



# Registrar Manual

Getting New Members Started

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+1 (904)-746-4446

## For all Inquiries

Contact your State Administrator or  
login to your account to access chat with  
GotSport Representative

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Jacksonville Beach, FL 32250  
United States of America  
+1-904-746-4446

Welcome to GotSport,

We have put together a GotSport Registrar Manual to help your members smoothly transition to the GotSport system. This Registrar Manual will provide a step by step guide on how to get started within our system.

Please take the time to read this manual thoroughly. If a section in the guide is unclear or if you have any questions do not hesitate to reach out to us for additional support.

Thank you.

GotSport

Support | GotSport

*Contact your State Administrator or login to your account to access chat with GotSport Representative*

## Getting Started

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## User Requirements

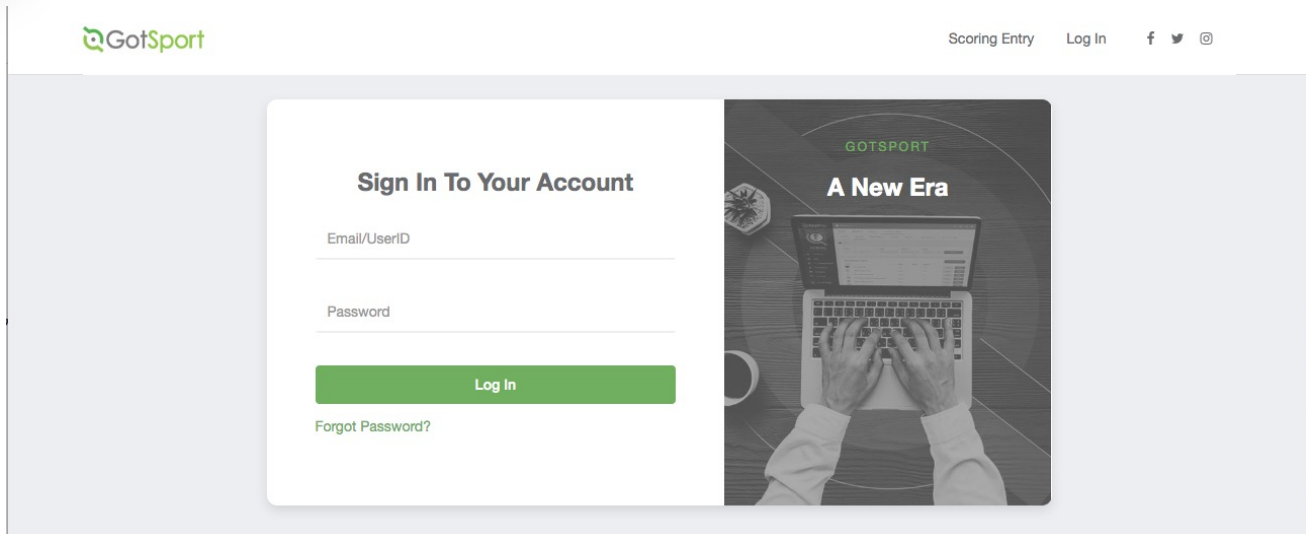
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# Logging into your User Account

## STEP 1

Go to <https://system.gotsport.com> and click "Log In" in the upper-righthand side.



## STEP 2

Enter your account email and password, and then click "Log In."

If this is your first time logging in or you cannot remember your password, click on "[Forgot Password](#)", you can then enter your email to have your login credentials sent to you.

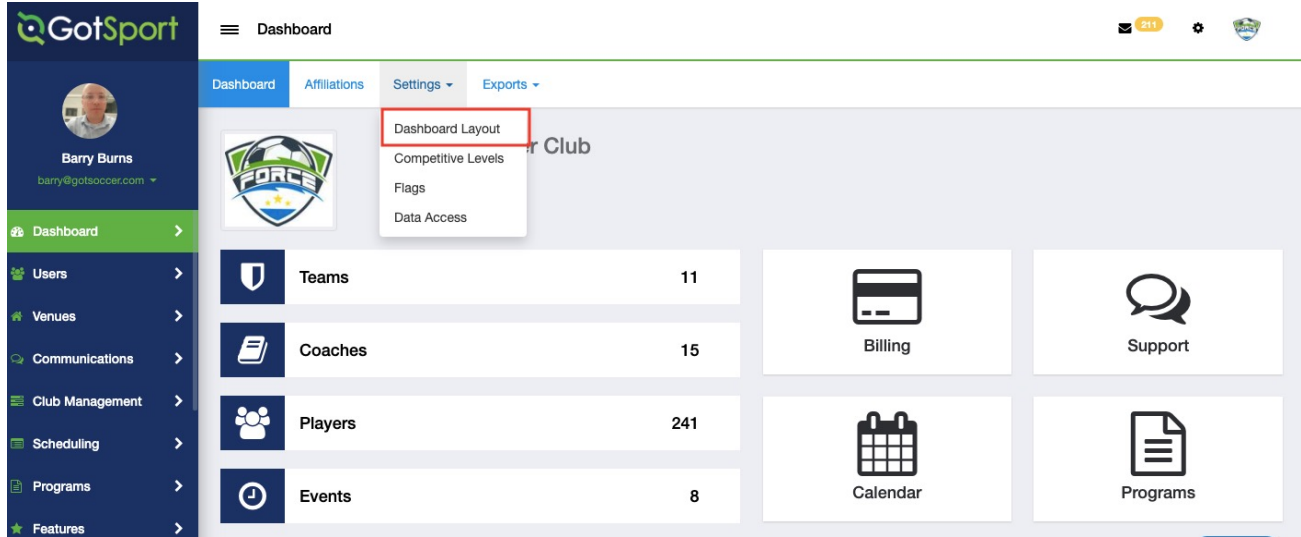
## STEP 3

If your email is not recognized by the system, please reach out to your state administrators to find out which administrator can add you a user account.

# Customizing Your Club Dashboard

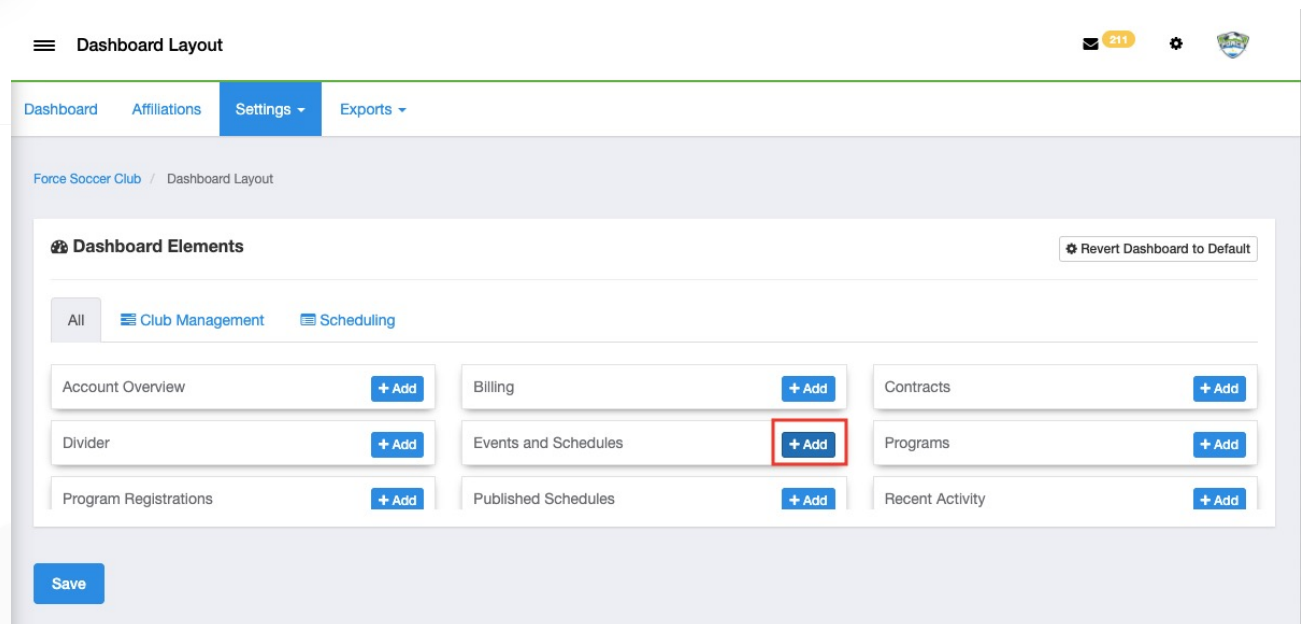
## STEP 1

Under **Settings** on your **Dashboard**, click “**Dashboard Layout**”



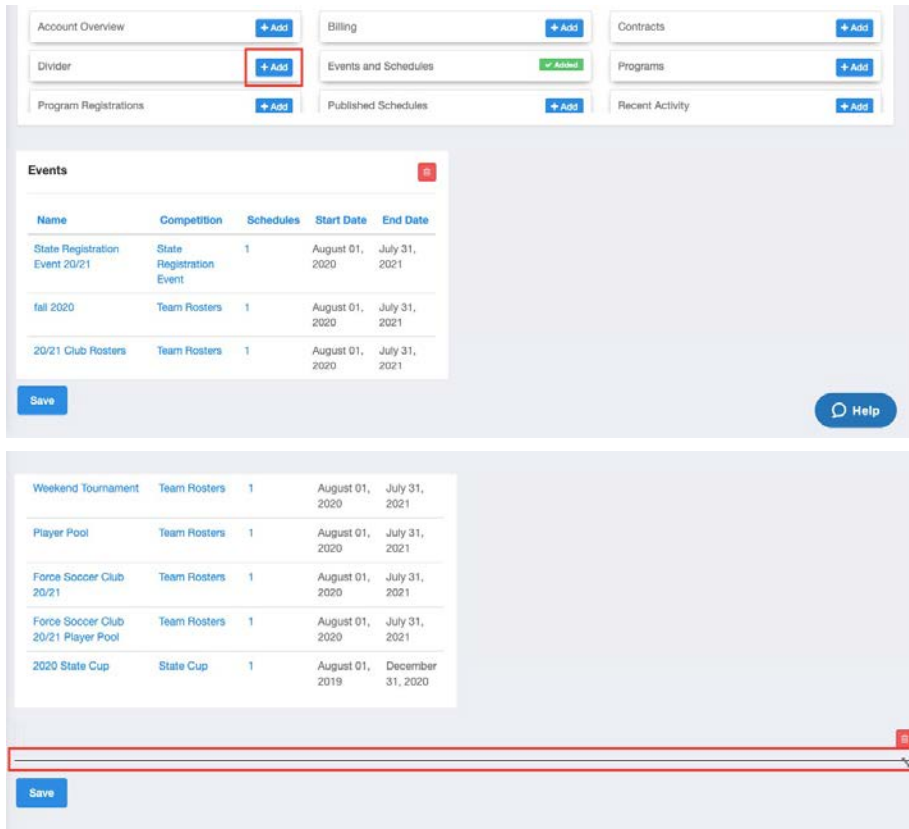
## STEP 2

Click on a Dashboard Element that you would like added to your **Dashboard** page





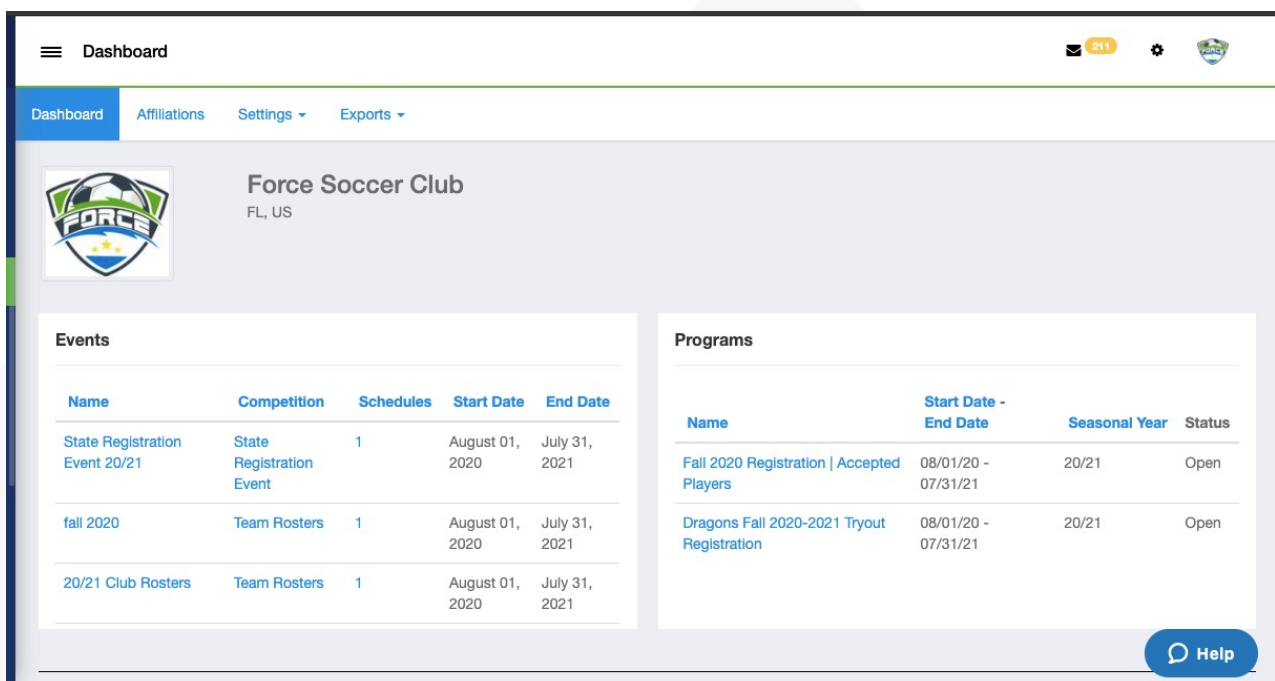
You can add 'dividers' to your Dashboard to separate and break up the page as well



The screenshot shows a dashboard configuration interface with several widgets and a table. At the top, there are buttons for '+ Add' next to 'Account Overview', 'Billing', 'Contracts', 'Divider', 'Events and Schedules', 'Programs', 'Program Registrations', 'Published Schedules', and 'Recent Activity'. The 'Events and Schedules' button is highlighted with a green checkmark and the text 'Added'. Below this is a table titled 'Events' with columns for Name, Competition, Schedules, Start Date, and End Date. The table contains three rows of event data. At the bottom of the configuration area, there are 'Save' and 'Help' buttons.

Name	Competition	Schedules	Start Date	End Date
State Registration Event 20/21	State Registration Event	1	August 01, 2020	July 31, 2021
fall 2020	Team Rosters	1	August 01, 2020	July 31, 2021
20/21 Club Rosters	Team Rosters	1	August 01, 2020	July 31, 2021

Here is an example of a customized Dashboard with Scheduling Events and Programs included, with a Divider beneath them and above Registration Billing



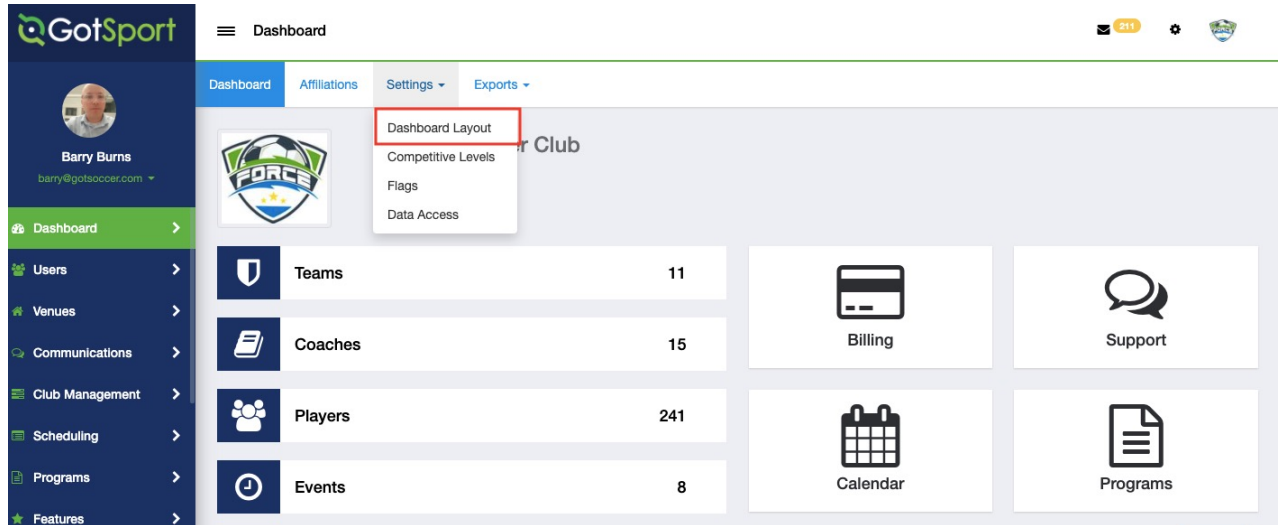
The screenshot shows a customized dashboard for 'Force Soccer Club' (FL, US). The dashboard has a navigation bar with 'Dashboard', 'Affiliations', 'Settings', and 'Exports'. Below the navigation bar, there is a section for 'Events' and a section for 'Programs'. The 'Events' section contains a table with columns for Name, Competition, Schedules, Start Date, and End Date. The 'Programs' section contains a table with columns for Name, Start Date - End Date, Seasonal Year, and Status. At the bottom right, there is a 'Help' button.

Name	Competition	Schedules	Start Date	End Date
State Registration Event 20/21	State Registration Event	1	August 01, 2020	July 31, 2021
fall 2020	Team Rosters	1	August 01, 2020	July 31, 2021
20/21 Club Rosters	Team Rosters	1	August 01, 2020	July 31, 2021

Name	Start Date - End Date	Seasonal Year	Status
Fall 2020 Registration   Accepted Players	08/01/20 - 07/31/21	20/21	Open
Dragons Fall 2020-2021 Tryout Registration	08/01/20 - 07/31/21	20/21	Open

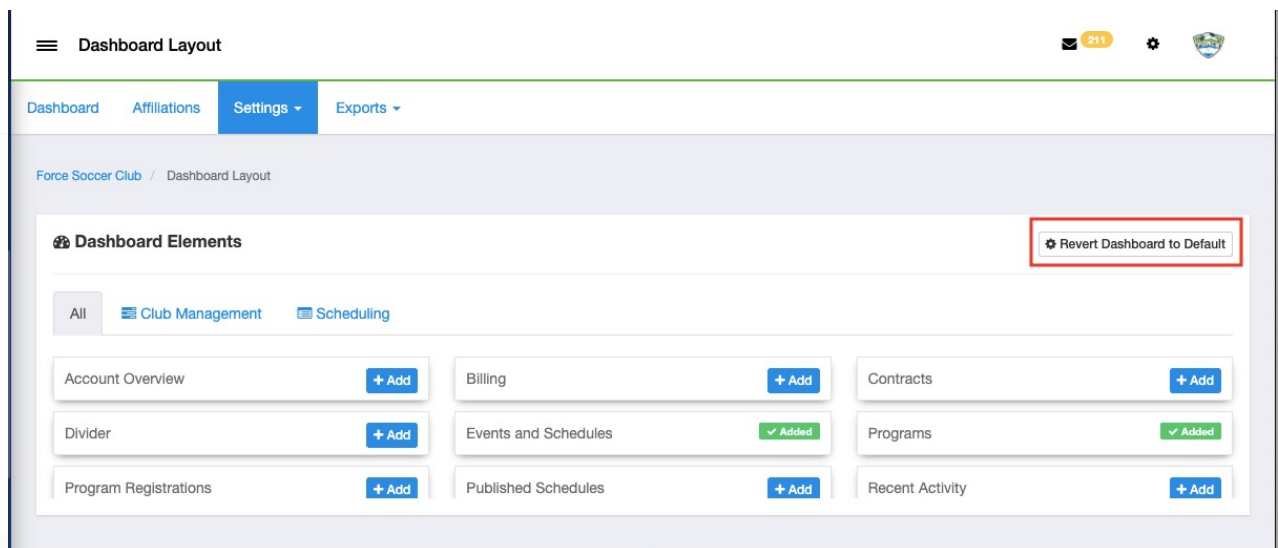
STEP 3A

To revert back to your default Dashboard layout, go back into the **Settings --> Dashboard Layout** area



STEP 3B

Then click **"Revert Dashboard to Default"**

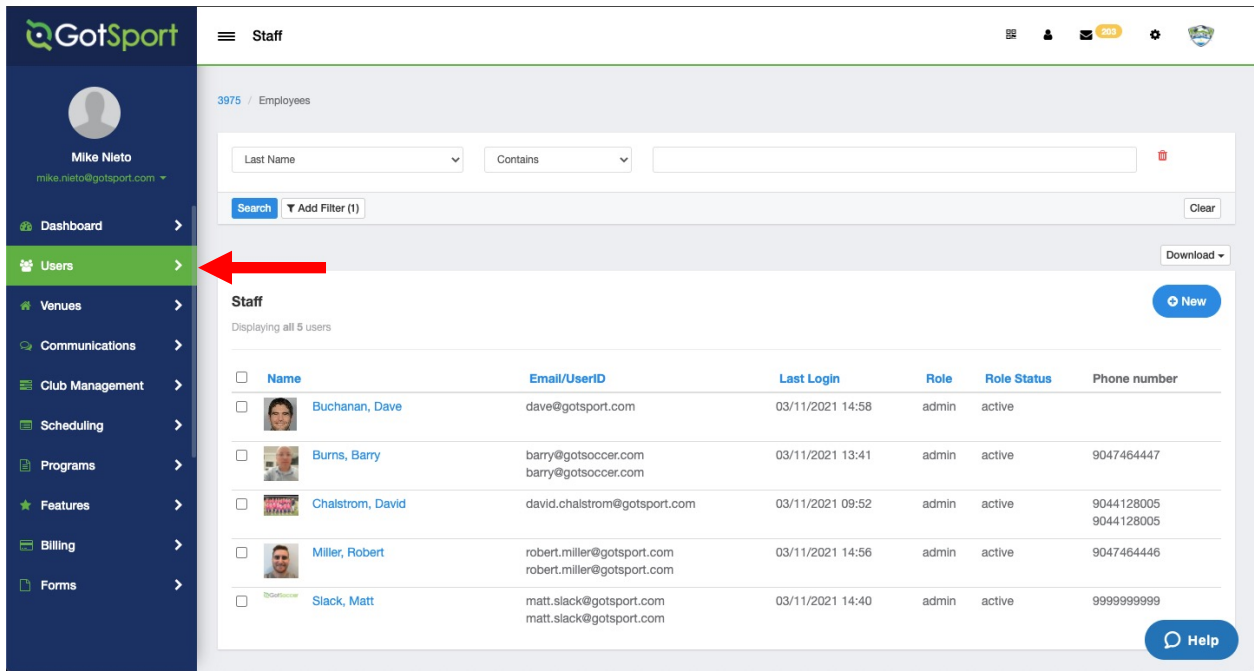


# Add a User

## Add User to an Organization & adjust Access Levels

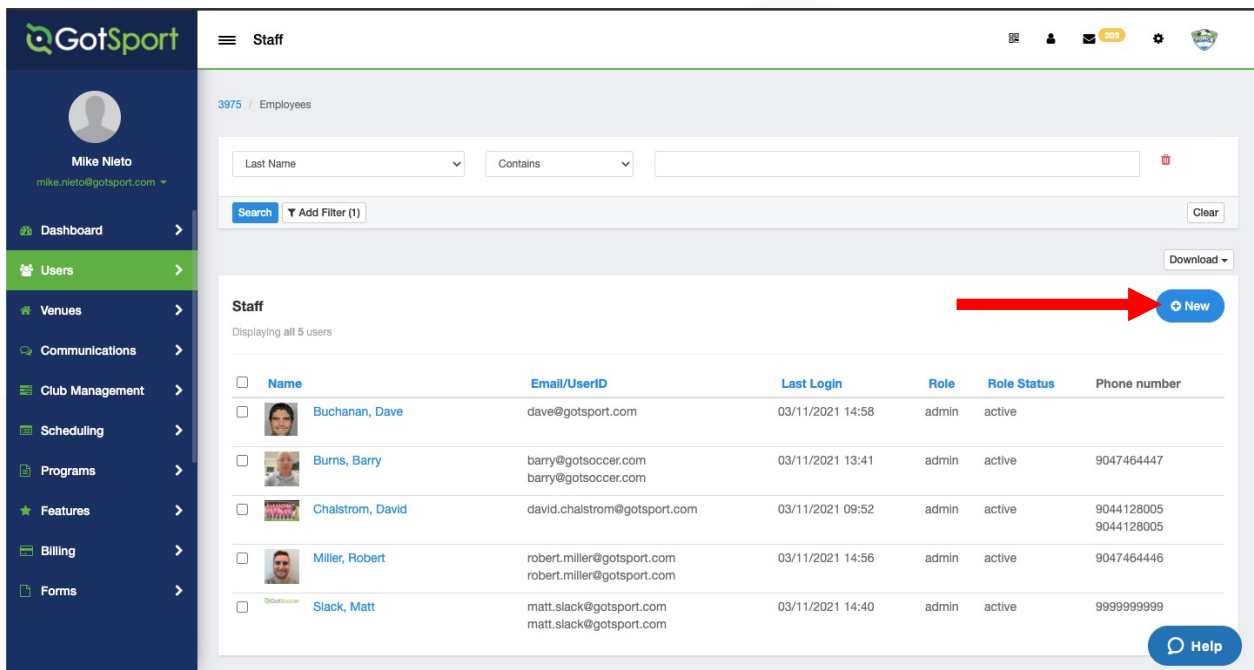
STEP 1

From the **Dashboard**, click on "**Users**" on the left-hand side.



STEP 2

Click on "+ New"

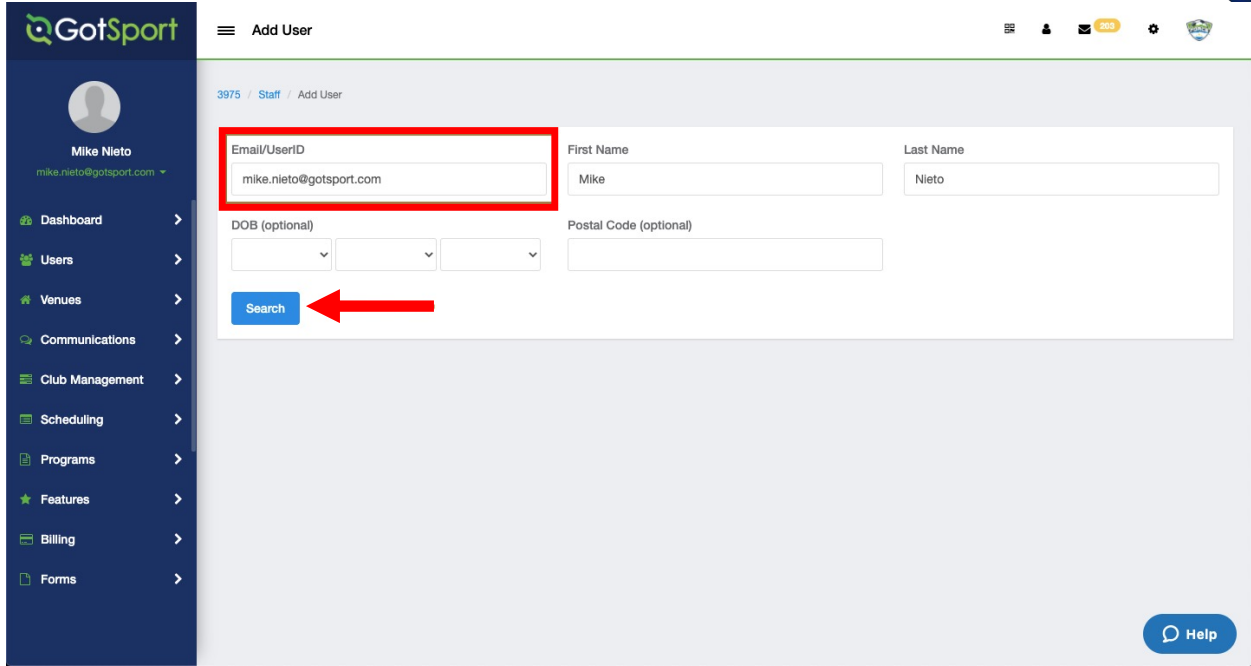




STEP 3

Enter in the user's email address, first and last name (date of birth and zip code are optional). Then click "Search."

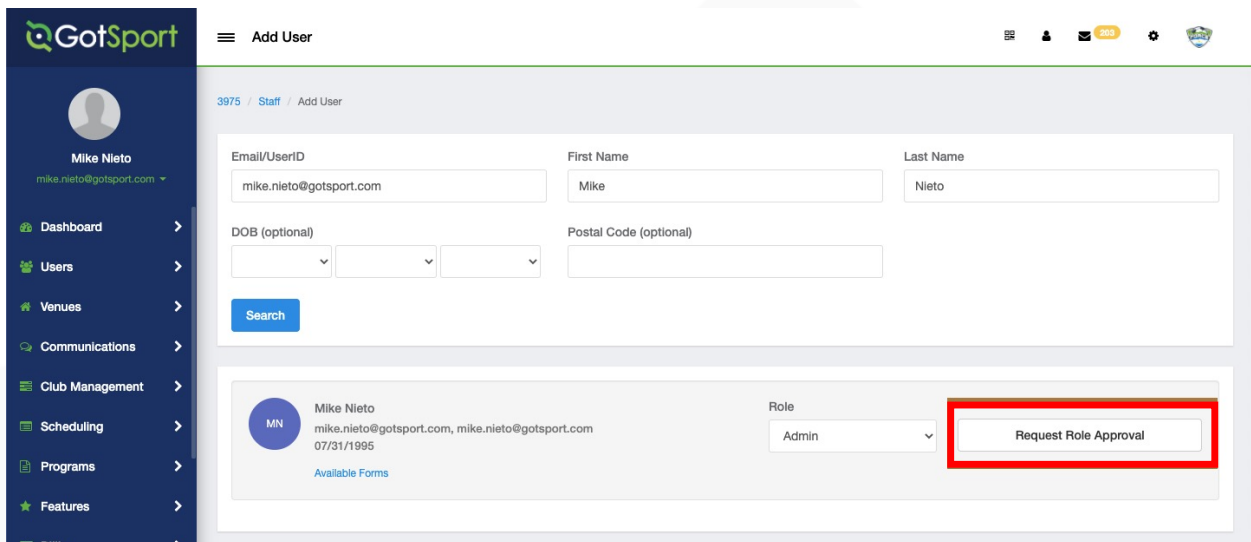
Note: Their email address will be their new username.



STEP 4A

If the Email/User ID is found in the system:

You will get an option to send a "Request Role Approval" for that user which would then send a request to that email address for that role.

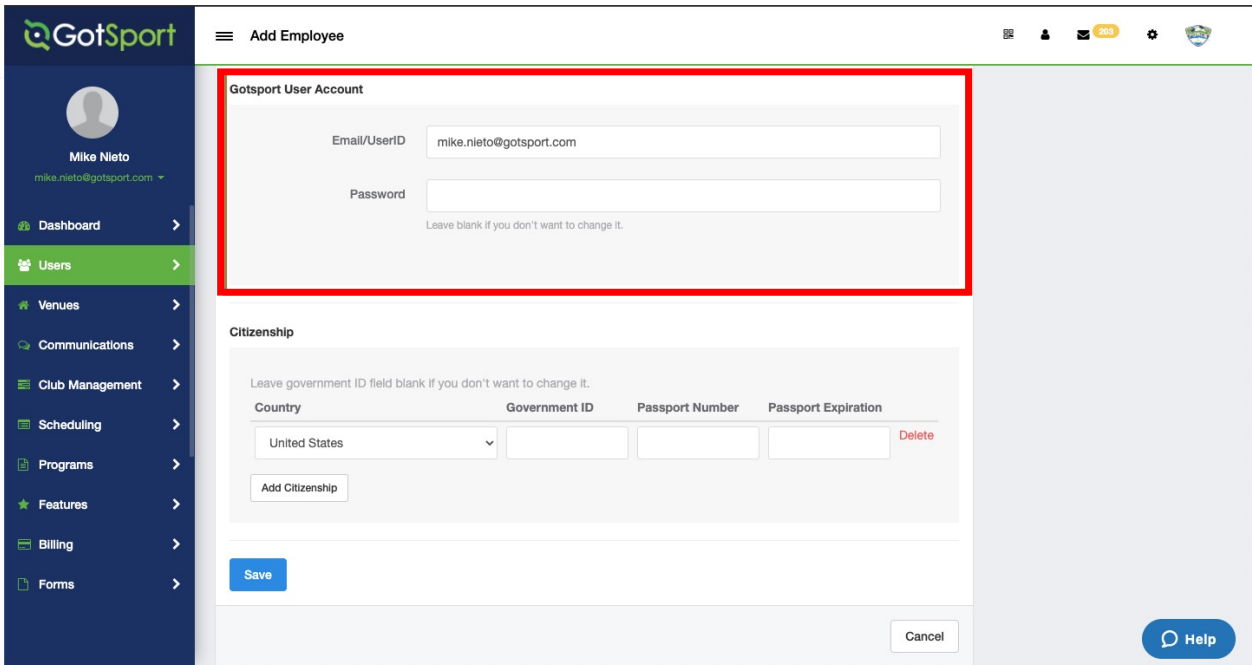
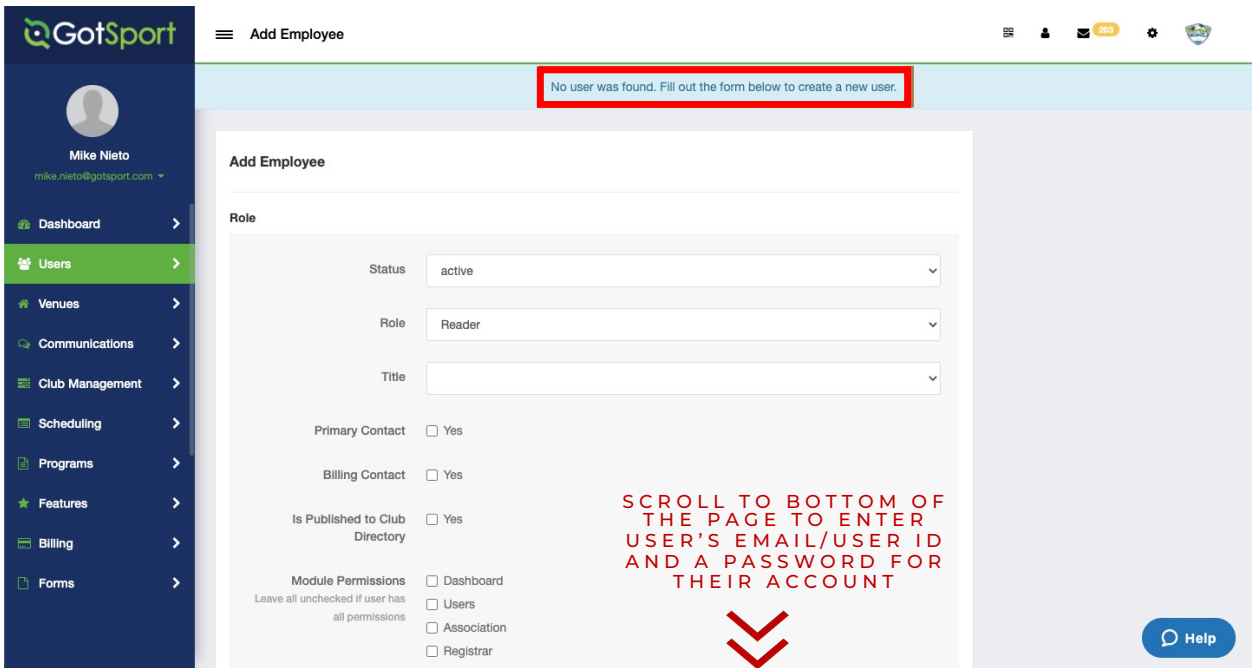


STEP 4B

If the Email/User ID does not exist:

You can fill out the rest of the information for this user.

**The only Required fields are the User's Email/User ID and a Password for their account.** (They will be able to update the password after logging in if they would like to under their Account tab).



## Add a User Cont.

### STEP 5A

After the User has been added to the Organization, you can edit their Role and add a "Title" to their account.

Click on their **Name** under the **Users Section**

The screenshot shows the 'Staff' page in the GotSport application. The left sidebar contains a navigation menu with 'Users' highlighted. A red arrow points to the 'Users' section. The main content area displays a table of staff members. The 'Name' column header is highlighted with a red arrow. The user 'Nieto, Mike' is highlighted with a red box.

Name	Email/UserID	Last Login	Role	Role Status	Phone number
Buchanan, Dave	dave@gotsport.com	03/11/2021 14:58	admin	active	
Burns, Barry	barry@gotsoccer.com barry@gotsoccer.com	03/11/2021 15:55	admin	active	9047464447
Chalstrom, David	david.chalstrom@gotsport.com	03/11/2021 09:52	admin	active	9044128005 9044128005
Millier, Robert	robert.millier@gotsport.com robert.millier@gotsport.com	03/11/2021 14:56	admin	active	9047464446
Nieto, Mike	mike.nieto@gotsport.com mike.nieto@gotsport.com	03/11/2021 16:17	admin	active	9043122354 9043122354
Slack, Matt	matt.slack@gotsport.com matt.slack@gotsport.com	03/11/2021 17:06	admin	active	9999999999

### STEP 5B

From the **User's Account** page, click on "Edit" to change their title and edit their access levels



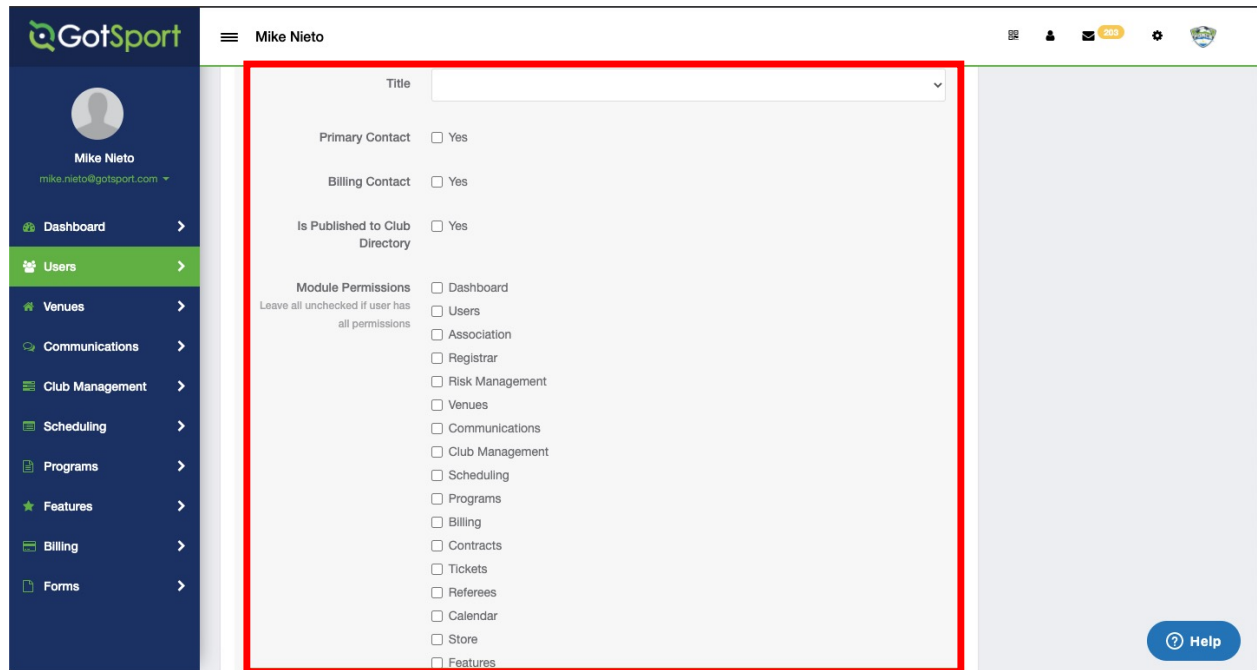
Tip: to confirm you are on the user's account page, their name should be displayed here

The screenshot shows the 'User's Account' page for Mike Nieto. The page title is 'Mike Nieto' and the breadcrumb is 'Staff / Nieto, Mike'. A red arrow points to the 'Edit' button. The account details are displayed in a table.

Field	Value
NAME	Nieto, Mike
ID	1490554
TITLE	
ROLE NAME	admin
ROLE STATUS	active
CREATED AT	03/11/2021 15:24
UPDATED AT	03/11/2021 15:24
PRIMARY CONTACT	x
BILLING CONTACT	x
IS PUBLISHED TO CLUB DIRECTORY	x

STEP 6

You can edit their title, indicate if they are the Primary or Billing Contact for the Organization, and checkoff the Modules that they have access to in your GotSport Admin accounts.

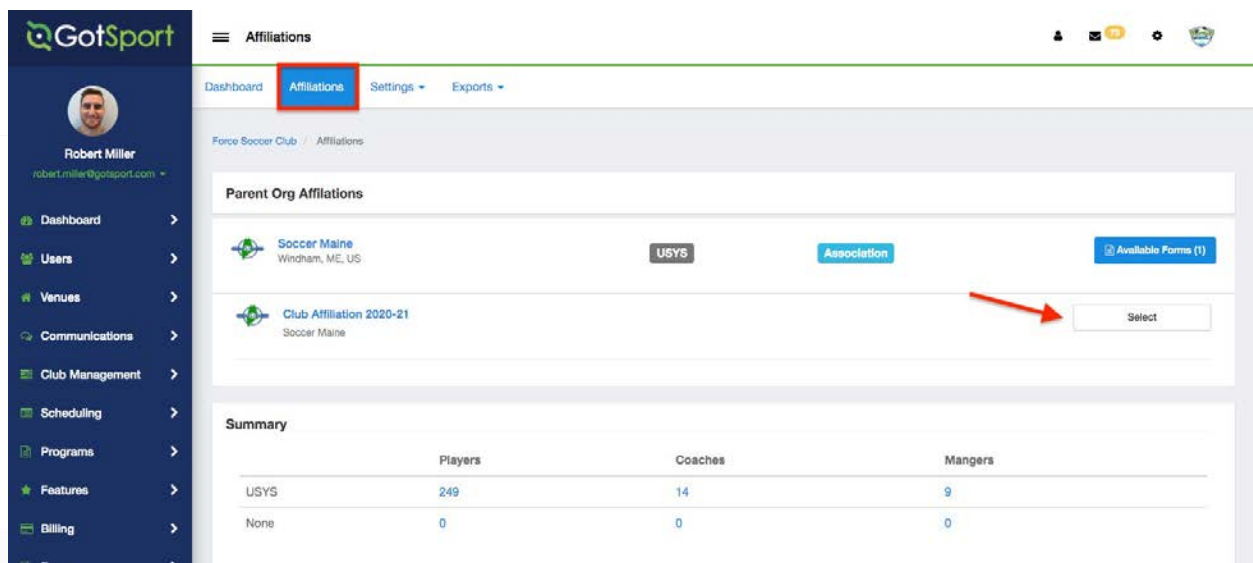
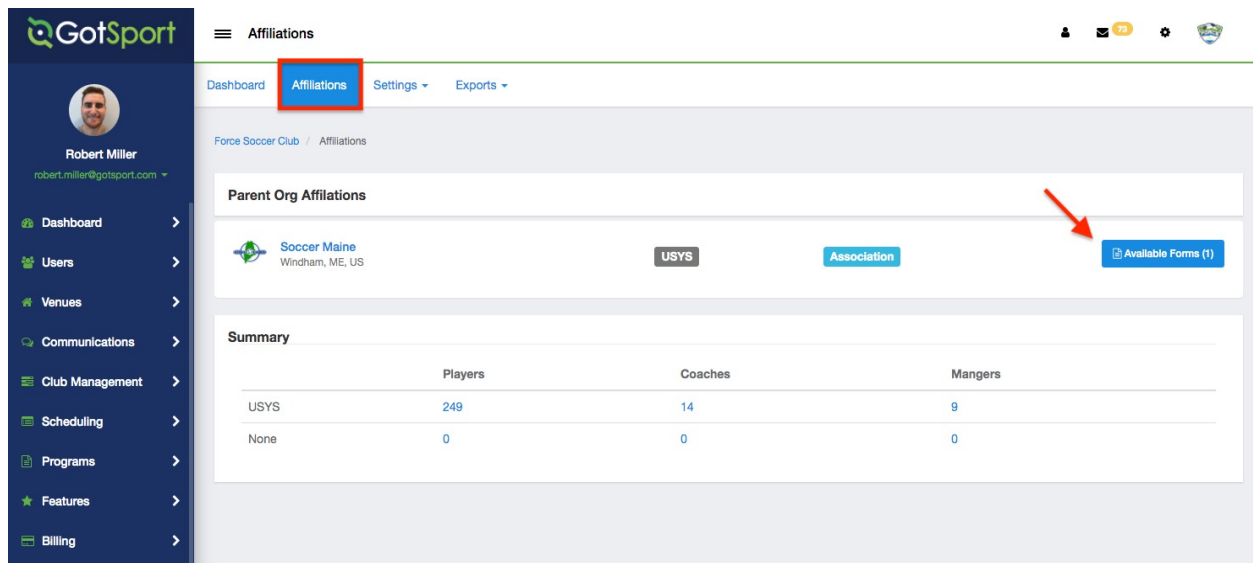


# Locating Required Governing Body Forms

**STEP 1**

To find forms that are required by your governing association, from the Organization Dashboard, click "Affiliations" then click "Available Forms".

Then you can "Select" the required form.



# Adding/Creating Document Repository

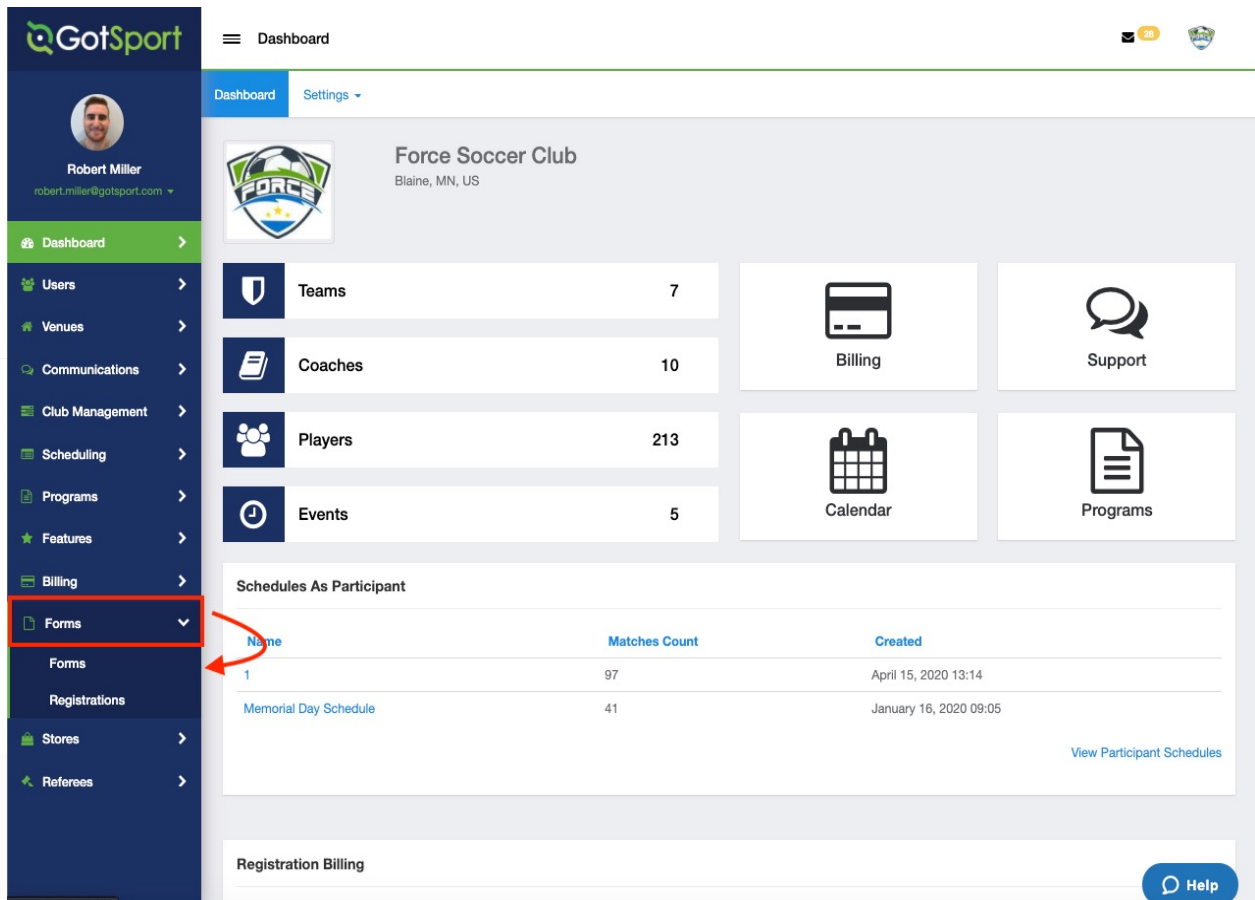
A document repository acts as a folder, which stores all of the signed forms for this type of document. For example, if you had a club waiver, instead of adding it into that one program as a custom question, you can add a document repository for "Club Waiver" and then add that form into all programs. Follow the steps below to set up a document repository.

The two most common forms that would use a document repository would be for a birth certificate upload and a medical release upload. The creation of both of those are shown below.

