



**DICK'S**  
**TEAM**  
**SPORTS**  
**HQ**

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**AFFINITY**  
**SPORTS**

# TEAM MANAGER HANDBOOK

This guide will provide navigation instructions of the Affinity Sports system, for team managers.

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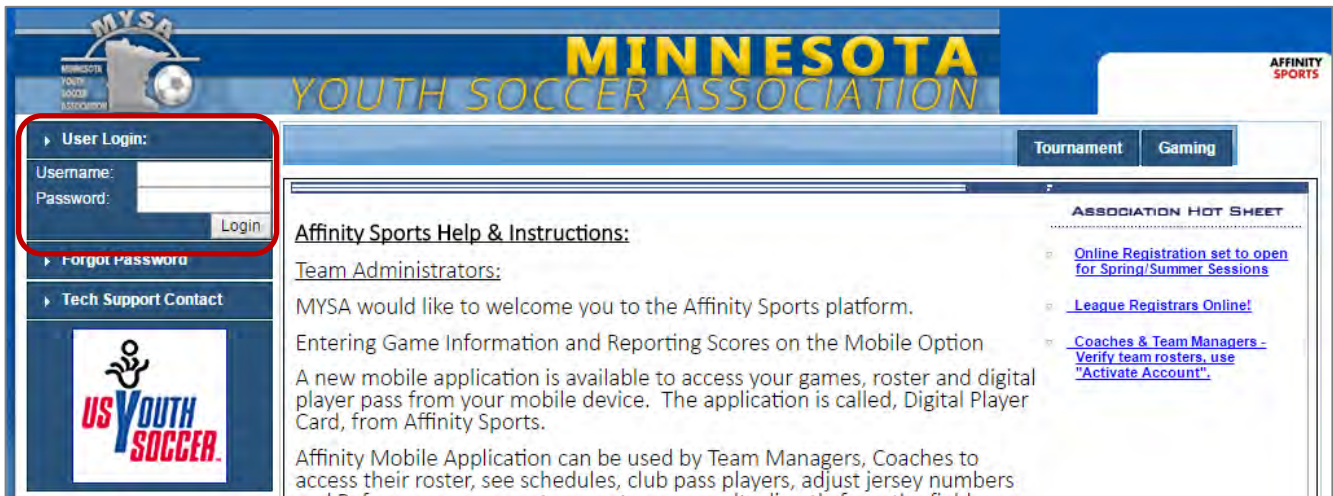
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### Background Check Instructions

## My Account Navigation

### 1.1. Login

To access Affinity Sports, go to your club's dedicated link or go to: <http://mnyouth.sportsaffinity.com>. Click the **user login** located in the upper left corner of your screen. Enter your username and password.



### 1.2. Duplicates

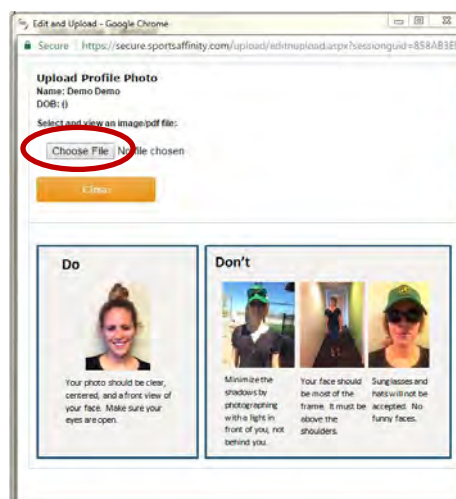
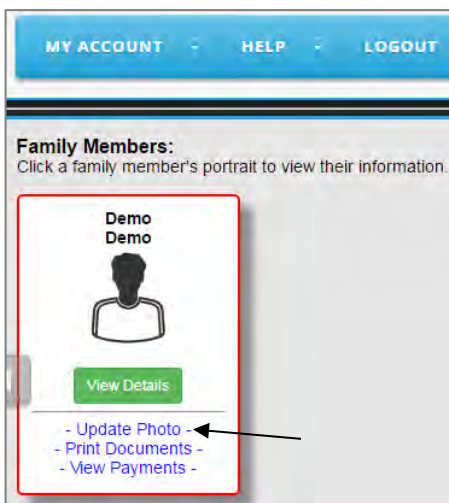
Did you receive a system error that you have a duplicate account(s)? Please contact Affinity Sports' Support Team at (855) 703-2578 to have the accounts merged together.

### 1.3. Missing players / children from account

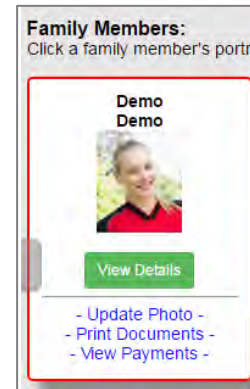
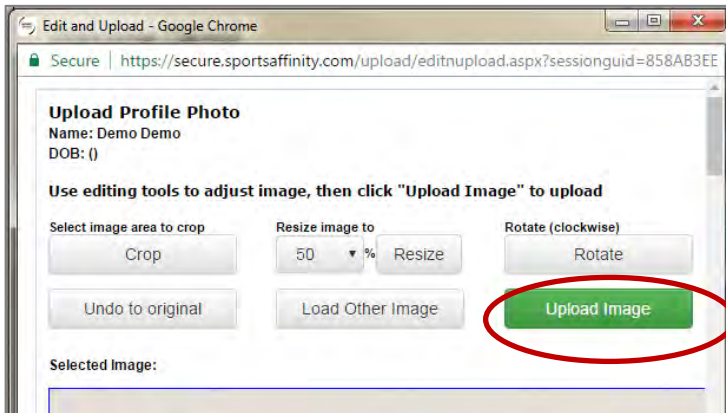
If you or any of your parents do not see all of their children on their account, please contact Affinity Sports' Support Team at (855) 703-2578 for further assistance.

### 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 computer. Crop (right click and hold your mouse to highlight the area you wish to keep, then click 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.  
**\*Only registrars can delete a photo once it has been uploaded.**  
**\*\*All photos will be deleted out of the system on August 1<sup>st</sup> on even numbered years.**

## 1.5. Personal Info

Use the **Personal Info** tab to update your information.

First Name:	Demo	Address 1: (Required)	update
Alias (Nickname):		Address 2:	
Middle Initial:		City: (Required)	1
Last Name:	Demo	State: (Required)	MN
Suffix:	--Select Suffix--	Zip Code: (Required)	11111
Relationship:	N/A	Home Phone:	611 2221111
Gender:	--Select--	Work Phone:	
		Cell Phone:	
		Email Address:	

[Update](#)

## 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.

Team	Team Id	Season	View
Royal Pains	00001-0011G14-0186	Spring 2017	<a href="#">Team Info</a> ← <a href="#">Apply to Tournament</a>
Sweet Cleats	00001-0011G14-0185	Spring 2017	<a href="#">Team Info</a> <a href="#">Apply to Tournament</a>

## 1.6.1. Team Info

Use the **Team Info** link to take you to that specific team's **Team Roster**

**Royal Pains**  
00001-0011G14-0186

Team Details | **Team Roster** | Travel Roster | Tournament | Website

**Administrators**

Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires
<input type="checkbox"/>	0	45297-125487		Head Coach	Triton, King	D	Approved	10/24/2018
<input type="checkbox"/>	0	30639-873975		Assistant Coach	Test, Kimberly M	D	Expired	12/31/2016

Team Assignment Codes  
2 administrators

**Players**

Select	PC	Player ID	SEC #	Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date	MEDIA	PAID	ACCEPTED	AGE/LEGAL
<input type="checkbox"/>	0	43583-314022		Agoarsdotter, Anna	12/2/2002	7/12/2016	12/14/2016		P	IO	X	✓
<input type="checkbox"/>	0	94224-691235		Agoarsdotter, Elsa	11/2/2002	7/12/2016	12/14/2016		P	I	X	✓
<input type="checkbox"/>	0	23830-365897		Demo, Grace	2/6/2002	7/7/2016	9/15/2016		P	IO	✓	✓

## 1.6.2. Apply to Tournament

Use the **Apply to Tournament** link to take you to the tournament tab for your team. From here you can apply to tournaments and leagues being run on this system.

