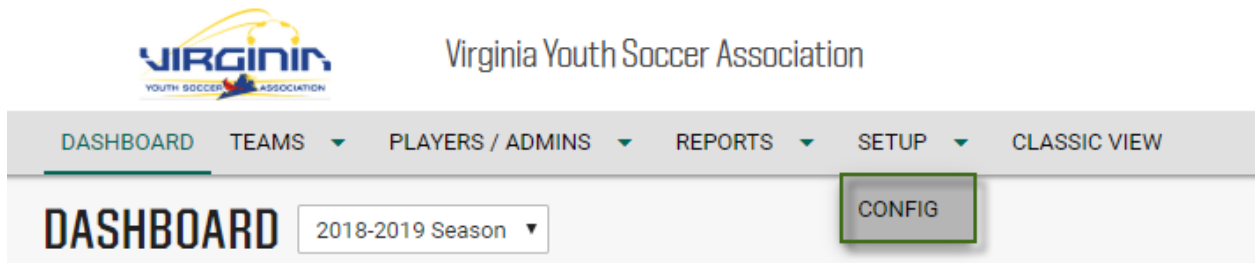


## Adding Technical Staff (Director of Coaching)

In the Affinity system, Technical Staff are labeled as a Director of Coaching. When adding a Director of Coaching to your club/league they will appear on every Official Roster that is printed. In doing so you will not need to individually roster the DOC to each team. *Only Club and League admins will have the access to add a DOC into the Affinity System.*

- Login to the Affinity system
- Once logged in from the main navigation hover over Setup and click Config



- From the Config tab select Security



- Click on Lookup Contact to locate the individual you would like to add. You will be prompted to either search for them by name or profile ID number.
  - You will not need to create a second profile for the DOC if they already are an existing user
- If you are unable to locate the person you would like to add please proceed to fill out their information on the screen to create a new profile. Please note, fields marked with a red asterisk (\*) are required and must be filled in.

- Above the contact information please use the User Type Dropdown menu and select League Director of Coaching

lookup Contact

**User Type \***

--- select one ---

--- select one ---

Age Group Coordinator - League Level

Billing Contact Info

Field Assignor

**League Director of Coaching**

League Level Club President

League Level Club Treasurer

League Registrar

League Registrar Assistant

User

Legal Last Name\* Suffix

(Nickname)

verify address

Address 3

**Country\***

United States of America

**City\*** **State/Province\*** **Zip / Postal Code\***

VA

**Home Phone\*\*** **Work Phone\*\***

**Mobile Phone\*\*** **Fax**

**Email Address**

- Once completed, click Add Contact
- You **DO NOT** need to check off any of the boxes in the Level of Access area for the Director of Coaching role. If a level of access is checked off, it will give the DOC administrative access to your club/league.