

## Add-Transfer-Release Changes (ATR)

The Add-Transfer-Release (ATR) tracking has been enhanced and now allows setting the ATR status as players are being added to teams or released from teams, essentially eliminating the need to use the ATR menu option. This enhancement also allows the system to keep a movement history on each player.

### ATR Options

When rosters are frozen, either by the association or by the State Office, the Assign Players to Team process works differently in that now, as you choose players to assign to a team, you must assign an ATR status to the player in order to process the action. The ATR choices are:

- **Release (R)** – The Release status is used to indicate that a player is being released from a team within your club and is available for assignment to another team or club.
- **Add (A)** – The Add status is used when a new player who has not been previously assigned to any team within STYSA during the current season is being added to a team. Once you report your players' counts and send in your fee payment to your Association you will need to begin inserting an A in ATR field to identify any additional players who are added.
- **Transfer (T)** – The Transfer status is used when a player who has been released from a team within your club in the current season is assigned to another team within your club.
- **Transfer-Add (TA)** – The Transfer-Add status is used when a player who has been released from a team outside of your club in the current season is assigned to a team within your club.
- **State-Transfer (ST)** – The State-Transfer status is used when a player who is transferring from another State Association in the current season is assigned to a team within your club.

In the past many clubs and/or associations may have not used Transfer-Add (TA) to indicate a player being added to a team that has been released from another team. The Transfer-Add status is required to be used as the system now tracks player movement from one team to another team between organizations. The State-Transfer (ST) option is a new ATR status used to track a player that is transferring in from another state association.

### Selecting a players ATR status via the Assign Players to Team screen

To select the ATR status for a player complete the following steps for each desired action.

Release – Player has been assigned to a team and the Admin needs to release the player from the roster. All releases must be supported by a properly completed and signed Transfer / Release Form.

- 1) To 'Release' a player from a team roster select the Assign Players to option found under the Team menu.
- 2) The list of teams will be displayed for your organization. Select the team the player is on by clicking on the people icon to the left of the team name.
- 3) Assign Players to Team screen will be displayed. The players assigned to the team will be displayed in the blue shaded area titled Current Roster in the top half of the screen.
- 4) Click the checkbox to the left of the player's name that you need to release. More than one player may be selected at the same time.
- 5) Click on the Assign/Drop button found in the yellow shaded box just below low and to the left of the Current Roster area.

- 6) A confirmation screen will be displayed indicating that the change has been completed.
- 7) Click on the Assign More option to return to the Team listing to select another team or click on Main Menu to go to the Main Menu.
- 8) If you view the team roster for the team just modified you'll see that the player still shows on the roster but that the ATR status is set to 'R' indicating that the player has been released from the team and is now included in the Available Player List and available for assignment to another team if needed. This "R" is automatically assigned to any player assigned to a team that is subsequently released from that team.

Add – Player has never been assigned to a team within STYSA.

- 1) To 'Add' a player to a team roster select the Assign Players to Team option found under the Team menu.
- 2) The list of teams will be displayed for your organization. Select the team to which you want to add the player by clicking on the people icon to the left of the team name.
- 3) The Assign Players to Team screen will be displayed. The players not assigned to a team will be displayed in bottom of the screen in the Available Player List area.
- 4) Click the checkbox to the left of the player's name that you need to add to the team and select the 'Add' ATR Status from the drop down list box to the right of the check box. If this is not an option, the player has already been assigned to a team, regardless of club affiliation.
- 5) Click on the Assign/Drop button found in the yellow shaded box just above and to the left of the Available Player List.
- 6) A confirmation screen will be displayed indicating that the change has been completed.
- 7) Click on the Assign More option to return to the Team listing to select another team or click on Main Menu to go to the main menu.
- 8) If you view the team roster for the team just modified you'll see that the player now shows on the roster. The ATR status will be set to 'A' to indicate that the player has been added to the team.

Transfer – Player is moving from one team in a club to another team in the same club.

- 1) To 'Transfer' a player onto a team that has been released from another team within your organization select the Assign Players to Team option found under the Team menu.
- 2) The list of teams will be displayed for your organization. Select the team you want to add the player to by clicking on the people icon to the left of the team name.
- 3) The Assign Players to Team screen will be displayed. Players not assigned to a team will be displayed in bottom of the screen in the Available Player List area.
- 4) Click the checkbox to the left of the player's name that you need to add to the team and select the 'Transfer' ATR Status from the drop down list box to the right of the check box
- 5) Click on the Assign/Drop button found in the yellow shaded box just above and to the left of the Available Player List.
- 6) A confirmation screen will be displayed indicating that the change has been completed.
- 7) Click on the Assign More option to return to the Team listing to select another team or click on the Main Menu to go to the main menu.
- 8) If you view the team roster for the team just modified you'll see that the player now shows on the roster. The ATR status will be set to 'T' to indicate that the player has been transferred onto the team after having been released another team within your organization.

