

Lisa Talbot @ Lonestar Soccer

From: Pam Kasperitis [noreply@sportsaffinity.com]
Sent: Monday, February 08, 2010 2:07 PM
To: Lisa Talbot
Subject: WD PC - Affinity FAQ's

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westerndistrictadmin@stx.rr.com**

If you have not used Affinity before - go to the WD website and on the left hand side is a tutorial link for using the schedules/scoring functions of Affinity.

Some reminders for returning managers and helpful hints for new managers:

AFFINITY USE FAQ's

* **To change PRIMARY CONTACT person:**

1. **Log in**
2. **Under "Tournament Applications" click on "Edit"**
3. **Click on the tab at the top that says "Contacts" - it will show you the team contacts and one of them will have a check mark in the "Primary Contact" box. If it is not the right person, click the box for the one who is.**

* **To ADD/EDIT JERSEY NUMBERS:**

1. **Log in**
2. **scroll down to "Tournament Applications/Game Scoring"**
3. **You should see your team name and a tournament name. Click "Edit" next to the Cup you are working on**
4. **This takes you to the team application page**
 - a. **Click on the tab at the top that says "Player Roster"**
 - b. **Click "view" which is on the far right of each players name**
5. **Put in the players primary AND alternative jersey numbers - which should be the same as the primary - you must have both filled in.**
6. **Click "Save & Continue"**
7. **Click "Next" and you can do the same thing for each player.**

PLEASE PLEASE PLEASE Be careful that you do not accidently mark a player as inactive - this will cause the player to not show up on your game card.

* **To PRINT A GAME CARD:**

1. **Log in**
2. **Scroll down to "Tournament Applications/Game Scoring"**
3. **Click on Schedules/Game Scoring**
4. **This will bring up each of your games. You can only print game cards or "Rosters" as they are called in Affinity FOUR days prior to the date of the game. You cannot print an entire season's cards at one time.**
5. **Click "Print Roster" next to the match.**

- this brings up a pop up window - please turn off your pop up blockers. Please print from the pdf file

and NOT the explorer screen. Printing from the pdf prints the whole card properly. Printing from Explorer prints it to your default settings for your computer and the card may not print correctly. You may not print game cards until 2 to 4 days prior to the actual game.

*** To SCORE a Match**

- 1. Log in**
- 2. Scroll down to "Tournament Applications/Game Scoring"**
- 3. Click on "Schedules/Game Scoring"**
- 4. This brings up each of your games. You will see empty boxes next to the team names for the match you played. Put your cursor over it and enter the score. If there are penalty cards - you must actually click the game. This will bring up a pop up window - fill in all information AND HIT SAVE!**

Make sure no matter what you hit "Save Stats & Comments" when available and asked.

ONLY the winning team or the home team in the event of a tie should enter the scores and penalties. If both teams do it and the information does not match exactly, the game will show up as contested and then I have to wait for the game card to fix it.

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