



AFFINITY SPORTS REGISTRATION SOFTWARE: RESOURCES FOR REGISTRARS

Registrars:

Select: 2017-2018 Principal Season

Recreational: Fall 2017 Recreational Only & Spring 2018 Recreational Only

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

*Note that instructions may look slightly different than what you see.

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

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

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

Adding Players/Admin 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

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 2017-18 Principal season.

*****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.*****