

EBFA Club Instructions On Deleting Old Players and Teams from the System.

The best way to delete players is to remove all the players from the teams:

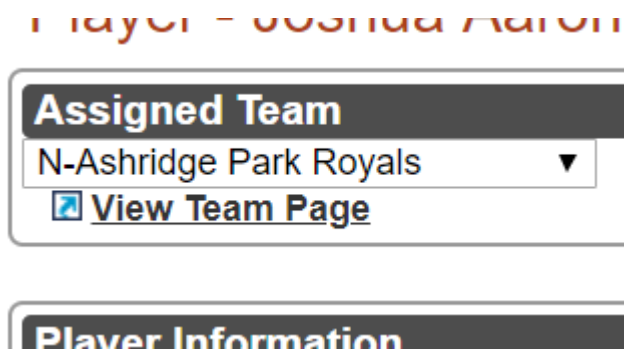
Login

Club TAB

Players on BLACK menu bar

Open player record by clicking on ID#

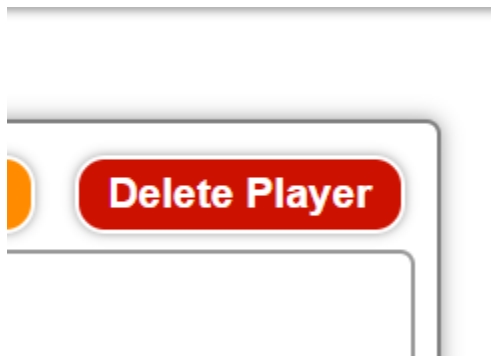
Change the Assigned Team to None



Then Hit the More... {Orange} button



Then Delete the Player



Once all the players have been deleted from the team, remove the Coaches and Managers from team

CLUB TAB

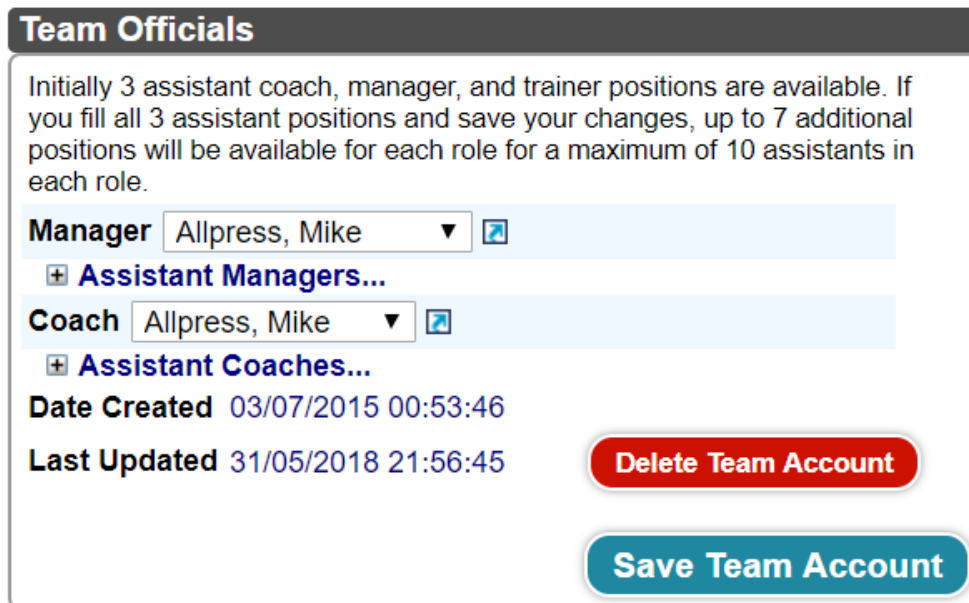
Teams on BLACK menu bar

Open team record by clicking on ID Number – {13009-12011}

This opens the team record

Players tab – ensure no players on team

Team Officials



Team Officials

Initially 3 assistant coach, manager, and trainer positions are available. If you fill all 3 assistant positions and save your changes, up to 7 additional positions will be available for each role for a maximum of 10 assistants in each role.

Manager Allpress, Mike ▼ [?](#)

+ **Assistant Managers...**

Coach Allpress, Mike ▼ [?](#)

+ **Assistant Coaches...**

Date Created 03/07/2015 00:53:46

Last Updated 31/05/2018 21:56:45

Delete Team Account

Save Team Account

Set the Manager and Coaches to blanks

Delete Team Account {RED BUTTON}

Delete any Coaches and Managers who are no longer part of the Club/League

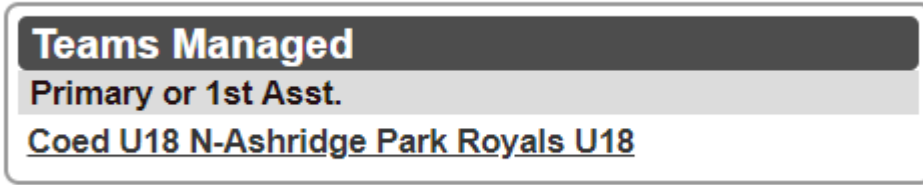
CLUB TAB

Mangers on BLACK menu bar

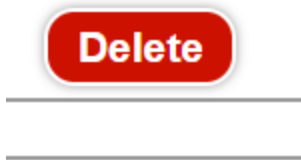
Open manager record by clicking on ID# – {EB0008-3386}

This opens the managers record

Check they are not allocated to a team as manager/coach under Teams Managed



If blank then delete the manager from the system using Delete BUTOON {RED}



Repeat process for coaches

If the players were registered in EBFA in previous seasons – the league will see the players have been deleted and then we will delete their records from our side of the database partition.

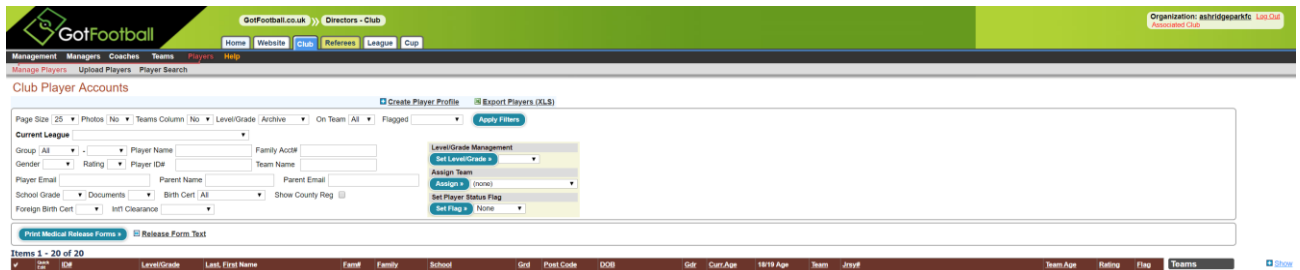
Note

Also delete all the players that have been previously archived – ensuring they are removed from any team before deleting

CLUB TAB and Players on BLACK menu bar

Set the Level/Grade to Archive and Press <Apply Filter> button

Then delete the players as previously described



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Jun-19