

# Welcome to Affinity Sports

Welcome to the Team Sports HQ – Affinity Sports Platform. As a part of DICK'S Sporting Goods, family of businesses, sports is at the heart of our business. We believe that "Sports Matter" and providing access to sports is a key priority for us.

We are delighted to partner with Virginia Youth Soccer Association (VYSA) and provide our technology solutions to support your mission.

## About Us

Team Sports HQ – Affinity Sports is a wholly owned subsidiary of DICK'S Sporting Goods. In business since 2002, Affinity Sports joined DICK'S Sporting Goods in August 2016 and together with Blue Sombrero, a leader in online registration for youth sports, and Game Changer, a sports statistics and gaming app developer, makes up the Team Sports HQ Technology Division. Team Sports HQ currently has approximately 300 employees with offices in Atlanta, GA, New York, NY, Pittsburgh, PA, and San Diego, CA.

## About this Guide

This Getting Started Guide provides Team Managers with an overview of various functions of the Affinity Sports Platform.

We also provide TIPS and NOTES throughout this guide, to assist you in the use of the Affinity Sports Platform.

***NOTE: Arlington Soccer has added additional instructions to this guide to assist team registrars***

### HELP! Can't find a screen, button or link?

Uploads not working? Error messages? Please contact Affinity. They are located on the west coast and are open until 9pm M – F.

### AFFINITY (VYSA Database Software Provider)

#### Resources

**Technical Support Phone:** 855-703-2564

**Technical Support Hours:\***

Monday - Friday 7:00 AM - 6:00 PM PT

Saturday and Sunday 7:00 AM - 3:30 PM PT

\* Holiday or Special Event Hours may apply

# Accessing the Affinity Sports Platform

## Login

To access Affinity Sports (VYSA Database), go to <https://virginia.sportsaffinity.com/>

When you completed your background check (KIDSAFE) you also created a Username and password to access Affinity. Use that Username/password to log in. Click Forgot password if you have forgotten your password.



### Virginia Youth Soccer Association Login

Enter your username

Enter your password

**LOGIN**

A login form for the Virginia Youth Soccer Association. It features two input fields: one for the username (with a user icon) and one for the password (with a lock icon). Below the password field is a large green "LOGIN" button.

## Duplicates

Did you receive a system error that you have a duplicate account(s)? Please contact Affinity Sports' Support Team at **(855) 703-2564** to have the accounts merged together.

## Missing players / children from account

If you or any of your parents do not see all of their children on their account, please contact Affinity Sports' Support Team at **(855) 703-2564** for further assistance.

# My Account

Upon log in, My Account will display your profile dashboard. This will include your profile and any of your family member's user profiles in the Affinity Sports Platform. My Account will default to your profile. You can add a photo, update your contact information, username and password from My Account and see any teams in which you are assigned.

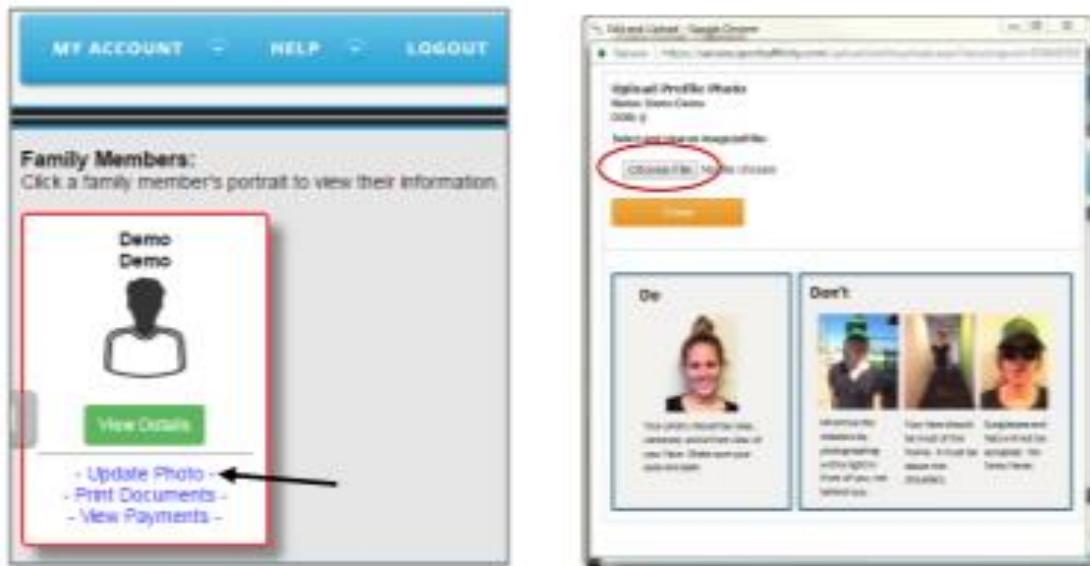
The details available in your profile include:

- **Personal Info** - Update phone numbers and email addresses. (A player's name, gender and birthdate can only be changed by the club registrar).
- **Applications** - Shows any/all applications you have completed and if applicable, is also where you can view/print your receipt and any forms or legal agreements associated with your application.
- **Details** - Update personal information (personal and emergency contact information, etc.)
- **Certificates** - If required, upload and if available, any risk status documentation for admins (heads up concussion certificate, driver's license, etc.)
- **Teams** - View your or your child's team name and team ID. Click on the Team Info link to view the team's roster (coaches, players, etc.) Click Apply to Tournament to apply your team to a tournament.

