Release & Transfer Process (Tutorial)

1. Select the "Youth Soccer Login" button:





2. Enter your Username and Password, and select "LOGIN":





Cal South Soccer Login

| θ | Enter your username | ••• |
|---|---------------------|-------|
| _ | | |
| Ô | Enter your password | ••••] |
| | | |

Help | Forgot password



3. Select "*View Details*" under the player you are completing the release and/or transfer:

- 4. Once the page loads, select the "Application" tab
- 5. Select "Request Release And/ Or Transfer"

| | | Test | Test | |
|---|--|--|--|---|
| View Details - Update Photo - Print Docur en - View Par 4 nt | | View Details Update Photo - rint Documents - riew Payments - | Vew Details - Update Photo - - Print Documents - - View Payments - | |
| plications Details Cert | ificates Teams | Events Referee S | chedules | |
| Organization | Play Level | Team Options | Payment | Print |
| Registrar Training 01 | Competitive | <u>Request Release</u> And/Or Transfer | Create Order | <u>Receipt & Forms</u> <u>Legal Agreement</u> |
| | View Details - Update Photo - Print Docurrent - View Part Ants Nications Details Cert Organization Registrar Training 01 | View Details • Update Photo - • Print Docurents - • View Payints - • View Payints - Nications Details Certificates Teams Organization Play Level Registrar Training 01 Competitive | Vew Details • Update Photo - • Print Docurents - • View Payints - • View Payints - View Payints - <t< td=""><td>Image: Second system Image: Second system <td< td=""></td<></td></t<> | Image: Second system Image: Second system <td< td=""></td<> |

6. (A) If you will be transferring the player to another team, select "*I am requesting to be released, and I know the league & club I want to transfer to*"
(B) If you are simply releasing the player from the team they are currently registered to,

select "I am requesting to be released, and I am unsure of which league or club I want to transfer to"

7. Select "Continue"

| Transfer Request | Release From | | |
|--|------------------|--|--|
| As a player, you must first request to be released from your current | Player: | Daughter Test | |
| team, league, and/or district. | Gender: | Girls | |
| | Age Group: | 2008 | |
| | District: | District 8 Cal South | |
| | League: | Administrative Pool | |
| | Club: | Registrar Training 01 | |
| | Team: | CS08-02CG08-0001 Registrar Training 01 - G2008 | |
| | Release | Туре | |
| | I am to tra | requesting to be released, and I know the league & club I want nsfer to. | |
| | O I am club I | requesting to be released, and I am unsure of which league or want to transfer to. | |
| | | Continue >> | |

If (A):

- 8. Select the District, League, Club, Play Type, Age Group, Team, and Reason
- 9. Select "Initiate transfer on behalf of player"
- 10. Select "Submit Transfer"

| Transfer | Details | : | |
|-------------------------------------|----------------|---|-------------------------|
| Details | From | | |
| Please add anv | Player: | Daughter Test | |
| additional | Gender: | Girls | |
| regarding this transfer | Age Group: | 2008 | |
| request. | District: | District 8 Cal South | |
| * are | League: | Administrative Pool | |
| required fields | Club: | Registrar Training 01 | 8 |
| licido | Team: | CS08-02CG08-0001 Registrar Training 01 - G2008 | |
| | To | | <u>Team Info Search</u> |
| | Plaver: | Daughter Test | |
| | District*: | Please Select | |
| | League*: | Please Select V | |
| | Club*: | Please Select V | |
| Step 5 of 5 | Play Type*: | Please Select V | |
| reason for | Age Group*: | Please Select | |
| add any | Team*: | Please Select V | |
| additional comments | Reason*: | Please Select V | |
| and then submit the transfer. | Commer | nts: | |
| | * require | 9 | 1 |
| | 🗆 Initia | ate transfer on behalf of player. | |
| | Submit | t Transfer | |

If (B):

- 8. Select a "Reason"
- 9. Select "Submit Transfer"

| Transfer | Details | |
|------------------------------|--|---|
| Details | From | |
| Please add any additional | Player: | Daughter Test |
| comments | Gender: | Girls |
| transfer request. | Age Group: | 2008 |
| * are required fields | District: | District 8 Cal South |
| | League: | Administrative Pool |
| | Club: | Registrar Training 01 |
| | Team: | CS08-02CG08-0001 Registrar Training 01 - G2008 |
| | То | |
| | Player: Pool: | Daughter Test District 8 Cal South |
| | Reason*: | Please Select V |
| | Comments: * required Submit Transfer | 9 |

Congratulations! You've submitted the release or transfer. You will receive a confirmation email with the information you submitted. If it is a release is without an accompanying transfer it may take 1-3 business days. If it is a release with an accompanying transfer it may take 1-7 business days.