

How to Migrate in the ADG System

One of the keys to the ADG registration system is that, in order to roster a player or an administrator in any given season, he or she must have an *application* in that season. Migration is a fast and efficient way of creating current-season applications for players and administrators who exist in a previous season.

You have a choice of migrating any or all of the following for each team:

Team structure (TM); Players (PL); Admins (AD)

TM	PL	AD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

--If you choose all three, the teams will be migrated into the new season looking much as they did in the prior season, except they won't be activated and the players aren't accepted (unless you have set your configurations to autoaccept your players, which we do not recommend). After the migration, in the new season you can move players and admins around, remove players and admins who are not participating, and even delete a team structure (after all players and admins have been removed) if it's no longer needed.

--If you migrate only players and/or admins, they come over to the new season "in a bucket", so to speak. The players all go into Pending, and the admins can be found by searching under Admin Lookup or a team's Roster Admin tab.

Here's how to migrate.

1. Make sure you have configured/activated the new season under the Registration tab at both the league and the club levels, and that the new season shows up in the dropdown box under your name at the upper left. (You may have to log out and log back in to make it show up.)
2. From that dropdown box, choose the season from which you wish to migrate. (It's usually the season that just ended.)
3. From the menu on the left, choose Leagues. The District and League dropdowns should be repopulated with your league's information.

Leagues / Find, Edit, Delete a League

Select or search for a League to modify its information, or remove it from the system.

If the newly created League is not in dropdown list yet, please Refresh (F5) this page to rebuild the list to refresh the cached page.

Select a League

Select District
Youth

Select League
ADG Test League - 0Y103

Select League

Click the "Select League" button.

- On the next screen, from the row of tabs below “Leagues/Find, Edit, Delete”, choose the Teams tab.

Leagues / Find, Edit, Delete a League Affinity Sports Test League

League Config | Registration | Security | **Teams** | Events | Background Checking | Messaging | Content

Select Club
All Clubs

Select Play Type/Level: All Play Levels | Select Gender: All Genders | Select Age Group: All Age Groups

Filter By Status: All | Filter By Counts: No Count Filter | Select Team Name/Team ID: Search

- To bring up all the teams in your league, leave all criteria at the default setting (white background in dropdowns). To refine your search, choose your criteria (club, Play Type/Level, etc.) from the dropdowns. Click “Search.”
- Make sure the number of teams brought up in the search matches the number you want to migrate. To select all the teams, put a check mark in the box to the left of the “Team ID” heading, which will put a check mark in every box on the page; otherwise, put a check next to specific teams. Click the Migrate Selected Teams button, at the bottom. (This doesn’t do the migration yet, just takes you to the next screen.)

<input type="checkbox"/>	Team ID	Team Name	Lvl	Age	Club Name	AD	PL
<input type="checkbox"/>	0Y188-01RG14-0018	LSA Strikers	R	GU14	Lanier Soccer Association Recreational	2	17
<input type="checkbox"/>	0Y188-01RG14-0017	LSA Vipers	R	GU14	Lanier Soccer Association Recreational	2	16

Move Selected Teams | Migrate Selected Teams

- On the next screen, scroll down to the bottom and select the destination season from the “To Season” dropdown at the left.

Leagues / Find, Edit, Delete a League Affinity Sports Test League

League Config | Registration | Security | **Teams** | Events | Background Checking | Messaging | Content

NOTE: Migration is NOT reversible.
 If a team is already in target season, the team migration will fail. So please be certain to choose ALL applicable options for that team and double check your selected options prior to requesting the migration.
 Teams in the highest age group can not be migrated, but their players and admins can be.

TM	PL	AD	Team ID	Team Name	Level	Age	Parent Name	Status
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0Y103-01CB19-5503	TestTeam 1	Classic	BU19	ADG Test Club	Ready

1 Teams

To Season*
 Please select a season to transfer to.

The screen will rewrite, and all the boxes will light up and become checkable..

8. Click the box or boxes to enter check marks for the items you wish to migrate for each team. To put a check mark in almost every box on the page, click the box over the TM; then add checks in the boxes over the PL and the AD. You do not have to migrate all your teams at once—you can do some now, some later—but you get one opportunity to migrate items for each team, so make sure all the items you wish to migrate for that team are checked.
9. If you are migrating from spring to fall—from one seasonal year into the next—the system will auto-age all team structures by one year. (This works well with select teams, which have single-year age groups, but in the new season you will have to adjust the age groups of your rec teams, which have 2-year age groups.) It cannot make U19 teams any older, so for U19s, migrate only the players and/or the admins, not the team structure.
10. Generally, you will not migrate all Pending Admins and Players.
11. When everything looks correct,

Leagues / Find, Edit, Delete a League LSA

League Config Registration Security **Teams** Events Background Checking Messaging Content

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TM	PL	AD	Select All	Team ID	Team Name	Level	Age	Parent Name	Status
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0Y188-01RG14-0018	LSA Strikers	Rec	GU14	Lanier Soccer Association Recreational	Ready
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0Y188-01RG14-0017	LSA Vipers	Rec	GU14	Lanier Soccer Association Recreational	Ready

2 Teams

To Season*
 Youth Fall 2014

Migrate All **Pending** Admins of this League
 Migrate All **Pending** Players of this League

Cancel Migrate Request Save Migrate Request

click "Save Migrate Request". Depending on the number of teams being migrated, the time of day, and how busy the system is, the migration may take from a few seconds to several minutes.

To see if the migration has been successful, in the dropdown box under your name at the upper left, change to the new season. Go to Team Lookup (under Team on the left menu) if TM was a selection, or Players / Pending Application status (if you didn't migrate your team structures) to see what's there.

NOTES:

- This process may not work correctly with browsers other than Internet Explorer.
- If parents are using the ADG system to register players online, do not migrate the players. It is better to let the system create a current-season application as part of the registration process.