TEAM ADMIN HANDBOOK

THIS GUIDE WILL PROVIDE NAVIGATION INSTRUCTIONS OF THE AFFINITY SPORTS SYSTEM, FOR TEAM MANAGERS/COACHES.
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My Account Navigation

1.1. Login
To access Affinity Sports, go to your club’s dedicated link or go to: [http://wys.affinitysoccer.com](http://wys.affinitysoccer.com). Click the user login located in the upper left corner of your screen. Enter your username and password.

1.2. Duplicates
Did you receive a system error that you have a duplicate account(s)? Please contact Affinity Sports’ Support Team at (888) 213-3999 to have the accounts merged together.

1.3. Missing players / children from account
If you or any of your parents do not see all of their children on their account, please contact Affinity Sports’ Support Team at (888) 213-3999 for further assistance.

1.4. Add picture
Once logged in, the first thing you will see is your personal dashboard. To add a picture, use the Update Photo link. A pop-window will appear. Click the Choose File button.
Select the photo you would like to use from your device. Crop or reduce the image size if needed, once complete, click **Upload Image**.

Your profile photo will then be updated. This process can be repeated for all family members.

*Once a picture has been uploaded, only a registrar can delete it.*

### 1.5. Personal Info

Below your photo, there are a set of tabs; Use the **Personal Info** tab to update your information.

### 1.6. Teams

Use the **Teams** tab to see the team(s) that you are assigned/rostered to. If you do not see any teams listed in this area, your registrar will need to add you to a team.
1.6.1. Team Info
The Team Info link for each team will take you to that specific team’s roster.

1.6.2. Apply to Tournament
Use the Apply to Tournament link to take you to the tournament tab for your team. From there you can apply to tournaments and leagues that use Affinity Sports as their registration system.

1.7. Tournament & Schedule Applications
Use the Tournament & Schedule Apps tab to access information regarding your team’s schedule and roster for a specific tournament or league; click the View Tourn. App. link to review your application for that specific tournament.
1.7.1. Schedules/Game Scoring
When applicable, the Tournament & Schedule Apps tab will also list any pertinent Game Schedules.

When you click on the Schedules/Game Scoring link, your team’s specific schedule will appear. This is where you will access your game roster and where scores and statistics are entered.

1.8. My Account
Your My Account screen will show all family members associated with your account. To change your email address, username or password, click the Update Account Info link from the My Account menu.

You may also click on My Account in the upper right corner from anywhere to return to this screen.
A pop-up window will appear; simply enter the information you would like to change, and click Save.

1.8.1. Other My Account Tabs
Your My Account screen will also show an Applications, Details, Certificates, Events, and Referee Schedules tabs.

The Applications tab shows any/all applications you have completed and if applicable, is also where you can view/print your receipt and any forms or legal agreements associated with your application.

1.8.2. Return to My Account
Anytime you need to return to your My Account screen, click on the My Account button, located in the top right hand corner of every screen.
Completing Team Set-Up

2.1. Upload Player Photos
To upload player photos, you will need to access your Team Roster, through the Team Info link (See Section 1.6.1)

Click the players empty photo icon, a pop-up window will appear; click the Choose File button.

Select the photo you would like to use from your computer. Crop or reduce the image size if needed, once complete, click Upload Image. Please note: Once a player’s photo has been uploaded, only your Club Registrar can delete/change the photo.
2.2. Upload Player Birth Certificates
To upload a player’s birth certificate, return to the Team Roster tab.

Players without a (B) icon do not have a birth certificate on file. To upload a player’s birth certificate, click on the player’s name or Player ID Number.

The player’s profile will appear. Click on the Click to upload BC icon located beside the player’s photo.

A pop-up window will appear; click the Choose File button.
Select the image of the birth certificate from your computer. Crop or reduce the image size if needed, once complete, click **Upload Image**.

Once complete, you can click the **Team Name** to return to the **Team Roster**, to upload additional birth certificates for additional players on the same team.

### 2.3. Enter Jersey Numbers

To enter jersey numbers for players, return to your **Team Roster** tab and click the **Edit Player Team Info** button, located at the bottom of the roster.
Enter all applicable information in the table below and click **Save Changes** when complete.

### Demo Club 2
DD02-002CB07-0002

#### Edit Player Jersey Numbers

<table>
<thead>
<tr>
<th>Home Jrs#</th>
<th>Away Jrs#</th>
<th>Position</th>
<th>Grad Year</th>
<th>Player ID</th>
<th>Player</th>
<th>DOB</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>17734-742294</td>
<td>Test, Ezequiel</td>
<td>7/15/2010</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>16995-048104</td>
<td>Test, Test</td>
<td>1/1/2010</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>81808-665131</td>
<td>Test, Will</td>
<td>3/10/2010</td>
</tr>
</tbody>
</table>

3 players

[<< Back] [Save Changes]

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**Team Roster Management**

### 3.1. Set Active Players

From your **My Account** dashboard, click the **Teams** tab, then the **Tournaments & Schedule Apps** tab.

Click on **View Tourn. App.** link to review the tournament application and click the **Player Roster** tab.

By deselecting a player under the **Active?** Column, that player will not appear on the appear on the Tournament/Game Day Roster.

