

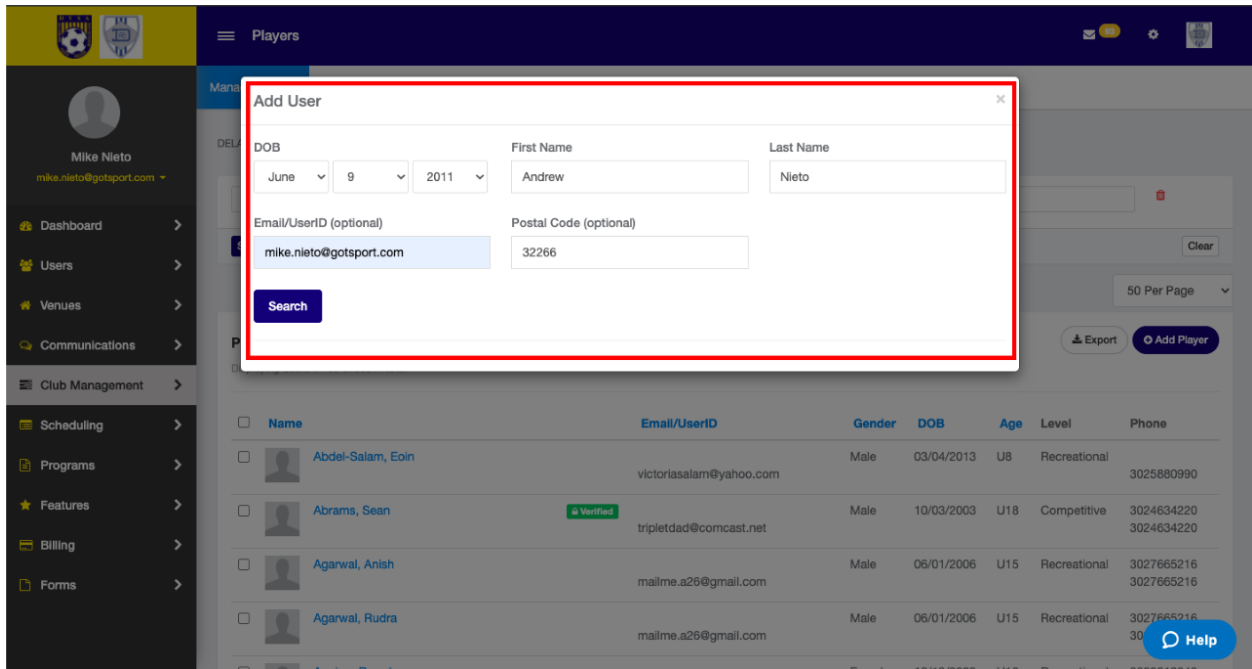
## TRANSFERRING A PLAYER (CLUB REGISTRARS)

