

How to Club Pass players for SCYS League Games:

A Club Pass roster will be required for the team using club pass players for each match.

This request can be submitted by the team coach or manager up to 48 hours prior to game start time. You must set up your browser to allow pop-ups to use this feature.

****Club Pass Player Rule (Applies to all SCYS league games)****

Club Pass players may play: 1) up in team level, or 2) same team level (laterally). Club Pass players' year of birth must be same as the host team or up to two years younger (the player cannot be registered in a team whose age group is older than the host team). **Club Pass players are limited to only 2 games per day and may never play down in team level.** Club Pass players will be allowed in State Cup play. The system is set up to allow 5 club pass players per match. SCYS allows up to 7 when needed BUT players #6 & #7 must be submitted in a special request to SCYS and it can take longer to be approved.

Host team's SCYS League Level:	Club Pass Player allowed from SCYS League Level:	Club Pass Player allowed if birth year is:
OPEN	OPEN, Recreation, Junior Academy (if age restriction allows).	Same as host team (YEAR not necessarily age group) OR no more than 2 years younger. The player must not be registered in a team whose age group is older than the host team. Check the player's birth year first!
PMSL	PMSL, OPEN, Recreation, Junior Academy (if age restriction allows).	
SCSCL	SCSCL, PMSL, OPEN, Recreation, Junior Academy (if age restriction allows).	
National (Piedmont Conference)	SCSCL, PMSL, OPEN, Recreation, Junior Academy (if age restriction allows).	

1. Log in to your Sports Connect team administrator account (Previously called Affinity. Use the same login and password you created when submitting your SCYS background check):
<https://scysa.sportsaffinity.com/Foundation/Login.aspx?sessionguid=>
2. From your MY ACCOUNT screen, scroll down & click on the TEAMS tab
3. Click on the TEAM INFO link located on the right side of the team name.
4. On your team page, click on the TOURNAMENT tab. On the bottom left you will see the word "edit", click on "edit".

The screenshot shows the 'My Account' section of the website. Under the 'Teams / Find, Edit, Delete a Team' header, there is a 'Lookup Team' link. The team name is 'CESA Challenge' with ID '01001-001CB18-0095'. Navigation tabs include 'Team Details', 'Team Roster', 'Travel Roster', 'Tournament', and 'Website'. Below these is a 'Register' button and a dropdown menu for 'Select A Tournament'. A table at the bottom lists 'Tournaments Registered To' with columns for 'Order #', 'Amount Paid', and 'Amount Due'. A yellow arrow points to the 'edit' link in the table.

Tournaments Registered To	Order #	Amount Paid	Amount Due	
Fall 2016 SC State Challenge League	2-2788777	\$7,150.00	\$0.00	edit

- Click on the PLAYER ROSTER tab. Scroll down to the bottom right & click on the ADD CLUB PASS PLAYER button
- The next screen will allow you to search for players within CESA that meet the club pass guidelines. Search for the player(s) you want to club pass & click the ADD TO ROSTER button that will show next to player's name. You will do this for each player you want to club pass. ***Remember to remove club pass players after your game!**

CESA 01001- I-0038 - U13 Boys Send Mail
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Add Club Pass Player to Roster
 Player must be on another active team in the correct season from the same league or club and age appropriate for this team – League/Club #01001 CESA

Search By: Last name, First Name Search For: * Search

IDNum	Player Name	DOB	Gender	Team	Teamcode	Club	Add to Roster
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Player Roster
 TOUR_APPL_PLAYER_LIST1 - Content will be posted here

PLAYER ROSTER STATS

registered	loaned	transferred	clubpass	active	inactive	total
11	0	0	3	14	0	14

14 players defined of the 22 allowed

Home Jrs#	Away Jrs#	Name	ID#	DOB	Gender	Player Status	Transfer Date	ODP Level	Active?	PlayerInfo	SMS
12	12					Registered			<input checked="" type="checkbox"/>	Edit	
22	22					Registered			<input checked="" type="checkbox"/>	Edit	
15	15					Registered			<input checked="" type="checkbox"/>	Edit	
5	5					Registered			<input checked="" type="checkbox"/>	Edit	
13	13					Registered			<input checked="" type="checkbox"/>	Edit	
21	21					Club Pass			<input checked="" type="checkbox"/>	Edit Remove	
14	14					Registered			<input checked="" type="checkbox"/>	Edit	
1	1					Registered			<input checked="" type="checkbox"/>	Edit	
10	10					Registered			<input checked="" type="checkbox"/>	Edit	
18	18					Club Pass			<input checked="" type="checkbox"/>	Edit Remove	
9	9					Registered			<input checked="" type="checkbox"/>	Edit	
25	25					Registered			<input checked="" type="checkbox"/>	Edit	
5	5					Club Pass			<input checked="" type="checkbox"/>	Edit Remove	
8	8					Registered			<input checked="" type="checkbox"/>	Edit	

[Sync Roster](#) [Print Page](#) [Set Active Players](#) [Add Club Pass Player](#) [Edit Player Team Info](#)

- Click <<BACK TO MY ACCOUNT button located on the top right side of the player roster page

CESA 01001- Select - U13 Boys 13-0038 Send Mail
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Player Roster
 TOUR_APPL_PLAYER_LIST1 - Content will be posted here

PLAYER ROSTER STATS

registered	loaned	transferred	active	inactive	total
11	0	0	11	0	11

3
 Return to account after you have added players and jersey numbers

TO PRINT APPROVED GAME DAY ROSTER:

***1-** Click on the TEAMS tab, ***2-** Click on the TOURNAMENT & SCHEDULE APPS. Tab, ***3-** Click on the SCHEDULES/GAME SCORING link, which will re-direct you to your league games schedule.

***4-** Scroll down to the game that you will be club passing players for and click on the PRINT ROSTER button located under the GAME #

****The PRINT ROSTER button will only appear 48 hours prior to the scheduled game. You will not be able to print a Club Pass player roster before then.**

***5-** Print your Game Day roster. Head coach and Manager will sign the roster where indicated on the bottom left side.

***Player Cards on game day: Sign in to the SCYS official digital player cards system**

<https://scyouthsoccer.sportsaffinity.com/m/pass/index.aspx> . Your login and password are the same that you have been using for team management (sports connect/ previously called Affinity). The club passed player's digital card will show for the specific league game along with all other digital player cards for your team (only visible within 48 hours of the game).

If you need further assistance please contact me via email or at the CESA office. I am available on Mondays, Wednesdays, Thursdays and Fridays from 9AM - 3PM.

Thanks for all you do!

Liliana Alvarez

CESA Travel Program Registrar

Office: (864) 329-1113 - Email: liliana.alvarez@carolinaelitesc.com