

Registering Online Using the Affinity Sports System – Fall 2015

1. **Print out these instructions** to assist you through the registration process.
2. Go to www.fcays.org/register, proceed to the Affinity system, and click on the **Registration** tab (upper right). If you've already registered and just need to view or edit your account or make a payment, click on **User Login** in the left column. If the system doesn't recognize the username you had chosen previously, call Affinity Sports at 800-808-7195.
3. Select **Player Registration** to register players and/or **Coach/Admin Registration** to register coaches, team managers, and other adults in the club. Coaches need to register each season.
4. **If this is your first time using the Affinity system**, you should click on Create New Account. Keep in mind that this system is used throughout the country, which means you may have to try several times to select a unique Username.
5. **If you have an existing account**, check the accuracy of the Account Primary Contact information and edit if necessary.
6. Click on the **Add buttons** on the right to add family members to the list of people to be registered. Click Continue when the list is complete.
7. Click the **Register button** for the person you would like to register. If a name is on the list more than once, the system may prevent you from registering that person, in which case you should call Affinity at 800-808-7195 to have them merge the accounts.
8. **Play Level** is as follows:
 - U6 to U10 recreational Saturday soccer is "Regular U6-U10."
 - U11 to U19 regular Sunday travel soccer is "Regular U11-U19."
 - U10 to U12 elite Division 4 Sunday travel players who were selected via try-outs, should choose "Elite Travel." U10 players who have been selected for a Division 4 team and want to play both recreational (Saturday) and travel (Sunday) soccer should choose "Elite Travel" and also select the appropriate \$25 fee on the Payment page.
9. All players need to have their **birth certificate** on file and all Sunday players need to have their **photo** on file. If the player's birth date is grayed out and not modifiable, that means the birth date has already been confirmed and you do not need to re-submit the birth certificate. Photos are valid for two years. If it has been more than two years since the last photo upload, please do it again. Upload photos and birth certificates by clicking on the link below the birth date field. Be careful that you don't upload the birth certificate into the place for the photo,

which has a person's silhouette. The files should be 512 kB or smaller and be a graphics file (e.g. jpg or tiff); pdf files are not accepted. One easy way to convert from pdf to jpg is to bring up the entire birth certificate on your screen (zoom out if needed), grab an image of the screen (on PCs, Shift-PrtScr, which is to the right of F12), open a graphics program (such as Paint if you're using Windows), paste to a blank document, and save in jpg format. If you don't have a scanner for the birth certificate, you can take a digital photo of it and email it to me.

10. All U9 and older players were required to order a new uniform for Fall 2014. These uniforms will be used for 2 years, through spring season 2016. If your child did not order a uniform during the Fall season of 2014 you will need to do so this season. All players moving up to U9 from U8 will be required to order a new uniform. Please select your child's shirt, shorts and sock size from the drop down list for each. If your child is playing U8 or below, no sizes are needed (select U5-U8 one size). A uniform fee for the U9 and older age groups will be automatically added to your order.

11. If your child would like to **"Play Up"** to an older age group to be with classmates, select the appropriate Age Group Requested. Other players who want to play up need to be evaluated by the club before being permitted to play up (see our Playing Up policy at <http://fcays.org/registrationform.html>). Although Affinity Sports uses the actual age group throughout their system, we will consult the Age Group Requested field when forming teams. If you are registering a U8 player who is requesting to play up to U9, be sure to select the optional uniform fee. Otherwise, your child will not receive the appropriate uniform for the U9 division.

12. If you have limitations on when your child can practice, please use the drop down list to select ONE day of the week that your child can NOT attend practice.

13. Please note that the player must reside in the Fox Chapel Area School District to play in our league. Exceptions can be made if the soccer club for where the player lives sends us a letter approving a transfer to our club. However, even if a transfer is approved, no player from outside our district can play on one of our Division 4 travel teams.

14. **Sponsoring a U6 to U8 team** costs \$150 and gives you the benefit of placing your company's name on the shirts of the U6 to U8 team of your choice and on our web site. Be sure to enter the sponsor's name in the appropriate field and also select the \$150 fee on the Payment page. Your company's logo for our web site should be emailed to jhcurry@verizon.net.

15. **Early registrations** submitted by Sun., July 12th receive a \$30.00 discount.

- U6-U8 Early \$75 Regular \$105
- U9-U19 Early \$75 Regular \$105

16. **Board members, commissioners, and LICENSED head coaches** who have submitted a copy of their coaching license are also eligible for a discounted registration fee. If you are entitled to one of these discounts, select the Cash payment option and email me to adjust your balance before paying.

17. The **Uniform Fee** is for ALL players entering U9-U18 divisions who did not order the new uniform for Fall 2014 and all new U9 players. If you did not order a uniform in the fall of 2014, you must select the uniform option to add to the registration fee at the end of the registration process. If your child is in the U8 age group but will be playing up to U9, you must select the optional uniform fee to receive the U9 uniform. U6-U8 uniforms are included in the registration fee.

18. **U10 Division 4 Travel players** have the option of also playing on a recreational Saturday team for additional playing time. The cost for this is \$25. Select the dual team registration fee on the payment page.

21. **Payment options:** Because Affinity Sports has relatively high processing fees, it would help save us money if you would register all your children together and pay with one payment, if paying by credit card rather than creating separate registrations and paying 2-3 times.

22. Those who need **financial assistance** should email me with details of your financial situation after registering and selecting Cash as your payment option.

23. **Refund policy:** The registration fee is refundable (minus a \$5 processing fee) until July 31st and partially refundable (all except \$20) until August 14th. The fee is not refundable after August 14th. Please send all refund requests to me at jmsjwilliams@gmail.com. Credit card payments will be refunded via credit card and other payments will be refunded with a club check, minus the \$5 or \$20 described above.

24. **Problems:**

If you have a problem with log-in or registration, please call Affinity Sports at 800-808-7195 and select option 2 to speak to someone directly. If you need assistance with something outside of the Affinity Registration System, feel free to contact me via e-mail.

Thanks for your support of Fox Chapel Soccer!! Have a great fall season.

Michele Williams
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