



Michigan State Premier Soccer Program

How to Enroll Teams into MSPSP (GotSport) – Spring 2023

1. MSPSP teams are enrolled in a team-by-team basis in GotSport via an application form. The application can be completed by a club user or coach / manager tied to the team.

Use the event links below to access the applications directly or search for the events in GS.

'MSPSP Fall 2022 – Spring 2023' Enrollment Link

https://system.gotsport.com/event_regs/23a6fc2baf

'MSPSP Spring 2023 Scheduling' Enrollment Link:

https://system.gotsport.com/event_regs/50c131d388

2. **Each team will need to complete GotSport enrollment (registration) into two events**

A) Teams will need to complete the 'MSPSP Fall 2022 – Spring 2023' enrollment before they can complete enrollment into the scheduling event. The year-long event enrollment is straight forward and quickly enrolls your team into the MSPSP year-long registration event used for building rosters. This info is copied over to the scheduling event. Even if your team is only participating in the Spring, you will enroll into the year-long event.

If you participated in the Fall – you are already in this event and only need to enroll into the Spring event.

The screenshot shows a GotSport event page for 'MSPSP Fall 2022 - Spring 2023'. The page includes the Michigan State Premier Soccer Program logo, the date 'August 1, 2022', and a blue 'Application Form' button. Below this, there is a table with event details:

DATES	COMPETITION TYPE	LOCATION
08/01/22 - 07/31/23	Registration	Plymouth, MI

B) Teams will then need to complete enrollment for the ‘MSPSP Spring 2023 Scheduling’ event. This event hosts the schedule, is used for collecting team information, team documents, and provides match cards.

3. The application form for the year-long event is an automatic enrollment into the event. The application form for the scheduling event contains the detailed team information and division requests.
4. The application form will open a new window – from here, to proceed you are required to select a team either from the ‘My Teams’ window on the right or by searching to find the desired team. Once you have located your desired team, select ‘Register’.

The screenshot displays two main sections of the application interface. On the left, the 'My Teams' section shows a list of teams with a 'Register' button next to 'MSPSP - MSPSP Test Team Coach'. On the right, the 'Search Teams' section features a search form with fields for 'Team' (containing 'MSPSP Test Team'), 'Club' (a dropdown menu with 'MSPSP' selected), 'Gender' (a dropdown menu with 'Girls' selected), and 'Event Age' (a dropdown menu with 'U14' selected). A red 'Search' button is located to the right of the 'Event Age' field, and a 'Clear Search' link is below it. At the bottom of the search section, there is a 'Register' button next to the team name 'MSPSP - MSPSP Test Team Coach'.

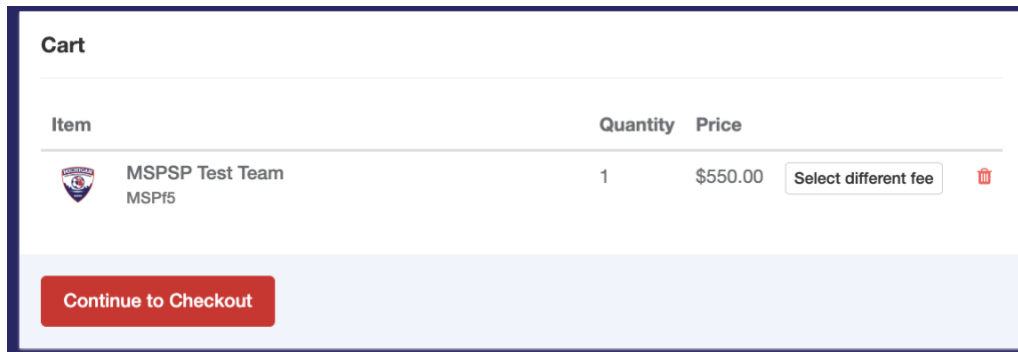


5. Complete the ‘Update Profile’, ‘Team Information’, ‘Registration Form’, and ‘Fee Selection’ sections. Event age refers to the age group that the team will be playing in 2022-2023. On this page, leave the Preferred Division field blank (-), this info will be input in the ‘Registration Form’ section. Complete each application segment in its entirety with accurate information.

On the ‘Team Information’ section, make sure the ‘Competitive Level’ is ‘Premier’, or you will be unable to complete this application and will receive the below error on the fee selection page. If you have this error, go back to the ‘Team Information’ section to amend.

****You do not have any matching payment plans to choose from. Please contact your organization administrator to complete registration.****

- The 'Fee Selection' section will go over the registration fee for the team. For the Spring, new teams are \$550 and returning teams from Fall 2022 are \$200.
- The page after selecting the payment method will take you to your 'cart'. Select 'Checkout'.



- The next page goes over your payment options and how you choose to pay. Here you can select between Credit Card or Check as options. **If you have an affiliating league that is covering your registration fees, select Check.**
- Once you complete the payment process and hit 'Pay / Register' – the team is all set. Repeat this process for however many teams you have enrolling into MSPSP!

Check & Affiliation payments are due by January 14th.

- You will receive an email confirmation from GotSport confirming the team registration and form information provided, sent to the applicant's email.

After you have enrolled each team into GotSport, the club will complete one Affiliation Form (found on MSPSP website) and submit to MSPSP (or to their Affiliate) for all of the clubs teams.

Now it's time to change focus to player registration (SportsForms Player Contracts) & team official risk management requirements to have passcards issued on time!

Player Registration Deadline is January 21st.