

PENDING PLAYERS

In order to correct your "Pending Players" you will need to go into your club and review the accepted players you have in system listed as "pending". In order to create an accurate billing statement these players must be moved to "active" "rejected" or "cancelled". You can do this by the following:

- Go to Reports and click on "Financial Reports"
- Choose the report type "Player Count by accepted and status summary"
- Date range should be 6/1/07 to 12/31/07
- Click Generate Report
- Once the report appears check the **NO** line. If there are players listed in the "Assigned or Activated or Pending" columns you must go back to your reports and click on the "Player Count Detail" report to determine the status of these players. These players will need to be marked "Accepted" OR "Cancelled" OR "Rejected". You should not have any players listed as pending. Pending means that the players registered with your club but were never placed on a team. The "Accepted" players that are in the **NO** line were placed on a team but the "Accepted" box next to their name was never clicked.
- To Cancel an Application: To do this you will go to player lookup "All Application Status" and the players that are listed without a team ID are the players in question. Click on that player, go to their player application and there should be a "cancel" button (since this player has not been placed on a team) and it will show they have not paid. By clicking the "cancel" button will remove this player from the "pending" status.
- Activated Players who were never accepted listed on the **NO** line: Go to player lookup – Application Status should be "Activated Applications" – Accepted box choose "NO". These players must be accepted by the State Office since the roster has already been approved however you will need check the players application to determine if they have paid and if you want them accepted. Send the names to Martha@alabamayouthsoccer.org for her to accept and reactivate the team.
- Player Drops: Will show up as "Pending" because that player is not on a team BUT this player WILL count in your billing.