



Creating and Printing a Tournament Roster

gmail.com

1. Log into your Affinity account. On the Teams tab next to the desired team, click the link labelled 'Team Info'

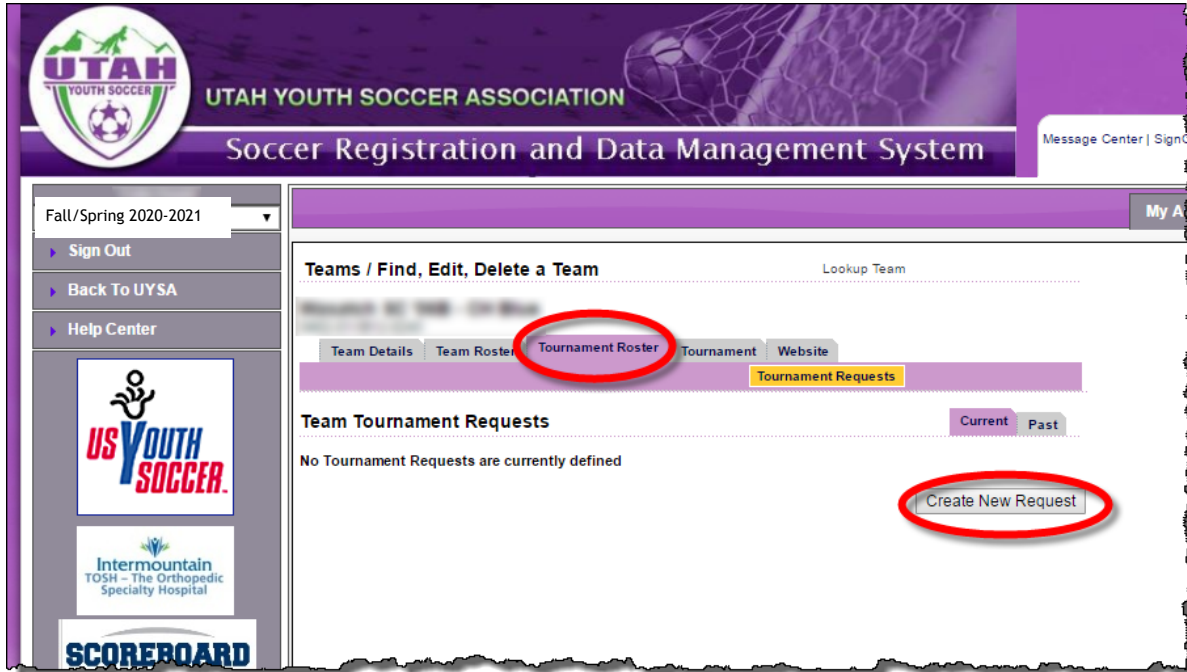
The screenshot shows a web interface with a top navigation bar containing tabs: Personal Info, Applications, Details, Certificates, Teams, Events, and Referee Schedules. The 'Teams' tab is selected and circled in red. Below this is a sub-navigation bar with 'Teams' and 'Tournament & Schedule Apps.' tabs, with 'Teams' also circled in red. The main content area is a table with the following columns: Team, Team Id, Season, and View. The 'View' column contains two links: 'Team Info' and 'Apply to Tournament'. The 'Team Info' link in the first row is circled in red.

Team	Team Id	Season	View
...	...	Fall/Spring 2017-2018	Team Info Apply to Tournament
...	...	Fall/Spring 2017-2018	Team Info Apply to Tournament
...	...	Fall/Spring 2017-2018	Team Info Apply to Tournament
...	...	Fall/Spring 2016-2017	Team Info Apply to Tournament
...	...	Fall/Spring 2016-2017	Team Info Apply to Tournament
...	...	Fall/Spring 2016-2017	Team Info Apply to Tournament
...	...	Fall/Spring 2016-2017	Team Info Apply to Tournament

2. Click on the Tournament Roster tab and then click the 'Create New Request' button.



Creating and Printing a Tournament Roster



3. Enter the required information as shown, then click 'Save & Continue'. The Director Email is ogdenpeaksclassic@gmail.com

Fall/Spring 2020-2021

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US YOUTH SOCCER.
Intermountain TOSH - The Orthopedic Specialty Hospital
SCOREBOARD SPORTS

