

Utah Youth Soccer Association

# Certified League Registrar

Training Manual

Member Services Department

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## Contents

Welcome to Utah Youth Soccer Association.....	2
Office Information .....	3
Breakdown of Levels in Affinity .....	4
League Level .....	5
Setting up the new Seasonal Year for Member Organizations.....	5
Making Levels of Play.....	6
Adding User Access for Administrators .....	8
Migrating Teams from last seasonal year .....	9
Club Level .....	10
Creating a Registration URL.....	10
Custom Field Options.....	11
Creating Fees .....	12
Payment Plans.....	13
Discount Codes .....	14
Customizing the back end of the Registration Page .....	15
Content.....	16
Creating Teams.....	19
Assignment Codes .....	20
Accepting Players after Registration.....	20
Proof of Age.....	22
Player & Coach Photos.....	22
Manually Registering Players .....	23
Multi-Rostering Players .....	24
Activating Teams .....	25
Applying Teams to the league.....	26
Printing Player Cards.....	27
Payment Management.....	28
Manually Collected Fees .....	28
Refunds .....	28
Tournament Only Teams.....	29
Provisional Team Process & Procedure.....	30
Processing a Transfer in Affinity .....	31

## **Welcome to Utah Youth Soccer Association**

### **Introduction**

Incorporated on January 9, 1978, the Utah Youth Soccer Association is the state's largest soccer organization. It serves as the governing body for youth soccer in Utah on behalf of the United States Soccer Federation. The Utah Youth Soccer Association is a non-profit corporation and holds tax-exempt status under section 501(c)(3) of the Internal Revenue Service Code. The organization is also considered a charitable institution under the Utah State Tax Commission code. As a result, the Association is not operated for personal or corporate gain; rather, it is managed by a volunteer Board of Directors solely for the benefit of Utah's children.

### **Governing Body for Youth Soccer in Utah**

The Utah Youth Soccer Association is recognized by the U.S. Soccer Federation and the U.S. Olympic Committee as the governing body for youth soccer in our state. This status affords the Utah Youth Soccer with access to resources from these national organizations, including sponsorships, event benefits, and other services that help the Utah Youth Soccer to pursue its mission of serving youth players of every age, ability, and interest level.

Participants in programs affiliated with the Utah Youth Soccer Association automatically become members of US Youth Soccer, which is the world's largest youth soccer organization, and the U.S. Soccer Federation, which is the ultimate governing body for soccer in this country and which is responsible for the U.S. National Team programs.

### **Mission**

Utah Youth Soccer is the leader in promoting, developing and governing youth soccer in Utah; providing quality educational and developmental opportunities for all members.

### **Vision**

Utah Youth Soccer aspires to be THE premier youth sports organization in Utah.

### **Values**

- \*Integrity & High Ethical Standards\*
- \*Health and Safety\*
- \*Fiscal Responsibility\*
- \*Education\*
- \*Equality\*
- \*Accountability and Communication\*
- \*Innovation, Creativity and Foresight\*

## Office Information

### Office Address

9159 South State Street  
Sandy UT 84070

### Office Hours

Monday-Friday 9am to 5pm

### Numbers

Office: 801-307-5150

Fax: 801-998-8421

### Practice Field Rental

Contact Michelle Wixom to request a field rental application.

### State Office Staff

Chief Executive Officer	Bryan Attridge	battridge@utahyouthsoccer.net
Technical Director	Eric Landon	elandon@utahyouthsoccer.net
Director of Player/Coaches	Lee Davis	ldavis@utahyouthsoccer.net
Director of Operations & Finance	Carly Brown	cbrown@utahyouthsoccer.net
Event Manager	Creighton Atkin	catkin@utahyouthsoccer.net
Marketing Manager	Cole Bagley	cbagley@utahyouthsoccer.net
Youth League Commissioner	Scot Boyd	sboyd@utahyouthsoccer.net
Adult League Commissioner	Blaine Burnett	bburnett@uysa.org
Region 6 Admin.	Terry Ogden	ogden@utahyouthsoccer.net
Technical Dept. Manager	Jenni Breckenridge	jbreckenridge@utahyouthsoccer.net
Membership Coordinator	Amanda Sanders	asanders@utahyouthsoccer.net
Operations Coordinator	Michelle Wixom	mwixom@utahyouthsoccer.net
Programs Coordinator	Agustin Pinon	apinon@uysa.org

# Breakdown of Levels in Affinity

## Association Level

This is where UYSA staff is set up. It gives them the chance to see all league levels/events/schedules/risk management, etc. It is used to set up the gaming league, run background checks, schedule UYSA hosted tournaments, etc.

## Regions

The state is separated into 6 different regions. Region Directors and Competition Committee Members have access at this level to view clubs, teams, etc. in their region.

## Leagues

This level is where the Registrars are set up to be able to customize the registration pages for the MO they are working with. This is where you can do the core customizations that will affect all registrants of the club.

## Club

The club section is used for specific customizations based upon the play types players are registering under.

## Teams

Create teams, search for teams, roster players/admins, print passes

## Players/Admins

Search, edit, add players/admins and access payment reports.

## Event Manager

Create registration for special events, camps, product orders, additional fees, etc.

## Reports

Affinity can generate many different reports based upon specifications.

## League Level

This level is where you will set up the core outline of your registration configuration.

1. Set up the club's name (or change it)
2. Open registration for the seasonal year
3. Create new levels of play
4. Add users to access club (League Board Members, Registrar Helpers, Director of Coaching)
5. Migrate Team shells from previous seasonal year

## Setting up the new Seasonal Year for Member Organizations

Once UYSA has opened up the new seasonal year (typically done in mid-March), the League and Club levels can be configured

1. From the Leagues & Teams tab, select **Leagues** tab on the left navigation bar
2. Select the league which you are configuring registration for (should start to auto-populate based on your log in credentials)
3. Click on the **Registration** tab
4. Click **Season** tab
5. This will open the season screen and will list a history of the previous seasonal year and the newly opened seasonal year. (The eyeball icon will show that seasonal year is currently opened for your club)
6. Click on the [+] next to the new seasonal year.
7. Check the play type and the age groups boxes to allow players that fall into that age group to register for the seasonal year.
8. If you are adding Levels of Play that are not currently on the drop down, view Making Levels of Play
9. Check "YES" show on public registration to allow players to register online.



10. Check "YES" requires payment.
11. Depending on what the Member Organization prefers, you may check "YES" if you want to automatically accept players once they have registered online or "NO" if you want to manually accept players.
12. Click "YES" or "NO" if you want to charge the credit card without accepting Registration



## Making Levels of Play

The state has created 7 Play Types

1. Competition
2. X-league
3. SU IRL
4. District
5. Academy
6. Recreation
7. Topsoccer

The UYSA fees are created within each play type and will trickle down to each player's registration based on the level of play they register for. If your club has different names for their levels of play (premier, select, etc.) you have the option to show those levels of play while still reflecting Competitive, X-league, District, etc. play types.

### Leagues / Find, Edit, Delete a League

League Config | **Registration** | Security | Teams | Events | Background Checking | Messaging | Content

Season | Custom Fields | **Level Of Play** | Fees | Discounts | Fields | Billing | Travel Requests

Play Level	Code	Type	# Teams	
Academy	A	Academy	12	edit
Club Alliance	L	Competitive	0	edit delete
Competitive	C	Competitive	46	edit
District	D	District	0	edit delete
Elite	W	Competitive	63	edit
Premier	R	Competitive	78	edit
Provisional	P	Competitive	6	edit
Select	B	Competitive	24	edit
Spring Team	S	Competitive	0	edit delete
U10 X-Alliance	J	X-League	4	edit
U10 X-Elite	H	X-League	14	edit
U10 X-Premier	G	X-League	18	edit
U10 X-Select	I	X-League	13	edit
U9 X-Elite	Y	X-League	4	edit
U9 X-Premier	X	X-League	25	edit
U9 X-Select	Z	X-League	4	edit

Type of Play:\*  
Please Select

Play Level\*  
[Text Input]

Play Level Code\*  
[Text Input]

Create

If there are 1 or more teams, then the delete option will be disabled.

