

DICK'S TEAM SPORTS HQ

INSTRUCTION MANUAL

ADDING PLAYERS/ADMINS



VIDEO TUTORIAL ALSO AVAILABLE:

<https://www.youtube.com/watch?v=eTH-7WchYoc>

PHONE SUPPORT:

800-872-0461

ONLINE SUPPORT:

<https://popwarner-affinity-sports.zendesk.com>

ADDING PLAYERS/ADMINS

Internal registration of players not included in the Historical Upload

Once you have logged in; Select **Players/Admins** from the left side navigation menu

Click **Add Player/Admin**

Fill out the open text fields to search the database for an existing user record.

- You will need the user's first name, last name, and DOB for this.

If the user is found in the database

Click **Create Player Application** to create new youth player application.

Click **Create New Coach/Admin Application** to create a new coach/admin application.

Step 1 of 5 -- Search or create a member
To avoid duplication, please find and use the existing member record first.

First Name * Last Name * DOB (mm/dd/yyyy) *
Mina Loud 02/02/2002 Find

Select	Name	IDNum	Gender	Relationship	City
<input checked="" type="radio"/>	Mina Loud	95182-135764	F	Player	Warner

Select the matched record to create application

Create Player Application Create New Coach/Admin Application Create New Referee Application

If the user is not found in the database

The system will confirm that user was not found and allow you to create new *youth player* or *coach/admin* application.

Step 1 of 5 -- Search or create a member
To avoid duplication, please find and use the existing member record first.

First Name * Last Name * DOB (mm/dd/yyyy) *
Mina Loud 02/02/2002 Find

Unable to find the record in the system.

You may create a new account with complete information by clicking button below.

Create New Youth Player Create New Adult Player
Create New Coach/Admin Create New Referee

Creating a New Youth Player

Skip to [Page 5](#) to create a [New Coach/Admin](#).

- After searching the system and confirming the user was not found: Click the **Create New Youth Player** Button.
- Fill out all required fields with a red asterisk.
 - A minimum of (1) phone number is required.
 - The email should be accurate – this is used to notify parents in case of an emergency, field or game reschedule, etc.
- Click the **Save and Continue** button.

Step 1 of 5 -- Create new member account

Player Info			
Player Legal First Name *	MI	Legal Last Name *	Suffix
Mina		Loud	
DOB (mm/dd/yyyy) *	Gender *		
02/02/2002	Female		

Parent Info			
Parent First Name *	MI	Last Name *	Suffix
Megan		Loud	
Relationship To Player *	Gender *		
Guardian	Female		

Address *

112 Pop Warner Way

City * State * Zipcode *

Warner California 69514

Country *

United States of America

Home Phone Number **

Work Phone Number **

Cell Phone Number **

800-872-046

Email *

affinity@sports.com

* = Required. ** = Fill out at least one.

<< Back Save & Continue >>

Step 2: Create Player Application

If you have any drop down sections that are not preselected for you; select the **Region**, then **League**, and/or **Association** you're creating an application for.

Step 2 of 5 -- Create Application

Mina Loud DOB: 02/02/2002 Player Application

2017 Fall

Affinity Demo Region

Affinity Demo League

Affinity Demo Association

Unassigned

Payment Received Accepted Age/Legal

Roster player to team (requires Accepted and Age/Legal are checked)

Select a Team

TDSHQ 0A01-01ZB13-0020

Create Application >>

- Select the **Play Type**.
- Click one or all of the checkboxes:
 - **Payment Received** (has no effect since no payments will be collected through this platform)
 - The athlete's application has been **Accepted** *REQUIRED
 - Whether the athlete's age has been verified (**Age Legal**) *REQUIRED
- Click the **Create Application** button.

Step 3: Member Detail Information

Enter the athletes **Emergency Contact** and **Detail** information, then click the **Save** button.

Step 3 of 5 -- Member Detail Information

Mina Loud DOB: 02/02/2002



Click to upload photo

Emergency Contact Information

Person to Notify in Emergency		Telephone
<input type="text" value="Kevin Loud"/>	<input type="text" value="8008720883"/>	
Doctor to Notify in Emergency		Telephone
<input type="text"/>	<input type="text"/>	

Player Detail Information

List any medical problem/prohibition player has

Special Requests / Additional info?

