

## Solana Beach Soccer Club

### Coach Registration – Cal South / Affinity System

**NOTE: We are NOT using the Affinity / Cal South system to register players**

Cal South / Affinity

<https://cysa-solanabeach.sportsaffinity.com>

Website Link:

Logging into System:

- Top right, click **“Registration:” (Blue Tab)**
- New screen will appear. Scroll to the bottom of the page.
  
- On the left under “Select a Season” make sure the current season (“Fall 20XX-XX”) appears in the drop down window
- Then, under “Select Registration type(s): check the box to the left of “Coach/Admin Registration”
  
- Returning Coach:
  - Log into account or follow process to retrieve user name and/or password
  - Alternatively, visit the Help Center for support or call Affinity @ 800.817.5977.
  
- New Coaches or Unable to Retrieve User Name or Password:
  - Create a new account
  - The system will try to connect your new account to an existing account

Add Family Member (not necessary):

- Next window allows you to add and /or edit family member information (can skip)

Create Registration:

- When done, **click green “Continue” button**
- Next window allows you to register
- To the right of your (coach) name, click green “Register Coach/Admin” button
- In the pop up window, there is a drop down menu under “Select Play Level”
  - Choose “Recreational” (it is the only choice)
- In the next pop up window, scroll down and edit (if necessary) and fill in information.
  - You do not need to fill in information about “Years of Coaching Experience” or “Coach License #.”
- In the section under “Admin Information” please check the appropriate box(es). Please check both “Assistant Coach” and “Head Coach” if you would be ok being either.
- Under “League Additional Information” fill in division(s) / Age Group or if unsure, note the name(s) of your kids.
- **Click green “Save & Next Page” button at the bottom**

Electronic Legal Agreements (“ELA”):

- Click “Accept” boxes to the left of the Code of Conduct and Red Card Policy
- **Click green “Agree and Continue” button**

Last Step:

- **Click green “No Payment due, Continue” button**
- You are now registered!