## Update your Profile

If you uploaded a photo when completing your background check application, you can skip this step.

Once logged in, the first thing you will see is your profile dashboard. To add a picture, use the Update Photo link under your ID Card. A pop-window will appear (if you do not see a pop up, please make sure that you do not have pop up blockers on). Click the Choose File button.



Remember, your photo needs to meet the same guidelines as the player photos described in the Guide to Rostering you distributed to your team parents.

Select the photo you would like to use from your computer. Crop or reduce the image size if needed, once complete, click **Upload Image**.

Your profile photo will then be updated. This process can be repeated for all family members.

## Personal Info

Use the **Personal Info** tab to update your information.

Personal Info		Applications	Details	Certificates	Teams	Events	Referee Schedules	
First Name:	James							
Alias (Nickname):								
Middle Initial:								
Last Name:	Demo							
Suffix:	-Select Suffix-							
Relationship:	N/A							
Gender:	Male							
Birthdate:	May	17	1981					
Address 1: <small>(Required)</small>	225 Broadway							
Address 2:								
City: <small>(Required)</small>	Richmond							
State: <small>(Required)</small>	VA	Zip Code: <small>(Required)</small>	23225					
Home Phone:	804 1231234		Work Phone:					
Cell Phone:								
Email Address:	demo@affinity-sports.com							
<input type="button" value="Update"/>								

## Teams

The Teams tab will show all teams in which you are assigned or rostered.

Personal Info	Applications	Details	Certificates	Teams	Events	Referee Schedules								
<b>Teams</b> <table border="1"> <thead> <tr> <th>Team</th> <th>Team Id</th> <th>Season</th> <th>View</th> </tr> </thead> <tbody> <tr> <td>Demo Bears - B11U</td> <td>0101-01AB1U-0010</td> <td>2018-2019 Season</td> <td> <a href="#">Team Info</a>   <a href="#">Apply to Tournament</a> </td> </tr> </tbody> </table>							Team	Team Id	Season	View	Demo Bears - B11U	0101-01AB1U-0010	2018-2019 Season	<a href="#">Team Info</a> <a href="#">Apply to Tournament</a>
Team	Team Id	Season	View											
Demo Bears - B11U	0101-01AB1U-0010	2018-2019 Season	<a href="#">Team Info</a> <a href="#">Apply to Tournament</a>											

The Team info link will take you to that specific roster. Your roster will look something like this:

Demo Bears - B11U 0101-01AB1U-0010								
<a href="#">Team Details</a> <a href="#">Team Roster</a> <a href="#">Travel Roster</a> <a href="#">Tournament</a> <a href="#">Website</a>								
<b>Administrators</b>								
Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires
<input type="checkbox"/>		73148-475492	4313	Head Coach	Test, Joe	E	Expired	5/16/2018
<input type="checkbox"/>		24102-166743		Team Manager	Demo, James		None	
<input type="checkbox"/>		30855-150950	9681	Team Manager	Test, Natalie		Expired	11/30/2019
<input type="checkbox"/> <a href="#">Team Assignment Codes</a> 3 administrators								
<b>Players</b>								
Select	PC	Player ID	SEC #	Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date
<input type="checkbox"/>		36691-714699	3561	Demo, James	2/5/2010	4/24/2018	4/24/2018	  
<input type="checkbox"/>		47905-837857	9030	Demo, John	8/6/2009	4/24/2018	4/24/2018	  
<input type="checkbox"/>		84377-665491	2709	Demo, Mario	9/17/2009	4/24/2018	4/24/2018	  
All: <input type="checkbox"/> <input type="checkbox"/> MEDIA <input type="checkbox"/> PAID <input type="checkbox"/> ACCEPTED <input type="checkbox"/> AGE/LEGAL <input type="checkbox"/> <input type="checkbox"/>								

# Completing your Roster

Now that your roster is open on your screen, the following steps need to be completed

1. Check Players on Roster
  - a. Compare list of players on roster to the list of players on your team report/roster your coach should have given to you (ask them if they did not). Only players who accepted their offer online and made their down payment will be listed on your roster in the VYSA database. Advise your coach if there are still players on the team list the coach gave you but not on your roster in the VYSA database.
  - b. If there is a player missing from your VYSA roster confirm with your coach that the player didn't recently turn down the offer. Or perhaps you and/or your coach know this is a new player that joined the team late. Then email [Bonnie](#) (girls team) or [Jennifer](#) (boys team) and indicate player name (legal and nickname is ideal), their Date of Birth and anything you might know about the player (i.e. new player, etc.). Bonnie and Jennifer will research and add the player to your roster if needed.

