

## 2008 Gaming Roster Instruction

**This document was updated: September 2, 2008**

The following are the instructions for the **Gaming Roster Form**

**1) To print the Rosters you must have a Team Manager or Head Coach or Assistant Coach account on the OYSA system**

**a) To set up your account**

- i) Log in using your Team Manager's or Head Coach Account established on the OYSA system
- ii) If you do not have an account please contact your Club Registrar to set up an account.
- iii) If you have problems please contact [Nita Folsom](mailto:Nita@oregonyouthsoccer.org) or [Scott Enyart](mailto:Scott@oregonyouthsoccer.org) via email at:  
[Nita@oregonyouthsoccer.org](mailto:Nita@oregonyouthsoccer.org) or [Scott@oregonyouthsoccer.org](mailto:Scott@oregonyouthsoccer.org)

**b) Printing the Gaming Roster**

- i) **Go to:** <http://oysa.affinitysoccer.com>
- ii) **Click** the **Gaming Tab**
- iii) You can log in from this page by using the fields on the left hand side or **Click** on the Gaming Circuit listed in the Game Results Information area on the page. Make sure that you are on the **Current Tab** to display the current gaming circuits.
  - (1) Without clicking on the respective Gaming Circuit you can log in from the Username and Password fields on the Left Hand Side.
  - (2) If you clicked on the respective Gaming Circuit you can log in from the Username and Password fields on the Left Hand Side
- iv) Once into your account **Click** on the **My Account** on the Left Hand side
- v) In the **Tournament Applications/ Gaming Scoring** area find your respective team.
- vi) On the right hand side **Click** the **Schedules/Game Scoring** link.
- vii) The schedule will appear for the respective Team
  - (1) **The Game Roster Print button will only appear 4 calendar days prior to the game.**
  - (2) **Click** on the **Print Roster Button** to print the Game Roster for the upcoming Game.
  - (3) **The system will display a window with the Game Roster. Do Not Click the Browser Print function to Print the roster**
  - (4) **Within the window Click** on the Print icon at the top left hand side of the window. It is the third Icon in from the left.



- (5) This will open up a PDF window from which you may print the Game Roster forms. You may also export the file to Word format if required, by clicking on the Export icon.

**(6) 2 pages will print for the Game Roster**

- (a) *Instruction Page*
- (b) *Team Manager Game Roster Copy (Print 2 copies of this page one for the your team and one for the Referee)*
- (c) **DO NOT PRINT using the Browser print function (Internet Explorer et.). This will not print all of the pages that need to be printed.**

**2) Game Roster Instruction**

- a) Check to make sure that all of the players are on the Roster.
- b) If you did not update the Jersey numbers on the system, write in all the player Jersey numbers.
- c) If the listed coach will not be coaching the team for the respective game, write in the gaming coach along with the administrator ID# and Phone number.
- d) If the Team Manager listed will not be at the game, write in the attending Team Manager's Name ID# and Phone Number.
- e) Give the Referee their copy for Check in.
- f) Make any adjustments or initial any changes to the Game rosters.

**Tech Support Number 800-808-7195.**

