



GotSport

Recreational Registrar Manual

Affiliated GotSport Users



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Direct Register Process

Follow this guide on how to direct register players.

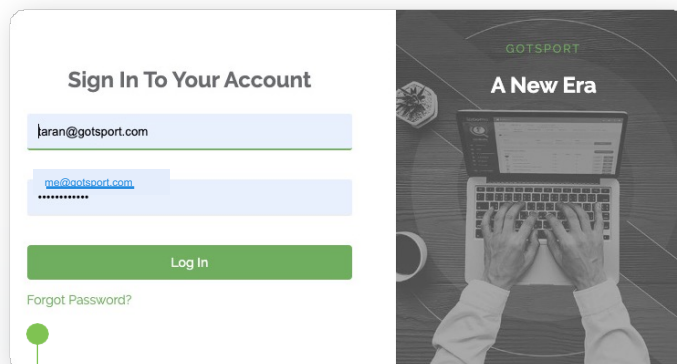
STEP ONE

Login to GotSport

Go to system.gotsport.com and enter your e-mail and password if you know your login.

Note: If you do not get a reset email, please check your spam/junk folder. Also, in rare cases it could take up to 30 minutes to receive the reset email.

First Time? If this is your first-time logging into GotSport, please reach out to your club to find out which administrator can add your account into the system and/or confirm your UserID/Email. Once you have your UserID/Email click on "Forgot Password".



Note: If you do not know your login, click Forgot Password, type in your e-mail address and you will receive an e-mail to reset your password if you have an account.

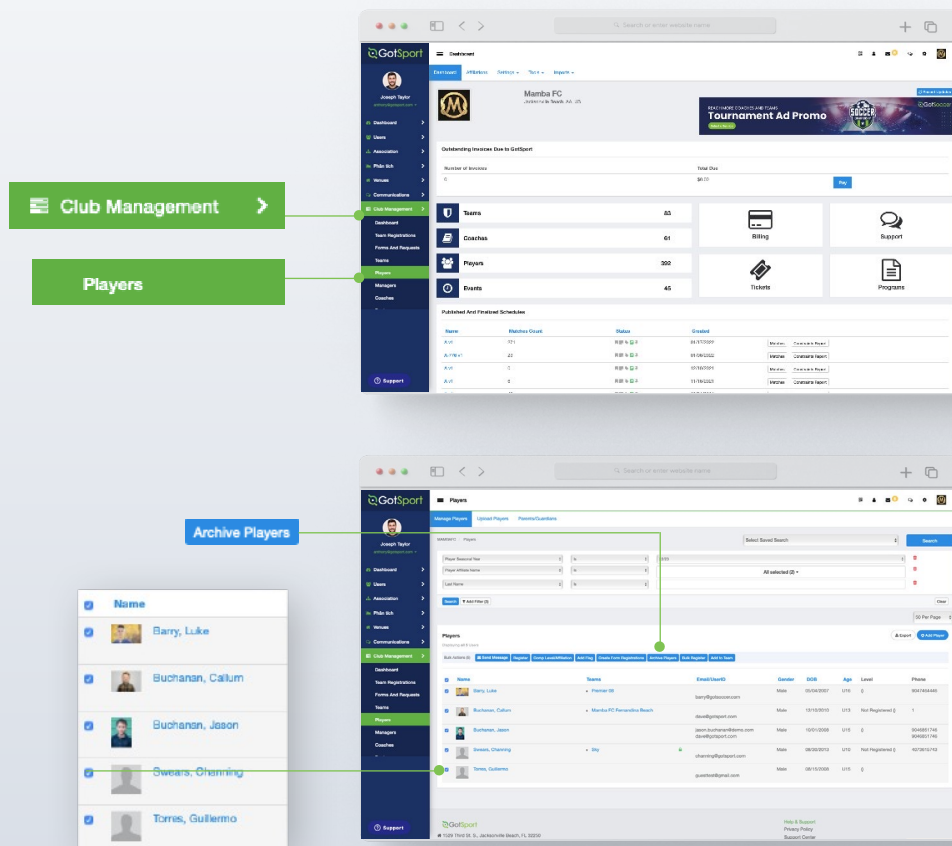
STEP TWO

Archive Players

1. From the club/organization dashboard, click on Club Management > Players

2. Here you can filter by **Player Competitive Level** and select Recreational from the competitive level dropdown.

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)



Club Management > **Players**

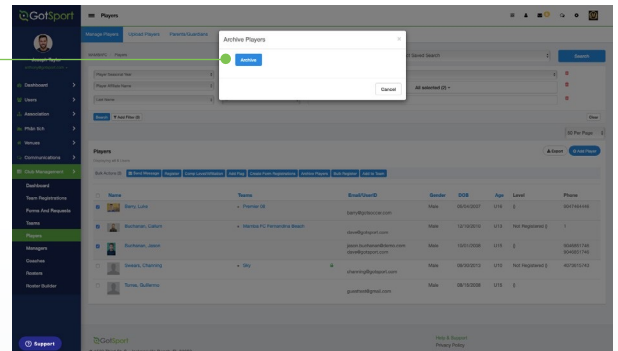
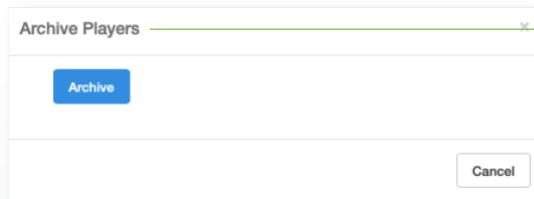
Archive Players

Name	Competitive Level	Player ID	Player Email	Player Phone	Player Address	Player City	Player State	Player Zip	Player Birthdate	Player Gender	Player Status
Barry, Luke	Recreational	12345	luke.barry@gmail.com	555-123-4567	123 Main St	Anytown	CA	90210	01/01/1990	M	Not Registered
Buchanan, Callum	Recreational	12346	callum.buchanan@gmail.com	555-123-4568	124 Main St	Anytown	CA	90210	02/02/1991	M	Not Registered
Buchanan, Jason	Recreational	12347	jason.buchanan@gmail.com	555-123-4569	125 Main St	Anytown	CA	90210	03/03/1992	M	Not Registered
Swears, Channing	Recreational	12348	channing.swears@gmail.com	555-123-4570	126 Main St	Anytown	CA	90210	04/04/1993	M	Not Registered
Torres, Guillermo	Recreational	12349	guillermo.torres@gmail.com	555-123-4571	127 Main St	Anytown	CA	90210	05/05/1994	M	Not Registered

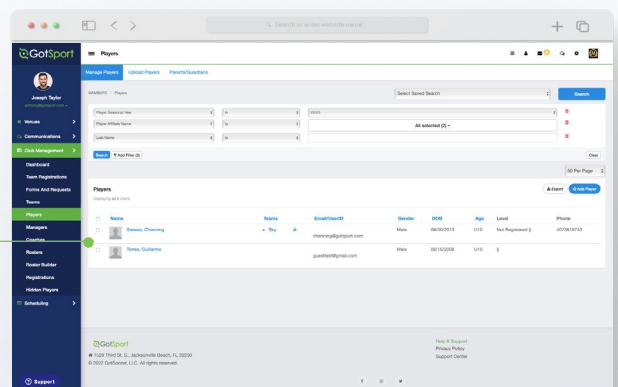
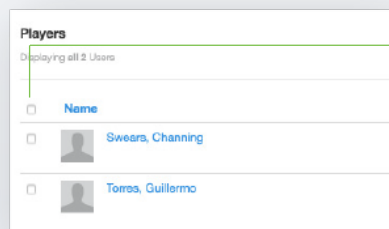
Archive Players



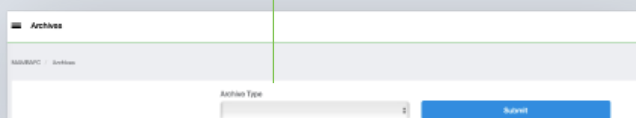
3. Click the blue "Archive" button in the window to confirm.



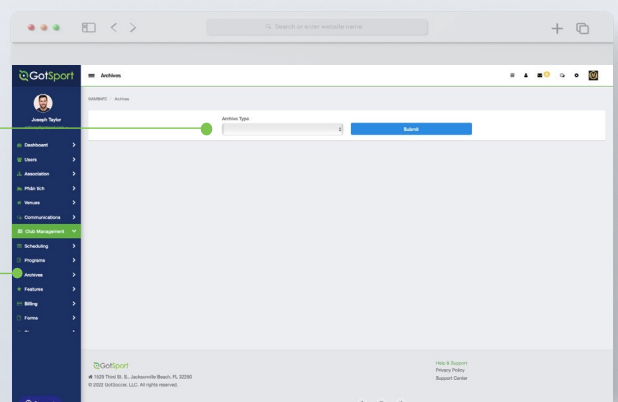
4. The selected players will not appear on the club's player list.



