



Processing a Transfer in Affinity

Once a transfer has been approved by the UYSA League Manager, an email will be sent out to all parties involved. As the registrar of the team the player is moving FROM, you will be responsible to start the transfer

The registrar of the team the player is moving TO will receive a notification and process the second half of the

Registration Made Simple.

Club Registrar: Affinity Demo
Youth League: 01000001

Leagues
Clubs
Team
Players / Admins
Player Lookup
Admin Lookup
Parent Lookup
Add Player/Admin
Payment Management
ID Cards
Event Manager
Reports
Sign Out
Tech Support Contact

Leagues & Teams My Account

Edit Player
Kidone Test 88800-129744

Player Information Preferences Applications Transfer Search (Unavailability)

Transfer Request
As a player, you must first request to be released from your current team, league, and/or district.

Release From
Player: Kidone Test
Gender: Girl
Age Group: Under 13
District: North
League: Affinity Demo
Club: Affinity Demo
Team: 0199-0110U13-0172
Affinity Demo - GU13

Release Type
 I am requesting to be released, and I know the league & club I want to transfer to.
 I am requesting to be released, and I want to transfer to a club I want to transfer to.

Continue

9. Check the **Approval** radio button and click UPDATE.
 - a. You will have to do this 3 times as the releasing registrar/administrator

Transfer Status
This page shows the current status along with comments about the pending transfer.

Print Transfer

Releasing League Registrar
Please choose your response to the requested transfer below:
 Approved Contested
Comments:
Update

Player Information
Name: Test, Kidone | Age Group: Under 13 | ID: 88800-129744

Overall Status
Reason: Moved beyond reasonable travel | Release Status: Pending | Transfer Status: Currently no status is available | Effective Date: N/A

Releasing Team Information
District: North | League: Affinity Demo | Club: Affinity Demo
Team: Affinity Demo - GU13 | Team #: 0199-0110U13-0172

Release Details
Role: Releasing Team Administrator | Status: Approved | Who & When: Club Registrar [10/7/2010]
Role: Releasing League Registrar | Status: Pending | Who & When: Club Registrar [10/7/2010]

Transfer Team Information
District: North Central | League: Birmingham United Soccer Association | Club: Birmingham United Soccer Association
Team: BUSA 99 United | Team #: 0245-01EB13-0023



10. Once you have clicked update 3 times a notification will be sent to the receiving registrar who will be transfer in Affinity

1. Click on the player's account in Affinity
2. Click on the **Transfer** tab
3. Choose the first option for the Release Type
4. Click the **Continue** button This will bring you to a new page where you can enter the information on where the player will be going. (This information can be found on the approved transfer form)
5. Select each drop down as you go to complete the destination.
6. Select the District (Region), League, Club, Playtype, Age Group, Team, and Reason of the transfer
7. Check the box "Initiate transfer on behalf of player"
8. Click the **Submit Transfer** button able to complete the process
11. The receiving registrar will click the **Approval** radio button and UPDATE 3 times
12. Once that has been done the transfer will be complete and the player will appear on their new team.

A player released and registered to a new Team in a new Organization must compete with that Team and may not be **transferred** or **club passed** to another Team within the Organization for the remainder of that seasonal year.