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.
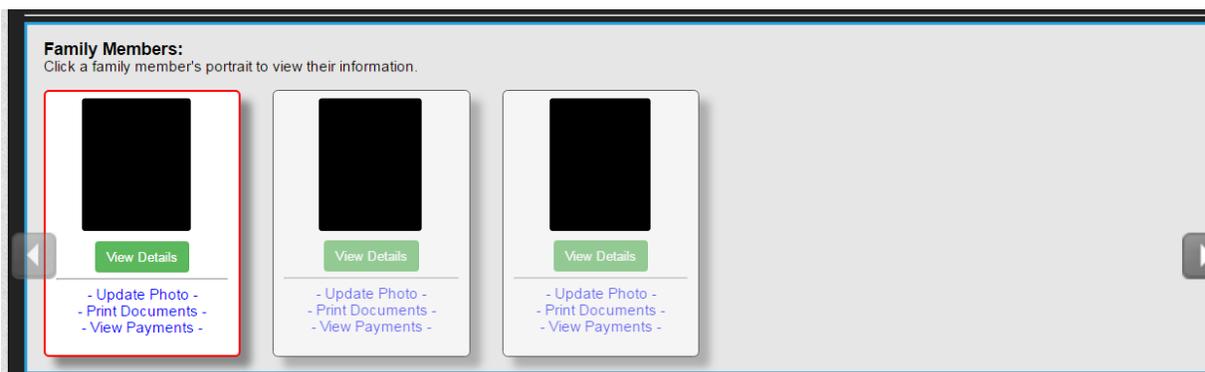
Personal Information Tab:

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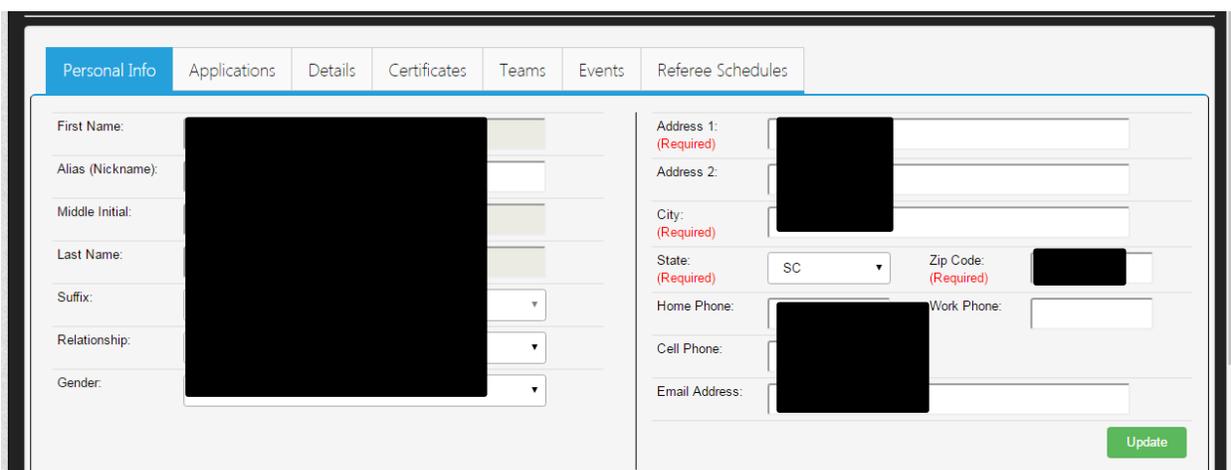
Applications Tab:

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.
<u>Note:</u> 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.

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 <u>each remaining</u> 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.

Certifications Tab:

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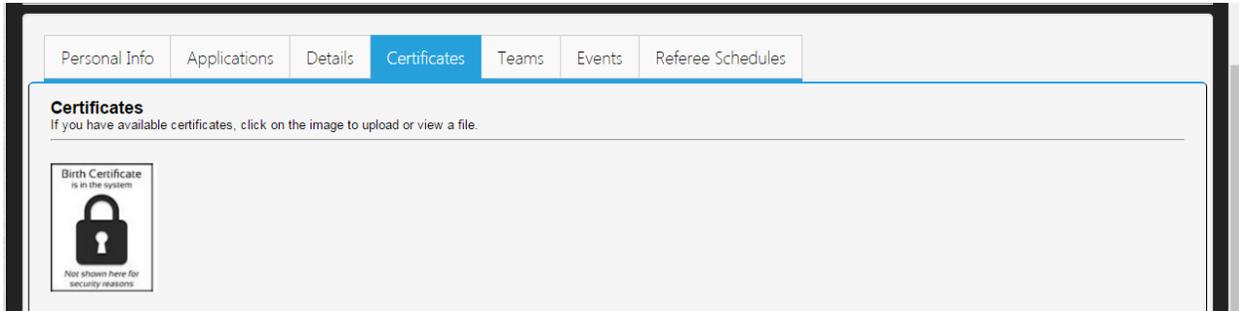
Teams Tab:

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.
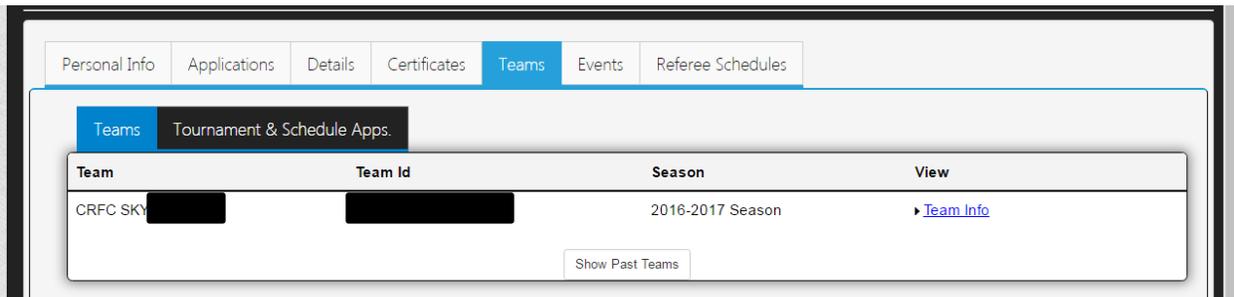
Events Tab:

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