5. 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)



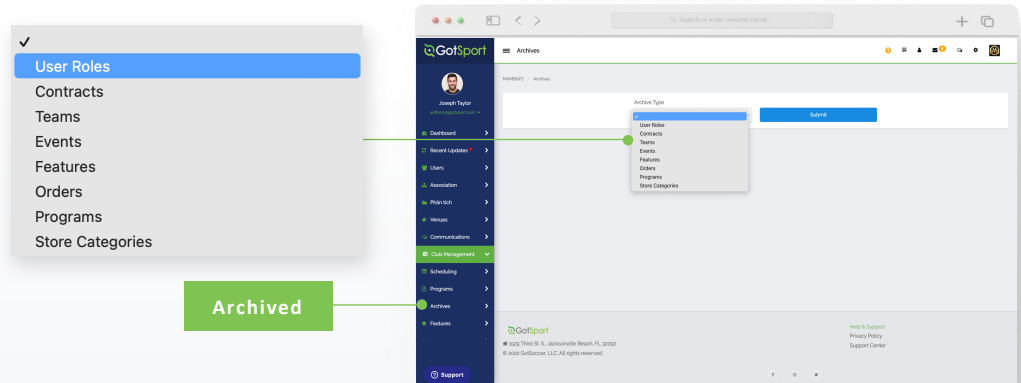
Archives



Archive Players

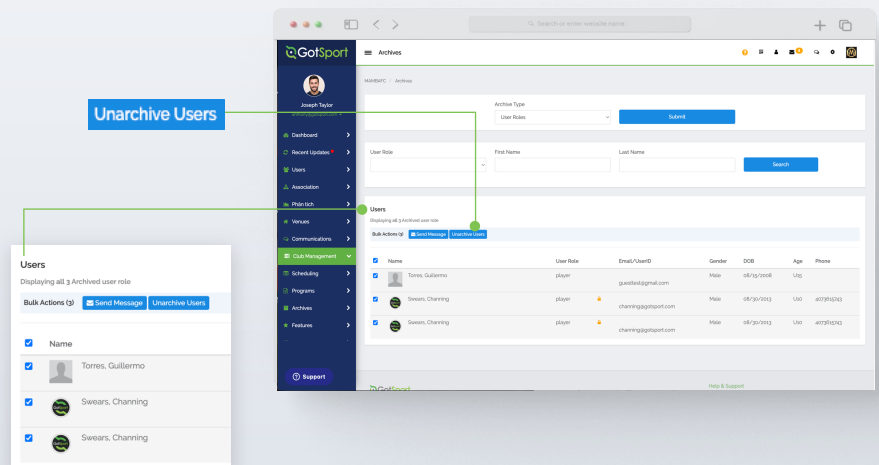


6. Select "User Roles" from the Archive Type dropdown list.



7. 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: that 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.

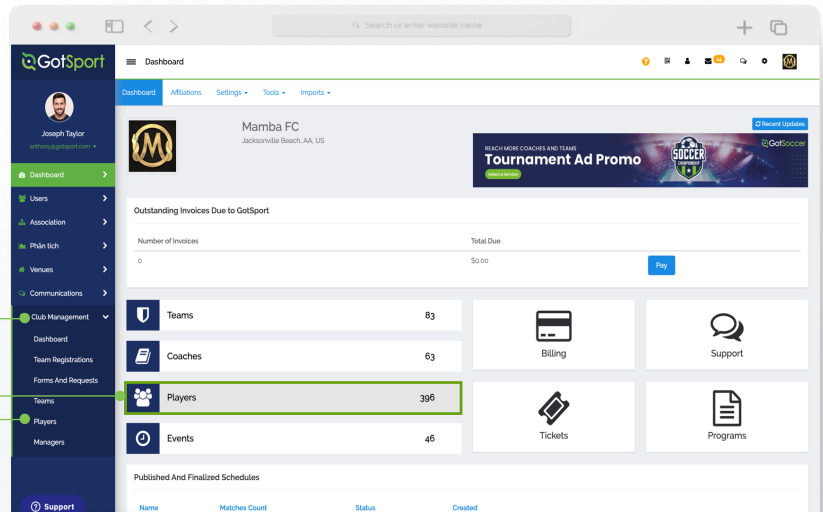
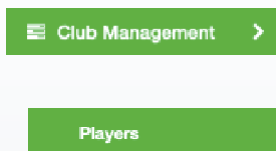


Add/Edit a Player Photo (Optional)

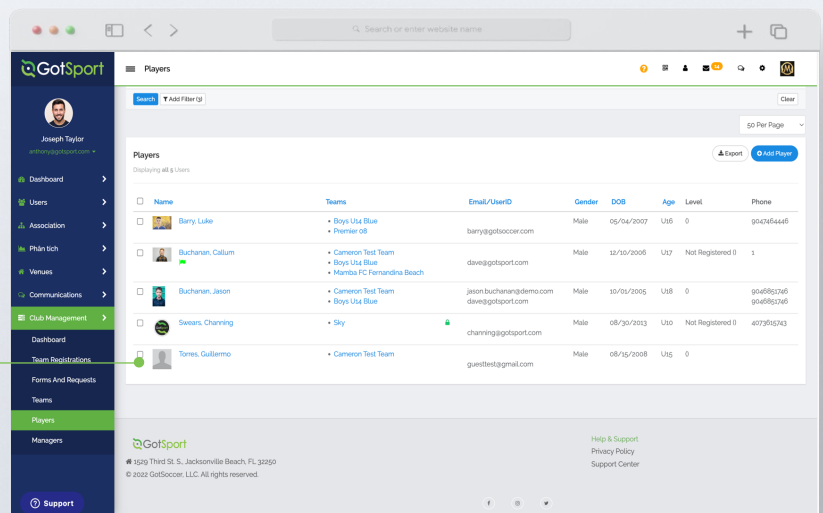
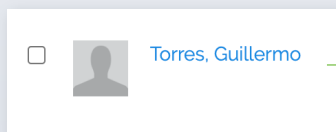


STEP FIVE

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



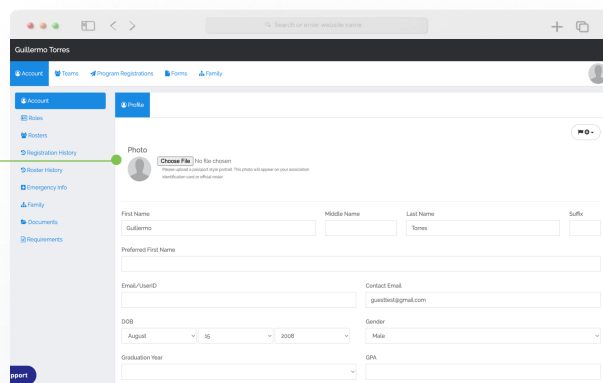
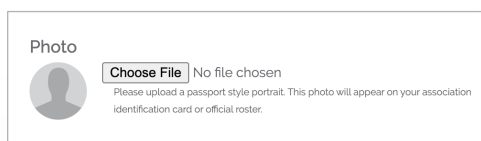
2. Click on the name of the player who you want to add/edit a photo.
(continued on next page)



Add/Edit a Player Photo (Optional)

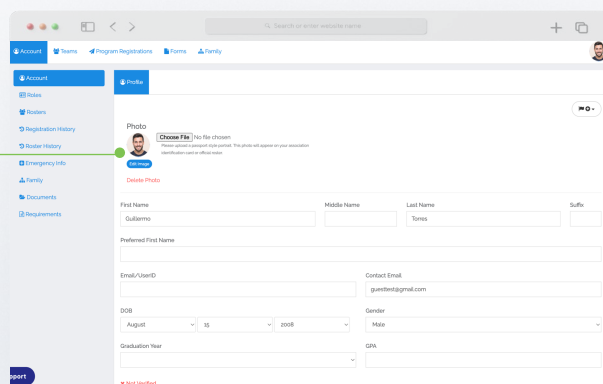
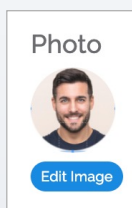


3. Click “Choose File” if you would like to add a photo or replace your current photo with a new one.

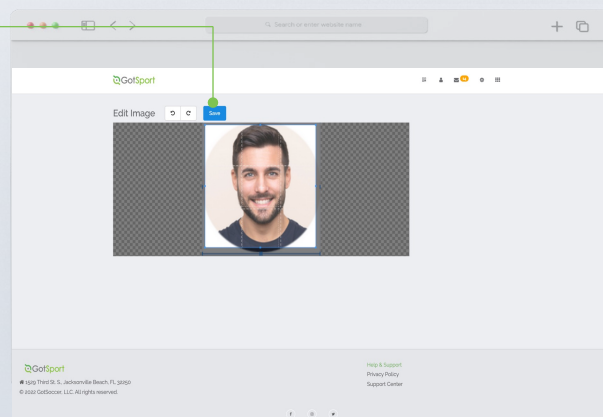


4. Once uploaded, click the “Edit Image” button to crop or rotate this image or make it look as clear as possible.

Note: if the Edit Image 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 the Edit button available, you should reach out to your club’s governing body directly.



