



CAL NORTH OFF SEASON SETUP

Version 1.2

November 20, 2014



This page intentionally left blank



Table of Contents

1.0	Cal North Configurations	4
1.1	Seasons	4
1.2	Play Type	5
1.3	Play Level	6
2.0	League Set Up for 2014-2015 Off-Season	7
2.1	Configure Level of Play	7
2.2	Configure the Season	9
3.0	PERSON SEARCH	11
3.1	Family Lookup	12
3.2	Player Lookup	13
3.2.1	Application Status	13
3.3	Admin Lookup	14
3.3.1	Application Status	14
3.3.2	Risk Filter	14
3.4	Parent Lookup	15
4.0	CREATING PLAYER APPLICATIONS	16
5.0	CREATING ADMINISTRATOR APPLICATIONS	18
5.1	When a person does not have a previous application on file	18
5.2	When a person already has an application on file:	20
5.3	Creating an application by migrating team administrators	20



1.0 Cal North Configurations

1.1 Seasons

Cal North currently has two seasons configured:

a) 2014-2015 Principal Season

Players in the Principal Season are rostered to teams that may participate in any Cal North sanctioned tournaments. These teams may also travel out of their District of registration to play games with other Cal North teams or to play games that have been sanctioned by a USYS State Association.

A principal team must meet all Cal North rules pertaining to roster movement and competitive play.

b) 2014-2015 Off Season

Off Season teams (also known as paper teams) are teams formed of newly registered and/or previously registered and rostered players. The previously registered and rostered players can be from more than one previously activated team and are added to the Off Season team without having to follow the official Cal North rostering rules regarding the movement of players from one team to another.

Off-Season teams may only participate in those events for which they were formed. They may not participate in any State or National events or Cup competitions. Off season players may not participate in any events other than those allowing participation by Off Season teams.



1.2 Play Type

The following Play Types have been defined at the Association level, with each play type having its own Play Type Code.

Play Type	Code	Season Available
Competitive	C	Principal
ODP	P	
Off Season	S	Off Season
Rec Pool	E	Principal
Recreational	R	Principal
Top Soccer	O	Principal



1.3 Play Level

Play levels are configured at both the League and Club level and identify the types of registration that the League/Club will accept for a particular season. Each play level is assigned a Play Type.

One or more of the following standard play levels are typically set up by a League.

Play Level	Play Type	Code	Available Season
Competitive	Competitive	C	Principal
Off Season	Off Season	S	Off Season
Rec Pool	Rec Pool	E	Principal
Recreational	Recreational	R	Principal
Top Soccer	Top Soccer	O	Principal

Leagues also have the option of defining play levels specific to the League.

For example, if a league has three levels of Competitive play the League could create Pre-Comp, Comp, and Premier levels of play, all of which would be assigned the Competitive play type. Each play level must have a unique code assigned to it. This code is used as part of the team id.

Play Level	Play Type	Code
Pre-Comp	Competitive	X
Competitive	Competitive	C
Premier	Competitive	P



2.0 League Set Up for 2014-2015 Off-Season

The Cal North Off Season provides the opportunity for a League to offer a developmental season with roster flexibility.

Teams created in the Off Season are considered to be secondary or 'paper teams'. These teams may not play in any games unless the playing league indicates that paper teams are allowed. The CCSL Spring playing league accepts paper teams and many Leagues of Registration also offer Off Season play.

Leagues must do the following in order to register players for the Off Season.

2.1 Configure Level of Play

a) Click on **Leagues** in the left hand menu to display the **Leagues/Find, Edit, Delete** window

b) Click on to display the **League Configuration** tabs

c) Click on the **Registration** tab to display the **Registration** configuration options.

d) Click on **Level Of Play** to display the levels of play currently configured.

Play Level	Code	Type	# Teams	
Competitive	C	Competitive	11	edit
Recreational	R	Recreational	0	edit delete

If there are 1 or more teams, then the delete option will be disabled.

