

## **What is the procedure now when I need to use a PS-1 for a roster change?**

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**ONLY use Internet Explorer as your browser when doing PS-1 Changes. PS-1 Changes will NOT work if using Mozilla Firefox.**

- To change a roster once it has been “APPROVED” by the League Registrar, the Coach or Club Registrar clicks the “Request PS-1 Change” button on the right side of the Team Main Page.
- Click the dropdown arrow in the CHOOSE box and select the transaction you want to do:
  - o Add Primary Travel Player, Release Secondary Player, Transfer Travel Player, etc.
  - o Click “Continue”
- Complete the player information on the form that comes up.
  - o If system can find player in last year’s database, player information form will come up for you to review and update
  - o If system cannot find player in last year’s database, a blank player registration form will come up for you to complete
- When the player’s information form is done and SUBMIT APPLICATION was clicked, you will be brought back to the Team Main Page.
  - o On the right side, click the “Print PS-1” button.
  - o Select the players name from the list that comes up.
  - o Scroll to the bottom of that list and click ‘Print Selected PS-1’ and print out a paper PS-1 for the player you are trying to add .
- On the printed PS-1, by hand check off what you want the PS-1 to do (add, release, transfer, secondary),
  - o Fill in any open lines in the section you checked.
  - o Team ID requires only the last 4 digits of the Team ID to be written.
  - o Have the player and parent each sign and date the top section of the PS-1.
- The Club Registrar should then check the PS-1 for accuracy and completion
- The Club Registrar will send to the League whatever the League needs to process the change.
  - o For an “ADD” you will need the pass, RG-6, birth certificate if new to the league, league fee form, check, etc.
  - o If a player is releasing from your team and is NOT going to transfer to another team, coaches need to be sure to send the player pass to the League Registrar with the PS-1, league fee schedule and check.
  - o If a player is releasing from your team and WILL transfer to another team, indicate both the release and the transfer on the PS-1. In the case of a transfer, the League Registrar may not require you to turn in the pass with the PS-1 for Release. Check with your League Registrar to find what they prefer.
- Your team’s status will now be APPROVED-Change Requested.
- You may REQUEST PS-1 CHANGE again while status is APPROVED-Change Requested
- When the League Registrar has checked the paperwork you or your Club Registrar sent to the League, the League Registrar will again restore your team to APPROVED status.
  - o The League Registrar will issue you a new stamped roster reflecting the PS-1 changes you made.
  - o The League Registrar will also stamp and laminate the pass for any player you added to your team. ( When they are added late in the season or in the Spring they use their pass they all ready have.- See more at: <http://www.epysa.org/administrative/travelfaq.aspx#9>