

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.

Fall 2018-2019 🔹

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".

Administrator Lookup Page S	iize: 25 🔻 Reset	
Select Association Demo Association - DD01 ▼ Select Club Demo Club	Select Play Type All Play Types v Select AgeGroup Select Age Group v	Select Admin Type All Team Admins Select Certification All Certifications V No Risk Filter By No Risk Filter Ty No Risk Filter Ty
Disciplinary Filter By No Disciplinary ▼ Disciplinary Status All ▼	Risk Exp Date:	Season Expired Selected Season ▼ Search By Search For: Last, First Name ▼ Review Committee Suspended

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

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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
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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.

-	Players / Admins	
	Player Lookup	
	Admin Lookup	

- 2. Select your Association and/or Club from the Application dropdown on the "Admin Lookup" page.
- 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.

Select Association	Select Play Type	Select Admin Type	Status Filter By
Select Club Club	Select Age Group V	Select Certification All Certifications	Risk Filter By
Disciplinary Filter By No Disciplinary ▼ Disciplinary Status All ▼	Risk Exp Date:	Season Selected Season ▼ Search By Search For Last, First Name ▼	Search

- 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:

lministrator Lookup	Page Size: 25	Reset Report:	Choose Report
Select Association Demo Association - DD01	•	Select Play Type	Team Admin - Detail Labels - Avery 5180
Select Club	T	Select AgeGroup	Application Forms (PDF)

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

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