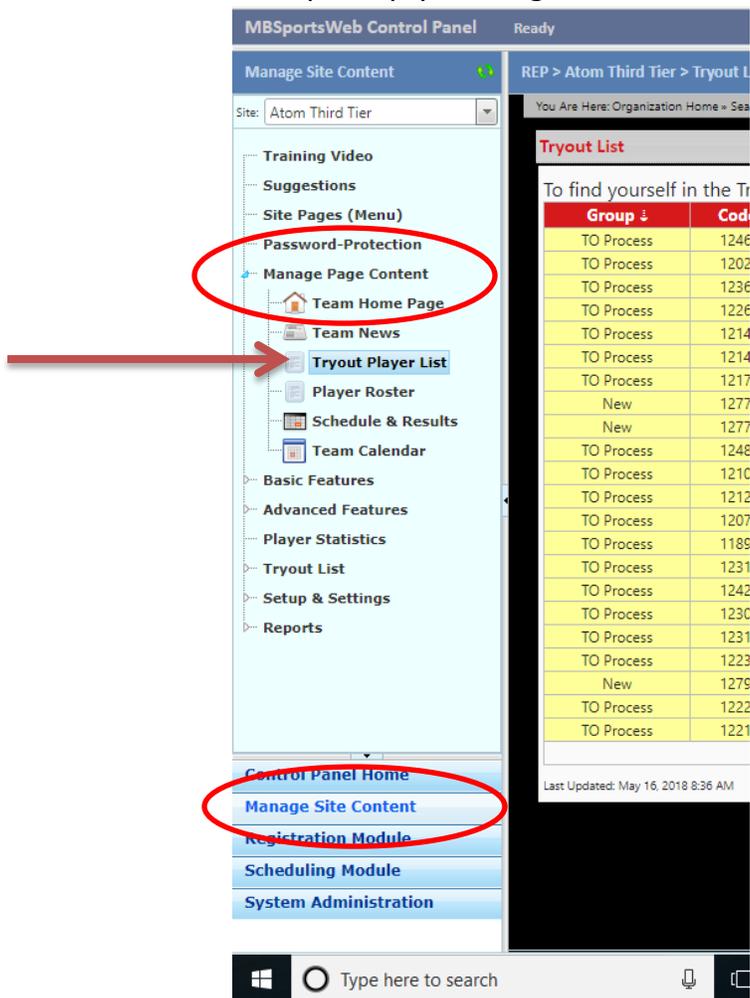


How to change player status in your Tryout List in Website

Login and go to Control Panel

Go to Manage Site Content and Open up your Page Content



Go to the Status Column in the Tryout List

	Position ↓	Status ↓	
	Forward	Pending	
	Forward	Pending	
	Forward	Pending	
	Forward	Released	
	Forward, Defense	Released	
	Forward, Defense	Released	
	Defense	Pending	
	Forward, Defense	Pending	
	Forward, Defense	Pending	
	Defense	Pending	
	Defense	Pending	
	Forward	Pending	
	Forward	Pending	
	Forward, Defense	Pending	

Double click the status of the player you wish to change.
A new window pops up.

The screenshot shows a 'Tryout Player' form window overlaid on a table. The form contains the following fields:

- Group: New
- Jersey: 0
- Position: Forward, Defense
- First Name: Jane
- Last Name: Doe
- Status: Pending (circled in red)
- Email Address: Email@here.com
- Code: 127760
- Notes:
 - Use full names here, they can be filtered / hidden on the public site if needed.
 - Email addresses are never shown to the public.
- Created on May 10, 2018 by Kate Hogarth
- Modified on n/a by n/a
- Update button (circled in red)
- Cancel button

In the Window the Status field is there. Click downward arrow and drop down appears with the options of: Pending; Released; Selected.

Choose the status option and click Update.

Status has been changed.