

## CLUB PASS USER GUIDE



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

- A. Login as a Team Administrator  
After you log in, go to Tournament Tab and find your application

The screenshot shows the 'My Account' page for user 'Tonyatest Testfam61611a'. The page has a red header and a left sidebar with navigation options. The main content area is divided into sections:

- My Account**: Includes 'My Info' (Tonyatest Testfam61611a, 61611a test st apt a city, AL 12345, H: (123) 456-7890) and buttons for 'Add More Family Members' and 'Set up SMS Messaging'.
- Registration Applications**: A table with columns: Name, Club, ApplicationStatus, Playlevel, RiskStatus/ExpireDate, ApplicationDate, Forms. One application is listed for 'Affinity Demo' with status 'Activated'.
- Teams**: A table with columns: Team, Team ID, Season. One team is listed: 'Affinity Demo - B12' with ID '0199-012BU13-0179' and season 'Youth Spring 2012'.
- Tournament Applications / Game Scoring**: A table with columns: Team, Tournament. One application is listed: 'Affinity Demo - B12' with tournament '2011 D2 Fall State Cup'.

A red arrow points to the 'Edit' link next to the 'Affinity Demo - B12' team application in the 'Tournament Applications / Game Scoring' section.

- 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

0214-01CB12-0169

<b>Club Name</b>		<b>Gaming League</b>	
Carlsbad Lightning		Presidio	
<b>Team Website</b>	<b>Jersey Home Colors</b>	<b>Jersey Away Colors</b>	<b>Age Group</b>
n/a	red	white	BU12

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

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

**Player Roster**

- Provide your team roster. This information will be used to print match cards for use in the tournament.
- 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 shared with 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	Tnyttestadg, Playerone	79406-975407	3/3/1995	Girl	Registered			2012	

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 Activated Teams in your League/Club

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

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

Search By: ID Num | Search For: 55100-871858 | Search

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	Add to Roster

F. Search for player by name of 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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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  Remov

Additional Information:

When a player is Club Passed to a team – they will show as “**ineligible (redlined)**” for their original team and can no longer play for this team

Home Jrs.#	Away Jrs.#	Name	ID#	DOB	Gender	Player Status	Transfer Date	ODP Level	Grad Yr	Position	Active?	Profile?
		CP Clubpass1, 15yr Old Player	19290-794446	1/1/1996	Boy	Registered					<input type="checkbox"/>	Edit View

If a player has been Club Passed from your team, not only will the player be redlined, you will also see the “**CP**” symbol next to their name indicating that the reason they are redlined is they have been Club Passed to another team.

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

You can “**Remove**” a player Club Passed from your team ( on the receiving team roster) and they will be returned to and be eligible again on the original team.

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	Adgttest 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: