Registrars and other designated Club/Association administrators can view applicants who have opted in as a member of their organization. Below are instructions on how to review RMA applications.
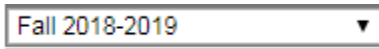
How to Review Risk Management Statuses for your Club/Association

Login with your Association or Club level access rights through the User Login button at the top left.
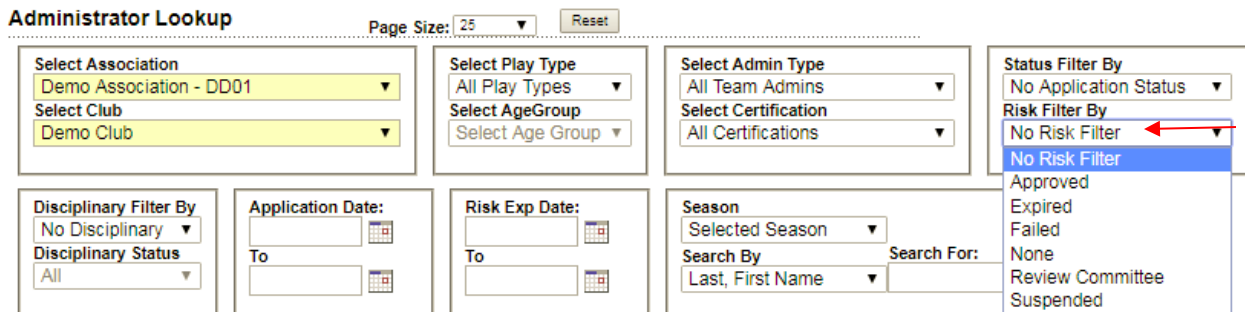
Login Page: wys.affinitysoccer.com

Select the season "Fall 2018-2019" from the left-hand navigation dropdown menu.

Select "Players/Admins" in the left-hand navigation menu and then click "Admin Lookup".

In Admin Lookup, you have the ability to search for all RMA applicants by "Risk Status".

Below is an explanation by status. The bold items will be the important filters to review:

> **Approved = Approved RMA Clearance**
> **Expired = Expired RMA Clearance**
> **Failed = RMA reviewed and rejected (Not Approved)**
> None = RMA not completed online
> **Review Committee = RMA pending review**
> **Suspended = RMA was approved when application was submitted but is now unapproved**

All background checks will be set to expire one year from the date of application.
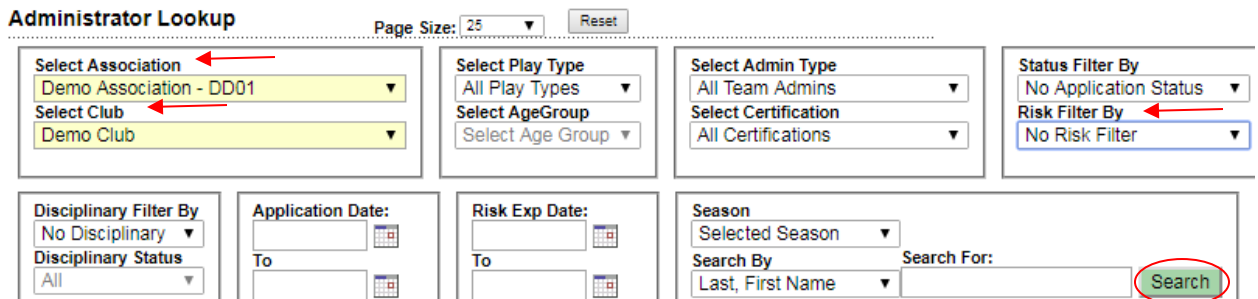
How to Review Risk Management Statuses for your Club/Association

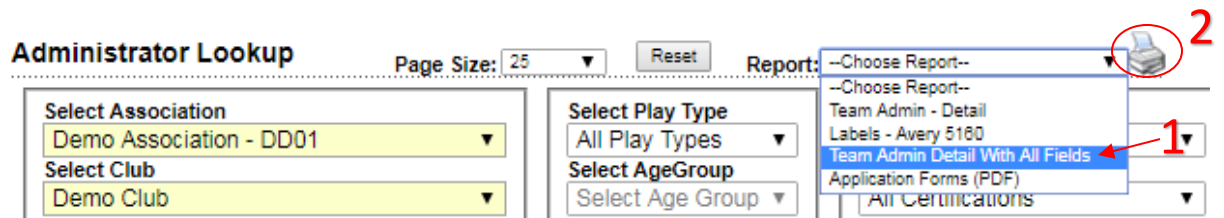To run an export report of your RMA applicants:

1. Log into Affinity and select the current season. In the left hand column, select the Players/Admins row > Admin Lookup sub row.


2. Select your Association and/or Club from the Application dropdown on the "Admin Lookup" page.
3. Choose the appropriate option from the "Risk Filter by" dropdown field and click the search button – "No Risk Filter" will show you all applicants.
4. Click the "Search" button.

5. The results will appear. All of these displayed results on the page will pull into a report.
6. In the "Report" dropdown menu at the top of the page, choose the report named "Team Admin Details with All Fields" and click the printer icon next to the report dropdown to generate this report:

7. Once the report is created, you can export to Excel or as a CSV file:
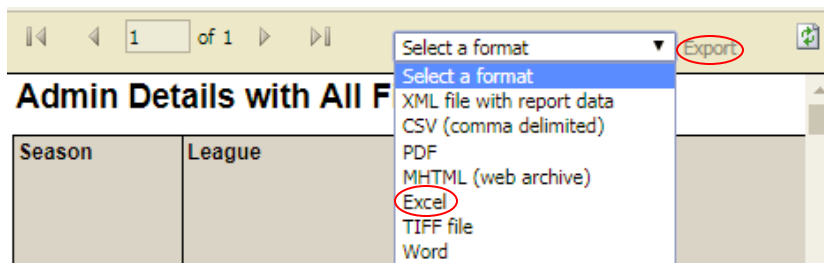
If you have additional questions with this process or need help with your access, please contact Affinity Sports or Washington Youth Soccer:

Affinity Sports
https://washingtonyouthsoccer-affinity-sports.zendesk.com/hc/en-us
Toll Free: 888-213-3999
Submit a Help Ticket: https://washingtonyouthsoccer-affinity-sports.zendesk.com/hc/en-us/requests/new

Washington Youth Soccer
Anya Rybnikova
AnyaR@WashingtonYouthSoccer.org
253-944-1618