\*Are required fields

1. At the League level of your club, click on the Registration tab
2. Click the Level of Play section
3. You can create names for any Level of Play and associate it with actual Play Types
4. Different fees can be associated specifically for each Levels of Play you create

## Adding User Access for Administrators

If you have Board Members, Directors of Coaching, Registrar Helpers, Treasurer, etc. you can create the access levels in the Security tab section.

1. When adding a new user, click on the Security tab at the League level.
2. Fill out the blank information on the right side of the page starting with **User Type**.
3. Once getting to the **Level of Access** section, based upon whose account you are creating, you will check the applicable box to select their access type. This type must be selected for the user to have access to the club
4. Create a username and password for them and click **Add Contact**

Leagues / Find, Edit, Delete a League

League Config Registration **Security** Teams Events Background Checking Messaging Content

Users Age Coordinator Security Roles

League Users	Primary	Type	IDNum
(1 - 2) of 2			

\*Are required fields  
\*\*Please note at least one contact phone number is required.

lookup Contact

User Type\*  
--- select one ---

Legal First Name\* Middle / Initial Legal Last Name\* Suffix

Business Title Alias (Nickname)

Address 1\*  verify address

Address 2

Address 3

Country\*  
United States of America

City\* State/Province\* Zip / Postal Code\*

UT

Home Phone\*\* Work Phone\*\*

Mobile Phone\*\* Fax

Email Address

Level of Access:

Certified League Registrar  League Registrar  
 League Board Member  Club Administrator  
 Certified Club Registrar  Field Assigner  
 League Level Crossover  League Registrar - No Rostering  
 League Registrar Helper

User Name\*

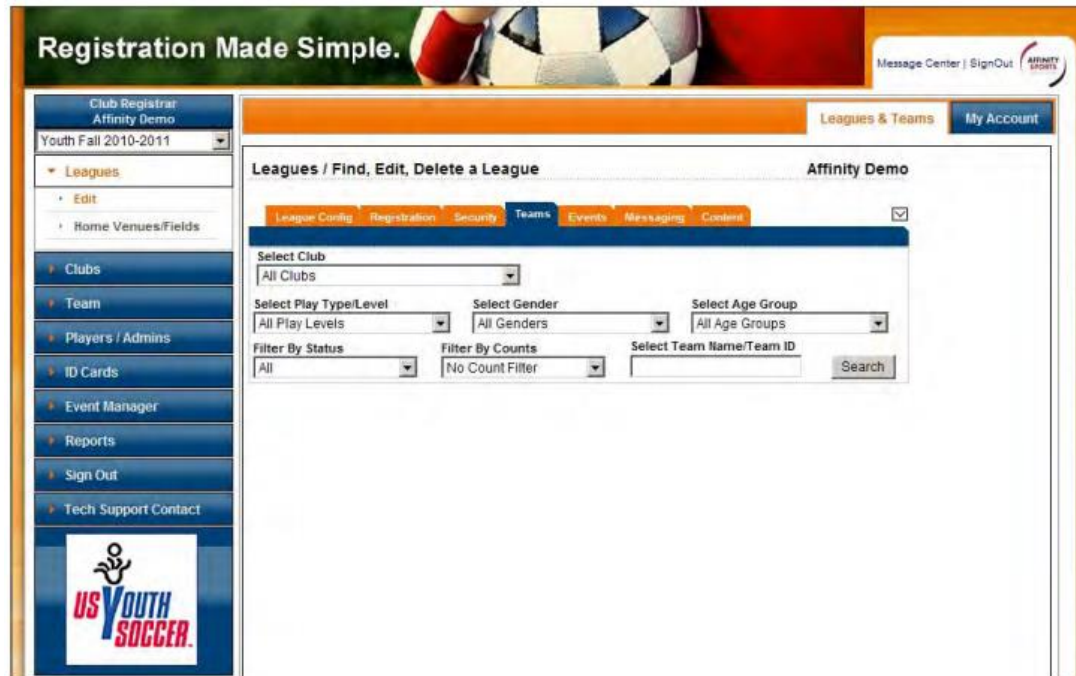
Password\* Enter a username, and then enter the password twice.

Confirm Password\* The password and confirm password fields must match.

Cancel Add Contact

## Migrating Teams from last seasonal year

1. To avoid having to create all new teams for your Member Organization each year, and to help the competition committee with alignment, Affinity has created a feature that will allow you to migrate empty team shells from last seasonal year to the new seasonal year.
  - a. *Only migrate the team shell, never migrate any players or administrators. They have to register themselves to sign the ELA's, pay fees, etc.*
2. **Before migrating teams from the old seasonal year, make sure the same levels of play are set up in the new seasonal year.**
3. **Be sure you are in the previous seasonal year.**
4. At the League level click on the Teams tab.
5. Click the grey Search button in order to pull up all teams that you want to migrate over to the new seasonal year



6. Check the boxes on the left hand side of each team(s) to migrate
7. Select the season from the drop down menu you want to migrate to
8. Be sure to only select the TM column
9. Click "Save Migrate Request" Button
10. Verify that data has been migrated to the new season by performing a search in Team Look-up. It can take up to 10 minutes to process
11. **Migrating teams to a new season automatically advances the age group of the Team.**

## Club Level

The club level is where you will be doing most of the configurations for registration.

- A. Click on the **CLUBS** tab on the left navigation menu – it should auto populate, but if not, select the club you wish to go to
- B. Click the **Registration** tab
- C. Click the **Season** tab
- D. Click on the (+) next to the season you wish to configure for your league/club. (This step must be done at both league and club level).
- E. Check the play types and ages of the players who will be registering.
- F. Be sure to check the "YES" to show on public registration. This will allow players to register online.
- G. Check the box "YES" to require payment
- H. Check "YES" to automatically accept registration. Once a player registers, they will be accepted into the club's pool.

## Creating a Registration URL

All player and administrator registration is required to be entered into Affinity Sports. Each registration must be completed online in order for the players and administrators to be added to rosters, pay fees, run background checks, etc.

- A. At the Club level click Club Config.
- B. Here you will see your club's registration URL

The screenshot shows the 'Club Config' form with the following details:

- Navigation Tabs:** Club Config (selected), Registration, Security, Teams, Events, Background Checking, Messaging, Content.
- Sub-Tabs:** Club Info (selected), Auto Roster, Payment, Billing, Website.
- Instructions:** "Use this form to edit this Club." and "Use the tabs to edit additional information on those tabs." A note states: "Disabled fields cannot be edited if there are 1 or more teams for this Club in any season." Another note explains the domain naming convention: "When creating a domain url please use the following naming convention: Association brief name [example: nsysa], followed with a hyphen [-] club or club name example: democlub followed by .sportsaffinity.com."
- Form Fields:**
  - Club Status\*:** Active (Can Configure New Season)
  - Club Name\*:** Impact United Competitive
  - Club Short Name:** IU Competition
  - Club Number:** 01
  - This Season:** Active Teams: 62, Non Active Teams: 0
  - Domain Name (Host Header Detection URL):** uysa-IUCompetition.sportsaffinity.com (highlighted with a yellow arrow)
  - Additional Domain Name:** (empty field)
  - Adult Age (the legal guardian age):** 18
  - Use Payment Plans:** Yes (selected), No
- Buttons:** Cancel, Update

## Custom Field Options

Affinity Sports offers a feature called "Custom Fields" which allows you to ask supplemental questions during registration that you might want to know from the registrant. Examples of questions are as follows:

- Do you want to volunteer?
- What school does your child go to?
- Would you be interested in being a sponsor?

- A. At the club level click on the Registration tab
- B. Click Custom Fields
- C. Here you can enter in any number of questions that can be answered at the time of registration.

### Clubs / Find, Edit, Delete a Club

The screenshot shows the 'Custom Fields' configuration page within the Affinity Sports system. The navigation tabs at the top include Club Config, Registration (selected), Security, Teams, Events, Background Checking, Messaging, and Content. Below these, a secondary set of tabs includes Season, Custom Fields (selected), Fees, Discounts, Fields, Billing, and Travel Requests.

