

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 <u>click here</u> to schedule a meeting with a GotSport representative.

1529 3rd Street South, Jacksonville Beach, FL 32250 USA +1-904-746-4446 <u>info@gotsport.com</u> <u>www.gotsport.com</u>

GotSport | Welcome Letter

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Please note, any screenshots showing "Club Management" will show as "<u>Home Association</u>" in your account

Logging into your User Account



STEP ONE

Login to GotSport

Go to **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 "<u>Forgot Password</u>", you can then enter your email to have your login credentials sent to you.

Sign In To Your Account	
aran@gotsport.com	
me@eatseat.com	
Log In	D
Forgot Password?	



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 2

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

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Creating A Birth Certificate Document Repository

Registration Form

STEP 3

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

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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)

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GotSport | Creating a Birth Certificate Document Repository (Post Bill) Clients

Creating A Birth Certificate Document Repository



STEP 6



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 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.

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







Archive Previous Years' Players





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 o 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.

Archive







***Recommended at the start of the new seasonal year on or after August 1st 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.

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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.

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(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.

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Viewing Official Team Documents (Club View)



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.

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Viewing Official Team Documents (Team View)







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GotSport | Viewing Official Team Documents - Team View (Post Bill) Clients

Paying Invoice for Registered Players





Paying Invoice for Registered Players





STEP 3

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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.







Submitting Support Ticket To State Association



STATE SUPPORT TICKET 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' association



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



STATE SUPPORT TICKET 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.

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Preferred Language		Ethnicity	
English (US) (English (US))	¢	White Non Hispanic	٥
Time Zone Name			
Eastern Time (US & Canada)	٥		
Mobile Phone Number		Phone Number 2	
1234567890			
Address		Address (Continued)	
1529 Third Street S			
City		State/Province	
Jacksonville Beach		Florida	¢
Postal Code		Country	
32250		United States	¢
Save			

Then choose your club from the dropdown and click Continue

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Select Your Organization Organization I annuative Societ Club	Select Your Organization Organization V annuator Secon Cub	Select Your Organization Organization (Plannadur Bocoer Club) Continue		1	Test Account Change User			
Creptoration	Contraction Contraction Code Contraction	Controls		Selec	t Your Organization			
Continue	Continue	Contrar			Organization ✓ Lancaster Soccer Club		•	
							Continue	



STATE SUPPORT TICKET Submitting Support Ticket



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

	Jax Beach SA Club Support Tickets
1	holie Information Select Organization/Team Registration Form Payment Plan
	* Describe the Issue you are exponencing Why an I getting this error in notice builder?
	* Please provide the URLs of where you're at in the system. Traps:/hystem.goteport.com/sig96556oster_builder?buffl=/&evert_bi-316186commt=5ubmit
	File Upload #1 - Upload any screen shot or document that will help with this support inquiry Oncourting Screen Shot 10.56.35 AM
	File Upload #2 - Upload any screen shot or document that will help with this support inquiry Owner rise, no file setolded
	Owner Fig. no file selected
	File Upload #3 - Upload any screen shot or document that will help with this support inquiry Openant rise, no file selected
	DO NOT UPLOAD ANYTHING IN THIS FIELD: JBSA will use this area to upload screenshots that will help assist in your inquest
	DO NOT UPLOAD ANYTHING IN THIS FIELD: JBSA will use this area to upload screenshots that will help assist in your request Cosses Fig. no file selected
	Some Proper 1 of 1)
CotSport S27 Third St. S., Jacksonville Beach, FL 32250 223 GotSoccer, LLC. All rights reserved.	Help & Support Privato Palley Support Cantler

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

QGotSport	ER	4		۰	ш
Successfully Saved					
Jax Beach SA Club Support Tickets					
Your support ticket has been submitted!					×
Account, Test	Sut	omitted	d: Jan 16	i, 2023 10	2:56am
REGISTRATION FORM ANSWERS					
Describe the issue you are experiencing Why am I getting this error in roster builder?					
Please provide the URLs of where you're at in the system. https://pystem.gotsport.com/org/8038/noster_builder/tut8=~f@vent_id=21618&commit=Submit					
File Upload #1 - Upload any screen shot or document that will help with this support inquiry Screen Shot 2023-01-16 at 10.56.35 AM.png (Pending)					
File Upload #2 - Upload any screen shot or document that will help with this support inquiry					
File Upload #3 - Upload any screen shot or document that will help with this support inquiry					
DO NOT UPLOAD ANYTHING IN THIS FIELD: JBSA will use this area to upload screenshots that will help assist in your request					
DO NOT UPLOAD ANYTHING IN THIS FIELD: JBSA will use this area to upload screenshots that will help assist in your request					
				O My	Profile







www.gotsport.com

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+1 (904) 746-4446

For All Inquires:

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