

WDDOA – Fall 2025 – Spring 2026 Registrar Manual

A Guide to getting from Try-Outs to Roster Freeze



Below you will find everything needed to get your teams ready for Fall 2025 League play and all the way through Spring 2026 Roster Freeze. It is listed in chronological order. A complete list of important dates is also published on the WDDOA website.

1. THE PRE-QUALIFIED LIST

The WDDOA Pre-Qualified List gets published in early May. It gets released during the May DOC meeting and published officially the next day on the [WDDOA website](#).

In order to produce the Pre-Qualified List, WDDOA goes through a rigorous **process**:

- Finalization of Standings
 - Game cards are processed throughout the year: score, yellow and red cards, club pass players, forfeits.
 - After league play concludes, each bracket undergoes a thorough review to ensure accurate standings. The following steps are taken:
 - Tied teams are identified and reviewed.
 - The forfeit log is examined, and any necessary point deductions are applied in accordance with the Rules of Competition.
 - WDDOA tie-breaker rules are applied to confirm that all teams are properly seeded.
 - If not seeded properly per WDDOA tie-breaker rules (this may happen when more than 2 teams are tied), labels are added to the standings with an updated final seed number.
- Promotion/Relegation
 - Standings are formatted outside the system and organized by gender, age group, and level of play with Flight 1 – Prime, Flight 2 – Challenger, Flight 3 – Alpha.
 - Top 2 and bottom 2 teams are identified as the teams that will be promoted and relegated.
 - In flights that contain multiple brackets, the brackets are ranked from highest to lowest in alphabetical order, Bracket A is the highest, followed by B, then C, and so on.
 - For teams participating in Set 1 / Set 2, this alphabetical bracket ranking system (A > B > C, etc.) applies specifically to the Spring season brackets.
 - Promotion and relegation occur between these brackets. However, only the top-performing teams from Bracket A are eligible for automatic promotion to a higher flight.
- Populating the Pre-Qualified list
 - Based on year over year analysis, the Pre-Qualified list is created with specific target numbers in each flight.
 - Teams are placed into the Pre-Qualified list starting from the top of each age group and gender in the overall standings. Promotion and relegation follow a primarily upward structure: no more than two teams are relegated to a lower level, while more than two teams may be promoted to balance the brackets and ensure parity in the number of games played within each age group.
 - This process is applied sequentially, first to Flight 1, then to Flight 2, and finally to Flight 3. At the conclusion of this process, the bottom two teams from Flight 3 are relegated to the Local Association (Division 2) level.
 - The last 2 teams placed in the list are the top 2 finishers of the previous Fall Western District Division 2 Championships.

2. YOUR CLUB GOOGLE SHEETS

Each year, WDDOA creates a unique Google Sheet for each Club.

Each club's Google Sheet is shared with their respective Club Registrars and DOCs around the second week of May. Registrars are given editing access to the "greyed areas" on the sheet and DOCs are given viewing access only (unless the Registrar specifically requested their DOC also have editing access). If you are a new Club Registrar/Administrator, or your email address has changed, or if for whatever reason you never received the link to access your sheet, please send a quick email to anne@wddoa.org to get your information updated and get you connected. If you have other club members, such as a financial person, that may also need access, please let Anne know.

Get familiar with your club Google sheet as soon as possible, you will be using it all year long.

Purpose:

The Club Google Sheets are meant as a tool for Registrars/Administrators to assist with tracking their WDDOA teams as well as each team's fee accumulation, monies owed, and monies paid as the season progresses (it includes team fees, player fees, fees for player movement, and forfeit fines). To start with, the focus will be on team formation. The Club Google Sheet is how you communicate to WDDOA which of your pre-qualified teams are returning, which of your pre-qualified teams are not returning, and how many new teams (including U11 teams) you anticipate you'll have. The Club Google Sheet is also (and this is VERY IMPORTANT) - HOW you will let us know when your teams are ready for capture prior to start of season.