The main content area is divided into two columns. The left column contains instructions: 'Use this form to edit the Club's custom fields. Custom fields will be asked on the player and administrator applications, and will be added to all of the administration screens. Some field types require you to input field size, and others require you to input a list of options for the user to select from.' It includes an 'Example:' section with a 'Text Box' field and a note: 'Text Boxes require the Field Size field to be filled out.' Below this, it explains the options field format: 'The options field is formatted by separating each option on a different line. You can designate an option as being the default for this custom field by placing a \* as the first character of the line.' It also includes footnotes: '\* Are required fields' and '\*\*May be required based on field type chosen.'

The right column contains the configuration form for a new custom field. It includes the following fields and options:

- Field Title\***: A text input field.
- Field Type\***: A dropdown menu currently set to 'Text Box'.
- Field Size\*\***: A text input field.
- Order**: A text input field with the value '0'.
- Options (text | order)\*\***: A large text area for listing options, with a vertical scrollbar.
- Option Text**: A text input field.
- Display Order**: A text input field.
- Add Option**: A button to add a new option.
- A list of checkboxes for field behavior:
  - Allow multiple options to be selected at the same time
  - Show on application
  - Applies to players
  - Applies to administrators
  - Applies to referees
  - Use as player preferences for Team Auto Rostering
  - This field is required to be inputed

At the bottom of the form is an **Add Custom Field** button.

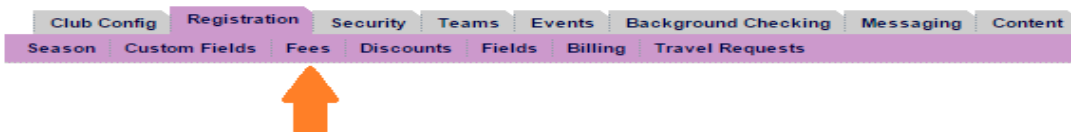
## Creating Fees

UYSA will already have the Registration Fee, Gaming League Fee, and Legacy Fields Project Fee set up for the seasonal year.

- U9-U14 age groups will be automatically set up to pay the Registration Fee, **both** seasonal League Fees, and the and Legacy Fields Project Fee.
- U15-U19 age groups will automatically be set up to pay the Registration Fee, one seasonal League Fee, and the and Legacy Fields Project Fee.

- A. From the Club level click the Registration tab
- B. Click the Fee tab

Clubs / Find, Edit, Delete a Club



- A. Select the Play Type you want to create fees for
- B. From the "Create A Fee Type" drop down menu select the desired fee name you may have used in the past or to create a new fee, leave it as "Create a Fee Type"
- C. If all age groups and play level fees will be the same, click the boxes labeled accordingly
- D. In the Fee Type Description, make the name of the fee
- E. Enter the fees for each age group if needed
- F. The system also allows you to define if a fee should be displayed as
  - a. M mandatory on the registration process
  - b. OS Optional but by default the fee will be selected
  - c. ON Optional but by default the fee will not be selected.
- G. Click "Create Fee" Button when completed.

You will need to do this for each Play Type.

## Payment Plans

Payment plans are not required, but some clubs do provide this option to their members.  
All club fees must be set up before you create payment plan configuration.

- A. From Leagues & Teams, click Clubs
- B. Select **Registration**
- C. Click **Fees**
- D. Select the fee you wish to edit from the **Edit A Fee Type** drop down menu
- E. Click on the **Payment Plan>>** button at the bottom right hand of the page
- F. Based upon the club's needs, you may set up specific payment plans for each age group. (Most clubs have same payment plan for all ages)
- G. Select:
  - a. Pay Period: Determine how often the payment plan will occur. Ex. Every 1 month, 2 months, three months etc.
  - b. Max# Installments: Number of installments to be used
  - c. Deposit: The deposit amount
- H. Once you have configured the payment plan, select the Update Payment Plan button

Use the drop down list below to select a fee type that has already been defined. Once a fee type is selected you will be given the option to Delete or Change the fee type you selected. Choose "Create A Fee Type" from the same drop down list to create a new fee type.

Edit A Fee Type  
UF

All play levels are set equally  
 All our age groups are set equally

	Competitive	
Under 8	n/a	
Under 9	n/a	
Under 10	5.00	M
Under 11	5.00	M
Under 12	5.00	M
Under 13	5.00	M
Under 14	5.00	M
Under 15	5.00	M
Under 16	55.00	M
Under 17	5.00	M
Under 18	5.00	M
Under 19	5.00	M

Cancel Delete Update Fee Payment Plan >>

M--Mandatory fee OS--Optional fee Selected by default ON--Optional fee Not selected by default

Print/View All Fees

### Payment Plan Guidelines for Multiple Products:

- Payment Plans cannot be configured on more than 5 products
- Must have a consistent max number installments on all payment plans
- Must have consistent installment due dates on all payment plans
- All cut off dates are the same on all payment plans
- All installments have a fee

**\*\* If fee amounts are changed, you MUST delete the applicable payment plan and create a new one for the discount to be applied.**

## Discount Codes

If you have players who qualify for discounts off of club fees, there is an option to create a discount code that a player will use at the time of registration.

- A. Next to the Fees tab, click the Discount tab
- B. Depending on the play type you offer discounts to, select one
- C. Using the drop down Create A Discount
- D. Type in the code the player will use and when the code will expire
- E. Select the discount amount for the Level of Play
- F. Click the Create Discount button

\*\*Discount codes cannot be used to cover any UYSA Fees. The UYSA fees are mandatory to pay and cannot be included in the amount you are discounting the player.

**\*\* If fee amounts are changed, you MUST delete the applicable payment plan and create a new one for the discount to be applied.**

## Customizing the back end of the Registration Page

Requiring Birth Certificates, Assignment Codes, Photos, Etc.

- A. Click on the Club Level and go to the Registration Tab
- B. Click on the Fields Tab

**Clubs / Find, Edit, Delete a Club**

Club Config | **Registration** | Security | Teams | Events | Background Checking | Messaging | Content

Season | Custom Fields | Fees | Discounts | **Fields** | Billing | Travel Requests

Show Try Out activation Link:  Yes  No

Season Name - Season ID (Application FirstDay - Application LastDay)

+ Fall/Spring 2017-2018 - 959 (03/16/2017 - 08/01/2018)

Assign PDF/ELA | Update

- C. Click on 1. [Change Youth Registration Pages Configuration, Click here](#) (although it does not look hyperlinked, it is.)


**Clubs / Find, Edit, Delete a Club**


Club Config | **Registration** | Security | Teams | Events | Background Checking | Messaging | Content

Season | Custom Fields | Fees | Discounts | **Fields** | Billing | Travel Requests

**1. Change Youth Registration Pages Configuration, Click here**

**2. Change Registration Receipt Configuration, Edit Below.**

- D.
  - i. This will open a new window. Using the blue [EDIT](#) | [PREVIOUS](#) | [NEXT](#)  buttons click through 4 clicks to the page starting with Assignment codes

[EDIT](#) | [PREVIOUS](#) | [NEXT](#) 

**Page Fields Configuration**

Assignment Code:  Hide  Show  Required

- ii.
- E. Here you will be able to determine how you want certain documents or codes entered and uploaded.
- F. If you require players to enter an assignment code, click the Required button. If you want players to be able to go through the registration process WITH or WITHOUT an assignment code, click Show
- G. Once you have gone through each line item and chosen Hide, Show, Required, click the green SAVE button

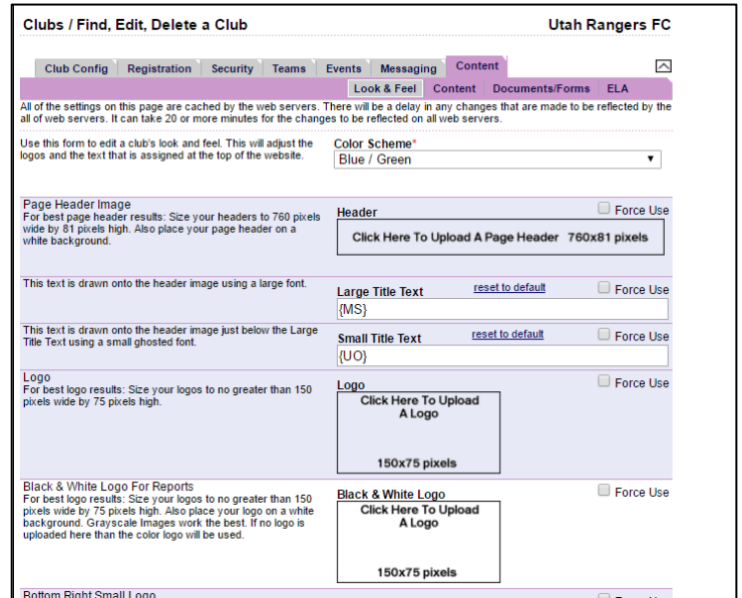
# Content

At the club level you can customize what the users see when they use the registration link provided to them. To customize the content they see, follow the instructions below.

