

## **Instructions for Assigning Admin Logins to Coaches, Assistant Coaches and Team Managers**

The most efficient way to assign a team administrator an administrative login is as follows:

1. Look up the team where the administrator is assigned,
2. Click on the team roster tab,
3. Click on the name of the coach, the assistant coach or the team manager that needs the admin login,
4. The profile of that individual, assigned to the team will open,
5. The last three (3) items on this page show User Name, Password, and Confirm password.
6. Assign a user name and a password for the administrator,
7. Use a simple naming convention, i.e. User name – kbowen, password bowen, or username kim, password bowen. If the system contains a duplicate user name that you have typed in, it will prompt with an amended user name such as kbowen1, kbowen2, kbowen3, etc...there will be no conflict in passwords, only user names. You can either choose the one suggested by the system or you can choose another user name of your choosing.
8. The driver's license number field for an administrator is shown as a required field. If that box is empty, simply place a character in the box to satisfy the needs of the system and click the Update button at the bottom of the page.
9. Supply the user name and password to your administrators as well as the ADG website address for your league / club or they can access their administrative tools by logging onto the GA Soccer page of the ADG system which is [gs.affnitysoccer.com](http://gs.affnitysoccer.com)
10. This is a server based system. WWW is not needed to access the Ga Soccer nor your league/club site.
11. Once your administrators have administration access, please remind them that instructions to access their team information, game day lineup sheets, scoring tabs for scheduling etc., can all be found at

### **[Instructions for ADG System](#)**

Or, [www.gasoccer.org](http://www.gasoccer.org), youth or GYSA tab, documents, Instructions for ADG system.