5. Once you have cropped your photo, click “Save”.

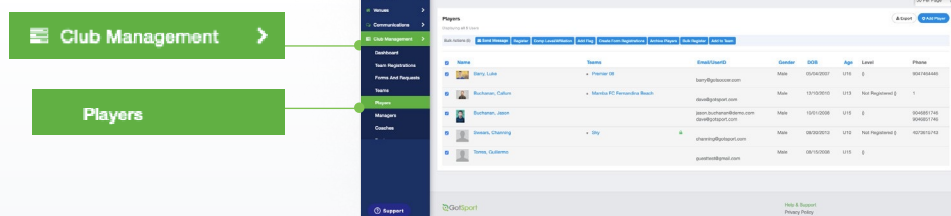


Submit Direct Registration for Players

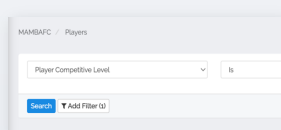


STEP SIX

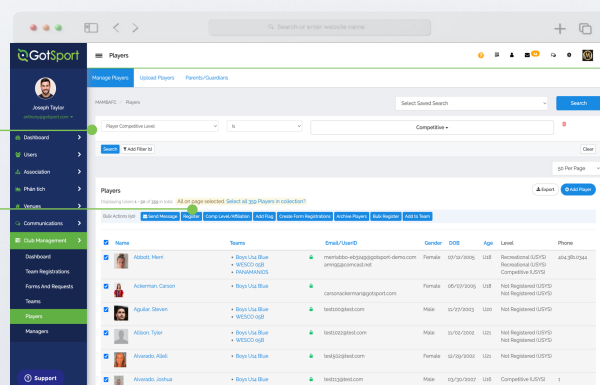
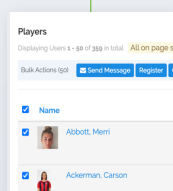
1. From the club/organization dashboard, click on Club Management > Players.



2. Use the filter to find the players in which you want to register. Select the checkboxes next to the players you want to submit, then click the "Register" button.



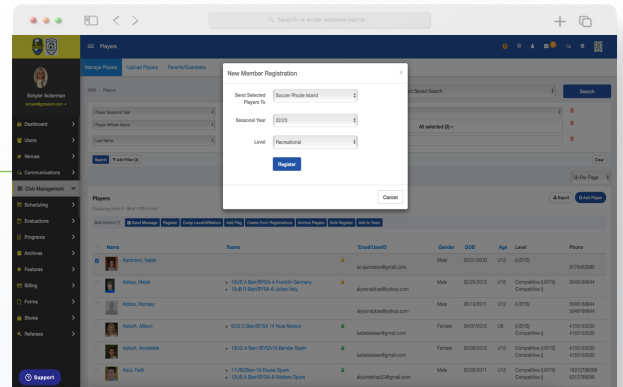
Note: You can select the box at the very top to Select All. Once you select all, you have the option to select all of the Users in the selection. If you only select the top checkbox, it will only pull the number of Users in the list on the current page noted by the number in parentheses next to Bulk Actions. (continued on next page)



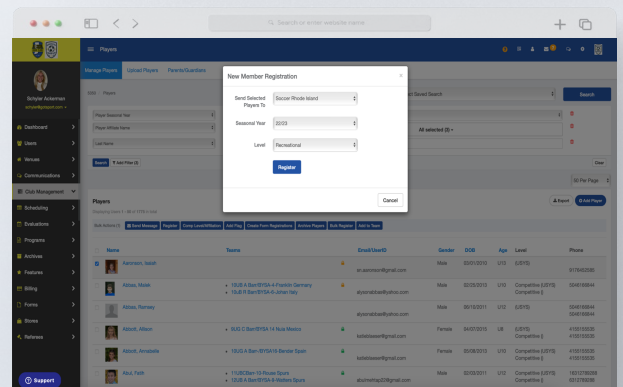
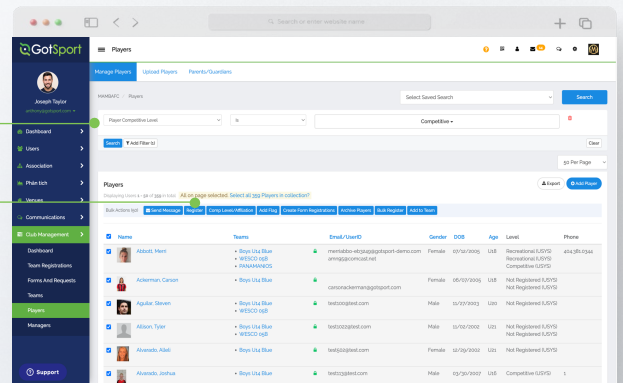
Submit Direct Registration for Players



3. Once you click "Register," a new box will open – select the correct seasonal year and the appropriate Competitive Level based off of who you searched for. Once complete you will click "Register" and your Member Registrations will be sent in for processing.



4. You will follow this same process for your remaining applicable Competitive Levels. You can go back through your Competitive Levels, search by the applicable level, and register those players based off of their appropriate Competitive Level.



Pay Bill for Registered Players



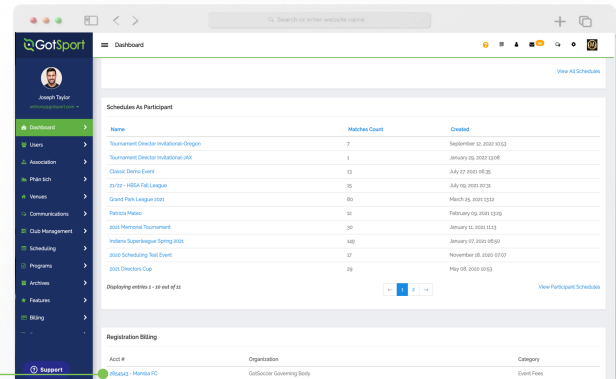
STEP 7

1a. From the Dashboard, scroll to the bottom and click on the Acct # and name under Registration Billing (this is the fastest).

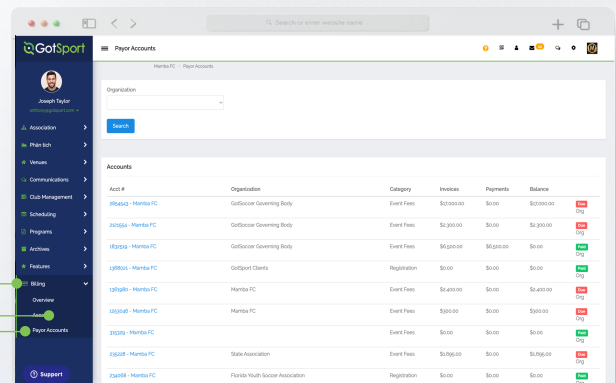
OR

1b. From the Dashboard under Billing, select Payor Accounts. Here you will click on the Acct # and Name.

