



# PLAYER REGISTRATION UPLOAD PORTAL INSTRUCTIONS

## OVERVIEW

All players applying for membership must do so through an affiliated member club. *Note: Travel players may only submit an application through one (1) member club per seasonal year (see NJYS Member & Playing Policies).*

Member clubs have the option of submitting player registrations through one of the following methods:

- Sports Connect Club Platform
- **Upload Player Information**
- Manually Enter Player Information

This document will detail the “Upload” option for registration. The upload option requires you to capture registrations in your own platform (e.g. Demosphere, GotSport, Sports Engine), then export required information into the NJYS excel template. This template is then submitted to NJYS through the Sports Connect administrator’s portal.

## PREPARING FOR PLAYER UPLOADS

This method is ONLY intended for club administrators, NOT individual coaches. *Note: Uploads for the new seasonal year are not permitted until May 15<sup>th</sup>.*

1. Obtain “club administrator” access for your organization’s portal within the state platform.
  - a. You must have “Club Administrator” access to your member club’s account in the state platform: <https://njysa.sportsaffinity.com/>.
2. Export and prepare the required player registration information from your own registration platform for every player you intend to register. At a minimum, this includes:
  - Player First Name
  - Player Last Name
  - Player Date of Birth
  - Player Gender (M, F, X)
  - Player Address
  - Player City
  - Player State
  - Player Zip Code
  - Parent/Guardian 1 First Name
  - Parent/Guardian 1 Last Name
  - Parent/Guardian 1 Phone Number
  - Parent/Guardian 1 Email
3. Download the excel file “NJYS Player Registration Template” from the NJYS website.
4. Transfer the exported information from your own registration provider into the provided: NJYS Travel Player Registration Template. **Hint: Ensure the data is copied to the correct corresponding column in the file (e.g. check that the first name of the player is not mistakenly in the last name column).**
5. Check the data for errors.
  - a. Players may not be registered on more than one team (i.e. not listed more than once).
  - b. Player information may not be ‘fake’ or ‘dummy data.’
  - c. Ensure the data matches the column headers
6. Save the file!



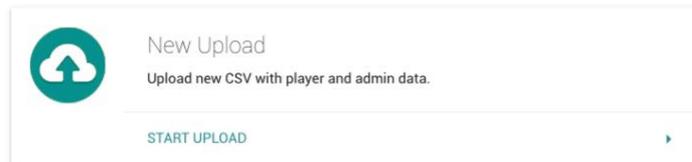
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## SUBMITTING THE UPLOAD

1. Log-in to the state platform: <https://njysa.sportsaffinity.com/>.
2. Click the "Upload" tab



3. Click "Start Upload."



4. Select the correct season **and** seasonal year from the drop-down menu (i.e. Travel or Recreation).
5. Select the File for Upload

I will upload spreadsheet file(s) with my data



6. Review errors highlighted in red. Ensure the data's column headings are correct.

Player Data       Admin Data

Uploaded file:  
✗ NJYS\_PlayerImportFile\_vTest.xlsx  0 Total 0 Incomplete 0 Invalid

**Important:** Uploaded data (except first/last name, DOB) will replace existing data in the Affinity system. Double check your data quality and do not use dummy data!

Player last name	Player first name	Player middle name	Player suffix
PlayerLastName+ (Requir...	PlayerFirstName+ (Requir...	Gender+ (Required)	DOB + (Required)



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7. Enter the additional email information for the additional notification recipients. Click "import file."

## Additional notification recipients:

  [ADD RECIPIENT](#)

You have no emails in your notification list.

[← BACK](#) [IMPORT FILE! !\[\]\(c263d81aa864cca596cad473a1cc9425\_img.jpg\)](#)

8. Your job will be submitted to the NJ Youth Soccer State Office for review. Upon review, you will receive an automated email confirmation confirming the upload or errors that need to be corrected.

## CREATING TEAMS

While the upload is pending acceptance by NJ Youth Soccer, it is recommended that you create the teams for assignment.

### **Migrate Teams From Previous Year**

1. Select the current season in which the teams are currently created from the season dropdown.
2. From the main navigation hover over Setup and select Config.
3. Click onto the blue Teams tab.
4. Select search criteria from the various drop-down menus and choose Search.
5. Use the checkboxes to select your teams. (If you are migrating information from every team, click the checkbox at the top to select all)
6. Click the Migrate Selected Teams button.
9. Teams will be aged forward one year when migrating to a new Fall season. If you wish to make additional adjustments to a team's age group, please make these adjustments in the new season after migrating the teams.
7. Select the target season to transfer data to within the drop-down menu.
8. Check the TM box next to each team you wish to copy for next seasonal year.
9. Click the Save Migrate Request button. (Please allow 15 - 20 mins for large migration requests)
10. To see the migrated data, change your seasonal drop down to the new season and go to the team lookup screen.

### **Create New Teams Individually**

1. To create Teams individually, choose Teams and Create from the main navigation.
2. The District and League will be selected.
3. Choose your Club from the dropdown menu.
4. Select Team Level, Gender and Age.



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5. Enter a Team Name.
6. The system will automatically create a Team Number – the last four digits of this number are editable.
7. Choose Add Team.

## Creating Multiple New Teams

The Connect Platform allows users to create several teams for different age groups at one time.

