

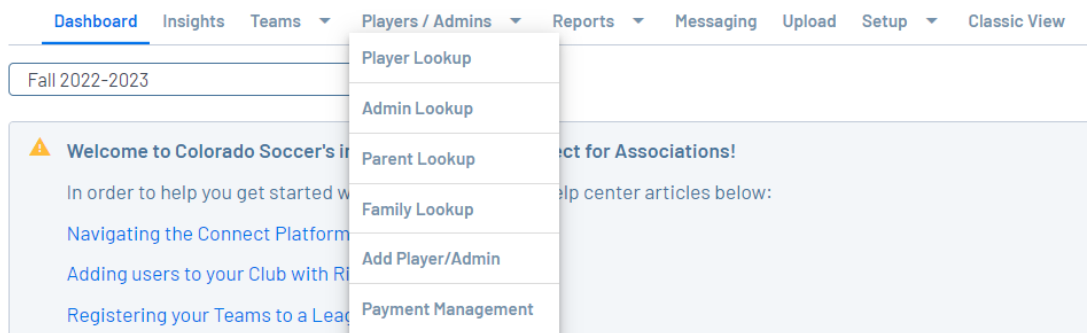


Creating Internal Applications

In order to add a club admin to your club's security tab, the admin will need to have an application with your club. The steps below will assist you in creating a manual internal application.

Please note: Your admins can register directly to their club via Sports Connect Club or through Colorado's background checking club.

1. Go to Colorado Soccer Association: coloradosoccer.sportsaffinity.com
2. Hover over Players/Admins- Click on Add Player/Admin



3. Locate the admin by searching for First Name, Last Name, DOB (mm/dd/yyyy) click "Find"

Step 1 of 5 -- Search or create a member

To avoid duplication, please search for an existing member using their **LEGAL NAME**; then also try any potential **ALIAS/NICKNAME(S)**.

First Name * Last Name * DOB (mm/dd/yyyy) *

Select	Name	IDNum	Gender	Relationship	City
<input type="radio"/>	John Demo	46105-603151	M	No Relationship	Atlanta

4. Once you find your admin click on Create New Coach/Admin Application

Select the matched record to create application

5. Select your club and the play type, then click "Create Application"

Note: Play type can be either Rec or Comp

Step 2 of 5 -- Create Application

John Demo DOB: 01/01/1990 Administration Application
Fall 2022-2023

Colorado Soccer Association

Soccer Connect Demo

Soccer Connect Demo

Recreational

Create Application >>

- In Step 3- click "Save", the information on this page is optional to fill out
- In Step 4- click "Bypass ELA"

Step 4 of 5 -- ELA

John Demo DOB: 01/01/1990

As the Registrar I have received written copy of the above waivers form from the player's parent/guardian and agree on behalf of the parent with their permission.

Your Firstname* Your Lastname*

Diana Bustamante

Agree >> Bypass ELA >>

- After Step 5, you can go back to your Club's Security Tab and add the admin