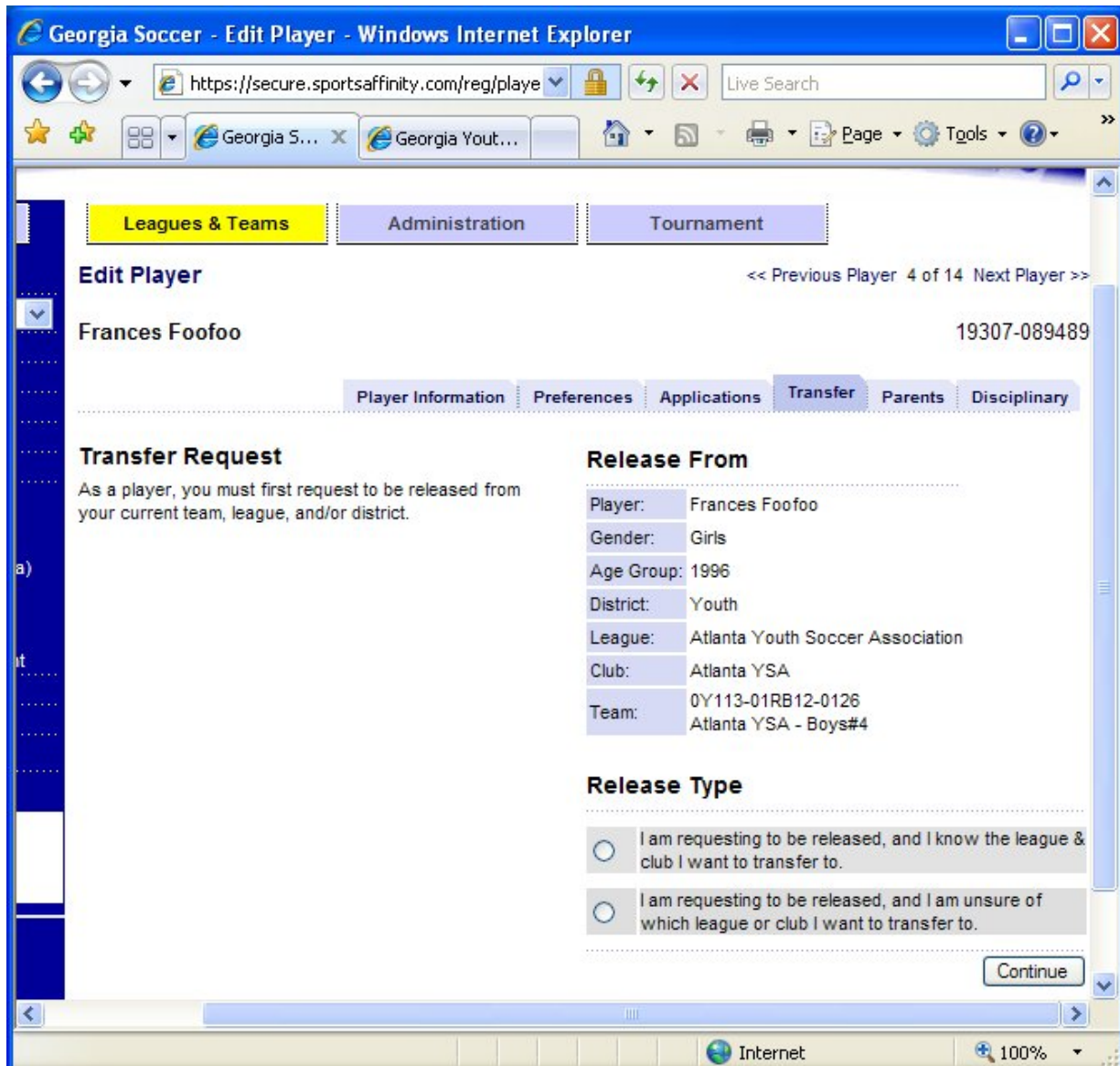


How to Process Releases and Intra-league Transfers Electronically

Although league registrars can now process these items electronically, it is strongly recommended that you obtain the player's parent signature on the appropriate form and keep it on file should questions arise later, and that you take possession of the player's pass. Form 100 is for transfers, when a player is moving from one team/league to another; Form 200 is for releases, when a player is leaving soccer entirely. Both are posted under www.gasoccer.org/ / GYSA / Documents / Registration Related.

