

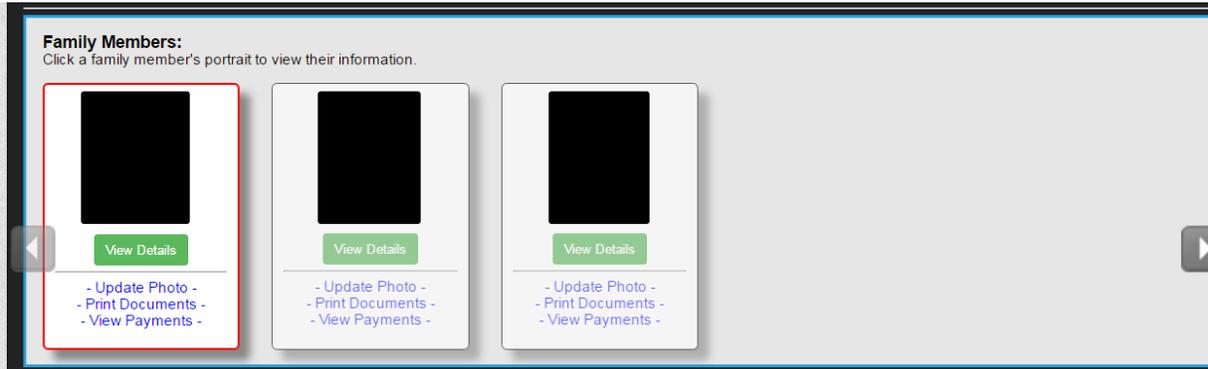
MY ACCOUNT USER GUIDE

Most anything you want to view or update for your family can be done by logging in to “My Account”. Some of the features available are:

- 1) Update household information (address, phone numbers, email addresses, etc.)
- 2) Edit payment information
- 3) Upload birth certificate or photo
- 4) View player’s team roster
- 5) Email team or specific player/coach
- 6) Print registration receipts and documents

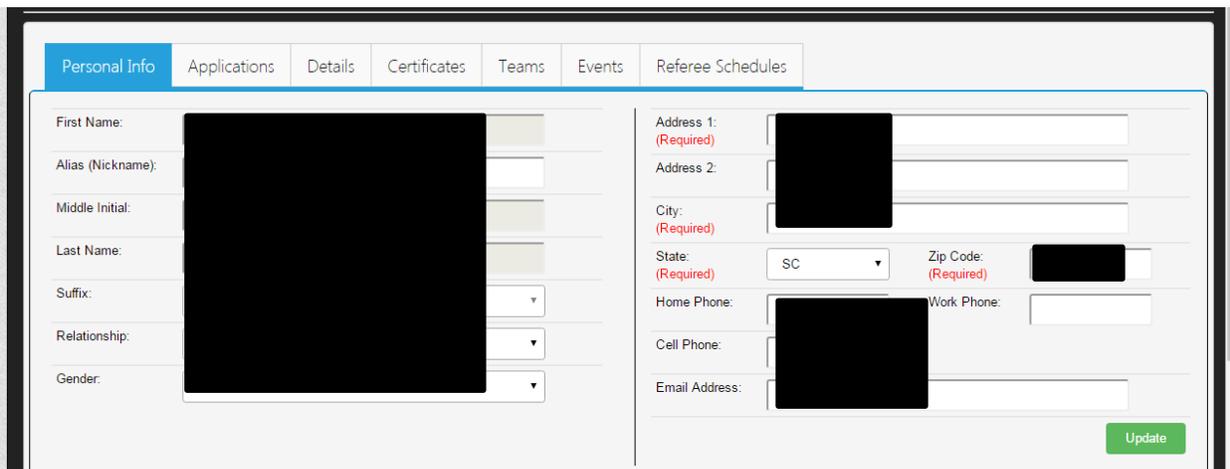
Access “My Account”:

- Go to online registration at <https://sc-congareerapidfc.affinitysoccer.com>
- Click **User Login** on the **left side** and log in with the username and password you created.
- To upload a photo, click **Update Photo** under player’s name.
- To view/update household information, click **View Details** under your name.
- To view/update player-related information including managing payments, click **View Details** under the applicable player’s name.



Personal Information Tab:

Select this tab to view/update address, phone numbers, email addresses, etc.



Applications Tab:

Select this tab to view any Select, Jr Academy or Recreation registrations for a player. You can also edit payment information, print forms and receipts or to request a release or transfer.

