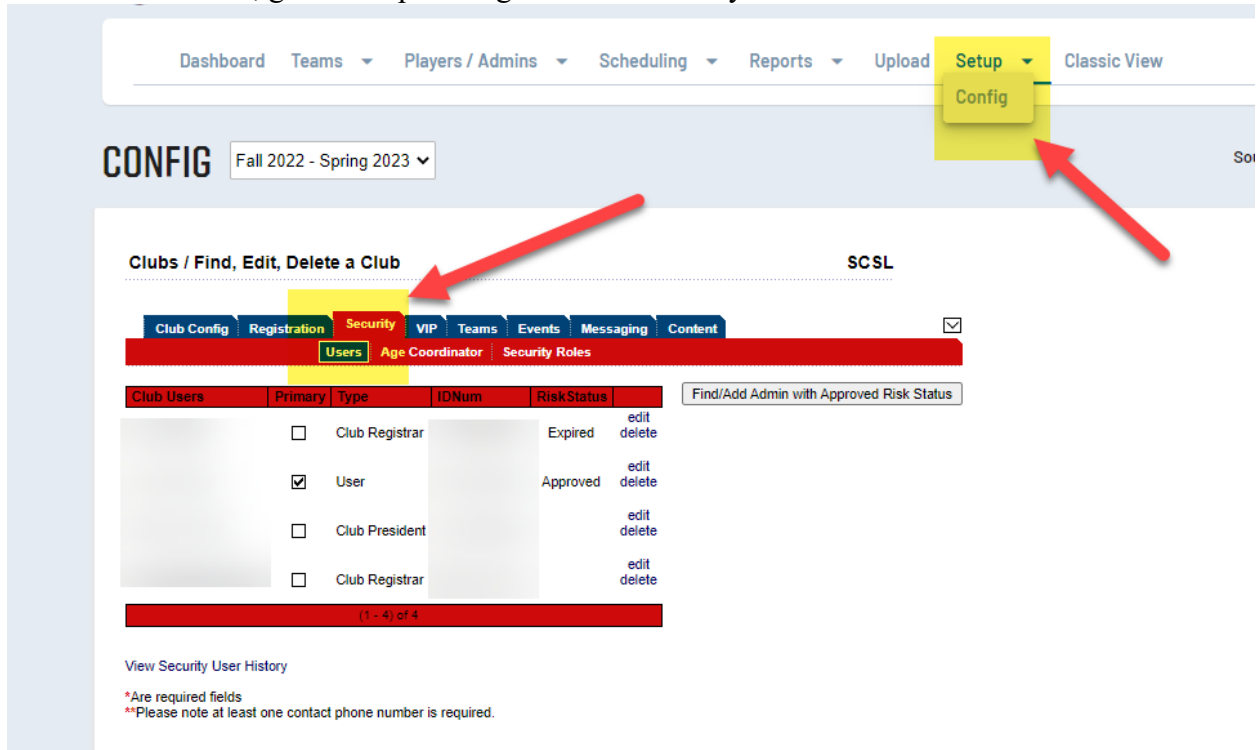


ALL clubs need to check to make sure their game assignor has proper access to the MYSA site. The URL to access is <https://ma.affinitysoccer.com/>. Access is set by each club **NOT** by SCSL.

How can a club see who currently has access?

Have your club president, risk admin, or registrar access your club's account at <https://ma.affinitysoccer.com/Foundation/Login.aspx>. If nobody knows your club's account information then the club should contact Mary Relic at MYSA for assistance (mrelic@mayouthsoccer.org). Side note. Recommend that each SCSL Director have access to their applicable account as well so they can administer necessary data in the event of an issue.

