



## Uploading Admins with **Approved** Risk Management Status

1. Save the **Admin Template** as a XLSX or .CSV file
  - Do not make formatting changes to the upload template
  - Make sure you are using Excel 2007 and higher
2. Input necessary information into the spreadsheet
  - Columns in **RED** are required fields
  - Additional columns are optional

### **TEAM ROLE CODE**

- Team Manager = TM
- Head Coach = HC
- Assistant Coach = AC

### **GENDER**

- Male = M or B (for boy)
- Female = F or G (for girl)

### **DOB**

- Date of birth must be formatted correctly – M/DD/YYYY
- If the month is a single digit (i.e. May = 5) enter as 5 not 05

### **PLAY LEVEL CODE**

- A valid code is required to roster an Admin to a team
- T = Travel
- R = Rec

### **RISK STATUS**

- A = an approved background check

## **RISK EXPIRE DATE**

- Enter expiration date of background check. All expiration dates can be found in your club's Trusted Employees account.

## **TEAM ID**

- This is the Affinity Team ID.
- If you would like this Admin to be linked to a specific team, then the Team ID needs to be entered in this column.
- If no Team ID is included, the Admin will be added to your club but not linked to a specific team.

3. Once completed, the spreadsheet needs to be emailed to VYSA's Manager of Member Services, Krista Lenzmeier at [krista@vysa.com](mailto:krista@vysa.com)

- Do not email the Admin spreadsheets to Affinity or Blue Sombrero
- The Risk Management status for all uploaded Admin's will be confirmed by VYSA

4. After the status is verified and uploaded by VYSA, Admins will be able to get their login information by calling the Affinity Support Center at (855) 703-2564 or by using the "Forgot Password Link" at [Virginia.Sportsaffinity.com](http://Virginia.Sportsaffinity.com)

- A valid email will need to have been uploaded with the Admin in order to use the "Forgot Password" option.
- Please allow at least 1 week from the time the Admin's are submitted to VYSA until they are in the Affinity system.