



SOCCER'S SOFTWARE SOLUTION

# Club Basic Manual

Club Basic Manual



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Once you have read this manual if you have any further questions or need any assistance please contact our club support team:

Support Center - 904-746-4446  
David Chalstrom - David.Chalstrom@gotsoccer.com  
Jared Hirschowitz - Jared@gotsport.com

### **VERY IMPORTANT**

**The GotSoccer system only works with Internet Explorer 6 and 7 and Safari. If you are using Firefox or Mozilla you will need to switch to either IE7 or Safari.**

#### **\*\*\*NOTE\*\*\***

This manual references **Club/Home Association**. Depending on what state you are with your terminology might differ. You will either see a Club tab or a Home Association tab and that is what this manual refers to.

**COMPETITION LEVELS** - In our system Competition Level refers to a player/coach/manager/team level. So if we refer to Player Levels or Teams Levels we are talking about their **COMPETITION LEVEL**. These levels are set by your state (if they are using our system). To see what your available Competition Levels are click on the **CLUB/HOME ASSOCIATION** tab and then on **STATE REGISTRATION** in the grey menu bar. They will be listed on the right hand side of the screen along with their prices. Another way to check them is to click on any **PLAYER/COACH/TEAM OFFICIAL/TEAM** Link in the blue menu bar and then click on the drop down menu next to the **ASSIGN** button in the search filters box.

# Logging into your Account

If you are reading this document we assume you have registered your account, contacted GotSoccer, and we have turned on the "Club Extended" module. The module does not turn on automatically. You must contact GotSoccer at [Sanette@gotsport.com](mailto:Sanette@gotsport.com) or [Jared@gotsport.com](mailto:Jared@gotsport.com).

1. Go to [www.gotsoccer.com](http://www.gotsoccer.com)
2. Click on **USER LOGIN** on the right hand side of the screen. Then choose **ORGANIZATIONS** from the list of user logins to the left or **CLUB & ORGANIZATION LOGIN** from the list below.



3. Enter your User name and Password.



4. If you do not have a user name or password click the **REGISTER HERE** link just below the login button, fill out the master account form and login.

# The Confidentiality Agreement

The system will return our confidentiality agreement the first time you login. In short, we require you to agree not to allow other software vendors or other individuals intending to create software into our system.

## User Agreement - Digital Signature Required

### CONFIDENTIALITY (Non Disclosure) AGREEMENT (rev 2.0)

This agreement covers proprietary information belonging to GotSoccer, LLC (the "Discloser") that is made available or disclosed to the party signing this agreement (the "Recipient"). This information (referred to as the "Confidential Information") includes, but is not limited to, software products (Software Products), software source code (Software Source Code), documentation, and correspondences, all rights to which are owned or controlled by Discloser, that have not otherwise been made publicly available by the Discloser. Confidential Information, however, does not include: (a) information generally available to the public; (b) widely used programming practices or algorithms, (c) information rightfully in the possession of the Recipient prior to signing this agreement; (d) content added by the Recipient and (e) information independently developed without the use of any of the

At the bottom of the agreement, you'll find an **I AGREE** button, by clicking this you agree to the terms.

This agreement shall be governed by and construed in accordance with the laws of the State of Delaware, the United States, and any applicable international law.

Name: bill cameron

Date: Saturday, January 31, 2009

I Do Not Agree

I Agree

The screen will refresh, click the **RETURN TO MY ACCOUNT SUMMARY** link at the top of the Agreement and the system will display the main software screen. The confidentiality agreement will not display again.

This agreement will show up for all sub-users as well.

#### \*\*\* SUPPORT TIP \*\*\*

There are tabs across the top of your software screen, HOME, CLUB, REFEREES, REGISTRAR, TRAINING, LEAGUE, TOURNAMENT. Depending on what you are using our system for, certain tabs will be turned on while others will be shaded grey because they are inactive. You can always tell which module you are in by the colors on the left hand side of the screen. If you click on the Club tab you will see along the left a blue banner with the word Club on it.

# HOME TAB: Account Settings

Once you have successfully logged in to your account you will be under the **HOME** tab. The **HOME** tab is where all of your account settings will be found. The information on your summary page of your **HOME** screen is a dashboard displaying your account data. Keep in mind that the player summary list is a list of players who are registered directly to your account it is not a list of all the players in your state. Typically your numbers will be 0.

Underneath the players summary you will see a list of all of your upcoming training, league and tournament events if you have created any. If you have created any of these events you can simply click on the name of the event and it will bring into the event setup page.

On the right hand side of the page you will see a list of any invoices, payments and account balance information for any money you owe or have paid GotSoccer. If you click on the **ACCOUNT NUMBER** it will give you detailed information about the invoice/payment.

Welcome Back, Sanette Owen-Thomas  
Below is a summary of your account.

**Player Summary**  
 Players on Team Rosters 112 Unassigned Players 50  
 Total Registered Players 162 [Manage Players](#)

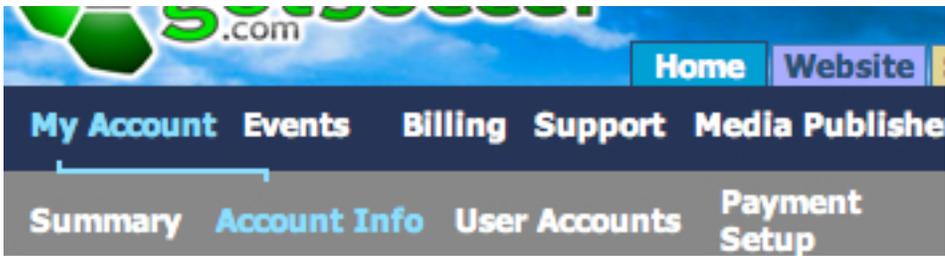
**Current & Upcoming Training Events**  
 No upcoming training events on record  
[Manage Training Events](#)

**Current & Upcoming Leagues**  
[North Florida Boys Soccer](#) 9/1/2009  
[League of the Millenium](#) 1/1/2010  
[Manage Leagues](#)

**Current & Upcoming Tournaments**  
[Dragonfest](#) 12/15/2009  
[HOOP IT UP](#) 2/6/2010  
[Manage Tournaments](#)

GotSoccer Account		
Acct#	Description	Totals
100000	test bill Dragonfest 97 Dragonfest IV 9 Total Applications 106	Invoices \$0.00 Payments \$0.00 Balance \$0.00
100888	Event Promos	Invoices \$0.00 Payments \$0.00 Balance \$0.00
100889	Event Promos	Invoices \$0.00 Payments \$0.00 Balance \$0.00
100887	Event Promos	Invoices \$5.00 Payments \$5.00 Balance \$0.00
100252	test Spring 2008 ODP 26 Fall 2007 99 Spring 2007 86 Total Registrations 211 Total Players 119	Invoices \$0.00 Payments \$0.00 Balance \$0.00
100001	league bill North Florida Boys Soccer 95 Total Applications 95	Invoices \$0.00 Payments \$0.00 Balance \$0.00
Overall Balance: \$0.00		

The next button in the grey menu bar is **ACCOUNT INFO**.



On this page you will want to enter in the information for the primary contact for the account. Please keep in mind that any e-mails that are sent to the state will go to the email address on this page. We recommend the person listed on this page be the administrator or the person who handles the day to day business for the state. Once you are done filling in this information make certain you click the **SAVE** button.

<b>User Name</b>	gotsoccer	<a href="#">Print Non Disclosure Agreement</a>
<b>Date Registered</b>	2/24/2004 3:28:16 PM	<a href="#">View Digital Non Disclosure Agreement</a>
<b>Last Updated</b>	12/4/2009 1:17:35 PM	
<b>Organizations - Use your business contact information</b>		
<b>Organization/Club Name</b>	GotSoccer	
<b>Primary Contact</b>	Sanette Owen-Thomas	
<b>Address</b>	44 Valade Rd	
<b>City</b>	Burlington	
<b>State</b>	VT	
<b>Zip Code</b>	30306	
<b>Country</b>	United States	
<b>Phone</b>	404-926-3651	
<b>Phone (2)</b>	412-835-1835	
<b>Mobile Phone</b>	706-372-4648	
<b>Text Messaging Address (you@yourcarrier.com)</b>	7818310669@veriz	
<b>Fax</b>	515 457 0171	

The next sub-tab is **BILLING CONTACT**. You will ignore this tab since you have a BASIC account and do not use our online registration feature.

The last sub-tab on this page is the **CHANGE PASSWORD** tab. Only the director/master account has the ability to change the master password. Typical of most other password encrypted sites you must first enter the current password then the new password that you would like and confirm the new password and then click **SAVE**. Once you click the save button the new password will be in place.

Contact Info

Billing Contact

Change Password

**User Name**            **gotsoccer**  
**Date Registered**    2/24/2004 3:28:16 PM  
**Last Updated**        12/4/2009 1:17:35 PM  
**Last Login**            11/17/2009 6:12:03 PM  
**Previous Login**       11/12/2009 7:24:45 PM

Current Password

New Password

Confirm New Password

# Creating Sub-Users

You are going to want to do is decide who has permission to access this account and how much access they can have. These users are called Sub-Users in our system. Sub-users are **NOT** coaches and managers, those accounts are created separately in a different part of the account. **DO NOT** create sub-user accounts for coaches and managers unless they also hold a working position in the state office.

1. To create a sub-user make sure you are under the **HOME** tab and click on **USER ACCOUNTS** in the grey menu bar. You will see your master account listed as the Director. In the upper right hand corner click on the **ADD CLUB OFFICIAL USER ACCOUNT** button.



Add Club Official User Account

2. The only **MANDATORY** information that you need to create a sub-user account is:

- **User name** (it will be the user name for the account/their first name)
- Create a Password
- **PRIMARY ROLE - IMPORTANT:** Registrars must be set as the **REGISTRAR** for them to have access to the Registrar tab. Anyone else who wants access to the Registrars tab must be set as a Registrar. If your position is not on this list, choose OTHER. **For ODP Coaches** that need to evaluate their players you will set them up as a sub-user and set their primary role to SCOUT. You will also need to give them access to the STATE and CLUB tabs.
- **ACCESS LEVEL** - This is very important. Our motto at GotSoccer is "security starts at home". Don't give Full Access to anyone who is not supposed to be in the account making any changes because Full Access in the wrong hands can do a lot of damage. The Access levels are:
  - **Full Access** - They can do everything in the account except access the merchant information (only accessed by the Director) and change Sub-User information, they can however see other sub-user accounts.
  - **Basic Access** - The user can do some work in the system such as locate user name and passwords for coaches, managers and players as well as edit some of their information. However, the user is limited from most editing and has no access to the billing or other Sub-User accounts.
  - **Limited Access** - This is a read only access and is best for Board Members who only really intended to view the information. These users have NO access to billing and Sub-user accounts.
- **User Tabs** - Here you can restrict what tabs you want the user to have access too. For example, if you have a treasurer who will only be access the billing information you would set them to **FULL ACCESS** and then only check the box next to **BILLING**. When they login to their account the only tab available to them will be the HOME tab where the billing is located. If you want them to be able to access the online registration applications then you will need to select the **CLUB** check box and the **EXTENDED** check box along with **BILLING**. Anyone who is to have access to review Risk Management/Background checks will need to have the **STATE** tab selected as well as the **RISK MANAGEMENT** check box,

## User Tabs

- Website
  - State
  - Club
  - Referees
  - Registrar
  - Training
  - League
  - Tournament
- Risk Management
  - Billing
  - Extended
- 

If you have a league director who has nothing to do with player registration or carding and rostering but only runs your leagues (in-house or otherwise) then you will give them **FULL ACCESS** and only check the box next to the green **LEAGUE** tab.

## User Tabs

- Website
  - State
  - Club
  - Referees
  - Registrar
  - Training
  - League
  - Tournament
- Risk Management
  - Billing
  - Extended
- 

If you have a registrar that will be doing the carding and rostering, they will need to have access to both the **REGISTRAR** tab and the **CLUB** tab (which is also the **HOME ASSOCIATION** tab for those states whose terminology is different) however, if they will have nothing to do with the online registration program then you would set them up with the **CLUB** and **REGISTRAR** tab but not the **EXTENDED** button. The **EXTENDED** button refers to the online registration portion of our software.

## User Tabs

<input type="checkbox"/>	Website	<input type="checkbox"/>	Risk Management
<input type="checkbox"/>	State	<input type="checkbox"/>	Billing
<input type="checkbox"/>	Club	<input type="checkbox"/>	Extended
<input type="checkbox"/>	Referees		
<input type="checkbox"/>	Registrar		
<input type="checkbox"/>	Training		
<input type="checkbox"/>	League		
<input type="checkbox"/>	Tournament		



- Full Name
- State
- Email Address
- Click the **SAVE** button

### \*\*\*Support Tip\*\*\*

You must provide the sub-users that you create with their login information, as our system does not automatically email that information out.

## Account Setup

User Name	gotsoccer/ Sanette
Password	soccer
Created	10/28/2009 3:19:19 PM
Updated	10/28/2009 3:19:19 PM
Last Login	
<input type="checkbox"/> Do not show to state as club staff	

Primary Role	Registrar
Access Level	Full Access

\*Full Access users have access to nearly all features in the account and can manage other users.

## User Tabs

<input type="checkbox"/> Website	<input type="checkbox"/> Risk Management
<input checked="" type="checkbox"/> State	<input checked="" type="checkbox"/> Billing
<input checked="" type="checkbox"/> Club	<input checked="" type="checkbox"/> Extended
<input type="checkbox"/> Referees	
<input checked="" type="checkbox"/> Registrar	
<input type="checkbox"/> Training	
<input checked="" type="checkbox"/> League	
<input type="checkbox"/> Tournament	

## Contact Information

Full Name	Sanette Owen-Thomas
Address	
City	
State	VT
Zip	
Country	United States
Phone	
Phone (2)	
Mobile	
Text Messaging	
Fax	
Email Address	Sanette@gotsport.com

## Notes

Save	Cancel	Delete
------	--------	--------

- Once you click the **SAVE** button (if you have already created a league or have used us for a tournament) any events you may have in your account will show up along the right hand side of the screen. You can create even more restrictions for the user. For example, if you have two league directors who each run their own league through your account and you do not want either of them viewing the other person's league you can allow them access to only their league. You can even go as far as to allow access to only certain ages within a league or tournament.

To create access to a league or tournament for a sub-user, choose the event from the **ACCESS FOR SCHEDULING & SEEDING TASKS** drop down menu, once you have selected it click the **ADD** button.

## Access for Scheduling & Seeding Tasks

### Events Allowed

No Event Access Allowed or No Events Available

Other Events	
2007 Spring Season (2/1/2007)	Add

- Once you have added the event our system will automatically set the age group access to Select Groups, meaning you have to choose the individual age groups that you want them to have access too. To give

them full access to all age groups click the **ALL GROUPS** button and then click **UPDATE**. They will not have access to the event until a specific age or all groups is selected and the update button has been clicked.