*Are required fields

Type of Play*
Please Select
Play Level*

Play Level Code*



- e) Click on the **Type of Play** drop-down menu box to display the list of options and select **Off Season**
- f) Enter **Off Season** for the **Play Level** and 'S' for the **Play Level Code**

Play Level	Code	Type	# Teams	
Competitive	C	Competitive	11	edit
Recreational	R	Recreational	0	edit delete

If there are 1 or more teams, then the delete option will be disabled.

*Are required fields

Type of Play:*
Off Season

Play Level*
Off Season

Play Level Code*
S

Create

- g) Click on to add the new Play Level.

Play Level	Code	Type	# Teams	
Competitive	C	Competitive	11	edit
Off Season	S	Off Season	0	edit delete
Recreational	R	Recreational	0	edit delete

If there are 1 or more teams, then the delete option will be disabled.

*Are required fields

Record was successfully created.

Type of Play:*
Please Select

Play Level*

Play Level Code*

Create

- h) If the League wants to distinguish between different Off Season play levels, enter the alternate name in the Play Level field and assign a Play Level Code that is not currently in use at the Association level. (eg: Off Season-U8-U10 / Y)



League Config | **Registration** | Security | Teams | Events | Messaging | Content

Season | Custom Fields | **Level Of Play** | Age Override | Fees | Discounts | Fields | Billing | Travel Requests

Play Level	Code	Type	# Teams	
Competitive	C	Competitive	11	edit
Off Season	S	Off Season	0	edit delete
Off Season-U8-U10	Y	Off Season	0	edit delete
Recreational	R	Recreational	0	edit delete

Type of Play:*
Please Select

Play Level*

Play Level Code*

If there are 1 or more teams, then the delete option will be disabled.

*Are required fields

Create

Record was successfully created.

2.2 Configure the Season

a) Click on **Season** to display the list of seasons that are available. Once the Level of Play has been configured to include the Off Season, the 2014-2015 Off Season will be visible. The check mark indicates that configurations have been selected within that season.

b) The Off Season must be configured at both the League and the Club levels.

NOTE: All Leagues have default 01 club and, even though there might be no players registered to this club, the season still needs to be configured for the club.

League Config | **Registration** | Security | Teams | Events | Messaging | Content

Season | Custom Fields | **Level Of Play** | Age Override | Fees | Discounts | Fields | Billing | Travel Requests

Place a check box in each season this league allows applications.

Select Yes or No for each selected season. Select Yes if that season requires a payment for that season. This configures that season to have its payments managed by the system.

Click the "Update" button to save your changes.

Show Try Out activation Link: Yes No

Season Name	Season ID	(Application FirstDay - Application LastDay)	
2014-2015 Principal Season	510	(02/09/2014 - 08/31/2015)	<input checked="" type="checkbox"/>
2014-2015 Off Season	583	(02/08/2014 - 08/30/2015)	<input type="checkbox"/>
2013-2014 Off Season	474	(01/01/2014 - 08/30/2014)	<input type="checkbox"/>
2013-2014 Principal Season	447	(05/17/2013 - 07/31/2014)	<input type="checkbox"/>

Assign PDF/ELA **Update**

= Has at least one age group checked
 = Has Play Level's active on public registration.
 * Please be advised that merchant processing fees are still incurred if the credit cards are captured and the players are later refunded due to not being accepted.



- c) Click **on 2014-2014 Off Season** to display the Play Types available (only Off Season will be displayed).

- d) Click in the box next to **Off Season** to select all age groups, or click in the box next to each age group that will be participating in the League's Off Season program.
- e) Click in the **Show Application Types** - Coach/Admin and Player check boxes.

NOTE: If these boxes are not checked, the season will not be displayed in the Application Play Level drop down on the Applications tab when creating a new application for a player or and adult.

- f) Logoff and then login again and change the default season to the **2014-2015 Off Season**.



3.0 PERSON SEARCH

Affinity provides four different lookups for Registrars to use when searching for an adult or a player.

