

## **ATTENTION WDDOA TEAM MANAGERS:**

For the Spring 2010 season we will be utilizing the functions available on both the Affinity /e7 scheduling programs, depending on the cup/league your team is participating with during the spring season. As a team manager you may have to access both programs. These programs offer team managers the ability to login to their team accounts in order to print game cards and input game scores.

<b>AGE GROUP</b>	<b>PLAYING SIZE</b>	<b>CUP / LEAGUE</b>	<b>PROGRAM</b>	<b>LINKS</b>
U11 BOYS	8v8	National Cup	Affinity	<a href="#">Schedules</a>
U12 BOYS	11v11	WDDOA Spring League	e7	<a href="#">Schedules</a>
U13 BOYS	11v11	National Cup	Affinity	<a href="#">Schedules</a>
U14 BOYS	11v11	National Cup	Affinity	<a href="#">Schedules</a>
U11 GIRLS	8v8	National Cup	Affinity	<a href="#">Schedules</a>
U12 GIRLS	8v8	National Cup	Affinity	<a href="#">Schedules</a>
U12/U13 GIRLS	11v11	WDDOA Spring League	e7	<a href="#">Schedules</a>
U13 GIRLS*	11v11	National Cup	Affinity	<a href="#">Schedules</a>
U14 GIRLS	11v11	National Cup	Affinity	<a href="#">Schedules</a>

\*Teams participating in GU13 National Cup also have games scheduled against the GU12 WDDOA Spring League. So managers that have a GU13 NC team will have to access both scheduling programs in order to print game cards/enter scores.

**TEAM MANAGER GAME CARD/SCORE INPUT INSTRUCTIONS** *Please read the instructions carefully.*

### **GAME CARD PRINTING: BEFORE THE GAME...**

Both managers **MUST** print a Game Card for each game that their team is participating in regardless of whether they are listed as the home or away team. **Both** teams will be required to submit a Game Card to the referee prior to the start of each match.

PLEASE, PLEASE, PLEASE do **NOT** print all your Game Cards out at one time. Schedules are subject to change. Therefore, we recommend printing them each Friday before the weekend.

To access your team account, please login using the links below.

### **[AFFINITY TEAM MANAGER LOGIN CLICK HERE](#)**

(The User ID/Password required to access the team account is connected to the personal account of the team manager/coach listed on the roster. If you do not remember your user ID/password please use the "Forgot Password" link located on the Affinity site.)

#### **After you have logged in:**

1. Go to the Tournament Applications/Game Scoring box
2. Click on Schedules/Game Scoring
3. This should bring up each of your games. You can only print game cards that are within 10 days of the game - so you cannot print the entire season.
4. Click "Print Roster" next to your match
5. This opens your game card - PRINT IT. You may use paper or card stock for those games in which you have concerns about a referees who sweat a lot.

### **[e7 TEAM MANAGER LOGIN CLICK HERE](#)**

(The User ID required to access the team account was set up by the team manager/representative when the team was initially registered for the Fall 2009 season. THE PASSWORD HAS BEEN RESET FOR ALL TEAMS TO: **spring10** so please be sure to change your password when you access your account.)

Once logged in you will be on the "Team Application" screen.

Below your name you will see the following:

### **GAME REPORTS AND SCORE INPUT**

Click on the words "Game Reports and Score Input". This will take you to a "schedule screen" where your teams schedule is currently posted.

**To print game report:** CLICK ✓ , next to the game you would like to print a card for. Follow the instructions for page set-up, then print.

Please Note: If your team roster is not accurate in the e7 system please make sure that it is updated ASAP. The roster that will print on the game card is the roster that is submitted by the team manager / representative and it **must** accurately reflect your final / official Spring 2010 roster!!

### **GAME CARD SUBMISSION: AFTER THE GAME...**

Managers/Coaches are to sign both copies of the Game Card. Signing the card is verifying ALL information on the report is correct. The winning team takes a copy of the signed Game Card (home team if the game is a tie). The referee will turn in the second copy to the site coordinator. In the event there is no site coordinator, both copies will go to the winning team (home if the game is a tie).

**For National Cup - Affinity:** The team with the Game Card(s) is responsible for emailing a scanned copy of the completed Game Card (preferred) or fax (512-302-0686) a copy of the completed Game Card to the [WDDOA Office](#) within 24 hours of the game. Game Scores and Penalties must be entered into the Affinity System the same day as the scheduled game played (see instructions below).

#### **To score the match:**

Go back to where you printed your game card

Scroll over the match - you will see a "hand" pop up instead of your arrow.

Click the box that says "Score"

This will bring up "Game Stat Entry" window

Fill in ALL the blanks for the SCORE and cautions given. If any comments are listed on the game report please make sure to put those in.

Once done make sure you hit Save Stats & Comment

**Please Note:** Results are not official until verification of match report is complete.

The official web site of the 2010 STYSA Spring Cups can be accessed via the [STYSA website](#). These links can also be found on the [WDDOA website](#).

**For WDDOA Spring League - e7:** The team with the Game Card(s) is responsible for emailing a scanned copy of the completed Game Card (preferred) or fax (512/302-0686) a copy of the completed Game Card to the [WDDOA Office](#) within 24 hours of the game. Game Scores must be entered into the e7 System the same day as the scheduled game played.

Once logged in you will be on the "Team Application" screen.

Below your name you will see the following:

### **GAME REPORTS AND SCORE INPUT**

Click on the words "Game Reports and Score Input". This will take you to a "schedule screen" where your teams schedule is currently posted.

**To input a score:** CLICK ✦ , next to the game you would like to enter scores for.