This guide will provide navigation instructions of the Affinity Sports system, for team managers.
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## Background Check Instructions
My Account Navigation

1.1. Login
To access Affinity Sports, go to your club’s dedicated link or go to: http://mnyouth.sportsaffinity.com. Click the user login located in the upper left corner of your screen. Enter your username and password.

1.2. Duplicates
Did you receive a system error that you have a duplicate account(s)? Please contact Affinity Sports’ Support Team at (855) 703-2578 to have the accounts merged together.

1.3. Missing players / children from account
If you or any of your parents do not see all of their children on their account, please contact Affinity Sports’ Support Team at (855) 703-2578 for further assistance.

1.4. Add picture
Once logged in, the first thing you will see is your personal dashboard. To add a picture, use the Update Photo link. A pop-window will appear. Click the Choose File button.
Select the photo you would like to use from your computer. Crop (right click and hold your mouse to highlight the area you wish to keep, then click Crop), or reduce the image size if needed, once complete, click **Upload Image**.

Your profile photo will then be updated. This process can be repeated for all family members.

*Only registrars can delete a photo once it has been uploaded.

**All photos will be deleted out of the system on August 1st on even numbered years.

1.5. **Personal Info**
Use the **Personal Info** tab to update your information.

1.6. **Teams**
Use the **Teams** tab to see the team(s) that you are assigned/rostered to. If you do not see any teams listed in this area, your registrar will need to add you to a team.
1.6.1. Team Info
Use the Team Info link to take you to that specific team’s Team Roster.

1.6.2. Apply to Tournament
Use the Apply to Tournament link to take you to the tournament tab for your team. From here you can apply to tournaments and leagues being run on this system.

1.7. Tournament & Schedule Applications
Use the Tournament & Schedule Apps. tab to access information regarding your team’s schedule and roster for a specific tournament or league.
Use the View Tourn. App. link to review your application for a specific tournament. Here you can review your application, and/or adjust your roster.

1.7.2. Schedules/Game Scoring
Use the Tournament & Schedule Apps tab to access your game schedule for a specific tournament. This is where you can access your game day photo roster and where scores and statistics are entered.
1.8. My Account

The My Account screen will show all family members associated with your account. To change your email address, username or password, click the Update Account Info link from the My Account menu.

You may also click on My Account in the upper right corner from anywhere to return to this screen.

A pop-up window will appear; simply enter the information you would like to change, and click Save.
1.8.1. Other My Account Tabs
Your My Account screen will also show an Applications, Details, Certificates, Events, and Referee Schedules tabs.

The Applications tab shows any/all applications you have completed and if applicable, is also where you can view/print your receipt and any forms or legal agreements associated with your application.

1.8.2. Return to My Account
Anytime you need to return to your My Account screen, click on the My Account button, located in the top right hand corner of every screen.

Completing Team Set-Up

2.1. Upload Player Photos
To upload player photos, you will need to access your Team Roster, through the Team Info link (See Section 1.6.1)
Click the player’s empty photo icon, a pop-up window will appear; click the Choose File button.

Select the photo you would like to use from your computer. Crop or reduce the image size if needed, once complete, click Upload Image. Please note: Once a player’s photo has been uploaded, only your Club Registrar can delete/change the photo.
2.2.  Upload Player Birth Certificates
To upload a player’s birth certificate, return to the Team Roster tab. Note: The MYSA requires birth certificates for players who will play in the Minnesota State Cup. Your club may require birth certificates at their discretion.

Players without a (B) icon, do not have a birth certificate on file. To upload a player’s birth certificate, click on the player’s name or Player ID Number.

The player’s profile will appear. Click on the Click to upload BC icon located beside the player’s photo.
A pop-up window will appear; click the **Choose File** button.

Select the image of the birth certificate from your computer. Crop or reduce the image size if needed, once complete, click **Upload Image**.

Once complete, you can click the **Team Name** to return to the **Team Roster**, or select **Previous Player/Next Player** to upload additional birth certificates for additional players on the same team.
2.3. Enter Jersey Numbers
To enter jersey numbers for players, return to your Team Roster tab and click the Edit Player Team Info button, located at the bottom of the roster. Note: Jersey numbers are required to play in MYSA-run games, but Position and Grad Year are optional.

