



## ACCEPTING PLAYERS AND MARKING AGE-LEGAL

### Steps:

- Login to Affinity
- Go to Player Lookup
- Search for players and Accept/Mark Age/Legal

Login to Affinity: [kys.affinitysoccer.com/reg/index.asp?sessionguid=](https://kys.affinitysoccer.com/reg/index.asp?sessionguid=)

Use this process if players were not accepted or marked age/legal when internally registering them or if you used online registration for players to register to the club.

### Go to Player Lookup:

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

The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu includes: Districts, Organizations, Clubs, Team, and a dropdown for Players / Admins. The Players / Admins dropdown is expanded, showing: Player Lookup, Admin Lookup, Referee Lookup, Parent Lookup, Family Lookup, Add Player/Admin, Payment Management, and Order Move. The main content area is titled 'Players / Admins Lookup' and contains several links with descriptions: Player Lookup (used to find and modify player information), Admin Lookup (used to find and modify admin information), Parent Lookup (used to find and modify parent information), Payment Management (used to find and manage player application payment information), Referee Lookup (used to find and modify referee information), Family Lookup (used to find and modify family member information), and Submit Player Upload Request (with links to read upload instructions and download the upload template excel file).



## ACCEPTING PLAYERS AND MARKING AGE-LEGAL

Search for Players and Accept/Mark Age/Legal:

Change the application status to say 'Pending All Applications' and either type in a specific player to search for or hit search to bring up any players that are pending. Check mark the 'accepted' and 'age/legal' buttons and hit save application changes. You can sort using the various filters if you are looking for a specific play type, date range, etc. Once these changes are made, the player will be eligible to be added to a team.

**Player Lookup** Page Size: 500 Reset Report: --Choose Report--

Select Organization: Out of State Players - K05  
Select Club: Out of State Players

Select Play Type: All Play Types  
Select Gender: All Genders  
Select Age Group: Select Age Group

Application Status: Pending All Applications  
Accepted Paid Order Media Type: All All All All  
Application Date: From To

Disciplinary Filter By Disciplinary Status: No Filter All

Season: Selected Season Search By: Last, First Name Search For: Search

PAID ACCEPTED AGE/LEGAL  
✓ = Paid  
✗ = Not Paid  
Ⓐ = Accepted By Another League

PAID	ACCEPTED	AGE/LEGAL	Player Name	League/Club	City	Player ID	Birthdate	Appl Date	PlayLevel	REJECT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Banner: Test4	Out of State Players	test	20447-663283	1/4/2006	5/5/2016 1:53:00 PM	Recreational	<input type="checkbox"/>

save application changes email selected players (1 - 1) of 1