Height ft. in. lbs. Weight lbs. Number of Prior Seasons Played

School Name Grade Player Rank

Uniform Size: Shirt Uniform Size: Shorts Uniform Size: Socks

Step 4 & 5: Summary

- Verify all info displayed is correct.
- From this screen you can do the following:
 - **Detail:** Athlete's Detail Information Page
 - **Add other family member:** Adding any athletes that are siblings of this player.
 - **Team Roster:** If you rostered the player to a team this will take you to the team roster.
 - **Create Order:** Has no effect since no payments will be collected through this platform.
 - **Add New Player/Admin:** Creating a new athlete or coaching staff application.

Step 5 of 5 -- Summary

Name: Mina Loud [Detail](#) [Add other family member](#)

IDNum: 95182-135764

DOB: 02/02/2002

Club: Affinity Demo Association

Season: 2017 Fall

Play Level: Unassigned

Team: TDSHQ (0A01-01ZB13-0020) [Team Roster](#)

Order Number:

Creating a New Coach/Admin

- After searching the system and confirming the user was not found: Click the **Create New Coach/Admin** button.
- Fill out all required fields with a red asterisk.
 - A minimum of (1) phone number is required.
 - The email should be accurate – this is used to notify parents in case of an emergency, field or game reschedule, etc.
- Click the **Save and Continue** button.

Step 1 of 5 -- Create new member account

Coach / Admin Info			
Coach Legal First Name *	MI	Legal Last Name *	Suffix
Coach		Test	▼
DOB (mm/dd/yyyy) *	Gender *		
01/01/1982	▼		
Address *			
<input type="text"/>			
City *	State *	Zipcode *	
<input type="text"/>	California ▼	<input type="text"/>	
Country *			
United States of America ▼			
Home Phone Number **			
<input type="text"/>			
Work Phone Number **			
<input type="text"/>			
Cell Phone Number **			
<input type="text"/>			
Email *			
<input type="text"/>			
* = Required. ** = Fill out at least one.			
<< Back		Save & Continue >>	

Step 2: Create Application

If you have any drop down sections that are not preselected for you; select the **Region**, then **League**, and/or **Association** you're creating an application for.

Step 2 of 5 -- Create Application

Coach Test DOB: 01/01/1982 Administration Application

2017 Fall

Affinity Demo Region ▼

Affinity Demo League ▼

Affinity Demo Association ▼

Select a Play Level -----

- Bantam
- Jr. Bantam
- Jr. Pee Wee
- Jr. Varsity
- Mitey-Mite
- Pee Wee
- PWFF Bobcat
- PWFF Cat
- PWFF Challenger
- PWFF Cub
- PWFF Panther
- PWFF Wildcat
- Tiny-Mite
- Unassigned
- Unlimited
- Varsity
- Varsity / Unlimited

- Select the **Play Type/Level**.

Step 2 of 5 -- Create Application

Coach Test DOB: 01/01/1982 Administration Application

2017 Fall

Affinity Demo Region ▾

Affinity Demo League ▾

Affinity Demo Association ▾

Unassigned ▾

Create Application >>

- Click the **Create Application** button.

Step 3: Member Detail Information

Enter the users **Admin** and **ID** information, then click the **Save** button.

Step 3 of 5 -- Member Detail Information

Coach Test DOB: 01/01/1982

 Click to upload photo

 Click to upload concussion cert.

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Admin Information

Years Coaching Experience Coaching License #

Please check all positions in which you would be interested in.

Assistant Coach Head Coach Referee

Team Assistant Team Manager Team Parent

Additional Admin Information Required:

ID Information

ID Type Drivers License Number State

Drivers License ▾ CA ▾

ID Expiration Date Month (mm) Day (dd) Year (yyyy)

Save >>

Step 4 & 5: Summary

- Verify all info displayed is correct.
- From this screen you can do the following:
 - **Detail:** Admin's Detail Information Page
 - **Add other family member:** Add any athletes that are children of this player.
 - **Team Roster:** If you rostered the admin to a team this will take you to the team roster.
 - **Create Order:** Has no effect since no payments will be collected through this platform.
 - **Add New Player/Admin:** Creating a new athlete or coaching staff application.

Step 5 of 5 -- Summary

Name:	Coach Test	Detail	Add other family member
IDNum:	43521-684140		
DOB:	01/01/1982		
Club:	Affinity Demo Association		
Season:	2017 Fall		
Play Level:	Unassigned		
Team			
Order Number:	<input type="button" value="Create Order"/>		