Usage:

The first time you open your Club Google Sheet (it should open to TAB 1) you will see several sections (most blank at this point). The purple section (the "Team Information Section") will be pre-populated with a list of all your pre-qualified teams along with the play level they pre-qualified for. The team name(s) listed are what the teams were called throughout the last seasonal year. You will use the google sheet to:

- Let us know which of your pre-qualified teams are returning and which ones are not.
- Inform us of updated team names for your returning teams
- Provide us with all information for your incoming WDDOA U11 teams
- Provide us with all information for the teams you will submit Requests for Consideration for
- Access all your billing and invoicing information for the 25/26 seasonal year, including the team fees for teams participating in WDDOA leagues. Team fees are not invoiced and are due in July. Be sure to check our important dates!

3. DECLARING YOUR TEAMS

Action Required by July 1st

Please complete the following steps for your Pre-Qualified Teams:

- ✓ Confirm Team Participation
 - In Column I ("Is Team Returning?"), select "Yes" or "No" for each pre-qualified team.
 - If a returning team has a new name for the 2025–26 season, enter the new name in Column J.
 - If the team name is unchanged, leave Column J blank.
- ✉ Request Flight or Age Group Changes
 - If a returning team is accepting its PQ spot but also requesting a change in flight or age group via RFC, indicate this in Column K.

Team Fees

- Team fees are automatically calculated.
 - If “No” is selected in Column I, the team fee will automatically revert to \$0.
 - All team fees are due to the WDDOA office by July 10th.
-

TAB 2: U11 Teams & RFC Teams

Top Section (Pink): U11 Teams

- List U11 teams playing in Prime, Challenger, or Alpha.
- This list should match the U11 Team Declarations submitted by your DOC.
- When Flight and Play Model are selected, the team fee auto-populates in Column G.
- U11 team fees are due by July 10th, along with pre-qualified team fees.

Lower Section (Green): RFC Teams

- Enter newly formed teams or teams new to your club submitting an RFC.
 - The RFC Fee will be manually entered by WDDOA.
 - If a pre-qualified team is also submitting an RFC, they must pay the full PQ team fee, which will also cover the RFC fee.
-

Action Required by July 9th

New This Year!

The **Team Info Sheet** is **no longer required** to be uploaded into each team record in the Registration Event, **however**, YOU still need to do the work!

-  Pre-qualified teams that lose core are **no longer pre-qualified** and will need to submit an **RFC (Request for Consideration)** to participate.
 - ▶ **YOU must validate your team’s core before the RFC submission deadline: July 1st.**
-  The Team Info Sheet is still available as a **reference tool** and is **highly recommended** for your records.
-  It’s posted on the **Admin Resources page**.

We now have a **QUICK way to double-check each team’s core** on our side of the database. Here’s what that means:

-  We can **quickly identify teams that have lost core**, so it’s **critical** that you monitor this on the **club side** as well.
-  If a team in the Registration Event is **missing core**, it will **lose its pre-qualified status** and become **ineligible to participate**.

Eligibility Requirements:

- Pre-qualified teams must retain their club core from the previous seasonal year.
- The final roster used for reference depends on the competition level in 2024–25:
 - Frontier and SCL: Final roster as of December 15, 2024
 - Prime, Challenger, Alpha: Final roster from Spring 2025
- The minimum number of returning players is based on the final roster size. A helpful chart is available [\[HERE\]](#).
- Eligible players must have been:
 - Registered with the club, and
 - Rostered to a Primary Team participating in a USYS competition during the 2024–25 seasonal year.

 **Tip:** Use a clear and consistent naming convention for your files should you choose to keep using the team info sheet for your records, especially important if you manage multiple teams.

✔ Verifying Club Core Eligibility

As you verify each team for **core**, you must also update your **Club Google Sheet**:

- In **Column L** titled “**Club Core Verified?**”, enter “**Yes**” or “**No**”.
- This column is **only for pre-qualified teams**.

What “**Yes**” Means:

- You confirm that the team meets the **minimum >50% Club Core requirement** to retain its pre-qualified status.

What “**No**” Means:

- The team **does not meet the core requirement** and must submit a **Request For Consideration (RFC)** if they wish to participate in WDDOA.