1. Family Lookup
2. Player Lookup
3. Admin Lookup
4. Parent Lookup

2014-2015 Principal Season ▾

- ▶ Leagues
- ▶ Clubs
- ▶ Team
- ▼ Players / Admins
 - ▶ **Player Lookup**
 - ▶ Admin Lookup
 - ▶ Parent Lookup
 - ▶ Family Lookup
 - ▶ Add Player/Admin
 - ▶ Payment Management

Players / Admins Lookup

<p>Player Lookup Player lookup is used to find and modify the players' information.</p>	<p>Admin Lookup Admin lookup is used to find and modify the admins' information.</p>
<p>Parent Lookup Parent lookup is used to find and modify the parents' information.</p>	<p>Family Lookup Family Lookup is used to find and modify any family members' information.</p>

Payment Management
Payment Management is used to find and manage the player application payment information.

Submit Player Upload Request
[Click here to read upload instructions](#)
[Click here to download upload template excel file](#)



3.1 Family Lookup

- ✓ Is used to search for any family member, whether or not the person has ever been registered as a player or rostered as an administrator.
- ✓ This search will return all rows matching the search criteria, no matter where the person resides.

Family Lookup

Look up any family member in the system under the association whether the family member has an application or not. This is only accessible by a group of predefined users. Search by "Last Name, First Name, DOB" is for exact match on both Name and DOB only

Search By	Search For: *	Page Size:						
<ul style="list-style-type: none"> Last Name, First Name Postal Code Email Phone ID Num Order # Driver License Last Name, First Name, DOB(MM/DD/YYYY) 	<input type="text"/>	25 <input type="button" value="Search"/>						
<table border="1"> <thead> <tr> <th>DOB</th> <th>Address</th> <th>City</th> <th>Work Phone</th> <th>Home Phone</th> <th>Relation</th> </tr> </thead> </table>			DOB	Address	City	Work Phone	Home Phone	Relation
DOB	Address	City	Work Phone	Home Phone	Relation			

- ✓ When manually registering a person, select the 'Last Name, First Name' search by option
- ✓ Enter the Last and First Names of the person, separated by a comma (eg: Mouse, Mickey).
- ✓ If you are unsure of the exact spelling, a portion of the name can be used (eg: Mou, Mi).
- ✓ All results matching the entered Search For criteria will be returned.
 - Entering 'Mou,Mi' will return rows for anyone having a last name starting with 'Mou' and a first name starting with 'Mi'. (eg: Mickey Mouse, Minnie Mouse, Michael Mousse, etc).
 - Entering 'Mouse, Mickey' will return rows for anyone having the name Mickey Mouse.
- ✓ If the search criteria entered does not return any results when you think there should have been a match found, try searching for different members of the same family to make sure that the person's name hasn't been incorrectly entered.



3.2 Player Lookup

- ✓ Is used to find players who have an application created in the selected season. The default Season is set to the season displayed in the left hand menu under the login name.

Player Lookup Page Size: 25 Report: --Choose Report--

Select League All Leagues	Select Play Type All Play Types	Application Status All Application Status	
Select Club All Clubs	Select Gender All Genders	Accepted All	Order All
	Select Age Group Select Age Group	Media Type All	
Disciplinary Filter By No Filter		Application Date: From <input type="text"/> To <input type="text"/>	
Disciplinary Status All		Season Selected Season	Search By Last, First Name
		Search For <input type="text"/> <input type="button" value="Search"/>	

Player Name	Address	Team ID	Player ID	Birthdate	Appl Date	PlayLevel
-------------	---------	---------	-----------	-----------	-----------	-----------

3.2.1 Application Status

Players will have one of the following application statuses, depending upon where the player is in the registration process.

