

## Virginia State Cup Application Process

### (1) STATE CUP APPLICATION PROCESS

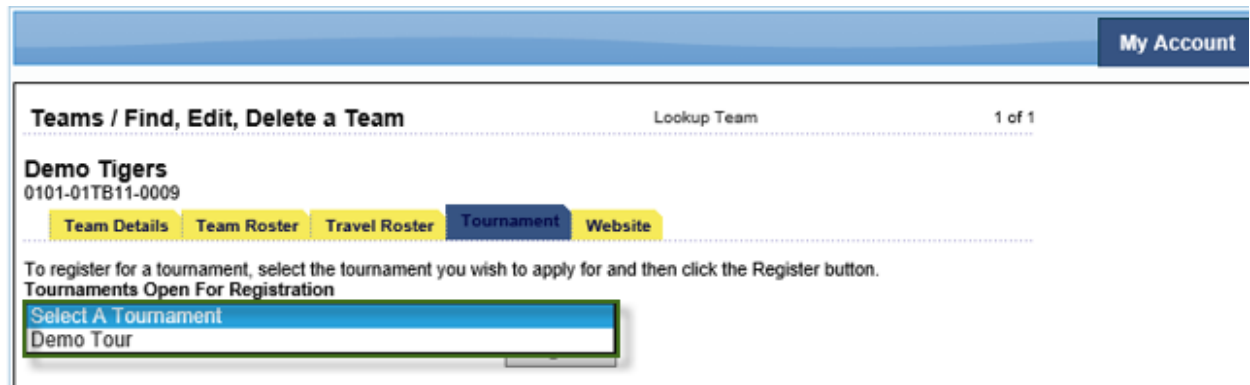
- Login to the Affinity system at <https://virginia.sportsaffinity.com>
- Click on the **Team** tab and select the **Apply to Tournament** link.

The screenshot shows the user interface of the Affinity Sports website. At the top, there is a navigation bar with 'MY ACCOUNT', 'HELP', and 'LOGOUT'. Below this is a 'Family Members' section with a 'Test Manager' profile card. The 'Test Manager' card includes a 'View Details' button and links for '- Update Photo -', '- Print Documents -', and '- View Payments -'. A horizontal menu below the family members section contains 'Personal Info', 'Applications', 'Details', 'Certificates', 'Teams', 'Events', and 'Referee Schedules'. The 'Teams' tab is selected and highlighted. Below the menu, there is a 'Teams' section with a table. The table has columns for 'Team', 'Team Id', 'Season', and 'View'. A single row is visible for 'Demo Tigers' with 'Team Id' 0101-01TB11-0009 and 'Season' 2018-2019 Season. The 'View' column contains two links: 'Team Info' and 'Apply to Tournament', with the latter being highlighted with a green box. A 'Show Past Teams' button is located below the table.

Team	Team Id	Season	View
Demo Tigers	0101-01TB11-0009	2018-2019 Season	<a href="#">Team Info</a> <a href="#">Apply to Tournament</a>

## (2) TOURNAMENT SELECTION

- From the dropdown menu, select the tournament you wish to apply to and then click the **Register** button. This will start the application process for the selected tournament.



The screenshot shows a web application interface. At the top right, there is a blue button labeled "My Account". Below this, the page title is "Teams / Find, Edit, Delete a Team" with "Lookup Team" and "1 of 1" on the right. The main content area displays "Demo Tigers" with the ID "0101-01TB11-0009". There are five tabs: "Team Details", "Team Roster", "Travel Roster", "Tournament", and "Website". The "Tournament" tab is selected. Below the tabs, there is a message: "To register for a tournament, select the tournament you wish to apply for and then click the Register button. Tournaments Open For Registration". A dropdown menu is open, showing "Select A Tournament" and "Demo Tour".

- Please note, throughout the application any field marked with a **red asterisk (\*)** is a required field and must be filled in.

### (3) TEAM INFORMATION

- On the Team Information tab, your team information will automatically be pulled in based on the team's league roster detail from the Leagues & Teams area of the Affinity system.
- You must enter the # of Returning Players from your 2017-2018 State Cup roster. If none, then enter 0.
- Once completed, click **Save**.