Note: If you have more than one child playing and all registrations were done in the same transaction, the payment information will show the balance, payments, etc. for all players combined.

Season	Organization	Play Level	Team Options	Payment	Print
2016-2017 Season	Congaree Rapid FC - 01	Classic I	Request Release And/Or Transfer	Edit Payment	Receipt & Forms Legal Agreement

Show Past Apps

To Edit Payment Information (except camps or other events):

- 1) Click the **Edit Payment** link.
- 2) **Check the box** to the left of the applicable payment. If you are paying or changing your payment information for all remaining payments, be sure to check the box beside each remaining payment.
- 3) Select the new payment method and enter your new payment information.
- 4) Click **Continue** to submit the new payment information.

Details Tab:

Select this tab to update school, grade, t-shirt size, emergency contact information, etc.

Player Questions

School: [Redacted]

Grade: [Redacted]

Uniform Size (Shirt/Short/Socks):

Association Questions

Is your player born outside of the U.S.? * (Required) No Yes

Club Custom Questions

Are you a US citizen? * (Required) Yes

T-Shirt Size -----

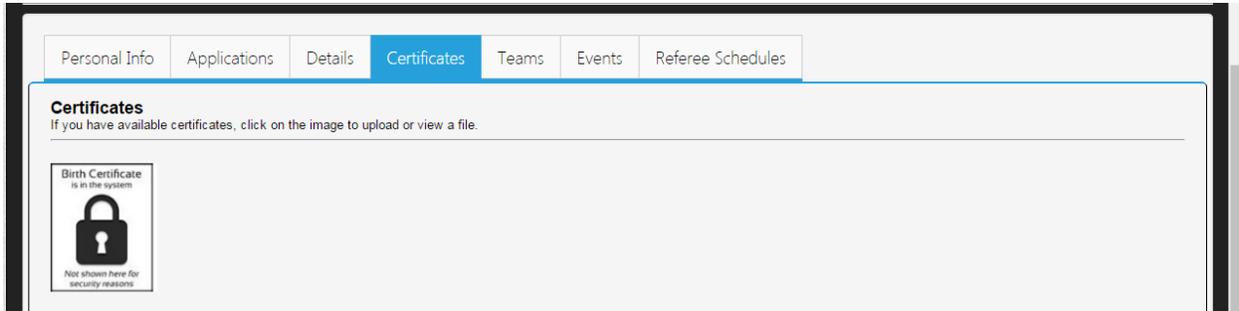
Did you play for CRFC in 2015-16? * (Required) Yes

At least one parent/guardian in each family is required to volunteer at least 2 hours per player each seasonal year or choose to pay a \$50 opt-out fee. If you would like to volunteer please register as an admin: * (Required) I cannot/choose not to volunteer and agree to pay the \$5

Emergency Contact Info

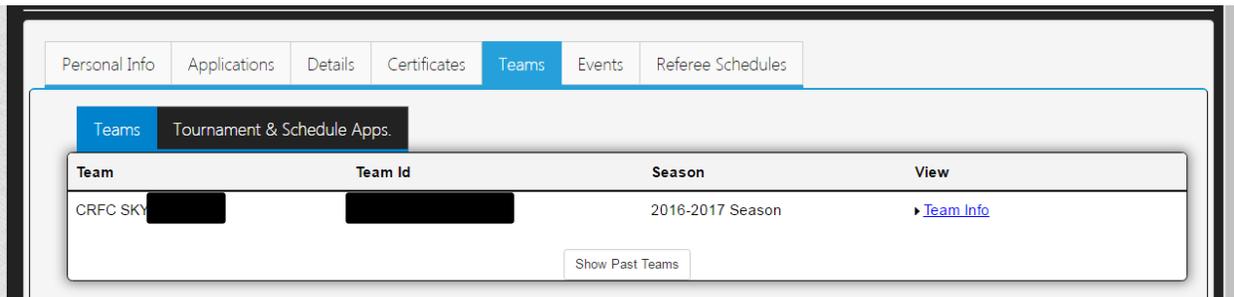
Certifications Tab:

Select this tab to upload the player's birth certificate.



Teams Tab:

Select this tab to view the team roster for that player and/or email any or all of the coaches and players. Click the **team info** link to view the roster which shows coaches names/numbers, player names, parent names and phone numbers. To email the whole team or a specific player/coach, select the box beside each name then click "email selected", enter your information in the "from" fields, type your message and send.



Events Tab:

Select this tab to view or edit payment information for any camp or other event registrations for a player.