## 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

Registrar League Affinity Demo League			Leagues & Teams	My Account
Leagues	Associations / Find, Edit, Delete a Associati	on Affinit	y Demo Region 2	
<ul> <li>Associations</li> </ul>			SID:9401663	
Edit	Association Config Registration Security Teams Association Info Auto Roster Payment Billing We	Events Messaging Content		
• Team	Use this form to edit this Association.	Affinity Demo League		
Players / Admins	Use the tabs to edit additional information on those tabs.	Association Name* Affinity Demo Region 2		
Event Manager	Disabled fields cannot be edited if there are 1 or more teams for this Association in any season	Animity Demo Region 2 Association Short Name		
Home Venues/Fields	When creating a domain url please use the following naming			
Assign Game Schedule	convention: Association brief name [example: msysa], followed with a hyphen [ - ] association or association name [example: demoassociation] followed	Association Number Active		
Head Coach Games	by .sportsaffinity.com.	Non Active	1011 A 1010 (1111)	
Reports			on one,	
Email Blast		Adult Age (the legal guardian age)	1	
Sign Out		Use Payment Plans 🔿 Ye	es 🖲 No	
Help Center	* Are required fields		Cancel Update	
		,		

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

- Construction and the second s		
sociation Users Primary Type IDNum ed	lookup Contact	
esident, Mister 🗹 Association President 94804-028570 dele		
	select one	~
required fields ase note at least one contact phone number is required.	Legal First Name* Middle	/Initial Legal Last Name* Suffix
	Musiness Title	Alias (Nickname)
(Enter contact)	Address 1*	Verify addre
information for	Address 2	
new profile	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 Administra	ator 🗌 Association View Only
	User Name*	
	Password*	Enter a username, and then enter th password twice.
		The password and confirm password
	Confirm Password*	fields must match.
	_	

## OR

Associations /	Find, E	dit, Delete a Asso	ociation		Affinity	Demo Regior	12	
Association Con	fig Reg	istration Security Users Age Coo	Teams Events rdinator	Messaging	Content			
Association Users President, Mister	Primary	Type Association President	1DNum 94804-028570	edit	ookup Contact			
Are required fields *Please note at least	one conta	ict phone number is req	uired.		select one al First Name*	Middle / Initial	✓ Legal Last Name*	Suffix
				Bus	iness Title	A 	lias (Nickname)	][]
				Add	iress 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 <u>one</u> box for the staff member under the Level of Access area. Checking multiple boxes will result in conflicting access for the user.

f Access:
f Access:

Full Access to League

League Registrar Assistant

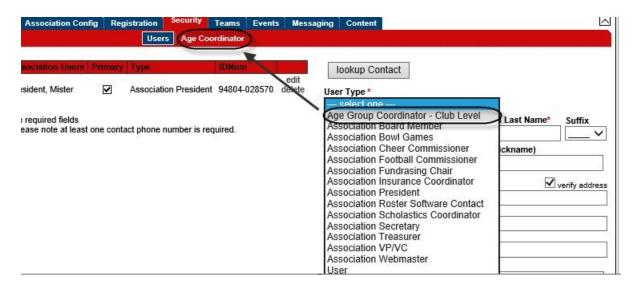
7. If the staff member is not an existing user in our system, be sure to enter a username and password

User Name*			
PopWarner7	Enter a username, and then enter		
Password*	the password twice.		
•••••	The password and confirm password		
Confirm Password*	fields must match.		
•••••	43		

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

Jser Type * — select on	e
Age Group	Coordinator - Club Level
Association	Board Member
Association	Bowl Games
Association	Cheer Commissioner
Association	Football Commissioner
Association	Fundrasing Chair
	Insurance Coordinator
Association	President
Association	Roster Software Contact
Association	Scholastics Coordinator
Association	Secretary
Association	
Association	VP/VC
Association	Webmaster
User	

**\*Please Note:** The User Type of <u>*Age Group Coordinator*</u> 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.



- 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 <u>kevin.allen@popwarner.com</u>

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 League Info Payment Billing Website Corp Info	Events Background Checking Messaging Conten		
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.