Teams / Find, Edit, Delete a Team Lookup Team

Team Details | Team Roster | **Tournament Roster** | Tournament | Website

Tournament Requests

Team Tournament Requests Current Past

No Tournament Requests are currently defined

Create New Request

Tournament Request Request Info Roster Comments Review & Submit

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

Tournament Name*
Ogden Peaks Classic

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

Event Start Date*
Event End Date*

Country*
United States of America

City* State* Postal Code*

Director First Name* Director Last Name*

(801) 791-3210

Save & Continue



Creating and Printing a Tournament Roster

- To add guest players to the roster, click the button labelled 'Add Player/Admin Inside Org'. Note that this can also be used to add a team manager or assistant coach.

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Teams / Find, Edit, Delete a Team Lookup Team

Team Details | Team Roster | **Tournament Roster** | Tournament | Website

Tournament Requests

Ogden Peaks Classic Request Info | Roster | Comments | Review & Submit

Please enter the details about your team roster below:

Administrators

Admin ID	SEC #	Administrator	Name	Lic. Level	Status	Risk Status	Expires	
		Assistant Coach		B	Registered	Approved	7/20/2018	X
		Assistant Coach		B	Registered	Approved	6/4/2019	X
		Assistant Coach		D	Registered	Approved	6/26/2017	X
		Head Coach		C	Registered	Approved	9/12/2018	X
		Team Manager			Registered	Approved	6/15/2018	X

Players

Player ID	SEC # Player	Home Jrs#	Away Jrs#	Position	Status	DOB	Association	League	
					Registered		UT		X
					Registered		UT		X
					Registered		UT		X
					Registered		UT		X
					Registered		UT		X
					Registered		UT		X
					Registered		UT		X
					Registered		UT		X
					Registered		UT		X
					Registered		UT		X

Add Player/Admin Inside Org

Print Page Save & Continue

Risk Management Failure
 Required License Missing
 Disciplinary Problem
 Needs Photo To Print Card
 Paid
 Not Paid
 Transferred
 Web Registration
 Added By Registrar

- If adding a guest player, select 'Player' from the 'Roster Role' dropdown. Enter the players ID Number in the appropriate box. Then click 'Save & Continue'. If the ID number is not known, it is possible to look it up by clicking the 'Find ID Number' button.



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Teams / Find, Edit, Delete a Team Lookup Team

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Ogden Peaks Classic Request Info | **Roster** | Comments | Review & Submit

Add to Travel Request Roster

Please enter the information for the player or administrative contact for the travel roster. Admin and player must be on Team or in Release pool in order to get added to Travel Roster. The *Roster Role* must match an existing contact in the registration system.

Don't know ID Number, click the button below:
Find ID Number

Roster Role* ID Number

* required fields

Cancel Save & Continue

- When done adding guest players, click the 'Save & Continue' button. If nothing appears to happen after clicking the 'Save & Continue' button, check at the top of the screen, under the bold text which says Ogden Peaks Classic. There may be a message there saying that no changes were detected to save. If this is the case, click on the comments tab towards the top of the page to move to the next step.

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Teams / Find, Edit, Delete a Team Lookup Team

Team Details | Team Roster | **Tournament Roster** | Tournament | Website

Ogden Peaks Classic Request Info | **Roster** | Comments | Review & Submit

Please enter the details about your team roster below:

Administrators

Admin ID	SEC #	Administrator	Name	Lic. Level	Status	Risk Status	Expires
		Assistant Coach		B	Registered	Approved	7/20/2018
		Assistant Coach		B	Registered	Approved	6/4/2019
		Assistant Coach		D	Registered	Approved	6/26/2017
		Head Coach		C	Registered	Approved	9/12/2018
		Team Manager			Registered	Approved	6/15/2018

Players

Player ID	SEC #	Player	Home Jrs#	Away Jrs#	Position	Status	DOB	Association	League
						Registered		UT	
						Registered		UT	
						Registered		UT	
						Registered		UT	
						Registered		UT	
						Registered		UT	
						Registered		UT	
						Registered		UT	
						Registered		UT	
						Registered		UT	

Add Player/Admin Inside Org

Print Page Save & Continue

Risk Management Failure
 Required License Missing
 Disciplinary Problem
 Needs Photo To Print Card
 Paid
 Not Paid
 Transferred
 Web Registration
 Added By Registrar

- Enter any comments as needed and then click 'Save & Continue'.