## Access for Scheduling & Seeding Tasks

**Events Allowed**

**2007 Spring Season**  
2/1/2007-5/14/2007

Select Groups  **All Groups**

**Other Events**

2008/2009 Gotsoccer Training (8/1/2008)

- Finally, you can also restrict access to the **CLUB/HOME ASSOCIATION** page. You can give someone limited access to certain age groups under the **CLUB/HOME ASSOCIATION** tab. Choose the **GENDER** and **AGE GROUP** from the drop down menus and click **ADD**. You will need to create one for each age group. If the setting reads "**NONE CONFIGURED**" this user will have access to all ages groups.

## Club Age Group Access

**Current Club Age Group Access**  
None Configured

**Add Access to an Age Group**

Boys

Once you have populated your list of sub-users click on **USER ACCOUNTS** in the grey menu bar and you will see a list of all sub-users in your account and the access they have been given.

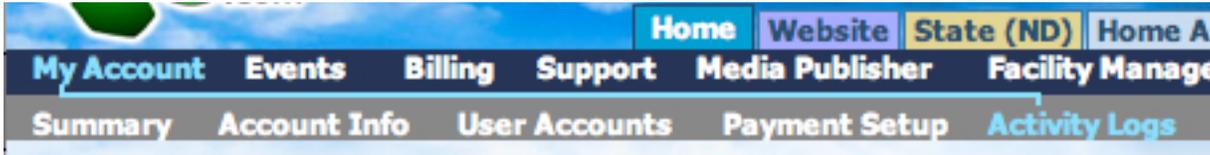
Role	Listed	Full Name	User Name	Access	Permissions	R/M	Last Login	Prev. Login	Authorized
Director	Yes	Gevin Owen-Thomas	gotsoccer	All	Master Account	YES	11/17/2009 6:12:03 PM	11/12/2009 7:24:45 PM	Yes
Vice President	Yes	Aaron Wilmoth	gotsoccer/aaron	Dragonfest	Full Access	Yes			No
Other	No	Carissa Wilmoth	gotsoccer/Carissa	North Florida Boys Soccer Dragonfest	Limited Access	No	9/30/2009 3:30:04 PM	6/25/2008 6:02:22 PM	Yes
Scout	Yes	Jared Hirschowitz	gotsoccer/Jared	All	Full Access	No	11/24/2009 4:18:48 PM		Yes
Exec Director	Yes	Joshua Poe	gotsoccer/Josh	All	Full Access	No	5/7/2009 10:18:58 AM	5/7/2009 10:16:30 AM	Yes
Administrator	Yes	Karen Cameron	gotsoccer/Karen	All	Full Access	No			No
Referee Assignor	Yes	Ria Owen-Thomas	gotsoccer/noob	None	Basic Access	No	3/26/2009 2:19:13 AM	3/26/2009 1:58:45 AM	Yes
Coaching Director	Yes	Phillie Cameron	gotsoccer/DDP	Dragonfest	Full Access	No	4/10/2009 1:03:06 PM	4/10/2009 12:49:43 PM	Yes
Board Member	Yes	Bill Cameron	gotsoccer/registrar	North Florida Boys Soccer	Basic Access	No	8/31/2009 9:35:54 PM	8/31/2009 9:35:03 PM	Yes
Registrar	Yes	Sanette Owen-Thomas	gotsoccer/Sanette	All	Full Access	No			No
Tournament Director	Yes	William Cameron	gotsoccer/tournament	Dragonfest	Basic Access	No	4/20/2009 9:31:52 AM	4/20/2009 9:31:20 AM	Yes

## Column Headings:

- **ROLE** - This is the primary role that the user have been given.
- **LISTED** - Those who have NO next to their name are people that checked the “Do not Show to state as club staff” check box when their account was setup.
- **FULL NAME** - Users full name
- **USERNAME** - Username given to sub-user.
- **ACCESS** - Listed the events that the user has been given access to.
- **PERMISSIONS** - Lists the access level that has been given to the user.
- **R/M** - Stands for RISK MANAGEMENT and will read YES if they have been given access to review Risk Management Background Checks.
- **LAST LOGIN** - This column displays the date and time that the user last logged into their account.
- **PREV. LOGIN** - This column displays the date and time the user logged in prior to their last login.
- **AUTHORIZE** - This column will read YES if the user has logged into their account and agreed to GotSoccer’s non-disclosure form. This column will read NO if they have not.

# Activity Logs

Only the director or master account holder has access to the Activity Logs and will see this button under their **HOME** tab.



Click on **ACTIVITY LOGS** in the grey menu bar and you will see a list of all of the activity that has taken place in your account. You will be given the date and time the action was made along with the user who performed the action, the event the action pertained to, the type of action that was made and the actual activity. You will also be given the IP address to the computer on which the action was made.

Time	User	Event	Type	Activity	Data
12/19/2009 12:23:13 PM	Master	<a href="#">Facility Booking 2010</a>	FacilityBooking	<b>DND Insert Match</b>	42
12/19/2009 10:01:52 AM	Master	<a href="#">Facility Booking 2010</a>	FacilityBooking	<b>DND Insert Match</b>	41
12/19/2009 1:41:20 AM	Master	<a href="#">Facility Booking 2010</a>	FacilityBooking	<b>DND Insert Match</b>	16
12/19/2009 1:41:06 AM	Master	<a href="#">Facility Booking 2010</a>	FacilityBooking	<b>DND Insert Match</b>	24
12/19/2009 1:41:03 AM	Master	<a href="#">Facility Booking 2010</a>	FacilityBooking	<b>DND Insert Match</b>	21
12/19/2009 1:40:57 AM	Master	<a href="#">Facility Booking 2010</a>	FacilityBooking	<b>DND Insert Match</b>	20
12/19/2009 1:40:56 AM	Master	<a href="#">Facility Booking 2010</a>	FacilityBooking	<b>DND Insert Match</b>	25
12/19/2009 12:53:42 AM	Master	<a href="#">Dragonfest</a>	Tournament	<b>DND Insert Match</b>	38

Under **ACTIVITY LOGS** you have search filter options that allow you to filter your activity log by:

- Event
- Date and Time
- IP Address
- Event Name or ID number (if not listed in event drop down menu)
- Format - Basic or Detailed

## Account Scheduling Activity Logs

**Search Filters** Page Size  Format

Event  Event Search  (EventID, EventName)

Date/Time  -  IP Search  (Full or Partial)

# Events

## Entering Teams into a League or Registration Event

Under the **HOME** tab click on **EVENTS** in the blue menu bar.



This will bring you to your **MY EVENTS** section. Here you can view all of the events you have created in your account.

- If you click on the name of your event it will bring you to that events **SETUP** page.
- From the **MY EVENTS** page you can also click on the **ORDER** button under the Promo column to order an advertisement for your tournament. These advertisements are placed in the **PROMOTED EVENTS** section of our website and are included in the weekly "Looking for a tournament? Check these out" mailer that is sent to all members in our database. The event is also placed on our home page.
- From your **MY EVENTS** page you can also view any support tickets you may have for a certain event by clicking on the **OPEN** number in the **SUPPORT TICKET** column.

**Manage My Events**

**Search Filters**  
Page Size  Event Name  Dates  -

Items 1 - 20 of 37

Pages: **1** 2 [Next Page >>](#)

Name	Type	Hosted	Start	End	Application	Schedule	Teams	Support Tickets	Promo
<a href="#">HOOP IT UP</a>	Tournament	Yes	2/6/2010	2/7/2010	Open	Closed	1	0 Open	<input type="button" value="Order"/>
<a href="#">League of the Millennium</a>	League	Yes	1/1/2010	1/1/2011	Closed	Closed	2	0 Open	<input type="button" value="Order"/>
<a href="#">Facility Booking 2010</a>	FacilityBooking	Yes	12/27/2009	12/31/2010	Open	Closed	4	0 Open	<input type="button" value="Order"/>
<a href="#">Dragonfest</a>	Tournament	Yes	12/15/2009	12/29/2009	Open	Open	121	0 Open	<input type="button" value="Ordered"/>
<a href="#">Facility Booking</a>	FacilityBooking	Yes	11/4/2009	11/4/2010	Closed	Closed	0	0 Open	<input type="button" value="Order"/>
<a href="#">Sanette Demo</a>	Schedule	Yes	10/6/2009	10/7/2009	Closed	Closed	0	0 Open	<input type="button" value="Order"/>

If you click on the **SEARCH** link in the grey menu bar next to your **MY EVENTS** link, this will bring you to our

search engine where you can locate any GotSoccer event. Please keep in mind that this only lists events that are using GotSoccer to schedule.



Using the search filters up top you can search via state or by a specific event name, date range or event type. This is how you can register a team in your account with a tournament or league.



Once you find the event you want to register your team with, click on the **MORE INFO** link and then on **APPLY NOW**.



You can enter teams directly from this page, but will have to click each team. You can also join the league as a club and then enter the teams from the Club Team area. Entering Teams from the Club Team area has several benefits over this page.

- You can sort by age group, team type (rec, competitive) and gender.
- You can enter multiple teams at once with a single mouse click
- The page will show you teams not already entered in the league. This will help keep track of league entries.

To enter teams into a League from the application section:

Select the teams you want to have registered with the state, district, or country and click **NEXT** found at the bottom of the team list.

# Sample Registration League Spring 2009

1/1/2009-8/1/2009

## Teams in Vermonters SC

Select the teams from your club that you wish to enter in the League.

	Photo	Name	Gender	Age	Coach	Players
<input type="checkbox"/>		GotSport Drifters 96 Boys	Boys	OPEN		3
<input type="checkbox"/>		GotSport Drifters 94 Boys	Boys	U5		2
<input type="checkbox"/>		U05 Boys	Boys	U5		36

We will return a confirmation page. If the teams are correct click **SUBMIT APPLICATIONS**, if not hit the browser back button and revise your selection.

<input type="checkbox"/>		U16 Boys	Boys	U16		1
<input type="checkbox"/>		U17 Boys	Boys	U17		1
<input checked="" type="checkbox"/>		U18 Boys	Boys	U18		10
<input checked="" type="checkbox"/>		U19 Boys	Boys	U19		12

That's it the teams and rosters are now in the hands of the registrar or state.

If you have different types of teams, recreational and competitive, for example. There may be more than one registration league.

# Entering Teams from the Club Teams Area

You still have to go to **EVENTS** and search for the league as described above.

Instead of selecting teams, scroll to the bottom of the page where you will find a box that says **JOIN LEAGUE AS CLUB ONLY**.

Click on **JOIN LEAGUE**

### Join League as Club Only

You can make your Club available to the league without entering a team. This will allow the league to use your fields and teams from your club who apply later can select your club from the list of associated clubs in the event.

[Join League >](#)

Scroll back to the top of the page and click on **MANAGE CLUB**

**Manage Club** League Info

## League Application Completed

You have successfully submitted your application(s) for this event. You may now close your browser.

### Sample Registration League Spring 2009

**1/1/2009-8/1/2009**

Next, click on the **CLUB** tab then **TEAMS** on the blue menu bar.

You will see a Search Filters box that can be used to reduce the number of teams you'll work with. If you have more than 25 teams, make sure the page size is set to a large size like Infinite. Next, select the league you want to enter teams into from the Enter Teams in a League or Training Program box and press **SELECT**.

### Manage Teams

[Add Team](#) [Export \(CSV\)](#) [Export \(XLS\)](#) [Lock Teams](#) [Unlock Teams](#)

**Search Filters** Filter by Upcoming Event  [Apply Filters](#)

Page Size:  Photos:  Gender:  Age:  Coach/Manager Name:  Team Name:  Level:

Enter Teams in an in-house League, Training Program, or other associated event

[Select](#)

The screen will now show a table containing all the teams not already entered into this league. To enter multiple teams at one time just click the word **SELECT** at the top left of the table. A check mark will appear in front of all teams in the table. If there are any teams you want to exclude, just click the check box and the check will disappear and that team will not be entered.

Select	Photo	Number	Gender	Age	Years	Club	Team
<input type="checkbox"/>		N/A	Boys	OPEN	N/A		<a href="#">GotSport Drifters 96 Boys</a>
<input type="checkbox"/>		N/A	Boys	U5	N/A		<a href="#">GotSport Drifters 94 Boys</a>

Once you've selected the teams choose the appropriate fee group from the **FEE GROUP** drop down menu above your list of players. Make sure you are entering the correct teams into the correct fee group. Once you have selected the fee group, click the **ENTER SELECTED TEAMS** button.

Manage Teams

Page Size: 
 Photos: 
 Filter by Upcoming Event:

Gender: 
 Age: 
 Coach/Manager Name: 
 Team Name: 
 Level:

Enter Teams in an in-house League, Training Program, or other associated event

Now showing teams NOT entered in North Florida Boys Soccer (9/1/2009)

Items 1 - 20 of 150

Pages: **1** 2 3 4 5 6 7 8

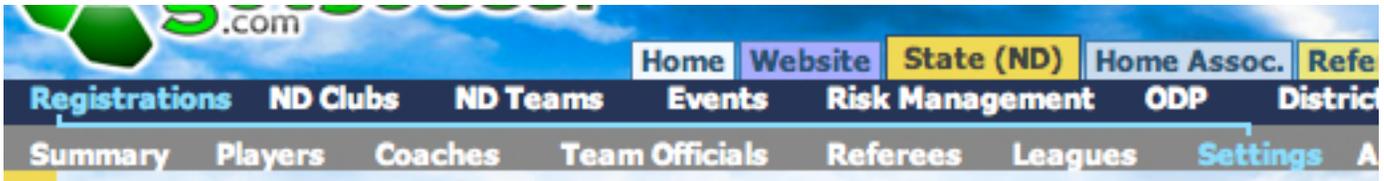
**Fee Group**

Select	Photo	Number	Gender	Age	Years	Club	Team	Level	Coach	Manager	Players
<input checked="" type="checkbox"/>		NCDGOTSPORTDRIFTERS96BOYS	Boys	OPEN	N/A		<a href="#">GotSport Drifters 96 Boys</a>				2
<input checked="" type="checkbox"/>		NCDHIGH SCHOOL ACADEMY	Boys	OPEN	N/A		<a href="#">High School Academy</a>				2
<input checked="" type="checkbox"/>		NCDREVOLUTION	Boys	U5	04/05	Vermonsters SC	<a href="#">Revolution</a>				1

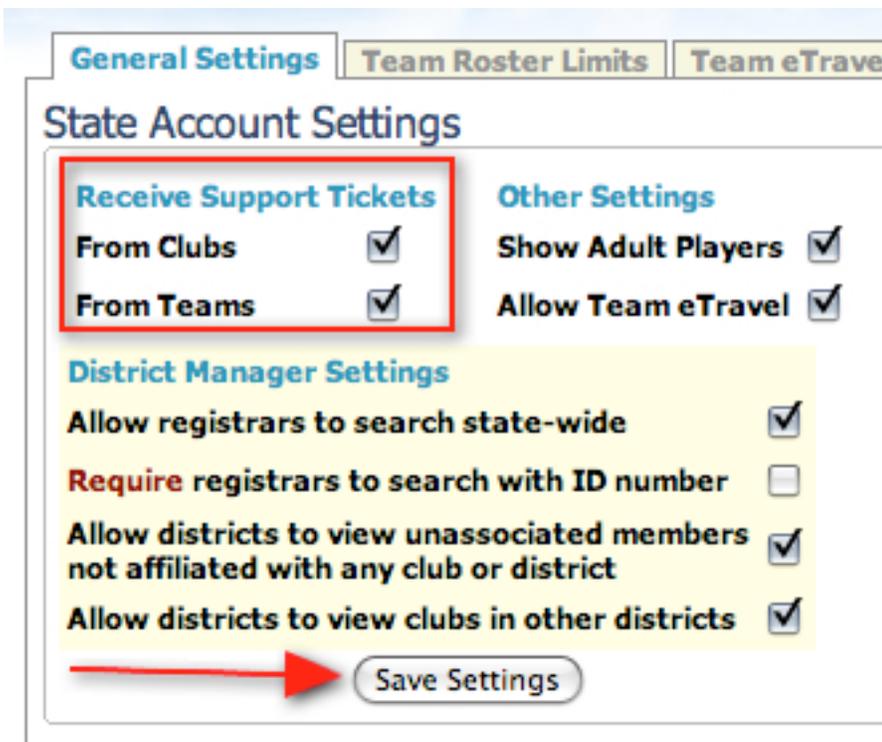
A message will appear at the top of the page confirming the number of teams entered. If you selected all teams, no teams will appear in the table. Any teams that remain in the table were not entered in the league.

