

Player Transfer Request

Step 1

Team that wants a player to TRANSFER TO their team will initiate the request

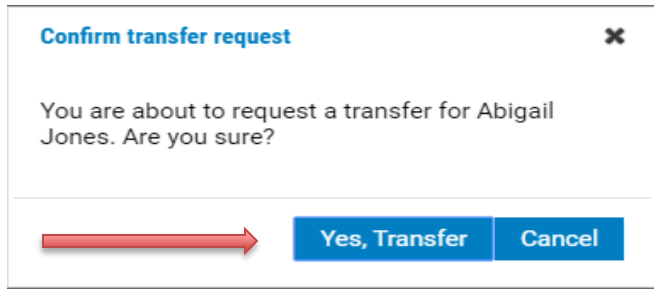
1. Log in to Club Connect Admin site
2. Click on the Team with the transfer request

The screenshot shows the Club Connect Admin interface. At the top, there is a navigation menu with options: File, Edit, Admin, Communications, Tools, Members, Registration, Reports, and Help. Below this is a toolbar with icons for 'Add Folder', 'Add Team', 'Find', 'Assign Participant', 'Assign Coach', 'Website Builder', and 'Help Resources'. The main content area is divided into sections: 'Leagues & Tournaments' with a 'Register for a league or tournament' button; 'Team Connect' with a 'Team Connect' button, a dropdown menu labeled 'Choose an option', and a text area 'What's Team Connect?'; and 'Coaches & Players' with buttons for 'Transfer', 'Request Team Activation', and 'Publish Team Assignments to Members'. A red arrow points to the 'Transfer' button. Below these sections are buttons for 'Print Medical Release Forms For Team Roster', 'Email Coaches & Players', 'Email Coaches with Roster Attached', 'Add Team Fees or Credits', and 'Player Suspensions'. At the bottom, a table header is visible with columns: Participants, Jersey #, Home Phone, Email, and Primary/Secondary.

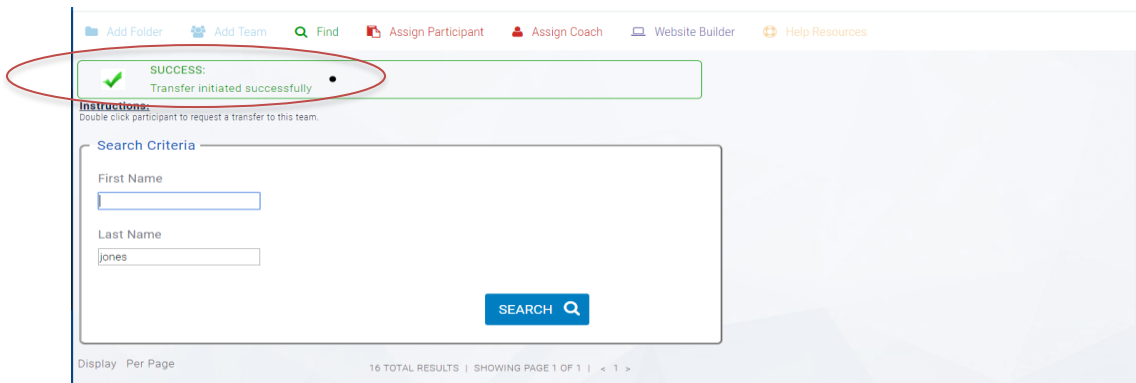
3. Enter the name of the player and US Soccer Connect will search throughout the state to find the targeted player:

The screenshot shows the search criteria form in the Club Connect Admin interface. The form has two input fields: 'First Name' and 'Last Name'. The 'Last Name' field contains the text 'Jones'. Below the input fields is a blue 'SEARCH' button with a magnifying glass icon. Above the form, there is a section titled 'Instructions:' with the text 'Double click participant to request a transfer to this team.' Below the form, there is a status bar that reads '17 TOTAL RESULTS | SHOWING PAGE 1 OF 1 | < 1 >'. At the bottom, a table header is visible with columns: Last Name, First Name, Birth Date, Club, and Current Team.

4. Confirm transfer request



After click 'Yes, Transfer' your screen will refresh and you will see a 'Success' message.

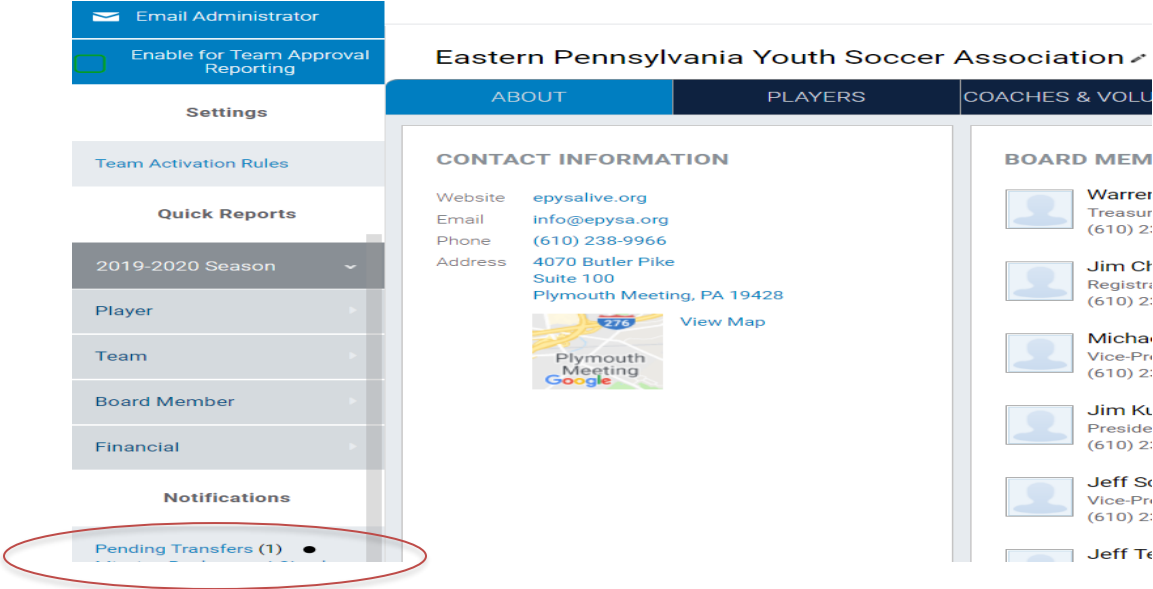


The summary page - from when you first log into Club Connect will now show any/all pending transfers for you and the player's original club.

Step 2

League Registrars Control the Approval Process within Association Connect.

- 1. League administrator will log in to Association Connect, click on Pending Transfers



- 2. Click the 'Approve' button(s) to finalize this process and when completed the player will be transferred.

The screenshot shows a table titled 'Pending Transfers'. The table has columns for Name, From Team, To Team, Initiated By, and Initiated Date. A single row is visible, showing a transfer from Brausa United Futbol Club (Yellow 04) to Boys 2004 Navy. The 'Initiated Date' is 06/08/2019 at 5:18 am. Below the row, there are two 'Pending approval by administrator' messages, each with 'Approve' and 'Decline' links.

Name	From Team	To Team	Initiated By	Initiated Date
[REDACTED]	Brausa United Futbol Club Yellow 04 Brausa United Football Club	Boys 2004 Navy Premier Soccer Club	-	06/08/2019 at 5:18 am

Note: There is no auto-notification on transfers initiated or when approved. Best practices – League will email all teams (destination and original team) to ensure that there are no outstanding issues.