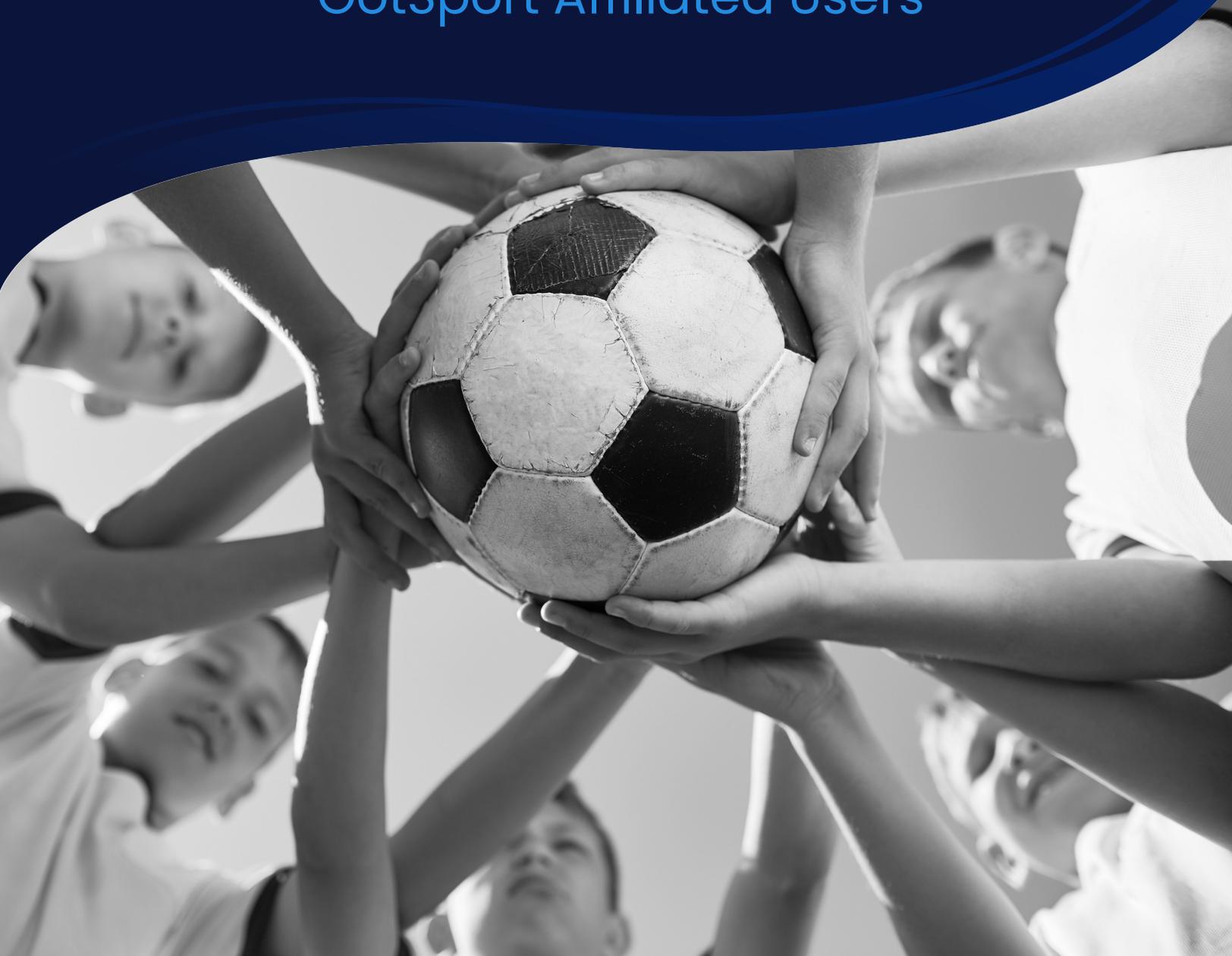




GotSport

# Competitive Registrar Manual

GotSport Affiliated Users





REGISTRAR MANUAL

# Welcome to GotSport

Hello,

We have put together a GotSport Registrar Manual to help our 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

Contact your State Administrator or [click here](#) to schedule a meeting with a GotSport representative.

1529 3rd Street South,  
Jacksonville Beach, FL 32250 USA  
+1-904-746-4446  
[info@gotsport.com](mailto:info@gotsport.com)  
[www.gotsport.com](http://www.gotsport.com)

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Please note, any screenshots showing "Club Management" will show as "[Home Association](#)" in your account

# Logging into your User Account

## STEP ONE

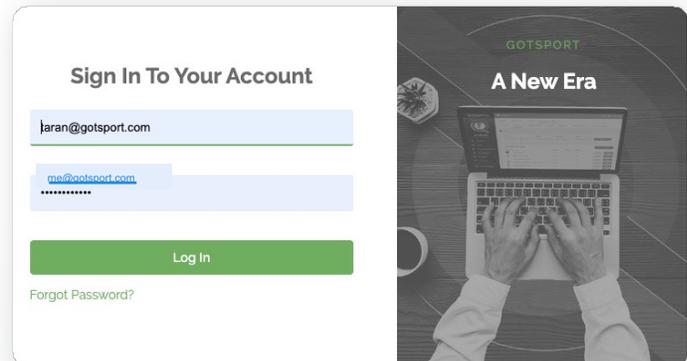
### Login to GotSport

Go to [system.gotsport.com](https://system.gotsport.com) and click "Log In" in the upper-right hand side.

## STEP TWO

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

**Note:** 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 THREE

If your email is not recognized by the system, please reach out to your state administrators for assistance.



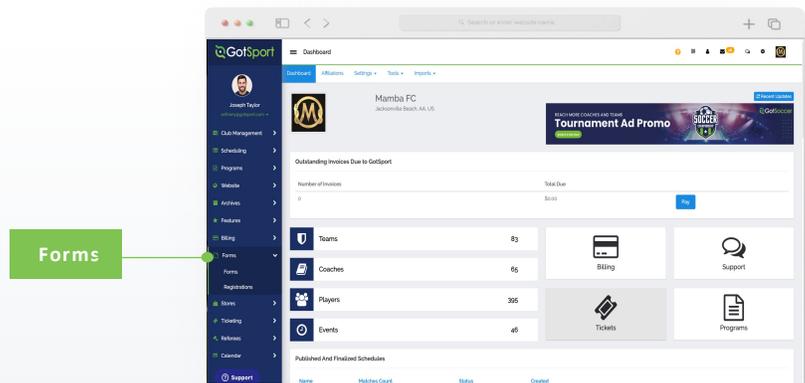


# Creating A Birth Certificate Document Repository

A document repository acts as a folder, which stores all of the signed forms for this type of document. You are able to include this into your registration process which will be a one-time upload for all players. Once a player has submitted their birth certificate, they will not be asked again.