**Note: Only Club registrar's (Bonnie & Jennifer) can add a player to a roster.**

2. Check to see if any players on your team are living out of state
  - a. US Youth Soccer requires that players must register in the state in which they reside each year. A Maryland player must register on-line with Maryland State Youth Soccer Association (MSYSA) each seasonal year before they can be rostered in another state. Currently (8/2) MSYSA does not have their 2018-2019 out of state player forms ready. Once we hear that MSYSA has opened registration an email notification will go out. We know the waiting is tough, but we have learned over the years that MSYSA doesn't usually start working on rostering related items till late July/early August.  
*Note: since DC is not a state it is considered part of Virginia for rostering purposes. So, players born in DC are considered in-state VA players.*
3. Upload Player Photos (instructions follow on page 8)
4. Verify Proof of Birth date (instructions follow on page 9)
5. Enter Jersey Numbers (instructions follow page on 13)
6. Clearance: collect and turn in information to clear those players who are new to travel and were born/lived outside the U.S. (instructions, bottom of page on 10)
7. Check your work then submit team roster to VYSA for review and approval! (instructions, page 15)

## Upload Player Photos

To upload player photos, you will need to access your Team Roster, through the Team Info tab.

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

Lookup Team 1 of 1

**Tiggers CoEd Demo**  
0101-02TB6U-0036

**Team Details** **Team Roster** **Travel Roster** **Tournament** **Website**

**Administrators**

Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires
<input checked="" type="checkbox"/>	0	30855-150950		Head Coach	Test, Natalie	Approved	11/30/2019	
<input type="checkbox"/>	0	96812-372012		Assistant Coach	Test, Ronnie	Expired	5/15/2018	

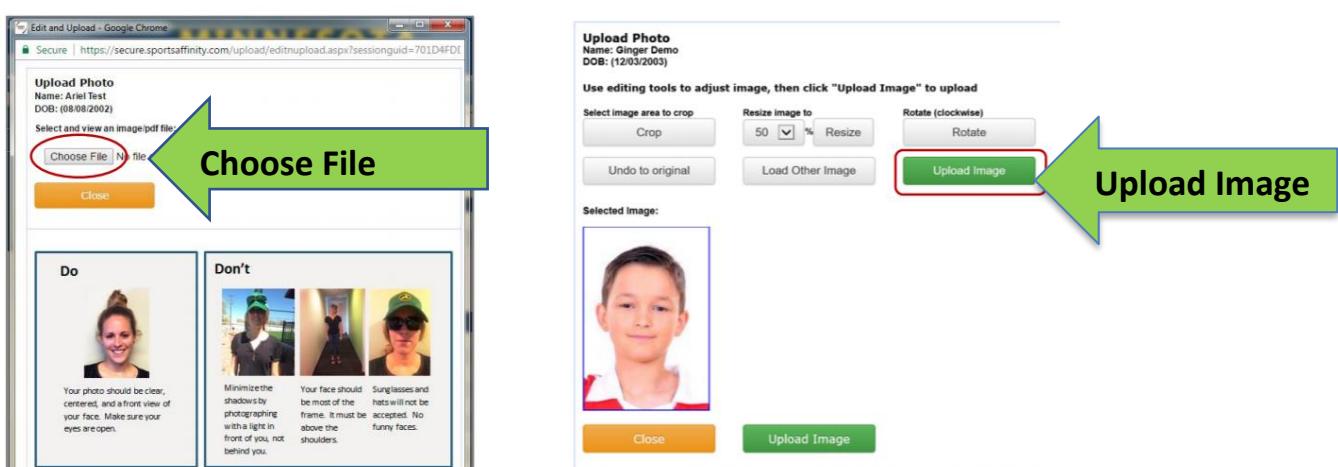
+Team Assignment Codes  
2 administrators

**Players**

Select	PC	Player ID	SEC # Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date	MEDIA
<input checked="" type="checkbox"/>	0	81022-970230	Charles, Sadie	5/28/2004	5/8/2018	5/17/2018		I
<input checked="" type="checkbox"/>	0	72460-033368	Demo, Ginger	12/3/2003	5/17/2018	5/17/2018		I
<input checked="" type="checkbox"/>	0	84041-040800	Demo1, Dan	3/12/2003	5/8/2018	5/17/2018		I
<input checked="" type="checkbox"/>	0	83763-039381	Demo1, Richard	4/8/2003	5/8/2018	5/17/2018		I
<input checked="" type="checkbox"/>	0	85108-114729	Demo56, Christian	12/5/2003	5/8/2018	5/17/2018		I
<input checked="" type="checkbox"/>	0	80074-849966	Johnson, Robbie	2/17/2005	5/1/2018	5/17/2018		I
<input checked="" type="checkbox"/>	0	13464-046860	Test, David	1/16/2003	5/8/2018	5/17/2018		I

+Team Assignment Codes  
7 players

Click the player's empty photo icon and a pop-up window will appear; click the Choose File Button.



