

# Adding an Adult Player or an Adult Player/Team Captain Administratively

To add an adult as a Player only:

## Step 1

On the left-hand menu, choose "Players/Admins"; click on "Add Player/Admin". Enter Player information. Be sure to choose "Player" in the "Relation" dropdown.



The screenshot shows a web form titled "Add Player/Administrator". On the left, there is a "Remove from Family" button and a "Step 1" section with instructions. The main form area has two tabs: "Parent/Admin Information" (selected) and "Parent/Admin Application". The "Parent/Admin Information" tab contains the following fields:

First Name*	Middle / Initial	Last Name*	Suffix
AdultPlayer		Test	

Relation*	Title	Alias
Player		

Address 1\*  verify address  
123 Main St

Address 2  
Address 3

Country  
United States of America

City*	State*	Zip / Postal Code*
Athens	GA	55555

Home Phone**	Work Phone**	Cell Phone**
5555555555	5555555555	

Fax	Email

Gender	DOB (MM/DD/YYYY)
Male	

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

Buttons: Clear Info, Add Next Family Member, Save & Add Players

Click the "Save & Add Players" button to move to Step 2.

## Step 2

Click on player name in the matched family member box to populate the player information in Step 2.

Complete the rest of the required player information.

Test, AdultPlayer - 26693-962833

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 and have verified the various legal documents, remember to click the two appropriate checkboxes for PAYMENT and LEGAL WAIVERS.

Player Information		Preferences	
First Name*	Mi.	Last Name*	Suffix
AdultPlayer		Test	
Gender*	DOB (MM/DD/YYYY)*	Rank	Seasons
Male	08/09/1971		
Height	Weight	School Name*	Grade
ft. in.	lbs.	na	
League*			
Georgia Adult Co-Ed Soccer League - A1026			
Club*			
Coed 11-A-Side			
Play Level*			
11-a-side			
Application Options			
<input checked="" type="checkbox"/> Payment Received	<input checked="" type="checkbox"/> Accepted	<input checked="" type="checkbox"/> Legal Waivers	
Team (requires all above options are checked)			
Purple Cobras A1026-07RBen-0017			
Shirts	Shorts	Socks	
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Emergency Contact #1*	Phone*		
Adult Friend	1231231234		
Emergency Contact #2	Phone		
List any medical problem/prohibition player has			
* A required field    ** At least one is a required fields.			
Clear Info		Update	

Save & Continue

If the player has satisfied all registration requirements of your affiliate, check these three Application Options boxes to activate the "Team" dropdown and assign the player directly to a team roster. (If you do not check the boxes/select a team, you will find the player in Pending status in Player Lookup. )

Click the "Save & Continue" button.

**To add an adult who is a Player and a Team Captain / Team Administrator:**

You must create two profiles for the person, one as a parent/admin, the other as a player.

**Step 1**

On the left-hand menu, choose "Players/Admins"; click on "Add Player/Admin". Enter Player information. Choose "No Relationship" in the "Relation" dropdown.

The screenshot shows the 'Add Player/Administrator' form. On the left, there is a 'Remove from Family' button and a 'Step 1' section with instructions. The main form is divided into two tabs: 'Parent/Admin Information' (active) and 'Parent/Admin Application'. The 'Parent/Admin Information' tab contains the following fields: First Name\* (Adult Test), Middle / Initial, Last Name\* (Player-Team Captain), Suffix, Relation\* (No Relationship), Title, Alias, Address 1\* (123 Oak Street), Address 2, Address 3, Country (United States of America), City\* (Atlanta), State\* (GA), Zip / Postal Code\* (30000), Home Phone\*\* (6786786789), Work Phone\*\*, Cell Phone\*\*, Fax, Email, Gender (Female), and DOB (MM/DD/YYYY). A 'verify address' checkbox is checked. At the bottom of the form are 'Clear Info' and 'Add Next Family Member' buttons. Below the form is a 'Save & Add Players' button. A red arrow points from the 'Step 1' text to the 'Relation\*' dropdown menu.

When all the required information has been completed, you will be able to access the "Parent/Admin Application" tab. Click on it.

You will be brought to this screen:

### 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 & Dont Add Players" if the team administrator is not adding players to your league.

**Parent/Admin Information**   **Parent/Admin Application**

**Admin Type\*\***

<input type="checkbox"/> Assistant Coach	<input type="checkbox"/> Referee	<input type="checkbox"/> Team Assistant
<input checked="" type="checkbox"/> Team Captain / Head Coach	<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\***

Georgia Adult Co-Ed Soccer League - A1026

**Club\***

Coed 11A-Side

**Play Level**

11-a-side

**Age Group**

Adult Open

**Team**

Mixed Nuts A1026-07RBen-0022

**Team Coach Type**

Team Captain / Head Coach

**Select Play Type**      **Years Coaching**

<input type="checkbox"/> Adult 7v7	<input checked="" type="checkbox"/> Adult Open	<input type="text"/>
<input type="checkbox"/> Adult Over 30	<input type="checkbox"/> Adult Over 40	
<input type="checkbox"/> Adult Over 50		

**Drivers License\***      **State\***      **Expiration(mm/dd/yyyy)**

111      GA     

**Email Address\***

teammcaptain@soccernet

**\*A required field**      **\*\* At least one is a required fields.**

**Clear Info**      **Add Next Family Member**

**Save & Add Players**

**Save & Dont Add Players**

Complete the required information to create an administrator application.

Click the "Save & Add Players" button to move to Step 2.

## Step 2

Complete the required information. As above, you can assign the player directly to a team's roster by checking the three Application Options boxes and selecting a team.

**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 and have verified the various legal documents, remember to click the two appropriate checkboxes for PAYMENT and LEGAL WAIVERS.

**Player Information** Preferences

First Name*	Mi.	Last Name*	Suffix
Test		PlayerTeamCaptain	
Gender*	DOB (MM / DD / YYYY)*	Rank	Seasons
Female	05 / 16 / 1980		
Height	Weight	School Name*	Grade
ft. in.	lbs.	x	

**League\***  
Georgia Adult Co-Ed Soccer League - A1026

**Club\***  
Coed 11-A-Side

**Play Level\***  
11-a-side

**Application Options**

Payment Received     Accepted     Legal Waivers

**Team** (requires all above options are checked)  
Mixed Nuts A1026-07RBen-0022

<b>Shirts</b>	<b>Shorts</b>	<b>Socks</b>
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**Emergency Contact #1\***    **Phone\***  
Adult Test PlayerTeamCaptain    (678) 678-6789

**Emergency Contact #2**    **Phone**

List any medical problem/prohibition player has

\* A required field    \*\* At least one is a required fields.

**Clear Info**    **Add Next Family Member**

**Save & Continue**

Click the Save & Continue button.

To assign the parent/admin profile to a team as a team captain or other administrator: Bring up the team, click on the Roster Admin tab, enter the name in the Search Text box, and click Search. Click on the name, then click on the arrow with the correct administrator assignment. The name will move to the "Assigned to this Team" box. Click the "Save Administrators" button before exiting this screen.