

Enter Player's Manually

1.

To Add Players:
Click:
Players/Admins
Tab



OHIONORTH
YOUTH SOCCER ASSOCIATION

Message Center | SignOut

Change Login
adclanzetta - Ohio Youth Socc
Spring 2014

- Referee Pools
- Districts
- Organizations
- Clubs
- Team
- Players / Admins**
- ID Cards
- Event Manager
- Reports
- Email Blast
- Social Network
- Sign Out

Leagues & Teams Administration Tournament & Gaming My Account

Welcome Tim Lanzetta

Welcome to the Ohio Youth Soccer Association North Registrar toolset.

On the left hand side of the screen you will also see other menu choices that support the 4 main buttons. These choices provide additional capabilities and features for managing your league.

Finally, you will also find additional menu selections in the form of tabbed sections that provide additional options and selections.

2.

Click:
Add Player/ Admin



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- Referee Pools
- Districts
- Organizations
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- Team
- Players / Admins**
 - Player Lookup
 - Admin Lookup
 - Referee Lookup
 - Parent Lookup
 - Family Lookup
 - Add Player/Admin**
 - Payment Management
 - Order Move

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Players / Admins Lookup

Player Lookup
Player lookup is used to find and modify the players' information.

Admin Lookup
Admin lookup is used to find and modify the admins' information.

Parent Lookup
Parent lookup is used to find and modify the parents' information.

Family Lookup
Family Lookup is used to find and modify any family members' information.

Payment Management
Payment Management is used to find and manage the player application payment information.

Submit Player Upload Request
[Click here to read upload instructions](#)
[Click here to download upload template excel file](#)

Note: First add Parent's name(s)

- Fill out all fields that have a red asterisk (*)
- Note: Only one phone number is required (the other 2 are optional)
- Gender is required
- DOB is not required but recommended

3.

Add Player/Administrator

Parent/Admin Information | **Parent/Admin Application**

First Name* Middle / Initial Last Name* Suffix
Test Testington

Relation* Title Alias
Mother

Address 1* verify address
5656 Testen rd

Address 2

Address 3

Country
United States of America

City* State* Zip / Postal Code*
somewhere OH 12345

Home Phone** Work Phone** Cell Phone**
867530999

Fax Email

Gender DOB (MM/DD/YYYY)
Female 01 / 01 / 1983

*required ** at least one is a required fields.

Clear Info Add Next Family Member

Save & Add Players

Make sure you click:
Save & Add Players

Here you are provided the option to
enter in another parent prior to
clicking on "Save & Add Players"

4.

You will see that
the parent has been
added in the left-
hand corner.

The screen will
default to "add
Player" and the
parent information
is seen as above.

Add Player/Administrator

Testington, Test

Parent/Admin Information | **Parent/Admin Application**

First Name* Middle / Initial Last Name* Suffix
Testington

Relation* Title Alias
--

Address 1* verify address
5656 Testen rd

Address 2

Address 3

Country
United States of America

City* State* Zip / Postal Code*
somewhere OH 12345

Home Phone** Work Phone** Cell Phone**
867530999

Fax Email

Gender DOB (MM/DD/YYYY)
All Genders

*required ** at least one is a required fields.

Clear Info Add Next Family Member

Be sure you are on the "Player Information" tab

5.

Player Information Preferences

First Name* Mi. Last Name* Suffix
 Player [] Testington []

Gender* DOB (MM / DD / YYYY)* Rank Seasons
 Male [] 01 / 01 / 2002 [] []

Height [] ft. [] in. Weight [] lbs. School Name [] Grade []

League*
 Aurora Soccer - D234 []

Club*
 Aurora Soccer - 01 []

Play Level*
 Competitive []

Application Options
 Payment Received Accepted Legal Waivers

Team (requires all above options are checked)
 []

Shirts [] Shorts [] Socks []

Emergency Contact #1*
 Test Testington [] Phone* 867530999 []

Emergency Contact #2 [] Phone []

List any medical problem/prohibition player has
 []

* A required field ** At least one is a required fields.

Clear Info Add Next Family Member

Remove From Family

BULKADD_PLAYER - Content will be posted here

Payment Rcv'd: the applicant has made a payment

Accepted: Club pays the state for the player & the player can be rostered to a team

Legal Waivers Includes the age verification and the medical waivers.

Note: If Accepted and Legal Waivers boxes are checked here in this location you will have the ability to roster this player onto a team. *You must first have created your teams in the Affinity Sports System.

To add more players within the same family, Click here

When finished, click save & continue.

Save & Continue

You are now ready to roster the player to a team if you have not already done so.