Bring up the player's record by searching under Player Lookup and clicking on the name, or look up the team, choose the Team Roster tab, and click on the player's name.

From the six tabs across the top, choose Transfer. (If you see a 7th tab, "Activation", you will need to activate the team before you can proceed.)



The screenshot shows a web browser window titled "Georgia Soccer - Edit Player - Windows Internet Explorer". The address bar shows the URL "https://secure.sportsaffinity.com/reg/playe". The page has a navigation menu with tabs for "Leagues & Teams", "Administration", and "Tournament". The main content area is titled "Edit Player" and shows the name "Frances Foofoo" and a phone number "19307-089489". Below this, there are tabs for "Player Information", "Preferences", "Applications", "Transfer", "Parents", and "Disciplinary". The "Transfer" tab is selected, showing a "Transfer Request" form. The form includes a "Release From" section with the following information:

Player:	Frances Foofoo
Gender:	Girls
Age Group:	1996
District:	Youth
League:	Atlanta Youth Soccer Association
Club:	Atlanta YSA
Team:	0Y113-01RB12-0126 Atlanta YSA - Boys#4

Below the "Release From" section is a "Release Type" section with two radio button options:

- I am requesting to be released, and I know the league & club I want to transfer to.
- I am requesting to be released, and I am unsure of which league or club I want to transfer to.

A "Continue" button is located at the bottom right of the form.

For a transfer, select the top radio button.

For a release, select the bottom radio button.

Click the Continue button.

If you are releasing a player, you will see a screen like the following. Choose a reason, add comments if you wish, and click the Submit Transfer button.

Georgia Soccer - Edit Player - Windows Internet Explorer

https://secure.sportsaffinity.com/reg/playe

Leagues & Teams Administration Tournament

Edit Player

Frances Foofoo 19307-089489

Player Information Preferences Applications **Transfer** Parents Disciplinary

Transfer Details

Please add any additional comments regarding this transfer request. * are required fields

Details

From

Player: Frances Foofoo
Gender: Girls
Age Group: 1996
District: Youth
League: Atlanta Youth Soccer Association
Club: Atlanta YSA
Team: 0Y113-01RB12-0126
Atlanta YSA - Boys#4