## Birth Certificate Document Repository

**STEP 1**

In the Dashboard menu, click the "Forms" dropdown and select "Forms"



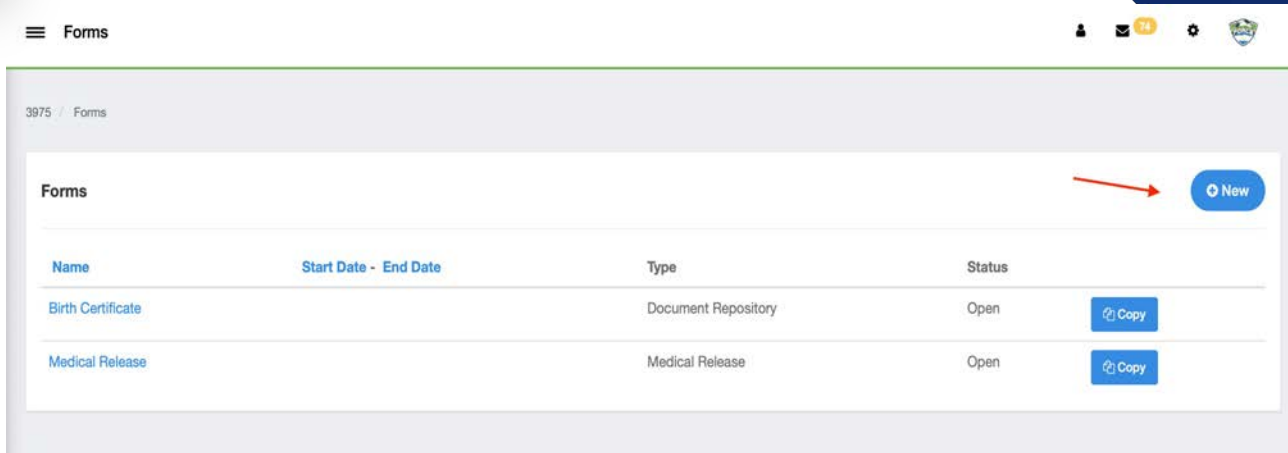
The screenshot shows the GotSport dashboard for a user named Robert Miller. The sidebar on the left contains a menu with items like Dashboard, Users, Venues, Communications, Club Management, Scheduling, Programs, Features, Billing, Forms, Registrations, Stores, and Referees. The 'Forms' item is highlighted with a red box and a red arrow pointing to the 'Forms' sub-item in the dropdown. The main dashboard area displays the 'Force Soccer Club' profile with a logo and location (Blaine, MN, US). Below this are statistics for Teams (7), Coaches (10), Players (213), and Events (5). There are also icons for Billing, Support, Calendar, and Programs. A section titled 'Schedules As Participant' contains a table with the following data:

Name	Matches Count	Created
1	97	April 15, 2020 13:14
Memorial Day Schedule	41	January 16, 2020 09:05

At the bottom right of the table, there is a link that says 'View Participant Schedules'. Below the table is a 'Registration Billing' section and a 'Help' button.

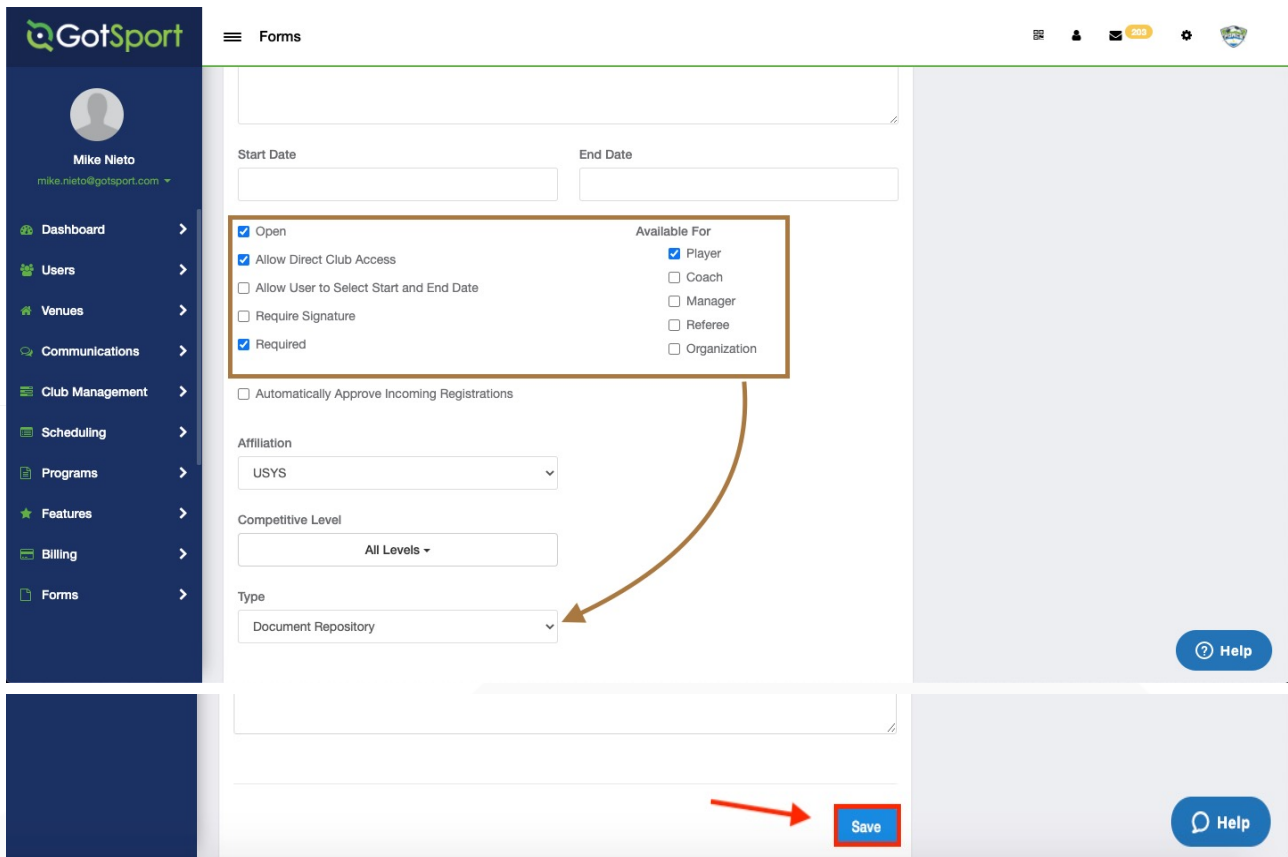
STEP 2

Click "New" to create a form



STEP 3

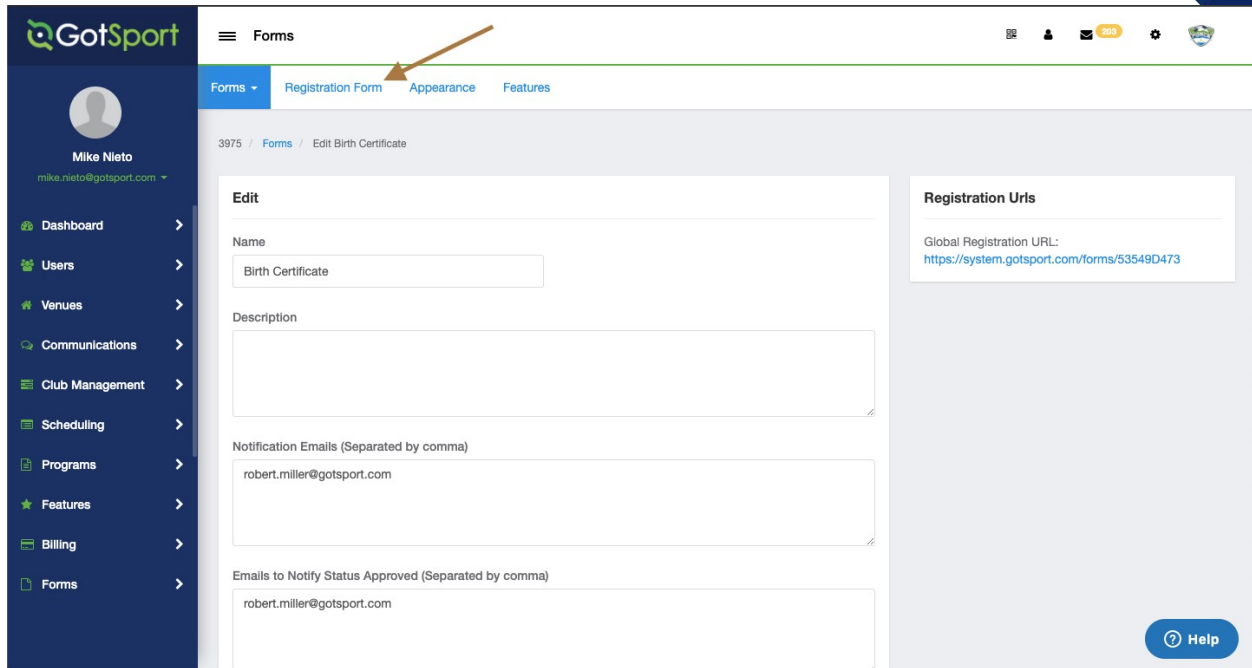
Build out your form. Make sure to make the form "TYPE" a "Document Repository". Scroll to the bottom and click "Save".



NOTE: If you are using GotSport for registering players, you can make this form "required" and it will automatically be included within all of your programs. Once a player completes the form once, they will not be asked to complete the form again during future program registrations with your club.

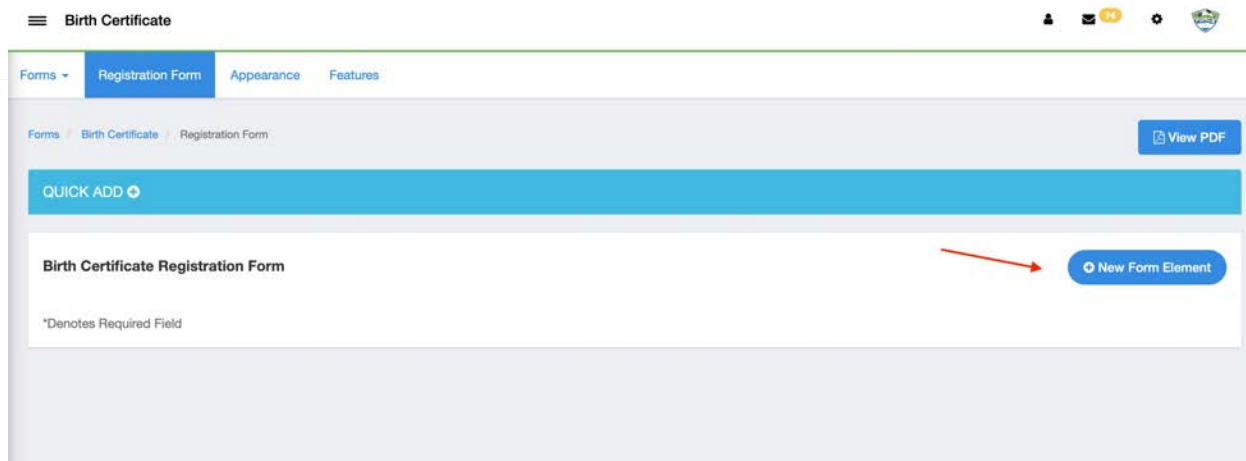
STEP 4

Click "Registration Form" at the top of your screen.



STEP 5

Click "New Form Element" to add questions to your form.





STEP 6

Build out your form element (question), make the "Type" a "File Field" and click "Save".

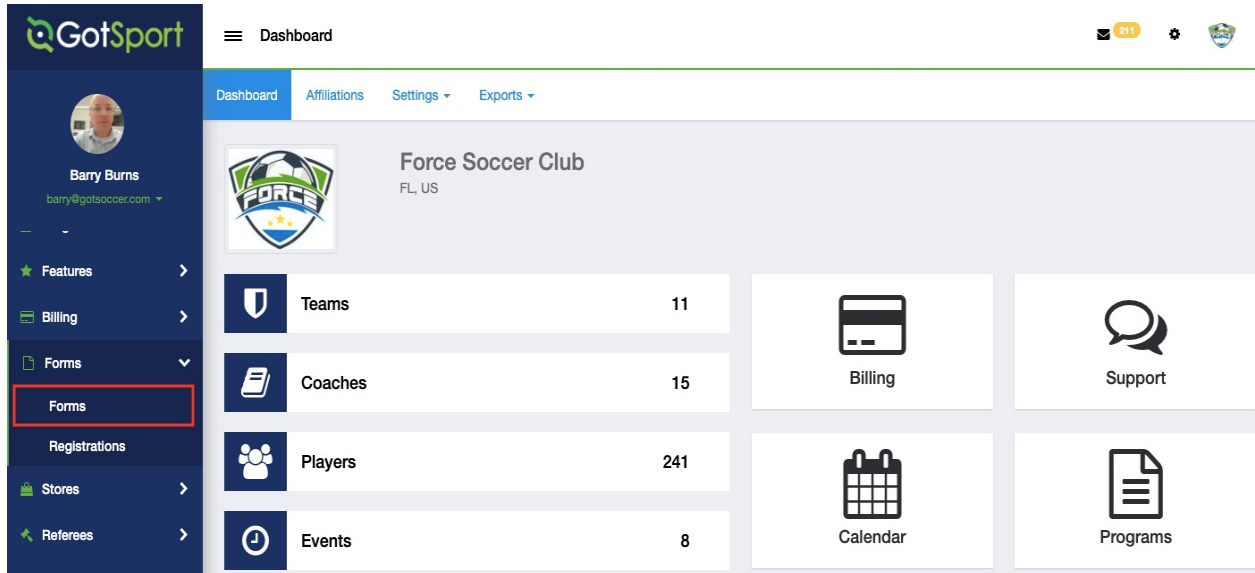
Repeat as necessary.

The screenshot displays the GotSport interface for configuring a form. On the left is a dark sidebar with a user profile for Robert Miller and a list of navigation items: Dashboard, Users, Venues, Communications, Club Management, Scheduling, Programs, Features, Billing, Forms, Stores, Referees, and Calendar. The main header shows 'Birth Certificate' and navigation tabs for 'Forms', 'Registration Form', 'Appearance', and 'Features'. The 'Registration Form' tab is active, showing a breadcrumb 'Forms / Birth Certificate / Registration Form' and a 'View PDF' button. Below this is a 'QUICK ADD' bar. The main content area is titled 'Birth Certificate Registration Form' and contains a configuration panel for a form element. The 'Label' field contains 'Birth Certificate Upload'. The 'Type' dropdown is set to 'File Field'. The 'Page' dropdown is set to '1'. There are three checkboxes: 'Required' (checked), 'Editable' (unchecked), and 'Office Use Only' (unchecked). At the bottom of the configuration panel are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box and an arrow. To the right is a 'Preview' window showing a dark header with the text '\* Birth Certificate Upload' and a white box containing a 'Choose File' button and the text 'No file chosen'. Below the configuration panel, the text 'No Form Elements Yet!' is displayed. A 'Help' button is located in the bottom right corner of the main content area.

## Medical Release Document Repository

### STEP 1

In the Dashboard menu, click the "Forms" dropdown and select "Forms"



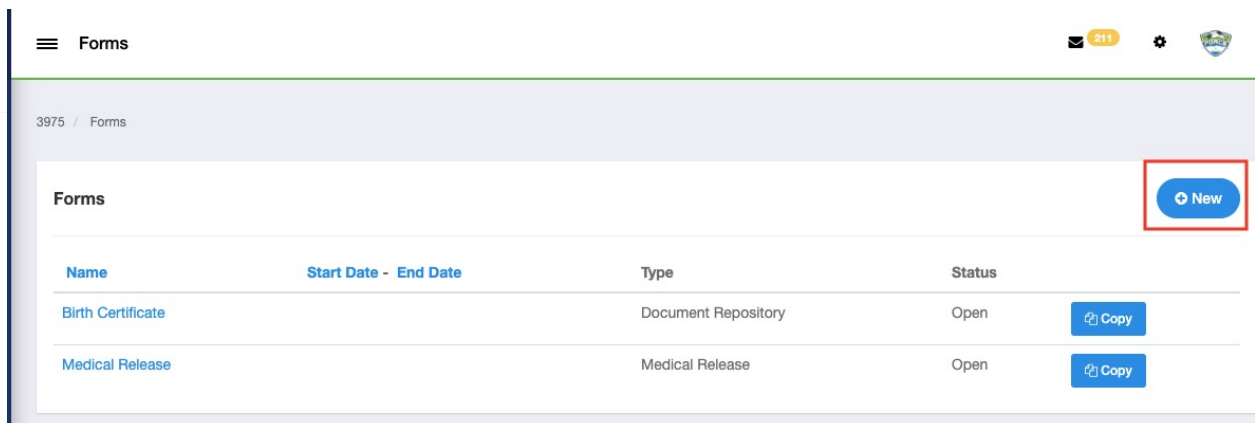
The screenshot shows the GotSport dashboard for Force Soccer Club. The left sidebar contains a menu with items: Features, Billing, Forms (highlighted with a red box), Registrations, Stores, and Referees. The main content area displays the club's logo and name, followed by a summary table and four action cards.

Category	Count
Teams	11
Coaches	15
Players	241
Events	8

Action cards include: Billing, Support, Calendar, and Programs.

### STEP 2

Click "New" to create a form



The screenshot shows the GotSport Forms page. The breadcrumb trail is "3975 / Forms". A table lists existing forms, and a "New" button is highlighted with a red box in the top right corner.

Name	Start Date - End Date	Type	Status	
Birth Certificate		Document Repository	Open	<a href="#">Copy</a>
Medical Release		Medical Release	Open	<a href="#">Copy</a>

STEP 3

Build out your form. Make sure to make the form "TYPE" a "Medical Release".

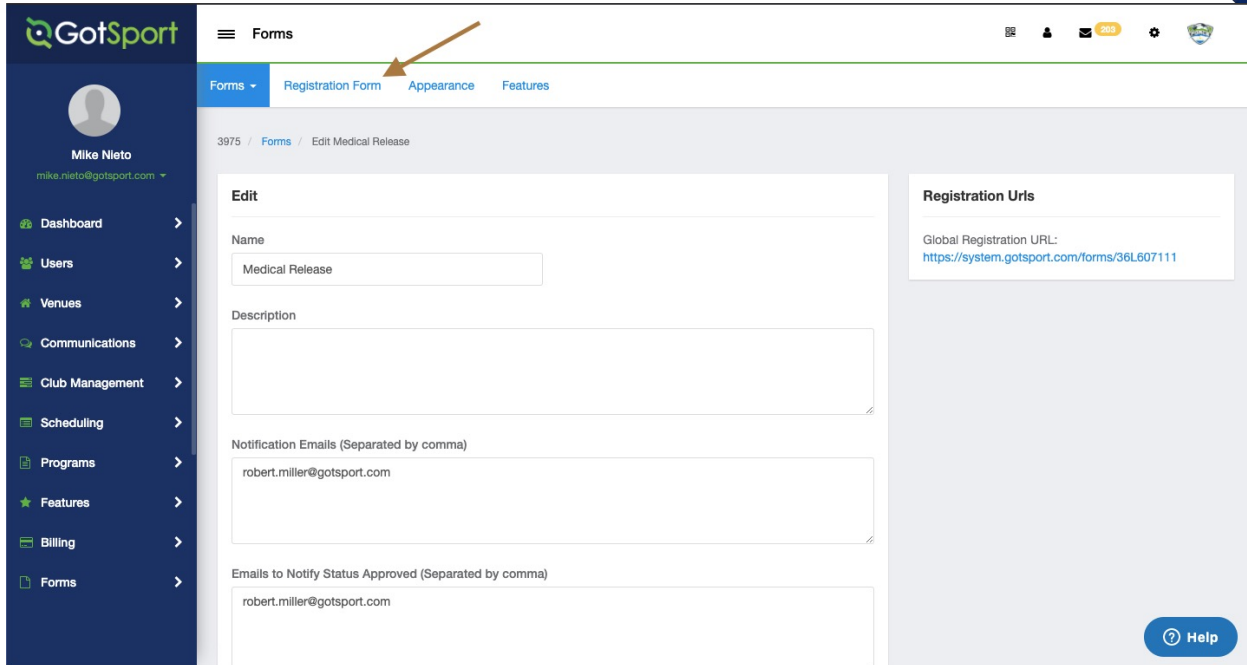
Scroll to the bottom and click "Save".



**NOTE: If you are using GotSport for registering players, you can make this form "required" and it will automatically be included within all your programs. Once a player completes the form once, they will not be asked to complete the form again during future program registrations with your club.**

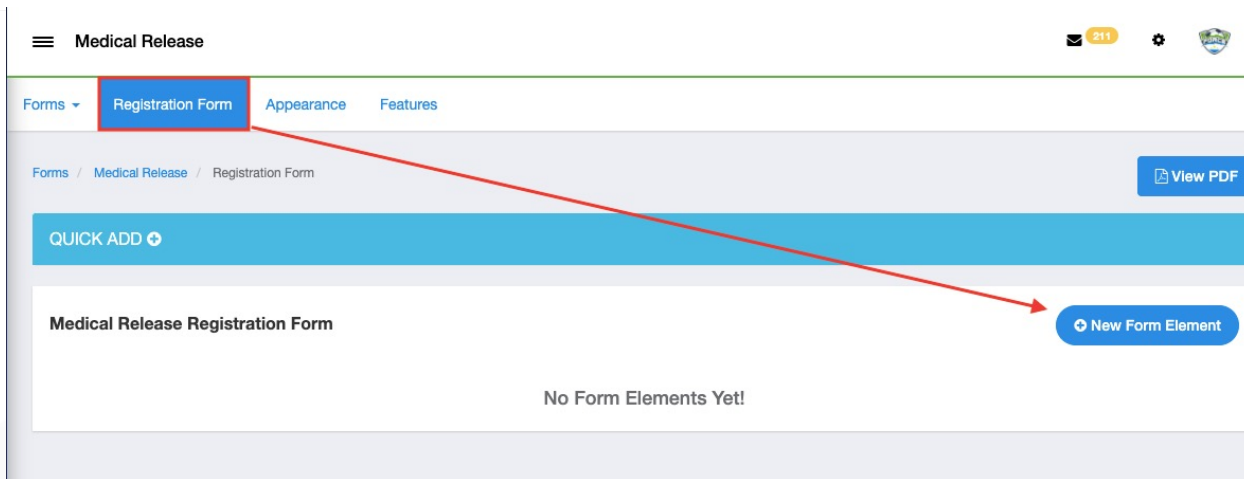
STEP 4

Click "Registration Form" at the top of your screen.



STEP 5

Click "New Form Element" to add questions to your form.



STEP 6

Build out your form element (question), make the "Type" a "File Field" and click "Save".

Repeat as necessary.

The screenshot shows the configuration interface for a "Medical Release Registration Form". The interface is titled "Medical Release" and includes a navigation menu, a notification icon, a settings icon, and a help icon. The main content area is divided into two sections: "Label" and "Preview".

**Label Section:**

- Text input: "Upload Medical Release Form Here:"
- Type: "File Field" (highlighted with a red box)
- Page: "1" (dropdown menu)
- Required:  (highlighted with a red box)
- Editable:
- Office Use Only:
- Buttons: "Save" and "Cancel"

**Preview Section:**

- Text: "\* Upload Medical Release Form Here:"
- File selection: "Choose File" button and "No file chosen" text

A "Help" button is located in the bottom right corner of the form configuration area.



**NOTE:** that as a club, you would not need to create this form if your state association already requires a medical release form from all users with the player role.

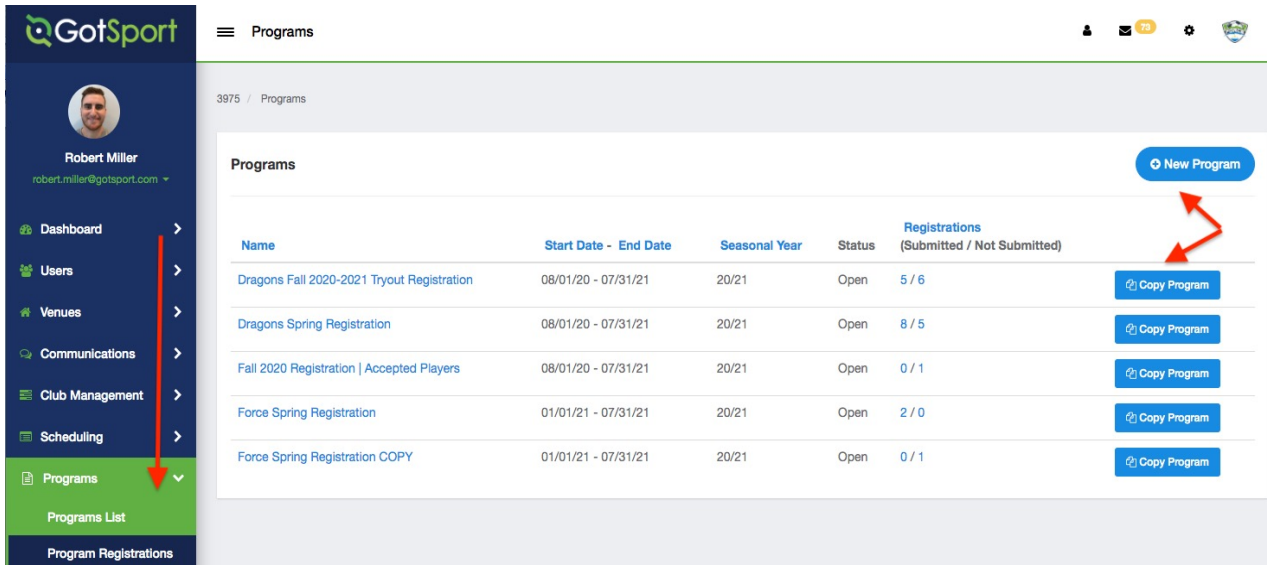
# Program Registration

## How to Create/Edit a Program

### STEP 1

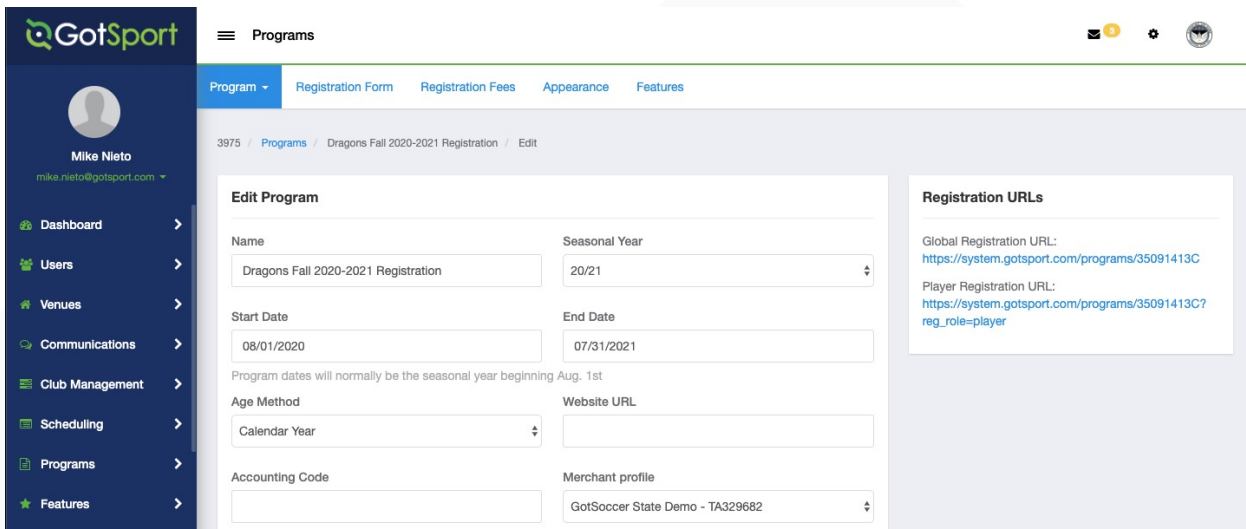
From the **Dashboard** page, click the **"Programs"** dropdown and click **"Programs List"**. Click **"New Program"**

\*\* You can copy and edit a previously created program



### STEP 2A

The top of the page will ask basic information about your program: program name, seasonal year, program dates, age method, website URL, accounting code, and merchant profile



**STEP 2B**

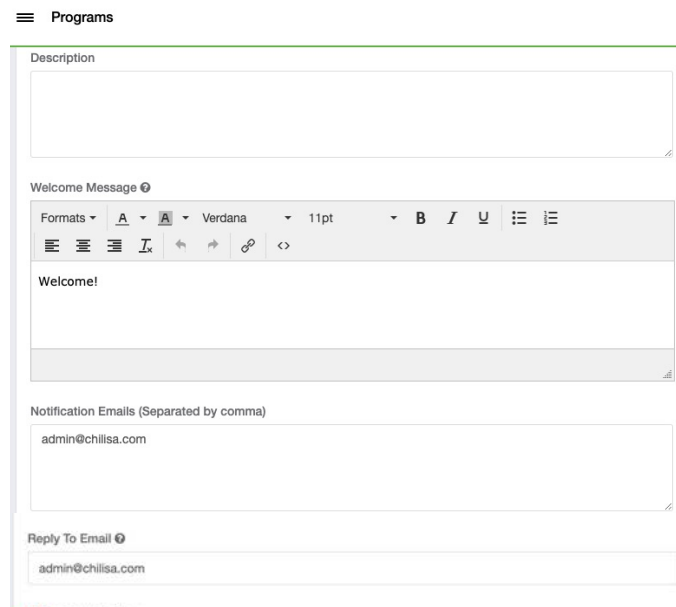
As you scroll down the page, you will have a chance to customize each field

**Description:** text-box that allows you to input a general description of your program

**Welcome Message:** this is a dialog box that will pop up to users on the program registration screen before they begin the registration process

**Notification Emails:** any email address placed here will receive an email notification when a player registers for the program.

**Reply to Email:** this is the "reply to" email for registrants, leave blank if you do not want an email address registrants can reply to.



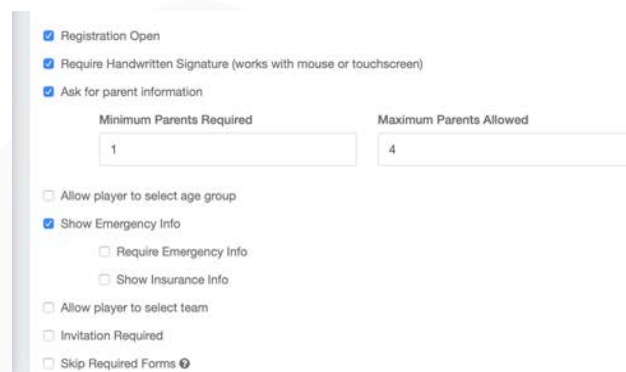
**STEP 2C**

The dialog boxes below provide you with the option to require basic information from the registrant. It also allows for you to open the registration for up to four different roles, including Player, Coach, Manager, and Referee.

**Require Handwritten Signature:** This will require a handwritten signature acknowledging the user has understood the registration and cannot proceed to the payment without signing.

**Ask for Parent Information:** If you require parental information, you can also require more than one parents information.

**Allow player to select team:** A player can select the team (you will need to create the teams first).



STEP 2D

**Affiliation:** The registrant will have the selected Affiliate name attached to their User account automatically when they complete a Program Registration through your Organization.

**Competitive Level:** The registrant will have the selected Competitive Level attached to their User account automatically when they complete the Program Registration through your Organization. This also will determine the Organization’s specific Forms that would be available for the User based on the Form’s Competitive Level. Example: Your governing body has a form required for Academy level players, when you set the Competitive Level in your Program Setup to Academy the governing body’s Academy form will automatically show in the user’s Program Registrations

**Photo Required For:** If you want a player photo or not.

**College Profile Referral:** A third party College profile (Default will publish/ None will not show this to the user).

**Registration Insurance:** A third party insurance for parents to insure the registration (Default will publish/ None will not show this to the user).

☰ Programs

**Affiliation**

USYS ▼

**Competitive Level**

Academy ▼

**Available Roles**

Player

Coach

Manager

Referee

**Photo Required For**

Not Required ▼

**College Profile Referral**

None ▼

**Registration Insurance**

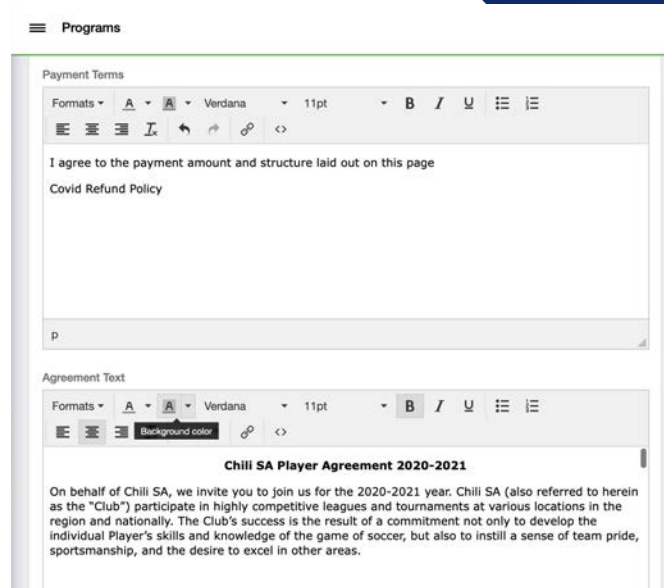
None ▼



STEP 2E

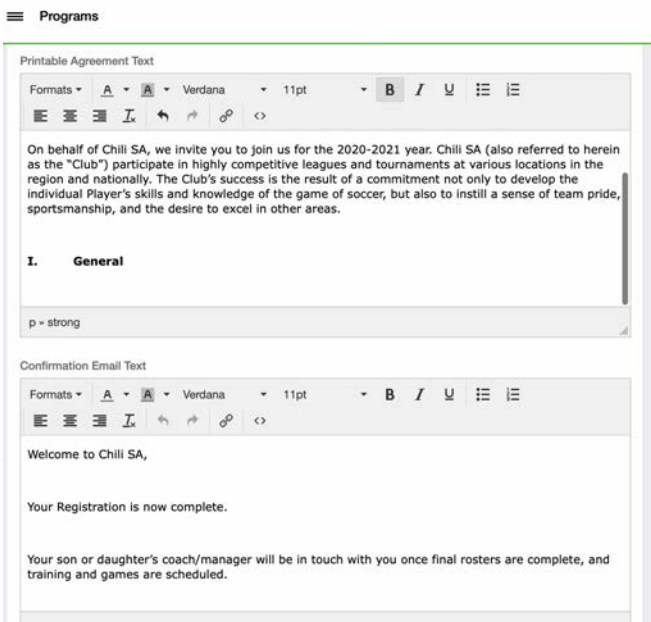
**Payment Terms:** Standard payment terms will be present by default, however, you can overwrite the standard text and enter your club's own payment terms, if needed.

**Agreement Text:** this area allows you to enter text the registrant will acknowledge when completing the registration.



**Printable Agreement Text:** This area allows you to enter text the registrant can download and print after the registration.

**Confirmation Email Text:** In this area, you can enter a custom confirmation email the registrant will receive after registration is complete.



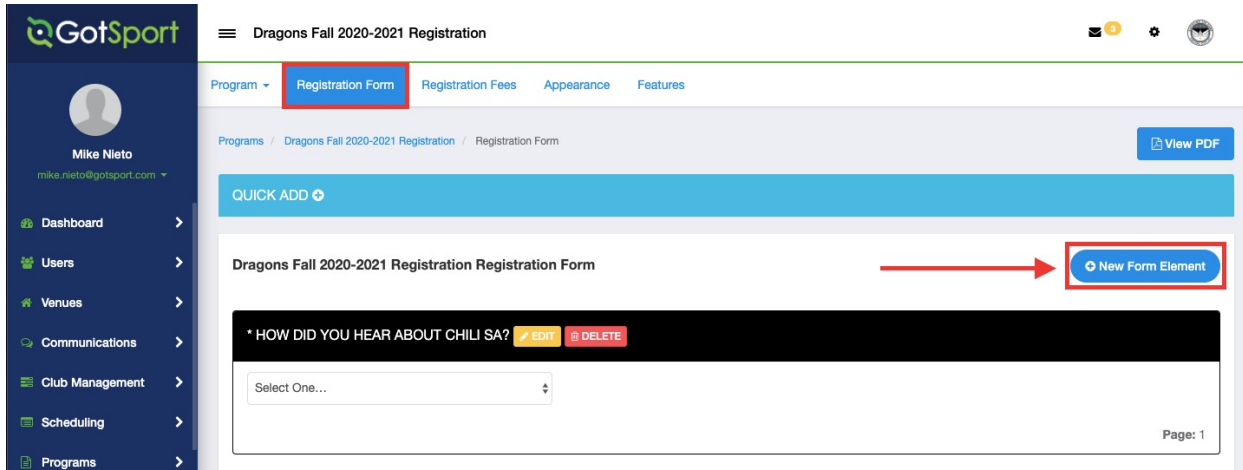
STEP 2F

After you have selected and entered all the information on this program setup page, click "Save" at the bottom to continue.



STEP 1

While creating your program registration, click the "Registration Form" tab at the top of your page. To create a new form question, click "+ New Form Element" on the top right-hand side of your screen.



STEP 2A

There are different types of form elements for data collection or dissemination:

**Text Input** allows you to ask a question where the registrant can type a response;

**Drop Down List** allows for the selection of an element in a drop-down list (example: jersey size, day of the week, etc.);

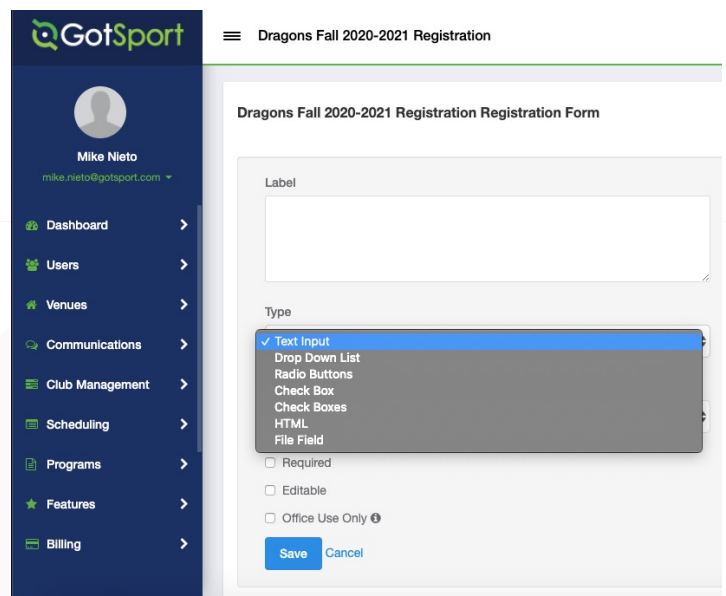
**Radio Buttons** allow for the selection of one element, similar to the drop-down list;

**Check Box** is a single check box typical for agreement text (example: check here if you agree to...);

**Check Boxes** allow for the selection of multiple elements (example: check all that apply)

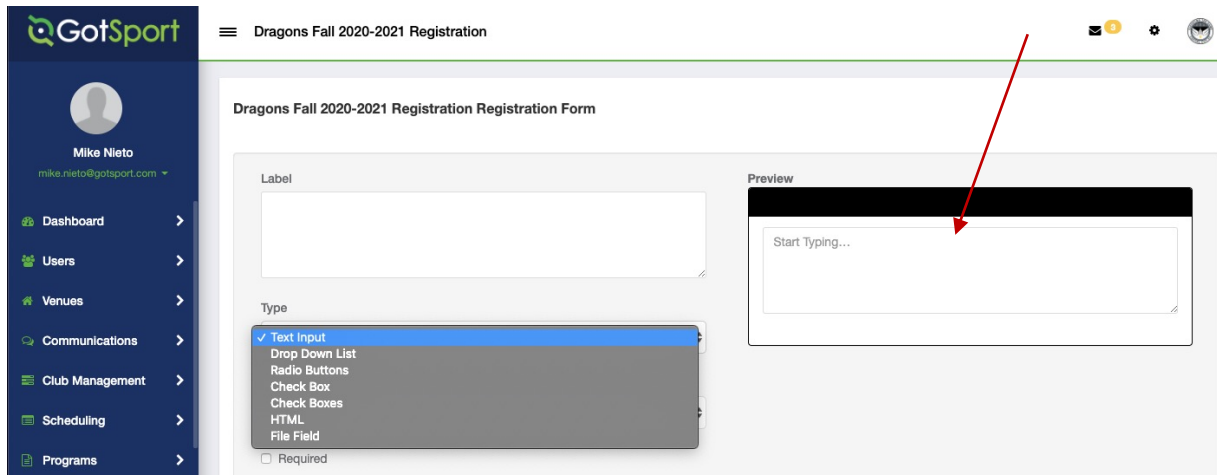
**HTML** is not responsive and allows for you to post a message with HTML editing capabilities;

**File Field** gives you the ability to ask and/or require the registrant to upload a document



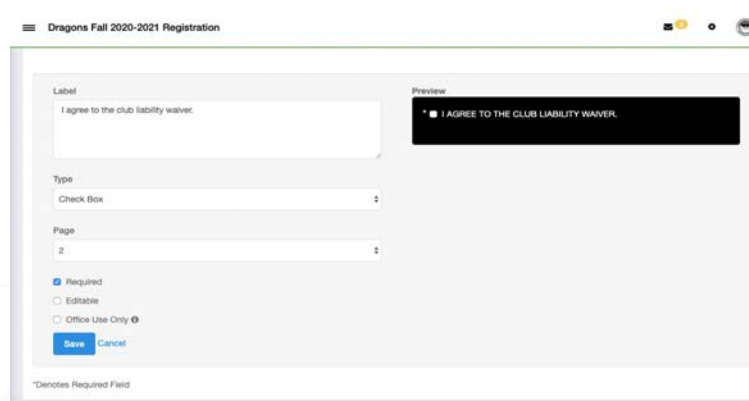
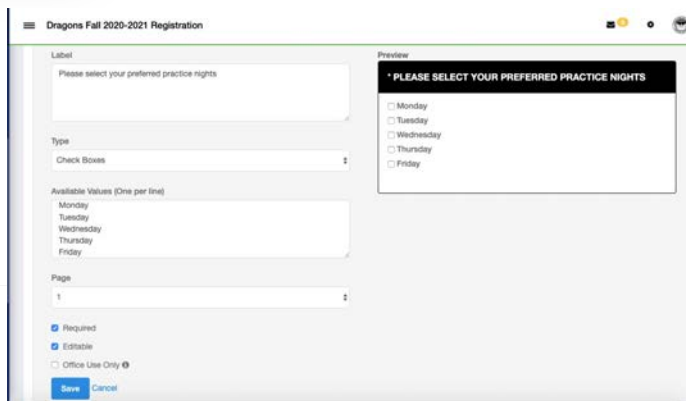


**Note:** As you make edits to these form elements, they will change live through the preview on the right-hand side so you will know exactly how this question appears.



**STEP 2B**

Below are a few more examples of some form elements:



**Label:** this is where you would type the question.

**Available Values:** You will type the available options here. Each option needs to be placed on a separate line. Of note, you would do the same for Drop-Down Lists and Radio Buttons.

**Page:** You can separate each form element (question) on different pages during the registration.

To the right, you will see a live preview of the form element while you create it. After you have finished, you can make it required and click "Save" to create your next form element.

**Required:** This stops the user from moving on in the registration until the question is completed.

**Editable:** making a form field editable, allows a user a chance to change or upload a form at a later date.

STEP 3

When on the list view of your form elements, to order them and move them around, click in the black bar of the question to use the drag and drop function.

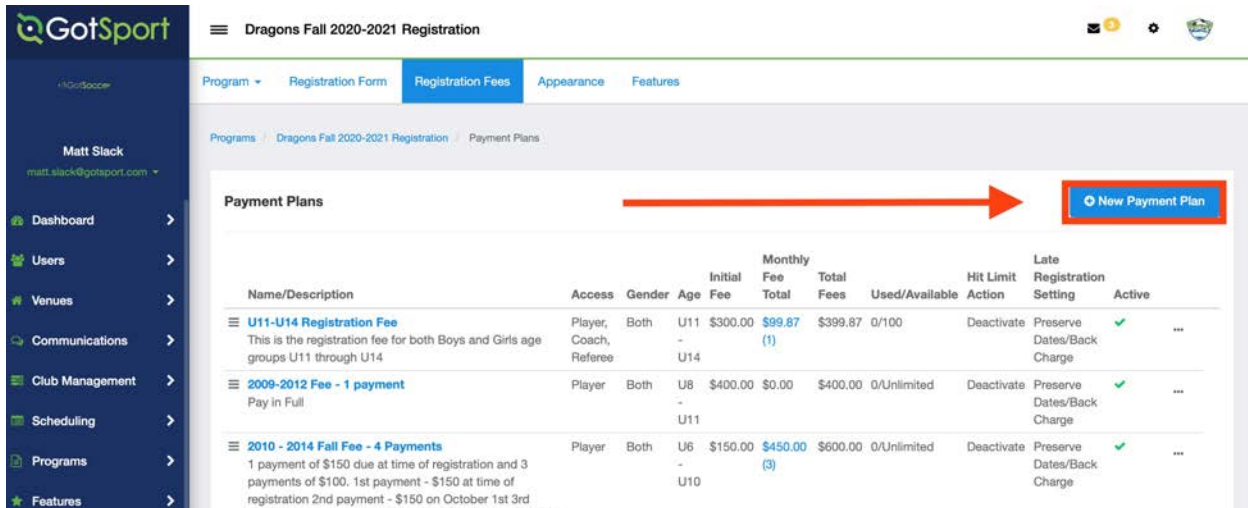
The screenshot shows the 'Dragons Fall 2020-2021 Registration' form editor. On the left is a sidebar with the user profile 'Mike Nieto' and a navigation menu including Dashboard, Users, Venues, Communications, Club Management, Scheduling, Programs, Features, and Billing. The main area displays the 'Dragons Fall 2020-2021 Registration Registration Form' with a 'New Form Element' button. Three form elements are visible, each with a black header bar containing the question text and 'EDIT' and 'DELETE' buttons. The first element is '\* HOW DID YOU HEAR ABOUT CHILI SA?' with a dropdown menu below it. The second element is '\* PLEASE SELECT YOUR PREFERRED PRACTICE NIGHTS' with radio button options for Monday through Friday. The third element is '\* PLEASE UPLOAD A BIRTH CERTIFICATE SO WE CAN VERIFY YOUR CHILD'S AGE GROUP:'. A red double-headed arrow is positioned between the first and second elements, indicating a drag-and-drop operation to reorder them. Each element also has a 'Page: 1' indicator at the bottom right.

## Creating Fees for your Registrants

You can create Fees for your registrants under the Registration Fees tab

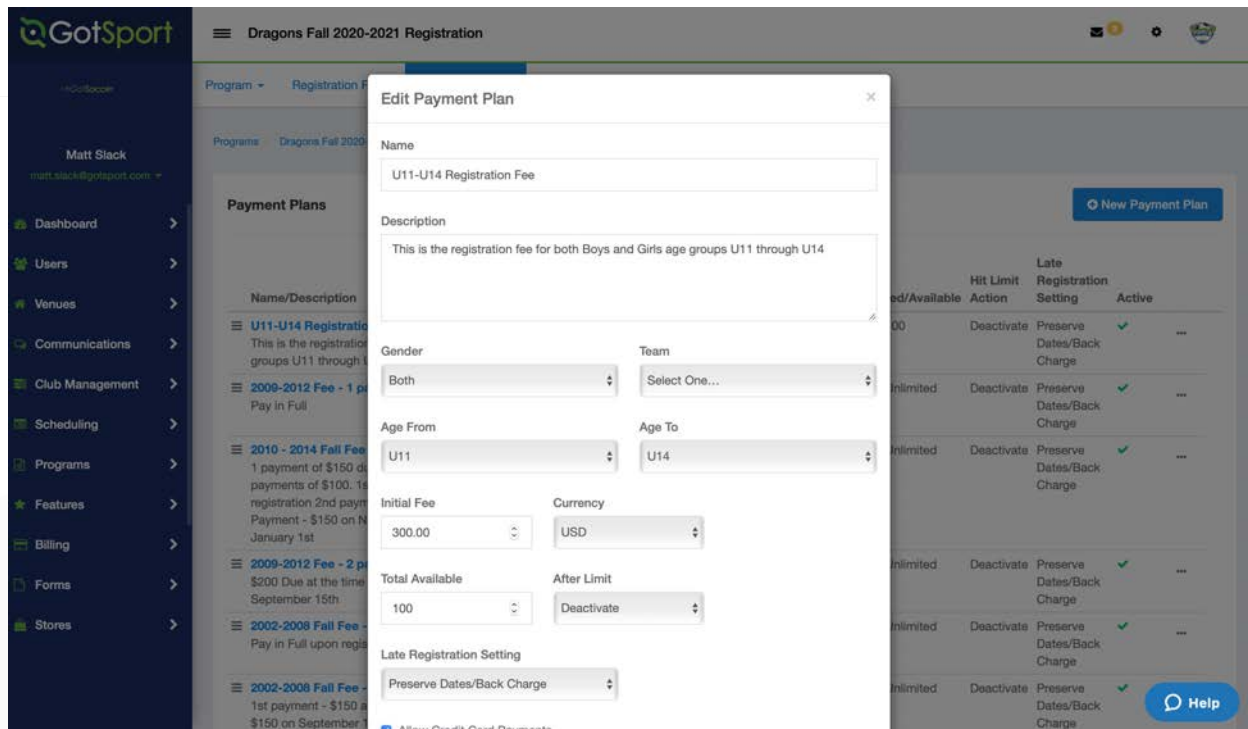
STEP 1

Click "New Payment Plan"



STEP 2A

In the new "New Payment Plan" pop out, you will be able to build your payment plan.



