



# OUT OF STATE TEAMS

## Applying team to a tournament or league play

The screenshot shows the 'DemoTour' website for Nebraska State Soccer. The header includes the site name and a navigation menu with 'Apply Team', 'Information', and 'FAQ'. The 'Apply Team' button is highlighted with a red box. Below the navigation, there is a 'DemoTour' title and a placeholder for content: 'TOUR\_HOME\_PAGE - Content will be posted here'. On the left side, there is a 'User Login' section with fields for 'Username:' and 'Password:', a 'Login' button, and links for 'Forgot Password', 'Teams & Schedules', and 'Help Center'.

From the  
tournament/league  
welcome page – click  
**APPLY TEAM.**

### Create Account

1. Complete this information to establish your Username And Password. When you click "Save and Continue" your account will be created.
2. You may change the Username and/or Password at any time by editing your account information.
3. To access your application information use your Username And Password.
4. The system will save any page by clicking the "Save And Continue" button before logging off.
5. If you forget the password you may use the Forgot Password link provided directly under the user login box on the left.
6. If you need help, please call the toll free tech support hotline, whose number is on the left side of every page of this on-line system.

First Name*	Initial	Last Name*	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address 1*			
<input type="text"/>			
Address 2			
<input type="text"/>			
Country*			
<input type="text" value="United States of America"/>			
City*	State/Province*	Zip/Postal Code*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Home Phone		Work Phone	
<input type="text"/>		<input type="text"/>	
Mobile Phone*		Fax	
<input type="text"/>		<input type="text"/>	
Email Address*		Confirm Email Address*	
<input type="text"/>		<input type="text"/>	
CC Email Address			
<input type="text"/>			
.....			
Username*			
<input type="text"/>			
Password*			
<input type="text"/>			
Confirm Password*			
<input type="text"/>			

\*Required

Cancel

Save & Continue

Create a new account –  
click **SAVE AND  
CONTINUE.**

Fill out all team information requested and click **SAVE & CONTINUE.**

New Application Information FAQ My Account

Application Progress  
[Team Info](#) | [Contact Info](#) | [Player Roster](#) | [Review](#) | [Submit](#)

### Team Information

1. Provide the team information requested to the best of your ability.
2. To submit "The birth date of the oldest player" - enter "00" "01" and the year that allows the age group that your team will be in the season you are applying for at this time.

Entering Blackout Dates - Enter Team Information on the right first, save the info and then enter Blackout Dates below.

If you are having trouble entering Blackout Dates - save the "Team Info" page to move to the next screen, then come back to the "Team Info" page and enter the blackout dates.

1. Select a date using the calendar icon.
2. Select BOTH "Home" and "Away".
3. Select "Add a date".
4. If you enter a date incorrectly you can delete the date and reentry as needed.

Game Scheduling Preferences - We do not allow "Preferences" to be submitted. Email Jeff Hulbert with any issues.

Team Scheduling Blackout Days

Club Name\*

Club Home City\* Club Home State\*  
Nebraska ▼

Team Name\*  
(up to 25 characters)

Team ID\*

Home Jersey Colors Away Jersey Colors

Shorts Color Socks Color

What is your relationship to this team?  
Assistant Coach ▼

Team Gender\* Playing Age Group\*  
 Boys  Girls 9(2008) Girls ▼

\* are required fields

**Save & Continue**

Team Info   **Contacts**   Player Roster   Disciplinary   Review

### Contact Information

1. Use this page to add or edit contact information.
2. You may add as many contacts as you like. Every contact entered will receive notification e-mails.
3. You must assign a unique username and password to every contact so they may access the system.

### Team Contacts

Dumbo Test - Head Coach



IDNum: 62134-170450

**Primary Contact**

12458B Test ave

test, NE 92111

Home: (123) 456-7890

Email: dumbotest@test.com

[Edit](#) | **Active?**



[Set up SMS Messaging](#)

Testtest Testtest - Assistant Coach



IDNum: 92029-661551

**Primary Contact**

testtest

test, NE 00000

Home: (123) 123-1231

First Name\*   Initial   Last Name\*   Suffix  
        

Address 1\*

Address 2

Country\*

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

Home Phone   Work Phone  
  

Cell Phone\*   Fax  
  

Role\*

Email Address\*   CC Email Address  
  

Username

Password

Confirm Password

Add required team contacts.

Send Mail



<< Back to Search

Team Info   Contacts   **Player Roster**   Disciplinary   Review

### Player Roster

Team Roster Listed Below.

PLAYER ROSTER STATS						
registered	loaned	transferred	active	inactive	total	
1	0	0	1	0	1	
1 players defined of the 24 allowed						
1 players activated of the 18 allowed						

Home Jrs#	Away Jrs#	Name	ID#	DOB	Gender	Player Status	Transfer Date	ODP Level	Active?	PlayerInfo	SMS
		Order, Create	 14221-577108	7/8/2007	Boy	Registered			<input checked="" type="checkbox"/>	Edit	

Sync Roster

Print Page

Set Active Players

Add Club Pass Player

Verify your roster is correct, set active players and club pass players.

Review your application and don't forget to click **SUBMIT APPLICATION.**

If a payment is due the payment screen will be on the next screen.

NEBRASKA STATE SOCCER

Message Center | Sign Out

Soccer Soccer

Sign Out

Help Center

New Application | Information | FAQ | My Account

Application Progress  
Team Info | Contact Info | Player Roster | Review | Submit

Review 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
9402908	12/7/2017 12:11		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

New Application | Information | FAQ | My Account

Application Progress  
Team Info | Contact Info | Player Roster | Review | Submit

You can pay now by credit card or you can pay by check. If you select pay by check you will need to enter a check number. If your club will be paying for your teams application, select "Pay by Check" and in the check number put "Club Pays". You then have the club send the check.

No Team will be allowed to PLAY without payment be made by the deadline.

Product	Prussia Code	Qty	Price*Qty
Per Game - 10G		1	75.00
1 item(s) totaling:			75.00
Order Total:			75.00
Total Due:			75.00

Items Ordered

Payment Method\*  
Choose One

Continue >>

# ADDITIONAL QUESTIONS

To reach Affinity Sports technical support line:

**Office Phone: 855-859-4586**

**Office Hours:**

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

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