



PLAYER SEARCH

Steps:

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

*Note:

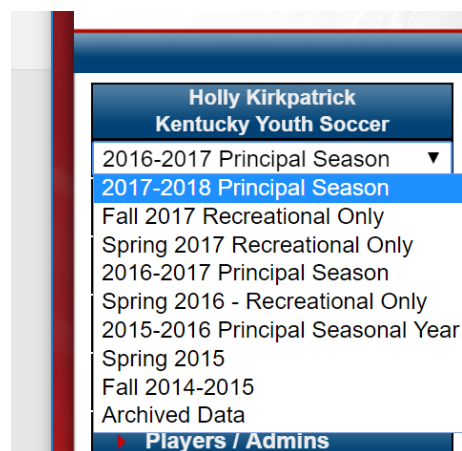
- Select Season Name – 2017-2018 Principal Season
- Recreational Season Name – Spring 2018 Recreational Only

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

There are two ways to search for players – player lookup and family lookup

Player Lookup:

For players who are already in your system. In order for a player 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 creating a new application on their account.





PLAYER SEARCH

After logging in, click on Players/Admins and then the player 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.

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.

Submit Player Upload Request
[Click here to read upload instructions](#)
[Click here to download upload template excel file](#)

Referee Lookup
Referee Lookup is used to find and modify the referees' information.

You do not have to use the filters to simply find the player, but you can if you wish. When the player 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:

Administrator Lookup Page Size: 25 | [Reset](#) | Report: --Choose Report--

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

Admin Name	League	# Teams	Admin ID	Home Phone
Banner, Test10000	Out of State Players		883509370142	(612) 349-6769

(1 - 1) of 1

[Email Selected Admins](#)

Family Lookup:

If you are having trouble finding the player, but know they are in the system you can use this option. However, you must have the player's first name, last name and Date of Birth. After logging in, click on Players/Admins and then the Family Lookup link on the left:

Family Lookup
Family Lookup is used to find and modify any family members' information.

Submit Player Upload Request
[Click here to read upload instructions](#)
[Click here to download upload template excel file](#)

Referee Lookup
Referee Lookup is used to find and modify the referees' information.



PLAYER SEARCH

Enter the player's information exactly how it shows you to: Last Name, First Name, DOB (MM/DD/YYYY) and hit 'search'. The player 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

(1 - 1) of 1

FamilyPrimary*	ID	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

(1 - 1) of 1