DICK'S TEAM SPORTS HQ

INSTRUCTION MANUAL

ADDING PLAYERS/ADMINS



VIDEO TUTORIAL ALSO AVAILABLE:

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

PHONE SUPPORT:

ONLINE SUPPORT:

800-872-0461

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

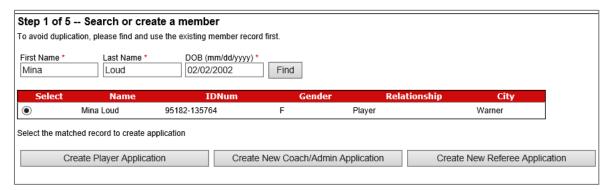
Fill out the open text fields to search the database for an existing user record.

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

If the user is found in the database

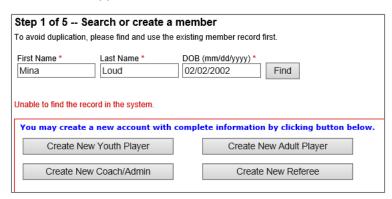
Click **Create Player Application** to create new youth player application.

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



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.

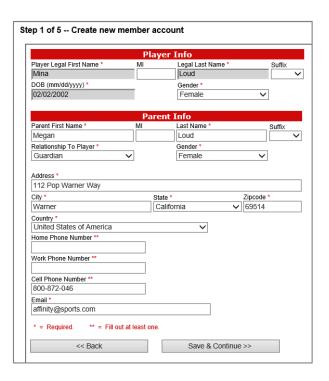




Creating a New Youth Player

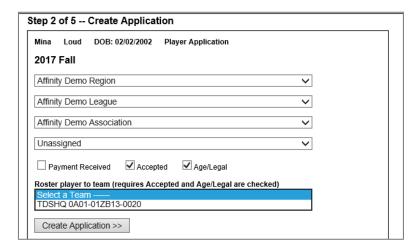
Skip to Page 5 to create a New Coach/Admin.

- 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 2: Create Player Application

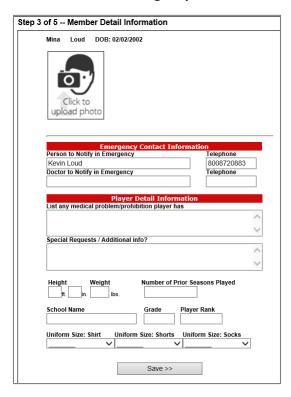
If you have any drop down sections that are not preselected for you; select the **Region**, then **League**, and/or **Association** you're creating an application for.



- 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.



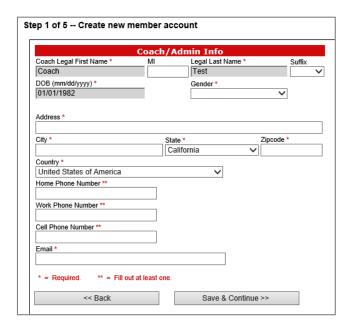
Step 4 & 5: Summary

- Verify all info displayed is correct.
- From this screen you can do the following:
 - o **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.



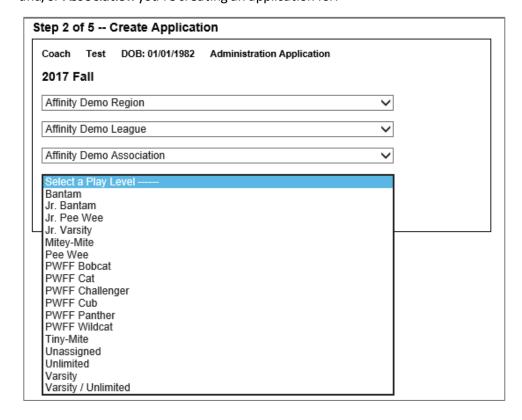
Creating a New Coach/Admin

- 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.



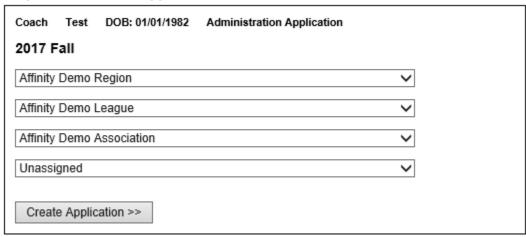
Step 2: Create Application

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.



Select the Play Type/Level.

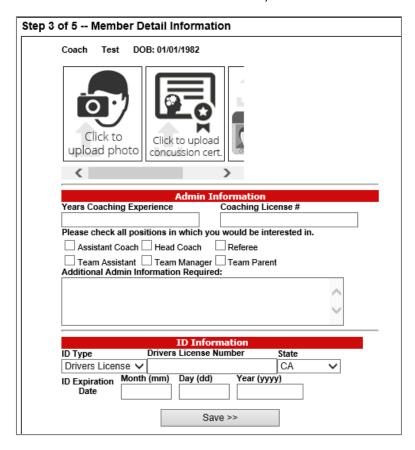
Step 2 of 5 -- Create Application



Click the Create Application button.

Step 3: Member Detail Information

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





Step 4 & 5: Summary

- Verify all info displayed is correct.
- From this screen you can do the following:
 - o **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.

