

SETTING UP A 'SEASON' – can be found on page 10 of the Help Manual. The state association needs to create the season (fall or spring) before a club can go in and set up the next season. Once we have created the season, the club will be able to open the season on League & Club level (must do this at both levels) and begin to accept registration, build teams, etc. Spring 2012 has been created and ready to use.

PER DECISION MADE BY THE YOUTH BOARD – ALL REGISTRATION for the spring **MUST** be done in our on-line registration system. You can have the parents register the players on-line; you can enter them manually or do an upload again for new players. You only need to upload new players for the spring; the returning travel players from the fall are already in the system and on teams. Please keep in mind Affinity Sports will **ONLY** be doing uploads in to our on-line registration system on **FRIDAYS**. Please be sure to get your club's data file to them no later than Thursday as to not delay rostering players. Do not submit data and expect the upload to be immediately uploaded that Friday. You will not be able to create the rosters without the data being in the system. We will not be authorizing additional upload days. All passes, rosters and game day rosters must be printed out our on-line registration system.

MIGRATION OF TEAMS, ADMINISTRATORS & PLAYERS – This is the process of moving teams, administrators (coaches) and players from one season to the next. When the state association created the Spring 2012 season, we automatically migrated all activated teams in to the spring. You will need to go in to the previous season (Fall 2011-2012) to migrate over any teams that were not activated for the fall (in-house included) and all pending administrators and players. Older teams that did not play in the fall session will need to be migrated over from the Spring of 2011. When migrating teams from one playing year (not season) to the next, the system will automatically advance the age of the team to the next age group. Example – if the team was a U14 in the spring of 2011 and did not play in the fall of 2011, when you migrate the team over, it will make the team a U15 in the spring 2012, you can go on to the Team Details tab in Spring 2012 and edit/update the age group if necessary to U16, change the division and the team name if necessary. If the team was migrated over from the fall 2011-2012 to spring 2012, the age group of the team did not change.

ADJUSTMENTS TO ACTIVATED TEAMS IN THE NEW SEASON – if you need to make adjustments to the activated teams, there are several ways this can be accomplished.

1. If the club is making large amounts of changes to the existing rosters, you will need to contact the state office (Cheryl) and we will deactivate the teams needed so you will be able to remove and add players as needed. Once you have completed this process, we will need to know which players were moved from one team to another and which are the new players. We will then verify the new players' information and once we receive payment for registration re-activate the team.
2. If you are adding players to a roster that still has not meet the maximum number of players, you can add the players and they will show up on the roster tab as "Unassigned New Players". We will then verify the player information and once we receive payment for registration will approve the players for the team.
3. If you need to remove any players due to them not registering for the spring of 2012, you will need to email the state office and we will remove the players to create roster spots for new players.
4. If only needing to move a few players from one roster to another, you can email the state office the list of players, what team(s) they need to come off of and what team(s) they need to go on to and the state office can transfer the players.

TEAM CREATION – be sure to select the correct division, do NOT select “Travel” (or “Classic”) for the division, they must be 4, 5, 6 (classic – 1, 2, 3). If necessary, adjustments to the division can be made to get the team in the correct division.

TEAM DECLARATION – declaration for league play is accomplished by the club registrar on the ‘Tournament’ tab of each team. Please be sure to select the correct ‘tournament’ for each team, If the team is Division 4, please be sure to select “2012 Spring Travel Division 4”. For Division 5 & 6, be sure to select the correct District the club is in. All teams must be declared through the on-line registration system by the registrar or designated person within the club. Any team sponsored by an affiliated club that uses the public registration side for league play will not be considered in scheduling.

DUPLICATE RECORDS – most often, this is due to multiple registrations of players, families and/or administrators. This can be cleared up at the state office level. You can call the state office and we will clear up the records.

JERSEY #'S ON ROSTERS. This can be accomplished on the team roster tab. Across the bottom is a button that says: Edit player/team info. Click on this, it will open a screen where you can add the home jersey #'s, away jersey #'s, position if you would like. Save changes when complete. These will not show on the roster tab, but will show on the official roster and the game day roster when printed.

