
Order#	Fees	Amount Paid	Due	Paid		
Affinity Demo	Dadone Testspringtonya 4/20/2010 12:17 PM	Tonya Schlegel 4/20/2010	Martha Disko 6/29/2010 07:43 AM	Edit	View ELA Log	
Youth Fall 2010-2011 Web - Registration	D 1 Select	Legal/Age Verified	Pending			
1-1195969	\$1,505.00	\$0.00	\$1,505.00			
Affinity Demo	Dadone Testspringtonya 4/19/2010 12:33 PM	Not Accepted	Tonya Schlegel 4/20/2010 11:47 AM		View ELA Log	
Youth Fall 2010-2011 Web - Registration	Guest	Legal/Age Verified	Canceled			
1-1195313	\$1,430.00	\$0.00	\$1,430.00			
Affinity Demo	Dadone Testspringtonya 4/19/2010 11:09 AM	Not Accepted	Tonya Schlegel 4/19/2010 11:11 AM		View ELA Log	
Youth Fall 2010-2011 Web - Registration	Guest	Canceled				
1-1195261	\$940.00	\$0.00	\$940.00			

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

Create New Season Application

3. Transfer (Release/Transfer)

The player must be assigned to an activated team in order to begin the release/transfer process. There are two options on the transfer page, the player can be released or transferred. The release/transfer process can be initiated by the parent, coach/admin, or League and club personnel. There are three steps in the approval process of a release/transfer; Releasing Team Administrator (which can be done by the coach/admin, user at the club level, or user at the league level) Releasing League Registrar (which can be done by a user at the League level) and the final approval is the Releasing District Commissioner.

Tip: The user with access to finalize the release/transfer (Releasing District Commissioner step) varies according to the rules of the state association. If you are unsure who has the ability to complete the final approvals please contact your state association.

Releasing a player

- ✓ [Click](#) "I am requesting to be released, and am unsure of which league or club I want to transfer to."

Transferring a player

- ✓ **Click** "I am requesting to be released, and I am unsure of which league or club I want to transfer to."

Registration Made Simple.

Message Center | SignOut

Club Registrar
Affinity Demo

Youth Fall 2010-2011

Leagues & Teams | My Account

Edit Player
Kidone Test 88800-129744

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

Transfer Request
As a player, you must first request to be released from your current team, league, and/or district.

Release From

Player: Kidone Test
Gender: Girls
Age Group: Under 13
District: North
League: Affinity Demo
Club: Affinity Demo
Team: 0199-011GU13-0172
Affinity Demo - GU13

Release Type

☒ I am requesting to be released, and I know the league & club I want to transfer to.

☐ I am requesting to be released, and I am unsure of which league or club I want to transfer to.

Continue

For either a release or transfer

- ✓ Fill out the release/transfer form
- ✓ **Click** Submit
- ✓ Approve as the Releasing Team Administrator (unless this has already been completed)
- ✓ Approve as the Releasing League Registrar
- ✓ Release/Transfer is then in pending until it is approved by the user with access to finalize the release/transfer by completing the Releasing District Commissioner (DC) approval. This user may be at the League, District, or State level, if you are not prompted to complete the DC portion then you do not have the permissions.

Transfer Status

This page show the current status along with comments about the pending transfer.

Releasing League Registrar

Please choose your response to the requested transfer below.

☐ Approved ☐ Contested

Comments:

Player Information

Name	Age Group	ID
Test, Kidone	Under 13	88800-129744

Overall Status

Reason	Release Status	Transfer Status	Effective Date
Moved beyond reasonable travel	Pending	Currently no status is available	N/A

Releasing Team Information

District	League	Club
North	Affinity Demo	Affinity Demo

Team	Team #
Affinity Demo - GU13	0199-011GU13-0172

Release Details

Role	Status	Who & When
Releasing Team Administrator	Approved	Club Registrar [10/7/2010]
Releasing League Registrar	Pending	Club Registrar [10/7/2010]

Transfer Team Information

District	League	Club
North Central	Birmingham United Soccer Association	Birmingham United Soccer Association

Team	Team #
BUSA 99 United	0245-01EB13-0023

VI. Administrators

A. Add New Administrators Internally

The first portion of the process described earlier for entering the Parent/coaching information in [Section VII – A] is used to enter information for team administrators.

- ✓ From Leagues & Teams, select **Player/Admin** from the left navigation menu area
- ✓ **Click** **Add Players/Admins**
- ✓ Enter the required information on the first screen
- ✓ **Click** the **Additional Information** tab and enter required Administrator information.
- ✓ If the administrator has no children to register, **Click** **Save & Don't Add Players** **Button**
- ✓ If the administrator does have children, **Click** **Save & Add Players** **Button**

Parent/Admin Information		Parent/Admin Application	
First Name*	Middle / Initial	Last Name*	Suffix
Dad		Test	
Relation*	Title	Alias	
Father			
Address 1*		<input checked="" type="checkbox"/> verify address	
1234 Somewhere St			
Address 2			
Address 3			
Country			
United States of America			
City*	State*	Zip / Postal Code*	
Anytown	AL	12345	
Home Phone**	Work Phone**	Cell Phone**	
1234567890			
Fax	Email		
	dadtest@noemail.com		
Gender	DOB (MM/DD/YYYY)		
Male			
*required		** at least one is a required fields.	
Clear Info		Add Next Family Member	
Save & Add Players			


Parent/Admin Information		Parent/Admin Application	
Admin Type**			
<input type="checkbox"/> Assistant Coach	<input type="checkbox"/> Head Coach	<input type="checkbox"/> Referee	
<input type="checkbox"/> Team Assistant	<input type="checkbox"/> Team Manager	<input type="checkbox"/> Team Parent	
Parent Type**			
<input type="checkbox"/> Referee	<input type="checkbox"/> Team Parent	<input type="checkbox"/> Board Member	
<input type="checkbox"/> Clerical	<input type="checkbox"/> Committee	<input type="checkbox"/> Concessions	
<input type="checkbox"/> Donor	<input type="checkbox"/> Field Prep	<input type="checkbox"/> Fund Raising	
<input type="checkbox"/> Newsletter	<input type="checkbox"/> Publicity	<input type="checkbox"/> Special Projects	
League*			
Affinity Demo - 0199			
Club*			
--Select Club--			
Play Level			
--Select Play Level--			
Age Group			
--Select Age Group--			
Team			
--Select Team--			
Team Coach Type			
--Select Coach Type--			
Select Play Type		Years Coaching	
<input type="checkbox"/> Comp DIV I	<input type="checkbox"/> Comp DIV II		
<input type="checkbox"/> Guest Play	<input type="checkbox"/> Rec DIV III		
<input type="checkbox"/> Rec DIV IV	<input type="checkbox"/> TOPSoccer		
Drivers License*	State*	Expiration(mm/dd/yyyy)	

Tip: See the Players section to learn how to add a player

B. Administrator Lookup

- ✓ **Click** the **Player/Admin - Admin Lookup** in the left navigation menu area to perform a search for administrators.
- ✓ **Administrator Lookup** screen (below), contains drop down menus allowing you to search the database by various search criteria selections criteria
- ✓ Select your search criteria and **Click Search Button**
- ✓ To edit your Administrator's account information, **click** his/her name.

Registration Made Simple.

Message Center | SignOut 


Club Registrar
Affinity Demo

Youth Fall 2010-2011

- Leagues
- Clubs
- Team
- Players / Admins**
 - Player Lookup
 - Admin Lookup**
 - Parent Lookup
 - Add Player/Admin
 - Payment Management
- ID Cards
- Event Manager
- Reports
- Sign Out
- Tech Support Contact

Leagues & Teams **My Account**

Administrator Lookup

Page Size: 25 Report: --Choose Report-- 

Select League	Select Play Type	Select Admin Type	Status Filter By
All Leagues	All Play Types	All Team Coaches	No Application Status
Select Club	Select AgeGroup	Select Certification	Risk Filter By
All Clubs	Select Age Group	All Certifications	No Risk Filter

Disciplinary Filter By	Disciplinary Status	Search By	Search For:
No Disciplinary	All	Last name, First Nam	<input type="text"/>

(1 - 1) of 1

<input type="checkbox"/>	Admin Name	League	# Teams	Admin ID	Home Phone
<input type="checkbox"/>	Testtestten, Parent	Affinity Demo	1	36619-664051	(123) 456-7890

(1 - 1) of 1

C. Editing Administrator Records

- ✓ From the Administrator Lookup screen **Click** on the Administrator name
- ✓ Enter any changes to the Administrator's account. **Click Update Button**

There are several tabs in the Administrator record that provide additional information and functions

- **Applications tab** will display the Club(s) name, season, status and ELA log
 - ✓ To cancel an Administrator's application, **Click Cancel Application Button**
- The **Disciplinary tab** will display any soccer disciplinary sanctions applicable to the Administrator
- The **Children tab** will list the players linked to the Administrator.

Leagues

Clubs

Team

Players / Admins

- Player Lookup
- Admin Lookup**
- Parent Lookup
- Add Player/Admin
- Payment Management

ID Cards

Event Manager

Reports

Sign Out

Tech Support Contact

US YOUTH SOCCER

Edit Administrator

Name: Parent Testtesten ID Number: 36619-664051

Administrator Info Additional Info Applications Disciplinary Children Events

*are required fields
at least one contact phone
**number is required

CLICK HERE TO UPLOAD PHOTO 100X120 PIXELS

Team: Affinity Demo - GU13
Team Number: 0199-01GB13-0123

Legal First Name* Middle / Initial Legal Last Name* Suffix

Parent Testtesten

Business Title Alias (Nickname)

Address 1* ☒ verify address
12345 test st

Address 2

Address 3

Country* County

United States of America

City* State/Province* Zip / Postal Code*

city AL 12345

Home Phone** Work Phone**

(123) 456-7890

Mobile Phone** Fax

Email Address Gender*

Relationship to children Years Coaching Experience

Mother

Select Level of Play

☐ Competitive ☐ Recreational

Drivers License Number* State*

S AL

Expiration

TIP: The risk management status and coaching education cannot be modified by the league or the club and can only be done by State Level Administrators.


D. Risk Management / Background Checks / Kidsafe

One of the features available on the Affinity Sports system is Risk Management or the ability to manage background check info (also known as kidsafe info) on administrators. We provide the flexibility for this to be as manual or automated a process as is preferred by the association. The system provides all text fields necessary to run automatic background checks and has the capability to return updated results immediately to the administrator record.

- ✓ The system links risk management with registration data and all information is stored in the administrator profile.
- ✓ Based on the security clearance, users will only be able to access the data that they are authorized to view. Additionally all of the vital information is protected and encrypted. Only the following information is displayed to the League Administrator: risk status, risk expire date, risk submit date, and risk return date. All additional risk history and background details are encrypted in tables limited to the security profiles as designated.

Risk Status:		Risk submit to state on	
Approved <input type="button" value="v"/>		6/18/2008 <input type="button" value="calendar"/>	
Risk expire on		Risk return from state on	
6/18/2009 <input type="button" value="calendar"/>		6/18/2008 <input type="button" value="calendar"/>	
Birth Month*	Day*	Year*	<input type="button" value="Background Checking"/>
June <input type="button" value="v"/>	6 <input type="button" value="v"/>	1966 <input type="button" value="v"/>	


- ✓ The system flags all disqualified administrators and prevents registrars from issuing them credentials. For example, if the Risk Management status is not approved, it will not allow the team to be activated and/or print a card. Additionally, the Administrator lookup includes a risk filter, which allows League Registrar and Risk Management Committee to search by risk status.

