

Adult League Registrar Getting Started Guide



U.S. SOCCER CONNECT

Table of Contents

Welcome to U.S. Soccer Connect.....	1
Accessing the U.S. Soccer Connect Platform.....	2
Navigating the U.S. Soccer Connect Platform	3
Dashboards & Widgets.....	5
Creating Users.....	9
My Account	11
Configure and Open the Season.....	13
League Level	13
League Details Level	14
Create and Configure Teams for Online Registration.....	18
Allow for Team Registration	21
Promote Registration.....	22
Players/ Coaches Submitting a Registration Application	22
Managing Players and Admins	26
Players	26
Admins /Team Managers / Coaches.....	29
Manually entering players and admins.....	30
Emailing Players or Admins.....	31
Managing Teams	33
Team Look-up.....	33
How to Edit a Team	33
Rostering Players.....	34
Rostering Admins.....	34
Printing ID Cards and Rosters.....	34

Welcome to U.S. Soccer Connect

Soccer Connect is an exclusive version of the Sports Connect platform serving Soccer organizations, developed in conjunction with U.S. Soccer. Sports Connect is built on the core of the Affinity Sports and Blue Sombrero products and is the most robust and easiest-to-use sports management software in the industry.

About Us

Once three independent sports technology providers, Blue Sombrero, Affinity Sports, and Stack Sports joined forces to create a unified, all-in-one solution to help efficiently manage sports organizations worldwide.

Our mission is to set the standard in sports technology services. We make sports easy, by connecting administrators, coaches, teams, and families with tools that help save time and grow participation. Our commitment is to be thought leaders to our partners, constantly improve our services, develop customer-focused solutions, and back it with friendly, knowledgeable support.

About this Guide

This Getting Started Guide provides Registrars with an overview of various functions of the U.S. Soccer Connect Platform.

This guide focuses on general system use. We outline season configurations, and how to manage players, admins and teams.

We also provide TIPS and NOTES throughout this guide, to assist you in the use of the U.S. Soccer Connect NGB/State Platform.

Accessing the U.S. Soccer Connect Platform

To get started, navigate your browser to your organization's login page

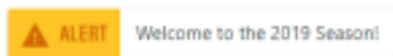
1. Enter your username and password.
2. Your access is based on your current role and credentials.



- To access your Association's help center choose Help below the login button.
- To reset your password, click Forgot password below the login button and follow the instructions.

TIP: Passwords must be either 7 or 8 characters in length. Passwords must contain one or more UPPER case, one or more lowercase and one or more digits (0-9)

The Welcome page may display Alert Messages.



These messages are managed by the State office and may include notifications about deadlines, policy changes, etc., or announcements from U.S. Soccer Connect.

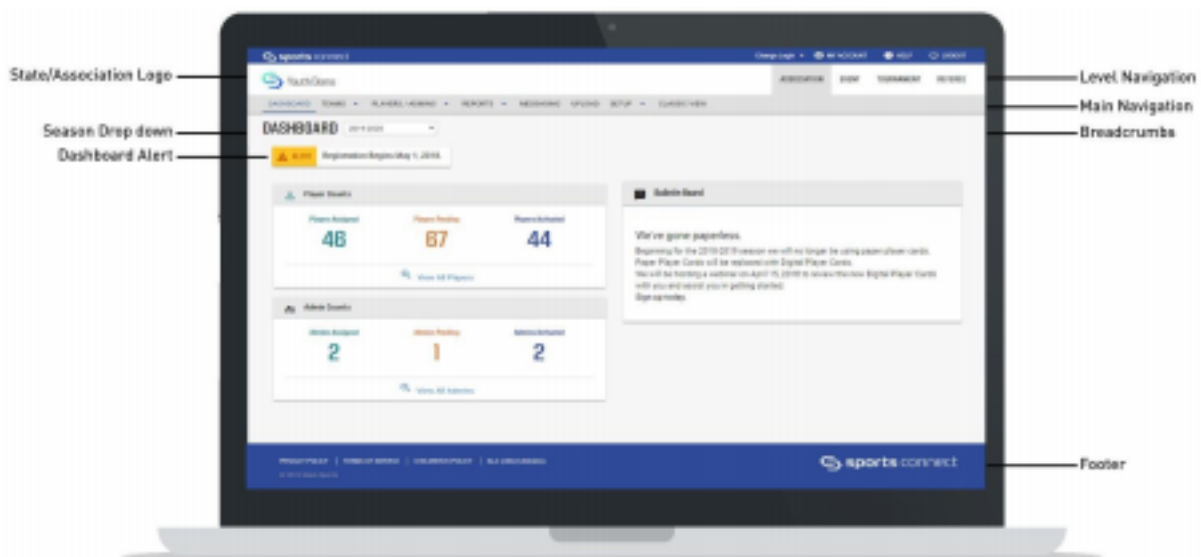
Navigating the U.S. Soccer Connect Platform

Upon log in you will be taken to a Dashboard based on your user access and role in the Association.

The U.S. Soccer Connect Platform navigation consists of the following components:

- Top Toolbar

- Level Navigation
- Main Navigation
- Season Dropdown
- Breadcrumbs
- Footer



Top Toolbar

The Top toolbar includes a link to access your user profile by choosing My Account, a link to your Association's Help Center, and a link to logout of the U.S. Soccer Connect Platform.

Level Navigation

The Level Navigation is located in the upper right of your browser window. The Level Navigation displays the level of the system in which you are accessing. The levels that display are based on your user access and role in the Association.

Main Navigation

The Main Navigation provides access to the core functions and actions within U.S. Soccer Connect. This navigation is based on your user access and role in the Association.

Dashboard

Dashboard will take you back to your main dashboard based on your user access and role in the Association.

Teams

Teams provides you with the ability to complete Team Lookup, Create Teams, Access the Team Creation Matrix, Travel Requests, and Core Checking.

Players/Admins

Players/Admins provides access to Player Lookup, Admin Lookup, and the ability to add a Player/Admin, manage player applications and payments, and access ID Cards.

Reports

Reports provides access to save reports and pre-configured reports.

Setup

Setup allows you to set up your season by choosing Config from the dropdown menu.

Classic View

Classic View takes you to the previous U.S. Soccer Connect Platform look and feel.

Season Dropdown

The Season Dropdown allows you to toggle between seasons. If you are coordinating more than one season at a time, make sure that the correct season is selected from the dropdown.

Breadcrumbs

Breadcrumbs are located in the upper right of your browser window and serve as a wayfinding tool by indicating the dashboard being visited.

Footer

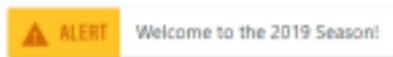
The footer provides access to our Privacy Policy and Terms of Use.

Dashboards & Widgets

Upon log in to the U.S. Soccer Connect Platform, you will be taken to a Dashboard based on your role in the Association.

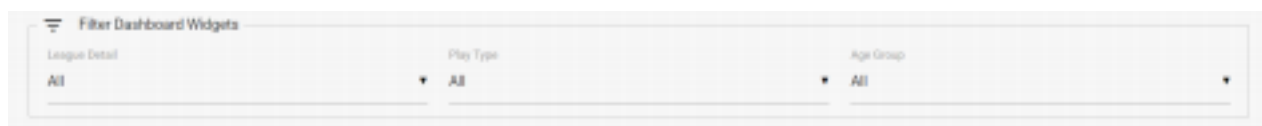
Dashboard Alert

The Dashboard will include any alert messages from the State office or Sports Connect.



Filter Dashboards by Club, Play Type and Age Group

The Filter Dashboards search feature allows you to display widget content by Club. You will also be able to filter by Play Type and Age Group.