**STEP 2B**

**Name:** Name of the payment plan.

**Description:** Any Information about the payment plan.

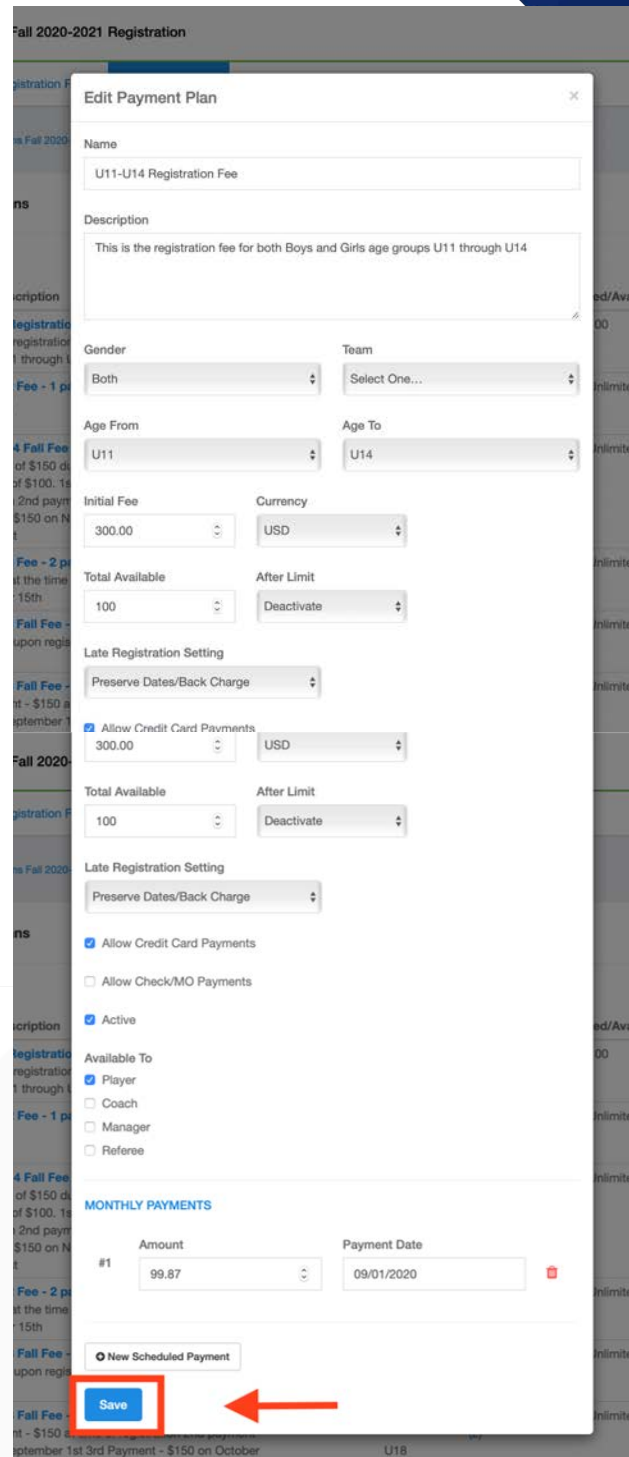
**Late Registration Setting:**

- **No Late Registration** - No payments will be allowed past the start date of the monthly payment.
- **Preserve Dates/Back Charges** - If anybody registers late, the payments they miss will be charged on payment. (I.e. payments should start in August, but they joined in September, the month they missed will be added to September's 1st payments.)
- **Preserve Spaces/Push Dates** - If anybody registers late, Monthly payments missed, will be pushed to the end. (I.e. payments should start in August, but they joined in September, the month they missed will be added to the end.)

**Active:** Make the payment plan available to be selected for the Registrant when completing your Program Registration.

**STEP 3**

Click "Save"



Form fields and values:

- Name: U11-U14 Registration Fee
- Description: This is the registration fee for both Boys and Girls age groups U11 through U14
- Gender: Both
- Team: Select One...
- Age From: U11
- Age To: U14
- Initial Fee: 300.00
- Currency: USD
- Total Available: 100
- After Limit: Deactivate
- Late Registration Setting: Preserve Dates/Back Charge
- Allow Credit Card Payments:  300.00 USD
- Allow Check/MO Payments:
- Active:
- Available To:  Player,  Coach,  Manager,  Referee

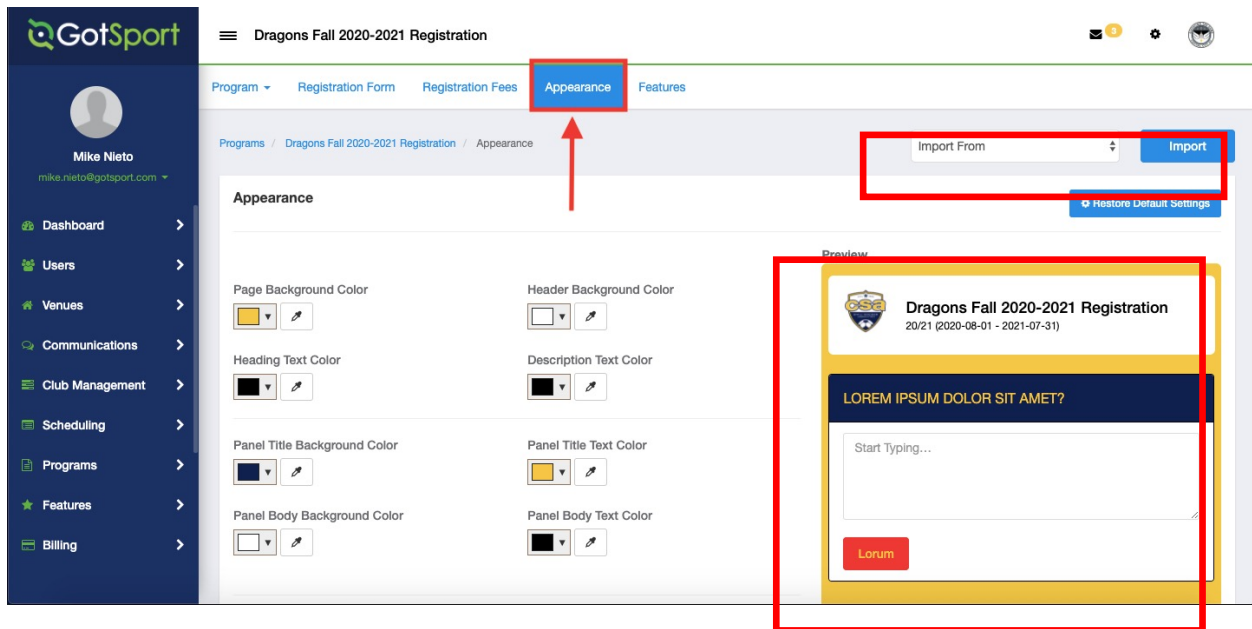
#1	Amount	Payment Date
1	99.87	09/01/2020

Buttons:

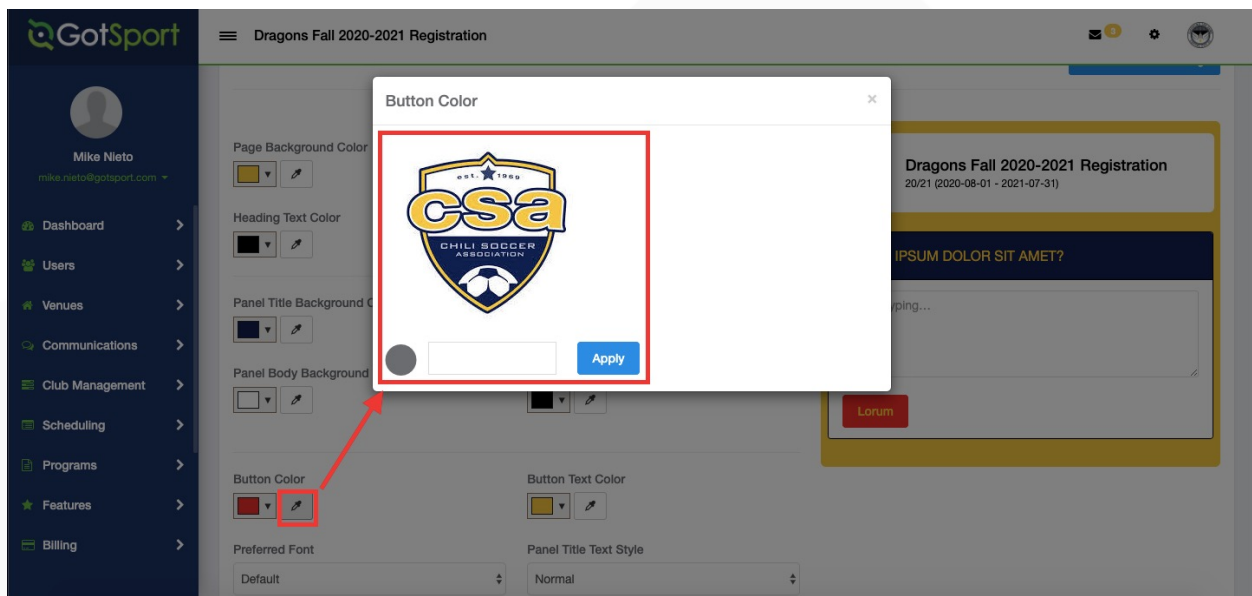
## Customize the Appearance

### STEP 1

While creating your program registration, click the "Appearance" tab at the top of your page. From the "Appearance" tab, you can fully customize the appearance of the pages, upload a logo and background image or import an appearance from a previous program. Note: as you edit colors and make changes to your appearance, they will live change on the right-hand side similar to your registration form.



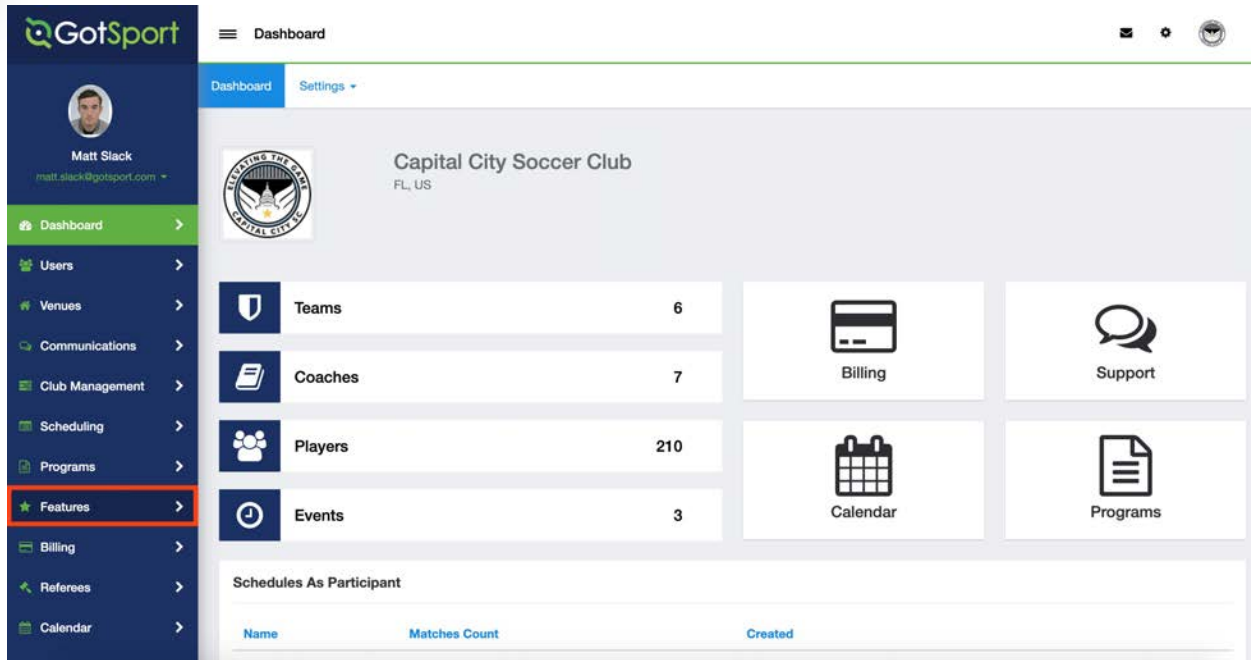
While selecting colors for your appearance, be sure to note the eyedropper tool next to each color as well. This tool will allow you to pull the exact color from a logo you have uploaded, allowing you to keep this appearance as professional as possible in portraying your organization's colors.



In your admin account, you have the capability of creating features. These features can be globally created to be accessed for programs, tournaments, leagues, contracts, etc. or just created for one-time use.

STEP 1

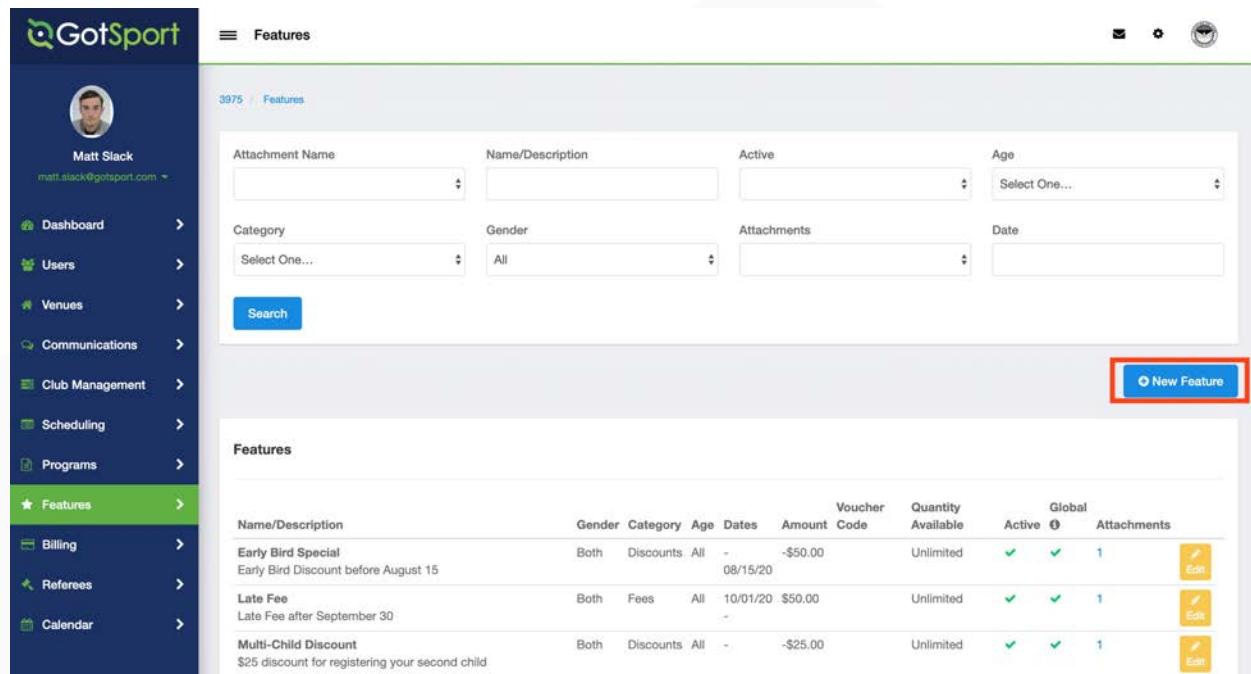
From your dashboard, select "Features" on the left-hand side.



STEP 2

This page will list all features you have created in the past, with the ability to filter through them with the use of the filters at the top of the page.

To create a new feature, click "+ New Feature."





**STEP 3A**

From this page, you will be prompted to enter information regarding this feature:

**Name**- The name of the feature.

**New Category or Category**- You have the ability to categorize these features. You can either create a new one when adding this feature or selecting an existing category from the drop down.

**Description**- Brief description of this feature.

**Gender**- You can control which gender this feature is applicable to.

**Age From & Age To**- You can control what ages this feature is applicable to.

**Available After**- If this feature is available after a certain amount of registrations, you can set that number here (i.e. Family Discounts).

**Start Date & End Date**- You can control the time frame in which this feature is available.

**Maximum Quantity** – This is the number a single user can select on a particular feature. For example, if you only want a user to be able to use it once, you would input "1" in your Maximum Quantity box.

**Quantity Available**- This is the number of total times this feature can be used before it is no longer available. For Example, if you only wanted 100 people to use this, you would type "100" in the Quantity Available box.

The screenshot shows a 'New Feature' form with the following fields and options:

- Name:** Text input field.
- New Category:** Text input field.
- Category:** Dropdown menu with 'Select One...'.
- Description:** Text area.
- Gender:** Dropdown menu with 'Select One...'.
- Age From:** Dropdown menu with 'All' selected.
- Age To:** Dropdown menu with 'Select One...'.
- Available After:** Text input field.
- Start Date:** Text input field.
- End Date:** Text input field.
- Maximum Quantity:** Text input field.
- Quantity Available:** Text input field with a note 'Leave blank for unlimited'.
- Amount:** Text input field.
- Voucher Code:** Text input field.
- Required:** Checkbox with description: 'If applicable to the registration, this item will be required.'
- Default Selected:** Checkbox with description: 'If applicable to the registration, this item will be selected by default. If the item is not required, users may opt-out by unselecting it.'
- Active:** Checkbox.
- Global:** Checkbox with description: 'Makes this feature available for all programs, contracts, etc.'
- Save:** A blue button with a red border and a red arrow pointing to it.

**STEP 3B**

From this page, you will be prompted to enter information regarding this feature:

**Amount-** This is the amount of money applied to this feature. If you wanted to apply a discount of \$25 off for this feature, then you would put "-25" in this section. If the feature is an added bonus and was for \$25, then you would put "25" in this section.

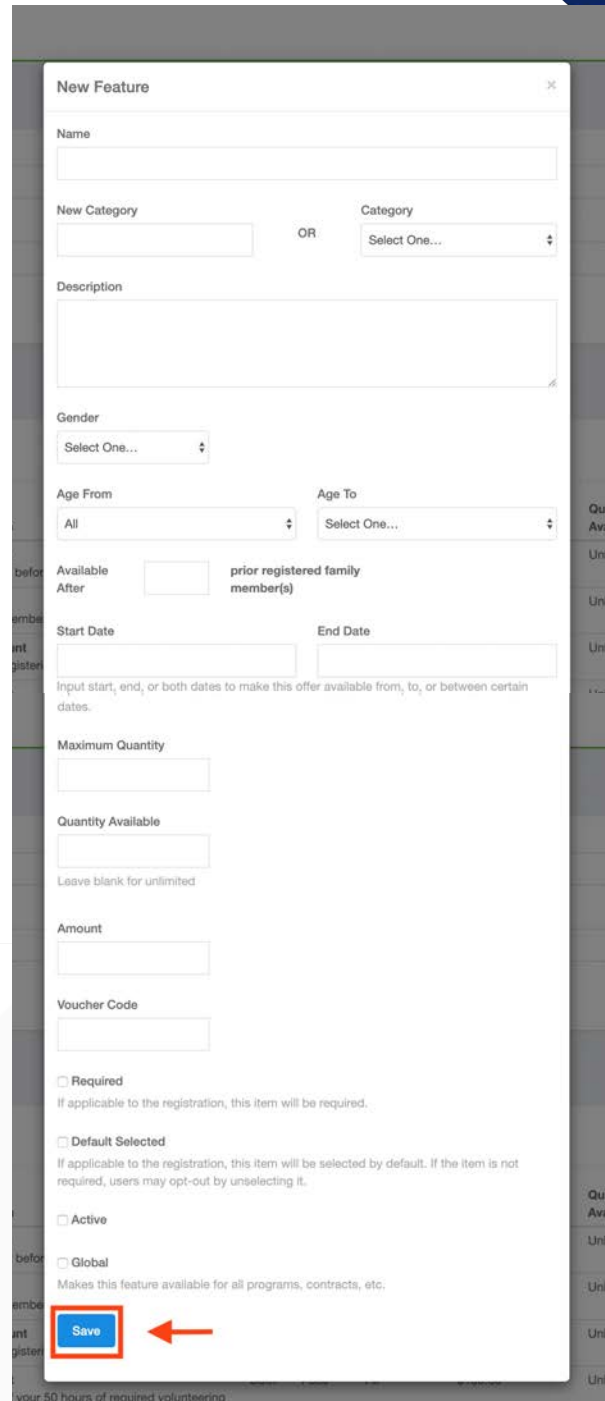
**Voucher Code-** If you would like a Feature to be available only for a specific user or users and not accessible to all, you can enable this access criteria by implementing a Voucher Code. During the registration process, the Feature will not show as an option on the list unless the Voucher Code is entered.

**Required-** With this box selected, you are requiring this applicant to select the feature.

**Default Selected-** With this box selected, if applicable to the registration, this item will be selected by default.

**Active-** With this box selected, the feature is able to be selected/applied.

**Global-** Checking this box off will make this feature globally accessible as a "Quick Add" feature in any program, tournament, league, contract, etc.



The screenshot shows a 'New Feature' form with the following fields and options:

- Name:
- New Category:  OR Category:
- Description:
- Gender:
- Age From:  OR Age To:
- Available After:  prior registered family member(s)
- Start Date:  OR End Date:
- Maximum Quantity:
- Quantity Available:  (Leave blank for unlimited)
- Amount:
- Voucher Code:
- Required (If applicable to the registration, this item will be required.)
- Default Selected (If applicable to the registration, this item will be selected by default. If the item is not required, users may opt-out by unselecting it.)
- Active
- Global (Makes this feature available for all programs, contracts, etc.)
- (highlighted with a red box and an arrow pointing to it)

**STEP 4**

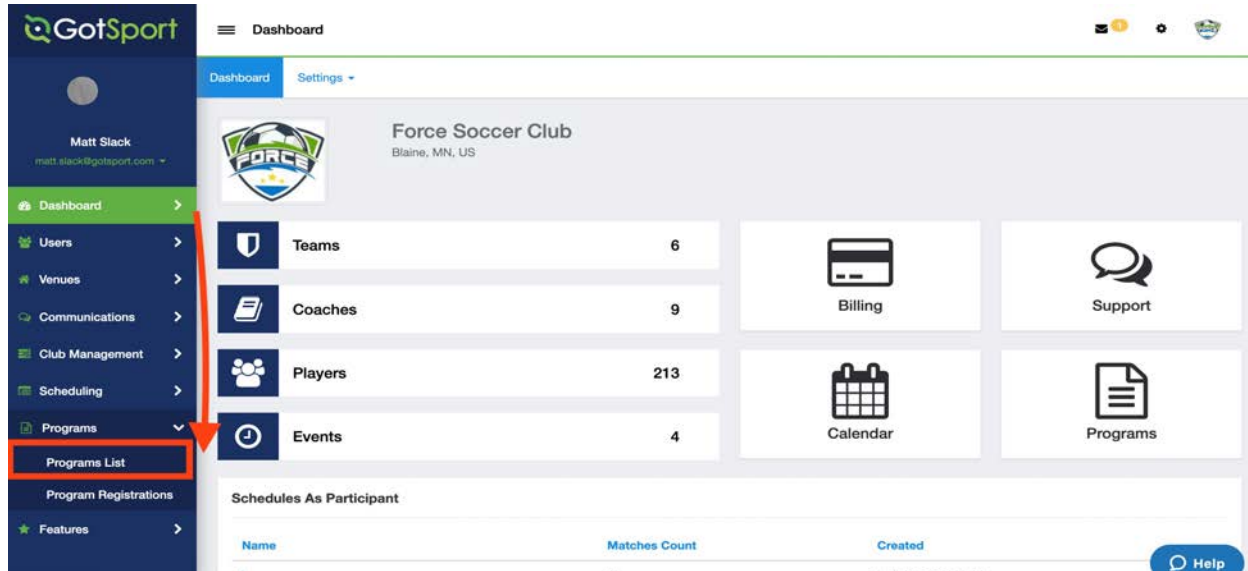
Click "Save" at the bottom once completed

## Completing Registration

Once the Program Registration is built and customized to your liking, the last step you'll need to complete is opening the Registration for your Club Members to complete. Follow the steps below to complete it

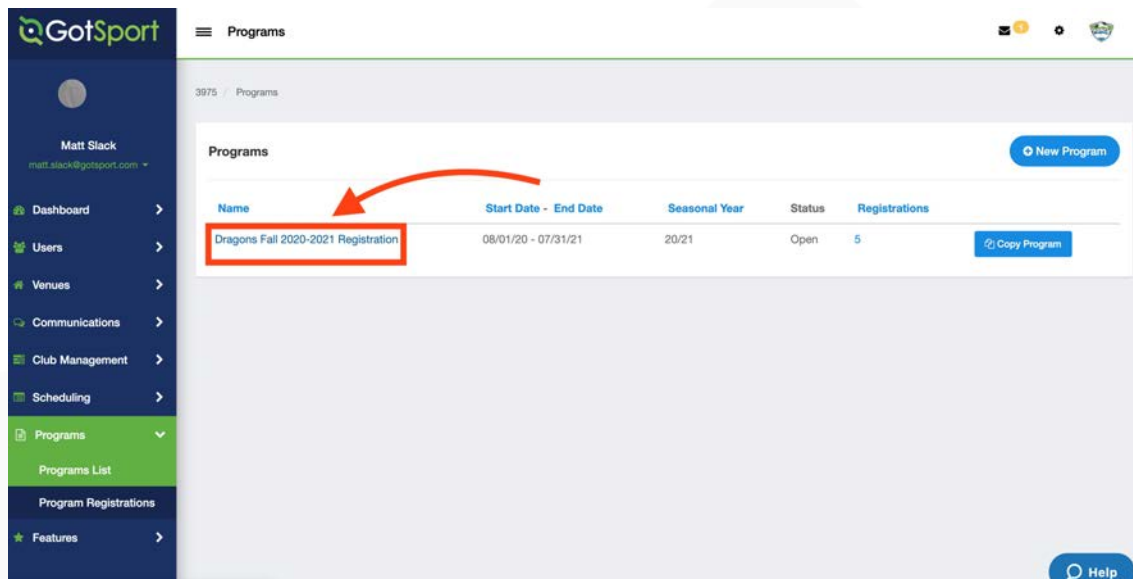
### STEP 1

From the dashboard, scroll down on the left and click on "Programs." Now click "Program List"



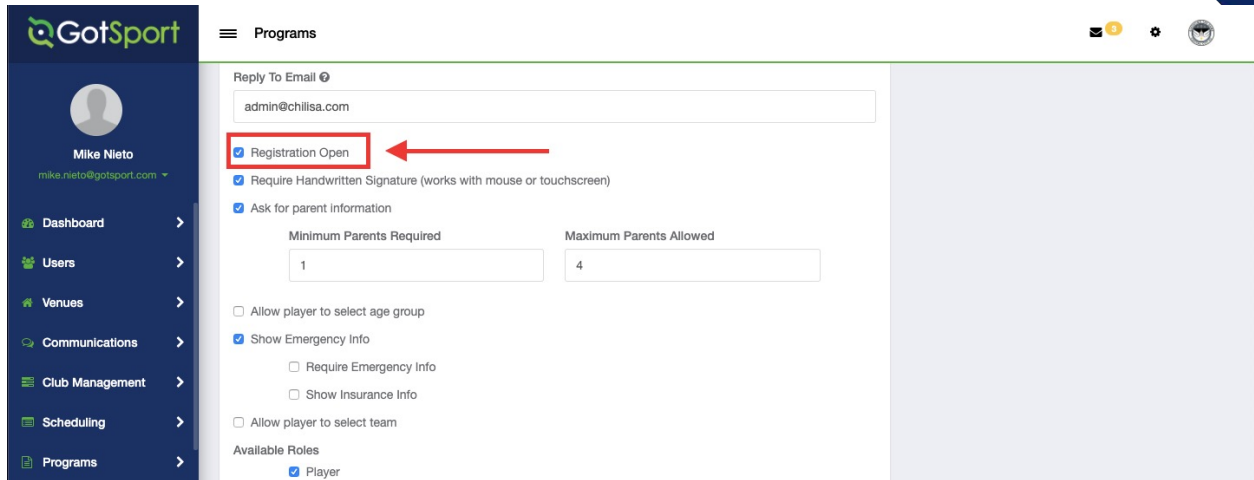
### STEP 2

From the program list, you will see the list of programs you have. Now click on the Program you want to open.



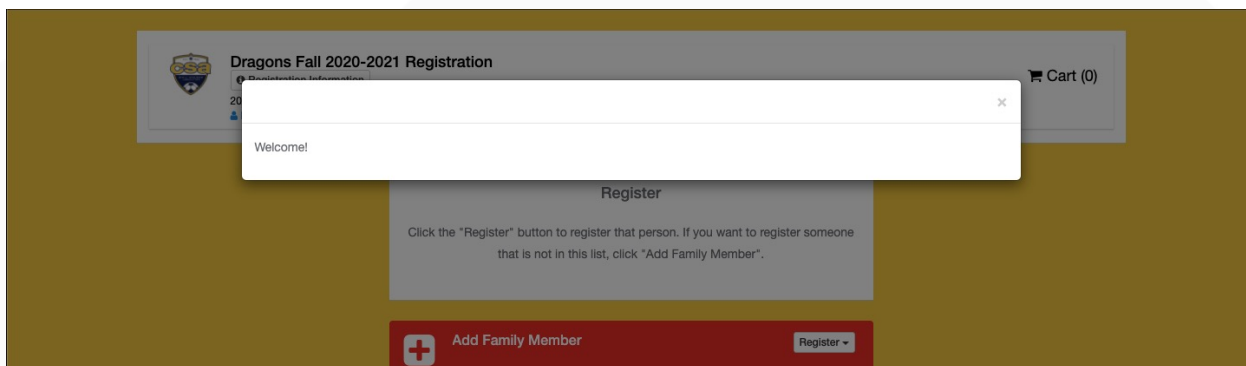
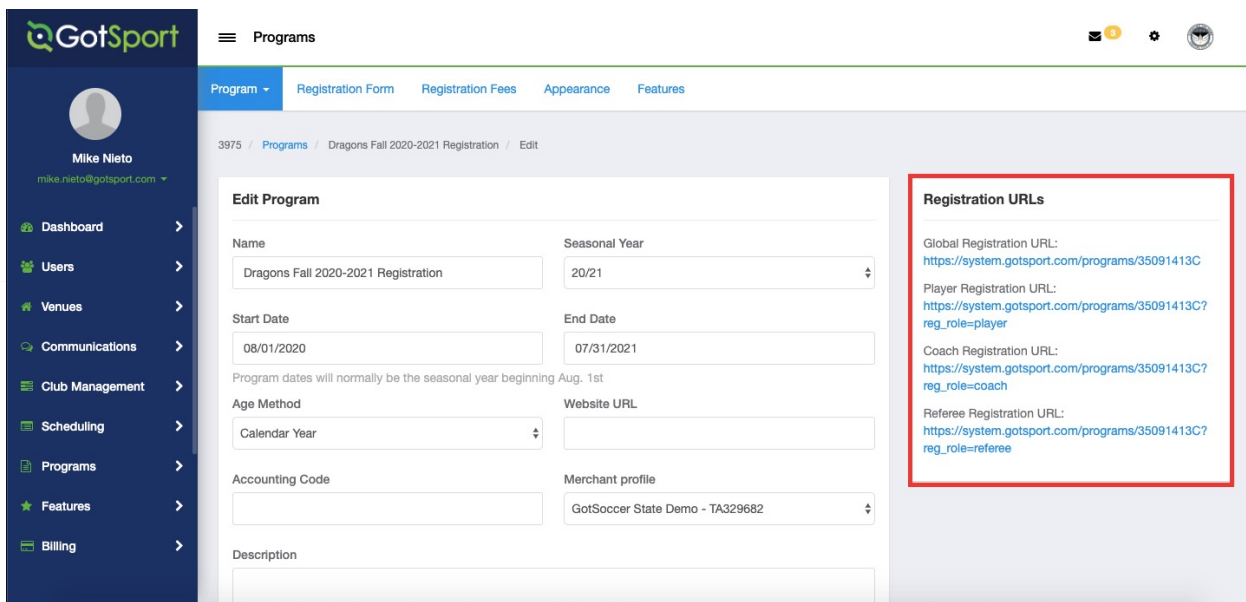
STEP 3

From the **Program Setup** page, scroll down and check **“Registration Open”** and click **“Save”** at the bottom.



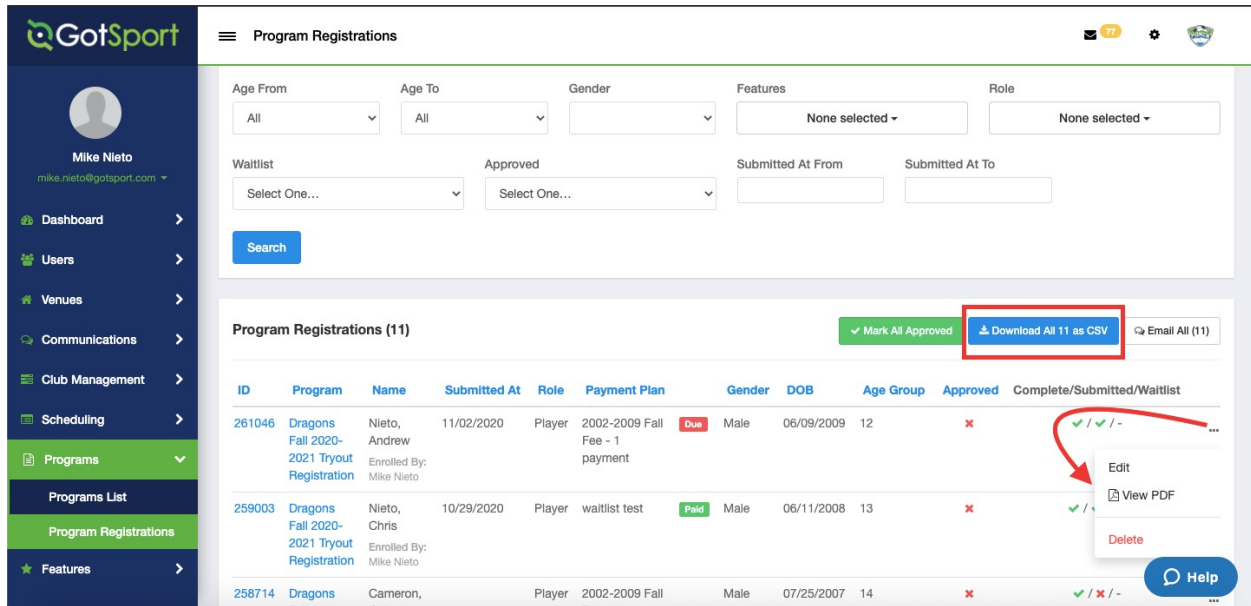
STEP 4

After you open the registration and click save, you can scroll up to view the registration links for the program. If you click the link, it will bring you to the first page of the Program Registration process.





When the User completes the Program Registration, you will see the completed Program Registration in your Program Registrations tab. You will be able to download a full list of the Program Registrations to an external .csv file and also be able to pull up individual Registrations



Program Registrations (11)

✓ Mark All Approved **Download All 11 as CSV** Email All (11)

ID	Program	Name	Submitted At	Role	Payment Plan	Gender	DOB	Age Group	Approved	Complete/Submitted/Waitlist
261046	Dragons Fall 2020-2021 Tryout Registration	Nieto, Andrew Enrolled By: Mike Nieto	11/02/2020	Player	2002-2009 Fall Fee - 1 payment <b>Due</b>	Male	06/09/2009	12	✗	✓ / ✓ / -
259003	Dragons Fall 2020-2021 Tryout Registration	Nieto, Chris Enrolled By: Mike Nieto	10/29/2020	Player	waitlist test <b>Paid</b>	Male	06/11/2008	13	✗	✓ / ✓ / -
258714	Dragons Fall 2020-2021 Tryout Registration	Cameron, ...	...	Player	2002-2009 Fall ...	Male	07/25/2007	14	✗	✓ / ✗ / -

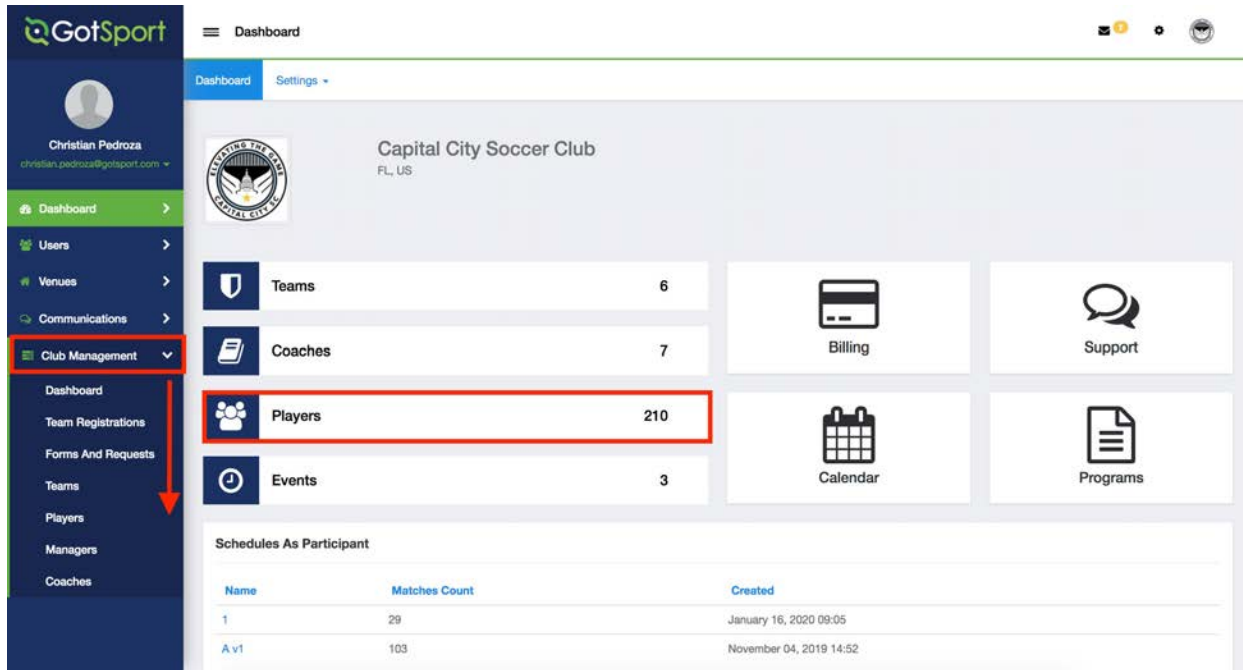
Help

# Manually Adding a Player

The below instructions will demonstrate how to create a player account from within your Club account

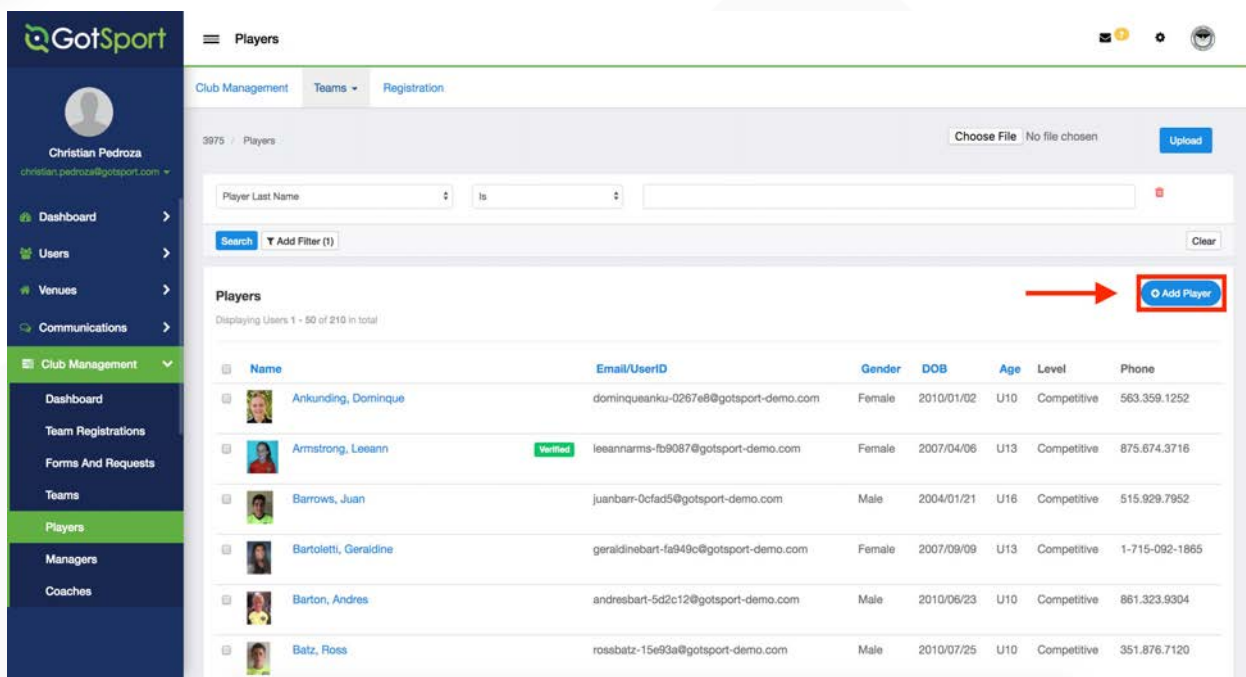
**STEP 1**

From your **Dashboard**, you can click "**Players**" or click "**Club Management**" in the menu bar and then "**Players**".



**STEP 2**

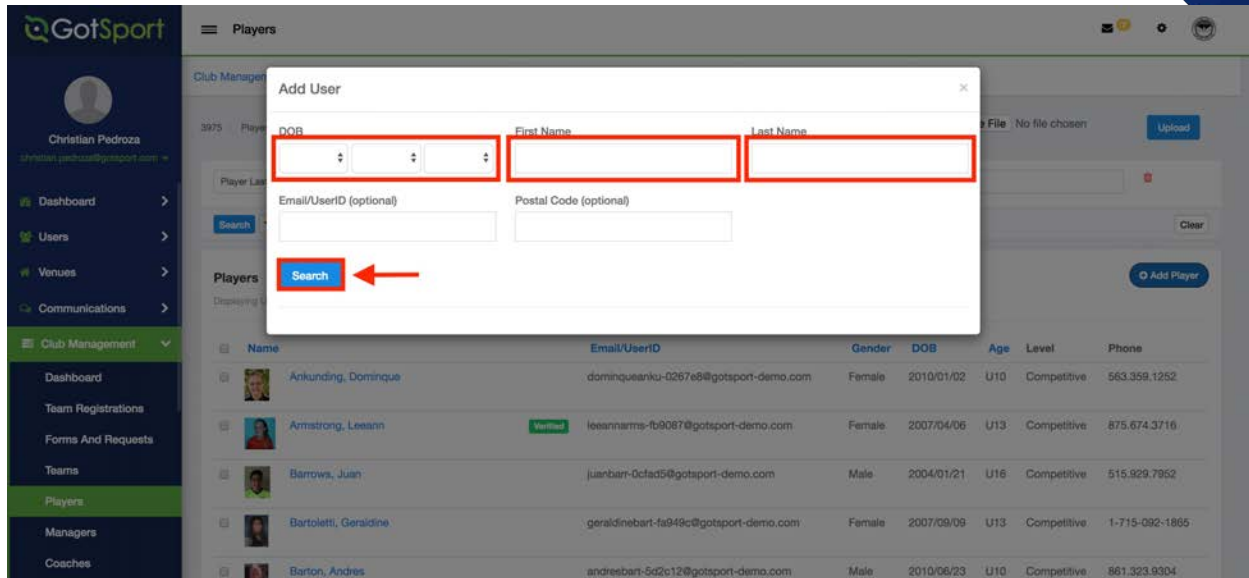
On the **Players Page**, click "**Add Player**" to create a new player account.



## STEP 3

Before adding a new player user account, you will be asked to search for any existing account under that name and DOB.

\*First name, Last name, and DOB are required fields.

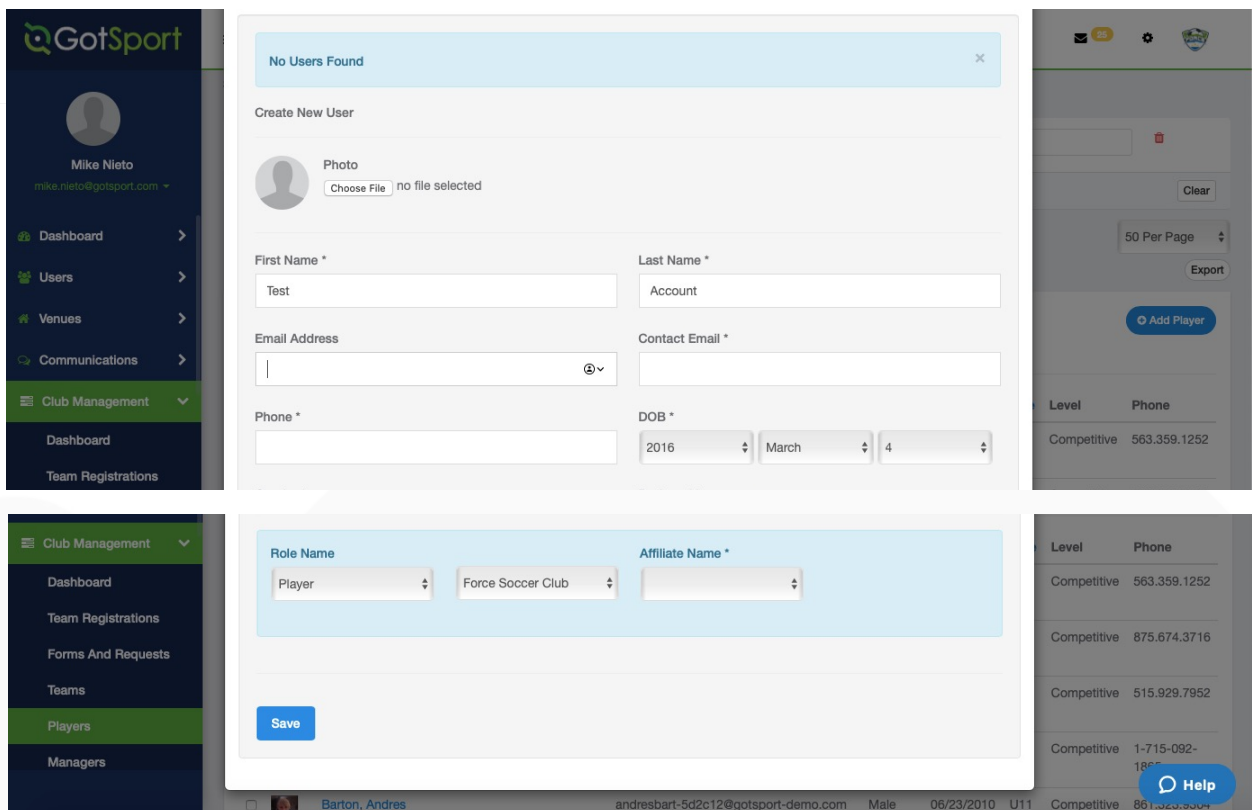


## STEP 4A

If there are no matching player user accounts found:

You will then finish inputting the player's general information and click "Save" to create the new player user account.