Teams / Find, Edit, Delete a Team		Lookup Team
Affinity Dem - BU5 0199-01GBU5-0163		
Team Details	Roster Admin	Roster Player
Activation	Team Roster	Travel Roster
Tourname		
 Team Activate Rule Violations 1 administrator(s) have failed to have proper risk management status.		
Administrators		
Admin ID	Administrator	Name
60978-778051	Head Coach	Testspringtonya, Dadone A
Lic. Level	Risk Status	
	None	

Find, Edit, Delete a Team Lookup Team << Previous Team 39 of 48

Demo - GU13
3-0172
[Home](#) [Roster Admin](#) [Roster Player](#) [Team Roster](#) [Travel Roster](#) [Tournament](#)

Players

PC Admin ID	SEC #	Administrator	Name	Lic. Level	Risk
<div>  <p>Some of the ID cards you selected to print are not valid for printing. They have been unchecked for you. Click the "Print Select Cards" button again to print the remaining ID cards.</p> <p>OK</p> </div>					
PC Player ID	SEC #	Player	DOB	Date Reg.	Transfer
0	88800-129744	Test, Kidone	11/12/1999	10/1/2010	

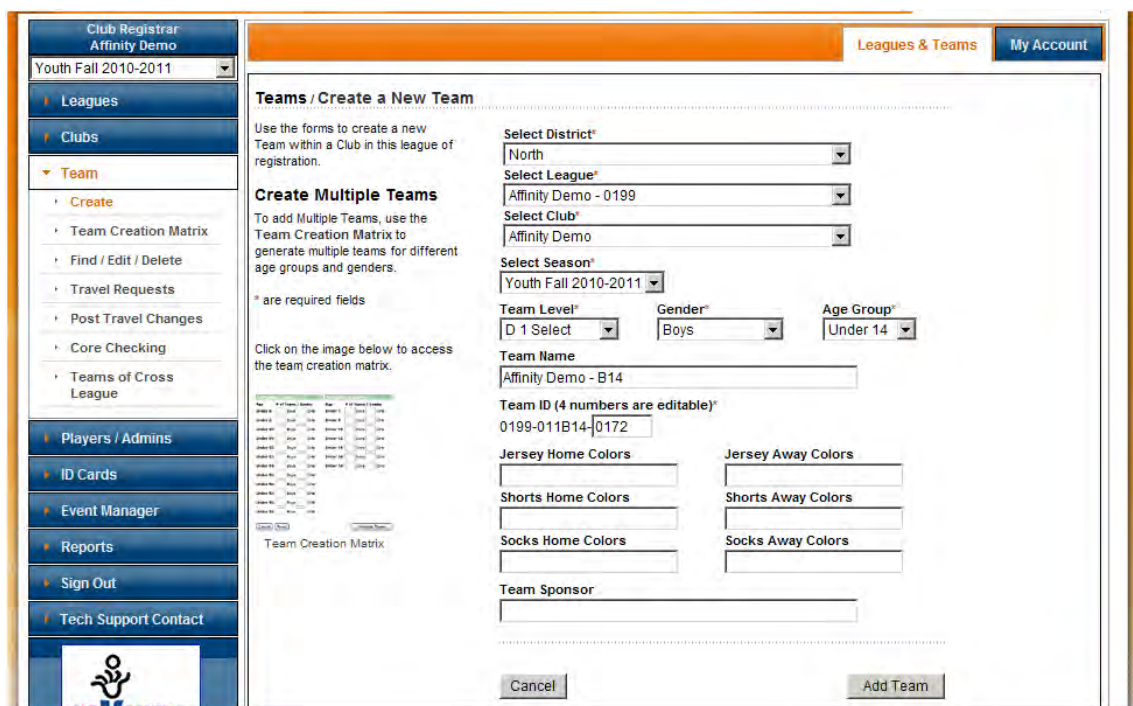
Payment Codes

If you have questions regarding risk management please contact your state association or [click](#) on the Tech Support Contact in the left navigation menu to create a Help Ticket.

VII. Teams

A. Create Individual Teams

- ✓ From Leagues & Teams, [click](#) Teams from the left navigation menu
- ✓ [Click](#) Create



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.

Select District*
North

Select League*
Affinity Demo - 0199

Select Club*
Affinity Demo

Select Season*
Youth Fall 2010-2011

Team Level*
D 1 Select

Gender*
Boys

Age Group*
Under 14

Team Name
Affinity Demo - B14

Team ID (4 numbers are editable)*
0199-011B14-0172

Jersey Home Colors

Jersey Away Colors

Shorts Home Colors

Shorts Away Colors

Socks Home Colors

Socks Away Colors

Team Sponsor

Team ID	Team Name	Team Level	Gender	Age Group
0199-011B14-0172	Affinity Demo - B14	D 1 Select	Boys	Under 14

- ✓ From the pull down menus – select District, League, and Club

- ✓ Select Season
- ✓ Select Team Level, Gender and Age
- ✓ Enter Team Name
- ✓ The system will automatically create a Team Number – the last four digits of this number are editable.
- ✓ **Click** Add Team

Note: Once a team has been created you can create duplicate teams for the same age group.

B. How to Create Multiple Teams

Create several teams for different age groups at one time.

- ✓ From Leagues & Teams, **click** Teams from the left navigation menu
- ✓ **Click** Team Creation Matrix
- ✓ Select Club from the drop down menu
- ✓ Select Season from the drop down menu
- ✓ **Click** **Continue** **Button**

The screenshot displays the 'Affinity Demo' interface. On the left is a navigation menu with 'Leagues & Teams' selected. The main content area is titled 'Teams / Team Creation Matrix'. It includes a description: 'Use this tool to add multiple teams for different age groups and genders.' Below this are three dropdown menus: 'Select District*' (set to 'North'), 'Select League*' (set to 'Affinity Demo - 0199'), and 'Select Club*' (set to 'Affinity Demo'). At the bottom are 'Cancel' and 'Continue' buttons.

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Message Center | SignOut | AFFINITY SPORTS

Club Registrar Affinity Demo
Youth Fall 2010-2011

Leagues & Teams | My Account

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.

Club/Season Information	Comp DIV I Teams	Comp DIV II Teams	Rec'd Div I Teams	Rec'd Div II Teams	Rec'd Div III Teams
Age	# of Teams / Gender				
Under 13:	<input type="text" value="1"/>	Girls	<input type="text"/>	Boys	<input type="text"/>
Under 14:	<input type="text"/>	Girls	<input type="text" value="1"/>	Boys	<input type="text"/>
Under 15:	<input type="text"/>	Girls	<input type="text" value="1"/>	Boys	<input type="text"/>
Under 16:	<input type="text"/>	Girls	<input type="text"/>	Boys	<input type="text"/>
Under 17:	<input type="text" value="1"/>	Girls	<input type="text"/>	Boys	<input type="text"/>
Under 18:	<input type="text"/>	Girls	<input type="text"/>	Boys	<input type="text"/>
Under 19:	<input type="text"/>	Girls	<input type="text" value="1"/>	Boys	<input type="text"/>

Play Level:

Back Continue

Tip: If you do not wish to create teams for a particular play level simply click continue or finish without entering any numeric values for that play level.

- ✓ System will default to the first available play level
- ✓ Enter number of teams to be created per age group and gender
- ✓ **Click** Continue
- ✓ **Click** Finish when you have entered your information.

Note: The system automatically generates a Team ID number for every team created. The ID number helps identify the team in the system and tells us information about the team. This **example: 0167-01CB12-1234** tells us the following:

- District # **01**
- League # **67**
- Club # **01**
- Level of Play - **C** (Competitive)
- Gender - **B** (Boys)
- Age - Under **12**
- Last four digits are editable

C. How Edit a Team

- ✓ From Leagues & Teams, **click** on Teams from the left navigation menu
- ✓ Select a search criteria from the various pull down menus.(Example: Select a Club – All Cubs in Selected League, Play Level, Gender, etc.)
- ✓ **Click** on the Team Name or any of the column headings to access the team

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Club Registrar
Affinity Demo

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Leagues & Teams | My Account

Team Lookup Page Size: 25 Reset

Select District: North
Select League: Affinity Demo - 0199
Select Club: All Clubs
Select Play Type/Level: All Play Levels
Select Gender: All Genders
Select Age Group: All Age Groups
Filter By Status: No Status Filter
Filter By Counts: No Count Filter
Select Team Name/Team ID: Search

Delete Selected (1 - 25) of 49 Next Page >>

	Team ID	Team Name	Lvl	Age	Club Name	AD	PL	Coach
<input type="checkbox"/>	0199-01GBUS-0165	Affinity Dem - BUS	G	BUS		0	0	
<input type="checkbox"/>	0199-01GBUS-0164	Affinity Dem - BUS	G	BUS		0	0	
<input type="checkbox"/>	0199-01GBUS-0163	Affinity Dem - BUS	G	BUS		0	0	
<input type="checkbox"/>	0199-01GBUS-0162	Affinity Dem - BUS	G	BUS		0	0	
<input type="checkbox"/>	0199-01GBUS-0166	Affinity Dem - BUS	G	BUS		0	0	
<input type="checkbox"/>	0199-01GBUS-0168	Affinity Dem - BUS	G	BUS		0	0	
<input type="checkbox"/>	0199-01GBUS-0167	Affinity Dem - BUS	G	BUS		0	0	
<input type="checkbox"/>	0199-01GBUS-0169	Affinity Dem - BUS	G	BUS		0	0	

- ✓ **Click** on the **Team Details** tab to edit the team name, gender, play level, age group etc.
- ✓ **Click** Update **Button** after making changes or additions to save.

TIP: After the team has been activated, the team ID number cannot be changed.

D. Rostering Your Players

Before player(s) can be rostered to a team and a USYSA member pass printed, the League/Club Administrator must validate that all Association requirements have been met and player(s) has been cleared. Once the player(s) has been cleared, use the following process to roster Player(s) to Teams within your League.

- ✓ **Click** **Teams** from the left navigation menu.
- ✓ **Click** **Find/Edit/Delete** under **Teams** on the left side navigation
- ✓ **Click** on the **Team Name** to access the team
- ✓ **Click** the **Roster Player** tab

Under Roster Player users will have access to two boxes:

- a. **Available Players** (listing of Players that have been cleared and can be assigned to this Team)
- b. **Assigned to This Team**

- ✓ **Click** on a Player's Name located in the available player's box on the left. *If a specific player does appear set the gender and age filters to All.*
- ✓ Upon highlighting the player's name, account data will appear in the lower portion of the screen enabling you to verify player information.
- ✓ **Click** the yellow **Add Player** arrow, player will move to the Assigned to This Team box.
- ✓ Continue with the above steps until all players for the Team are listed in the "Assigned to This Team" box.
- ✓ **Click** Save Players to complete rostering.

TIP: *You can select multiple players to roster by holding the shift key to highlight a group of player's names.*

To remove a player that is listed in the Assigned to This Team box

- ✓ highlight the player's name
- ✓ **Click** the remove player arrow.

Note: Once the team has been activated (see below), players cannot be removed. It will be necessary to initiate a release and transfer process.

Girls can be rostered onto a boy's team by selecting **girl** from the gender dropdown box. Also, you may have players that are playing up in age. In this case, they can be found by selecting the Age Group or All from the dropdown menu to get a list of available players.

