gotsoccer.com

Soccer's Software Solution

Club Extended 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:

Josh Poe - 904-200-5855 Josh@gotsport.com
Sanette Owen-Thomas - 925-684-4740 Sanette@gotsport.com
Jared Hirschowitz - 904-521-6083 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.

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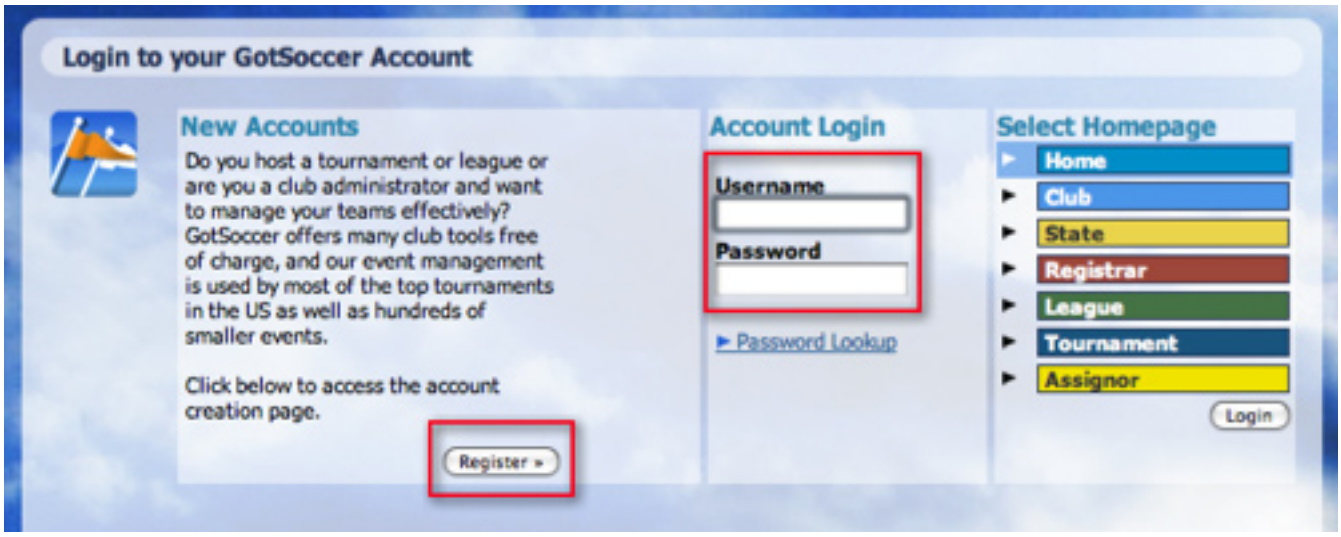
Logging into your Account

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 or Jared@gotsport.com.

1. Go to 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.

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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 be 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, (information rightfully in the possession of the Recipient prior to signing this agreement; (d) content

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.

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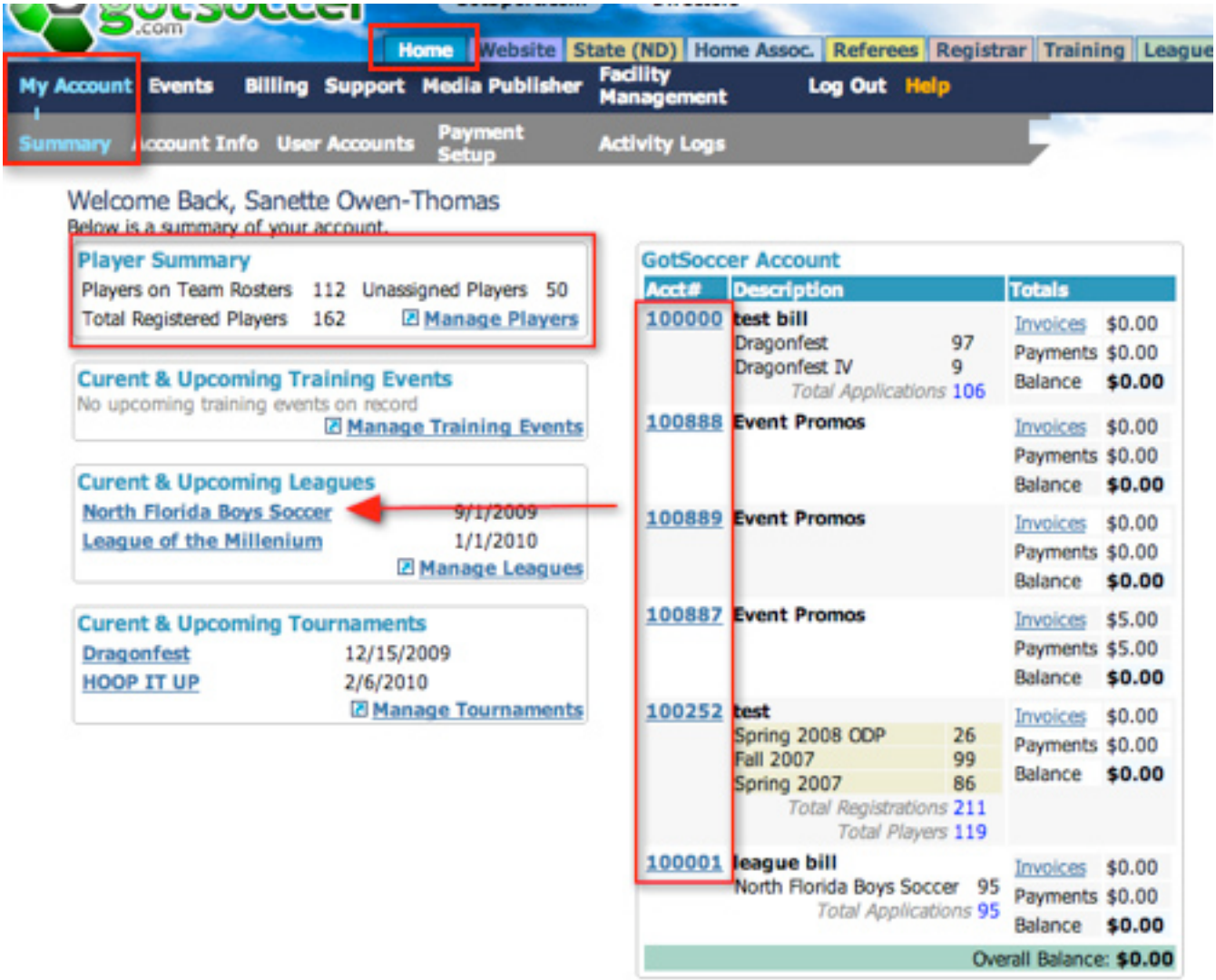
HOME TAB: Account Settings & Billing

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.



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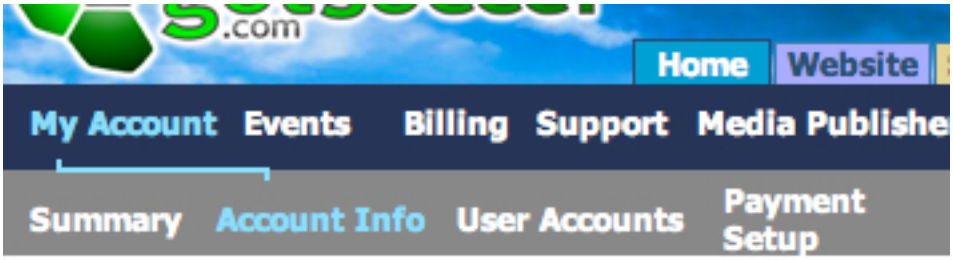
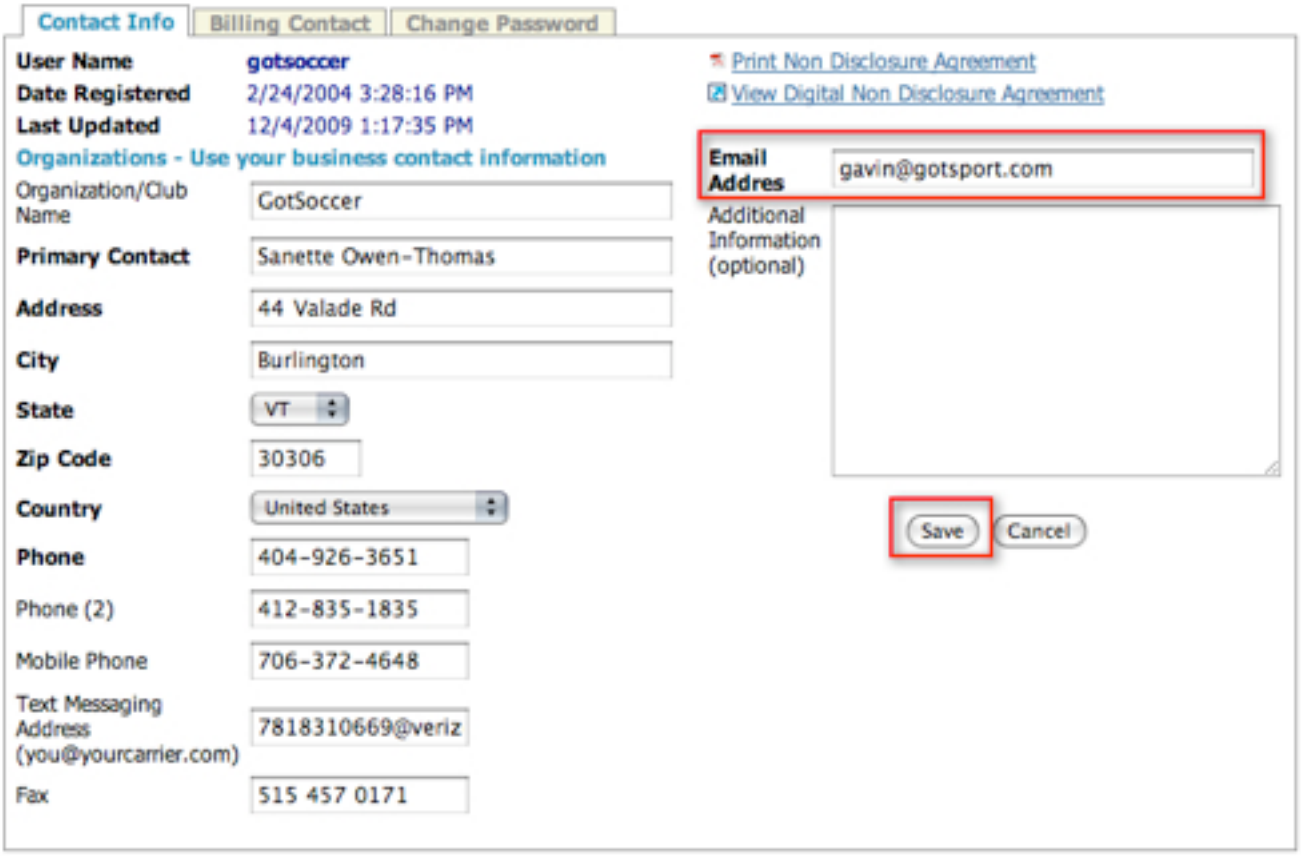
The next button in the grey menu bar is **ACCOUNT INFO**.



