

# DICK'S TEAM SPORTS HQ

## INSTRUCTION MANUAL

### LOOKING UP TEAMS AND USERS



### VIDEO TUTORIAL ALSO AVAILABLE:

Coming soon \*\*

### PHONE SUPPORT:

800-872-0461

### ONLINE SUPPORT:

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

## LOOKING UP TEAMS AND USERS

There are search functionalities that allows you to access relevant team and personnel information more efficiently. The lookup functionality is located under two different menus; Team and Players/Admins.

### Team Lookup

- Select **Team** from the left side navigation menu. 
- Click **Find/Edit/Delete**.
- If you have any drop down sections that are not preselected for you; manually select the **Region**, **League**, and/or **Association** you are searching for.
- Click the **Search** button.

Teams found within your season\* will appear in a list view:

**Team Lookup** Page Size:

Select Region

Select League

Select Association

Select Play Type/Level

Select Gender

Select Age Group

Filter By Status

Filter By Counts

Select Team Name/Team ID

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DEL	<input type="checkbox"/>	Team ID	Team Name	Lvl	Age	Club Name	AD	PL	Coach
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0A01-01VBsy-0005	Affinity De - G8	V	BVrsy	Affinity Demo Association	0	0	
<input type="checkbox"/>	<input type="checkbox"/>	0A01-01ZB10-0090	Affinity Demo Association2 - B10	Z	B10	Affinity Demo Association	5	3	Miller Brandon
<input type="checkbox"/>	<input type="checkbox"/>	0A01-01BBtm-0023	BSB Prod Team	B	BBntm	Affinity Demo Association	1	3	Miller Brandon
<input type="checkbox"/>	<input type="checkbox"/>	0A01-01DBBM-0001	Demo Team	D	BJRBM	Affinity Demo Association	1	0	Victor De Silva
<input type="checkbox"/>	<input type="checkbox"/>	0A01-01MBCA-0079	Dhruvesh	M	BFFCA	Affinity Demo Association	0	2	
<input type="checkbox"/>	<input type="checkbox"/>	0A01-01VBsy-0015	Horse Hunter	V	BVrsy	Affinity Demo Association	0	6	
<input type="checkbox"/>	<input type="checkbox"/>	0A01-01MBCA-0080	Kashyup	M	BFFCA	Affinity Demo Association	1	2	KiranRockstars Patel
<input type="checkbox"/>	<input type="checkbox"/>	0A01-01ZB9-0024	Kevin's Demo Team	Z	B9	Affinity Demo Association	0	1	
<input type="checkbox"/>	<input type="checkbox"/>	0A01-01ZB13-0020	TDSHQ	Z	B13	Affinity Demo Association	0	0	
<input type="checkbox"/>	<input type="checkbox"/>	0A01-01UBty-0019	Team By Chirag	U	BVrty	Affinity Demo Association	0	3	
<input type="checkbox"/>	<input type="checkbox"/>	0A01-01BMM-0021	Team Name 01	I	BMM	Affinity Demo Association	0	1	

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Search Again

- You can use any of the filters to further narrow down your search results.
- To clear all of your filters click the **Reset** button on the top right.

Once you click search, the team list will populate below, if applicable. If there are no teams meeting the criteria, you will get the following message:

DEL		Team ID	Team Name	Lvl	Age	Club Name	AD	PL	Coach
No records found									

**Edit:** If you find the team you were looking for, simply click on it to access/edit that team.

**Delete:** After finding the team, simply check the box next to your team under the **DEL** column and click on the **Delete Selected** button. *You will be prompted to confirm the deletion.*

*Note: Team deletion is irreversible.*

## Sorting teams

Simply click on the column you want to use as the sorting criteria. In the example below, the teams are sorted by number of players:

Delete Selected		Email Selected									(1 - 4) of 4
DEL		Team ID	Team Name	Lvl	Age	Club Name	AD	PL	Coach		
<input type="checkbox"/>	<input type="checkbox"/>	0A01-01ZB9-0024	Kevin's Demo Team	Z	B9	Affinity Demo Association	0	1			
<input type="checkbox"/>	<input type="checkbox"/>	0A01-01ZB13-0020	TDSHQ	Z	B13	Affinity Demo Association	0	1			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0A01-01ZB10-0091	Affinity Demo Association - B10	Z	B10	Affinity Demo Association	5	3	Happy Andershan		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0A01-01ZB10-0090	Affinity Demo Association2 - B10	Z	B10	Affinity Demo Association	0	3			

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## Player Lookup

- Select **Players/Admins** from the left side navigation menu. 
- Click **Player Lookup**.
- If you have any drop down sections that are not preselected for you; manually select the **Region**, **League**, and/or **Association** you are searching for.
- Click the **Search** button.

