

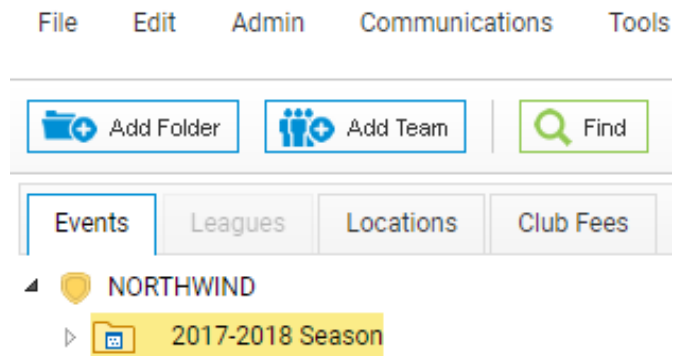


## **Copy Player Function** **(Registering players that are already in Bonzi from a previous season)**

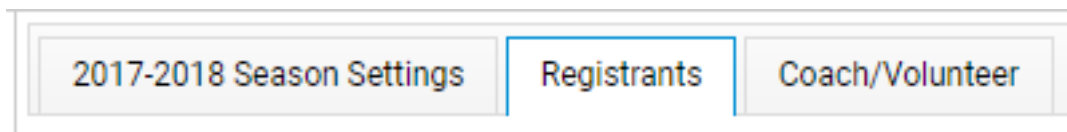
In order to make player registration as easy as possible for our members, the NISL has collaborated with Bonzi on a new “**Copy Player**” function that will allow you to move any previously registered players into the next season quickly and easily.

Any players moved will also carry over their Pass Photos and Age Verification so you don’t have to worry about collecting all of those documents again.

1. First, click on the registration folder for the “2017-18” season:



2. On the right side of the screen, click on the “Registrants” tab:





## Copy Player Function (Registering players that are already in Bonzi from a previous season)

3. Click on the “Copy Player” button:

2017-2018 Season Settings | Registrants | Coach/Volunteer

Manage Registration Event

**EVENT SETTINGS**

**Event Name & Settings**  
2017-2018 Season: Players

**Game Day Rosters & Rules**  
Disabled

**Waivers/Notices**  
No waivers

**Confirmation Email/Success Page**  
Email Not Added  
Page Not Added

**REGISTRATION CATEGORIES**

Edit registration dates, change fees and modify late fees / early discounts.

**REGISTRATION STATUS**

Total: 0    Team Count: 0  
Confirmed: 0  
Pending: 0  
Waitlist: 0  
Unassigned: 0

**REGISTRATION MANAGEMENT TOOLS**

4. Simply choose the previous season and age group you’re moving players from, and then select the age group you’re moving those players to, then click “Next”:

### Copy player

**Copy player FROM**

Copy players from Event:

Copy players from Category:

**Copy player TO: 2017-2018 Season: Players**

Copy players to Category:





## **Copy Player Function** **(Registering players that are already** **in Bonzi from a previous season)**

5. Checkmark all the players that you would like to register and click the “Copy Players” button to finish:

### **Copy Players from Fall 2015 for Players**

<input type="checkbox"/>	First Name	Last Name	Birthdate	Team Assignment
<input type="checkbox"/>	Buddy	Bonzi	07/09/09	U-07
<input type="checkbox"/>	Nora	Eitz	11/17/09	U-07
<input type="checkbox"/>	adan	gutierrez	06/16/04	U-07
<input type="checkbox"/>	Adam	Thompson	01/01/08	U-07

You're all done! You will see the following message to confirm that you are finished:

**Players copied successfully**

If you need any assistance, please email [jason@chicagosoccer.com](mailto:jason@chicagosoccer.com) with your Club Name and a detailed description of your problem.