

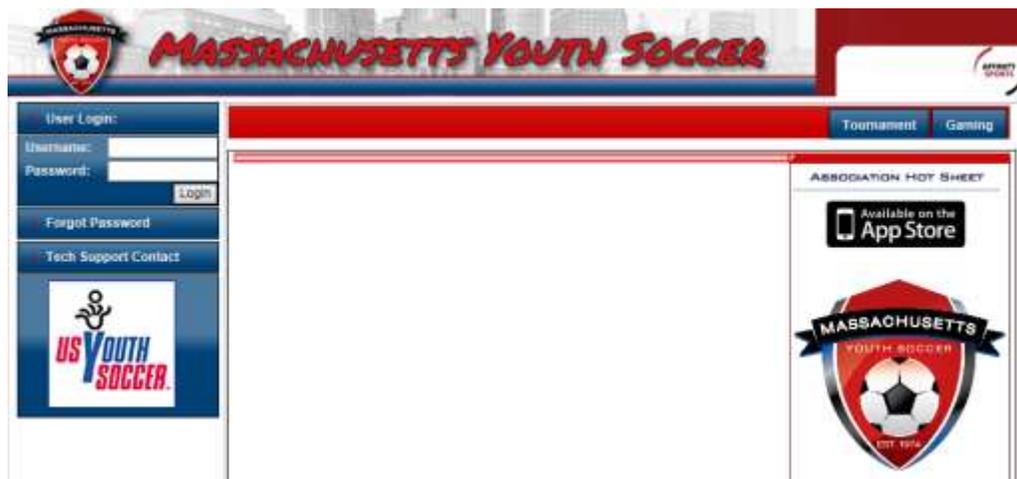
Affinity Sports ShareView is a fully functional real time database created to service state associations at the highest possible level all the way down to the small independent clubs.

This guides intent is to provide step by step instructions for completing tasks within the Affinity Sports ShareView system.

To access ShareView please proceed to the following URL:

mayouthsoccer.sportsaffinity.com

The user log in is located in the upper left hand corner. Please log in with your username and password.



- Proceed to mayouthsoccer.sportsaffinity.com
- In the upper left corner user your **Username/Password** to log in

How to search for records

Once logged in you will have a navigation section on the left. To search for records follow the below steps. Records that are searchable are only records that have an application to your club, In order for them to appear in this search they will have needed to complete an Adult Registration.

- On the left navigation select **Players/Admins**
- Select **Admin Look Up**
- Use search criteria to search for admin using **Risk Status**, and Last, First Name.
- You can also just select Search to bring up all individuals who are associated with your club.

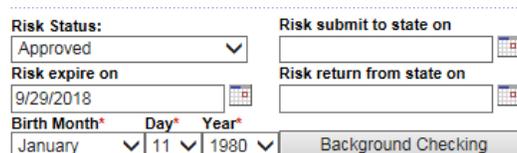


The screenshot shows the 'Administrator Lookup' form with several search criteria highlighted by red boxes. The criteria include: 'Select Club' (All Clubs), 'Select Program' (All Programs), 'Disciplinary Filter by' (No Disciplinary), 'Disciplinary Status' (All), 'Select Play Type' (All Play Types), 'Select Age Group' (All Age Groups), 'Application Date' (To), 'Select Admin Type' (All Team Admins), 'Select Certification' (All Certifications), 'Season' (Selected Season), 'Search By' (Last, First Name), 'Status Filter By' (No Application Status), and 'Risk Filter By' (No Risk Filter). A 'Search' button is located at the bottom right of the form.

Viewing CORI Status

After searching for an individual, you can enter into their record and view their information. Doing this will give you access to their **CORI** status expiration date and other information.

- Perform the search as described as above.
- Click on an individual you want to view their data
- Once in their record scroll down towards the bottom of the page. A section will be listed with their current **Risk Status** which is the CORI Status, as well as the expiration date.



The screenshot shows the 'Risk Status' section of a record. It includes a dropdown menu for 'Risk Status' (Approved), a date field for 'Risk expire on' (9/29/2018), and a date field for 'Risk return from state on'. Below these are fields for 'Birth Month*' (January), 'Day*' (11), and 'Year*' (1980). A 'Background Checking' button is located at the bottom right of the section.

Verifying CORI Documents

After a CORI applicant has completed their registration they will have their **CORI Acknowledgement Form**. They would provide this form to their CORI Submitter, who would then verify they signed it in person as well as verified their identification. Once this is complete a check box can be marked off as **CORI Verified**. To perform this verification please follow the steps listed below.

- Search for desired record using steps that were provided at the start of this guide.
- Click on the record to view the records details. Make sure you are on the **Administrator Info** tab.
- Underneath the picture of the administrator you will have a check box which reads **CORI Verified**.
- Click on the empty check box to mark it, and click on the **Update** button.
- This will timestamp the CORI verification with the name of the user whom verified this, as well as the date and time.
- The CORI verified check box will only appear if the applicant has uploaded a picture. This would have been completed in the Adult Registration process. If a picture has not been uploaded, one can be uploaded at anytime.