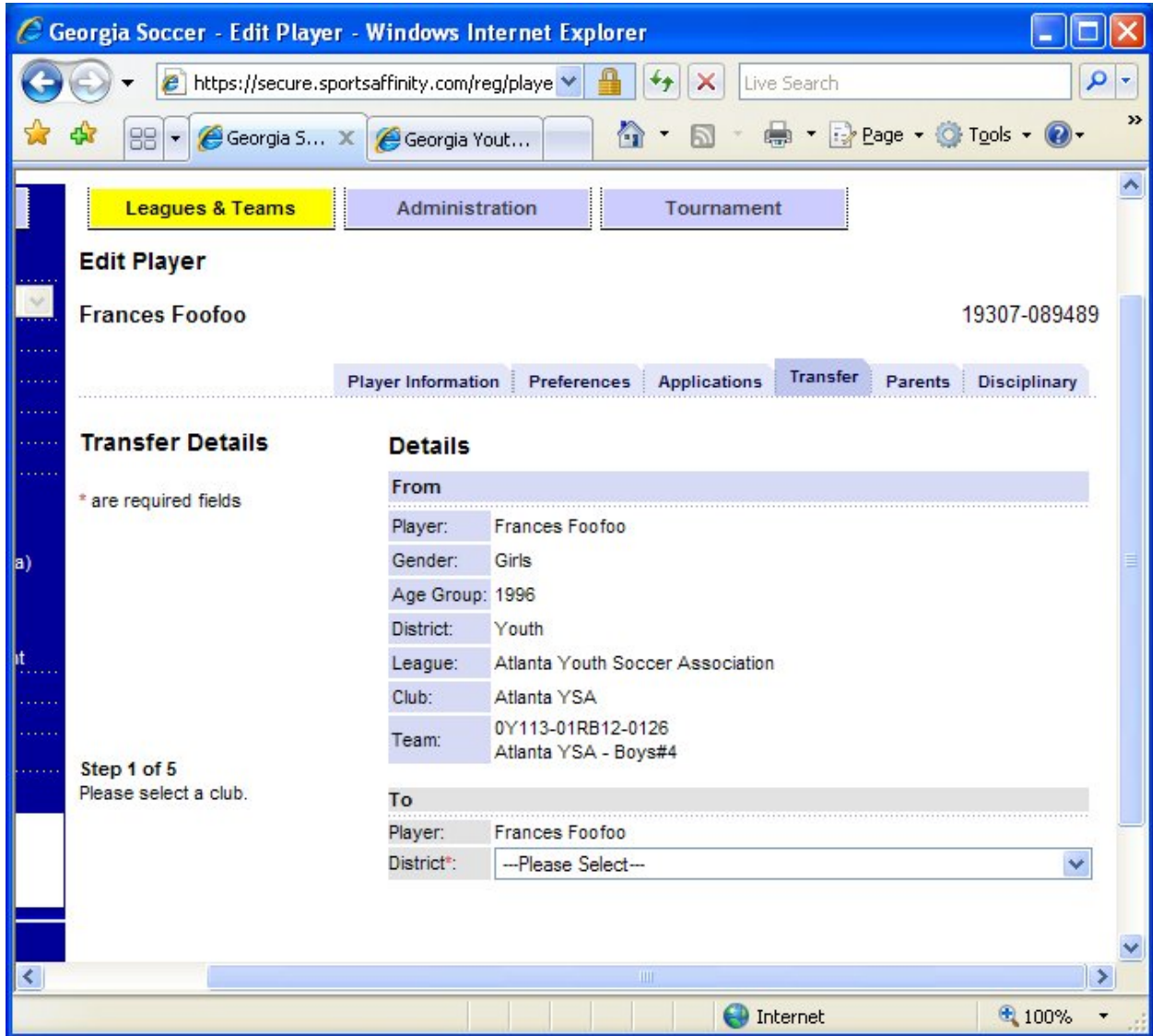
To

Player: Frances Foofoo
Pool: Youth
Reason*: Other
Comments: Moved beyond reasonable travel distance.
Serious Injury
Insufficient play time
Problem with coach(s)
Rules Violation
Other

* required

Submit Transfer

If you are transferring a player, you will see a screen like the following.



After you make a selection from a dropdown box, another box will appear. Make your choices to specify the team to which the player is transferring. Again, select a reason, add any comments, then check the box to "Initiate transfer on behalf of parent." Click the Submit Transfer button.

The screenshot shows a web browser window titled "Georgia Soccer - Edit Player - Windows Internet Explorer". The address bar shows the URL "https://secure.sportsaffinity.com/reg/playera". The page title is "Edit Player" and the player's name is "Frances Foofoo" with ID "19307-089489".

The "Transfer" tab is selected, showing "Transfer Details" and "Details".

Transfer Details: A text area for comments with a note: "Please add any additional comments regarding this transfer request. * are required fields".

Details:

From:

- Player: Frances Foofoo
- Gender: Girls
- Age Group: 1996
- District: Youth
- League: Atlanta Youth Soccer Association
- Club: Atlanta YSA
- Team: 0Y113-01RB12-0126 Atlanta YSA - Boys#4

To:

- Player: Frances Foofoo
- District*: Youth
- League*: Atlanta Youth Soccer Association
- Club*: Atlanta YSA
- Play Type*: Recreational
- Age Group*: U-12
- Team*: Rec | Atlanta YSA - Mastodons | 0Y113-01RB12-0065 | GYSA Fall 07
- Reason*: Other

Comments: A text area for additional comments.