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.



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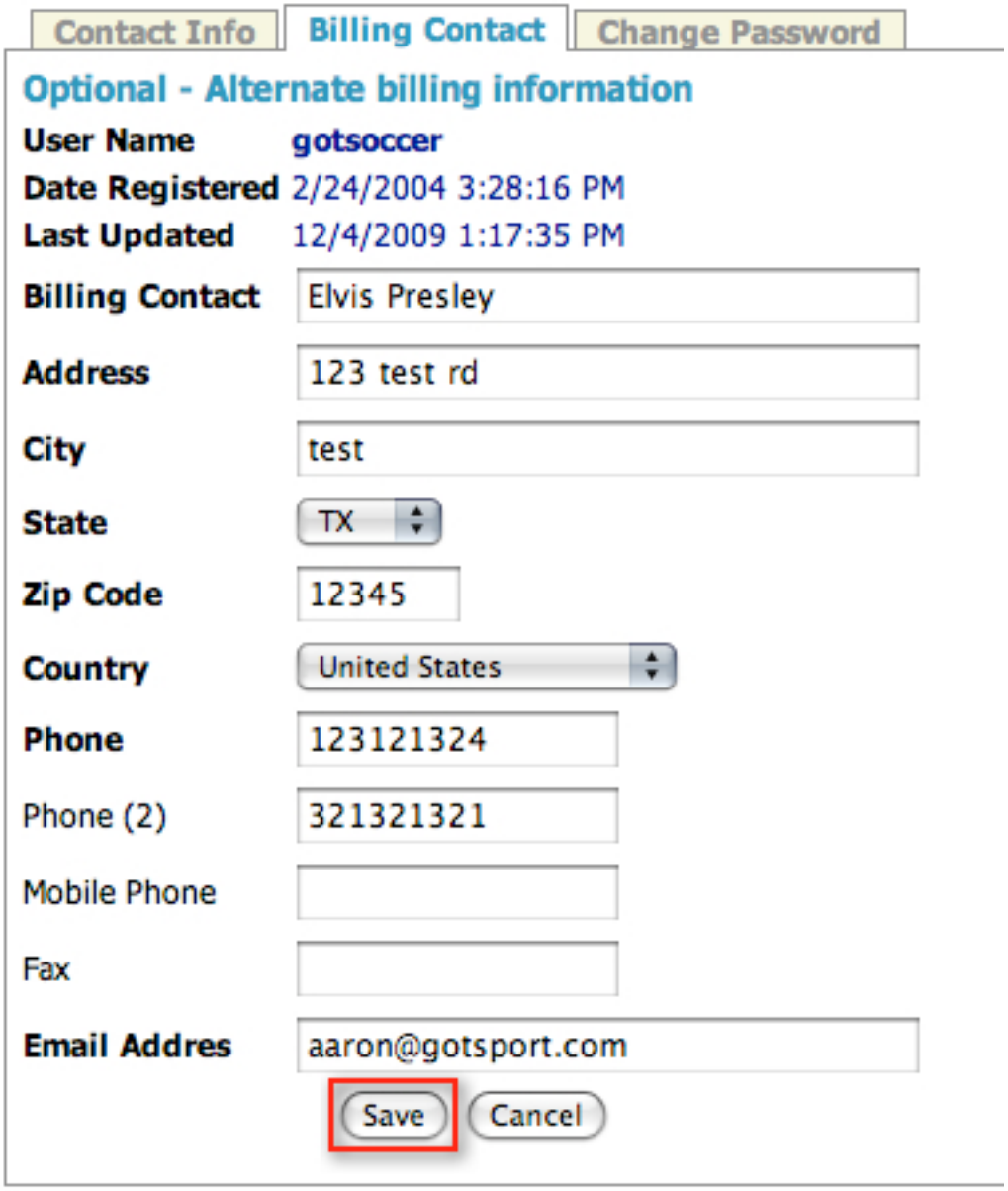
The next sub-tab is **BILLING CONTACT**. Click on this tab and fill in the information for the person who will handle the finances and who GotSoccer will need to contact in the case of a billing discrepancy.



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.

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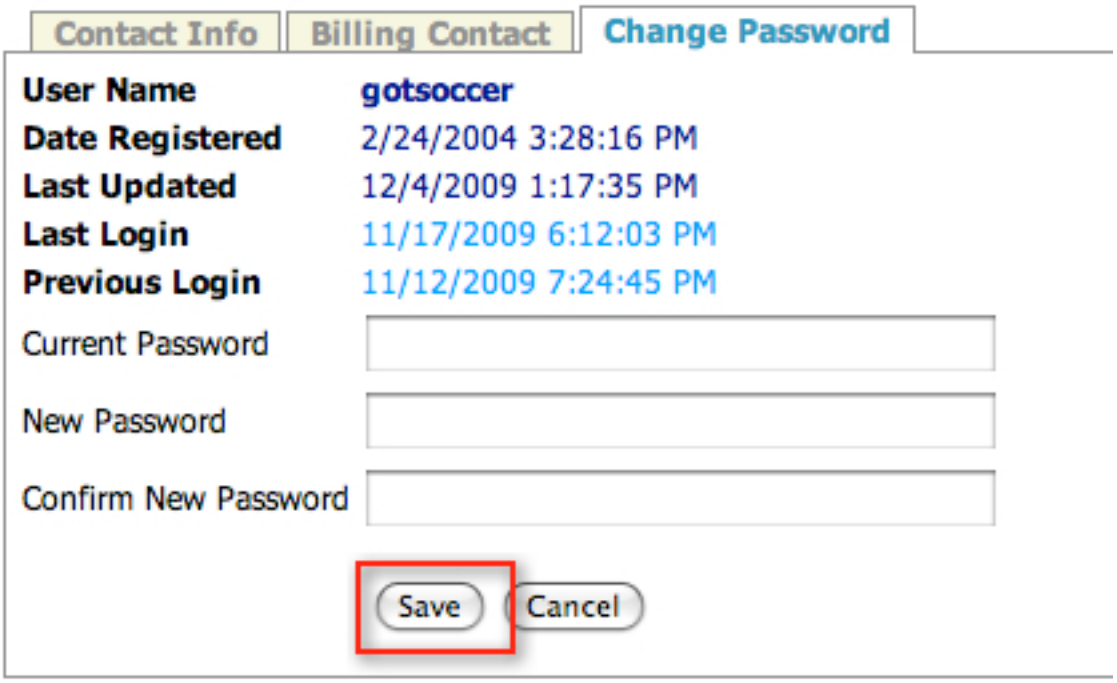

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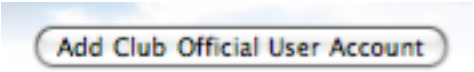
Creating Sub-Users

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.



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,

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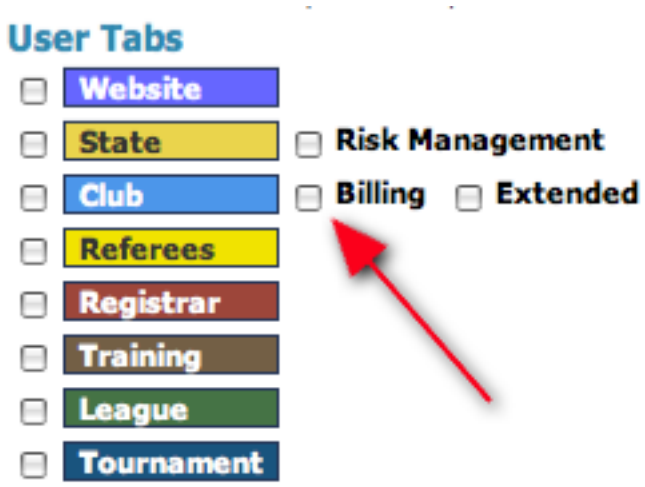
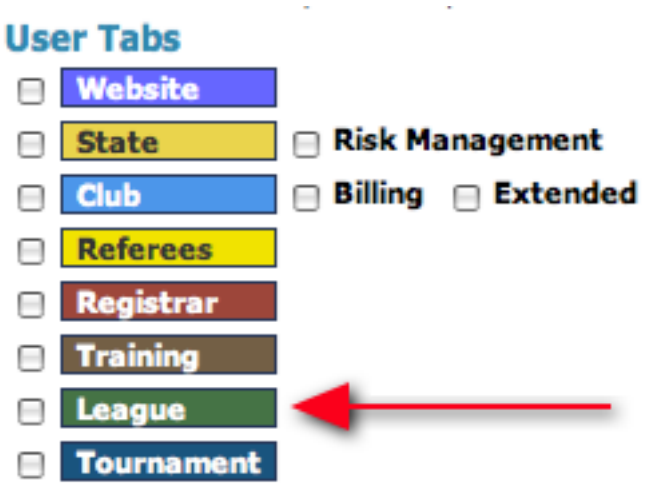


If you have a league director who has nothing to do with player registration or carding and rostering but only runs your leagues (in-house or otherwise) then you will give them **FULL ACCESS** and only check the box next to the green **LEAGUE** tab.