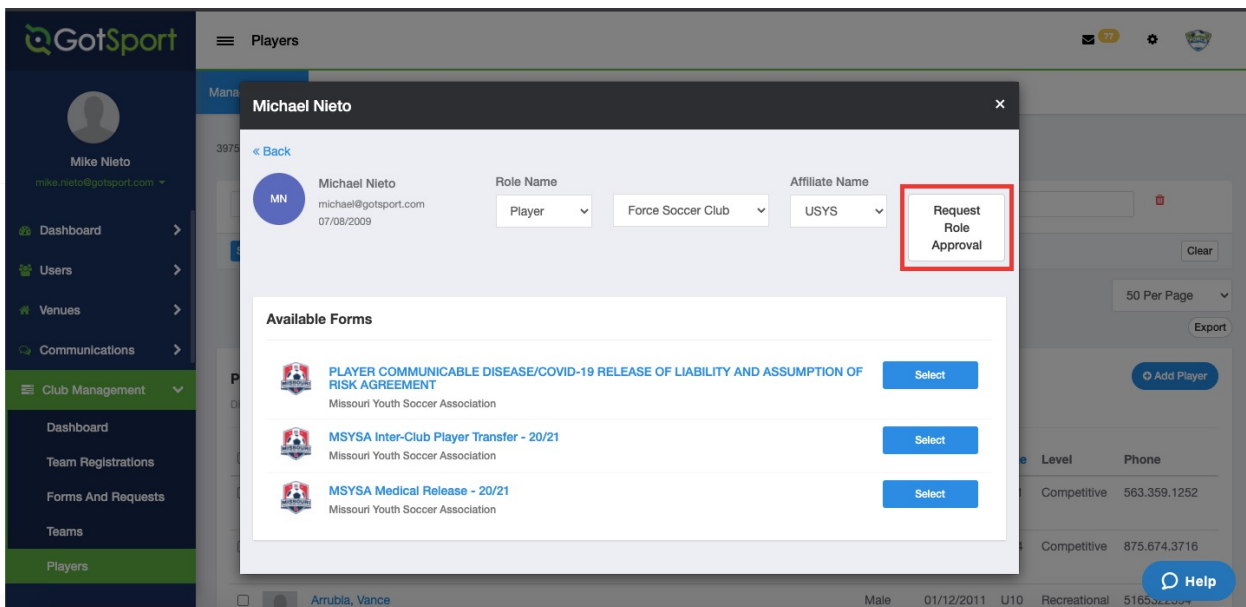
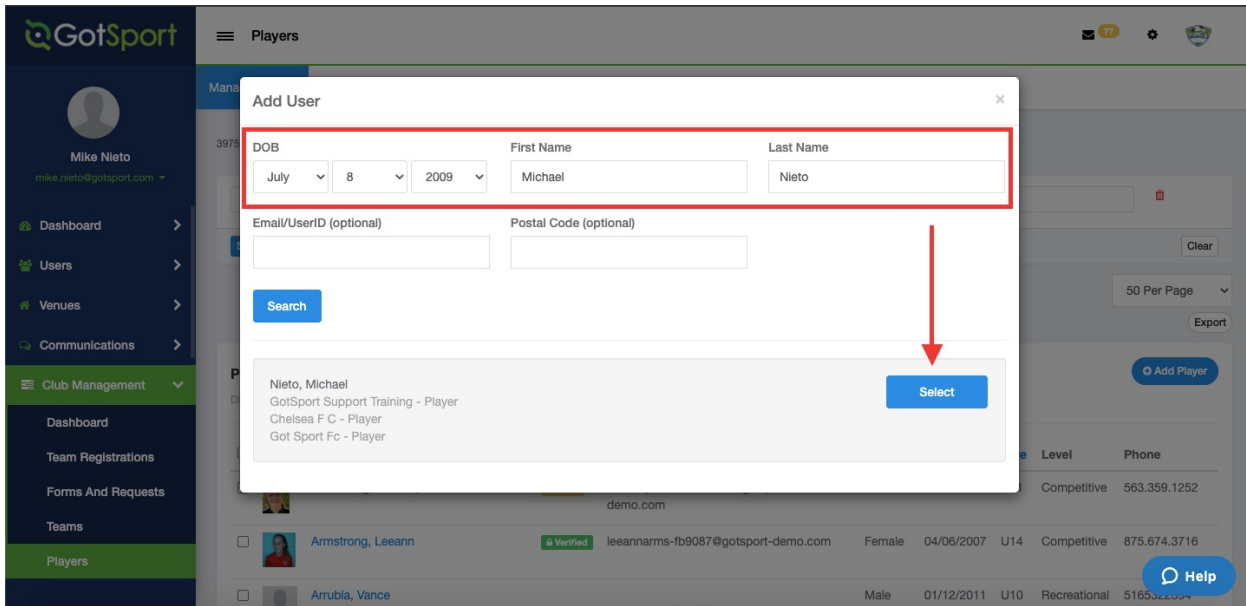
Note: All data fields with a star \* next to the field is required. At the bottom of this page, you also can add the Affiliate Name to the Player's account, which is vital to add them to Event Rosters



## Manually Adding a Player Cont.

### STEP 4B

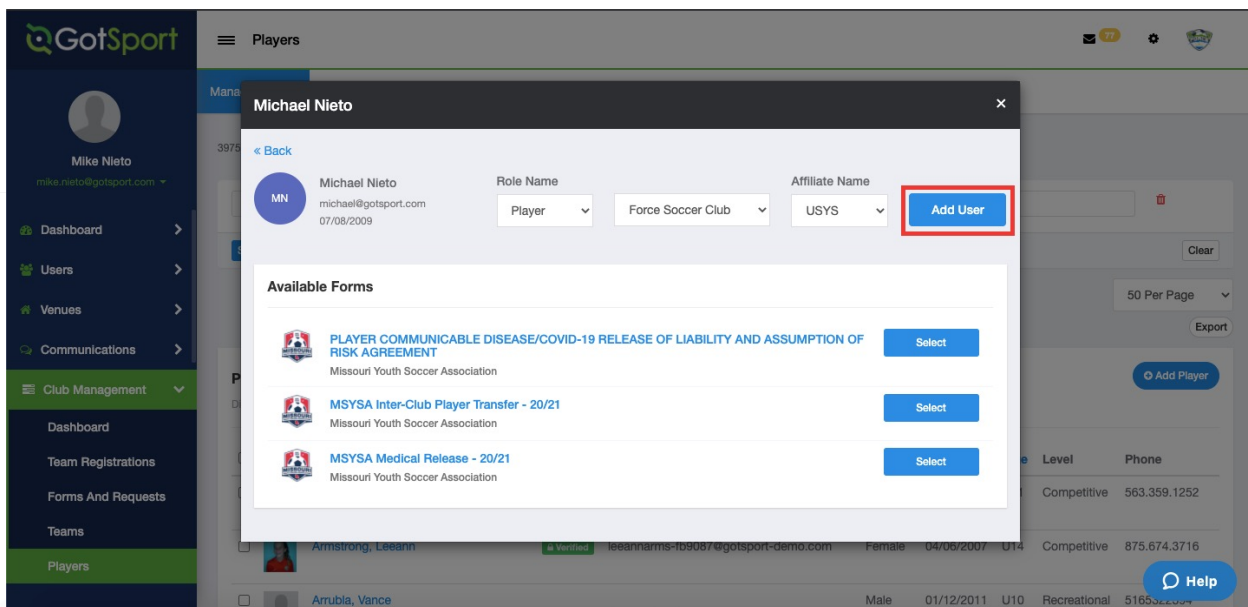
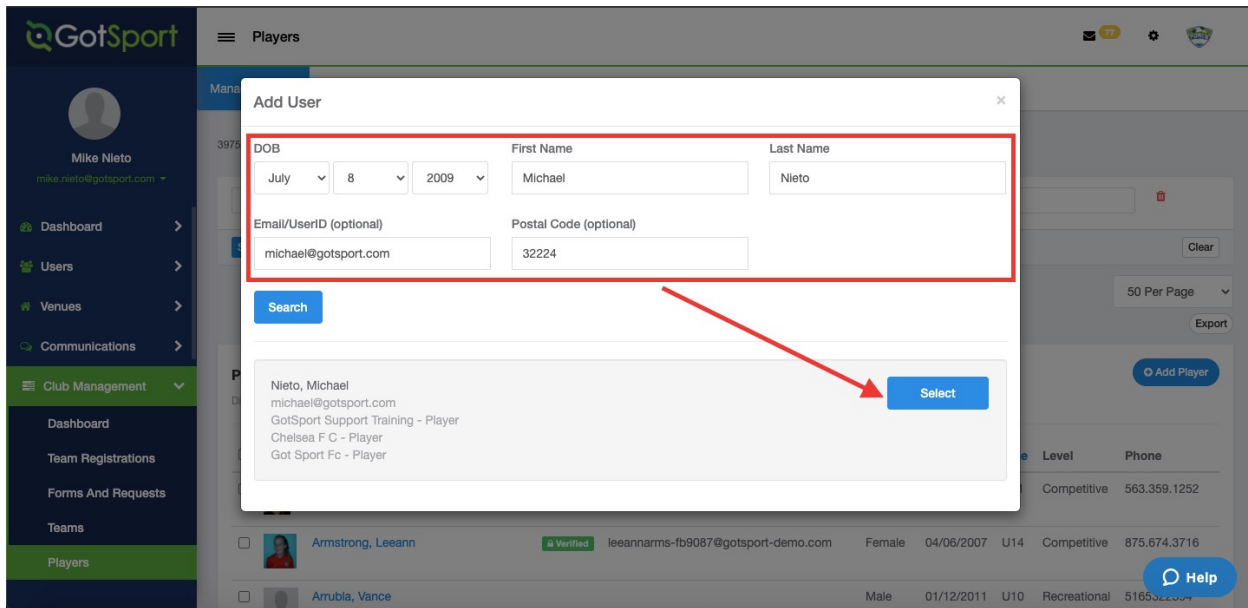
If a matching player account is found with the first three data fields: You will be able to send the account holder a Role Approval Request to their email address. They will need to accept before they show as an Active member in your Club





STEP 4C

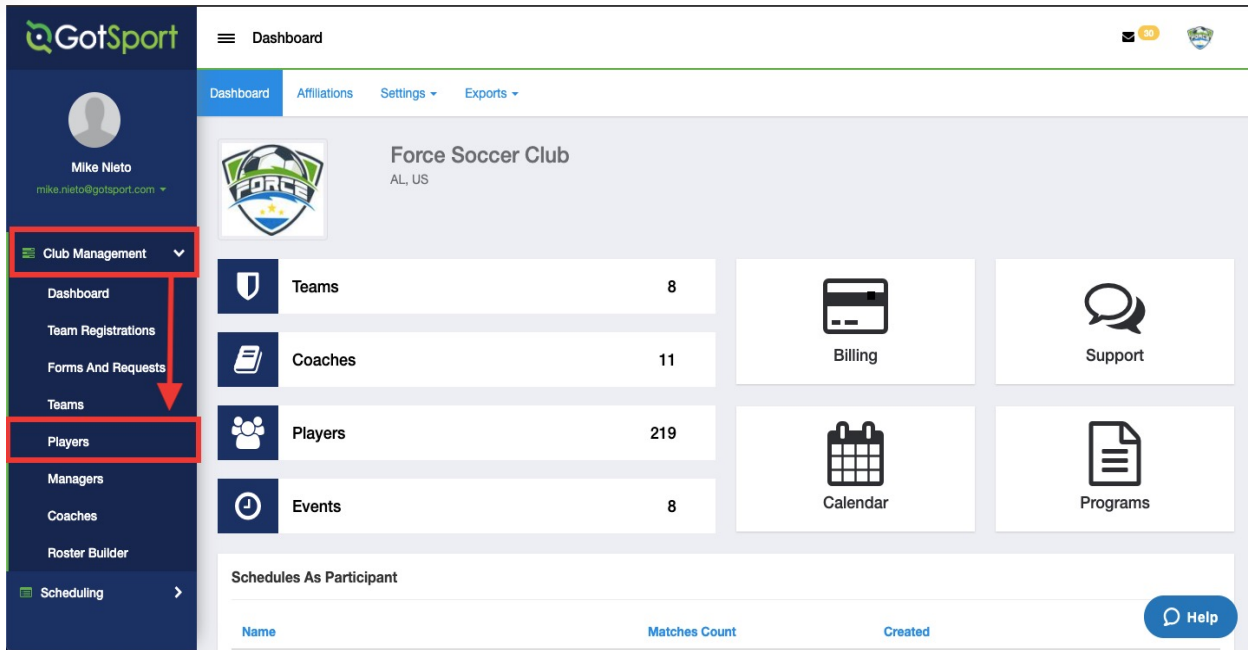
If you do find a matching player account with the first 3 data field:  
We do recommend going back and searching for the player account with the remaining 2 optional data fields (Date of Birth and Postal Code). If all 5 data fields match, you will be able to bypass the Role Approval Request and instead automatically add the User to your Club list.



# Upload Multiple Players

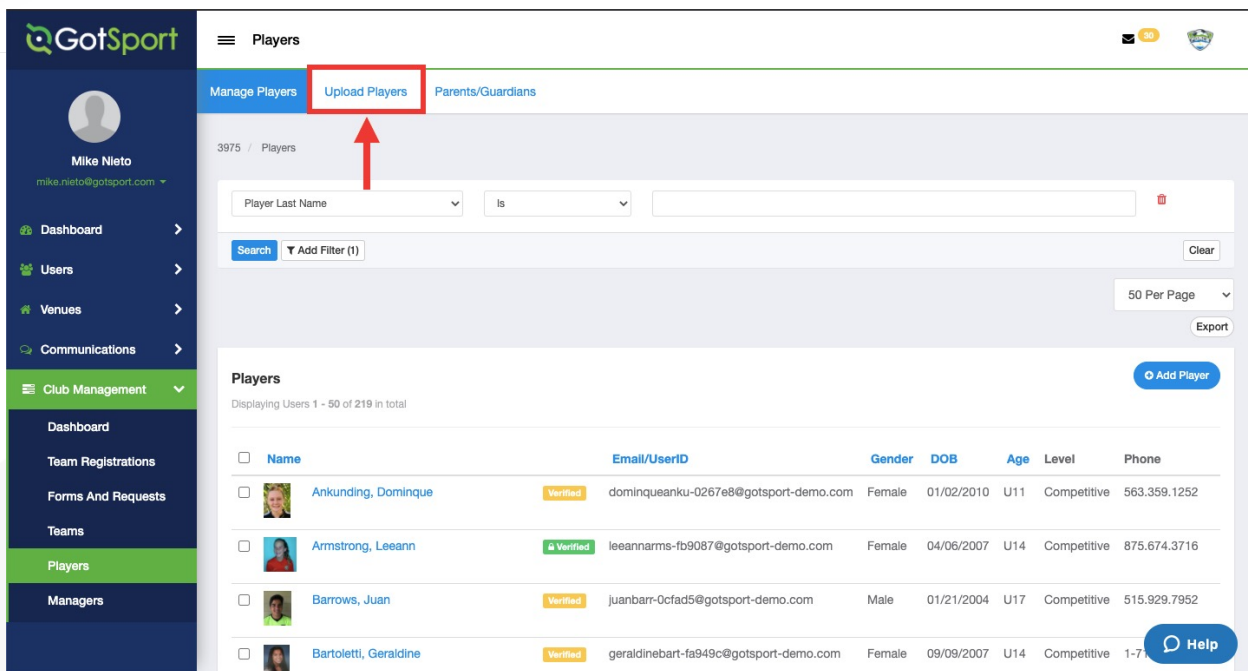
## STEP 1

From your **Dashboard**, click '**Club Management**', then '**Players**'



## STEP 2

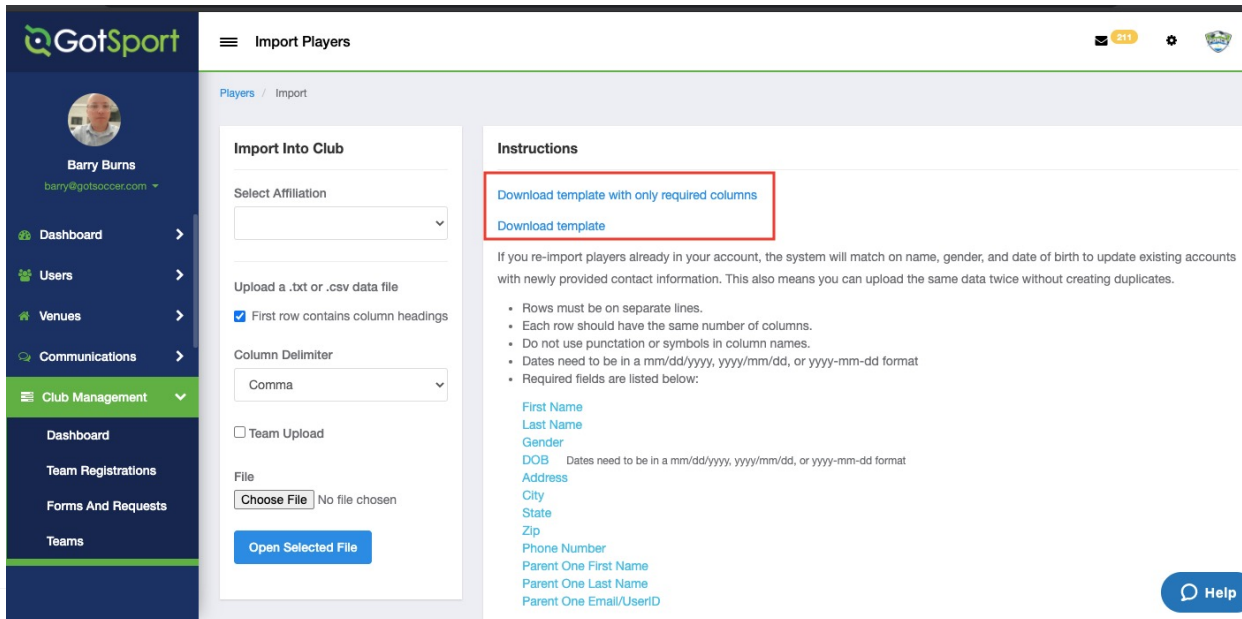
Click '**Upload Players**'



STEP 3

Click on "Download template with only required columns" or "Download Template". A blank template .csv file will download and you can utilize it to match up your Players information to prepare for the upload. The Instructions table will guide you through the correct format and required data fields needed for the upload.

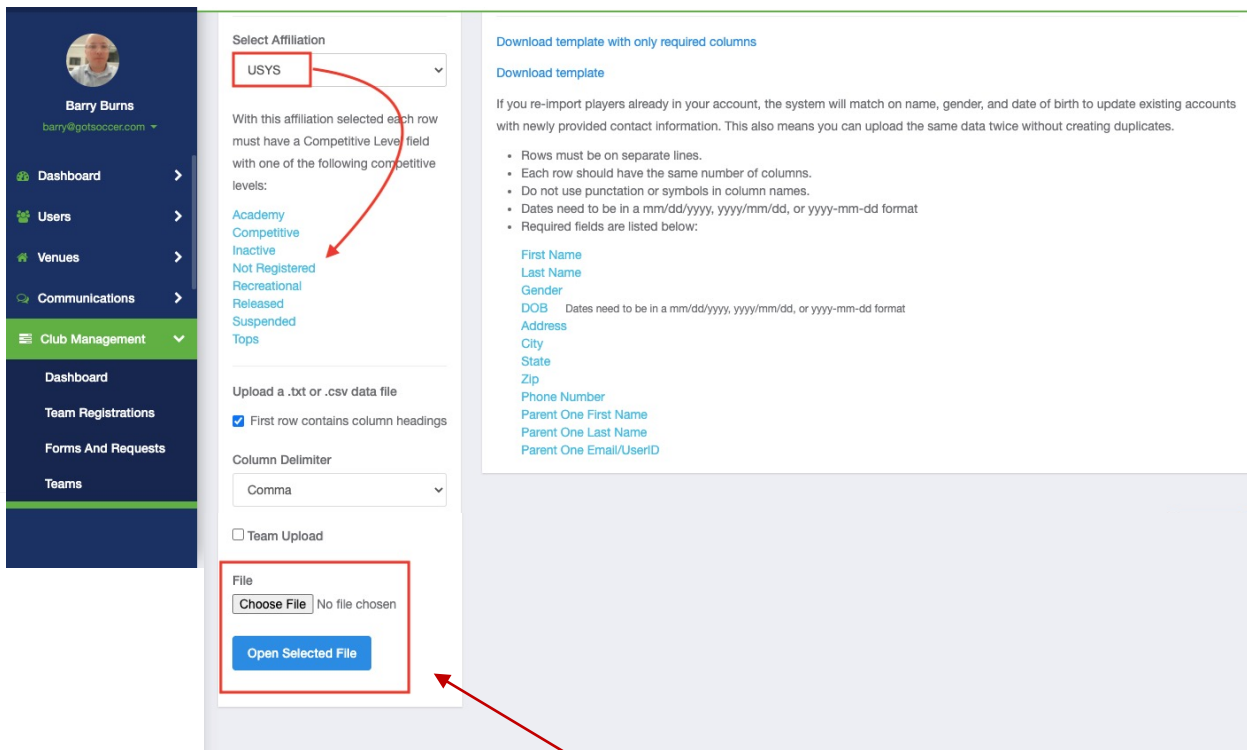
**Note:** When the information is complete in your template, be sure to save the file as either a .csv or .txt file so it is compatible for the upload. An Excel (.xls), Numbers, or Google Sheet file will not be compatible.



## STEP 4

Go to the **Import into Club section** and fill in the information needed for the upload. You can upload all of the Players with an Affiliation added to their account by opening the "**Select Affiliation**" dropdown menu and select the desired affiliation. You will be required to include the Competitive Level for each of the Players (the list of available Competitive Levels will populate once the Affiliation is selected for you to include in your player upload file)

**Note:** You can also assign the players to their teams through the upload as well by checking off the Team Upload checkbox. This step is *not* required to upload your Players. If selected, you would be required to include three additional columns in the upload file. 1) Team Name, 2) Team Age, and 3) Team Gender. For this to work, the team will already need to be created within your club.



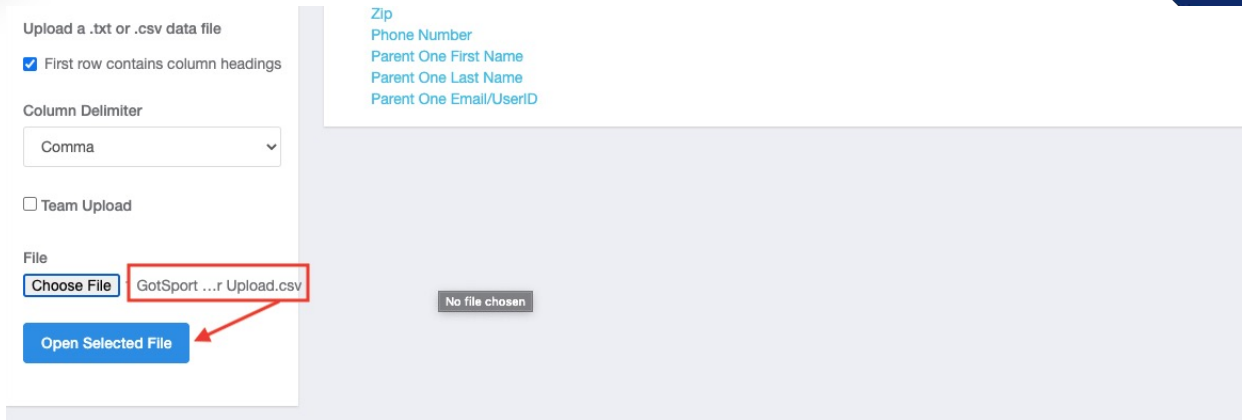
The screenshot displays the 'Import into Club' interface. On the left is a sidebar with navigation options: Dashboard, Users, Venues, Communications, Club Management (expanded), and Teams. The main form area includes a 'Select Affiliation' dropdown menu set to 'USYS', a list of competitive levels (Academy, Competitive, Inactive, Not Registered, Recreational, Released, Suspended, Tops), an 'Upload a .txt or .csv data file' section with a checked 'First row contains column headings' option and a 'Column Delimiter' dropdown set to 'Comma', and a 'Team Upload' checkbox. A file upload section shows a 'Choose File' button and an 'Open Selected File' button. The right-hand panel contains instructions for re-importing players and a list of required fields: First Name, Last Name, Gender, DOB, Address, City, State, Zip, Phone Number, Parent One First Name, Parent One Last Name, and Parent One Email/UserID.

## STEP 5

Click '**Choose File**' to select your file and click the "**Open Selected File**" button

STEP 6

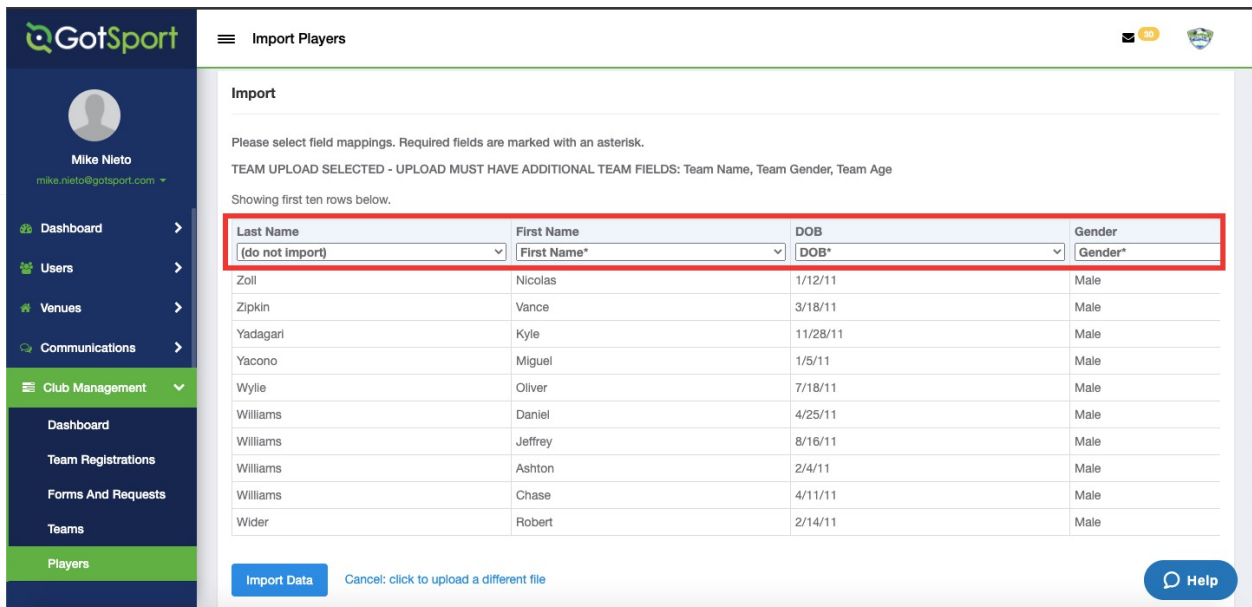
Once you have uploaded your .csv / .txt file, Click 'Open Selected File'.



STEP 7

From here you will match up the **Column Headers** from your **Player Upload file** and click the "Import Data". You will receive an email with the results from the upload to determine which accounts were created.

Note: The Columns Headers do not have to be in the order of the Required Columns list from the Instructions table, as long as each of the required columns are matched up then the upload will be completed



Import Players

Import

Please select field mappings. Required fields are marked with an asterisk.

TEAM UPLOAD SELECTED - UPLOAD MUST HAVE ADDITIONAL TEAM FIELDS: Team Name, Team Gender, Team Age

Showing first ten rows below.

Last Name (do not import)	First Name First Name*	DOB DOB*	Gender Gender*
Zoil	Nicolas	1/12/11	Male
Zipkin	Vance	3/18/11	Male
Yadagari	Kyle	11/28/11	Male
Yacono	Miguel	1/5/11	Male
Wylie	Oliver	7/18/11	Male
Williams	Daniel	4/25/11	Male
Williams	Jeffrey	8/16/11	Male
Williams	Ashton	2/4/11	Male
Williams	Chase	4/11/11	Male
Wider	Robert	2/14/11	Male

Import Data Cancel: click to upload a different file Help

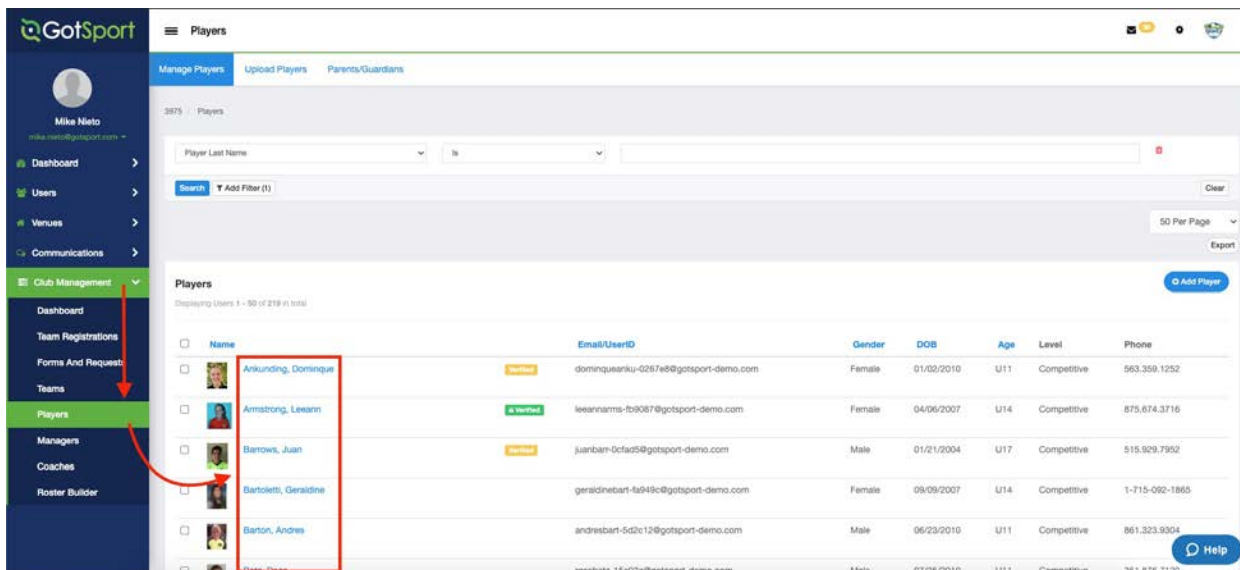


You will now see your newly imported players in your **Club Management -> Players list**

# Verifying Players

## STEP 1

Go to **Club Management** -> **Players** -> click on the name of the specific player that you want to verify.

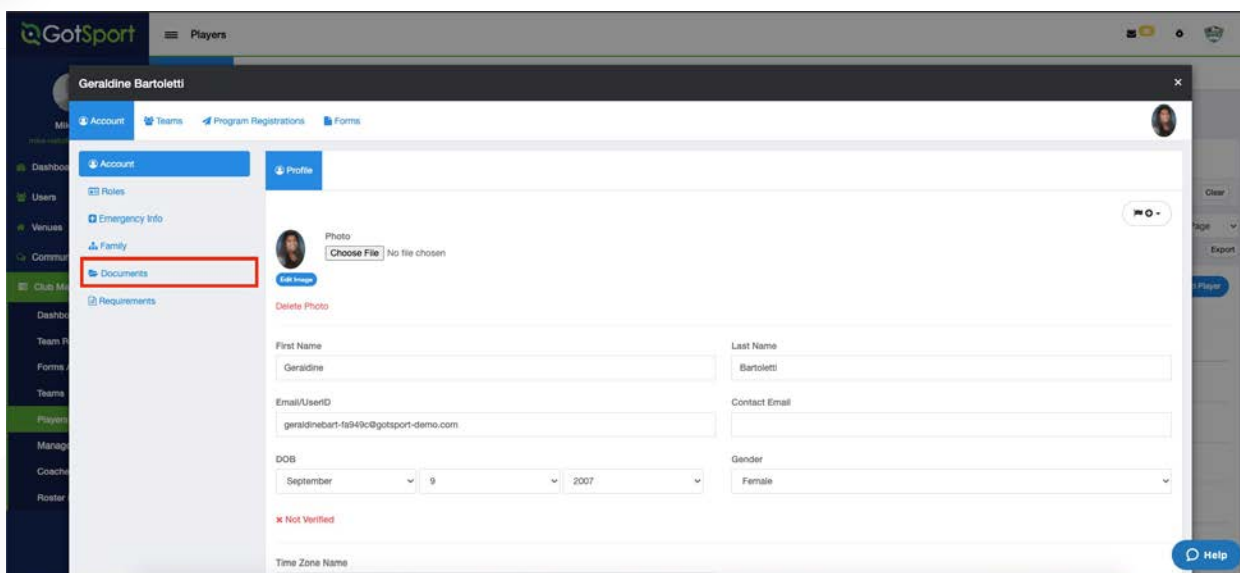


The screenshot shows the 'Players' management interface. The left sidebar has 'Club Management' expanded to 'Players'. A red box highlights the 'Players' list, and a red arrow points to the 'Bartoletti, Geraldine' entry.

Name	Email/UserID	Gender	DOB	Age	Level	Phone
Ankundig, Dominique	dominquairku-0267e@gotsport-demo.com	Female	01/02/2010	U11	Competitive	563.359.1252
Armstrong, Lewann	lewannarms-fb9087@gotsport-demo.com	Female	04/06/2007	U14	Competitive	875.674.3716
Bartows, Juan	juanbart-0ctad5@gotsport-demo.com	Male	01/21/2004	U17	Competitive	515.929.7952
Bartoletti, Geraldine	geraldinebart-fa949c@gotsport-demo.com	Female	09/09/2007	U14	Competitive	1-715-002-1865
Barton, Andres	andresbart-5d7c12@gotsport-demo.com	Male	06/23/2010	U11	Competitive	861.323.9304
Batz, Robert	robertb-15e53a@gotsport-demo.com	Male	07/25/2010	U11	Competitive	351.876.7120

## STEP 2

In the popup modal, click on the **Documents** tab for that specific player



The screenshot shows the 'Geraldine Bartoletti' profile modal. The 'Documents' tab is highlighted with a red box.

**Account** | Teams | Program Registrations | Forms

**Profile**

Photo:  No file chosen

First Name:  Last Name:

Email/UserID:  Contact Email:

DOB:    Gender:

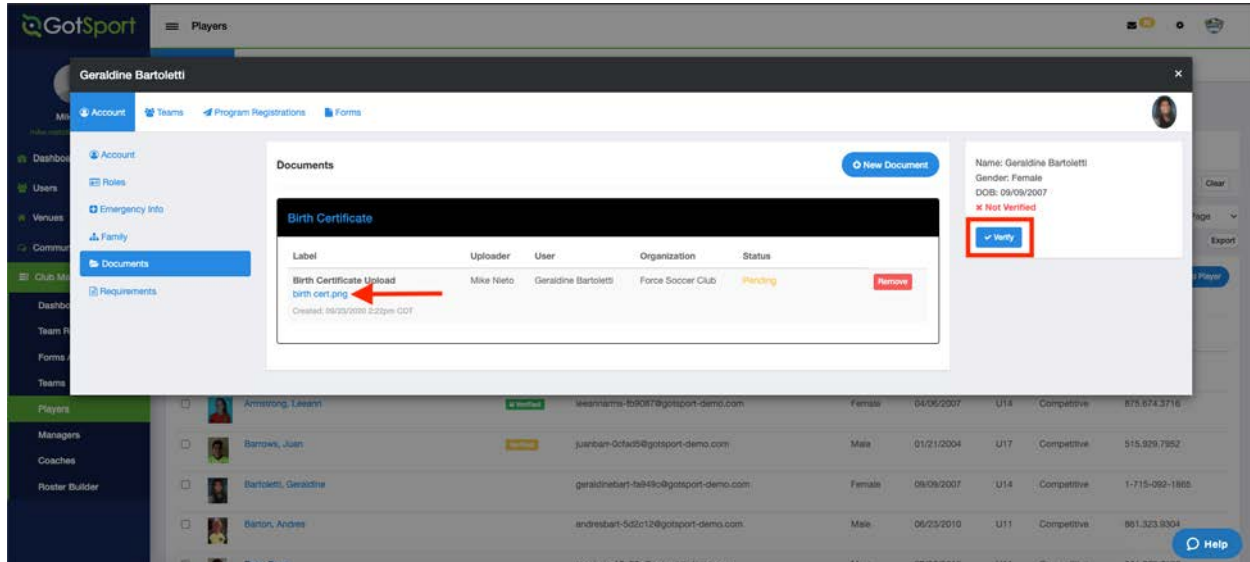
**X Not Verified**

Time Zone Name:

STEP 3

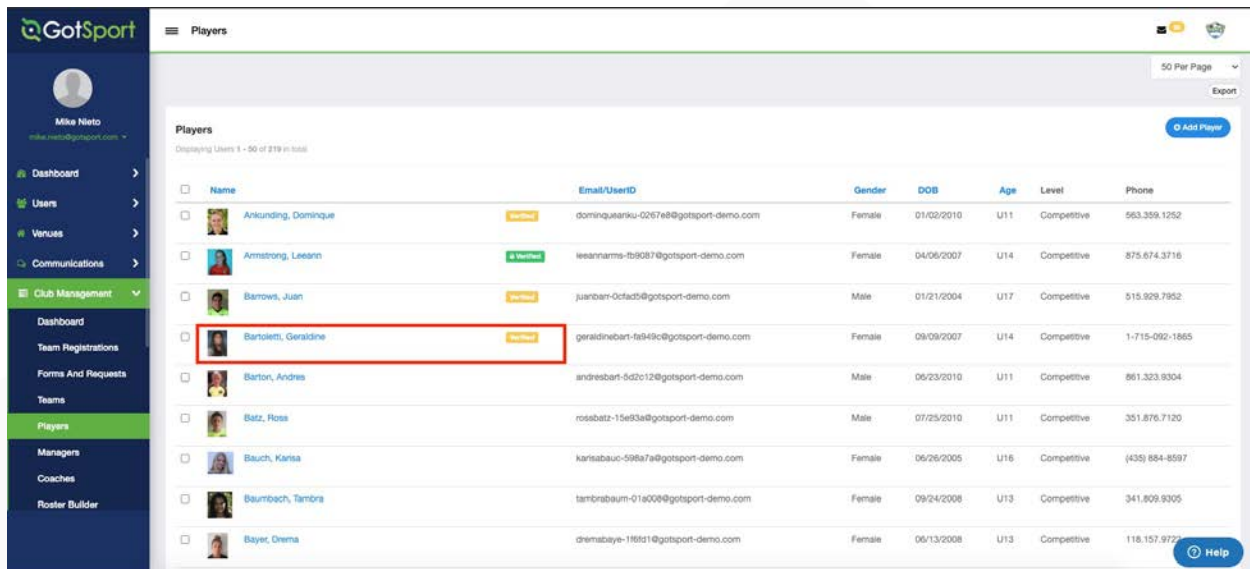
You can review the uploaded Document again by clicking the on the file name if needed, to verify the Player at the Organization level you will click the Verify button.

Note: The system will notate the User that verified the Player and also mark a date and timestamp



The player will now show as Verified at the Organization level with an orange "Verified" tag next to their name.

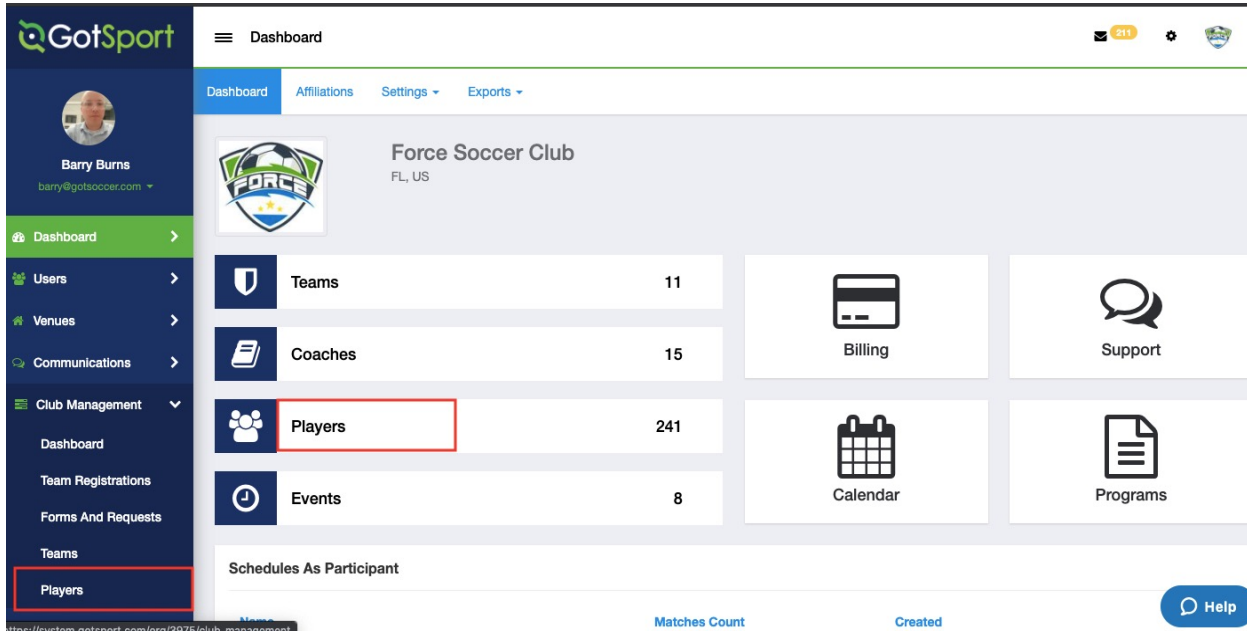
Note: The State, League, or Governing Body for the Club will then go through and verify the Player at their level changing the orange "Verified" tag to a green "Verified" tag.



# Add/Edit a Player Photo

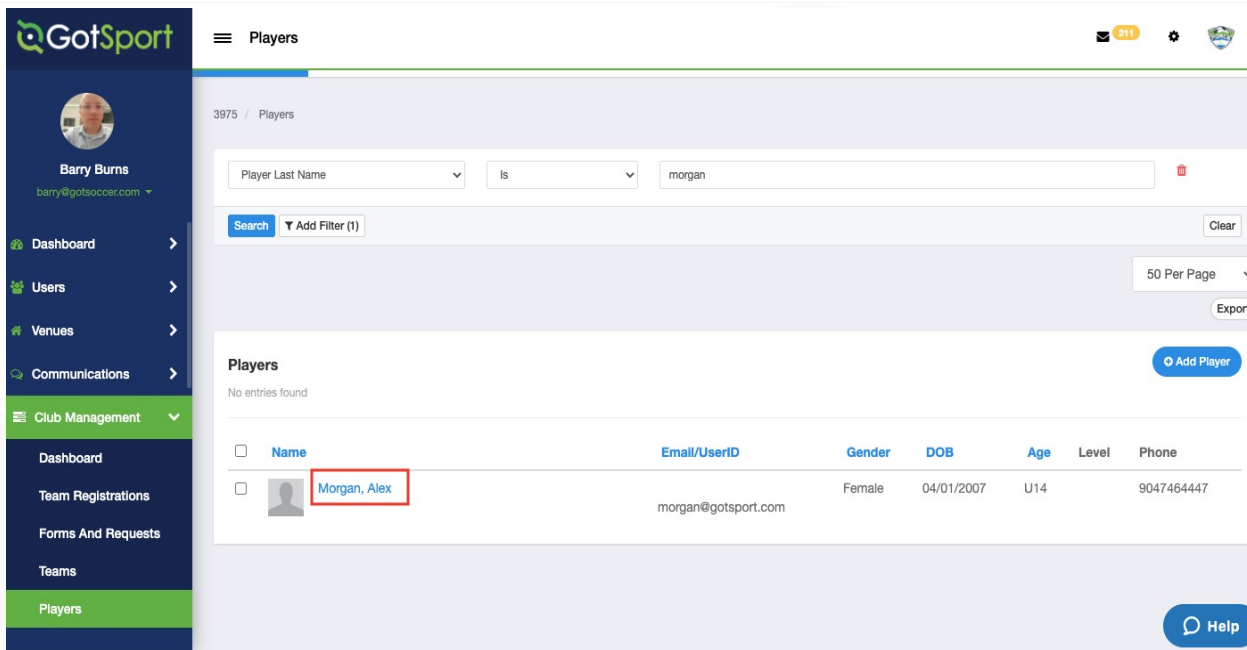
## STEP 1

From the **Dashboard**, expand the **Club Management** section and click on **Players**



## STEP 2

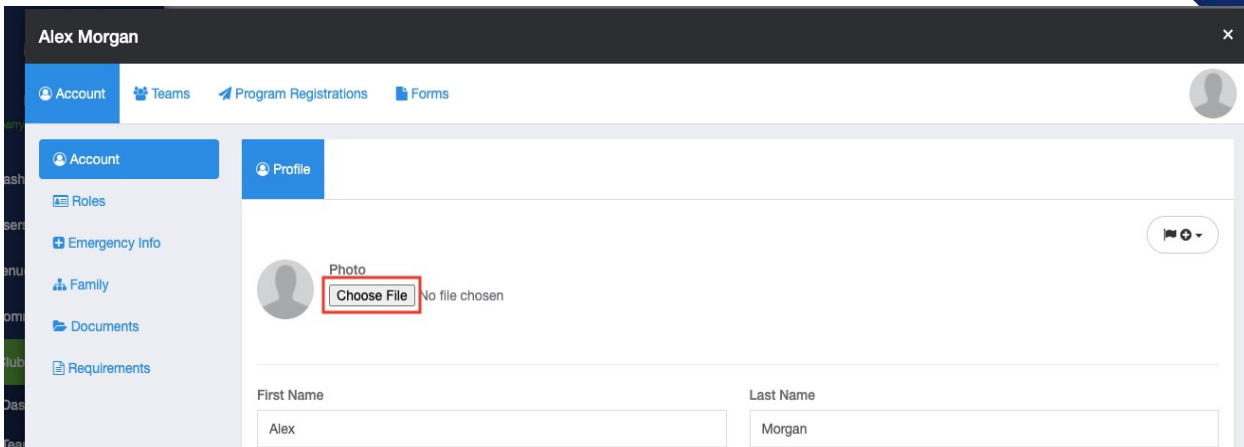
Click on the name of the player whose photo you wish to edit.





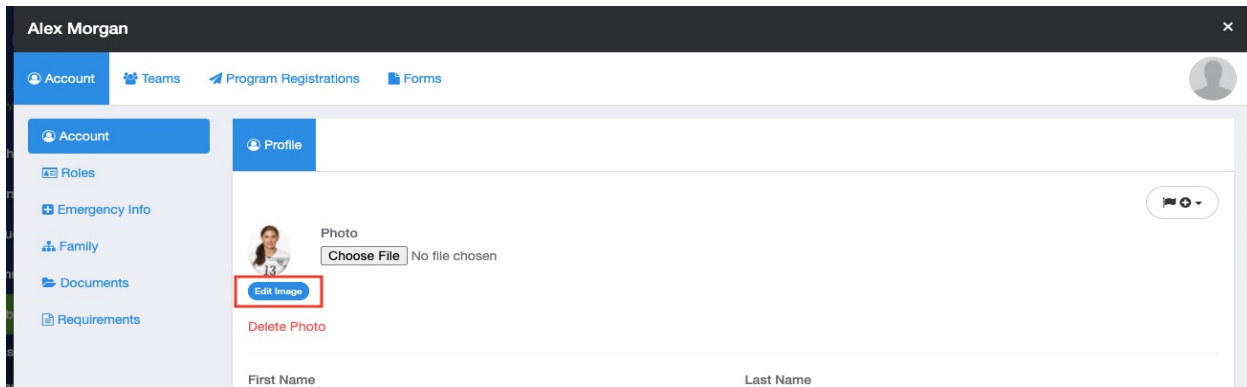
STEP 3A

To add a photo or replace your current photo with a new one, click "Choose File".



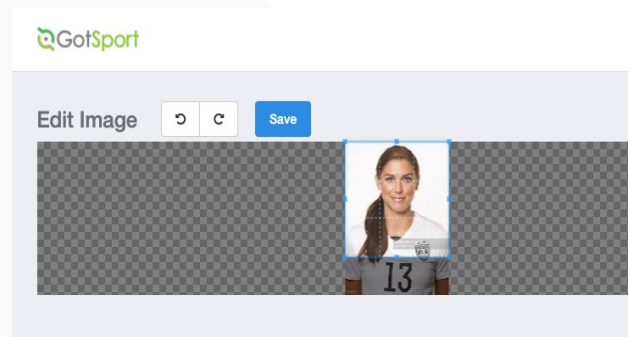
STEP 3B

To edit a play photo, click the "Edit" button to crop or rotate this image to make it look as clear as possible.



Once you crop your photo, click "Save"

**\*\* Please Note, if the Edit button is not available for a specific player's photo, it is likely due to that player's photo already being verified by your state association. If you do not see that Edit button available, you should reach out to your club's governing body directly.**

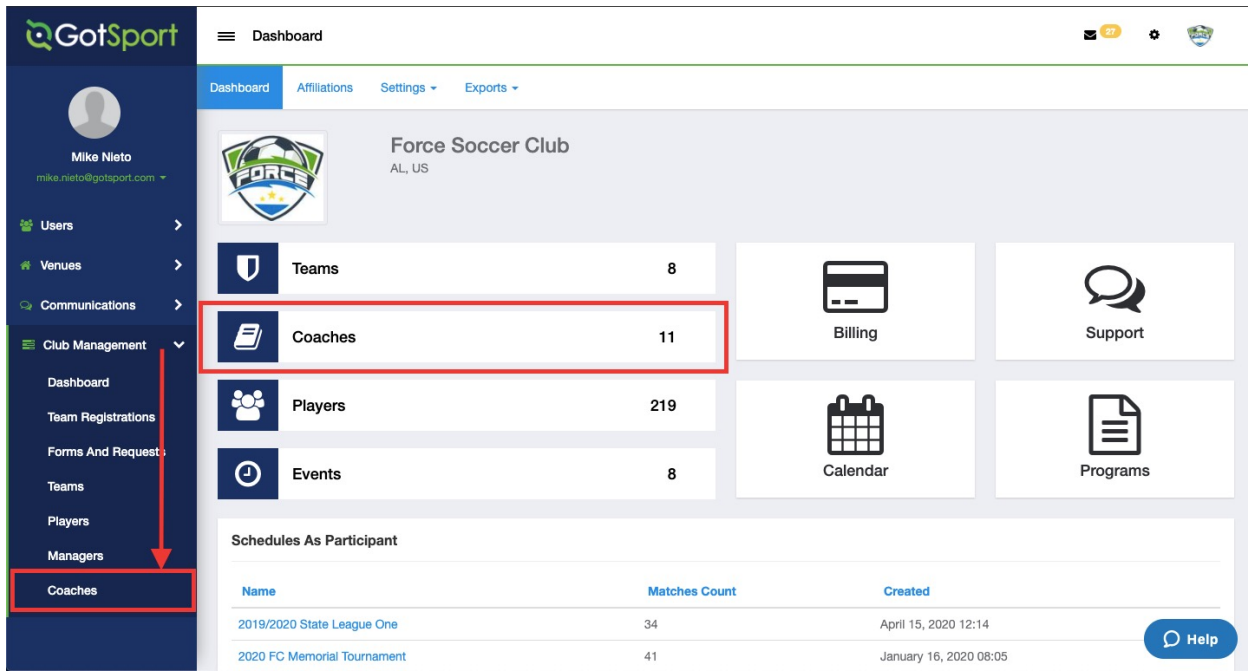


# Manually Adding a Coach or Manager to a Club

This will demonstrate how to create a coach from within your club account.

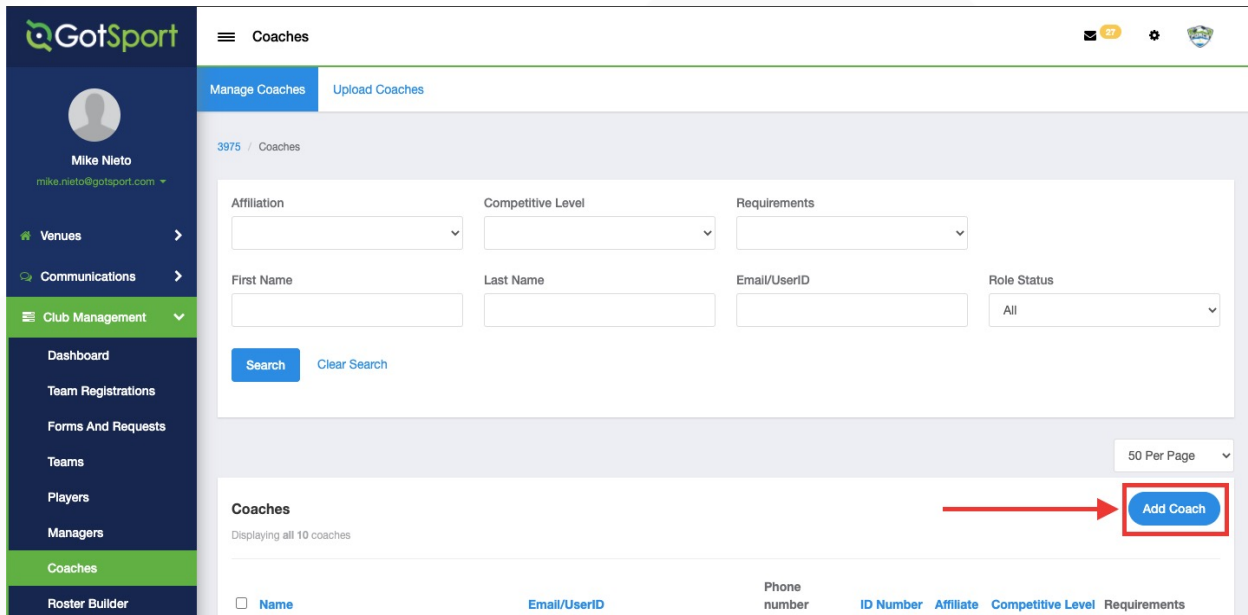
## STEP 1

From the **Dashboard** page, click on "Coaches" tile (if you have the Default Dashboard layout) or click the **Club Management** section and select "Coaches" from the drop down list.