To filter, choose the Club and/or the Play Type and Age Group by clicking the search field to display a dropdown menu.

Player Counts Widget

The Player Counts Widget provides a quick snapshot of Players Assigned to a team, Players Pending; that are not on a team, and Players on an activated team.

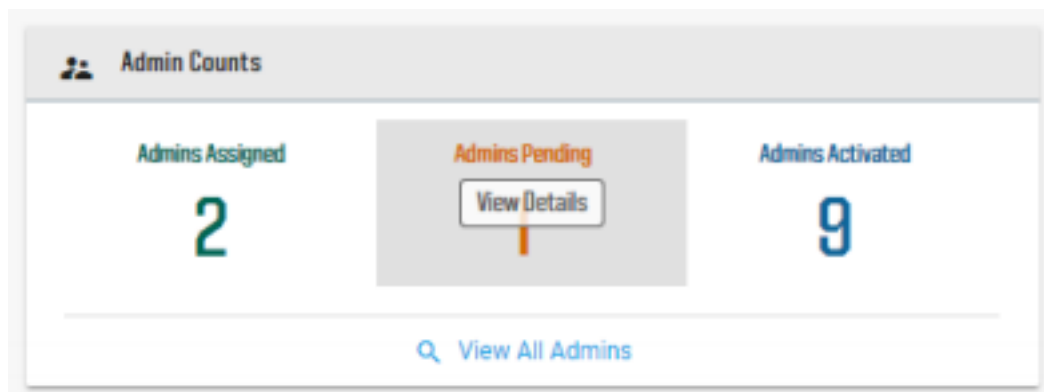


To view each of these player groups in more detail, mouse over the number in the widget, and then choose More Details and you will be taken to the Player Lookup screen that will display a full list of players that meet the selected criteria. To drill down further, you may click on the

name of the player to view that player's record. To view all players, regardless of status, you can choose View All Players and be taken to the Player Lookup screen.

Admin Counts Widget

The Admin Counts Widget provides a quick snapshot of Admins Assigned to a team, Admins Pending; that are not on a team, and Admins on an activated team.

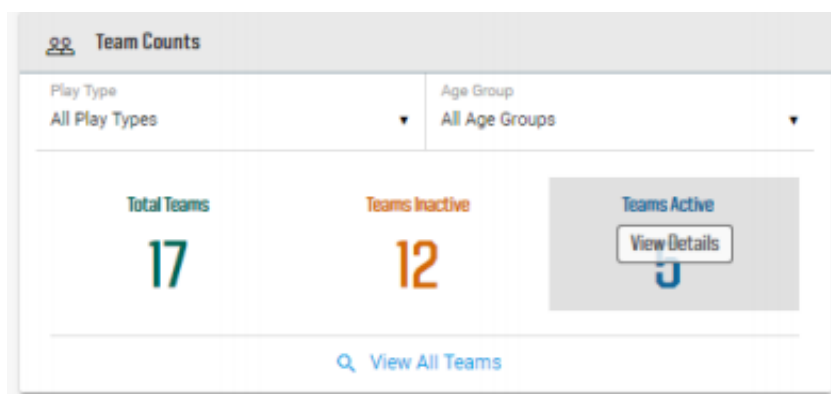


To view each of these admin groups in more detail, mouse over the number in the widget, and then choose More Details and you will be taken to the Admin Lookup screen and a full list of admins that meet the selected criteria. To drill down further, you may click on the name of the admin to view that admin's record.

To view all admins regardless of status, choose View All Admins and be taken to the Admin Lookup screen.

Team Counts Widget

The Team Counts Widget provides a quick snapshot of Total Teams, Inactive Teams and Active Teams.







To view the teams in more detail, mouse over the number in the widget, and then choose More Details and you will be taken to the Team Lookup screen to view a full list of teams that meet the selected criteria. To drill down further, you may click on the name of the team to view and manage that team. You may also filter this by Play Type and then corresponding Age Groups.

To view all teams regardless of status, you can choose View All Teams and be taken to the Team Lookup screen.

Compliance Widget

The Compliance Widget will display on the League and Club level dashboards and provides a quick view of Electronic Legal Agreement Status.

Compliance					
Compliance Type	Player/Admin	Total	Complete	Incomplete	View
Important Policy Information	P	8	3	5	
Important Policy Information	A	4	0	4	
Coaches Code of Conduct	A	4	0	4	
Risk Status	A	4	2	2	

Users also have the ability to view a detailed list of individuals with the various compliance types/status and email them from a summary screen.

Compliance Types: displays the title of the ELAs in the Assign PDF/ ELA area of your Club, League, State or National Governing Body configuration.

Player/Admin: P icon will display to indicate the compliance type is assigned to Players and an A icon will display to indicate the compliance type is assigned to Admins.

Total: represents the total number of application requirements under this compliance type. Please note, if a player/ admin has multiple applications they may display multiple times within the compliance type.

Complete: will indicate the number of individuals who have satisfied the requirement by signing the ELA or who are marked as having an Approved Risk Status (for our youth customers).

Incomplete: will indicate the number of individuals who have not satisfied the requirement of

signing the ELA or who are not marked as having an Approved Risk Status (for youth customers).

View: By clicking on the magnifying glass, you will be taken to a Summary Page for the respective compliance type.

Summary Page

On the summary page, you can view the individuals who are incomplete, complete and the total of both categories. The ELA Summary Page content can be filtered by player or admin first name or last name, email address, application date, play level.

Summary Page Email Feature

The summary pages also allow you to send an email to players or admins listed on the page. To send an email, check the boxes of those individuals you would like to email, then choose email selected members.

Bulletin Board Widget

The Bulletin Board Widget is managed by the State office and includes updates and news from the State office or from U.S. Soccer Connect.

Search Widget

To locate and view the dashboard of a Club, type the name of the league in the search field and choose Search. To display and access all Club Dashboards, choose Search. Once the list of Leagues and Clubs display, click on the name of the League or Club to view that organization's dashboard.

To return to the League Level after visiting a Club Dashboard, choose League from the Level Navigation in the upper right of your browser window.

NOTE: Your organization may use a different naming convention for your hierarchy.

Creating Users

To access the Connect Platform, users will require a user profile to be created and a username and password be assigned. Each user in our system is assigned to a specific predefined security role. System access and user capabilities are based on your role in the Association. Additionally, when setting up security roles for users; these should be set at the corresponding level for that user.

Creating a User Profile

1. To add and/or create a user profile at the League level, from the main navigation choose Setup and then Config.
2. Choose the Security tab.

The screenshot shows the 'CONFIG' page for the '2019 Demo Season'. The main heading is 'Leagues / Find, Edit, Delete a League' with a sub-heading 'Affinity Demo'. Below this is a navigation bar with tabs: 'League Config', 'Registration', 'Security', 'Teams', 'Events', 'Messaging', and 'Content'. The 'Security' tab is selected, and within it, the 'Users' sub-tab is active. A table lists existing users:

League Users	Primary	Type	IDNum	
Demo, Dana	<input type="checkbox"/>	League Registrar	46894-382127	edit delete
Registrar, Demo	<input checked="" type="checkbox"/>	League Registrar	13157-635726	edit delete

Below the table is a pagination bar showing '(1 - 2) of 2'. To the right of the table is a 'lookup Contact' button. The main form area contains the following fields:

- User Type**: A dropdown menu with 'select one' as the current selection.
- Legal First Name**, **Middle / Initial**, **Legal Last Name**, and **Suffix**: Text input fields.
- Business Title** and **Alias (Nickname)**: Text input fields.
- Address 1**, **Address 2**, and **Address 3**: Text input fields. A 'verify address' checkbox is next to Address 1.
- Country**: A dropdown menu with 'United States of America' selected.
- City**, **State/Province**, and **Zip / Postal Code**: Text input fields. A dropdown menu for 'ID' is also present.
- Home Phone**, **Work Phone**, **Mobile Phone**, and **Fax**: Text input fields.
- Email Address**: Text input field.
- Level of Access**: A section with four checkboxes: 'League Registrar', 'League Registrar - No Card Printing', 'League Registrar Assistant', and 'League Board Member'.
- User Name**, **Password**, and **Confirm Password**: Text input fields. A note next to the Password field says 'Enter a username, and then enter the password twice.' and a note next to the Confirm Password field says 'The password and confirm password fields must match.'