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

Teams | **Tournament & Schedule Apps.**

Team	Team Id	Season	View
Royal Pains	00001-0011G14-0186	Spring 2017	<a href="#">Team Info</a> <a href="#">Apply to Tournament</a>
Sweet Cleats	00001-0011G14-0185	Spring 2017	<a href="#">Team Info</a> <a href="#">Apply to Tournament</a>

## 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.

Teams | **Tournament & Schedule Apps.**

Team (and Team ID)	Tournament / Schedule	Status	Submitted On	View
<b>Royal Pains</b> 00001-0011G14-0186	Demo Tournament	Final		<a href="#">View Tourn. App.</a> <a href="#">Schedules/Game Scoring</a>
<b>Royal Pains</b> 00001-0011G14-0186	Demo Tournament	Final	12-14-2016	<a href="#">View Tourn. App.</a> <a href="#">Schedules/Game Scoring</a>
<b>Royal Pains</b> 00001-0011G14-0186	2017 Minnesota State Cup	New		<a href="#">View Tourn. App.</a>

### 1.7.1. View Tourn. App.

Use the **View Tourn. App.** link to review your application for a specific tournament. Here you can review your application, and/or adjust your roster.

[Team Info](#)
[Contacts](#)
[Player Roster](#)
[Disciplinary](#)
[Review](#)

**Review Application** [Print Page](#) [Pay by Credit Card](#) [Payment Coupon](#)

Shown below is the application that this user submitted.

Application #	App Start Date	Submit Date	Posted Status
8399200	12/21/2016 19:06	12/21/2016 19:06	Accepted

**Payment and Order Information**

Order#	Fee	Qty	Fees	Paid	Due	Ref.	Date	Status
2-3081168	Entry Fee - GU14	1	\$195.00	\$0.00	\$195.00	\$0.00	12/21/2016 7:06 PM	New Order
2-3081168	Extra-Territorial Competitive Teams - GU14	1	\$65.00	\$0.00	\$65.00	\$0.00	12/21/2016 7:06 PM	New Order
			\$260.00	\$0.00	\$260.00	\$0.00		Due: \$260

### 1.7.2. Schedules/Game Scoring

Use the **Tournament & Schedule Apps** tab to access your game schedule for a specific tournament. This is where you can access your game day photo roster and where scores and statistics are entered.

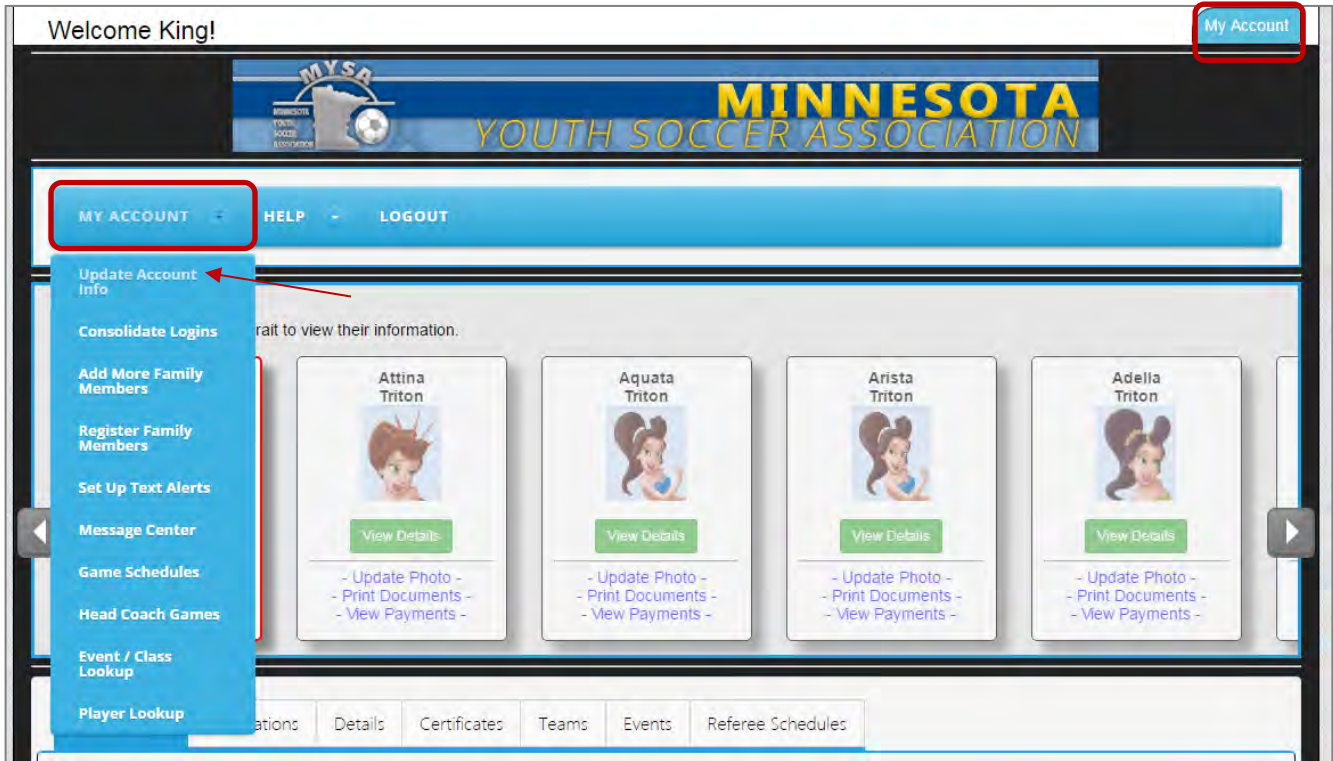
[Teams](#)
[Tournament & Schedule Apps.](#)

Team (and Team ID)	Tournament / Schedule	Status	Submitted On	View
Royal Pains 00001-0011G14-0186	Demo Tournament	Final		<a href="#">View Tourn. App.</a> <a href="#">Schedules/Game Scoring</a>
Royal Pains 00001-0011G14-0186	Demo Tournament	Final	12-14-2016	<a href="#">View Tourn. App.</a> <a href="#">Schedules/Game Scoring</a>
Royal Pains 00001-0011G14-0186	2017 Minnesota State Cup	New		<a href="#">View Tourn. App.</a> <a href="#">Schedules/Game Scoring</a>

## 1.8. My Account

The **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**.

### Change Username, Email, or Password

Change Email Address	Change Username	Change Password
<b>Current Email Address:</b> <input type="text" value="underthesea@ocean.com"/>	<b>Current Username:</b> <input type="text" value="kingtriton"/>	<b>Current Password:</b> <input type="password" value="****"/>
Enter your new email address below: <input type="text"/>	Enter your new username below: <input type="text"/>	Enter your new password below: <input type="password"/>
Confirm new email address: <input type="text"/>	Confirm new username: <input type="text"/>	Confirm new password: <input type="password"/>
<input type="button" value="Save"/>	<input type="button" value="Save"/>	<input type="button" value="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.

Personal Info   Applications   Details   Certificates   Teams   Events   Referee Schedules					
Admin   Referee					
Season	Organization	Risk Status	Expire Date	Team Options	Print
Spring 2017	Demo	Approved	10/24/2018	N/A	No documents to print.
Fall 2016	TOPSoccer East - 01	Approved	10/24/2018	<a href="#">Join a Team</a>	No documents to print.
Fall 2016	Background Check	Approved	10/24/2018	N/A	<a href="#">Receipt &amp; Forms</a> <a href="#">Legal Agreement</a>

## 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)





**Royal Pains**  
00001-0011G14-0188

Team Details | **Team Roster** | Travel Roster | Tournament | Website

**Administrators**

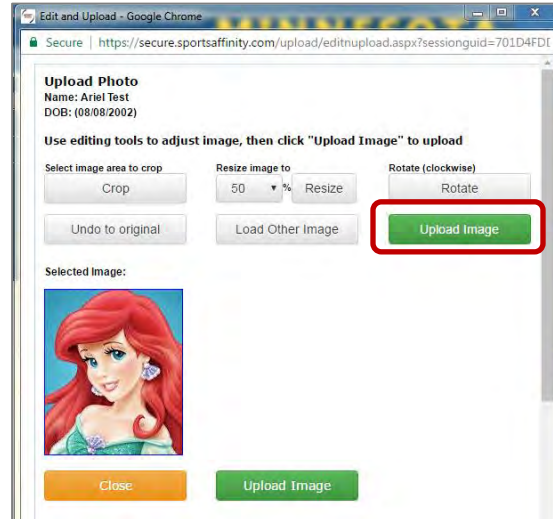
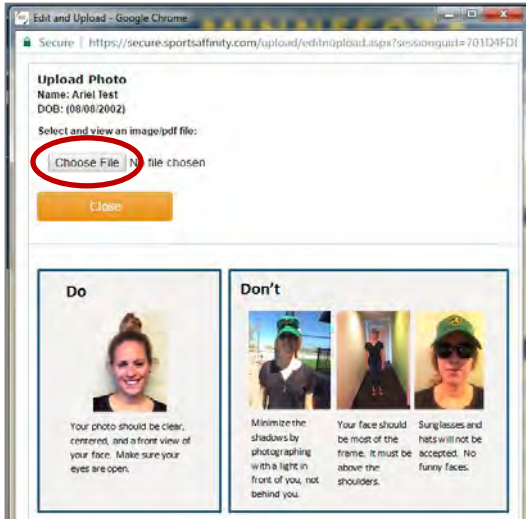
Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires
<input type="checkbox"/>	0	45297-125487		Head Coach	Triton, King	D	Approved	10/24/2018
<input type="checkbox"/>	0	30639-873975		Assistant Coach	Test, Kimberly M	D	Expired	12/31/2016

