



How to move a player registered in one category to a team in a different category
Examples: younger players to older teams OR girls to boys/coed teams

To assign a registered player to a team outside of their age category, you'll need to complete these steps:

- 1) Click on the event folder on the left side folder tree (i.e. Recreational)
- 2) Click on the REGISTRANTS tab on the right side window pane
- 3) Click FIND PLAYER in the bottom right box 'management tools'
- 4) Enter players name and then double click on the player's name.
- 5) In the 'actions' box, click on MOVE ASSIGNMENT button (has a green line on the left side of the action button)
- 6) Then you'll be prompted to click on the team they are moving to on the left side folder tree
- 7) Then click back on the team you just assigned the player to, and click ASSIGN PARTICIPANTS at top white menu bar
- 8) The player should appear on the left side box under the 'Assigned Participants'. Click SAVE ASSIGNMENTS