

Team Admin Guide: Register your teams to WWSA Tournaments

Before you start check with your club registrar to make sure your team has been “Activated” or you will not see the tournament in the dropdown box.

Go to the Affinity Sports login page: <http://wvsoccer.sportsaffinity.com>

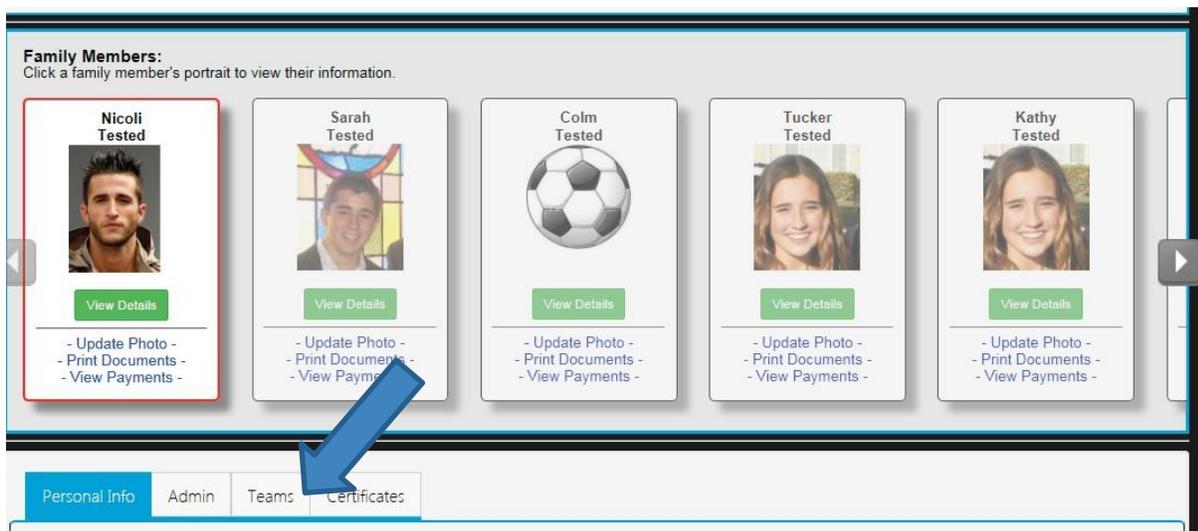
(Alternatively you can go to the Affinity Sports login page for the specific Tournament)

Log in to the Affinity system using the User Login at the upper left



The image shows the West Virginia Soccer Association login page. At the top left is the WWSA logo. To its right is the text "WEST VIRGINIA SOCCER ASSOCIATION". Below the logo is a "User Login:" section with a "Username:" field, a "Password:" field, and a "Login" button.

Click on the Teams tab located below your team admin profile picture/card



The screenshot shows a user profile page with a "Family Members:" section. Below this section are five cards for family members: Nicoli Tested, Sarah Tested, Colm Tested, Tucker Tested, and Kathy Tested. Each card has a "View Details" button and a list of actions: "- Update Photo -", "- Print Documents -", and "- View Payments -". A blue arrow points to the "Teams" tab in the bottom navigation bar.

Click Apply to Tournament link to the right of the desired team



The screenshot shows the "Teams" page in the Affinity Sports system. The "Teams" tab is selected in the top navigation bar. Below the navigation bar are three sub-tabs: "Teams", "Tournament & Schedule Apps.", and "Travel Requests". The "Teams" sub-tab is active. Below the sub-tabs is a table with the following data:

Team	Team Id	Season	View
Demo Test - BU08	SD05-013B08-0167	2015-16 Principal Season	Team Info Apply to Tournament Tryout/Playout Offer
Demo Test - GU14	SD05-013G14-0162	2015-16 Principal Season	Team Info Apply to Tournament Tryout/Playout Offer

A blue arrow points to the "Apply to Tournament" link in the "View" column of the first row.

Select the desired Tournament from the drop down and then click register

The screenshot shows a user interface for managing teams. On the left, there is a sidebar with the user's name 'Nicoli Tested', the season '2015-16 Principal Season', and options for 'Sign Out' and 'Tech Support Contact'. The main content area is titled 'Teams / Find, Edit, Delete a Team' and shows details for 'Demo Test - GU14' (ID: SD05-013G14-0162). There are tabs for 'Team Details', 'Team Roster', 'Travel Roster', 'Tournament', and 'Website'. A message states: 'To register for a tournament, select the tournament you wish to apply for and then click the Register button.' Below this, there is a section 'Tournaments Open For Registration' with a dropdown menu labeled 'Select A Tournament' and a 'Register' button. A large blue arrow points from the 'Tournament' tab area down to the 'Register' button.

Update the Team info and click save and continue.