Team Assignment Codes  
2 administrators

**Players**

Select	PC	Player ID	SEC #	Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date	MEDIA	PAID	ACCEPTED	AGE/LEGAL	
<input type="checkbox"/>	0	43583-314022		Agoarsdotter, Anna	12/2/2002	7/12/2016	12/14/2016		P	IO	X	✓	✓
<input type="checkbox"/>	0	94224-691235		Agoarsdotter, Elsa	11/2/2002	7/12/2016	12/14/2016		P	I	X	✓	✓
<input type="checkbox"/>	0	23830-365897		Demo, Grace	2/6/2002	7/7/2016	9/15/2016		P	IO	✓	✓	✓
<input type="checkbox"/>	0	65844-827134		SmithTest, Natalie	4/12/2001	6/29/2016	12/14/2016		P	WO	X	✓	✓
<input type="checkbox"/>	0	12602-280373		Test, Ariel	8/8/2002	7/12/2016	9/15/2016		P	IO	X	✓	✓
<input type="checkbox"/>	0	11073-895239		Test, Belle	7/7/2002	7/12/2016	9/15/2016		P	IO	X	✓	✓
<input type="checkbox"/>	0	12839-573800		Test, Cinderella	1/1/2003	7/12/2016	9/15/2016		P	IO	X	✓	✓
<input type="checkbox"/>	0	93168-349669		Test, Ginger	2/2/2002	7/12/2016	9/15/2016		P	IO	✓	✓	✓

Click the player's 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. Note: The MYSA requires birth certificates for players who will play in the Minnesota State Cup. Your club may require birth certificates at their discretion.

**Royal Pains**  
00001-0011G14-0186

Team Details | **Team Roster** | Travel Roster | Tournament | Website

**Administrators**

Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires
<input type="checkbox"/>	0	45297-125487		Head Coach	Triton, King	D	Approved	10/24/2018
<input type="checkbox"/>	0	30639-873975		Assistant Coach	Test, Kimberly M	D	Expired	12/31/2016

+ Team Assignment Codes  
2 administrators

**Players**

Select	PC	Player ID	SEC #	Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date	MEDIA	PAID	ACCEPTED	AGE/LEGAL
<input type="checkbox"/>		43583-314022		Agoarsdotter, Anna	12/2/2002	7/12/2016	12/14/2016		P	IO	X	✓
<input type="checkbox"/>		94224-691235		Agoarsdotter, Elsa	11/2/2002	7/12/2016	12/14/2016		P	I	X	✓
<input type="checkbox"/>		23830-365897		Demo, Grace	2/6/2002	7/7/2016	9/15/2016		P	IO	✓	✓
<input type="checkbox"/>		65844-827134		SmithTest, Natalie	4/12/2001	6/29/2016	12/14/2016		P	WO	X	✓
<input type="checkbox"/>		12602-280373		Test, Ariel	8/8/2002	7/12/2016	9/15/2016		P	IO	X	✓
<input type="checkbox"/>		11073-895239		Test, Belle	7/7/2002	7/12/2016	9/15/2016		P	IO	X	✓
<input type="checkbox"/>		12899-573800		Test, Cinderella	1/1/2003	7/12/2016	9/15/2016		P	IO	X	✓
<input type="checkbox"/>		93168-349669		Test, Ginger	2/2/2002	7/12/2016	9/15/2016		P	IO	✓	✓
<input type="checkbox"/>		61015-553166		Test, Grace	2/2/2002	7/19/2016	12/14/2016		P	IO	✓	✓

+ Team Assignment Codes

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.

**Cinderella Test**  
Minnesota Youth Soccer Association | Demo Club | Demo | Play level: Classic 1 | Age group: Under 13 | 12899-573800

Player Information | Preferences | Applications | Parents | Disciplinary | Events

Legal First Name\* Middle / Initial Legal Last Name\* Suffix  
Cinderella Test

Alias / NickName Height Weight  
ft. in. lbs.

School Name Grade Player Rank Graduation Year

Birth Month\* Day\* Year\* Gender\* Age Group:  
January 1 2003 Girls Under 13  
Calendar Age: 14 Seasonal Age: 12

Number of Prior Seasons Played:

Uniform Size: SHIRT

Uniform Size: SHORTS

Uniform Size: SOCKS

Team  
Team Number  
Royal Pains  
00001-0011G14-0186

A pop-up window will appear; click the **Choose File** button.


**Upload Birth Certificate**  
 Name: Cinderella Test  
 DOB: (01/01/2003)

Select and view an image/pdf file:

No file chosen

---



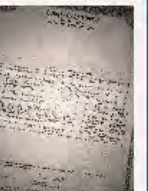
**Do**



The birth certificate should be centered and clear with all text legible.

**Don't**

Make sure photos are not blurry, over exposed, or cut off.

If photo or PDF is scanned, the text should be legible and not blurry. Please be sure the exposure is reading text in mind. An over exposed doc isn't legible. The doc should be centered so all vital info is in frame and viewable.


Select the image of the birth certificate from your computer. Crop or reduce the image size if needed, once complete, click **Upload Image**.

**Edit Player** << Previous Player 7 of 9 Next Player >>

**Cinderella Test** 12899-573800

Minnesota Youth Soccer Association Demo Club Demo Play level: Classic 1 Age group: Under 13

**Player Information** Preferences Applications Parents Disciplinary Events



Legal First Name*	Middle / Initial	Legal Last Name*	Suffix
Cinderella		Test	
Alias / NickName	Height	Weight	
	ft. in.	lbs.	
School Name	Grade	Player Rank	Graduation Year
Birth Month*	Day*	Year*	Gender* Age Group:
January	1	2003	Girls Under 13
Calendar Age: 14		Seasonal Age: 12	
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"/>			

**Team**

**Team Number**

Royal Pains  
00001-0011G14-0186

Once complete, you can click the **Team Name** to return to the **Team Roster**, or select **Previous Player/Next Player** 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. Note: Jersey numbers are required to play in MYSA-run games, but Position and Grad Year are optional.

**Royal Pains**  
00001-0011G14-0186

Team Details | **Team Roster** | Travel Roster | Tournament | Website

**Administrators**

Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires
<input type="checkbox"/>	0	45297-125487		Head Coach	Triton, King	D	Approved	10/24/2018
<input type="checkbox"/>	0	30639-873975		Assistant Coach	Test, Kimberly M	D	Expired	12/31/2016

Team Assignment Codes  
2 administrators

**Players**

Select	PC	Player ID	SEC #	Player	DOB	DI Reg./Acpt.	Roster Date	Transfer Date	MEDIA	PAID	ACCEPTED	AGE/LEGAL
<input type="checkbox"/>	0	43583-314022		Agoardotter, Anna	12/2/2002	7/12/2016	12/14/2016		P	IO	X	✓
<input type="checkbox"/>	0	94224-691235		Agoardotter, Elsa	11/2/2002	7/12/2016	12/14/2016		P	I	X	✓
<input type="checkbox"/>	0	23830-365897		Demo, Grace	2/6/2002	7/7/2016	9/15/2016		P	IO	✓	✓
<input type="checkbox"/>	0	65844-827134		SmithTest, Natalie	4/12/2001	6/29/2016	12/14/2016		P	WO	X	✓
<input type="checkbox"/>	0	12602-280373		Test, Ariel	8/8/2002	7/12/2016	9/15/2016		P	IO	X	✓
<input type="checkbox"/>	0	11073-895239		Test, Belle	7/7/2002	7/12/2016	9/15/2016		P	IO	X	✓
<input type="checkbox"/>	0	12899-573800		Test, Cinderella	1/1/2003	7/12/2016	9/15/2016		P	IO	X	✓
<input type="checkbox"/>	0	93168-349669		Test, Ginger	2/2/2002	7/12/2016	9/15/2016		P	IO	✓	✓
<input type="checkbox"/>	0	61015-553166		Test, Grace	2/2/2002	7/19/2016	12/14/2016		P	IO	✓	✓

Team Assignment Codes  
9 players

Enter all applicable information in the table below and click **Save Changes** when complete.