# Support

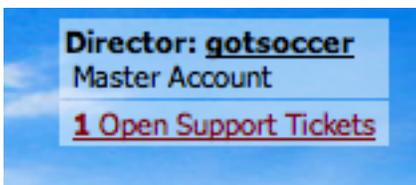
GotSoccer has created it's own support messaging system for clubs and teams giving them the ability to contact the state directly through GotSoccer as opposed to email. This is beneficial, as anyone with access to the account will be able to view and respond to the incoming support tickets. To enable the Support Ticket system click on the **STATE** tab and then on **SETTINGS** in the grey menu bar.



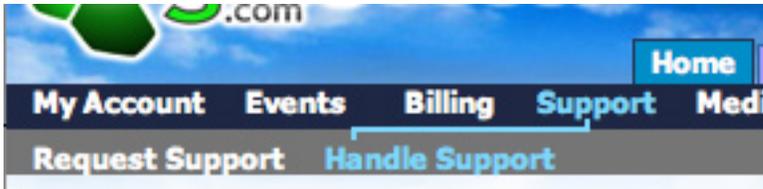
Click on the check box for **FROM CLUBS** and **FROM TEAMS** under the **RECEIVE SUPPORT TICKETS** option then click on **SAVE SETTINGS**.



To view support tickets from your clubs/leagues and/or teams you can either click on **OPEN SUPPORT TICKETS** in the upper right hand corner of your screen.



Or you can click on the **HOME** tab, then on **SUPPORT** in the blue menu bar, and on **HANDLE SUPPORT** in the grey menu bar.



From here you will see a list of all open support tickets. You will also be able to escalate, respond or place internal comments from this screen.

- **Escalate** - Sends the ticket to GotSoccer's Support Staff. These tickets are normally answered by the rankings department. If this is not a rankings issue please contact your GotSoccer representative before escalating the ticket.

Items 1 - 1 of 1

ID#	Status	Level	Type/SubType	Contact	Comments or Question
117138	<b>OPEN</b> Close	Escalate	Official Roster	Bill Cameron	

Items 1 - 1 of 1

- **Respond to User** - to respond to the sender of the support ticket click on the **EDIT** button in the **RESPOND TO USER** column.

Items 1 - 1 of 1

ID#	Status	Level	Type/SubType	Contact	Comments or Question	Response to User	Internal Comments
117138	<b>OPEN</b> Close	Escalate	Official Roster	Bill Cameron	Organization: <b>New Club Account</b> I just added Libra Chewbawdka to the LRFC U13 Boys Blue team, could you please add her to the official roster and print a ID card for her?	Edit	Edit

- This will open a box for you to enter your response.

Items 1 - 1 of 1

ID#	Status	Level	Type/SubType	Contact	Comments or Question	Response to User	Internal Comments	Opened/Closed
117138	<b>OPEN</b> Close	Escalate	Official Roster	Bill Cameron	Organization: <b>New Club Account</b> I just added Libra Chewbawdka to the LRFC U13 Boys Blue team, could you please add her to the official roster and print a ID card for her?	<input type="text"/> Save	Edit	12/30/2009 12:18:46 AM

- Type your response and when you click the **SAVE** button the sender will then be able to view your response.
- To respond to the sender of the support ticket directly via email click on the name of the sender in the **CONTACT** column.

ID#	Status	Level	Type/SubType	Contact	Comments or Question	Response to User
117138	<b>OPEN</b> Close	Escalate	Official Roster	Bill Cameron	Organization: <b>New Club Account</b> I just added Libra Chewbawcka to the LRFC U13 Boys Blue team, could you please add her to the official roster and print a ID card for her?	Edit

Items 1 - 1 of 1

- To enter an Internal Comment that is only viewable by your sub-users, click on the **EDIT** button in the **INTERNAL COMMENTS** column.

ID#	Status	Level	Type/SubType	Contact	Comments or Question	Response to User	Internal Comments	Opened/Closed
117138	<b>OPEN</b> Close	Escalate	Official Roster	Bill Cameron	Organization: <b>New Club Account</b> I just added Libra Chewbawcka to the LRFC U13 Boys Blue team, could you please add her to the official roster and print a ID-card for her?	Edit	Edit	12/30/2009 12:28:46 AM

Items 1 - 1 of 1

- This will open a box for you to enter your comment.

ID#	Status	Level	Type/SubType	Contact	Comments or Question	Response to User	Internal Comments	Opened/Closed
117138	<b>OPEN</b> Close	Escalate	Official Roster	Bill Cameron	Organization: <b>New Club Account</b> I just added Libra Chewbawcka to the LRFC U13 Boys Blue team, could you please add her to the official roster and print a ID card for her?	Edit	<input type="text"/>	12/30/2009 12:28:46 AM

Items 1 - 1 of 1

- Once you are finished click the **SAVE** button to post your comment for other sub-users to view.
- Once you handle the ticket and want to remove it from the **OPEN TICKET** list click on the **CLOSE** button in the **STATUS** column.

ID#	Status	Level	Type/SubType	Contact	Comments or Question
117138	<b>OPEN</b> Close	Escalate	Official Roster	Bill Cameron	Organization: <b>New Club Account</b> I just added Libra Chewbawcka to the LRFC U13 Boys Blue team, could you please add her to the official roster and print a ID card for her?

Items 1 - 1 of 1

You can filter your Support Tickets by the following parameters:

- Event
- Status - Open, Closed
- Level - Escalated, Normal
- Type - Billing, Documentation, Event Applications, Official Roster, Other, Referees, Schedule, Team Account, Travel/Accommodations.
- Search - Manual Entry

Make certain to click on the **APPLY FILTERS** button after you have entered your search criteria.

Support Tickets - Event, Club, & State Level

Search Filters Page Size 10 Status Open Level All

Event (All Events) Type Search [Apply Filters](#)

## Request Support

When you click on **REQUEST SUPPORT** in the grey menu bar you will see a list of all of the support tickets you have submitted to GotSoccer along with any response that you have been given.

Support Tickets  
Open Tickets

To/Subject	Comments/Description	Response
12/30/2009 1:10:02 AM GotSoccer.com RE: Other	The Mini Mouse U13 Girls team didn't receive rankings points for their 1st place finish at Disney. Could you please make the adjustment for them? <a href="#">Add Comment</a>	

If you have a team rankings issue and need to send a support ticket to the rankings department use the Request Support section, if you need support with your club account please call 1-888-258-5220.

To open a support ticket click on the **OPEN A SUPPORT TICKET** button.

Home Website State (ND) Home Assoc. Referees Registrar Training

My Account Events Billing Support Media Publisher Facility Management Log Out Help

Request Support Handle Support

Support Tickets  
Open Tickets

To/Subject	Comments/Description	Response
12/30/2009 1:10:02 AM GotSoccer.com RE: Other	The Mini Mouse U13 Girls team didn't receive rankings points for their 1st place finish at Disney. Could you please make the adjustment for them? <a href="#">Add Comment</a>	

[Open a Support Ticket](#)

# Club/Home Association Tab

The **CLUB/HOME ASSOCIATION** tab is where you will do the most of your work. All player/coaches/team official accounts will be added, edited, uploaded and managed. This is also where you will setup your club settings.

The first thing you will see under the **CLUB/HOME ASSOCIATION** tab will be your account Summary. Here you will view:

- **Player Summary** - view how many players total, on teams and unassigned to teams in your club account. You can jump directly to the **PLAYERS** section by clicking on the **MANAGE PLAYERS** link.
- **Current and Upcoming Club Programs** - view your online registration programs. If you click on the name of the program it will bring you to the **PROGRAM SETUP** page. If you click on the number next to the program it will bring you to the list of players who have registered for this program found under the **PROGRAM REGISTRATIONS** area. You can jump to the **PROGRAMS** section by clicking on the **MANAGE PROGRAMS** link.
- **League Scheduling tasks** - If you have any leagues in your accounts there will be listed here. If you click on the name of the league it will bring you to the league scheduling page where you can make changes to the schedule.
- **League Schedule Charts** - does the same thing as the League Scheduling tasks box.
- **Recently Updated Teams** - Will show you the 10 most recently updated teams in your account.

The screenshot shows the 'Club - GotSoccer' management interface. At the top, there are navigation tabs for Home, Website, State (ND), Club, Referees, Registrar, Training, League, and Tournament. Below these are sub-tabs for Management, Coaches, Team Officials, Teams, Players, Programs, Log Out, and Help. The main content area is divided into several sections:

- Player Summary:** Shows 145 Players on Teams, 31 Unassigned Players, and 176 Total Players. A 'Manage Players' link is provided.
- Current & Upcoming Club Programs:** A list of registration programs with dates and player counts. A red arrow points to 'Fall 2009 Registration' (8/1/2009, 3 players). A red box highlights the number '1' next to 'fall Registration 2009' (8/1/2009, 1 player). A 'Manage Club Programs' link is at the bottom.
- League Scheduling Tasks:** Lists 'Dragonfest' (12/27/2010-12/28/2010) and 'North Florida Boys Soccer' (9/1/2009-4/17/2010). A red arrow points to 'Dragonfest'.
- League Schedule Charts:** Shows a chart for 'Dragonfest' (12/27/2010-12/28/2010).
- State Organization Invoices:** A table for 'GotSoccer (ND)' with columns for Account#, Description, and Totals. A red box highlights the entry for '198115 Registration: GotSoccer' with a balance of '\$8,748.25'. The total balance for listed accounts is '\$8,748.25'.
- Recently Updated Teams (listing up to 10):** A table listing teams, coaches, and player counts.
 

Group	Team	Coach	Players
B U13	Teatteam12	Jerry Stout	10
B U6	GOTRHAYS US - 0	Sanette Owen-Thomas	1
G U04	Broncos	William cameron	11
B U8	Grenline	Ger Thomas	0
B U15	a3xbr		0
B U9	killers	JJ Poe	0
B U12	Goblins	Josh Poe	18
B U4	OSPREYS	WILLIAM CAMERON	0
B U10	Bullets 00	JEFFERY LABBE	16
G U15	BHAYS U14 - A		2

- **State Organization Invoices** - If your states uses us then you will see your bill to the state listed here. If you click on the **ACCOUNT NUMBER** it will bring you to the **STATE REGISTRATION** page where you can view and print your invoice. Here you can see what you were billed for and what date the payment is due. If there is a discrepancy with your charges, first check to make sure everyone's levels are set appropriately and then contact your state office.

**View Account Details #198115**

[Printable Account Statement](#)

**Account Information**  
**Account #** 198115  
**Type** Registration  
**Description** Registration: GotSoccer  
**Notes**  
**Created** 5/5/2009 5:04:18 PM  
**Modified**

**State Organization Payment Address**

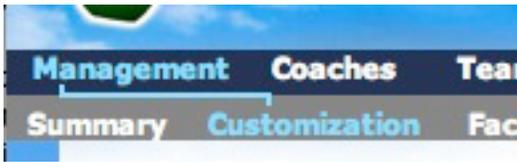
**Organization Name:** GotSoccer (ND)  
**Contact Information**  
**Phone** 404-926-3651      **Address** 44 Valade Rd  
**Fax** 515 457 0171      **Burlington, VT 30306**  
**Email** [garvin@gotssport.com](mailto:garvin@gotssport.com)