Select the photo you would like to use from your computer (.jpg file). Crop or reduce the image size if needed, once complete, click Upload Image.

Please pay close attention to what constitutes an acceptable photo. Photos that don't meet the requirements are unfortunately rejected by VYSA which holds up the rostering of the player and the team.

- Photos must be in-focus
- Photo should be taken with person looking straight into the camera (head not turned sideways)
- Photo is "passport" type, meaning head/neck and possible small amount of shoulders.
- No hats or head coverings (unless for religious purposes) and no dark sunglasses may be worn.
- Loose hair strands out of face so face can be seen.
- No silly faces and no hands in photo

***NOTE: Once a player's photo has been uploaded, only your Playing League Registrar or Club Registrar can delete/change the photo. Notify [Bonnie](#) (girls team) or [Jennifer](#) (boys team) if you need a photo deleted.***

## Upload Player Birth Certificates

This symbol  means that the players proof of birth date has been verified and no more documentation is needed to verify proof of birth date. Players without this icon are missing their proof of birth date verification.

Teams / Find, Edit, Delete a Team      Lookup Team      1 of 1

Tiggers CoEd Demo  
0101-02TB6U-0036

Team Details Team Roster Travel Roster Tournament Website

Administrators

Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires
<input checked="" type="checkbox"/>		0	 30855-150950	Head Coach	Test, Natalie		Approved	11/30/2019
<input type="checkbox"/>		0	 96812-373012	Assistant Coach	Test, Ronnie		Expired	5/15/2018

+ Team Assignment Codes  
2 administrators

Players

Select	PC	Player ID	SEC # Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date	Link
<input checked="" type="checkbox"/>		0	 81022-970230	Charles, Sadie	5/28/2004	5/8/2018	5/17/2018	 I
<input checked="" type="checkbox"/>		0	 72460-033368	Demo, Ginger	12/3/2003	5/17/2018	5/17/2018	 I
<input checked="" type="checkbox"/>		0	 84041-040800	Demo1, Dan	3/12/2003	5/8/2018	5/17/2018	 I
<input checked="" type="checkbox"/>		0	 83763-039381	Demo1, Richard	4/8/2003	5/8/2018	5/17/2018	 I
<input checked="" type="checkbox"/>		0	 85108-114729	Demo56, Christian	12/5/2003	5/8/2018	5/17/2018	 I
<input checked="" type="checkbox"/>		0	 80074-840966	Johnson, Robbie	2/17/2005	5/1/2018	5/17/2018	 I
<input checked="" type="checkbox"/>		0	 13464-046860	Test, David	1/16/2003	5/8/2018	5/17/2018	 I

+ Team Assignment Codes  
7 players

*Note: Players coming from the DA (Development Academy) will need proof of birth date uploaded as the DA is not part of US Youth Soccer. Players coming from ADP or rec soccer will also need their proof of birth date uploaded for US Youth Soccer as the player has never played US Youth Soccer at the travel level.*

Any of the following documents can be uploaded as proof of birth date documents:

- Birth Certificate (Government Certified Copy or "Credit Card birth certificate" issued by the same government agency). Birth certificates in foreign languages need to be translated and then have the translated copy notarized (notaries can be found at most banks). Turn in a copy of the foreign birth certificate and also a notarized translated copy to your team registrar (documents MUST be scanned into one .pdf file)
- Passport, (may be expired)
- Certification of a United States citizen born abroad issued by the appropriate government agency
- Current Driver's License, (or Learner's Permit)
- Uniformed Services Identification and Privilege Card (DD Form 1173)
- Birth Registration issued by an appropriate government agency or board of health records
- Alien Registration Card issued by the United States Government
- Certificate issued by the Immigration and Naturalization Service attesting to age,
- Unexpired federal, state, or local government identification card if documentation of date of birth is required) (i.e., "walker" ID)
- Hospital, baptismal, or religious certificates will **not** be accepted

## International Clearance Information

**Note: USSF (United States Soccer Federation) recently changed their clearance rules for this coming year for players born, or who have lived, outside the US. Clubs need to now collect the answers to three questions for these players. We will begin collecting this information this year on players that are new travel soccer players.**

For these players who you had to upload proof of birth date verification docs, please collect the answer to the below three questions. From your roster click on a player name that doesn't have their proof of birth date verified. An *edit player* screen will open.

Using the pull-down menu answer these three questions.

- Country of Birth
- Country of Citizenship
- Has this player played outside of the U.S.

The screenshot shows the 'Edit Player' form. On the left, there are two boxes for file uploads: 'Click to upload photo' (with a camera icon) and 'Click to upload BC' (with a document icon). A large green arrow points from the 'Click to upload BC' box towards the right side of the form. The right side contains various player details and dropdown menus. A blue box at the bottom left contains the text 'Team' and 'Team Number'. At the very bottom, it says 'Arlington 2004G Blue' and '0V0V-01NG15-0418'.