**Royal Pains**  
00001-0011G14-0186

Team Details | **Team Roster** | Travel Roster | Tournament | Website

**Edit Player Jersey Numbers**

Home Jrs#	Away Jrs#	Position	Grad Year	Player ID	Player	DOB
		▼		43583-314022	Agoardotter, Anna	12/2/2002
		▼		94224-691235	Agoardotter, Elsa	11/2/2002
		▼		23830-365897	Demo, Grace	2/6/2002
		▼		65844-827134	SmithTest, Natalie	4/12/2001
		▼		12602-280373	Test, Ariel	8/8/2002
		▼		11073-895239	Test, Belle	7/7/2002
		▼		12899-573800	Test, Cinderella	1/1/2003
		▼		93168-349669	Test, Ginger	2/2/2002
		▼		61015-553166	Test, Grace	2/2/2002

9 players

## 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.

**Royal Pains - Girls U14**  
00001-0011G14-0186

Send Mail  
<< Back to Team

Team Info Contacts **Player Roster** Disciplinary Review

**Player Roster**  
TOUR\_APPL\_PLAYER\_LIST1 - Content will be posted here

**PLAYER ROSTER STATS**  
registered loaned transfered active inactive total  
6 0 0 5 1 6  
6 players defined of the 23 allowed

Home Jrs#	Away Jrs#	Name	ID#	DOB	Gender	Player Status	Transfer Date	ODP Level	Active?	PlayerInfo	Developmental	SMS
		Test, Ariel	12602-280373	8/8/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
07		Test, Belle	11073-895239	7/7/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
	7	Test, Cinderella	12899-573800	1/1/2003	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Ginger	93168-349669	2/2/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Jasmine	63844-611180	9/9/2003	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Jill	56078-947253	2/5/2003	Girl	Registered			<input type="checkbox"/>	Edit	Assign	

Sync Roster Tournament Roster Print Page **Set Active Players** Add Club Pass Player Edit Player Team Info Continue >>

### 3.2. Add/Remove Play-up Players

Click the **Add Club Pass Player** to add additional play-up players. System will follow all MYSA rules.

Team Info Contacts **Player Roster** Disciplinary Review

**Player Roster**  
TOUR\_APPL\_PLAYER\_LIST1 - Content will be posted here

**PLAYER ROSTER STATS**  
registered loaned transfered active inactive total  
6 0 0 5 1 6  
6 players defined of the 23 allowed

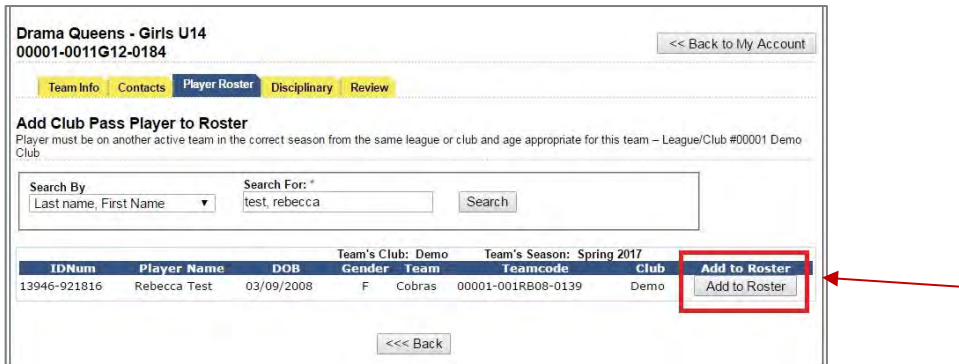
Home Jrs#	Away Jrs#	Name	ID#	DOB	Gender	Player Status	Transfer Date	ODP Level	Active?	PlayerInfo	Developmental	SMS
		Test, Ariel	12602-280373	8/8/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
07		Test, Belle	11073-895239	7/7/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
	7	Test, Cinderella	12899-573800	1/1/2003	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Ginger	93168-349669	2/2/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Jasmine	63844-611180	9/9/2003	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Jill	56078-947253	2/5/2003	Girl	Registered			<input type="checkbox"/>	Edit	Assign	

Sync Roster Tournament Roster Print Page Set Active Players **Add Club Pass Player** Edit Player Team Info Continue >>

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



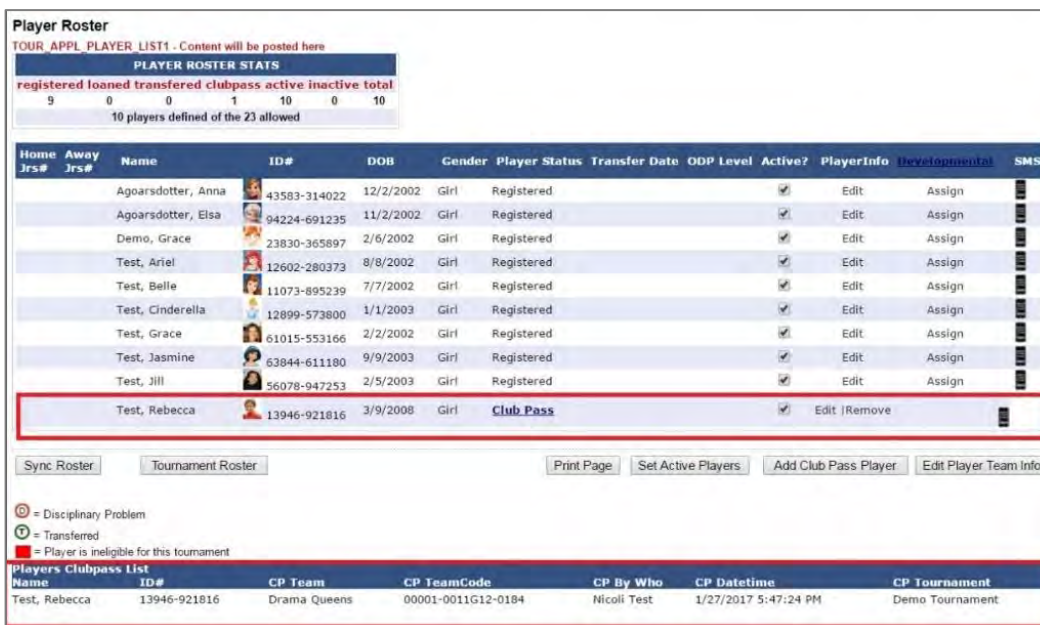
Click on **Add to Roster** button to add player to tournament roster



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**. Add the jersey number and click **Save Changes**.

Email notification goes to Owning team and parent.



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

Home Jrs#	Away Jrs#	Name	ID#	DOB	Gender	Player Status	Transfer Date	ODP Level	Active?	PlayerInfo	Developmental	SMS
		Agoarsdotter, Anna	43583-314022	12/2/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Agoarsdotter, Elsa	94224-691235	11/2/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Demo, Grace	23830-365897	2/6/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Ariel	12602-280373	8/8/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Belle	11073-895239	7/7/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Cinderella	12899-573800	1/1/2003	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Grace	61015-553166	2/2/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Jasmine	63844-611180	9/9/2003	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Jill	56078-947253	2/5/2003	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Rebecca	13946-921816	3/9/2008	Girl	Club Pass			<input checked="" type="checkbox"/>	Edit	Remove	

### 3.3. Sync Roster to the Schedule

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

Home Jrs#	Away Jrs#	Name	ID#	DOB	Gender	Player Status	Transfer Date	ODP Level	Active?	PlayerInfo	Developmental	SMS
		Test, Ariel	12602-280373	8/8/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
07		Test, Belle	11073-895239	7/7/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
7		Test, Cinderella	12899-573800	1/1/2003	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Ginger	93168-349669	2/2/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Jasmine	63844-611180	9/9/2003	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Jill	56078-947253	2/5/2003	Girl	Registered			<input type="checkbox"/>	Edit	Assign	

### 3.4. Printable Photo Rosters

Use these options to access printable photo rosters. Be sure to check with the specific rules of the tournament to see if these options are acceptable forms of player identification.

#### 3.4.1. Tournament Roster - Photo roster for games *not* run on the system

From the Player Roster tab (continuing from above - Set Active Players), a **Tournament Roster** button is available at any time to print a photo roster that is *not* attached to a game.

