



These how-to documents are intended to be a basic step-by-step description of how to do basic tasks in Affinity.

Affinity Training Materials for MYSA

How-To: Getting Travel Documents

1. Log into Affinity

a. Click on your icon

https://secure.sportsaffinity.com/myaccount/index.aspx?sessionid=... Team Managers MyAccount

Welcome James! JimBarker - Minnesota Youth : [v]

Administration Tournament & Gaming My Account

MINNESOTA YOUTH SOCCER ASSOCIATION

MY ACCOUNT HELP LOGOUT

Family Members:
Click a family member's portrait to view their information.

James Barker
[Portrait of a dog]
View Details
- Update Photo -
- Print Documents -
- View Payments -

Warwick Barker
[Portrait of a boy]
View Details
- Update Photo -
- Print Documents -
- View Payments -

Ainsley Barker
[Placeholder icon]
View Details
- Update Photo -
- Print Documents -
- View Payments -

Personal Info Applications Details Certificates **Teams** Events Referee Schedules

Teams Tournament & Schedule Apps.

Team	Team Id	Season	View
Drama Queens	00001-0011G12-0184	Spring 2017	Team Info Add to Tournament


b. Click on Teams in the yellow circle...and then on Team Info in the green circle

https://secure.sportsaffinity.com/myaccount/index.aspx?sessionguid=CA157EE9-A957-48CA-9842-E392A88AD1A9&teamid=8337096

Team Managers MyAccount

Family Members:


Click a family member's portrait to view their information.



James Barker

View Details


- Update Photo -
- Print Documents -
- View Payments -



Warwick Barker

View Details

- Update Photo -
- Print Documents -
- View Payments -



Ainsley Barker

View Details

- Update Photo -
- Print Documents -
- View Payments -

Personal Info Applications Details Certificates **Teams** Events Referee Schedules

Teams Tournament & Schedule Apps.

Team	Team Id	Season	View
Drama Queens	00001-0011G12-0184	Spring 2017	Team Info Apply to Tournament
Prior Lake Soccer Club - 01 - BU16	0SPRL-0013B16-1323	Spring 2017	Team Info Apply to Tournament Tryout Player Offer

Show Past Teams

https://secure.sportsaffinity.com/reg/team/teamroster.asp?sessionguid=CA157EE9-A957-48CA-9842-E392A88AD1A9&teamid=8337096

c. Click on Travel Roster on the menu bar

https://secure.sportsaffinity.com/reg/team/teamroster.asp?sessic Minnesota Youth Soccer As... Affinity Sports- Report Viewer

MINNESOTA YOUTH SOCCER ASSOCIATION

Message Center | SignOut **AFFINITY SPORTS**

Change Login
JimBarker - Minnesota Youth Soccer Association

Team

- Find / Edit
- Travel Requests
- Post Travel Changes

Players / Admins

ID Cards

Reports

Sign Out

Tech Support Contact

US YOUTH SOCCER

Teams / Find, Edit, Delete a Team Lookup Team

Drama Queens
00001-0011G12-0184

Team Details **Team Roster** Travel Roster Tournament Website

Administrators

Select	PC	Admin ID	SEC	Administrator	Name	Lic. Level	Risk Status	Expires
<input type="checkbox"/>	0	57761-076661		Head Coach	Barker, James		Approved	12/31/2017
<input type="checkbox"/>	0	10164-120643	2848	Team Manager	Test, June		Approved	12/31/2017
<input type="checkbox"/>	0	46796-941056		Team Assistant	Test, Nicoli		Submitted	12/31/2017
<input type="checkbox"/>	0	18858-943692		Director of Coaching	Test, Nicoli		Approved	12/31/2017