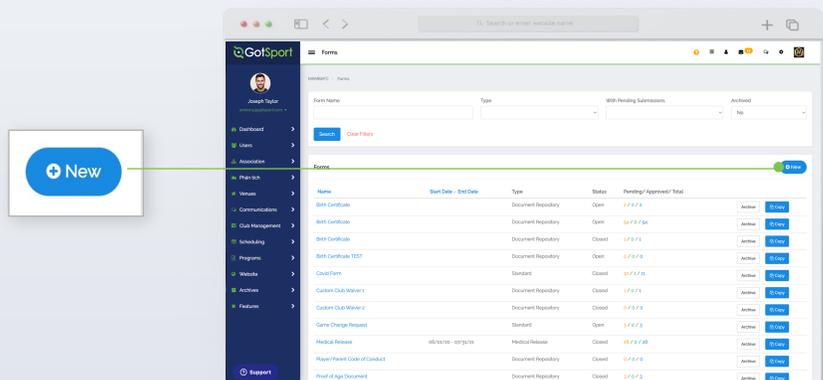
## STEP 1

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



## STEP 2

Click **"New"** to create a form.  
(continued on next page)

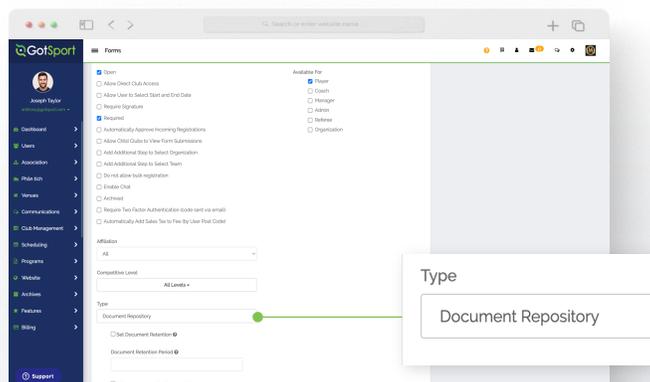
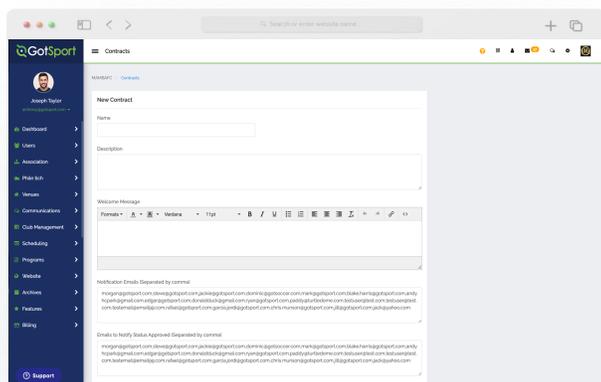




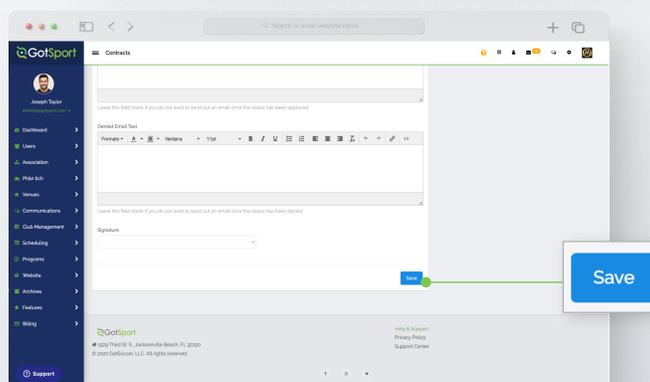
# Creating A Birth Certificate Document Repository

## STEP 3

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

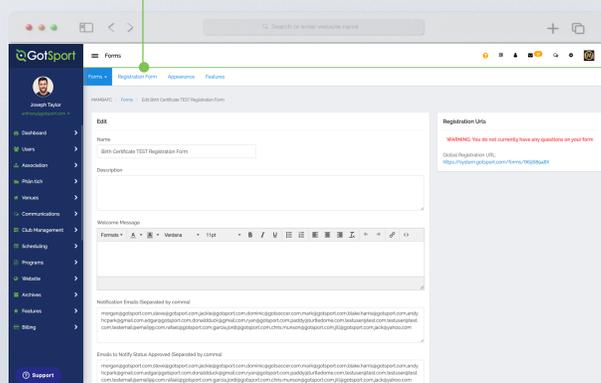
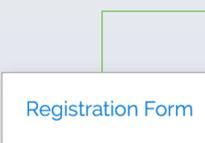


**NOTE:** If you are using GotSport for registering players, you can make this form "required" and it will automatically be included within all of your programs. Once a player completes the form once, they will not be asked to complete the form again during future program registrations with your club.



## STEP 4

Click **"Registration Form"** at the top of your screen  
*(continued on next page)*

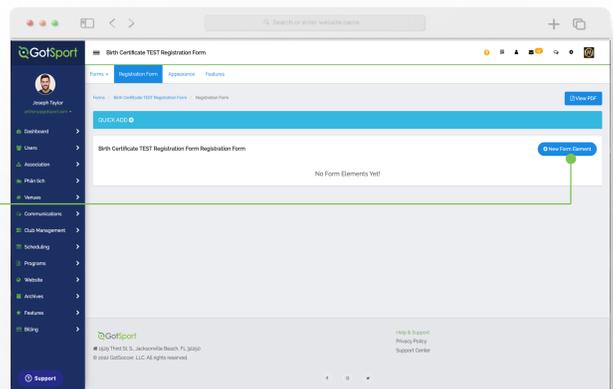
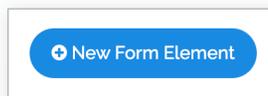




# Creating A Birth Certificate Document Repository

## STEP 5

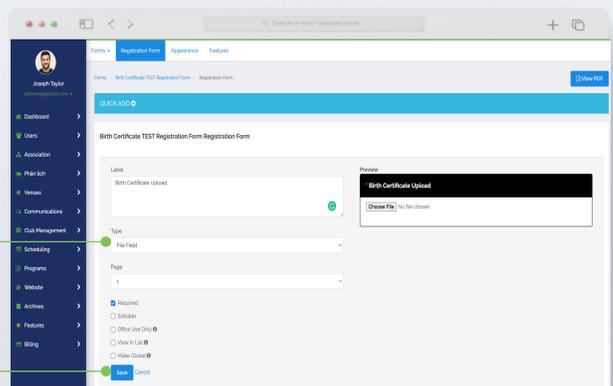
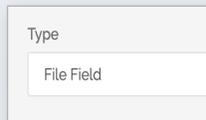
Click **"New Form Element"** to add questions to your form.



## STEP 6

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

Repeat as necessary.



