

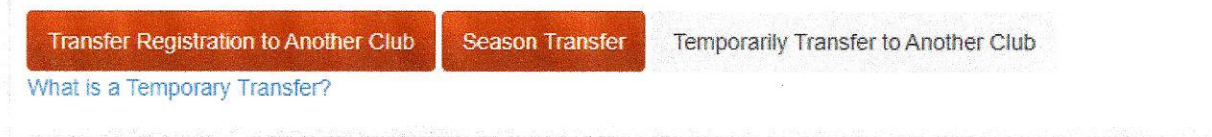
How to.... RAMP

There are two options to transfer a player **Temporary Transfer or Transfer**

Type 1: Transfer

This type of transfer **MUST** be used if a player has interest in playing AAA. It can also be used for any other player, however you will lose the player from your original registration list, so if you wish to keep a list of players who signed up under your town you will have to write it down.

Step 1: Open the player's profile whom you wish to transfer
Click on the orange tab "Transfer Registration to Another Club"



Step 2: Choose the destination club from the drop down menu

Destination Club

Choose ▼

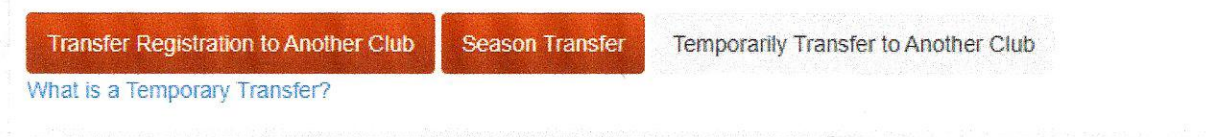
Notes

Step 3: Hit Submit

Type 2: Temporary Transfer

This option can be used if you wish to keep a list of what players/staff who registered with your association this year, if you use RAMP's mailing function.

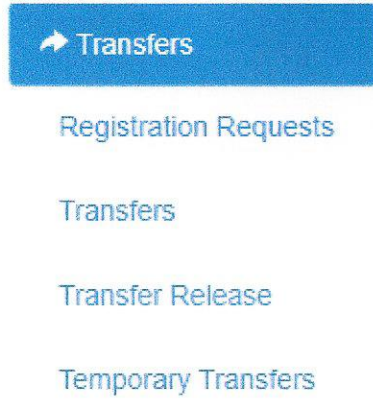
Step 1: Open the player's profile whom you wish to transfer
Click on the grey tab "temporary transfer to another club"



The remaining process is outlined above under Steps 2-3

How to find and accept transfers

To accept incoming transfers click on the transfer tab on the LHS



At the bottom of that transfers page you will see incoming transfers-click on them to accept



If you have **temporary transfers** this will be found under the temporary transfers tab

How to cancel a transfer

On the transfer transfers tab it will list all transfers you have created-click the red button to cancel

13348	Treherne Ball	15U	Holland/Pembina North Ball	Player	Lounsbury, Easton	11/25/2007	14	Incomplete	
					Outgoing				
					Pending Club Approval				
					Pending Club Approval				

If you have **temporary transfers** this will be found under the temporary transfers tab

How to Roster

Step 1: Open the Teams Tab Click "Add New Record" to create a team

Teams

 Add New Record  Copy Records to Another Season

Step 2: Click under the teams file "Assign Players" and open the division you are assigning for, click the team you are assigning too

Assign Selected to Team

Teams

Choose

Submit

Step 3: Click the players you wish to assign to this team- hit submit

NOTE: Sometimes Temporary transfer will not show up on this list, you must go to that child's profile under the temporary transfers tab to add them to a team.

Step 4: Double check your team has all the right players on it by clicking the Team's Tab and opening the team you just added players too.