Legal First Name*	Middle / Initial	Legal Last Name*		
Janey		Volkwein		
Alias / NickName	Height	Weight		
	ft. <input type="text"/> in. <input type="text"/> lbs. <input type="text"/>			
School Name	Grade	Player Rank G		
Birth Month*	Day*	Year*	Gender*	Age Gro
<input type="button" value="▼"/>	<input type="button" value="1"/>	<input type="button" value="1966"/>	<input type="button" value="▼"/>	<input type="button" value="Girls"/>
Calendar Age: 0	Seasonal Age: 0			
Country of Birth	Country of Citizenship			
Antarctica	Antarctica			
Has this player played outside of the U.S.? ITC Status				
<input type="button" value="NO"/>				
FIFA ID#	USSF ID#			
<input type="text"/>				

The screenshot shows a player profile edit screen. At the top right, it says "VERIFIED BY VYSA". On the left, there's a "Team Number" section with "Arlington 2004B White 0V0V-01CB15-5518". Below that is an "Admin Tools" section with a link to move the player. Under "Guardians", it lists "Jose Arevalo - Guardian" (Arlington, VA 22202-2622, Home: (202) 674-8) and "Jacqueline Blandon - Guardian". In the center, there's a "Person to Notify in Emergency" section with fields for name and phone number, and a "Doctor to Notify in Emergency" section. At the bottom, there's a "List any medical problem/prohibition player has" field and a "Set up SMS Messaging" link.

Before you hit UPDATE complete the *Person to Notify in Emergency\** and *Telephone\** fields.

Via copy and paste you can enter a parent/guardian name and phone number listed in the left-hand column into these two fields.

The select the UPDATE button on the bottom right to save your additions.

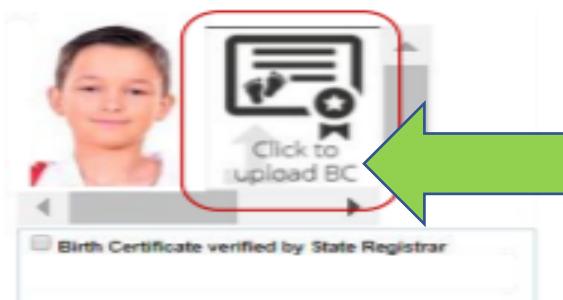
If the answer to any of these questions is different than the answers below then [CLICK ON THIS LINK](#) to be taken to a spreadsheet. On the spreadsheet provide player legal name, DOB, answers to the three questions, and hold old the player was when they came to live in the United States. *Players who have US Citizenship but were born or lived outside the United States must also complete this process. Bonnie or Jennifer will then contact you about what International Clearance form or paperwork the family must sign and submit.*

- Country of Birth **Answer:** United States of America
- Country of Citizenship **Answer:** United States of America
- Has this player played outside of the U.S. **Answer:** No

## Upload Proof of Birth Date Document

Players without a (B) icon, do not have a birth certificate on file. To upload a player's birth certificate, click on the player's name or Player ID Number.

The player's profile will appear. Click on the Click to upload BC icon located beside the player's photo.



A pop-up window will appear; click the Choose File button.

The pop-up window has a title "Upload Birth Certificate" and a note "DOB: (01/01/2003)". It has a "Choose File" button and a "Close" button. Below the button is a "Do" section showing a clear image of a birth certificate with the text "The birth certificate should be centered and clear with all text legible." To the right is a "Don't" section with two images: one showing a blurry document and another showing a document with text cut off, with the note "Make sure photos are not blurry, over exposed, or cut off." At the bottom, there are notes: "Please be sure the exposure is reading text in mind. An over exposed doc isn't legible.", "The doc should be centered so all vital info is in frame and viewable.", and "The doc should be centered so all vital info is in frame and viewable."

Select the image of the birth certificate from your computer. Crop or reduce the image size if needed, once complete, click Upload Image.

Edit Player

<< Previous Player 2 of 7 Next Player >>

72460-033368

Demo Demo League VB Demo Club Play level: Travel Age group: 16U

Player Information Preferences Applications Transfer Parents Disciplinary Events



Legal First Name*	Middle / Initial	Legal Last Name*	Suffix
Alias / NickName		Height	Weight
School Name	Grade	Player Rank	Graduation Year
Birth Month*	Day*	Year*	Gender*
December	3	2003	Age Group:
Calendar Age: 14		Seasonal Age: 15	
Country of Birth		Country of Citizenship	
Has this player played outside of the U.S.?			
Number of Prior Seasons Played:			

Team  
Team Number  
Tiggers CoEd Demo  
0101-02TB6U-0036

Once complete, you can click the Team Name to return to the Team Roster, or select Previous Player/Next Player to upload additional birth certificates for additional players on the same team.

If you notice a player who was rostered last year (2017-2018) to a Virginia US Youth Soccer team and their proof of birth date is showing not verified, please email [Bonnie \(girls team\)](#) or [Jennifer \(boys team\)](#) the following information: **Player legal name, Date of Birth, Full Team Name and last four digits of team number.** Team Number is located under your team name in top, left-hand corner of screen. They will check with VYSA to see if they can verify date of birth.