2854543 - Mamba FC



OR

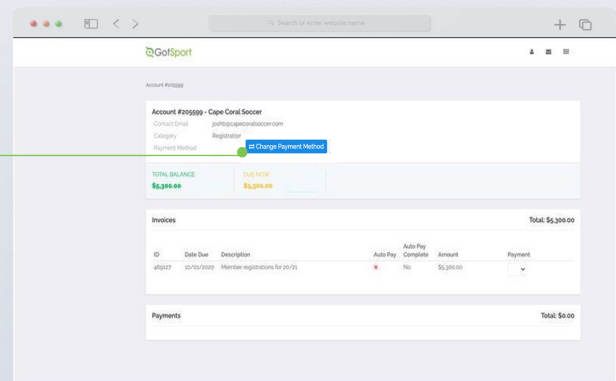


Billing

Payor Accounts

2. Once here, you will select Change Payment Method close to the top of the page.
(continued on next page)

Change Payment Method



Pay Bill for Registered Players



3. Here you will be brought to a new page where you will enter card information and select Change Payment Information.

Select payment method

Credit Card

Credit Card Information

Credit Card Number

Card Number

Expiration Date

MM/YY

Cvc Code

CVV

Change Payment Method

GotSport

Account #1854543

Change Payment Method

Select payment method

Credit Card

Credit Card Information

Credit Card Number

Card Number

Expiration Date

MM/YY

Cvc Code

CVV

Change Payment Method

GotSport

1519 Third St. S., Jacksonville Beach, FL 32250

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Help & Support

Privacy Policy

Support Center

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.

Category

Registration

Payment Method

****3587

Change Payment Method

TOTAL BALANCE

\$5,300.00

Pay Now

DUE NOW

\$5,300.00

Pay Now

GotSport

Account #1854543

Account #205599

Account #205599 - Cape Coral Soccer

Contact Email

joshb@capecoralsoccer.com

Category

Registration

Payment Method

****3587

Change Payment Method

TOTAL BALANCE

\$5,300.00

Pay Now

DUE NOW

\$5,300.00

Pay Now

Invoices

Total: \$5,300.00

ID	Date Due	Description	Auto Pay	Auto Pay Complete	Amount	Payment
489127	10/02/2020	Member registrations for 20/21	X	No	\$5,300.00	

Payments

Total: \$0.00

Support



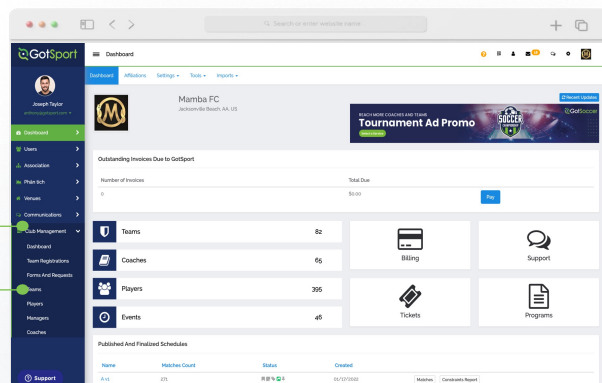
Creating Teams (Optional)

STEP 1

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

Club Management

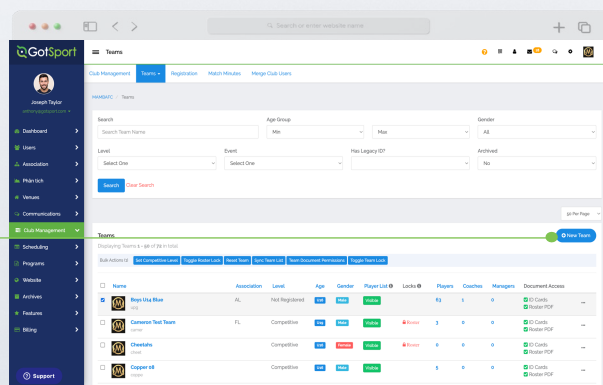
Teams



STEP 2A

From here click "**New Team**" button on the right. A new screen will appear.
(continued on next page)

New Team





Creating Teams (Optional)

STEP 2B

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

Team Management

1. Roster Lock

Restricts Coaches and Managers from adding/removing players on the team roster.

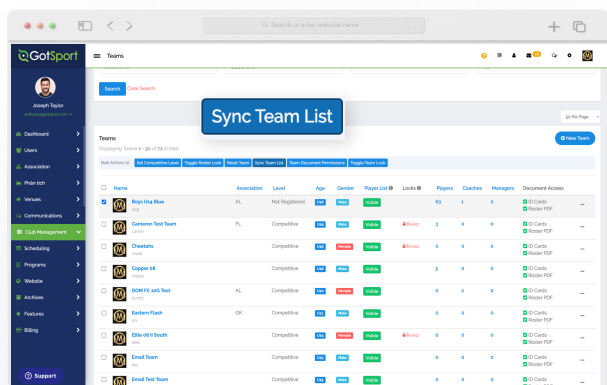
Find the team in your **teams list**, enable the checkbox to the left of the team. Then select **“Toggle Roster Lock”**.

You will then see the ability to restrict roster editing and the adding/removal of club pass players.

Creating Teams (Optional)

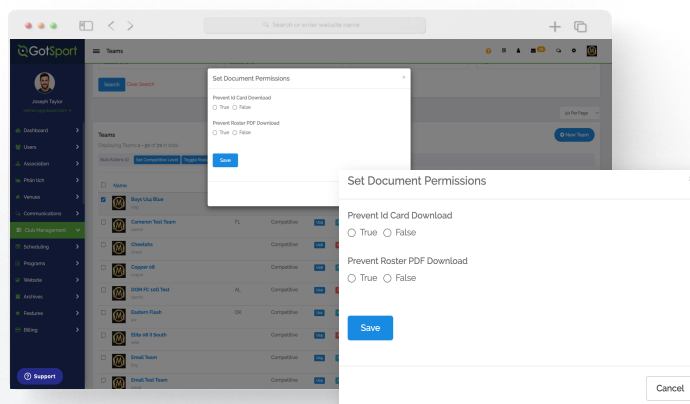


Team Account Functionalities



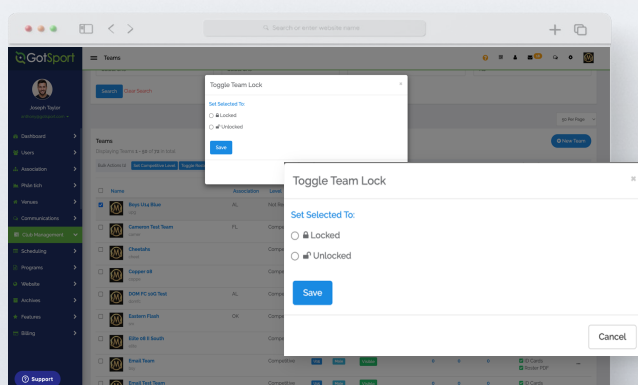
3. Sync Team Player List

When you sync your rosters, any players that are on any current and future event rosters for the team will be added to the team's player list.



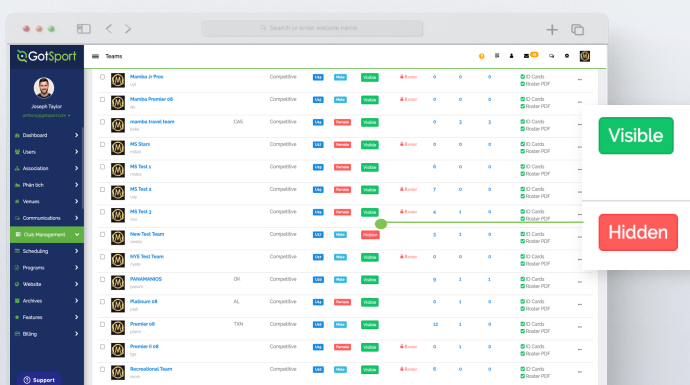
4. Team Document Permissions

This will enable/disable the ability for coaches and managers to download Rosters or ID Cards for the team.



5. Team Lock

Locking the team account will disable the ability for coaches and managers of the team to edit the Team Name, Age, Team Gender, and the Team Competitive Level.



6. Hiding Team Player List

This will hide the team player list from all team members (coaches, managers and players). You can toggle between Hidden and Visible for each team by clicking the icon. This is typically used when club admins are building rosters and don't want coaches/managers to see their roster yet.



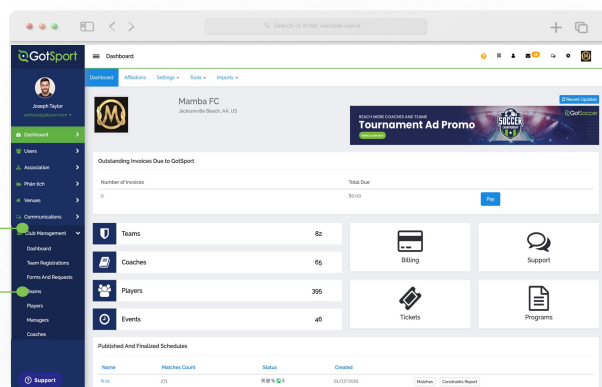
Registering Teams to an Official Rostering Event

STEP 1

From the **Dashboard** go to the **Club Management** tab and select **Teams**.