1. At the Club level click the Content tab. Under the content tab you will find four sub tabs that allow users to customize the look and feel of the site.

## a. Look N Feel Tab

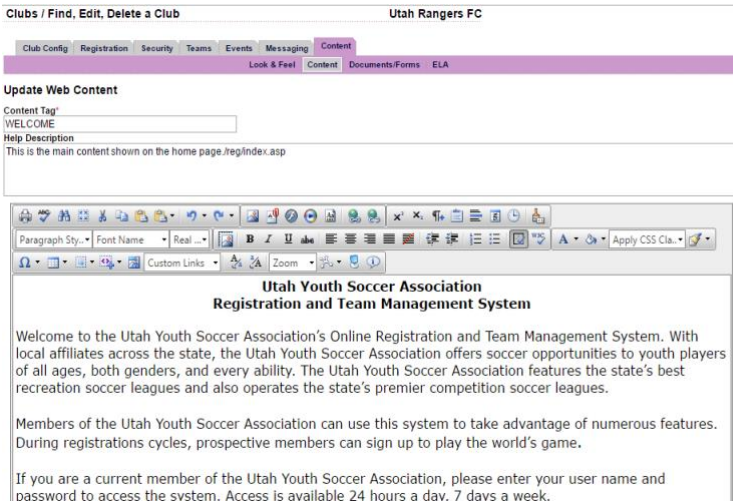
- i. Change the color scheme of the site. Color selections are provided in the drop down menu.
- ii. Upload site banner – using jpg or gif images. Click the header box to open a browse screen to add a banner graphic and then Click upload Button to add the graphic. Upload color and black and white logos by clicking the logo boxes to open a browse screen. Click Upload Button to add the logo graphic
- iii. Add text to the bottom of the left navigation menu area using HTML formatting. Enter the text and Click Update Button.



## b. Content Tab

- i. This tab, among many other things, allows you to customize the welcome page to user will be seeing.
- ii. Under the General section, click on the WELCOME tag. This will bring you to the website content page where you can update/add/edit all the registration information you want the user to see before registering. You can add player cost, contact information for the club, etc.

- i. Once you have made updates, simply click the Save button at the bottom of the page and the system will update your new information to the registration page.



### c. Documents and Forms

- i. Users can upload required documents, or forms to be printed during online registration here.
- ii. To upload a document, click the Upload New Document button. You can browse your computer to upload the form.
- iii. Place a check mark next to the type of document being uploaded to let the system know where to attach the document.
- iv. Click Save Changes

### d. ELA (Electronic Legal Agreement)

- i. When a player/parent/coach goes through the registration process they will be required to agree to electronic legal agreements (parent code of conduct, code of coaching ethics, employee/volunteer disclosure, photo release wavier, etc.). If your member organization has any ELA's they would like their users to agree to, you may create them here.
- ii. Create a title for the document in the Document Description section.
- iii. In the Document Text box you can enter the ELA text there.
- iv. Assign where you want the document to appear by checking the boxes below the Document Text. If you want it to appear during registration, click the Registration ELA box.
- v. Once completed, click Add Document
- vi. Click back onto the Registration tab, and Season sub tab
- vii. Click the **Assign PDF/ELA button** near the bottom of the screen.

Clubs / Find, Edit, Delete a Club Utah Rangers FC

Club Config | Registration | Security | Teams | Events | Messaging | Content

Look & Feel | Content | Documents/Forms | ELA

This area allows you to administrate the use of ELA's (Electronic Legal Agreement).

Document Description\*

Document Text\*

These will be inserted after each application is created. This will force the user to accept your legal documents before creating the application. This is can be used for Code of Conduct, Medical Waiver, etc. Each document will require the user to accept that document individually.

Please copy and paste to the "Document Text" field. This area is provided for quick viewing, not for editing. It is best to use a word processor for that.

Each time the ELA is edited, the previous version is saved if it was agreed to by a user. This is saved to track exactly which agreement each user agreed to. Previous versions will be shown below the current document.

Event ELA  Registration ELA  Required for Card Printing  Required for Team Activation  Tournament ELA  Travel Request ELA

Add Document

- viii. This is where you will be able to assign what play type and in what season you want this ELA to appear on for registrants.
- ix. Click Save Changes

			Acader	Compe	X-Leag	
Players (check all that apply for players)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CODE OF COACHING ETHICS	ELA	UYSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼
Disclosure.pdf	PDF	UYSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼▲
PARTICIPATION RISK STATEMENT	ELA	UYSA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	▼▲
CONSENT FOR MEDICAL TREATMENT	ELA	UYSA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	▼▲
PARENT CODE OF CONDUCT	ELA	UYSA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	▼▲
CONCUSSION POLICY	ELA	UYSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼▲
EMPLOYMENT/VOLUNTEER DISCLOSURE STATEMENT	ELA	UYSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼▲
PHOTO RELEASE WAIVER	ELA	UYSA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	▼▲
REAL MONARCH PROMOTIONAL TICKET OFFER	ELA	UYSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼▲
Heads Up: Concussion in Youth Sports video	ELA	UYSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼▲
CONCUSSION MANAGEMENT POLICY	ELA	UYSA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	▼▲
UYSA REFUND POLICY	ELA	UYSA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	▼▲
Utah Tryout Registration Form	PDF	UYSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼▲
UYSA Player Transfer Policy	ELA	UYSA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	▼▲
UYSA Registration Form.pdf	PDF	UYSA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	▼▲
UYSA_YouthSoccerPack age_2017.pdf	PDF	UYSA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	▲

## Creating Teams

Each season you will potentially find yourself making a new team. Most often they are for the younger age groups that are new to the league. To create a new team, follow the instructions below.

Remember – first migrate your teams over from last season. If you still need more teams, then use the Create Team functionality.

- A. From Leagues & Teams, click the Teams section on the left navigation bar
- B. Click the *Create* button
- C. Fill in the information the team and click the Add Team Button

**Teams / Create a New Team**

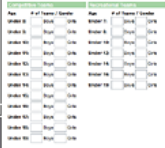
Use the forms to create a new Team within a Club in this league of registration.

**Create Multiple Teams**

To add Multiple Teams, use the Team Creation Matrix to generate multiple teams for different age groups and genders.

\* are required fields

Click on the image below to access the team creation matrix.



Team Creation Matrix

Select Region\*  
All Regions

Select League\*  
Please Select a League

Select Club\*  
Please Select a Club

Select Season\*  
Fall/Spring 2014-2015

Team Level\*    Gender\*    Age Group\*

Team Name

Primary Member For Developmental Player


Team ID (4 numbers are editable)\*  
XXXX-XXXXXX-0000

Jersey Home Colors    Jersey Away Colors

Shorts Home Colors    Shorts Away Colors

Socks Home Colors    Socks Away Colors

Team Sponsor

Cancel     Add Team

- D. If you need to edit a team name, play type, age group, or gender all you need to do is search for that team in the Club section, or team lookup section and click on the Team Details button. This will give you the option to update any information.

