



Manager Check List

Affinity Duties

- ☐ Email Age Group Coordinator to inform them you will be a team administrator
- ☐ Do a background check through Affinity and MYSA every December
- ☐ Make sure you can log into Affinity
- ☐ Check roster on Affinity and email club registrar if there are any issues
- ☐ Enter photos of each player and administrators on Affinity roster
- ☐ Enter jersey numbers on Affinity roster

Trouble Shooting:

- ☐ Try using Chrome or Internet Explorer
- ☐ Try refreshing your browser or log out and log back into Affinity
- ☐ Call Affinity Helpline for help on technical issues
- ☐ Email Club Registrar for assistance on team rosters, photos, jersey numbers





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Reschedules

- ☐ Go to schedules on your Affinity webpage
- ☐ Email opponent if you need to reschedule (their contact info should pop-up in a window if you click on their team name) and decide on 2 alternate dates and times for reschedule game
- ☐ If you are a home team, then email the agreed upon dates to Club Field Coordinator
- ☐ Once she confirms, than email the opponent to confirm
- ☐ After you have confirmation from Field Coordinator and Opponent, click reschedule option on the Affinity Schedule

Signing Up for a Tournament

- ☐ Sign up on tournament website
- ☐ If tournament requires paper passes, email Club registrar to request them
- ☐ Request a refund through the club treasurer

Out of Town Tournaments

- ☐ Do a travel request on Affinity
- ☐ Pay travel request fee
- ☐ Download travel documents
- ☐ Email club registrar with date, team, and if you need paper passes
- ☐ Print paper passes in color
- ☐ Laminate passes

State Cup Additional Requirements

- ☐ Upload birth certificate PDF files on the player profiles on Affinity roster
- ☐ Collect other forms required by the tournament
- ☐ Mail forms to MYSA office by deadline

