



Creating and Printing a Tournament Roster

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

The screenshot shows the Affinity account interface. At the top, there are tabs: Personal Info, Applications, Details, Certificates, Teams, Events, and Referee Schedules. The 'Teams' tab is selected and circled in red. Below the tabs, there is a sub-tab 'Teams' and a button 'Tournament & Schedule Apps.'. Below this is a table with columns: Team, Team Id, Season, and View. The table lists several teams for the Fall/Spring 2017-2018 and Fall/Spring 2016-2017 seasons. In the 'View' column, there are links for 'Team Info' and 'Apply to Tournament'. The 'Team Info' link for the first team is circled in red.

Team	Team Id	Season	View
Utah Youth Soccer - U18	2017-2018-001	Fall/Spring 2017-2018	Team Info Apply to Tournament
Utah Youth Soccer - U16	2017-2018-002	Fall/Spring 2017-2018	Team Info Apply to Tournament
Utah Youth Soccer - U14	2017-2018-003	Fall/Spring 2017-2018	Team Info Apply to Tournament
Utah Youth Soccer - U12	2017-2018-004	Fall/Spring 2017-2018	Team Info Apply to Tournament
Utah Youth Soccer - U10	2017-2018-005	Fall/Spring 2017-2018	Team Info Apply to Tournament
Utah Youth Soccer - U8	2017-2018-006	Fall/Spring 2017-2018	Team Info Apply to Tournament
Utah Youth Soccer - U6	2017-2018-007	Fall/Spring 2017-2018	Team Info Apply to Tournament
Utah Youth Soccer - U4	2017-2018-008	Fall/Spring 2017-2018	Team Info Apply to Tournament

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

The screenshot shows the Utah Youth Soccer Association website. The header includes the Utah Youth Soccer logo and the text 'UTAH YOUTH SOCCER ASSOCIATION Soccer Registration and Data Management System'. On the left, there is a sidebar with links: Sign Out, Back To UYSA, and Help Center. The main content area has a tabbed interface with tabs: Team Details, Team Roster, Tournament Roster, Tournament, and Website. The 'Tournament Roster' tab is selected and circled in red. Below the tabs, there is a section titled 'Team Tournament Requests' with a 'Current' button and a 'Past' button. Below this, it says 'No Tournament Requests are currently defined'. At the bottom right, there is a button 'Create New Request' circled in red.



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

Fall/Spring 2017-2018

Sign Out
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Help Center

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

Teams / Find, Edit, Delete a Team

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

Tournament Request

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* 6/29/2017 Event End Date* 7/1/2017
Country* United States of America
City* Ogden State* Utah Postal Code* 84401
Director First Name* Darrin Director Last Name* Rumsey
Director Phone* 801-726-0982 Director Email* info@ogdenpeaksclassic.cc
* - Indicates a required field

Save & Continue

4. 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.

Fall/Spring 2017-2018

Sign Out
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SCOREBOARD SPORTS

Teams / Find, Edit, Delete a Team

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

Ogden Peaks Classic

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



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- 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.

Fall/Spring 2017-2018

Sign Out
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SCOREBOARD SPORTS

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

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.

Fall/Spring 2017-2018

My Account

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
		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



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

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Sign Out
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SCOREBOARD SPORTS

Teams / Find, Edit, Delete a Team

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

Ogden Peaks Classic

Please enter any comments for this application below:

Comments*

Save & Continue

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

Fall/Spring 2017-2018

Sign Out
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SCOREBOARD SPORTS

Teams / Find, Edit, Delete a Team

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

Ogden Peaks Classic

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

Submit Application Print Page

Team Name Team ID Age Play Level Season

Team Travel Roster

Appl #	Tournament Name	Posted Status	Created
08925288	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

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

Player ID	SEC #	Player	Home Jrs#	Away 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

No comments have been defined for this application yet



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9. Click on the 'Review' tab.

Teams / Find, Edit, Delete a Team

Lookup Team

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

Tournament Requests Request Info Roster Comments Amendments **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.

10. Click 'Print Photo Roster'.

Teams / Find, Edit, Delete a Team

Lookup Team

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

Tournament Requests Request Info Roster Comments Amendments **Review**

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

Click Print Photo Roster button below

AIG & Travel Guard: Now insuring the costs of your soccer tournament

We are highly recommending you learn more about the new insurance policy by AIG called [Registration Saver](#), it can help protect you for the upcoming soccer season, soccer tournaments and camp programs.

Even though you have already registered for this soccer tournament, you can still purchase a policy. The cost is only 7% of your tournament fees. Unforeseen events could prevent a player from competing in the tournament. A Registration Saver policy will provide financial relief should something happen.

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

Appl #	Tournament Name	Posted Status	Created
08925288	Ogden Peaks Classic	Approved	6/21/2017 14:22
Director Name	Location	Start Date	End Date
Darrin Ramsey	Ogden, UT 84401	6/29/2017	7/1/2017
Request Preference	Submit Date		
USYS	6/21/2017		

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

Select PDF from the dropdown menu then click Export