### Club Admins:

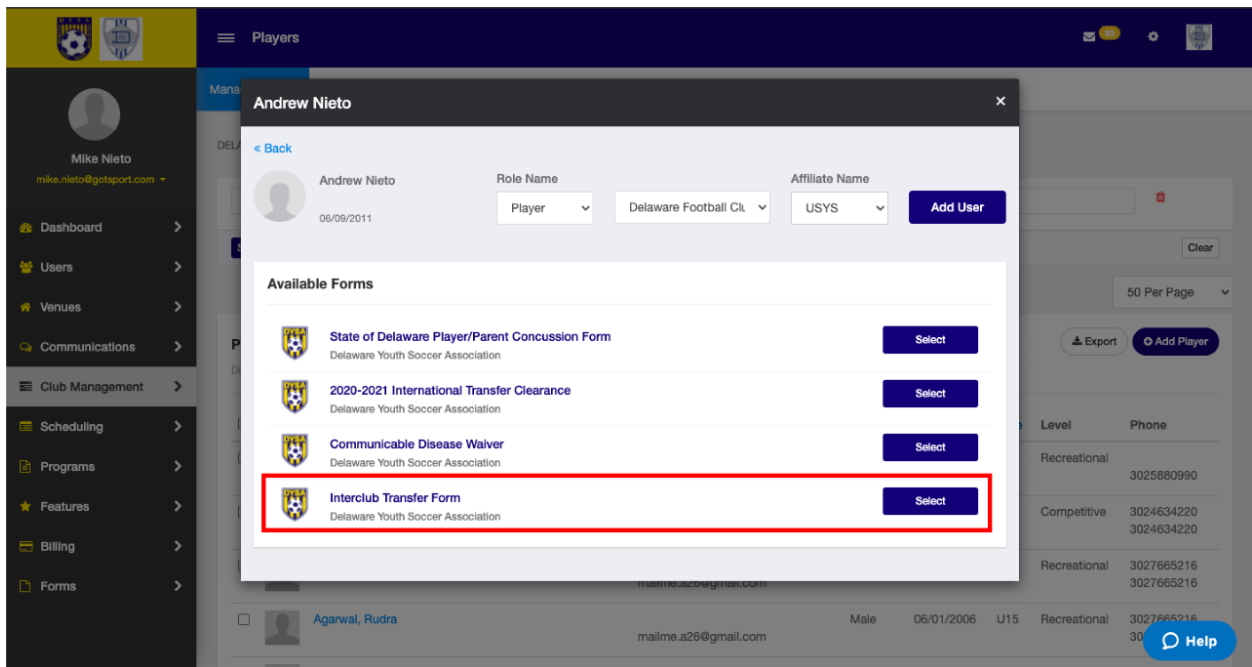
Step 1: Under your Club Management -> Players tab, click Add Player to search for the player you're wanting to add to your Club

The screenshot shows the DYS A Club Management interface. The top navigation bar is dark blue with the 'Players' tab selected. Below the navigation bar, there are three sub-tabs: 'Manage Players', 'Upload Players', and 'Parents/Guardians'. The main content area displays a search bar with 'Player Last Name' and 'Is' dropdowns, a search button, and a 'Clear' button. Below the search bar, there is a table of players with columns for Name, Email/UserID, Gender, DOB, Age, Level, and Phone. The table lists four players: Cameron Aiello, Sofie Aird, Azar Alt Belia, and Griffin Amendum. A red box highlights the 'Add Player' button in the top right corner of the table area. A 'Help' button is visible in the bottom right corner.

<input type="checkbox"/>	Name	Email/UserID	Gender	DOB	Age	Level	Phone
<input type="checkbox"/>	Aiello, Cameron	jill.aiello@astrazeneca.com	Female	11/26/2006	U15	Competitive	3025288892
<input type="checkbox"/>	Aird, Sofie	johngaird@comcast.net	Female	05/23/2005	U16	Competitive	3027661483
<input type="checkbox"/>	Alt Belia, Azar	azar615@hotmail.com	Male	03/22/2009	U12	Competitive	4136957505
<input type="checkbox"/>	Amendum, Griffin	amendums@gmail.com	Male	05/18/2009	U12	Recreational	1919259534 191
<input type="checkbox"/>	Anderson, Isabella		Female	02/05/2010	U11	Competitive	3027682950








Step 2: Under the Available Forms section, select the DYSA "Interclub Transfer Form" It will bring you to a second page where you will complete the Form



Step 3: Fill in all of the 5 required steps. Note, the Receiving Organization will already be pre-selected with your Club and you will select the Team the player will be on

Sample Text

Switch to Transfer Initiated by Sending Organization

- 1 Receiving Organization**  
 Delaware Football Club Hockessin
- 2 Select Receiving Team**
  -  2003 DEFC Hockessin Boys
  -  2003 DEFC Hockessin Girls
  -  2005 DEFC Hockessin Boys
  -  2005 DEFC Hockessin Girls
- 3 Select User/Player**
- 4 Select Sending Organization**
- 5 Select Sending Team**