Application Status	Description
Pending	<ul style="list-style-type: none"> Player has been registered and has an application
Accepted	<ul style="list-style-type: none"> Confirmation that player will be playing with the League Triggers player to appear in billing reports
Assigned	<ul style="list-style-type: none"> Player is rostered and assigned to a team
Activated	<ul style="list-style-type: none"> Team player is rostered to has been activated
Cancelled	<ul style="list-style-type: none"> Player's application has been cancelled and player is eligible to register with a different league
Rejected	<ul style="list-style-type: none"> Player's application has been rejected



3.3 Admin Lookup

- ✓ Is used to find adults who have an administrator application created in the selected season. The default Season is set to the season displayed in the left hand menu under the login name.

3.3.1 Application Status

Adults applying to coach will have one of the following application statuses, depending upon where the adult is in the registration process.

Application Status	Description
Pending	<ul style="list-style-type: none"> Person has an application entered
Assigned	<ul style="list-style-type: none"> Person is rostered and assigned to a team
Activated	<ul style="list-style-type: none"> Team person is rostered to has been activated
Cancelled	<ul style="list-style-type: none"> Person's application has been cancelled and player is eligible to register with a different league
Rejected	<ul style="list-style-type: none"> Person's application has been rejected

3.3.2 Risk Filter

In order to be rostered on and activated on a team, persons applying to coach must have an approved Risk Management status.

Risk Management Status	Season Available
1650 Approved-DOJ Pending	<ul style="list-style-type: none"> Person has filled out a 1650 and Live Scan results have not been entered.
1650 Pending-DOJ Approved	<ul style="list-style-type: none"> Person has not filled out a 1650 and Live scan results have been entered.
Approved	<ul style="list-style-type: none"> Live Scan results = Passed
Expired	<ul style="list-style-type: none"> Minor administrators risk management status expires on the minor's 18th birthday Adult administrators risk management status expires 20 years from the date of entry in Affinity.
Failed	<ul style="list-style-type: none"> Live Scan results = VF (Vendor Fail) or a subsequent arrest report (SAR) has been received and after review by Cal North, the person has not been approved to coach.
None	<ul style="list-style-type: none"> A generic application has been created which allows for the Live Scan Results to be viewed once they are entered.



Risk Management Status	Season Available
Under Review	<ul style="list-style-type: none">The adult submitted a 1650 with a 'Yes' answer to the question regarding crimes outside of California and the response requires review by Cal North.

3.4 Parent Lookup

- ✓ Is used to find parents of players that have had an activated application in any season.

Parent Lookup

Select League _____ ▼	Search By Last name, First Name ▼	Page Size: 25 ▼
Select Club _____ ▼	Search For: _____	Search Print



4.0 CREATING PLAYER APPLICATIONS

In order to be rostered to a team in the 2014-2015 Off Season, a player must have an Application created in the Off Season.

- Check that the season displayed in the left hand panel under the login name is **2014-2015 Off Season**.
- Use **Family Lookup** to find the person's record and click on the name to display the player record.
- Click on the Applications tab to display the **New Application** window

Player Information Preferences Applications Parents Disciplinary Events

Current Season Other Seasons

New Application

Select District*
District 2

Select League*
District 2 Commissioners League - 0225

Select Club*
Please Select a Club

Application Season*
Please Select Season

Application PlayLevel*
Please Select PlayLevel

Payment Received Accepted Age/Legal

Roster player to team
(requires Accepted and Age/Legal boxes be checked)
--Select Team--

Effective Date
11 / 5 / 2014

Cancel Create Application

- Select the club from the **Select Club** drop-down
- The **Application Season** will default to 2014-2015 Off Season
- Select **Off Season** as the **Play Level**.

NOTE: If the only options available are ALL PLAY LEVELS or NO VALID AGE GROUP FOR THE DOB, the Application Types check boxes for the Season configuration have not been checked.



-
- g) Check the **Accepted** box.
 - h) Check the **Age/Legal** box if the birth document has been verified.
 - i) If teams have been created, choose the appropriate team to place the player on the team roster.
 - j) Click on



5.0 CREATING ADMINISTRATOR APPLICATIONS

In order to be rostered to a team, a person must have an Administrator Application created. Administrator applications must be created each season and must also be created for each league in which the person will be coaching.

