

## LEAGUE CLUB PASS USER GUIDE

The following is the guide for using League Club Pass to add Players to your Roster. Please keep in mind that this is a newer process so should you experience some technical difficulties, call the Tech Support number at the bottom. This is a two step process:

Step 1: Club Pass player to your team

Step 2: Assign Club Passed player to games they will participate in

(By default a Club Passed player will be assigned to all remaining games)

The Club Pass software is designed to execute decisions already agreed to by all Head Coaches for all the teams involved in the Club Pass Transaction and must have the approval of the Director of Coaching for the Club. Cal South is not responsible for players moved incorrectly or without authorization of the teams involved.

To add Club Pass Players you must have a Team Manager, Head Coach or Assistant Coach Account on an Accepted Team participating in the league.

A. Login as a Team Administrator at [www.cysa.affinitysoccer.com](http://www.cysa.affinitysoccer.com)

After you log in, go to Tournament Tab and find your application

**MEMBER LOGIN** News and Events Tournament

**CAL SOUTH USER LOGIN**

USERNAME  
PASSWORD  
GO >  
FORGOT PASSWORD

**Cal South Online Application**

Apply to participate in Cal South and your local league soccer programs using the new membership application. Cal South features both recreational and competitive leagues throughout Cal South to participate in.

Please enter your username and password to access your member profile. You can then add new family members or update information such as address, telephone number, and emergency contact information.


You can access your member profile 24 hours a day, 7 days a week.

[Tech Support Contact](#)

**Association Hot Sheet**


- Coaches & Team Managers Verify team rosters, use [Forgot Password](#) to retrieve Username/Password.
- Coaching Education Course / KID Safe Fingerprint Session / Event / Class
- Affiliate Member Application (2011-2012). [Affiliate Member Application - CLICK HERE](#).
- PRINTING INSTRUCTIONS - [Click Here](#)

B. Click **“Edit”** next to your teams application in the Tournament Applications/Game Scoring Section.



Team Information - Carlsbad Lightning - B12 Red - Carlsbad - Boys Under 12				Edit
Club Name		Gaming League		
Carlsbad Lightning		Presidio		
Team Website	Jersey Home Colors	Jersey Away Colors	Age Group	
n/a	red	white	BU12	

C. Click on the the **“Player Roster”** tab



**Player Roster**

1. Provide your team roster. This information will be used to print match cards for use in the tournament.  
2. For U15, U16, U17 & U18 age groups, player roster information will include contact information, graduation years, SAT scores, and GPAs. This additional information will be coaches who are coming to scout players. Rest assured addresses, telephone numbers, and e-mails will be held confidential to the tournament organizers and credentials.


PLAYER ROSTER STATS						
registered	loaned	transferred	active	inactive	total	
10	0	0	10	0	10	
10 players defined of the 22 allowed						

Home Jrs#	Away Jrs#	Name	ID#	DOB	Gender	Player Status	Transfer Date	ODP Level	Grad Yr	Pos
1	1	ADGsusan, Player	79507-904449	12/19/1995	Girl	Registered			2012	
13	13	Testadd, Kidkid	20185-651256	5/5/1994	Boy	Registered			2012	
11	11	Testadd, Notherplayer	73031-650444	5/5/1993	Boy	Registered			2012	
2	2	Testadg, Playerone	79507-911968	2/25/1995	Girl	Registered			2012	
33	33	Testagain, Playertwo	74068-503380	1/11/1993	Boy	Registered			2012	
3	3	Testingthankyou, Player	79507-905860	5/7/1995	Girl	Registered			2012	
16	16	Testplayer, Testplayer6	53241-920019	5/5/1995	Girl	Registered			2012	
4	4	Tnyadg, Playerfive	79506-975431	3/18/1995	Girl	Registered			2012	
5	5	Tnyadg, Playerfour	79506-975430	5/7/1995	Girl	Registered			2012	
6	6	Tnytestadg, Playerone	79406-975407	3/3/1995	Girl	Registered			2012	

Buttons: Sync Roster, Print Page, Set Active Players, Add Player, Add Club Pass Player

