

FSSL Online Registration Player Drop/Add Process

Teams may have up to 22 players registered to their team at any time.

Payment methods: Paypal via www.fssl.com; credit card via online registration system; check or cash.

PayPal and credit card payments include a small additional processing fee.

Weekly deadline: All required items must be RECEIVED IN THE FSSL OFFICE by 9:00am Wednesday to receive new player passes for the Sunday game.

Add a new player - \$25:

- 1) Ensure you have room on your roster (max 22 players)
- 2) Go to your team home page and add the new player's complete information and photo
- 3) Email the FSSL administrator the complete name of the player(s) you are adding
- 4) Ensure payment (\$25 per player) ARRIVES at the FSSL office by 9:00 a.m. Wednesday morning
- 5) Fax, email or mail player's liability waiver TO ARRIVE at the FSSL office by 9:00 a.m. Wednesday morning
- 6) New player pass will be mailed to you on Wednesday afternoon.

Drop a player - \$5:

- 1) Go to your team home page and to "manage roster"
- 2) Delete player from your roster (player data and photo will be maintained in the system – they will only be removed from your roster)
- 3) Send the pass of the dropped player to the FSSL office (a player is not officially dropped and a new player pass can not be made until the pass is received in the office)
- 4) Pass must be received in the office before player is officially dropped
- 5) Ensure payment (\$5 per drop) ARRIVES at the FSSL office by 9:00 a.m. Wednesday morning

If you must drop a player in order to add a new player *the old player pass must be received in the league office by Wednesday at 9:00 a.m.* If you are mailing materials they must be delivered by Tuesday as mail is not delivered until the afternoon!

Transfer a player - \$5:

- 1) Ensure player has been dropped from his previous team and is available to be added to your 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 – creating a new record will mean you have to pay the \$25 new player fee and send in a signed liability waiver
- 4) Email the FSSL administrator the complete name of the player(s) you are transferring
- 5) Ensure payment (\$5 per transfer) ARRIVES at the FSSL office by 9am Wednesday morning
- 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 – creating a new record will mean you have to pay the \$25 new player fee and send in a signed liability waiver
- 3) Email the FSSL administrator the complete name of the player(s) you are reinstating
- 4) Ensure payment (\$5 per reinstatement) ARRIVES at the FSSL office by 9am Wednesday morning
- 5) Player pass will be mailed to you on Wednesday afternoon.