At the bottom of the form are two buttons: 'Cancel' and 'Add Contact'.

3. The Users screen displays.

4. To add a new user, you will first want to look up the user in the platform.

5. To look up a user, choose Lookup Contact from the top of the form to open a pop-up search window.

6. Enter the user's last name and first name in the pop-up search window. 7. If the user exists in the platform, the user profile will display. If this is the correct user, choose Select beside their name and their information will be pre-populated in the form. 8. If no results are found, choose Close to exit out of the pop-up search window. 9. Enter the user's information in the form including:

- User Type – This information is used to pull reports. Choose the user's role in the organization
- First and Last Name
- Business Title (if applicable)
- Address, Country, City, State, and Zip Code
- At least one phone number
- Valid email address
- Choose a Level of Access – This will assign a user's level of permission and system access
- Create a username and password and share it with the user
- Choose Add Contact

Level of Access Permissions

League Registrar = Full Access

League Registrar – No card printing = High Access, few limitations

League Registrar Assistant = High Access, few limitations

League Board Member = View only (able to email and pull reports)

TIP: Passwords must be either 7 or 8 characters in length. Passwords must contain one or more UPPER case, one or more lowercase and one or more digits (0-9)

NOTE: Access for Coaches and Team Managers is given when registered and assigned to a Team.

To avoid creating duplicate records in the system, you should always search for a user before creating a new user profile for them.

My Account

My Account located in the top toolbar is used to access your personal information and make updates to your contact information, and username and password.

When My Account is selected, you will see your profile in the Connect Platform.

MY ACCOUNT | HELP | LOGOUT

Family Members:
Click a family member's portrait to view their information.

Dana Demo
View Details
- Update Photo -
- Print Documents -
- View Payments -

Personal Info | Applications | Details | Certificates | Teams | Events | Referee Schedules

First Name: Dana
Alias (Nickname):
Middle Initial:
Last Name: Demo
Suffix: --Select Suffix--
Relationship: N/A
Gender: Female
Birthdate: --Month-- --Day-- --Year--

Address 1: 225 Broadway
Address 2:
City: San Diego
State: ID Zip Code: 92121
Home Phone: 858-619-0123 Work Phone:
Cell Phone:
Email Address: demo@affinity-sports.com
Update

The details available in your profile include:

- Personal Info - Update phone numbers and email addresses. (A player's name, gender and birthdate can only be changed by a registrar)
- Applications
 - View all submitted applications and view/print any associated receipts or player forms (e.g. Medical Release Form)
 - View the details of the League registration (team assignment, play levels, etc.)
 - View/print any electronic legal agreements that were signed during online registration
 - View your risk status (if applicable)
 - Submit a request for a release from a League and/or transfer to a new League
- Details - Update personal information (personal and emergency contact information, etc.)

- Certificates - If required, upload and if available, any documentation for players and any risk status documentation for coaches and team managers (if applicable.)
- Teams - View your team name and team ID. Click on the Team Info link to view the team's entire roster (coaches, players, etc.) Click Tournament & Schedule Apps tab to view tournament applications (if applicable) and game schedules
- Events - View any events (tryouts, camps, etc.) you have registered for or have attended • Referee Schedules – As a referee, view scheduled games and referee assignments

There is also a Message Center. It allows you to view all emails sent to you through the Connect Platform. Emails will also go to your email address included in your user profile.

To return to the Dashboard from My Account, choose Leagues and Teams from the top set of tabs and then click the dashboard on the next screen from the main navigation (if applicable).

Configure and Open the Season

Once the Association has opened the season, the season needs to be configured at the League and League Details Level to allow for player and admin registration and the formation of teams. If your League is running multiple seasons, this must be completed per season.

NOTE: This must be done at both the League and League Details levels in the U.S. Soccer Connect Platform.

League Level

1. To configure the season from the League Level, choose Setup and then Config from the main navigation.

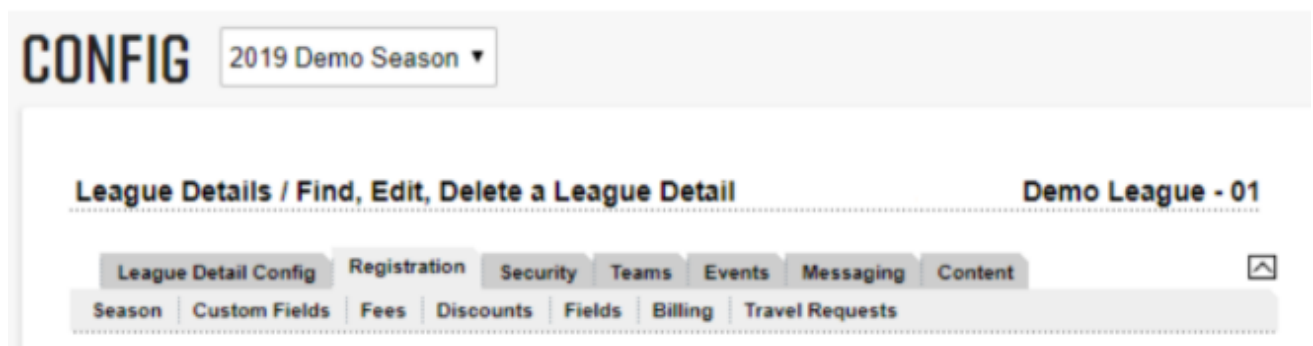
The screenshot shows the 'CONFIG' page for the '2019 Demo Season'. The page has a header with 'CONFIG' and a dropdown for '2019 Demo Season'. Below the header, there's a section titled 'Leagues / Find, Edit, Delete a League' with a 'Demo League' label. A navigation bar includes tabs for 'League Config', 'Registration', 'Security', 'Teams', 'Events', 'Messaging', and 'Content'. Under 'League Config', there are sub-tabs: 'Season', 'Custom Fields', 'Level Of Play', 'Fees', 'Discounts', 'Fields', 'Billing', and 'Travel Requests'. The 'Season' tab is active, showing a list of seasons. The selected season is '2019 Demo Season - 1288' with dates '12/01/2018 - 01/15/2019'. Below this, there are various configuration options: 'ALL' (checked), 'Open 25K' (checked), 'M' (checked), 'W' (checked), 'Show On Public Registration?' (Yes), 'Requires Payment?' (Yes), 'Automatically Accept Registration?' (No), 'Allow System to Automatically Charge Credit Card ? *' (Yes), 'Activate Public Reg. On:' (dropdown), 'Deactivate Public Reg. On:' (dropdown), 'Charge Reg. Late Fee From:' (dropdown), 'Show Application Types' (Coach / Admin, Player), and 'My Account Button Text' (text input). At the bottom, there are buttons for 'Assign PDF/ELA' and 'Update'.

2. Choose the Registration tab to display the season screen, which lists all the active seasons created by the Association.
3. Choose the + plus sign next to the season you wish to configure and to display the season configuration options.

