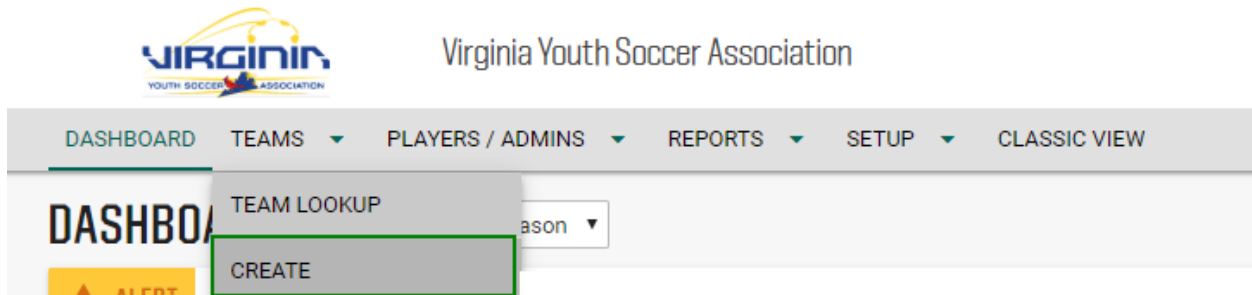


Director of Coaching / Technical Staff Card Printing Guide

Within the Affinity system card printing is available when an admin is rostered onto a team and then that respective team is activated for the season. In order to satisfy the card printing requirement for Directors of Coaching (DOC) they will need to be rostered onto team. Once rostered onto a team, the team can be activated and cards can be printed as needed.

For VYSA a new play level called “**Director of Coaching**” has been created and added to every club. In order to print cards for the DOCs you will need to create a new team under the Director of Coaching play level and place them onto this team. Please follow the steps below for creating and rostering DOCs to this team.

From the main navigation hover over Teams and select Create.



Select your District, League and Club from the dropdown menus if they are already not pre-populated in the boxes. Choose **Director of Coaching** for the Team Level, **Boys** for the Gender, and **DOC** for the Age Group. Once complete, click Add Team.

NOTE: You can edit the name of the Team Name on this page by typing in a new name.

Teams / Create a New Team

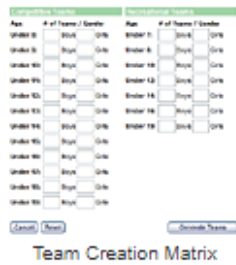
Use the forms to create a new Team within a Club in this league of registration.

Create Multiple Teams

To add Multiple Teams, use the Team Creation Matrix to generate multiple teams for different age groups and genders.

* are required fields

Click on the image below to access the team creation matrix.



Select District*

Select League*

Select Club*

Select Season*

Team Level*

Gender*

Age Group*

Team Name

Team ID (4 numbers are editable)*

Alternate Team ID

Jersey Home Colors

Jersey Away Colors

Shorts Home Colors

Shorts Away Colors

Socks Home Colors

Socks Away Colors

Team Sponsor

Cancel

Add Team

Your new team has been created. To roster DOCs to this team, select Edit Details.

Teams / Create a New Team

Completed!

Your new team has been created. Please review the information to the right and verify that it is correct. You can edit the team details at any time. To roster this team now, select "Edit Details" below.

Demo Club- Directors of Coaching TMID: 0101-01DCBD-0030

District
Demo
{title}
{name}
League
Demo Club - 0101
{title}
{name}
Club
Demo Club
Level
DOC
Age Group
DOC
Gender
Boys

Quantity Of Duplicate Teams To Create:

Once on the team, select the Roster Admin tab. In the Search Text box enter the name of the DOC you would like to add. When they appear in the Available Administrators box click on their name and add them to the team as a Head Coach, Assistant Coach or Team Manager. **Please do not use the Team Assistant or Team Parent options.**

Teams / Find, Edit, Delete a Team

Lookup Team

<< Previous Team 6 of 14 Next Team >>

Demo Club- Directors of Coaching

0101-01DCBD-0030

Team Details	Roster Admin	Roster Player	Activation	Team Roster	Travel Roster	Tournament	Leagues	Website
Search By	Search Text							
Last, First Name	Soccer, M		<input type="button" value="Search"/>					
Assigned Filter By	Select type							
All	All		<input type="button" value="Show All"/>					
Available Administrators			Assigned To This Team					
Exp	Administrator Name		Exp Administrator Name					
-	Soccer, Mister							
			<input type="button" value="Remove"/>					
			<input type="button" value="Head Coach"/>					
			<input type="button" value="Asst. Coach"/>					
			<input type="button" value="Team Mgr."/>					
			<input type="button" value="Team Ass."/>					
			<input type="button" value="Team Parent"/>					
			# Administrators: 0					
			<input type="button" value="Save Administrators"/>					

NOTE: DOCs will only appear as Available Administrators if they have a coaching application to your club. Most of your DOCs should have already completed these applications by going through the [BGC Submission Process](#). If not, as a Club Rep, you can create a coaching application internally for the DOC.