**Invoices & Payments**

Invoices				
#	Description	Amount	Balance Due	
<a href="#">295482</a>	PLAYERS - COMPETITIVE - NORTH FLORIDA BOYS SOCCER	\$900.00		
<a href="#">286947</a>	COACHES - COMPETITIVE - 09/10	\$6.00	\$6.00	due by 2/1/2010
<a href="#">278650</a>	PLAYERS - CLASSIC - 09/10	\$200.00	\$200.00	due by 1/3/2010
<a href="#">278656</a>	PLAYERS - REC 1 - 09/10	\$200.00	\$200.00	due by 1/3/2010
<a href="#">278657</a>	PLAYERS - UPGRADE FROM REC 1 TO REC 2 - 09/10	\$5.00	\$5.00	due by 1/3/2010
<a href="#">273794</a>	COACHES - RECREATIONAL - 09/10	\$425.00	\$425.00	due by 12/17/2009
<a href="#">263595</a>	COACHES - COMPETITIVE - NORTH FLORIDA BOYS SOCCER	\$492.00	\$492.00	due by 11/21/2009
<a href="#">263597</a>	TEAM OFFICIALS - COMPETITIVE - NORTH FLORIDA BOYS	\$1,296.00	\$1,296.00	due by 11/21/2009
<a href="#">261276</a>	PLAYERS - REC 1 - NORTH FLORIDA BOYS SOCCER	\$150.00	\$150.00	due by 11/12/2009
<a href="#">261279</a>	PLAYERS - NORTH FLORIDA BOYS SOCCER	\$780.00	\$780.00	due by 11/12/2009
<a href="#">261281</a>	TEAM OFFICIALS - RECREATIONAL - NORTH FLORIDA BOYS	\$10.00	\$10.00	due by 11/12/2009
<a href="#">261285</a>	PLAYERS - SECONDARY - NORTH FLORIDA BOYS SOCCER	\$18.75	\$18.75	due by 11/12/2009
<a href="#">261286</a>	PLAYERS - TRANSFER - NORTH FLORIDA BOYS SOCCER	\$4.50	\$4.50	due by 11/12/2009
<a href="#">259395</a>	COACHES - RECREATIONAL - 09/10	\$1,350.00	\$1,350.00	due by 11/1/2009
<a href="#">259396</a>	COACHES - COMPETITIVE - 09/10	\$6.00	\$6.00	due by 11/1/2009
<a href="#">251397</a>	PLAYERS - COMPETITIVE - 09/10	\$40.00	\$40.00	due by 10/2/2009
<a href="#">207994</a>	COACHES - RECREATIONAL - 08/09	\$725.00	\$725.00	due by 8/23/2009
<a href="#">207995</a>	PLAYERS - COMPETITIVE - 08/09	\$80.00	\$80.00	due by 8/23/2009
<a href="#">207996</a>	PLAYERS - REC 1 - 08/09	\$750.00	\$750.00	due by 8/23/2009
<a href="#">207997</a>	PLAYERS - RECREATIONAL - 08/09	\$1,515.00	\$1,515.00	due by 8/23/2009
<a href="#">207998</a>	TEAM OFFICIALS - RECREATIONAL - 08/09	\$70.00	\$70.00	due by 8/23/2009
<a href="#">137731</a>	COACHES - RECREATIONAL - 08/09	\$625.00	\$625.00	due by 6/4/2009
<b>Total Invoices</b>		<b>\$9,648.25</b>	<b>2/9/2010</b>	
Payments				
#	Inv.	Status	Amount	Date
<b>228619</b>	<a href="#">295482</a>	Processed	\$900.00	1/11/2010
<b>Total Payments</b>			<b>\$900.00</b>	
<b>Remaining Balance</b>			<b>\$8,748.25</b>	

# Customization

Click on **CUSTOMIZATION** in the grey menu bar.



Here you will set up your Page Style, Club Settings, ID numbers and User Notifications.

## Page Style



Under the **PAGE STYLE** tab you can upload your club logo and customize your club page. GotSoccer is known for it's tournament rankings but we also rank clubs and each club has their own page created for them when they create an account in GotSoccer. Here is where you can customize how the page will look. If you upload a logo and then click on the **EYEDROPPER** button it will pull up your logo for you to match colors to. If you type in COLOR CODES in the Google search engine you can type the code into the box to create the color on your page. We also have **TEMPLATE** designs. You can choose any of the 5 templates from the drop down menu. If you want your club name printed in the background of the page, enter it in the box under the **TEMPLATE** drop down menu.

Customize your association's application page appearance.

### Colors & Fonts

Club Last Updated 1/25/2010 12:02:57 AM

Club Name

Club City

State Registered

Background Color

Secondary Color

Lines/Details Color

Club Name Text

Description Text

Preferred Font

Website URL

### Header Logo



### Club Website Template

Page Template

Background Text

### Page Template HTML

## Club Settings

Page Style

Club Settings

ID Numbers

User Notifications

Here is where you will enter or choose your:

- **Club Name** - This is what will show up on the rosters printed by you or organizations who use our system.
- **State Registered** - this is important for you to be properly connected to the state account if your state uses our system
- **Organization Type** - this will change your CLUB tab label. You will need to login and logout for the change to take place.
- **Roster Format** - if you have the REGISTRAR tab then you will want to set your roster format. They are pretty much all the same, contact your state office to find out which one to use if you do not see your states name there.
- **Club Code** - Enter your clubs code to be printed on rosters done through GotSoccer.
- **Age Change Date** - If you are on the same calenadr as USYSA you will leave it at it's default of 8/1. Our system will automatically update all team player account age groups on August 1.
- **Handle Support From Teams** - if you wish to receive support tickets turn this option on.
- **School Districts** - If you wish to collect data through your online registration program on what school district a player lives in enter the districts here. Each district must be on its own line. A preview of how it will look on your registration page will be to the right after you click the SAVE button. If you want the player to fill in this data for you, leave this box blank and create the question as a **CUSTOM FORM FIELD** question covered in the program setup section.
- **Volunteer Roles/Positions** - If you want parents to choose Volunteer roles during their child registration process, list the roles here on their own individual line. We recommend that if you want to create volunteer roles that you can sort by in our system, ie: how many kids parents volunteered to coach? do not enter anything in this box, instead create the volunteer roles as **ADDITIONAL FEATURES** covered in the program setup section.
- **Competitive Levels** - If your state uses our system then **DO NOT TOUCH THIS BOX** or you will be billed incorrectly by the state. If your state does not use our system then you can enter in the competitive levels available in your club if if you wish to. If you have the option for players to choose their competitive level during registration turned on then the levels you enter here will be what they choose from. Each level must be on it's own line.
- **Printable Form Agreement Text** - here is where you can enter in your clubs Medical Release form.
- Remember to click the **SAVE** button before leaving this page if you have made any changes.

Last Updated 1/25/2010 12:02:57 AM

Club/Org. Name	GotSoccer	Age Change Date (Month/Day)	8 / 1
State Registered	North Dakota	Club Registration Start Date	8/1/2007
Organization Type	Club	Club Season Start Date	8/1/2007
Roster Format	Oklahoma		
Club Code	220		
Handle Support From Teams	<input checked="" type="checkbox"/>		

#### School Districts

Dodd  
Davis  
Cooper  
Duval

Enter as many school districts as you like. Players registering in your club will be able to select their school district from the list or enter it manually. Separate school districts by putting each one on a new line.  
Preview:



#### Volunteer Roles/Positions

Concessions  
Coach  
Manager

Enter as many different roles or positions as you like. If you do not enter any available volunteer types, this option will not be available to registrants. Separate role types by putting each one on a new line.  
Preview:  
 Concessions  
 Coach  
 Manager



#### Competitive Levels

Recreational  
Competitive  
Academy  
Inactive  
Adult

If you do not enter any available competitive levels, the default options will be Recreational, Competitive. Separate levels by putting each one on a new line.  
Preview:



#### Printable Player Form Agreement Text

Medical waiver....

## Id Numbers

Here is where you will create your club's ID numbers. If your state uses our system then please contact them about your Id numbers as some states will create the code for your Player and Team accounts and then copy them to all the club accounts. If your state does not use our system:

- Using the ID Number Elements table above the list of Elements, create your code in the appropriate **TEAM ID TEMPLATE** line. Make sure to add a + line between each element.
- Click on the **ADD TEAM ID NUMBERS** button (same instructions for all 4 buttons that have codes) to have our system apply your above code to all the teams in the system.

To delete your ID numbers if you make a mistake or need to change the code, click on the **ACCESS DELE-**

**ION CONTROLS...** button, click on the **OK** button to open up the access deletion controls panel and click on the button of the code template that you want to delete from the player/team/coach/manager account.

### ID Number Templates

Combine the available numbering elements in any sequence and separate them with the plus sign. Any text that does not match the list of available elements will be added directly into the resulting ID number.

**Example:** ClubCode+Text+Gender1+AgeGroup+TeamName+Number3  
**Result:** GOTTEXTGU1SDRAGONS001

#### Team ID Template

#### Player ID Template

#### Coach ID Template

#### Manager/Team Official ID Template

### ID Numbers for This Club

Update members with no ID number

- 
- 
- 
- 

### Delete ID Numbers for This Club

### ID Number Elements

- B** = applicable for players
- C** = applicable for coaches
- A** = applicable for all
- T** = applicable for teams
- M** = for managers/officials

**A Association**  
 Inserts the current association ID

**A ClubCode**  
 Inserts the current club code

**TP Gender**  
 Displays either BOYS or GIRLS

**TP GenderAlt**  
 Displays either MALE or FEMALE

**TP Gender1**  
 Displays either B or G

**A GenderAlt1**  
 Displays either M or F

**TP AgeGroup**  
 Displays the current age group as in U8, U9, U10, U11, etc.

**TP AgeGroupAlt**  
 Displays the current age group as in 08, 09, 10, 11, etc.

**A Number, Number4, etc.**  
 Generates a sequential number from other records of the same type which begin with a matching code. This ensures unique ID numbers. You can have a specified number of leading digits by appending the total number of digits you want to use to the end of the element name.

**TP TeamName**  
 Inserts the full team name with spaces removed.

**TP TeamName2, TeamName3, etc.**  
 Inserts the team name with spaces removed and shortened to the number of characters specified in the digit in the element name.

**TP TeamLevel**  
 Inserts the team's competitive level i.e. RECREATIONAL or COMPETITIVE.

**TP TeamLevel1**  
 Inserts the team's competitive level i.e. R or C.

**TP TeamPosition**  
 Inserts the team's position i.e. 1 for primary, 2 for secondary, etc. Default is 1 if no data is found for the team.

**TP TeamYearHigh, TeamYearLow**  
 Inserts the two-digit birth year applicable to the team. For example if the maximum DOB is 8/1/1987 the TeamYearHigh is 87, and the TeamYearLow is 88.

**PCM FirstName**  
 Inserts the player's full first name.

**PCM FirstName2, FirstName3, etc.**  
 Inserts the player's first name shortened to the number of characters specified in the digit in the element name.

**PCM LastName**  
 Inserts the player's full last name.

**PCM LastName2, LastName3, etc.**  
 Inserts the person's last name shortened to the number of characters specified in the digit in the element name.

**PCM BirthMonth, BirthDay, BirthYear**  
 Inserts the specified part of the person's date of birth.

**PCM BirthYear2**  
 Inserts the last two digits of the person's year of birth.

## User Notifications



Whenever you manually create a coach, team official or player account, when you click the **SAVE** button for the account our system automatically sends them an email letting them know an account has been created for them and providing them with their username and password. If you leave these boxes empty our system sends out a generic email letting them know what club/organization created the account for them (using the name listed under the **CUSTOMIZATION** tab).

To override our generic email enter in the text for the e-mail into the appropriate box. Remember to click the **SAVE** button next to the one you are working on before you move onto the next email box.

### For New Player Accounts

Subject

Welcome to GotSoccer!

Body

You just got a test player account! It's not real but it's still cool!

Please download this link and return it to...

Save

### For New Coach Accounts

Subject

Welcome to GotSoccer, Mr. Coach!

Body

Coach and Club and Team Officials

It is time to submit your Volunteer Discloser Forms (VDF) to North Dakota to comply with USYSA kid Safe program.

NDSA has retained a new software vendor, GotSoccer, LLC to process these checks and to help us create rosters and cards. We will not be able to print a coach or team official ID card without

Save

### For New Team Official Accounts

Subject

So You Think You Can Manage?

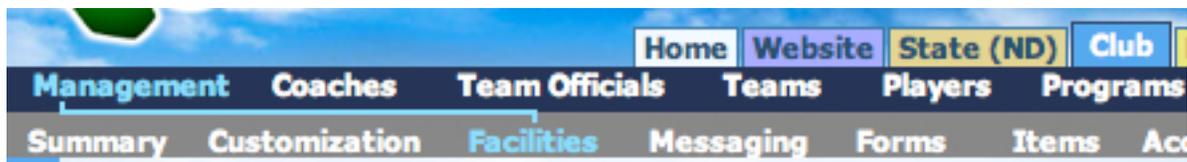
Body

Today marks the start of the most important journey of your life. Dont screw it up.

Save

## Facilities

Click on the **CLUB/HOME ASSOCIATION** tab and then on **FACILITIES** in the grey menu bar.



You can view your Facilities by:

- Event
- Location
- Type

If your club will be registering with a league who will be using your fields for league scheduling, you will enter the information on those fields here. To create a facility click on the **ADD FACILITY** link.



6. Enter in the field information and press **SAVE**.

**Facility Info**

**Facility Information**

Type:

Location/Name:

Number (Letters ok):

Size: L  X W

Condition:

Lighted Facility

**Facility Address**  
Please use standardized mailing address to allow automated mapping.

Address:

City:

State:

ZipCode:

Country:

Phone:

Phone (2):

Mobile Phone:

Fax:

7. Once the field is saved you will see a series of tabs appear across the top.

**Facility Info** | Availability | Valid Event Types | Map & Directions

8. Availability

- Normal Hours, as daylight changes so does the opening and closing of a field. We suggest you leave this open for 24 hours and use other GotSoccer functions to determine tournament and league start and end times.
- Available Dates, we also suggest leaving this open as you can set dates directly in league, training and tournament modules.
- Valid Age Brackets, you can specify for the field or facility. If this is a large size field, we recommend allowing all 11v11 age groups access. If this is a small sided field, we recommend allowing all small sided ages access. Click the box in front of each valid age group and press **SAVE**.

Facility Info Availability Valid Event Types Map & Directions

cp 6a  
**Facility Availability**  
**Last Updated** 1/24/2009 6:31:39 PM

**Normal Hours** Open: (12:00 AM) \*Enter 12 AM to 12 AM or leave blank for 24 hour availability.  
 Close: (11:59 PM)

**Available Dates For Training** Start:  \*Enter dates in MM/DD/YY format or leave blank for unlimited availability.  
 End:

**Valid Age Brackets**

U4  U5  U6  U7  U8  U9  
 U10  U11  U12  U13  U14  U15  
 U16  U17  U18  U19  OPEN  OTHER

Notes

- Field or Facility Availability Exceptions can be set for specific days and times, and more than one can be set per day. There are no limits to the number of exceptions you can make. Click on **ADD EXCEPTION** on the right side of the Availability tab.

Facility Info Availability Valid Event Types Map & Directions

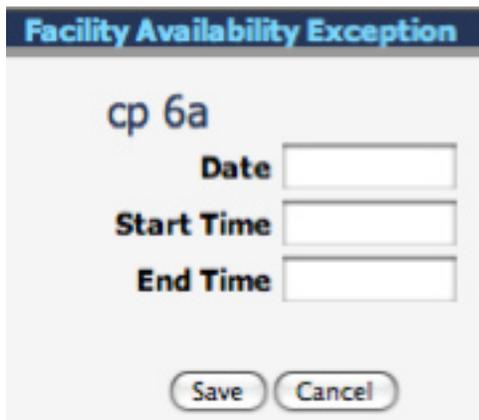
cp 6a  
**Facility Availability**  
**Last Updated** 1/24/2009 6:31:39 PM

**Normal Hours** Open: (12:00 AM) \*Enter 12 AM to 12 AM or leave blank for 24 hour availability.  
 Close: (11:59 PM)

**Availability Exceptions**  
 By Time Block  
 Add Exception

Date	Time	
5/15/2009	1:15 PM - 4:30 PM	<input type="button" value="Change"/>

- This will open a new window. Fill out the exception date and time and press **SAVE**.