Demo Tigers - Boys Under 11  
0101-01TB11-0009

<< Back to My Account

Team Info | Contacts | Team Results | Player Roster | Disciplinary | Comments | Review

#### Team Information

TOUR\_APPL\_TEAM - Content will be posted here

Soccer Affiliation	State (Association) Name
USYSA	
Country	
United States of America	
Club Name	
Demo Club	
Team Name*	
(up to 25 characters)	
Demo Tigers	
Team ID	
0101-01TB11-0009	
Team Gender*	Playing Age Group*
<input checked="" type="radio"/> Boys <input type="radio"/> Girls	Boys Under 11
# Of Returning Players*	

\* are required fields  
\*\* one of the two fields must be completed

Save

## (4) CONTACT INFORMATION

- Contact information for coaches/managers already entered on the league roster in the Leagues & Teams area of the Affinity system will automatically be pulled into your application. Your application is required to have a Team Manager to advance to the next step.
- Please do not add any new team contacts on this page. If you need to edit (add or remove) any team contacts, please do so on the Leagues & Teams area of the Affinity system. The system will then automatically update this contact page when you return to your State Cup application.
- Please be sure to check the **Primary Contact** box for the Team Manager as the primary contact for the application.
- Click **Continue** to advance to the next step.

**Application Progress**  
[Team Info](#) | [Contact Info](#) | [Team Results](#) | [Player Roster](#) | [Comments](#) | [Review](#) | [Submit](#)

**Contact Information**  
**TOUR\_APPL\_CONTACTS1** - Content will be posted here  
**TOUR\_APPL\_CONTACTS2** - Content will be posted here

**Team Contacts**  
Test Manager - Team Manager  
IDNum: 66368-460510  
**Primary Contact**   
1234 Update  
Update, VA 12345  
Home: (123) 456-7890  
Email: none1234@none.com  
[Edit](#) | [Active?](#)   
[Set up SMS Messaging](#)

**First Name\***  **Initial**  **Last Name\***  **Suffix**

**Address 1\***

**Address 2**

**Country\***

**City\***  **State/Province**  **Zip/Postal Code\***

**Home Phone**  **Work Phone**

**Cell Phone\***  **Fax**

**Role\***

**Email Address\***  **CC Email Address**

**Username**

**Password**

**Confirm Password**

\*Required

[Continue >>](#)

**(5) TEAM RESULTS & RECORD INFORMATION**  
**(This section was updated on July 25, 2018)**

- Enter the results from previous cup play, league play, and tournaments by clicking **Edit** across from the year under the appropriate section where the play type/tournament name is listed.
- Once complete, click **Continue**.
- **Please note** that the data you enter in each of the below sections is critical to the seeding process. The Seeding Committee will use this information so it in your team’s best interest to provide a detailed account of your most recent cup play, league play, and tournament results. Please take time to fill out as much of this information as possible.

Application Progress  
[Team Info](#) | [Contact Info](#) | [Team Results](#) | [Player Roster](#) | [Comments](#) | [Review](#) | [Submit](#)

**Team Results & Record Information**  
 TOUR\_APPL\_RECORD\_LISTALL - Content will be posted here

**Virginia Presidents Cup**

Year	W	L	T	Finish	Age Group	
2018	-	-	-	-	-	Edit
2017	-	-	-	-	-	Edit
2016	-	-	-	-	-	Edit

**Virginia State Cup**

Year	W	L	T	Finish	Age Group	
2018	-	-	-	-	-	Edit
2017	-	-	-	-	-	Edit
2016	-	-	-	-	-	Edit

**USYS Regional Championship**

Year	W	L	T	Finish	Age Group	
2018	-	-	-	-	-	Edit
2017	-	-	-	-	-	Edit
2016	-	-	-	-	-	Edit

**League Play**

Year	W	L	T	Finish	Flight	Age Group	
2018	-	-	-	-	-	-	Edit
2017	-	-	-	-	-	-	Edit
2016	-	-	-	-	-	-	Edit

**USYS National Championship**

Year	W	L	T	Finish	Age Group	
2018	-	-	-	-	-	Edit
2017	-	-	-	-	-	Edit
2016	-	-	-	-	-	Edit

**Other Tournaments- Please enter two**

Year	W	L	T	Finish	Flight	Age Group	
2018	-	-	-	-	-	-	Edit
2017	-	-	-	-	-	-	Edit
2016	-	-	-	-	-	-	Edit

**Team Results and Record**

Date	Opponent	Title	State Association	Result	Score
There are currently no records defined					

Add New Record

Continue >>

## (6) PLAYER ROSTER –

(This section was updated on July 25, 2018)