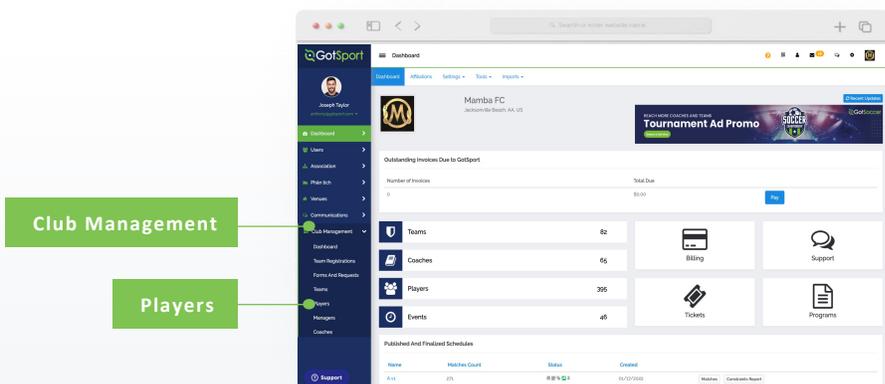


# Archive Previous Years' Players

\*\*\*Once you have closed player registration for the 23/24 seasonal year, go to **Player List**. Click **Add Filter** and select **Player Program**. Change the middle dropdown to **Not Registered In**, select the name of your player program, and click **Search**. This will show a list of all players in your club who have not registered for the upcoming seasonal year. You can now bulk archive this player list by selecting the top checkbox, select **Archive Players**, and then click **Archive** again.\*\*\*

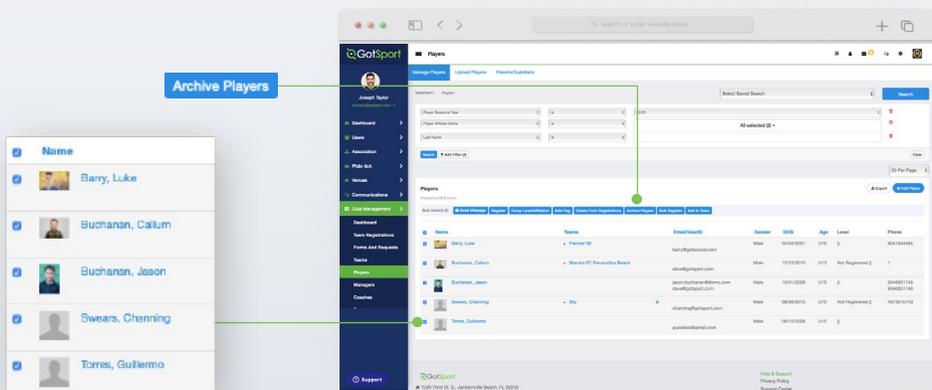
## STEP 1

From the club/organization dashboard, click on Home Association, then select Players.



## STEP 2

Use the filters for players that are not registered in your new season's program. Select any/all players that you're looking to archive by clicking the check box next to their names and then click **"Archive Players"**.  
(continued on next page)

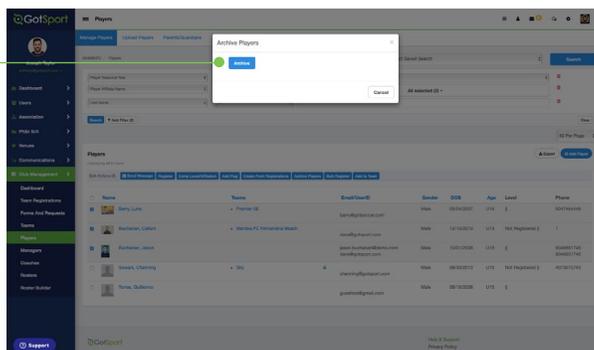
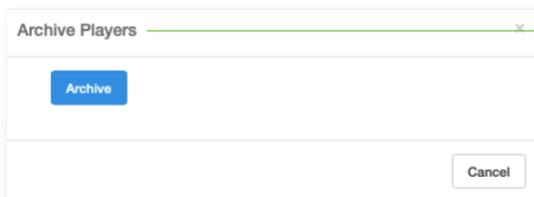




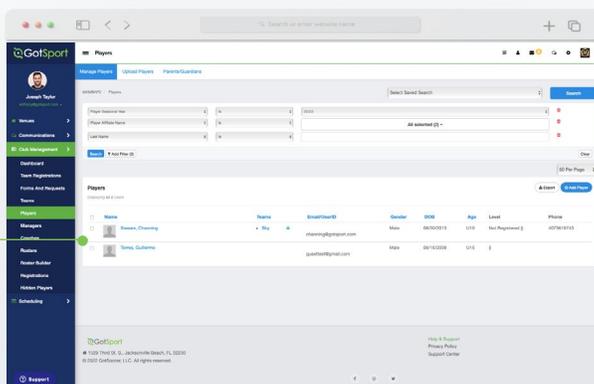
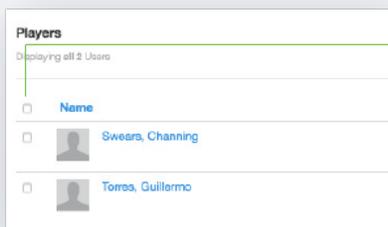
# Archive Previous Years' Players

## STEP 3

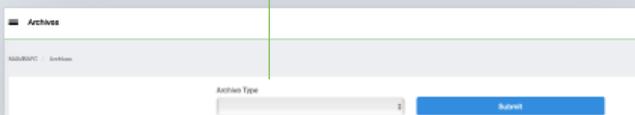
Click the blue **"Archive"** button in the window to confirm.



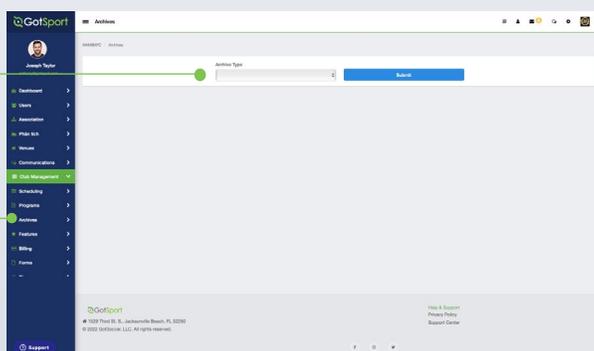
The selected players will not appear on the club's player list.