**Facility Availability Exception**

cp 6a

**Date**

**Start Time**

**End Time**

- You will be returned to the Availability screen and you will see the exception listed under the Add Exception button. You can continue to add exceptions or **CHANGE** the existing exceptions.

## Availability Exceptions

### By Time Block

Date	Time	
5/15/2009	1:15 PM - 4:30 PM	<input type="button" value="Change"/>

- Besides making exceptions, the Club or Home Association can Remove the field from being accessed by an event. The events the field may be used by are listed below the Exceptions. To remove a field from a tournament or league field availability list simply click the **REMOVE** button. If you want to add it back at a later date you'll see a drop down menu with the excluded events. Simply select the field to be added and click **ADD**.

### By Event

#### Included in Events:

<b>LSC Fall 2008 Recreational League</b> League 7/1/2008-7/31/2009	<input type="button" value="Remove"/>
<b>Sample Registration League Spring 2009</b> League 1/1/2009-8/1/2009	<input type="button" value="Remove"/>

## 9. Maps and Directions

- Click the **MAPS AND DIRECTIONS** tab and you see a text box for you to add specific directions, and an **UPLOAD IMAGE** link that can be used to import a jpeg file.

Facility Info | Availability | **Valid Event Types** | Map & Directions

cp 6a

**Directions/Notes**

**Map Image**  
[Upload Image]

**Last Updated** 1/24/2009 6:31:39 PM

Save Cancel

## 10. Valid Event Types

- Click on the **VALID EVENT TYPES** tab. Here is where you can make what the field is going to be used for. If the field doubles as a soccer and baseball field, you can indicate that here. You can also mark whether this field is available for tournaments, leagues or both.

Facility Info | Availability | **Valid Event Types** | Map & Directions

cp 6a

**Valid Training Event Types**

Baseball

Lacrosse

Softball

Track and Field

Soccer

Multi-Purpose

**Valid Other Event Types**

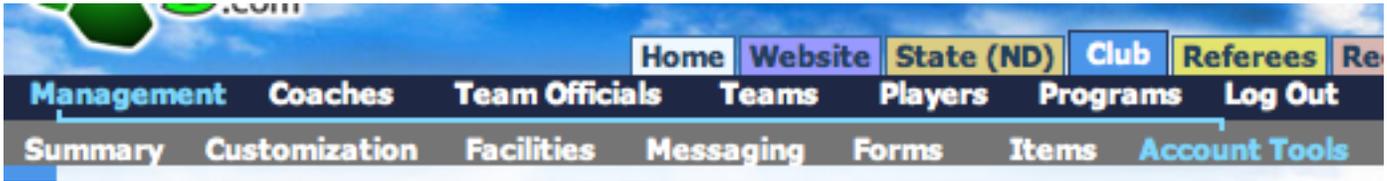
Tournament

League

Save Cancel

# Account Tools

Account tools is where you will merge duplicate player, coach and manager accounts. To get to account tools click on the **CLUB/HOME ASSOCIATION** tab and then on **ACCOUNT TOOLS** in the grey menu bar.



To merge player accounts, leave the settings to their default and click the **GO** button.



This will bring up a list of all of the duplicate player accounts who are affiliated with the state. To merge duplicate accounts into one, select the account to keep by clicking on the radio button in the green box column. Put check marks in the boxes next to the accounts you want to eliminate. The contents of these will be merged into your green selected account. Please remember to look for memberships in the **MEM** column and keep those accounts if possible so player do not lose their paid memberships. Also look for accounts with photos attached as photos cannot be merged. You can optionally move the selected account to another team or club by selecting the radio button next to the team or club that the consolidated account should belong to.

### \*\*\*Support Tip\*\*\*

Make sure to check the player data such as **DOB** and email address to make sure they are the same player as you might have several players in the state with the same name. Keep in mind the clubs have the ability to merge player accounts as they have an **ACCOUNT TOOLS** option under their **CLUB** or **HOME ASSOCIATION** tab.

#1) Meagher, Marie (3 players)												
	ID#	F.Name	M LName	Gender	DOB	Email	Phone	Updated	Mem	Team	Club	R
<input checked="" type="checkbox"/>	N/A	Marie	Meagher	Girls	4/11/1996	bill@gotssport.com			-	<input checked="" type="radio"/> Blue	<input checked="" type="radio"/> GotSoccer	
<input type="checkbox"/>	N/A	MARIE	MEAGHER	Girls	4/1/1996				<input checked="" type="checkbox"/>		<input type="radio"/> GotSoccer	
<input checked="" type="checkbox"/>	N/A	Marie	E Meagher	Girls	2/4/1991	kathym@gra.midco.net	701-775-8280	7/28/2008	-			

You can select the merge settings for all the players on your page and then click the **MERGE SELECTED** button at either the top or the bottom of the list.

NEXT PAGE >>

Merge Selected

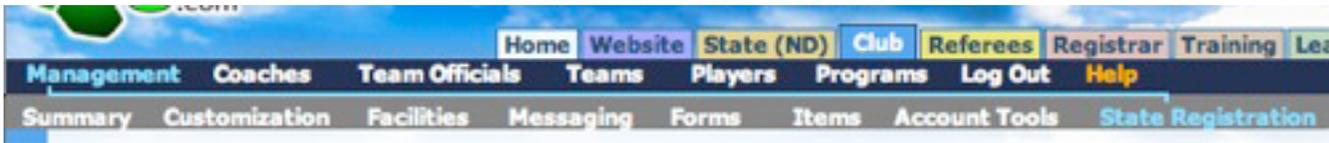
#1) Meagher, Marie (3 players)												
ID#	F.Name	M LName	Gender	DOB	Email	Phone	Updated	Mem	Team	Club	R	
<input checked="" type="checkbox"/>	N/A	Marie	Meagher	Girls	4/11/1996	bill@gotsport.com		-	<input checked="" type="radio"/> Blue	<input checked="" type="radio"/> GotSoccer		
<input checked="" type="checkbox"/>	N/A	MARIE	MEAGHER	Girls	4/1/1996			<input checked="" type="checkbox"/>		<input type="radio"/> GotSoccer		
<input checked="" type="checkbox"/>	N/A	Marie	E Meagher	Girls	2/4/1991	kathym@gra.midco.net	7/28/2008	-				
#2) ABERNATHY, MATTHEW (2 players)												
ID#	F.Name	M LName	Gender	DOB	Email	Phone	Updated	Mem	Team	Club	R	
<input checked="" type="checkbox"/>	N/A	Matthew	Abernathy	Boys	10/29/1999	cabernathy@austin.rr.com	8/23/2009	-	<input checked="" type="radio"/> Bullets 00	<input checked="" type="radio"/> GotSoccer	1	
<input checked="" type="checkbox"/>	N/A	MATTHEW	ABERNATHY	Boys	1/2/1999			-		<input type="radio"/> GotSoccer		
#3) Abi Habib, Matthew (2 players)												
ID#	F.Name	M LName	Gender	DOB	Email	Phone	Updated	Mem	Team	Club	R	
<input checked="" type="checkbox"/>	N/A	Matthew	A Abi Habib	Boys	6/27/2003	hope@austin.rr.com	6/30/2009	-	<input checked="" type="radio"/> GOTBHAYS U6 - E	<input checked="" type="radio"/> GotSoccer	1	
<input checked="" type="checkbox"/>	N/A	MATTHEW	ABI HABIB	Boys	6/2/2003			-		<input type="radio"/> GotSoccer		

The same steps are taken for Coach and Manager accounts. Make sure you check their DOB and address to verify that it is the same person. You can also consolidate Coach and Manager accounts directly from one of their accounts. This process is explained later in this manual.

If you do not have account tools turned on, it may be because your state does not use our system.

# State Registration

If your state uses our system then you will be able to view your invoice from the state via the State Registration section. Click on the **CLUB/HOME ASSOCIATION** tab and then on **STATE REGISTRATION** in the grey menu bar.



Here you can view your invoice by clicking on the **ACCT#** number or the **DESCRIPTION** name. You can also view how much you have already paid by clicking on the **+** sign next to the **BALANCE**.

State Organization Invoices		
GotSoccer (ND)		
Acct#	Description	Totals
<a href="#">198115</a>	<a href="#">Registration: GotSoccer</a>	<b>+ Balance \$8,748.25</b>
<b>Total Balance of Listed Accounts: \$8,748.25</b>		

Once you click on the ACCT# or the DESCRIPTION you will get a more detailed list of how your account is being billed by the state. This is why it is important that your players levels are set properly so you are not billed incorrectly by the state. If you find a discrepancy in your billing and you have already been invoiced, please contact your state office.

## View Account Details #198115

[Printable Account Statement](#)

**Account Information**

Account # 198115  
 Type Registration  
 Description Registration: GotSoccer  
 Notes  
 Created 5/5/2009 5:04:18 PM  
 Modified

**State Organization Payment Address**

Organization Name: GotSoccer (ND)  
 Contact Information  
 Phone 404-926-3655 Address 44 Valade Rd  
 Fax 515-457-8171 Burlington, VT 05306  
 Email gavin@gotsport.com

**Invoices & Payments**

Invoices	Description	Amount	Balance Due
295482	PLAYERS - COMPETITIVE - NORTH FLORIDA BOYS SOCCER	\$900.00	
286947	COACHES - COMPETITIVE - 06/10	\$5.00	\$5.00 due by 2/1/2010
278630	PLAYERS - CLASSIC - 09/10	\$200.00	\$200.00 due by 1/3/2010
278636	PLAYERS - REC 1 - 09/10	\$200.00	\$200.00 due by 1/3/2010
278637	PLAYERS - UPGRADE FROM REC 1 TO REC 2 - 09/10	\$5.00	\$5.00 due by 1/3/2010
223794	COACHES - RECREATIONAL - 09/10	\$425.00	\$425.00 due by 12/17/2009
263395	COACHES - COMPETITIVE - NORTH FLORIDA BOYS SOCCER	\$492.00	\$492.00 due by 11/21/2009
263397	TEAM OFFICIALS - COMPETITIVE - NORTH FLORIDA BOYS	\$1,296.00	\$1,296.00 due by 11/21/2009
261326	PLAYERS - REC 1 - NORTH FLORIDA BOYS SOCCER	\$150.00	\$150.00 due by 11/12/2009
261329	PLAYERS - NORTH FLORIDA BOYS SOCCER	\$780.00	\$780.00 due by 11/12/2009
261281	TEAM OFFICIALS - RECREATIONAL - NORTH FLORIDA BOYS	\$10.00	\$10.00 due by 11/12/2009
261285	PLAYERS - SECONDARY - NORTH FLORIDA BOYS SOCCER	\$18.75	\$18.75 due by 11/12/2009
261286	PLAYERS - TRANSFER - NORTH FLORIDA BOYS SOCCER	\$4.50	\$4.50 due by 11/12/2009
259395	COACHES - RECREATIONAL - 09/10	\$1,350.00	\$1,350.00 due by 11/1/2009
259396	COACHES - COMPETITIVE - 09/10	\$5.00	\$5.00 due by 11/1/2009
251397	PLAYERS - COMPETITIVE - 09/10	\$40.00	\$40.00 due by 10/2/2009
207994	COACHES - RECREATIONAL - 08/09	\$725.00	\$725.00 due by 8/23/2009
207995	PLAYERS - COMPETITIVE - 08/09	\$80.00	\$80.00 due by 8/23/2009
207996	PLAYERS - REC 1 - 08/09	\$750.00	\$750.00 due by 8/23/2009
207997	PLAYERS - RECREATIONAL - 08/09	\$1,515.00	\$1,515.00 due by 8/23/2009
207998	TEAM OFFICIALS - RECREATIONAL - 08/09	\$70.00	\$70.00 due by 8/23/2009
137731	COACHES - RECREATIONAL - 08/09	\$625.00	\$625.00 due by 6/4/2009
Total Invoices		\$9,648.25	3/6/2010

Payments	Inv.	Status	Amount	Date
228619	295482	Processed	\$900.00	5/11/2010
Total Payments			\$900.00	
<b>Remaining Balance</b>			<b>\$8,748.25</b>	

# Creating Coaches / Team Officials (Managers, Board Members)

## Risk Management Account Settings (If your state uses us!)

If your state is using our system your coaches, managers and referees might have to submit a Volunteer Disclosure Forms (VDF) and background checks. Your state organization will have final say on approval of Volunteers and coaches. IYS require submission of social security numbers. Social security numbers are encrypted within our system and are not visible to anyone except to those designated as risk management officials by the state organization, not by club officials.

If you are in a state that uses our Risk Management software you will see an enforcement notice on the right side of the opening screen in the club area. This will only appear in the Club area. If it does not show, the account is not properly connected to the state.



**Risk Management**

Risk Management: **North Dakota Youth Soccer Association (ND)**

**Contact Information**

Phone **701-746-6029**      Address **3022 Walnut St**  
Email **NDYSA@yahoo.com**      **Grand Forks, ND 58201**

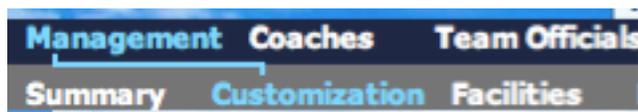
**State Organization Invoices**

GotSoccer (ND)

Acct#	Description	Totals
<a href="#">198115</a>	<a href="#">Registration: GotSoccer</a>	+ Balance <b>\$8,748.25</b>
		Total Balance of Listed Accounts: <b>\$8,748.25</b>

If you do not see the enforcement message:

1. Click on the **CLUB/HOME ASSOCIATION** tab and then **MANAGEMENT** in the blue menu bar and **CUSTOMIZATION** in the grey menu bar.



2. Select your State from the State Registered drop down list.
3. Press **SAVE** at the bottom of the screen once you have selected your state.

The screenshot shows a web interface for customizing a club's application page appearance. At the top, there are tabs for 'Page Style', 'Club Settings', 'ID Numbers', and 'User Notifications'. Below the tabs, the text reads 'Customize your association's application page appearance.' The main section is titled 'Colors & Fonts'. It includes a 'Club Last Updated' timestamp of '4/27/2009 9:06:11 PM'. The 'Club Name' field contains 'Vermonters SC'. The 'Club City' field is empty. The 'State Registered' dropdown menu is set to 'Vermont' and is circled in red. Below this are color selection options for 'Background Color' (blue, #2376F0), 'Secondary Color' (green, #007002), 'Lines/Details Color' (black), 'Club Name Text' (black), and 'Description Text' (black). Each color option has a 'Colors' button, a 'Custom' button, and an 'Eyedropper' button. The 'Preferred Font' dropdown is set to 'Tahoma' and has a 'Preview Font' button. The 'Website URL' field is empty. At the bottom right, a 'Save' button is circled in red.