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My Account

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Tournament Requests

Ogden Peaks Classic Request Info Roster Comments Review & Submit

Please enter any comments for this application below:

Comments*

Save & Continue

8. Review the roster for accuracy and completeness and click 'Submit Application'.






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Teams / Find, Edit, Delete a Team Lookup Team

Navigation: Team Details | Team Roster | **Tournament Roster** | Tournament | Website

Tournament Requests

Ogden Peaks Classic Request Info | Roster | Comments | Review & Submit

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

Team Name	Team ID	Age	Play Level	Season
		Under 12	X-League	Fall/Spring 2017-2018

Team Travel Roster edit

Appl #	Tournament Name	Posted Status	Created	
08925289	Ogden Peaks Classic	New	6/21/2017 14:22	
Director Name	Location	Start Date	End Date	Submit Date
Darrin Rumsey	Ogden, UT 84401	6/29/2017	7/1/2017	n/a

Request Preference
USYS

Administrators edit

Admin ID	SEC #	Administrator	Name	Lic. Level	Status	Risk Status	Expires
				B	Registered	Approved	7/20/2018
				B	Registered	Approved	6/4/2019
				D	Registered	Approved	6/26/2017
				C	Registered	Approved	9/12/2018
					Registered	Approved	6/15/2018

Players edit

Player ID	SEC #	Player	Home Away	Jrs#	Jrs#	Position	Status	DOB	Association	League
							Registered	9/28/2006	UT	
							Registered	11/15/2006	UT	
							Borrowed	10/16/2006	UT	
							Registered	11/17/2006	UT	
							Registered	8/3/2006	UT	
							Registered	3/29/2006	UT	
							Registered	11/8/2006	UT	
							Registered	10/20/2006	UT	
							Borrowed	8/24/2006	UT	
							Borrowed	9/10/2006	UT	
							Registered	7/7/2006	UT	
							Registered	6/3/2006	UT	
							Registered	6/28/2006	UT	

Application Comments edit

No comments have been defined for this application yet




9. Click on the 'Review' tab.

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Teams / Find, Edit, Delete a Team Lookup Team

Navigation: Team Details | Team Roster | Tournament Roster | Tournament | Website

Tournament Requests

Request Info | Roster | Comments | Amendment | **Review**

Ogden Peaks Classic Travel Request Status: Accepted

Travel Request Accepted

Thank you for submitting your Tournament Roster.

NextWave: Insuring the costs of your players' soccer fees

We are highly recommending you learn more about the new insurance policy by AIG called [Registration Saver](#), for the 2015/16 soccer season, soccer tournaments and camp programs.

Even though you have already registered for your soccer tournament or camp, you can still purchase a policy. The cost is only approximately 6% of your soccer fees.

Unforeseen events could prevent your child from playing soccer. A Registration Saver policy will give you financial relief should something happen to occur during the season.



Creating and Printing a Tournament Roster

10. Click 'Print Photo Roster'.

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Teams / Find, Edit, Delete a Team

Ogden Peaks Classic Tournament Request Status: Accepted, Date: 6/21/2017

Click Print Photo Roster button below

Print Acceptance Form **Print Photo Roster** Print Page

Team Name	Team ID	Age	Play Level	Season
		Under 12	X-League	Fall/Spring 2017-2018

Team Travel Roster

App#	Tournament Name	Posted Status	Created	
0932288	Ogden Peaks Classic	Approved	6/21/2017 14:22	
Director Name	Location	Start Date	End Date	Submit Date
Dennis Ramsey	Ogden, UT 84401	6/29/2017	7/1/2017	6/21/2017
Request Preference	USYS			

11. When the roster appears, select the desired output (typically PDF) from the dropdown list and then click 'Export'.

1 of 1 PDF Export

Utah Youth Soccer
Tournament Roster

Team Name _____ Division U12 B / G (circle c

PLEASE TYPE OR PRINT IN ALPHABETICAL ORDER

LAST NAME FIRST NAME

12. The photo roster will be rendered. It can then be saved or printed as needed.

