

Player Add, Release or Transfer:

1. Player Add – set up the player account in your club account. Assign the player to the team that he is being moved to. Be sure to upload the player proof of birth to the account.
2. Player Release – Go into the player account and transfer the player from the current team to NONE.
3. Transfer to a new club/team – Can only be done from the Delco account. Clubs do not have the ability to move a player from one club to another.
4. Transfer to a new team within same club – Go into the player account and move the player from the current team to the new team.
5. Go to the EPYSA website and print a PS-1 Form and the information regarding the player add, release or transfer that needs to be completed. Mail a copy of the form along with payment (\$5 for release, \$10 for add) to registrar. This information can also be submitted via email; a copy of the PS-1 can be scanned and sent along with confirmation of payment being sent.
6. The changes will be approved and new roster and passes will be generated for the team. Notification of the change will be sent back via email.

Coach Add

1. Go to the team account within Got Soccer. Go to the basic info tab within the team account. Add the coach and select Save Team Account. If you do not save the change, it will not take effect.
2. Submit an email to EPYSA registrar asking for the change to be approved. Include the team name and the new coaches name for reference. The existing team roster and passes will be deleted and new documents generated for the team for printing.
3. Note – Make sure that the correct designation is selected for the coach when adding. You must select if they are a head coach or assistant coach. They can be both, but you have to select if they will not show up on the list of approved coaches to choose from. Manager accounts are set up from the team officials tab, not the coach account tab.

Secondary Players U15 and Above:

1. Complete the Secondary section of the PS-1 form that is available from the EPYSA website. You must include the Secondary Team ID, Secondary Team Name and league. Also include the Primary team information. The player section should be completed in full. Include the Got Soccer player ID number from his pass also.
2. The Primary team must approve the player going to the secondary team.
3. An email is sent to the Delco registrar with a copy of the secondary form attached. Be sure to identify the primary and secondary team information along with the player information so that the add can be made in the Delco account. The email should be generated by the primary team and include the secondary team contact.
4. Once received, Delco will add the secondary player to the roster and re-generate the roster and passes for the secondary team. The new player pass will include a reference that this player is Secondary on the front of the pass. The new roster should be printed and the pass laminated.
5. Remember that the secondary player is U15 and above only. Also the secondary player cannot play during team playoffs and should not be included in the game day roster for any playoff game.