4. Check the Play Level and Ages that you allow to register for a specific play type.
5. Show on Public Registration – choose yes to show on public registration. 6. Requires Payment – choose yes.
7. Automatically Accept Registration – choose no. This will be set at the League Details level.
8. Allow System to Automatically Charge Credit Card – choose no. This will be set at the League Details level.
9. Activate Pub Reg. On – leave blank.
10. Deactivate Pub Reg. On - leave blank.
11. Charge Reg. Late Fee From – leave blank.
12. Check both Coach/Admin and Player Application Types.
13. Leave My Account Button Text blank.
14. Click Update when you have completed the above steps for all play types and age groups.

League Details Level

1. From the League Level, choose Setup and then Config from the main navigation.
2. Click the down arrow displayed in the upper right corner of the tabs window to navigate to the corresponding League Detail.
3. The League Detail Config tab and League Detail Info sub-tab will display.
4. Enter a Domain Name. This domain name will serve as the url/web address for online registration for your league. Be sure to follow the naming convention displayed to the left of the form fields.



5. Next, you will want to choose the Registration tab to display the season screen, which lists all the active seasons created by the Association.

6. Choose the + plus sign next to the season you wish to configure.

CONFIG 2019 Demo Season ▼

League Details / Find, Edit, Delete a League Detail Demo League - 01

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

Season | Custom Fields | Fees | Discounts | Fields | Billing | Travel Requests

Your club has **AGREED** with AFFINITY SPORTS CLIENT SERVICES TERMS & CONDITIONS. Reviewed and signed on 12/26/2018 by Dan Demo. Click [here](#) to view the terms and conditions.
"Show On Public Registration" cannot be set to Yes until your club has agreed the terms above.

Show Try Out activation Link: ☒ No ☐ Only Registrar can send offers ☐ Registrar & Team Admin can send offers

Season Name - Season ID (Application FirstDay - Application LastDay)
2019 Demo Season - 1288 (12/01/2018 - 01/15/2019)

☒ ALL (click to check all play types and age groups)
☒ Open 25K (click to check all age groups)
☒ M ☒ W

Show On Public Registration? ☒ Yes ☐ No
Requires Payment? ☒ Yes ☐ No
Automatically Accept Registration? ☐ Yes ☒ No
Allow System to Automatically Charge Credit Card ? * ☒ Yes ☐ No

Activate Public Reg. On: Deactivate Public Reg. On: Charge Reg. Late Fee From:

Show Application Types ☐ Coach / Admin ☐ Player
My Account Button Text

Assign PDF/ELA Update

7. The Play Level and Age Groups will display. Check the play levels and age groups at the League Detail level as well.

8. Choose Yes/ No for Show on Public Registration - if configuring season for Online Registration choose yes. You may wish to wait to choose display on Public Registration until you have finished configuring your season and when ready to begin accepting registrations.

9. Choose Yes/ No for Requires Payment – if collecting payment, choose yes.

10. Choose Yes/No for Automatically Accept Registration – yes, will automatically accept player and admin applications.

11. Choose Yes/ No for Allow System to Automatically Charge Credit Card.

12. Enter a date for “Activate Public Reg. On” (*optional*).

13. Enter a date for Deactivate Public Reg. On (*optional*).

14. Enter a date for Charge Reg. Late Fee From (*optional*).

15. Check both Coach/Admin and Player Application Types.

16. Leave “My Account Button Text” blank.

17. Click Update to save your work.

NOTE: To allow users to register to a specific team, this must be configured once your teams are created.

Assigning ELAs and Documents

If your league needs players and admins to consent to any Legal Agreements/Waivers during the online registration process, follow the steps below to assign the waiver to the proper seasons or play levels.

1. From the League Level, choose Setup and then Config from the main navigation. 2. Click the down arrow displayed in the upper right corner of the tabs window to navigate to the corresponding League Detail.
3. The League Detail Config tab and League Detail Info sub-tab will display.
4. Choose the Registration tab select Assign PDF/ ELA.
5. Check off any Legal Agreements/Waivers for the membership to sign or print.
6. Click Save Changes when finished.

NOTE: ELAs and documents are configured in the Content tab. To display, you must assign them to the desired season and play type.

Custom Fields

If your league would like to ask custom questions during the registration process (i.e. what position do you play?, etc.) these can be created using the Custom Fields sub-tab.

1. From the League Level, choose Setup and then Config from the main navigation. 2. Click the down arrow displayed in the upper right corner of the tabs window to navigate to the corresponding League Detail.
3. The League Detail Config tab and League Detail Info sub-tab will display.
4. Choose the Registration tab and then the Custom Fields sub-tab.
5. Choose Create and then complete the online form to add your question.
 - Field Title – enter your question
 - Field Type – choose your question type (text box, checkbox, dropdown, list, radio buttons)
 - Field Size – enter the size of the field size (characters available)
 - Order - If creating multiple custom questions you can indicate the order of your questions.
 - Options – Enter the answer options
 - Allow multiple options to be selected at the same time
 - Show on application – display on registration form
 - Applies to players – display for player registrations
 - Applies to administrators – display for admin registrations
 - Applies to referees – n/a

- Use as player preferences for Team Auto Rostering – n/a
 - This field is required to be inputted – required question
6. Choose Add Custom Field to create and add your question to the registration process.

Fees

If your League collects registration fees during the online registration process, follow the steps below to assign the fees to their respective play levels and age groups.

1. Choose the Registration tab, choose the Fees sub-tab and select the desired play level.

CONFIG 2019 Demo Season ▼

Leagues / Find, Edit, Delete a League Demo League

League Config Registration Security Teams Events Messaging Content

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

Open 25K Fees

Use the drop down list below to select a fee type that has already been defined. Once a fee type is selected you will be given the option to Delete or Change the fee type you selected. Choose "Create A Fee Type" from the same drop down list to create a new fee type.

Edit A Fee Type
Registration Fee ▼

☐ All play levels are set equally
☐ All age groups are set equally

Open 25K

Men	100.00	M ▼
Women	100.00	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

2. To create a fee, choose the fee type from the dropdown menu or create a custom fee by choosing Other from the dropdown menu and then name the fee in the Fee Type Description field.
3. Enter the fees for each age group.
4. Choose if the fee is mandatory (M) on the registration process, Optional (OS) pre-selected on the registration process, Optional (ON) not selected on the registration process.
5. Choose Create to create your fees.
6. You may edit your fee by choosing the name of the fee from the Edit Fee Type dropdown menu located at the top of the Fee screen.
7. If all play types and age groups are charged the same fee you may check the All play types and all age groups are set equally to enter the fee for all play types and age groups.

State Fees

State Fees can be set up by the Soccer Association to be collected from each player applying to play with the state organization. State Fees are collected from each player once a season and will appear on the payment page during the online registration process. If you have further questions or would like more details about the State Fee, please contact your State office directly.

Content

As a league, you have the ability to customize the look and feel of the online registration form, add logos, customize email communications and notifications, and add documents and forms and ELAs via the content tab. From the league details level, choose the Content tab

- To edit the color scheme and to add logos, choose the Look & Feel sub-tab •
- To edit email notifications and content pages, choose the Content sub-tab •
- To add documents and forms, choose the Documents/Forms sub-tab
- To add Electronic Legal Agreements (ELA), choose the ELA sub-tab

NOTE: To display ELAs and documents you must assign them to the desired season and play type during season configuration.

Create and Configure Teams for Online Registration

If you would like to allow players and team admins (team managers, coaches, etc.) to register for a specific team you will need to create teams in which your players and admins can register.