## Assignment Codes

Assignment codes are used to place players/administrators directly onto a team during the registration process. Each team has their own set of assignment codes that specifically apply to that team. Assignment codes are not required but they are extremely helpful! UYSA recommends using them.

Once you have created a team you can find assignment codes 2 different ways

- A. By clicking the Print Assignment Codes button on the Team Roster tab

Teams / Find, Edit, Delete a Team Lookup Team

**UYSA Demo Club - GU17**  
0109-01CG17-0002

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

**Administrators**

Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires
+ Team Assignment Codes								
0 administrators								

**Players**

Select	PC	Player ID	SEC #	Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date	MEDIA PAID	ACCEPTED	AGE/LEGAL	REJECT
+ Team Assignment Codes												
0 players												

Email Selected SMS Selected **Print Assignment Codes** Save Application Changes

- B. Or by clicking the + button under the administrator section or player section

Teams / Find, Edit, Delete a Team Lookup Team

**UYSA Demo Club - GU17**  
0109-01CG17-0002

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

**Administrators**

Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires
+ Team Assignment Codes								
0 administrators								

**Players**

Select	PC	Player ID	SEC #	Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date	MEDIA PAID	ACCEPTED	AGE/LEGAL	REJECT
+ Team Assignment Codes												
0 players												

Email Selected SMS Selected **Print Assignment Codes** Save Application Changes

Edit Player Team Info Print Team Roster Print Team Payments Print Uniform Report

Print Team Roster/Email Player Application Forms

after

**Accepting Players**

## Registration

After players have registered they will need to be accepted. Accepting a player will tell the system that the player cannot register anywhere else and is one of the necessary steps for a player to be rostered onto a team.

**Auto Accept-** if you configured your registration to automatically accept players then you will not need to accept any players. This means the system accepts them once they complete registration. You will still need to check the player's age legal box. By checking that box it confirms that the player is of the correct age group for the team they registered to.

UYSA League - BU14 Demo  
0123-01PB14-0048

Team Details | Roster Admin | Roster Player | Active w/ violation | **Team Roster** | Tournament Roster | Tournament | Website

**Administrators**

Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires
<input checked="" type="checkbox"/>	0	95960-338119	2351	Head Coach	Flintstone, Fred	A	Approved	11/27/2019
<input checked="" type="checkbox"/>	0	61782-522707	1054	Assistant Coach	Rubble, Barney	B	Approved	11/27/2019
<input checked="" type="checkbox"/>	0	53771-079057	3178	Team Manager	Jetson, Jane		Approved	11/27/2019

3 administrators

**Players**

Select	PC	Player ID	SEC #	Player	DOB	Dt. Reg./Acpt.	Roster Date	Transfer Date	REGISTRATION
<input checked="" type="checkbox"/>	0	88654-978901	2116	Armstrong, Franklin	7/31/2004	11/27/2017	11/27/2017		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	0	63589-408791	8384	Bird, Schroeder	5/1/2004	11/27/2017	11/27/2017		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	0	65143-230924	0954	Bird, Woodstock	4/1/2004	11/27/2017	11/27/2017		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	0	90475-767329	4561	Brown, Charlie	1/1/2004	11/27/2017	11/27/2017		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	0	98497-645512	6024	Brown, Snoopy	1/1/2004	11/27/2017	11/27/2017		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	0	98420-878819	7279	Carlin, Marcie	5/1/2004	11/27/2017	11/27/2017		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	0	13365-665702	7582	Jetson, Elroy	7/4/2004	11/27/2017	11/27/2017		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	0	17791-472339	5274	Schulz, Pig-Pen	6/1/2004	11/27/2017	11/27/2017		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	0	50965-590584	4398	van Pelt, Linus	2/1/2004	11/27/2017	11/27/2017		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	0	36796-562415	0160	van Pelt, Lucy	2/1/2004	11/27/2017	11/27/2017		<input checked="" type="checkbox"/>

10 players

Email Selected | SMS Selected | Print Assignment Codes | Create Tournament Roster  
 Save Application Changes | Edit Player Team Info | Deactivate Team | Print Team Roster  
 Print Team Payments | Print Uniform Report | Print Team Roster/Email | Print ID Card PDF  
 Print Plastic ID Card | Player Application Forms

**Unassigned New Members**

Member ID	Member	DOB	Date Reg	REGISTRATION
PL 53625-688243	Patty, Peppermint	3/1/2004	11/27/2017	<input checked="" type="checkbox"/> PENDING <input checked="" type="checkbox"/> PAID <input checked="" type="checkbox"/> ACCEPTED <input checked="" type="checkbox"/> ASSIGNMENT <input checked="" type="checkbox"/> PENDING <input checked="" type="checkbox"/> ACCEPT

Save Changes of Unassigned Members' Application

**Manually Accept-** if you configured your registration to not automatically accept a player once they register, you will need to accept each player manually. Depending on whether they used assignment codes or not determines where you will find the player in Affinity.

Assignment Code- if a code was used when register then you will be able to select the "Accept" box on the Team Roster page.

No Assignment Code – if the player did not use an assignment code when registering then you will find their account on the Player Lookup page when you search by "PENDING."

## Proof of Age

Each player participating in x-league or the state gaming league is required to have a document uploaded into their account providing a proof of their age. It is the responsibility of the registrar to upload the player's proof of age document into their account.


- A. To upload the player's proof of age document into Affinity (required for competitive players) you click on the Player Information tab of the player's account and click the "Click to Upload BC" icon.

**Edit Player** 83464-094472

Region 5 Stars United Stars United FC Play level: Competitive Age group: Under 15

**Player Information** Preferences Applications Transfer Parents Disciplinary Events

Player Photo



Birth Certificate verified by Certified League Registrar Last Mod by: @ Jun 18 2015 7:28PM

Update

Legal First Name\* Middle / Initial Legal Last Name\* Suffix

Alias / NickName Height Weight GPA

School Name Grade Player Rank Graduation Year

Mountain Ridge Junior High 7

Email Address smith.christi@comcast.net

Birth Month\* Day\* Year\* Gender\* Age Group:

May 21 2003 Boys Under 15

Calendar Age: 14 Seasonal Age: 14

Country of Birth Country of Citizenship

Has this player played outside of the U.S.?

Number of Prior Seasons Played: 1

Uniform Size: SHIRT Youth L

Uniform Size: SHORTS Youth L

Uniform Size: SOCKS -----

- B. Once the proof of age document has been uploaded the registrar is responsible to check the verification box. This will time stamp the verification and is a double check that the correct information has been transcribed.

## Player & Coach Photos

Each player and coach is required to have a photo uploaded into their account. Players are required to have new photos each year. Coaches are not required to upload a new photo each year. However, if they do go through a drastic physical change since their current photo, we do ask that they upload a new one to reflect their appearance.

- A. To upload the player or coach's photo into Affinity (required for competitive players) you click on the player or coach's account and click the "Click to Upload Photo" icon.
- B. Once a photo is uploaded only the state office or the certified league registrar is able to delete it and upload a new one.
- C. Each seasonal year be sure players are uploading new photos. It especially helps the referees when they are checking the players.

**Edit Player** 83464-094472

Region Stars United Stars United FC Play level: Competitive Age group: Under 15

**Player Information** Preferences Applications Transfer Parents Disciplinary Events

Click to upload photo

Birth Certificate verified by Certified League Registrar Last Mod by: @ Jun 18 2015 7:28PM

Update

Legal First Name\* Middle / Initial Legal Last Name\* Suffix

Alias / NickName Height Weight GPA

School Name Grade Player Rank Graduation Year

Mountain Ridge Junior High 7

Email Address smith.christi@comcast.net

Birth Month\* Day\* Year\* Gender\* Age Group:

May 21 2003 Boys Under 15

Calendar Age: 14 Seasonal Age: 14

Country of Birth Country of Citizenship

Has this player played outside of the U.S.?