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

Arlington 2003B Blue  
0V0V-01CB1K-5521

[Team Details](#) [Roster Admin](#) [Roster Pla](#)

8/6 update. VYSA is asking that teams also upload, for these players, a sheet of paper that has the following information on it: "**Previously verified in VYSA database - Name of player, DOB**". This will remind the VYSA registrar to check for DOB verification when they are reviewing your roster. This is to be uploaded where you would normally upload the proof of birth date document.

## Enter Jersey Numbers

To enter jersey numbers for players, return to your Team Roster tab and click the Edit Player Team Info button, located at the bottom of the roster.

**Teams / Find, Edit, Delete a Team**      [Lookup Team](#)

**Tiggers CoEd Demo**  
0101-02TB6U-0036

[Team Details](#) **Team Roster** [Travel Roster](#) [Tournament](#) [Website](#)

**Administrators**

Select	PC	Admin ID	SEC #	Administrator	Name	Elig. Level	Risk Status	Expires
<input type="checkbox"/>		0		30855-150050	Head Coach	Test, Natalie	Approved	11/30/2019
<input type="checkbox"/>		0		96812-372012	Assistant Coach	Test, Ronnie	Expired	5/15/2018

2 administrators

**Players**

Select	PC	Player ID	SEC # Player	DOB	Off Reg./Acpt.	Roster Date	Transfer Date	MATCH	PARD	ACCEPTED	AVAILABLE
<input type="checkbox"/>		81022-970230	Charles, Sadie	5/28/2004	5/8/2018	5/17/2018			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>		72460-033368	Demo, Ginger	12/3/2003	5/17/2018	5/17/2018			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>		84041-040800	Demo1, Dan	3/12/2003	5/8/2018	5/17/2018			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>		83763-039381	Demo1, Richard	4/8/2003	5/8/2018	5/17/2018			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>		85108-114729	Demo56, Christian	12/5/2003	5/8/2018	5/17/2018			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>		80074-849966	Johnson, Robbie	2/17/2005	5/1/2018	5/17/2018			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>		13464-046860	Test, David	1/16/2003	5/8/2018	5/17/2018			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

7 players

[Email Selected](#) [SMS Selected](#) [Print Assignment Codes](#) **Edit Player Team Info** [Print Team Roster](#) [Print Team Payments](#) [Print Uniform Report](#) [Print Team Roster Email](#)

Enter Home/Away Jersey number (must be the same number) for each player (ask your Team Uniform Parent for jersey #'s). You do not need to complete the Position or Grad Year fields. Then select the SAVE CHANGES button. VYSA will not approve rosters with missing or duplicate jersey numbers.

**Teams / Find, Edit, Delete a Team**      [Lookup Team](#)

**Tiggers CoEd Demo**  
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[Team Details](#) **Team Roster** [Travel Roster](#) [Tournament](#) [Website](#)

**Edit Player Jersey Numbers**

Home Jersey	Away Jersey	Position	Grad Year	Player ID	Player	DOB
		<input type="button" value="▼"/>		81022-970230	Charles, Sadie	5/28/2004
		<input type="button" value="▼"/>		72460-033368	Demo, Ginger	12/3/2003
		<input type="button" value="▼"/>		84041-040800	Demo1, Dan	3/12/2003
		<input type="button" value="▼"/>		83763-039381	Demo1, Richard	4/8/2003
		<input type="button" value="▼"/>		85108-114729	Demo56, Christian	12/5/2003
		<input type="button" value="▼"/>		80074-849966	Johnson, Robbie	2/17/2005
		<input type="button" value="▼"/>		13464-046860	Test, David	1/16/2003

7 players

[Save Changes](#) 

[« Back](#)

## Administrators (Coach, Manager, etc.)

The following adults need to appear on your roster: Head Coach, Assistant coach (if applicable), Team Manager, Assistant or Co-Managers (if applicable), Team Registrar.

- Head Coach = HC
- Assistant Coach = AC
- Team Managers, Assistant Managers and Registrars = TM (all must now have the TM code to gain editing access to the roster).

**Teams will NOT be able to add or remove administrators (Coach, Manager, registrar) nor can they upload their photo (although one tester did have success uploading a photo). Club Registrars must complete this task.**

**Coaches** have been instructed to complete their background check application and upload their photo. Those that have done so at the writing of these instructions can be found on your team roster. Going forward, once a coach notifies Bonnie or I they have completed their background check application we will add them to the roster.

Coach missing a photo? Remind them to complete their background check and upload their photo. If they have already completed their background check instruct them to:

- Go to the VYSA (Affinity) database: <https://virginia.sportsaffinity.com/>
- Log in - They can use their shiny new Affinity log-in set up when they filled out their background check
- Upload their photo in their profile

Remind your coach you have a rostering deadline and must get them and their photo on the team roster.