Enter all applicable information in the table below and click Save Changes when complete.
3.1. Set Active Players
From your My Account dashboard, click the Teams tab, then the Tournaments & Schedule Apps tab.

Click on View Tourn. App. link to review the tournament application and click the Player Roster tab.

By deselecting a player under the Active? Column, that player will not appear on the Tournament/Game Day Roster.

Click the Set Active Players button to save changes.

3.2. Add/Remove Play-up Players
Click the Add Club Pass Player to add additional play-up players. System will follow all MYSA rules.
Search by either last name, first name OR ID number of player you want to add & click Search

Click on Add to Roster button to add player to tournament roster

Player will show up on Roster with a Player Status of Club Pass.

To add the jersey numbers for Club Pass Players click on Edit Player Team Info. Add the jersey number and click Save Changes.

Email notification goes to Owning team and parent.
To remove a Club Pass player from the Roster, click the **Remove** link under the **Player Info** column across from the Player’s name.

### 3.3. **Sync Roster to the Schedule**
If any changes are made to your team roster under the clubs and team section of our system you may click the **Sync Roster** button to update game day and tournament rosters/schedules.

### 3.4. **Printable Photo Rosters**
Use these options to access printable photo rosters. Be sure to check with the specific rules of the tournament to see if these options are acceptable forms of player identification.

#### 3.4.1. **Tournament Roster - Photo roster for games not run on the system**
From the Player Roster tab (continuing from above - Set Active Players), a **Tournament Roster** button is available at any time to print a photo roster that is **not** attached to a game.
After you click the Tournament Roster button, a pop-up window will appear; select PDF from the drop down menu options and then click Export:

3.4.2. Game Day Roster—photo roster for games being run on the system
From your team’s tournament or league schedule, click the Print Roster button to access a Game Day Roster, which is a photo roster that is attached to a game being run on the system. See more in section 4.1.
3.5. Access the Affinity Sports Mobile App

You will use the mobile app to access digital player passes, at field roster management, at field scoring, etc. This a mobile web app that can be accessed in a browser on a mobile device, this is not an APP available for download from the IOS or Android Store. We recommend you save this as an icon on your device for easy access.

You can access the mobile app using the following URL:

http://mnyouth.sportsaffinity.com/m/pass/index.aspx

Enter your username and password and click the Login button.

Click the Roster link and your entire team will appear.
Click any member of your team and their Digital Playing Card will open:

You may change the jersey number up to the point of check-in.

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**Scheduling**

4.1. **Access Schedule**

To access your game schedule, you will need to login to your My Account screen. Click Teams Tab, Select Schedules/Game Scoring

Click on your team to see just your team schedule

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Click here for Schedule Information Including Game Times and Fields

Bracket - Saturday, September 10, 2016
Option 2: The alternate way to access your game schedule, you will need to login to your **My Account** screen. Select **Game Schedules** through the **My Account** drop down menu.

Select desired League Schedule or Tournament from the drop down box; Click the **Search** button.

This is also where you can print a Game Day Roster. The **Print Roster** button will be available 4 days prior to each game.
4.2. Reschedules During Open Rescheduling Period

To access contact information for an opposing team, click on the name of the team in the box under the date you wish to reschedule.

Click the Reschedule Game button to submit a request during the open rescheduling period.

A pop-up window will appear; Enter the Date, Time, Venue, Field No., and Reason = Self-Schedule. Click the Send Request button.
Under option 2 for rescheduling: click the **Reschedule Game** button to submit a request during the open rescheduling period.

A pop-up window will appear; Enter the Date, Time, Venue, Field No., and Reason = Self-Schedule. Click the **Send Request** button.

Once submitted, you will see “Reschedule in Progress” in red.
The opposing team will receive an auto-generated email requesting confirmation of the reschedule.

An admin from the opposing team will then need to log in and go to their game schedule; then click the View Rescheduling button.

The Opposing Team will have 2 options: Accept Request – locking in the date, time, and field or Send Alternate Request – offering up an alternative date, or time, or field. This will be a rare occasion that may result in a forfeit for your team if your field assignor is not looped in.

If an alternate date, time, or field are suggested the original team will receive an email requiring the original team to log in and confirm. To confirm click the Accept Request button.
Once all members have agreed you will see a confirmation as seen in red below.