D. At the bottom of your roster you will have a button which says **“Add Club Pass Player”**

E. Here you can **search** for any player on Activated Teams within the same season for your League/Club.

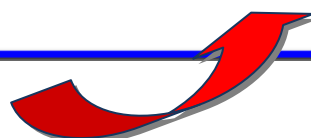


**Add Club Pass Player to Roster**  
Player must be on another active team from the same club and season

Search By:  Search For:

Team's Club: Affinity Sports Demo Club Team's Season: Fall 2010-2011

IDNum	Player Name	DOB	Gender	Team	Teamcode	Club	Add to Roster
55100-871858	Kidsister Testadd	Mar 5 199	M	B19 Test Team 10 Season	0139-42CB19-0030	Affinity Sports Demo Club	<input type="button" value="Add to Roster"/>



F. Search for player by name or ID#, and then click **“Add to Roster”**

You will now see this player added to your roster with **“Club Pass”** listed as the Player Status

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**PLAYER ROSTER STATS**

registered	loaned	transferred	clubpass	active	inactive	total
10	0	0	1	11	0	11

11 players defined of the 22 allowed

Home Jrs#	Away Jrs#	Name	ID#	DOB	Gender	Player Status	Transfer Date	GP Level	Grad Yr	Position	Active?	Profile?
1	1	ADGusan, Player	79507-904449	12/19/1995	Girl	Registered			2012		<input checked="" type="checkbox"/>	Add Edit
13	13	Testadd, Kidkid	20185-651256	5/5/1994	Boy	Registered			2012		<input checked="" type="checkbox"/>	Edit Edit
		Testadd, Kidsister	55100-871858	3/5/1993	Boy	Club Pass					<input checked="" type="checkbox"/>	Add Edit   Remove

G. Once the Player is Club Passed to your team you will see a Club Pass link next to the players name in the status column. Clicking this link will allow the team to pick from all scheduled games for this player and indicate which games this player will be club passing to.

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registered	loaned	transferred	clubpass	active	inactive	total
16	0	0	3	19	0	19

19 players defined of the 22 allowed

Home Jrs#	Away Jrs#	Name	ID#	DOB	Gender	Player Status	Transfer Date
		M		9/8/1999	Girl	<a href="#">Club Pass</a>	

Club Passed Player will only show on match reports and game stats entry pages for games that are checked as **“Will Play”**. By default, a Club Passed player will print on all remaining match reports. When unchecked as **“Will Play”** the player will not print on these match materials:

**Assign Games to Club Pass player**

Player: Mikaila McNary

Please check games that the player will play:

Will Play	Game Num	Date	Time	Field	HomeTeam	AwayTeam	GameDesc	Round
<input checked="" type="checkbox"/>	2804	8/9/2013	1:00 PM	Ventura College Sportsplex -- Stad			D2 vs D1	Bracket
<input checked="" type="checkbox"/>	2807	8/10/2013	9:00 AM	Pleasant Valley Fields -- 09			D4 vs D2	Bracket
<input checked="" type="checkbox"/>	2809	8/11/2013	11:00 AM	Pleasant Valley Fields -- 06			D2 vs D3	Bracket

If a player is Club Passed in error they can be removed from your roster. Do not attempt to remove any Club Passed players who have played in any league games:

Team Info | Contacts | Team Results | **Player Roster** | Disciplinary | Comments | Notes | Review

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		Testadd, Kidsister	55100-871858	3/5/1993	Boy	Club Pass					<input checked="" type="checkbox"/>	Add Edit   Remove



**Players Clubpass List**

Name	ID#	CP Team	CP TeamCode	CP By Who	CP Datetime	CP Tournament
Testadd, Kidsister	55100-871858	B14 Test Team	0139-42CB15-0223	Adptest TestADMIN1	12/16/2011 5:00:26 PM	DEMO3 - 2010 NatOlders



At the bottom of your roster you will see all Club Pass activity including who Club Passed a player and where they came from:

**TECH SUPPORT NUMBER – 800.817.5977**