

## CLUB PASS USER GUIDE

The following is the guide for using Club Pass to add Players to your Roster. Please keep in mind that this is a first version, so should you experience some technical difficulties, call the Tech Support number at the bottom.

The Club Pass tournament software is designed to execute decisions already agreed to by all Head Coaches for all the teams involved in the Club Pass Transaction and must have the approval of the Director of Coaching for the Club. Cal South State Cup is not responsible for players moved incorrectly or without authorization of the teams involved. **On the Roster Freeze date all transactions for participating teams are FROZEN.**

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 at [www.cysa.affinitysoccer.com](http://www.cysa.affinitysoccer.com)  
After you log in, go to Tournament Tab and find your application

**MEMBER LOGIN** News and Events Tournament

**CAL SOUTH USER LOGIN**

USERNAME  
PASSWORD **GO>**  
FORGOT PASSWORD

**Cal South Online Application**

Apply to participate in Cal South and your local league soccer programs using the new membership application. Cal South features both recreational and competitive leagues throughout Cal South to participate in.

Please enter your username and password to access your member profile. You can then add new family members or update information such as address, telephone number, and emergency contact information.

You can access your member profile 24 hours a day, 7 days a week.

[Tech Support Contact](#)

**Association Hot Sheet**

- Coaches & Team Managers Verify team rosters, use [Forgot Password](#) to retrieve Username/Password.
- Coaching Education Course / KID Safe Fingerprint Session / Event / Class
- Affiliate Member Application (2011-2012). [Affiliate Member Application - CLICK HERE.](#)
- PRINTING INSTRUCTIONS - [Click Here](#)**

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

1. Provide your team roster. This information will be used to print match cards for use in the tournament.  
2. 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 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	Po
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	Tnytestadg, 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

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### 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 or 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	ADGousan, 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   Remove

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	DDP Level	Grad Yr	Position	Active?	Profile?
		CP Clubpass 1, 15yr Old Player	13250-794485	11/11/1999	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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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	Adptest TestADMIN1	12/16/2011 5:00:26 PM	DEMOS - 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:

**TECH SUPPORT NUMBER – 800.817.5977**