Team Admin Guide: Register your teams to WVSA Tournaments

<mark>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.</mark>

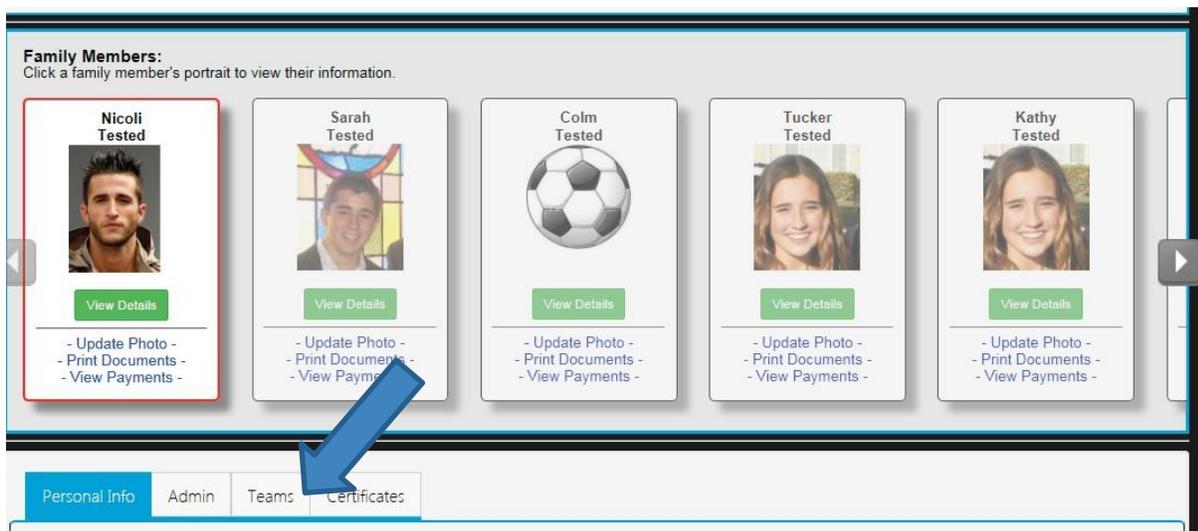Go to the Affinity Sports login page: http://wvsoccer.sportsaffinity.com

(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

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

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

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

Update the Team info and click save and continue.

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)

Contact Information

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

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

Address 1*

Address 2

Country*

United States of America

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

Home Phone*   **Work Phone***

Mobile Phone   **Fax**

Role*

Email Address*   **CC Email Address**

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

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)

Player Roster

PLAYER ROSTER STATS					
registered	loaned	transfered	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			☑	Edit	Assign	📱
		Test, Anna	16182-698572	8/8/2004	Girl	Registered			☑	Edit	Assign	📱
		Test, Mulan	25117-368279	3/17/2005	Girl	Registered			☑	Edit	Assign	📱
		TestAldasoro, SnowWhite	36792-143961	10/1/2006	Girl	Registered			☑	Edit	Assign	📱
		Tested, Tessa	89004-150565	3/1/2004	Girl	Registered			☑	Edit	Assign	📱
		Tested, Toby	99316-269329	2/6/2002	Girl	Registered			☑	Edit	Assign	📱

| Sync Roster | Print Team Roster | | Print Page | Set Active Players | Continue >> |

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
7655001	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	Eric Tessman
Head Coach	Assistant Coach
852	930 Patriots Way
85213, OH 85555	Medina, OH 44256-7163
Home: (555) 555-5555	Home: (330) 723-7089
Email: kkiledjian@affinity-sports.com	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			

Items Ordered

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

Payment Method*
Choose One

continue >>

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, WVSA Director Member Services   jude@wvsoccer.net