Once an Administrator application has been saved, the date of birth, ATI #, and risk status fields are available on the person's record.

5.1 When a person does not have a previous application on file

- Check that the season displayed in the left hand panel under the login name is **2014-2015 Off Season**.
- Use **Family Lookup** to find the person's record and click on the name to display the parent record.
- Three tabs will be displayed: (1) Parent Info, (2) Children, and (3) Team Roles.
- Click on the **Team Roles** tab which will display the window below.

This page is used to assign roles to parents who have players on their respective teams.

By assigning roles, the parent will be granted additional functionality. Creating roles for parents will convert the parent to administrator.

Note: Assigning a role to a parent will add the parent to the team roster.

are required fields

DOB is required to convert parent to team admin. Please verify DOB.

Birth Month* Day* Year*

December 23 1983

Create Generic Application Update DOB

- Update the date of birth fields, click on **Update DOB** to save the date of birth.
- Click on **Create Generic Application** to display the New Application window.

NOTE: This button is only available after the date of birth fields have been updated.



Administrator Info Additional Info Applications Disciplinary Children Events

are required fields

New Application

Application League*
Please Select

Application Club*
Please Select

Application Season*
2014-2015 Principal Season

Application PlayLevel*
Please Select PlayLevel

Effective Date
7 / 30 / 2014

Cancel Create Application

Create New Referee Application

- g) Complete the drop down fields appropriately for the League/Club, Play Level.
- h) Click on to save the application.
- i) Once the application is saved, the **Risk Status** on the **Administrator** tab is set to 'None'.

Coaching Certification Level
No License

Coaching License #

Obtained License Date

License Expire Date

Risk Status:
None

Risk submit to state on

Risk expire on

Risk return from state on

Birth Month* Day* Year*
December 23 1983

User Name

Password Only input a password if you want to change the users password.

Confirm Password The password and the confirm password fields must match.

Cancel Update



5.2 When a person already has an application on file:

- Check that the season displayed in the left hand panel under the login name is **2014-2015 Off Season**.
- Use **Family Lookup** to find the person's record and click on the name to display the record.
- Click on the **Applications** tab.

Administrator Info Additional Info **Applications** Disciplinary Children Events

Existing Applications

Club/RefereePool	Type	Season	PlayLevel	Date	Status				
Affinity Sports Demo Club	AD	2014-2015 Principal Season	Competitive	9/17/2014	Pending	View ELA Log	Create Order	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>

- Click on Create New Admin Application to display the New Application window.
- Complete the drop down fields appropriately for the League/Club, Play Level.
- Click on to save the application.

5.3 Creating an application by migrating team administrators

Migrating team administrators from the 2014-2015 Principal Season to the 2014-2015 Off Season provides a quick way to create the Off Season administrator applications. These applications will be in a 'Pending' status.

To migrate the 2014-2015 Principal Season Team Administrators:

- In the **Season** drop-down located on the left hand panel, select the **2014-2015 Principal Season**
- Click on **Leagues** in the left hand menu to display the **Leagues/Find, Edit, Delete a League** window
- Click on
- Click on the **Teams** tab
- Select your search criteria and click the button
- Check the boxes on the left hand side for each team that you want to migrate the Team Administrators



- g) Click on to display the migration grid
- h) Select **2014-2015 Off Season** from the **To Season** drop-down menu.

To Season*

Select Season
2012-2013 Principal Season
2013-2014 Principal Season
2013-2014 Off Season
2014-2015 Off Season

- i) Click in the **Select All** box for the **AD** column to migrate only the Team Administrators

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Select All
TM	PL	AD	Team ID
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0801-01RG05-000136

To Season*

2014-2015 Off Season ▼

- j) Click on
- k) To verify the data has been migrated to the new season:
- ✓ Change the season on the left-hand panel to the **2014-2015 Off Season**
 - ✓ Click on **Players/Admins**
 - ✓ Click on **Admin Lookup**
 - ✓ Click the button to display the list of migrated Administrators.