4. Call or email your State Risk Management officer and make sure your club account shows in the state account and is enforced.

If a person has multiple GotSoccer accounts, for example a coach, manager, board member etc., they will only need to fill out the official risk management form once and the state will only be billed once. In all of their other accounts they will be required to submit another background check, but as long as they use the exact same name spelling (ie: Bob vs Robert), date of birth and address our system will search for all other accounts where the name, birth date, and address are IDENTICAL and automatically approve the person without charging the state/club. However, if the person is listed in one account as Bill Cameron and another as William Cameron, we will NOT automatically approve the second account and background checks will charge for the second inquiry. Please tell people requiring VDF to make sure their name, address, and birth date are the same for all their GotSoccer accounts.

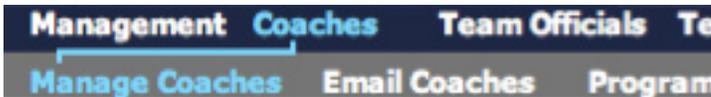
If you have any questions please contact the registrar charged with generating your cards and rosters or your state office.

**\*\*\*Support Tip\*\*\***

For Board Members who need to complete a Background Check you must create a Team Official account for them and set it to OTHER (explained on the next page). Provide the Board Member with the username and password to the Official account and have them fill out the VDF form.

## Creating Coach and/or Team Official Accounts

To create Coaches or Team Officials click on the **COACH** or **TEAM OFFICIAL** link in the dark blue menu bar under the **CLUB/HOME ASSOCIATION** tab.



**NOTE** - States may enforce their risk management policy. If they do, a club cannot add a coach to a team until they have received risk management approval from the state.

1. In both cases you will see a link that says **Create Coach Profile** or **Create Team Official Profile** depending on the link you clicked. The example below assumes you clicked the Coaches link and want to enter a profile for a coach. Instructions apply to both.



2. The next step is to enter the coach's information. You **MUST** fill out the information that is circled in red.
  - **Full legal name**
  - **State Registered** - This is very important if your state uses our system. They may need to complete a VDF before being placed on a team (pg. 22).
  - **Primary** and or **Assistant Coach** (or Primary and or Assistant Manager).
  - **Email Address** - this is a critical piece of information, without their email address they will not be included in any communication you may have with your coaches and managers through our system.
  - **User Name** - perhaps your club initials and last name, each Username must be unique in our system.
  - **Password** - the password can be the same for multiple accounts.
  - **SAVE** the account. This will create the account and send an email with the login instructions to the coach or team official (manager).

### Coach - New Coach

<b>Risk Status</b>	N/A
<b>Full Legal Name</b>	<input type="text"/> <input type="text"/> <input type="text"/> <small>Legal First M.I. Last</small>
<b>Date of Birth</b>	<input type="text"/> MM/DD/YYYY
<b>Gender</b>	<input type="radio"/> Male <input type="radio"/> Female
<b>State Registered</b>	<input type="text" value="North Dakota"/>
<b>Competition Level</b>	<input type="text"/>
Primary Coach	<input checked="" type="checkbox"/>
Assistant Coach	<input type="checkbox"/>
Display Name	<input type="text"/>
ID Number	<input type="text"/>
<b>Address</b>	<input type="text"/>
<b>City</b>	<input type="text"/>
<b>State</b>	<input type="text"/>
<b>Zip</b>	<input type="text"/>
<b>Country</b>	<input type="text" value="United States"/>
<b>Email</b>	<input type="text"/>
<b>Phone</b>	<input type="text"/>
Phone (2)	<input type="text"/>
Mobile Phone	<input type="text"/>
Mobile Text Messaging (you@yourcarrier.com)	<input type="text"/>
Fax	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

**Notes**

**Login Credentials**  
Create a username and password to allow this coach to login and update their information.

Username

Password



optional

# Emailing Coaches or Team Officials

You can also send an email to all coaches or team officials:

1. Click on **COACH** or **TEAM OFFICIAL** in the blue menu bar. If you have more than 25 coaches, change the page size to **INFINITE** and press **APPLY FILTERS**. Once your list has come up, select the coaches you want to email by checking the box next to their name, if you want to email all in the list click the **SELECT** link at the top of the column. Once your coaches are selected click the **EMAIL SELECTED COACHES** button and this will bring you to our messaging screen.

The screenshot shows the 'Manage Coaches' interface. At the top, there are buttons for 'Create Coach Profile', 'Export All Coaches (CSV)', 'Export All Assistant Coaches (CSV)', and 'Export Coaches (XLS)'. Below these are search filters for Coach Name, Team Name, Level, R/M Status, and Competitive Level. A 'Filter List / Enroll Coaches in a Program' dropdown is set to '(None)'. A red box highlights the 'Email Selected Coaches' button. Below the filters is a table with 12 columns: Select, ID#, Level, Last Name, First Name, Zip, State, R/M Status, DOB, Cert, Coach, Assistant. The first two rows are selected, and a red box highlights the 'Select' column header.

Select	ID#	Level	Last Name	First Name	Zip	State	R/M Status	DOB	Cert	Coach	Assistant
<input checked="" type="checkbox"/>	N/A	Competative	Owen-Thomas	Gavin	05408	VT	N/A	5/19/1954		Yes	No
<input checked="" type="checkbox"/>	N/A		Owen-Thomas	Sanette	05408	VT	N/A			Yes	No
<input type="checkbox"/>	N/A		smith	harry		VT	N/A			Yes	No

2. Once there you have several filter options:

- **Bulletin** - One message per unique email address.
- **Personalized** - One message per account w/ login instructions.
- **Plain Text** - Smaller size, best compatibility, no images or text formatting.
- **HTML** - Paste HTML content into message area.

### \*\*\* WE DO NOT ALLOW ATTACHMENTS \*\*\*

This is what puts us on the spam list. If you need to send a document you will need to take a screen shot of the document (use the help section of your operating system to figure out how to take a screen shot) and place it in the email as an image. If you want to send a document, upload it to your website's server and then include the link in your email. If you use our system to host your website you will be able to upload it to your site all within your account and include the link in your email.

3. Once you have selected your filters click the **APPLY FILTERS** button and then move on to composing your email in the message area. Once done, click the **SEND** button.

**Coach Communications**

**Send To Registered Coaches**  
Vermonters SC

**Select Broadcast Type**

- Bulletin** - One message per unique email address.
- Personalized** - One message per account w/ login instructions.

**Select Message Format**

- Plain Text** - Smaller size, best compatibility, no images or text formatting.
- HTML** - Paste HTML content into message area.

**Selected Coaches**  
Owen-Thomas, Sanette

**Mailing List Summary**  
1 unique coach email addresses were found.

**Enter Sender Information**

**From Name**

**Reply To Address**

**Create & Send Mailer**

**Subject**

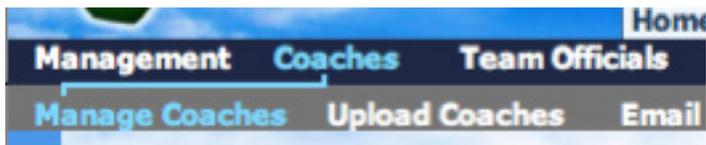
**Message**

You can also find this email function under the **COACHES** or **TEAM OFFICIALS** tab on the **PROGRAM REGISTRATIONS** page.

# Consolidating Duplicate Coach Accounts

Duplicate accounts are bound to happen. In an effort to help clean up your database we have created a feature that allows you to combine duplicate coach accounts.

1. Under the **CLUB/HOME ASSOCIATION** tab click on **COACHES** in the blue menu bar, this will bring you to the Manages Coaches area.



2. Locate the duplicate coaches and click on the coach **ID** number of the account you want to merge INTO. We would recommend that you merge into the account that has the most up to date information or has the most information. If you need to update the account manually please do so before merging as information could be lost if you do not.

## Items 1 - 7 of 7

Select	ID#	Level	Last Name	First Name	Zip	State	R/M Status	DOB
<input type="checkbox"/>	N/A	Competative	Jones	Davie	05408	VT	N/A	3/2/1970
<input type="checkbox"/>	N/A	Competative	Jones	Davie	05408	VT	N/A	3/2/1970

3. Once in the coach account click on the **ACCOUNT CONSOLIDATION** tab.



4. If matches are found they will be listed below the coach profile information. Remember to check that you are in the account that you want to merge the other accounts into. Once you have checked the information for the accounts click the **CONSOLIDATE ACCOUNTS LISTED BELOW** button.

### Matching Coach Accounts

Any contact information displayed from the accounts below that does not match the selected account will be shown in red.

If any information listed below is current or more complete you should manually update the selected coach before consolidating accounts, or select a different account to merge into to avoid losing data. You can select a different account by clicking on the coach name or ID below.

Photo	ID	Last	First	Username	Email	Phone	Mobile	Text	Created	Updated
		Jones	Davie	30921761	Sanette@gotsport.com				6/8/2009 5:09:09 PM	6/8/2009 5:09:09 PM

[Consolidate Accounts Listed Below](#)

These are the same steps taken for multiple Team Official Accounts.

# Player Accounts

## Creating Individual Player Accounts

1. To create an individual player account, click on the **CLUB/HOME ASSOCIATION** tab and then on **PLAYERS** in the blue menu bar. Once on the Manage Players screen click on the **CREATE PLAYER PROFILE** link at the top of the search filters box.

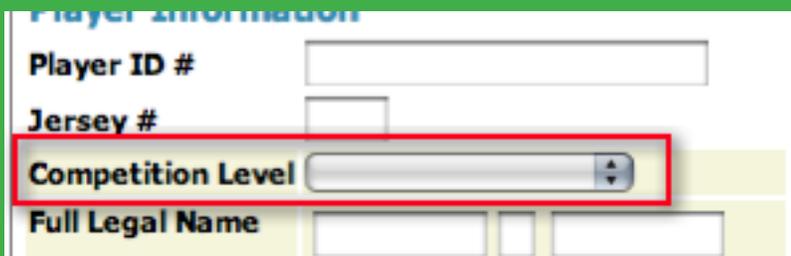
[+ Create Player Profile](#)

2. Once on the player profile page make sure to fill out as much information as possible. It is very important you include an email address for the player. If the player/parent ever forgets their login information they can retrieve it through their email. This is also how they will get their login information once you click the SAVE button.

**\*\* VERY IMPORTANT FOR CLUBS/HOME ASSOCIATION WHOSE STATES USE GOTSOCCEER \*\***

During the player profile creation you must set your player levels. States base their fees on your players levels, if set incorrectly you will be billed incorrectly by the state. If player levels are left blank, the system will automatically count them as Recreational players and bill you for them Player not participating this season must be set to **INACTIVE** or **DORMANT** depending on how your state words it.

To set your player level choose the option from the **COMPETITION LEVEL** drop down menu



The screenshot shows a form titled "Player Information" with several input fields. The fields are: "Player ID #" (a single text box), "Jersey #" (a single text box), "Competition Level" (a dropdown menu with a red border), and "Full Legal Name" (two text boxes). The "Competition Level" dropdown is currently empty and has a small arrow icon on the right side.

# Preparing an Excel Spreadsheet for Import

Before we begin to import a player list, we must discuss the requirements of the actual player file.

The excel file must be converted to CSV format. CSV stands for Comma Separated Values. Each field, column if you are used to excel, starts with a comma and ends with a comma. There are other types of delimited files including Tab, I-Beam and Quote. The good news is excel does it all for you. Just:

- Open an excel file
- Click SAVE AS from the file menu
- You see a drop down or list of formats
- Select CSV (Comma Delimited)
- Press SAVE
- Thats IT!

Before you upload you will probably want to clean up the data in the spreadsheet.

We Suggest:

## Player

1. Sort the data by last name, first name, and birthday/ Look for duplicate players. Delete as many as you can.
2. Make sure the columns are formatted for our database
  - Birth date should be in mm/dd/yy format
  - The player name is in two fields; first and last name
  - The parents name MUST be in ONE field. If your data has two fields, use the concatenate function assuming the parents first and last names are in cells B6 and B7, insert a column and use the formula =Concatenate(B6,"",B7) the new cell would return the full name with a space between the first and last name.
  - The player gender cannot be Coed. It must be boy, girl, male, female, m, f, or b, g.
3. Save the file as a CSV
4. We strongly recommend you create another CSV test file with just a few player records (rows). This will allow you to check the imported players and teams to insure they were imported as desired without creating a significant number of duplicate player records.

## Teams

Our system can also place the players on a team. The Process requires that both the player and the team be imported at the same time. You cannot upload players then upload teams. The player's team information must be in the same row as the player information. The process requires the following:

- Team Name
- Team Gender; it may be coed or c. This cannot be combined with the team age.
- Team Age group (U10 not U10B)

- You may designate the team as recreational or competitive by creating a column with Comp or Rec as the designation. This is not required.

## Uploading into Gotsoccer

The Gotsoccer database is organized in a precise fashion. Each player has their own record. Events, team, and program history are attached to the player profile. If an email address or phone number changes for the player, it will change for all programs, including those have expired. The past programs can be used for email marketing purposes.

1. Make sure you are in the Club section of our software and click on **PLAYERS** in the blue menu bar and **UPLOAD PLAYERS** on the grey menu bar.



2. This brings you to the Import page. Click on the **CHOOSE FILE** button. Browse through your files to the CSV and click **OPEN**.
3. There are a few **FORMAT OPTIONS**. If you are using Excel and saved the file as a CSV file, you won't need to use these options.
  - If your file is formatted with quote marks or other delimiter, choose the appropriate options.
  - You can omit the header row. This will eliminate the first row of your file. Sometimes it is better to leave this row in the file, as matching your file column headings with ours is easier. The only drawback to leaving your column headings in our system will create a player using the header rows. It is easy to find this player, search for your column heading that marks the players last name, and delete the account.

**File Format Options**

**Column Delimiter** Comma

**Data enclosed with quotes**   
 Example: "Boys", "U12"

**First row contains column headings**

**Upload Data File**

no file selected

4. Click **CHOOSE FILE**. Browse through your files to the CSV and click **UPLOAD**.
5. The system will load the file in preparation for importation, You will see three options above the players list.
  - TEAMS creates teams and place players on the assigned team. See Preparing and Excel Spreadsheet for Import for rules as to how to set up excel document.

- FAMILIES creates family accounts by grouping the players with the same last name plus home phone or address or zip code. Players with different last names can be added to the family account after this process is complete. See our Family Account help section.
- EMAIL NOTIFICATION emails players their username and password. If you have the club extended version of our software you can email user names and passwords at any time. If you have the free account, this is the only opportunity to send an email to using our mailer.