E. Multi Rostering Players

For those Associations who permit multi rostering of players the Affinity System provides a function to roster players to more than one team.

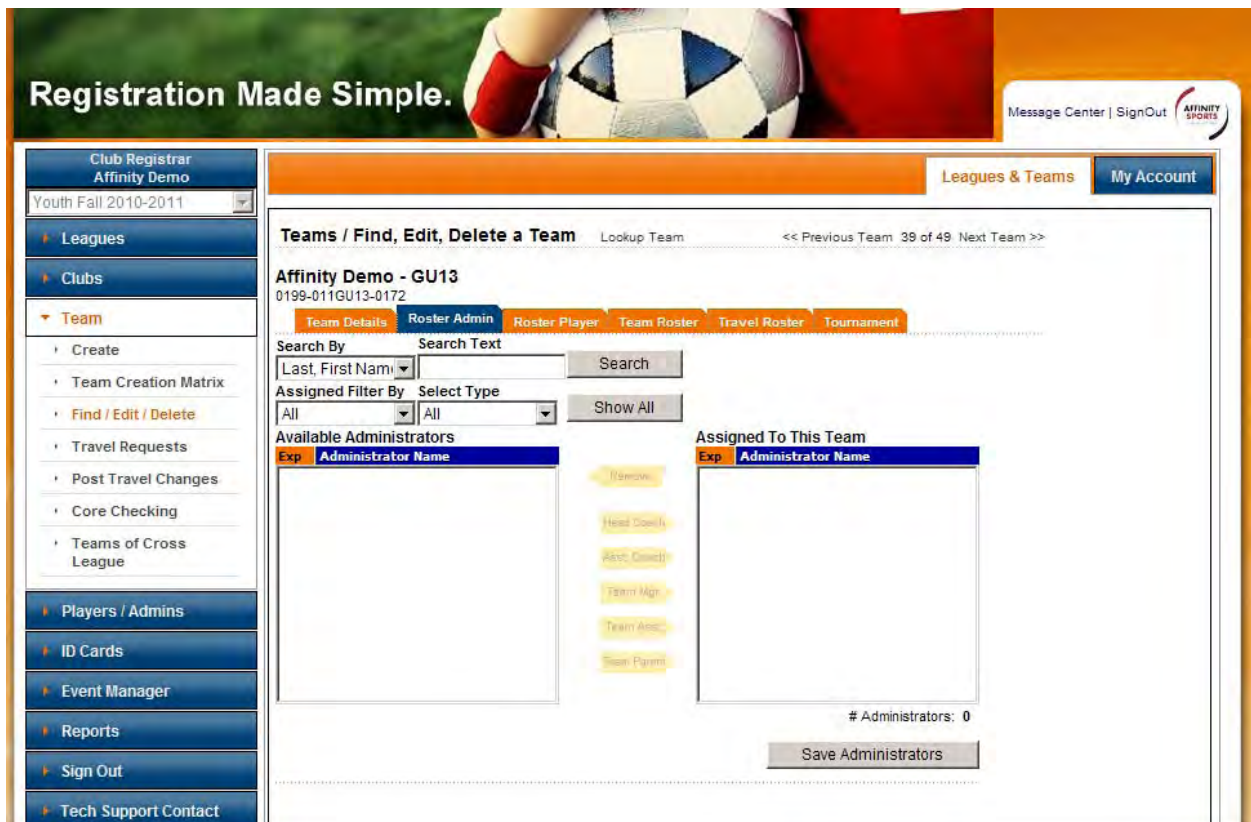
- ✓ From the Roster Player screen, **Click** on Multi Roster Player. This will open a search window for you to search for player(s).
- ✓ Enter the player's last name and **Click Search Button**
- ✓ Double **Click** on the player's name to roster them to the team

Note: Multi Rostered players will show up on their primary team with **P** = Multi-Roster Primary Team and **M** = Multi-Roster Alternate Team for the players secondary team.

F. Rostering Administrators

The process for rostering Administrators to teams is similar to that for rostering Players. You will use the same Teams Find/Edit/Delete screen.

- ✓ From Leagues & Teams, **click** Team from the left navigation menu
- ✓ Search for the desired team
- ✓ **Click** on the Team Name to access the Team tabs.
- ✓ **Click** the Roster Admin tab
- ✓ From the Roster Admin screen you will access two boxes:
 - a. **Available Administrators** (listing of Administrators available to be assigned to this Team)
 - b. **Assigned to This Team** (existing assigned Administrators to this team)



You can search for a specific administrator or view all available administrators.

To search for a specific administrator:

- ✓ Type the first few letters of the Administrators last name in the Search Text box.
- ✓ **Click** Search

To view all available administrators:

- ✓ **Click** Show All

Rostering

- ✓ Available administrators will appear in the left hand box. Upon **clicking** his/her name account data will appear in the lower portion of the screen to verify the individual's information.
- ✓ By **clicking** the appropriate "role" arrow in the middle of the screen the **Administrator** will move to the **Assigned to This Team** box for the administrator role selected.

Role arrows:

Head Coach

Asst. Coach

Team Mgr

Team Asst.

Team Parent

- ✓ Click Save Administrators to complete rostering.

G. Activating Teams

Once the rostering process has been completed and all administrator licensing and risk management requirements have been met the Team can be activated.

Note: Some state associations are configured to allow only specific person(s) to activate teams, if you do not have the Activation tab the team is either already activated or you do not have the permissions to activate teams. If you are unsure about whether you should be able to activate teams please contact your state association.

- ✓ **Click** **Teams** from the left side navigation
- ✓ From the **Team Lookup** screen perform a search for the Team that you are ready to activate.
- ✓ **Click** on the Team that you want to Activate.

Tip: Activated teams will appear in the lookup screen with an (A)

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Message Center | SignOut

Club Registrar
Affinity Demo

Youth Fall 2010-2011

Leagues & Teams My Account

Leagues

Clubs

Team

- Create
- Team Creation Matrix
- Find / Edit / Delete
- Travel Requests
- Post Travel Changes
- Core Checking
- Teams of Cross League

Players / Admins

ID Cards

Event Manager

Reports

Sign Out

Tech Support Contact

Team Lookup

Page Size: 100 Reset

Select District: North

Select League: Affinity Demo - 0199

Select Club: All Clubs

Select Play Type/Level: All Play Levels

Select Gender: All Genders

Select Age Group: All Age Groups

Filter By Status: No Status Filter

Filter By Counts: No Count Filter

Select Team Name/Team ID

Search

Delete Selected

(1 - 49) of 49

	Team ID	Team Name	Lvl	Age	Club Name	AD	PL	Coach
<input checked="" type="checkbox"/>	0199-01GB13-0123	Kickers	G	BU13		1	0	
<input checked="" type="checkbox"/>	0199-011G13-0172	Hotspurs	1	GU13		2	1	Parent Testtesten
<input type="checkbox"/>	0199-01GGU18-0152	Affinity Demo - GU18	G	GU18		0	0	
<input type="checkbox"/>	0199-01GGU18-0151	Affinity Demo - GU18	G	GU18		0	0	
<input type="checkbox"/>	0199-01GGU18-0150	Affinity Demo - GU18	G	GU18		0	0	
<input type="checkbox"/>	0199-01GGU18-0149	Affinity Demo - GU18	G	GU18		0	0	
<input type="checkbox"/>	0199-01GGU17-0124	Affinity Demo - GU17	G	GU17		0	0	
<input type="checkbox"/>	0199-011GU17-0173	Affinity Demo - GU17	1	GU17		0	0	
<input type="checkbox"/>	0199-01GGU17-0126	Affinity Demo - GU17	G	GU17		0	0	
<input type="checkbox"/>	0199-01GGU17-0125	Affinity Demo - GU17	G	GU17		0	0	
<input type="checkbox"/>	0199-013GU16-0171	Affinity Demo - GU16	3	GU16		0	0	

Teams / Find, Edit, Delete a Team Lookup Team 1 of 1

Affinity Dem - BU5
0199-01GBU5-0163

Team Details Roster Admin Roster Player **Activation** Team Roster Travel Roster Tournament

 **Team Activate Rule Violations**
1 administrator(s) have failed to have proper risk management status.

Activate Team

Administrators

Admin ID	Administrator	Name	Lic. Level	Risk Status	Expires
  60978-778051	Head Coach	Testspringtonya, Dadone A		None	

The screen below is the Team Activation screen. No Team can be activated until all Association governing rules and by laws have been met. The system will provide a Red [X] when rules have not been met. If the system provides a Green [✓] you can then activate the team by Clicking the activate team Button.

If the team has passed all the activation rules, Click Activate Team.

Teams / Find, Edit, Delete a Team

Lookup Team

Affinity Dem - BU5

0199-01GBU5-0163

Team Details Roster Admin Roster Player **Activation** Team Roster Travel Roster Tournament



This team has passed all team activation rules.

Activate Team

After a team has been successfully activated the Activation tab no longer appear.

The screenshot shows the 'Teams / Find, Edit, Delete a Team' interface. The left sidebar contains navigation links for Club Registrar, Leagues, Clubs, Team (with sub-links like Create, Team Creation Matrix, Find / Edit / Delete, etc.), Players / Admins, ID Cards, Event Manager, Reports, Sign Out, and Tech Support Contact. The main content area shows details for 'Kickers' (ID: 0199-01GB13-0123). It includes tabs for Team Details, Roster Admin, Roster Player, Team Roster, Travel Roster, and Tournament. The 'Team Details' tab is active, showing fields for District (North), League (Affinity Demo - 0199), Club (Affinity Demo), Season (Youth Fall 2010-2011), Play Level (Guest), Gender (Boys), Age Group (Under 13), Team Name (Kickers), Team Home City, Team ID (0199-01GB13-0123), and various color selection fields for Jersey, Shorts, and Socks (Home and Away).

The Team roster screen includes a legend that details various alerts that may appear next to an Administrator or player name.

= Risk Management Failure	= Paid
= Required License Missing	= Not Paid
= Disciplinary Problem	= Primary Team
= Needs Photo To Print Card	= Multi-Roster Primary Team
= Locked: To many Cards Printed	= Multi-Roster Alternate Team
= Record Not Locked From Printing	= Transferred
	= Web Registration
	= Added By Registrar
	= Seasonal Migration
	= Has Order
	= Used Assignment Code

VIII. Member Cards and Passes

A. Printing Your Cards

Cards (Player and Admin Passes) can be printed from either the Team Roster screen or from ID Cards in the left navigation menu. There are two printing options, the recommended option is "Print Selected Cards" which uses a program called Mead Co that you will be prompted to download the first time you print. Mead Co is not compatible with some operating systems and browsers so to use the recommended option you will need to use a PC and the browser Internet Explorer. The second option is called "Print/Preview Selected Cards" and is compatible with MAC.

Tip: All printers operate differently and you may need to adjust your print settings in order for the print to align with your Passes. We recommend that you first print a test page and then proceed with adjusting the settings. Only change the setting in small increments 0.0 to 0.01, etc. Save and then print another test page. When you are satisfied save the final settings. If you use several different printers you will need to do this on each printer.

