



# Serving Oahu's Competitive Youth Soccer Needs since 1996



Oahu League of HYSA (Hawaii Youth Soccer Association)

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Honolulu, Hawaii 96818-3179

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**State Registrar** – Cheryl Bailey: [hysareg@yahoo.com](mailto:hysareg@yahoo.com)

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**Oahu League Registrar** - Shannon Pelkey: [registrar@oahuleague.com](mailto:registrar@oahuleague.com)

As the Oahu League moves towards being paperless, each Club will be responsible for creating teams, assigning players, and uploading birth certificates and player headshots directly to Affinity. Clubs may choose to have each parent do their own, or have their club Registrar complete it. Birth certificates and player headshots that are not uploaded will be not approved to play. Independent Teams will be registered by the League Registrar, and parents have access to upload birth certificates and player headshots in their accounts. All Clubs and Independent Teams will still need to collect the HYSA Membership Form from their players as they have done in the past, and the HYSA Membership Form will need to be on-hand at the field.

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**Step 1:** Each Club will assign at least one Registrar, and each Independent Team will assign a Representative who is required to complete the Risk Management process, and are the only ones to communicate with the League Registrar. Club Registrars will have Admin access in Affinity and the ability to do registration for their Club. The registration process begins when the Club and Independent Team declares their Registrar and Representative by emailing the Executive Secretary and the Oahu League Registrar.

Clubs will do registration in Affinity; Independent Teams will register through the League Registrar.

**Step 2:** Clubs must choose, and declare, if they are doing internal or public registration (public registration is “parent registration”). Only Registrars will have CLUB ADMIN access to register teams/players, and Independent Team Representatives will not have Club Admin access in Affinity, they will be assigned to their team(s) and will have Team Admin access. Club Registrar(s) add the coaches, managers, and admins (up to 10 per team) to their teams who will also have Team Admin access. Team Admin access can print rosters, club pass players, and pay for season fees.

**Step 3:**

**A. Club Registration:**

1. Create 17/18 teams in Affinity. For returning teams, increase the team number by one year (e.g. 1103 to 1203). New teams will get assigned a number by League Registrar.
2. Teams and players are registered as "Competitive."
3. Collect HYSA Membership Form signed by both parent and player, these must be on hand at games and the League Registrar may do spot checks by email to verify.
4. The League Registrar will migrate players for those Clubs doing internal registration. Players are not migrated for Clubs doing public registration.
5. Assign players to teams (search in Player Lookup, then create application).
6. Returning players have birth certificates already, and some have headshots in Affinity. Upload missing birth certificates and headshots.
7. For internal registration: new players get entered manually, birth certificate and player headshot gets uploaded.
8. Pay for players (by team) in OL Store, submit receipt and HYSA roster to League Registrar by email. Teams must have at least one coach to be activated. Verify you have collected all the HYSA membership Forms and they are signed by parent and player.
9. Choose "ready to activate" in Affinity for teams that receipt and roster have been submitted, the League Registrar will verify and activate teams (dependent on meeting the minimum requirements - age legal, at least one coach, etc).
10. Player passes are available electronically at:  
<http://hysa.affinitysoccer.com/m/pass/index.aspx>

**B. Independent Team Registration:**

1. The League Registrar will register the Independent team's players in Affinity.
2. Representatives collect HYSA membership forms, and submit them digitally (by Dropbox) to the League Registrar. The goal is to have parents upload birth certificates and player headshots, otherwise, the Representatives will collect them and submit digitally to the League Registrar.
3. Pay for players (by team) in OL Store, submit receipt and HYSA team roster to League Registrar by email. Teams must have at least one coach to be activated.
4. Submit list of admins, coaches, managers to be added to each team, there are up to 10 on each team. Only those added to teams will be able to log in and see electronic player passes for that team – so anyone who is an admin, coach, or manager on that team need to undergo Risk Management and be added.
5. Player passes are available electronically at:  
<http://hysa.affinitysoccer.com/m/pass/index.aspx>

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**Oahu League Registrar:**

1. Oahu League (OL) Registrar will only communicate with team/club Registrars and OL BOD.
2. Club Registrars communicate with the Oahu League Registrar by email (voice messages not accepted).

**Club Registrar(s):**

1. All Clubs must have a Registrar in the Affinity system and only Registrars will have Club Administrator access.
  - a. 1-10 teams – 1 Registrar
  - b. 11-20 teams – 2 Registrars (one main, one support)
  - c. 21+ teams – 3 Registrars (one main, two support)
2. Requirements of Club Registrar:
  - a. Must be able to upload files.
  - b. Must be able to work with families in setting up usernames and passwords.
  - c. Must pass HYSA Risk Management.
3. Clubs are to declare their Registrar(s) to the Oahu League by email to the League Registrar and the Executive Secretary.