4.3. Reschedules for “Acts of God” events
Once the final schedule has been locked down. The only reschedule option is for Acts of God.

Game Scoring

5.1. Score Game from Mobile Device
Use the following link to access the web app: http://mnyouth.sportsaffinity.com/m/pass/index.aspx.

Enter your username and password and click the Login button.
Only games you are assigned to will be shown; Click the **Scoring** link. Enter the home and away team scores, as well as any game comments (if applicable). When complete, click the **Save Score** button.

### 5.2. Score Game from Desktop
From your My Account dashboard, select the **Tournament & Schedule Apps**. tab through the **Teams** tab. Click the **Schedules/Game Scoring** link.

![Game Scoring dashboard](image)

Click the empty **Score** box.

**Bracket - Saturday, August 08, 2015**

<table>
<thead>
<tr>
<th>Game#</th>
<th>Group</th>
<th>Home Team</th>
<th>Score</th>
<th>Away Team</th>
<th>Score</th>
<th>Referee Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>746518</td>
<td>A1 vs A2</td>
<td>Strikers</td>
<td>vs.</td>
<td>Sharp Shooters</td>
<td></td>
<td>Rate</td>
</tr>
</tbody>
</table>

The **Game Stat Entry** from will pop open (make sure any pop-up blockers are disabled) Enter in desired stats for your game, Click the **Save Stats & Comment** button, when complete.
Travel Requests/Rosters

All out-of-state tournaments require a travel roster. MYSA charges a flat fee of $25.00 for a Travel Roster. Only one travel roster application is needed, this application can be amended throughout the season to travel to multiple out-of-state tournaments. Creating and submitting multiple applications for a travel rosters will result in multiple fees.

6.1. Create New Travel Requests

To create a new travel roster, you will need to access your team roster, through the Teams tab. Select the Travel Roster tab and click the Create New Request button.

Fill out all required information; click the Save & Continue button to continue.

The next tab of the application, is the Roster tab; here you delete or add any admins or players; click the Save & Continue button to continue.

Enter any comments for the tournament director; click the Save & Continue button to continue.
Verify all information is correct; click the **Submit Application** button and remit your $25.00 payment.

Once submitted, Select the **Review** tab and click the **Print Travel Papers** button. This will open a PDF of the **Travel Roster** with player photos that can be saved and printed.

**Apply to Tournaments (Opt into the Post-Season)**

7.1. Apply to tournaments within the system
Use the Tournament Tab to apply to any tournaments that are being run on the system.
7.2. Opt into the MYSA Post-Season
Use the instructions provided in section 7.1 to opt into MYSA post-season tournaments (this includes District Qualifiers and State Championships). If your team is electing NOT to play Districts or State, no action is required.

Background Check Instructions

Click the following link to access the background check portal: http://minnesotayouthsoccer-bgc.sportsaffinity.com/. Click on the Registration Tab to begin.

Log in with your Affinity Sports username and password. Please Note: This is the same log-in for the fall league (regardless of team, league, etc.). If you are new to MYSA you will create a new account.

You will see yourself and any family members associated with your account. Be sure YOUR legal name appears in the Account Primary Contact location. If your name is not listed in the Account Primary Contact box, click on Switch Primary. Click Continue.
Click **Register as Coach/Admin.**

In the **Play Level** drop down menu, select **Background Check.** Ensure all your information is correct and fill in any missing required information (shown with red asterisks).

Next, select your club from the drop down. If you are associated with more than one club, or you are a referee you must select them in the subsequent drop down boxes.

Click **Save & Next Page.**
ELA – Electronic Legal Agreement – When signed electronically are time and date stamped in our system.

All 3 electronic legal agreements (ELA’s) must be accepted to continue. Click the I Accept box next to each one. Click Agree & Continue

Click Submit Background Check. The next screen will require your Social Security Number (SSN) -- Please be sure to have this information available.
Enter your Social Security Number and click **Submit BGC**.

Once complete you will receive a message in RED that reads **Background Checking is completed.** Please Note: Background Checks take 1-10 days to process depending on volume submitted.

Your status will show as “Pending” until the results are returned:

To view the status of your background check, select the **Applications** tab, in your My Account screen.

Questions? Contact Our Support Team 1.855.703.2578