+ Team Assignment Codes
4 administrators

Players

Select	PC	Player ID	SEC #	Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date	MEDIA
<input type="checkbox"/>	0	43583-314022	3496	Agoarsdotter, Anna	12/2/2002	12/20/2016	12/20/2016		P S
<input type="checkbox"/>	0	94224-691235	8189	Agoarsdotter, Elsa	11/2/2002	12/20/2016	12/20/2016		P S
<input type="checkbox"/>	0	23830-365897	1153	Demo, Grace	2/6/2002	12/20/2016	12/20/2016		P S
<input type="checkbox"/>	0	12602-280373	7422	Test, Ariel	8/8/2002	12/7/2016	12/21/2016		P S
<input type="checkbox"/>	0	11073-895239	5415	Test, Belle	7/7/2002	12/7/2016	12/21/2016		P S
<input type="checkbox"/>	0	12899-573800	7145	Test, Cinderella	1/1/2003	12/7/2016	12/21/2016		P S
<input type="checkbox"/>	0	61015-553166	8711	Test, Grace	2/2/2002	12/20/2016	12/20/2016		P S
<input type="checkbox"/>	0	63844-611180	0638	Test, Jasmine	9/9/2003	12/7/2016	12/21/2016		P I
<input type="checkbox"/>	0	56078-947253	5035	Test, Jill	2/5/2003	12/6/2016	12/21/2016		P I

+ Team Assignment Codes
9 players

Email Selected SMS Selected Print Assignment Codes Create Travel Roster
Edit Player Team Info Print Team Roster Print Team Payments Print Uniform Report
Print Team Roster/Email

Released Players

Player ID	Player	DOB	Release Status	Date
-----------	--------	-----	----------------	------

- d. Find the travel request that has been processed and says 'Accepted' and click on 'Edit Application'

https://secure.sportsaffinity.com/reg/team/ Minnesota Youth Soccer As... Affinity Sports- Report Viewer

00001-0011G12-0184

Team Details Team Roster Travel Roster Tournament Website Travel Requests

Find / Edit

- Travel Requests
- Post Travel Changes


Players / Admins

ID Cards

Reports

Sign Out

Tech Support Contact



Team Travel Requests Current Past

carrolton tourney of champions

Appl #	Tournament Name	Director Name	Status
08519929	carrolton tourney of champions	Lee Fredrickson	New
Start Date	End Date	Submit Date	Created
5/19/2017	5/21/2017	n/a	2/23/2017 19:49

Edit Application

drumlin kick-off

Appl #	Tournament Name	Director Name	Status
08519967	drumlin kick-off	Lee Fredrickson	Accepted
Start Date	End Date	Submit Date	Created
5/19/2017	5/21/2017	n/a	2/23/2017 20:17

Edit Application

kanns kickoff

Appl #	Tournament Name	Director Name	Status
08519954	kanns kickoff	Lee Fredrickson	New
Start Date	End Date	Submit Date	Created
5/19/2017	5/21/2017	n/a	2/23/2017 20:04

Edit Application

Kickin It Tourny of Champs

Appl #	Tournament Name	Director Name	Status
08454608	Kickin It Tourny of Champs	John Doe	New
Start Date	End Date	Submit Date	Created
3/4/2017	3/5/2017	n/a	1/30/2017 09:14

e. Click on 'Review & Submit'

Browser address bar: <https://secure.sportsaffinity.com/reg/team/> Minnesota Youth Soccer As... Affinity Sports- Report Viewer

MINNESOTA YOUTH SOCCER ASSOCIATION

Message Center | SignOut **AFFINITY SPORTS**

Change Login
JimBarker - Minnesota Youth

Team

- Find / Edit
- Travel Requests
- Post Travel Changes

Players / Admins

- ID Cards
- Reports
- Sign Out
- Tech Support Contact

US YOUTH SOCCER

Teams / Find, Edit, Delete a Team Lookup Team

Drama Queens
00001-0011G12-0184

Team Details **Team Roster** **Travel Roster** **Tournament** **Website** **Travel Requests**

drumlin kick-off **Request Info** **Roster** **Comments** **Amendments** **Review & Submit**

