



ADMIN SEARCH

Steps:

- Login to Affinity
- Admin Lookup OR Family Lookup
- Search for Admin

*Note:

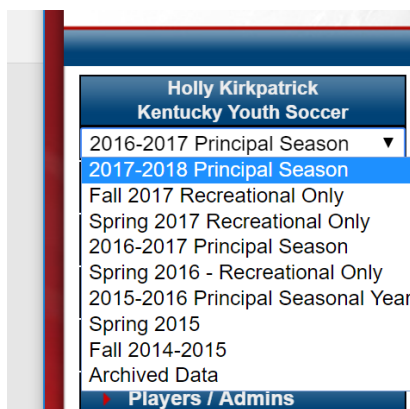
- Select Season Name – 2017-2018 Principal Season
- Recreational Season Name – Spring 2018 Recreational Only

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

There are multiple ways to search for Admin – Admin Lookup and Family Lookup (by the admin’s information or if they have a child in the system).

Admin Lookup:

For admin who are already in your system but do not have a current seasonal application. For an admin to show up in a specific season, they will have to have an application for that season. Otherwise, you can search for them by going to a previous season (Use the dropdown bar on the top, left corner under your name) and create a new application on their account.





ADMIN SEARCH

After logging in, click on Players/Admins and then the admin lookup link on the left:

The screenshot shows the 'Players / Admins Lookup' page with several sections:

- Player Lookup:** Player lookup is used to find and modify the players' information.
- Admin Lookup:** Admin lookup is used to find and modify the admins' information.
- Parent Lookup:** Parent lookup is used to find and modify the parents' information.
- Family Lookup:** Family Lookup is used to find and modify any family members' information.
- Payment Management:** Payment Management is used to find and manage the player application payment information.
- Referee Lookup:** Referee Lookup is used to find and modify the referees' information.
- Submit Player Upload Request:** Includes links for [Click here to read upload instructions](#) and [Click here to download upload template excel file](#).

You do not have to use the filters to simply find the admin, but you can if you wish. When the admin populates, you can then click on their name to go to their account. If they are not populating, but you know they are in your club, try to use a previous season to find them:

The 'Administrator Lookup' page includes the following filters and options:

- Select Organization:** Out of State Players - K05
- Select Club:** Out of State Players
- Select Play Type:** All Play Types
- Select Age Group:** Select Age Group
- Select Admin Type:** All Team Admins
- Select Certification:** All Certifications
- Status Filter By:** No Application Status
- Risk Filter By:** No Risk Filter
- Disciplinary Filter By:** No Disciplinary
- Disciplinary Status:** All
- Application Date:** To: []
- Season:** Selected Season
- Search By:** Last, First Name
- Search For:** []

The search results table shows:

<input checked="" type="checkbox"/>	Admin Name	League	# Teams	Admin ID	Home Phone
<input type="checkbox"/>	Banner Test10000	Out of State Players		88350-370142	(012) 345-6789

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Family Lookup:

If you are having trouble finding the admin, but know they are in the system you can use this option. However, you have to have the admin's first name, last name and Date of Birth. **If the admin has a child in the system, you can also use this method with the player's name to find the admin.**



ADMIN SEARCH

After logging in, click on Players/Admins and then the Family Lookup link on the left:

Players / Admins Lookup

- Player Lookup
Player lookup is used to find and modify the players' information.
- Admin Lookup
Admin lookup is used to find and modify the admins' information.
- Parent Lookup
Parent lookup is used to find and modify the parents' information.
- Payment Management
Payment Management is used to find and manage the player application payment information.
- Referee Lookup
Referee Lookup is used to find and modify the referees' information.
- Family Lookup
Family Lookup is used to find and modify any family members' information.
- Submit Player Upload Request
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Enter the admin's information (or their child's information) exactly how it shows you to: Last Name, First Name, DOB (MM/DD/YYYY) and hit 'search'. The admin (or their child depending on the search you completed) should populate below the search box. You can click on them and be taken to their account

Family Lookup
Look up any family member in the system under the association whether the family member has an application or not. This is only accessible by a group of predefined users. Search by "Last Name, First Name, DOB" is for exact match on both Name and DOB only.....

Search By: Last Name, First Name, DOB (MM/DD/YYYY) | Search For: * Banner, Test1, 01/06/2004 | Page Size: 500 | Search

FamilyPrimaryID	Name	ID Num	DOB	Address	City	Work Phone	Home Phone	Relation	Role
<input type="checkbox"/> 7678613	Banner, Test1	53218-656655	01/06/2004					Player	Player

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