IN HOUSE – can create 1 main team for each age group. In house rosters are designed to have up to 999 players on it. Or, you can set each team up individually and put the players on the teams.

PROOF OF AGE – can be uploaded to the player record or can be mailed to the state office for verification. Whichever method is used, the state office will verify birthdays, remove the birth certificate (if uploaded) and lock the birthday. An image will appear in the birth certificate spot indicating PA West Soccer has viewed and approved the birthday. If you are intending on mailing the birth certificates to the state office, please have them preferably in team order. Please send in only the birth certificates for those in the system. If mailed, we will destroy them once we have locked the birthdays unless you indicate on a note in the packet you want them back.

PHOTOS – you can upload the photos to the player & admin records. Please be sure it is approx 1”x 1” head shot. Whatever is uploaded in the space is what will print on the pass. Please review them to make sure they are the proper size and the proper direction (not sideward).

COACHES (Admin) – make sure all coach’s clearances are valid through the end of July for each year. We will not activate any team whose coaches do not have proper clearances. The Ekidsafe clearance system was migrated over to our on-line registration system. If the club or coach prefers to use the Act 33/34 instead, we will need a copy of BOTH the State Police criminal history check and the Child Abuse Hotline check. We will not accept the one without the other. These must also follow the 2 year validation that our Ekidsafe follows. If anyone applied for the clearances prior to July 2010, we will not accept them for the current playing session. The coach will either need to re-apply for these clearances or apply for the Ekidsafe clearance. Once we receive the copies requested, we verify the clearance meets our criteria and will approve the coach for clearance up to the 2 year anniversary of the clearance. This process will then put them in to the admin lookup with a good clearance that will show up on the club’s clearance list for easy management. If the coach is underage, we need a copy of his or hers birth certificate, passport or driver’s license. We will then approve that coach up to their 18th birthday. After they turn 18, they will need to apply for a clearance.

ADDITION OF PLAYERS TO TEAMS – adding of players to the roster must be completed and communicated to the state office no later than Thursday. We will not be doing any roster additions to teams on Fridays.

PAYMENT – must be made prior to activation of teams and should also be in the state office by March 15, 2011. We do not send invoices out for registration. We will NOT activate any clubs/teams that have not been paid for.

PASS PRINTING – can be printed either by team, or by the club. Either method – if using PC – use “print selected cards” button. If using MAC – use “preview/print ID cards”.

If doing by team – make sure all players/admins have a check in the box to the left.

If doing by club, you can either select all admin, all players or all; it will print the cards with the check mark in the box. If admin not eligible for printing, it will have the red R in a circle next to it and you will not be able to print. **PASSES WILL NOT BE AVAILABLE FOR PRINTING UNTIL THE TEAM IS ACTIVATED.**

You must use the US Youth Soccer approved pass card stock. We have this stock in the state office. There is no charge for the cardstock, you can either stop by to pick up the cardstock or we can mail it to you. Call or email the state office and we will gladly send it out to you.

ROSTERS – must be printed by team, team must be ACTIVATED. On team roster tab, select the button that says ‘print PA West roster’. This will open another screen with the approved PA West roster. From this screen, select the printer icon directly above the League: on the roster. This will then open another window with the page range on it and the option to click on the “ok” button or the “cancel” button, select OK, this will open yet another window, in this small window, select the printer icon on this window, it will then open your printer’s page and you can print the official PA West Roster.

GAME DAY ROSTERS (line-up cards) – this can be done by the coach once you have set up the user name and password as a coach.

