



Club Player Development Pass Instructions

NOTE: The team manager/coach of the player's current team must initiate the process and assign the player to the team with which the player will be club passing.

This means that the team wishing to use a club pass player must contact the manager or coach of the team to which the player is rostered in a timely fashion.

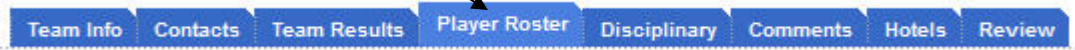
1. To assign a club pass player, you must be rostered to the team as a head coach, assistant coach, or team manager, and you must have a user name and password.

After logging in, you will be on your My Account page. (If you see a Welcome message, click on the My Account button at the upper left to reach your My Account page.) You should see all the teams with which you are associated, and you will have links to all the teams to which you are properly rostered.

2. In the **Tournament Applications / Game Scoring** section, click on the **EDIT** hyperlink next to the name of the team that will be lending the club pass player.

| Tournament Applications / Game Scoring | | Current | Past |
|--|---|---|------|
| Team | Tournament | | |
| West Covina FC 0416-01CB15-1500 | 2010 L.A. Futbol Circuit - Fall League Status: Final Submitted on 6/28/2010 | Edit Schedules / Game Scoring | |

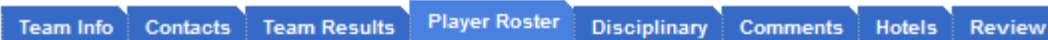
- The next page will present several tabs across the top of the page. Click the "Player Roster" tab.



- Scroll to the right and you will see "Assign" listed next to each player's name, click the assign link next to the player you wish to assign

| # | DOB | Gender | Player Status | Transfer Date | ODP Level | Active? | Profile? | Developmental |
|-----------|------------|--------|---------------|---------------|-----------|-------------------------------------|-----------------|---------------|
| 78-117674 | 11/1/1995 | Boy | Registered | | | <input checked="" type="checkbox"/> | Add Edit Assign | |
| 17-238558 | 3/14/1997 | Boy | Registered | | | <input checked="" type="checkbox"/> | Add Edit Assign | |
| 03-610182 | 11/26/1996 | Boy | Registered | | | <input checked="" type="checkbox"/> | Add Edit Assign | |
| 15-307148 | 1/10/1996 | Boy | Registered | | | <input checked="" type="checkbox"/> | Add Edit Assign | |
| 05-852069 | 5/27/1997 | Boy | Registered | | | <input checked="" type="checkbox"/> | Add Edit Assign | |
| 03-609869 | 8/26/1996 | Boy | Registered | | | <input checked="" type="checkbox"/> | Add Edit Assign | |

- From the dropdown menus, select the team with which the player will be club passing, then select the game number of the game to which the player will be assigned. Click the "Save" button.



Developmental player Assignment

Player:
 DOB: Nov 1 1995 12:00AM
 Age: U15 Gender: Male
 Number of times Assigned: 0
 Net Number of assignments remaining: 15

Assign the player to a Game:

Team:*

Game:*

Assignment List of the Player

| Team Assigned To | Game | Status |
|---|------|--------|
| This Player has not been Assigned to other teams. | | |

Note: On this page, the system will keep track of all assignments for particular players. It will also keep track of any players that were assigned to your team during the season.

6. The club pass player, labeled **(DEV)**, will appear on the game day lineup sheet for that specific game, and will be available to be added into the D&P items of any game day incidences that might occur during his/her participation with this team.

7. Should the addition of a club pass player to your game day roster put it over the maximum number of players allowed; you will need to deactivate players. Under the Player Roster tab, in the "Active?" column, uncheck as many boxes as needed to adjust the number of players on your game day roster, then click the "Set Active Players" button at the bottom.

Note::

--The jersey number of the club pass player does not move over to the accepting team's game day lineup sheet. It must be handwritten on the sheet.