When the DOC's name appears in the Assigned to the Team box click Save Administrators.

Teams / Find, Edit, Delete a Team [Lookup Team](#) << Previous Team 6 of 14 Next Team >>

Demo Club- Directors of Coaching
0101-01DCBD-0030

[Team Details](#) [Roster Admin](#) [Roster Player](#) [Activation](#) [Team Roster](#) [Travel Roster](#) [Tournament](#)

Search By Search Text
Last, First Name Search

Assigned Filter By Select Type
All All Show All

Available Administrators	
Exp	Administrator Name

Remove
Head Coach
Asst. Coach
Team Mgr.
Team Asst.
Team Parent

Assigned To This Team	
Exp	Administrator Name
	- Soccer, Mister - HC

Administrators: 1

Save Administrators

Continue this step until all your DOCs have been placed on the team. Once you have all your DOCs added onto the team please contact Affinity or the VYSA State Office to have the team activated.

Demo Club- Directors of Coaching

0101-01DCBD-0030

- Team Details
- Roster Admin
- Roster Player
- Activation ✔
- Team Roster
- Travel Roster
- Tournament
- Leagues
- Website

Administrators

Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires
<input type="checkbox"/>	0	 15552-609362		Head Coach	Soccer, Mister		Approved	
<input type="checkbox"/>	0	 66368-460510		Assistant Coach	Manager, Test		Approved	
<input type="checkbox"/>	0	 96812-372012		Assistant Coach	Test, Ronnie		Approved	
<input type="checkbox"/>	0	 24102-166743		Team Manager	Demo, James		Approved	12/31/2018
<input type="checkbox"/>	0	 87777-951189		Team Manager	HeadCoach, Jacob		Approved	6/19/2020
<input type="checkbox"/>	0	 17061-860429		Team Manager	Test, Ronald		Approved	8/31/2019

Team Assignment Codes

6 administrators

Players

All->

Select	PC	Player ID	SEC #	Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date	MEDIA PAID	ACCEPTED	AGE/LEGAL	REJECT
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Team Assignment Codes

0 players

- | | | | |
|-------------------------|--------------------------|------------------------|--------------------------|
| Email Selected | SMS Selected | Print Assignment Codes | Save Application Changes |
| Edit Player Team Info | Print Team Roster | Print Team Payments | Print Uniform Report |
| Print Team Roster/Email | Player Application Forms | | |

NOTE: DOCs can be added onto the team without an approved background check but will need to satisfy this requirement before the team can be Activated. They will need to submit an application via the [BGC Submission Process](#). Unlike the coaching application, Club Reps cannot internally create BGC Applications for the DOCs.



After the team has been activated for the season you can print cards for those DOCs like you would any other team by going to the Team Roster tab and clicking Print ID Card PDF.

Demo Club- Directors of Coaching

0101-01DCBD-0030

- Team Details
- Roster Admin
- Roster Player
- Active w/o violation ✔
- Team Roster
- Travel Roster
- Tournament
- Leagues
- Website

Administrators

Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires
<input checked="" type="checkbox"/>	0	 15552-609362		Head Coach	Soccer, Mister		Approved	
<input checked="" type="checkbox"/>	0	 66368-460510		Assistant Coach	Manager, Test		Approved	
<input checked="" type="checkbox"/>	0	 96812-372012		Assistant Coach	Test, Ronnie		Approved	
<input checked="" type="checkbox"/>	0	 24102-166743		Team Manager	Demo, James		Approved	12/31/2018
<input checked="" type="checkbox"/>	0	 87777-951189		Team Manager	HeadCoach, Jacob		Approved	6/19/2020
<input checked="" type="checkbox"/>	0	 17061-860429		Team Manager	Test, Ronald		Approved	8/31/2019

Team Assignment Codes

6 administrators

Players

Select	PC	Player ID	SEC #	Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date
<input checked="" type="checkbox"/> Team Assignment Codes 0 players								

Team Assignment Codes

0 players

Email Selected	SMS Selected	Print Assignment Codes	Create Travel Roster
Save Application Changes	Edit Player Team Info	Print GDR	Print Official Roster
Print Team Roster	Print Team Payments	Print Uniform Report	Print Team Roster/Email
Print ID Card PDF	Player Application Forms		