



## Affinity Sports Registration Software: Resources for Registrars

### Registrars:

2016-17 Seasonal Year in Affinity Sports Registration System is now open in order for Registrars to configure seasons and set up online registration.

**\*Please note that you will have to configure the season whether you are using online registration or not.**

**Season Configuration:** [Click here](#) for written instructions with screen shots

**Setting up Online Registration, ELAs and Messaging:** [Click here](#) for written instructions with screen shots

**Setting up Player Registration Fees and Payment Plans:** [Click here](#) for written instructions with screen shots

**Creating Teams:** [Click here](#) for written instructions with screen shots

**Migrating Teams/Admin to new season:** [Click here](#) for written instructions with screen shots (DO NOT MIGRATE PLAYERS INTO THE NEW SEASONAL YEAR)

**Searching for Players:** [Click here](#) for written instructions with screen shots

**Searching for administrators:** [Click here](#) for written instructions with screen shots

**Adding Players and administrators to the System:** [Click here](#) for written instructions with screen shots

**Adding a photos, birth certificates, or concussion certificates to player/admin accounts:** [Click here](#) for written instructions with screen shots

**Adding Players to a team and Multi-Rostering:** [Click here](#) for written instructions with screen shots

**Adding Applications to Player/Admin Accounts and Adding Admin to Teams:** [Click here](#) for written instructions with screen shots

**Accepting Players and Marking Age/Legal:** [Click here](#) for written instructions with screen shots

**Activating Teams, printing player cards, printing rosters:** [Click here](#) for written instructions with screen shots

**Transfer/Release (Registrar Approval Process):** [Click here](#) for written instructions with screen shots

**\*Uploading Players into Affinity:** [Click here](#) for the upload template; [Click here](#) for instructions on how to find the Season ID, SID Code and Season Name.

**TRYOUTS – If you wish to use Affinity for tryouts, the Event Manager is the recommended option for the 2016-17 seasonal year.**

\*\*\*Note that these are instructions for some of the basic processes in the system. If you have issues with any process or need additional assistance, please contact the Affinity Sports Helpline at 855-259-3466.\*\*\*