Club Management

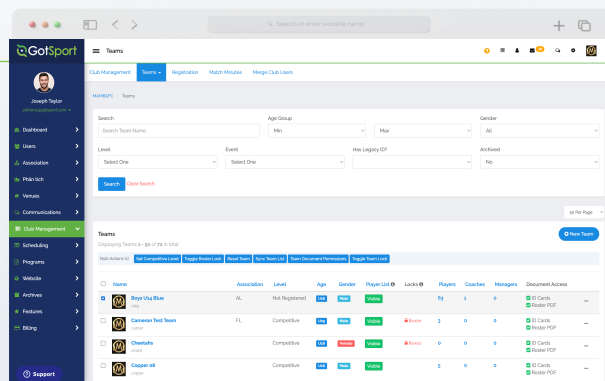
Teams



STEP 2

Here you will click on **Registration**.

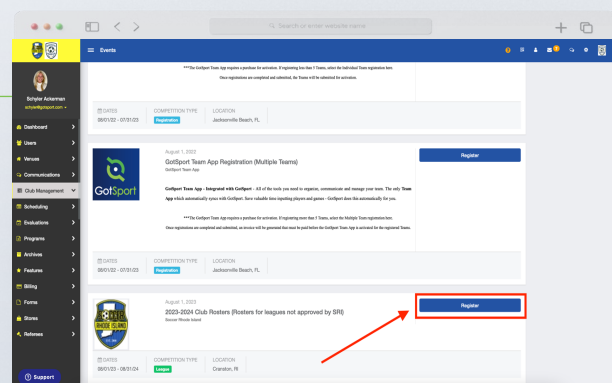
Registration



STEP 3

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, Click **"Register"**.

Register



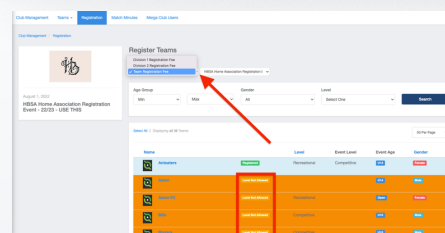
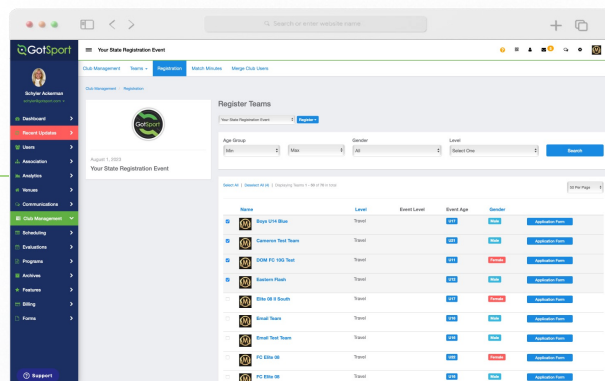


Registering Teams to an Official Rostering Event

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"**). If you see **"Level Not Allowed"** for a team you are trying to register, the payment plan you selected is enabled for a specific competitive level. You will need to update that team's competitive level to that of the payment plan.

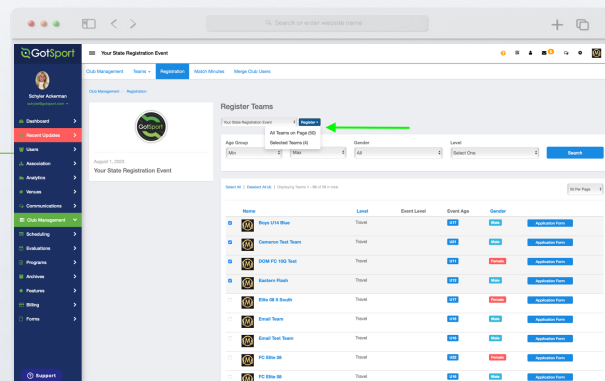
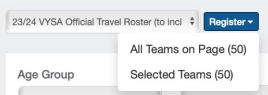
If you do not see your team listed, click on the payment plan dropdown to switch pages. Usually, events create different payment plans according to the certain age groups.

Select All

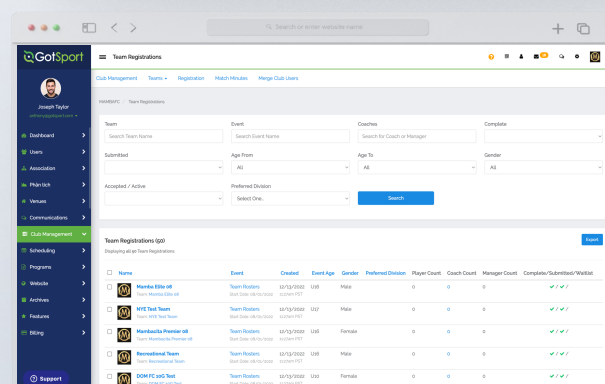


STEP 4

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.





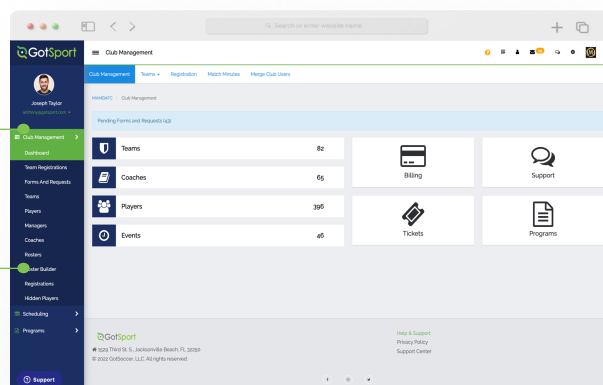
Assigning Players to an Official Roster

STEP 1

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

Club Management

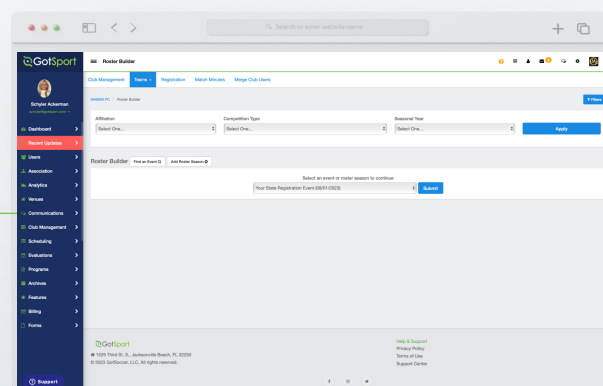
Roster Builder



STEP 2

Here you will Select the Event you are going to build your Roster for and hit Submit. *(continued on next page)*

Submit





Assigning Players to an Official Roster

STEP 3

Once on the **"Roster Builder"** page, you can use the hairpin to drag the player to the team that they will be rostered on, and then click Add Player. Or you can utilize the checkmarks next to the players name and click **"Add to Team"** for the particular team to bulk add player to the team roster.

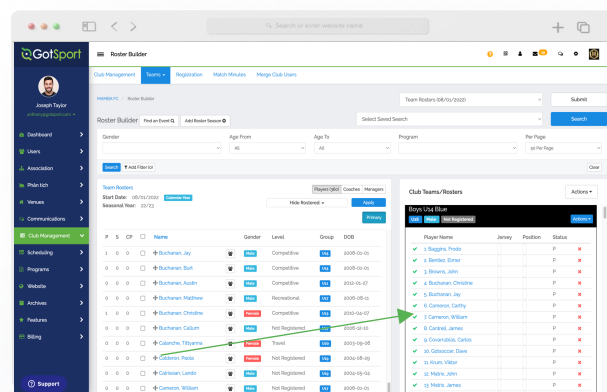
Note: All the players on the team currently have green checkmarks that signify approved by the event.



If you see Yellow Triangles next to your players on the roster, it is because they have not been approved by the event yet.

Here, you can filter by **Player Program**. Select **Add Filter**, choose **Player Program**, and then select the program players are registered to. This provide you a list of all players who are registered in that particular program; these players are listed in yellow. Whoever is not registered, will be listed in white. Once a program has been selected, the player's program answers will be shown next to them as long as the question has **View In List** checked on.

In roster builder, you can bulk clone from the **Current Team List** for all teams, then filter by the particular player program, and bulk remove all players from teams who did not register in the program.