## STEP 2

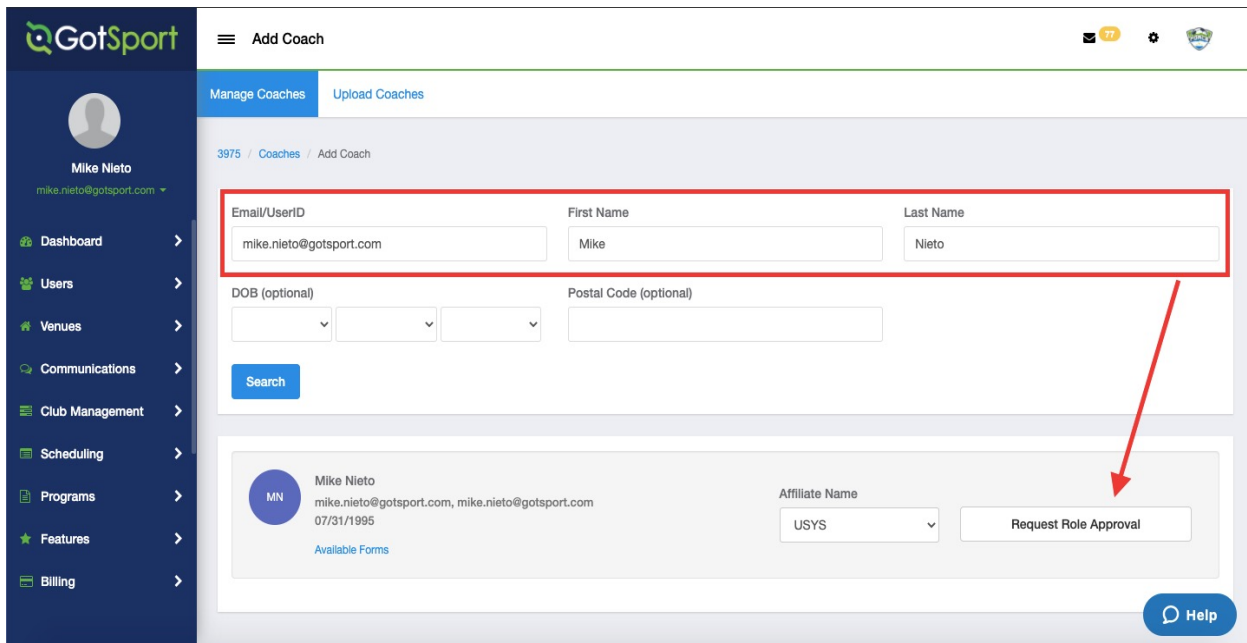
From the **Coaches** overview page, click "Add Coach"



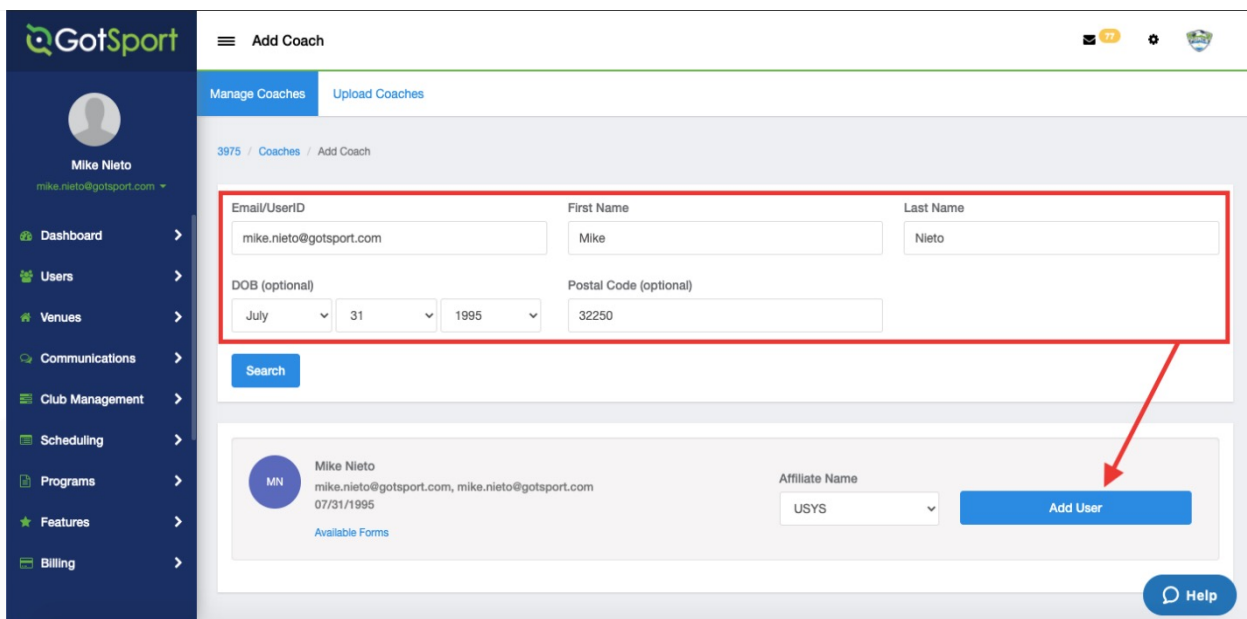
## STEP 3

Enter the Coach's Email/User ID, First Name, and Last Name (Note: This is the only required information) and click "Search".

This will search the system to alert you if a matching coach already exists. Additionally, if you match all five of the data fields listed with an existing User account you will be able to bypass the Role Approval Request and automatically add the User to your Club list.



The screenshot shows the 'Add Coach' interface. The search criteria are: Email/UserID: mike.nieto@gotsport.com, First Name: Mike, Last Name: Nieto. The form also includes fields for DOB (optional) and Postal Code (optional). A red box highlights the search criteria fields. A red arrow points from the search criteria to the 'Request Role Approval' button. The user profile for Mike Nieto is displayed below the form, showing his email addresses and the date 07/31/1995. The affiliate name is set to USYS.



The screenshot shows the 'Add Coach' interface after a search. The search criteria are: Email/UserID: mike.nieto@gotsport.com, First Name: Mike, Last Name: Nieto, DOB: July 31, 1995, Postal Code: 32250. A red box highlights the search criteria fields. A red arrow points from the search criteria to the 'Add User' button. The user profile for Mike Nieto is displayed below the form, showing his email addresses and the date 07/31/1995. The affiliate name is set to USYS.

## Manually Adding a Coach or Manager Cont.

### STEP 4

If there is not a Coach with matching information for those three data fields, you will be prompted to enter the information to create a new user and click "Save" at the bottom of the page.

**Role**

ID Number

Affiliate Name

Competitive Level

**Photo**

Photo  No file chosen

**General**

First Name

Last Name

[Help](#)

### STEP 5

The coach will now appear under the **Coaches** overview page.

**Coaches**

Affiliation  Competitive Level  Requirements

First Name  Last Name  Email/UserID  Role Status

50 Per Page

**Coaches**

Displaying all 11 coaches

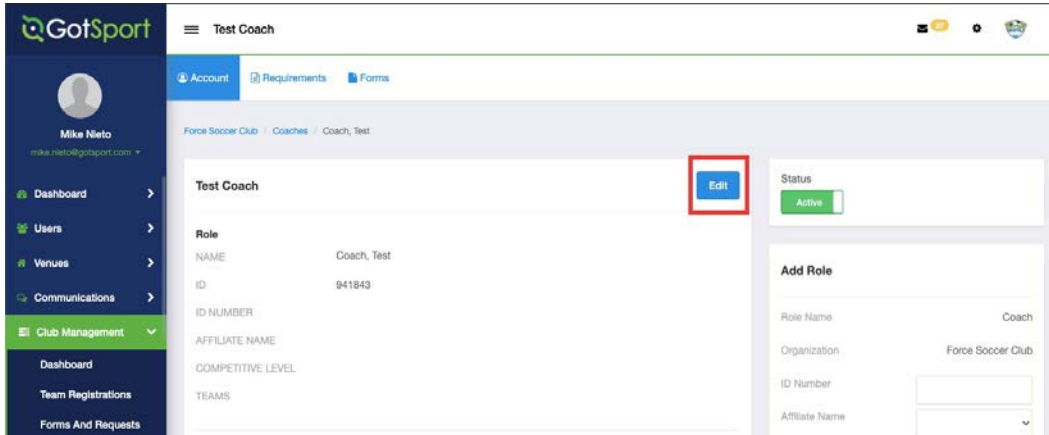
<input type="checkbox"/>	Name	Email/UserID	Phone number	ID Number	Affiliate	Competitive Level	Requirements
<input type="checkbox"/>	Ackerman, Ryan	coach.ackerman@gmail.com			USYS	Competitive	<span>Incomplete</span> <input type="button" value="Edit"/>
<input type="checkbox"/>	Coach, Test	mike.nieto@gotsport.com.					<span>Incomplete</span> <input type="button" value="Edit"/>
<input type="checkbox"/>	Graham, Nickolas	nickolasgrah-99625d@gotsport-demo.com	942.210.9410		USYS	Competitive	<span>Incomplete</span> <input type="button" value="Edit"/>
<input type="checkbox"/>	Hudson, Elmira	elmirahuds-7a6345@gotsport-demo.com	554.670.6979		USYS	Competitive	<span>Incomplete</span> <input type="button" value="Edit"/>

[Help](#)

## Add Affiliate and/or Competitive Level to Coach

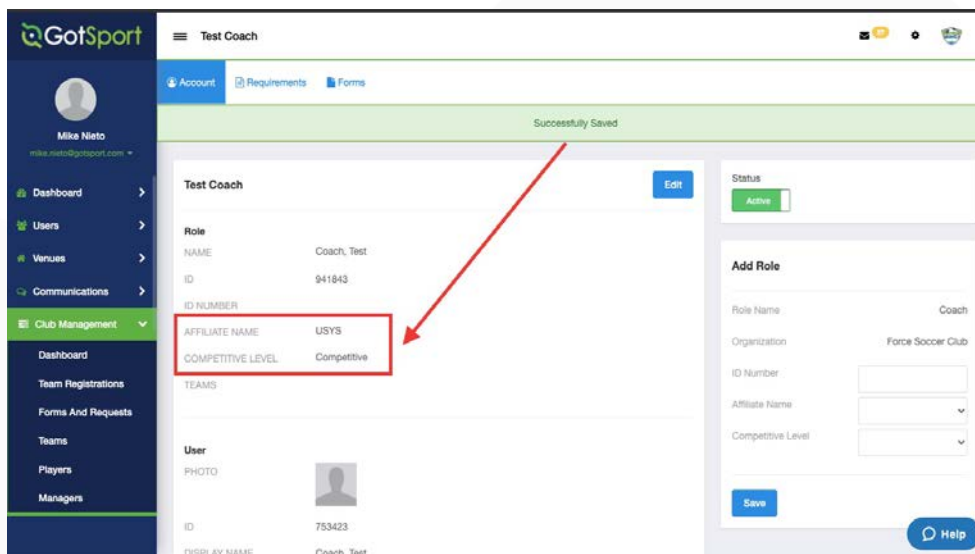
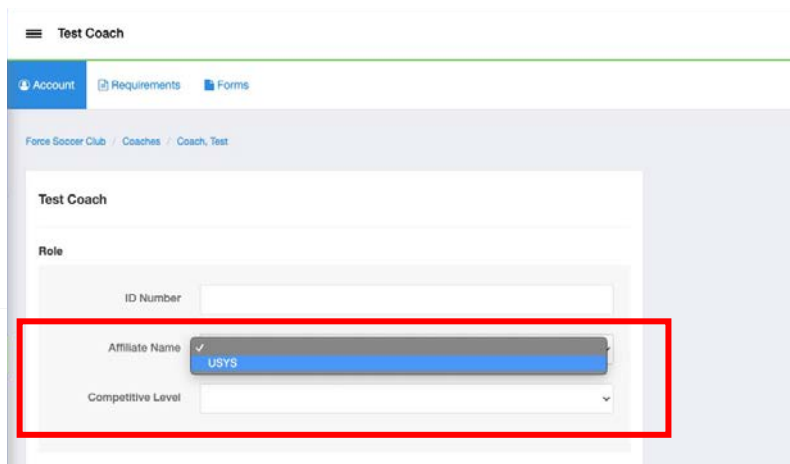
### STEP 1

If you need to add the **Affiliate and/or Competitive Level** to an Individual Coach account, click on their **Name** to go to their Profile and click **“Edit”**



### STEP 2

From the **Edit page**, you will select the **Affiliate Name and/or Competitive Level** for what you want to adjust. Be sure to **Save** your changes when you've completed making the changes



## Manually Adding a Coach or Manager Cont.



You can also edit the User's Competitive Levels in bulk from the **List Overview** page. You will enable the checkbox next to the Users that you need to adjust and click the **"Bulk Update Competitive Level"** to adjust levels in bulk. Make sure to Click **Save**.

The screenshot shows the 'Coaches' management page. At the top, there are search filters for Affiliation, Competitive Level, and Requirements. Below these are fields for First Name, Last Name, Email/UserID, and Role Status. A 'Search' button is present. The main area displays a table of coaches with columns for Name, Email/UserID, Phone number, ID Number, Affiliate, Competitive Level, and Requirements. Two coaches, 'Ackerman, Ryan' and 'Coach, Test', have their checkboxes selected. A red arrow points from the 'Bulk Update Competitive Level' button in the bulk actions bar to the selected coaches.

<input type="checkbox"/>	Name	Email/UserID	Phone number	ID Number	Affiliate	Competitive Level	Requirements
<input checked="" type="checkbox"/>	Ackerman, Ryan	coach.ackerman@gmail.com			USYS	Competitive	Incomplete Edit
<input checked="" type="checkbox"/>	Coach, Test	mike.nieto@gotsport.com.			USYS	Competitive	Incomplete Edit
<input type="checkbox"/>	Graham, Nickolas	nickolasgrah-99625d@gotsport-demo.com	942.210.9410		USYS	Competitive	Incomple Help

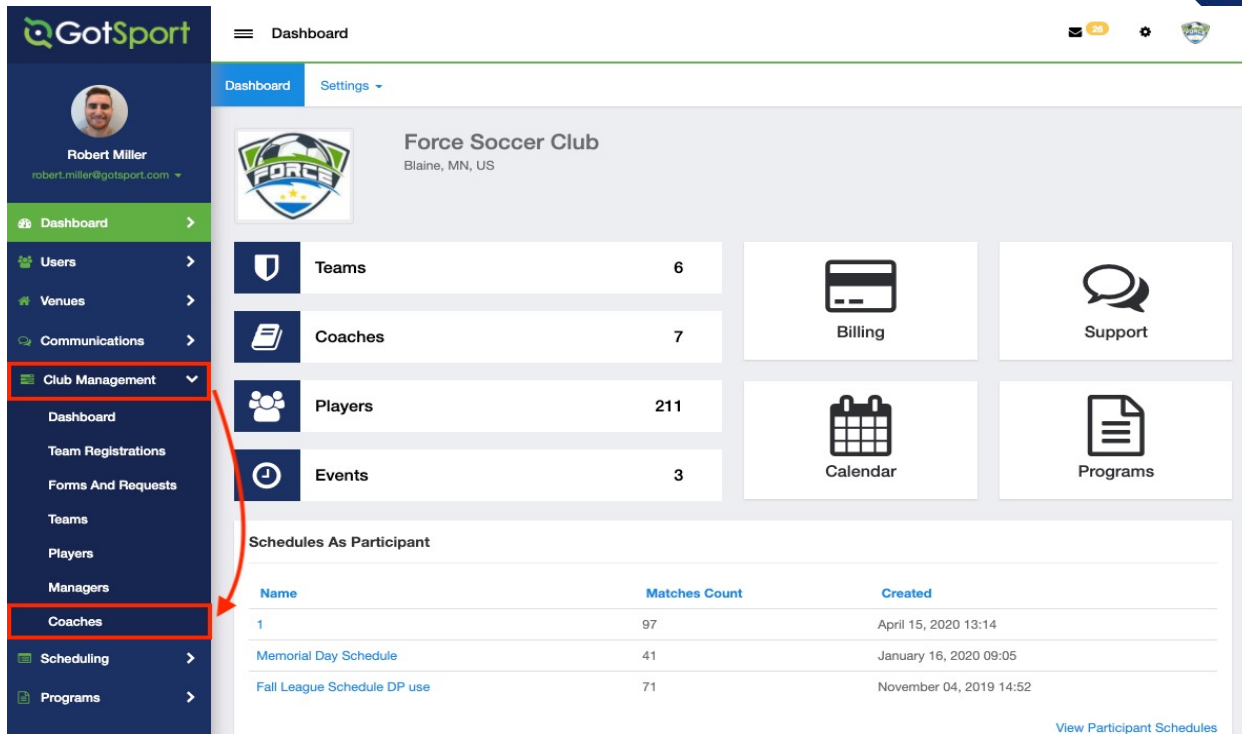
The screenshot shows the 'Coaches' page with a 'New' dialog box open. The dialog box has a 'Competitive Level' dropdown menu set to 'Recreational' and a 'Save' button. The background page is dimmed.

The screenshot shows the 'Coaches' page after the bulk update. The 'Competitive Level' for 'Ackerman, Ryan' and 'Coach, Test' has been updated to 'Recreational'. A red box highlights these two rows in the table.

<input type="checkbox"/>	Name	Email/UserID	Phone number	ID Number	Affiliate	Competitive Level	Requirements
<input type="checkbox"/>	Ackerman, Ryan	coach.ackerman@gmail.com			USYS	Recreational	Incomplete Edit
<input type="checkbox"/>	Coach, Test	mike.nieto@gotsport.com.			USYS	Recreational	Incomplete Edit
<input type="checkbox"/>	Graham, Nickolas	nickolasgrah-99625d@gotsport-demo.com	942.210.9410		USYS	Competitive	Incomple Help

STEP 1

From your **Dashboard**, click '**Club Management**', then '**Coaches**'.



**Force Soccer Club**  
Blaine, MN, US

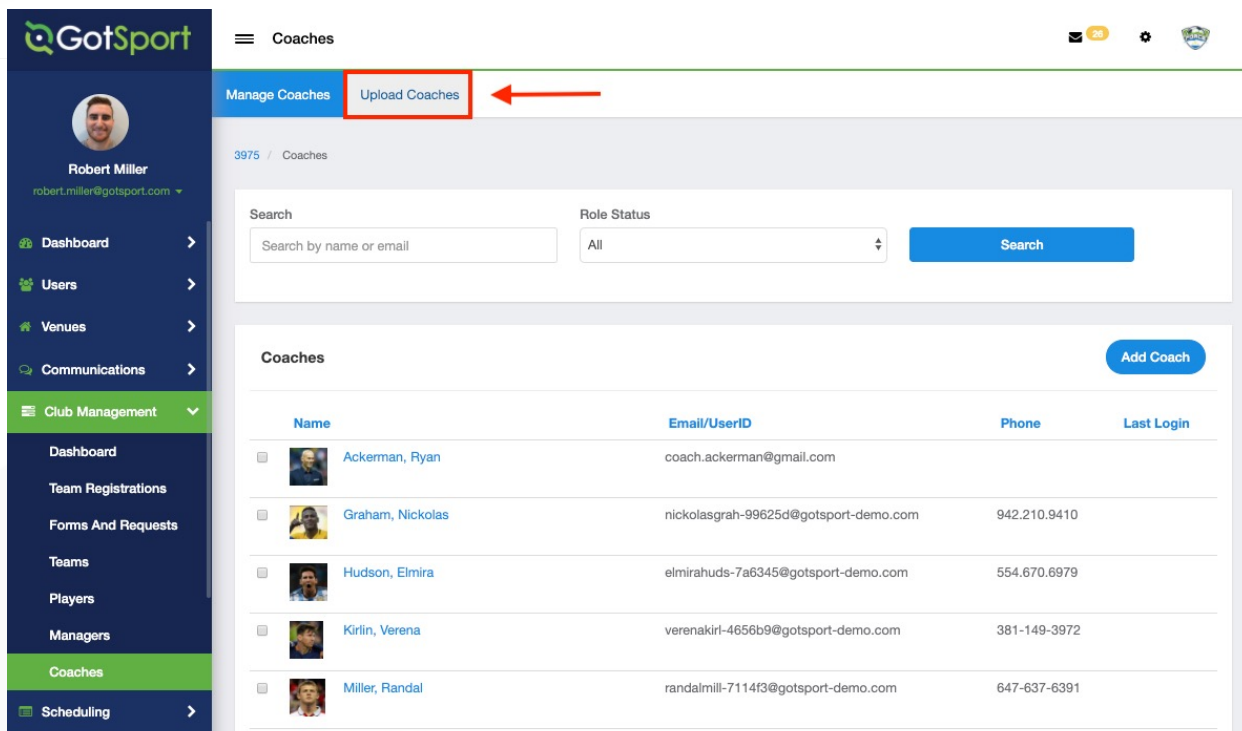
<b>Teams</b>	6	<b>Billing</b>	<b>Support</b>
<b>Coaches</b>	7	<b>Calendar</b>	<b>Programs</b>
<b>Players</b>	211		
<b>Events</b>	3		

Name	Matches Count	Created
1	97	April 15, 2020 13:14
Memorial Day Schedule	41	January 16, 2020 09:05
Fall League Schedule DP use	71	November 04, 2019 14:52

[View Participant Schedules](#)

STEP 2






Click '**Upload Coaches**'.



**Coaches**

3975 / Coaches

Search:  Role Status:  [Search](#)

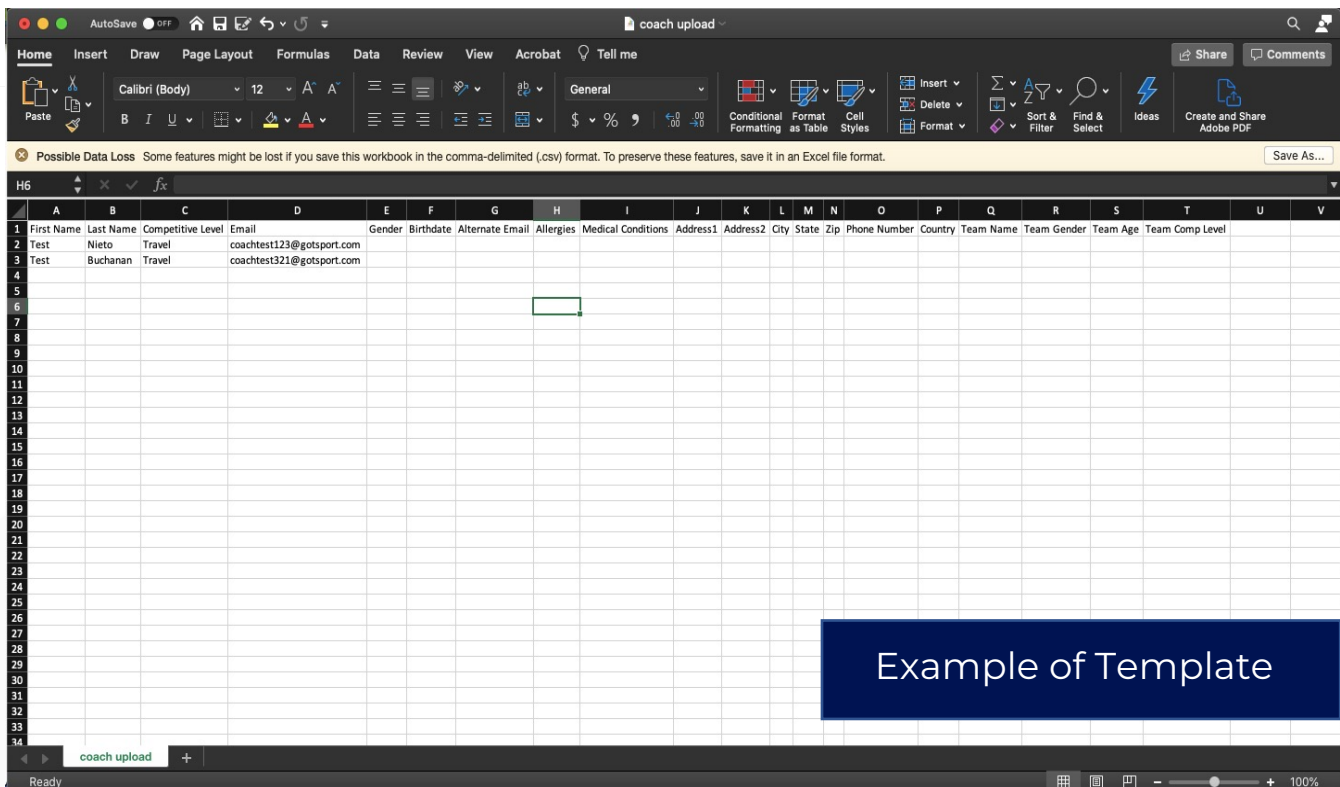
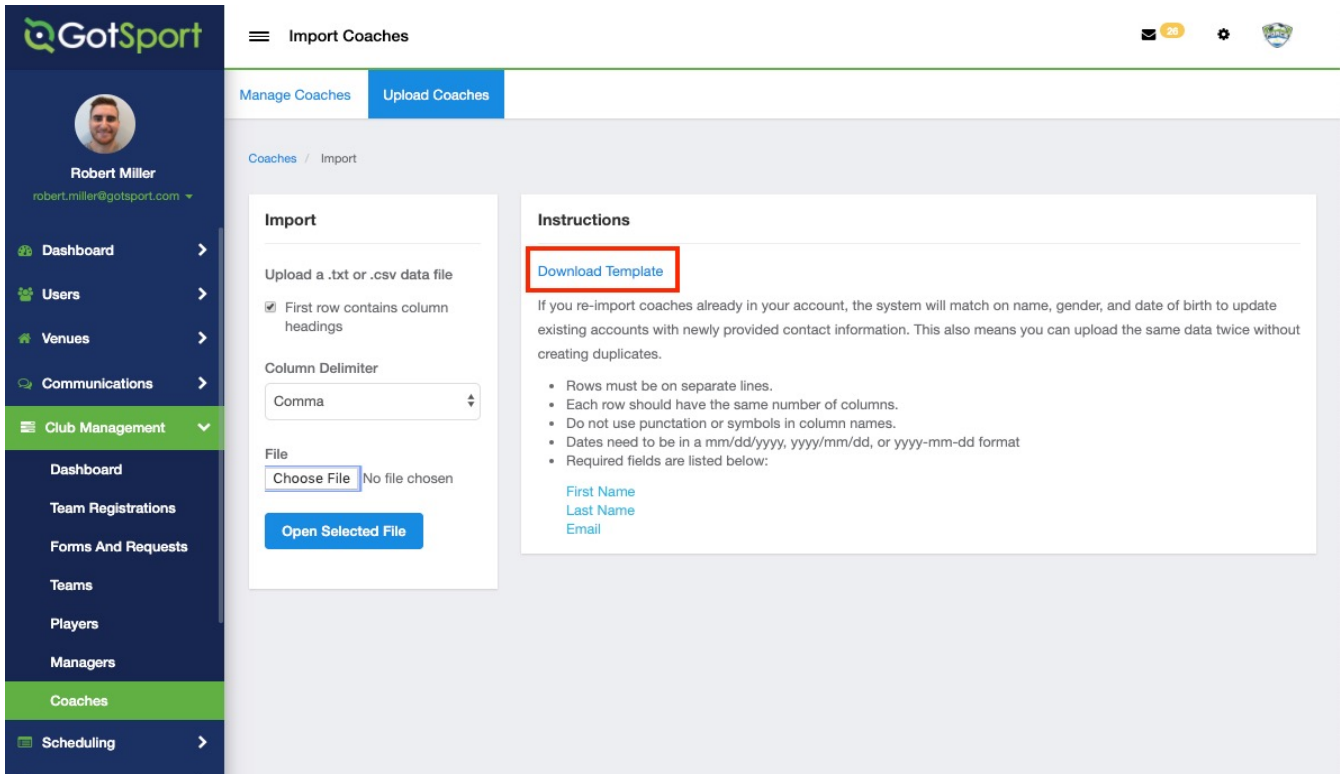
Name	Email/UserID	Phone	Last Login
<input type="checkbox"/>  Ackerman, Ryan	coach.ackerman@gmail.com		
<input type="checkbox"/>  Graham, Nickolas	nickolasgrah-99625d@gotsport-demo.com	942.210.9410	
<input type="checkbox"/>  Hudson, Elmira	elmirahuds-7a6345@gotsport-demo.com	554.670.6979	
<input type="checkbox"/>  Kirlin, Verena	verenakirl-4656b9@gotsport-demo.com	381-149-3972	
<input type="checkbox"/>  Miller, Randal	randalmill-7114f3@gotsport-demo.com	647-637-6391	

[Add Coach](#)

**STEP 3**

Click on 'Download Template'

A template will show up for you with several fields. Make sure you have the **REQUIRED** fields filled out in your upload. The **REQUIRED** fields are **FIRST NAME, LAST NAME and EMAIL.**



Example of Template



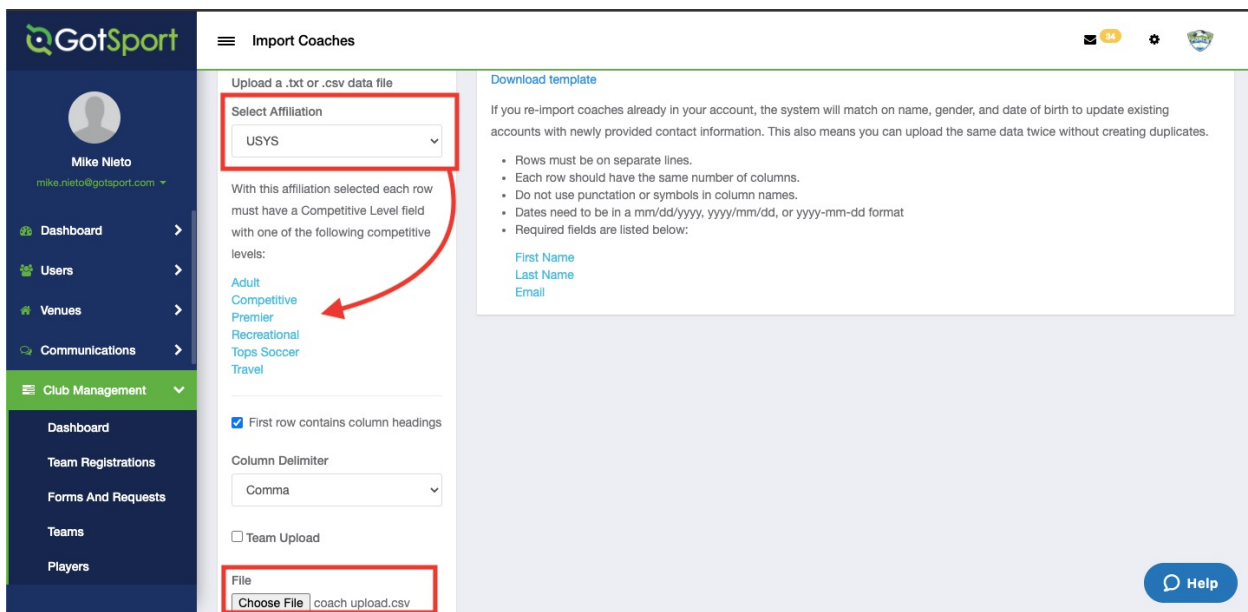
**STEP 4A**

Once the Upload File has been formatted with the Coach information, go to the Import section and click '**Choose File**' to select your file.

Once you have uploaded your .csv / .txt file, Click '**Open Selected File**'.

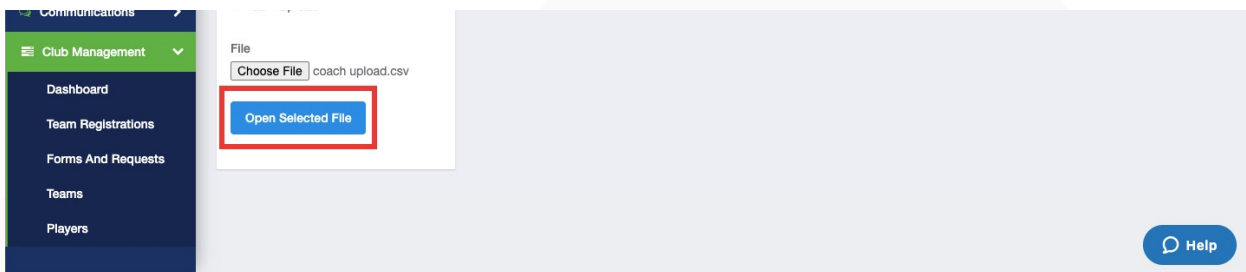


Note: You have the option to upload the Coaches with an Affiliation attached to their account. When you select the Affiliation, you will be required to include the Competitive Level for each of the Coaches. The list of available Competitive Levels will populate once the Affiliation is selected for you to include in your Upload File



**STEP 4B**

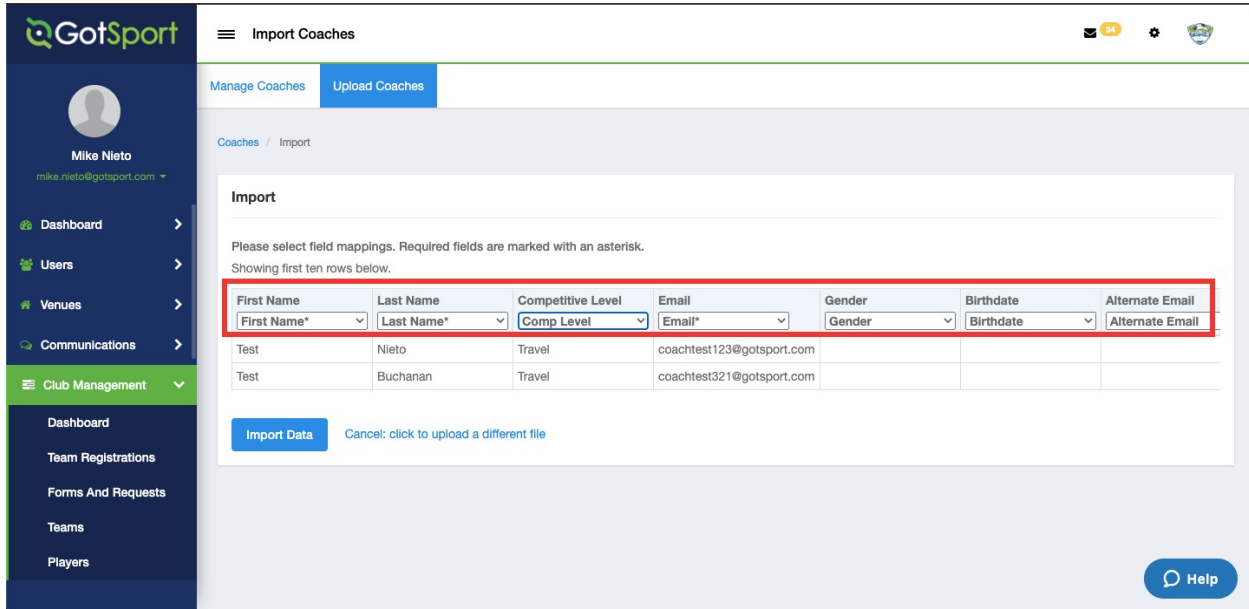
Once you have uploaded your .csv / .txt file, Click '**Open Selected File**'.



**STEP 5**

From here you will match up the Column Headers from your upload file and click Import Data. You will receive an email with the results from the upload to determine which accounts were created.

**Note:** If the column headers do not match when uploading your file, you will be able to update them accordingly before the step below. You can select (do not import) if you don't have the data for a specific field.



**Import**

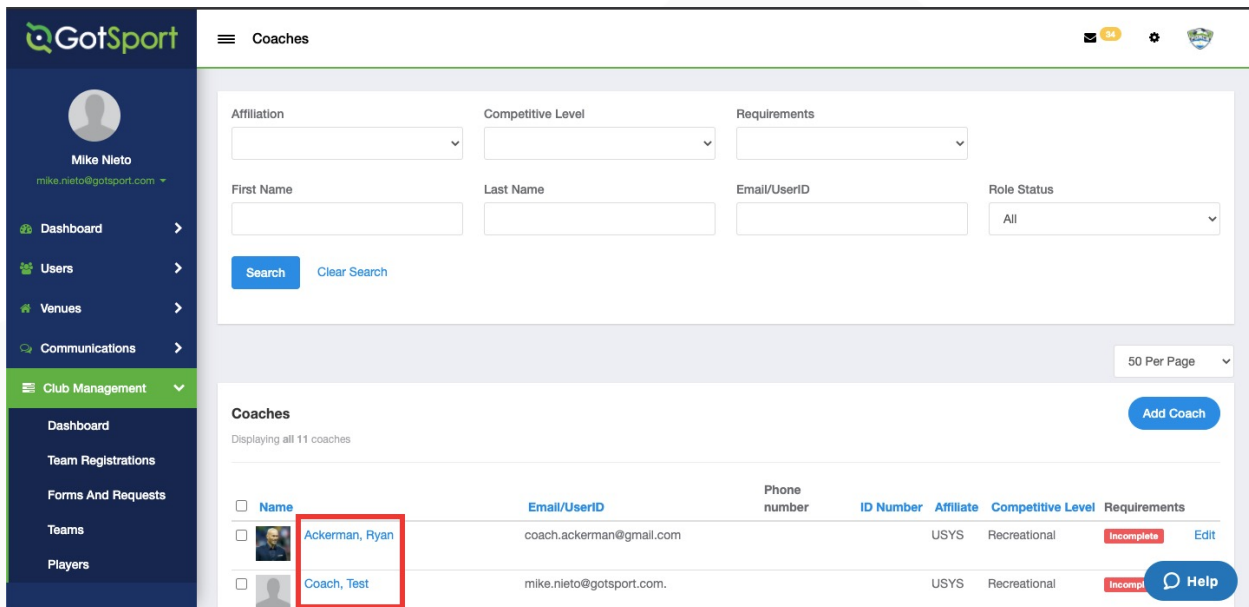
Please select field mappings. Required fields are marked with an asterisk.  
Showing first ten rows below.

First Name	Last Name	Competitive Level	Email	Gender	Birthdate	Alternate Email
First Name*	Last Name*	Comp Level	Email*	Gender	Birthdate	Alternate Email
Test	Nieto	Travel	coachtest123@gotsport.com			
Test	Buchanan	Travel	coachtest321@gotsport.com			

[Import Data](#) [Cancel: click to upload a different file](#)

**STEP 6**

You will now see your newly imported coaches in your **Club Coaches** list.



**Coaches**

Affiliation:  Competitive Level:  Requirements:



First Name:  Last Name:  Email/UserID:  Role Status:

[Search](#) [Clear Search](#)

50 Per Page

**Coaches** [Add Coach](#)

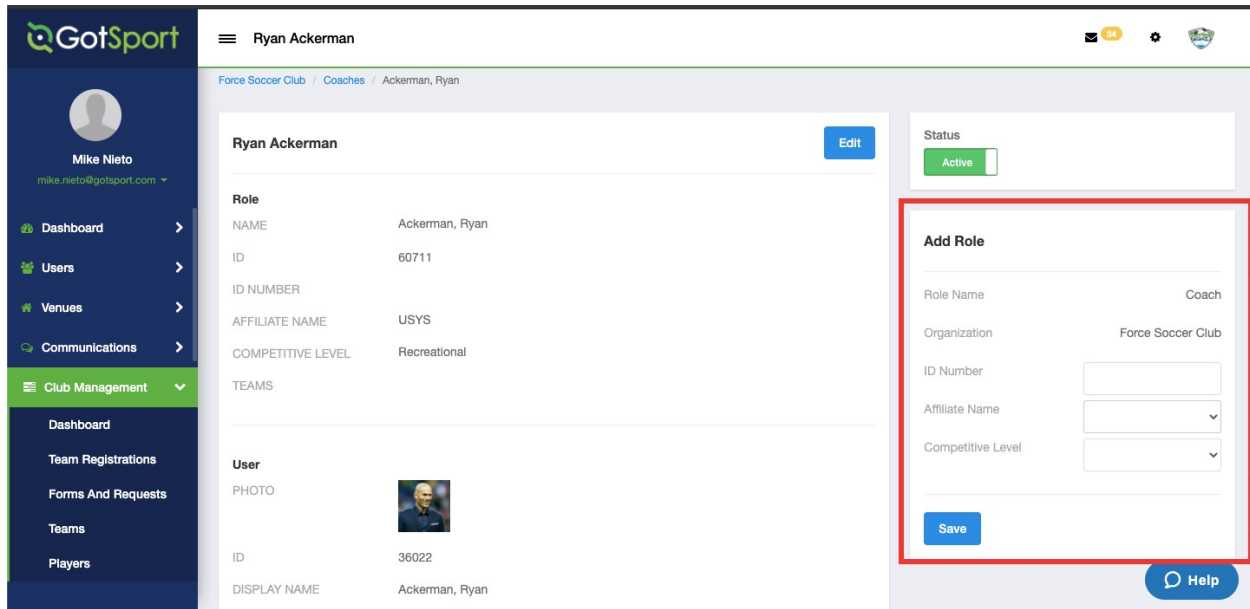
Displaying all 11 coaches

<input type="checkbox"/>	Name	Email/UserID	Phone number	ID Number	Affiliate	Competitive Level	Requirements
<input type="checkbox"/>	 Ackerman, Ryan	coach.ackerman@gmail.com			USYS	Recreational	Incomplete <a href="#">Edit</a>
<input type="checkbox"/>	 Coach, Test	mike.nieto@gotsport.com			USYS	Recreational	Incompl <a href="#">Help</a>

**STEP 7**

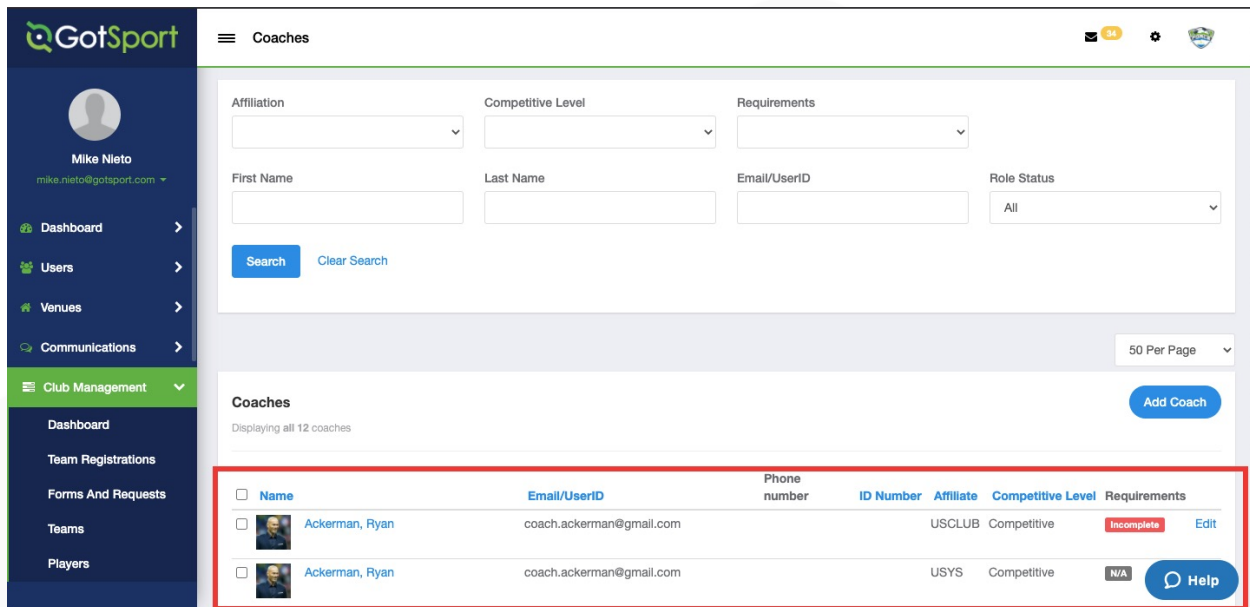
If you need to add an additional role (Affiliate) to the **User's profile** you can do so by clicking on their **Name**.

From within their **User Profile**, you'll fill out the **Add Role table** with the additional Affiliate/Competitive Level that you want to add and click **Save**.



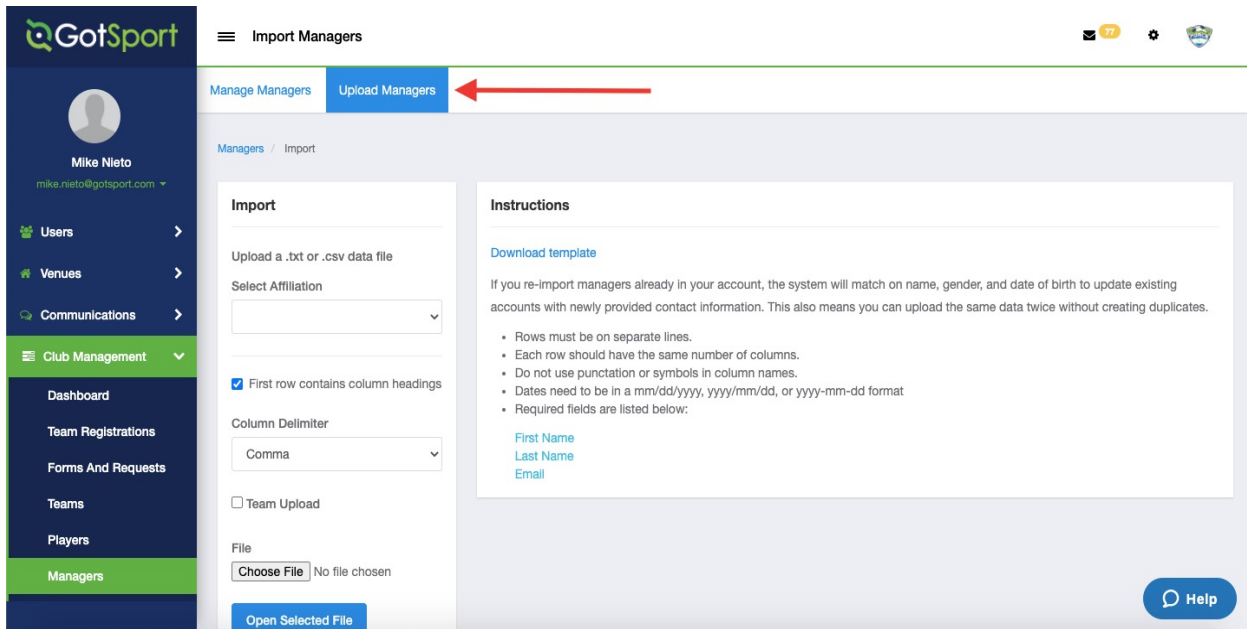
**STEP 8**

The additional role will show in Coaches list





Note: If uploading a list of your Managers to your account, you will follow the exact same steps as noted previously for the Coaches. The only difference is that you will go to **Club Management -> Managers -> Upload Managers**



**Import Managers**

Manage Managers | **Upload Managers** ←

Managers / Import

### Import

Upload a .txt or .csv data file

Select Affiliation

First row contains column headings

Column Delimiter

Team Upload

File

No file chosen

### Instructions

[Download template](#)

If you re-import managers already in your account, the system will match on name, gender, and date of birth to update existing accounts with newly provided contact information. This also means you can upload the same data twice without creating duplicates.

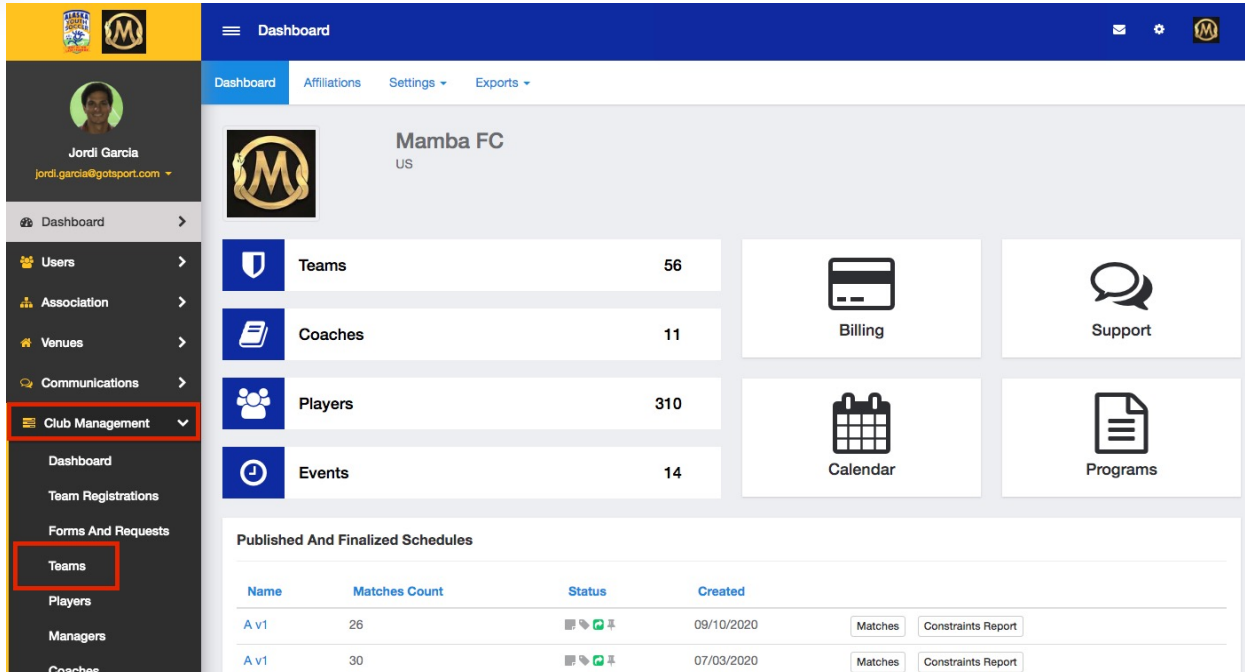
- Rows must be on separate lines.
- Each row should have the same number of columns.
- Do not use punctuation or symbols in column names.
- Dates need to be in a mm/dd/yyyy, yyyy/mm/dd, or yyyy-mm-dd format
- Required fields are listed below:

[First Name](#)  
[Last Name](#)  
[Email](#)

# Creating Team Accounts

## STEP 1

From your **Dashboard**, select "**Club Management**", followed by "**Teams**".



