

Registrars and other designated Club/Association administrators can view applicants who have opted in as a member of their organization. Below are instructions on how to review RMA applications.

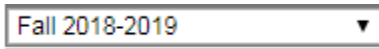
How to Review Risk Management Statuses for your Club/Association

Login with your Association or Club level access rights through the User Login button at the top left.

Login Page: wys.affinitysoccer.com



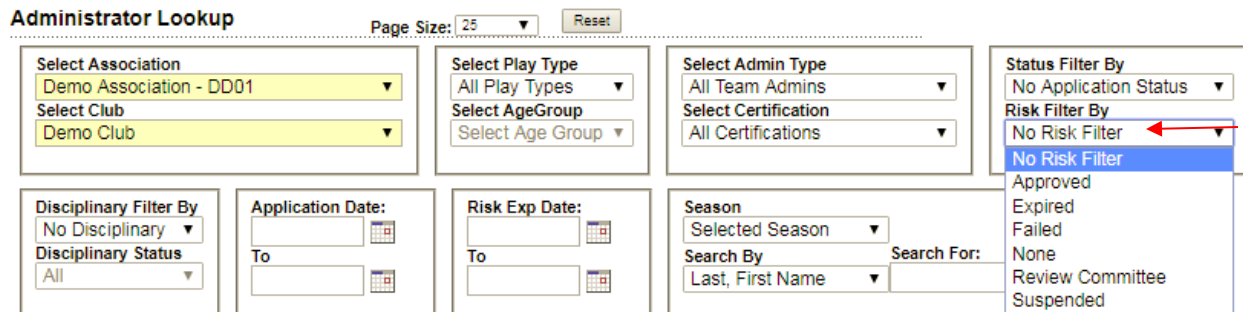
Select the season "Fall 2018-2019" from the left-hand navigation dropdown menu.



Select "Players/Admins" in the left-hand navigation menu and then click "Admin Lookup".



In Admin Lookup, you have the ability to search for all RMA applicants by "Risk Status".



Below is an explanation by status. The bold items will be the important filters to review:

- Approved = Approved RMA Clearance**
- Expired = Expired RMA Clearance**
- Failed = RMA reviewed and rejected (Not Approved)**
- None = RMA not completed online
- Review Committee = RMA pending review**
- Suspended = RMA was approved when application was submitted but is now unapproved**

All background checks will be set to expire one year from the date of application.

How to Review Risk Management Statuses for your Club/Association

To run an export report of your RMA applicants:

1. Log into Affinity and select the current season. In the left hand column, select the Players/Admins row > Admin Lookup sub row.



2. Select your Association and/or Club from the Application dropdown on the "Admin Lookup" page.
3. Choose the appropriate option from the "Risk Filter by" dropdown field and click the search button – "No Risk Filter" will show you all applicants.
4. Click the "Search" button.

Administrator Lookup Page Size: 25 [Reset]

Select Association Demo Association - DD01 Select Club Demo Club	Select Play Type All Play Types Select AgeGroup Select Age Group	Select Admin Type All Team Admins Select Certification All Certifications	Status Filter By No Application Status Risk Filter By No Risk Filter
Disciplinary Filter By No Disciplinary Disciplinary Status All	Application Date: To	Risk Exp Date: To	Season Selected Season Search By Last, First Name Search For: <input type="text"/> Search

5. The results will appear. All of these displayed results on the page will pull into a report.
6. In the "Report" dropdown menu at the top of the page, choose the report named "Team Admin Details with All Fields" and click the printer icon next to the report dropdown to generate this report:

Administrator Lookup Page Size: 25 [Reset] Report: --Choose Report--

Select Association Demo Association - DD01 Select Club Demo Club	Select Play Type All Play Types Select AgeGroup Select Age Group	Report: --Choose Report-- Team Admin - Detail Labels - Avery 5160 Team Admin Detail With All Fields Application Forms (PDF) All Certifications
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7. Once the report is created, you can export to Excel or as a CSV file:

1 of 1 [Export]

Admin Details with All F

Season	League

Select a format
 XML file with report data
 CSV (comma delimited)
 PDF
 MHTML (web archive)
 Excel
 TIFF file
 Word



If you have additional questions with this process or need help with your access, please contact Affinity Sports or Washington Youth Soccer:

Affinity Sports

<https://washingtonyouthsoccer-affinity-sports.zendesk.com/hc/en-us>

Toll Free: 888-213-3999

Submit a Help Ticket: <https://washingtonyouthsoccer-affinity-sports.zendesk.com/hc/en-us/requests/new>