Though they are archived, players can still be referenced by clicking on the **"Archives"** module on the left side of the page. *(continued on next page)*



Archives

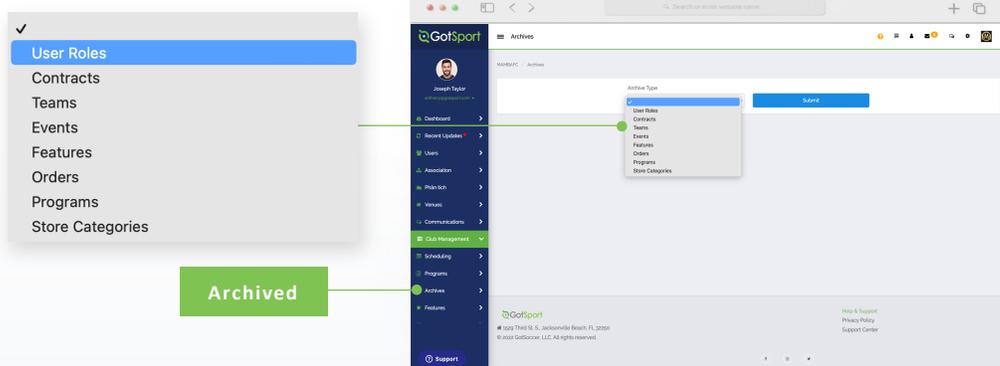




# Archive Previous Years' Players

## STEP 4

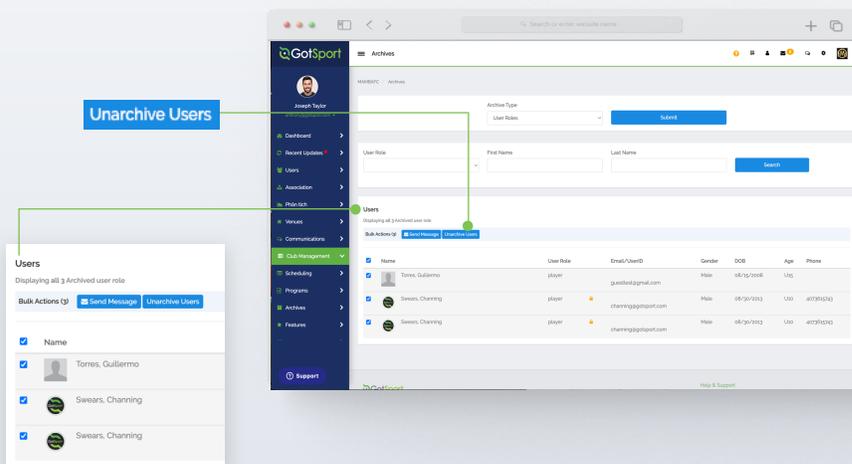
Select "User Roles" from the Archive Type dropdown list.



## STEP 5

Here you will see a list of all archived users and when selecting the check boxes next to their names, you'll have the option to unarchive by clicking on the "Unarchive" button.

**Note:** When you archive players, as they complete your registration for the following season, they will automatically move from archived to your player list where they will appear.



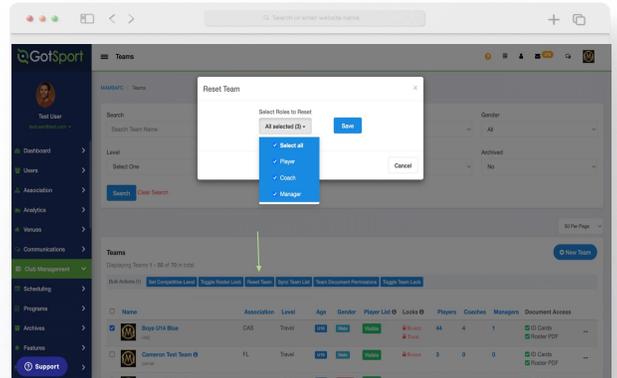


# Archiving Teams (If Needed)

## STEP 1

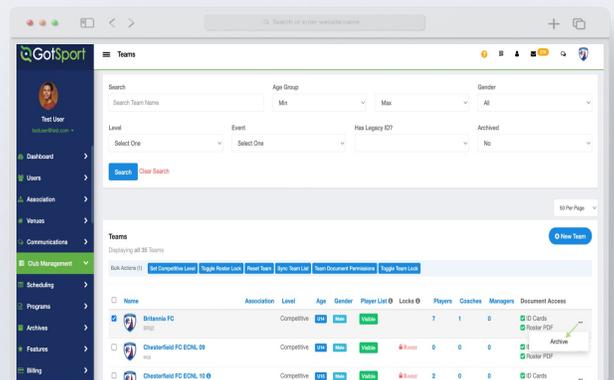
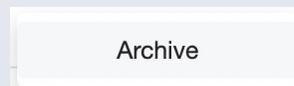
If teams are not coming back, have been disbanded, etc., you will want to reset rosters and archive these teams

Click the checkbox next to the team(s), select **Reset Team**, and choose the roles you want to reset, Then click **Save**. This will remove and all roles you selected from the team in order to bring the team back down to 0.



## STEP 2

Next click three dots on the right-hand side next to the team and select **Archive**. The team(s) have now been removed from your club's team list.





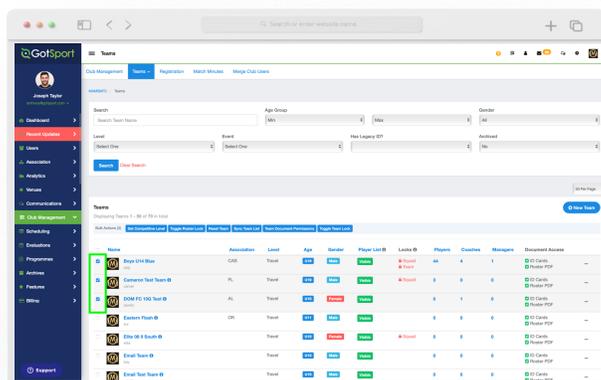
# Sync Teams

\*\*\*Recommended at the start of the new seasonal year on or after August 1<sup>st</sup> once all competitions have been played in the previous seasonal year

## STEP 1

Once teams have been created, you can now **Sync Teams**. This means, your team members list will only show players from your current and future event rosters.

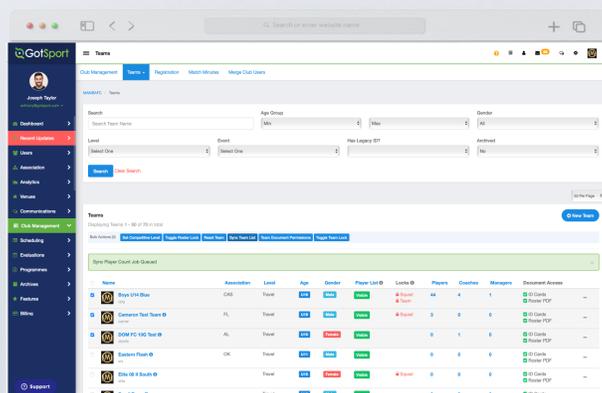
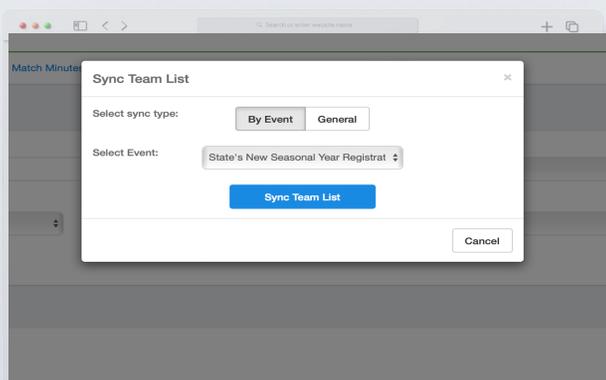
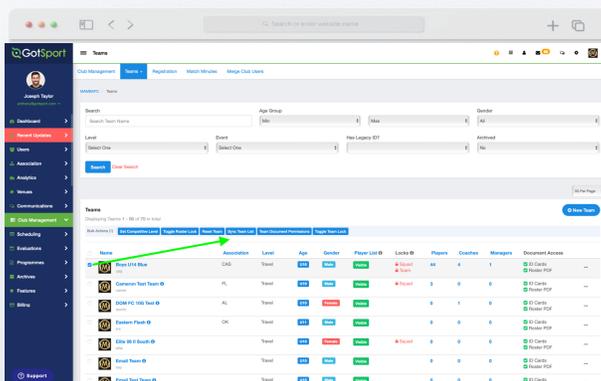
Click the checkbox(s) next to each team.