[Team Info](#)
[Contacts](#)
[Player Roster](#)
[Disciplinary](#)
[Review](#)

**Player Roster**

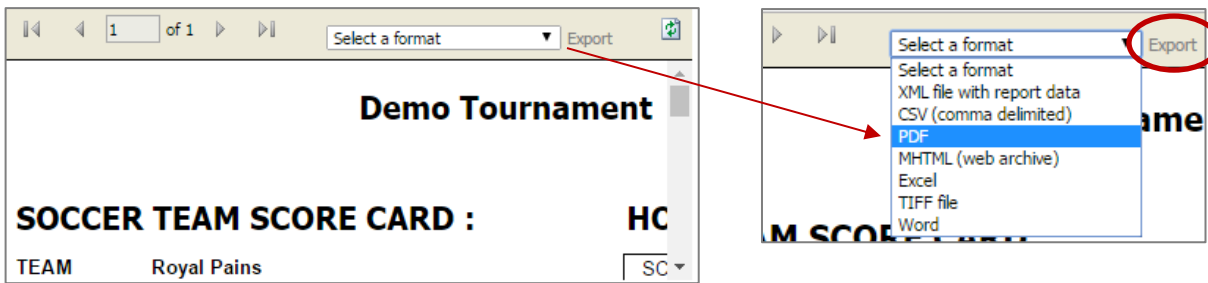
TOUR\_APPL\_PLAYER\_LIST1 - Content will be posted here

PLAYER ROSTER STATS					
registered	loaned	transferred	active	inactive	total
6	0	0	5	1	6

6 players defined of the 23 allowed

Home Jrs#	Away Jrs#	Name	ID#	DOB	Gender	Player Status	Transfer Date	ODP Level	Active?	PlayerInfo	Developmental	SMS
		Test, Ariel	12602-280373	8/8/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
07		Test, Belle	11073-895239	7/7/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
7		Test, Cinderella	12899-573800	1/1/2003	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Ginger	93168-349669	2/2/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Jasmine	63844-611180	9/9/2003	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Jill	56078-947253	2/5/2003	Girl	Registered			<input type="checkbox"/>	Edit	Assign	

After you click the Tournament Roster button, a pop-up window will appear; select PDF from the drop down menu options and then click **Export**:




**Demo Tournament**

**SOCCER TEAM SCORE CARD :** **HC**

TEAM: Royal Pains SC

---

**Demo Tournament**



**SOCCER TEAM SCORE CARD :** **HOME**  **VISITOR**  **Game #**

TEAM NAME: Royal Pains SCORE

TEAM ID: 00001-0011G14-0186 OPPONENTS: SCORE

GAME LOCATION: DATE: TIME: DIVISION:

Center Ref Name AR1 AR2

#	Name(Last, First)	ID #	DOB	Jer #	Card	Status	Goal
1	Agarsdotter, Anna	43583-314022	12/02/2002				
2	Agarsdotter, Elsa	94224-491235	11/03/2002				
3	Demo, Grace	23830-365897	02/06/2002				
4	SmithTest, Natalie	65844-827134	04/12/2001				
5	Test, Aniel	12902-280373	08/09/2002				
6	Test, Belle	11073-895239	07/07/2002	6			
7	Test, Cinderella	12899-573800	01/01/2003				
8	Test, Ginger	93168-349669	02/02/2003				
9	Test, Grace	61015-553166	02/02/2002				
10							
11							
12							
13							
14							
15							
16							
17							
18							

#	Name(Last, First)	ID #	DOB	Role	Card	Status
1	Triton, King	45297-125487	05/05/1965	HC		
2	Test, Kimberly	30639-873975	09/09/1965	AC		
3						
4						
5						

### 3.4.2. Game Day Roster—photo roster for games being run on the system

From your team’s tournament or league schedule, click the Print Roster button to access a Game Day Roster, which is a photo roster that is attached to a game being run on the system. See more in section 4.1.

New Application | Information | FAQ | My Account

**Tournament/Gaming schedule**

To update a schedule, only input the field to be changed, other fields will keep unchanged. After Schedule locked date, any schedule changes must go through Rescheduling process By clicking Reschedule Game button. For tournament admins to score a game , just click on GameNum of the played game. If you make a schedule change, please check the email check box and email button. The schedule change email template will notify your opponent, referee assignor, and assigned referees of this change to the schedule.

Select Tournament/Gaming: Demo League  Only Show Fields Having Field Availability Data setup for this tournament.

Select Teams: Strikers (SD05-012B10-0102)

Flight: Girls Under 10 Round: All Venue: All Field: All

Date of scheduled game: Game: All Games GameNum: Search

**Games (7)** Browse field usage Save Email SMS

GameNum	Rank	Relative Field	Game	Time Field	Home Team (League)	Away Team (League)	Flight
<b>Saturday, June 06, 2015</b>							
746618	1	2	A1 vs A2	Self Schedule - 3	Strikers SD05-012B10-0102 (Demo Test)	Sharp Shooters SD05-014G10-0137 (Demo Test)	Girls Under 10 Bracket last modified at: Jun 5 2015 12:03PM by Kiledjian, Kimberly

Print Roster Reschedule Game

Re-Assign Game:  Email / SMS Date: Starting Time(hh:mm): AM Field:

copy to Dates below copy to Times below copy to Fields below



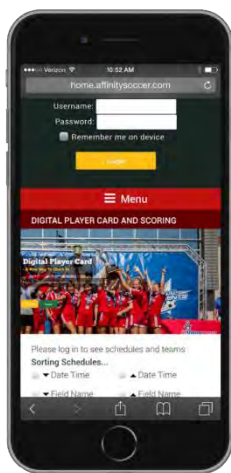
### 3.5. Access the Affinity Sports Mobile App

You will use the mobile app to access digital player passes, at field roster management, at field scoring, etc. This a mobile web app that can be accessed in a browser on a mobile device, this is not an APP available for download from the IOS or Android Store. We recommend you save this as an icon on your device for easy access.

You can access the mobile app using the following URL:

<http://mnyouth.sportsaffinity.com/m/pass/index.aspx>

Enter your username and password and click the **Login** button.



Teams	
<b>Royal Pains</b> Spring 2017 00001-0011G14-0186 <b>Roster &gt;</b>	<b>Sweet Cleats</b> Spring 2017 00001-0011G14-0185 Roster >

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 to the point of check –in.

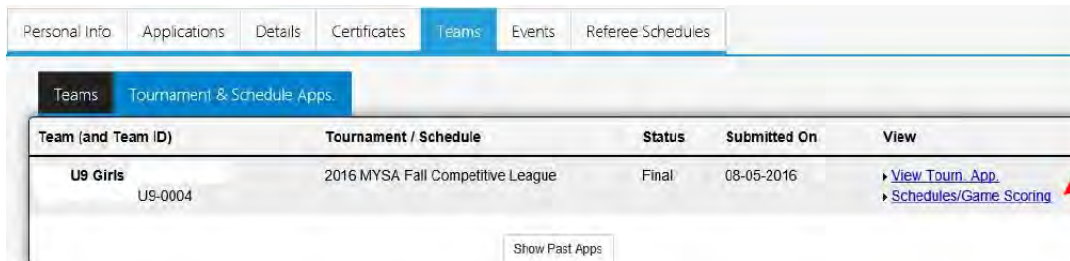


Return to Roster Back/Previous

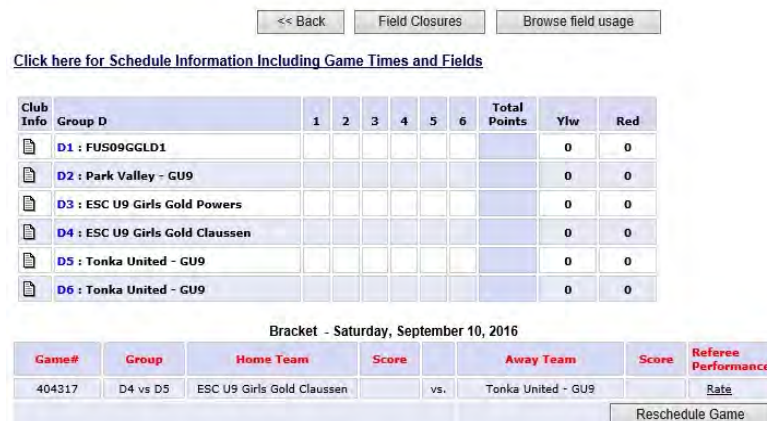
## Scheduling

### 4.1. Access Schedule

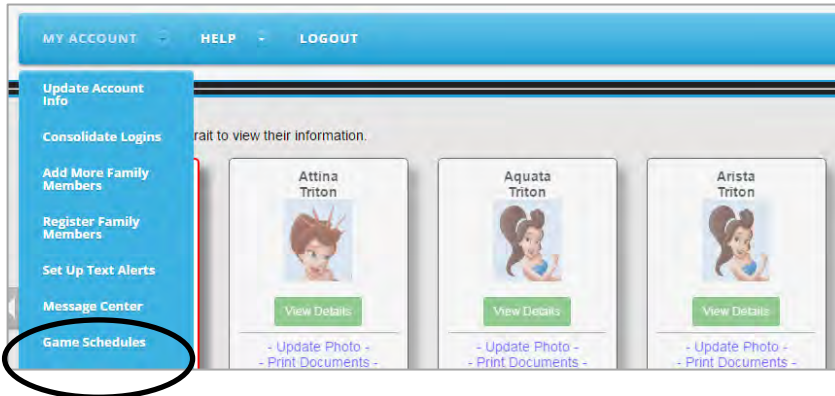
To access your game schedule, you will need to login to your **My Account** screen. Click **Teams Tab**, Select **Schedules/Game Scoring**



