

Registrar Guide: Register your teams to WVSA Tournaments

Go to the Affinity Sports login page: <http://wvsoccer.sportsaffinity.com>

(Alternatively you can go to the Affinity Sports login page for your League/Club or the Affinity URL for the Tournament)

First check to be sure the team(s) you are entering have been "Activated" or you will not see the Tournament in the dropdown box.

Log in to the Affinity system using the User Login at the upper left

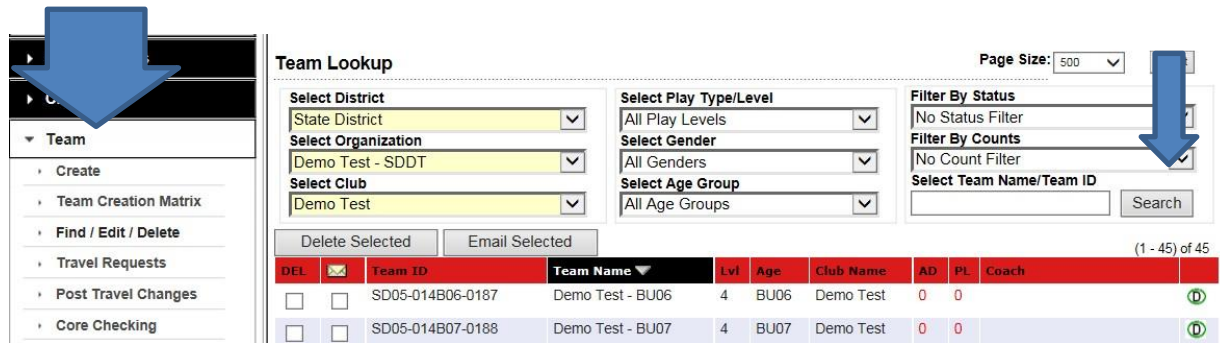


The image shows the West Virginia Soccer Association logo on the left, featuring a soccer ball and the text "WEST VIRGINIA SOCCER ASSOCIATION". To the right is a login form with fields for "User Login:", "Username:", and "Password:", and a "Login" button.

Select the current season at the upper left

Click Teams in the left menu

Search for and click on the desired team

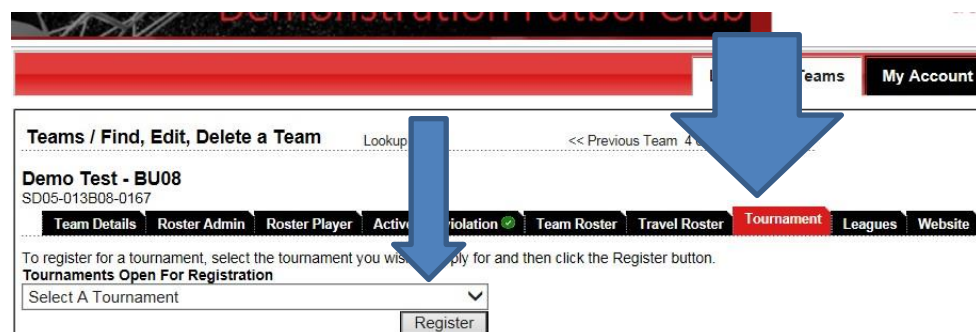


The image shows the "Team Lookup" screen. On the left is a navigation menu with "Team" selected. The main area has several filters: "Select District" (State District), "Select Organization" (Demo Test - SDDT), "Select Club" (Demo Test), "Select Play Type/Level" (All Play Levels), "Select Gender" (All Genders), "Select Age Group" (All Age Groups), "Filter By Status" (No Status Filter), "Filter By Counts" (No Count Filter), and "Select Team Name/Team ID". Below the filters is a table with columns: DEL, Team ID, Team Name, Lvl, Age, Club Name, AD, PL, Coach. Two teams are listed: "Demo Test - BU06" and "Demo Test - BU07". A blue arrow points to the "Team" menu item, and another points to the "Search" button.

DEL	Team ID	Team Name	Lvl	Age	Club Name	AD	PL	Coach
<input type="checkbox"/>	SD05-014B06-0187	Demo Test - BU06	4	BU06	Demo Test	0	0	
<input type="checkbox"/>	SD05-014B07-0188	Demo Test - BU07	4	BU07	Demo Test	0	0	

Click on the tournament tab

Select the desired Tournament from the drop down and then click register



The image shows the "Demo Test - BU08" team details page. The "Tournament" tab is selected in the navigation bar. Below the navigation bar, there is a section titled "Tournaments Open For Registration" with a dropdown menu labeled "Select A Tournament" and a "Register" button. A blue arrow points to the "Tournament" tab, and another points to the "Register" button.

Update the info and click save and continue. Be sure to select your preferred flight.

Leagues & Teams

Demo Test - BU08 - Boys U8/9
SD05-013B08-0167 Send Mail

Team Info | Contacts | Player Roster | Disciplinary | Review

Team Information
Provide the team information requested.

The birth date of the oldest player on your team will determine the minimum age group in which you can play.

