

BLUE SOMBRERO, LLC

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Transfer Team Member Release Notes

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Summary of New Features

- Initiate Transfer Requests of Players and Personnel as the Destination Club Admin
- Approve/Reject Transfer Requests of Players and Personnel as the Source Club Admin

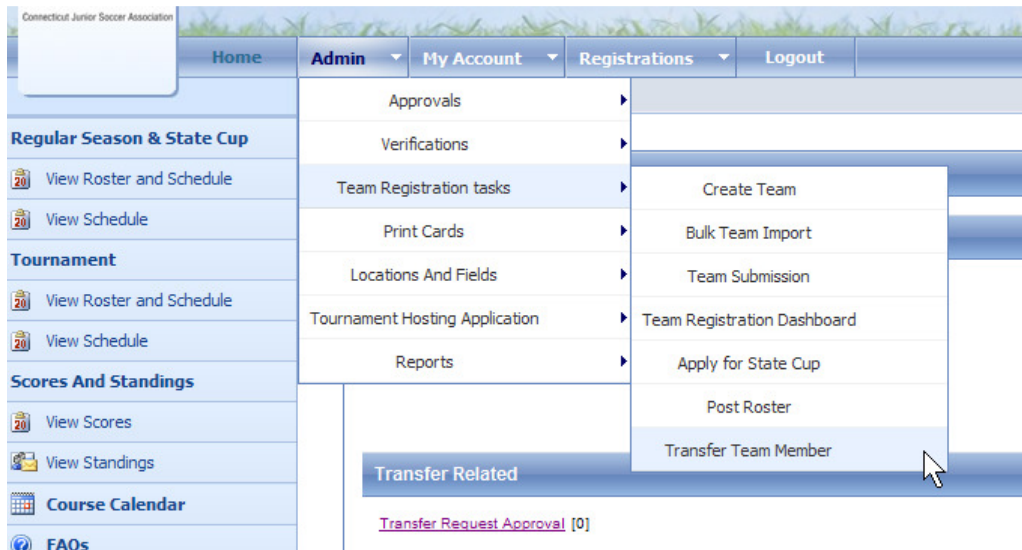
Initiating Team Member Transfer

In order to initiate a transfer, you will have to know the corresponding State ID. If you do not know the State ID, Please contact the Source Club Admin or the State Admin to obtain it.

Selecting the Correct Team Member

To start the transfer process, go to:

1. Admin>>Team Registration Tasks>>Transfer Team Member



2. Select the Type: Player or Personnel
3. Enter the State ID

A screenshot of the 'Transfer of Player/Personnel' form. The form has a title bar 'Transfer of Player/Personnel'. It contains a 'Select Type' dropdown menu with 'Player' selected. Below it is a 'State Id' text input field containing 'CTP29109' and a 'View Details' link. At the bottom of the form is a 'Continue' button.

4. Click on View Details to see Player/Personnel details and team affiliation. (Details will appear in a new window)

Team Player

State Player Id: CTP29109

First Name: Frank

Middle Initial:

Last Name: Beaner

Date Of Birth: 09/16/1999

Address: 234 Stafford Street

Gender: m

Street:

Unit#:

City: Stratford

Zip Code: 06614

State: Connecticut

Country: United States

Phone Number: 2326624501

Email:

Team Affiliations

Club	SLA	Team
<input type="text"/>	<input type="text"/>	<input type="text"/>
Ben Test Club	2008-2009 Season>>Rec>>U10 Boys	Central>>Ben Test Club>>Strikers

5. If details are correct, click on continue.

Selecting Source/Destination Team Affiliation

After you hit continue, a two part grid will be displayed. The team member's info will fall underneath the Source Team affiliation grid. If the member is on multiple teams, each season, level and age group that the member is associated with will be displayed. If the team member plays with two different clubs, those clubs will be displayed underneath "Select Organization".

1. Select the Season, Level and Age Group for which the team member belongs. Check the Select All box to fill out all displayable fields.

Transfer of Player/Personnel

Select Type:

State Id: [View Details](#)

Continue

Name: Frank Beaner

Source Team Affiliation	Destination Team Affiliation
Select Season-Level-AgeGroup: <input checked="" type="checkbox"/> SelectAll <input checked="" type="checkbox"/> 2008-2009 Season <input checked="" type="checkbox"/> Rec <input checked="" type="checkbox"/> U10 Boys	Select Season-Level-AgeGroup: <input type="checkbox"/> SelectAll Select Organization: <input type="checkbox"/> SelectAll
Select Organization: <input type="checkbox"/> SelectAll	

Show Teams

2. Select the Organization for which the team member belongs to. Check the Select All box to fill out all displayable fields.

Transfer of Player/Personnel

Select Type

[View Details](#)

Name: Frank Beaner

Source Team Affiliation	Destination Team Affiliation
Select Season-Level-AgeGroup:	Select Season-Level-AgeGroup:
<input checked="" type="checkbox"/> SelectAll <input checked="" type="checkbox"/> 2008-2009 Season <input checked="" type="checkbox"/> Rec <input checked="" type="checkbox"/> U10 Boys	<input type="checkbox"/> SelectAll Select Organization: <input type="checkbox"/> SelectAll
Select Organization: <input checked="" type="checkbox"/> SelectAll <input checked="" type="checkbox"/> CJSA <input checked="" type="checkbox"/> Central <input checked="" type="checkbox"/> Ben Test Club	

Being signed in as the Club Administrator, only the Seasons, Levels, and Age Groups of the teams that you have imported will be listed as selections in the grid.