Players found will appear in a list view:

**Player Lookup** Page Size: 25  Report: --Choose Report-- 

Select League Affinity Demo League - A01 <input type="button" value="v"/> Select Association Affinity Demo Association <input type="button" value="v"/>	Select Play Type Unlimited <input type="button" value="v"/> Select Gender All Genders <input type="button" value="v"/> Select Age Group Select Age Group <input type="button" value="v"/>	Application Status All Application Status <input type="button" value="v"/> Accepted <input type="button" value="v"/> Paid <input type="button" value="v"/> Order <input type="button" value="v"/> Media Type <input type="button" value="v"/> Application Date: From <input type="text"/> <input type="button" value="c"/> To <input type="text"/> <input type="button" value="c"/>
Disciplinary Filter By No Filter <input type="button" value="v"/> Disciplinary Status All <input type="button" value="v"/>	Season Selected Season <input type="button" value="v"/> Search By Last, First Name <input type="button" value="v"/> Search For <input type="text"/> <input type="button" value="Search"/>	

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<input checked="" type="checkbox"/>	Player Name	Address	Team ID	Player ID	Birthdate	Appl Date	PlayLevel ▲
<input type="checkbox"/>	Testing, Test	Happy Street	0A0101UBty0019	77340-846349	1/2/2005	6/21/2017 2:14:00 PM	Unlimited
<input type="checkbox"/>	Parmar, Nisha	vbcvbvb	0A0101UBty0019	55254-159533	5/9/2004	5/4/2017 6:51:00 AM	Unlimited
<input type="checkbox"/>	Jain, Yash	gdg fgg	0A0101UBty0019	28874-666208	5/7/2006	5/4/2017 6:51:00 AM	Unlimited

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## Using Search Filters:

Located in the top center of the screen, they allow you to narrow down your player search. Most common search options are listed below:

### Select Play Type/Level

Allows you to find a player by the player's **application** level, e.g. Varsity, Pee Wee, Bantam, etc.

### Application Status

Allows you to find a player by the player's application status.

- Any time you want to edit a player's application status, you will need to change this filter to something other than "All Application Status"
- Most common options are:
  - Pending All Applications – Player has application in current season but is not assigned to a team.
  - Assigned Applications – Player has application in current season and is assigned to a team.
  - Activated Applications – Player has application in current season and is assigned to an ACTIVATED team.

Note: If there are no players meeting the search criteria, you will get an empty search result.

## Accepting Players:

Players need an Accepted/Age Legal application in order to be able to be rostered. You can search for *Pending* players and accept/unaccept their applications as desired.

Once you are finished, click the **save application changes** button.

Note: If you are not sure how to spell a player's name, just use part of the name as the example below.

**Player Lookup** Page Size: 25  Report: --Choose Report--

Select League Affinity Demo League - A01	Select Play Type All Play Types	Application Status Pending All Applications
Select Association Affinity Demo Association	Select Gender All Genders	Accepted <input type="text" value="All"/> Paid <input type="text" value="All"/> Order <input type="text" value="All"/> Media Type <input type="text" value="All"/>
Select Age Group Select Age Group		

Disciplinary Filter By No Filter	Disciplinary Status All	Season Selected Season	Search By Last, First Name	Search For <input type="text" value="t, t"/> <input type="button" value="Search"/>
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PAID   
  ACCEPTED   
  AGE/LEGAL   
  = Paid   
  = Not Paid   
  = Accepted By Another League

	PAID	ACCEPTED	AGE/LEGAL	Player Name	League/Club	City	Player ID	Birthdate	Appl Date	PlayLevel	REJECT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Test, Tyrell	Affinity Demo Association	Amherst	45820-285567	4/1/2006	6/22/2017 12:26:00 PM	Unassigned	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Test, Third	Affinity Demo Association	New Rochelle	32179-392510	5/1/2006	6/21/2017 8:10:00 PM	Unassigned	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Test, Terrence	Affinity Demo Association	Amherst	80107-932846	5/24/2006	6/22/2017 12:25:00 PM	Unassigned	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Test, Terrence	Affinity Demo Association	Amherst	15730-060187	5/16/2006	6/22/2017 12:24:00 PM	Unassigned	<input type="checkbox"/>

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## Admin Lookup

- Select **Players/Admins** from the left side navigation menu.
- Click **Admin Lookup**.
- If you have any drop down sections that are not preselected for you; manually select the **Region**, **League**, and/or **Association** you are searching for.
- Click the **Search** button.



