



## Player Release and Transfer (Club Registrar)

The release and transfer process in Colorado is the following:

1. Parent or Releasing Club Initiates
2. Releasing Team Approves (Club Registrar should approve on their behalf)
3. Releasing Club Approves
4. Receiving Team Approves (Club Registrar should approve on their behalf)
5. Receiving Club Approves
6. Colorado Soccer Association Approves
7. Player is Transferred

Prior to starting please note that:

1. Player must be on a Team
2. Team must be in Active status

To start, log in to Colorado Soccer Association with your Registrar access, URL below.

[coloradosoccer.sportsaffinity.com](http://coloradosoccer.sportsaffinity.com)

Search for the Player by going to Player Lookup under Players/Admins

Click on the Players name

Click on the Transfer tab in the Player Record

**Transfer Request**

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

**Release From**

Player: Ethan Johnson  
 Gender: Male  
 Age Group: Under 12  
 District: Colorado Soccer Association  
 League: Soccer Connect Demo  
 Club: Soccer Connect Demo  
 Team: CS01-01CB12-0005  
 Force - BU12

**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 am unsure of which league or club I want to transfer to.

Continue &gt;&gt;

Two options will appear under Release Type.

Option 1: I am requesting to be released, and I know the league & Club I want to transfer to

Select this option if you know what Club, Play level, Age group and Team the player is being transferred to. Once approvals have been completed, this option will release the player from the current club and place the player in the new club and team.

Option 2: I am requesting to be released, and I am unsure of which league or club I want to transfer to

Select this option if you don't know what Club, Play level, Age group and Team the player is being transferred to. Once approvals have been completed, this option will release the player from the current club and place the player in a player pool. A transfer destination will need to be entered once the information is known.

**Steps for Option 1: I am requesting to be released, and I know the league & Club I want to transfer to.**

Select:

- District: Colorado Soccer Association
- League: Select the Club where the player is going to
- Club: Reselect the Club
- Play Type: Choose the play type of the team where the player is going
- Age group: Choose the age group of the team where the player is going
- Team: Select the team where the player is going. Please note that teams must be in active status in order to show up in this dropdown
- Reason: Select the closest reason that reflects why the release is occurring
- Comments: Enter any additional comments

Team Info Search

**Step 5 of 5**  
 Select the reason for transferring, add any additional comments and then submit the transfer.

<b>To</b>	
Player:	Ethan Johnson
District*:	Colorado Soccer Association ▼
League*:	Soccer Connect Demo ▼
Club*:	Soccer Connect Demo ▼
Play Type*:	Competitive ▼
Age Group*:	Under 13 ▼
Team*:	Competitive   Soccer Connect Demo - BU13   CS01-01CB13-0008   Fall 2022-2023 ▼
Reason*:	---Please Select---
Comments:	
<div style="border: 1px solid #ccc; height: 40px;"></div>	
<small>* required</small>	
<input type="checkbox"/> Initiate transfer on behalf of player.	
<input type="button" value="Submit Transfer"/>	

Hint: If you do not know the teams Club details, click on Team Info Search to search the system for the information.

- Submit Transfer

**Steps for Option 2: I am requesting to be released, and I am unsure of which league or club I want to transfer to**

Select:


- Reason: Select the closest reason that reflects why the release is occurring
- Comments: Enter any additional comments

<b>To</b>	
Player:	Ethan Johnson
Pool:	Colorado Soccer Association
Reason*:	Other ▼
Comments:	
<div style="border: 1px solid #ccc; height: 40px;"></div>	
<small>* required</small>	
<input type="button" value="Submit Transfer"/>	

## Approving Releases and Transfers

An alert in their Dashboard requesting approval from the Appropriate party

In the Alert- Click on View

 Action Required You have 1 Release/Transfer activity that require resolution. [VIEW](#)

Click on the blue link with the players name to get to the transfer request

**Action Required:** [Player Release - Releasing Team Admin – Player: Johnson, Ethan 46533-639407](#)

Click Approve- Enter any additional comments

Click Update to save changes

[Player Information](#) [Preferences](#) [Applications](#) **[Transfer](#)** [Parents](#) [Disciplinary](#) [Events](#)

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### Transfer Status

**This player has a release/transfer in progress.**

This page show the current status along with comments about the pending transfer.

[Print Transfer](#)

### Releasing Team Administrator

Please choose your response to the requested transfer below.

Approved  Contested

Comments:

[Update](#)