4. SUBMITTING REQUESTS FOR CONSIDERATION

The RFC process allows teams to request placement in a different **flight, age group**, or to **enter WDDOA** if they are not pre-qualified. The process is fully online via **GotSport**, no email submissions are required.

🔍 Who Should Submit an RFC?

- New teams (not previously registered with WDDOA)
- Existing teams that are not pre-qualified
- Pre-qualified teams that:
 - Do not meet the >50% club core requirement
 - Wish to request a different flight or age group

🔧 RFC Submission Procedure

Step 1: Prepare the Team in GotSport

- **New Teams:** The team shell must be created in the club’s GotSport account before submission.
- **Existing Teams:** Ensure the team name is updated to reflect the official 2025–2026 name. The name must match on both the Excel RFC document and in GotSport.

Step 2: Complete the RFC Excel Document

- Download and complete the WDDOA FALL 2025 REQUEST FOR CONSIDERATION Excel form.
- Save the file using a clear naming convention, e.g.: WDDOAFall25_RequestForConsideration_GSA08GTeal

Step 3: Submit the Online GotSport RFC Form

- Access the form via:
 - The WDDOA website, or
 - Your GotSport account (see help link for locating forms)
- Select the team from the dropdown list.
- If the team is missing, check that the shell exists and the name is correct.
- Upload the matching RFC Excel document.

📌 **Note:** You do **not** need to assign all players in GotSport before submitting the RFC. Players can be added later.

Step 4: Update Your Club Google Sheet

- **Pre-Qualified Teams:**
 - **TAB 1:** Mark “**YES**” in **Column K** if submitting an RFC for a different flight or age group.
 - **TAB 2:** Fill in all grey columns (Team Name, Flight Requested, Play Model, Gender, Age).
- **Non-Pre-Qualified Teams:**
 - **TAB 2:** Fill in all grey columns as above.

Step 5: Submit the \$250 RFC Fee

- Option 1: Pay by credit/debit card during the online form submission (processing fee applies).
- Option 2: Mail a check or money order to:

WDDOA

3000 Joe DiMaggio Blvd., Suite 68

Round Rock, TX 78665

Important Notes for Pre-Qualified Teams Submitting RFCs

If the team intends to accept its pre-qualified spot regardless of the RFC outcome, it must be registered in the WDDOA Registration Event by July 1st to protect that spot.

The RFC must also be submitted by July 1st for consideration.

5. REGISTRATION: PRE-QUALIFIED AND U11 TEAMS

The “2025–2026 WDDOA Registration Event (Official STYSA Roster/Cards)” is now open. You may begin registering teams, but **only** the following should be registered at this time:

Teams to Register Now

- Pre-qualified teams that meet the club core retention requirement
- New U11 teams

Do NOT register:

- New or non-pre-qualified U12–U19 teams (submit RFCs instead)
- Pre-qualified teams submitting an RFC for a different flight **unless** they intend to accept their current pre-qualified spot if the RFC is denied

Key Registration Notes

- All teams and players participating in WDDOA, Frontier Conference, and SCL must register through WDDOA.
- You can register all eligible teams at once from your club GotSport account.
- Once a team is registered in the event, changes made in your club account **will not reflect** on the WDDOA side.
- **Before** registering, ensure each team’s Division, Team Name, and other details are **correct**.
- The registration event is only set up for Super 2 and Division 1.
- All Prime teams should be set for Division 1; all Alpha teams should be set for Super 2. We recommend you set your Challenger teams for Super 2 but you may choose Division 1.
- If a team played Challenger in 2024–25 but is now promoted to Prime, update its division to Division 1 BEFORE registering it.
- ALL incoming U11 teams will need to be updated to Super 2 or Division 1 (depending on which level of play you are requesting for them)
- Do not change the age group, it will automatically roll up on August 1st.

