

Game Day Roster Printing Instructions

To print the Rosters you must have a Team Manager or Head Coach or Assistant Coach account on the PA West Affinity Sports system

a) To set up your account

- i) Log in using your Team Manager's or Head Coach Account established on the PA West system
- ii) If you do not have an account please contact your Club Registrar, Affinity Sports or click the Forgot Username link to set up a Username and Password.

b) Printing the Gaming Roster

- i) **Go to:** www.pawest.affinitysoccer.com
- ii) **Click** the **Gaming Tab**
- iii) You can log in from this page by using the fields on the left hand side or **Click** on the league name listed in the Game Results Information area on the page. Make sure that you are on the **Current Tab** to display the current league information.
- iv) Once into your account **Click** on the **My Account** tab.
- v) In the **Tournament Applications/ Gaming Scoring** area find your respective team.
- vi) On the right hand side **Click** the **Schedules/Game Scoring** link.
- vii) The schedule will appear for the respective Team
 - (1) **The Game Roster Print button will only appear 5 calendar days prior to the game.**
 - (2) **Click** on the **Print Roster Button** to print the Game Roster for the upcoming Game.
 - (3) **The system will display a window with the Game Roster. Do Not Click the Browser Print function to Print the roster**
 - (4) **Within the window Click** on the Print icon at the top left hand side of the window. It is the third Icon in from the left.



- (5) This will open up a PDF window from which you may print the Game Roster forms. You may also export the file to Word format if required, by clicking on the Export icon.

(6) 2 pages will print for the Game Roster

- (a) Instruction Page
- (b) Team Manager Game Roster Copy (Print 2 copies of this page one for the your team and one for the Referee)
- (c) **DO NOT PRINT using the Browser print function (Internet Explorer etc.).**

2) Game Roster Instruction

- a) Check to make sure that all of the players are on the Roster.
- b) If you did not update the Jersey numbers on the system, write in all the player Jersey numbers.
- c) If the listed coach will not be coaching the team, write in the coach along with the administrator ID# and Phone number.
- d) If the Team Manager listed will not be at the game write in the attending Team Manager's Name ID# and Phone Number.
- e) Give the Referee their copy for Check in.
- f) Make any adjustments or initial any changes to the Game rosters.

Tech Support Number 800-808-7195