Gaming (Playing) League nwoysl **Club Name** Demo Test

Team Name* (up to 25 characters)
Demo Test - BU08

Team Gender* Boys Girls **Playing Age Group*** Boys U8/9

Preferred Flight* BU09 Division 2

No action is needed on the Contacts tab, all team admins assigned to the team will appear on the left. Continue with the application process by clicking continue at the bottom right or by clicking on the next tab in the process.

(All Coaches and admins need to be rostered to the team through the rostering screens and you will need to assign a Head Coach prior to completing this Application.)


Leagues & Teams | **My Account**

Demo Test - BU08 - Boys U8/9
SD05-013B08-0167 Send Mail << Back to My Account

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

Contact Information
Please review your team contacts. Contacts not participating can be set as inactive.

Team Contacts

Nicoli Tested - Head Coach
 IDNum: 60265-239285
Primary Contact
 852
 85213, OH 85555
 Home: (555) 555-5555
 Email: kkiledjian@affinity-sports.com
[Edit](#) | **Active?**
[Set up SMS Messaging](#)

First Name* **Initial** **Last Name*** **Suffix**

Address 1*

Address 2

Country* United States of America

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

Home Phone* **Work Phone***

Mobile Phone **Fax**

Players must have Jersey numbers and Photos uploaded. No other action is needed on the player tab, this tab will show players you have added through the rostering screens (You can use the Sync roster button to have the system immediately sync and show any players or admins you have just added to the team through the rostering screens)

Demo Test - BU08 - Boys U8/9
SD05-013B08-0167

Send Mail << Back to My Account

Team Info Contacts **Player Roster** Disciplinary Review

Player Roster

PLAYER ROSTER STATS

registered	loaned	transferred	active	inactive	total
1	0	0	1	0	1

1 players defined of the 16 allowed

Home Jrs#	Away Jrs#	Name	ID#	DOB	Gender	Player Status	Transfer Date	ODP Level	Active?	PlayerInfo	Developmental	SMS
		Tested, Sarah	35770-196521	2/4/2008	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	

Sync Roster Print Team Roster Print Page Set Active Players

Ⓢ = Disciplinary Problem
Ⓣ = Transferred

Click on the review tab, click the Pay by Credit Card button to enter payment method (Payment methods accepted are Credit Card, Electronic Check and Paper Check – The payment coupon button will provide you with a print out to send in with your check if you elect to pay by paper check) Once payment has been entered your application is complete.

Team Info Contacts Player Roster Disciplinary **Review**

Review Application Print Page Pay by Credit Card Payment Coupon

Shown below is the application that this user submitted.

Application #	App Start Date	Submit Date	Posted Status
7654992	1/21/2016 08:04	1/21/2016 08:04	New

Payment and Order Information

Order#	Fee	Qty	Fees	Paid	Due	Ref.	Date	Status
2-2283275	Entry Fee - BU8	1	\$150.00	\$0.00	\$150.00	\$0.00	1/21/2016 8:04 AM	New Order
					\$150.00	\$0.00		Due: \$150

Contact Information

Nicoli Tested
Head Coach
852
85213, OH 85555
Home: (555) 555-5555
Email: kkiledjian@affinity-sports.com

Team Information - Demo Test - BU08 - Boys U8/9 Edit
SD05-013B08-0167

Club Name	Gaming League
Demo Test	nwysol

Team Website	Jersey Home Colors	Jersey Away Colors	Age Group
n/a			B89

Team Roster Edit

Home Jrs#	Away Jrs#	Name	ID#	DOB	Gender	Player Status	Transfer Date	ODP Level	Active?
		Tested, Sarah	35770-196521	2/4/2008	Girl	Ⓢ			<input checked="" type="checkbox"/>

Once you click on the pay by credit card button you will be able to select a payment method (Payment methods accepted are Credit Card, Electronic Check and Paper Check) Click Continue

Team Info Contacts Player Roster Disciplinary **Review**

TOUR_APPL_SUBMITPAY - Content will be posted here

Product	Promo Code	Qty	Price
✓ Entry Fee - BU8		1	150.00

Add Promo Code Discount

1 item(s) totaling: 150.00
Order Total: 150.00
Total Due: 150.00

Payment Method*
Choose One

You will be returned to the Review page. Once payment has been entered your application is complete.

Team Info Contacts Player Roster Disciplinary **Review**

Review Application

Shown below is the application that this user submitted.

Application #	App Start Date	Submit Date	Posted Status
7654992	1/21/2016 08:04	1/21/2016 08:04	New

Payment and Order Information

Order#	Fee	Qty	Fees	Paid	Due	Ref.	Date	Status
2-2263275	Entry Fee - BU8	1	\$150.00	\$0.00	\$150.00	\$0.00	1/21/2016 8:04 AM	New Order
			\$150.00	\$0.00	\$150.00	\$0.00	Due: \$150	

If you elected to pay by paper check you can click on the payment coupon button to print a payment summary with your team info to mail with your paper check payment.

Review

If you have problems registering your team, please contact Jude Greene, WWSA Director Member Services jude@wvsoccer.net