



Handbook

Table of Contents

- 1. Reset Password to Access Account
- 2. Access Digital Player Pass
- 3. Upload Birth Certificate
- 4. Upload Photo
- **5. Set Active Players**
- 6. Print Game Day Rosters (GDR)
- 7. Scoring from Your Computer
- 8. Scoring From Your Handheld Device
- 9. Create & Print Travel Roster





Updated 2/20/2016

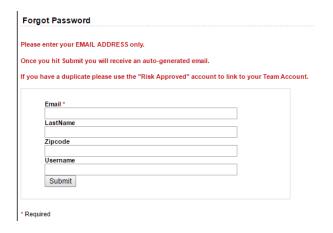
1. Reset Password to Access Account

To access your account for Game Management, you will need to first establish access to your account. Once you establish your username and password you will use these credentials when accessing the Web App for Digital Player Pass check in, Game Scoring, Red/Yellow Cards, and Oath scoring. Currently your Oath scores will be added in the comments section. If you already know your credentials log in using the *User Login* located in the upper left corner of your screen.

Click on this link to reset your Password: http://minnesotayouthsoccer.sportsaffinity.com



2. A new screen requesting your email will open



3. Enter your **Email address** and click **SUBMIT**







- 4. You will receive an immediate auto-generated email
 - a. Click on Reset Password
 - b. If you have duplicate records, please select the record that is "Risk Approved"



- 5. You will receive an immediate auto-generated email
 - a. Enter in your new Password
 - b. Click Update



6. You will receive the message below



7. In the upper left corner enter your credentials to log in



You have now completed your game management log in.

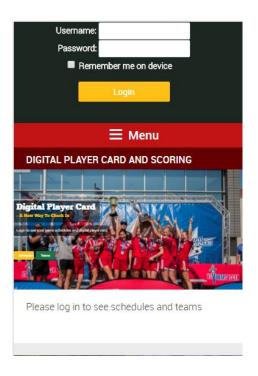




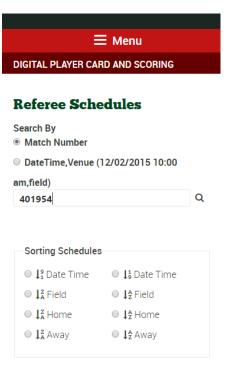
2. Access the Digital Player Pass

Use this link from any browser from any hand held device or computer: http://mnyouth.sportsaffinity.com/m/pass/index.aspx

1. Log in with your Risk Approved credentials



2. Enter your game number on the search line

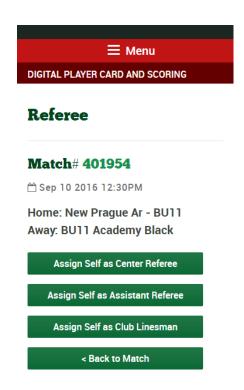




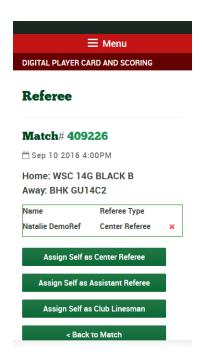


- 3. Game will appear
 - a. Click on Referee ■ Menu DIGITAL PLAYER CARD AND SCORING Referee Schedules Search By Match Number DateTime,Venue (12/02/2016 10:00 am,field) Q 401954 Home: New Prague Ar - BU11 Away: BU11 Academy Black [™] Sep 10 2016 12:**3**0PM Match#: 401954 Field: New Prague - Eagle View--07 > 2016 MYSA Fall Competitive League > Home Roster Away Roster Referee > Scoring >

Assign yourself to the game



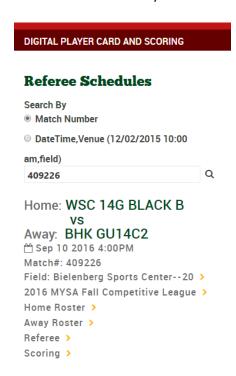
- 4. You will see yourself assigned to game
 - a. You may use the Red X to remove yourself in case of an error
 - b. Click Back to Match