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.

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- 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.

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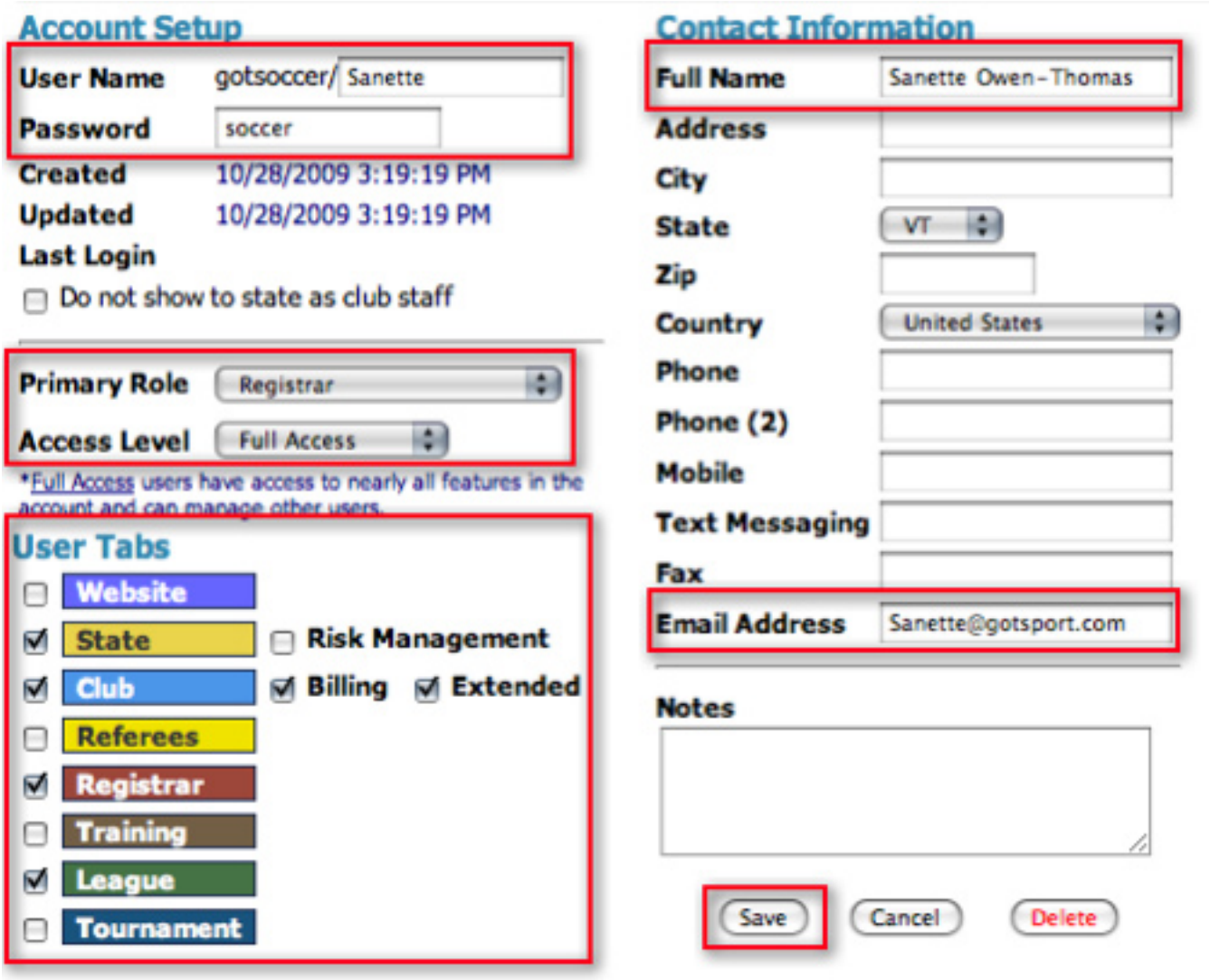
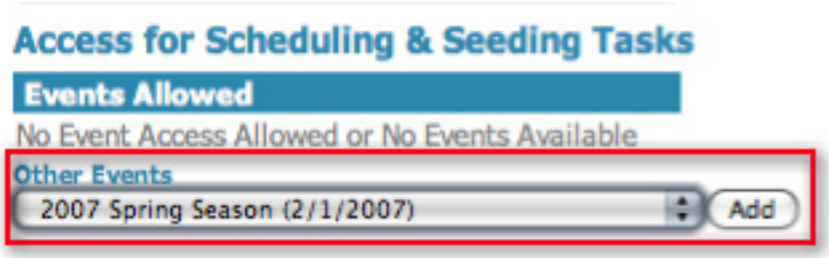


3. Once you click the **SAVE** button (if you have already created a league or have used us for a tournament) any events you may have in your account will show up along the right hand side of the screen. You can create even more restrictions for the user. For example, if you have two league directors 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.



4. 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

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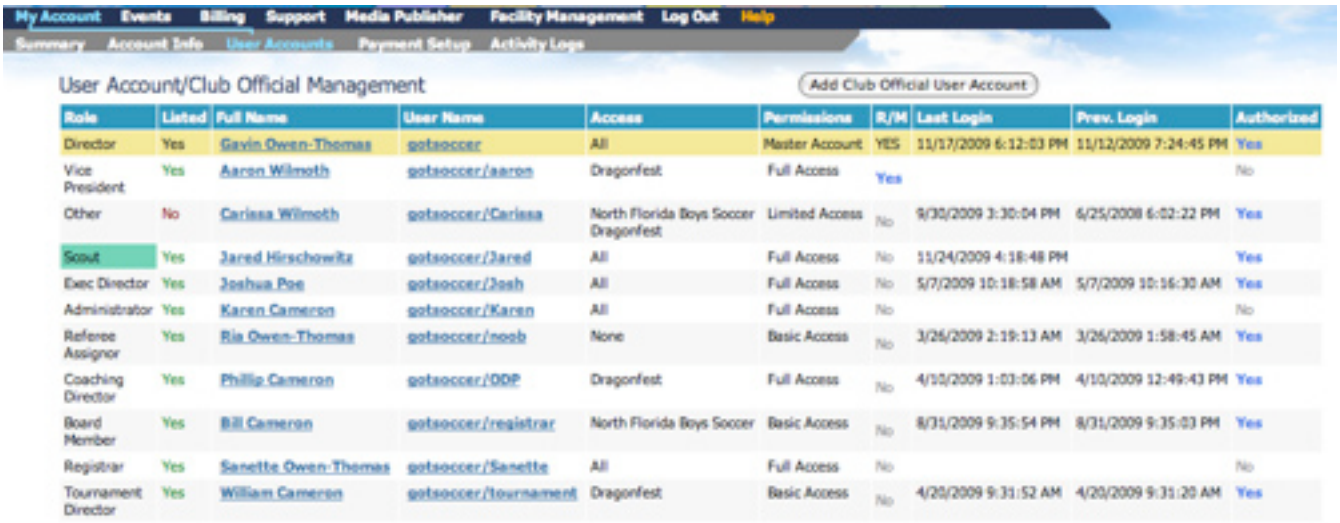
them full access to all age groups click the **ALL GROUPS** button and then click **UPDATE**. They will not have access to the event until a specific age or all groups is selected and the update button has been clicked.

5. 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.

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	Gavin 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	Phillip Cameron	gotsoccer/ODP	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

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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.

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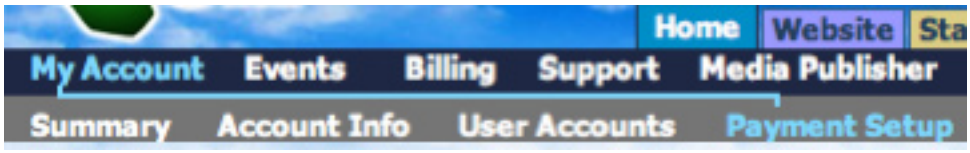
Payment Setup/Merchant Account Setup

DIRECTOR/MASTER ACCOUNT IS THE ONLY ACCOUNT AUTHORIZED TO SETUP OR EDIT THE MERCHANT ACCOUNT

1. Under the **HOME** tab click on the **PAYMENT SETUP** link in the grey menu bar.



- This is where you will setup your **MERCHANT ACCOUNT** and decide whether you will accept checks, credit card or e-Checks. The default merchant account is where all registration payments will go.

*** * *Support Tip* * ***

If you are going to accept credit cards or e-checks you will need to setup a merchant account with either PRI or Authorize.net. Our contact with those companies is Tony Debruno, 817-798-1425 or Tony.debruno.accpc@hotmail.com. You will need to contact him before you can make your application LIVE.

2. Once you have setup your merchant account through Tony he will give you the **MERCHANT ID** and the **MERCHANT KEY** to input into the fields on the Payment Setup page. DO NOT SEND THAT INFORMATION TO US!! We do not want access to your money, as you will see in the screen shot below that your merchant key is hidden from everyone, including us.

3. Once you have setup your merchant account, choose what type of credit card you want to accept by checking the boxes next to the card types.

4. Finally, you will need to decide whether you want to accept credit cards, e-checks and vouchers. Vouchers are like coupons (they are covered later in the manual). They are mainly used for scholarship players as long as you know who they are before they register, to setup Vouchers from this screen click on the **CREATE VOUCHERS** link.
   To accept any form of these payments check the box next to the option. For paper check you will need to fill out the **PAYMENT MAILING ADDRESS** section.

