

## Registering Online Using the Affinity Sports System – Spring 2018

1. **Print out these instructions** to assist you through the registration process.
2. Go to [www.fcays.org/register](http://www.fcays.org/register), proceed to the Affinity system, and click on the **Registration** tab (upper right). If you've already registered and just need to view or edit your account or make a payment, click on **User Login** in the left column. If the system doesn't recognize the username you had chosen previously, call Affinity Sports at 800-808-7195.
3. Select **Player Registration** to register players and/or **Coach/Admin Registration** to register coaches, team managers, and other adults in the club. Coaches need to register each season.
4. **If this is your first time using the Affinity system**, you should click on Create New Account. Keep in mind that this system is used throughout the country, which means you may have to try several times to select a unique Username.
5. **If you have an existing account**, check the accuracy of the Account Primary Contact information and edit if necessary.
6. Click on the **Add buttons** on the right to add family members to the list of people to be registered. Click Continue when the list is complete.
7. Click the **Register button** for the person you would like to register. If a name is on the list more than once, the system may prevent you from registering that person, in which case you should call Affinity at 800-808-7195 to have them merge the accounts.
8. **Play Level** is as follows:
  - U6 to U10 recreational Saturday soccer is "Regular U6-U10."
  - U11 to U19 regular Sunday travel soccer is "Regular U11-U19."
  - U10 to U12 elite Division 4 Sunday travel players who were selected via try-outs, should choose "Elite Travel."
9. All players need to have their **birth certificate** on file and all Sunday players need to have their **photo** on file. If the player's birth date is grayed out and not modifiable, that means the birth date has already been confirmed and you do not need to re-submit the birth certificate. Photos are valid for two years. If it has been more than two years since the last photo upload, please do it again. Upload photos and birth certificates by clicking on the link below the birth date field. Be careful that you don't upload the birth certificate into the place for the photo, which has a person's silhouette. The files should be 512 kB or smaller and be a graphics file (e.g. jpg or tiff); pdf files are not accepted. One easy way to convert from pdf to jpg is to bring up the entire birth certificate on your screen (zoom out if needed), grab an image of the screen (on PCs, Shift-PrtScr, which is to the right of

F12), open a graphics program (such as Paint if you're using Windows), paste to a blank document, and save in jpg format. If you don't have a scanner for the birth certificate, you can take a digital photo of it and email it to me.

10. U9 and Older Players need the Fox Chapel Uniform set. New U9-U19 players are required to purchase a new uniform. U10-U19 players who did not play in the Fall of 2016 or in 2017 will need to purchase a new uniform. The uniform package will include one red and one white Adidas game jersey with matching player number on back, black Adidas shorts and black Adidas socks. This uniform will be used through the spring season of 2018. Please keep that in mind for sizing and expected player growth when ordering. Should you need a new uniform (outgrew, misplaced), you may add that to your cart during the registration process. Uniform cost \$70.00.

11. If you have limitations on when your child can practice, please use the drop down list to select ONE day of the week that your child can NOT attend practice.

12. Please note that the player must reside in the Fox Chapel Area School District to play in our league. Exceptions can be made if the soccer club for where the player lives sends us a letter approving a transfer to our club. However, even if a transfer is approved, no player from outside our district can play on one of our Division 4 travel teams.

13. **Sponsoring a U6 to U8 team** costs \$150 and gives you the benefit of placing your company's name on the shirts of the U6 to U8 team of your choice and on our web site. Be sure to enter the sponsor's name in the appropriate field and also select the \$150 fee on the Payment page. Your company's logo for our web site should be emailed to [jhcurry.us@gmail.com](mailto:jhcurry.us@gmail.com)

14. **Early registrations** submitted by Sunday, February 4th receive a \$30.00 discount.

- U6-U19 Early \$85 Regular \$115

15. The **Uniform Fee of \$70.00** is for any player who did not play in the fall and needs a new uniform. U6-U8 uniforms are included in the registration fee.

16. **Payment options:**, PAYMENT MUST BE MADE ONLINE USING A VISA, MASTERCARD OR DISCOVER CARD AT TIME OF REGISTRATION. PLEASE KNOW THAT APPLICATIONS WILL NOT BE SUBMITTED IF PAYMENT DOES NOT PROCESS DURING THE REGISTRATION PROCESS. CASH AND CHECK PAYMENTS WILL NO LONGER BE AN OPTION AT CHECK OUT. PLEASE CONTACT [CARRIELWORK@GMAIL.COM](mailto:CARRIELWORK@GMAIL.COM) WITH ANY QUESTIONS.

IF YOU RECEIVE A MESSAGE THAT CREDIT CARD HAS BEEN DENIED, PLEASE CONTACT AFFINITY SPORTS AT 800-808-7195 AS APPLICATION MAY REQUIRE TO BE PROCESSED AGAIN.

17. Those who need **financial assistance** should email me with details of your financial situation prior to registration.

18. **Refund policy:** The registration fee is refundable (minus a \$5 processing fee) until February 26<sup>th</sup> and partially refundable (all except \$20) until March 19<sup>th</sup>. The fee is not refundable after March 19<sup>th</sup>. Please send all refund requests to me at [carrielwork@gmail.com](mailto:carrielwork@gmail.com)

**19. Problems:**

If you have a problem with log-in or registration, please call Affinity Sports at 800-808-7195 to speak to someone directly. If you need assistance with something outside of the Affinity Registration System, feel free to contact me via e-mail.

Thanks for your support of Fox Chapel Soccer!! Have a great fall soccer season.

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