Create Individual Teams

1. Choose Teams and Create from the main navigation.
2. Choose your District, League and League Detail from the dropdown menu. 3. The Season will be pre-selected (based on the season selected in the season dropdown). 4. Select Team Level, Gender and Age Group.
5. Enter a Team Name (use the team name provided by the Team Captain/Manager, if available).
6. The system will automatically create a Team Number – the last four digits of this number are editable.
7. Enter Home and Away Uniform colors (optional).
8. Enter the Team Sponsor (if applicable).
9. Choose Add Team.

NOTE: Once a team has been created you can create duplicate teams for the same age group. Co-Ed Teams must be listed as “Male” teams to successfully roster both men and women.

Create Multiple Teams

The Connect Platform allows users to create several teams for different age groups at one time.

1. To create multiple Teams, choose Teams and Team Creation Matrix from the main navigation.

TEAM CREATION MATRIX 2019 Demo Season ▼

Teams / Team Creation Matrix

Use this tool to add multiple teams for different age groups and genders.

Select District*
District 2 ▼

Select League*
Demo League - D202 ▼

Select League Detail*
Demo League - 01 ▼

Cancel Continue

2. Choose your District, League and League Detail from the dropdown menu and choose Continue.
3. The Team Creation Matrix displays, and the system will default to the first available play level.
4. Enter the number of teams to be created per age group and gender for each play level.
5. Choose Continue to progress to the next play level.
6. Choose Finish when you have entered all of your teams, and you will be taken to a list of the teams you created.
7. Next, you will need edit the details for each team to reflect the details provided by the Team Manager/Captain.
8. Click on the Team Name to view the Team.
9. Choose Team Details tab to edit the team name, gender, play level, and age group, as necessary.

TEAMS LOOKUP

2019 Demo Season

Teams / Find, Edit, Delete a Team

Lookup Team

<< Previous Team 7 of 7

Women Team 4

D202-01OFW-000002

Team Details

Roster Admin

Roster Player

Activation

Team Roster

Travel Roster

Tournament

Website

Use the form to edit this Team.

District

District 2

League

Demo League - D202

League Detail

Demo League - 01

Season

2019 Demo Season

Play Level*

Open 25K

Gender*

Female

Age Group*

Women

Team Name*

Women Team 4

Team Home City

Team ID (last 6 numbers are editable)*

D202-01OFW-

000002

Jersey Home Colors

Orange

Jersey Away Colors

Black

Shorts Home Colors

Black

Shorts Away Colors

Black

Socks Home Colors

Orange

Socks Away Colors

Orange

Administrators: 0

Players: 0

Activation Date:

Activated by:

Team Status

10. Choose Update after making changes to the team to save.
11. If you need to edit additional teams, you may click Next Team from the upper right corner of the tab window to move to the next team.

Allow for Team Registration

Once your Teams are created, you will need to allow admins and players to register to a specific team. By enabling players and admins to register to a team, they will be automatically assigned to their registered team.

1. From the League Level, choose Setup and then Config from the main navigation. 2. Click the down arrow displayed in the upper right corner of the tabs window to navigate to the corresponding League Detail.
3. The League Detail Config tab and League Detail Info sub-tab will display.
4. Choose the Registration tab and then choose the Fields sub-tab.
5. An online registration configuration screen will display.
6. Choose “1. Change Adult Registration Pages Configuration, Click Here” to enable Team Registration. A new tab and page fields configuration form displays.

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

Page Fields Configuration

Club Registration:	<input checked="" type="radio"/> Hide	<input type="radio"/> Show	<input type="radio"/> Required
Team Registration:	<input type="radio"/> Hide	<input checked="" type="radio"/> Show	<input type="radio"/> Required
Tryout Acceptance:	<input checked="" type="radio"/> Hide	<input type="radio"/> Show	<input type="radio"/> Required

Save

7. Choose Hide for Club Registration.
8. Choose Show for Team Registration.
9. Choose Hide for Tryout Acceptance.
10. Choose Save.

NOTE: Player and admin registration can be configured to register players and admins directly to the league and then be rostered to a team by the League Registrar. Please contact your technical account manager and they can assist you in this configuration.

11. Choose NEXT from the top of the page to display an additional Page Fields Configuration form.

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

Page Fields Configuration

Change Registration type text:

Player Registration:	<input type="text" value="Player Registration"/>	<input type="radio"/> Hide <input checked="" type="radio"/> Show <input type="radio"/> Required
Player Tryout Registration:	<input type="text" value="Player Tryout Registration"/>	<input checked="" type="radio"/> Hide <input type="radio"/> Show <input type="radio"/> Required
Coach / Admin Registration:	<input type="text" value="Coach / Admin Registration"/>	<input type="radio"/> Hide <input checked="" type="radio"/> Show <input type="radio"/> Required
Referee Registration:	<input type="text" value="Referee Registration"/>	<input checked="" type="radio"/> Hide <input type="radio"/> Show <input type="radio"/> Required

[Save](#)

12. Choose Show to display Player Registration.
13. Choose Hide to hide Player Tryout Registration.
14. Choose Show to display Coach/Admin Registration.
15. Choose Hide to hide Referee Registration and choose Save.
16. Close the Page Fields Configuration.
17. Return to the League Detail Configuration screen.
18. Choose the Registration tab.
19. Choose the + to display the season play level configurations.
20. Choose Yes to Show on Public Registration.

Promote Registration

Once your online registration configuration is complete, you are ready to promote online player and admin registration. Return to the League Detail Config tab. Copy and share the domain name/url/website address to begin accepting player and admin registrations.

Players/ Coaches Submitting a Registration Application

Below is a guide for the online registration application process a player/ coach would go through when applying to a league. Details of the application process will vary on the configurations, play types, custom fields, ELAs and fees for each league.

1. To begin submitting your application please visit your league's registration website. Once

- on the page, click the Registration button.
2. Select your season and registration type.
3. If you are a returning user, please enter your username and password and click Login to begin the registration process.

22

Sports Connect – U.S. Soccer Connect

4. If you are a new user, please proceed to click Create a New Account.
 - Enter in DOB, address, phone number, email, and create a login credentials.

Tip: Hover your mouse over the 'Help' icons to get useful information! ?

Select registration type(s) ?

Select a season: *

Spring 2019 ▼

Select registration type(s): *

☐ Player Registration

☐ Admin/Member Registration

* are required fields

Returning users, please login. ?

Remember to select a season & registration type before logging in!

Enter Username*

Username

Enter Password*

Password

[Forgot Username or Password?](#)

Login

Don't have an Account?

Create New Account

NOTE: If Team Registration is enabled, registrants will be prompted to select a team from the dropdown menu instead of selecting a registration type.

Select Team(s) ?

Select a season: *

Spring 2019 ▼

Select your primary team: *

Select a team ... ▼

If you also play on other teams, then choose your multirostering teams below...

[Click to Show Multirostering Teams...](#)

☒

* are required fields

Returning users please login. ?

Remember to select a season and team before logging in!

Enter Username*

Username

Enter Password*

Password

[Forgot Username or Password?](#)

Login

Don't have a username?

Create an Account

5. Register members who will be participating this season by clicking Register as Player across from their name.

23

Sports Connect – U.S. Soccer Connect

[Traducir en Español](#)

[1. Create Registration >>](#) [2. Accept ELA >>](#) [3. Make Payment >>](#) [4. Print Form >>](#)

Register Members Who Will Participate In This Season (Spring 2019)

Name	ID Num	DOB	Registration
Henry Test	75915-825889	01/16/1991	Register as Player

Please register at least one member above to Continue

6. Select a play level from the dropdown menu.

NOTE: If Team Registration is enabled, instead of selecting a play level registrant will be prompted to select their Team Role. Options for Team Roles include Player, Team Manager, Head Coach, Assistant Coach and Team Captain.

