

Instructions for Filing Notification of Travel in the ADG system

Teams traveling outside of Georgia must notify Georgia Soccer of their travel plans. This is done electronically through the ADG system. To file Notification of Travel, you must be on the team's roster as a team manager, assistant coach, or head coach. Your affiliate registrar should have assigned you to the team and provided you a user name and password.

Using the boxes at the upper left, log into the site at the affiliate URL provided by your affiliate registrar, or you can log into the main Georgia Soccer URL, gs.affinitysoccer.com (no www).

Once logged in, you will be on a "My Account" page that shows all of your family/player information. The Family Members section lists you and any other people who have profiles in your family group. Click on your portrait (if it's not already highlighted), then click on the Teams tab in the section below. You will see a list of all teams with which you are associated. In the "View" column to the right, click on the Team Info link for the team that will be traveling.

Next you will see the team's roster page. From the row of tabs under the team's name at the upper left, click Travel Roster, then click the Create New Request button at the lower right.

Complete the next page (Request Info tab) with information regarding the tournament to which your team is traveling. When finished, click "Save & Continue".

The next page (Roster tab) shows your team's roster. Click on the red X to the right to deselect players and/or administrators who will not be attending this event. *Please note that pool-rostered teams, such as Academy teams, can list a maximum of 24 players per permit, and that the system will list the first 24 on the roster unless players are deselected.*

To add a guest player or a guest administrator who is properly registered with a Georgia Soccer- Youth affiliate, select "Add Player/Admin Inside Org". You must select the role of the individual you are adding and **you must have the ID number of that player/admin from the ADG registration system.** The ID number contains 10-11 characters, with a – after the first five numbers, and must be entered exactly.

After the player is added, the system will revert back to the roster page and this player will show on the roster as a borrowed player. When you have added any and all guest players, click the Save & Continue button at the bottom of the page.

Next, click the ELA tab. Read the Electronic Legal Agreements, type your initials in the box to the left of each, and click the "I Agree" button. You'll be brought to the final page (Review & Submit tab). Review the application and the roster, using the Edit links to make any changes. Once you are satisfied, click the Submit Application button near the top of the page, which brings up the payment page.

Select payment method, click Continue, complete card information, click Continue, then review, and click Submit Payment. Once the page shows your travel notification as "Submitted" or "Accepted", you can print your approved paperwork by clicking on the Print Acceptance Form button near the top of the Review page

The file that opens will show the title of "receipt.pdf". This file contains your approved paperwork needed for check-in at any out-of-state sanctioned tournament that you attend. You may reprint the paperwork as needed by accessing the travel request as described above, clicking on the Edit Application button, the Review subhead, then the Print Acceptance form button.

The Notification of Travel fee is \$5.00. If you choose to amend your travel roster, the entire process must be repeated and an additional \$5.00 fee will be charged.

If at any point during this process you have questions or problems, please contact Kathy Layden, senior member administrator at Georgia Soccer, (678) 993-2106, klayden@georgiasoccer.org.