The screenshot shows the 'Team Information' form for 'Demo Test - BU08 - Boys U8/9' (ID: SD05-013B08-0167). The form has tabs for 'Team Info', 'Contacts', 'Player Roster', 'Disciplinary', and 'Review'. The 'Team Information' section includes the following fields:

- Gaming (Playing) League:** nwoysl
- Club Name:** Demo Test
- Team Name* (up to 25 characters):** Demo Test - BU08
- Team Gender*:** Boys (selected), Girls
- Playing Age Group*:** Boys U8/9
- Preferred Flight*:** (empty dropdown)

No action is needed on the Contacts tab, all team admins assigned to the team will appear on the left. Continue with the application process by clicking continue at the bottom right or by clicking on the next tab in the process.

(All Coaches and admins need to be rostered to the team by the registrar. If a team administrator is missing contact the registrar to have them placed on the team)

Application Progress
[Team Info](#) | [Contact Info](#) | [Player Roster](#) | [Review](#) | [Submit](#)

Contact Information

Please review your team contacts. Contacts not participating can be set as inactive.

Team Contacts

Nicoli Tested - Head Coach
 IDNum: 60265-239285
Primary Contact
 852
 85213, OH 85555
 Home: (555) 555-5555
 Email: kkiledjian@affinity-sports.com
[Edit](#) | **Active?**
 [Set up SMS Messaging](#)

Eric Tessman - Assistant Coach
 IDNum: 58335-520737
Primary Contact
 930 Patriots Way
 Medina, OH 44256-7163
 Home: (330) 723-7089

First Name* **Initial** **Last Name*** **Suffix**

Address 1*

Address 2

Country*

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

Home Phone* **Work Phone***

Mobile Phone **Fax**

Role*

Email Address* **CC Email Address**

Jersey numbers and Photos are required. No other action is needed on the player tab, this tab will show players that have been rostered by the Registrar, if any players are missing from your team contact your League/Club Registrar. (Players and Team Admin recently added to the team can take time to populate to the Tournament Roster. You can use the Sync roster button to have the system immediately sync and show any players or admins that might have just been added to the team)

Application Progress
[Team Info](#) | [Contact Info](#) | [Player Roster](#) | [Review](#) | [Submit](#)

Player Roster

PLAYER ROSTER STATS						
registered	loaned	transferred	active	inactive	total	
6	0	0	6	0	6	
6 players defined of the 18 allowed						

Home Jrs#	Away Jrs#	Name	ID#	DOB	Gender	Player Status	Transfer Date	ODP Level	Active?	PlayerInfo	Developmental	SMS
		Test, Alice	 11699-705326	1/2/2005	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Anna	 16182-698572	8/8/2004	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Mulan	 25117-368279	3/17/2005	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		TestAldasoro, SnowWhite	 36792-143961	10/1/2006	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Tested, Tessa	 89004-150565	3/1/2004	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Tested, Toby	 99316-269329	2/6/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	

Click on the review tab, click the Submit button to enter payment method (Payment methods accepted are Credit Card, Electronic Check and Paper Check) Once payment has been entered your application is complete

Review Application

[Print Page](#)[Submit Application](#)

Shown below is the application that this user submitted.

YOU MUST SUBMIT YOUR APPLICATION BY CLICKING THE "SUBMIT APPLICATION" BUTTON ABOVE IN ORDER TO COMPLETE YOUR APPLICATION

Application #	App Start Date	Submit Date	Posted Status
7855001	1/21/2016 08:15		New

Payment and Order Information

Order#	Fee	Qty	Fees	Paid	Due	Ref.	Date	Status
Payment detail info will show up after clicking Submit Application button								

Contact Information

Nicoli Tested
Head Coach
852
85213, OH 85555
Home: (555) 555-5555
Email: kkiledjian@affinity-sports.com

Eric Tessman
Assistant Coach
930 Patriots Way
Medina, OH 44258-7183
Home: (330) 723-7089
Cell: (216) 502-5251
Email: etessman@hotmail.com

Once you click on the pay by credit card button you will be able to select a payment method (Payment methods accepted are Credit Card, Electronic Check and Paper Check)

Click Continue

[My Account](#)

Application Progress
[Team Info](#) | [Contact Info](#) | [Player Roster](#) | [Review](#) | [Submit](#)

TOUR_APPL_SUBMITPAY - Content will be posted here

Product	Promo Code	Qty	Price
✓ Entry Fee - GU14		1	150.00

[Add Promo Code Discount](#)

1 item(s) totaling: 150.00
Order Total: 150.00
Total Due: 150.00

Payment Method*
Choose One

You will be returned to the Review page. Once payment has been entered your application is complete. If you elected to pay by paper check you can click on the payment coupon button to print a payment summary with your team info to mail with your paper check payment.

If you have a problem or questions, please contact Jude Greene, WWSA Director Member Services jude@wvsoccer.net