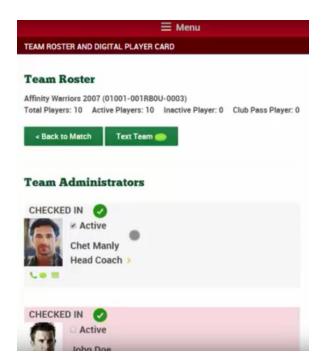




- 5. Check in the team
 - a. Click on Home Roster
 - b. Click on Away Roster



6. Click on the first person's name



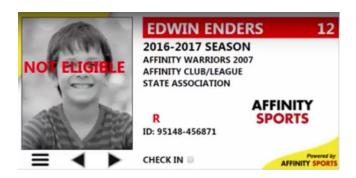




- 7. Turn smart phone sideways
 - a. Eligible Player Pass



b. In-eligible Player Pass due to RED card



8. Score the game:



Scoring the game will update everything on the backend of our system and update the standing on the public facing page where applicable.





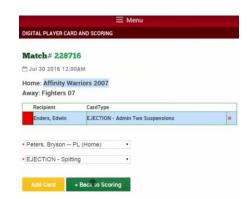
9. Enter the Away Score and the Home Score in the boxes provided



- 10. Use the comment section to enter your OATH scores at this time
- 11. Add any disciplinary cards below
 - a. Click on Add Card



- 12. Choose the player name from the drop down
- 13. Select the offense
- 14. Click Add Card







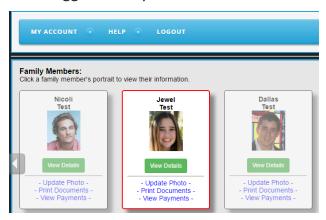
- 15. You will see the card you added
- 16. You may click on the RED X to delete if you made an error in your submission



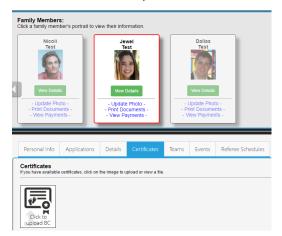
3. Upload Birth Certificate

http://minnesotayouthsoccer.sportsaffinity.com

- 1. In the upper right corner they will use their credentials to log in
- 2. Once logged in they will see their account including all family members



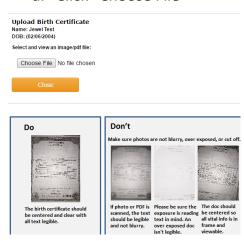
- 3. Click on the Member profile of the person whose BC you wish to upload (outlined in Red)
- 4. Click on the "Certificates" Tab
- 5. Click on "Click to upload BC"



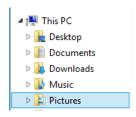
DICK S TEAM SPORTS HQ SPORTS



- 6. A new window will open
 - a. Click "Choose File"



7. Select desired photo by double clicking on it



- 8. Crop or resize if necessary
 - a. Right click
 - b. Hold down while you drag your curser across desired section of the photo
 - c. Click Crop or resize if necessary



*Please note: Once the BC is verified in the Affinity Sports Shareview™ System, the BC are permanently delete

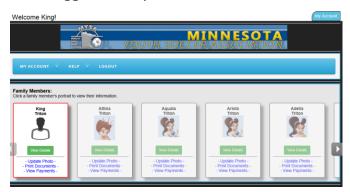




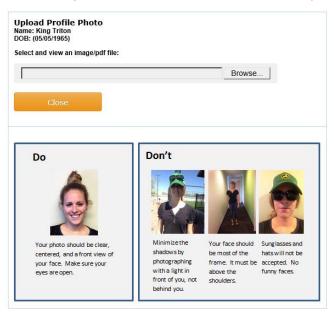
4. Upload Photo

http://minnesotayouthsoccer.sportsaffinity.com

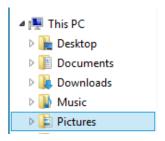
- 9. In the upper right corner they will use their credentials to log in
- 10. Once logged in they will see their account including all family members



11. Click on **Update Photo** for the desired family member



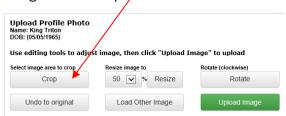
12. Click on Browse







- 13. Select desired photo by double clicking on it
- 14. Crop or resize if necessary
 - e. Right click
 - f. Hold down while you drag your curser across desired section of the photo
 - g. Click Crop