Admins found will appear in a list view:

**Administrator Lookup** Page Size: 25  Report: --Choose Report--

Select League Affinity Demo League - A01	Select Play Type All Play Types	Select Admin Type Head Coach	Status Filter By No Application Status
Select Association Affinity Demo Association	Select AgeGroup Select Age Group	Select Certification All Certifications	Risk Filter By No Risk Filter
Disciplinary Filter By No Disciplinary	Application Date: To	Season Selected Season	
Disciplinary Status All		Search By Last, First Name	

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<input type="checkbox"/>	Admin Name	Team Name	# Teams	Admin ID	Home Phone
<input type="checkbox"/>	Andershan, Happy D	Affinity Demo Association	2	93280-204803	
<input type="checkbox"/>	Brandon, Miller	Affinity Demo Association	1	67488-569034	
<input type="checkbox"/>	De Silva, Victor	Affinity Demo Association	2	96587-449962	

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## Using Search Filters:

Located in the top center of the screen, they allow you to narrow down your admin search. Most common search options are listed below:

### Select Admin Type

- Allows you to find an admin by the admin's role, e.g. head coach, treasurer, etc.

**Administrator Lookup** Page Size: 25

Select League Affinity Demo League - A01	Select Play Type All Play Types	Select Admin Type Head Coach	Status Filter By No Application Status
Select Association Affinity Demo Association	Select AgeGroup Select Age Group	Select Certification All Certifications	Risk Filter By No Risk Filter
Disciplinary Filter By No Disciplinary	Application Date: To	Season Selected Season	
Disciplinary Status All		Search By Last, First Name	

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<input type="checkbox"/>	Admin Name	Team Name	# Teams	Admin ID	Home Phone
<input type="checkbox"/>	Andershan, Happy D	Affinity Demo Association	2	93280-204803	
<input type="checkbox"/>	Brandon, Miller	Affinity Demo Association	1	67488-569034	
<input type="checkbox"/>	De Silva, Victor	Affinity Demo Association	2	96587-449962	

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If there are no admins meeting the search criteria, you will get an empty search result.

## Parent Lookup

- Select **Players/Admins** from the left side navigation menu.
- Click **Parent Lookup**.
- If you have any drop down sections that are not preselected for you; manually select the **Region**, **League**, and/or **Association** you are searching for.
- Click the **Search** button.



Parents found will appear in a list view:

**Parent Lookup**

Select League  
Affinity Demo League - A01

Select Association  
Affinity Demo Association

Search By  
Last name, First Name

Search For:  
de.

Page Size:  
25

Search

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Parent Name	Address	City	Work Phone	Home Phone
DelFrancia, Olivia	111	1111		(111) 111-1111
Demo, Blue Park	112 Krog St NE	Atlanta		
DemoDrummond, Father	1234 Winners Lane	Phoenix		
DEmoo, Parth	bharuch	bharuch		
Desai, Kishan	112 Krog St NE	Atlanta		

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## Using Search Filters:

Located in the top center of the screen, they allow you to narrow down your parent search.

Once you click search, the parent list will populate below, if applicable. If there are no parents meeting the search criteria, you will get an empty search result.

## Print a List of Parents with Contact Info:

After searching for the parent(s), simply click on the **Print** button. A document will be generated in a different tab. That document can be exported as a PDF or Word document for easy printing/editing.

Megari	112 Pop vvarmer vway	vvarmer CA 09514
ahon, Vince	112 Krog St NE Apt 1	
Glenn	112 Krog St NE Apt 1	
ar, Nisha	vbcvbvb	
Chirag	gdg fgg	
KiranRockstars	23	
Reshma	23	
Mangesh	112 Krog St NE	
s, Seth	112 Krog St NE Apt 1	
hey, Alex	112 Krog St NE Apt 1	
hey, Mitt	112 Krog St NE Apt 1	
Joe		
. Joe	189 Montalvo St	
Rahul	Haveli	
Riddhi	Haveli	
, Bob	167 Montalvo St	
Batman	Please Update	
Bob	95-1014 Molakea St	
Jessica	1234 Testing Lane	
Olivia	123	
Test	surat	
igfam, Fred	123 Street	
igfam, Wilma	123 Street	
emo, Momma	123 E Main St	

## Family Lookup

- Select **Players/Admins** from the left side navigation menu.
- Click **Family Lookup**.
- You are only able to search using **full** last name, **full** first name, **and** date of birth.
- Click the **Search** button.



Users found will appear in a list view:

**Family Lookup**  
Look up any family member in the system under the association whether the family member has an application or not. This is only accessible by a group of predefined users. Search by "Last Name, First Name, DOB" is for exact match on both Name and DOB only

Search By: Last Name, First Name, DOB(MM/DD/YYYY) ▼    Search For: \* Test, Tyrell, 04/01/2006    Page Size: 25 ▼    Search

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FamilyPrimaryID	Name	ID Num	DOB	Address	City	Work Phone	Home Phone	Relation	Role
<input type="checkbox"/> 10954348	Test, Tyrell	45820-285567	04/01/2006					Player	

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If there are no persons meeting the search criteria, you will get an error message: "No match found."