**Secondary Directions**

1. Intra-club (player is already rostered on a team within the *same club*)

Player can be added to multiple rosters within the same organization as long as secondary registration abides by any league specific rules set (ie: secondary may only play at a higher division than Primary)

To add additional team registration, club admin will add player to additional team in Roster Builder, and mark the record as S.

Contact your league for approval

1. Inter-club (player is already Primary rostered on a team *with another club*)

Club admin will select PLAYERS, then Add Player.

Use player search tool with DOB, First and Last Name (all required fields)

A record will appear if the player is found in the system.

Request Role Approval

An email will be sent the parent of the player to approve the new role for their child

Once parent approves, the player will be added to club

Club admin will use Roster Builder to add player to correct team and mark the record as a S.

Contact your league for approval

**GotSport Directions:**

<https://gotsport.zendesk.com/hc/en-us/articles/360053744513>

**Transfer Process Direction**

**(When searching our league type in Inter-County Soccer League Fall 2020)**

1. Inter-club/Intra-Club Transfer (Primary player wants to leave current team to Primary roster on another team)

Club admin will select PLAYERS, then Add Player.

Use player search tool with DOB, First and Last Name (all required fields)

Then select the Inter-Club Transfer Form

Contact your league for approval

**GotSport Directions:**

<https://gotsport.zendesk.com/hc/en-us/articles/360052828254>

**Club Admin Approve transfer from Sending Club Directions:**

<https://gotsport.zendesk.com/hc/en-us/articles/360053923193-How-to-Approve-Player-Transfer-Form-as-Sending-Organization>

**Club Admin Approve transfer from Receiving Club Directions:**

<https://gotsport.zendesk.com/hc/en-us/articles/360052937794-How-to-Approve-Player-Transfer-Forms-as-a-Receiving-Club>

**Release Player Directions**

1. A player who is being released from your team and NOT transferring to another team.

Email the league office ([icsl@verizon.net](mailto:icsl@verizon.net)) the following information:

Subject: PLAYER RELEASE

Body of Email: Team name and players name