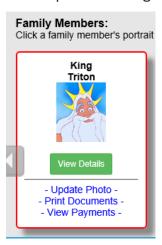
15. Click Upload Image







16. Once uploaded image will appear in the member profile



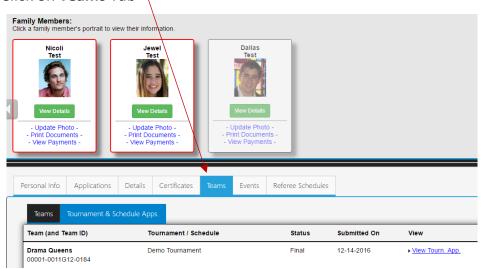
5. Set Active Players

http://minnesotayouthsoccer.sportsaffinity.com

1. Log in with your Affinity Credentials



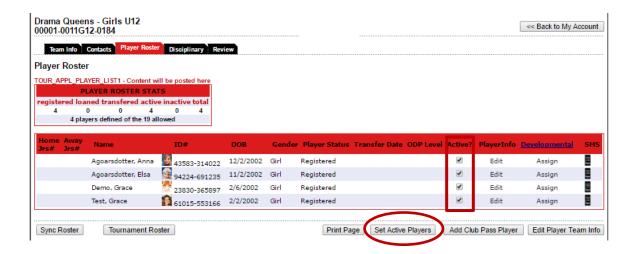
2. Click on Teams Tab







- 3. Click on the **Tournament & Schedule Apps**
- 4. Click on View Tourn. App.
- 5. Click on Player Roster
- 6. Click on the check box to de-select Active players
 - a. Click Set Active Players box under roster to save



6. Print Game Day Rosters (GDR)

Each team will need to print out their GDR to take to their game:

http://minnesotayouthsoccer.sportsaffinity.com

1. Log in using your credentials

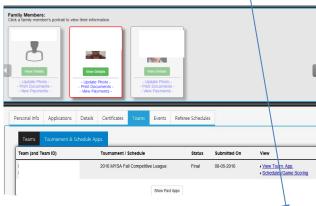


- 2. Click on Teams Tab
- 3. Click on Tournament & Schedule Apps Tab

DICK S TEAM SPORTS HQ SPORTS



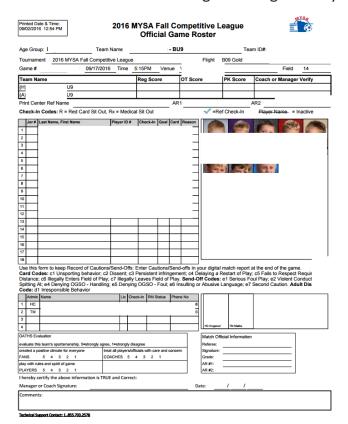
4. Click on Schedules/Game Scoring



5. Click on Print Roster



6. Print the Roster the morning of each game day



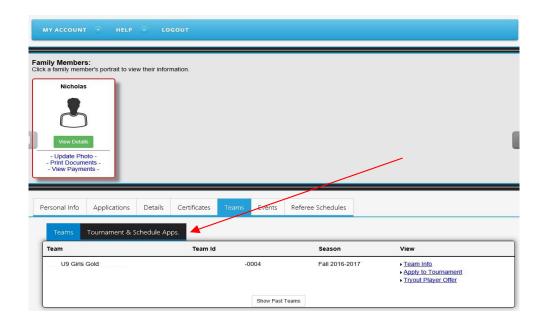




7. Scoring From Your Computer

<u>Scoring from your Computer -</u> Coaches, Assistant Coaches and Team Managers will log in with their Risk Management approved credentials. They will need to be rostered onto their teams with one of the roles listed above to see this view.

- A. Click on Teams under their profile
- B. Click on the Tournament and Schedule App tab



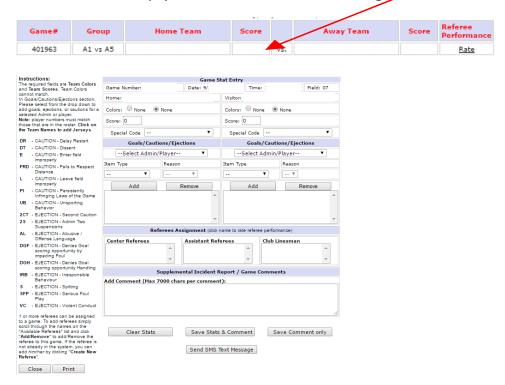
C. Click on Schedules/Game Scoring







D. Click on the Empty Box where the Score should go



- E. Enter in the desired information
- F. Click Save Stats and Comment

8. Scoring From Your Handheld Device

<u>Scoring From Your Handheld Device-</u>Coaches, Assistant Coaches and Team Managers will log in with their Risk Management approved credentials. They will need to be rostered onto their teams with one of the roles listed above to see this view