Number of Prior Seasons Played: 1

Uniform Size: SHIRT Youth L

Uniform Size: SHORTS Youth L

Uniform Size: SOCKS -----

## Manually Registering Players

The only time it is acceptable for a registrar to manually register a player is when the guardian has filled out a Player Participant Form. Once the player has filled out that form and paid the UYSA fees, the registrar can then manually register the player in Affinity.

- A. Click on the Player/Admin tab and select Add Player/Admin
- B. Fill in the required information and click the grey FIND button

---

### Step 1 of 5 -- Search or create a member

To avoid duplication, please search for an existing member using their **LEGAL NAME**; then also try any potential **ALIAS/NICKNAME(S)**.

First Name \*    Last Name \*    DOB (mm/dd/yyyy) \*    Find

- C. Two things can happen when you search for a player this way.
  - a. You will be able to see if they are already registered with a team. If the player is registered with another team they will need to request a transfer.
  - b. You will be able to create a new application for them if they are not registered with a team.
- D. If the player is not registered with any other teams, you can create their application by clicking the Select radio button.

### Step 1 of 5 -- Search or create a member

To avoid duplication, please search for an existing member using their **LEGAL NAME**; then also try any potential **ALIAS/NICKNAME(S)**.

First Name \*    Last Name \*    DOB (mm/dd/yyyy) \*    Find

Select	Name	IDNum	Gender	Relationship	City
<input type="radio"/>		83464-094472	M	Player	Cedar Hills



to click the "Create Player Application."

E. This will refresh the page and give you the option

### Step 1 of 5 -- Search or create a member

To avoid duplication, please search for an existing member using their **LEGAL NAME**; then also try any potential **ALIAS/NICKNAME(S)**.

First Name \*    Last Name \*    DOB (mm/dd/yyyy) \*    Find

Select	Name	IDNum	Gender	Relationship	City
<input checked="" type="radio"/>		83464-094472	M	Player	Cedar Hills

Select the matched record to create application



- F. Using the drop down menu, select the fields that apply for the player
- G. Click Create Application

## Multi-Rostering Players

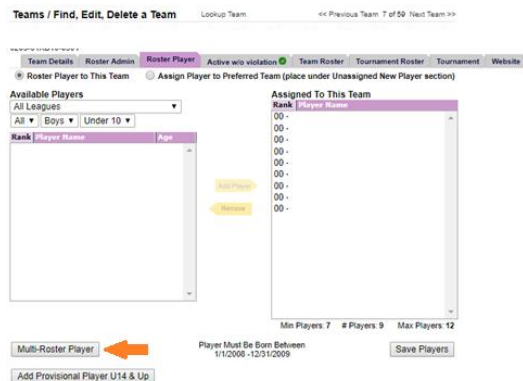
After a player has filled out a Multiple Roster form, they must submit it to the registrar with their UYSA multi-roster fee.

There are 2 restrictions for multi-rostered players

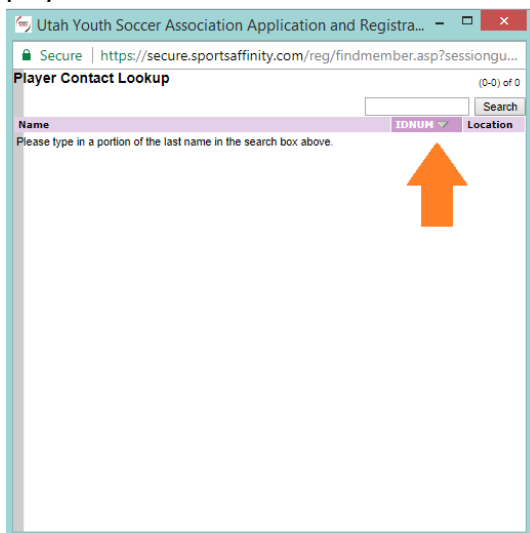
- U9 and U10 players cannot multi-roster
- No player may multi-roster to a second team that is in the same age group
- If the restrictions do not apply to a player then you may multi-roster them once they have completed the paperwork and paid the fee.

Steps to Multi-Roster a player

A. Pull up the Roster Player tab for the team the player is multi-rostering to



B. Click the Multi Roster Player button (this will pop up a search window where you will enter the player's name. Click Search



C. Click on the player's name. This will move the player to the "Assigned To This Team" box

D. Click Save Players

**\*\*A player must be rostered and accepted onto their primary team before you can multi-roster them to a secondary team.\*\***

\*Provisionally rostering players is done the same way as multi-rostering players

## Activating Teams

Once a team has met the minimum requirements to play in the state gaming league, the registrar is responsible to apply the team into the league.

### Requirements to Activate a Team

- A. Team has the minimum number of players rostered
  - U9-U10 9 players
  - U11-U12 11 players
  - U13-U19 13 players
- B. Team has the minimum number of administrators rostered
  - 1 head coach with proper licensing
  - 1 assistant coach with proper licensing

### Process to Activate a team

- A. A green check box will appear in the Activation tab of the Team once you have met the requirements
- B. Click the Activate Team button

### Teams / Find, Edit, Delete a Team

Lookup Team

<< Previous Team 3 of 4 Next Team >>


### UYSA League - BU14 Demo

0123-01PB14-0045

Team Details

Roster Admin

Roster Player

Activation 

Team Roster

Tournament Roster

Tournament

Website



This team has passed all team activation rules.

Activate Team

If the system is not allowing you to activate your team the Activation tab will tell you what requirements are missing. Once you have corrected the missing information you will be able to activate your team.

## Applying Teams to the league

After teams have been activated you can now apply them to the gaming league. There are 2 ways to do this. Each way it fine. It all depends on your preference.

### A. Applying teams one at a time

- Click the Tournament tab on the team you are applying to the league
- Using the drop down menu, select the season

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

**UYSA League - BU14 Demo**  
0123-01PB14-0045

Team Details   Roster Admin   Roster Player   Active w/o violation   Team Roster   Tournament Roster   **Tournament**   Website

To register for a tournament, select the tournament you wish to apply for and then click the Register button.  
**Tournaments Open For Registration**

Select A Tournament

Listed below are the tournament applications this team has applied for.  
To view / edit the application please click "edit" next to the application wish to edit.

Tournaments Registered To	Order #	Amount Paid	Amount Due	
2017/18 State Gaming League		\$0.00	\$0.00	edit

- Click Register

### B. Applying multiple teams

- Under the Team tab, click Declare Multi Teams

Carly Brown  
Utah Youth Soccer Association

Fall/Spring 2017-2018

- ▶ Referee Pools
- ▶ Regions
- ▶ Leagues
- ▶ Clubs
- ▼ **Team**
  - ▶ Create
  - ▶ Team Creation Matrix
  - ▶ Find / Edit / Delete
  - ▶ Travel Requests
  - ▶ Post Travel Changes
  - ▶ Core Checking
  - ▶ **Declare Multi Teams**

- Select the Tournament and the League (club name) from the drop down and click Start Application

**Declare Multiple Teams to a Tournament or League**

In order to show a league or tournament here, the tournament's configuration must be set to "Allow league registrar to apply many teams together in batch" the applications tab. If the league or tournament has custom questions, questions can be answered team by team after submitting the applications.

1. Tournament and League   2. Teams   3. Submit

**Tournament and League**

Please select a tournament league to declare multiple teams.