## STEP 2

Select **Sync Team List** from the bulk action options. Then choose the registration event from the upcoming 23/24 seasonal year.

A green banner will show when all players have been synced to their team lists.

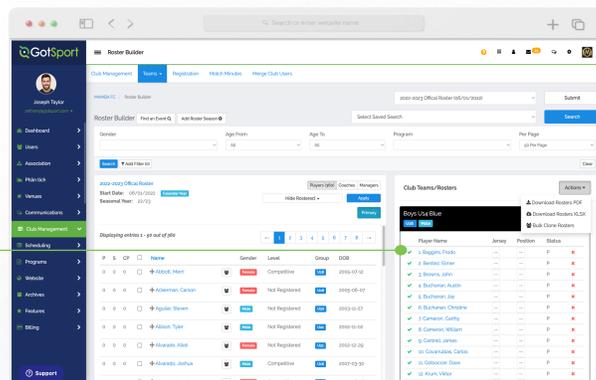




# Viewing Official Team Documents (Club View)

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.

- ✓ 1. Baç
- ✓ 2. Ber
- ✓ 3. Bro
- ✓ 4. Bu

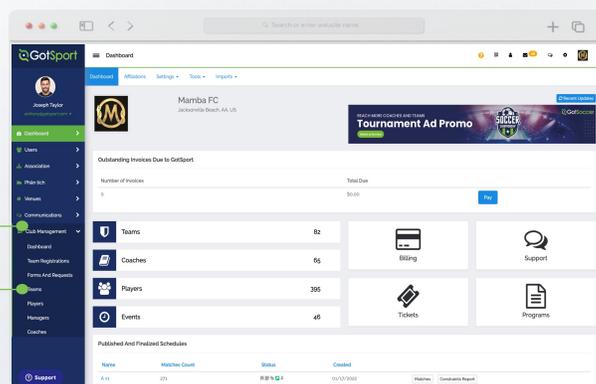


## STEP 1A

Click the **"Home Association"** tab and then **"Teams"**.

Club Management

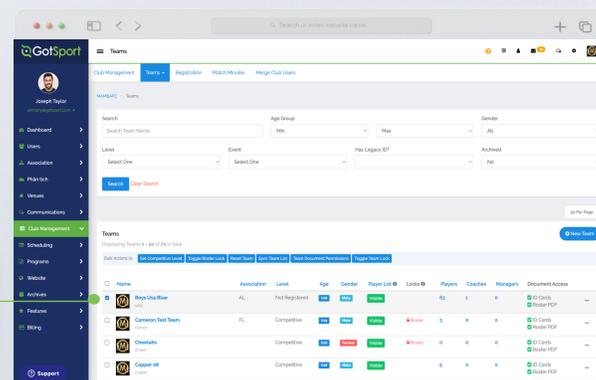
Teams



## STEP 1B

Click into your registered team.  
*(continued on next page)*

- Name
-  Boys U14 Blue upg

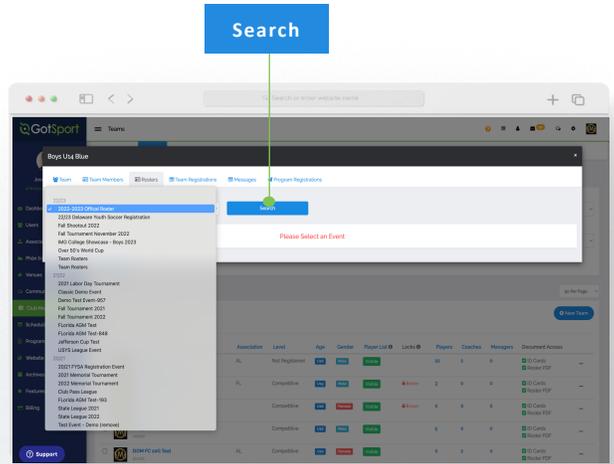
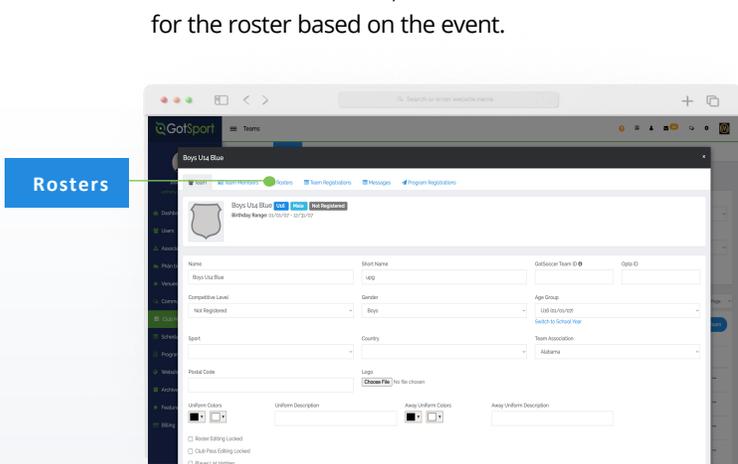




