2009 Gaming Roster Instruction

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The following are the instructions for the **Gaming Roster Form**
1) **To print the Rosters you must have a Team Manager or Head Coach or Assistant Coach account on the OYSA system**
    a) **To set up your account**
        i) Log in using your Team Manager's or Head Coach Account established on the OYSA system
        ii) If you do not have an account please contact your Club Registrar to set up an account.
        iii) If you have problems please contact Seth Anger or Scott Enyart via email at: Setha@oregonyouthsoccer.org or Scott@oregonyouthsoccer.org
    b) **Printing the Gaming Roster**
        i) **Go to**: http://oysa.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 Gaming Circuit listed in the Game Results Information area on the page. Make sure that you are on the **Current Tab** to display the current gaming circuits.
            (1) Without clicking on the respective Gaming Circuit you can log in from the Username and Password fields on the Left Hand Side.
            (2) If you clicked on the respective Gaming Circuit you can log in from the Username and Password fields on the Left Hand Side
        iv) Once into your account **Click** on the **My Account** on the Left Hand side
        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 4 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 et.). This will not print all of the pages that need to be printed.***
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 for the respective game, write in the gaming 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.