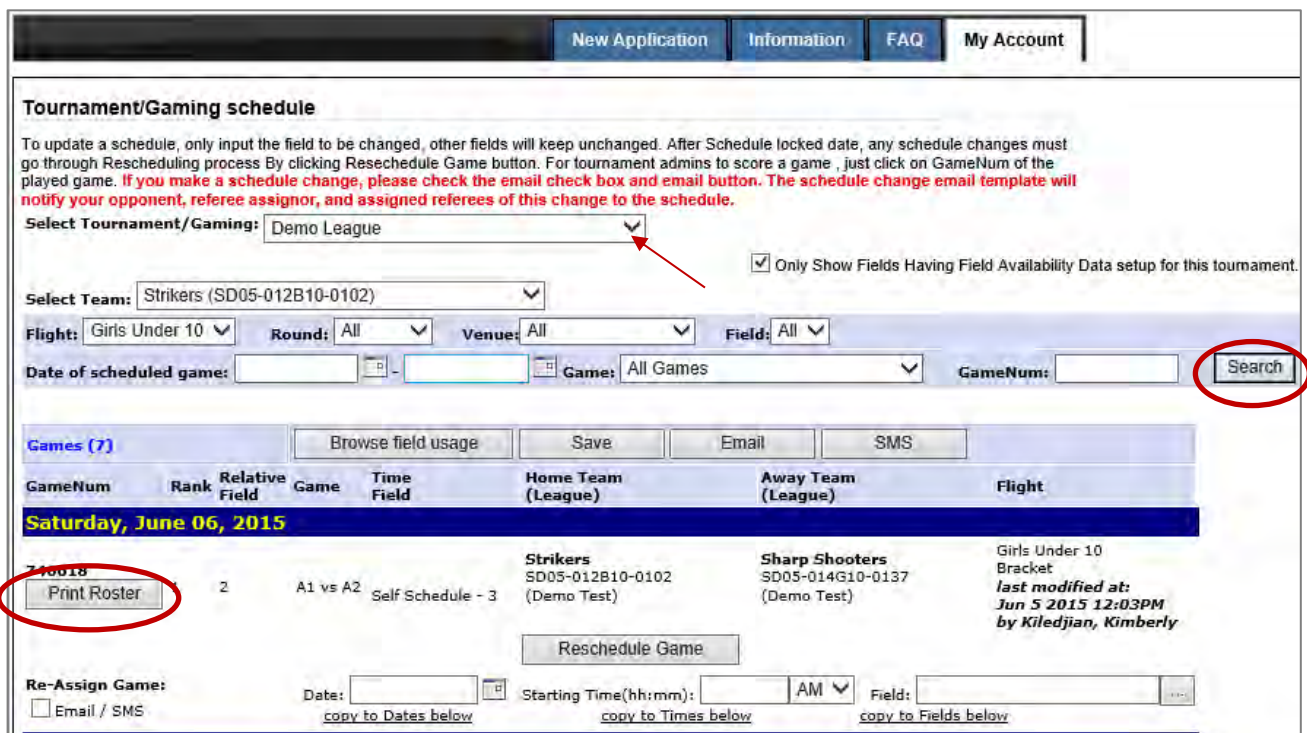
Click on your team to see just your team schedule



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 can print a Game Day Roster. The **Print Roster** button will be available 4 days prior to each game.

## 4.2. Reschedules During Open Rescheduling Period

To access contact information for an opposing team, click on the name of the team in the box under the date you wish to reschedule

[Click here for Schedule Information Including Game Times and Fields](#)

Club Info	Group D	1	2	3	4	5	6	Total Points	Yfw	Red
D1 :									0	0
D2 :									0	0
D3 :									0	0
D4 :									0	0
D5 :									0	0
D6 :									0	0

Bracket - Saturday, September 10, 2016

Game#	Group	Home Team	Score	vs.	Away Team	Score	Referee Performance
404317	D4 vs D5	ESC U9 Girls Gold Claussen			Tonka United - GU9		<a href="#">Rate</a>

Team Contacts - ESC U9 Girls Gold Claussen

Contact Information	Contact Information
Name	Name
Role	Role
Address	Address
E-mail	E-mail
Second E-mail	Second E-mail
Home Phone	Home Phone
Work Phone	Work Phone
Cell Phone	Cell Phone
Fax Number	Fax Number

Contact Information	Contact Information
Name	Name
Role	Role
Address	Address
E-mail	E-mail
Second E-mail	Second E-mail
Home Phone	Home Phone
Work Phone	Work Phone
Cell Phone	Cell Phone
Fax Number	Fax Number

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

Bracket - Saturday, September 10, 2016

Game#	Group	Home Team	Score	vs.	Away Team	Score	Referee Performance
404317	D4 vs D5	ESC U9 Girls Gold Claussen			Tonka United - GU9		<a href="#">Rate</a>

A pop-up window will appear; Enter the Date, Time, Venue, Field No., and Reason = Self-Schedule. Click the **Send Request** button.

### Game Reschedule

Current Game Information	
Game #: 404317	Type: Bracket
Flight: G09 Gold	Desc: D4 vs D5
Home: ESC U9 Girls Gold Claussen	Away: Tonka United - GU9
Original Schedule	
Date: 9/10/2016	Time: 02:00 PM
Venue: Creek Valley School	Field No: 02
New Requested Reschedule	
Date: <input type="text" value="9/10/2016"/>	Time: <input type="text" value="02:00"/> <input style="border: none;" type="button" value=" AM "/>
Reschedule to the same as or prior to 9/10/2016	
Venue: <input type="text" value="Creek Valley School"/>	Field No: <input type="text" value="02"/>
Reason: <input type="text" value="Self Schedule"/>	
Comments:	
<input style="border: none;" type="button" value=" Send Request "/>	<input style="border: none;" type="button" value=" Back "/>

Under option 2 for rescheduling: click the **Reschedule Game** button to submit a request during the open rescheduling period.

Select Tournament/Gaming: Demo League  Only Show Fields Having Field Availability Data setup for this tournament.

Select Team: Strikers (SD05-012B10-0102)

Flight: Girls Under 10 Round: All Venue: All Field: All

Date of scheduled game: - Game: All Games GameNum: Search

Games (7) Browse field usage Save Email SMS

GameNum	Rank	Relative Field	Game	Time Field	Home Team (League)	Away Team (League)	Flight
<b>Saturday, June 06, 2015</b>							
746618	1	2	A1 vs A2 Self Schedule - 3		Strikers SD05-012B10-0102 (Demo Test)	Sharp Shooters SD05-014G10-0137 (Demo Test)	Girls Under 10 Bracket last modified at: Jun 5 2015 12:03PM by Kiledjian, Kimberly

Print Roster **Reschedule Game**

Re-Assign Game:  Email / SMS Date: Starting Time(hh:mm): AM Field:

A pop-up window will appear; Enter the Date, Time, Venue, Field No., and Reason = Self-Schedule. Click the **Send Request** button.

### Game Reschedule

Current Game Information			
Game #:	746618	Type:	Bracket
Flight:	Girls Under 10	Desc:	A1 vs A2
Home:	Strikers	Away:	Sharp Shooters
Original Schedule			
Date:	6/6/2015	Time:	07:00 AM
Venue:	Self Schedule	Field No.:	3
New Requested Reschedule			
Date:	8/8/2015	Time:	09:00 AM
Venue:	Archbold	Field No.:	1
Reason:	Other		
Comments:	ss		

**Send Request** Close

Once submitted, you will see "Reschedule in Progress" in red.

Games (6) Browse field usage Save Email SMS

GameNum	Rank	Relative Field	Game	Time Field	Home Team (League)	Away Team (League)	Flight
<b>Saturday, June 06, 2015</b>							
746618	1	2	A1 vs A2 Self Schedule - 3		Strikers SD05-012B10-0102 (Demo Test)	Sharp Shooters SD05-014G10-0137 (Demo Test)	Girls Under 10 Bracket last modified at: Jun 5 2015 12:03PM by Kiledjian, Kimberly

Print Roster **Reschedule in progress.** View Rescheduling

Re-Assign Game:  Email / SMS Date: Starting Time(hh:mm): AM Field:

**Saturday, June 13, 2015**

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.

GameNum	Rank	Relative Field	Game	Time Field	Home Team (League)	Away Team (League)	Flight
<b>Saturday, June 06, 2015</b>							
746618 <a href="#">Print Roster</a>	1	2	A1 vs A2	Self Schedule - 3	<b>Strikers</b> SD05-012B10-0102 (Demo Test)	<b>Sharp Shooters</b> SD05-014G10-0137 (Demo Test)	Girls Under 10 Bracket <i>last modified at: Jun 5 2015 12:03PM by Kiledjian, Kimberly</i>
<b>Reschedule in progress.</b>					<a href="#">View Rescheduling</a>		
<b>Re-Assign Game:</b>							
<input type="checkbox"/> Email / SMS		Date: <input type="text"/>	Starting Time(hh:mm): <input type="text"/> AM		Field: <input type="text"/>		
		<small>copy to Dates below</small>	<small>copy to Times below</small>		<small>copy to Fields below</small>		

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.