Tournament and League\*

Registration League\*

\*Required

- Follow each step and click continue

# Printing Player Cards

Player cards in Utah are only needed in 2 situations

1. A team is traveling to an out of state tournament
2. A tournament only player is traveling to a tournament

## Printing Player Cards

- A. Click on the activated team you are printing player passes for
- B. Click Team Roster
- C. Check the box next to the administrators and players names that you will be printing cards for
- D. Click the Print ID Card PDF button at the bottom of the page

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

UYSA League - BU14 Demo  
0123-01PB14-0045

Team Details    Roster Admin    Roster Player    Active w/o violation    **Team Roster**    Tournament Roster    Tournament    Website

Administrators

Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires
<input checked="" type="checkbox"/>	0	95960-338119		Head Coach	Finestone, Fred	A	Approved	11/27/2019
<input checked="" type="checkbox"/>	0	61782-522707		Assistant Coach	Rubble, Barney	B	Approved	11/27/2019
<input checked="" type="checkbox"/>	0	53771-079057		Team Manager	Jetson, Jane		Approved	11/27/2019

# Team Assignment Codes  
3 administrators

Players

Select	PC	Player ID	SEC #	Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date
<input checked="" type="checkbox"/>	0	88654-976901		Armstrong, Franklin	7/31/2004	11/27/2017	11/27/2017	
<input checked="" type="checkbox"/>	0	63399-408791		Bird, Schroeder	5/1/2004	11/27/2017	11/27/2017	
<input checked="" type="checkbox"/>	0	65143-230926		Bird, Woodstock	4/1/2004	11/27/2017	11/27/2017	
<input checked="" type="checkbox"/>	0	69476-767229		Brown, Charlie	1/1/2004	11/27/2017	11/27/2017	
<input checked="" type="checkbox"/>	0	68497-645512		Brown, Snooky	1/1/2004	11/27/2017	11/27/2017	
<input checked="" type="checkbox"/>	0	98420-878619		Carlin, Marice	5/1/2004	11/27/2017	11/27/2017	
<input checked="" type="checkbox"/>	0	13363-665702		Jetson, Erroy	7/4/2004	11/27/2017	11/27/2017	
<input checked="" type="checkbox"/>	0	33826-688243		Patty, Peppermint	3/1/2004	11/27/2017	11/27/2017	
<input checked="" type="checkbox"/>	0	17791-472239		Schult, Pig-Pen	6/1/2004	11/27/2017	11/27/2017	
<input checked="" type="checkbox"/>	0	39965-590584		van Peit, Linus	2/1/2004	11/27/2017	11/27/2017	
<input checked="" type="checkbox"/>	0	36796-562415		van Peit, Lucy	2/1/2004	11/27/2017	11/27/2017	

# Team Assignment Codes  
11 players

Email Selected    SMS Selected    Print Assignment Codes    Create Tournament Roster  
Save Application Changes    Edit Player Team Info    Deactivate Team    Print Team Roster  
Print Team Payments    Print Uniform Report    Print Team Roster/Email    Print ID Card PDF  
Print Plastic ID Card    Player Application Forms

E. A second window will pop up with a PDF version of the player cards

1 / 2

UT Utah Youth Soccer Association  
Fred Finestone  
11/27/1968  
Risk Status: Approved EXP:11/27/2019  
UYSA League  
UYSA League - BU14 Demo  
0123-01PB14-0045  
Title: Head Coach  
Fall/Spring 2017-2018  
95960-338119    SECID: 0573    U14

UT Utah Youth Soccer Association  
Jane Jetson  
10/31/1972  
Risk Status: Approved EXP:11/27/2019  
UYSA League  
UYSA League - BU14 Demo  
0123-01PB14-0045  
Title: Team Manager  
Fall/Spring 2017-2018  
53771-079057    SECID: 2028    U14

UT Utah Youth Soccer Association  
Barney Rubble  
12/29/1970  
Risk Status: Approved EXP:11/27/2019  
UYSA League  
UYSA League - BU14 Demo  
0123-01PB14-0045  
Title: Assistant Coach  
Fall/Spring 2017-2018  
61782-522707    SECID: 6368    U14

UT Utah Youth Soccer Association  
Franklin Armstrong  
07/31/2004  
UYSA League  
UYSA League - BU14 Demo  
0123-01PB14-0045  
Title: Player  
Fall/Spring 2017-2018  
88654-976901    SECID: 7378    U14

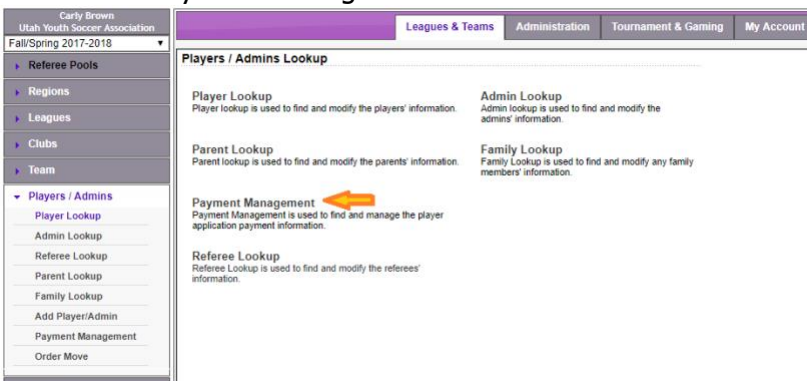
- F. Before clicking print be sure to load your printer with the player pass cardstock
- G. Click print
- H. After the cards have printed (in color) sign the back of each card and laminate

# Payment Management

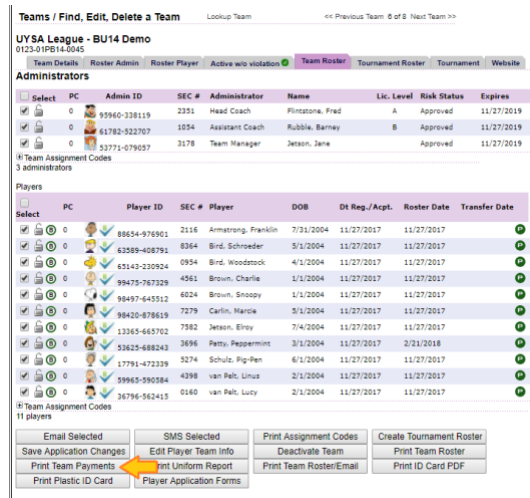
## Viewing Unpaid Players in Affinity

There are 2 ways to see a list of unpaid players in Affinity. You can view by each team OR view by player.

### Method 1: Payment Management



### Method 2: Print Team Payments



## Manually Collected Fees

If you are registering the player internally and collected the UYSA fees via check or cash instead of electronically, or the player is multi rostering/provisionally rostering the registrar is responsible for tracking and collected those fees.

A Tally sheet will be sent out every year to registrars so they can send in their collected fees and when the office receives them, they know what account the funds go to.

Checks must be made out to UYSA or Utah Youth Soccer Association. All information should also reflect in the player's account, meaning you will have to update their account to reflect as paid. Below is the manually collected fee submission timeline.

- September 1: Players registered from the Monday after Memorial Day through July 31
- December 1: Players registered from August 1 through November 30
- April 1: Players registered from December 1 through February 29
- July 1: Players registered from April 1 through June 1

## Refunds

- UYSA Registration Fees and the UYSA Legacy Field Fee are both non-refundable.
- Any seasonal fees are refundable BEFORE alignment has taken place.
- If a player requests a refund, please do not process it yourself. Any UYSA fee refund requests need to be requested to the UYSA Member Services Manager.

## **Tournament Only Teams (Players Only)**

Before choosing a team they want to commit to for the seasonal year, sometimes players will request to be on a Tournament Only team during the summer months. This gives them the option to guest play with a team in tournaments but not be committed to them. Players just need to register as a Tournament Only player and receive a player card.

### **When setting up your Tournament Only Teams:**

- Set your Tournament Only team at the District Play Level. By doing so, the registrant will only be charged the \$13 UYSA Membership fee.
- On the name of the team, include the label "**tournament only**" This way it is easily identified for UYSA staff and the volunteers at UYSA Sanctioned Tournaments.
- When setting up your Tournament Only Team you may roster boys and girls of various ages to it, you do not need to create a team for each age group and gender.
- UYSA staff will need to activate your Tournament Only Team before you are able to print player passes. Please email Member Services once you have created the team so we can activate it for you. Include the Team ID in the email request.
- Fees for printing cards and your time are standard. What you decide to charge is up to you. You can collect the fee by check when the player comes to pick up the card OR by adding the fee into Affinity and having your club cut you a check.
- Give the player an assignment codes to the Tournament Only team that you have created, just like you would a player registering to a regular team. We would prefer that you have the parents register online, and that you do not create an internal application for them. If you have to create an internal application please make sure you are collecting the \$ 13.00 Membership fee and turning those into the UYSA office with the UYSA Tally Sheet.
- Coaches or team managers should not be rostered to your Tournament Only Team.

