Steps to transition from a Fall to Spring Season - Recreational

1) **Archive your players prior to opening your spring program:**

   o [How to Archive Players](#)

   - Note that after you archive players, any returning players from the fall will be unarchived and added to your player list automatically when their spring registration is completed.

2) **Open your player program for the spring:**

   o [Program Setup](#)

3) **If any teams will have all brand new rosters, then reset those teams:**

   o [Reset a Team's Player Pool](#)

   - This will not remove any previous event rosters for that team, only the players in the team's player pool.

   - If any teams will not return: [Archive Teams](#)

4) **Create any new teams:**

   o [Create Teams](#)

5) **Registering your players:**

   o If you need to access passes and a roster for your players/teams

   - [Submit Your Players and Teams Through a Registration Event](#)

   o If you do not need passes or a team roster, and need to only register:

   - [Submit Your Players Directly in Bulk](#)

6) **If registering players through an event roster:**

   o [Assign Your Players to the Registration Event Roster](#)

   o [View and Print Official Roster Documents](#)

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