**Team Managers and Assistant Managers** have been instructed to complete their background check application and upload their photo when creating their profile. Those that have done so at the writing of these instructions can be found on your team roster. If a manager or assistant manager's name is missing from the roster you might want to nudge these individuals to complete their background check, so they can be added to the roster. When you nudge them, send them the background check link. The link is on the [Registrar page](#) of the club website. **When they complete the background check please tell them to go to [this link](#) and provide their name and team name.** This way Bonnie and I know who recently completed their background check application and we can add them to your roster.

If an administrator (manager, registrar) completed their background check and didn't upload a photo. Ask them to upload a photo now:

- Go to the VYSA (Affinity) database: <https://virginia.sportsaffinity.com/>
- Log in - They can use their shiny new Affinity log-in set up when they filled out their background check
- Upload their photo in their profile

## Ready for Club and VYSA to Review and Activate? (Activate = Approval)

[Sign in on this form](#) to let Jennifer & Bonnie know your roster is ready for club review.

If they are corrections needed or questions, Jennifer/Bonnie will contact the team registrar.

Once everything is in place the roster will be sent to VYSA for their review and approval. If VYSA finds corrections are needed they will be in touch.

Reminder:

**Note for ODSL Teams** – VYSA needs to see your signed ODSL Code of Conduct form (per ODSL league rules) in order to approve your roster. When you submit your roster, VYSA is asking that you email the signed ODSL Code of Conduct page to our VYSA club assigned registrar, Melissa Riemer ([mcleanfc@att.net](mailto:mcleanfc@att.net)). Subject of email MUST READ: “TEAM NAME (Birth year Gender Color of team), ODSL Code of conduct”. Team Numbers can be found under your team name while logged into the VYSA database

# After Team Activation

Once you receive an email from VYSA notifying you that your roster has been activated (approved) you can print passes.

- Passes are required for all players
- Passes are required for Head Coaches, all assistant coaches, Team Managers and co-managers and team registrar.
- Some leagues **require** player passes be laminated, such as CCL. Other leagues **suggest** player passes be laminated. Any team playing in State cup **MUST** laminate their player passes. ASA strongly suggests laminating player passes to keep them in good condition for the entire soccer year. You should submit any laminating expenses to your treasurer, so you can be reimbursed by your team account.

## To print player passes:

**NOTE: Turn off the pop-up blocker in your web browser to allow the ID Card or Roster PDF to display**

After your team is activated (approved), log in and return to the Team Roster tab and click the “Print ID Cards PDF” button, located at the bottom of the roster.

Returning Registrars might remember there was special two-color US Youth Soccer player pass stock that passes had to be printed on, but no more. Now player passes are printed on **white** paper because not only will the player and team name print on the pass, so will the graphics. All in one step.

The suggestion is to use a **white** 65 lb. cardstock to print your passes on. Cardstock can be purchased at an office supply store, Walmart, etc. and on Amazon.com. Your team account can reimburse you for this purchase.

- Passes may be printed in Color (preferred) or Black & White ink.
- Print passes for your Head Coach, all assistant coaches, Team Manager(s), Team Registrar and all players.

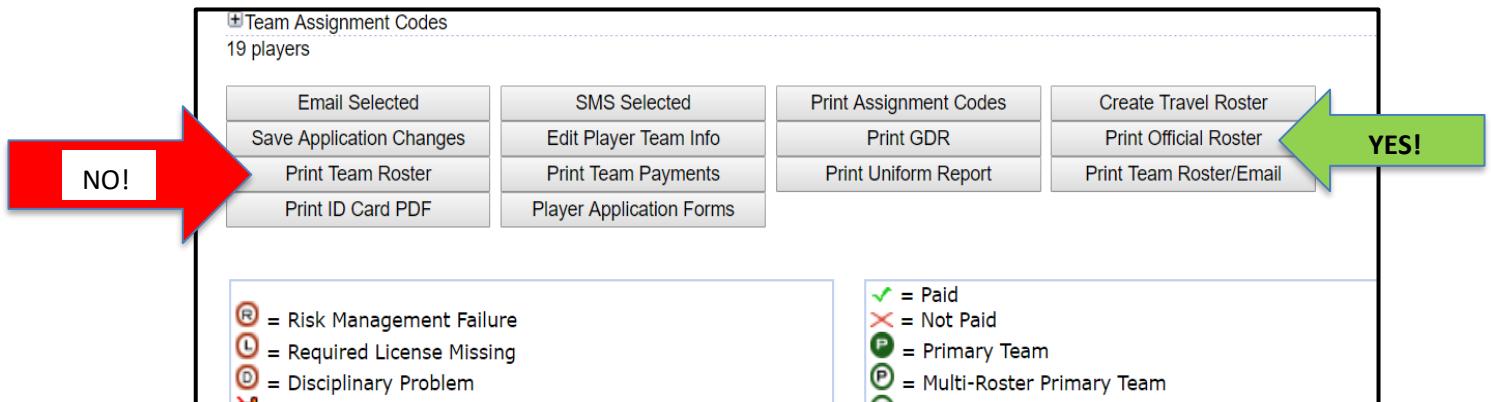
Once you have printed the approved player passes please give these to your team manager. The team manager will need to keep the passes in the team manager notebook as they are needed for team check-in before every game.