**To Begin Registration:**

1. HYSA will turn on the seasonal year in Affinity for registration to begin.
2. Receipt of Independent Team/Club email to the Executive Secretary and OL Registrar declaring their Registrar(s) and contact information for the upcoming season.
3. Team/club Registrar's completion of the Risk Management process.
4. Receipt of the Independent Team/Club email to OL Registrar to declare type of registration using for the upcoming season (public or internal) in Affinity to register players, starts the registration process.

**Club Registrars - Registering Teams:**

1. In the new seasonal year, the Club Registrar(s) will create their teams as "new teams" in Affinity.
2. The last 4 digits of returning team numbers are to be incremented by one year.
3. The Oahu League Registrar will verify the team numbers and make corrections.
4. For teams with no previous team numbers, the League Registrar will edit the team number for the desired age group and gender.
5. After receipt of HYSA registration form, signed by parent and player, and the presence of the player headshot and birth certificate in the players Affinity account, the player may be placed on a team for registration.
6. Teams cannot be activated without minimum correctly registered players and at least one coach.
7. Once the team is ready to be verified, choose "ready to Activate" under "Team Status" in Affinity to notify the League Registrar the team is ready to activate.
8. If the team is not ready to activate, the OL Registrar will change the status to "Activation Requirements Not Met" in Affinity.

**Club Registrars - Registering Players:**

1. Clubs must notify the League Registrar if they will be doing online parent (public) registration or internal registration for the upcoming season to register their players.
2. If doing public registration, clubs have the option to create their own URL, and set up their Affinity site for parents to access their accounts, as well as the option to collect club fees through Affinity.
3. Clubs who already do online registration of their players into their team/club already have parents accessing their Affinity accounts.

4. Those Clubs not doing online registration, will do internal registration.
5. All previously registered players already have family/player accounts in Affinity.
6. Returning players will be migrated by Affinity to the new seasonal year for those Clubs doing internal registration.
7. Returning players will not be migrated by Affinity for those Clubs utilizing parent registration.
8. To register players (for internal registration): The player should have submitted the HYSA Membership Form, in Affinity go to the player account you want, go to the Applications tab. Select the Create New Season Application button on the bottom to create a new application. Make sure the year is 2017-2018.

#### **Headshots & Birth Certificates:**

1. All player headshots and birth certificates must be uploaded into the player's Affinity account.
2. If headshots or birth certificate are not uploaded, the player will not be registered onto a team.
3. If families will be uploading headshot and birth certificate, the family needs access. Usernames and passwords can be added or reset in the player's account. Go to Parents tab in the players account and edit a parent's information. In this parent section, Registrars can give/change the username and password. Provide this username and password to the family and they can access their account to upload the files needed.
4. [hysa.affinitysoccer.com](http://hysa.affinitysoccer.com) is the login page for the families with the provided username and password. For public registration within the club, a club URL is created (eg hysa-rush.affinitysoccer.com)

#### **HYSA Membership Form, HYSA Team Roster, and Payment:**

1. A HYSA Membership Form, signed by parent and player, must be submitted to Clubs and Independent Teams before the player can be registered onto a team. Acknowledgement of having this form in the payment section of the Oahu League Store will indicate to the league that the form is in the possession of the Club and Teams.
2. Oahu League will spot check by email to verify the true possession of the HYSA Membership Form.
3. When a team is ready to activate in Affinity, the team/club Registrar will pay for players on each team through the OahuLeague.com Store.
4. The player information must be entered onto the HYSA Team Roster.
5. After paying for the players to be registered at the OahuLeague.com store, save the receipt as a PDF with the name of the team, including team number, and number of players being registered.
6. Email the following to the Oahu League Registrar:
  - a. HYSA Team Roster, indicates which player/players need to be registered
  - b. Receipt for player registration for the team

#### **Player Passes:**

All player passes will be electronic - view passes at: <http://hysa.affinitysoccer.com/m/pass/index.aspx> - Those assigned as coaches, managers, admins to teams use their log in to view player passes.

**Final Registration – OL Registrar:**

1. All previously verified players should not need to be re-verified.
2. If a player needs to be verified:
  - a. Check Date of Birth
  - b. Check for correct spelling of name, both first, middle, and last
3. If everything is correct confirm placement of player on team.
4. If something is in error, communicate to Independent Team Representative/Club Registrar.
5. Confirm the number of players to register to payment received. If there is an error communicate to Independent Team Representative/Club registrar.
6. On successful team registration send an email to Independent Team Representative/Club Registrar to confirm team registration.