

## AFFINITY REGISTRATION INSTRUCTIONS

### River Cities Soccer Club

Kentucky Affinity Registration Instruction Sheet

Contact 1-855-259-3466 for assistance



**Website:** [rcsc-rivercitiessoccerclub.sportsaffinity.com](http://rcsc-rivercitiessoccerclub.sportsaffinity.com)

#### Returning Affinity Players

- Enter log in information on left side of the page
- To add a photo or birth certificate click the Certificates tab
- To edit personal information select Personal Info
- To print off Out of State or other documents select Print Documents under selected player
- To register a player select **My Account**
- Select **Register Family Members**
- Select **current Seasonal Year** and check **Player Registration**
- Select **Continue** or you can edit or add family members here as well
- Select **Register as Player** next to the player you wish to register
- Please note you can only register for your year group. Players will be moved to teams.
- **Save and Register Another player** or **Save and Next Page**
- Check boxes to **accept all ELA forms Agree and Continue**
- Select **No Payment Due Continue**
- Log out

**NOTE:** If prompted for a team number or team assignment code, please just click the button that says "No available team number".

#### New Affinity Players

- Select Registration on right side of page
- Select current **Seasonal Year** and check box **Player Registration** then **Create New Account**
- Enter your information and **Save and Continue**
- Select **Add New Player**
- Enter player information and select **Add**
- **Add Another New Player** if needed or **Continue**
- Select **Register as Player** next to the player you wish to register
- Please note you can only register for your year group. Players will be moved to teams.
- Click to add jpeg of birth certificate or color photo
- **Save and Register Another player** or **Save and Next Page**
- Check boxes to **accept all ELA forms Agree and Continue**
- Select **No Payment Due Continue**
- Log out

**NOTE:** If prompted for a team number or team assignment code, please just click the button that says "No available team number".

Thank you,

**Nichole Stamper**

**River Cities Soccer Club Registrar**

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