Migrating Players, Admins, and Teams

1. To start the migration of teams, be sure you are in the season in which the teams are currently created in.
2. From the main navigation hover over Setup and select Setup.
3. Click Teams.
4. Select a search criteria from the various dropdown menus and choose Search.
5. Check the boxes across from the teams you wish to migrate.
6. Click Migrate Selected Teams.

NOTE: Teams will be aged forward one year when migrating to a new Fall season. If you wish to make additional adjustments to a team's age group, please make these adjustments in the new season after migrating the teams.

7. Select the target season to transfer data to within the dropdown menu.
8. Choose applicable options you wish to migrate for each team.
   a. TM (Team): Name, age group, and play level of team into selected season.
   b. PL (Players): Move players rostered onto the team into selected season.
   c. AD (Administrations): Move admins rostered onto the team into selected season.

9. Once complete, click Save Migration Request.

NOTE: Migration is <u>NOT</u> reversible.

10. To see the migrated data, change your seasonal drop down to the target season and go to the appropriate Lookup screen. If a larger amount of data was pushed into the target season, it could take several moments for the system to push the information.

TIP: To migrate teams for one particular club, please locate the club using the Search Widget on the Association level Dashboard. Once located, click on the name of the League or Club to view that organization's dashboard. Proceed to repeat steps 3-10 as outlined above.