- As a result of moving to a single system for rostering and tournaments, there is a change to the State Cup roster process. The Affinity system allows us to eliminate the printing and emailing of the State Cup Roster to the State Office, saving time for both the teams and the State Office staff. This change is due to the State Cup Roster being tied to the State Cup application in the Affinity system when you mark your players as “Active” (see directions below).
- Your State Cup Roster is created by selecting the “**Sync Roster**” button. This pulls over the league roster player information you entered in the Leagues & Teams area of the Affinity system. (see screen shot on next page.)
- If you prefer to wait until a later time, you can return to this page to “Sync” your roster. Please note, however, that you must “Sync” the latest version of your league roster and “Activate” the correct players **prior to the Application Deadline** so that the Seeding Committee is looking at the most up-to-date player list when reviewing your application for determination of the appropriate number of returning players.
- If you need to add a club pass player(s) to your State Cup roster, click on **Add Club Pass Player** and enter the player’s information.
- **NOTE:** You must mark the players who will be “**Active**” on your State Cup roster by clicking on the “Active?” box for each player. Only 22 players can be marked as active. This is important to review since the “Sync Roster” function pulls over all players from your League roster. It may be necessary, if you have added Club Pass Players to review and confirm the 22 players you want listed on your State Cup roster. The “up to” 22 players selected as “Active” will be locked as of the Roster Freeze date.
- Once complete, click **Continue**.
- For Seeding purposes, the Committee will use the State Cup roster data that you create by the “Sync Roster” function and the “Active” check box process as part of your State Cup Application in the Affinity system. You need to be sure that prior to the Application Deadline, you have double checked and synced your latest roster as well as selected the correct players to be “Active”.

- Then once we begin the game scheduling process, the Affinity system will allow teams to print their combined frozen State Cup/Game Day Roster a couple of days prior to each of their games directly from the system. We will not use the Excel spreadsheets any more. This combined State Cup/Game Day Roster includes not only the pertinent information about your particular game (game #, time, location, etc), but also includes an area for the referee to record the game score, card information, etc., and an area with the actual roster for the Home Team and the Away Team as well as all of the players photos. This information is pulled directly from your frozen State Cup roster in the Affinity system. This will be the State Cup/Game Day Roster that is brought to the field.

**Application Progress**

[Team Info](#) | [Contact Info](#) | [Team Results](#) | [Player Roster](#) | [Comments](#) | [Review](#) | [Submit](#)

**Player Roster**

TOUR\_APPL\_PLAYER\_LIST1 - Content will be posted here

PLAYER ROSTER STATS						
registered	loaned	transferred	active	inactive	total	
0	0	0	0	0	0	0

0 players defined of the 35 allowed  
0 players activated of the 22 allowed

Home	Away	Name	ID#	DOB	Gender	Player Status	Transfer Date	ODP Level	Position	Active?	PlayerInfo	SMS
Jrs#	Jrs#											
There are currently no players defined												

[Sync Roster](#)
[Print Page](#)
[Set Active Players](#)
[Add Club Pass Player](#)
[Edit Player Team Info](#)
[Continue >>](#)

⊖ = Disciplinary Problem

Ⓜ = Transferred

■ = Player is ineligible for this tournament

## (7) REVIEW COMMENTS

- In this section PLEASE add any comments that will help VYSA with seeding.
- Once complete, click **Add Comments** and **Continue**.

**Application Progress**  
[Team Info](#) | [Contact Info](#) | [Team Results](#) | [Player Roster](#) | [Comments](#) | [Review](#) | [Submit](#)

### Review Comments Window

TOUR\_APPL\_COMMENTS\_ADD - Content will be posted here

**Comments**

No comments have been defined for this application

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### Add Comments Window (attached with this application)

Add CommentsContinue >>



## (8) REVIEW APPLICATION

- Your application will display on this page with the information you have entered for your team.
- Please review your application before submitting. You must click **Submit Application** to complete the application process.

**Application Progress**  
[Team Info](#) | [Contact Info](#) | [Team Results](#) | [Player Roster](#) | [Comments](#) | [Review](#) | [Submit](#)

**Review Application**

Shown below is the application that this user submitted.

**YOU MUST SUBMIT YOUR APPLICATION BY CLICKING THE "SUBMIT APPLICATION" BUTTON ABOVE IN ORDER TO COMPLETE YOUR APPLICATION**

Application #	App Start Date	Submit Date	Posted Status
9909235	7/11/2018 14:57		New

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**Contact Information**

Test Manager  
Team Manager  
1234 Update  
Update, VA 12345  
Home: (123) 456-7890  
Email: none1234@none.com

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**Team Information - Demo Tigers - Boys Under 11** Edit  
0101-01TB11-0009

Soccer Affiliation	State Association	Club Name	
USYSA		Demo Club	
Team Website	Jersey Home Colors	Jersey Away Colors	Age Group
n/a			B12

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**Team Record** Edit

## (9) REGISTRANT AGREEMENT

- Next you will be taken to the Registrant Agreement(s) for State Cup.
- Please enter your initials, and your first and last name. Then click **I AGREE** to advance to the next step.

**Application Progress**  
[Team Info](#) | [Contact Info](#) | [Team Results](#) | [Player Roster](#) | [Comments](#) | [Review](#) | [Submit](#)

### Electronic Legal Agreement

Please place your initials next to each legal agreement below. All are required to submit your application(s) electronically.