- A. Games for your teams will automatically populate your screen
- B. Click on Scoring



- C. Enter in the Score of the game
- D. Add Comments





E. Click Save Score



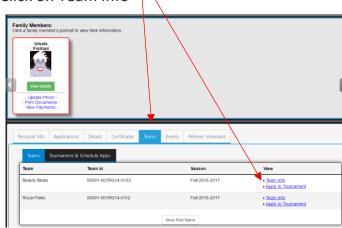
9. Create & Print Travel Roster

http://minnesotayouthsoccer.sportsaffinity.com

1. Log in with your Affinity Credentials



- 2. Click on Teams Tab
- 3. Click on Team Info



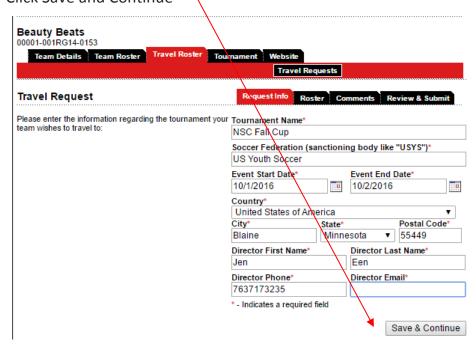




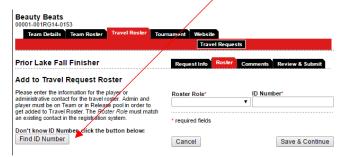
- 4. Click on the Travel Roster Tab at the top
- 5. Click on Create New Request



- 6. Enter required information for the Tournament you are attending
- 7. Click Save and Continue



8. Click Find ID Number to locate a player you wish to add to your team as a guest player but do not know the ID Number







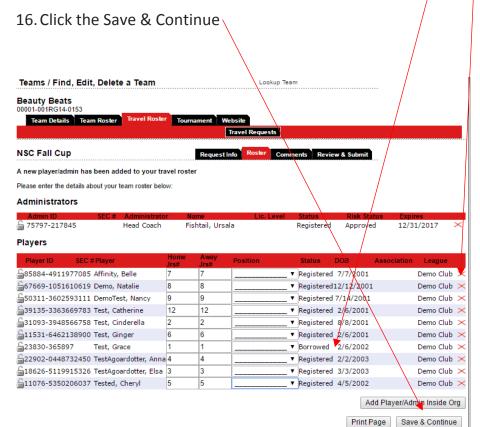
- 9. Enter the last name, first name/initial, DOB (MM/DD/YYYY)
- 10. Click Search
- 11. Click on the ID Number to borrow that player onto your team



- 12. Select the Role of the person you are adding
- 13. Click Save & Continue



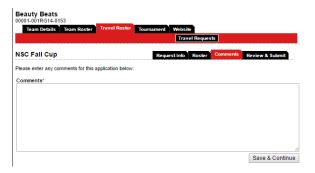
- 14. Your borrowed player will appear with Borrowed Status
- 15. Click on the Red X to remove any player/admin not attending







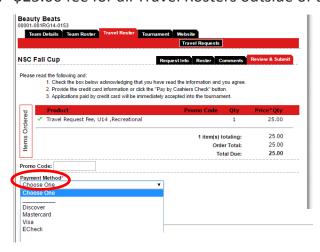
- 17. Add any comments
- 18. Click Save & Continue



19. Click Submit Application



- 20. Select your payment Method:
 - a. \$25.00 fee for all Travel Rosters outside of the state



21. Click "Submit Payment"







- 22. Status shows as Accepted
- 23. Click on the Review Box



24. Click — Print Travel Papers

Beauty Beats
00001-001RG14-0153

Team Dotails Team Roster Travel Roster Tournament Webbite

Travel Request Request Request NSC Fall Cup Travel Reguest
Travel Request Submitted
Thank you for submitting your Travel Request application

Print Travel Papers Payment Coupon Print Page

25. Select **PDF** in the report drop down



27. Print your **photo roster**