Step 4: You'll fill in the required answers to the Form's additional questions, once complete you will click Save to submit the Form

Sample text  
 Andrew Nieto  
 Enroller: Mike Nieto  
 Andrew Nieto  
 GotSport Support Training → Delaware Football Club Hockessin  
 Barcelona FC - Female U11 → 2005 DEFC Hockessin Boys - Male U16  
 Player Data: Ready

\* As of date submitting this form, I \_\_\_\_\_ to more than one team

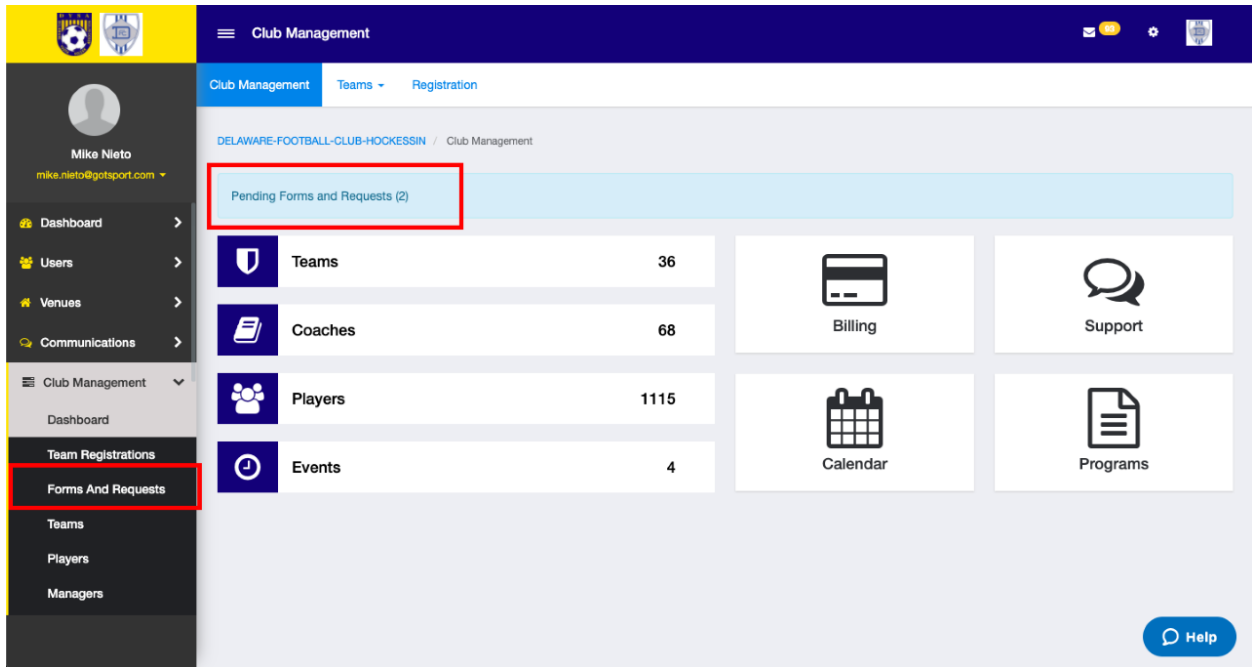
Am Rostered  
 Am Not Rostered

\* Date of last participation in a DYSA State Cup Game (Month and Year required. Ex: November 2019)

Start Typing...

By checking this box, I affirm that all information regarding this player is complete and correct

Step 5: You will go back to your Admin account to approve your portion of the Transfer Form. You can find the Forms from the Club Management -> Dashboard -> Pending Forms and Requests, or also the Club Management -> Forms and Requests. Both will bring you to the same destination



Step 6: Click on the player's Transfer Form that you just submitted and set the status for your applicable section. Once all three parties have completed their portion the transfer will be executed by the Owner of the form.