Transfer-Add - the Player is moving to another team in a different club within STYSA

- 1) To 'Transfer-Add' a player onto a team roster that has been released from another team outside your organization but within STYSA you will need the player's Confirmation Number from the releasing organization. The Transfer-Add cannot be completed without knowing the players confirmation number from the releasing club (the releasing organization can view the confirmation number via the View Registrations menu option).
- 2) To begin the process select the New Registration option and enter the player's information

- into your organizations database.
- 3) Once you have entered the player into your system select the Assign Players to Team option found under the Team menu.
  - 4) The list of teams for your organization will be displayed. Select the team you want to add the player to by clicking on the people icon to the left of the team name.
  - 5) The Assign Players to Team screen will be displayed. Players not assigned to a team will be displayed in bottom of the screen in the Available Player List area.
  - 6) Click the checkbox to the left of the player's name that you need to add to the team and select the 'Transfer-Add' ATR Status from the drop down list box to the right of the check box.
  - 7) When you select the 'Transfer-Add' option a new field will be displayed in the TA Conf. Num column just to the right of the Transfer-Add option. You must enter the Confirmation Number of the player from the releasing organization (not the confirmation number for the player in your organization). If you don't know the confirmation number from the releasing organization you will need to contact the releasing organization for the number, or contact your association/state office before the Transfer/Add can be completed. However, in most cases, this number will be included on the Player Transfer/Release form by the releasing organization and provided to you by the State Office. The Player Confirmation number can be found in the Assign Players screen. (Or you may click on View Registrations, click Customize and choose the Confirmation ID field and redisplay.)
  - 8) Click on the Assign/Drop button found in the yellow shaded box just above and to the left of the Available Player List.
  - 9) A confirmation screen will be displayed indicating that the change has been completed (note: the system will verify the player's last name and date of birth match to ensure that the number entered is a valid number and matches the player being transferred onto the team. The system will also use the player confirmation number to validate that the player has been released from the releasing organization.).
  - 10) Click on the Assign More option to return to the Team listing to select another team or click on Main Menu to go to the main menu.
  - 11) If you view the team roster for the team just modified you'll see that the player now shows on the roster. The ATR status will be set to 'TA' to indicate that the player has been transferred onto the team after having been released from another team outside your organization.

State-Transfer – Player is moving from a club within one State Organization to another State organization

- 1) To assign a player to a team using the 'State-Transfer' option you must first select the New Registration option and enter the players' information in your organizations database.
- 2) Once you have entered the player into your system select the Assign Players to Team option found under the Team menu.
- 3) The list of teams will be displayed for your organization. Select the team you want to add the player to by clicking on the people icon to the left of the team name.
- 4) The Assign Players to Team screen will be displayed. Players not assigned to a team will be displayed in bottom of the screen in the Available Player List area.
- 5) Click the checkbox to the left of the player's name that you need to add to the team and select the 'State-Transfer' ATR Status from the drop down list box to the right of the check box.
- 6) Click on the Assign/Drop button found in the yellow shaded box just above and to the left of the Available Player List.
- 7) A confirmation screen will be displayed indicating that the change has been completed. A message will also appear stating "This transaction requires an Interstate Permission" form. Please contact your State Office."
- 8) Click on the Assign More option to return to the Team listing to select another team or click on the Main Menu to go to the main menu.
- 9) If you view the team roster for the team just modified you'll see that the player now shows on the roster. The ATR status will be set to 'ST' to indicate that the player has been transferred onto the team from another team outside your state organization.

## **Assigning a Player Previously Registered as a Guest/Tournament Player to a Team**

If you have a player who registered as a Guest or Tournament player only and the player wishes to join a league team, please contact the State Office.

## **REPORTS**

There are two new reports under Reports and Statistics:

- Player History - This report tracks the player movements within club/association. This historical data is tracked for as long as the player is in the database.
- Team ATR Count - This report tracks the number of transfers on a team by team basis.

The following report has been enhanced:

- ATR Report This report counts the number of players assigned to teams according to their ATR status. The Transfers are delineated by T, TA or ST status.  
**This report is most commonly used by the clubs for tracking billing.**

The Reconciliation Report has not changed. This report counts all players assigned to teams independent of ATR Status.

These four reports are included under Reports and Statistics for all basic and advanced system users.