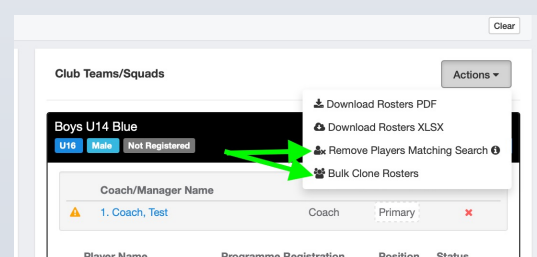
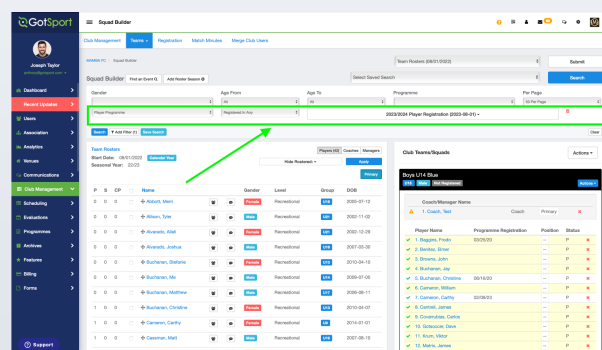
New Roster

Position
Select One

Jersey

Status
P

Add Player





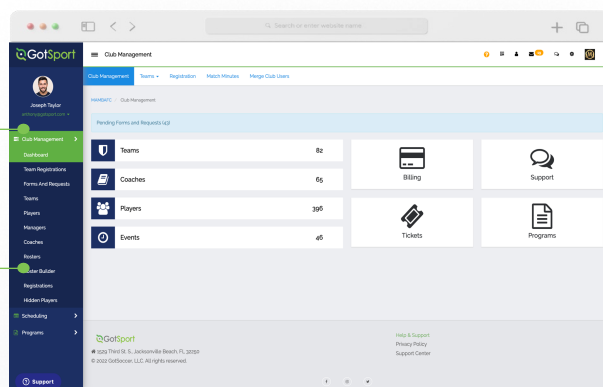
Adding a Coach or Manager to an Event Roster

STEP 1

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

Club Management

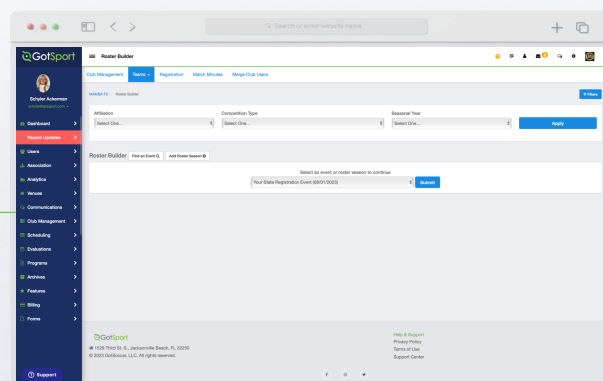
Roster Builder



STEP 2

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

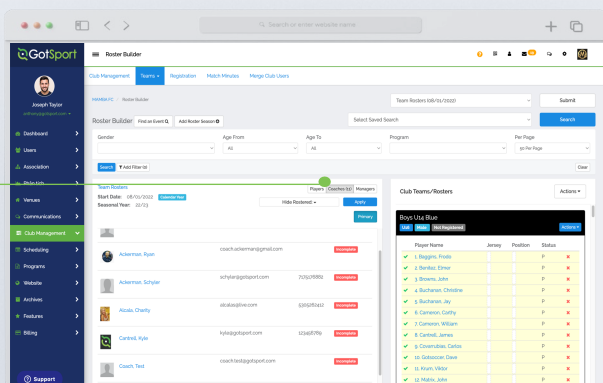
Submit



STEP 3

Once you get to the **Roster Builder** page select the "**Coaches**" Tab.
(continued on next page)

Coaches



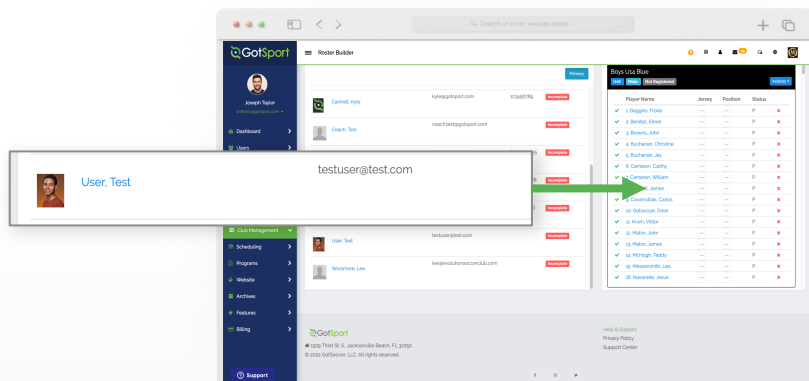


Adding a Coach or Manager to an Event Roster

STEP 4

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

***Note:** There can only be ONE primary coach listed per team



STEP 5

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

New Roster

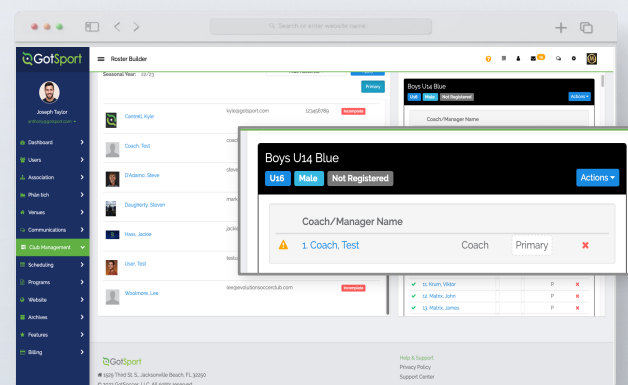
Position

Primary

Add Coach

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

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





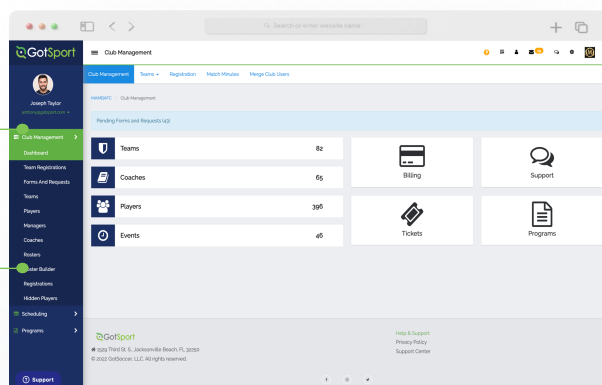
Generating Official Roster Documents

STEP 1

Click **"Club Management"** and select **"Roster Builder."**

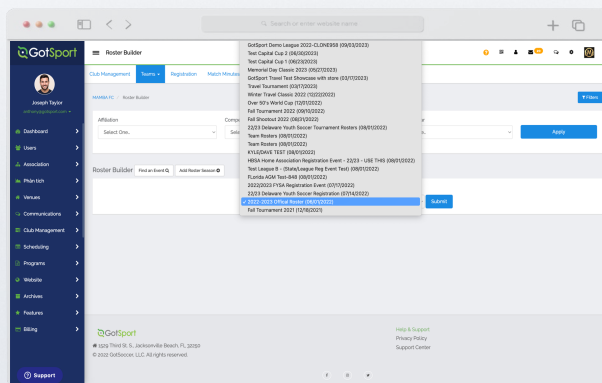
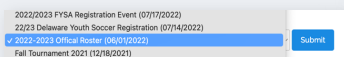
Club Management

Roster Builder



STEP 2

Select your Governing Organization official rosters in the dropdown and click **"Submit."**
(continued on next page)





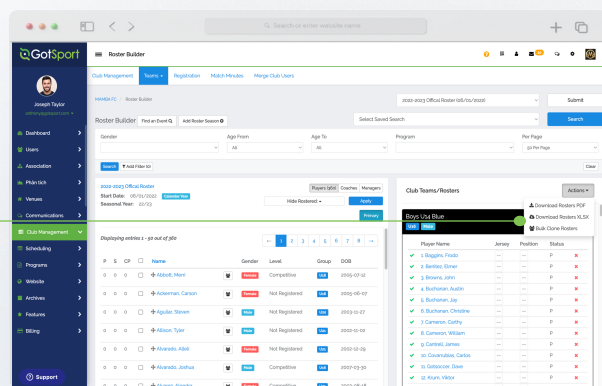
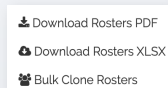
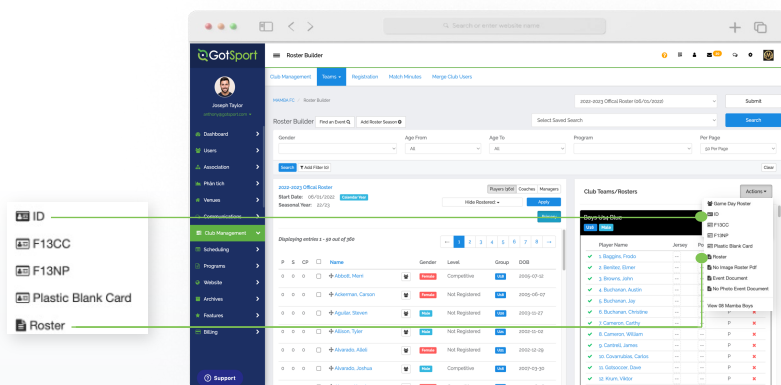
Generating Official Roster Documents

STEP 3

With your teams on the right, click the **"Actions"** tab on the team and select **"Roster"** to view and print your roster. You will select **"ID"** to view and print the Pass Cards for that team. You can also click **"All Rosters"** at the top to view all team rosters in one PDF.

