

Instructions for Filing "Notification of Travel" on the ADG system

As with all access into the team pages on the ADG/Affinity Soccer system, you must have a user profile and you must be properly assigned to a team as an administrator. Your league registrar should have established your initial user profile and provided you a user name and password.

Log into the league URL site provided by your league registrar or you can log into the main GA Soccer URL (gs.affinitysoccer.com) to access your team information.

Once logged in you should see a "My Account" page that shows all of your family / player information. Towards the middle of the page you will see a "Teams" section that lists all teams with which you are associated. Click the edit tab next to the team name that wishes to file "notification of travel".

Your team's roster page should show up. At the bottom of the roster there are several active tabs: email, assignment codes, etc. The third tab is "create travel roster". Select the create travel roster tab.

Complete the next page that requests all information regarding the tournament you are traveling to; when finished, click save and continue.

The next page shows your team's roster. Click on the red X to the right to deselect players 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 GYSA-affiliated league, 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 new registration system. The number must be entered exactly and should be a 10-11 character number with a – after the first five numbers.

Once 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. Once you have added any and all guest players, click the save and continue button at the bottom of the page.

Once finished with the roster page, click the review and submit tab at the upper right hand side of the page. Review the application, using the edit links to make any changes. Once you are satisfied, click the Submit Application tab at the upper right hand side of the page.

Complete the payment page and click continue. Review payment information and click submit payment. Once the page shows your travel notification as "Submitted", please click on the "My Account" button at the upper left hand corner of your page.

Scroll to the bottom of the "My Account" page to access the travel request on file for your team. The new travel notification application will show a printer icon to the right. The file that opens will show the title of "receipt.pdf". This file contains your approved paperwork that will be needed for check-in at any out-of-state sanctioned tournament that you attend. You may re-visit this page and reprint as needed.

If you choose to amend your travel roster, the entire process must be repeated and an additional \$5.00 fee will be assessed.

If at any point during this process you have questions or problems, you can contact ADG tech support at 1-800-816-3365 or the GSSA administrative offices at 770-452-0505.