

Migrating Teams from last seasonal year

- 1. To avoid having to create all new teams for your Member Organization each year, and to help the competition committee with alignment, Affinity has created a feature that will allow you to migrate empty team shells from last seasonal year to the new seasonal year.
 - a. Only migrate the team shell, never migrate any players or administrators. They have to register themselves to sign the ELA's, pay fees, etc.
- 2. Before migrating teams from the old seasonal year, make sure the same levels of play are set up in the new upcoming seasonal year.
- 3. Be sure you are in the previous seasonal year.
- 4. At the League level click on the Teams tab.
- 5. Click the grey Search button in order to pull up all teams that you want to migrate over to the new seasonal year

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- 6. Check the boxes on the left hand side of each team(s) to migrate
- 7. Select the season from the drop down menu you want to migrate to
- 8. Be sure to only select the TM column
- 9. Click "Save Migrate Request" Button
- 10. Verify that data has been migrated to the new season by performing a search in Team Look-up. It can take up to 10 minutes to process
- 11. Migrating teams to a new season automatically advances the age group of the Team.