***Note:** This step is to do each team documents one by one. If you want to download all team rosters in bulk. Select the white **"Actions"** tab and then choose the way you want to download all team rosters.

***Note:** If you do not see any printing options, contact the organization in charge of this event.

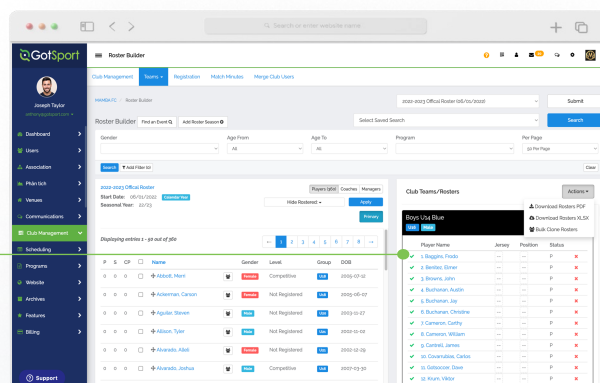




Viewing Official Team Documents (Club View)

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. Ba...
- ✓ 2. Be...
- ✓ 3. Bro...
- ✓ 4. Bu...

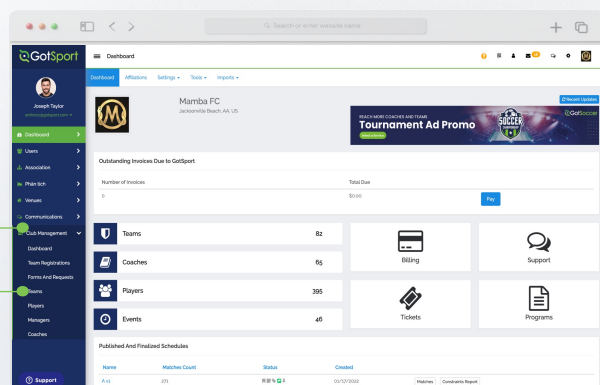


STEP 1A

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

Club Management

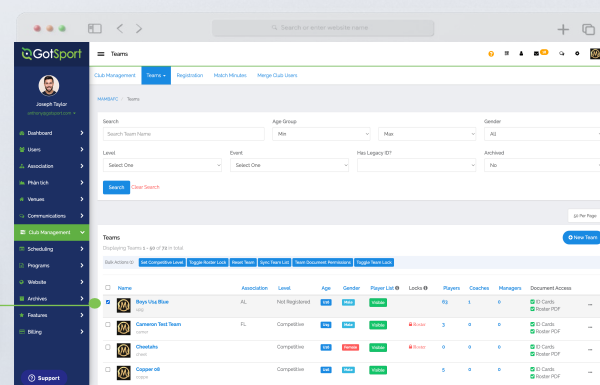
Teams



STEP 1B

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

- ☐ Name
- ☒ Mamba FC upg



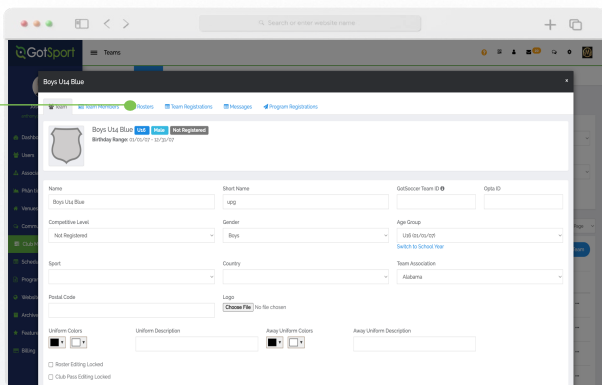


Viewing Official Team Documents (Club View)

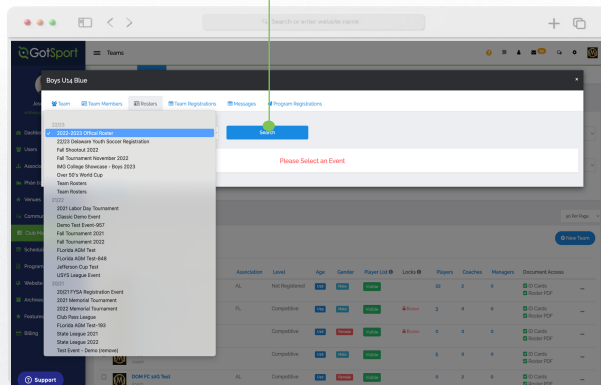
STEP 2

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

Rosters



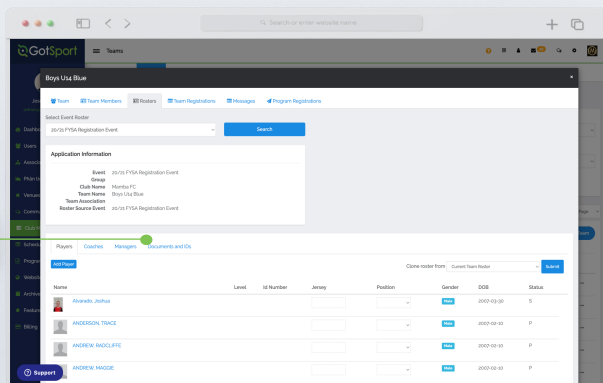
Search



STEP 3

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

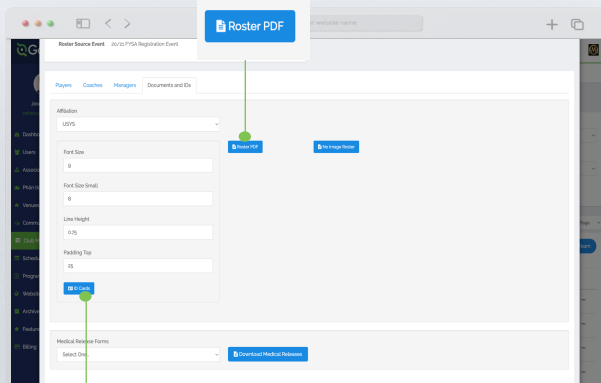
Documents and ID's



STEP 4

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

Roster PDF

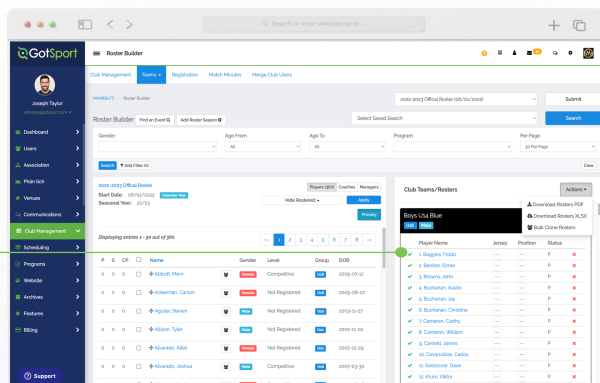
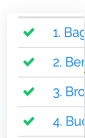


ID Cards



Viewing Official Team Documents (Team View)

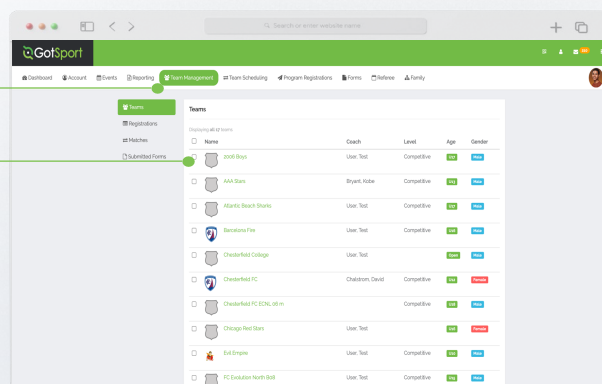
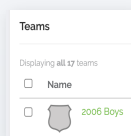
You can only print the player cards if your team roster has been approved by the event. You can check to see if your roster has been approved in "Roster Builder". Look for the **"Green Checkmarks"** next to the players' names.