Please let your team manager know the rules about lamination (CCL teams and teams playing in State Cup must laminate their passes. All other leagues and ASA strongly suggest you laminate passes).

## To print Roster

**NOTE: Turn off the pop-up blocker in your web browser to allow the ID Card or Roster PDF to display.**

Return to the Team Roster tab and click the **Print Official Roster** button, located at the bottom of the roster. DO NOT select the Print Team Roster Button, this “roster” is just a fancy contact list and not your OFFICIAL roster.



Virginia Youth Soccer Association Official Roster 2018-2019 Season																																																																												
Team:	Arlington 2002G Red																																																																											
Club:	Arlington Soccer Association - 01																																																																											
#	Player Name	ID #	DOB	St	Jer #																																																																							
1	Anderson, Aida	13		VA	19																																																																							
2	Beatty, Georgia	11		VA	34																																																																							
3	Coutner, Nicole	11		VA	17																																																																							
4	David, Sarah	76		VA	8																																																																							
5	Gaboury, Carlie	18		VA	0																																																																							
6	Hall, Leah	63		VA	27																																																																							
7	James, Daphne	28		VA	66																																																																							
8	Karlin, Claire	70		VA	1																																																																							
9	Kaup, Selena	64		VA	12																																																																							
10	Keeley, Mackenzie	65		VA	28																																																																							
11	Kenesky, Brianna	52		VA	26																																																																							
12	Matechak, Alexandra	61		VA	16																																																																							
13	Patch, Makenzie	11		VA	3																																																																							
14	Pomponio, Dasy	27		VA	51																																																																							
15	Rollins, Emma	83		VA	15																																																																							
16	Stell, Madison	41		VA	20																																																																							
17	Vargas, Genesis	73		VA	22																																																																							
18	Winer, Madeline	73		VA	4																																																																							
19	Witherell, Kate	18		VA	2																																																																							
Current: 19		Transfers: 0		Releases: 0																																																																								
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<p>Report Run Time : 8/7/2018 5:46:56 PM</p> <p>State Registrar</p> <p>Page 1 of 1</p>																																																																												

Roster pages should be printed on white paper (can be copy paper).

**Be sure and print a new updated roster each time you receive approval on a roster change from VYSA. THROW AWAY THE OLD ROSTER! Make sure you are not using an outdated roster!**

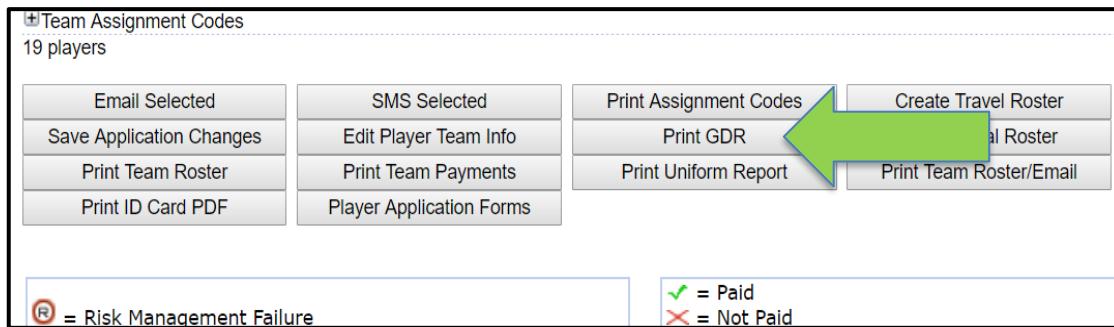
Once you have printed the approved roster please give it to your team manager. The team manager will need to keep the roster in the team manager notebook as it is needed for team check-in before games.

**Signed Approved VYSA Roster**

Figure 1 Official Signed and Approved VYSA Roster

## To print Game Day Roster (GDR):

Some leagues (consult your league rules) and a few special events, such as State Cup, require a “Game Day Roster” be used. To print a Game Day Roster select the Print GDR button.



## Questions or problems along the way as you finalize your roster?

- Questions about players not on your roster or new players being added to your team? Questions about proof of birth verification and clearances?
  - Start with checking the rostering directions we have sent
  - Then contact Arlington Soccer Staff; [Bonnie Johnson](#) (Girls teams) or [Jennifer Kosko](#) (Boys teams).
  
- Questions about logging in the VYSA database, dup account issues? Questions about error messages? Uploads not working? Can't figure out how to find something or a search won't run?
  - **Contact Affinity's Support Desk.** Affinity is located on the west coast and is open till 6pm (PT)/9PM (ET) Monday – Friday.

### Resources

**Technical Support Phone:** 855-703-2564

**Technical Support Hours:\***

Monday - Friday 7:00 AM - 6:00 PM PT

Saturday and Sunday 7:00 AM - 3:30 PM PT

\* Holiday or Special Event Hours may apply