# Viewing Official Team Documents (Club View)

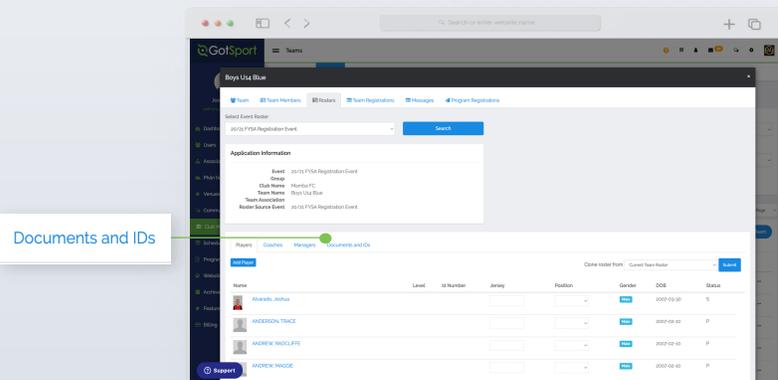
## STEP 2

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



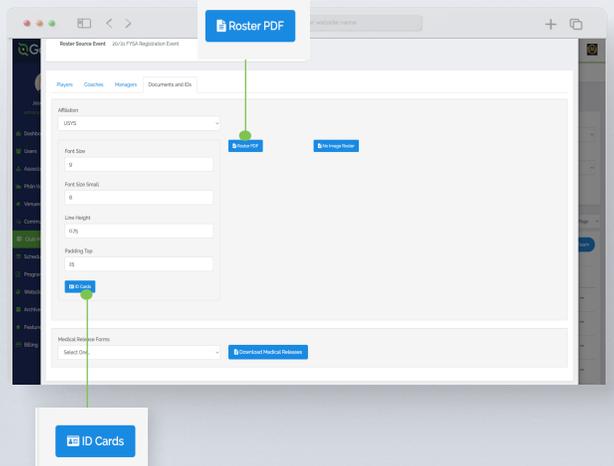
## STEP 3

Click the **"Documents and ID's"** tab.



## STEP 4

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

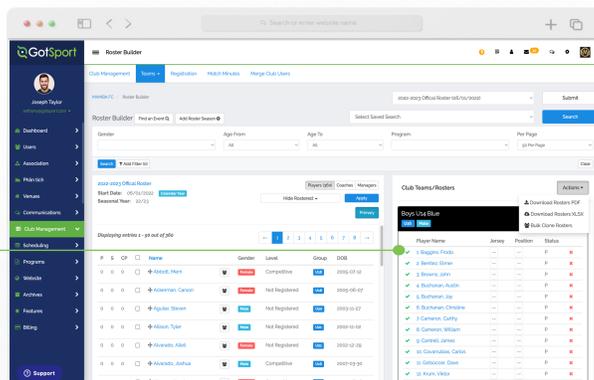




# Viewing Official Team Documents (Team View)

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.

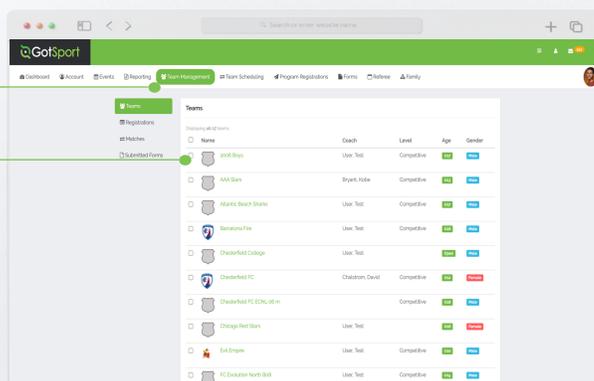
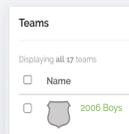
- ✓ 1. Baç
- ✓ 2. Ber
- ✓ 3. Bro
- ✓ 4. Bu



## STEP 1A

From your user profile, click the **Team Management** tab and click on the appropriate team.

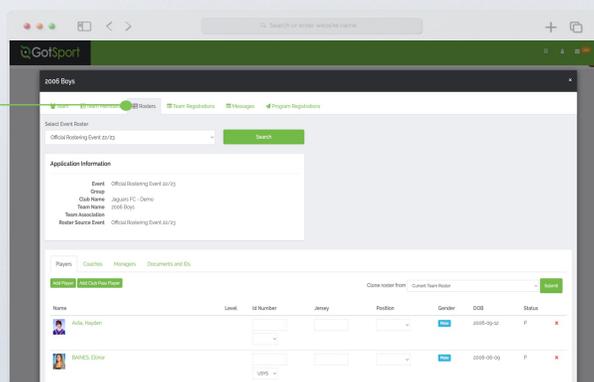
### Team Management



## STEP 1B

Click on **Rosters**.  
*(continued on next page)*

### Rosters

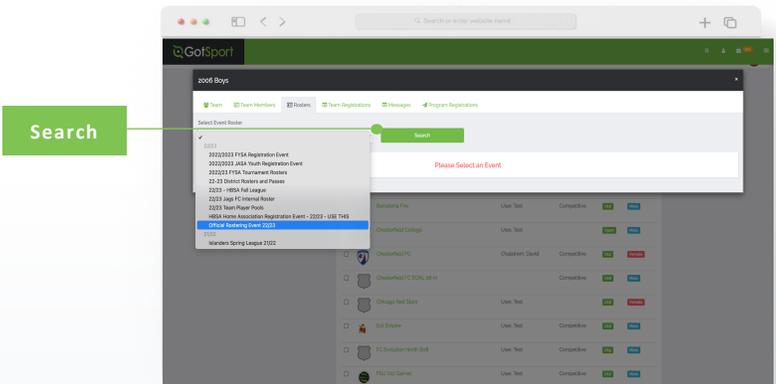




# Viewing Official Team Documents (Team View)

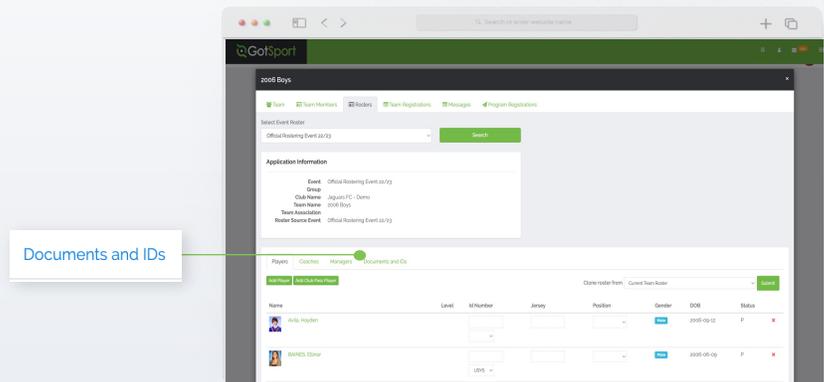
## STEP 2

Click on your **"Official Rostering Event"** and click **"Search"**.



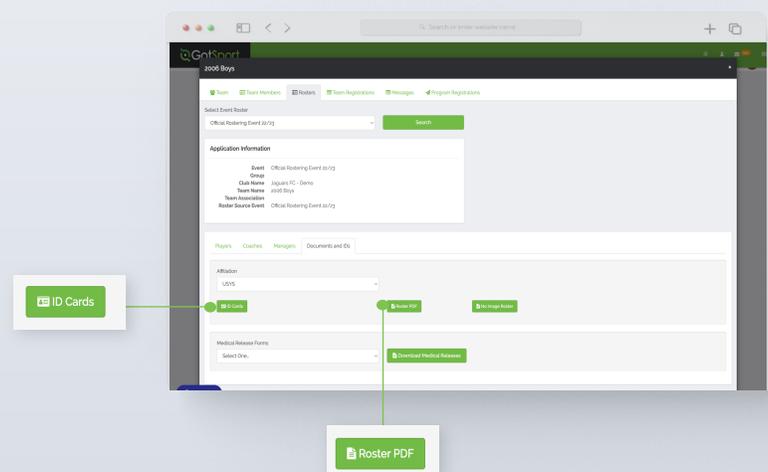
## STEP 3

Click on the **"Documents and IDs"** tab.