Once authenticated, go to Setup/Config and then Security and select Users. Screenshot below



The screenshot shows the SPORTS CONNECT web application interface. At the top, there is a navigation menu with options: Dashboard, Teams, Players / Admins, Scheduling, Reports, Upload, Setup, and Classic View. The 'Setup' dropdown is highlighted in yellow, and a red arrow points to the 'Config' option. Below the navigation menu, the 'CONFIG' section is visible, with a dropdown for 'Fall 2022 - Spring 2023'. The main content area is titled 'Clubs / Find, Edit, Delete a Club' and 'SCSL'. There are several sub-menus: Club Config, Registration, Security, VIP, Teams, Events, Messaging, and Content. The 'Security' sub-menu is highlighted in yellow, and a red arrow points to it. Below 'Security', there are three sub-sub-menus: Users, Age Coordinator, and Security Roles. The 'Users' sub-sub-menu is highlighted in yellow, and a red arrow points to it. Below the sub-menus, there is a table with the following columns: Club Users, Primary, Type, IDNum, Risk Status, and edit/delete actions. The table contains four rows of data:

Club Users	Primary	Type	IDNum	Risk Status	edit/delete
	<input type="checkbox"/>	Club Registrar		Expired	edit/delete
	<input checked="" type="checkbox"/>	User		Approved	edit/delete
	<input type="checkbox"/>	Club President			edit/delete
	<input type="checkbox"/>	Club Registrar			edit/delete

Below the table, there is a button labeled 'Find/Add Admin with Approved Risk Status'. At the bottom of the screenshot, there is a link 'View Security User History' and two footnotes: '*Are required fields' and '**Please note at least one contact phone number is required.'

If a field assignor needs to be added please follow these steps.

1. Choose the "Find/Add Admin with Approved Risk Status" button
2. Enter search criteria. **IMPORTANT**: Only risk approved adults are searchable.

If you are not finding a member, then please check with the risk admin for the club to see if they are approved.

Sample Search screenshot.

Find Admin - Google Chrome
 ma.affinitysoccer.com/mbr/findadminwithriskapproved.aspx?looupfor=risk&mbid=13486455&session...

My Apps ▾ All Apps ▾

Find/Select Admin Close

Search By* Last, FirstName ▾ Search For* Leary, Dennis Search

1 records found

LastName	FirstName	MI	DOB	IDNum	Address
Leary	Dennis		10/04/1974		

Select

3. Once the correct member is identified then choose the "Select" button.
4. Assign the role of Field Assignor to an account
 - a. Ensure the applicable account(s) are selected by choosing the associated checkbox next to the user. Sample screenshot.

Clubs / Find, Edit, Delete a Club SCSL

Club Config Registration **Security** VIP Teams Events Messaging Content

Users Age Coordinator Security Roles

Club Users	Primary	Type	IDNum	RiskStatus
	<input type="checkbox"/>	Club Registrar		Expired
Leary, Dennis	<input checked="" type="checkbox"/>	User	99145-560479	Approved
	<input type="checkbox"/>	Club President		
	<input type="checkbox"/>	Club Registrar		

(1 - 4) of 4

View Security User History

*Are required fields
 **Please note at least one contact phone number is required.

User Type* User ▾

Legal First Name* Dennis Middle / Initial Legal Last Name* Leary Suffix

Business Title Alias (Nickname)

Address 1* 66 Millers Dr verify address

Address 2

Address 3

Country* United States of America ▾

City* North Dartmouth State/Province* MA ▾ Zip / Postal Code* 027471197

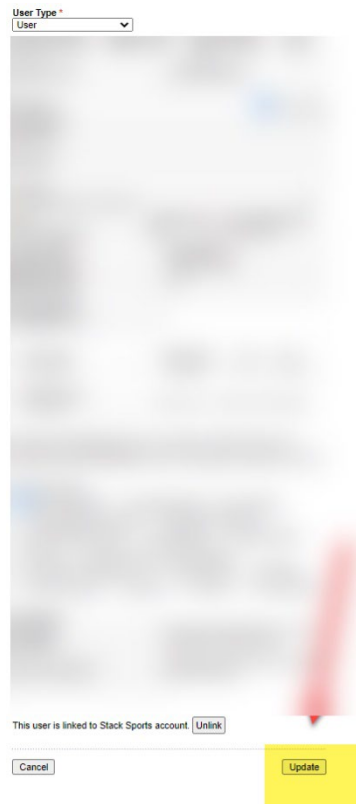
Home Phone** Work Phone**

- b. From the "User Type" menu select "Field Assignor".

User Type*

- User ▾
- select one ---
- Age Group Coordinator
- Billing Contact Info
- Club President
- Club Registrar
- Club Registrar Assistant
- Club Treasurer
- Director of Coaching
- Field Assignor**
- Risk Manager
- User

c. Click “Update”



Next time the user logs into the site they will have the ability to assign games to field locations and time slots.