1. Recommended Option: "Print Selected Cards"

- ✓ From Leagues & Teams, **click** either Teams or ID Cards from the left navigation menu (for the first time printing teams is recommended)

From Teams

- ✓ Search for and click on desired *activated* team (team must be activated to print cards)
- ✓ Click on the Team Roster tab

From ID Cards

- ✓ Search for desired person(s)

From either the ID Cards or Team roster pages

- ✓ Select the card to be printed by checking the box to the left of the name(s)
- ✓ **Click** on the **Print Selected Cards** button
- ✓ If you have not printed before you will be prompted to download the printer software Mead Co which will have you update your Active X settings to prompt or enable, make sure you agree to all during the download.
- ✓ Once you have downloaded the printer software the cards will print.
- ✓ When asked if the cards printed correctly **click** yes if you were printing an actual card on real card stock and it lined up correctly, **click** no if you did not print on real card stock or were just testing the function

Trouble Shooting Tips:

- ✓ Make sure you are using a PC and the browser Internet Explorer
- ✓ Make sure your pop up blockers are turned off

- ✓ If you are not prompted to install Mead Co the link can also be located on the Help Ticket page by **clicking** on the Tech Support Contact link in the left hand margin.

English

>>> Click to SUBMIT A HELP TICKET <<<

01/08/2010 10:00:01

Please contact your respective Administrator if you have any issues or questions with the following:

- Registration dates
- Levels of Play
- Fees
- Refunds
- Gaming or Tournament Rule and Regulations
- Gaming or Tournament Dates
- Gaming or Tournament Scheduling issues
- Team Acceptance policies
- Any State, League, Club business rules

Download Card/Pass Printing Software:

Card Printing software: In order to print cards the Meadco software must be downloaded to your PC, click on the following link to download the software.

<http://download.sportsaffinity.com/inc/print/smsx.exe>

- ✓ If you still experience difficulty see the tip below or contact us by **clicking** on the Tech Support Contact link in the left hand margin, then **click** to create a Help Ticket

Tip: Pop-Up Blocker settings can be accessed under tools on your browser, but any tool bar you download to your browser (ie. google search bar) can have its own pop up blocker settings that are independent of your browser settings. These can all interfere with printing cards. If you are unsure whether or not you have a pop-up blocker installed, one way to test is to go to: <http://www.popupstest.com> and click on the Multi Pop-Up Test link. The test will open 10 pop-up windows, if all 10 do not open then you may have a pop up blocker installed. Doing a google search for "How to turn off common pop up blockers" can be helpful.

2. Secondary Option: "Print/Preview Selected Cards"

- ✓ From Leagues & Teams, **click** either Teams or ID Cards on the left (for first time printing teams is recommended)

From Teams

- ✓ Search for and **click** on desired *activated* team (team must be activated to print cards)
- ✓ **Click** on the Team Roster tab

From ID Cards

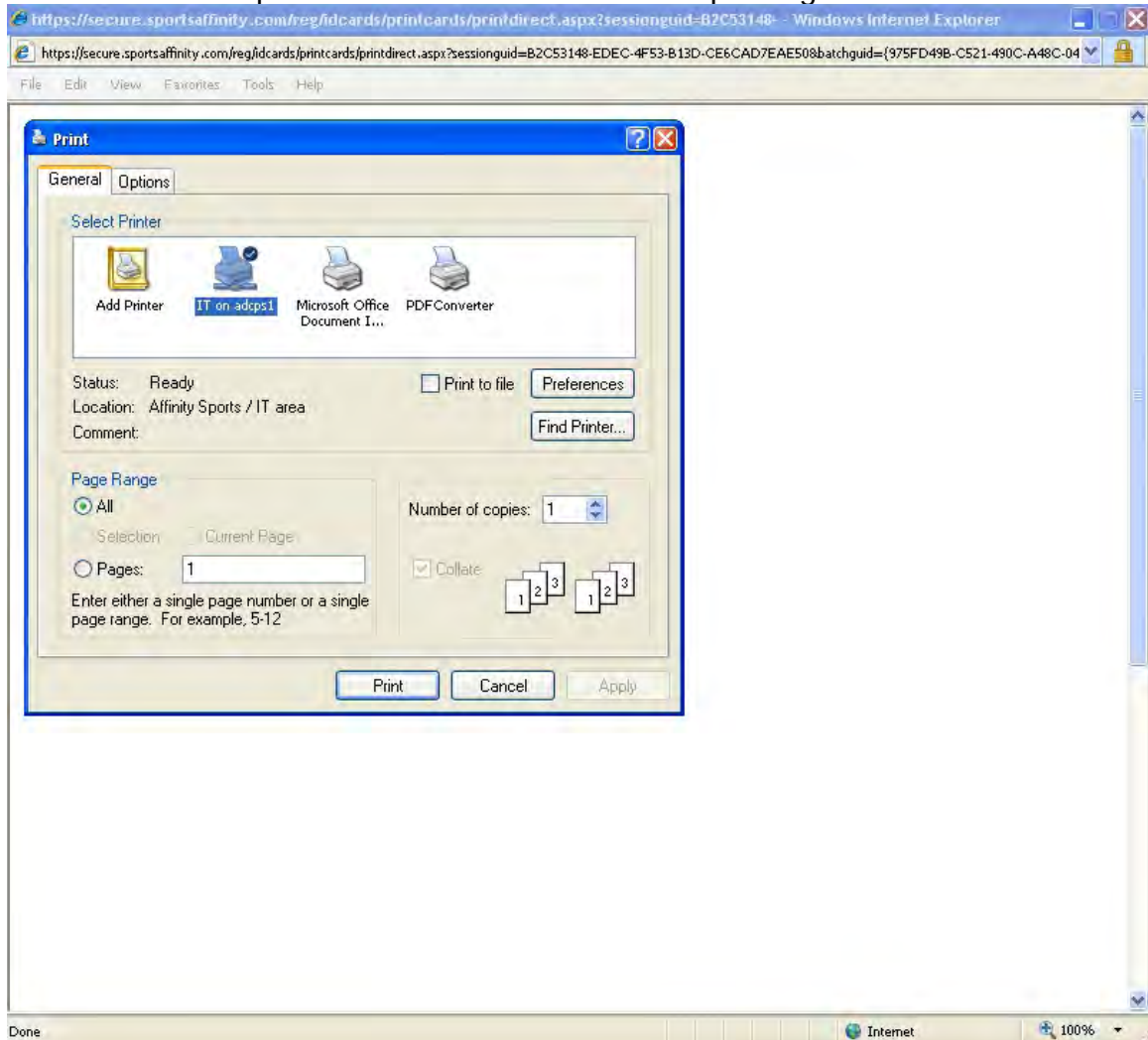
- ✓ Search for desired person(s)

From either the ID Cards or Team roster pages

- ✓ Select the card to be printed by checking the box to the left of the name(s)
Players

Select	PC Player ID	SEC #	Player	DOB	Date Reg.	Transfer Date	MEDIA
<input checked="" type="checkbox"/>	0 19307-010310		Andrade, Jack James	12/20/1993	9/7/2010		P I

- ✓ Select the "Preview/Print ID Cards" button
- ✓ After selecting the "Preview/Print ID Cards" button you will receive a pop up asking if the card has printed correctly. Do not make a selection on this until after you verify it has or hasn't printed correctly.
- ✓ The system will have also opened 2 more windows. Your printer general Options as well as the preview of the card selected for printing.



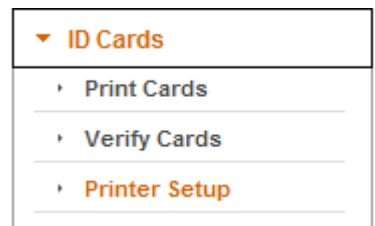
- ✓ Select to print and verify that the card was printed correctly.

Once the card is printed on plain paper hold it up against the card to make sure it is aligned properly. If the card is properly aligned, you can begin printing your cards. If adjustments are needed, please follow the steps below.

Adjustment/Alignment Instructions:

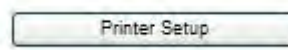
First you will need to make adjustments within the system. This is where you will make large adjustments. For fine tuned adjustments you will need to use the print preview on the preview screen, which is shown later in this document.

- ✓ First go to "Printer Setup"



Under ID cards in the left navigation menu menu.

As a button on the team roster page.



In Printer Setup you can adjust the Horizontal and vertical offset.

ID Cards / Printer Setup

Please select the printer you wish to setup. This printer will be used when you print cards. All settings on this page apply only to card printing.

Each printer varies a little when lining up the card stock for card printing.

1. Press the "Print Test Page" or "Preview/Print Test Page" button.
2. Adjust the vertical (up/down) position, and the horizontal (left/right) position. For best results use increments of (0.02). Negative numbers can be used to move the output up or left.
3. Repeat steps 1 & 2 until you have the test data lined up on the card stock.
4. Press the save button to remember these settings for when you print cards.

Printer
\\adcps1\ExecCanon2550

Vertical Offset
0

Horizontal Offset
0

☐ Blank Card Stock Used
(Card stock has no field titles on it)

Print Test Page Save Settings Preview/Print Test Page

To move cards to the left or up further on a page use negatives -. For best results use offsets in the values of either -0.02 or 0.02 and raise the value by 2 each time. Ex. - 0.02, -0.04, -0.06, -0.08, -0.10, etc.

Printer Setup

1. Adjust the vertical (up/down) position, and the horizontal (left/right) position. For best results use increments of (0.02). Negative numbers can be used to move the output up or left.
2. Save data. Then press "Preview/Print Test Page" button .
3. Repeat steps 1 & 2 until you have the test data lined up on the card stock.