5. Once you are done click the **SAVE DEFAULT PROFILE** button.

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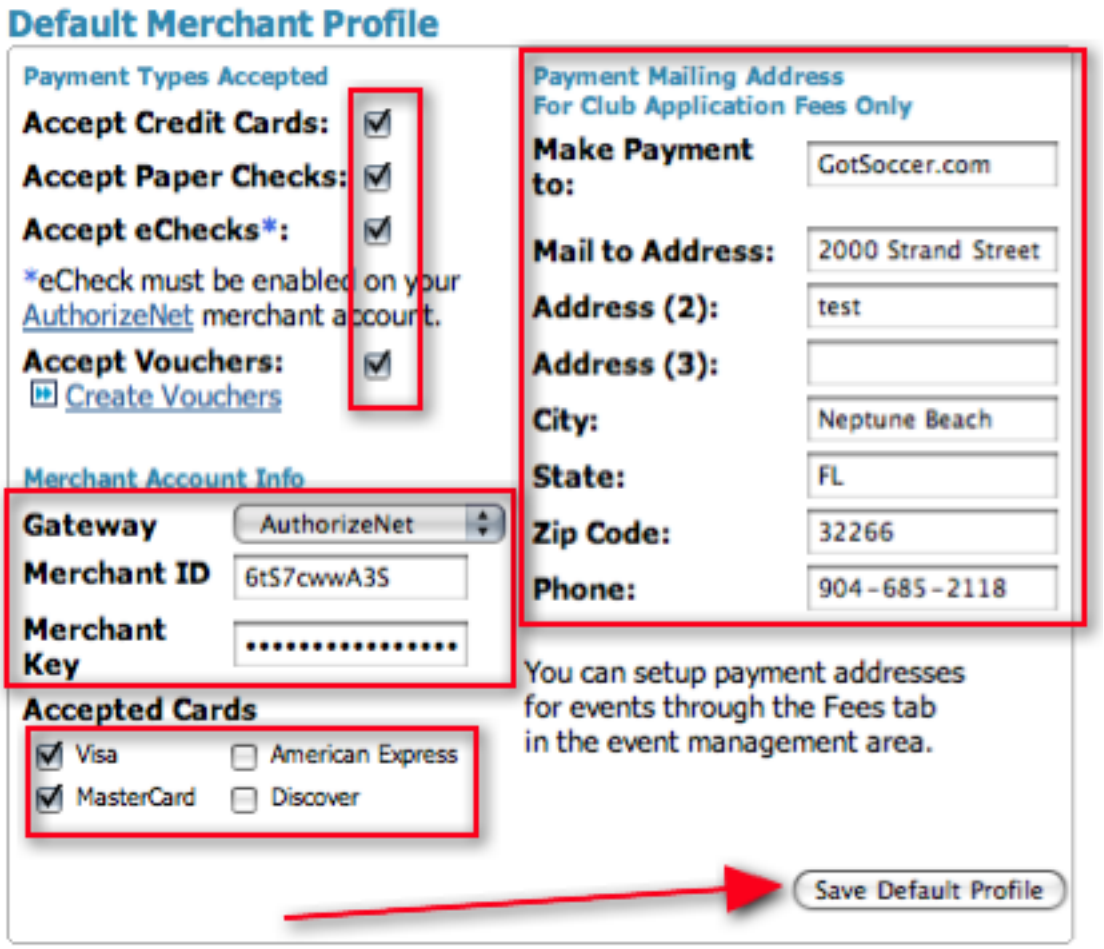

Creating Multiple Merchant Profiles

Your default merchant profile will apply to any event or program that accepts payments in your account. However, lets say you have a tournament or league or both that are run through your account and the registration money for those events are supposed to be directed to different bank accounts, you can create multiple merchant profiles for each event. Before you do this though you will need to setup those alternate merchant accounts with Tony so that you have a different Merchant Key and Merchant ID number than that of the Default Merchant Profile.

The Alternate Merchant Profiles can only be used for leagues and tournaments, all registration events and online registration programs will use the default merchant profile.

1. To do this, while under the **PAYMENT SETUP** section click on the **ADD** button under the **ALTERNATE MERCHANT PROFILES** section.

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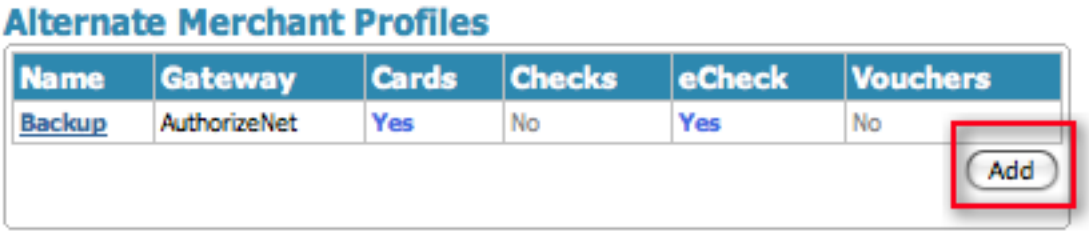
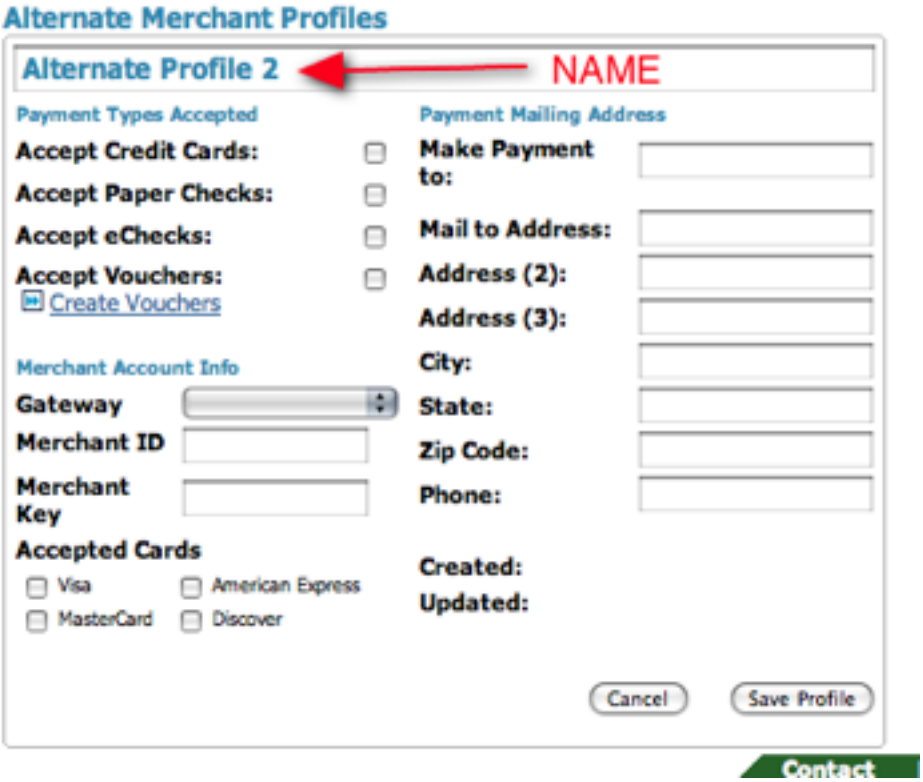


2. Fill out all the information just like you would when you setup the default merchant profile, however in the Merchant ID and Merchant Key fields enter the new account information for this event. You will also want to name your alternate merchant profile or it will default to Alternate Profile 1.



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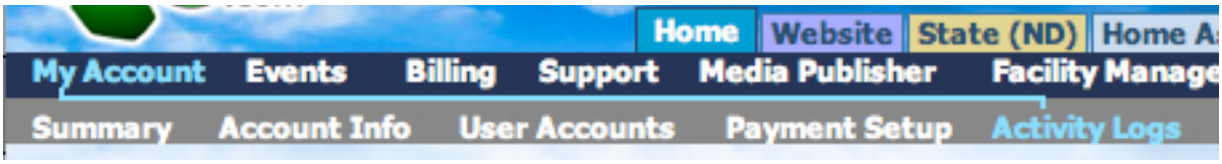
Activity Logs

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	Facility Booking 2010	FacilityBooking	**DND Insert Match**	42
12/19/2009 10:01:52 AM	Master	Facility Booking 2010	FacilityBooking	**DND Insert Match**	41
12/19/2009 1:41:20 AM	Master	Facility Booking 2010	FacilityBooking	**DND Insert Match**	16
12/19/2009 1:41:06 AM	Master	Facility Booking 2010	FacilityBooking	**DND Insert Match**	24
12/19/2009 1:41:03 AM	Master	Facility Booking 2010	FacilityBooking	**DND Insert Match**	21
12/19/2009 1:40:57 AM	Master	Facility Booking 2010	FacilityBooking	**DND Insert Match**	20
12/19/2009 1:40:56 AM	Master	Facility Booking 2010	FacilityBooking	**DND Insert Match**	25
12/19/2009 12:53:42 AM	Master	Dragonfest	Tournament	**DND Insert Match**	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

