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

DICK'S TEAM SPORTS HQ

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.

  ▸ Team

- 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: 250 ☑ Reset

Select Region	Select Play Type/Level	Filter By Status
Affinity Demo Region	All Play Levels	No Status Filter
Select League	Select Gender	Filter By Counts
Affinity Demo League - 0A01	All Genders	No Count Filter
Select Association	Select Age Group	Select Team Name/Team ID
Affinity Demo Association	All Age Groups	Search

Delete Selected   Email Selected

(1 - 11) of 11

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

Search Again   (1 - 11) of 11

- ○ 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
☐	☐	0A01-01ZB9-0024	Kevin's Demo Team	Z	B9	Affinity Demo Association	0	1	
☐	☐	0A01-01ZB13-0020	TDSHQ	Z	B13	Affinity Demo Association	0	1	
Ⓐ	☐	0A01-01ZB10-0091	Affinity Demo Association - B10	Z	B10	Affinity Demo Association	5	3	Happy Andershan
Ⓐ	☐	0A01-01ZB10-0090	Affinity Demo Association2 - B10	Z	B10	Affinity Demo Association	0	3	
Search Again									(1 - 4) of 4

Player Lookup

- Select **Players/Admins** from the left side navigation menu.
- Click **Player Lookup**.

▶ Players / Admins

- 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:

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.

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.

> Players / Admins

Admins found will appear in a list view:

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.

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:

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.

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

(1 - 1) of 1

FamilyPrimaryID	Name	ID Num	DOB	Address	City	Work Phone	Home Phone	Relation	Role
☐ 10954348	Test, Tyrell	45820-285567	04/01/2006						Player

(1 - 1) of 1

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