Vertical Offset

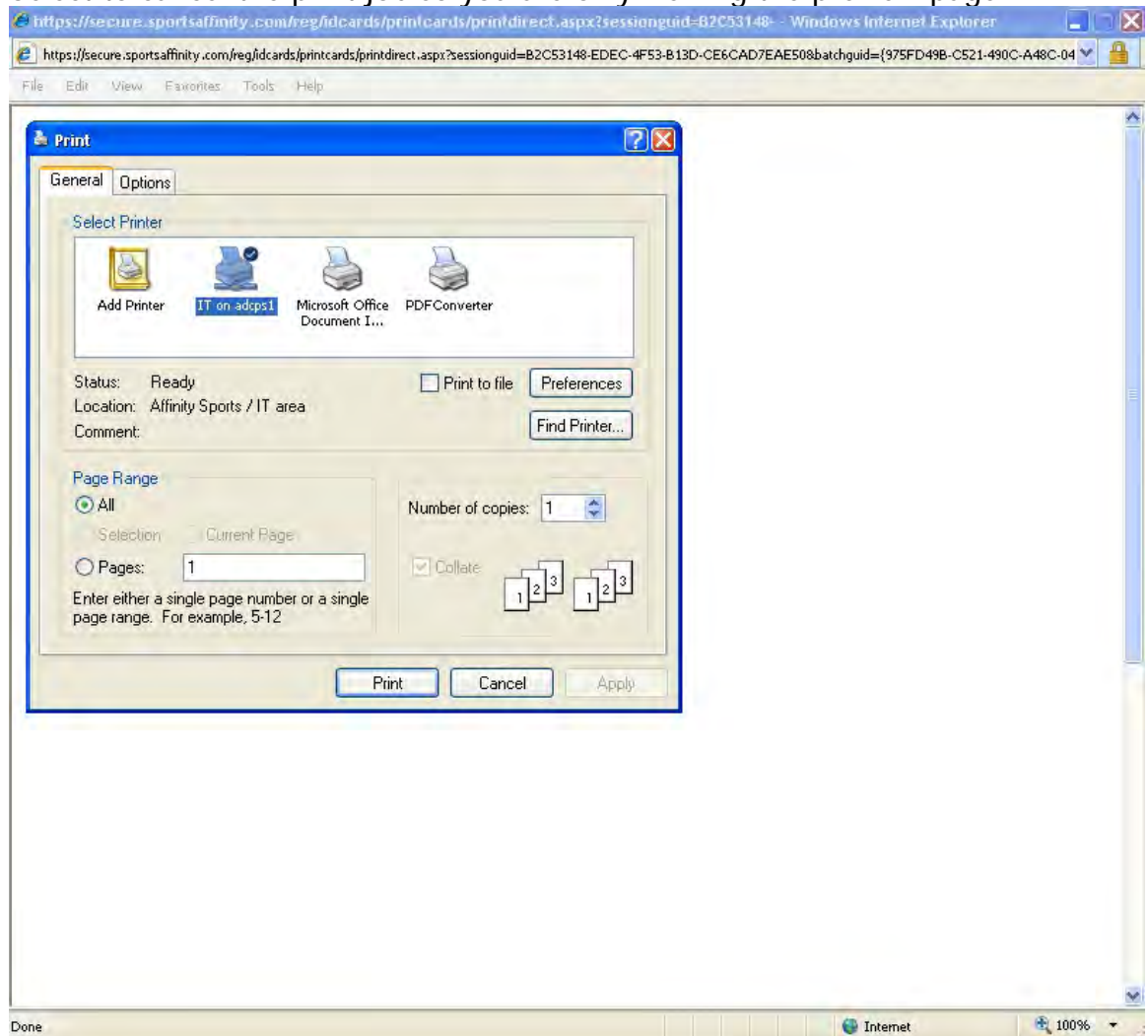
Horizontal Offset

☐ Blank Card Stock Used

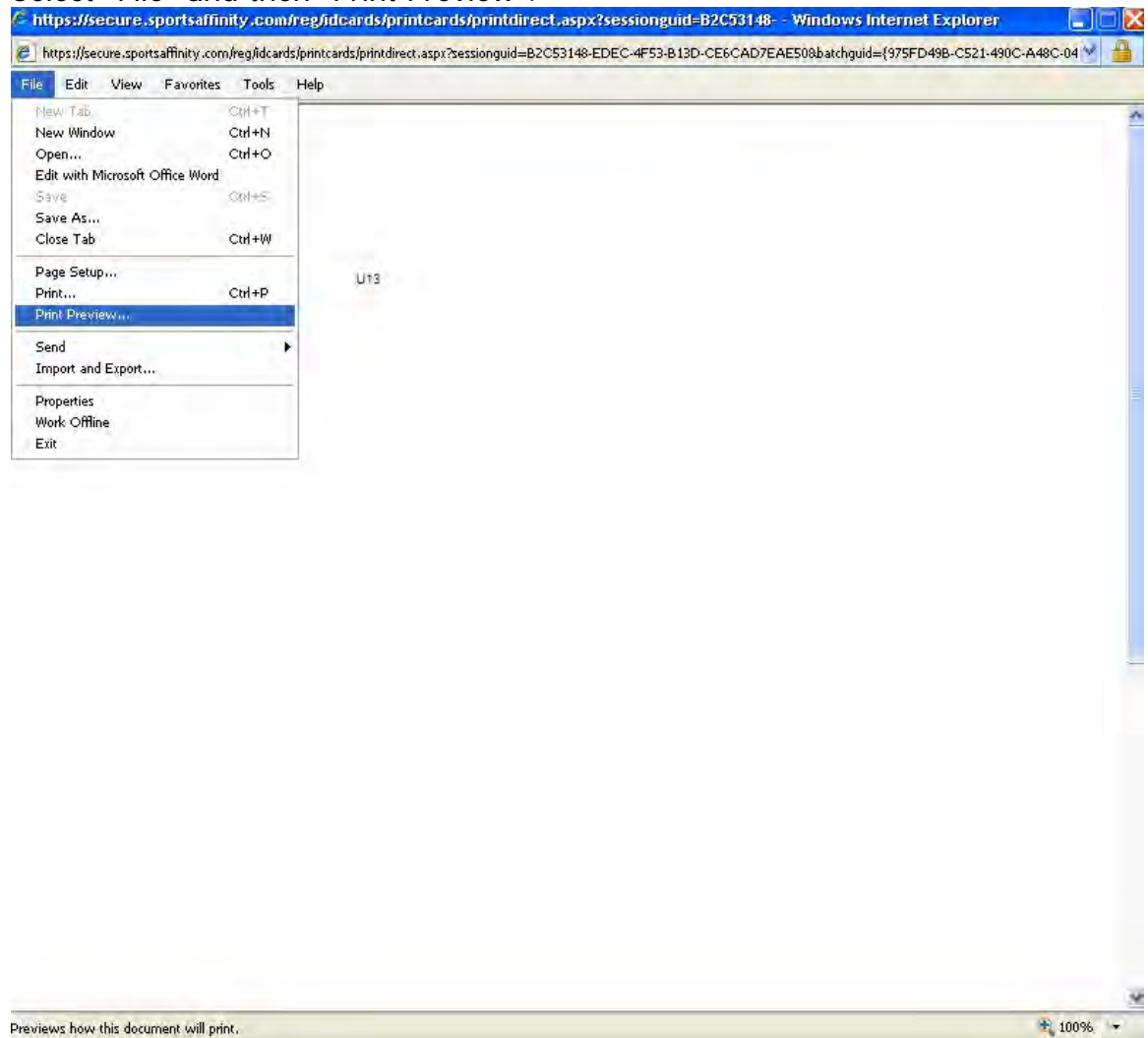
(Card stock has no field titles on it)

- ✓ Save your settings.
- ✓ Attempt to reprint your card using your changes.
- ✓ If more fine tuned adjustments are needed please follow the below steps.

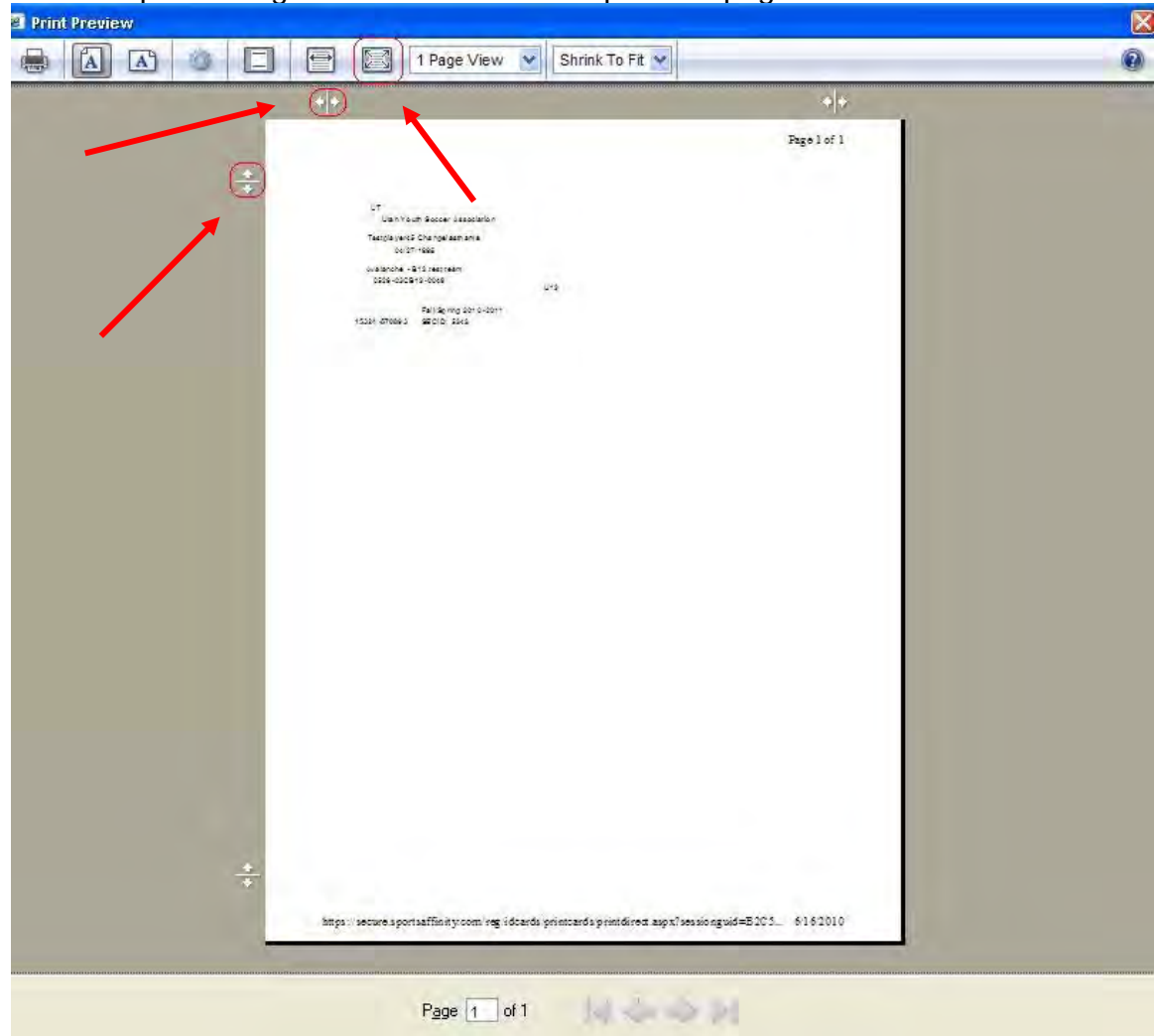
- ✓ Proceed with the card printing process until you are taken to the preview page. Select to cancel the print job so you are only viewing the preview page.



