LOOKING UP TEAMS AND USERS

VIDEO TUTORIAL ALSO AVAILABLE:
Coming soon **

PHONE SUPPORT: 800-872-0461

ONLINE SUPPORT: https://popwarner-affinity-sports.zendesk.com
LOOKING UP TEAMS AND USERS

There are search functionalities that allows you to access relevant team and personnel information more efficiently. The lookup functionality is located under two different menus; Team and Players/Admins.

**Team Lookup**

- 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:

- 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.
Once you click search, the team list will populate below, if applicable. If there are no teams meeting the criteria, you will get the following message:

<table>
<thead>
<tr>
<th>DEL</th>
<th>Team ID</th>
<th>Team Name</th>
<th>Lvl</th>
<th>Age</th>
<th>Club Name</th>
<th>AD</th>
<th>PL</th>
<th>Coach</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No records found

**Edit:** If you find the team you were looking for, simply click on it to access/edit that team.

**Delete:** After finding the team, simply check the box next to your team under the **DEL** column and click on the **Delete Selected** button. You will be prompted to confirm the deletion.

*Note: Team deletion is irreversible.*

**Sorting teams**

Simply click on the column you want to use as the sorting criteria. In the example below, the teams are sorted by number of players:
Player Lookup

- Select **Players/Admins** from the left side navigation menu.
- Click **Player Lookup**.
- 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.

Players found will appear in a list view:

### Using Search Filters:

Located in the top center of the screen, they allow you to narrow down your player search. Most common search options are listed below:

#### Select Play Type/Level

Allows you to find a player by the player’s **application** level, e.g. Varsity, Pee Wee, Bantam, etc.

#### Application Status

Allows you to find a player by the player’s application status.

- Any time you want to edit a player’s application status, you will need to change this filter to something other than “All Application Status”
- Most common options are:
  - **Pending All Applications** – Player has application in current season but is not assigned to a team.
  - **Assigned Applications** – Player has application in current season and is assigned to a team.
  - **Activated Applications** – Player has application in current season and is assigned to an ACTIVATED team.

Note: If there are no players meeting the search criteria, you will get an empty search result.
Accepting Players:

Players need an Accepted/Age Legal application in order to be able to be rostered. You can search for Pending players and accept/unaccept their applications as desired.

Once you are finished, click the **save application changes** button.

Note: If you are not sure how to spell a player’s name, just use part of the name as the example below.
Admin Lookup

- Select Players/Admins from the left side navigation menu.
- Click Admin Lookup.
- 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.

Admins found will appear in a list view:

Using Search Filters:

Located in the top center of the screen, they allow you to narrow down your admin search. Most common search options are listed below:

Select Admin Type

- Allows you to find an admin by the admin’s role, e.g. head coach, treasurer, etc.

If there are no admins meeting the search criteria, you will get an empty search result.
Parent Lookup

- Select **Players/Admins** from the left side navigation menu.
- Click **Parent Lookup**.
- 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.

Parents found will appear in a list view:

<table>
<thead>
<tr>
<th>Parent Name</th>
<th>Address</th>
<th>City</th>
<th>Work Phone</th>
<th>Home Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>DelPrada, Oliva</td>
<td>112 King St NE</td>
<td>Atlanta</td>
<td>(111) 111-1111</td>
<td></td>
</tr>
<tr>
<td>Demo, Blue Park</td>
<td>112 King St NE</td>
<td>Atlanta</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demo, Drummond, Parish</td>
<td>1234 Winners Lane</td>
<td>Phoenix</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demo, Ranch, Parish</td>
<td>b ranch</td>
<td>b ranch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dei, Kishan</td>
<td>112 King St NE</td>
<td>Atlanta</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Using Search Filters:

Located in the top center of the screen, they allow you to narrow down your parent search.

Once you click search, the parent list will populate below, if applicable. If there are no parents meeting the search criteria, you will get an empty search result.

Print a List of Parents with Contact Info:

After searching for the parent(s), simply click on the **Print** button. A document will be generated in a different tab. That document can be exported as a PDF or Word document for easy printing/editing.
Family Lookup

- Select **Players/Admins** from the left side navigation menu.
- Click **Family Lookup**.
- You are only able to search using **full** last name, **full** first name, and **date of birth**.
- Click the **Search** button.

Users found will appear in a list view:

If there are no persons meeting the search criteria, you will get an error message: “No match found.”