Initiate transfer on behalf of parent: Initiate transfer on behalf of parent.

Submit Transfer button.

Whether you are doing a transfer or a release, choose the Approved radio button, and click Update, as the **Releasing Team Administrator**, the **Releasing League Registrar**, and the **Releasing District Commissioner**.

For a release, after you choose Approved and Update as Releasing District Commissioner, you will see the following screen. The release is complete.

Georgia Soccer - Edit Player - Windows Internet Explorer

https://secure.sportsaffinity.com/reg/playeradmin/transfer.asp?sessionid=...

GEORGIA SOCCER Your link to the official world of soccer
GSSA | GYSA | GASA | GSSD | ODP
Referees | Coaches

My Account: Kathy Layden, Georgia Soccer
GYSA Fall 07

Leagues & Teams Administration Tournament

Edit Player << Previous Player 4 of 14 Next Player >>

Frances Foofoo 19307-089489

Player Information Preferences Applications **Transfer** Parents Disciplinary

Transfer Status
This page show the current status along with comments about the pending transfer.

District Pool
The player is currently allocated to the district pool, click the button below to lookup the district pool.

Transfer Destination
Choose a transfer destination for this player.

Admin Tools
• Rollback Release

Player Information

Name	Age Group	ID
Foofoo, Frances	U-12	19307-089489

Overall Status

Reason	Release Status	Transfer Status	Effective Date
Other	Approved	Pending	N/A

Releasing Team Information

District	League	Club
Youth	Atlanta Youth Soccer Association	Atlanta YSA
Team	Team #	
Atlanta YSA - Boys#4	0Y113-01RB12-0126	

Release Details

Role	Status	Who & When
Releasing Team Administrator	Approved	Kathy Layden [9/27/2007]
Releasing League Registrar	Approved	Kathy Layden [9/27/2007]
Releasing District Commissioner	Approved	Kathy Layden [9/27/2007]

Transfer Team Information

District	League	Club
Youth	TBD	TBD
Team	Team #	
TBD	TBD	

For an intraleague transfer, after you choose Approved and Update for three Releasing positions and three Receiving positions, you will see the following screen. The intraleague transfer is complete. The player now appears on the roster of the new team.

Georgia Soccer - Edit Player - Windows Internet Explorer

https://secure.sportsaffinity.com/reg/playeradmin/transfer.asp?se

Atlanta Youth Soccer Association
GYSA Fall 07

Edit Player
Frances Foofoo 19307-089489

Player Information | Preferences | Applications | **Transfer** | Parents | Disciplinary

Transfer Status
This page show the current status along with comments about the pending transfer.

Player Information

Name	Age Group	ID
Foofoo, Frances	U-12	19307-089489

Overall Status

Reason	Release Status	Transfer Status	Effective Date
Other	Approved	Approved	10/15/2007 (lastmodified by)

Releasing Team Information

District	League	Club
Youth	Atlanta Youth Soccer Association	Atlanta YSA

Team	Team #
Atlanta YSA - Boys#4	0Y113-01RB12-0126

Release Details

Role	Status	Who & When
Releasing Team Administrator	Approved	Kathy Layden [10/15/2007]
Releasing League Registrar	Approved	Kathy Layden [10/15/2007]
Releasing District Commissioner	Approved	Kathy Layden [10/15/2007]

Transfer Team Information

District	League	Club
Youth	Atlanta Youth Soccer Association	Atlanta YSA

Team	Team #
Atlanta YSA - Mastodons	0Y113-01RB12-0065

Transfer Details

Role	Status	Who & When
Receiving Team Administrator	Approved	Kathy Layden [10/15/2007]
Receiving League Registrar	Approved	Kathy Layden [10/15/2007]
Receiving District Commissioner	Approved	Kathy Layden [10/15/2007]

For interleague transfers: Submit Form 100 to GYSA after Parts A, B and C are completed. We will transfer the existing player from the team/league in Part B to the team/league in Part C. Please do NOT create a new player and put him or her on your roster.