Happy Friday Team Managers and Coaches!

Today’s topics to prepare you for a successful 2017/2018 State Gaming League will be Jersey Numbers and Entering Scores into Affinity after your game.

Exceptions will not be made based on lack of knowledge. As always, if you have any questions or would like a little more detail, please contact the UYSA State Office and we would be more than happy to help you. The UYSA Office hours are from 9AM-5PM Monday-Friday. All the information on this email can be found on UYSA’s Team Manager FAQ page. [Team Manager FAQ](http://www.utahyouthsoccer.net/resources/team_manager_faqs/)

Entering Scores into Affinity

After a match has been played, both the Home Team and Away Team Coaches and Administrators have access to input the score and any comments about the game. Comments can only be seen by UYSA office staff and cannot be seen by the opposing team or referees assigned to the match.

\*The **winning** team should input the score for the match.\*

If the teams or referee enter different scores for the match the system will show a CS (Contested Score) and the final results will not show until the score has been verified with the referees by UYSA office staff.

**To enter the score for a match**

1. Log into your UYSA coach/admin account
2. Click on the “Teams” tab underneath your family information
3. Click on the “Tournament & Schedule Apps” tab
4. (You should see a list with your Team(s)
5. To the right of the team click on the “Schedules/Game Scoring option.
6. Find the match you are entering the score for and click on the empty score box next to your team’s name
7. Enter the score for your team and the opposing team (You must enter the score for both teams, if you leave the opposing team’s score blank the system will think that the opposing team’s score was 0, this will most likely result in a CS for your game.)

**To enter which players scored goals**

1. Under the “Goals/Cautions/Ejections” section go to the “Select Admin/Player” drop down menu
2. Select the name of the player that scored the goal
3. Under “Item Type” select “Goal”
4. Click the “Add” button
5. To save the information click “Save Stats and Comment” at the bottom of the page

How to Enter Jersey Numbers In Affinity

1. Log into your UYSA account
2. Click on the “Teams” tab under your Family Information
3. Click on the “Tournament and Schedule Apps.” Tab
4. Select the “View Tourn. App” option to the right of the team
5. Click on the “Player Roster” tab at the top of the page
6. Click the “Edit Player Team Info” tab located at the bottom of the roster
7. Enter the jersey number for each player. (The home jersey # and the away jersey# MUST match)
8. Click the “Save Changes” button at the bottom of the page
9. Once you are finished click the “Sync Roster” button in the bottom left corner of the “Player Roster” page

**From your Digital Player Cards**

1. Log into your Digital Player Card Account with your UYSA username and password
2. From the Menu choose the “Team” option
3. Click on the Roster >
4. Click on the first player card shown to “open up” the card
5. Click on the black rectangle with the Player’s name
6. Enter the jersey number in the box located in the upper right hand corner
7. Click the update button just below the box
8. Swipe right to move to the next player
9. Once you have entered the jersey numbers you can return to the teams schedule from the menu drop down

**Jersey Numbers are REQUIRED. This is NEW!**

Jersey numbers must be entered in Affinity for each player. If a referee enters a card, caution, etc. to the wrong player due to no jersey numbers entered, UYSA will not change the card and it will remain on that player.

All the information on this email can be found and referenced on the [Team Manager FAQ](http://www.utahyouthsoccer.net/resources/team_manager_faqs/) page.

**UPDATE**- because this was not included in your email about Club Passing, please review below.

U9 & U10 players are only allowed to club pass 4 times per season. After a player has been club passed in Affinity 4 times, the system will prohibit the player from club passing to any more games that season.

If you have any questions concerning this email, please contact the UYSA State Office. We will be happy to help you with this information.

Thank you,