

## Team Administrator Instruction Guide:


### Access Information:

As a team administrator, your login will be the same username and password used to complete your RMA application online. Once logged in, if you do not see your team listed on your My Account page please contact your Registrar or Affinity Sports to request that your team assignment be updated.

### Updating Home Game Times and Fields:

Click "Game Schedule" in the left hand navigation. This will ONLY show your home games. Select the correct tournament or league and click the search button. If you have multiple teams, select the correct team. If your team is listed in two schedules you may also have a "flight" drop down option:

The screenshot shows the 'Game Schedule' interface. On the left is a navigation menu with 'Game Schedule' selected. The main area is titled 'Tournament/Gaming schedule' and contains a search bar with fields for 'Select Tournament/Gaming', 'Select Team', 'Flight', 'Round', 'Venue', and 'Field'. Below the search bar is a table of games. The first game is highlighted: '184983' on 'Saturday, January 18, 2014'. The game details include 'A2 vs A1' at '8A - 9A' with a status of 'Pending Availability'. The home team is 'Test Team 2' and the away team is 'Test Team'. The flight is 'Girls Under 15 Bracket'. Below the game details are buttons for 'Print Roster', 'Re-Assign Game', and 'Email / SMS'. The 'Re-Assign Game' section has fields for 'Date', 'Starting Time', and 'Field'.

1. Type in the game time
2. Click the  button and choose a field from the drop down menu and click the save button  
The system will post this updated information to the public page in 15 minutes

### Requesting a date change is done as a "Reschedule Request":

Click the link labeled [Schedules / Game Scoring](#) on your My Account page:

Tournament Applications / Game Scoring	
Team	Tournament
<b>temp</b> DD01-001CG15-1026	2011 Washington Youth Soccer Demo Status: Final Submitted on 12/11/2013
<b>Test Team</b> DD01-001CB15-0001	2011 Washington Youth Soccer Demo Status: Final

[Edit](#) [Edit Schedules / Game Scoring](#)

Click the “Reschedule Game” button next to the game:

**Bracket - Saturday, January 18, 2014**

Game#	Group	Home Team	Score		Away Team	Score	Referee Performance
184983 <a href="#">Print Roster</a>	A2 vs A1	Test Team 2		vs.	Test Team		<a href="#">Rate</a>
<a href="#">Reschedule Game</a>							

Prior to requesting a schedule date change make sure you have this request approved thru your Field Assignor and Referee Coordinator. Enter the new date request, venue, field and time along with the reason for the schedule change. You can also include additional comments:

#### Game Reschedule

Current Game Information			
Game #:	184983	Type:	Bracket
Flight:	Girls Under 15	Desc:	A2 vs A1
Home:	Test Team 2	Away:	Test Team
Original Schedule			
Date:	1/18/2014	Time:	08:00 AM
Venue:	Pending Availability	Field No:	-
New Requested Reschedule			
Date:	<input type="text" value="1/18/2014"/>	Time:	08:00 AM
Venue:	<input type="text" value="Pending Availability"/>	Field No:	<input type="text" value="-"/>
Reason:	<input type="text" value="Coaching Conflict"/>		
Comments:	<input type="text"/>		
<a href="#">Send Request</a>		<a href="#">Back</a>	

This will send an email to the contacts on the other team.

The other team will need to login and click the [Schedules / Game Scoring](#) link. Click the “View Reschedule History” button to accept or reject this reschedule request from the other team.

**Bracket - Saturday, January 18, 2014**

Game#	Group	Home Team	Score		Away Team	Score	Referee Performance
184983 <a href="#">Print Roster</a>	A2 vs A1	Test Team 2		vs.	Test Team		<a href="#">Rate</a>
<b>Reschedule in progress.</b>						<a href="#">View Reschedule History</a>	

**Game Reschedule**

Current Game Information			
Game #:	184983	Type:	Bracket
Flight:	Girls Under 15	Desc:	A2 vs A1
Home:	Test Team 2	Away:	Test Team
Original Schedule			
Date:	1/18/2014	Time:	08:00 AM
Venue:	Pending Availability	Field No:	-
Requested Schedule Change by Coach Name, For Test Team(1/8/2014 11:19 AM)			
Date:	1/25/2014	Time:	08:00 AM
Venue:	Pending Availability	Field No:	TBD
Reason:	Coaching Conflict		
Comments:	We cannot play on Jan 18th and are requesting this game be moved to Jan 25th		
<a href="#">Accept Request</a>		<a href="#">Cannot Reschedule</a>	
<a href="#">Send Alternate Request</a>		<a href="#">Back</a>	

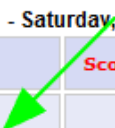
Accept the request and this will automatically reschedule this game. Click "Cannot Reschedule" and this will send an email back advising that you cannot reschedule this game. "Send Alternate Request" and this will send another date change suggestion back to the original team.