If registrant is both a Player and Team Admin, check the Player box and one Admin Role box from the list. Please refrain from selecting two Admin roles.

Choose Team Roles *

☐ Player

☐ Team Manager

☐ Head Coach

☐ Assistant Coach

☐ Team Captain

7. Next, an application form will populate on the screen. Please fill out all required information as notated with a red asterisk *. Required information could include photo, driver license, or other certificate uploads.
8. Be sure to scroll to the bottom of the application form and verify all information has been entered. Once complete, select Save.
9. Click Continue to advance to the next step.

[Traducir en Español](#)
[1. Create Registration >>](#)
[2. Accept ELA >>](#)
[3. Make Payment >>](#)
[4. Print Form >>](#)

Register Members Who Will Participate In This Season (Spring 2019)

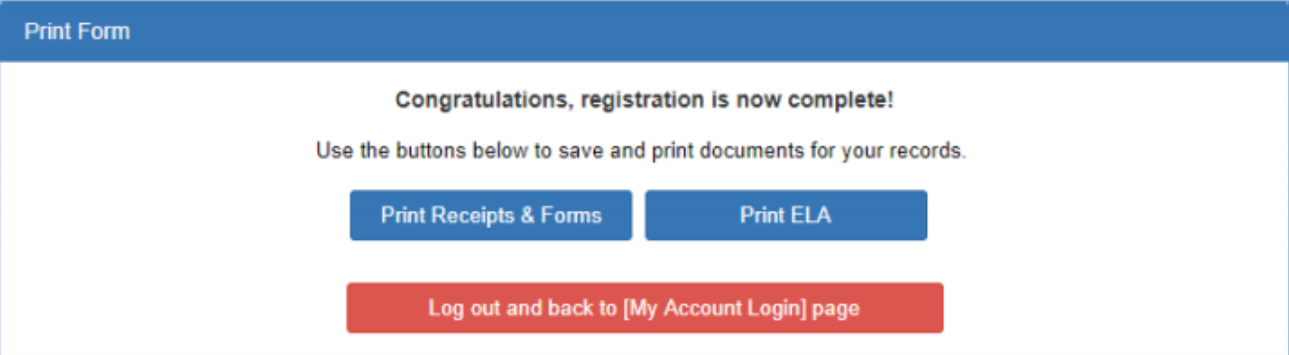
Name	ID Num	DOB	Registration
Henry Test	75915-825889	01/16/1991	Registering Now

[Continue >>](#)

List Of Registrations Just Created

Name	IDNum	DOB	PlayLevel	AgeGroup	AssignmentCode	RegType	Remove
Henry Test	75915-825889	01/16/1991	Open	U90		PL	Remove

10. Check the I Accept box across from each ELA (Electronic Legal Agreement) and click Agree & Continue.
11. A list of fees associated with the registration will be displayed on the payment page. Choose a payment method and click Continue.
12. Enter in payment information for chosen method and click Continue.
13. Congratulations, registration is now complete! Use the buttons to save and print documents for your records. If you are unable to print forms at the end of the registration you can login to your My Account Portal and access the documents at any time.



Print Form

Congratulations, registration is now complete!

Use the buttons below to save and print documents for your records.

[Print Receipts & Forms](#) [Print ELA](#)

[Log out and back to \[My Account Login\] page](#)

Sports Connect – U.S. Soccer Connect

Managing Players and Admins

Once your players and admins complete the registration process, they will be automatically assigned to their selected team in the role in which they registered, if Team Registration is enabled. Roles include player and admin roles (team manager, assistant coach, head coach, and team captain).

Players

Players and admins are assigned to their selected team. It is recommended that the League Registrar verify players as accepted and age legal prior to seasonal play.

Player Lookup

The Connect Platform provides users with the ability to search for players by league, play type, gender, age group, application status, or disciplinary action, season, or name. Users have the option to perform a full or limited search depending on the criteria and search parameters selected.

1. Choose Players/Admin and Player Lookup from the main navigation.
2. Select the search criteria from the various dropdown menus and choose Search.
3. From the Search Results, click on the Player Name to view the Player Profile.

PLAYER LOOKUP

2019 Demo Season ▼

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

Select League
Demo League - D202 ▼
Select League Detail
All League Details ▼

Select Play Type
All Play Types ▼
Select Gender
All Genders ▼
Select Age Group
All Age Groups ▼

Application Status
Assigned Applications ▼
Accepted Paid Order Media Type
All ▼ Yes ▼ All ▼ All ▼
Application Date:
From To

Disciplinary Filter By Disciplinary Status
No Filter ▼ All ▼

Season
Selected Season ▼
Search By
Last, First Name ▼
Search For
Search

PAID
ACCEPTED
AGE/LEGAL

✓ = Paid
✗ = Not Paid
Ⓐ = Accepted By Another League

Player Name ▼	Team	Team ID	Player ID	Birthdate	Appl Date	PlayLevel
Demo, Amy	Women Team 3	D202010FW000001	87619-702294	2/15/1981	12/26/2018 4:33:00 PM	Open 25K
Demo, Angie	Women Team 3	D202010FW000001	73213-493474	5/4/1981	12/27/2018 8:11:00 PM	Open 25K
Demo, Joe	Male Team 3	D202010MH000006	25832-256755	1/15/1991	12/28/2018 6:10:00 AM	Open 25K

save application changes
email selected players

(1 - 3) of 3
(1 - 3) of 3

26

Sports Connect – U.S. Soccer Connect

Player Profile

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

PLAYER LOOKUP

2019 Demo Season ▾

Edit Player

1 of 3 Next Player >>

Amy Demo

87619-702294

District 2 Demo League Demo League - 01 Play level: Open 25K Age group: Women

Player Information

Preferences

Applications

Transfer

Parents

Disciplinary

Events



Team
Team Number
Women Team 3
D202-01OFW-000001 P

[Set up SMS Messaging](#)

Legal First Name*	Middle / Initial	Legal Last Name*	Suffix
Amy		Demo	
Alias / NickName	Height	Weight	GPA
	ft. in.	lbs.	
Birth Month*	Day*	Year*	Gender*
February ▾	15 ▾	1981 ▾	Female ▾
Calendar Age: 37		Seasonal Age: 36	
Address 1*			<input checked="" type="checkbox"/> verify address
225 Broadway Apt 8			
Address 2			
Country*		County	
United States of America ▾			
City*	State/Province*	Zip / Postal Code*	
San Diego	ID ▾	92111	
Home Phone**	Work Phone**		
(123) 456-1234			
Mobile Phone**	Fax		
Email Address			
demo@affinity-sports.com			
Country of Birth		Country of Citizenship	
▾		▾	
Has this player played outside of the U.S.?		ITC Status	
▾		▾	
FIFA ID#	USSF ID#	Last NDC submission: Last NDC response:	
Number of Prior Seasons Played: <input type="text"/>			
Uniform Size: SHIRT <input type="text"/>			
Uniform Size: SHORTS <input type="text"/>			
Uniform Size: SOCKS <input type="text"/>			

- Player Information – Player name, date of birth, gender, medical information, etc.
- Preferences – An optional tab used for entering the player's volunteer or teammate requests
- 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

27

- Parents – n/a
- Disciplinary – Provides the ability to track disciplinary items on the player
- Events –

Displays any events the player has signed up for through the Affinity Sports Event Manager

Editing Player Information

1. Choose Players/Admin and Player Lookup from the main navigation.
2. Select a search criteria from the various dropdown menus and choose Search.
3. From the Search Results, click on the Player Name to view the Player Profile.
4. Select the Player Information tab where you need to add or update details.
5. Choose Update after making changes to save.

Verifying Players

It is recommended that the League Registrar accept the player and verify their age, and that the details align with the association's business rules prior to seasonal play.

