



## MOVING PLAYERS/TRANSFER/RELEASE

### Steps:

- Login to Affinity
- Utilize Move player link (for players moving within your club after a team has been activated)
- Utilize Transfer/Release (for player transferring to another club or no longer playing soccer)

\*Note – Make sure you are in the correct season:

- Select Season – 2017-2018 Principal Season
- Recreational Season – Spring 2018 Recreational Only

Login to Affinity: [kys.affinitysoccer.com/reg/index.asp?sessionguid=](http://kys.affinitysoccer.com/reg/index.asp?sessionguid=)

**Move Players Button (USE ONLY IF THE PLAYER IS MOVING TO ANOTHER TEAM WITHIN YOUR CLUB)**

**Edit Player**  
Test5 Banner 14011-921630  
Kentucky KY Demo KY Demo Play level: Select Age group: Under 10

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

CLICK HERE TO UPLOAD PHOTO 100X120 PIXELS  
BIRTH CERTIFICATE CLICK TO UPLOAD 2000 X 2000 PIXELS MAXIMUM

Legal First Name\* Middle / Initial Legal Last Name\* Suffix  
Test5 Banner  
Alias / NickName Height Weight  
ft. in. lbs.  
2 School Name Grade Player Rank Graduation Year  
Birth Month\* Day\* Year\* Gender\* Age Group:  
August 10 2004 Girls Under 10  
Calendar Age: 9 Seasonal Age: 9

Number of Prior Seasons Played:

Uniform Size: SHIRT   
Uniform Size: SHORTS   
Uniform Size: SOCKS

Out Of State Registration In-State Registration Out Of State ID# or Alt PlayerID#

Person to Notify in Emergency\* Telephone\*

**Admin Tools**  
• Move Player from 0K01-K01SG12-0042

**Team**  
Team Number  
KY Demo - G12  
0K01-K01SG12-0042

**Move Player Link**

### Transfer/Release to Another Club:

Please note the following IMPORTANT DATES

August 1<sup>st</sup> - November 1<sup>st</sup>: NO TRANSFERS

November 1<sup>st</sup> – February 1<sup>st</sup>: FREE TRANSFER PERIOD

February 1<sup>st</sup> – April 1<sup>st</sup>: \$200 TRANSFER FEE

APRIL 1<sup>ST</sup> – JUNE 1<sup>ST</sup>: NO TRANSFERS



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If a parent initiates a transfer or release in the system, the registrar for the releasing club and the accepting club will need to approve the transfer in the system. Once that has happened, the state office will approve the transfer/release after receiving appropriate documentation and payment (if required). To see if a parent has initiated a transfer, the registrar will go to the player lookup screen and change the application status drop down bar to either 'Pending Release Applications' OR 'Pending transfer Applications' and hit the search button. (See screen shot on next page).

You will then be able to click on the player and be directed to their account. The releasing registrar will then need to click the radio button next to 'approved' and hit 'update'. They will do this **twice** as there will be a 'final' approval from the releasing registrar:



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If the player only requested a release and not a transfer, then they will go into a 'district pool' at this point. To request a transfer, the player will need to have the information of the team they will be transferring; otherwise, they will only be able to fill out the release. If the player requested a transfer, then the receiving registrar will complete the same process and the transfer information will be listed at the bottom of the transfer request. Once the state office marks it as final approved, then the player will be moved onto the appropriate team.

If the player did not know what team they were going to and only filled out the release, then the receiving registrar will be able to search for them in the 'District Pool'. They will go to the player lookup screen and change the application status dropdown bar to say 'District Pool Application', type the player's name into the search bar and click search.

The screenshot shows the 'Player Lookup' interface. At the top, there are navigation tabs: 'Leagues & Teams', 'Administration', 'Tournament & Gaming', and 'My Account'. The 'Player Lookup' section includes several filters: 'Select Organization' (All Organizations), 'Select Club' (All Clubs), 'Select Play Type' (All Play Types), 'Select Gender' (All Genders), and 'Select Age Group' (All Age Groups). The 'Application Status' dropdown is highlighted in yellow and set to 'District Pool Applications'. Below this are filters for 'Accepted', 'Paid', 'Order', and 'Media Type', all set to 'All'. There is also an 'Application Date' range selector. A search bar at the bottom contains the text 'test' and a 'Search' button. A table below shows one result for 'Testtt4, Holly' with columns for Player Name, Address, Team ID, Player ID, Birthdate, Appl Date, and PlayLevel.

The Registrar will then be able to click on the player's name and be taken to the player's transfer tab. At that point, the registrar will click on the 'transfer destination' button. The Registrar will then complete the transfer destination information and hit submit transfer.

The left screenshot shows the 'Transfer Status' page for player Holly Testtt4. It includes sections for 'Player Information', 'Overall Status', 'Player Comments', 'Releasing Team Information', 'Release Details', and 'Transfer Team Information'. A 'Transfer Destination' button is visible at the bottom. The right screenshot shows the 'Transfer Details' form. A red arrow points to the 'Transfer Destination' dropdown menu, which is currently set to 'Kentucky'. Other fields include 'From' (Player: Testtt4, Holly), 'To' (Player: Testtt4, Holly), 'League' (KY Demo), and 'Club' (KY Demo). A 'Submit Transfer' button is at the bottom.



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They will then have to finalize the transfer by approving it:

The screenshot shows the 'Edit Player' page for Holly Testtt4. The page is divided into several sections:

- Transfer Status:** Shows 'Receiving League Registrar' with options for 'Approved' (selected) and 'Contested'. A 'Comments' field is present with an 'Update' button below it.
- Player Information:** Name: Testtt4, Holly; Age Group: Under 12; ID: 68228-875677.
- Overall Status:** A table with columns: Reason, Release Status, Transfer Status, Effective Date. Row: Other, Approved, Pending, N/A.
- Player Comments:** Holly Kirkpatrick @ 4/10/2015 8:15:53 AM: test
- Releasing Team Information:** District: Kentucky; Contact: District Admin 1234567890(h); League: Kentucky Demo 2; Contact: Help Desk Video 123 4567890(h); Club: Kentucky Demo 2 - 01; Team: Kentucky Demo 2 - 01 - B12 Team#: 0107-001RB12-0010.
- Release Details:** A table with columns: Role, Status, Who & When. Rows: Initial Request (New, Holly Kirkpatrick [4/10/2015]), Releasing League Registrar (Approved, Holly Kirkpatrick [4/10/2015]), Releasing Final Approval (Approved, Holly Kirkpatrick [4/10/2015]).
- Transfer Team Information:** District: Kentucky; Contact: District Admin 1234567890(h); League: KY Demo; Contact: Testt1000 Banner 012 3456789(h) 012 3456789(w); Club: KY Demo; Team: KY Demo - B12 Team#: 0101-101RB12-0006.
- Transfer Details:** A table with columns: Role, Status, Who & When. Row: Receiving League Registrar (Pending).
- Transfer Comments:** Holly Kirkpatrick @ 4/10/2015 8:32:52 AM: test