

PRESIDIO PREMIER CLUB PASS USER GUIDE

The following is a guide for using Presidio Premier Club Pass to add qualified Players to your Game Day Roster.

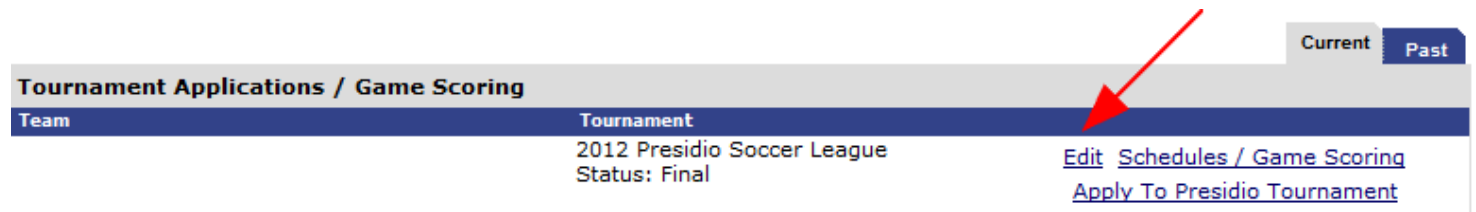
The Presidio Premier Club Pass must be used in accordance with the rules instituted by the Presidio Soccer League. A Club Pass may only be completed online from Sunday midnight thru Wednesday midnight. If a player is Club Passed to a team it is for the **entire weekend** and the player must be Club Passed separately to both games if there are two games for the weekend. This means two separate entries; one for Saturday's game and one for Sunday's games. A player may only play for one team over a given weekend. If the player is Club Passed to a team he may not play for his regular team that weekend. If the player plays for his regular team in the same weekend it will **result in a forfeit**. Remember you **must do each game separately** this is not done automatically online by the system, so you must complete the Club Pass twice, once for each game.

To Club Pass a players you must have a Team Manager, Head Coach or Assistant Coach login. The team the player is **coming FROM** must complete the Club Pass process for the entire weekend. Presidio's Club Pass is only for players moving to a Premier Level team and must be Club Passed to a **higher** level circuit.

A. The Team Administrator of the **FROM team** Login at www.presidio.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.



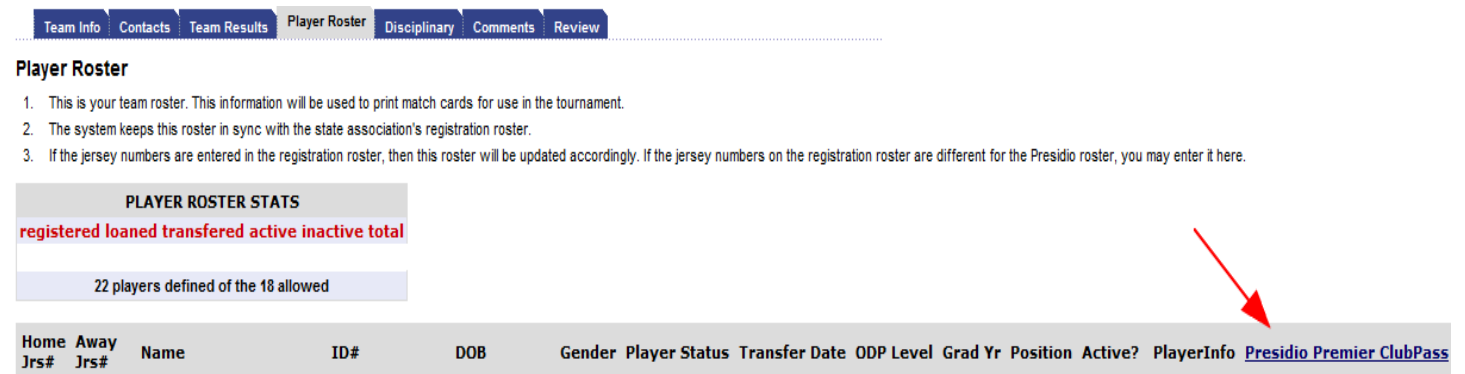
Tournament Applications / Game Scoring

Current Past

Team	Tournament	
	2012 Presidio Soccer League Status: Final	Edit Schedules / Game Scoring Apply To Presidio Tournament

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

D. To ADD a Presidio Club Pass Player to a game on another team click on the "**Assign**" link for this player. Pick the **Team** and **Game #** that this Club Passed player will be assigned to. Do this for each game for the weekend. This process must be completed by the Team Administrator that this player normally plays for. The receiving Team does not need to complete any additional steps, except making sure that they have the Club Passed player's card. The receiving team can click on the link labeled "**Presidio Premier Club Pass**" in the upper right hand corner of the Player Roster tab to view and/or deactivate any Club Pass assignments.



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

Player Roster

1. This is your team roster. This information will be used to print match cards for use in the tournament.
2. The system keeps this roster in sync with the state association's registration roster.
3. If the jersey numbers are entered in the registration roster, then this roster will be updated accordingly. If the jersey numbers on the registration roster are different for the Presidio roster, you may enter it here.

PLAYER ROSTER STATS

registered loaned transfered active inactive total

22 players defined of the 18 allowed

Home Jrs#	Away Jrs#	Name	ID#	DOB	Gender	Player Status	Transfer Date	ODP Level	Grad Yr	Position	Active?	PlayerInfo	Presidio Premier ClubPass
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By Clicking the “**Assign**” link next to a players name you will be prompted to assign this player to another team for a particular game. Repeat the process to cover the entire weekend. Each Club Pass assignment must be completed game by game by a **Team Administrator from the team the player is leaving**:

Team Info

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Presidio Premier ClubPass Player Assignment

Player:

Number of times Assigned: 0

Net Number of assignments remaining: 0

Max Games of assignments per day: 1

Number of times Assigned reaches Max Number allowed for the Player.
No game can be assigned to this player for the selected team.

Assign the player to a Game:

Team:*

Game:*

Additional Information:

When a player is Club Passed to another team for a weekend, they will be ineligible for their original team for the entire weekend. The player will show on the FROM Team Player Roster tab with a **CP** symbol next to their name. If you hover your mouse over this symbol you will see the dates and games this player is ineligible for.

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.

Questions relating to Presidio Club Pass rules and regulations should be emailed to:

clubpass@presidiosoccer.com

If you have technical issue with the system contact Tech Support.

TECH SUPPORT NUMBER – 888.211.3444