

## **Transferring Travel/Competitive Players**

1. Use your ID and Password and login to the VYSA database.
2. Select your team.
3. Go to the Players Screen.
4. Click on the **Add/Transfer A Player** button. A pop up window will appear.
5. Under **Player Status Change Request** select **Transfer Player**.
6. A list of players who have been released will appear.
7. Select the player and then click on **ADD SELECTED RELEASED PLAYER TO TEAM**.
8. Print 3 copies front and back copies of the roster
9. Print and sign two Audit reports.
10. Print new player pass. (Cannot use player pass from previous team)

## **Player Status Form (transfer)**

1. Player should have received a copy of the Player Status Form when they were released from their original team. Get the copy you will need this copy.
2. Complete section IV on the Player Status Form from when the player was released.
3. The player cannot transfer without a copy of the Player Status Form showing they were released.
4. If a copy is not obtainable the player will need to complete sections I, II and IV. The registrar will have a copy of the released paperwork on file to be the sure the player was released.

## **Bring the following to the registrar to have the roster approved:**

1. Old original roster
2. 3 copies of the new roster (front and back) with transferred player
3. 2 new signed audit reports
4. New player pass with new picture.
5. The registrar will have the old player pass. If the team is not signed off by the same registrar you will need to get the player pass from the first registrar to take to the new registrar to show proof of birth.
6. The VYSA Player Status Form – the original and three of copies of the form.