1. To create multiple Teams, choose Teams and Team Creation Matrix from the main navigation.
2. The District and League will be selected.
3. Choose your Club from the dropdown menu.
4. The Team Creation Matrix displays, and the system will default to the first available play level. Enter the number of teams to be created per age groups and gender.

**TEAM CREATION MATRIX** 2018-2019 Season ▾

**Teams / Team Creation Matrix**

Club/Season Information	ADSL Teams	BRSL Teams	CCL Teams	MSL Teams	NCSL Teams	SCSL Teams	Travel Teams	VSLI Teams
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Use this tool to add multiple teams for different age groups and genders.  
Include the number of boys and girls teams per age group/division.

Age	# of Teams / Gender	
10U:	<input type="text"/> Girls	<input type="text"/> Boys
11U:	<input type="text"/> Girls	<input type="text"/> Boys
12U:	<input type="text"/> Girls	<input type="text"/> Boys

Play Level: ADSL ▾

5. Choose Continue to progress to the next play level. **TIP: Play Levels may be edited later on the Team Details page.**
6. Choose Finish when you have entered your information and you will be taken to a list of the teams you created.

**NOTE: Please select Boys for Co-Ed teams. Boys cannot play on Girls teams in the Connect Platform.**

## ASSIGNING PLAYERS

Once the upload has been accepted, you may roster the players to teams within the state association platform.

1. Choose Teams and Team Lookup from the main navigation.
2. Select any filters and choose Search.
3. From the Search Results, click on the Team Name to view the Team Details.
4. Choose the team in which you wish to roster a player by clicking on the name of the team to display the team details.
5. Choose Roster Player tab. A list of available players will be listed on the screen. You can also search for the Player by typing in their name.



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**TEAM LOOKUP** 2019

Teams / Find, Edit, Delete a Team    Lookup Team    << Previous Team 5 of 9 Next Team >>

**Debs Demo**  
AR01-01DEGA9-0021

Team Details   Roster Admin   Roster Player   **Activation**   Team Roster   Travel Roster   Tournament   Website

Roster Player to This Team    Assign Player to Preferred Team (place under Unassigned New Player section)

**Available Players**  
All Districts  
All   Girls   All

Rank	Player Name	Age
00	Debs Demo, Debbie	

**Assigned To This Team**

Rank	Player Name
00	Belles Demo, Bella - M

Min Players: 10   # Players: 1   Max Players: 15

Multi-Roster Player   Player Must Be Born Between 8/31/1999 - 8/30/2016   Save Players

6. Click the name of the player to select and choose Add Player to move the player to the team roster.
7. Choose Save Players to save your work.

## UPLOADING AGE/ID DOCUMENTS & PHOTOS

Players registered through the upload portal still require a player photo. Players that have not registered with NJ Youth Soccer previously will need to submit a document for Age/ID verification.

There are two options to upload this information.

### Club Administrator Upload Document(s)

1. Choose Players/Admin and Player Lookup from the main navigation.
2. Select the filters you would like to use and choose Search.
3. A list of players based on selected criteria displays.
4. Click on the player name to display their profile.
5. Navigate to the Player Information tab and click on the Upload Birth Certificate icon.

**Edit Player** 1 of 143 Next Player >>

**Stevie Jones**    40093-931934  
District 1   Demo League 1   Demo FC   Play level: Competitive   Age group: U14

Player Information   Preferences   Applications   Transfer   Parents   Disciplinary   Events

Legal First Name\* Middle / Initial   Legal Last Name\* Suffix  
Stevie   Jones

Alias / NickName   Height   Weight   GPA  
ft   in   lbs

School Name   Grade   Player Rank   Graduation Year

Birth Month\* Day\* Year\*   Gender\*   Age Group:  
January   21   2005   Boys   U14  
Calendar Age: 14   Seasonal Age: 13

Country of Birth   Country of Citizenship

Has this player played outside of the U.S.?   ITC Status

FIFA ID#   USSF ID#   Last NDC submission:   Last NDC response:

Number of Prior Seasons Played:   Uniform Size: SHIRT   Uniform Size: SHORTS   Uniform Size: SOCKS

**Lisa Jones** - No Relationship  
1 Demo Blvd  
San Diego, CA 92121  
Home: (111) 111-1234  
Email: sample@sample.com  
Set up SMS Messaging



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6. A pop-up window displays.
7. Click Choose File to locate the Birth Certificate on your computer.

**Upload Profile Photo**  
Name: Stevie Jones  
DOB: (01/21/2005)

Select and view an image/pdf file:

No file chosen

For mobile devices, crop prior to uploading.

Do	Don't
 <p>Your photo should be clear, centered, and a front view of your face. Make sure your eyes are open.</p>	 <p>Minimize the shadows by photographing with a light in front of you, not behind you.</p> <p>Your face should be most of the frame. It must be above the shoulders.</p> <p>Sunglasses and hats will not be accepted. No funny faces.</p>

8. The image will display and you will have the option to crop, resize or rotate the image.
9. Choose Upload Image to add the Birth Certificate to the player profile.
10. Choose Update in the bottom corner of the user's profile screen to save your file.

## Parent Uploads Document(s)

**Once registered, parents may access the state platform through this link:**

For year 1, a parent can access their migrated account through the reset password. Please ensure the parent uses the same email that was used to register the player through the upload portal.

For assistance contact support: 855-873-5357.