**Dashboard**

Mamba FC  
US

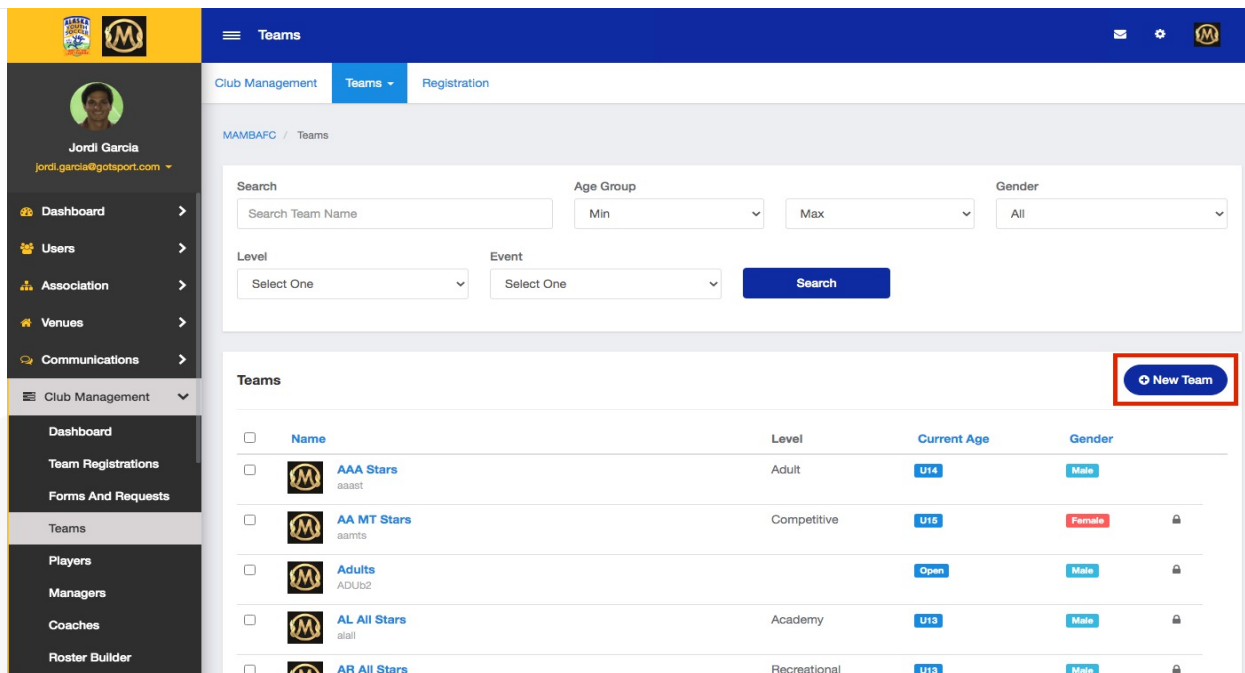
Category	Count
Teams	56
Coaches	11
Players	310
Events	14

Published And Finalized Schedules

Name	Matches Count	Status	Created	Matches	Constraints Report
A v1	26		09/10/2020	Matches	Constraints Report
A v1	30		07/03/2020	Matches	Constraints Report

## STEP 2A

From here click "**New Team**" button on the right. A new screen will appear.



**Teams**

Club Management Teams Registration

MAMBAFC / Teams

Search: Search Team Name, Age Group (Min, Max), Gender (All)

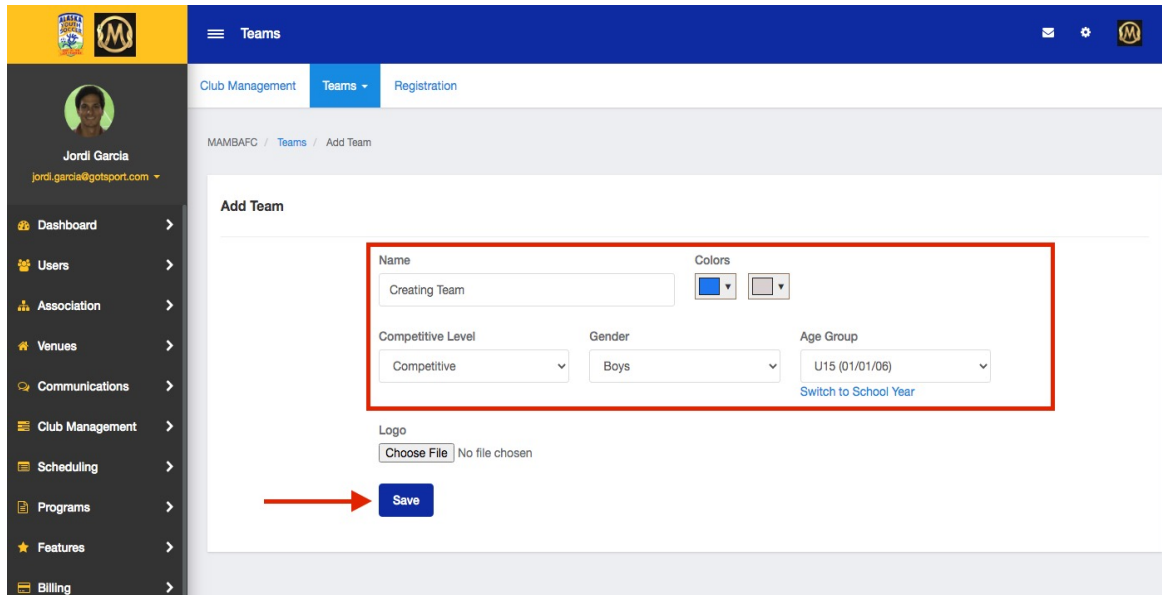
Level: Select One, Event: Select One, Search

**New Team**

Name	Level	Current Age	Gender
AAA Stars aaast	Adult	U14	Male
AA MT Stars aamts	Competitive	U15	Female
Adults ADU02		Open	Male
AL All Stars alall	Academy	U13	Male
AR All Stars	Recreational	U13	Male

**STEP 2B**

Here you will fill out the basic information and select "Save". Your Team Account is now created.

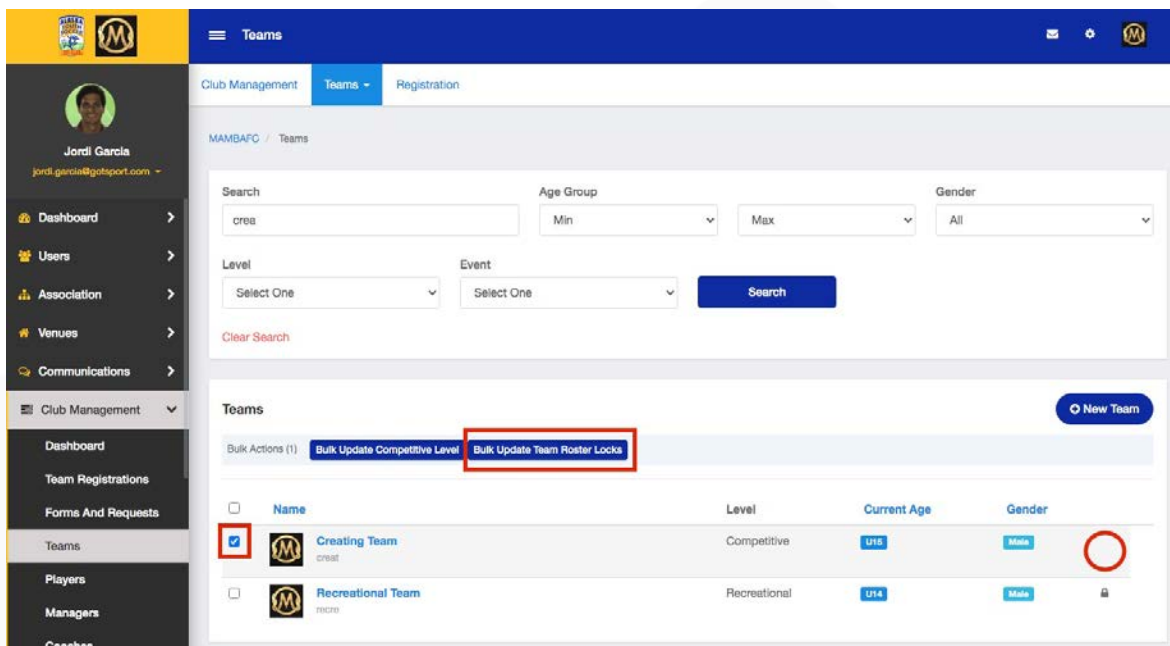


**STEP 3**

**To Lock Roster functions for Coaches/Managers:**

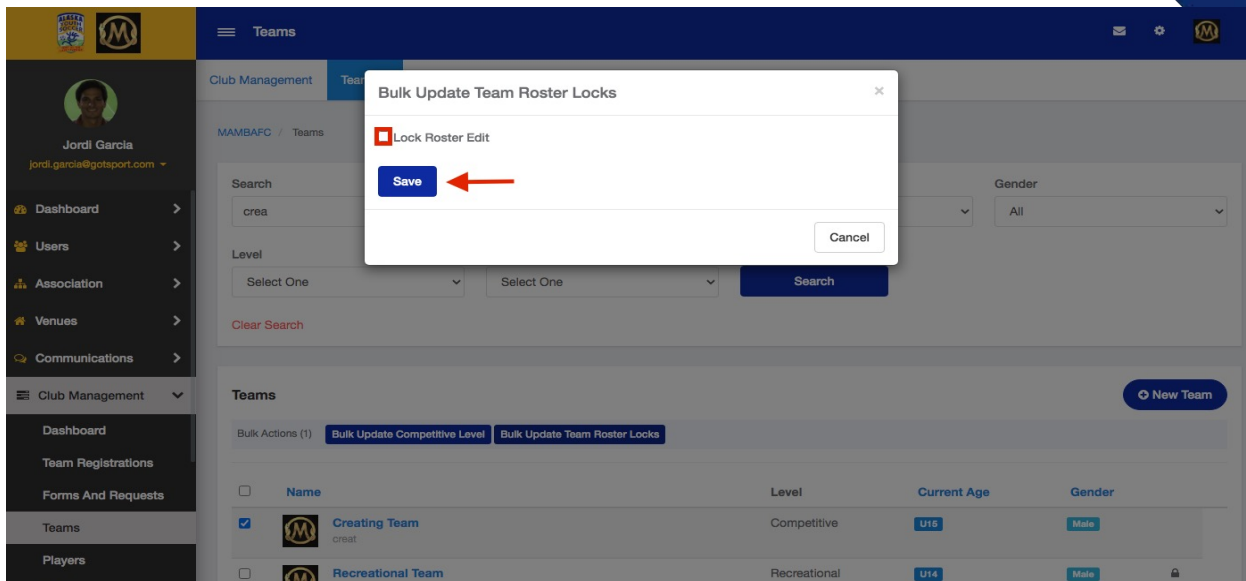
Find the team in your **teams list**, enable the checkbox to the left of the team. Then select "Bulk Update Team Roster Locks"

\*\*The Red Circle on the right is showing you there is no "lock" icon since the team is not locked yet.



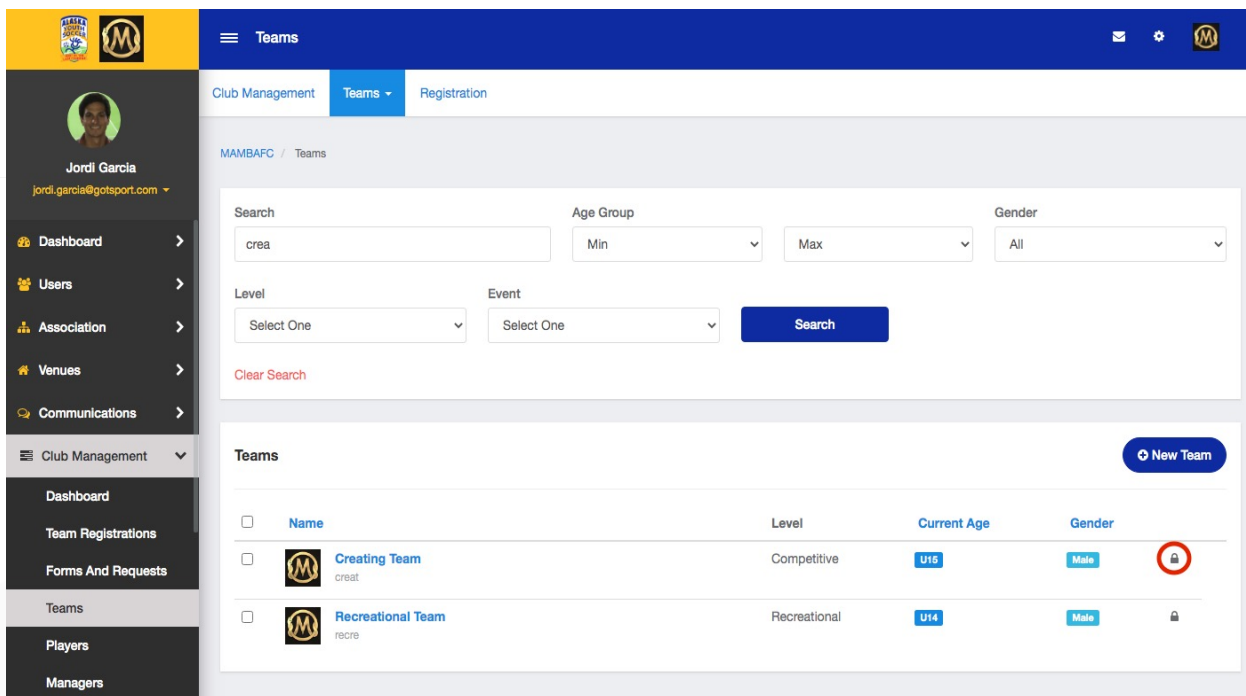
STEP 4A

Here you will click "Lock Roster Edit" and hit "Save".



STEP 4B

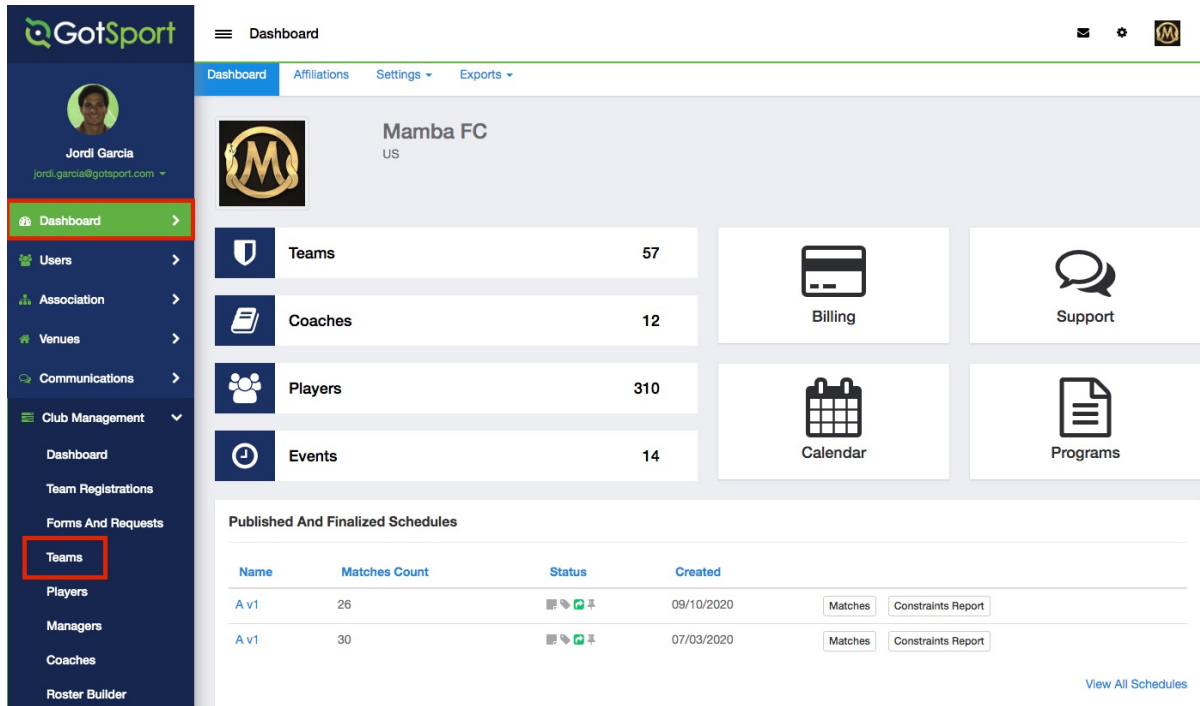
Once this is done you will now see the Lock Icon to the right of the Team Name.



# Registering a Team to an Event

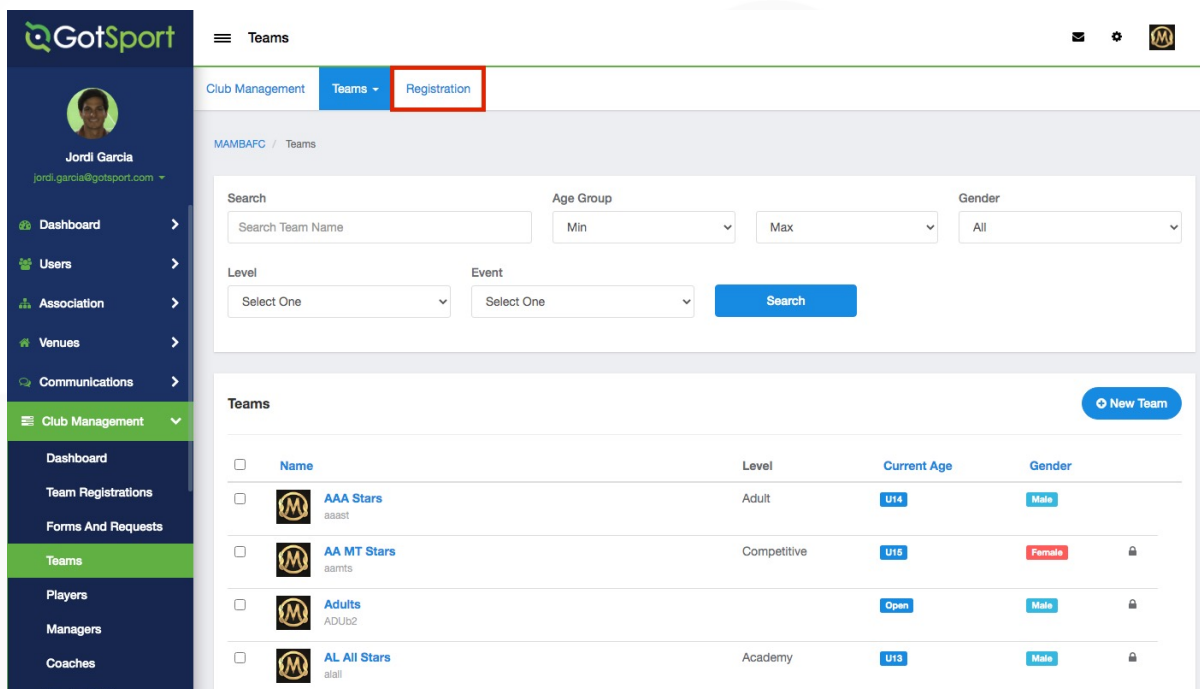
**STEP 1A**

Click "Club Management" and then "Teams" from the drop-down menu.



**STEP 1B**

From the team overview, click the "Registration" tab at the top of the page.





## Registering a Team to an Event

From this page, you will see a list of open events your organization and your parent organization are associated with. Once you have found your event, you will see you have three options on the right-hand side.

### STEP 2A

#### Register:

Click "Register", then select the applicable Payment Plan for the Team(s) you are wanting to register.

The screenshot shows the GotSport Events page. The left sidebar contains navigation options: Dashboard, Users, Association, Venues, Communications, Club Management (selected), and its sub-menu (Dashboard, Team Registrations, Forms And Requests, Teams, Players, Managers, Coaches, Roster Builder). The main content area is titled 'Events' and has tabs for 'Club Management', 'Teams', and 'Registration'. Under 'Registration', there are search filters for 'All Events' and 'Organization Events'. The search criteria are: Search: '20/21 fall league', Country: 'United States', State: 'Select State'. Below the search filters, it says 'Showing results for '20/21 fall league''. There are two event listings. The first listing is for '20/21 Fall League-905' by 'GotSoccer Governing Body' for 'Fall 20/21 Fall League', dated August 1, 2021. To its right are three buttons: 'Register -' (highlighted with a red box), 'Payment Plans', and 'All Teams' (with a red arrow pointing to it), and 'Application Form'. The second listing is for '20/21 Fall League (DP use)' by 'GotSoccer Governing Body' for 'Fall 20/21 Fall League', dated August 1, 2020. To its right are three buttons: 'Register -', 'Register As Club', and 'Application Form'.

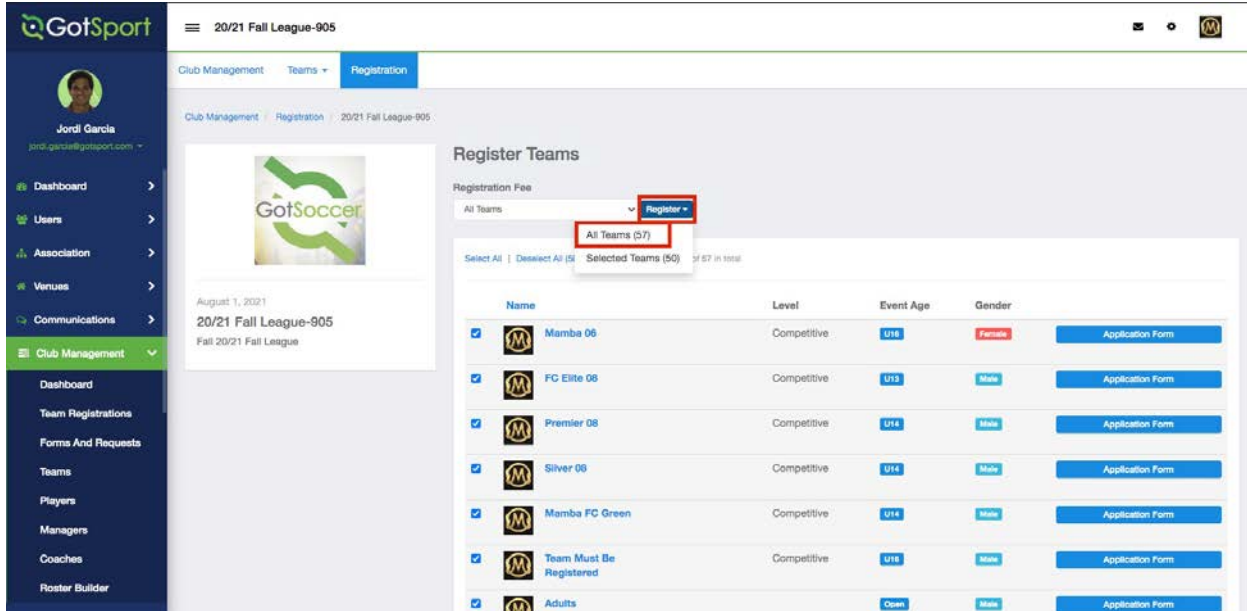
On this page, you can select multiple teams, by marking the box to the left of the teams or "Select All" (All teams will be selected when you "Select All")

The screenshot shows the 'Register Teams' page for the '20/21 Fall League-905' event. The left sidebar is the same as in the previous screenshot. The main content area is titled '20/21 Fall League-905' and has tabs for 'Club Management', 'Teams', and 'Registration'. The event details are shown on the left: '20/21 Fall League-905' by 'GotSoccer Governing Body' for 'Fall 20/21 Fall League', dated August 1, 2021. The main content area is titled 'Register Teams' and has a 'Registration Fee' section with a dropdown menu set to 'All Teams' and a 'Register -' button. Below this, there is a 'Select All' button (highlighted with a red box) and a note 'Displaying Teams 1 - 50 of 57 in total'. A table lists teams with columns for Name, Level, Event Age, Gender, and Application Form. The table contains the following data:

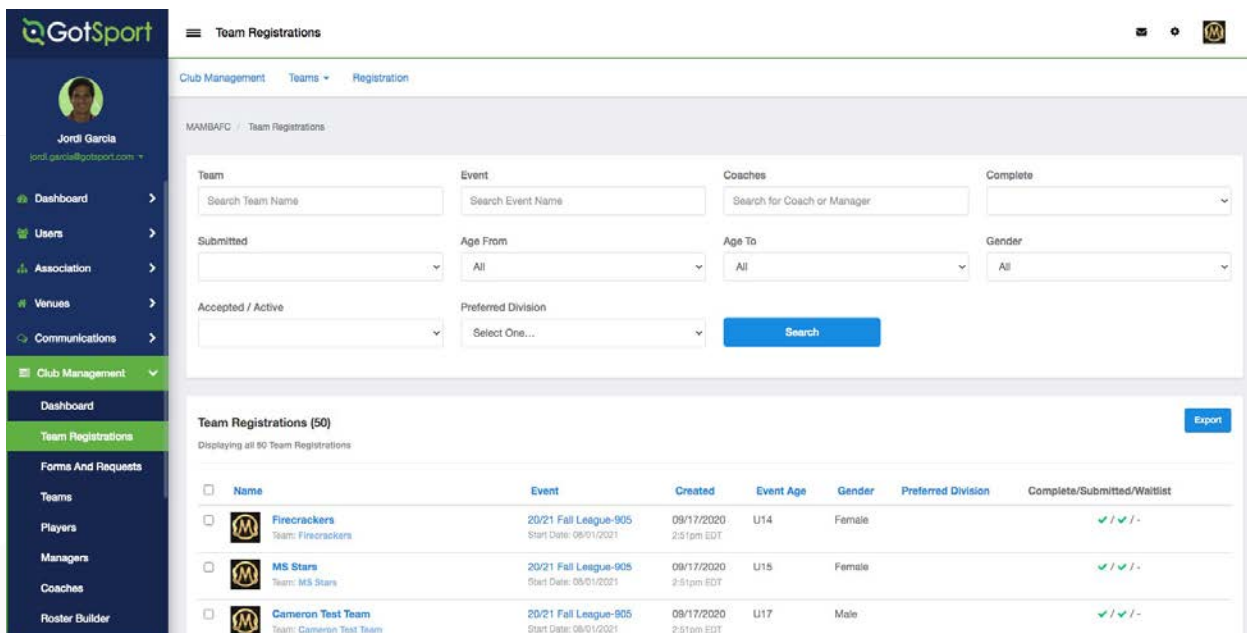
Name	Level	Event Age	Gender	Application Form
<input type="checkbox"/> Mamba 08	Competitive	U18	Female	Application Form
<input type="checkbox"/> FC Elite 08	Competitive	U18	Male	Application Form
<input type="checkbox"/> Premier 08	Competitive	U14	Male	Application Form
<input type="checkbox"/> Silver 08	Competitive	U14	Male	Application Form
<input type="checkbox"/> Mamba FC 08	Competitive	U18	Female	Application Form

**STEP 2B**

Now that the teams are selected, we will click on the blue "Register" button where a drop down will appear. Here you will select "All Teams" or "Selected Teams".



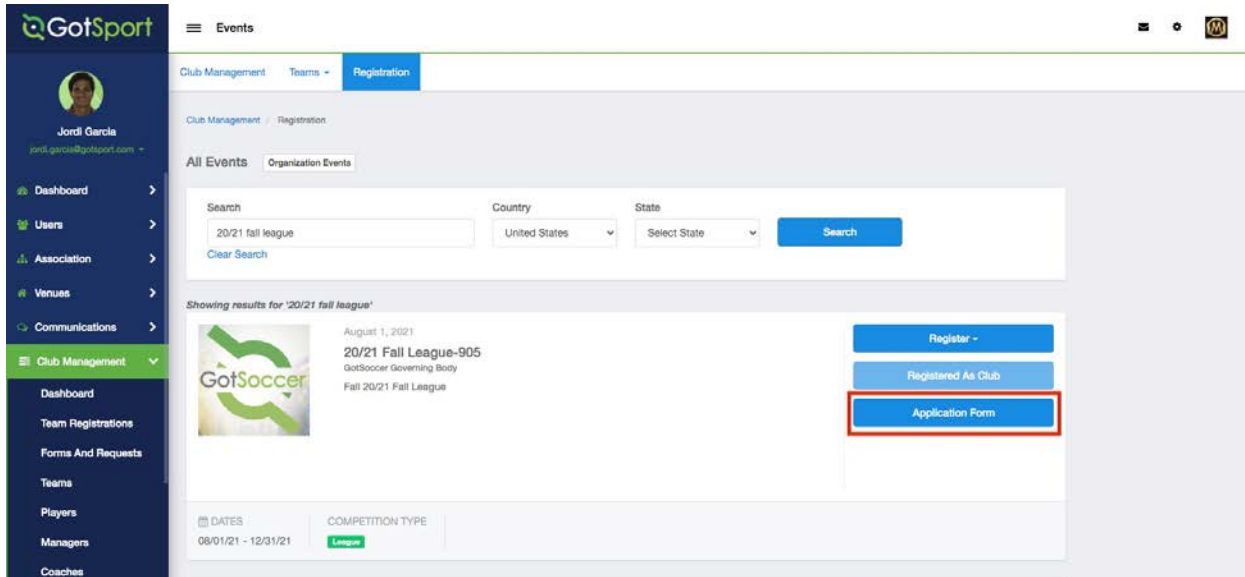
Once this is done you will be brought back to your **Team Registrations** list in your account.



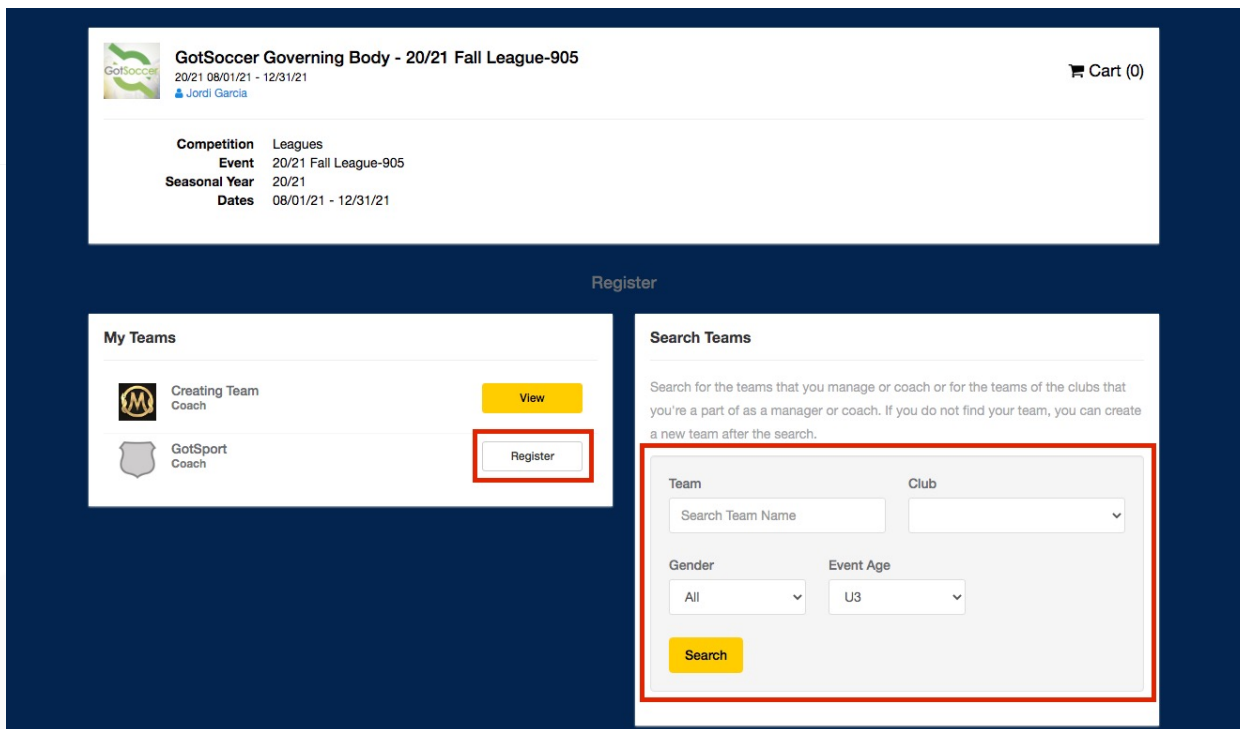
STEP 2C

Application Form:

This option will be selected when the event requires an application to be filled out for the event with data fields required to be filled out.



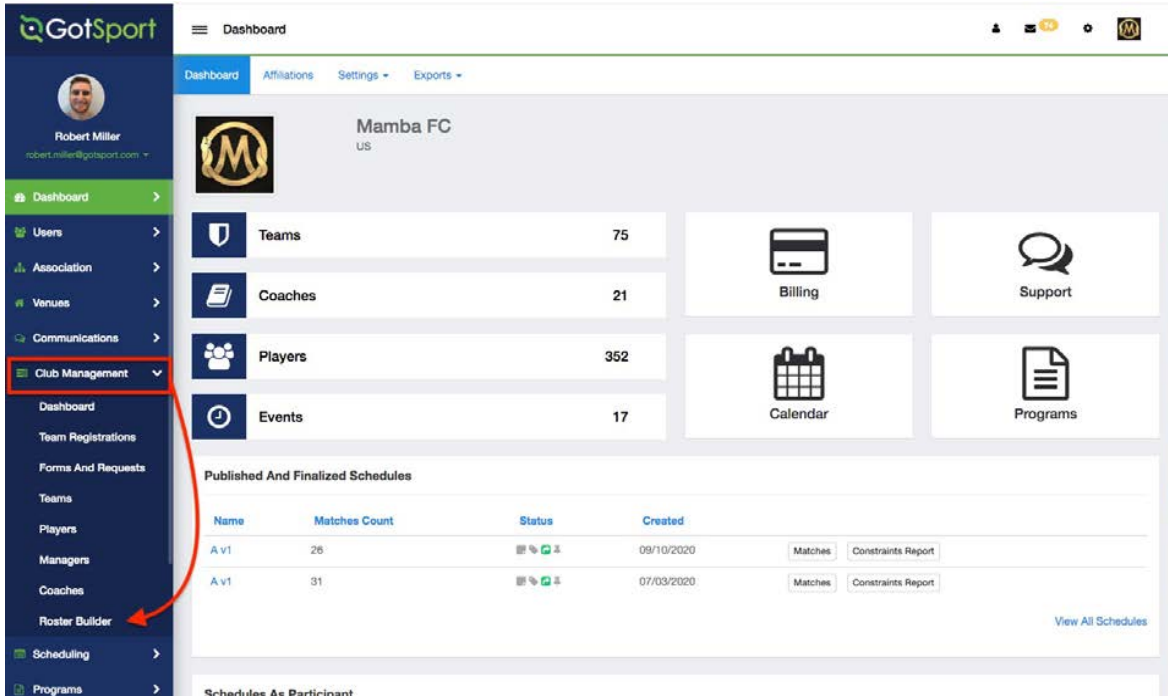
Once selecting the Application form, you will have the option to select any of your teams to register or register a new team.



# Add a Player to an Event Roster

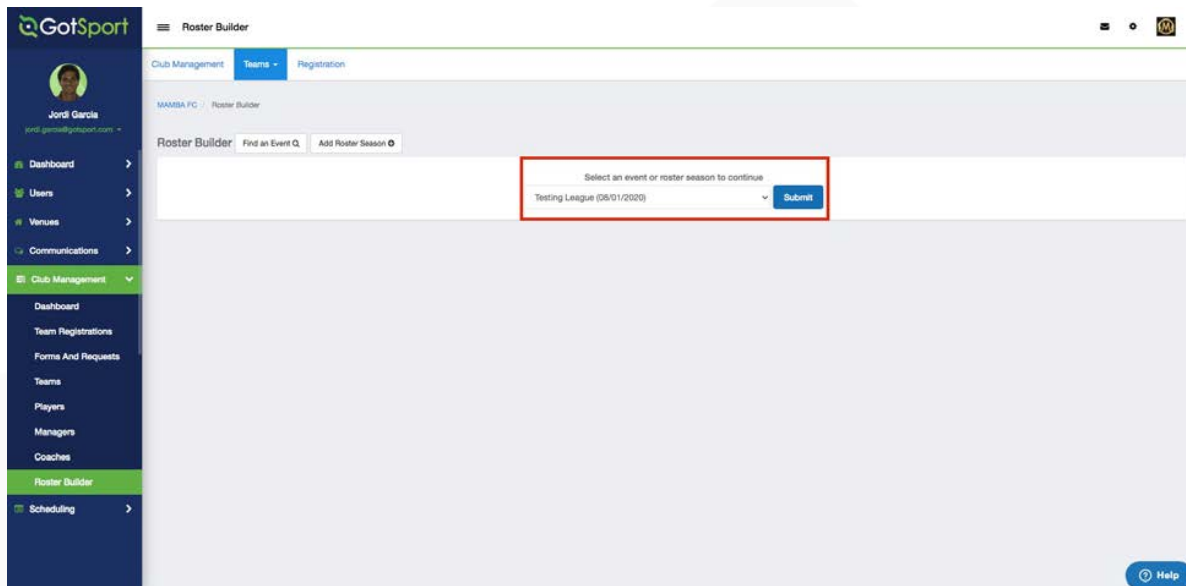
## STEP 1

From the **Dashboard**, select "**Club Management**" followed by "**Roster Builder**".



## STEP 2

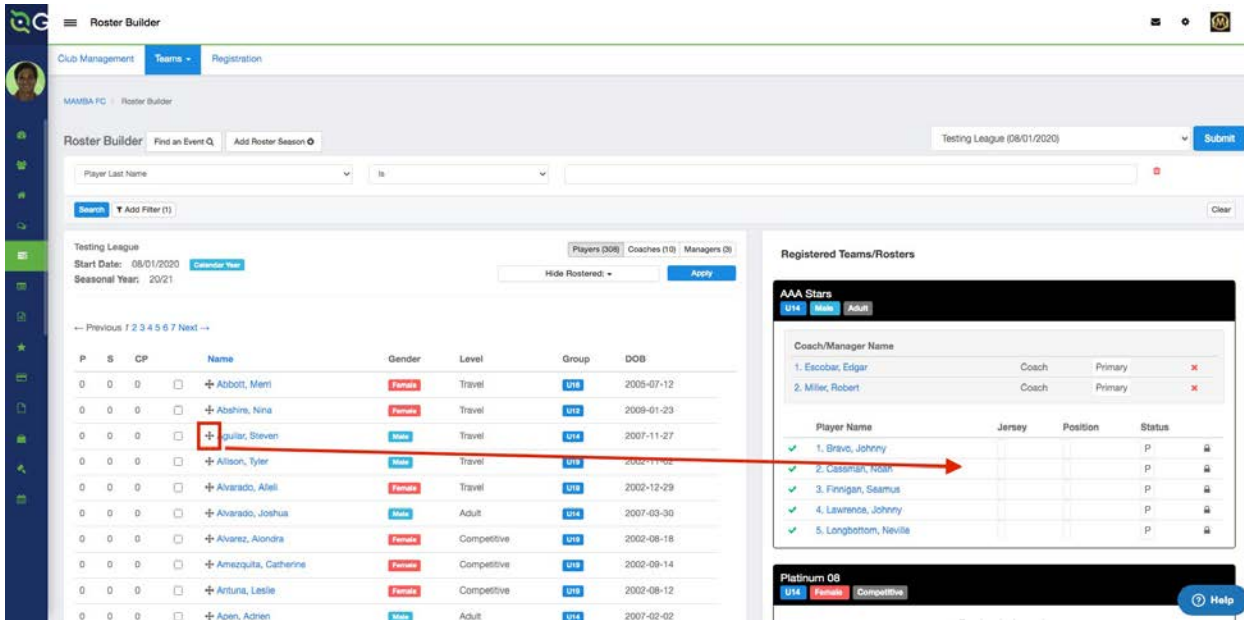
Here you will **Select the Event** you are going to build your Roster for and hit **Submit**.



STEP 3

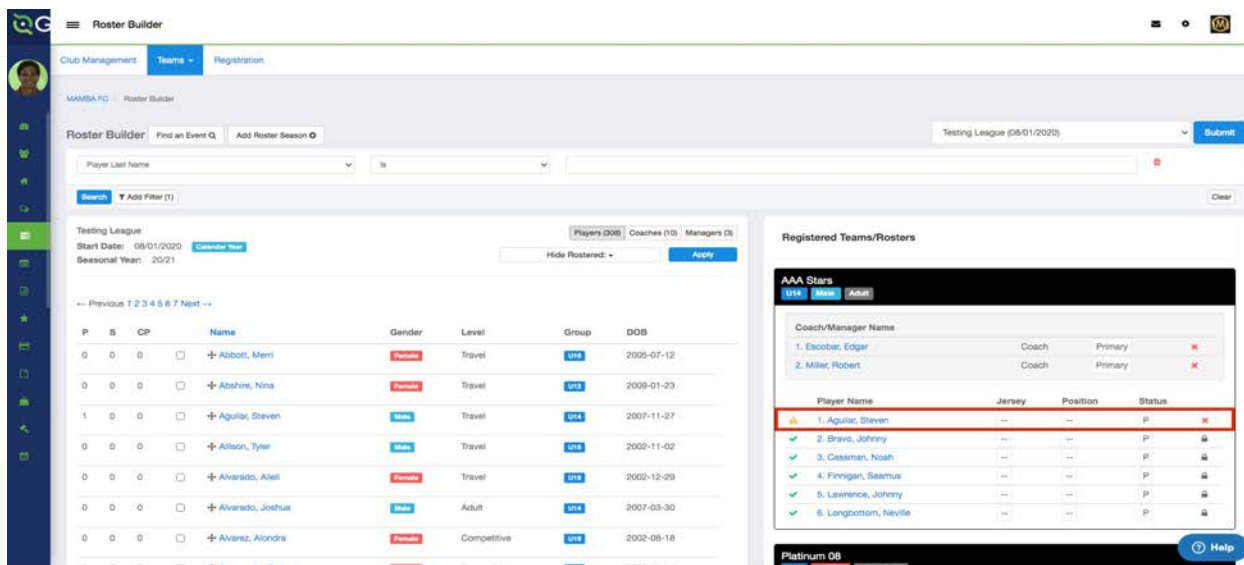
Once here, you will click and drag the hairpin icon next to the player's name, to the team you would like to roster them on.

Note: All the players on the team currently have green checkmarks that signify approved by the event.



STEP 4

You will now see that player on the team with a Yellow Triangle next to the name since the player league was just added and has not been approved yet.

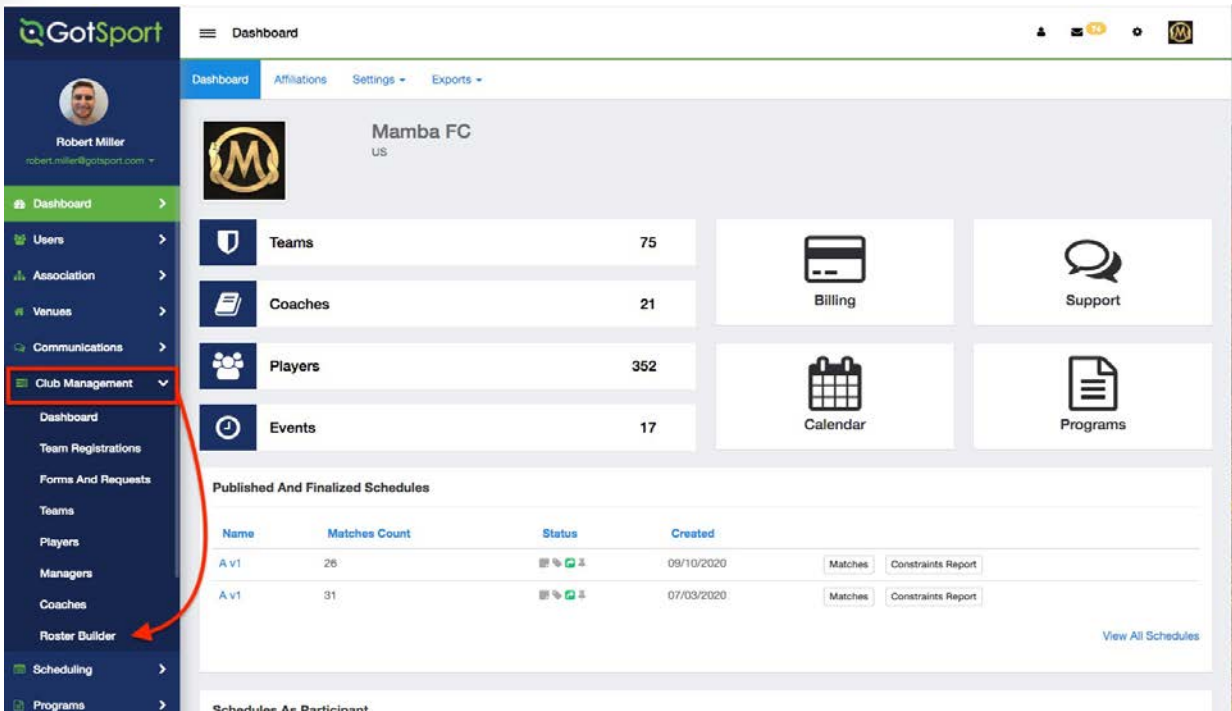


! All New players will appear with Yellow Triangles until the roster is approved by the event.

# Add a Coach or Manager to an Event Roster

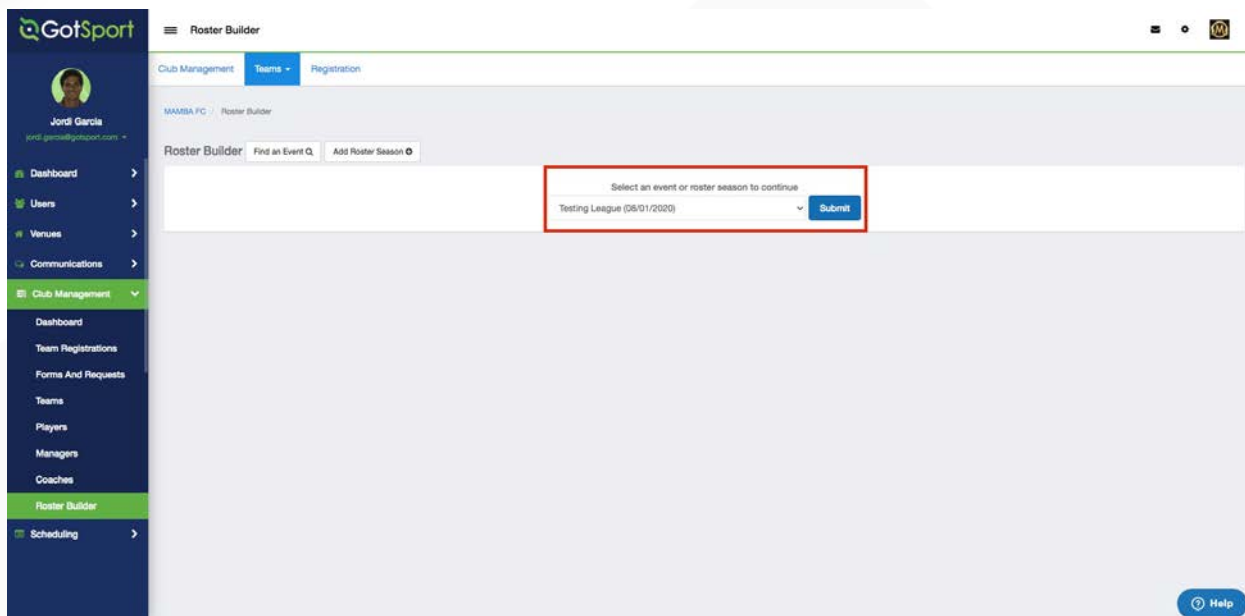
**STEP 1**

From the **Dashboard**, select "Roster Builder".