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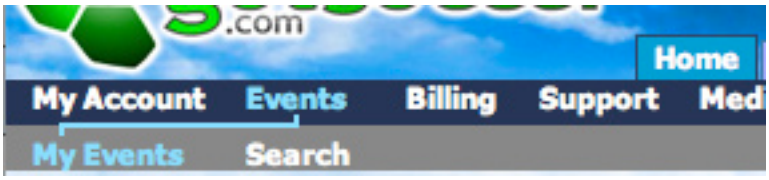
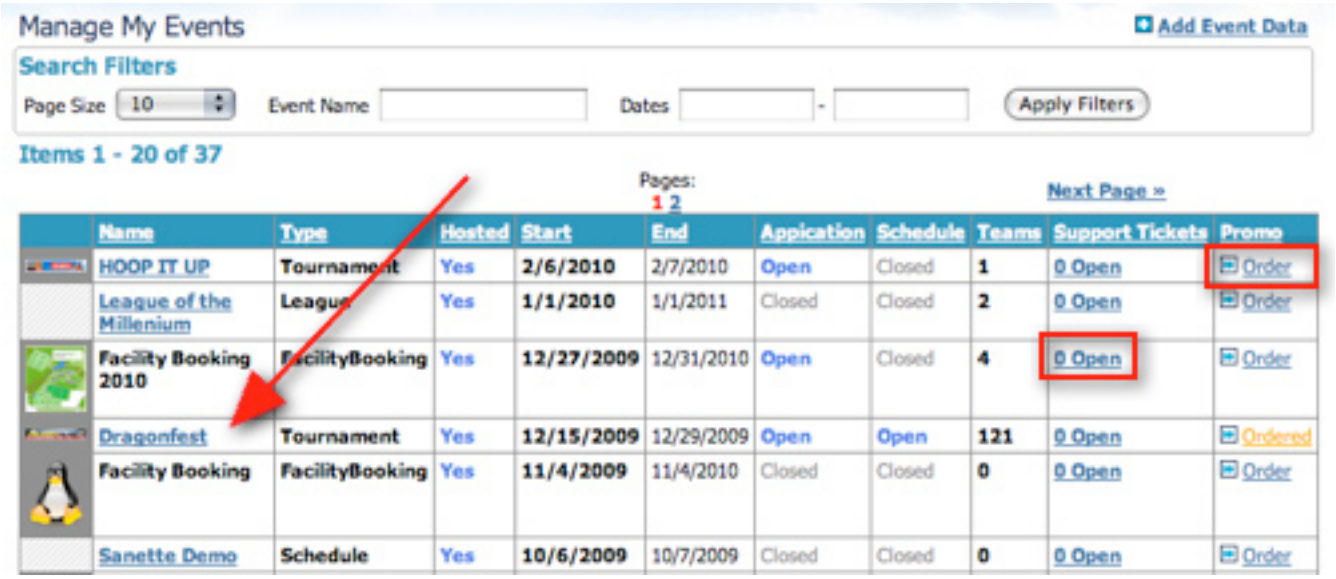
Events

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.



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.

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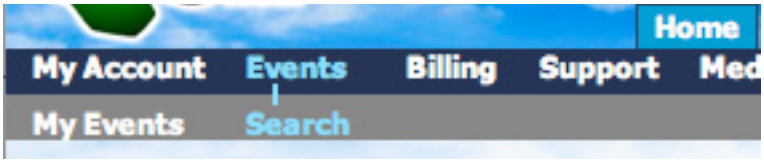

Using the search filters up top you can search via state or by a specific event name, date range or event type. This is how you can register a team in your account with a tournament or league.

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.

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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
☐		**GotSport Drifters 96 Boys**	Boys	OPEN		3
☐		**GotSport Drifters 94 Boys**	Boys	U5		2
☐		**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.

NO		**U16 Boys**	Boys	U16		1
NO		**U17 Boys**	Boys	U17		1
YES		**U18 Boys**	Boys	U18		10
YES		**U19 Boys**	Boys	U19		12

Submit Applications

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.

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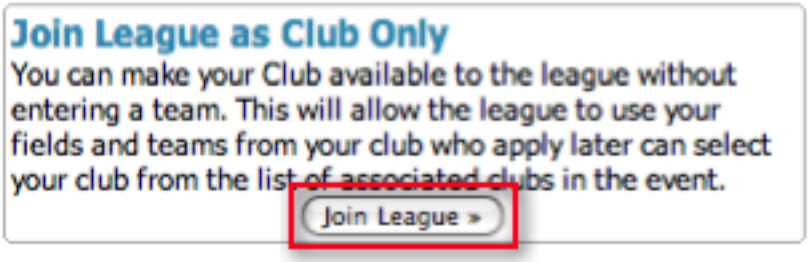
Entering Teams from the Club Teams Area

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**.

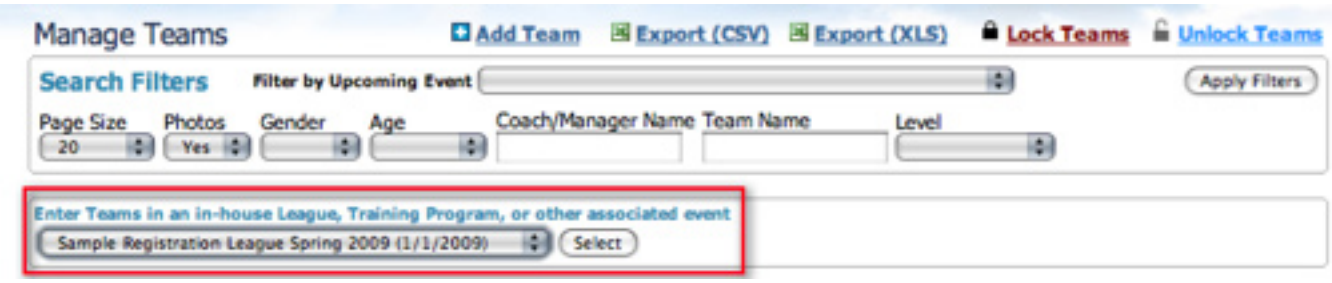
Click on **JOIN LEAGUE**



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

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**.



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 ad the check will disappear and that team will not be entered.

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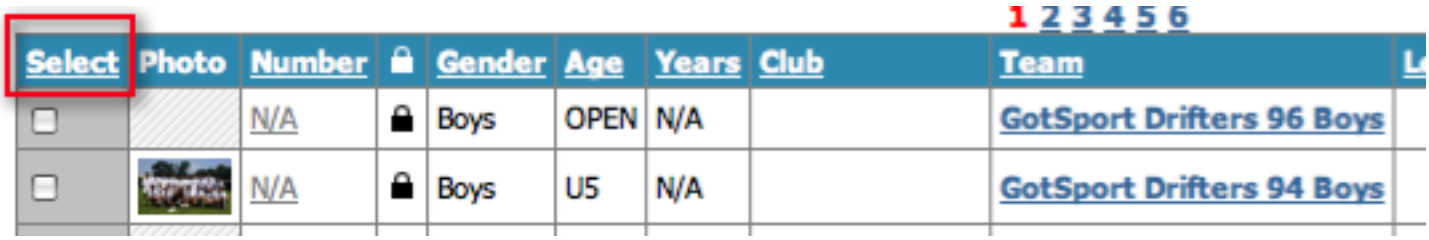
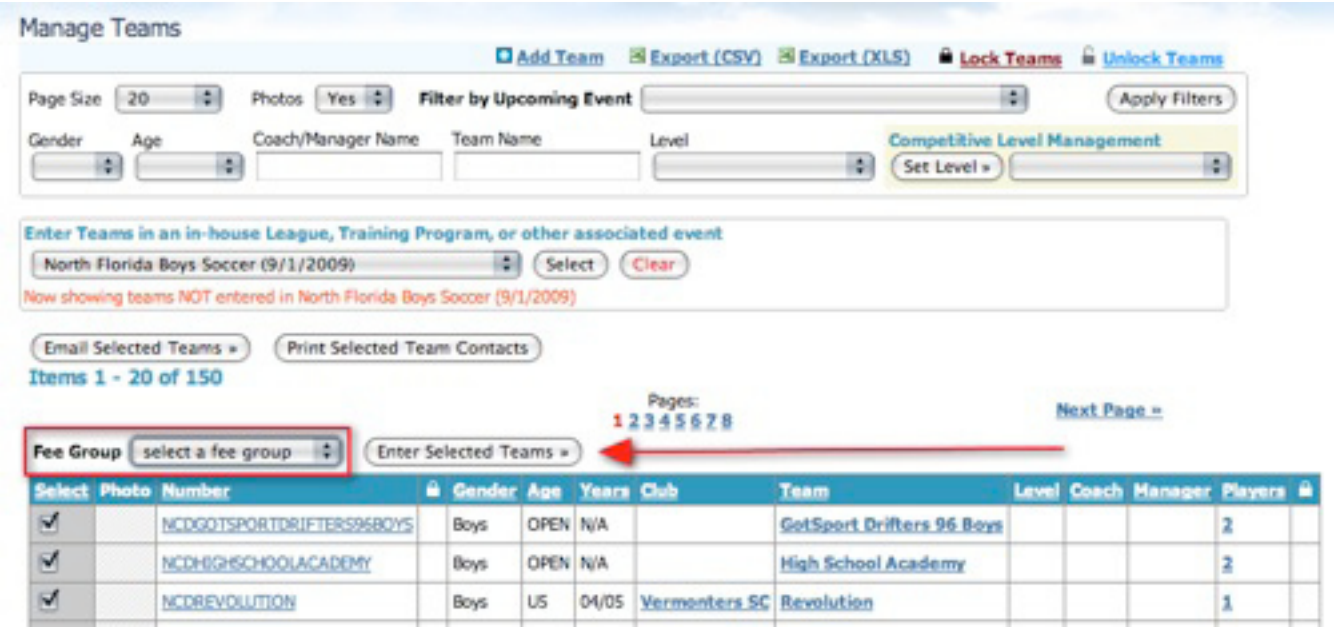


Once you've selected the teams choose the appropriate fee group from the **FEE GROUP** drop down menu above your list of players. Make sure you are entering the correct teams into the correct fee group. Once you have selected the fee group, click the **ENTER SELECTED TEAMS** button.



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.

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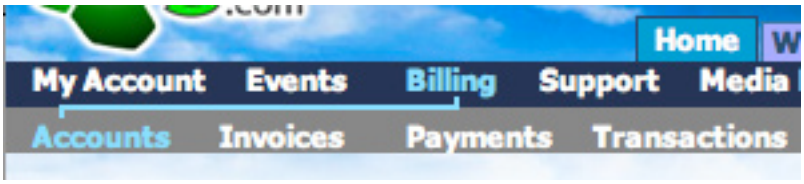
Billing



When you click on **BILLING** in the blue menu bar it will bring you to a list of all of the billing accounts. All Team and individual player/coach/team official/referee accounts. From this list you will see the billing account number, the category or the type of billing account, team, or player/coach/team official/referee who the billing account is attached to, their method of payment, and their account balance.

