

Spring 2017

Select Teams:

All Select teams will stay in the same seasonal year **2016-2017 Seasonal Year**

–Transfer & Release Process ([click here](#) for instructions) - Transfer and Releases can be initiated **online**

- **Releasing Club will have to approve**
- **State will have to approve**
- **Accepting Club will have to approve**

New Player Registration: If you have players who are not transfer players (have not been registered anywhere else this seasonal year) and you would like them to register online, you will just need to have your online registration turned back on.

***If you have players who played recreational in the fall and only playing select in the spring, please send their name and DOB to Lisa or Holly and we will assist you with getting those folks the ability to register for the spring.**

Editing Fees and Payment Plans for NEW PLAYERS - Please contact Affinity at 855-259-3466

Separate Fee for Spring Season (Select Only) - If Clubs have a separate Spring Fee for returning players, please contact Sammie at SPrescott@Affinity-Sports.com and (copy me on the email) with the following information. (I will send a list to Sammie of the clubs I currently know of, but please still email him as I do not have your fee information.)

- Fee Amount(s)
- What age groups certain fees apply to (if you have separate fees per age group)
- When the fees should be applied

Affinity will be adding this fee from the backend and parents will be able to login to the system and make payment.

Recreational Teams: Spring 2017 Recreational Season is available

***Please note that all new coaches and admin must do a background check in Affinity Sports**

[Click here](#) for the Risk Management Policy

[Click here](#) for instructions on how to complete the background check

Configure Season - Everyone will need to configure the season. Those who use online registration will need to set up fees. ([Click here](#) for instructions)

Create and Add players to teams – If you want to start with completely new teams from the fall and manually add them or have players register them then I would suggest starting new.

- [Click here](#) for instructions to create teams
- [Click here](#) for instructions on adding players to the system
- [Click here](#) for instructions on searching for players who are already in the system but aren't able to add to a team
- [Click here](#) for instructions on adding players to teams

If you want to use the same team name and id number, please see below on how to migrate only the actual team and NOT players or coaches.

Migrate teams – If most of your teams stay the same and you want move the team over intact, migrating the team is a good option. Note that if your team is **currently ACTIVATED**, it will migrate over as activated, so you will need to have the team(s) deactivated to make changes.

- If you upload your players to the season, you can use this process to move **only the team name and id number**

*If you have questions on migrating teams please contact Affinity Sports at 855-259-3466

[Click here](#) for instructions on migrating teams – Please note that when you migrate players to a new season that they **do not** migrate over as **accepted**. You must manually accept them (you can do this for all players at the same time).

*Note that you can also always call the support line for assistance as well 855-259-3466