

FSSL Online Registration Player Drop/Add Process 2011-12

Payment methods: Paypal via www.fssl.com; credit card via Hotstat; check or cash.

All required items must be RECEIVED IN THE FSSL OFFICE by 9:00am Wednesday

Add a new player - \$28:

- 1) Add new player's complete information and photo to online roster
- 2) Fax, email or mail player's liability waiver
- 3) Make payment
- 4) Email the FSSL administrator the complete name of the player(s) you are adding
- 5) New player pass will be mailed to you on Wednesday afternoon.

Drop a player - \$5:

- 1) Delete player from your online roster
- 2) Send the pass of the dropped player to the FSSL office
- 3) Send payment

Pass must be received in the office before player is officially dropped – if you are dropping a player to make room for a new one the dropped player pass must be received by 9am Wednesday or the new player can not be added for that week.

Transfer a player - \$5:

- 1) Ensure player has been dropped (see “drop a player above) from his previous team (contact the other team manager if necessary)
- 2) Go to your team home page and go to “Manage Roster” and “Add Player to Team” and “Search for an Existing Player”
- 3) When you find the player you may add them to your roster – DO NOT create a new player record if the player is already registered
- 4) Make payment
- 5) Email the FSSL administrator the complete name of the player(s) you are transferring
- 6) New player pass will be mailed to you on Wednesday afternoon.

To reinstate a player - \$5:

- 1) Go to your team home page and go to “Manage roster” and “Add Player to Team” and “Search for an Existing Player”
- 2) When you find the player you may add them to your roster – DO NOT create a new player record if the player has already registered
- 3) Email the FSSL administrator the complete name of the player(s) you are reinstating
- 4) Make payment
- 5) Player pass will be mailed to you on Wednesday afternoon.

Manager Checklist for dropping/adding/transferring

- _____ Send payment to arrive by Wednesday 9:00am
- _____ Send signed waiver to arrive by Wednesday 9:00am
- _____ Send passes for drops/transfers to arrive by Wednesday 9:00am
- _____ Send email with full name of players and what you want to have done (added, dropped, transferred) by Wednesday 9am