## Import Players from Data File

### File Contents Preview

**Players:** Update All Fields (any fields not uploaded will be blank)

**Teams:** Do not create teams

**Families:** Do not create family accounts

**Email Notifications:**

6. Select the options you want to use for the upload. Only the first 10 rows will be visible on the upload screen.

### \*\* TIP FOR PLACING PLAYERS ON A TEAM THROUGH IMPORT \*\*

If you want to our system to create teams and place the player on the team you must include the team name, age group and team gender in each player row. If the information is not there for all players those without teams will still be imported, but will not be assigned to a team.

7. At the top of each column on your file will be a drop down menu of our matching fields. In the databases each record must have the same exact name. Simply match your column heading to ours. In the example below we have matched a few of the columns. If you have a column you do not want to import or there are no corresponding fields on our drop down list, select **DO NOT IMPORT**.

Showing first 10 rows below.

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

Column 0	Column 1	Column 2	Column 3
First Name*	Last Name*	(do not import)	Address
BRITTNEY	ABBOTT		601 14TH ST
BRITTNEY	ABBOTT		601 14TH ST
BRYLEE	ABBRUSCATO		3511 STROMBERG PLACE
BRYLEE	ABBRUSCATO		3511 STROMBERG PLACE

- If the column for Last Name in the uploaded CSV file is called PLAYER LAST NAME the corresponding name from our drop down list is LAST NAME.
- Notice we did not import the blank column.
- Certain of our fields are marked with an \* this designates a required field. For players, we require a Last Name, First Name and Gender. Be aware, if you upload just the minimum information we will not be able to assign an age to the player and will not be able to contact then via email or provide other contact options.

8. If you want our system to create teams and place the player on the team you must include the Team Name, Age Group and Team Gender in each player row. If the information is not there for all players, those without teams will still be imported, but not assigned to a team.

Column 18	Column 19	Column 20	Column 21	Column 22
Team Name	(do not import)	Team Gender	Comp. Level	Team Age Group
U12ACADEMY	U98BR	B	R	12
CLUB94BOYS	U97BR	B	R	13
TERS96BOYS	U02BR	B	R	08

9. Click **IMPORT DATA** at the bottom left of the screen. (If you need to edit your document before uploading, click **UPLOAD ANOTHER FILE** to clear out the one you have on your screen).

10. The next screen reports the action of the import.

**Import Players from Data File**  
**Data Import Complete**  
 Total Players Imported: 17  
 Total Rows Skipped: 1

11. In this example we imported 17 players and placed them on a boys U11 team called UNITED. The file also contained players for a Girls U11 team called the POWER. The system placed 10 players on the UNITED and 7 players on the POWER.

12. You can find the list of players and the teams they are on by click on **PLAYERS** in the blue menu bar and **MANAGE PLAYERS** in the grey menu bar.



13. You can sort and email (if you have Club Extended) from this page. We have a much more powerful sort area in the **PLAYER REGISTRATIONS** area.

14. You can also **EXPORT** out your list of players to a CSV or XLS file. Just click one of the two links above the Search Filters box and the document will be downloaded to your computer. NOTE - for those of you in states that use Logical Solutions, the CSV file can be uploaded directly into that software.



## Verifying your Player Levels for State Registration

The easiest way for a club to make certain that all of their player levels are set correctly is to first set every player in their account to “Inactive”. To do this they will first click on the “Club” tab, then click on “Players” in the blue menu bar. From there they will set their Page Size to “Infinite” and click on the “Apply Filters” button to put all of the players on the same page. Next, they will click on the word “Select” at the top of the checkbox column to select all of the players with one click. Once all of the players have been selected, they will select “Inactive” from the “Competition Level Management” drop-down menu and then click on the “Set Level” button.

Select	ID#	Level	Last, First Name	Fam.#	Family	Zone#	School	Zip	Gender	DOB	Signup	Team	Team Age	State Reg. Date	State Reg. Level
<input checked="" type="checkbox"/>	06120390		abbott, Brittney	18528	abbott		Burlington	79015	F	11/5/1994	U15	GOI Lightning SS, Girls	94/95	None this season	N/A - no level
<input checked="" type="checkbox"/>	06120414		Abbruscato, Brylee	18522	Abbruscato			79121	F	12/20/2000	U9		N/A	None this season	N/A - no level
<input checked="" type="checkbox"/>	06121925		ABBRUSCATO, BRYLEE						F	1/2/2000	U10	Levi's Youth	96/00	None this season	N/A - no level
<input checked="" type="checkbox"/>	06121208		Abram, Kristen					79109	M	1/29/1998	U12	UOI Root	97/98	None this season	N/A - no level
<input checked="" type="checkbox"/>	06121926		ADAME, CLAYTON						M	9/2/1996	U13	UOI Root	97/98	None this season	N/A - no level

Now, once all of the players have been set to “Inactive” they will click on “Teams” in the blue menu bar and set the Competitive Level of all their teams appropriately, as this will in turn set the Competitive Level of all the players on the teams to that of their team. To do this this they will set their Page Size to “Infinite” and then click on the “Apply Filters” button to put all of their teams on one page. Then they will go down the list and select all of the teams that compete at the same “Competition Level” by checking the appropriate checkbox. Once they have selected all of the teams at the same level, they will select the “Competition Level” from the “Competition Level Management” drop-down menu and then click on the “Set Level” button as this will reset the team level and it will in turn set the “Competition Level” of all the players on that team to the teams “Competition Level”.

Management Coaches Team Officials **Teams** Players Programs Log Out Help

View & Manage Team Builder Applications Import Team

Manage Teams

Page Size: 
 Photos: 
 Filter by Upcoming Event:

Gender: 
 Age: 
 Coach/Manager Name: 
 Team Name: 
 Level:

Enter Teams in an In-House League, Training Program, or other associated event

Items 1 - 154 of 154

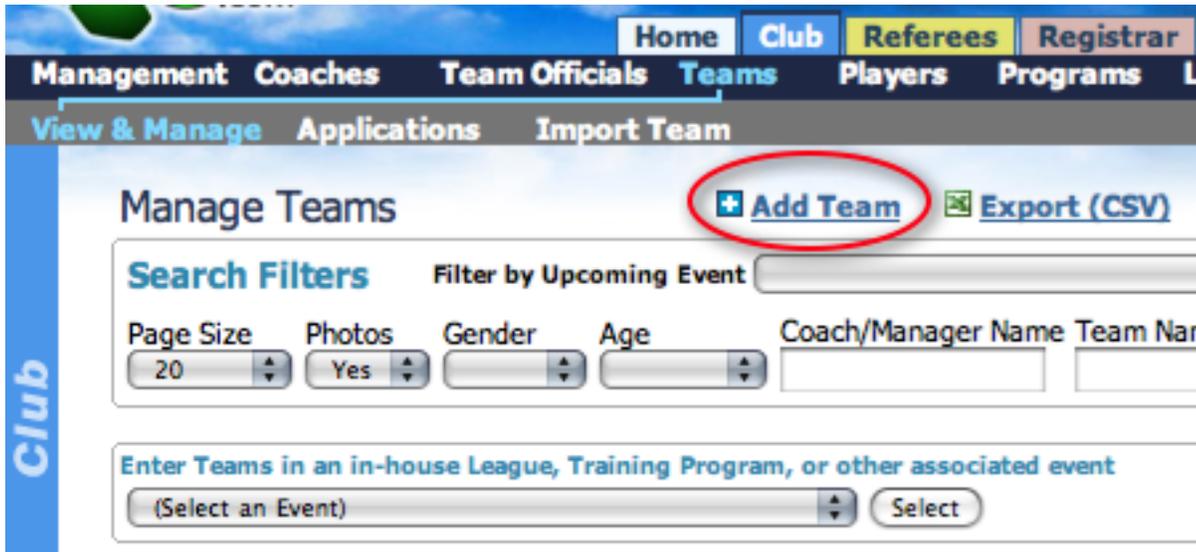
Select	Photo	Number	Gender	Age	Years	Club	Team	Level	Coach	Manager	Players
<input checked="" type="checkbox"/>		NC0002SPORTDRIFTERS90BOYS	Boys	OPEN	N/A		GetSport Drifters 90 Boys				18
<input checked="" type="checkbox"/>		NC0002SPORTDRIFTERS90BOYS	Boys	OPEN	N/A		GetSport Drifters 90 Boys		David Jones		18
<input checked="" type="checkbox"/>		NC0002SPORTDRIFTERS96BOYS	Boys	OPEN	N/A		GetSport Drifters 96 Boys				18
<input type="checkbox"/>		NC0002HIGHSCHOOLACADEMY	Boys	OPEN	N/A		High School Academy				18
<input type="checkbox"/>		NC0002EVOLUTION	Boys	U5	04/05	Vermenters SC	Revolution				2
<input checked="" type="checkbox"/>		NC0002ROCKETS	Boys	U7	02/03	Vermenters SC	Rockets				18
<input type="checkbox"/>		NC0002BURNER	Boys	U7	02/03	Vermenters SC	Sidburner				1
<input checked="" type="checkbox"/>		NC0002SKEETERS	Boys	U7	02/03	Vermenters SC	Skeeters				1
<input type="checkbox"/>		NC0002SMASH	Boys	U7	02/03	Vermenters SC	Smash				10

Once all of the teams have had their Competitive Levels set to where they should be, the only players in the account who are set to "Inactive" will be those players who haven't yet been placed on a team, or who are currently Inactive. This method is the most effective way to verify that all of the players in the clubs account have the proper "Competition Level" and will be billed appropriately by the state.

# Team Building

## Creating Teams

1. To create teams click on the **CLUB/HOME ASSOCIATION** tab and then on **TEAMS** in the blue menu bar which will bring you to the Manage Team page. Click the **ADD TEAMS** button.



The screenshot shows a web application interface for managing teams. At the top, there is a navigation bar with tabs for Home, Club, Referees, and Registrar. Below this is a secondary menu with options like Management, Coaches, Team Officials, Teams, Players, and Programs. A third menu includes View & Manage, Applications, and Import Team. The main content area is titled 'Manage Teams' and features a prominent '+ Add Team' button circled in red, along with an 'Export (CSV)' button. Below the main title, there are search filters for 'Filter by Upcoming Event', 'Page Size' (set to 20), 'Photos' (Yes), 'Gender', and 'Age'. There are also input fields for 'Coach/Manager Name' and 'Team Name'. At the bottom, there is a section for 'Enter Teams in an in-house League, Training Program, or other associated event' with a dropdown menu for '(Select an Event)' and a 'Select' button.

2. Fill out the team information
  - **IMPORTANT:** We increase the age group of every team on August 1st of each year. If you are trying to create a team that will be U8 in the fall, but are creating the team before August 1st, create it as a U7 team. It will become U8 on August 1st.
  - You do NOT have to enter a team ID#
  - Position refers to so called A and B teams in competitive clubs. This is particularly important if the names of the A and B teams are very similar.
  - Clubs may prohibit managers from changing team names and or adding/releasing players. These controls are circled in red below.
  - You must set the **COMPETITION LEVEL** of the team. Once you do any players placed on that team will be set to the teams competition level.

**Basic Info**

### New Team

#### Basic Team Information

**Team ID**   
**Club Name**   
**Team Name**   
**Level**   
**Position**   
**Sex**  Boys  Coed  Girls  
**Age Group**    
**State**   
\*Select country if other than USA.

Prevent team, group, or state change by manager.  
 Prevent add/release of players by manager.

**Colors**  
 Jersey  Shorts  Socks   
**Alt.Colors**  
 Jersey  Shorts  Socks

**\*\* VERY IMPORTANT FOR CLUBS/HOME ASSOCIATIONS WHOSE STATES USE GOTSOCGER \*\***

When you are creating teams you **MUST** set the team level correctly. In our system when a player is placed on a team, that team level is applied to the player as their player level. If your state uses our software to do billing then player levels must be set correctly or you will be billed incorrectly. Therefore if your team is set wrong, your players are set wrong.

To set team level during creation, choose the **LEVEL** from the drop down menu from the team Basic Info page

**Team Name**   
**Level**   
**Position**   
**Sex**  Boys  Coed  Girls

3. Use the drop down boxes to select coaches and managers. See the Creating Coach Accounts for more on Coaches.

## Team Officials

Initially 3 assistant coach, manager, and trainer positions are available. If you fill all 3 assistant positions and save your changes, up to 7 additional fields will be available for each role for a maximum of 10 assistants in each role.

<b>Coach</b>	<input type="text"/>
+ Assistant Coaches...	
<b>Manager</b>	<input type="text"/>
+ Assistant Managers...	
<b>Trainer</b>	<input type="text"/>
+ Assistant Trainers...	

4. Enter a Username and Password. User names must be unique in our system.
5. Click **SAVE** to complete the process of creating a team.

## Importing Pre-Existing teams from the GotSoccer database

In many cases your competitive teams are already in our system. If a team plays in any tournament that uses our software, they must create a team account. If your coach provides you with the team's username and password you can import the team and their players into the club account. To do this:

1. Click on the **CLUB** tab and then on **TEAMS** in the blue menu bar and on **IMPORT TEAM** in the grey menu bar. Enter the team's username and password and click the **IMPORT** button.

### Import Existing Team

Enter the username and password for the team you want to import in the fields below. You must enter the correct login information for that team in order to import and manage that team in your club account. If you don't remember the login information you may use the [team password lookup](#) feature.

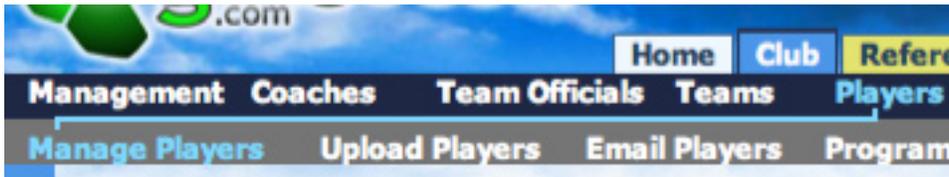
<b>Team Login</b>	<input type="text"/>
<b>Team Password</b>	<input type="password"/>

# Placing Players on a Team

The drag and drop function below can only be used with Internet Explorer 6 & 7 or Safari. If you are using a different windows browser such as Mozilla or FireFox, change to IE7.

To place players on teams you must have players entered into our system and have created teams.

