



HOW TO ADD PLAYERS TO YOUR OFFICIAL CUP ROSTER PRIOR TO THE FREEZE

ADDING PLAYERS FROM YOUR LEAGUE ROSTER

To add a new player from your League Roster to your Official Cup Roster, you must log-in to your Affinity account and Select the “Teams” tab.

Click on the “Tournament and Schedule Apps” sub-tab.

Click on the “Tournament App” link across from the tournament/league listing for the desired team. This will place you into your Cup application where you can select your Team Roster.

You will then select the “Sync Roster” button to sync your current league roster with your Cup application. You must double check that the “Active” check box is checked for all players (up to 22 total) who will comprise your official roster. Then select the “Set Active Players” button to confirm your selections.

TO ADD CLUB PASS PLAYERS – From the Team Roster section of your Cup application, choose “Add Club Pass Player”. You will be see a search box where you can search for the player by last name. You can only Club Pass players from your own club. Once you find the player, save to update. Be sure to “Activate” the club pass player(s) and click the “Set Active Players” button. If the player jersey number does not transfer over, please update the jersey number prior to closing out of the Team Roster tab.

ONLY “ACTIVE” PLAYERS WILL APPEAR ON YOUR CUP ROSTER – IF YOU DO NOT ACTIVATE A PLAYER BY THE ROSTER FREEZE DATE THEY CANNOT PLAY ON YOUR PRESIDENT’S CUP TEAM!!! IT IS THE MANAGER AND COACH RESPONSIBILITY TO MAKE SURE THE CORRECT PLAYERS ARE ACTIVATED NO LATER THAN YOU TEAM’S FIRST GAME.