**Communicating with the other Teams:**

Please do not use the reschedule feature to communicate with other teams. To view contact information for the other team and send emails, click the [Schedules / Game Scoring](#) link. Click the team name in the schedule:

**Bracket - Saturday, January 18, 2014**

Game#	Group	Home Team	Score		Away Team	Score	Referee Performance
184983 <a href="#">Print Roster</a>	A2 vs A1	Test Team 2		vs.	Test Team		<a href="#">Rate</a>
<b>Reschedule in progress.</b>						<a href="#">View Reschedule History</a>	



This will show all contacts for this team. On this page you will see an "Email Contacts" button. This will allow you to compose an email and send this directly thru the system:

Email Contacts

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Print Schedule

Contact Information	
<b>Name</b>	Coach Name
<b>Role</b>	Head Coach
<b>Address</b>	Seattle, WA 55555 United States of America
<b>E-mail</b>	support@affinitysoccer.com
<b>Second E-mail</b>	n/a
<b>Home Phone</b>	(555) 555-5555
<b>Work Phone</b>	(555) 555-5555
<b>Cell Phone</b>	(555) 555-5555
<b>Fax Number</b>	n/a

**Entering Jersey Numbers:**

In the "Tournament Applications / Game Scoring" section click [Edit](#) next to your teams application. Click the "Player Roster" tab and click "Edit Player Team Info" button at the bottom of the player roster. On this page you can enter Home Jersey# and Away Jersey#. Please enter the jersey number in both fields even if this is the same number.

Team Info   Contacts   **Player Roster**   Disciplinary   Comments   Review

**Edit Player Team Info**

Home Jrs#	Away Jrs#	Player ID	Player
<input type="text" value="5"/>	<input type="text" value="5"/>		

**Entering Team Colors:**

In the "Tournament Applications / Game Scoring" section click [Edit](#) next to your teams application. Click the "Team Info" tab and enter your Home Jersey Colors and Away Jersey Colors.

**Printing Match Reports:**

3 days prior to each match (72 hours) you can print a match report for your game. To print match reports click [Schedules / Game Scoring](#) link on your My Account Page. Here you will see the "Print Roster" button when the roster is available to print:

Bracket - Saturday, January 25, 2014

Game#	Group	Home Team	Score		Away Team	Score	Referee Performance
184975 <input type="button" value="Print Roster"/>	A1 vs A2	Test Team		vs.	Test Team 2		<a href="#">Rate</a>

## Entering Scores & Cards:

After the match you have 24 hours to record scores and cards. Click the [Schedules / Game Scoring](#) link and then click the empty "Score" box. Then you will get a popup to record the score and cards for the game.

**Bracket - Saturday, January 25, 2014**

Game#	Group	Home Team	Score	vs.	Away Team	Score	Referee Performance
184975 <a href="#">Print Roster</a>	A1 vs A2	Test Team			Test Team 2		<a href="#">Rate</a>

In the "Game Stats Entry" popup you will enter the score for each team.

Additionally, if any Red or Yellow cards were issued during the match you will need to record these. Both teams must enter the exact same information for the scores and results to publish correctly. To record a Red or Yellow card (Red = Ejection, Yellow = Caution): select the individual who was carded from the dropdown menu, select the item time and reason and click "add". You also have the option to record that scored in the game (goal scorers). Choose the players name, select "goal" from the dropdown menu and click add.

Once you have recorded all game stats click "Save Stats & Comments" button.

**Instructions:**  
The required fields are Team Colors and Team Scores. Team Colors cannot match.  
In Goals/Cautions/Ejections section, Please select from the drop down to add goals, ejections, or cautions for a selected Admin or player.  
Note: player numbers must match those that are in the roster. Click on the Team Names to add Jerseys.

DR - CAUTION - Delay Restart  
DT - CAUTION - Dissent  
E - CAUTION - Enter field improperly  
FRD - CAUTION - Fails to Respect Distance  
L - CAUTION - Leave field improperly  
PI - CAUTION - Persistently

Game Stat Entry			
Game Number: 184983	Date: 1/18/2014	Time: 08:00 AM	Field: -
Home: Test Team 2	Visitor: Test Team		
Colors: <input type="radio"/> None <input checked="" type="radio"/> None	Colors: <input type="radio"/> None <input checked="" type="radio"/> None		
Score: 0	Score: 0		
Special Code --	Special Code --		
Goals/Cautions/Ejections		Goals/Cautions/Ejections	
--Select Admin/Player--	--Select Admin/Player--		
Item Type	Reason	Item Type	Reason
--	--	--	--
<input type="button" value="Add"/>	<input type="button" value="Remove"/>	<input type="button" value="Add"/>	<input type="button" value="Remove"/>

## Additional Questions & Support:

Affinity Sports

Toll Free: 888 213 3999

[support@affinitysoccer.com](mailto:support@affinitysoccer.com)