

DICK'S TEAM SPORTS HQ

INSTRUCTION MANUAL

ROSTERING PLAYERS (UNASSIGNED)



VIDEO TUTORIAL ALSO AVAILABLE:

<https://youtu.be/5eGN2FhEWXY>

PHONE SUPPORT:

800-872-0461

ONLINE SUPPORT:

<https://popwarner-affinity-sports.zendesk.com>

ROSTERING PLAYERS (UNASSIGNED)

- Select **Team** from the left side navigation menu. 
- Click **Find/Edit/Delete**.
- If you have any drop down sections that are not preselected for you; manually select the **Region**, **League**, and/or **Association** you are searching for.
- Click the **Search** button.

Teams found within your season* will appear in a list view:

Team Lookup

Page Size: 250 Reset

Select Region
Affinity Demo Region

Select League
Affinity Demo League - 0A01

Select Association
Affinity Demo Association

Select Play Type/Level
All Play Levels

Select Gender
All Genders

Select Age Group
All Age Groups

Filter By Status
No Status Filter

Filter By Counts
No Count Filter

Select Team Name/Team ID

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DEL		Team ID	Team Name	Lvl	Age	Club Name	AD	PL	Coach
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0A01-01VBsy-0005	Affinity De - G8	V	BVrsy	Affinity Demo Association	0	0	
<input type="checkbox"/>	<input type="checkbox"/>	0A01-01ZB10-0090	Affinity Demo Association2 - B10	Z	B10	Affinity Demo Association	5	3	Miller Brandon
<input type="checkbox"/>	<input type="checkbox"/>	0A01-01BBtm-0023	BSB Prod Team	B	BBntm	Affinity Demo Association	1	3	Miller Brandon
<input type="checkbox"/>	<input type="checkbox"/>	0A01-01DBBM-0001	Demo Team	D	BJRBM	Affinity Demo Association	1	0	Victor De Silva
<input type="checkbox"/>	<input type="checkbox"/>	0A01-01MBCA-0079	Dhruvesh	M	BFFCA	Affinity Demo Association	0	2	
<input type="checkbox"/>	<input type="checkbox"/>	0A01-01VBsy-0015	Horse Hunter	V	BVrsy	Affinity Demo Association	0	6	
<input type="checkbox"/>	<input type="checkbox"/>	0A01-01MBCA-0080	Kashyup	M	BFFCA	Affinity Demo Association	1	2	KiranRockstars Patel
<input type="checkbox"/>	<input type="checkbox"/>	0A01-01ZB9-0024	Kevin's Demo Team	Z	B9	Affinity Demo Association	0	1	
<input type="checkbox"/>	<input type="checkbox"/>	0A01-01ZB13-0020	TDSHQ	Z	B13	Affinity Demo Association	0	0	
<input type="checkbox"/>	<input type="checkbox"/>	0A01-01UBty-0019	Team By Chirag	U	BVrty	Affinity Demo Association	0	3	
<input type="checkbox"/>	<input type="checkbox"/>	0A01-01BMM-0021	Team Name 01	I	BMM	Affinity Demo Association	0	1	

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- You can use any of the filters to further narrow down your search results.
- To clear all of your filters click the **Reset** button on the top right.
- Click anywhere on the row of the team to open and view the details of the team.

Step 1. Selecting the Age Group for Rostering

- Once a team has been selected; Click the **Team Details** tab.

TDSHQ
0A01-01ZB13-0020

Team Details Roster Admin Roster Player Activation Team Roster

Use the form to edit this Team.

Region
Affinity Demo Region

League
Affinity Demo League - 0A01

Association
Affinity Demo Association

Season
2017 Fall

Play Level* Unassigned **Gender*** Boys **Age Group*** 13

Team Name* TDSHQ **Team Home City**

Team ID (last 4 numbers are editable)*
0A01-01ZB13- 0020

Jersey Home Colors **Jersey Away Colors**

Pants Home Colors **Pants Away Colors**

Socks Home Colors **Socks Away Colors**

Team Sponsor

Team URL

Division* D2

Team Size

- Select the age group that is the highest age for the team.
EX: If you are creating a Jr. Varsity Team, the Play Level = Unassigned and the Age Group = 13.
- Select the **Division**; Don't worry if it is unknown, select any division for now -- this can always be updated later.
- Click the **Update** button at the bottom.

Step 2: Rostering Athletes

- Click the **Roster Player** tab.

Teams / Find, Edit, Delete a Team Lookup Team << Previous Team 8 of 10 Next Team >>

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0A01-01ZB13-0020

Team Details Roster Admin **Roster Player** Activation ✓ Team Roster

Roster Player to This Team

Available Players

Affinity Demo League - 0A01

All All All

Rank	Player Name	Age
00	Brown, Makai	B13
00	DEmoo, Mason	B12
00	DEmoo, Micah	B11
00	DemoDrummond, Julio	B12
00	Test, Alexander	B11
00	Test, Baby	B11
00	Test, Bryden	B11
00	Test, Bunny	G12
00	Test, Charles	B11
00	Test, Dennis	B11
00	Test, Dryden	B11
00	Test, Honney	G12
00	Test, Kevin	B11
00	Test, Nolan	B11

Assigned To This Team

Rank	Player Name
00	Loud, Mina

Min Players: 1 # Players: 1 Max Players: 999

Player Must Be Born Between 8/1/2003 -7/31/2007

Save Players

- All athletes that are the same age as the one previously selected (on the Team Details tab), will appear on the left.
- To see other players in your age group, set the age drop down to your desired age or select **All**.
- Highlight the players name (you can select multiple players, by holding down the **Ctrl** button).
- The yellow **Add Player** arrow in the center will illuminate; Click the **Add Player** arrow.
The players name will move from the left box to the right box.
- Click the **Save Players** button.

Use the yellow **Add/Remove Player** arrows, to add/remove players from team as needed.

Once the roster is complete with returning and new players, please view the instructions on the process for notifying the League/Conference.