How to Edit Team Info Before Registration

1. Go to **Club Management > Teams**
2. Click on each team to make necessary updates (e.g., Division, Team Name)
3. Click the blue “**Save**” button
4. Update your **Club Google Sheet** accordingly

Registration Instructions in GotSport

1. **Login** to your GotSport account
2. Go to **Club Management > Teams**
3. Click on **“Registration”** in the menu bar
4. Scroll to find:
“WDDOA 2025–2026 Team/Player Registration Event (Official STYSA rosters/cards)”
Click **“Register”**
5. Your team list will appear with the registration event at the top
6. Use the **“Registration Fee”** dropdown to filter by Division:
 - Only teams matching the selected division will be selectable
 - Others will be highlighted in yellow
7. Select your U11 and U12–U19 pre-qualified Division 1 teams**
8. Click the blue **“Register”** button and confirm in the pop-up
9. The next screen will show you the list of teams you have just registered.
10. Go Back and repeat the process for **Super 2 teams**:
 - Change the division in the “Registration Fee” box to **Super 2**
 - Select and register your **U11 and pre-qualified Super 2 teams**

 ****Reminder:** The **Event Age Group** (2025–2026) will show in the registration event view. In all other views, the **Current Age Group** (2024–2025) will display until August 1st 2025.

6. FINAL TEAM LIST: VALIDATION

Starting July 2nd... We start the process of building the WDDOA final team list. We compile all the registrations in the WDDOA 2025-26 Registration Event (STYSA Roster/Cards) and match them with our Fall 2025 Pre-Qualified List. We use your entries in all the Club Google Sheets to find the team name changes and flag all the registrations we cannot validate.

On July 9th... The Directors Council meets and reviews all the Requests for Consideration properly submitted (submitted by the deadline, payment received).

By July 10th... The Approved Requests for Consideration are added into the Final team list and it is published on the website

By July 14th... **ACTION REQUIRED** ... Club DOCs and Registrars must go through the final team list with a fine-tooth comb

What to Check:

- Challenger Teams:
 - Confirm the **format of play** is correctly listed: Neutral(**N**) or Home/Away(**H/A**)
- RFC Submissions:
 - Ensure that **any pre-qualified team** for which an RFC was submitted is **only listed once**.
- Team Details:
 - Verify that team names, flights, and age groups are accurate and consistent with your Club Google Sheet and GotSport entries.

Why This Matters:

The **Final Team List** is the foundation for the **WDDOA scheduling process**. Any errors or omissions at this stage can lead to incorrect brackets, matchups, or delays.

7. ROSTERING

7.1. Team Building:

Once your pre-qualified and U11 teams are registered, you will see the “**WDDOA 2025–26 Registration Event**” in Roster Builder (Blue Menu Bar > Club Management > Roster Builder).

 **Reminder:** GotSport automatically rolls teams up one age group on **August 1st**.

Until then:

- U10 = U11 for Fall 2025
- U11 = U12 for Fall 2025

However, within the Registration Event Roster Builder, teams will already reflect their **correct** 2025–26 age group (Event Age Group).

7.1.1. Existing Teams

Keep in mind:



Do Not Create New Teams

- Use existing teams to preserve history, rankings, and points.
- Track changes using your Club Google Sheet. The original team name from the Pre-Qualified list is in the first column.



Lock Roster and Team Editing

1. Go to **Club Management > Teams**
2. Check the box at the top of your team list
3. Click “**Toggle Roster Lock**” → Set to “**Roster Editing Locked**” → Click “**Save**”
4. Click “**Toggle Team Lock**” (last button on the right) to lock team editing



Make Final Changes to the Team Record

- If you need to update **Division, Team Name**, etc., do so now.
- Notify **Anne** at anne@wddoa.org so WDDOA can match changes on their side.
- Update your **Club Google Sheet** accordingly.

○ **Adjust Teams Rosters**

You have two options when preparing your rosters to add your 25/26 players. You can reset your rosters in your player pools, which is total and absolute. Or, using your roster builder, you have access to a more targeted and precise approach.

- Option 1: Reset Rosters:
 1. Go to **Club Management > Teams**
 2. Select one or more teams
 3. Click “**Reset Team**” under Bulk Actions
 4. Choose to remove **Players, Coaches, Managers**, or all



This ensures adults no longer with the team lose all access to player info.