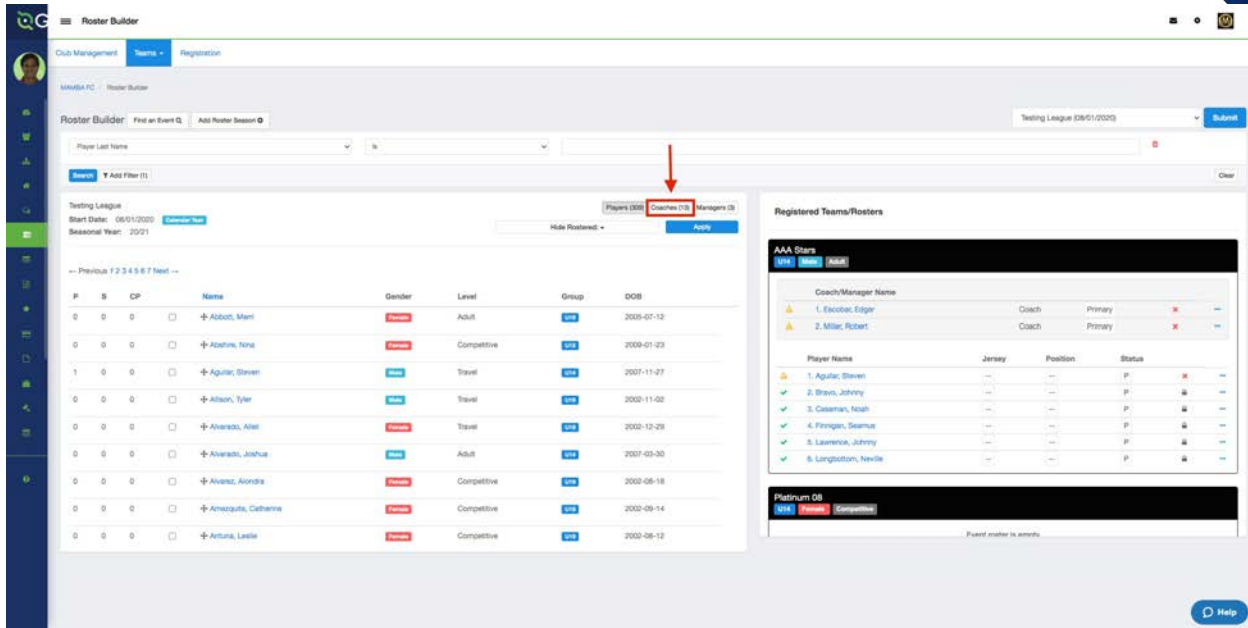
**STEP 2**

Here you will select the Event you are going to build your Roster for and hit submit.



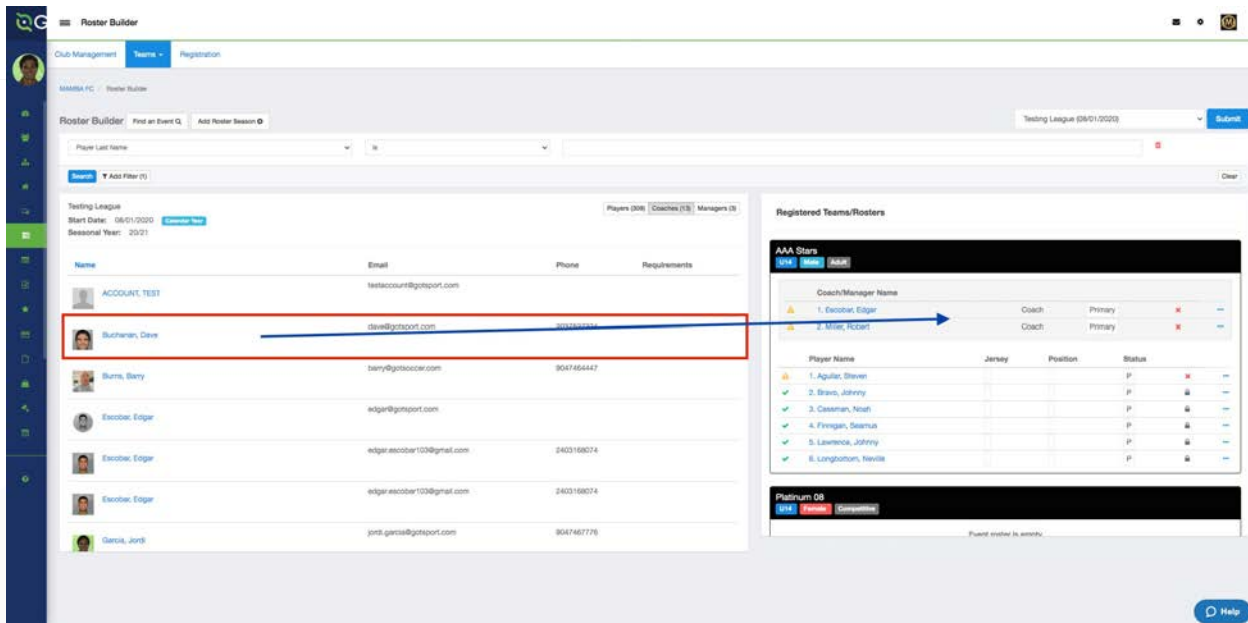
STEP 3

Once you get to the **Roster Builder** page select the "Coaches" Tab.



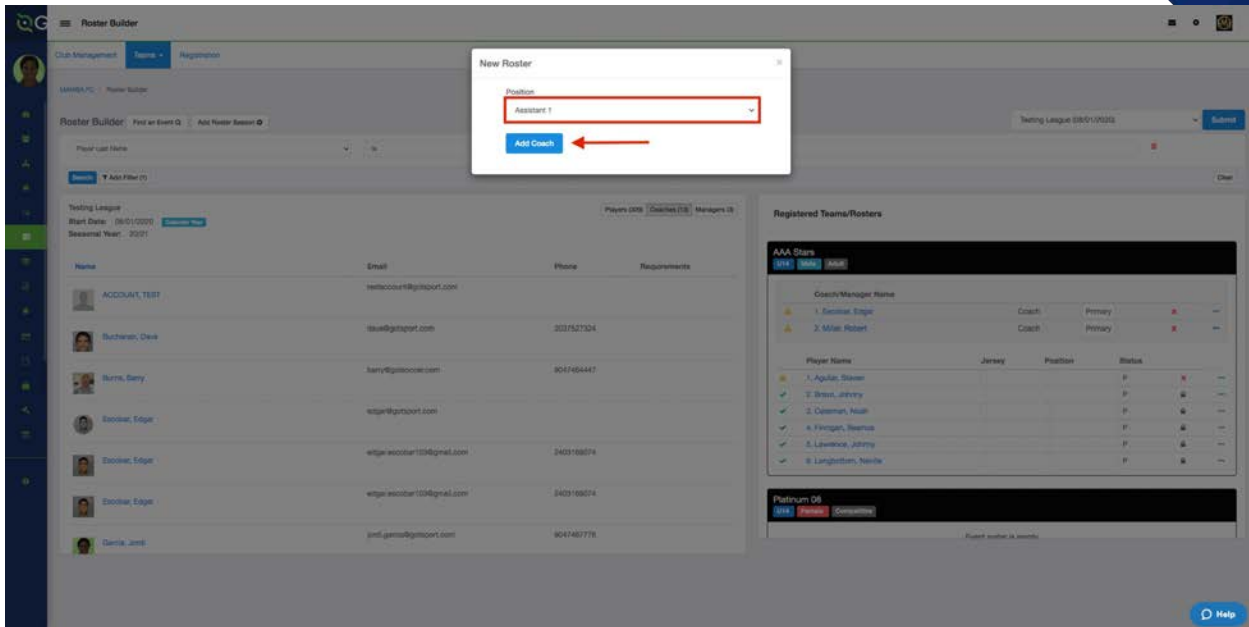
STEP 4

Here you will click and drag the Coach to the desired team on the right.



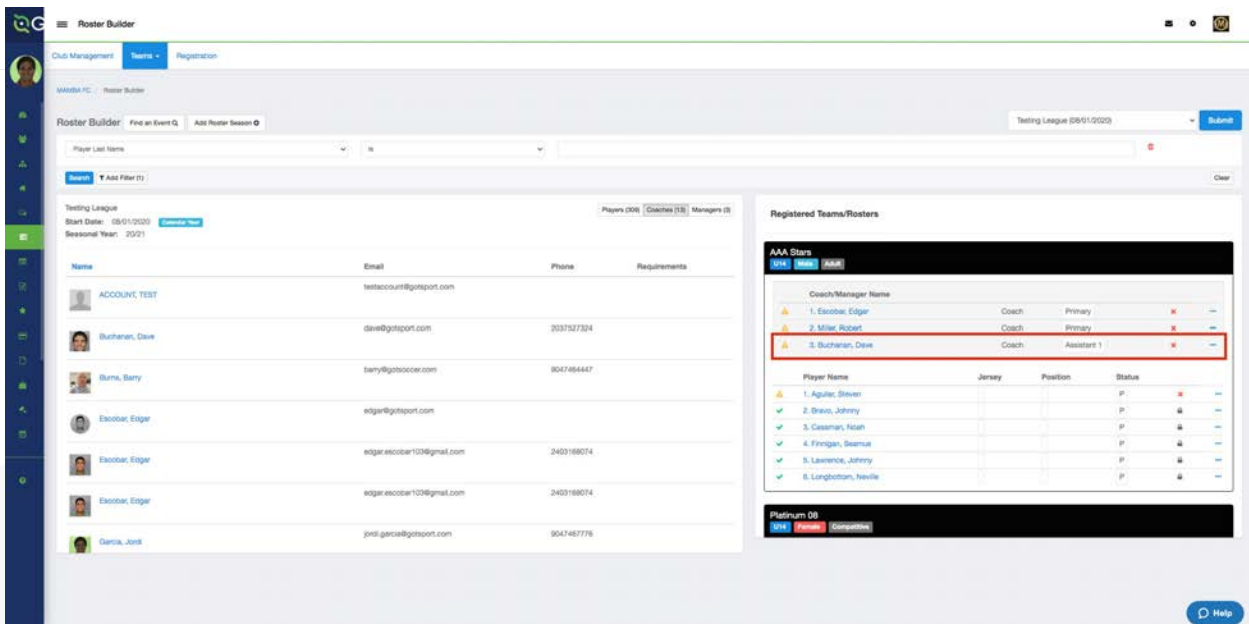
STEP 5

A pop up will appear asking for the "Position". Select the position and click "Add Coach"



The Coach will now appear on the **Team Account**.

Note: All the Coaches currently have Yellow Triangles by their names since they are not approved by the event yet. They will change to Green Check Marks once the event has approved them.

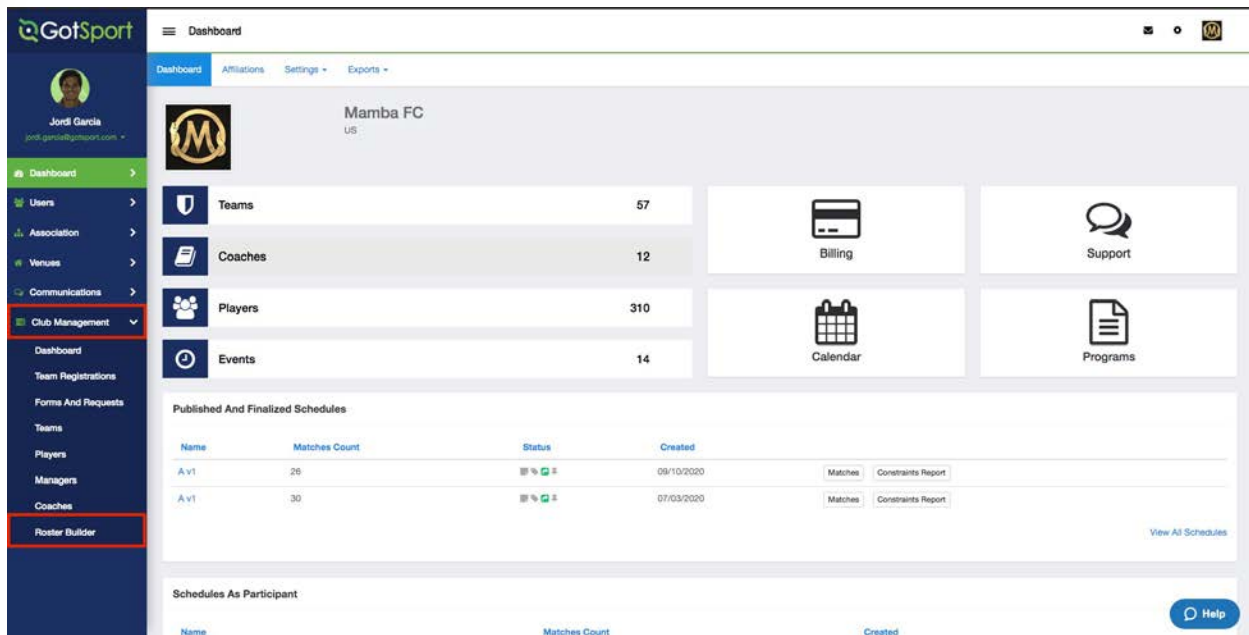




# Adding a Club Pass Player to an Event Roster

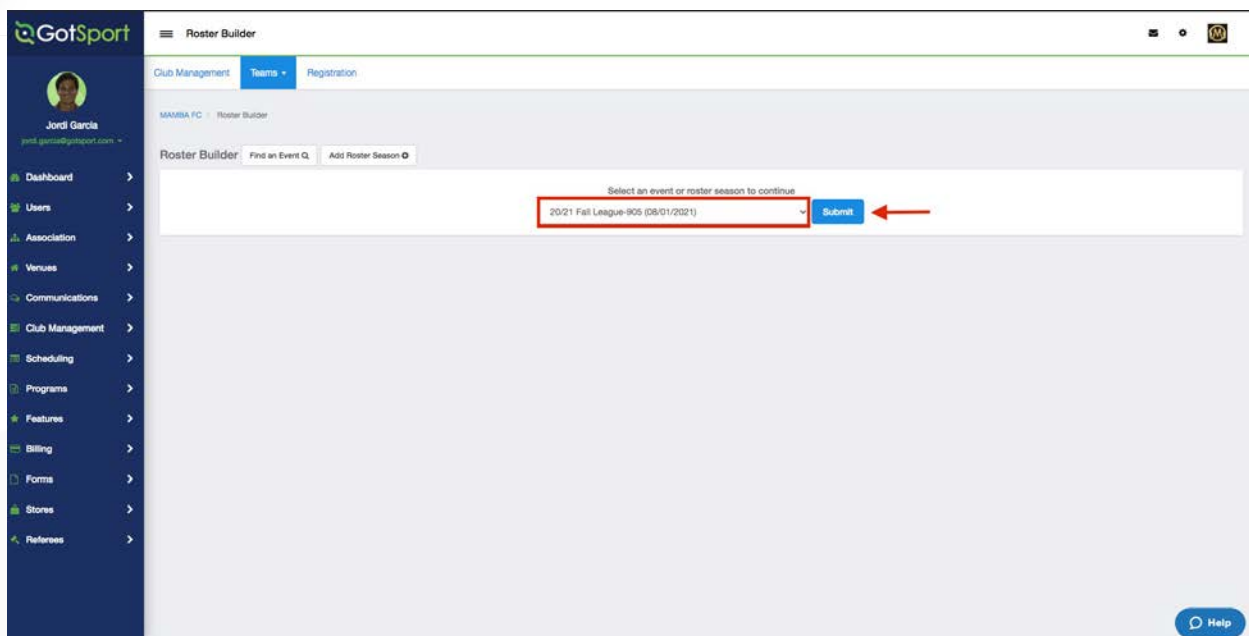
**STEP 1**

From the **Dashboard** select, "Club Management", followed by "Roster Builder".



**STEP 2**

Next you will select the event from the drop-down and hit "Submit".

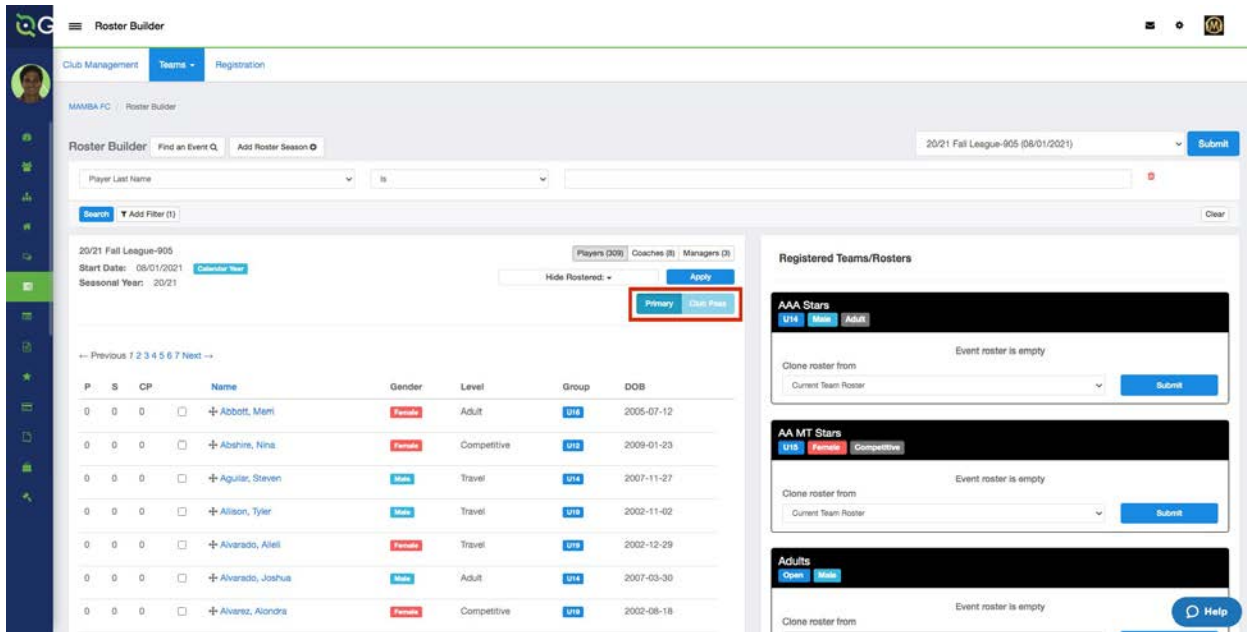


STEP 3

Here you will now see a "Primary" and "Club Pass" Player Pool.

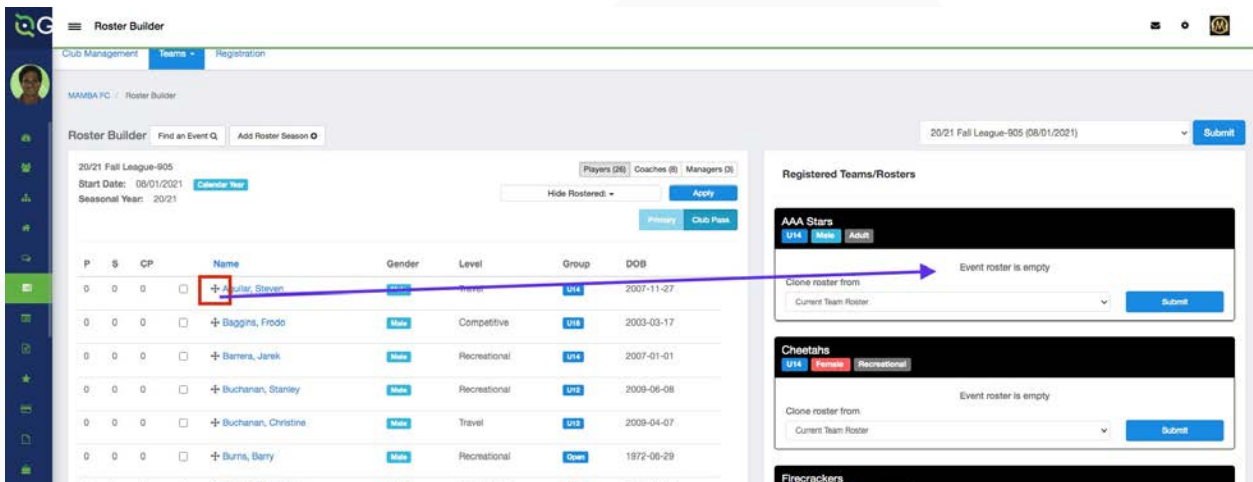
**NOTE: For a player to show up in your CP player pool, they must be approved as Primary on an existing roster within your club in an event managed by your official registration organization. Roster rules, such as age and roster size will still apply to the addition of CP players.**

Select "Club Pass" tab and you will now see your available Club Pass Players.



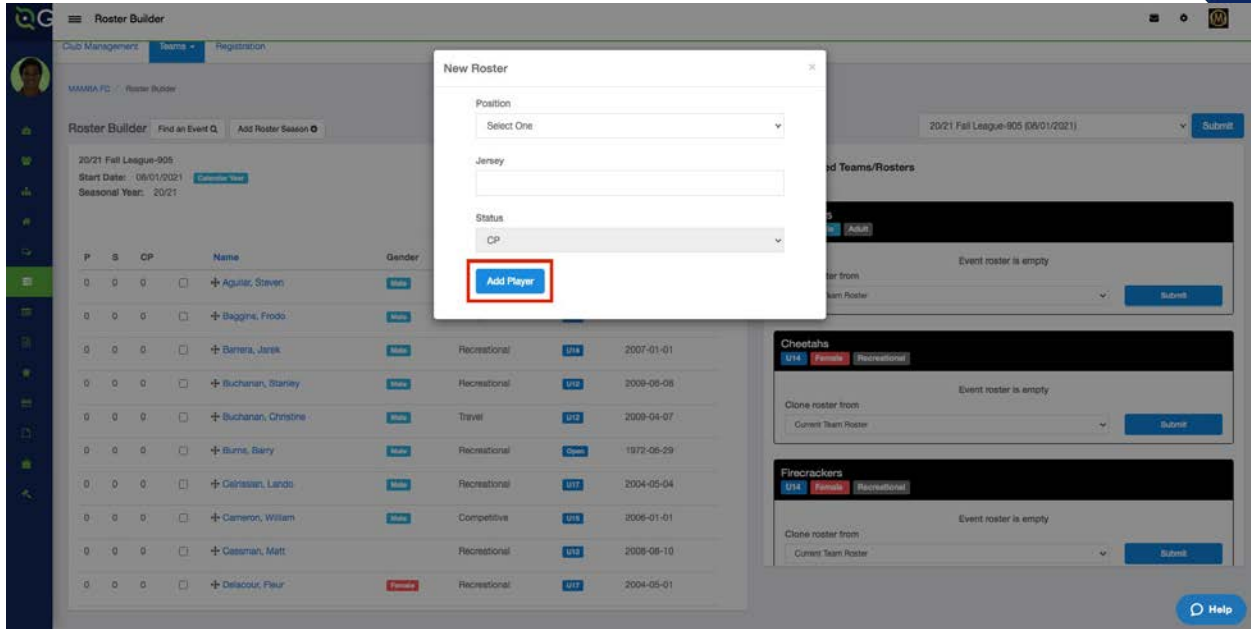
STEP 4

Once here, you will Drag and Drop the "Crosshairs" to the left of the player to the team on the right.



STEP 5

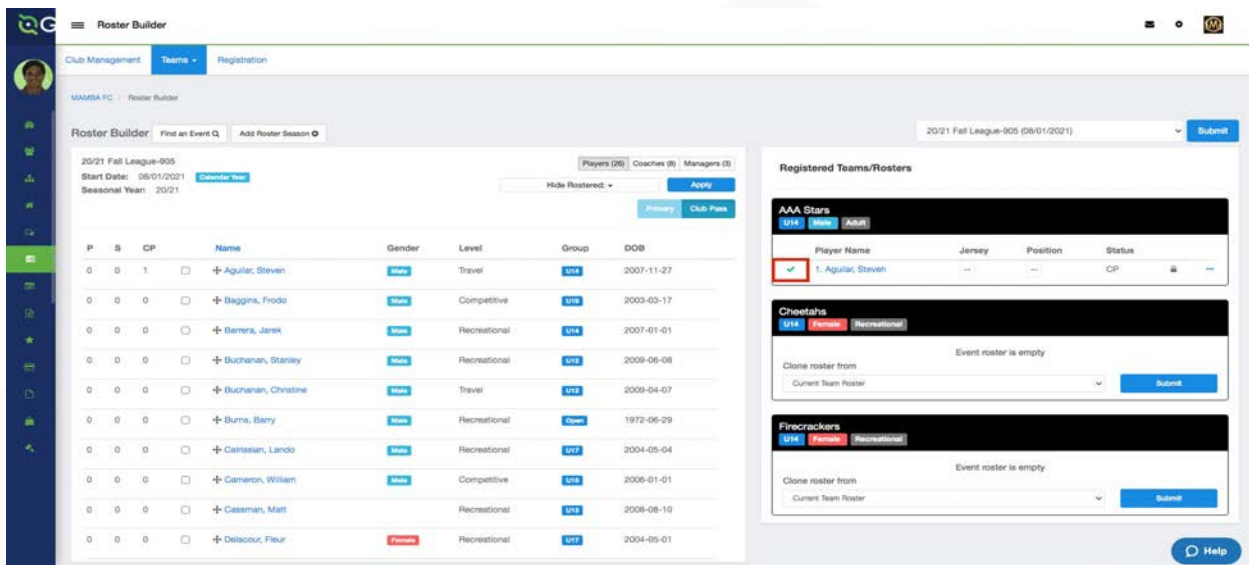
A pop-up window will appear that gives you the option to **add the position and jersey number**. Once complete Select **"Add Player"**.



STEP 6

You will now see that player on the team with "CP" as their status.

**Side Note: If the player is already rostered on another team in this event and is "approved" they will automatically appear as approved for this team as a "CP" player. this can be verified by the green check next to their name.**

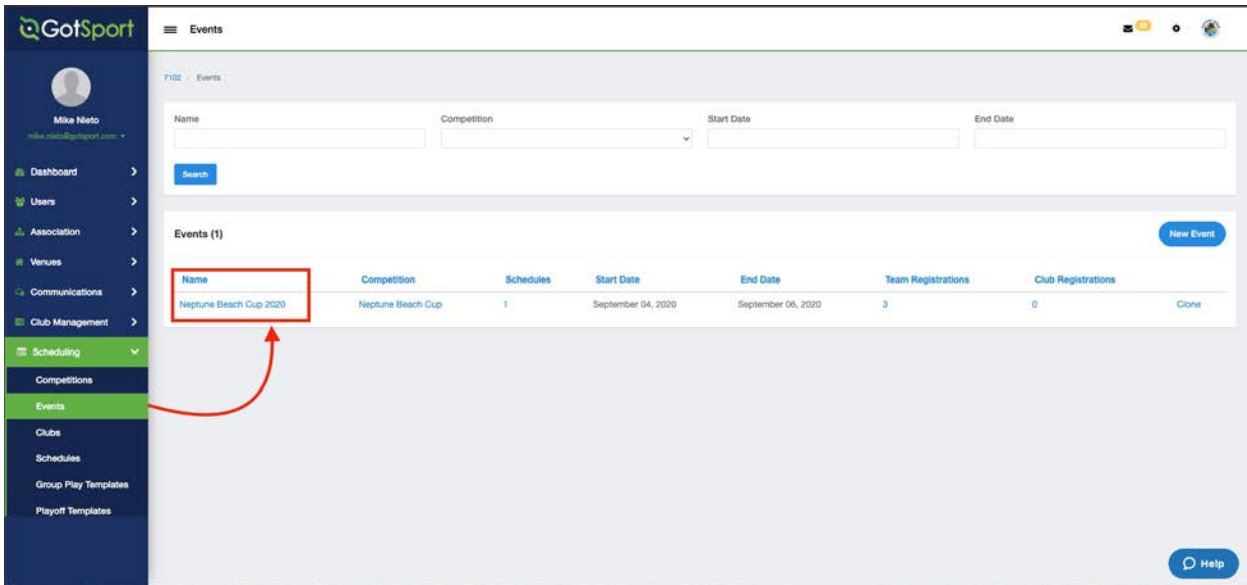


# Generating & Approving Official Roster Documents

## STEP 1

**Note:** As a Governing Body you can give the option for your Clubs to approve their Event Rosters set against your Roster Rules.

To do this, you will go to the **Scheduling** tab, **Events**, and click into the specific Event you want to enable this setting for



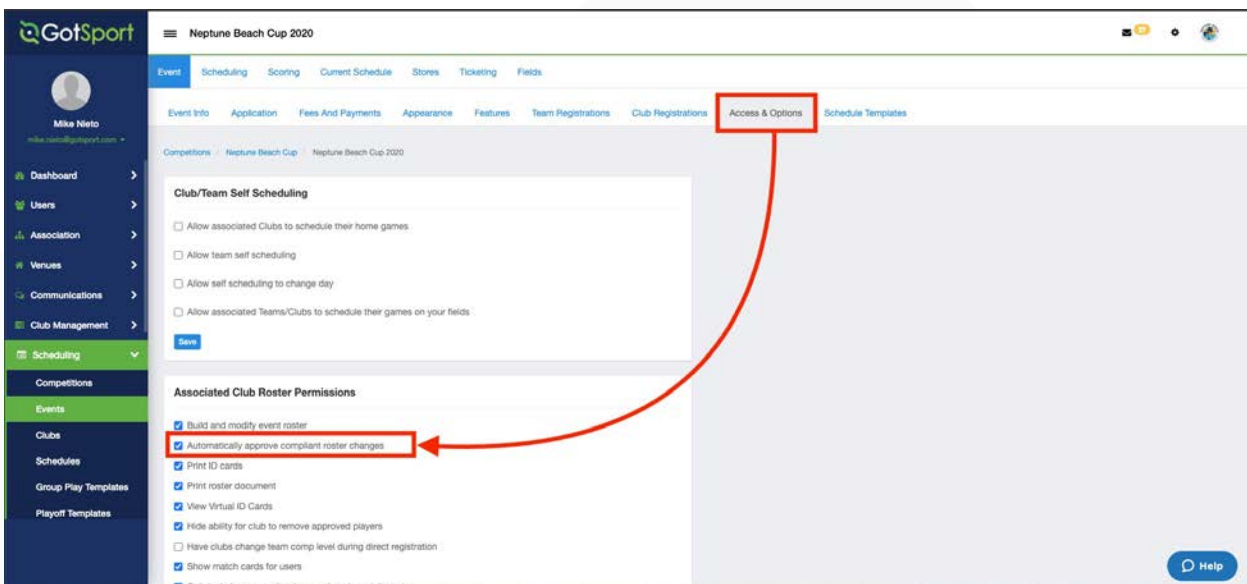
The screenshot shows the GotSport interface. On the left, a sidebar menu is visible with 'Scheduling' expanded and 'Events' selected. The main content area displays a search bar and a table of events. The table has columns for Name, Competition, Schedules, Start Date, End Date, Team Registrations, and Club Registrations. The first event, 'Neptune Beach Cup 2020', is highlighted with a red box. A red arrow points from the 'Events' menu item to the highlighted event.

Name	Competition	Schedules	Start Date	End Date	Team Registrations	Club Registrations	
Neptune Beach Cup 2020	Neptune Beach Cup	1	September 04, 2020	September 06, 2020	3	0	Clone

## STEP 2

After going to the specific Event, you will go to the **"Access & Options"** tab at the top of the Event page and under the **Associated Club Roster Permissions** table enable **"Automatically approve compliant roster changes"**.

Be sure to scroll to the bottom of the page and click **Save** to enable your changes



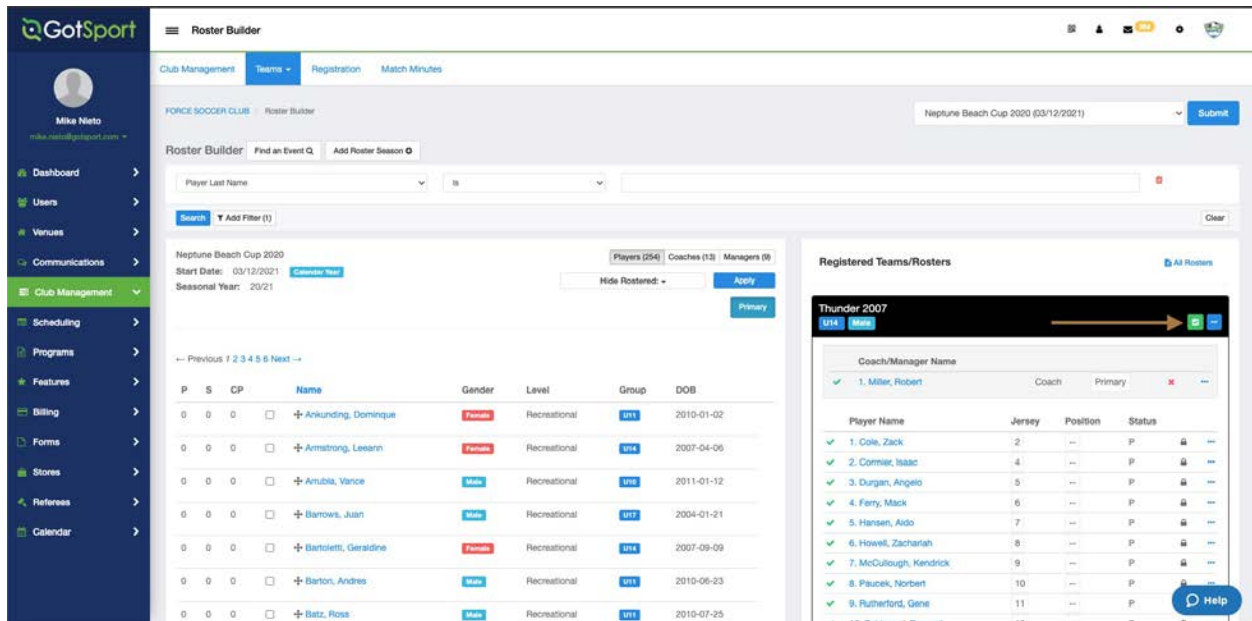
The screenshot shows the 'Access & Options' page for the Neptune Beach Cup 2020 event. The 'Access & Options' tab is selected at the top. The 'Associated Club Roster Permissions' section is visible, with the checkbox for 'Automatically approve compliant roster changes' checked and highlighted with a red box. A red arrow points from the 'Access & Options' tab to the highlighted checkbox.

**Associated Club Roster Permissions**

- Build and modify event roster
- Automatically approve compliant roster changes
- Print ID cards
- Print roster document
- View Virtual ID Cards
- Hide ability for club to remove approved players
- Have clubs change team comp level during direct registration
- Show match cards for users
- Only include approved roster members in match cards

**STEP 3**

Once this has been enabled, your Clubs will be able to have their roster additions automatically approved. The Clubs will also be able to run a check against any previous additions that were already on their Event Roster before allowing the automatic approvals. Under their Roster Builder section for the specific Event, they will click the green checkmark noted below to have the check go through against your Roster Rules.



***If you are electing to review and approve your own Rosters, please follow the next steps:***  
**APPROVE YOUR OWN ROSTER**

## Approve Your Own Roster

STEP 1A

Click the "Association" tab and click **Events**.

Dashboard

Robert Miller  
robert.miller@gotsport.com

Users

**Association**

- Associations
- Clubs
- Teams
- Players
- Coaches
- Managers
- Registrations
- Events

Neptune Beach Soccer Association  
Neptune Beach, FL, US

Teams	1	Billing	Support
Coaches	0		
Players	0	Calendar	Programs
Events	1		

Recent Activity [View All](#) [Help](#)

STEP 1B

Then click into your **Event**.

Events

Association / Events

Report To Association: Yes  
Event Name: Neptune Beach Cup 2020

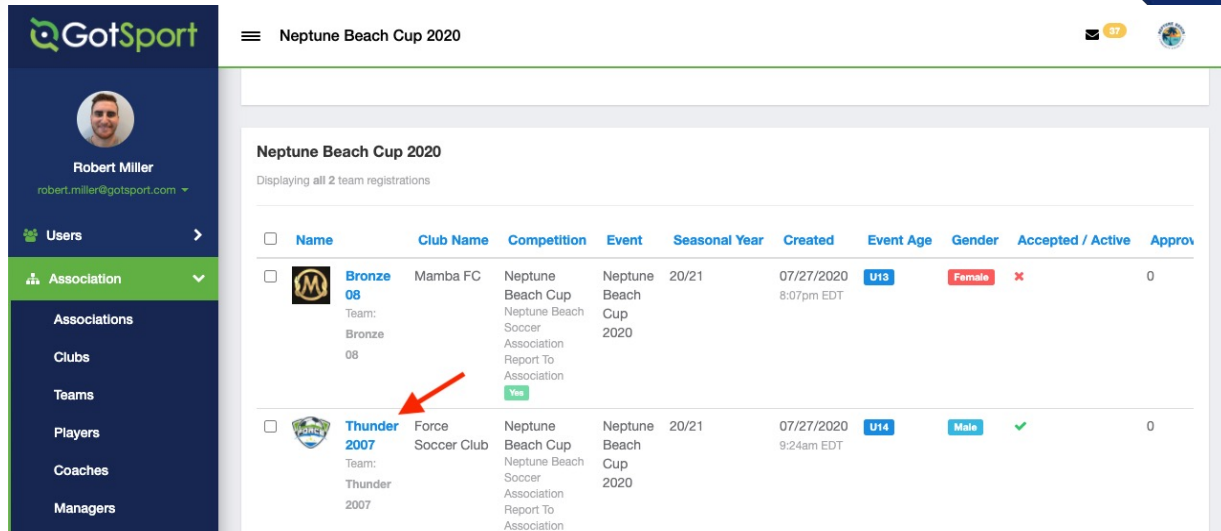
Search [Add Filter \(2\)](#) [Clear](#)

Name	Competition	Organization	Seasonal Year	Start Date	End Date	Teams	Players
Neptune Beach Cup 2020	Neptune Beach Cup Report To Association <span>Yes</span>	Neptune Beach Soccer Association	20/21	September 04, 2020	September 06, 2020	2	13

[Help](#)

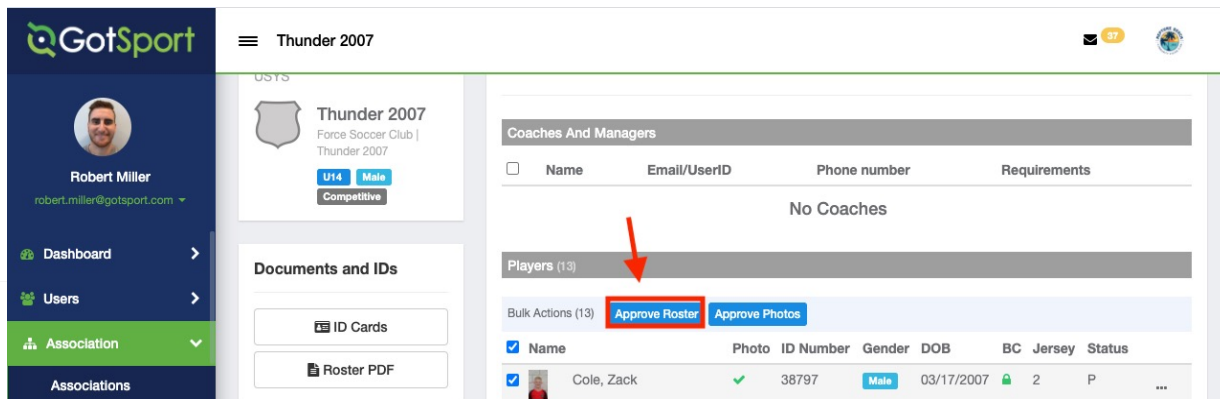
STEP 2

Click into a **Team Registration**



STEP 3A

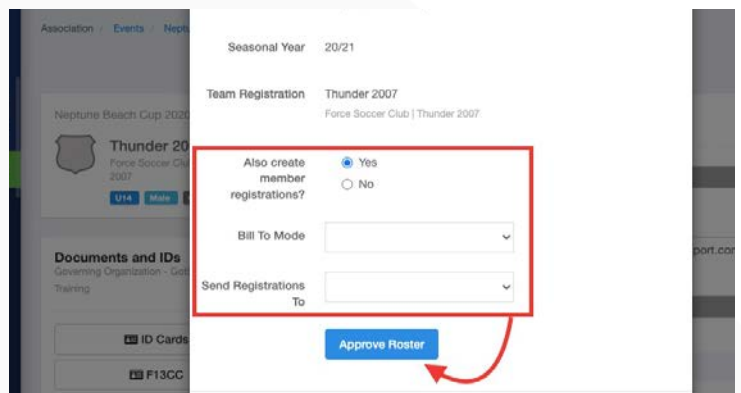
Click the "checkbox" next to each player and click "**Approve Roster**".



STEP 3B

In the pop-up menu, click "**Approve Roster**" again to confirm.

**Note: It is imperative for Billing to create Member Registrations when approving the rosters. Be sure to mark Yes and to select the appropriate "Bill To" Mode and Send Registrations To based off of your Billing settings**



STEP 4

Once approved, you can download the Roster PDF or ID Cards for the specific team under the Documents and IDs section

The screenshot displays the GotSport web application interface for a team named "Thunder 2007". The interface is divided into several sections:

- Left Sidebar:** Contains navigation options: Dashboard, Users, Association (selected), Associations, Clubs, Teams, Players, Coaches, Managers, and Registrations.
- Header:** Shows the GotSport logo, the team name "Thunder 2007", and a notification badge with the number "37".
- Team Profile:** Displays the team name "Thunder 2007", "Force Soccer Club | Thunder 2007", and categories "U14", "Male", and "Competitive".
- Documents and IDs:** A section with a red box highlighting "ID Cards" and "Roster PDF" options. A red arrow points to the "ID Cards" option.
- Coaches And Managers:** A section showing "No Coaches".
- Players (13):** A table listing player details. Bulk actions "Approve Roster" and "Approve Photos" are available. A "Help" button is present at the bottom right.

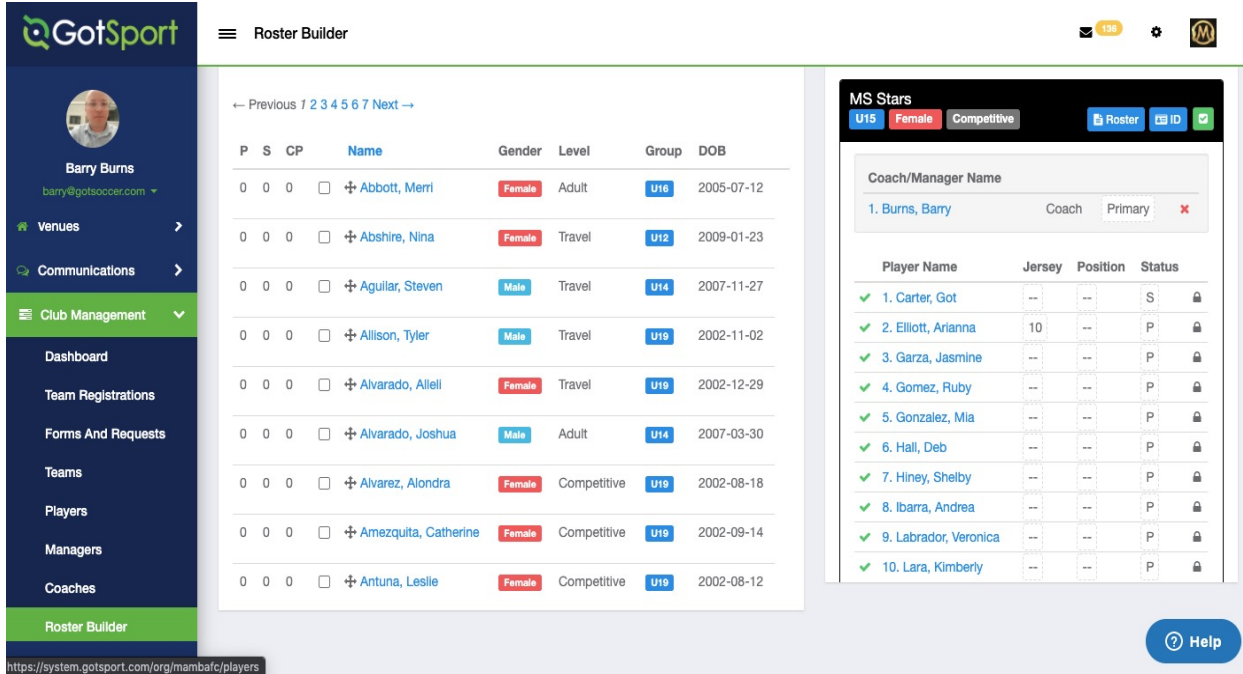
Name	Photo	ID Number	Gender	DOB	BC	Jersey	Status
Cole, Zack	✓	38797	Male	03/17/2007	2	P	...
Cole, Terence	✓	38802	Male	01/25/2007	3	P	...
Cormier, Isaac	✓	38801	Male	03/22/2007	4	P	...
Durgan, Angelo	✓	38803	Male	02/12/2007	5	P	...
Ferry, Mack	✓	38798	Male	05/20/2007	6	P	...
Hansen, Aldo	✓	38800	Male	07/09/2007	7	P	...



# Viewing Official Team Documents:

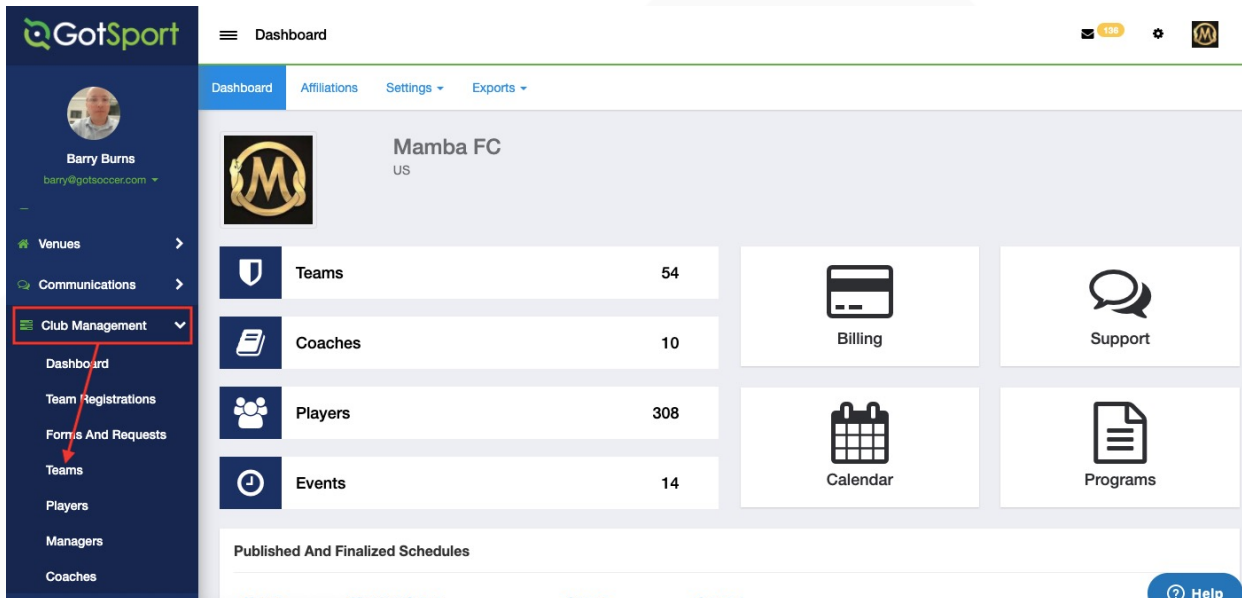
## Club View

Note: You can only print the player cards if your team roster has been approved by the event. You can check to see if your roster has been approved in "Roster Builder". Look for the "Green Checkmarks" next to the players' names.



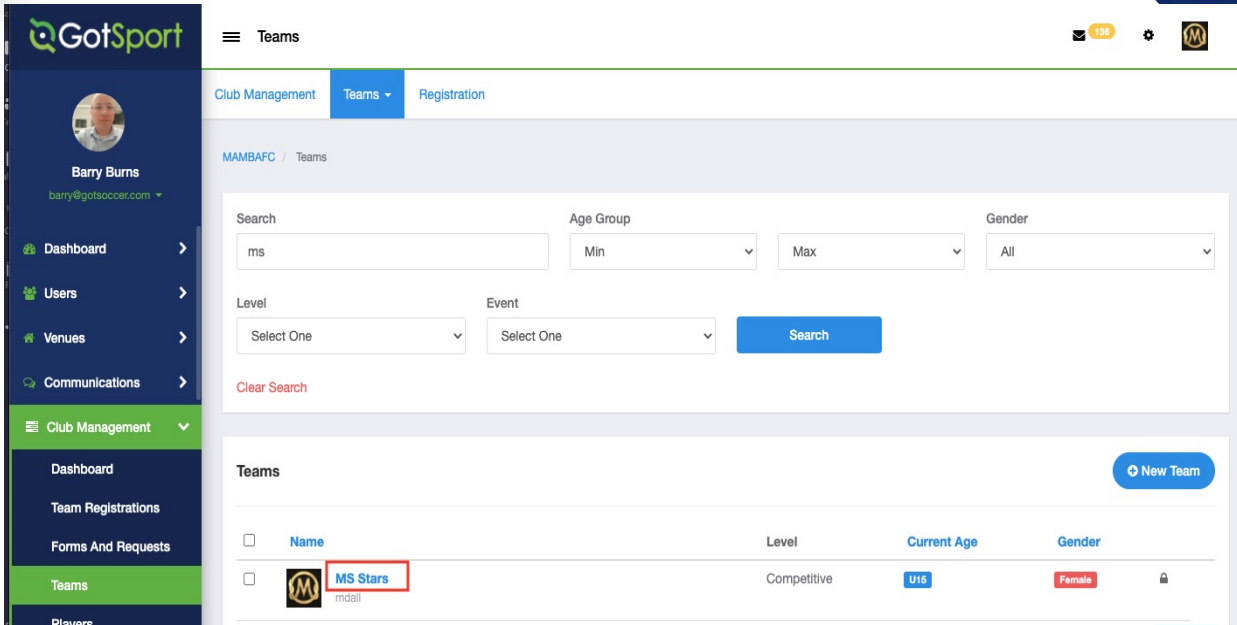
### STEP 1A

Click the "Club Management" tab and then "Teams".



