

**Club Registrar Instructions for applying multiple teams at one time:**

**Login to [ohionorth.affinitysoccer.com](http://ohionorth.affinitysoccer.com)**

**Go to Team → Declare Multiple Teams**

Team Lookup

Select District: State District  
Select Organization: Demo Test - SD05  
Select Club: All Clubs  
Select Play Type/Level: All Play Levels  
Select Gender: All Genders  
Select Age Group: All Age Groups  
Filter By Status: No Status Filter  
Filter By Counts: No Count Filter  
Select Team Name/Team ID: [Search]

DEL	Team ID	Team Name	Lvl	Age	Club Name	AD	PL	Coach
<input type="checkbox"/>	SD05-014B07-0062	09-Cosmos	4	BU07	Demo Test	0	0	
<input type="checkbox"/>	SD05-014G12-0075	Bandits	4	GU12	Demo Test	0	0	
<input type="checkbox"/>	SD05-014G10-0073	Demo League - - GU12	0	GU12	Demo Test	1	1	Katie Tested
<input type="checkbox"/>	SD05-014G12-0034	Demo League - 01 - G10	4	GU10	Demo Test	2	0	Marley Testing1
<input type="checkbox"/>	SD05-014B12-0034	Demo League - 01 - G12	4	GU12	Demo Test	0	0	
<input type="checkbox"/>	SD05-014B12-0088	Demo Test - B12	4	BU12	Demo Test	0	0	
<input type="checkbox"/>	SD05-014B10-0136	Demo Test - BU10	4	BU10	Demo Test	0	0	
<input type="checkbox"/>	SD05-014B10-0137	Demo Test - BU10	4	BU10	Demo Test	0	0	
<input type="checkbox"/>	SD05-014B10-0138	Demo Test - BU10	4	BU10	Demo Test	0	0	

**Select "2014 Bothwell Cup" from Drop down and click Start Application**

Declare Multiple Teams to a Tournament or League

In order to show a league or tournament here, the tournament's configuration must be set to "Allow league registrar to apply many teams together in batch" under the applications tab. If the league or tournament has custom questions, questions can be answered team by team after submitting the applications.

1. Tournament and League 2. Teams 3. Submit

Tournament and League\*  
2014 Bothwell Cup  
Registration League\*  
Demo Test  
\*Required  
Start Application

Click on the teams you are applying to Bothwell and hit Apply Teams

Ohio North Youth Soccer Association

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Leagues & Teams Administration Tournament & Gaming My Account

1. Tournament and League 2. Teams 3. Submit

**Teams**

This page is used to search and select teams to apply to the selected league or tournament. Only qualified teams will appear in the search results.  
If a fee is due online you will be asked to pay for all teams with one order. Don't submit more teams than you are ready to pay for in one batch

Tournament: 2014 Bothwell Cup Registration League: Demo Test

Select a Club: All Clubs In Selected League Select Play Levels: All Play Levels Select Gender: All Genders

Select Age Group: Select Age Group Filter By Status: No Status Filter Select Team Name/Team ID: Search

Apply Teams

<input type="checkbox"/>	Team ID	Team Name	Age	Gender	Club Name	Players	Admins	Status
<input checked="" type="checkbox"/>	SD05-014G10-0073	Demo League - D1 - G10	Under 10	Girls	Demo Test	0	2	Applied
<input checked="" type="checkbox"/>	SD05-012B10-0102	Demo Test - BU10	Under 10	Boys	Demo Test	8	1	Not Applied
<input checked="" type="checkbox"/>	SD05-014B10-0138	Demo Test - BU10	Under 10	Boys	Demo Test	0	0	Not Applied
<input checked="" type="checkbox"/>	SD05-014B10-0137	Demo Test - BU10	Under 10	Boys	Demo Test	0	0	Not Applied
<input checked="" type="checkbox"/>	SD05-010B14-0035	Sweet Cleats	Under 14	Boys	Demo Test	8	3	Applied

Apply Teams

Click Submit Applications

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1. Tournament and League 2. Teams 3. Submit

**Verify and Submit Teams**

TeamCode	Team	Status	Remove
SD05-012B10-0102	Demo Test - BU10	Not Submitted	<a href="#">Remove</a>
SD05-014B10-0137	Demo Test - BU10	Not Submitted	<a href="#">Remove</a>
SD05-014B10-0138	Demo Test - BU10	Not Submitted	<a href="#">Remove</a>

Submit Applications

Applications are not complete until the teams are paid for. To pay for the teams, go to any one of the "Go" hyperlinks.

The screenshot shows the Ohio North Youth Soccer Association website. The user is logged in as Jessica Chambers. The navigation menu includes Leagues & Teams, Administration, Tournament & Gaming, and My Account. The 'Teams Just Submitted' section displays a table with the following data:

TeamCode	Team	Status	OrderNum	Age	TourTab
SD05-014B10-0138	Demo Test - BU10	Submitted	2-1410051	U10 Boys	<a href="#">Go</a>
SD05-014B10-0137	Demo Test - BU10	Submitted	2-1410051	U10 Boys	<a href="#">Go</a>
SD05-012B10-0102	Demo Test - BU10	Submitted	2-1410051	U10 Boys	<a href="#">Go</a>

An orange arrow points to the 'Go' link in the 'TourTab' column for the third team entry.

Click "payment" and follow the steps for payment. Be sure to unselect the \$100 Non-USYS member fees for each team before processing your payment.

The screenshot shows the Ohio North Youth Soccer Association website. The user is logged in as Jessica Chambers. The navigation menu includes Leagues & Teams, Administration, Tournament & Gaming, and My Account. The 'Teams / Find, Edit, Delete a Team' section displays the details for the team 'Demo Test - BU10' (SD05-014B10-0138). The 'Tournaments Registered To' table shows the following data:

Tournaments Registered To	Order #	Amount Paid	Amount Due	Actions
2014 Bothwell Cup	2-1410051	\$0.00	\$1,425.00	<a href="#">unregister</a>   <a href="#">payment</a>   <a href="#">edit</a>

An orange arrow points to the 'edit' link in the 'Actions' column for the '2014 Bothwell Cup' entry.

Click on Edit to update all the application information for the team. This can be done for registered coaches that have logins in the system.