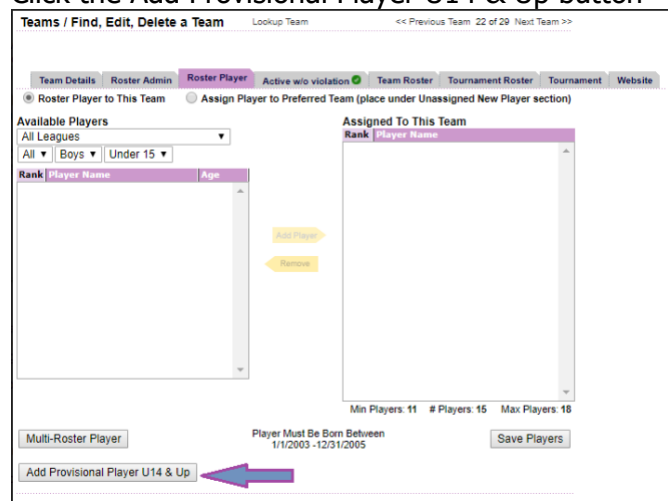
### **When using a Tournament Only Player on a Team for a Tournament:**

- When guest players are playing with teams they need to be registered as a "Tournament Only" Player in the current seasonal year.
- Players rostered to a Tournament Only Team do not need a Specialty Player Guest form to participate in a tournament with a team. They just need a laminated player pass.

# Provisional Team Process & Procedure

## Creating the Team and Rostering Players

- Create a new team in SOMS.
- The new team must include "HSP" or "Provisional" in the name so UYSA can identify where this team needs to be aligned.
- Add Players to the provisional team roster
  - Method 1: If the player has not registered for the current seasonal year please have them register as a new player directly onto the provisional team.
  - Method 2: If the player is registered and played on a team in the fall and that team is currently NOT playing spring season then you will "provisionally" roster the player to the provisional team.
    - To provisionally roster a player who is already rostered onto a team
      - Go to the HSP team
      - Click on the Roster Player tab
      - Click the Add Provisional Player U14 & Up button



- A new window will populate and allow you to enter the players last name, first name ID number
- Click the search button after entering information
- Choose the player by clicking their name
- Click Save Player

## Collecting Payment for Provisional League Fee

- The provisional league fee is \$30 per player for North players and \$137 for SU IRL players.
- The fee must be collected by the club and submitted to UYSA on the tally sheet.
- The fee is ONLY for players who were added to the roster using the **Add Provisional Player U14 & Up** button.
- Any new players that registered directly onto the provisional team do **not** need to pay the provisional league fee.

## Processing a Transfer in Affinity

Once a transfer has been approved by the UYSA League Manager, an email will be sent out to all parties involved. As the registrar of the team the player is moving FROM, you will be responsible to start the transfer in Affinity.

The registrar of the team the player is moving TO will receive a notification and process the second half of the transfer in Affinity

1. Click on the player's account in Affinity
2. Click on the **Transfer** tab
3. Choose the first option for the Release Type
4. Click the **Continue** button

This will bring you to a new page where you can enter the information on where the player will be going. (This information can be found on the approved transfer form)

5. Select each drop down as you go to complete the destination.
6. Select the District (Region), League, Club, Playtype, Age Group, Team, and Reason of the transfer
7. Check the box "Initiate transfer on behalf of player"
8. Click the **Submit Transfer** button

9. Check the **Approval** radio button and click UPDATE.
  - a. You will have to do this 3 times as the releasing registrar/administrator
10. Once you have clicked update 3 times a notification will be sent to the receiving registrar who will be able to complete the process
11. The receiving registrar will click the **Approval** radio button and UPDATE 3 times
12. Once that has been done the transfer will be complete and the player will appear on their new team.

A player released and registered to a new Team in a new Organization must compete with that Team and may not be **transferred** or **club passed** to another Team within the Organization for the remainder of that seasonal year.

Overall Status			
Reason	Release Status	Transfer Status	Effective Date
Moved beyond reasonable travel	Pending	Currently no status is available	N/A

Releasing Team Information		
District	League	Club
North	Affinity Demo	Affinity Demo
Team	Affinity Demo - GU13	Team # 0199-011GU13-0172

Transfer Team Information		
District	League	Club
North Central	Birmingham United Soccer Association	Birmingham United Soccer Association
Team	BUSA 99 United	Team # 0245-01EB13-0023

## Processing a Refund in Affinity

- You have up to 90 days after payment has been collected through Affinity Sports to processing an electronic refund for a player.
- Echecks cannot be refunded electronically through Affinity Sports.
  - Pull the player's account.
  - Click on their Application tab.
  - Click on their order number in the bottom left hand side of the player application.

Player Information Preferences Applications Transfer Parents Disciplinary Events

Click the Edit button under an existing Application below to Adjust the Application Play Level and Assign a preferred team

PP = order with payment plan. Current Season Other Seasons

Club	Create By	Accepted By	Last Mod. By		
Season	Media - Appl. Type	Create Date	Accepted Date	Mod. Date	
Order#	Fees	PlayLevel	Legal/Age	Status	
			Amount Paid	Due	
				Team Code	
				Paid	
Color Country Futbol Club	- System	2/21/2020 12:28 PM	2/21/2020	3/17/2020 03:48 PM	<a href="#">Edit Date</a> <a href="#">View ELA Log</a>
Fall/Spring 2019-2020	Recreation Spring Only	Legal/Age Verified	Approved	0810-01RB10-5098	
2-5414935	\$90.00		\$0.00	\$90.00	

- This will populate a new window with the Player's order.
- Here you will have the option to process a refund, add more products to their order, or adjust a payment plan.
- The Refund button is in the upper right-hand side of the page.

Payment / Order Detail [Refresh](#) [Close](#)

Order #: 2-5397912 Status: Open  
Order Date: 3/3/2020 2:42:22 PM Status Reason: New Order

Name: \_\_\_\_\_  
Address1: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Country: \_\_\_\_\_

Comments: Click Comments Box to view or add more comments.

Method	Type	Chk#/CC#	Exp.	Status	Auth.	Conv. Fee	App. To Order
Visa	Single	7645	3/2022	Paid	9.52	0.27	9.25
Applied Total:							0.27
Total:							9.25

**refund**

Product	Promo Code	Qty	Price*Qty
UYSA Registration Fee, Under 7, Recreational		1	9.25

1 item(s) totaling: 9.25  
Order Total: 9.25  
Total Due: 0.00

Admin Payment Tool:  
[Adjust payments](#)

- The system will prompt you with a pop-up box. Click OK.

secure.sportsaffinity.com says

This payment (#1 has already been captured.  
An attempt to void the transaction will be made.  
Refunding it may result in additional service and processing fees being charged.

Press OK to cancel the payment, or Cancel to abort this action.

**OK** [Cancel](#)

- Enter in the last four digits of the original form of payment
- Enter the dollar amount in which you are refunding.
- Click the Refund Payment button.

Payment Refund Detail

The following payment will be refunded. Please input amount for each item to apply the amount to be refunded.  
Conv. Fee should not be refunded for most orders. If refunded, club/league is still responsible for the fee.

Method	Name	Chk#/CC Last 4#	Exp.	Status	App.To Order	Conv. Fee
Visa		7645	2022 /3	Paid	9.25	0.27
Total Amount:					\$9.52	

please enter the original Visa last 4 digits 7645  
Credit card last 4 digits: \*

Item	Price	App.To Order	Conv. Fee	Amount To Refund	Conv. Fee To Refund
UYSA Registration Fee, Under 7, Recreational	9.25	9.25	0.27	9.25	0
SubTotal:				\$9.25	
Total Amount to Refund:				\$9.25	

**2.**

**3.** [Refund Payment](#) [<< Back](#)

- Electronic refunds take between 7-10 days to process.