Pages: 1 2 3 4 5 6 7 8 9 10 11 ...17 Next Page »

Select	Acct#	Category	Description	Method	Invoices & Payments	
☐	318169	Facility Booking	GotSoccer Broncos	Manual	Balance	$0.00
☐	318125	Facility Booking	Flyers SC PAE	Manual	Balance	$350.00
☐	312617	Facility Booking	GotBaseball, Sparrows	Manual	Balance	$2,325.00
☐	312501	Registration	Player: Clinton, Bill	Manual	Balance	$125.00
☐	302518	Form	Team: Boys U15 Dragons	Manual	Balance	$0.00
☐	302517	Form	Referee: Gavin Thomas	Manual	Balance	$0.00
☐	302516	Form	Player: Bill Clinton	Manual	Balance	$0.00
☐	302515	Form	Player: George Best	Manual	Balance	$0.00
☐	302514	Form	Non User:	Manual	Balance	$0.00
☐	301862	Form	Non User:	Manual	Balance	$50.00
☐	301859	Form	Non User:	Manual	Balance	$50.00
☐	300851	Registration	Player: Clinton, Bill	Manual	Balance	$0.00
☐	300808	Registration	Player: Clinton, Bill	Manual	Balance	$0.00
☐	300147	Form	Non User:	Manual	Balance	$50.00
☐	284861	Registration	Player: Poe, River	Manual	Balance	$100.00
☐	279493	Billing / Other	Billing: Bottineau SC	Manual	Balance	$0.00
☐	279489	Billing / Other	Billing: Cameronville Soccer League	Manual	Balance	$0.00
☐	244133	Registration	Player: Poe, River	Manual	Balance	$0.00
☐	241312	Registration	Player: Best, George	Manual	Balance	$0.00
☐	240746	Registration / Club	Registration: VisualWarp	Manual	Balance	$1,285.00
					Total Balance of Listed Accounts:	$4,335.00

Items 1 - 20 of 321

Pages: 1 2 3 4 5 6 7 8 9 10 11 ...17 Next Page »

To filter your billing accounts use the Filter Options above the list. You can sort by:

- Category
- Payment Method - Manual (paper check), Charge (credit card), eCheck
- Account Description
- Player Name
- Program - Registration
- Team

Make sure to click the **APPLY FILTERS** button after you select your sort filter.

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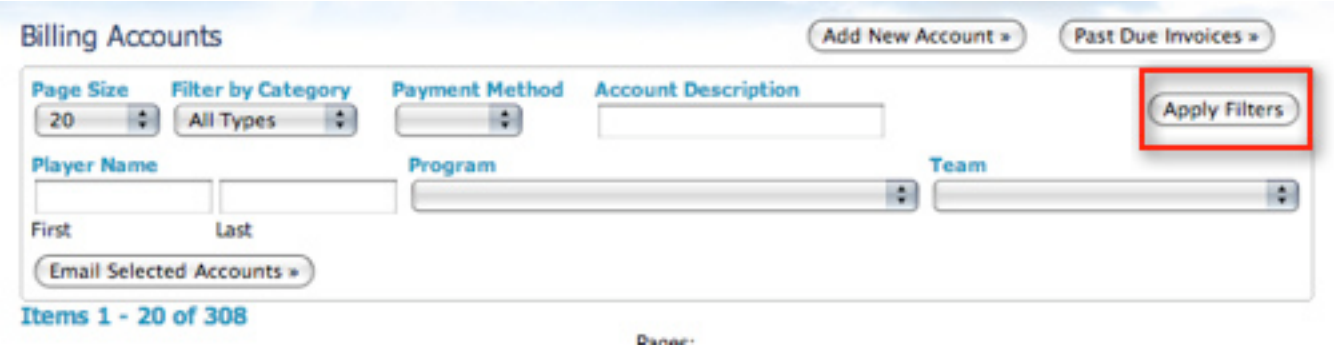
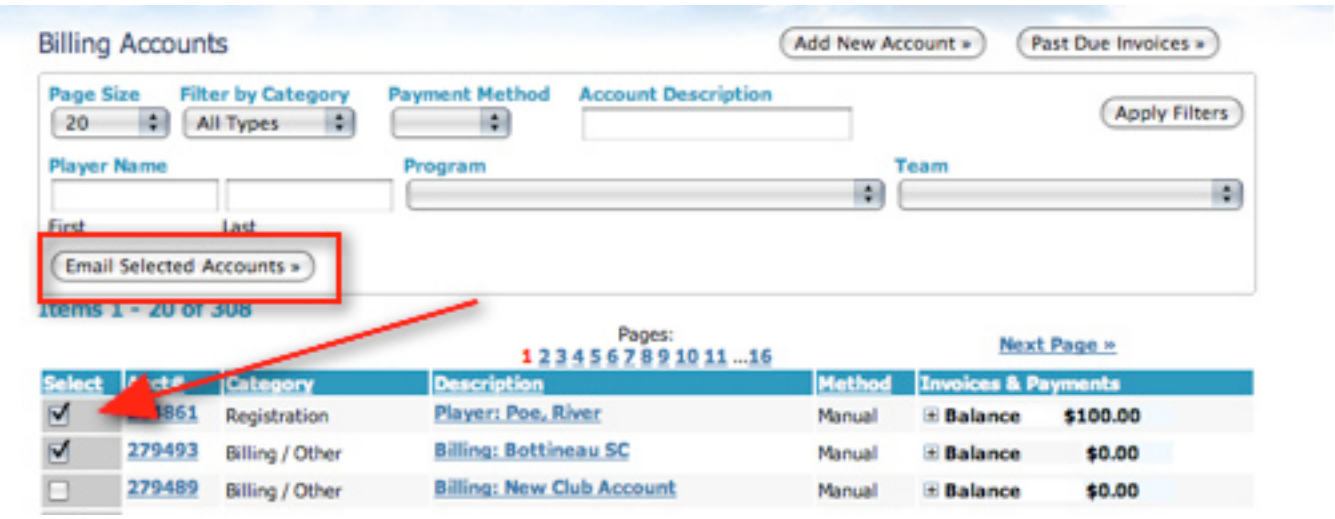


Emailing Billing Accounts

Select the check boxes in the **SELECT** column next to the names of the accounts you wish to email and click on the **EMAIL SELECTED ACCOUNTS** button.

NOTE: If you wish to select everyone on your page, click on the SELECT column heading as it will select ALL check boxes.



This will send an email to the account holder asking them to login to their account and view their outstanding invoice.

These steps are the same under any of the Billing Menu options.

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View Billing Accounts

To view the **ACCOUNT SETUP** click on the **ACCT#** for the account that you wish to view.

From the **ACCOUNT SETUP** page you can:

- **Edit the Billing account**
- **Enter Credit Card and eCheck Information**
- **Set Account to Manual, Credit/Charge or eCehck** - **IMPORTANT** - If an account wishes to pay by credit card and they did not initially pay with a card or if you wish to charge their card and do not see a **CHARGE** button make sure the account **PAYMENT METHOD** is set to **CREDIT/CHARGE**. This also applies to eCheck and make certain you set the **PAYMENT METHOD** to eCheck.
- **Edit Payment Cycle** - This only applies to those who are paying in monthly increments because you have setup a payment plan for a registration event. You can edit how much a person pays per months by adding the amount in the RATE/AMOUNT/FEE box, if left blank it will default to the amount that you have setup in the program. You can also edit the end date for the billing cycle.
- **Add Shipping Address** - if someone wants to purchase something after registering.
- **Delete a Billing Account** - Keep in mind this will delete ALL invoices attached to this billing account. Make sure you don't want to delete the individual invoice instead of the whole billing account.
- **Create an INVOICE** - You can create manual Invoices from this page, you can also do this via the INVOICES link in the grey menu bar.

Make sure to click the UPDATE ACCOUNT button before leaving this page if you have made any changes.

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Account Setup | Invoices & Payments | Form / Contact Info

Account #284861 - Player: Poe, River

» Create Invoice

Account Setup

Account Description: Player: Poe, River

Receipt/Contact Email: Sanette@gotsport.com

Category: Registration

Sub-Category:

View Associated Player Registration

Balance: $100.00

Total Invoices: $100.00

Total Payments: $0.00

Account Created: 11/2/2009 12:16:34 PM

Last Modified:

Recurring Payment Setup

Payment Method: Manual

Monthly Recurring Payment Options

Billing Cycle Start Date: 11/2/2009

Grace Period: days

Billing Cycle End Date (Blank = ongoing): 11/2/2010

Rate/Amount/Fee: $

Fee Type: Fixed Amount

Notes: Payment Plan ID:4253

Credit Card / Billing Information

Card Issuer

Card Number

Expiration Month/Year

Cardholder's Name

Billing Address

City

State

Zip Code

Country: United States

Shipping Information

Ship To Name

Address

City

State

Zip Code

Country: United States

Status

Tracking

ACH (eCheck) Information

Name

Check # *

Bank

Personal Checking

*Check number is optional

Update Account

Delete Account

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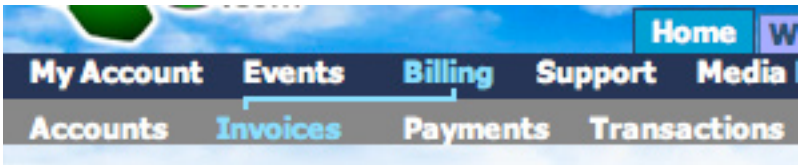
Invoices and Payments

