

New Season Tips and Reminders for Registrars

1. If possible **make sure** existing Parents (Players), Coaches and Managers all know their usernames and passwords; this will help to expedite and simplify their registration experience and will reduce your calls and emails.
2. If you have used Affinity for Credit Card payments in the past and will continue to do so we recommend that you verify all banking info is the same and alert us to any possible changes; **otherwise** your funds will continue to be remitted to the banking account on file.
3. If you have **never** used Affinity for Credit Card payments but wish to in the new season; please contact us to request an *ACH Wire Transfer form* which you will need to fill out and return to us in order to receive your funds.
4. Perform **several** online registration tests with fictitious players to ensure all configurations are completed correctly and that all text is still applicable for the new season.
5. **Don't forget** to check any Registration forms and Electronic Legal Agreements for date/season specific information and update accordingly (see the **registration configuration set up checklist** to assign forms to the new season).

Questions? Concerns? Contact us.

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