



ACTIVATING TEAMS, PRINTING PLAYER CARDS AND ROSTERS

Steps:

- Login to Affinity
- Search for Teams
- Check Activation Status & Activate Teams
- Print ID Card PDF and Print Official Roster

*Note:

- Select Season Name – 2017-2018 Principal Season
- Recreational Season Name – Spring 2018 Recreational Only

Login to Affinity: kys.affinitysoccer.com/reg/index.asp?sessionguid=

Please note, you cannot print an official roster or player cards until the team is activated in the system. You also can only print player cards a **MAXIMUM of TWO TIMES** in the system.

Search for Teams:

Click on the 'Team tab' on the left:

Welcome Holly Kirkpatrick

Welcome to the Kentucky Youth Soccer Registrar toolset. On the left hand side of the screen you will also see other menu choices that support the 4 main buttons. These choices provide additional capabilities and features for managing your league. Finally, you will also find additional menu selections in the form of tabbed sections that provide additional options and

You will find then search for the team by using the filters and clicking search or by simply clicking on search. The teams will then populate under the search area and you can click on the team you would like to add players to.

Page Size: 500 [Reset]

Select District: All Districts
Select Organization: All Organizations
Select Club: All Clubs

Select Play Type/Level: All Play Levels
Select Gender: All Genders
Select Age Group: All Age Groups

Filter By Status: No Status Filter
Filter By Counts: No Count Filter
Select Team Name/Team ID

[Search]

DEL	Team ID	Team Name	Lvl	Age	Club Name	AD	PL	Coach
<input type="checkbox"/>	0K05-K01SG17-0003	Out of State - GU17	S	GU17	Out of State Players	0	0	
<input type="checkbox"/>	0K05-K01RG12-0001	Out of State - GU12	R	GU12	Out of State Players	0	0	
<input type="checkbox"/>	0K05-K01SB17-0004	Out of State - BU17	S	BU17	Out of State Players	0	0	
<input type="checkbox"/>	0K05-K01RB12-0002	Out of State - BU12	R	BU12	Out of State Players	0	0	

[Delete Selected] [Email Selected] (1 - 4) of 4



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Check Activation Status and Activate Teams:

You will see an Activation Tab at the top, click on that tab. Please note that if you see a green circle with a check mark it **DOES NOT** mean that the team is already active. This just means that the team has passed all team activation rules and is ready to be activated. If you see a red circle with an 'x' then there are steps that need to be taken to activate the team. For example, in the team below the coach does not have the proper license level and has not been marked as passing a background check yet, so the team cannot be activated. For background checks, this will be done in the system, so it will automatically update the risk management status. For the license level, please contact the coach to either get a copy of their license to send to the state office and be entered onto their account or have the coach send it directly to the state office. If they do not have the proper license level, they will need to register for a course via the Digital Coaching Center with US Soccer and contact Adrian Parrish, adrianparrish@kysoccer.net, to see if they are eligible to coach.

Teams / Find, Edit, Delete a Team Lookup Team << Previous Team 3 of 4 Next Team >>

Out of State - BU17
0K05-K01SB17-0004

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

Team Activate Rule Violations
1 coaches/administrators do not have required license to coach this team.
1 administrator(s) have failed to have proper risk management status.

Administrators

Admin ID	Administrator	Name	Lic. Level	Risk Status	Expires
88350-370142	Head Coach	Banner, Test10000		None	

The following player(s) are playing up

Player ID	Name	DOB	Seasonal Age*	Playing Up Year(s)
29624-596771	Banner, Test25	01/06/2004	12	4

Activate Team

Once all activation rules have been passed, you will see a button that says, 'activate team'

Teams / Find, Edit, Delete a Team Lookup Team << Previous Team 3 of 4 Next Team >>

Out of State - BU17
0K05-K01SB17-0004

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

This team has passed all team activation rules.

Activate Team

The following player(s) are playing up

Player ID	Name	DOB	Seasonal Age*	Playing Up Year(s)
29624-596771	Banner, Test25	01/06/2004	12	4

* -- seasonal age calculation date is 1/1/2017



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Click that button and the Activation tab will now say 'Active w/out violation'

The screenshot shows the Affinity Sports interface for the Kentucky Youth Soccer Association. The 'Active w/out violation' tab is highlighted with a green checkmark and a red arrow. The team name is 'Out of State - BU17' (ID: 0K05-K01SB17-0004). Below the tabs, there are sections for Administrators and Players, each with a table of details and a set of action buttons.

Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires
<input type="checkbox"/>		88350-370142		Head Coach	Banner, Test10000	NC	Approved	

Select	PC	Player ID	SEC #	Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date
<input type="checkbox"/>		29624-596771		Banner, Test25	1/6/2004	5/6/2016	5/6/2016	

Printing Player Cards and Official Roster

Once a team is active, you can print the official roster and the player cards. You will click on the Team Roster tab if you are not there already. **Please note that the buttons might show up in a different order on your screen. You will want to look for the 'Print ID Card PDF' and the 'Print Official Roster' buttons:** When you click each button, there will be a pdf that opens. If it does not open immediately, check to make sure **your pop-up blocker is either turned off or allows popups for Affinity Sports.**

This screenshot is a zoomed-in view of the 'Team Roster' tab from the previous image. Two red arrows point to the 'Print ID Card PDF' and 'Print Official Roster' buttons in the bottom action grid.