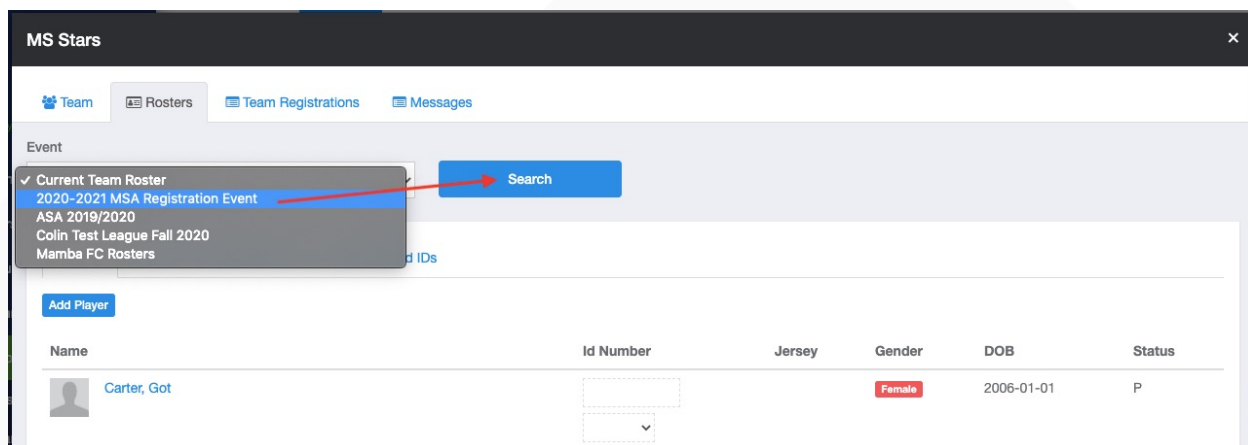
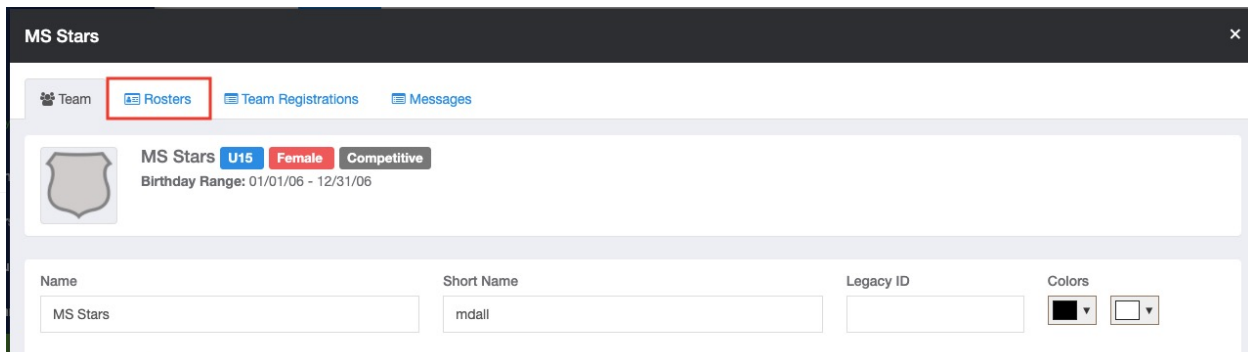
STEP 1B

Click into your registered team.



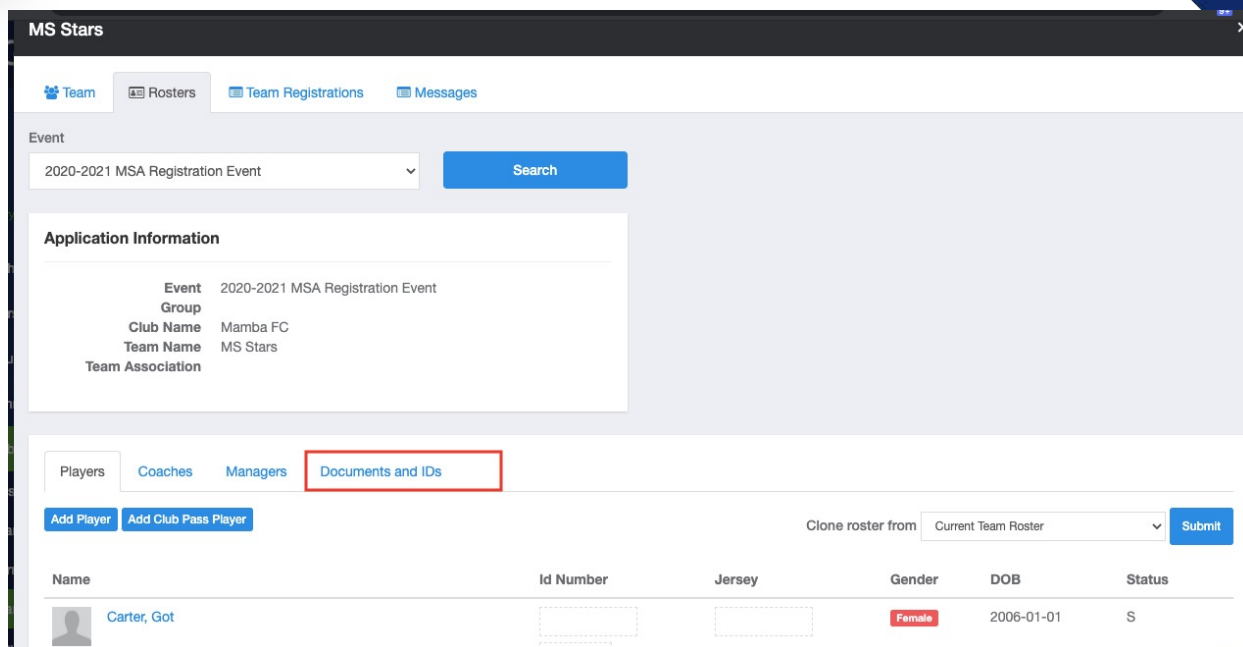
STEP 2

Click the "Rosters" tab, and "Search" for the roster based on the event.



STEP 3


Click the "Documents and ID's" tab.



The screenshot shows the 'MS Stars' team management interface. At the top, there are navigation tabs: Team, Rosters, Team Registrations, and Messages. Below this is an 'Event' dropdown menu set to '2020-2021 MSA Registration Event' with a 'Search' button. A section titled 'Application Information' contains the following details:

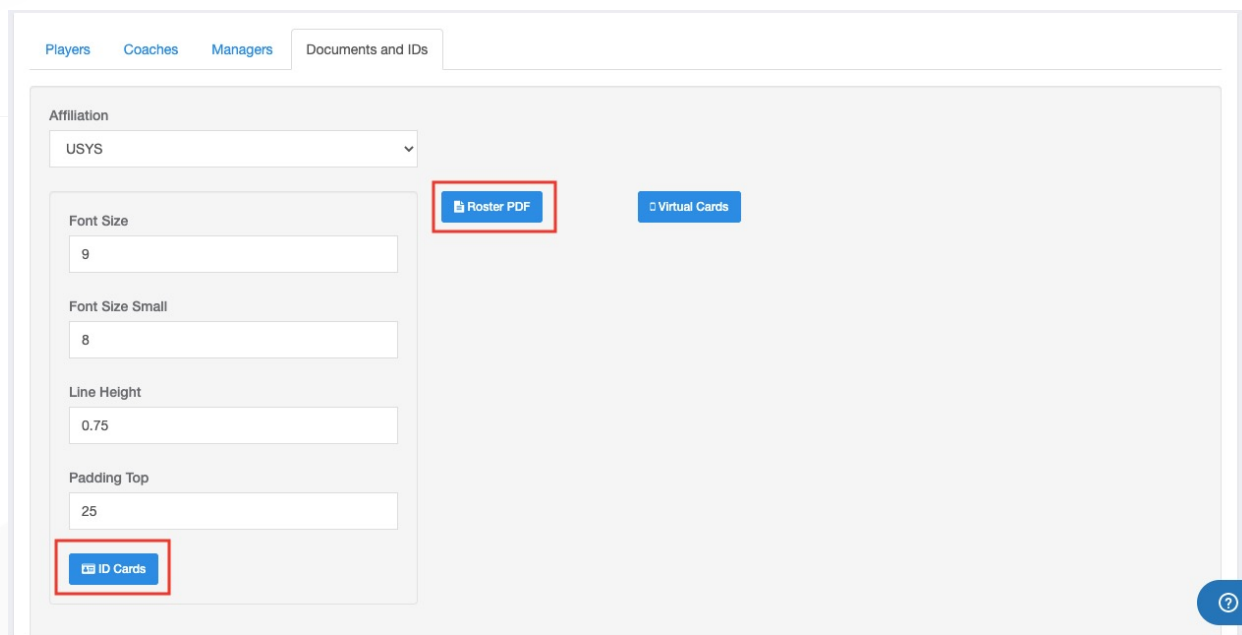
Event	2020-2021 MSA Registration Event
Group	
Club Name	Mamba FC
Team Name	MS Stars
Team Association	

Below the application information, there are tabs for 'Players', 'Coaches', 'Managers', and 'Documents and IDs', with the last one highlighted in red. There are buttons for 'Add Player' and 'Add Club Pass Player'. A 'Clone roster from' dropdown is set to 'Current Team Roster' with a 'Submit' button. A table below shows player information:

Name	Id Number	Jersey	Gender	DOB	Status
 Carter, Got			Female	2006-01-01	S

STEP 4

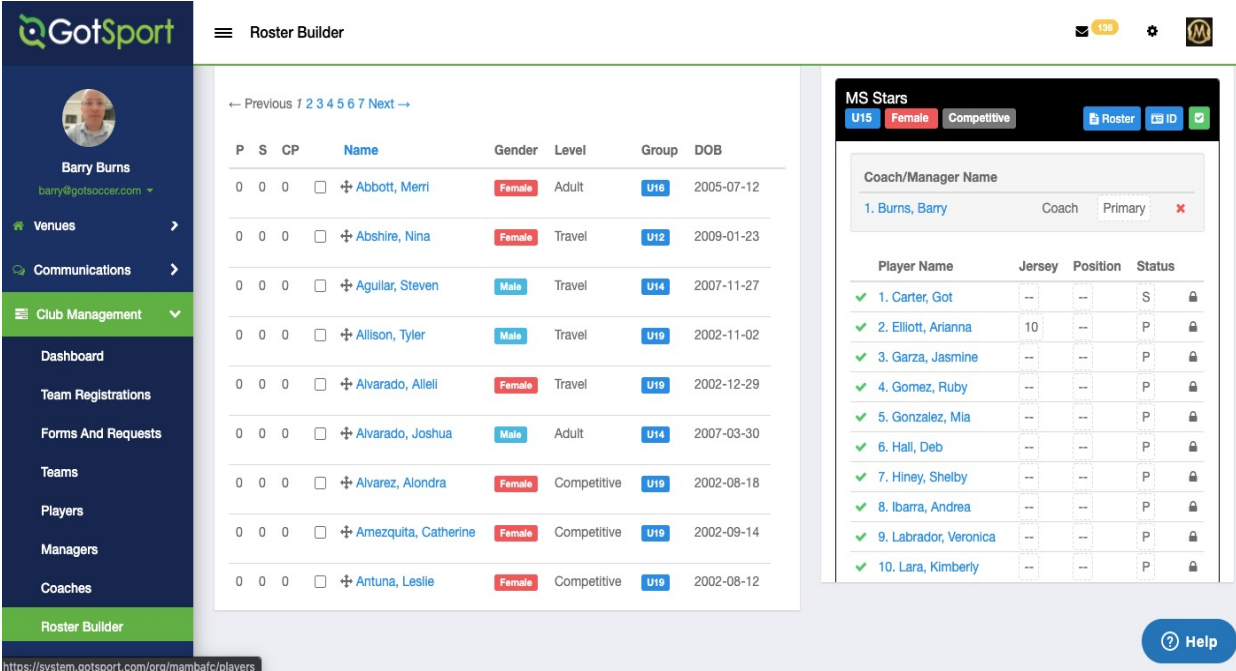
Click the "Roster PDF" and/or "ID Cards" button, and print.



The screenshot shows the 'Documents and IDs' tab selected. It features an 'Affiliation' dropdown menu set to 'USYS'. On the left, there are input fields for 'Font Size' (9), 'Font Size Small' (8), 'Line Height' (0.75), and 'Padding Top' (25). On the right, there are two buttons: 'Roster PDF' (highlighted in red) and 'Virtual Cards'. At the bottom left, there is an 'ID Cards' button (also highlighted in red). A help icon is visible in the bottom right corner.

## Team View

Note: You can only print the player cards if your team roster has been approved by the event. You can check to see if your roster has been approved in "Roster Builder". Look for the "Green Checkmarks" next to the players' names.



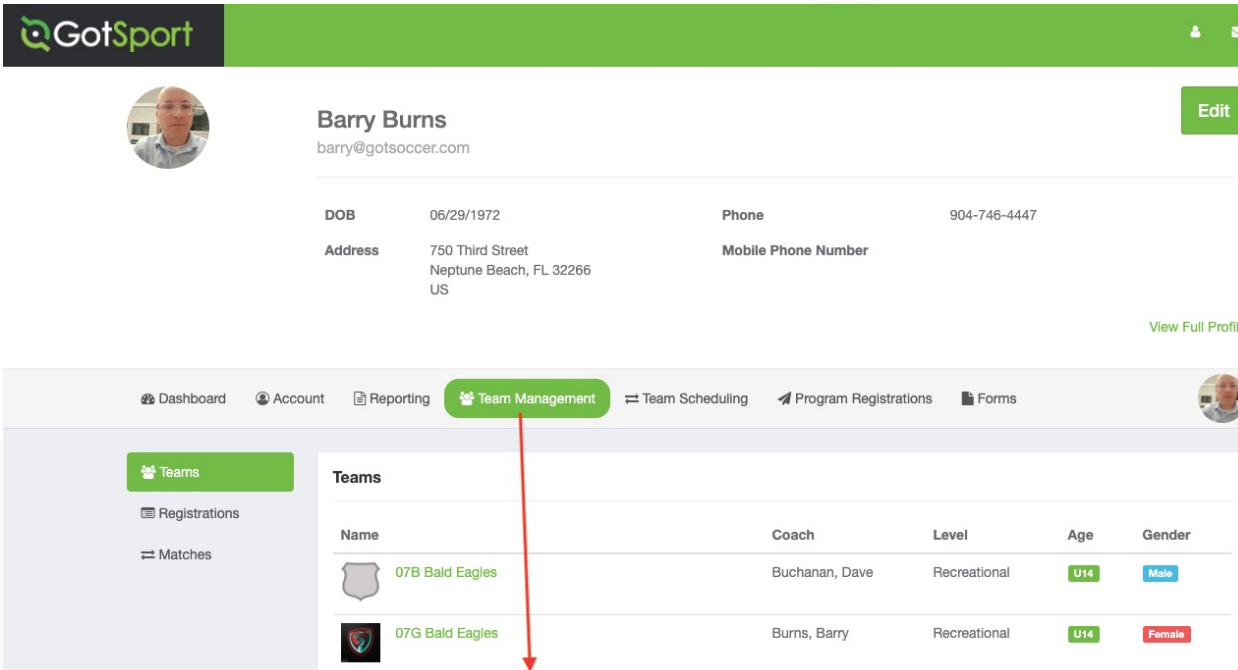
P	S	CP	Name	Gender	Level	Group	DOB
0	0	0	Abbott, Merri	Female	Adult	U16	2005-07-12
0	0	0	Abshire, Nina	Female	Travel	U12	2009-01-23
0	0	0	Aguilar, Steven	Male	Travel	U14	2007-11-27
0	0	0	Allison, Tyler	Male	Travel	U19	2002-11-02
0	0	0	Alvarado, Alleli	Female	Travel	U19	2002-12-29
0	0	0	Alvarado, Joshua	Male	Adult	U14	2007-03-30
0	0	0	Alvarez, Alondra	Female	Competitive	U19	2002-08-18
0	0	0	Amezquita, Catherine	Female	Competitive	U19	2002-09-14
0	0	0	Antuna, Leslie	Female	Competitive	U19	2002-08-12

Player Name	Jersey	Position	Status
✓ 1. Carter, Got	--	--	S
✓ 2. Elliott, Arianna	10	--	P
✓ 3. Garza, Jasmine	--	--	P
✓ 4. Gomez, Ruby	--	--	P
✓ 5. Gonzalez, Mia	--	--	P
✓ 6. Hall, Deb	--	--	P
✓ 7. Hiney, Shelby	--	--	P
✓ 8. Ibarra, Andrea	--	--	P
✓ 9. Labrador, Veronica	--	--	P
✓ 10. Lara, Kimberly	--	--	P

### STEP 1A

From your user **profile**, click the **Team Management** tab to view your teams



**Barry Burns**  
barry@gotsoccer.com

DOB: 06/29/1972 | Phone: 904-746-4447  
Address: 750 Third Street, Neptune Beach, FL 32266 US | Mobile Phone Number









Navigation: Dashboard | Account | Reporting | **Team Management** | Team Scheduling | Program Registrations | Forms

**Teams**

Name	Coach	Level	Age	Gender
07B Bald Eagles	Buchanan, Dave	Recreational	U14	Male
07G Bald Eagles	Burns, Barry	Recreational	U14	Female

STEP 1B

Select the appropriate **team**.


	Mambacita Elite 08	Burns, Barry	Competitive	U14	Female
	Mamba FC Green		Competitive	U14	Male
	MS Stars	Burns, Barry	Competitive	U15	Female
	MT All-Stars		Recreational	U13	Male
	Predators	Anderson, David	Competitive	U14	Male
	Roadrunners	Burns, Barry	Recreational	U13	Male
	Test	Burns, Barry	Recreational	U18	Male
	Wyoming All-Stars	Nieto, Mike	Competitive	U14	Female

STEP 2

Click on the "**Rosters**" tab. Select the appropriate **Team**.

MS Stars

Team **Rosters** Team Registrations Messages

 MS Stars U15 Female Competitive  
Birthday Range: 01/01/06 - 12/31/06

Name: MS Stars Short Name: mdall Legacy ID: Colors: [Black] [White]

MS Stars

Team **Rosters** Team Registrations Messages

Event

- Current Team Roster
- 2020-2021 MSA Registration Event
- ASA 2019/2020
- Colin Test League Fall 2020
- Mamba FC Rosters

Search

Affiliation

STEP 3

Click on the "Documents and IDs" tab.

The screenshot shows the 'MS Stars' team management interface. At the top, there are tabs for 'Team', 'Rosters', 'Team Registrations', and 'Messages'. Below these is an 'Event' dropdown menu set to '2020-2021 MSA Registration Event' with a 'Search' button. A section titled 'Application Information' contains the following details: Event: 2020-2021 MSA Registration Event, Group: (blank), Club Name: Mamba FC, Team Name: MS Stars, and Team Association: (blank). Below this is a navigation bar with tabs for 'Players', 'Coaches', 'Managers', and 'Documents and IDs', where 'Documents and IDs' is highlighted with a red box. There are also buttons for 'Add Player' and 'Add Club Pass Player', and a 'Clone roster from' dropdown set to 'Current Team Roster' with a 'Submit' button. At the bottom, a table lists team members with columns for Name, Id Number, Jersey, Gender, DOB, and Status. One member is listed: Carter, Got, with a red 'Female' label, DOB 2006-01-01, and Status S.

STEP 4

Click the "Roster PDF" and/or "ID Cards" button, and print.

The screenshot shows the 'Documents and IDs' tab in the team management interface. It features a form with an 'Affiliation' dropdown set to 'USYS'. Below this are input fields for 'Font Size' (9), 'Font Size Small' (8), 'Line Height' (0.75), and 'Padding Top' (25). To the right of these fields are two buttons: 'Roster PDF' and 'Virtual Cards', both highlighted with red boxes. At the bottom left, there is a button labeled 'ID Cards', also highlighted with a red box.

# Submitting User Requirements:

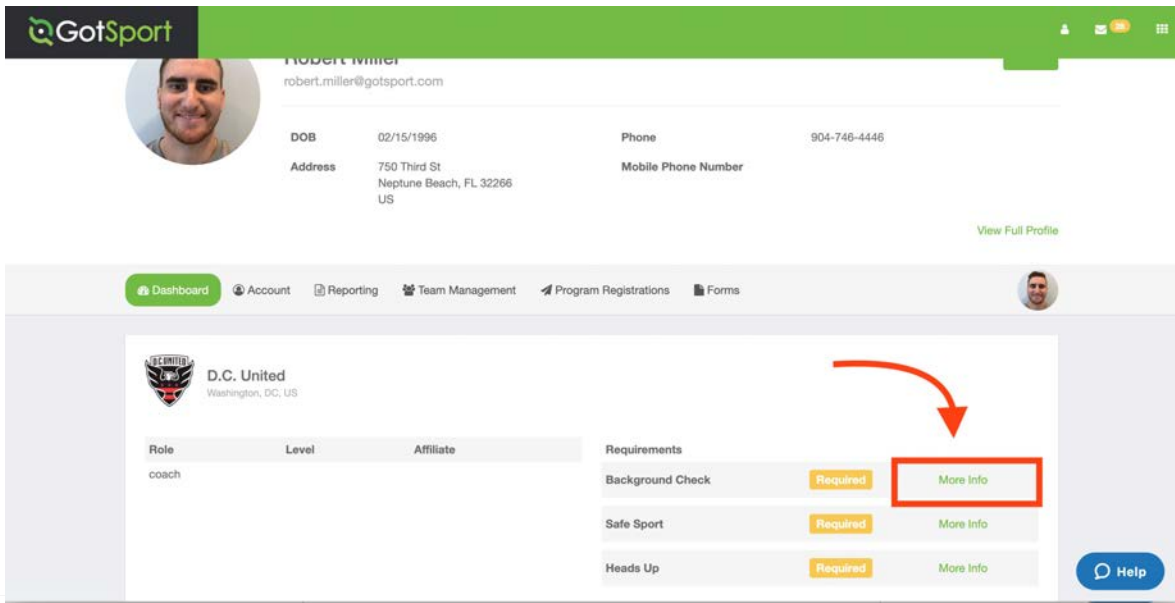
## Background Checks

**STEP 1**

Log into your GotSport Account at <https://system.gotsport.com/>

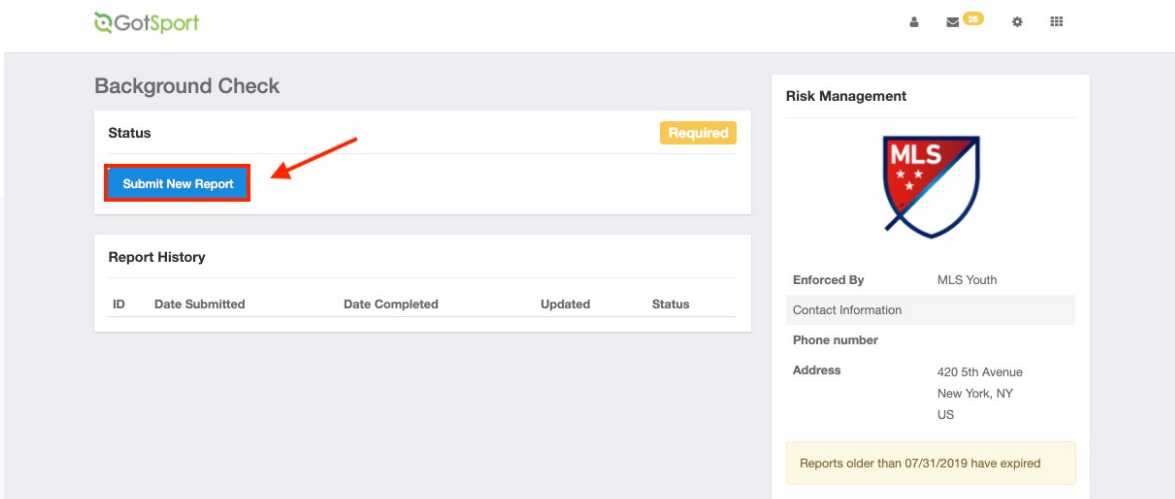
**STEP 2**

Depending on the role you have with your club, the user requirements will consist of either Background Check, Safe Sport, Heads Up Concussion, or all three. These User requirements will be located on your account "**Dashboard**". Click the "**More Info**" for the respective requirement to continue.



**STEP 3**

Click "**Submit New Report**".



STEP 4

Fill out the required information and click the certification checkbox. Be sure to verify your Social Security Number by typing it in a second time. Sign your name on the signature line and save your signature. Lastly, click the submit button on the bottom of the page to submit your report.

GotSport

### Background Check

**Submit New Report**

First Name

Middle Name

Last Name

Affix

Gender

SSN  [Edit](#)

Confirm SSN

DOB

### Risk Management

Type [Background Check](#)

Enforced By Mississippi Soccer Association

Contact Information

Phone number

Address 628 Lakeland East Drive, Ste. D  
Flowood, MS 39232  
US

Reports older than 05/15/2020 have expired



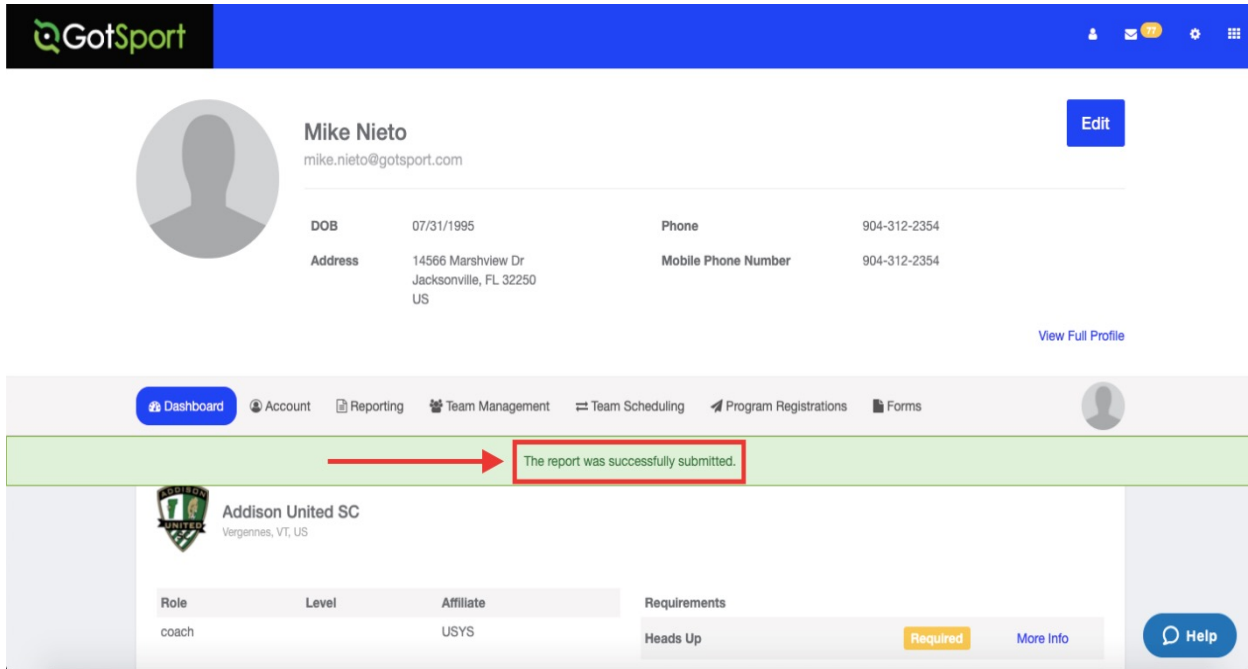
Signature box works with mouse or touchscreen

### Signature



STEP 5

Once the report has been submitted successfully, it will automatically bring the User back to their **Dashboard** to complete any remaining requirements



The screenshot shows the user profile for Mike Nieto. The notification bar at the top of the main content area contains the message "The report was successfully submitted." with a red arrow pointing to it. Below the notification, the user's profile information is displayed, including their name, email, and contact details. The dashboard navigation menu is visible at the top, and the main content area shows the user's role as a coach for Addison United SC.

Role	Level	Affiliate	Requirements
coach		USYS	Heads Up <span>Required</span> <a href="#">More Info</a>

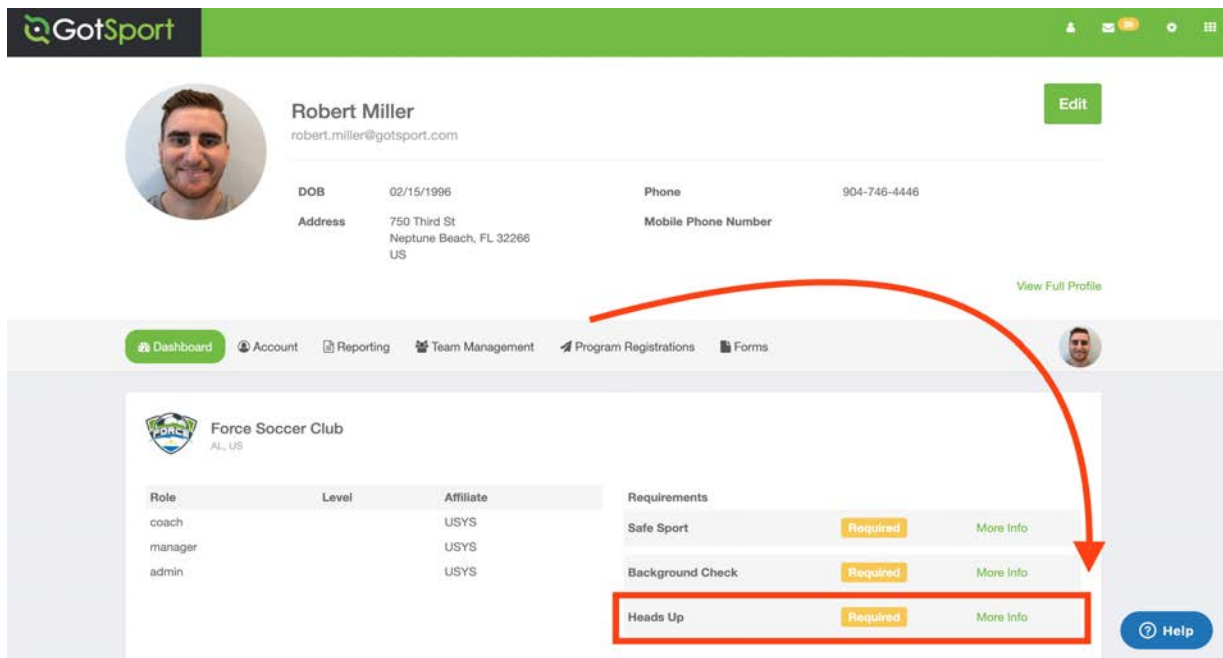
## Heads Up

**STEP 1**

Log into your GotSport Account at <https://system.gotsport.com/>

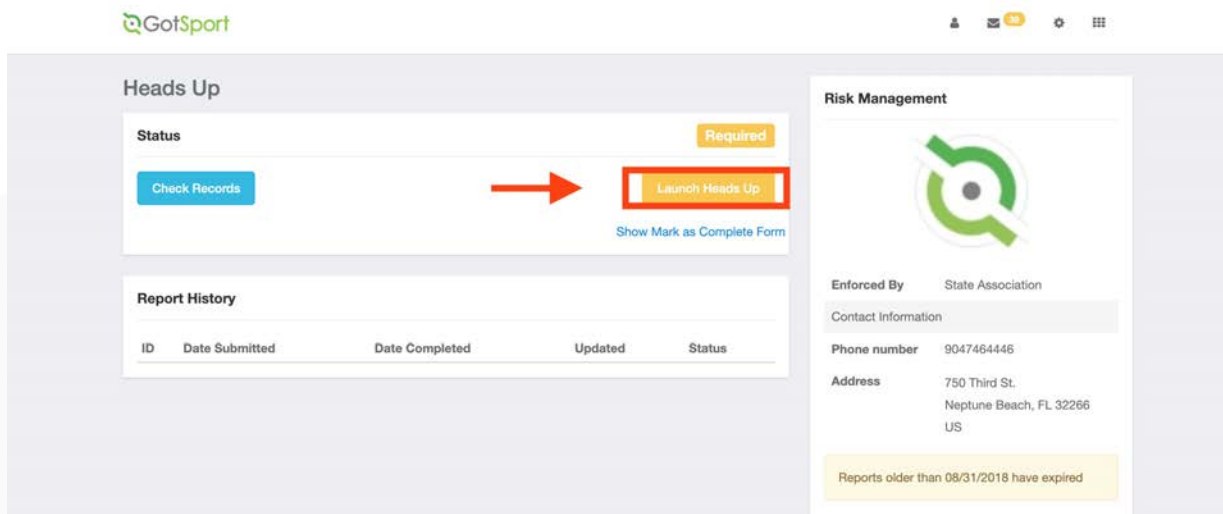
**STEP 2**

Depending on the role you have with your club, the user requirements will consist of either Background Check, Safe Sport, Heads Up Concussion, or all three. These User requirements will be located on your account "**Dashboard**". Click the "**More Info**" for the respective requirement to continue.



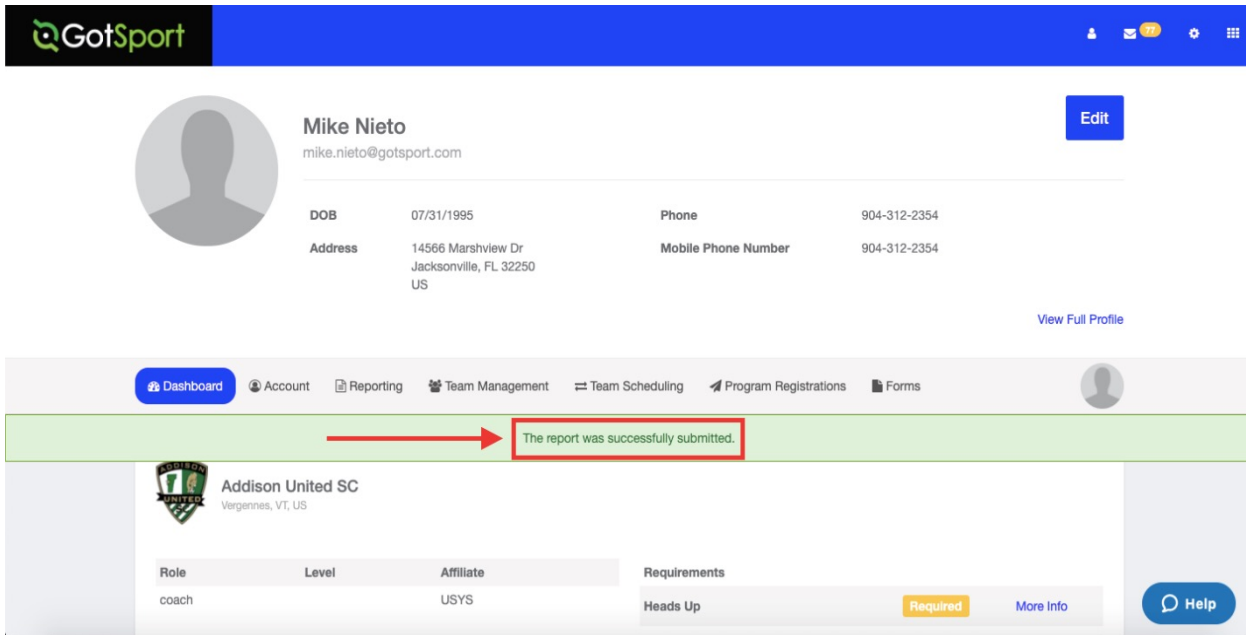
**STEP 3**

Click "**Launch Heads Up**" to complete the course. Note: If you have already completed the Heads Up course, you can click the Check Records button to have the completed certification link over to your GotSport account



STEP 4

Once the report has been submitted successfully, it will automatically bring the User back to their Dashboard to complete any remaining requirements



The screenshot shows the user profile for Mike Nieto. The notification bar at the top of the main content area contains the message "The report was successfully submitted." with a red arrow pointing to it. Below the notification, the user's profile information is displayed, including their name, email, and contact details. A navigation menu is visible below the profile, and a table for "Addison United SC" is partially visible at the bottom.

Role	Level	Affiliate	Requirements
coach		USYS	Heads Up <span>Required</span> <a href="#">More Info</a>

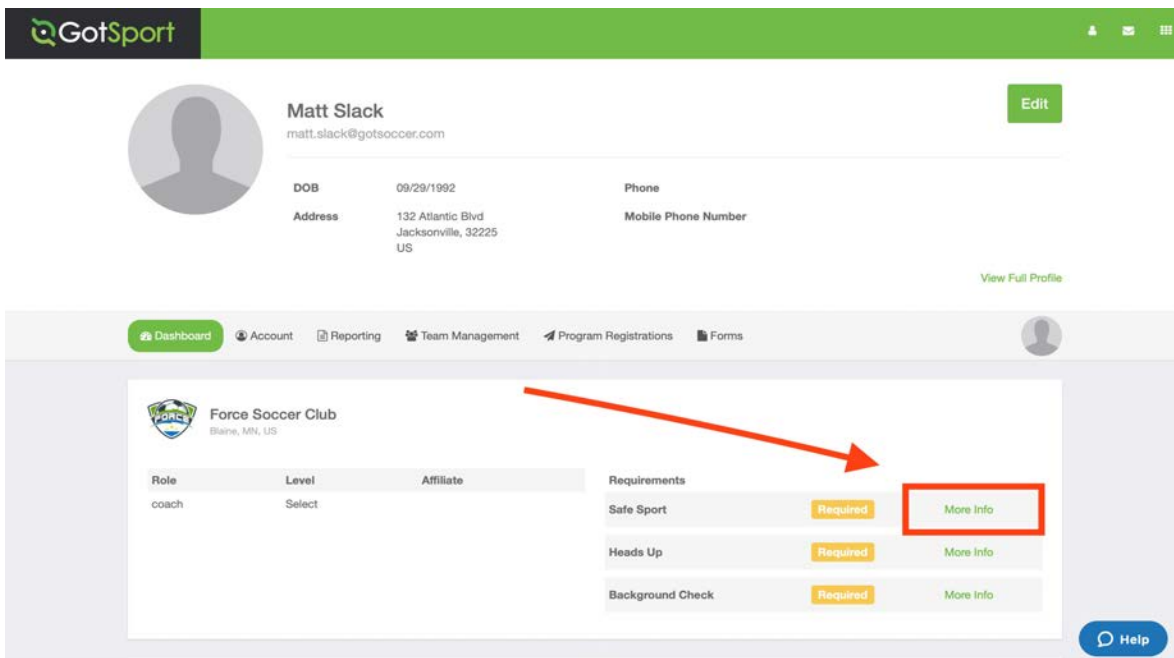
## Safe Sport

### STEP 1

Log into your GotSport Account at <https://system.gotsport.com/>

### STEP 2

Depending on the role you have with your club, the user requirements will consist of either Background Check, Safe Sport, Heads Up Concussion, or all three. These User requirements will be located on your account "**Dashboard**". Click the "**More Info**" for the respective requirement to continue.



**GotSport**

**Matt Slack**  
matt.slack@gotsoccer.com

DOB: 09/29/1992 | Phone: | Address: 132 Atlantic Blvd, Jacksonville, 32225, US | Mobile Phone Number: | Edit

View Full Profile

Dashboard | Account | Reporting | Team Management | Program Registrations | Forms

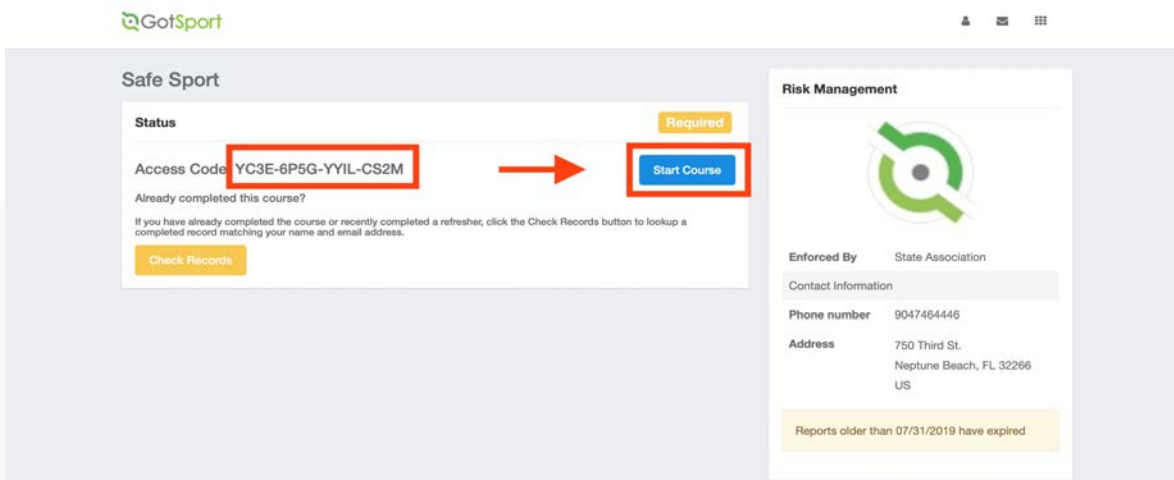
**Force Soccer Club**  
Blaine, MN, US

Role	Level	Affiliate	Requirements
coach	Select		Safe Sport <b>Required</b> <b>More Info</b>
			Heads Up <b>Required</b> <b>More Info</b>
			Background Check <b>Required</b> <b>More Info</b>

Help

### STEP 3

Copy the access code and click "**Start Course**".



**GotSport**

### Safe Sport

Status **Required**

Access Code: **YC3E-6P5G-YYIL-CS2M** → **Start Course**

Already completed this course?

If you have already completed the course or recently completed a refresher, click the Check Records button to lookup a completed record matching your name and email address.

**Check Records**

### Risk Management

Enforced By: State Association

Contact Information

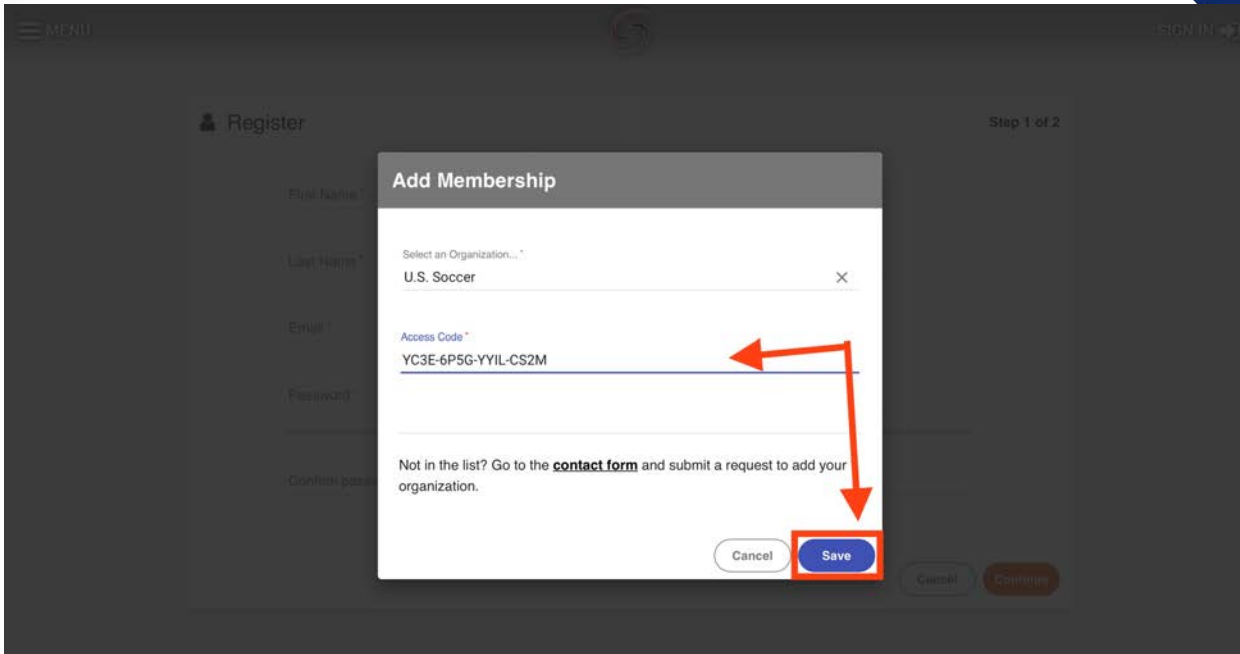
Phone number: 9047464446

Address: 750 Third St., Neptune Beach, FL 32266, US

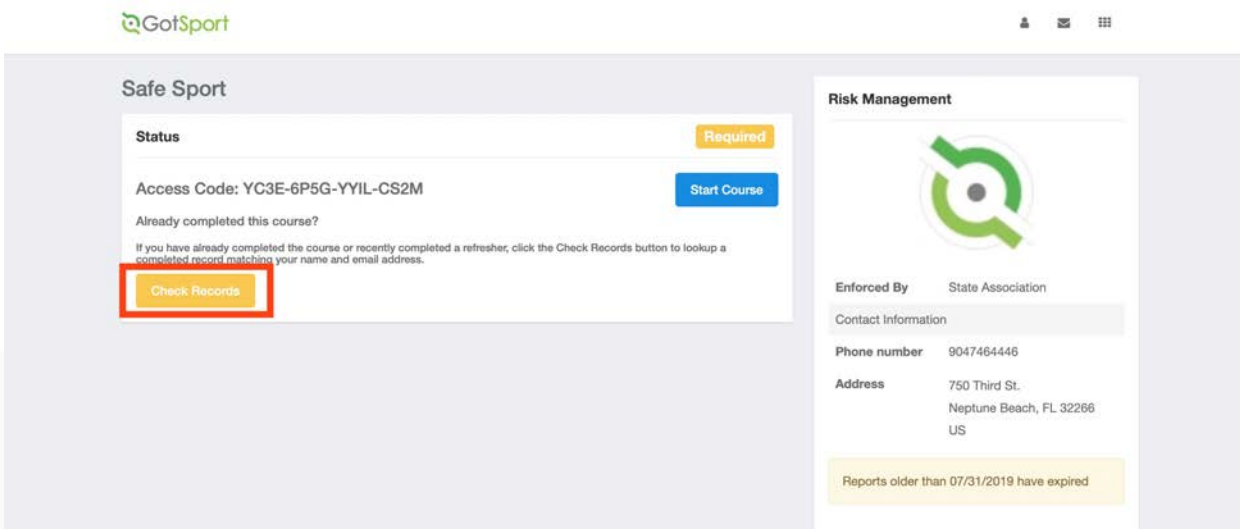
Reports older than 07/31/2019 have expired

STEP 4

Paste the access code in to the "Access Code" and hit "Save"

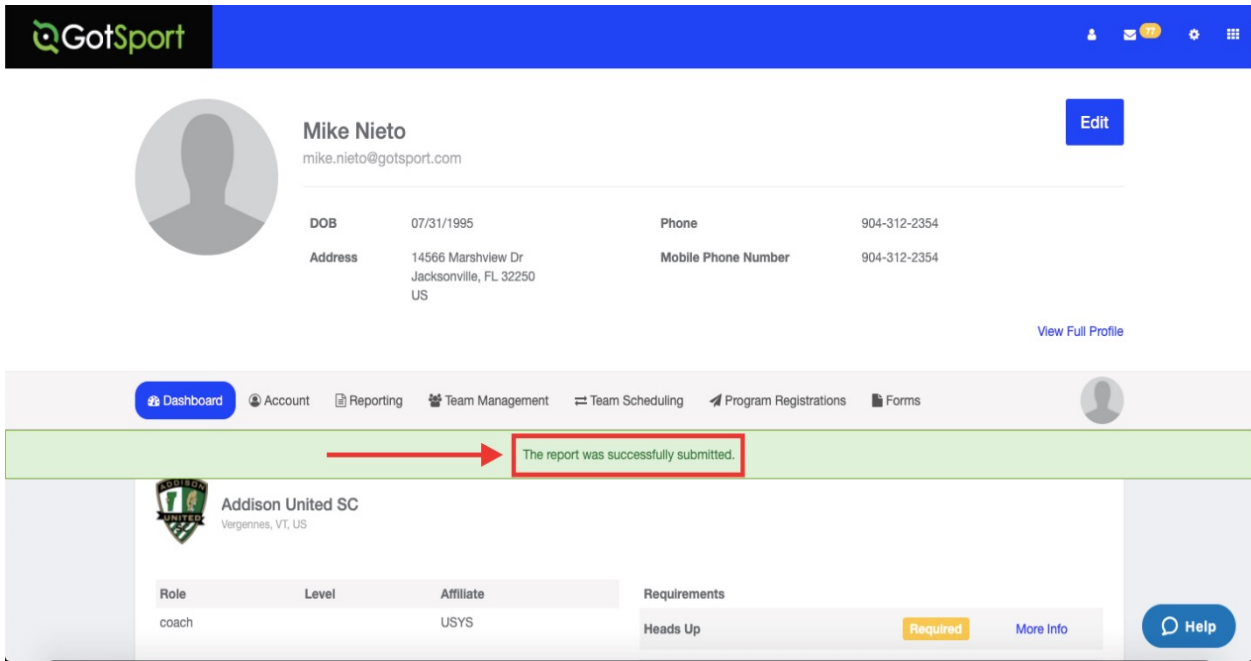


**Note:** If you have previously completed Safe Sport, you can click the Check Records button below to have the completed certificate matched to your account. The First Name, Last Name, and Email Address for your Safe Sport account must match for the certificate to pull over properly.



STEP 5

Once the report has been submitted successfully, it will automatically bring the User back to their **Dashboard** to complete any remaining requirements



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Jacksonville, FL 32250  
US **Mobile Phone Number** 904-312-2354

[View Full Profile](#)

[Dashboard](#) [Account](#) [Reporting](#) [Team Management](#) [Team Scheduling](#) [Program Registrations](#) [Forms](#)

**The report was successfully submitted.**

**Addison United SC**  
Vergennes, VT, US

Role	Level	Affiliate	Requirements
coach		USYS	Heads Up <span>Required</span> <a href="#">More Info</a>

[Help](#)



# Registrar Manual

Getting New Members Started

[BACK TO CONTENTS TABLE](#) 

## Address

1529 Third St. S.,  
Jacksonville Beach, FL  
32250

## Phone

+1 (904)-746-4446

## For all Inquiries

Contact your State Administrator or  
login to your account to access chat with  
GotSport Representative