Best place to find this login screen – go to www.pawest-soccer.org, under Youth, select the correct district or division (classic division – do not select the tryout page, just click on the classic division box in the 1st drop down). Select boys or girls divisions. This will open another page linked to our on-line registration and scheduling system. Here the coach will login. Once logged in, it will open up to his/her info in the system. As they scroll down the page, it will show the team(s) they are affiliated (rostered) with. To the right will be a ‘view schedules/results’ as a hyperlink. The coach will click there, it will take them to that team’s schedule. As they scroll down to the current week’s game, under the date will be a button “print roster”. Clicking on this will then open up the game day roster for this game. This roster is not available until 72 hours before the start of the game and only available if they district/division has that feature turned on, it will be mandated for all districts/divisions to use the game day roster in the spring of 2012.

ADDING PLAYERS TO ACTIVATED TEAMS – when adding players to activated teams, they will not appear in the body of the team roster tab along with the rest of the players. They will appear under the buttons as “unassigned new players”. Please notify the state office of any additions to the rosters for approval. Proper payment must be made before the player is approved and placed on the roster.

MANAGING ADMINISTRATORS RISK MANAGEMENT – You can download an excel spreadsheet that will show the expiration dates on all coaches clearances. Here is the process to get this report.

1. Go under Admin Lookup, make sure all settings are to “all”, hit the ‘search’ button. This will pull up all administrators in your club.
2. When the list comes up, in the upper right-hand side, you will see an option to Choose Report with a drop down box. Select Team Admin Detail with All Fields and hit the little printer icon.
3. This will open another window with all this information on it, on this screen, go to the upper left hand corner you will see an icon similar to the old floppy disks and if you hover your mouse over it, it will show ‘export’, click on this. Yet another window will open up, in the “file format” it will say Crystal Reports, click on the down arrow and select Microsoft Excel 97-2000 – Data Only (XLS), then OK. It will ask you if you want to save or open the file, select Open.
4. This will open an excel spreadsheet that needs a little formatting. Highlight the 1st column, go to your data tab, select “text to columns”. Once there, you will want to choose the ‘delimited’ radio button, then select Next at the bottom. You will choose the ‘comma’ radio button then finish. This will put the report in columns that will be easier to read with Headers on each column.
5. The Risk management columns are titled: “Risk Status” – this one will say Approved, None, Expired, etc.; the next column “Risk Expire Date” is the date the current clearance is valid through.

ACTIVATION OF TEAMS – when you are ready for your teams to be reviewed and activated, please email Cheryl at the state office – cheryl@pawest-soccer.org – notifying her your teams are ready for review. The state office will then review the teams, making sure all coaches have proper clearances and that they do not expire before the end of the playing season. They will also review all players’ proof of age and lock the birthdays. Verify whether any play-up consent forms are required or not.

In the email, please be sure to include any changes that need made to activated teams as well. Please also include total number of new players and teams for verification from the state office.

Once the state office verifies the above, a reply email will be sent to you with anything that needs to be completed before a team can be activated. In this email they will also confirm your player and team counts or what they have found if they differ. Once the club and the state office agree on the total of new players and/or teams, the club must send a check to the state office for registration before the teams can be activated. Once the check is received, the state office will activate the new teams and approve the additions to existing teams, sending you an email when the new rosters and passes are ready to print.

GUEST PLAYERS TO GAME DAY ROSTERS – adding the guest players to the rosters, this can be done by either the registrar or the coach before printing the game day roster. Under the coach’s login or the registrar, you want to look at the roster in team info for league/tournament play. The team’s rostered players will come up in a list. To the right, you will see a column of boxes with green check marks in it, above it; it says “active players”. Uncheck the players unable to attend that week’s game. Click on the ‘set active players’ button. Go to the ‘add players’ button. It will bring up a screen where you enter the player name, ID # and birthday (you must have all this information before you can add the guest players). In the drop down box, select “Loaned Player” and in the next box for select state, select Pennsylvania West. Select the add player. This will put the player on the game day roster for the weekend. You must also hit the “Sync Roster” button to update the game day roster with the changes. Coaches or registrars **MUST** go back in after the game and remove these players (next to

the active player check box is an edit/remove selection – you must click on the ‘remove’ to take the guest players off the roster) and set the rostered players to Active again or otherwise they will not show up on the next week’s game day roster.