

## How to do a PS1 Change Action

Changing your roster after it is approved by the league for the first time

A Player Status change (**PS1**) is initiated each time you want to change your roster after the first approval by the league. If you have a player who no longer wishes to play (**Release**), wants to go to another team (**Release and Transfer**), a player who wants to play for you as well as his primary team (**Secondary**) or you found a new player to add mid-year (**Add**) you need a PS1 action performed.

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**For each PS1 change action you need to make a request in the EPYS current seasonal year registration database**

1. Login to your team main page in the current EPYS registration database.
2. Click on the Request PS1 Change button\* on the team home page and then select the appropriate PS1 action. (i.e. Add primary player; Release primary player; Secondary player add; Secondary player release; Transfer primary player; Add DIRECT\* primary player)
3. Complete the steps for whatever PS1 action you are requesting. Then do the next one if necessary.\*
4. Please note that add or secondary player passes cannot be printed until the PS1 action has been approved by the league.

**What you need to enter roster changes in the EPYS current seasonal year database**

- Primary players being added will need a copy of their government issued proof of age and a current photo of the player. You will need to upload both to the database.
- Secondary players must have their photo and government issued proof of age uploaded from their primary registration.
- Released players (primary and secondary) must be notified prior to the release action.

**What the league needs returned**

- The league will need the original primary and / or secondary player's current pass for Releases.
- The team's original league stamped approved and dated roster each time PS1 actions are taken.

**For Player Transfers**

- A Player's primary pass transfers with them to the new primary team. Secondary passes are not available for transfer or for travel club pass system.
- A team may only accept five (5) players to a roster during the entire seasonal year.
- Clubs who team cannot find a primary player pass for the transfer to another club will pay for the duplicate pass.

IF you are trying to combine to teams (i.e. Fall to Spring seasons) contact your league registrar prior to making any changes to the roster. We are able to advise you on player movement before fees will be initiated for PS1 changes.

*Reminder: You may make multiple PS1 actions in a single team log in; once you log out those PS1 must be league approved before you can initiate any further PS1 actions for the team.*

If you have any questions or need help with any part of this process, please don't hesitate to contact your club registrar or the league registrars.

\* Items with the asterisk have definitions in the terms document