- Option 2: Unassign Players via Roster Builder
 1. From **Club Management** go to **Roster Builder**
 2. Select “**2025–2026 WDDOA Registration Event**” and click **Submit**
 3. Clone the previous roster from the **2024–25 WDDOA** or **local association** event

4. Use filters (If you use GotSport programs for online registration):
 - a. **“Player Program”** → **“Not Registered In”** → Select your registration program(s)
 - b. Click **Search**
 - c. Players not registered will appear in **white**
 5. Click **“Actions”** > **“Remove Players Matching Search”**
 6. Manually unassign any remaining players no longer on the team by clicking the **“X”** next to their name (Use this option if you are using an alternate program for online registration)
- Assign Players
 1. Change filter to **“Registered In”**
 2. Click **Search**
 3. Drag and drop players from the left panel to the correct team on the right
 4. Use filters (e.g., gender, age group) to narrow the list

7.1.2. New Teams

- Create New Teams
 1. Go to **Club Management > Teams**
 2. Click **“+ New Team”** to create a new team
 3. In **Team Affiliations**, change from **“GotSport Client”** to **“USYS”**
 4. Click **Save**
 5. Lock the team using the same steps as in 7.1.1
- Assign Players

If you use GotSport programs for online registration:

 1. From **Club Management** go to **Roster Builder**
 2. Select **“2025–2026 WDDOA Registration Event”** and click **Submit**
 3. The list of your registered teams will be on the right.
 4. **“Player Program”** → **“Registered In”** → Select your registration program(s)
 5. Click **Search**
 6. Players registered will appear in white
 7. Drag and drop players to their respective teams

If you do **not** use GotSport as your online registration program:

1. You will first need to identify players you need to upload, be sure **NOT** to upload existing players
2. Click [HERE](#) for uploading instructions
3. Once your players are uploaded, from **Club Management** go to **Roster Builder**
4. Select **“2025–2026 WDDOA Registration Event”** and click **Submit**
5. The list of your registered teams will be on the right.
6. Use filters to reduce the list of players: Gender, age, etc.
7. Drag and drop players from the left side to their respective teams on the right

⚠ Be cautious not to assign players who are not returning. The system will block ineligible players per **STYSA rules**.

7.2. Creating an Internal Roster Builder Event

If your club registers teams under **multiple USSF entities** (e.g., USYS, USSF, SAY, USSSA, AYSO) or will be submitting **multiple RFCs**, you may benefit from creating an **internal roster building event**, a staging area to organize rosters before finalizing them in official registration events.

Purpose of the Internal Event

- Acts as a **workspace** to build and organize rosters
- **Does not report** to the Association
- Allows you to **drag and drop players** into team shells before committing to official registration

How to Create an Internal Roster Builder Event

1. Go to **Club Management > Roster Builder**
2. Click the **“+” (Create Event)** button
3. Name your event something easily identifiable, such as:
“25/26 Draft Rosters”
4. Ensure the **upcoming seasonal year (2025–26)** is selected so age groups align correctly
5. Click **Save**

Using the Internal Event

- Your **teams** will appear on the right, and **players** on the left
- Click the blue **“Register”** button to add teams to the event
- Use **filters** (e.g., age, gender) to narrow the player list
- **Drag and drop** players into the appropriate team shells

 **Important:** This is a **staging area only**. You must still register teams in the **official WDDOA Registration Event** (see Section 7.1) for them to be eligible for play.

Cloning Rosters into the Official Event

Once your rosters are finalized in the internal event:

1. Go to the **official registration event**
2. Select **“Clone roster from”**
3. Choose your internal event (e.g., “25/26 Draft Rosters”)
Click the **Clone** button to import the roster

7.3. Rosters and Player Cards - WDDOA Roster Generation:

The STYSA Registration Period designates the time by which player movement off or between teams must be documented with Transfer/Release paperwork.

Key Deadlines

- **August 1st:** All committed players should be placed on rosters.
- **August 7th: Main Roster Freeze** – WDDOA will capture all rosters for the 2025–26 season.

 Any player added after this date will require a **Transfer/Release form** to be removed.

Tips:

- Set an internal club deadline **before July 31st** to ensure everything is finalized on time.
- **Only** your National League Frontier Conference teams receive **printed player cards**: NL Frontier team printing will take priority based on start of their League play (August).

