

# **GAASA**

## **LATE REGISTRATION PROCEDURES – Affinity Software**

### **FALL 2014**

Late registration will open August 3, 2014. Please read the following information carefully so that your registration can be processed without delay. Any pass needing to be remade due to loss after will be charged a \$25 late fee per pass.

**We are now on the AFFINITY software so please ready carefully.**

**Keep in mind that when you click on the ACCEPT button for a player you are letting me know that you have player registration from the parent that is signed in the GAASA liability section that protects GAASA and OYSAN from liability, Medical waiver, and the Code of Conduct. If the League needs to see a copy of this signed player registration form at any time it must be available.**

#### **ADDING PLAYERS TO AN ACTIVATED TEAM:**

Players – you must have the signed player registration form in hand, color photo and proof of age (birth certificate, passport or baptism certificate). The picture and proof of age must be uploaded.

1. Add the players like you did prior to August 2, 2014. When you look at the Team Roster tab you will see these players show up below the activated list of players. These player(s) will show up as Unassigned Players.
2. When finished adding late registration players to the team go to the Team Detail tab and click on my name as the League Registrar to put the team back in my queue to approve the new player(s).
3. I will re-activate the team if the player has everything needed. When this team is back in your list you can now print the checked player pass(es).

Adding coaches to team:

#### **ADDING COACHES TO AN ACTIVATED TEAM:**

Coaches must provide a coach registration form including color picture, signed code of conduct, concussion certificate and a coach license. Brand new coaches to GAASA are permitted to have a 2 season grace period prior to getting their coach license. These items must be uploaded and code of conduct must be noted in the Additional information text box.

1. At this time when a club adds a coach the name will appear in the coach section.

2. When finished adding a coach(s) to a team go to the Team Detail tab and select my name as the League Registrar. This will put the team back in my queue to review the new coach.
3. I will review the addition and if the coach meets all of the GAASA criteria I will activate the team. After re-activation you can print the coach pass (see below).

After finished with the late registrations, check the box to only print the player or coach that has been added late. Also print 2 new Rosters and at least 1 new Game Card.

Put the 2 Rosters, at least 1 Game Card and the newly printed late registration pass(es) in an envelope and in the box on my front porch. I will email you when these passes are laminated and the Roster and Game Card Stamped and the envelope is back in the box for you to pick up,

**Your club's treasurer or the club representative on file in QuickBooks will be filled for the late registration.**

## **LATE REGISTRATION TIMELINE**

Late registrations will be assessed a \$10 late fee for each transaction between August 3 and August 8 at 9:00 PM.

Late registrations will be assessed a \$25 late fee for each transaction beginning August 9 through September 2 at 9:00 PM. Envelopes will be processed on a first-come, first-served basis.

For any packages received via mail or UPS the club will be called to pick up.

## **DROP OFF/PICK UP LOCATION**

Lu Ann Blazeff, GAASA Registrar, 2215 Canterbury Circle, Akron OH 44319

**CONTACT ME AT: [luann.blazeff@gmail.com](mailto:luann.blazeff@gmail.com)**