1. From the Club/Home Association section, click on **PLAYERS** in the blue menu bar.



2. This will take you to our Club Player Account area. In this area you can sort by gender, age, player name and more.

Club Player Accounts [Create Player Profile](#) [Export Players \(CSV\)](#) [Export Players \(XLS\)](#)

**Search Filters** Page Size: 25 Photos: No Teams Column: No Level:  [Apply Filters](#)

Age: All Player Name:  Family Acct#:  Competitive Level: Set Level >

Gender:  Player ID#:  Team Name:  Assign Team: Assign > (none)

Player Email:  Parent Name:  Parent Email:

3. You will see a table containing a list of all players with relevant information.

Items 1 - 25 of 1939

Pages: 1 2 3 4 5 6 7 8 9 10 11 ...78 [Next Page >](#)

Select	ID#	Level	Fam#	Last, First Name	Family	Jrny#	School	Zip	Sex	DOB	Group	Team	Team Age
<input type="checkbox"/>	<a href="#">N/A</a>		<a href="#">18528</a>	<a href="#">abbott, Brittney</a>	<a href="#">abbott</a>			79015	Boys	11/5/1994	U14	<a href="#">U12 Academy</a>	N/A
<input type="checkbox"/>	<a href="#">N/A</a>		<a href="#">18528</a>	<a href="#">abbott, Brittney</a>	<a href="#">abbott</a>			79015	Boys	11/5/1994	U14	<a href="#">GOTteam Soccer Club 94 Boys</a>	N/A
<input type="checkbox"/>	<a href="#">N/A</a>		<a href="#">18533</a>	<a href="#">Abbruscato, Brylee</a>	<a href="#">Abbruscato</a>			79121	Girls	12/20/2000	U8	<a href="#">GotSport Drifters 96 Boys</a>	N/A

4. This table can be sorted by the column headings (level, fam#, Last, First Name, School..etc) by clicking on the underlined name of the column. This will sort it from largest to smallest or Z to A. Click it twice to sort it A-Z or smallest to largest.
5. Look to the right of the table and you will see a link **CLICK TO SHOW TEAMS**. Click it and ALL teams will appear to the right of the player table. They are ordered from youngest boys to oldest boys, then coed, finally youngest girls to oldest girls.

...78

[Next Page >>](#)

**Teams**

[Click to show teams](#)

Zip	Sex	DOB	Group	Team	Team Age
79015	Boys	11/5/1994	U14	<a href="#">U12 Academy</a>	N/A
79015	Boys	11/5/1994	U14	<a href="#">GOTteam Soccer</a>	N/A

6. When you're creating teams you'll most likely want to deal with one age group at a time. In the following example we filter the players to **U10 BOYS**.

- Make sure you are displaying teams, see screen shot above.
- We suggest you set the page size to **INFINITE**, otherwise you will only see the first 25 players.
- Select **U10** from the **AGE** drop down.
- Select Boys from the **GENDER** drop down
- Click **APPLY FILTERS**
- We will also click on the **SCHOOL** column heading to group players by school instead of name.

The screenshot shows the 'Club Player Accounts' interface. At the top, there are buttons for 'Create Player Profile', 'Export Players (CSV)', and 'Export Players (XLS)'. Below these are search filters: 'Search Filters', 'Page Size' (set to 'Infinite'), 'Photos' (set to 'No'), 'Teams Column' (set to 'Yes'), and 'Level'. There is an 'Apply Filters' button. The filter section includes 'Age' (set to 'U10'), 'Gender' (set to 'Boys'), 'Player Name', 'Family Acct#', 'Player ID#', 'Team Name', 'Competitive Level' (set to 'Set Level'), and 'Assign Team' (set to '(none)'). There are also fields for 'Player Email', 'Parent Name', and 'Parent Email'. Below the filters is an 'Enroll Players in a Program' section with a dropdown set to '(None)' and a 'Select' button. There are also buttons for 'Email Selected Players' and 'Print Player Forms'. The main content area shows 'Items 1 - 25 of 1939' and a pagination bar with 'Pages: 1 2 3 4 5 6 7 8 9 10 11 ... 78' and a 'Next Page >>' button. A table of players is displayed with columns: 'Select', 'ID#', 'Level', 'Desc#', 'Last, First Name', 'Family', 'Street', 'School', 'Zip', 'Sex', 'DOB', 'Group', 'Team', and 'Team Age'. The first row shows a player with ID# 10520, last name 'abbott, Brittny', family 'abbott', zip '79015', sex 'Boys', DOB '11/5/1994', group 'U14', team 'U12 Academy', and team age 'N/A'. The 'School' column heading is highlighted with a red box. To the right of the table is a 'Teams' section showing 'B.OPEN (N/A) GOTSPOORT DRIFTERS' and '96 BOYS' with 'Players: 2'.

7. The system will now display Boys U10 players sorted by school. It will also display all boys U10 and U11 teams. We display 2 age groups because we assume most U10 players will play on a U10 or U11 team. A U10 player can still be placed on a U15 team, if the club desires, by clicking on the player ID number and selecting a team from the drop down menu below.

Player Info | Parent Info | College Recruiting | Event

Player - Brittney abbott Save Delete Player

**Assigned Team**

U12 Academy

[View Team Page](#)

**Enrolled Programs**

2008/2009 Registration (8/1/2008 - 7/31/2009) Remove

**Available Programs**

8. Back on the **CLUB PLAYERS ACCOUNTS** page, if the player is on a team it will show in the Team Column. Players not on a team will have no entry in the team column. HINT: you can sort by the column heading **TEAM** twice and players without teams will appear first.

- If you place your cursor over the player name (IE users) it will turn to a finger. Left click the mouse and a plus sign will appear. If you place your cursor over the the circle (Safari users) next to the name and left click with your mouse a plus sign will appear.

PC users  **Roberts, Abbey**

MAC users 18874  **Roberts, Abbey**

- Continue holding down the left mouse button and drag the player directly over a team box (the box will turn red to signal that that is the team you are trying to add a player to) and release the mouse button. The system will reset and the player will be attached or rostered to the team. In the example below, Abbey Roberts is not on a team. We want to place him on the Vermonters SC Chickens.

Pages: 1, 2, 3, 4 Next Page =>

Select	ID#	Level	Fam#	Last, First Name	Family	Inter#	School	Zip	Sex	DOB	Group	Team	Team Age
<input type="checkbox"/>	NA		18874	 Roberts, Abbey	Roberts			79109	Boys	9/26/1996	U12		N/A
<input type="checkbox"/>	NA			 Stubbs, abbey				79109	Boys	1/17/1997	U12		N/A
<input type="checkbox"/>	NA		18452	 Van Hook, Addison	Van Hook			79124	Boys	3/27/1997	U12		N/A
<input type="checkbox"/>	NA			 Garrard, Alec				79102	Boys	1/24/1997	U12		N/A
<input type="checkbox"/>	NA		18447	 Garner, alex	Garner			79119	Boys	5/22/1997	U12		N/A

**Teams**

8 U12 (96/97) VERMONTERS SC CHICKENS  
 Glenn Owen Thomas  
 Competitive Players: 0

8 U12 (N/A) GOT LIGHTNING 96 GIRLS  
 Players: 3

- We've moved our cursor over the name/circle and dragged it over the Vermonters SC Chickens and released the mouse button. When the system resets it shows Abbey on the Chickens and the number of players on the team has gone from 0 to 1.

Finally, while in the **PLAYERS** area you can filter your list to however you want to display your players and then check the box next to the names of the players you want to assign to a particular team, and then from the **ASSIGN** drop down menu, choose the team you want to assign the players to and click the **ASSIGN** button. You can also release players from their teams using this feature. Instead of choosing a team from the drop down menu, choose **NONE** and then click the **ASSIGN** button.

Club Player Accounts

Create Player Profile  
  Export Players (CSV)  
  Export Players (XLS)  
  Team Builder

Page Size: 25  
 Photos: No  
 Teams Column: No  
 Level:  
 Rostered: All  
 Apply Filters

Age: U8  
 Player Name:  
 Family Acct#:  
 Competitive Level Management: Set Level >  
 Gender: Boys  
 Player ID#:  
 Team Name:  
 Assign Teams: Assign > **Bullets 00**

Player Email:  
 Parent Name:  
 Parent Email:

Enroll Players in a Program: (None)  
 Select  
 Email Selected Players >  
 Print Player Forms >

Items 1 - 4 of 4

Select	ID#	Level	Last, First Name	Fam#	Family	Jrny#	School	Zip	Gender	DOB	Group	Team	Team Age	State Reg
<input checked="" type="checkbox"/>	N/A	Academy	Bell, Trajan					49022	M	1/25/2002	U8	Bullets 00	99/00	12/4/2001
<input checked="" type="checkbox"/>	N/A	Academy	BELL, TRAJAN						M	1/2/2002	U8	Bullets 00	99/00	None this se
<input checked="" type="checkbox"/>	02011989	Classic	Clinton, Bill	9117	carterfamily	42	Cooper	32003	M	2/1/2002	U8	Gremlins	01/02	None this se
<input type="checkbox"/>	N/A	Academy	Tutu, Archbishop			5	test		M	8/9/2001	U8	Bullets 00	99/00	None this se

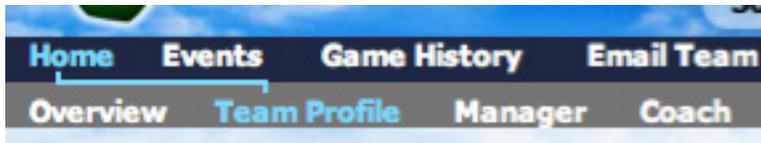
These SAME steps are taken to place players on a team from under the **PROGRAM REGISTRATIONS** section. However, the only players listed there are the ones who applied to your club via your online registration program.

# Finding your League Schedule, Official Documents, and Game Reports

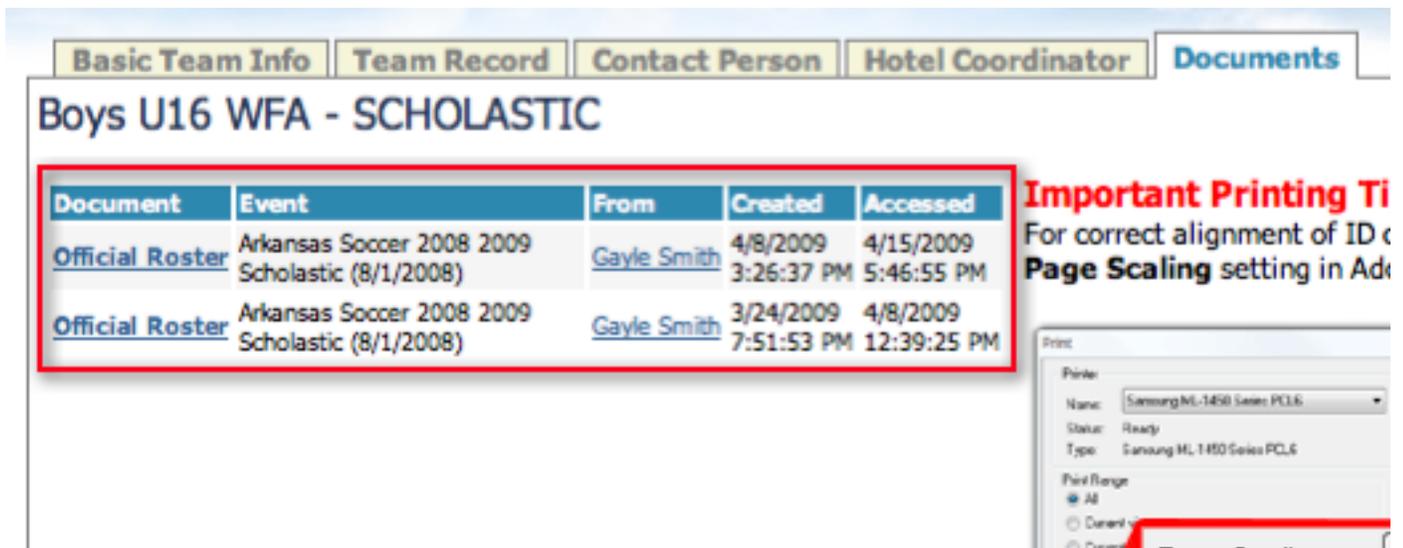
Every team in the Gotsoccer world has a team account. This account keeps track of events, players, coaches and much more. If you are in a league that uses Gotsoccer software, you can find your schedule and, if the league permits, download game cards.

## Rosters and ID Cards

1. Login to your Team Account and click on **TEAM PROFILE** in the grey menu bar.



2. Click on the **DOCUMENTS** tab. If the league has created a roster and id cards, and allows teams to download them from the team account, you will find the documents on the right side of the opening screen. They are pdf files. You will need Adobe Acrobat Reader to view and print the files. This is a free download, just search Google for Adobe Acrobat Reader.



Document	Event	From	Created	Accessed
<a href="#">Official Roster</a>	Arkansas Soccer 2008 2009 Scholastic (8/1/2008)	<a href="#">Gayle Smith</a>	4/8/2009 3:26:37 PM	4/15/2009 5:46:55 PM
<a href="#">Official Roster</a>	Arkansas Soccer 2008 2009 Scholastic (8/1/2008)	<a href="#">Gayle Smith</a>	3/24/2009 7:51:53 PM	4/8/2009 12:39:25 PM

**Important Printing Tip**  
For correct alignment of ID cards, set the **Page Scaling** setting in Adobe Acrobat Reader to **Fit to Page**.

Print dialog box showing printer name: Samsung ML-1450 Series PCL6, Status: Ready, Type: Samsung ML-1450 Series PCL6, Print Range: All.

3. If you cannot see these documents, it may be because the league does not allow teams to download official rosters and id cards. Check with your club or league administrator for the specific rules.

## Event Schedules, Game Cards, and Game Reports

1. To see an event schedule, look for the Accepted application link on the main team page and click it.

Home Events Game History Email Team College  
Overview Team Profile Manager Coach Roster

### Team Manager Boys U16 WFA Capitals 93

**Your GotSport Account**  
How to get the most out of it.  
Turn on your audio to view the Flash demonstrations  
DEMO: Teams U15 and Older - How to add players to your Roster  
Click Here to access the roster page.  
Account Merge Tool is Now Available!  
Click Here to get started.

**Your Club**  
Westside FA (AR)

**Your Upcoming Events**

**Tournament**  
[AR State Championships](#)  
5/29/2009,5/31/2009  
Applied: 3/13/2009 3:56:53 PM  
[Support](#)

2. To see the schedule, click on the **SCHEDULE** tab and the events schedule will be listed. If the league has asked you to bring game cards click on the PDF link next to the game to print the game cards.

Team Hotels Rooming Sales Application Status **Schedule** Requests Misconduct

### NMCSL Spring 2009 Season

2/1/2009-5/31/2009  
**Boys U15 CFBSA JAGUARS (TXN)**

#1273	3/29/2009 3:00 PM-6:00 PM	CFBSA JAGUARS (TXN)	GLASA JAGUARS '94 (TXN)	Cox #4
#1277	4/4/2009 11:00 AM-1:00 PM	CFBSA JAGUARS (TXN)	CYSA FALCONS (TXN)	Cox #5