7.3.1. Roster Review Process

Check your teams: in order to effectively do this, use filters to your advantage. First start by checking a number of things all at once, then proceed to each individual team. Since by the time you will be doing this, all your WDDOA participating teams will be in the “WDDOA 2025-2026 Team/Player Registration (official roster)” event, the steps should be as follow:

✔ Step 1: Access Your Registered Teams

1. **Login** to GotSport
2. Navigate to: **Club Management > Team Registrations**
3. In the **Event** dropdown, select:
“**2025–2026 WDDOA Registration Event (Official STYSA Roster/Cards)**”
4. Click **Search**

✔ Step 2: Cross-Check with Club Google Sheet

- Compare your GotSport team list with your **Club Google Sheet**.
- Use **filters** (age, gender) to manage large lists.
- Update the sheet as you verify:
 - Team status
 - Fall 2025 team name
 - RFC status
 - Check for **WDDOA comments** in the first column

✔ Step 3: What to check for each team

- **Age Group Accuracy:**
 - Teams will show Event Age Group (e.g., 2015 = U11).
 - If a 2015 team shows as U12, correct it in your system and notify WDDOA.
- **Roster Size:**
 - Ensure teams have enough players, but not over the maximum.
- **Team Details:**
 - Click on the team name to open the pop-up window
 - Scroll down to Registration Information
 - Affiliation: Must be set to USYS
 - Division:
 - Prime: Division 1
 - Alpha: Super 2
 - Challenger: Division 1 or Super 2 (club choice)
 - ⚠ Challenger teams in Super 2 may be ineligible for **Directors Cup**. ❌ No WDDOA team should register for **South Texas Cup**.
- **Roster Accuracy:**
 - Click the **Roster** tab.
 - Confirm all players are correct.
 - To remove incorrect players, return to **Roster Builder** and unassign them.
- **Player Age Verification:**
 - Ensure no overage players are assigned (e.g., no 2014s on 2015 teams).
 - **Proof of Age** must be verified using one of the following:
 - Birth certificate (certified copy)
 - Passport
 - Government-issued ID
 - Military ID (Form DD 1173)
 - Alien Registration Card
 - Certificate of American Citizenship
 - Driver’s License

- Board of Health Records

✗ Not Accepted: Hospital, baptismal, or religious certificates

- Once verified, update the player’s **Documents** section in GotSport.

⚠ Returning players do **not** need re-verification unless there’s a discrepancy. It is not mandatory that you keep a copy of the document used for verification however it is mandatory that someone verify the date of birth by looking at one of the official documents listed above.

Tips:

- Even if the player registers through an online registration program, there must be a procedure in place for the parent to provide the registrar an opportunity to view one of the official documents listed.
- The birth dates of returning previously verified players do not need to be re-verified.
- If a player is coming to you from another club, you should have a process in place to validate any previously “verified” status in the player’s account. The previous verification date will show in the player record along with the name of the person who verified the entry under “Documents”.
- Additional verification may be requested **at any time** by WDDOA or the State Association on a case-by-case basis.

• Player Photos:

- Every player must have a **valid photo**.
- To edit:
 - Click the player’s name
 - Click **Edit Image**
 - Adjust and click **Save**
 - For large amount of edits at one sitting, use **Roster Builder** or your registration program view

<p>✓ Valid Photos Clear, recent, face-centered</p>	<p>✗ Invalid Photos Blurry, outdated, off-center</p>
	

• Adult Compliance:

- Click the **Coaches** and **Managers** tabs.
- Ensure all adults:
 - Have completed **compliance training**
 - Have a **successful background check**

Refer to the **WDDOA website** for [Adult Compliance Requirements](#).

7.3.2. Main Roster Freeze: August 7th

- All rosters will be **captured** on this date.
- Any player added **after August 7th** will require a **Transfer/Release form** to be removed.
- Finalize all rosters by **July 31st** to avoid last-minute issues.

8. HOW TO NOTIFY WDDOA

Key Deadlines

- **July 1st:** Deadline to indicate which teams are viable or not.
- **August 1st:** Target date to mark “Yes” in **Column M** (“Is Team Ready for Capture?”).
- **August 7th:** WDDOA begins Official Roster and Player Card generation.

