

PA West Club Pass User Guide

The following is a guide for using PA West Club Pass to add qualified guest players to your Game Day Roster.

The Club Pass must be used in accordance with the guest player / club pass rules instituted by PA West. Up to 3 players of an equal or lower age group and Division from within the same Club, not exceeding maximum roster size, are allowed to participate in regular league games.

To add Club Pass Players you must have a Team Manager, Head Coach or Assistant Coach account on an Accepted Team participating in a League. The Club Pass must be initiated by the team requesting the player.

A. Login as a Team Administrator at www.pawest.affinitysoccer.com

After you log in click the "My Account" tab and go to Tournament Applications/Game Scoring section to find your application.

B. Click "**Edit**" next to your teams application in the Tournament Applications/Game Scoring Section.

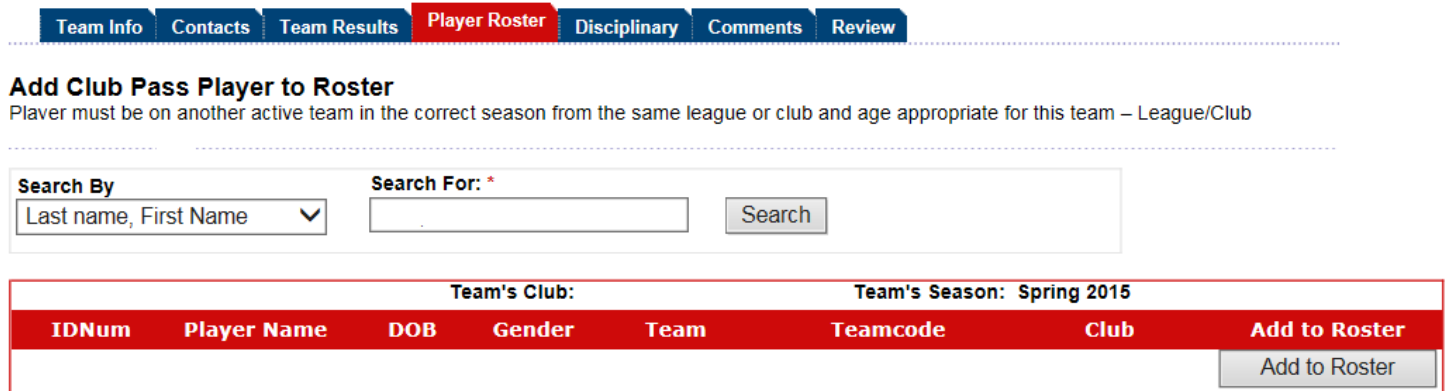


Tournament Applications / Game Scoring

Team	Tournament
	Edit Schedules / Game Scoring

C. Click on the the "**Player Roster**" tab of the League application.

D. To ADD a Club Pass Player click on the "**Add Club Pass Player**" button at the bottom of the page. Here you can **search** for any qualified player on an Activated Teams within the same season for your League/Club:



Team Info Contacts Team Results **Player Roster** Disciplinary Comments Review

Add Club Pass Player to Roster
Player must be on another active team in the correct season from the same league or club and age appropriate for this team – League/Club

Search By: Last name, First Name Search For: * Search

IDNum	Player Name	DOB	Gender	Team	Teamcode	Club	Add to Roster
							Add to Roster

E. Once the Player is Club Passed to your team you will see a **Club Pass** link next to the players name in the status column. Clicking this link will allow the team to pick from all scheduled games for this player and indicate which games this player will be club passing to.



Home Jrs#	Away Jrs#	Name	ID#	DOB	Gender	Player Status
					Girl	Club Pass

A Club Passed Player will only show on match reports and game stats entry pages for games that are checked as "Will Play". By default, a Club Passed player will print on all remaining match reports. When unchecked as "Will Play" the player will not print on these match materials.

Assign Games to Club Pass player

Player: .

Please check games that the player will play:

Will Play	Game Num	Date	Time	Field	HomeTeam	AwayTeam	GameDesc	Round
<input checked="" type="checkbox"/>	685305	4/12/2015	3:30 PM	Murrysville Community Park -- MT2			A9 vs A4	Bracket
<input type="checkbox"/>	685343	5/31/2015	2:00 PM	Murrysville Community Park -- MT2			A9 vs A10	Bracket

Save

Close

Additional Notes & Information:

The Club Pass must be completed by the Team Admin that is borrowing the player. Club Passing a Player to another team will not make the player ineligible on their primary roster. A Club Pass can be completed up until the scheduled game start time.

The Club Passed player will print on the Game Day Roster with a **CP** symbol next to the players name indicating that this is a Club Passed Player.

Teams may not Club Pass more players than 3 players per game.

TECH SUPPORT NUMBER – 800-808-7195