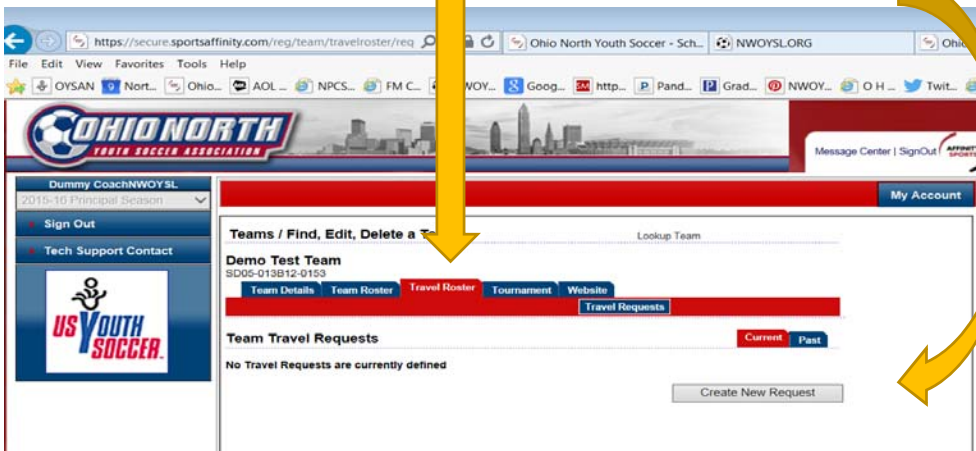


To create Tournament Guest Rosters!

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 and Save & Continue

The screenshot shows the 'Travel Request' form with the following fields and values:

- 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 on the left contains the text: "These areas are required to move forward. NA is fine." A yellow arrow points from the bottom of the callout box to the 'Save & Continue' button.

All players/coaches should show up. Here you can delete players off your roster or add players from your club. Click the Red 'X' to remove a player. If you are adding Guest Players – you would do it here: Add Player/Admin Inside Org

Demo Test - BU10
SD05-012B10-0102

Team Details Roster Admin Roster Player Active w/ violation Team Roster **Travel Roster** Tournament Leagues Website

Travel Requests

Playing League or Tournament Name 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
60265-239285		Head Coach	Tested, Marci		Registered	None	

Players

Player ID	SEC #	Player	Home Jrs#	Away Jrs#	Position	Status	DOB	Association	League
18904-074188		Tested, Janice				Registered	2/2/2006		Demo Test
56773-259849		Tested, Karen				Registered	8/8/2009		Demo Test
70712-656969		Tester, Helen				Registered	2/2/2006		Demo Test
34243-136457		Testing, Gidget				Registered	6/28/2007		Demo Test
60755-823047		Testing, Scott				Registered	8/8/2005		Demo Test
16182-698572		Testing1, Robert				Registered	8/8/2004	OHN	Demo Test

New Player Outside Org Add Player/Admin Inside Org

Print Page Save & Continue

Once complete, click "Save & Continue"

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*

Save & Continue

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

My Account

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

Submit Application Print Page

Demo Test Team

Team Name	Team ID	Age	Play Level	Season
Demo Test Team	SD05-013B12-0153	Under 12	Competitive	2015-16 Principal Season

Team Travel Roster

Appl #	Tournament Name	Posted Status	Created
07411496	NWO Festival 2015	New	8/12/2015 09:14

Director Name	Location	Start Date	End Date	Submit Date
Na Na	Sylvania, OH 43560	9/25/2015	9/27/2015	n/a

Request Preference

USYS

Administrators

Admin ID	SEC #	Administrator	Name	Lic. Level	Status	Risk Status	Expires
39826-709150		Head Coach	CoachNWOYSL, Dummy Y2	Registered	Approved		6/30/2016

Players

Player ID	SEC #	Player	Home Jrs#	Away Jrs#	Position	Status	DOB	Association	League
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Once Submitted, Click on the review tab on top

The screenshot shows a web application interface. At the top left, it says "Demo Test - BU10" and "SD05-012B10-0102". Below this is a navigation menu with tabs: "Team Details", "Roster Admin", "Roster Player", "Active w/ violation", "Team Roster", "Travel Roster", "Tournament", "Leagues", and "Website". Underneath these are sub-tabs: "Travel Requests", "Request Info", "Roster", "Comments", "Amendments", and "Review". A red banner below the navigation menu contains the text "Playing League or Tournament Name Travel Request" and "Status: Accepted". Below the banner, it says "Travel Request Accepted" and "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 a web application interface. At the top left, it says "adidas". Below this is a navigation menu with tabs: "Team Details", "Roster Admin", "Roster Player", "Active w/o violation", "Team Roster", "Travel Roster", "Tournament", "Leagues", and "Website". Underneath these are sub-tabs: "Travel Requests", "Request Info", "Roster", "Comments", "Amendments", and "Review". A red banner below the navigation menu contains the text "adidas" and "Status: Accepted, Date: 10/19/2014". Below the banner, it says "Travel Request Submitted" and "Thank you for submitting your Travel Request application". At the bottom right, there are two buttons: "Print Photo Roster" and "Print Page". The "Print Photo Roster" button is circled in yellow.