Steps to Notify WDDOA

1. **Validate Each Team:**

- Ensure all steps in section 7.1 are completed.
- Confirm team name is correct in GotSport.
- Add the players to the team in the WDDOA Registration Event.
- Remove any players no longer with the team.
- Ensure all players and adults have properly cropped ID photos.
- Confirm the team has compliant adults (e.g., coach) in GotSport.

2. **Update the Club Google Teams Sheet:**

- In **Column M**, enter “Yes” once the team is 100% ready.
- This applies to **all teams**, not just pre-qualified ones.
- Only update Column M **after** all requirements are met.

3. **Accessing the Sheet:**

- Sign in with a **Google (Gmail) account** to edit. (You will need to create one if you don’t have one)
- **Club Registrars/Administrators** get editing access.
- **Club DOCs** get viewing access.

4. **WDDOA Processing:**

- WDDOA will be processing teams club by club.
- WDDOA will begin processing once most of your teams are marked “Yes”.
- If issues are found, you will be contacted.
- Optional: To schedule a review of your teams, call 512-278-9898.

5. **Special Note for National League Frontier Conference Teams:**

- These teams get **priority processing**.
- They are the only teams that will receive **printed Player Cards and Rosters**.
- Ensure these teams are ready **before the August 7th deadline**.

9. ADDITIONAL PROCESSES

- 9.1. **Tournament Player Card Printing:** WDDOA has been operating 100% virtual for a few years for Prime, Challenger, Alpha. State Classic League is also virtual. The only Physical Player Cards produced by the office are the ones used in National League and Frontier Conference. As such, Physical Player Cards for teams who would normally be full virtual will now be available as an extra service for tournaments only for a fee. Tournament Player Cards fee: \$25 per team.

9.2. **Club Pass Printing:** National League Frontier Conference Club Pass Players

WDDOA will have a Google Doc to request the printing of Club Pass player cards. The link to this Google Doc will only be provided to Registrars and Team Managers of clubs with teams in NL Frontier Conference.

9.3. **New Player Adds** (Late registrations): August 21st at the earliest

For New Players needing to be added to your rosters after the August 7th deadline, we will be using the WDDOA New Player Add Google Form. We will not be looking at this list until **at least August 21st** as our priority will be processing official paperwork for ALL WDDOA teams. New Players may be added until the published Final Roster Freeze date. Example: WDDOA Prime, Challenger, and Alpha rosters freeze March TBD, 2026.

If your team is going to a tournament and you decide to by-pass the WDDOA New Player Add by adding the player as a Guest Player (per your local Association's process), this player will then have to be **transferred** onto the WDDOA roster and will use one of the team's maximum number of transfers per seasonal year.

9.4. **Transfer/Releases**

All player movement after August 1st **require a Transfer/Release form**. All Transfer forms should be emailed to TRform@wddoa.org. Forms should be sent to this address **only**. Please do not copy other wddoa.org email addresses as this will only slow the process down. Please do not notify us that you sent a form to that address. Use the approved WDDOA Transfer/Release form published at www.wddoa.org.

Please take care to fully complete Transfer/Release Forms BEFORE submitting. Incomplete forms CANNOT be processed, and will incur delays. We need ALL the information listed for the system to work smoothly. Forms submitted after Tuesday 10pm may be unable to be completed prior to the following weekend play.

- Releases: All release players will be moved to the WDDOA Release Pool. If a player later needs to be transferred to a different team, an updated Transfer Release form will be required.
- Transfers: WDDOA Transfers and Moves require a DOC signature. Forms missing a DOC signature will not be automatically processed. Players transferred from one team to another within the same club are considered "Moves" and do not count towards the team's maximum number of transfers per seasonal year.
- Contested Transfer: a DOC may refuse to approve a transfer. In that case, a detailed explanation from the club and the parents will be requested which will be considered by the Directors Council to determine whether or not the Transfer-Release will be processed.