Edit Administrator

Name: Adult Tester **ID Number:** 11878-849862

Administrator Info | Additional Info | Applications | Disciplinary | Children | Events



Legal First Name*	Middle / Initial	Legal Last Name*	Suffix
Adult		Tester	_____

Business Title	Alias (Nickname)

Address 1* verify address

Address Line 1 _____

Address 2 _____

Address 3 _____

Country*	County
United States of America	

City*	State/Province*	Zip / Postal Code*
City	MA	01234

Home Phone**	Work Phone**
(123) 456-7890	

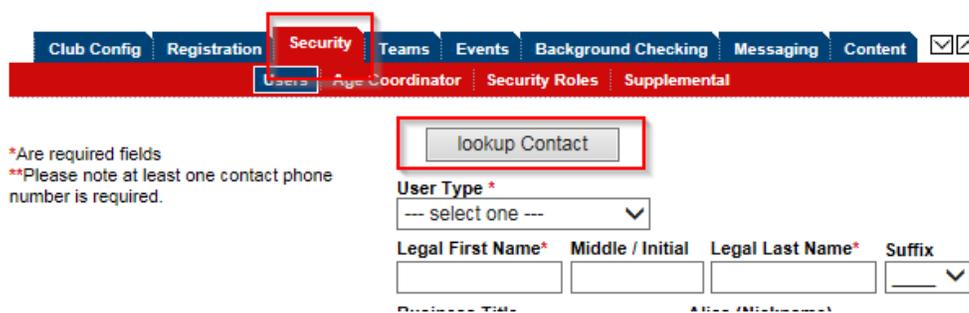
CORI Verified
Last Mod by _____ @ Dec 8 2015 12:49PM

Assigning users to club access

To grant access to the club level for users and roles such as Presidents, Registrars, Board, Members, Directors, etc. You will want to make sure they are first in the system, you can do this by searching for their record. If they are not in the system, please direct them to complete an [Adult Registration](#) at the following ma-adult.affinitysoccer.com URL.

If they are in the system, follow the instructions below.

- Select **Club** on the left navigation
- Select your club from the dropdown menus and **Select Club**
- Select the **Security** tab
- Now in the security tab you will have a button to **Look Up contact**. Click this button.
- Search by Last, First Name.
- Once you locate the individual you want click the **Select** button
- After selecting the individual you want, select a **user type**.
- Scroll down and place a check box in **level of access**. Generally League, Club, and CORI submitters have the highest level of access. As it goes to other roles they have slightly less. If you have a user whom you want to have full access select one of the 3 roles listed above.
- Select **Add Contact**



The screenshot shows a web application interface with a navigation menu at the top. The 'Security' tab is highlighted with a red box. Below the navigation menu, there is a red bar with several options: 'Users', 'Age Coordinator', 'Security Roles', and 'Supplemental'. Below this bar, there is a 'lookup Contact' button, also highlighted with a red box. To the left of the button, there are instructions: '*Are required fields' and '**Please note at least one contact phone number is required.' Below the button, there is a form with several fields: 'User Type *' (a dropdown menu), 'Legal First Name*', 'Middle / Initial', 'Legal Last Name*', and 'Suffix' (a dropdown menu). Below these fields, there are two more fields: 'Business Title' and 'Address (Mailing Address)'.

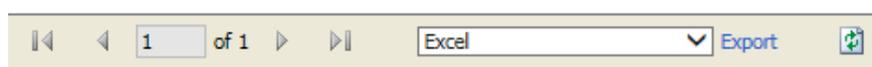
Reports

Multiple reports containing various data are available. Data ranges from all fields that include every possible field that can appear in a record, to simpler reports. One of the reports from this section you may run is the [Admin Count with Risk Status](#). To run this report follow the steps below.

- To access the reports, select [Reports](#) on the left navigation.
- Select [Registrations](#) > [Counts Report](#)
- Select your [Club & Program](#) then choose [Admin Count with Risk Status](#)
- [Generate Report](#)



- After selecting to Generate Report a new window will open. From this window at the top of the page you can select to [Export](#)



Administrator Count with Risk Status

The second area you can run reports from is the [Admin Look Up](#). Perform a search using the steps described in the [How to search for records](#) section. After you perform a search a dropdown box appears at the top of the page. This will allow you to select the report you want to generate.

- Perform search using steps provided in the [How to search for records](#) section.
- Select from the dropdown [Team Admin Detail with All Fields](#).
- Click the small [printer icon](#)

- This will allow you to export your report. This report will pull all fields that are associated in the users' record.

The screenshot shows the 'Administrator Lookup' interface. At the top, there is a 'Page Size' dropdown set to 500 and a 'Reset' button. The 'Report:' dropdown menu is open, showing options: '--Choose Report--', 'Team Admin - Detail', 'Labels - Avery 5160', 'iCORI Report', 'Team Admin Detail With All Fields', and 'Application Forms (PDF)'. A red box highlights the report dropdown menu. Other filters include 'Select Club' (MA Youth Adult Registration & CORI - 0), 'Select Program' (CORI Submission Request), 'Select Play Type' (All Play Types), 'Select AgeGroup' (All), 'Status Filter By' (No Application Status), and 'Risk Filter By' (No Risk Filter). There are also fields for 'Disciplinary Filter By', 'Application Date', and 'Season'.

Glossary

Admin = Adult Registration applicants. Anyone who has a record in the system such as coaches, directors, CORI submitters, etc.

Application = the application links adult applicants to clubs. Without an application to a club records cannot be found associated to a club. To complete an application and adult registration must be completed.

Level of Access = when setting up a user in the system, the level of access is what determines what they can see, and what they can do in terms of updating, creating, deleting etc.

Navigation = the menu options located to the left of the screen. This is how you move around the system

Record = is used to identify the account that contains an individual's information.

Risk Status = this field is used to place any information that pertains to the individuals CORI status.

User Type = user type is what is used to identify an individual's record. Ex. If an admin lookup was performed and you wanted to search for all registrars, the user type is what is used to identify them as a registrar.