1. Choose Players/Admin and Player Lookup from the main navigation.
2. Select any filters and choose Search.

NOTE: To display players that need to be verified as accepted and age legal, choose the Application Status filter of Assigned Applications. By selecting this criteria, you will see which players need to be verified.

3. The list of players matching the criteria will display. If you used the status of Assigned Applications, the search results will display with four options.
 - a. First is an option to email the player
 - b. Second shows if this player has paid
 - c. Third indicates if the player has been accepted to their league
 - d. Fourth (Age Legal) if the player's age has been verified. To verify age, click the player's name to see the player details.
4. Once confirmed, the Registrar will check the Accepted and Age/Legal checkboxes next to the player's record.

Admins /Team Managers / Coaches

Admin Lookup

The Connect Platform provides users with the ability to search for admins by league, play

type, gender, age group, admin type, certification, application status, or disciplinary action, risk expiration date, season, or name.

1. Choose Players/Admin and Admin Lookup from the main navigation.
2. Select any search criteria from the various dropdown menus and choose Search.
3. From the Search Results, click on the Admin Name to view the Admin Profile.

Admin Profile

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

- Administrator Information – Admin name, address, contact information, Level of play, Driver's License, preferred role, and coaching license
- Additional Info – answers to custom questions asked in the online registration process
- Applications – Shows the details of current and historical applications for the admin, provides the ability to edit and/or cancel the application
- Disciplinary – Provides the ability to track disciplinary items on the admin
- Children – n/a
 - Events – Displays any events the admin has signed up for through the Event Manager

Editing Admin Information

1. Choose Players/Admin and Admin Lookup from the main navigation.
2. Select any search criteria from the various dropdown menus and choose Search.
3. From the Search Results, click on the Admin Name to view the Admin Profile.
4. Select the tab where you need to add or update information.
5. Choose Update after making changes to save.

Adding Player and Admin Photos

1. Choose Players/Admin and Player Lookup or Admin Lookup from the main navigation.
2. Select the filters you would like to use and choose Search.
3. A list of players or admins based on your criteria displays.
4. Click on the player or admin name to display their profile.
5. Navigate to the Player Information tab or the Administrator Information tab and click on the Upload Photo icon.
6. Click Choose File to locate the photo on your computer.
7. The image will display, and you will have the option to crop, resize or rotate the image.
8. Choose Upload Image to add the photo to the player or admin profile.

29

9. Choose Update in the bottom corner of the user's profile screen to save your file.

TIP: Photos should be headshots that are clear, centered and a front view with eyes open.

Please no sunglasses or hats that hide the face.

Manually entering players and admins

Registrars can manually add players and admins (team managers, team captains, and coaches).

1. Choose Players/Admin and Add Player/Admin from the main navigation.
2. Before adding a new player or admin, you will want to verify if this player or admin is already in the system.
3. Enter the player/admin first name, last name, and Date of Birth.
4. If the user exists, the user profile will display. If the correct user, choose Select beside their name and choose the action you wish to perform (Create Player Application or Create New Coach/Admin Application).
5. If no results are found, choose the action you wish to perform (Create New Player, Create New Coach/Admin).
6. Enter the user's information in the form.
7. Choose Save & Continue.
8. Select League Detail and Play Level from the dropdowns.
9. Indicate if the player has paid, is accepted and if you have validated that the player is age legal.
10. Choose the team in which you wish to roster the player/admin and choose Create Application.
11. Enter any additional required player/admin information and choose Save.
12. Bypass signing the ELA. Players/admins should log into the platform and sign any ELAs or documents.
13. Choose Add Player/Admin to add additional players or admins.

TIP: Admins include coaches, volunteers, and team managers, and team staff in the Connect Platform.

screen or from the player and admin lookup functions. When you perform a lookup for a particular subset of your members, you will notice a check box at the top far left of the search results and a column under this icon next to each name. This selects the players or admins you wish to email or choose.

Email by Team

1. Choose Teams and Team Lookup from the main navigation.
2. Select any filters and choose Search.
3. From the Search Results, click on the Team Name to view the Team Details.
4. Choose the Team Roster tab.

TEAMS LOOKUP

2019 Demo Season ▾

Teams / Find, Edit, Delete a Team

Lookup Team

<< Previous Team 6 of 7 Next Team >>

Women Team 3

D202-01OFW-000001

Team Details

Roster Admin

Roster Player

Activation

Team Roster

Travel Roster

Tournament

Website

Administrators

<input checked="" type="checkbox"/> Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires
<input checked="" type="checkbox"/>	0	40532-341871		Head Coach	Demo, Sue		None	
<input checked="" type="checkbox"/>	0	40862-412354		Team Manager	Demo, Elle		None	

Team Assignment Codes

2 administrators

Players

All-> ☐ ☐ ☐

<input checked="" type="checkbox"/> Select	PC	Player ID	SEC #	Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date	MEDIA	PAID	ACCEPTED	AGE/LEGAL	REJECT
<input checked="" type="checkbox"/>	0	87619-702294		Demo, Amy	2/15/1981	12/26/2018	12/28/2018		P	IO	✓	✓	✓
<input checked="" type="checkbox"/>	0	72212-492474		Demo, Angie	5/4/1981	12/28/2018	12/28/2018		P	WAO	✓	✓	✓
<input checked="" type="checkbox"/>	0	59323-446689		Demo, Ann	2/15/1981	12/27/2018	12/28/2018		P	WAO	✗	✓	✓
<input checked="" type="checkbox"/>	0	94206-704597		Demo, Diana	1/14/1991	12/28/2018	12/28/2018		P	WAO	✗	✓	✓
<input checked="" type="checkbox"/>	0	40366-982201		Demo, Jane	2/1/1983	12/28/2018	12/28/2018		P	WAO	✗	✓	✓
<input checked="" type="checkbox"/>	0	30004-681283		Demo, Jess	3/15/1988	12/28/2018	12/28/2018		P	WAO	✗	✓	✓
<input checked="" type="checkbox"/>	0	11116-917669		Demo, Lily	8/5/1998	12/28/2018	12/28/2018		P	WAO	✓	✓	✓
<input checked="" type="checkbox"/>	0	40532-341871		Demo, Sue	2/15/1981	12/28/2018	12/28/2018		P	WAO	✗	✓	✓

Team Assignment Codes

8 players

Email Selected

Edit Player Team Info

Print Uniform Report

SMS Selected

Print Game Roster

Print Team Roster/Email

Print Assignment Codes

Print Team Roster

Print ID Card PDF

Save Application Changes

Print Team Payments

Player Application Forms

5. Click the top check box to select all players or all administrators for the team or check only the individuals you wish to email.
6. Choose the Email Selected button.
7. You will be taken to a content editor screen where you can compose your email.

Email Team

To complete your email please proceed by inputting

From Name
 From Email 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)
 (CellPhone)

(PlayerFirstName)
 (PlayerMiddleInitial)
 (PlayerLastName)

(Season)
 (LeagueName)
 (ClubName)
 (TeamName)
 (AgeGroup)

From Name*
 Joe Demo

From Email Address*
 demo@affinity-sports.com

CC Email
 amydemo@affinity-sports.com

Subject*
 Team Email - Sample Announcement

Attachment **File name with letters and numbers only and no space**

Body*

Dear (FirstName),
 This is sample email text
 Thank you,
 Joe Demo

Normal HTML Preview <div>

Words:10 Characters:70

<< Back Send

Please wait 2-5 seconds until words counting is complete, then click send.

*Required

Place a check next to each recipient that should receive a copy of the e-mail.

