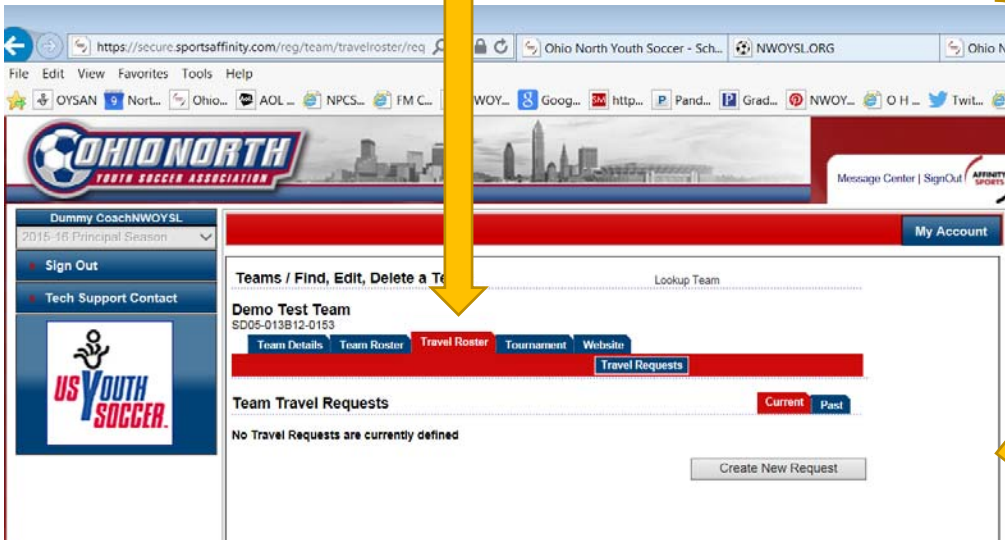


To create Tournament Travel Permits Tournaments!

Log on to Affinity and select your team

Click on the Travel Roster Tab

and Create a new Request



Select Travel Request – fill in all information

The 'Travel Request' form is displayed with the 'Request Info' tab selected. It includes the following fields:

- Tournament Name*
- Soccer Federation (sanctioning body like "USYS")*
- Event Start Date* and Event End Date*
- Country* (United States of America)
- City*, State*, and Postal Code*
- Director First Name* and Director Last Name*
- Director Phone* and Director Email*

A note at the bottom states: "* - Indicates a required field". A 'Save & Continue' button is located at the bottom right of the form.

The 'Travel Request' form is shown with example data filled in:

- Tournament Name*: NWO Festival 2015
- Soccer Federation (sanctioning body like "USYS")*: USYS
- Event Start Date*: 9/25/2015, Event End Date*: 9/27/2015
- Country*: United States of America
- City*: Sylvania, State*: Ohio, Postal Code*: 43560
- Director First Name*: NA, Director Last Name*: NA
- Director Phone*: NA, Director Email*: NA

A blue callout box with an arrow pointing to the 'Save & Continue' button contains the text: "These areas are required to move forward. NA is fine." The 'Save & Continue' button is highlighted in light blue.

Save & Continue



If you are NOT making changes to your Roster simply Save & Continue



Teams / Find, Edit, Delete a Team Lookup Team

Demo Test Team
SD05-013B12-0153

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

Travel Requests

NWO Festival 2015

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
30826-709150		Head Coach	CoachNWOYSL, Dummy	Y2	Registered	Approved	6/30/2016

Players

Player ID	SEC #	Player	Home Jrs#	Away Jrs#	Position	Status	DOB	Association	League
89004-150565		Tested, Tessa				Registered	3/1/2004	OHN	Demo Test

<ul style="list-style-type: none"> ⊗ = Risk Management Failure ⊗ = Required License Missing ⊗ = Disciplinary Problem ⊗ = Needs Photo To Print Card ⊗ = Has Birth Certificate ⊗ = Locked: To many Cards Printed ⊗ = Record Not Locked From Printing 	<ul style="list-style-type: none"> ✓ = Paid ✗ = Not Paid ⊖ = Transferred W = Web Registration I = Added By Registrar S = Seasonal Migration O = Has Order A = Used Assignment Code
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Click on the Comments Tab and Save & Continue

Teams / Find, Edit, Delete a Team Lookup Team

Demo Test Team
SD05-013B12-0153

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

Travel Requests

NWO Festival 2015

Request Info | Roster | **Comments** | Review & Submit

Please enter any comments for this application below:

Comments*

This will take you to the Review & Submit page. Click on Submit application button

The screenshot shows the 'Review & Submit' page for a travel request application. At the top, there are navigation tabs: Team Details, Team Roster, Travel Roster, Tournament, and Website. Below these, there are sub-tabs: Travel Requests, Request Info, Roster, Comments, and Review & Submit. A message states: 'Please review your travel request application before submitting: You must click "Submit Application" to finalize your application'. A yellow circle highlights the 'Submit Application' button. Below the message, there is a table for the 'Demo Test Team' with columns: Team Name, Team ID, Age, Play Level, and Season. The table contains one row: Demo Test Team, SD05-013B12-0153, Under 12, Competitive, 2015-16 Principal Season. Below the table is the 'Team Travel Roster' section with an 'edit' link. It contains a table with columns: Appl #, Tournament Name, Posted Status, and Created. The table has one row: 07411496, NWO Festival 2015, New, 8/12/2015 09:14. Below this is another table with columns: Director Name, Location, Start Date, End Date, and Submit Date. The table has one row: Na Na, Sylvania, OH 43560, 9/25/2015, 9/27/2015, n/a. Below the table is the 'Request Preference' section with the value 'USYS'. At the bottom, there is an 'Administrators' section with an 'edit' link and a table with columns: Admin ID, SEC #, Administrator Name, Lic. Level, Status, Risk Status, and Expires. The table has one row: 30826-709150, Head Coach, CoachNWOYSL, Dummy Y2, Registered Approved, 6/30/2016. Below the table is the 'Players' section with an 'edit' link and a table with columns: Player ID, SEC #, Player, Home Jrs#, Away Jrs#, Position, Status, DOB, Association, and League.

Once Submitted, Click on the review tab on top

The screenshot shows the 'Review' page for a travel request application. At the top, there are navigation tabs: Team Details, Roster Admin, Roster Player, Active w/ violation, Team Roster, Travel Roster, Tournament, Leagues, and Website. Below these, there are sub-tabs: Travel Requests, Request Info, Roster, Comments, Amendments, and Review. A yellow arrow points to the 'Review' tab. Below the tabs, there is a message: 'Playing League or Tournament Name Travel Request Status: Accepted'. Below the message, there is a section titled 'Travel Request Accepted' with the text: 'Thank you for submitting your Travel Request application.'

Click on Print Photo Roster for your Travel Roster. Best way to print is PDF. Select that option from the top dropdown.

The screenshot shows the 'Print Photo Roster' page for a travel request application. At the top, there are navigation tabs: Team Details, Roster Admin, Roster Player, Active w/o violation, Team Roster, Travel Roster, Tournament, Leagues, and Website. Below these, there are sub-tabs: Travel Requests, Request Info, Roster, Comments, Amendments, and Review. Below the tabs, there is a message: 'Travel Request Submitted' with the text: 'Thank you for submitting your Travel Request application'. Below the message, there is a section titled 'Print Photo Roster' with a dropdown menu. The dropdown menu is open, showing the option 'Print Photo Roster' selected. A yellow circle highlights the 'Print Photo Roster' button. Below the button, there is a 'Print Page' button.