## STEP 4

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





# Paying Invoice for Registered Players

## STEP 1

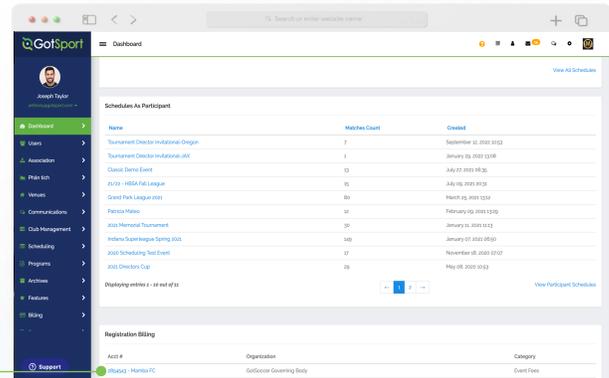
There are two ways of getting to an invoice:

1. From the **Dashboard** scroll to the bottom and click on the **Acct# and name.** (this is the fastest).

OR

2. Select **Billing**, and then choose **Payor Accounts**, and click on the **Acct # and name.** (continued on next page)

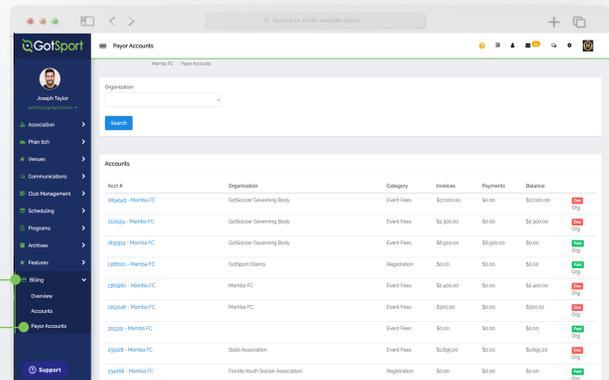
2854543 - Mamba FC



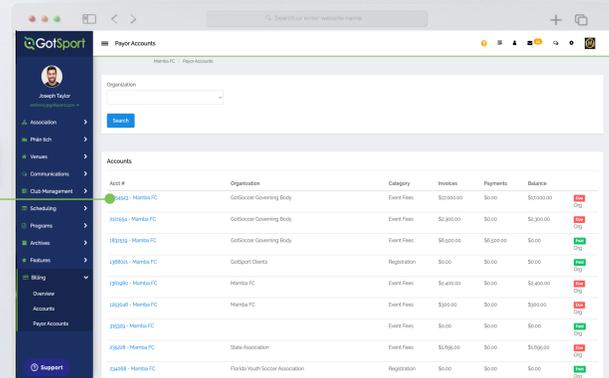
OR

Billing

Payor Accounts



2854543 - Mamba FC



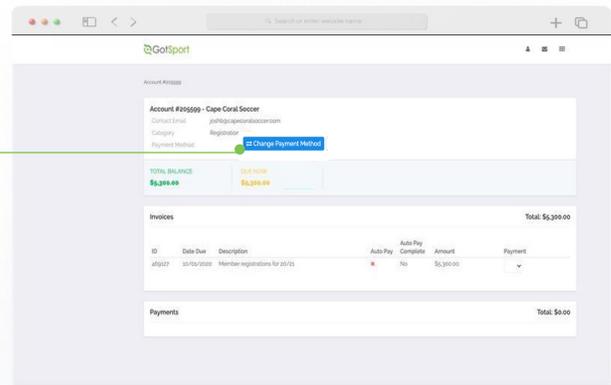


# Paying Invoice for Registered Players

## STEP 2

Once here, you will select **Change Payment Method** close to the top of the page.

⇒ Change Payment Method



## STEP 3

Here you will be brought to a new page where you will enter your credit card information and select **Change Payment Method**.

Select payment method

Credit Card

---

Credit Card Information

Credit Card Number

Card Number

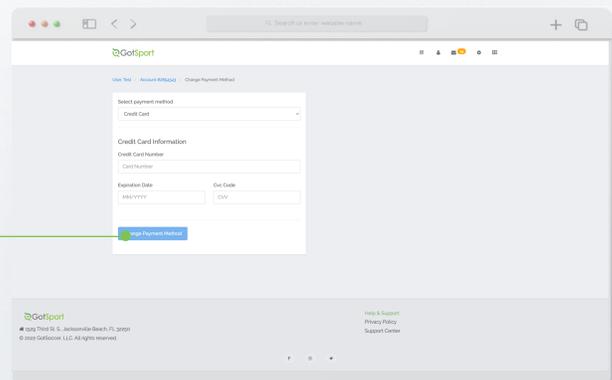
Expiration Date

MM/YYYY

Cvc Code

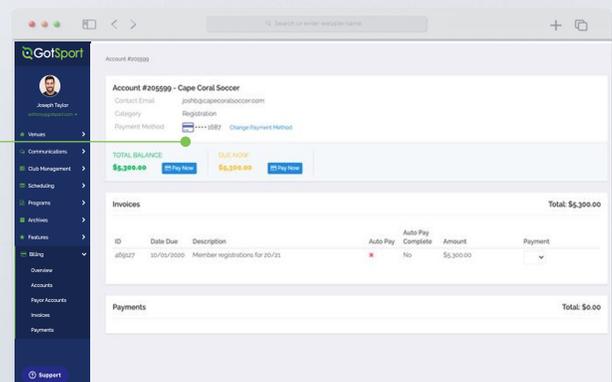
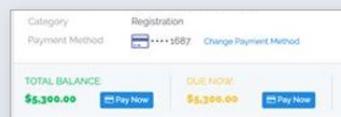
CVV

Change Payment Method



## STEP 4

Once that is done you will be brought back to your billing page, and you will now see the card on file as well as **Pay Now** buttons.