Send To

Users

☒ Natalie Test(manager@test.com)

☒ Robbie Johnson(test@test.com)

8. Enter the From Name, From Email address, any cc email addresses, a subject, add any attachments and your message in the body field.
9. Once your email is drafted, you will see the list of recipients below that are scheduled to receive the email. You may add or remove them by checking or unchecking the box next to their name.
10. To send your message, click Send below the message content editor.

Email Players and Administrators from Player or Admin Lookup

1. Choose Players/Admin and Player Lookup or Admin Lookup from the main navigation.
2. Select the filters you would like to use and choose Search.
3. A list of players or admins based on your criteria displays.
4. Click the top envelope icon to select all players or all administrators or check only the individuals you wish to email.
5. Choose the Email Selected Players or Admin button at the bottom of the search results.
6. You will be taken to a content editor screen where you can compose your email.

7. Enter the From Name, From Email address, any cc email addresses, a subject, add any attachments and your message in the body field.
8. Once your email is drafted, you will see the list of recipients below that are scheduled to receive the email. You may add or remove them by checking or unchecking the box next to their name.
9. To send your message, click Send below the message content editor.

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.

Managing Teams

Team Look-up

1. Choose Teams and Team Lookup from the main navigation.
2. Select a search criteria from the various drop down menus and choose Search.
3. From the Search Results, click on the Team Name to view the Team.

The screenshot shows the 'TEAMS LOOKUP' interface for the '2019 Demo Season'. It includes search filters for District, Play Type/Level, Gender, Age Group, and Status. Below the filters is a table of search results for 'Affinity Demo League / District 2'.

DEL	Team ID	Team Name	Lvl	Age	Club Name	AD	PL	Coach
<input type="checkbox"/>	D202-01QFV-000003	Women Team 1	O	GW	Affinity Demo League - 01	0	0	
<input type="checkbox"/>	D202-01QFV-000004	Women Team 2	O	GW	Affinity Demo League - 01	0	0	
<input type="checkbox"/>	D202-01QFV-000001	Women Team 3	O	GW	Affinity Demo League - 01	2	8	Sue Demo
<input type="checkbox"/>	D202-01QFV-000002	Women Team 4	O	GW	Affinity Demo League - 01	0	0	

How to Edit a Team

1. Choose Teams and Team Lookup from the main navigation. Select the search criteria from the dropdown menus and choose Search.
2. From the Search Results, click on the Team Name to view the Team.
3. Choose Team Details tab to edit the team name, gender, play level, and age group.
4. Choose Update after making changes to save.
5. If you need to edit additional teams, you may click Next Team from the upper right corner of the tab window to move to the next team.

Rostering Players

1. Choose Teams and Team Lookup from the main navigation.
2. Select any filters and choose Search.
3. From the Search Results, click on the Team Name to view the Team Details.
4. Choose the team in which you wish to roster a player by clicking on the name of the team to display the team details.
5. Choose Roster Player tab.
6. You will see a list of players available to roster to this team on the left side of the screen.
7. Click the name of the player to select and choose Add Player to move the player to the team roster.
8. Choose Save Players to save your work.

Rostering Admins

1. Choose Teams and Team Lookup from the main navigation.
2. Select any filters and choose Search.
3. From the Search Results, click on the Team Name to view the Team Details.
4. Choose Roster Admin tab.
5. You will see a list of admins available to roster to this team on the left side of the screen.
You may also search for an Admin.
6. Click the name of the admin to select and choose their role to move the admin to the team roster.
7. Choose Save Administrators to save your work.

NOTE: A legend of player and admin statuses can be viewed on the Team Roster tab. By holding down the control key and selecting multiple players you can roster multiple players at a time.

Printing ID Cards and Rosters

ID Cards (Player and Admin Passes) can be printed either from the Team Roster screen or from ID Cards under the Players/Admins main navigation.

Team Card Printing

1. To print cards from the Team Roster, choose Teams and Team Lookup from the main navigation.
2. Select any filters and choose Search.
3. From the Search Results, click on the Team Name to view the Team Details.
4. Choose the Team Roster tab.

TEAMS LOOKUP

2019 Demo Season ▾

Teams / Find, Edit, Delete a Team

Lookup Team

<< Previous Team 6 of 7 Next Team >>

Women Team 3

D202-01OFW-000001

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

Administrators

Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires
<input checked="" type="checkbox"/>		0		40532-341871	Head Coach	Demo, Sue	None	
<input checked="" type="checkbox"/>		0		40862-412354	Team Manager	Demo, Elle	None	

+ Team Assignment Codes

2 administrators

Players

All-> ☐ ☐ ☐

Select	PC	Player ID	SEC #	Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date	MEDIA	PAID	ACCEPTED	AGE/LEGAL	REJECT
<input checked="" type="checkbox"/>		0		87619-702294	Demo, Amy	2/15/1981	12/26/2018	12/28/2018	P	IO	✓	✓	✓
<input checked="" type="checkbox"/>		0		73213-493474	Demo, Angie	5/4/1981	12/28/2018	12/28/2018	P	WAO	✓	✓	✓
<input checked="" type="checkbox"/>		0		59323-446689	Demo, Ann	2/15/1981	12/27/2018	12/28/2018	P	WAO	✗	✓	✓
<input checked="" type="checkbox"/>		0		94206-704597	Demo, Diana	1/14/1991	12/28/2018	12/28/2018	P	WAO	✗	✓	✓
<input checked="" type="checkbox"/>		0		40366-982201	Demo, Jane	2/1/1983	12/28/2018	12/28/2018	P	WAO	✗	✓	✓
<input checked="" type="checkbox"/>		0		30004-681283	Demo, Jess	3/15/1988	12/28/2018	12/28/2018	P	WAO	✗	✓	✓
<input checked="" type="checkbox"/>		0		11116-917669	Demo, Lily	8/5/1998	12/28/2018	12/28/2018	P	WAO	✓	✓	✓
<input checked="" type="checkbox"/>		0		40532-341871	Demo, Sue	2/15/1981	12/28/2018	12/28/2018	P	WAO	✗	✓	✓

+ Team Assignment Codes

8 players

Email Selected	SMS Selected	Print Assignment Codes	Save Application Changes
Edit Player Team Info	Print Game Roster	Print Team Roster	Print Team Payments
Print Uniform Report	Print Team Roster/Email	Print ID Card PDF	Player Application Forms

5. Select your players and admins needing to have cards printed.
6. Choose Print ID Card PDF from below the list of players.
7. The ID Card PDF opens in a new tab and displays.
8. Choose print by clicking on the printer icon displayed in your ID Cards.
9. Once printed, return to the Team Roster page and indicate if your cards printed correctly.

ID Cards Card Printing

1. To print cards from ID Cards, choose Players/Admins and ID Cards from the main navigation.
2. Select any filters and choose Search.
3. From the Search Results, you will see a list of players or admins meeting the search criteria
4. Click the box above the list of players or admins to select all players or all admins, or check the individuals in which you need to print cards.
5. Choose Print ID Card PDF from below the search dropdowns.
6. The ID Card PDF opens in a new tab and displays.

7. Choose print by clicking on the printer icon displayed in your ID Cards.
8. Once printed, return to the ID Cards page and indicate if your cards printed correctly.

Printing Rosters

1. To print a Roster, choose Teams and Team Lookup from the main navigation.
2. Select any filters and choose Search.
3. From the Search Results, click on the Team Name to view the Team Details.
4. Choose the Team Roster tab.
5. Choose the Roster you wish to print from below the list of players.
6. The Roster opens in a new tab and displays.
7. Choose print by clicking on the printer icon displayed in your Roster PDF.

NOTE: Turn off the pop-up blocker in your web browser to allow ID Cards and Rosters to display.