**Registrant Agreement**

I acknowledge that VYSA and VYSA partners have the right to use data collected for marketing communications as allowed by VYSA By-Laws and/or VYSA Board directives

**Initials**

**Your Firstname**  **Your Lastname**

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## (10) PAYMENT

- To make your payment select your Payment Method from the dropdown menu and click **Continue**.
- Enter in the Payment Information and click **Continue**.

**Application Progress**  
[Team Info](#) | [Contact Info](#) | [Team Results](#) | [Player Roster](#) | [Comments](#) | [Review](#) | [Submit](#)

TOUR\_APPL\_SUBMITPAY - Content will be posted here

Items Ordered	Product	Promo Code	Qty	Price*Qty
✓	Entry Fee - B16		1	400.00
1 item(s) totaling:				400.00
Order Total:				400.00
Total Due:				400.00

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Payment Method\*

- Confirm the payment information. Then click on the **Submit Payment** button to confirm the payment.
- If the information is incorrect, press the **Back to Payment Page** button to selection a new payment option for the fees.

**Application Progress**  
[Team Info](#) | [Contact Info](#) | [Team Results](#) | [Player Roster](#) | [Comments](#) | [Review](#) | [Submit](#)

Below is the total charge for the registration applications you have created during this session.

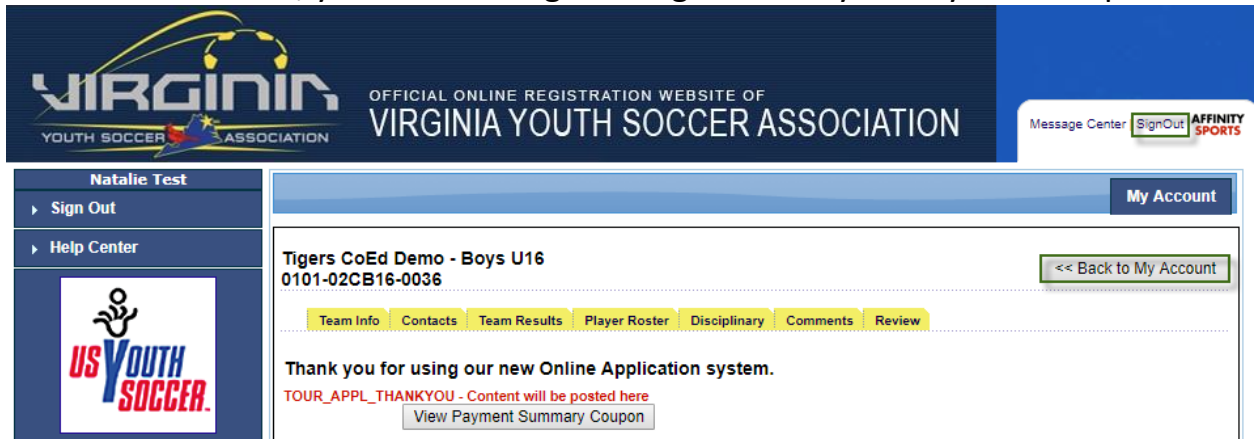
**Please Confirm The Payment Information Below**  
 Then click the "Submit Payment" button below to confirm the payment. If this page is incorrect please press the "Back To Payment Page" button to return to the payment page to make a new payment option.

Product Sku	Order#	Product/Fee	Amount Due
T-TEF-U15	2-4365052	Entry Fee - B16	\$400.00
Convenience Fee:			\$0.00
Total Amount to be Authorized:			\$400.00

PLEASE NOTE: If a convenience fee is applicable it will be referenced above in bold for credit card transactions.

## (11) APPLICATION COMPLETE

- The application is now complete and has been submitted to VYSA.
- The payment summary coupon will pop-up on your screen. You can print this for your records.
- Once you exit out of the pop-up that displays the payment summary coupon on the main screen, you can now log out or go back to your My Account portal.



The screenshot displays the official online registration website of the Virginia Youth Soccer Association. The header features the organization's logo and name. A user profile for 'Natalie Test' is visible in the top left, with options for 'Sign Out' and 'Help Center'. The main content area shows a confirmation message for the 'Tigers CoEd Demo - Boys U16' team, identified by the ID '0101-02CB16-0036'. A navigation bar includes links for 'Team Info', 'Contacts', 'Team Results', 'Player Roster', 'Disciplinary', 'Comments', and 'Review'. A 'Thank you' message is followed by a red text notice: 'TOUR\_APPL\_THANKYOU - Content will be posted here', and a button labeled 'View Payment Summary Coupon'. A '<< Back to My Account' button is located in the top right of the main content area.