STEP 1A

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

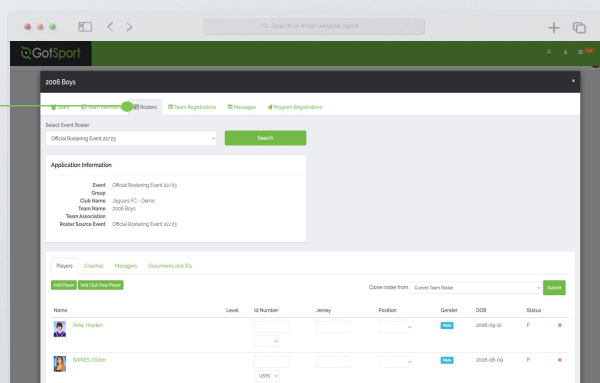
Team Management



STEP 1B

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

Rosters



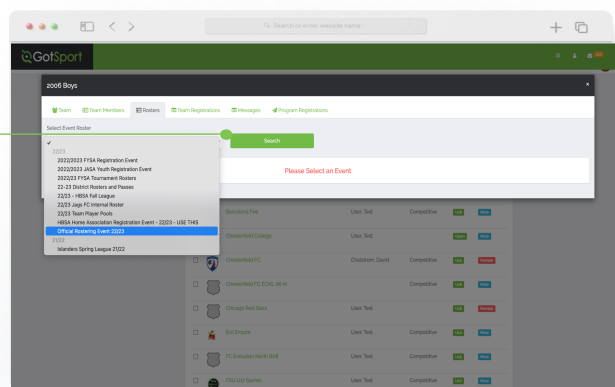


Viewing Official Team Documents (Team View)

STEP 2

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

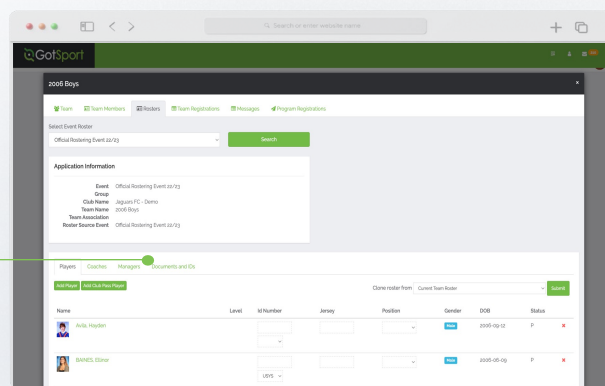
Search



STEP 3

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

Documents and IDs

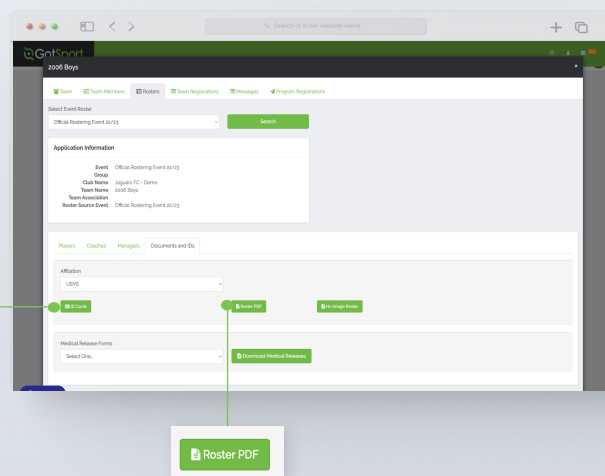


STEP 4

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

ID Cards

Roster PDF





GotSport

Submitting Support Ticket To State Association

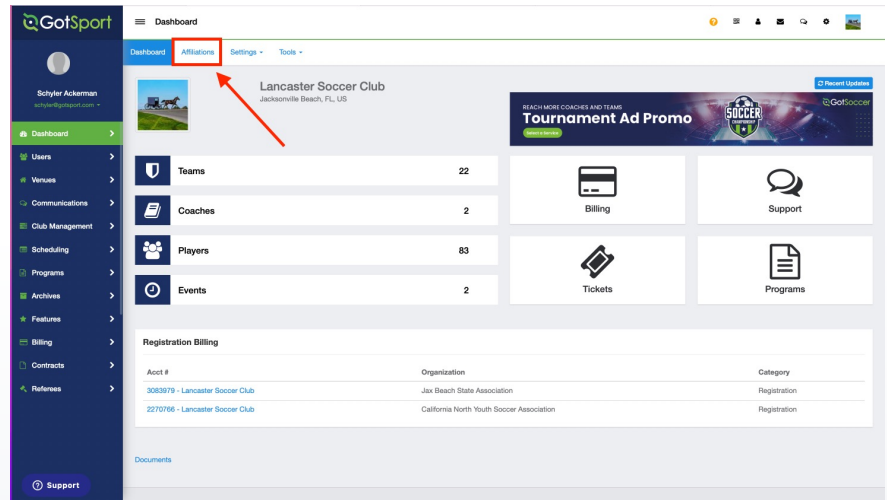
From Club, to State, to GotSport



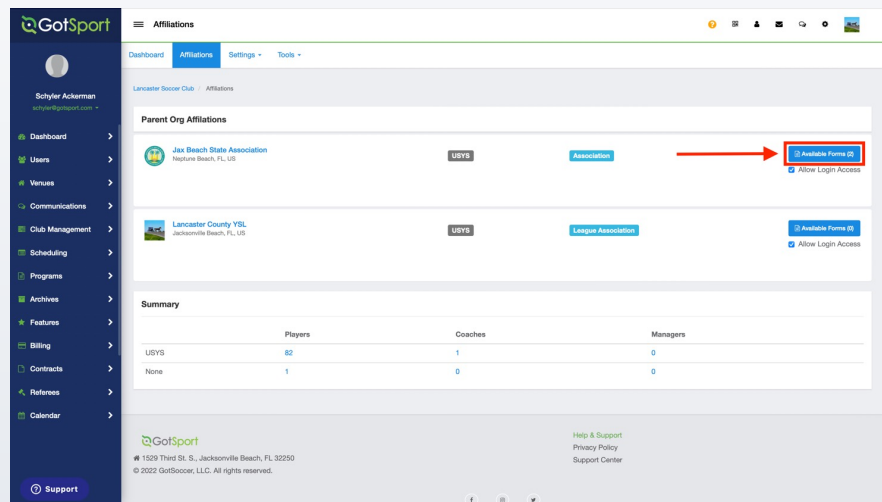
Submitting Support Ticket



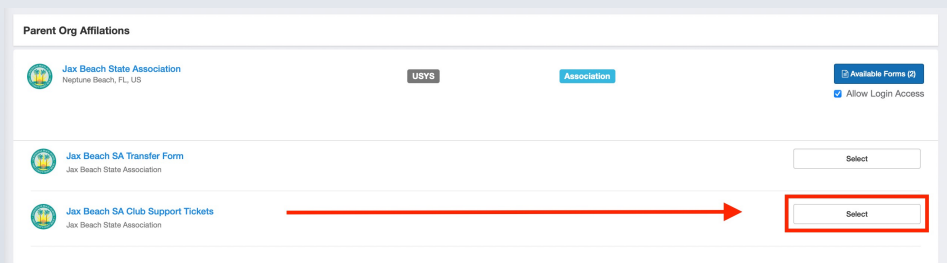
1. From the Dashboard, click Affiliations at the top of the page



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.

Jax Beach SA Club Support Tickets

Register

+ New user Register

Schyler Ackerman
schyler@gotsport.com

Register

Click Save at the bottom of the first page.

Preferred Language: English (US) (English (US))

Ethnicity: White Non Hispanic

Time Zone Name: Eastern Time (US & Canada)

Mobile Phone Number: 1234567890

Phone Number 2:

Address: 1529 Third Street S

Address (Continued):

City: Jacksonville Beach

State/Province: Florida

Postal Code: 32250

Country: United States

Save

Then choose your club from the dropdown and click Continue

Jax Beach SA Club Support Tickets

Test Account
Enroll Test Account

Profile Information Select Organization/Team Registration Form Payment Plan

Test Account
Change User

Select Your Organization

Organization
✓ Lancaster Soccer Club

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