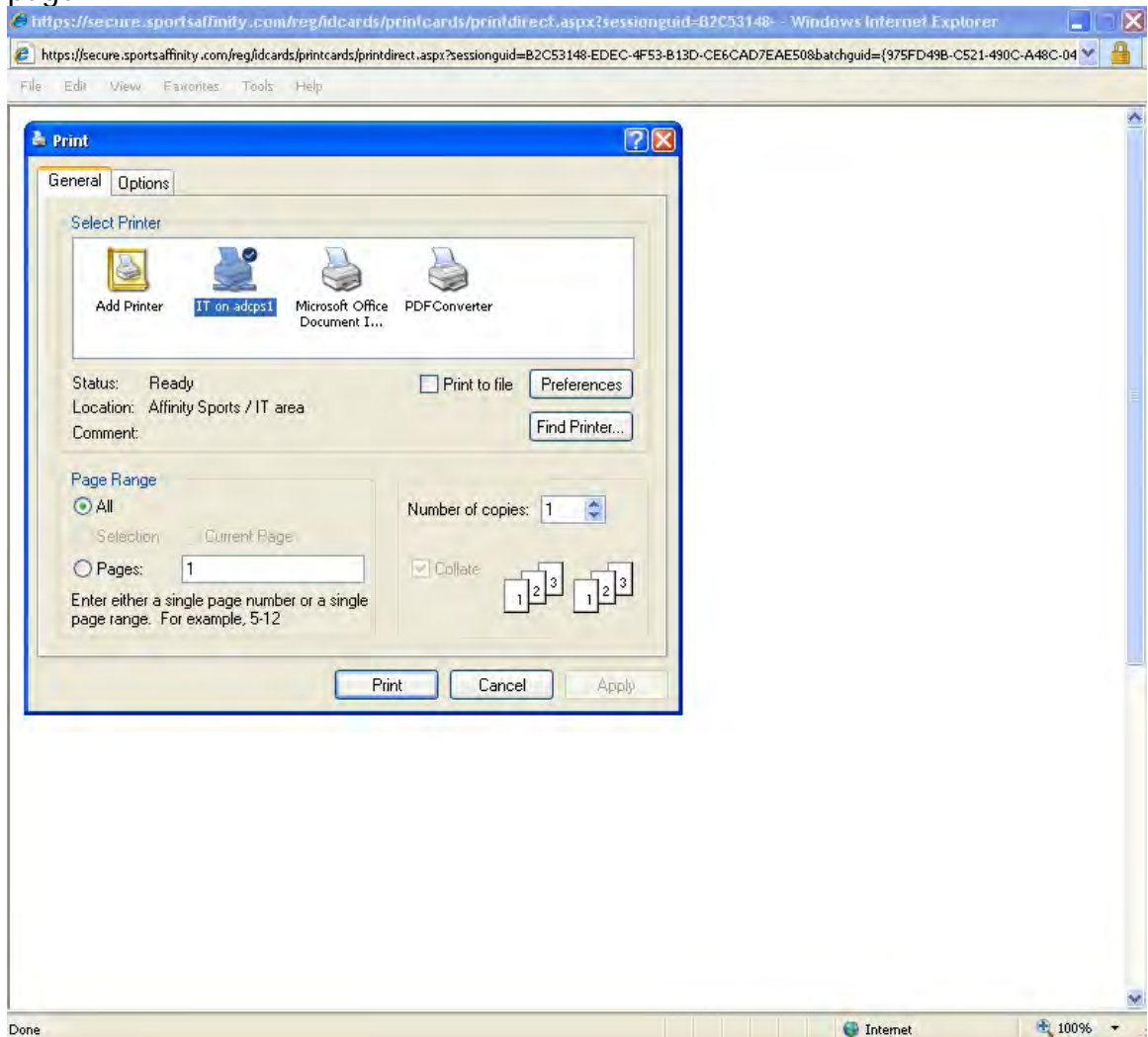
- ✓ Select "File" and then "Print Preview".



- ✓ You will now be taken to the print preview page. If not already on view full page select the “View Full Page (Alt+1)” button at the top. You will have adjustable margin sliders on the top of the page and the left side of the page the controls the vertical and horizontal placement. Once you make your changes, you can select to print using the first icon at the top of the page.



- ✓ Selecting print will take you back to the general print page.

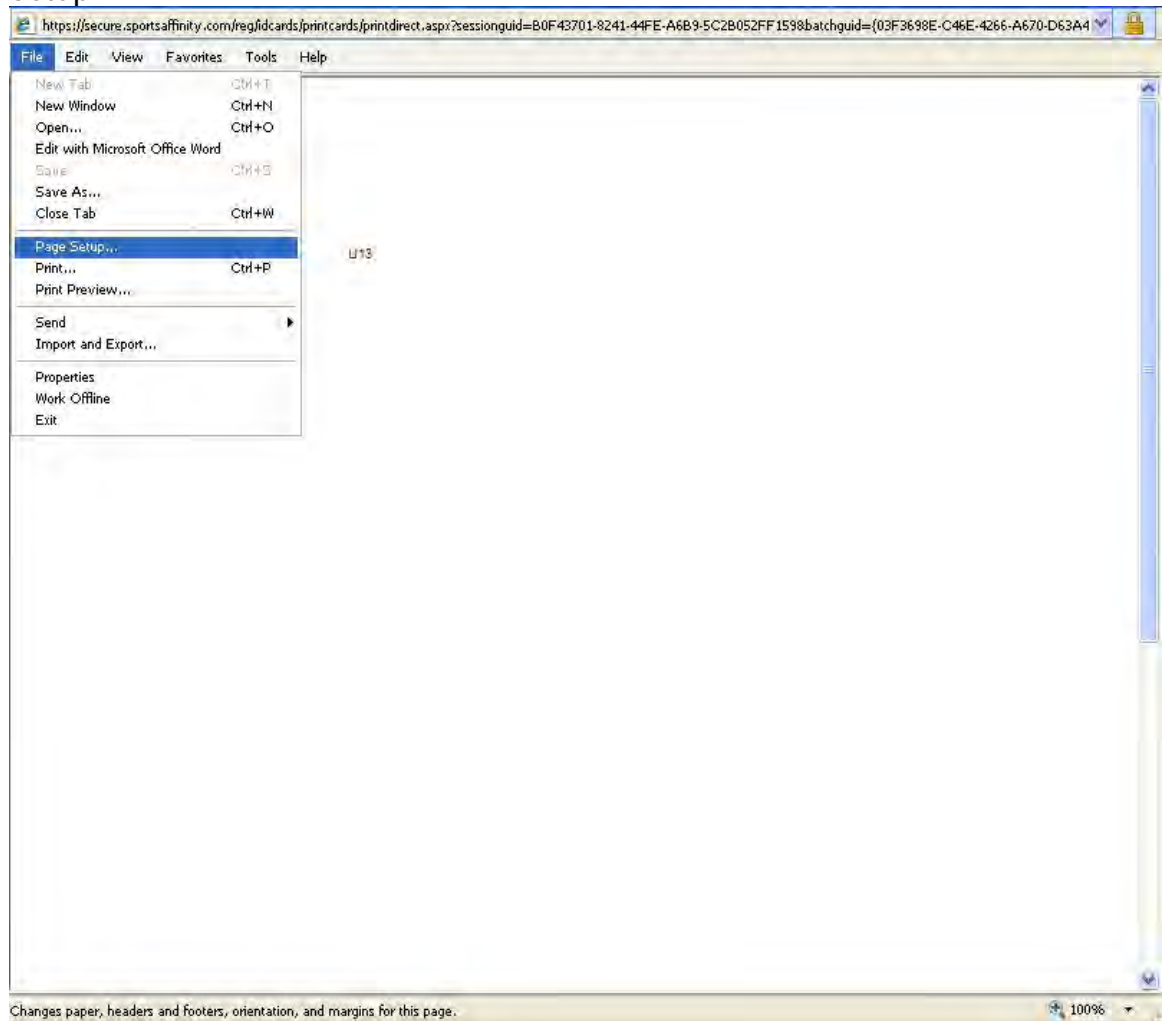


- ✓ Print cards and verify cards printed correctly.

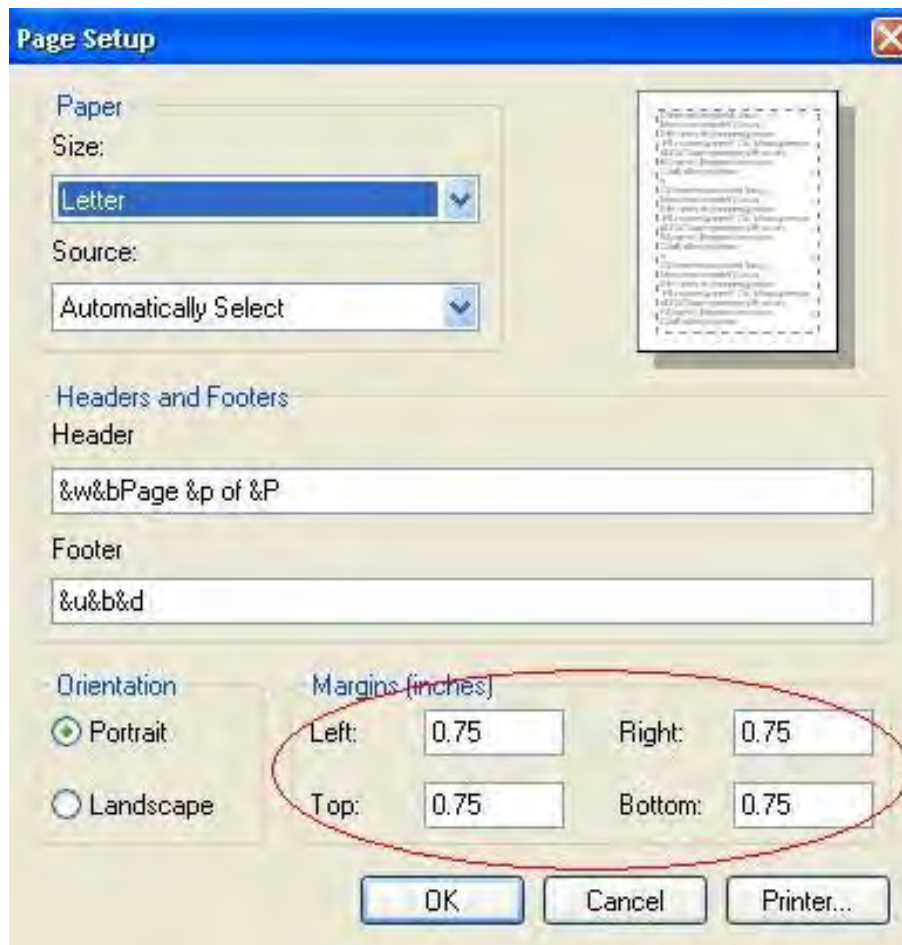
Page Setup

An alternative to using the margin sliders is to adjust the margins in inches through Page Setup.


- ✓ Select "File" while on the preview page. Then select "Page Setup".



After selecting "Page Setup" a window will open displaying the following.



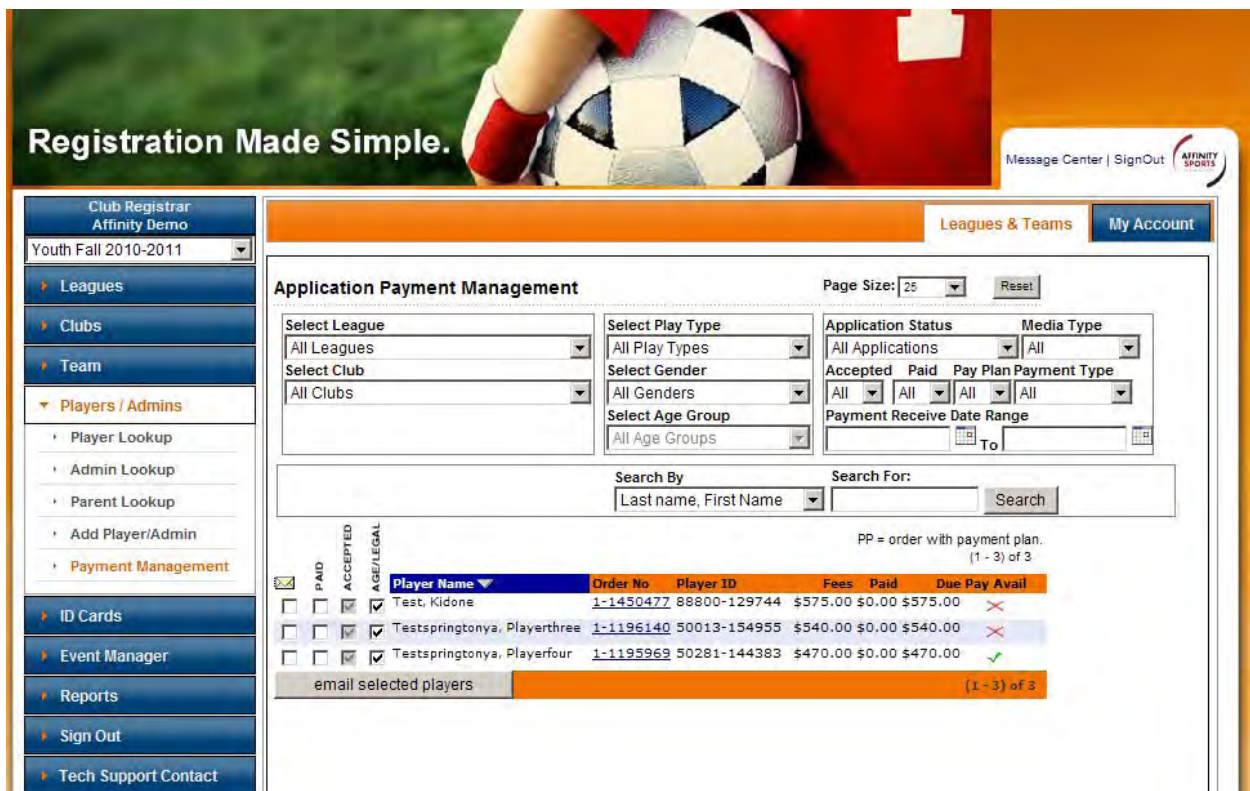
You can make minor as well as large scale adjusts. For best results please go in increments of 0.05. Ex. 0.75 to 0.80, 0.85, etc. There is no need to use negative in this area as there are margins for top, bottom, left, and right.