For Destination Team Affiliation:

3. Select the appropriate Season, Level and Age Group of the Destination Team. Placing a check mark in any age group box will display teams for Age Groups affiliated with your club.

Transfer of Player/Personnel	
Select Type	Player
State Id	CTP29109 View Details
<input type="button" value="Continue"/>	
Name: Frank Beaner	
Source Team Affiliation	Destination Team Affiliation
Select Season-Level-AgeGroup:	Select Season-Level-AgeGroup:
<input checked="" type="checkbox"/> SelectAll <input checked="" type="checkbox"/> 2008-2009 Season <input checked="" type="checkbox"/> Rec <input checked="" type="checkbox"/> U10 Boys	<input type="checkbox"/> SelectAll <input type="checkbox"/> 2008-2009 Season <input type="checkbox"/> Premier <input checked="" type="checkbox"/> Rec <input checked="" type="checkbox"/> U10 Boys
Select Organization:	Select Organization:
<input checked="" type="checkbox"/> SelectAll <input checked="" type="checkbox"/> CJSA <input checked="" type="checkbox"/> Central <input checked="" type="checkbox"/> Ben Test Club	<input type="checkbox"/> SelectAll
<input type="button" value="Show Teams"/>	

4. Select the Organization of the Destination Team. Check the Select All box to fill out all displayable fields.

Transfer of Player/Personnel

Select Type

State Id [View Details](#)

Name: Frank Beaner

Source Team Affiliation	Destination Team Affiliation
Select Season-Level-AgeGroup:	Select Season-Level-AgeGroup:
<input checked="" type="checkbox"/> SelectAll <input checked="" type="checkbox"/> 2008-2009 Season <input checked="" type="checkbox"/> Rec <input checked="" type="checkbox"/> U10 Boys	<input type="checkbox"/> SelectAll <input type="checkbox"/> 2008-2009 Season <input type="checkbox"/> Premier <input checked="" type="checkbox"/> Rec <input checked="" type="checkbox"/> U10 Boys
Select Organization:	Select Organization:
<input checked="" type="checkbox"/> SelectAll <input checked="" type="checkbox"/> CJSA <input checked="" type="checkbox"/> Central <input checked="" type="checkbox"/> Ben Test Club	<input checked="" type="checkbox"/> SelectAll <input checked="" type="checkbox"/> CJSA <input checked="" type="checkbox"/> Central <input checked="" type="checkbox"/> BS Support

5. Click on Show Teams to display all Teams based on your selected Team Affiliations.

Initiate Transfer

After clicking on Show Teams, teams will be displayed for the Source and Destination Club based on your selections.

1. Select the Source Team (the player/personnel's original team).
2. Select the Destination Team (the player/personnel's new team).
3. Enter a reason for the transfer (optional). The reason will be displayed to the Source Club Admin when approving/rejecting the transfer request.
4. Click on Transfer to initiate the request.

Transfer of Player/Personnel

Select Type

State Id [View Details](#)

Name: Frank Beaner

Source Team Affiliation	Destination Team Affiliation
Select Season-Level-AgeGroup:	Select Season-Level-AgeGroup:
<input checked="" type="checkbox"/> SelectAll <input checked="" type="checkbox"/> 2008-2009 Season <input checked="" type="checkbox"/> Rec <input checked="" type="checkbox"/> U10 Boys	<input type="checkbox"/> SelectAll <input type="checkbox"/> 2008-2009 Season <input type="checkbox"/> Premier <input checked="" type="checkbox"/> Rec <input checked="" type="checkbox"/> U10 Boys
Select Organization:	Select Organization:
<input checked="" type="checkbox"/> SelectAll <input checked="" type="checkbox"/> CJSA <input checked="" type="checkbox"/> Central <input checked="" type="checkbox"/> Ben Test Club	<input checked="" type="checkbox"/> SelectAll <input checked="" type="checkbox"/> CJSA <input checked="" type="checkbox"/> Central <input checked="" type="checkbox"/> BS Support

Transfer Details

Source Team	Destination Team
Team <input type="text" value="Strikers"/>	Team <input type="text" value="Tigers"/>
Reason <input style="width: 100%;" type="text" value="Need an extra player"/>	

5. Once you click on the transfer button, a message will be displayed saying that, “**Your request was successfully sent.**” Now it is up to the Source Club Admin to approve the transfer.

Approving Team Member Transfer

After the transfer has been initiated, the Source Club Admin will have to approve the transfer request. Once the Source Club Admin logs into the site, the approval request will be displayed on their dashboard.

Approvals

Transfer Related

[Transfer Request Approval](#) [1]

Payments

[Tournament Application Payments](#) [0]

The Source Club Admin will be able to view all of the transfer details. This includes Source Season, Level, Age Group and Team details and Destination Season, Level, Age Group and Team details. The Source Club Admin can approve or reject the transfer as well as leave comments for the action.

Destination SLA	Competition Level	Destination Team	Pending For	Reason for Transfer	<input type="checkbox"/> Approve <input type="checkbox"/> Reject	Approver's Comments
2008-2009 Season>>Rec>>U10 - Boys		Central>>BS Support>>Tigers	Club Admin Approval		<input type="checkbox"/> <input type="checkbox"/>	

If the Source Club Admin approves the transfer, he/she will receive a message that says **“The transfer requests have been successfully processed!”** Now it is up to the State Administrator to give final approval to the transfer.

Once the State Administrator approves the transfer, the team member change will be reflected on team rosters.