

Instructions for Filing “Notification of Travel” on the ADG system

In order to access the team pages on the ADG/Affinity Soccer system and file Notification of Travel, you must be properly assigned to a team as an administrator. Your league registrar should have established your initial user profile and provided you a user name and password.

Log into the site at the league URL provided by your league registrar, or you can log into the main Georgia Soccer URL (gs.affinitysoccer.com), to access your team information.

Once logged in, you will see a “My Account” page that shows all of your family / player information. Towards the middle of the page you will see a “Teams” section that lists all teams with which you are associated. Click the “edit” link next to the name of the team that wishes to file Notification of Travel; the team’s roster page will show up. At the bottom of the roster there are several buttons. Click on the third button, “Create Travel Roster”.

Complete the next page that requests all information regarding the tournament to which you are traveling; when finished, click “save & continue”.

The next page shows your team’s roster. Click on the red X to the right to deselect players or administrators who will not be attending this event. *Please note that pool-rostered teams, such as Academy teams, can list a maximum of 24 players per permit, and that the system will list the first 24 on the roster unless players are deselected.*

To add a guest player or a guest administrator who is properly registered with a Georgia Soccer-Youth affiliate, select “Add Player/Admin Inside Org”. You must select the role of the individual you are adding and **you must have the ID number of that player/admin from the ADG registration system**. The ID number contains 10-11 characters, with a – after the first five numbers, and must be entered exactly.

After the player is added, the system will revert back to the roster page and this player will show on the roster as a loaned player. When you have added any and all guest players, click the Save & Continue button at the bottom of the page.

Once the roster page is complete, click the Review & Submit tab at the upper right. Review the application, using the edit links to make any changes. Once you are satisfied, click the Submit Application button near the top of the page, which brings up the payment page.

Select payment method (Visa or MasterCard), click Continue, complete card information, click Continue, then review, and click Submit Payment. Once the page shows your travel notification as “Submitted” or “Accepted”, you can print your approved paperwork in one of two ways:

--Click on the Print Acceptance Form button near the top of the Review page

--Click on the “My Account” button at the upper left hand corner, and scroll to the bottom of the page. The new travel notification application will show a printer icon to the right; click on it.

The file that opens will show the title of “receipt.pdf”. This file contains your approved paperwork needed for check-in at any out-of-state sanctioned tournament that you attend. You may reprint the paperwork as needed.

The Notification of Travel fee is \$5.00. If you choose to amend your travel roster, the entire process must be repeated and an additional \$5.00 fee will be assessed.

If at any point during this process you have questions or problems, please contact the member administrators at GSSA: Kathy Layden, 678-993-2106, klayden@gasoccer.org, or Rich Freeman, 678-993-2117, rfreeman@gasoccer.org .