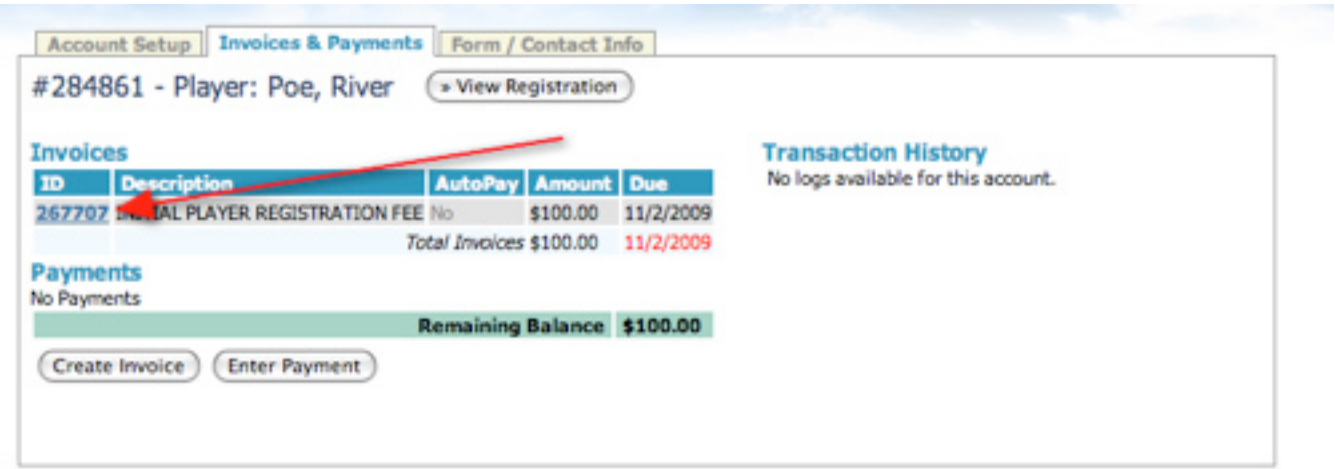
From this page we can edit individual Invoices by clicking on the **INVOICE & PAYMENTS** tab

You can also get to invoices by clicking on **INVOICES** in the grey menu bar



And then on the **INVOICE ID #** for the account you wish to view or edit

On the **INVOICES AND PAYMENTS** tab to edit or view an invoice click on the **INVOICE ID** number.



Once you click on the Invoice ID number you can:

- Edit the Description
- Edit the amount of the invoice - This is important if you wish to have a player pay a different amount than what they registered for, ie: a discount.
- Edit the due date
- If they are paying by credit card or eCheck you have the option to set the AUTO -CHARGE
- Enter Invoice Notes
- View the Registration that the Invoice is for
- View/Edit Billing account
- Enter Payment Receipt
- Charge Credit Card or bank account if paying by credit card or eCheck. This is only applicable if the ac-

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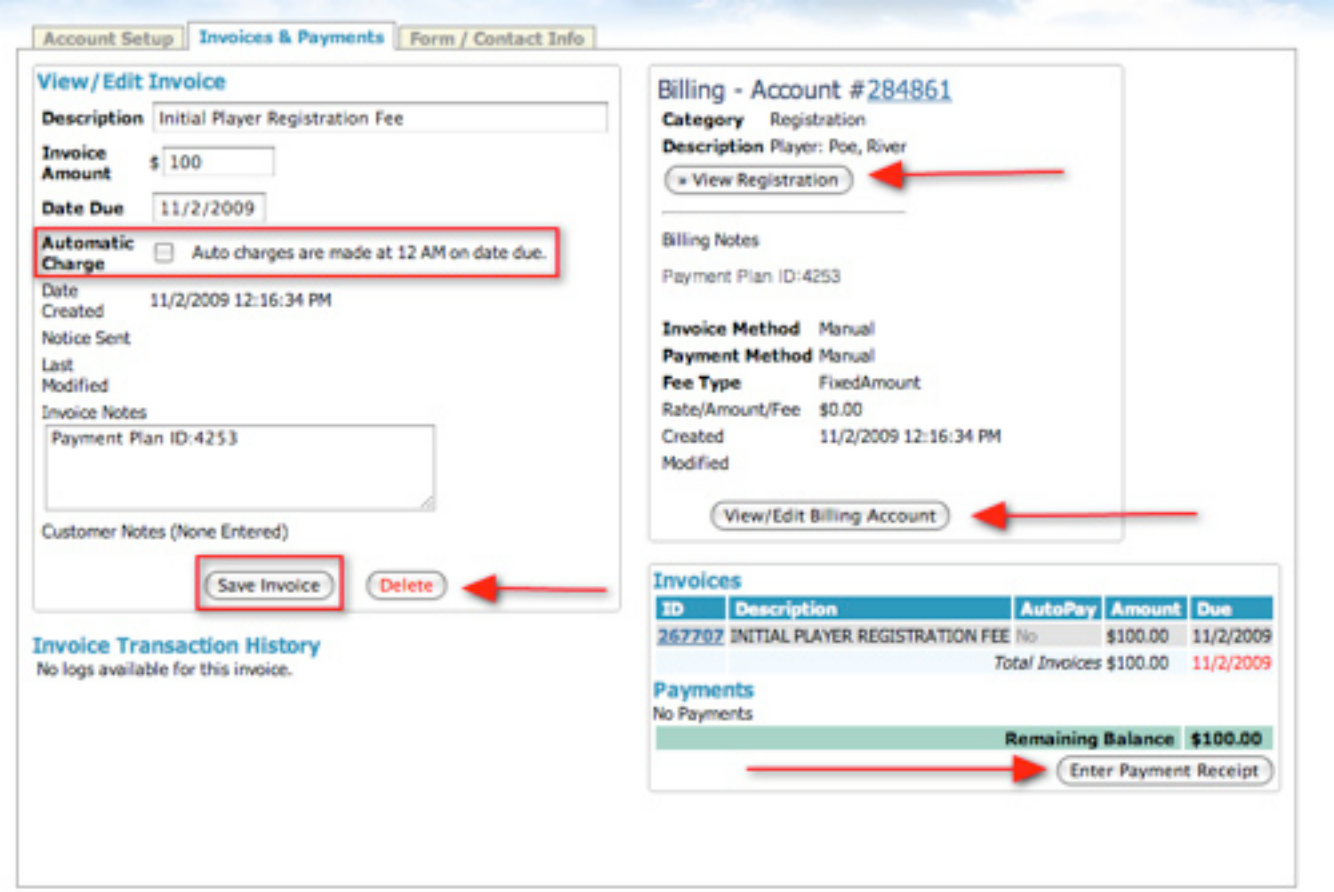
count is set to CREDIT/CHARGE as discussed in the last section. If you do not see the **green** charge button make sure to set the account to Credit/Charge or eCheck.

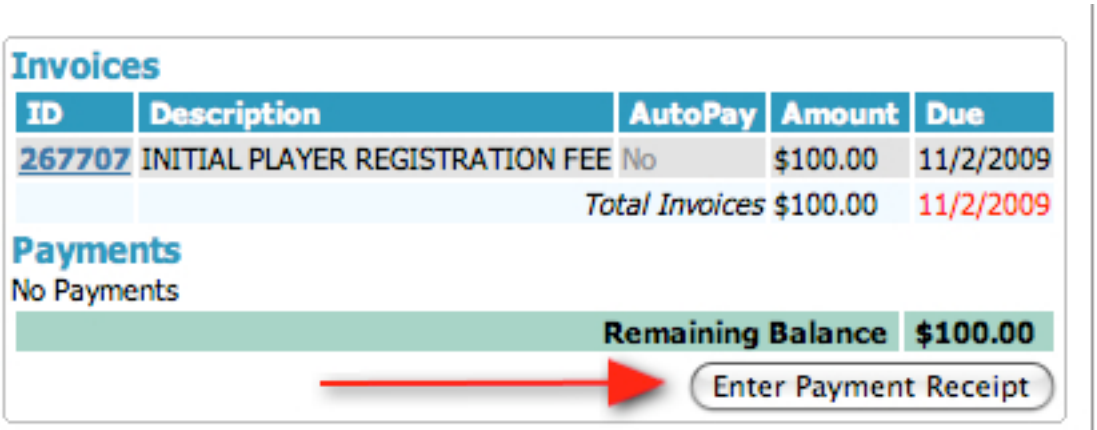
- Delete Invoice

Make sure you click the SAVE INVOICE button after making any changes to this invoice or it will default to your previous settings.



Entering Payments

While in the invoice click on the **ENTER PAYMENTS** button.