The "Page Setup" can also be accessed from within the Print Preview, by **clicking** on the "Page Setup (Alt+U)"  button.

- ✓ After making adjustments select "OK" to save changes and then select to print.

IX. Payment Management

The payment management area allows the user to easily track the applications that contain payments.



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Message Center | SignOut | AFFINITY SPORTS

Club Registrar
Affinity Demo
Youth Fall 2010-2011

Leagues & Teams | My Account

Leagues
Clubs
Team
Players / Admins
Player Lookup
Admin Lookup
Parent Lookup
Add Player/Admin
Payment Management
ID Cards
Event Manager
Reports
Sign Out
Tech Support Contact

Application Payment Management

Page Size: 25 | Reset

Select League: All Leagues
Select Club: All Clubs
Select Play Type: All Play Types
Select Gender: All Genders
Select Age Group: All Age Groups

Application Status: All Applications
Accepted | Paid | Pay Plan | Payment Type: All
Payment Receive Date Range: To

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

PP = order with payment plan.
(1 - 3) of 3

	PAID	ACCEPTED	AGE/LEGAL	Player Name	Order No	Player ID	Fees	Paid	Due	Pay Avail
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Test, Kidone	1-1450477	88800-129744	\$575.00	\$0.00	\$575.00	✗
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Testspringtonya, Playerthree	1-1196140	50013-154955	\$540.00	\$0.00	\$540.00	✗
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Testspringtonya, Playerfour	1-1195969	50281-144383	\$470.00	\$0.00	\$470.00	✓

email selected players | (1 - 3) of 3



Tip: Only players with orders created will show up in payment management.

In the Order No column the order number will be listed as a link, by **clicking** on the order number the user will be able to open and edit the order.

League users will be able to capture, update, or refund payments as well as enter discounts, scholarships, or comments.

Payment / Order Detail							Reload	Close																								
Status	Order #: 1-1450477 Order Date: 10/1/2010 3:44:14 PM Operator: Cust Cust		Status: Open Status Reason: New Order																													
Ship To	Name: Dad Test Address1: 1234 Somewhere St City/State/Zip: Anytown AL 12345 Country: United States of America H#: (123) 456-7890		Comments	Click Comments Box to view or add more comments.																												
Payments	<table border="1"> <thead> <tr> <th>Method</th> <th>Type</th> <th>Chk#/CC#</th> <th>Exp.</th> <th>Status</th> <th>Auth.</th> <th>App. To Order</th> </tr> </thead> <tbody> <tr> <td colspan="7">Applied Total: 0.00</td> </tr> </tbody> </table>								Method	Type	Chk#/CC#	Exp.	Status	Auth.	App. To Order	Applied Total: 0.00																
Method	Type	Chk#/CC#	Exp.	Status	Auth.	App. To Order																										
Applied Total: 0.00																																
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The Pay Avail column will display either a red x  , a green check  , or be blank.

The red x indicates that there is a problem with the payment (ie. no payment has been entered or if paying by credit card or e-check that the payment has been declined).

The green check indicates that there are funds waiting to be captured.

If the pay avail column is blank the funds have been received and the player is paid.

Tip: Credit Cards will not be charged until the player has been marked accepted. Once the player has been marked accepted the system will automatically charge their card or "capture" the payment.

The following process is the most basic recommended process for those organizations that use the Affinity System to take Credit Card and or e-check and manual payments. Keep in mind that you can narrow or broaden any search with the use of date ranges

and other search filter drop downs than described below. If you need additional assistance with payment management please [click](#) on the Tech Support Contact link in the left navigation menu and create a Help Ticket.

- ✓ From Leagues & Teams, [click](#) on Players / Admins
- ✓ [Click](#) on Payment Management

For Credit Card Payments

- ✓ Set the Payment Type filter to Credit Card
- ✓ [Click](#) Search
- ✓ Check the Accepted boxes for all players with a green check mark in the pay avail column (this will automatically charge their cards)
- ✓ Investigate and follow up with any players that have a red x in the pay avail column (click on the order number to view the order, you can also email the players (parents) by clicking on the check boxes under the envelope icon)

For Check, Cashiers Check, Money order and Cash payments

- ✓ Set the Payment Type filter to Check/Money order
- ✓ [Click](#) Search
- ✓ [Click](#) on the order numbers for the players that you have received manual payments for
- ✓ Once the order is open either [click](#) capture or enter the payment received
- ✓ Mark the players whose manual payments have been received as accepted
- ✓ Investigate and follow up with any players that have a red x in the pay avail column

For e-check payments

- ✓ Set the Payment Type filter to e-check
- ✓ Once the pay avail column is blank mark the players accepted (it takes 7-10 business days for an e-check to clear)

X. Reports

A. Reports Navigation

The Affinity System groups valuable information according to **Leagues, Teams, Players** and **Administrators**. In each of these categories you can select the data you wish to view on screen, or access numerous reports. You may print the **Reports**, or export them in common formats that can be imported into such programs as Excel and Word.



B. Accessing Reports

- ✓ **Click** Reports in the left navigation menu

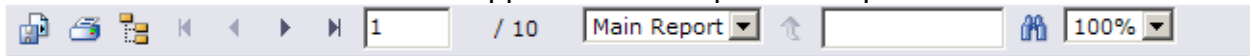
The following Report categories are available:

- **Registrations:**
 - **Team Report:** Team rosters, uniform reports, admin by team
 - **Financial Report:** credit card and non credit card detail payment detail reports, transaction detail reports
 - **Counts Report:** Billing reports
 - **Player Report*:** Takes user to Player Look up screen
 - **Administrator Report*:** Takes user to Admin Look up screen
 - **Misc Reports**
 - **Events:**
 - **New Financial Reports**:** Remittance Reports, credit card and non credit card payment detail reports, transaction detail reports
 - **New Reports (Beta)**:** Additional reports in the newer format
- *See the Player and Admin look up sections for information on these reports
**We are in the process of moving from a crystal reports based reporting system to an ssrs based reporting system. New reports are in ssrs and will be found under new financial reports or new reports as they are made available. Both versions will be accessible until the all reports are available in the new format.





- ✓ 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

When you generate a report, the format will include a tree structure on the left-hand side of the report page. This tree structure allows you to expand the tree by **clicking** on the [+] and go directly to a team, zip code, etc. You can close the tree by **clicking** the tree icon at the top left hand side of the report. Once the tree is closed the report will left justify.

Shown below is the tool bar that appears at the top of the reports




The main icons are:

- Export 
- Print 
- Tree 
- Search 


C. Printing/Exporting Your Reports

1. Print your report


- ✓ **Click** on the small printer icon  on the top left edge of the screen
- ✓ **Click** on the page number to print (usually select ALL) and
- ✓ **Click** the Print **Button**
- ✓ Another page will open, select all or a specific page from the page range options
- ✓ **Click** Ok
- ✓ **Click** Open to open up the report in Acrobat or **Click** save and save to your desktop.
- ✓ You can then print the report in Acrobat

Note: *Printing is done from the report window using the print icon  not from your Browser Tool Bar*

2. Export your report

- ✓ Open desired report
- ✓ **Click** on the small export icon  to the left of the printer icon at the top of the report
- ✓ A screen will appear requesting the export file type; presently the available file export types include: Crystal Reports, Acrobat, Word,
- ✓ Excel, and Rich Text Format; select the desired file type
- ✓ Select the page(s) to export and **Click** **Export**
- ✓ A file will be created that can either be stored on your computer or opened in the appropriate software program

3. Reformatting a Comma Delimited Report

- ✓ Open desired report
- ✓ **Click** on the small export icon  to the left of the printer icon at the top of the report
- ✓ Select Microsoft Excel 97-2000 - Data Only (XLS) from the file format drop down
- ✓ Select All for your page range
- ✓ **Click** OK
- ✓ **Click** Save, name the report and save to your desktop or documents folder on your computer
- ✓ Open the report and **click** on column A to highlight the whole column
- ✓ **Click** Data from the menu at the top of the page
- ✓ Select Text to Columns
- ✓ Uncheck Fixed Width
- ✓ Check Delimited
- ✓ **Click** Next
- ✓ Uncheck Tab
- ✓ Check Comma
- ✓ **Click** Next
- ✓ **Click** Finish
- ✓ If asked "Do you want to replace the contents of the destination cells?" **Click** OK
- ✓ **Click** File from the menu at the top
- ✓ **Click** Save

You can also place a filter on the columns to more easily utilize the report

- ✓ **Click** on Row 1 so that the whole row is highlighted
- ✓ **Click** Data
- ✓ **Click** Filter
- ✓ **Click** Auto Filter
- ✓ **Click** File
- ✓ **Click** Save

Columns can now be deleted, added or sorted as needed.

XI. Email Broadcasting

The ability to email your membership is available in the **player, administrator, parent and payment management lookup functions**. Additionally emails can be set from the **Team Roster** screens. When you perform a lookup for a particular subset of your members, you will notice an icon in the shape of an envelope at the top far left of the search results and a column under this icon next to each name. This is the icon for broadcasting emails.

Leagues & Teams
My Account

Player Lookup
Page Size: 25 Report:

Select League

Select Club

Select Play Type

Select Gender

Select Age Group

Application Status

Accepted Paid Order Media Type
Application Date:
From To

Disciplinary Filter By Disciplinary Status

Search By Search For:

(1 - 3) of 3

Player Name	Address	Team ID	Player ID	Birthdate	Appl Date	PlayLevel
<input checked="" type="checkbox"/> Test, Kidone	1234 Somewhere St	0199011G130172	88800-129744	11/12/1999	10/1/2010 3:44:00 PM	D 1 Select
<input checked="" type="checkbox"/> Testspringtonya, Playerfour	121008 Test Street Apt A		50281-144383	10/10/1998	4/20/2010 12:17:00 PM	D 1 Select
<input checked="" type="checkbox"/> Testspringtonya, Playerthree	121008 Test Street Apt A		50013-154955	10/10/1998	4/20/2010 4:49:00 PM	D 1 Select

(1 - 3) of 3

A. Email by Team

- ✓ From Leagues & Teams, **click** on Team from the left navigation menu
- ✓ Search for and **click** on the desired team
- ✓ **Click** on the Team Roster tab
- ✓ **Click** on the envelope icon to select all players and administrators for the team or check just the individuals you wish to email
- ✓ **Click** the Email Selected button

You will be taken to a content editor screen where you can compose your email

B. Email Players and Administrators

- ✓ From Leagues & Teams, **click** on Players / Admins from the left navigation menu

- ✓ **Click** either Player Look up, Admin look up, or Payment Management
- ✓ Search for desired persons
- ✓ **Click** on the envelope icon to select all names or check specific individuals
- ✓ **Click** the Email Selected button

You will be taken to a content editor screen where you can compose your email

C. Email Content Editor

Once you have selected the persons you wish to email you will be taken to an email content editor. This editor will allow the user to create a basic email with various font size, type and color and some other basic features. The user is also able to cc additional individuals and upload an attachment.