Click the **Set Active Players** button to save changes.
3.2. **Add/Remove Club Pass Players**

Click the **Add Club Pass Player** to add Club Pass players. System will follow all WA Youth Soccer rules.

- **Search by either** last name, first name **OR ID number of player you want to add & click Search.**

- Click the **Add to Roster** button to add player to tournament roster.
Player will show up on Roster with a Player Status of **Club Pass**.

To add the jersey numbers for Club Pass Players click on **Edit Player Team Info**.

To remove a Club Pass player from the Roster, click the **Remove** link under the **Player Info** column across from the Player’s name.

3.3. **Sync Roster to the Schedule**

If any changes are made to your team roster under the leagues & teams section of our system you may click the **Sync Roster** button to update game day and tournament rosters/schedules.

3.4. **Game Day Roster**

For Tournaments that allow Game Day Rosters. Game day rosters are printed directly from your game schedule; please see Section 4.1.
3.5. Access Digital Player Passes in Mobile App

Click the following link to access the portal: http://wys.affinitysoccer.com/m/pass/index.aspx.

Enter your username and password and click the Login button.

Click the Roster link and your entire team will appear.

Click any member of your team and their Digital Playing Card will open:

You may change the jersey number up until the point of check in.

You may club-pass your player from within the web app.
Scheduling

4.1. **Access Schedule**
To access your game schedule, you will need to login to your My Account screen. Click Teams Tab, Select Schedules/Game Scoring

Click on your team name, to see just your team schedule.
Option 2: The alternate way to access your game schedule, you will need to login to your My Account screen. Select Game Schedules through the My Account drop down menu.

Select desired League Schedule or Tournament from the drop down box; Click the Search button.

This is also where you will go to Print Your Game Roster. The Print Roster button will be available 4 days prior to each game.

To contact the opposing team click on the team name in the screen shot above and a pop-up window will appear with the contact information.
4.2. Reschedules During Open Rescheduling Period

Click the **Reschedule Game** button to submit a request during the open rescheduling period.

A pop-up window will appear; Enter the desired reschedule information; Click the **Send Request** button.

Under option 2 for rescheduling: click the **Reschedule Game** button to submit a request during the open rescheduling period.
A pop-up window will appear; Enter the desired reschedule information; Click the **Send Request** button.

Once submitted, you will see “Reschedule in Progress” in red on the schedule.

The opposing team will receive an auto-generated email requesting confirmation of the reschedule.

An admin from the opposing team will then need to log in and go to their game schedule; then click the **View Rescheduling** button.
The Opposing Team will have 2 options: **Accept Request** – locking in the date, time, and field or **Send Alternate Request** – offering up an alternative date, or time, or field. This will be a rare occasion that may result in a forfeit for your team if your field assignor is not looped in.

If an alternate date, time, or field are suggested the original team will receive an email requiring the original team to log in and confirm. To confirm click the **Accept Request** button.

Once all members have agreed you will see a confirmation as seen in red below.
4.3. Reschedules for “Acts of God” events
Once the final schedule has been locked down. The only reschedule option is for Acts of God.

Game Scoring

5.1. Score Game from Mobile Device
Click the following link to access the portal: http://wys.affinitysoccer.com/m/pass/index.aspx.

Enter your username and password and click the Login button.

Only games you are assigned to will be shown; Click the Scoring link.

Enter the home and away team scores, as well as any game comments (if applicable).

When complete, click the Save Score button.
5.2. Score Game from Desktop
From your My Account dashboard, select the Tournament & Schedule Apps. tab through the Teams tab. Click the Schedules/Game Scoring link.

Click the empty Score box.

The Game Stat Entry form will pop open (make sure any pop-up blockers are disabled)
Enter in desired stats for your game, Click the Save Stats & Comment button, when complete.
Background Check Instructions

Click the following link to access the background check portal: [http://wys-bgc.affinitysoccer.com](http://wys-bgc.affinitysoccer.com). Click on the black Registration Tab to begin.

Log in with your Affinity Sports username and password. **Please Note:** This is the same log-in regardless of team, league, etc. If you are new to WA Youth Soccer you will create a new account.
You will see yourself and any family members associated with your account. Be sure YOUR legal name appears in the Account Primary Contact location. If your name is not listed in the Account Primary Contact box, click on Switch Primary. Click Continue.

Click Register as Coach/Admin.

In the Play Level drop down menu, select Background Check. Ensure all your information is correct and fill in any missing required information (shown with red asterisks).

Next, select your club from the drop down. If you are associated with more than one club, or you are a referee you must select them in the subsequent drop down boxes.

Click Save & Next Page.
ELA – Electronic Legal Agreement – When signed electronically are time and date stamped in our system.

All electronic legal agreements (ELA’s) must be accepted to continue. Click the I Accept box next to each one. Click Agree & Continue.

Click Submit Background Check. The next screen will require your Social Security Number (SSN) -- Please be sure to have this information available.
Enter your Social Security Number and click Submit BGC.

Once complete you will receive a message in RED that reads *Background Checking is completed.* Please Note: Background Checks take 1-10 days to process depending on volume submitted.

To view the status of your background check, select the Applications tab, in your My Account screen.

Questions? Contact Our Support Team (888) 213-3999