Important Process Information: At WDDOA, we strive to provide player rostering services, including adds, transfers, and releases, as quickly and efficiently as possible. To help us serve you better, please carefully follow the Do's and Don'ts outlined below:

✔ **Do:**

- Complete the transfer form properly: Ensure the form includes the full names of both the releasing and receiving teams, and that it is signed by the Director of Coaching (DOC).
- Obtain the parent's signature: No transfer will be processed without parental approval.
- Send the form to the correct email: Submit all transfer forms to trform@wddoa.org. There is no need to copy additional staff members.

✘ **Don't:**

- Alter the releasing player's record: Do not remove, archive, or delete the player from the team in GotSport.
- Change or delete the player's photo: The existing photo must remain unchanged.
- Submit incomplete forms: Incomplete submissions will not be processed and will significantly delay the transfer.

- Submit the online form yourself: If the online form is required, WDDOA will enter it into GotSport. You will then need to approve the transfer in GotSport for it to be finalized.
- Allow the player to participate with the new team prematurely: A player is not eligible to play with the new team until the transfer is fully processed and the player appears on the official roster or game card.
 - Exception: A player transferring between two teams within the same club may be eligible for Club Pass if the releasing team is of equal or lower level.

9.5. Final Roster Freeze

The Final Roster Freeze matches the STYSA Roster freeze deadline for State, Presidents, and Directors Cups which will be some time in the spring.

9.6. Invoicing

Once initial rosters are captured, we will begin inputting Initial Roster Counts and player fee amounts into your Club Google Sheets. As the year progresses, they will be updated periodically to reflect roster movement as well as associated fees. We will also post payments received, so that you may refer back at any time to see what monies have been applied and what may still be owed on a team-by-team basis.

WDDOA Invoices each club twice a year, once in the Fall and once in the Spring. The Fall Invoice includes all Team Fees, Initial Roster player fees, plus any player movement fees through October 1st. Team Fee Payments received during the summer are applied toward the Fall Invoice. The Spring Invoice includes all player movement fees from October 1st through the end of season, along with any Team Forfeit Fines that may have been assessed throughout the year.

9.7. Use the Importable Calendar

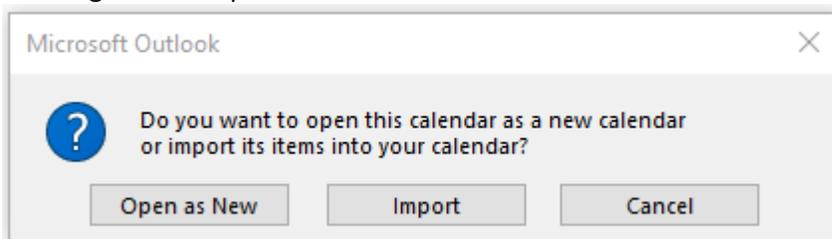
In order to help you keep up with all the steps and keep up with the deadlines, we have created a calendar with all the important dates that pertain to your duties to get you through this registration period. It is an iCalendar file(.ics) that can easily be imported into Outlook or Google.

Instructions to import into Outlook

- Make sure you have Outlook open
- Double click the iCalendar file in file explorer () :



- A dialog box will open in Outlook:



- Click “Open as New” or “Import” based on your needs/preference:
 - Open as New: creates a new calendar and adds the events to it
 - Import: adds the .ics events to your own calendar – this is what most people will choose.

Instructions to import into Google Calendar

- Go to your Google account and click on the Calendar icon: 
- Locate “My calendars” at the bottom of the left column
- Put your cursor on your calendar and move over to the 3 little dots on the right, click and select “Settings and sharing”
- Select “Import and export” in the left column

- Under “Import”, select the first option:

 Select file from your computer

- Select the iCalendar file:

 WDDOA Registrar Calendar  6/18/2023 12:57 PM iCalendar File

- Click the “Import” button
- A dialog box will pop up, click OK

Whichever format you use, after importing, please go through it and check the reminders we have set as default. Based on your club size and structure, you may want to edit the frequency or the timing of those.

If you are using Google, you may also want to update from notification to email for some of the reminders if you do not open your calendar daily. (Click on the event in calendar, Click the  icon, use the down arrow to switch from “Notification” to “Email”, and click “Save”.)