GotSport

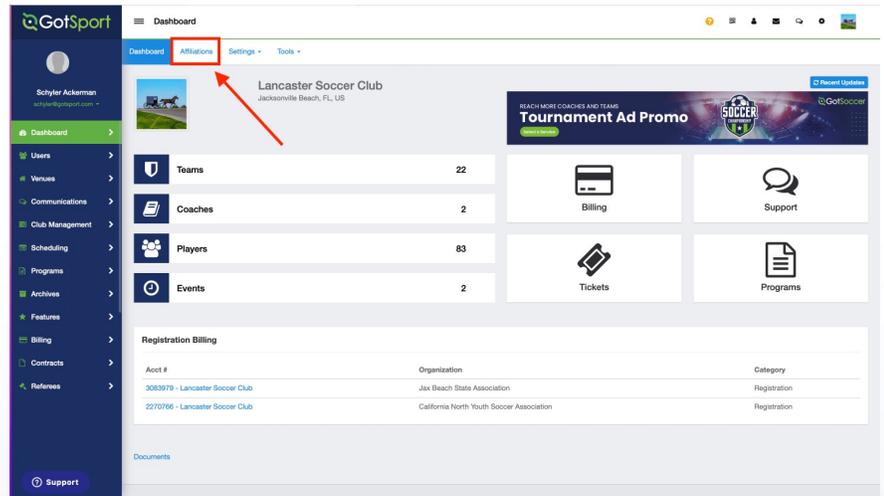
## Submitting Support Ticket To State Association



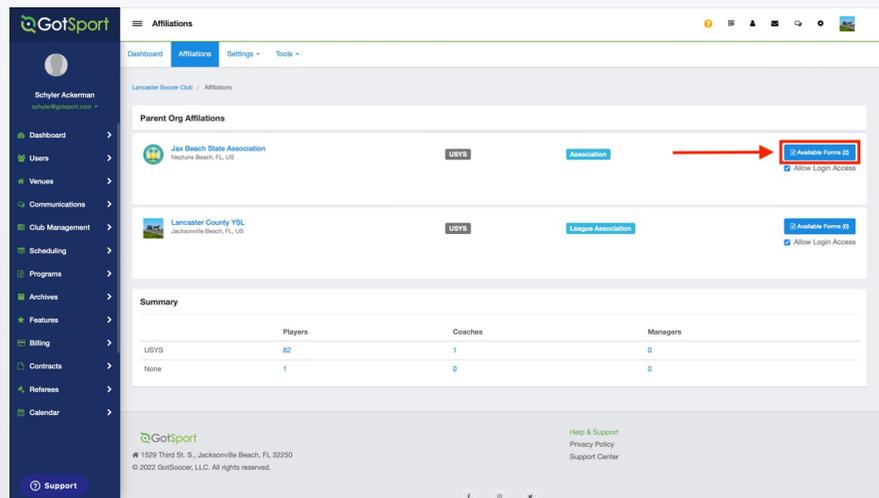
# Submitting Support Ticket



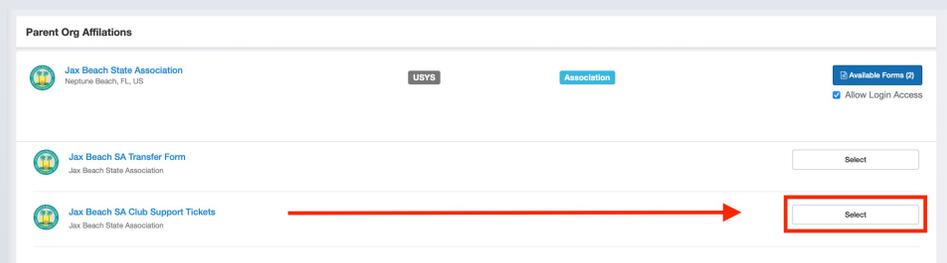
1. From the Dashboard, click Affiliations at the top of the page



2. Click the blue Available Forms button located on the right-hand side next to your state's association



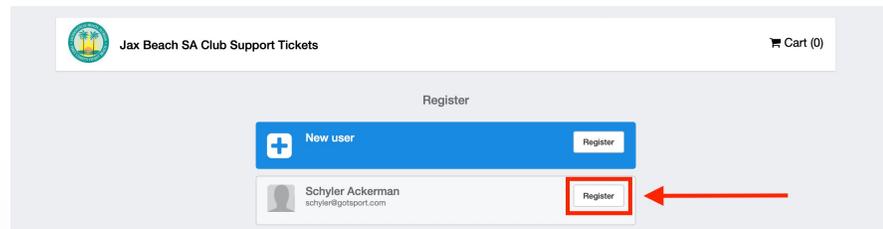
3. Choose the Select option next to the Club Support Tickets



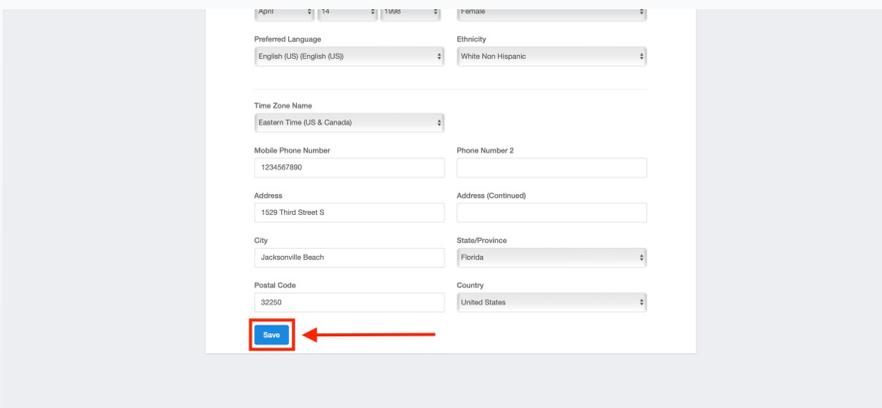


# Submitting Support Ticket

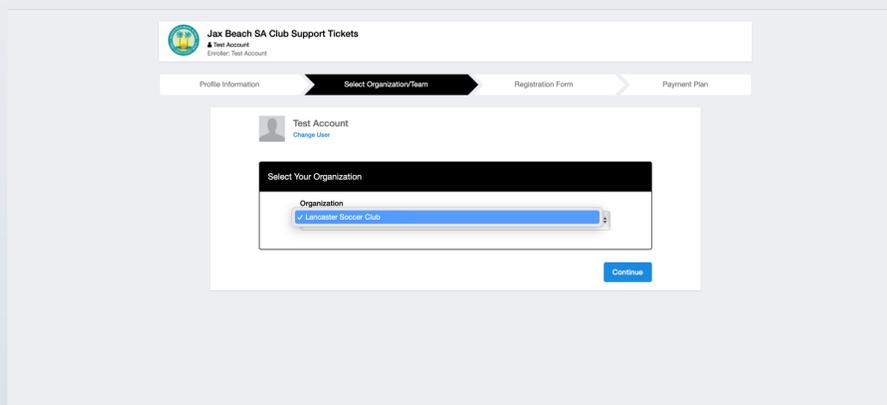
4. Select "Register" next to your GotSport account You will then fill out each page of the form.



Click Save at the bottom of the first page.



Then choose your club from the dropdown and click Continue



# Submitting Support Ticket



Answer all registration questions and click Continue at the bottom of the page when completed.

The last page will show your support ticket has successfully been submitted to your state



**GotSport**

[www.gotsport.com](http://www.gotsport.com)

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

**+1 (904) 746-4446**

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**For All Inquires:**

Contact your State Administrator or  
Login to Your GotSport Account to Access Chat  
With A GotSport Representative