Please enter the information regarding the tournament your team wishes to travel to:

Tournament Name*
drumlin kick-off

Soccer Federation (sanctioning body like "USYS")*
MAYSA

Event Start Date* 5/19/2017 **Event End Date*** 5/21/2017

Country*
United States of America

City* oregon **State*** Wisconsin **Postal Code*** 53575

Director First Name* Lee **Director Last Name*** Fredrickson

Director Phone* 6088357657 **Director Email*** lfres@osc.org

* - Indicates a required field

Save & Continue

- f. Click on the 'Print travel papers' button

Browser address bar: <https://secure.sportsaffinity.com/reg/team/> Minnesota Youth Soccer As... Affinity Sports- Report Viewer

MINNESOTA YOUTH SOCCER ASSOCIATION

Message Center | SignOut **AFFINITY SPORTS**

Change Login
JimBarker - Minnesota Youth

Team

- Find / Edit
- Travel Requests
- Post Travel Changes

Players / Admins

- ID Cards
- Reports
- Sign Out
- Tech Support Contact

US YOUTH SOCCER

Teams / Find, Edit, Delete a Team Lookup Team

Drama Queens
00001-0011G12-0184

Team Details **Team Roster** **Travel Roster** **Tournament** **Website**

Travel Requests

drumlin kick-off **Request Info** **Roster** **Comments** **Amendments** **Review & Submit**

Please review your travel request application before submitting. You must click "Submit Application" to finalize your application

Print Travel Papers **Submit Application** **Print Page**

Drama Queens

Team Name	Team ID	Age	Play Level	Season
Drama Queens	00001-0011G12-0184	Under 14	Classic 1	Spring 2017

Team Travel Roster edit

Appl #	Tournament Name	Private Status	Posted Status	Created
08519967	drumlin kick-off	Approved	New	2/23/2017 20:17

Director Name	Location	Start Date	End Date	Submit Date
Lee Fredrickson	oregon, WI 53575	5/19/2017	5/21/2017	n/a

Request Preference
USYS

Administrators edit

Admin ID	SEC #	Administrator	Name	Lic. Level	Status	Risk Status	Expires
18858-943692		Director of Coaching	Test, Nicoli		Registered	Approved	12/31/2017
57761-076661		Head Coach	Barker, James		Registered	Approved	12/31/2017

- g. To save as a pdf:
 - i. Click the drop-down of select a format
 - ii. Choose PDF
 - iii. Click Export

http://bi.sportsaffinity.com/reportviewer/Repo Minnesota Youth Soccer Assoc... Affinity Sports- Report Viewer X

1 of 3 Select a format Export


Minnesota Youth Soccer Association

Spring 2017 Travel Roster

Tournament: drumlin kick-off
Team: Drama Queens
Club: Demo
Organization: Demo Club

Tournament Dates: 5/19/2017 - 5/21/2017
Location: oregon WI 53575 US
Team ID Number: 00001-0011G12-0184
Play Level: Classic 1 **Age Group:** U14 Girls

Jer #	NAME	PLAYER ID	BIRTHDATE
1 6	Agoarsdotter, Anna	43583-314022	12/02/2002
2 7	Agoarsdotter, Elsa	94224-691235	11/02/2002
3 8	Demo, Grace	23830-365897	02/06/2002
4 12	Test, Ariel	12602-280373	08/08/2002
5 14	Test, Belle	11073-895239	07/07/2002
6 16	Test, Cinderella	12899-573800	01/01/2003
7	Test, Ginger (CP)	93168-349669	02/02/2003
8 18	Test, Grace	61015-553166	02/02/2002
9 1	Test, Jasmine	63844-611180	09/09/2003
10 44	Test, Jill	56078-947253	02/05/2003
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			



- h. Note that this will be 3 pages including:
 - i. Travel Roster
 - ii. Official Travel Roster
 - iii. Travel Permit