

# 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.

NOTE: Migration is NOT reversible.

If a team is already in target season, the team migration will fail. So please be certain to choose ALL applicable options for that team and double check your selected options prior to requesting the migration.  
Teams in the highest age group can not be migrated, but their players and admins can be.

**IMPORTANT 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.

Select a Season to transfer to:  Include pending applications?

Include all **Pending** Admins for this Club  
 Include All **Pending** Players for this Club

TM	PL	AD	Team ID	Team Name	Level	Age	Parent Name	Status
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D101-01RG14-0002	Bolts - GU14	Recreational	GU14	Demo FC	Ready
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D101-01RG15-0004	Eagles - GU15	Recreational	GU15	Demo FC	Ready
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D101-01RG16-0006	Falcons - GU16	Recreational	GU16	Demo FC	Ready
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D101-01RG15-0003	Panthers - GU15	Recreational	GU15	Demo FC	Ready
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D101-01RG16-0005	Rams - GU16	Recreational	GU16	Demo FC	Ready
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D101-01RG14-0001	Strikers GU14	Recreational	GU14	Demo FC	Ready
								<b>6 Teams</b>

9. Once complete, click Save Migration Request.

**NOTE: Migration is NOT 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.**