

Affinity - Adding Security Users (Association/ League Staff)



The following are instructions on how to add Board Members to your league and other League/Association staff. Information can be updated at a later time.

1. Log in
2. Click **Leagues or Association** located on the left (*the admin should only be added once at his/her highest level of access*)
3. Select your League or Association
4. Click the **Security** tab

The screenshot displays the Affinity Sports web interface. On the left is a navigation menu with options like 'Leagues', 'Associations', 'Team', 'Players / Admins', 'Event Manager', 'Home Venues/Fields', 'Assign Game Schedule', 'Head Coach Games', 'Reports', 'Email Blast', 'Sign Out', and 'Help Center'. The 'Associations' section is expanded, and the 'Edit' option is selected. The main content area shows the 'Associations / Find, Edit, Delete a Association' page for 'Affinity Demo Region 2'. A red navigation bar at the top contains tabs for 'Association Config', 'Registration', 'Security', 'Teams', 'Events', 'Messaging', and 'Content'. The 'Security' tab is active. Below this, there are sub-tabs for 'Association Info', 'Auto Roster', 'Payment', 'Rating', and 'Website'. The 'Association Info' sub-tab is selected. The form contains the following fields and information:

- Association Name*: Affinity Demo Region 2
- Association Short Name: [Empty field]
- Association Number: 02
- This Season: Active Teams: 0, Non Active Teams: 0
- Domain Name (Host Header Detection URL): [Empty field]
- Adult Age (the legal guardian age): [Empty field]
- Use Payment Plans: Yes No

At the bottom of the form are 'Cancel' and 'Update' buttons. A note at the bottom left states '* Are required fields'.

5. To create a new profile for the staff member enter their information OR if they have an existing profile click the **Lookup Contact** button to search for the staff member by name or ID number.

Association Config | Registration | Security | Teams | Events | Messaging | Content

Users | Age Coordinator

Association Users	Primary	Type	IDNum	
President, Mister	<input checked="" type="checkbox"/>	Association President	94804-028570	edit delete

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

Enter contact information for new profile

lookup Contact

User Type*
--- select one ---

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

Business Title Alias (Nickname)

Address 1* verify address

Address 2

Address 3

Country*
United States of America

City* State/Province* Zip / Postal Code*

CA

Home Phone** Work Phone**

Mobile Phone** Fax

Email Address

Level of Access:
 Association Administrator Association View Only

User Name*
Enter a username, and then enter the password twice.

Password*
The password and confirm password fields must match.

Confirm Password*

Cancel Add Contact

OR

Associations / Find, Edit, Delete a Association Affinity Demo Region 2

Association Config | Registration | Security | Teams | Events | Messaging | Content

Users | Age Coordinator

Association Users	Primary	Type	IDNum	
President, Mister	<input checked="" type="checkbox"/>	Association President	94804-028570	edit delete

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

lookup Contact

User Type*
--- select one ---

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

Business Title Alias (Nickname)

Address 1* verify address

6. Check one* of the boxes under **Level of Access**. Select the staff member's highest level of access they should have with the system.

***Please Note:** Only check one box for the staff member under the **Level of Access** area. Checking multiple boxes will result in conflicting access for the user.

Level of Access:

Full Access to League

League Registrar Assistant League View Only

7. If the staff member is not an existing user in our system, be sure to enter a username and password

User Name*

PopWarner7

Enter a username, and then enter the password twice.

Password*

●●●●●●●●

The password and confirm password fields must match.

Confirm Password*

●●●●●●●●

8. Select a **User Type** from the drop-down.

User Type *

— select one —

- Age Group Coordinator - Club Level
- Association Board Member
- Association Bowl Games
- Association Cheer Commissioner
- Association Football Commissioner
- Association Fundrasing Chair
- Association Insurance Coordinator
- Association President
- Association Roster Software Contact
- Association Scholastics Coordinator
- Association Secretary
- Association Treasurer
- Association VP/VC
- Association Webmaster
- User

***Please Note:** The User Type of Age Group Coordinator will restrict this staff member from having access. The role will only give access to players within the age group selected in the Age Coordinator sub tab. This is the only User Type connected to this option.

Association Config Registration Security Teams Events Messaging Content

Users Age Coordinator

Association Users	Primary	Type	IDNum	edit
President, Mister	<input checked="" type="checkbox"/>	Association President	94804-028570	delete

lookup Contact

User Type *

- Age Group Coordinator - Club Level
- Association Board Member
- Association Bowl Games
- Association Cheer Commissioner
- Association Football Commissioner
- Association Fundraising Chair
- Association Insurance Coordinator
- Association President
- Association Roster Software Contact
- Association Scholastics Coordinator
- Association Secretary
- Association Treasurer
- Association VP/VC
- Association Webmaster
- User

Last Name* Suffix

(Last Name)

verify address

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

9. If adding a new staff member profile click **Add Contact** to finalize profile creation. If adding an existing user click **Update** to save the change.

10. In order for your teams to be certified in the system, the following positions must be named. A person may have multiple jobs, but multiple persons cannot share the same job. If this is an issue, please contact Kevin Allen at kevin.allen@popwarner.com

Roles B - M must be named to be certified

- Age Group Coordinator
- League/Association President
- League/Association Vice President
- League/Association Secretary
- League/Association Treasure
- League/Association Fundraising Chair
- League/Association Football Commissioner
- League/Association Cheer Commissioner
- League/Association Roster Software Coordinator
- League/Association Webmaster
- League/Association Scholastic Director
- League/Association Insurance Coordinator
- League/Association Board Member
- Optional Job – League Bowl Commissioner

11. Once this is done please go up to the upper right corner and Change to each Association

Leagues / Find, Edit, Delete a League

Affinity Demo League

League Config Registration Security Teams Events Background Checking Messaging Content 

League Info Payment Billing Website Corp Info

Use this form to edit this League.

Affinity Demo Region

Use the tabs to edit additional information on those tabs.

League Status*

Active (Can Configure New Season) 

Disabled fields cannot be edited if there are 1 or more

League Name*

12. At the Association Level we ask that you go once again to the officer directory and make sure the Association has the correct president and please assign them the Job of Association President and Association Job Assign Rights.