**Game Reschedule**

Current Game Information			
Game #:	746618	Type:	Bracket
Flight:	Girls Under 10	Desc:	A1 vs A2
Home:	Strikers	Away:	Sharp Shooters
Original Schedule			
Date:	6/6/2015	Time:	07:00 AM
Venue:	Self Schedule	Field No:	3
Requested Schedule Change by Nicolli Tested, For Strikers(6/5/2015 12:18 PM)			
Date:	8/8/2015	Time:	09:00 AM
Venue:	Archbold	Field No:	1
Reason:	Other		
Comments:	ss		
<input type="button" value="Accept Request"/> <input type="button" value="Send Alternate Request"/> <input type="button" value="Close"/>			

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.

**Game Reschedule**

Current Game Information			
Game #:	746618	Type:	Bracket
Flight:	Girls Under 10	Desc:	A1 vs A2
Home:	Strikers	Away:	Sharp Shooters
Original Schedule			
Date:	6/6/2015	Time:	07:00 AM
Venue:	Self Schedule	Field No:	3
Requested Schedule Change by Nicolli Tested, For Strikers(6/5/2015 12:18 PM)			
Date:	8/8/2015	Time:	09:00 AM
Venue:	Archbold	Field No:	1
Reason:	Other		
Comments:	ss		
Alternate Requested Reschedule			
Date:	<input type="text"/>	Time:	<input type="text"/> AM
Venue:	<input type="text"/>	Field No:	<input type="text"/>
Reason:	<input type="text"/>		
Comments:	<input type="text"/>		
<input type="button" value="Send Request"/> <input type="button" value="Cancel"/>			

Once all members have agreed you will see a confirmation as seen in red below.

**Game Reschedule**

**You have accepted the Reschedule Request. The schedule of this game has been changed.**

Current Game Information			
Game #:	39828	Type:	Bracket
Flight:	Girls Under 10	Desc:	A1 vs A2
Home:	Strikers	Away:	Sharp Shooters
Original Schedule			
Date:	6/6/2015	Time:	07:00 AM
Venue:	Self Schedule	Field No:	3
Requested Schedule Change by Nicoli Tested, For Strikers(6/5/2015 12:18 PM)			
Date:	8/8/2015	Time:	09:00 AM
Venue:	Archbold	Field No:	1
Reason:	Other		
Comments:	ss		
Reschedule Request Accepted by Naomi Tested, For Sharp Shooters(6/5/2015 12:19 PM)			
Date:	8/8/2015	Time:	09:00 AM
Venue:	Archbold	Field No:	1
Reason:			

### 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

Use the following link to access the web app: <http://mnyouth.sportsaffinity.com/m/pass/index.aspx>.

Enter your username and password and click the **Login** button.

Username:  Password:   Remember me on device

 Home Schedules Teams Leaderboard Tournament & League News My Account

DIGITAL PLAYER CARD AND SCORING

**Menu**

DIGITAL PLAYER CARD AND SCORING

**Schedules**

Home

Away:

Oct 1 2016 10:15AM

Match:

Field: I

2016 M

Home Roster >

Away Roster >

Scoring > ←

**Scoring**

**Match# 390828**

Oct 1 2016 10:15AM

Home: Waconia Socc - BU9

Away: CC United - BU09 GOLD 2

Home \*      Away\*

Score:  vs

Comment:

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.

The screenshot shows a navigation menu with tabs: Personal Info, Applications, Details, Certificates, Teams, Events, and Referee Schedules. The 'Teams' tab is active, and a sub-menu is open with 'Tournament & Schedule Apps.' selected, indicated by a red arrow. Below this is a table with the following data:

Team (and Team ID)	Tournament / Schedule	Status	Submitted On	View
Royal Pains 00001-0011G14-0186	Demo Tournament	Final		<a href="#">View Tourn. App.</a> <a href="#">Schedules/Game Scoring</a>
Royal Pains 00001-0011G14-0186	Demo Tournament	Final	12-14-2016	<a href="#">View Tourn. App.</a> <a href="#">Schedules/Game Scoring</a>

Click the empty **Score** box.

### Bracket - Saturday, August 08, 2015

Game#	Group	Home Team	Score	vs.	Away Team	Score	Referee Performance
746618 <a href="#">Print Roster</a>	A1 vs A2	Strikers		vs.	Sharp Shooters		<a href="#">Rate</a>

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.

**Instructions:**  
The required fields are Team Colors and Team Scores. Team Colors cannot match.  
In Goals/Cautions/Ejections section, Please select from the drop down to add goals, ejections, or cautions for a selected Admin or player.  
Note: player numbers must match those that are in the roster. Click on the Team Names to add Jerseys.

DR - CAUTION - Delay Restart  
 DT - CAUTION - Dissent  
 E - CAUTION - Enter field Improperly  
 FRD - CAUTION - Falls to Respect Distance  
 L - CAUTION - Leave field Improperly  
 PI - CAUTION - Persistently Infringing Laws of the Game  
 UB - CAUTION - Unsporting Behavior  
 2CT - EJECTION - Second Cautions  
 2S - EJECTION - Admin Two Suspensions  
 AL - EJECTION - Abusive / Offense Language  
 DGF - EJECTION - Denies Goal scoring opportunity by Impeding Foul  
 DGH - EJECTION - Denies Goal scoring opportunity Handling  
 IRB - EJECTION - Irresponsible Behaviour  
 S - EJECTION - Spitting  
 SFP - EJECTION - Serious Foul Play  
 VC - EJECTION - Violent Conduct

1 or more referees can be assigned to a game. To add referees simply scroll through the names on the "Available Referees" list and click "Add/Remove" to add/Remove the referee to this game. If the referee is not already in the system, you can add him/her by clicking "Create New Referee".

**Game Stat Entry**

Game Number: 746620    Date: 6/13/2015    Time: 07:00 AM    Field: 3

Home: Demo Test - BU10    Visitor: Strikers

Colors:  None     None    Colors:  None     None

Score: 0    Score: 0

Special Code: --    Special Code: --

**Goals/Cautions/Ejections**

--Select Admin/Player--    --Select Admin/Player--

Item Type    Reason    Item Type    Reason

--    --    --    --

Add    Remove    Add    Remove

**Referees Assignment (click name to rate referee performance)**

Center Referees    Assistant Referees    Club Linesman

**Supplemental Incident Report / Game Comments**

Add Comment (Max 7000 chars per comment):

Clear Stats    Save Stats & Comment    Save Comment only

Send SMS Text Message

Close    Print



## Travel Requests/Rosters

All out-of-state tournaments require a travel roster. MYSA charges a flat fee of \$25.00 for a Travel Roster. Only one travel roster application is needed, this application can be amended throughout the season to travel to multiple out-of-state tournaments. Creating and submitting multiple applications for a travel rosters will result in multiple fees.

### 6.1. Create New Travel Requests

To create a new travel roster, you will need to access your team roster, through the **Teams** tab. Select the **Travel Roster** tab and click the **Create New Request** button.

Teams / Find, Edit, Delete a Team    Lookup Team    << Previous Team 18 of 19 Next Team >>

**Royal Pains**  
00001-0011G14-0186

Team Details   Roster Admin   Roster Player   Active w/o violation ✔   Team Roster   **Travel Roster**   Tournament   Website

Travel Requests

**Team Travel Requests**    Current   Past

No Travel Requests are currently defined

**Create New Request**

Fill out all required information; click the **Save & Continue** button to continue.

The next tab of the application, is the **Roster** tab; here you delete or add any admins or players; click the **Save & Continue** button to continue.

**Royal Pains**  
00001-0011G14-0186

Team Details   Team Roster   **Travel Roster**   Tournament   Website

Travel Requests

**Disney Showcase**    Request Info   **Roster**   Comments   Review & Submit

Please enter the details about your team roster below:

**Administrators**

Admin ID	SEC #	Administrator	Name	Lic. Level	Status	Risk Status	Expires
30639-873975	7724	Assistant Coach	Test, Admin M	D	Registered	Approved	12/31/2017
45297-125487	1787	Head Coach	Triton, King	D	Registered	Approved	10/24/2018

**Players**

Player ID	SEC #	Player	Home Jrs#	Away Jrs#	Position	Status	DOB	Association	League
12602-2803733081		Test, Ariel				Registered	8/8/2002		Demo Club
11073-8952391995		Test, Belle	07			Registered	7/7/2002		Demo Club
12899-5738008116		Test, Cinderella	7			Registered	1/1/2003		Demo Club
93168-3496690316		Test, Ginger				Registered	2/2/2002		Demo Club
63844-6111804964		Test, Jasmine				Registered	9/9/2003		Demo Club
56078-9472533894		Test, Jill				Registered	2/5/2003		Demo Club

Enter any comments for the tournament director; click the **Save & Continue** button to continue.