- ✓ See email by team or email players and administrators above to reach the content editor
- ✓ Enter the From Name, From Address and Subject (*users may also enter a cc email and/or upload an attachment if they wish)
- ✓ Using the content editor create the desired message (macros are listed to the left of the email body for easy personalization)
- ✓ **Click** Send

Email Players

To complete your email please proceed by inputting

- From Name
- From 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}

From Name*
 Club Registrar

From Address*
 [Empty Field]

CC
 [Empty Field]

Subject*
 Player Message

Attachment [Empty Field]

Body*

[Rich Text Editor Toolbar: Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Font Color, Background Color, Default Font, Size, etc.]

[Normal] [HTML] [Preview]

Words:0 Characters:0

<< Back Send

*Required

XII. Additional Features

A. Assignment Codes:

Assignment Codes are used to place players and/or administrators directly on a team during the online registration process. The system creates a list of assignment codes by default for each team created. Assignment codes are an optional feature available to the club to help simplify the team rostering process.

Note: To be used Team Assignment codes must be 'turned on' (set to show or required) under Registration/Fields.

- ✓ The teams must be created first
- ✓ The system automatically creates the assignment codes when the team is created. Each team has their own unique assignment codes.
- ✓ The assignment codes are listed on the team roster page and can be accessed by clicking on the Print Assignment Codes button.

The screenshot shows the 'Team Roster' page for 'Affinity Demo - BU14'. The page has a navigation bar with tabs: Team Details, Roster Admin, Roster Player, Activation, Team Roster (selected), Travel Roster, and Tournament. Below the tabs, there are sections for 'Administrators' and 'Players'. Each section has a table with columns for selection, PC, ID, SEC #, Name, Lic. Level, Risk Status, and Expires. Below the tables, there are buttons for 'Email Selected', 'Print Assignment Codes', 'Save Application Change', and 'Edit Player Team Info'. A red arrow points from the 'Print Assignment Codes' button to the 'Team Assignment Codes' section.

- ✓ The registrar and any administrator assigned to the team has access to the assignment codes
- ✓ The registrar can provide the assignment codes to the team administrators and players or can assign the administrators to the teams and allow the administrators to provide the assignment codes to the players
- ✓ The player enters the assignment code when prompted during online registration and is immediately placed on the corresponding team

Very Important

- ✓ Do not confuse Team ID numbers with Assignment Codes
 - The Team ID number identifies your team in the system and ends in four numbers
 - Assignment Codes place players and administrators on the corresponding team and end in two letters and two numbers

Administrator Assignment Codes

9044-57531-HC01 (Head Coach)

9044-57531-AC02 (Assistant Coach)

8544-57531-TM03 (Team Manager)

Player Assignment Codes

4644-57531-PL01

1044-57531-PL02

7444-57531-PL03

Tip: Assignment codes are 15 digits including the letters and dashes.

Assignment Codes for Administrators look like this:*0000-00000-HC00 (assignment code for Head Coach)**0000-00000-TM00 (assignment code for Team Manager)**0000-00000-AC00 (assignment code for Assistant Coach)***Assignment codes for players look like this:***0000-00000-PL00*

Always enter the dashes and capitalize the letters on assignment codes, they must be entered exactly as they appear.

The Head Coach code and Player codes can be used only once. The Team Manager and Assistant Coach codes can be used multiple times.

B. Add New Product to Order

- ✓ From Leagues & Teams, **click** on Players / Admins from the left navigation menu
- ✓ **Click** on payment management
- ✓ Search for desired player
- ✓ **Click** on the players order number to open the order
- ✓ **Click** on the Add More Products to Order button

Payment / Order Detail							Reload	Close																														
Status	Order #: 1-1450477		Status: Open																																			
	Order Date: 10/1/2010 3:44:14 PM		Status Reason: New Order																																			
	Operator: Cust Cust																																					
Ship To	Name: Dad Test		Comments	...																																		
	Address1: 1234 Somewhere St			Click Comments Box to view or add more comments.																																		
	City/State/Zip: Anytown AL 12345																																					
	Country: United States of America																																					
	H#: (123) 456-7890																																					
Payments	<table border="1"> <thead> <tr> <th>Method</th> <th>Type</th> <th>Chk#/CC#</th> <th>Exp.</th> <th>Status</th> <th>Auth.</th> <th>App. To Order</th> </tr> </thead> <tbody> <tr> <td colspan="6">Applied Total:</td> <td>0.00</td> </tr> </tbody> </table>								Method	Type	Chk#/CC#	Exp.	Status	Auth.	App. To Order	Applied Total:						0.00																
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							Total Due: 575.00																															
To Order	Payment will be applied to all products checked above. Payment Method* <input type="text" value="Choose One"/>																																					

Select any pre-created fee (option 1)

- ✓ Check the desired fee
- ✓ **Click** Add Selected Products to the Order
- ✓ **Click** Close & Refresh Order/Payment Page button

Create a new fee (option 2)

- ✓ Enter an item description
- ✓ Enter an item price
- ✓ Select the player the item applies to
- ✓ **Click** the Create and Add Item to the Order button
- ✓ **Click** the Close & Refresh Order/Payment Page

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

- ☐ Kidone Test 2nd Sibling Discount, Under 13 ,D 1 Select \$-10.00
- ☐ Kidone Test 3rd Sibling Discount, Under 13 ,D 1 Select \$-10.00
- ☐ Kidone Test 4th Sibling Discount, Under 13 ,D 1 Select \$-5.00
- ☐ Kidone Test 5th Sibling Discount, Under 13 ,D 1 Select \$-5.00

Add Selected Products to the Order

Close & Refresh Order/Payment Page

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

Item Description:

Item Price: \$

Add item to selected Player(s):*

- ☐ Kidone Test

Create and Add Item to the Order

Close & Refresh Order/Payment Page

* -- required

C. Age Group Coordinator Role

The Age Group Coordinator Role has been implemented in the Affinity System to allow Age Group Coordinators to have access to the system to create teams and roster players to teams, without giving access to other critical areas and information within the system. The idea behind this role is to provide a user with a limited view of specified age groups and only those age groups.

The configuration for this role is located at the League & Club level in the League or Club Configurations.



Creating an Age Group Coordinator

- ✓ From Leagues & Teams, click Leagues in the left navigation menu
- ✓ **Click** Security
- ✓ Select the User Type of "Age Group Coordinator" from the dropdown at the top of the screen and fill out the blank form. This user will then show up under the Age Coordinator tab for age group assignment. Existing Users can be updated or new Users created
- ✓ After entering the information for the User a permission level needs to be selected
- ✓ Save changes and select the Age Coordinator button at the top of the page

Tip: The basic permission levels available are League Registrar, League Registrar no card printing, League Registrar Assistant and League Board Member. Since the idea behind the Age Group Coordinator Role is to limit the users access you ideally would not want to provide them with full access (league registrar). Medium level access such as League Registrar Assistant or League Registrar no card printing is ideal.

You will now be taken to the age group coordinator age group selection page. You will see all Play Types in created in the system. The age groups shown are based off team ages. This allows the user to access teams within the age group that they have assigned to them and still allows them to roster players that may be playing up. The roster player tab will still show all age groups available to be rostered to this team.

- ✓ Once the coordinator has been selected, select the age groups that you want to be assigned to the coordinator by placing a check in the desired age groups.

- ✓ Once you have made your selections, select update and you will have successfully created an age group coordinator role.

Note: Giving someone access to all age groups is available though if you are providing access to all age groups there is no need to make them an age group coordinator, the normal league registrar role will work for that purpose.

XIII. Glossary

By necessity, there are a number of terms that are used to define the various actions and status of players and administrators within the registration process. These terms are defined below:

Leagues: 'Corporate parent' of the club, same as a Club for most organizations

Accepted: Confirming that the player will be playing with your club, acceptance triggers the player to appear in billing reports. Acceptance is one of two steps necessary in order for player to be rostered to a team.

Age Legal: Confirming that the vital data (name, gender, date of birth) entered into the system for the player matches the information on their birth certificate. Age Legal is one of two steps necessary in order for player to be rostered to a team.

Cleared: Indicates the player has been marked accepted and age legal, clearing the player grants the ability to roster the player to a team.

Application Status: the status of a player within the registration process; each time a player is entered into SAO either through online registration, registrar entry, or seasonal migration, an electronic application is created to this player. The application status of players is categorized as:

Pending – player has an application but is not assigned to a team.

Assigned - player is rostered and assigned to a team.

Activated - player is on an activated team.

Cancelled - player's application has been cancelled.

Rejected - player's application has been rejected.

Pending Release or Transfer - player's application is pending approved release or transfer.

Approved Release or Transfer - player's application has been approved for release or transfer.

Rejected Release or Transfer - player's applications has been rejected for release or transfer.

Show on Public Registration - means that if a user comes to your website to register, they will be able to complete a registration. If you are not ready to turn this function on and allow users to register keep this option selected to "No"

Automatically Accept Registration - will automatically accept the users application once it has been submitted. It is recommended that this is selected to "No" as once a player has been accepted only UYSA state office or Affinity Tech support can un-accept a player.

Capture: To charge a credit card or mark a manual payment as paid.

Manual Payment: Any payment type that is not a credit card or e-check (check, cashiers check, money order, scholarship etc.)

Player Release: the process of releasing a player from an activated team; accomplished through the requirements as set forth in the Soccer Association Rules; until a player is transferred to another activated team, said player shall remain in the District pool of the District where the player was rostered.

Player Release and Transfer: The process of transferring a player from one activated team to another activated team which is accomplished through the requirements set forth in the Soccer Association Rules.

Risk Management Status: the current status of an administrator's risk management clearance.

- **Approved or Eligible:** no negative report record received from the back ground checking company or Criminal Justice Department.
- **Sent:** risk management has been sent for processing but a report has not yet been received.
- **Failed or Ineligible:** a report has been received with negative information. Administrator is labeled failed or ineligible. This can only be overridden by the State Risk Management. Cannot be rostered to a team.
- **None:** administrator has not undergone risk management processing.
- **Sent to State Association:** administrator has provided all necessary risk management paperwork and such paperwork is awaiting transmission to the background checking company or Criminal Department of Justice.

Media Type: a search filter on the Player Lookup function that provides information of the method by which a player was entered into a League's registration.

- **Web:** player registration was received via online parental registration
- **System:** player registration was received via migration from one season to another
- **Internal:** player registration was entered directly by a league

registrar

Team Activation: the process of completing the player and administrator rostering to a team; accomplished by Clicking the activation tab on the Team page subject to the meeting of Soccer Association's rostering business rules; member passes can only be printed for an activated team.

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