Verify all information is correct; click the **Submit Application** button and remit your \$25.00 payment.

**Royal Pains**  
00001-0011G14-0186

[Team Details](#)
[Team Roster](#)
[Travel Roster](#)
[Tournament](#)
[Website](#)

[Travel Requests](#)

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**Disney Showcase**
[Request Info](#)
[Roster](#)
[Comments](#)
[Review & Submit](#)

Please review your travel request application before submitting: You must click "Submit Application" to finalize your application

**Royal Pains**

Team Name	Team ID	Age	Play Level	Season
Royal Pains	00001-0011G14-0186	Under 14	Classic 1	Spring 2017

**Team Travel Roster** edit

Appl #	Tournament Name	Posted Status	Created	
08385525	Disney Showcase	New	12/8/2016 14:56	
Director Name	Location	Start Date	End Date	Submit Date
Walt Disney	Anaheim, CA 92802	1/11/2017	1/14/2017	n/a
Request Preference				
USYS				

Once submitted, Select the **Review** tab and click the **Print Travel Papers** button. This will open a PDF of the **Travel Roster** with player photos that can be saved and printed.

## Apply to Tournaments (Opt into the Post-Season)

7.1. Apply to tournaments within the system  
Use the **Tournament** Tab to apply to any tournaments that are being run on the system.

**Royal Pains**  
00001-0011G14-0186

[Team Details](#)
[Team Roster](#)
[Travel Roster](#)
[Tournament](#)
[Website](#)

To register for a tournament, select the tournament you wish to apply for and then click the Register button.

**Tournaments Open For Registration**

2017 Future Stars Tournament

Listed below are the tournament applications this team has applied for.  
To view / edit the application please click "edit" next to the application wish to edit.

Tournaments Registered To	Order #	Amount Paid	Amount Due	
Demo Tournament	2-3069179	\$0.00	\$260.00	payment   edit
2017 Minnesota State Cup	2-3161010	\$0.00	\$750.00	unregister   payment   edit

## 7.2. Opt into the MYSA Post-Season

Use the instructions provided in section 7.1 to opt into MYSA post-season tournaments (this includes District Qualifiers and State Championships). If your team is electing NOT to play Districts or State, no action is required.

## Background Check Instructions

Click the following link to access the background check portal: <http://minnesotayouthsoccer-bgc.sportsaffinity.com/>. Click on the **Registration** Tab to begin.



Log in with your Affinity Sports username and password. Please Note: This is the same log-in for the fall league (regardless of team, league, etc.). If you are new to MYSA you will **create a new account**.

The screenshot shows the registration form. At the top left is a link "<< Back to Main Page" and a "Traducir en Español" button. A tip bar says "Tip: Hover your mouse over the 'Help' icons to get useful information!". The form is divided into two main sections. The left section, titled "Select registration type(s)", has a "Select a season:" dropdown menu with "Spring 2017" selected, and a "Select registration type(s):" section with a checked checkbox for "Background Check Registration". A note at the bottom says "\* are required fields". The right section, titled "Returning users, please login.", has a reminder "Remember to select a season & registration type before logging in!". It contains fields for "Enter Username\*" and "Enter Password\*", a "Forgot Username or Password?" link, a green "Login" button, and a blue "Create New Account" button.

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**.

Register Only Members Who Participate This Season ( Fall 2016-2017 )				
Name	ID Num	DOB	Relationship	Registration
King Triton	45297-125487	05/05/1965	Father	<a href="#">Register as Coach/Admin</a>

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).

**King Triton**

**Select Play Level**


Play Level\*  
Background Check

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**Personal Information**

First Name\* Initial Last Name\* Suffix  
King Triton

Gender\* Birthdate\*  
Male May 05 1965

 Click here to show photo or certification upload

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**Club Detail Additional Information**

Please select your club below: SID is for Affinity internal use Only\*

Please select any additional club affiliation: SID for Affinity internal use

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[Save & Register Another](#) [Save & Next Page](#)

[Cancel](#)

**Address Information**

Address Line1\*  
88 Under the Sea

Address Line2

City\* State/Province\* Zip/Postal Code\*  
Atlantis MN 98798

Home Phone\*\* Cell Phone\*\*  
9879879877

Work Phone\*\* Fax

Email Address\*  
underthesea@ocean.com

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

[Add Family Member >>](#) [Create Registration >>](#) [Accept ELA >>](#) [Make Payment >>](#) [Print Form](#)

### Accept ELA

**1 of 3 Authorization**

I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by The Minnesota Youth Soccer Association, The McDowell Agency, Inc. "at any time after receipt of this authorization and throughout my employment and volunteer service, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, local, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance The Minnesota Youth Soccer Association to furnish any and all background information requested by The McDowell Agency, Inc., another outside organization acting on behalf of The Minnesota Youth Soccer Association, and/or The Minnesota Youth Soccer Association itself. I understand that by agreeing below, that I am signing the Authorization form directing the background check as described in the disclosure.

I Accept

**2 of 3 Certification**

I certify that all statements made on this application are true and that I have not knowingly withheld any fact or circumstance.

I authorize the investigation of all statements contained in this application and the further investigation of any information required to determine my qualifications for the positions for which I am applying.

I authorize former employers, schools and other references to release any information required to determine my qualifications for the positions for which I am applying and hereby release all information. I waive any right to receive any written notice from this organization or former employers that such information has been released.

I fully understand that misrepresentation or omission of facts or circumstances will be sufficient for the cancellation of my consideration for employment or cause for dismissal if I have been employed.

I Accept

I understand and agree that any offer of employment is a conditional offer and that a conditional offeree is not an employee unless and until a conditional offer of employment is confirmed. I further understand and agree that if I am made a conditional offer of employment

**3 of 3 Disclosure**

The Minnesota Youth Soccer Association may obtain information about you for employment or volunteer purposes from a third party consumer reporting agency. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), education or employment history, or other background checks. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by The McDowell Agency, Inc. at, or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. You should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

I Accept

Your First Name\*  Your Last Name\*

[<< Back](#) [Print](#) [Agree & Continue >>](#)

[Add Family Member >>](#) [Create Registration >>](#) [Accept ELA >>](#) [Make Payment >>](#) [Print Form](#)

### Print Form

In order to process your background check your Social Security must be provided. Please click the **Submit Background Check** button below to submit your Social Security number for processing. Your Risk Management application will not be considered complete until this step is completed.

[Submit Background Check](#)

[Print Receipts & Forms](#)

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**.

### Background Checking

Please make sure the person you submit to background check has correct name, DOB.  
The background check company will charge for every submit even if the name or DOB is incorrect.

Please only submit one time, your order status will be pending.

**Person to be checked:**

Last Name	First Name	Middle Name	DOB	Driver License	BGC Account:
Triton	King		05/05/1965	A777b588 MN	MNMCDDL / jc7ht3fshg

88 Under the Sea Atlantis MN 98798  
email:underthesea@ocean.com Club: Background Check

Enter admin's SSN: \* Required

**Background Checking Results**

Detail	Product	Who Submitted	Date Submitted	OrderID

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.

Your status will show as "Pending" until the results are returned:

Background Checking is completed. Risk Status is also Updated.

**Background Checking Results**

Detail	Product	Who Submitted	Date Submitted	OrderID
<div style="border: 2px solid black; padding: 2px; display: inline-block;"> <p style="color: red; font-weight: bold; margin: 0;">Status: PENDING</p> <p style="margin: 0;">Receipt: L0025651951</p> </div>	FCO LIXXML	King Triton	10/17/2016	DF28FFFC-751F-4A1C-ADA6-386906FF00CB

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

**King Triton**

View Details

- Update Photo -  
- Print Documents -  
- View Payments -

**Attina Triton**

View Details

- Update Photo -  
- Print Documents -  
- View Payments -

**Aquata Triton**

View Details

- Update Photo -  
- Print Documents -  
- View Payments -

**Arista Triton**

View Details

- Update Photo -  
- Print Documents -  
- View Payments -

**Adella Triton**

View Details

- Update Photo -  
- Print Documents -  
- View Payments -

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

**Admin**

Season	Organization	Risk Status	Expire Date	Team Options	Print
Fall 2016-2017	Background Check	Submitted	10/17/2018	N/A	<a href="#">Legal Agreement</a>

Questions? Contact Our Support Team 1.855.703.2578