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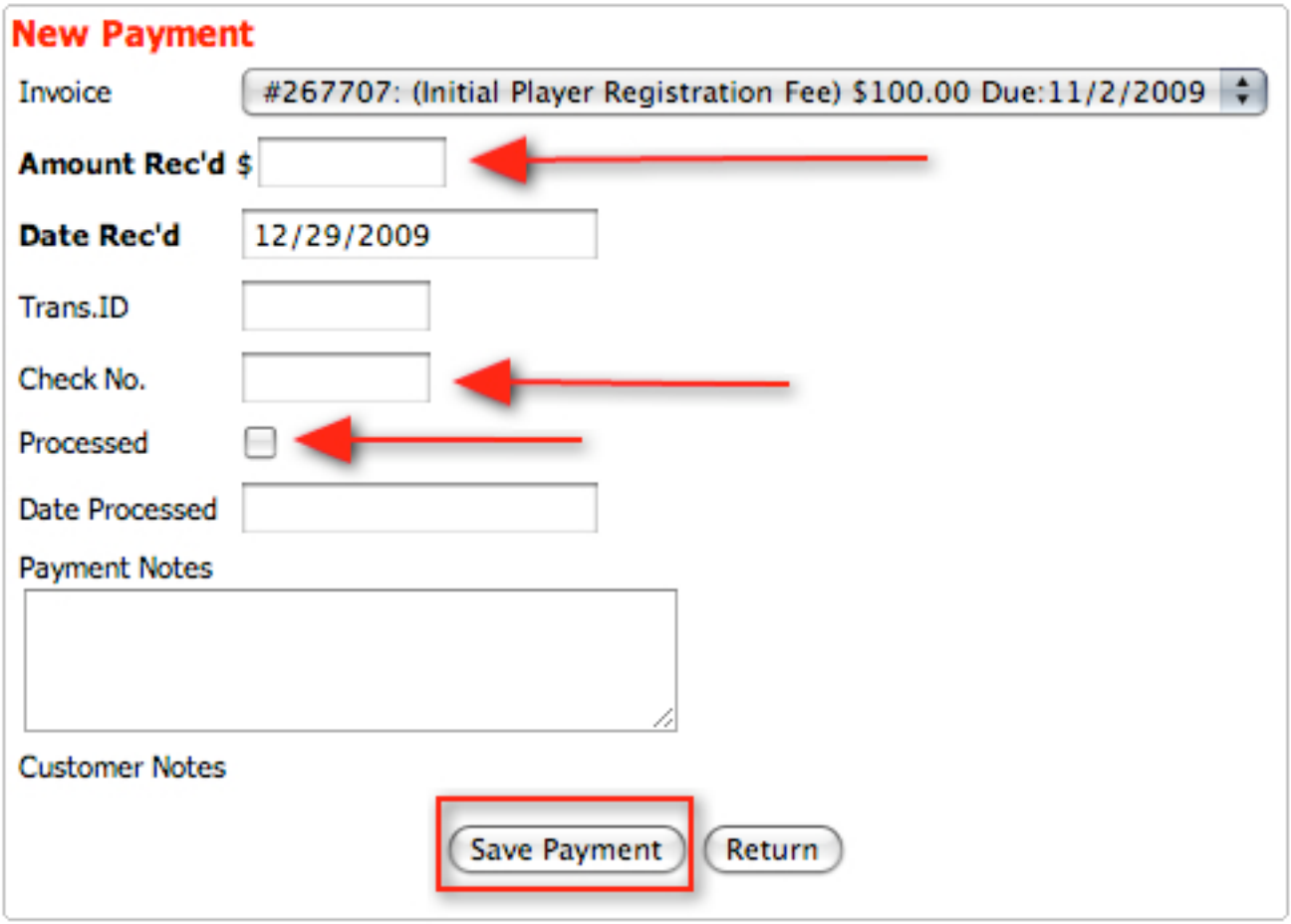
If not already selected choose the invoice you wish to apply the payment to from the drop down menu and then enter in the amount of the payment in the **AMOUNT REC'D** box, if a check enter in the **CHECK #** or if it is a Cash payment, just enter CASH in the Check number box. The payment will not be posted to the account until you check the **PROCESSED** check box and click the **SAVE PAYMENT** button.



To return to the invoice click the **RETURN** button.

*** * *Support Tip* * ***

If you have a player that is supposed to be a scholarship player and he already registered without being given a voucher, you can enter in the amount that your club is going to pay here and add a note in the PAYMENT NOTES section that this is a scholarship player. If you know who those players will be before registration, create vouchers for them.

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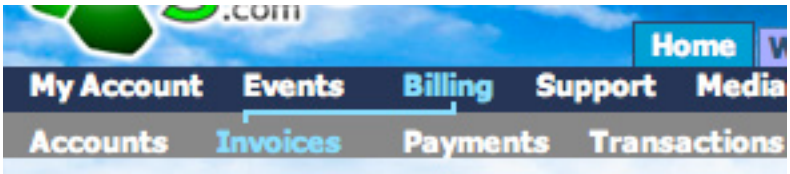
Invoices, Payment and Transactions

Invoices:

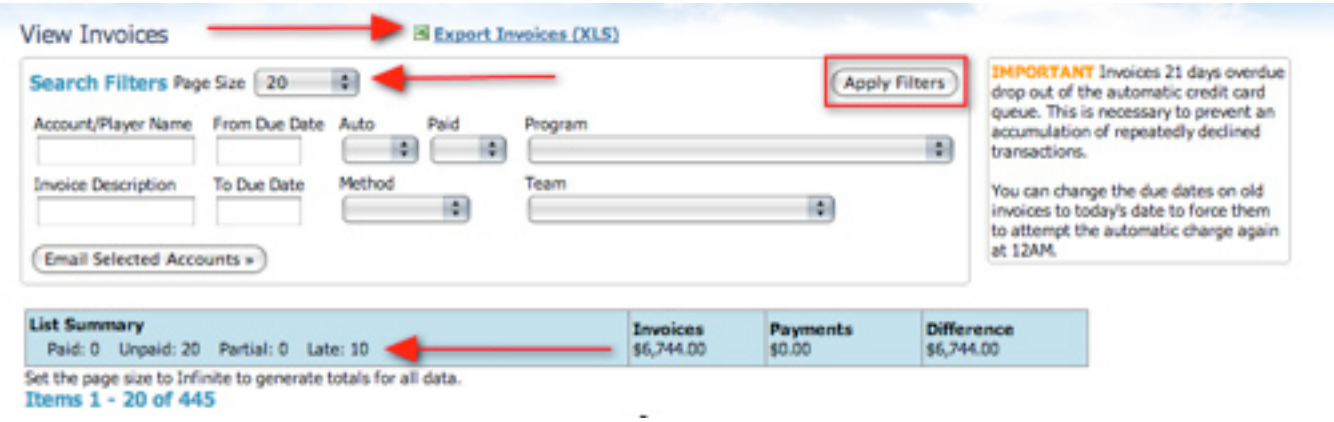
Click on **INVOICES** in the grey menu bar.



You can sort your list by:

- Account/Player name
- From Due Date
- To Due Date
- Invoice Description
- Auto Pay - Yes, No
- Payment Method
- Paid - Yes, No
- Program - Registration
- Team
- Export to Excel - Click on **EXPORT INVOICES (XLS)**

You can also set your page size by choosing the amount from the drop down menu in the Search Filters box. This is important because the amount displayed in the list summary box is generated from the accounts listed on the page. For example, if your page size is set to 20, you're only seeing the result of the 20 invoices listed on the page.



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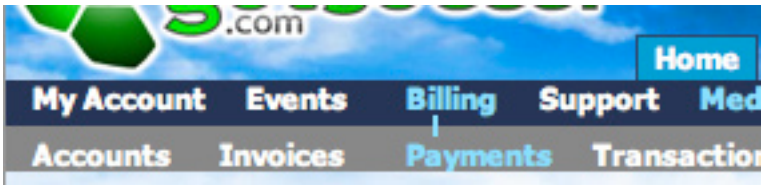
Payments:

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



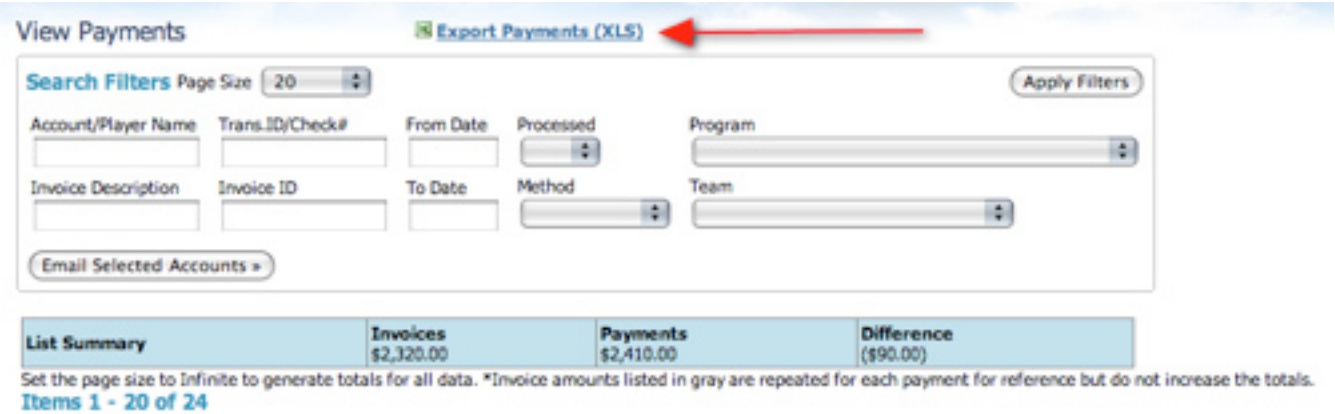
Under Payments you can view the payments that have been made.

You can filter your payments by:

- Account/Player name
- Transaction ID/Check #
- From Date
- To Date
- Invoice Description
- Invoice ID
- Processed - Yes, No
- Payment Method
- Program - Registration
- Team

Remember to click the **APPLY FILTERS** button to sort the list by your selected filters

You can also export payment to Excel by clicking on the **EXPORT PAYMENTS (XLS)** link above the search filters box.



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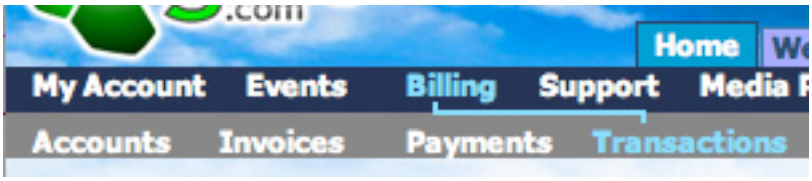
Transactions:

Click on **TRANSACTIONS** in the grey menu bar to view all credit card and eCheck transactions.



You can filter your transactions by:

- Account/Player name
- Response Description
- Transaction ID #
- Invoice ID #
- Card #
- Card Issuer - Visa, Master card, Discover, AMEX
- Accepted - Yes, No
- From Date
- To Date

Remember to click the **APPLY FILTERS** button to sort the list by your selected filters.

You can export all transactions to Excel by clicking on the **EXPORT TRANSACTIONS (XLS)** link above the search filters box.

You can also VOID and REFUND credit cards from this page by clicking on the **VOID** or **REFUND** link in the column farthest to the right of the account you wish to void or refund.

- **Voids** - Only work if done before midnight on the same day as the transaction was made.
- **Refund** - Can be done at anytime. Refunds only refund for the FULL amount and cannot do partial refunds. If you need to do a partial refund login to your merchant account or contact Tony Debruno.

Billing#	Invoice#	Registration	Player	Team	Result	Date	Issuer	Card#.	Exp	Accepted	Voided	Refunded	Amount	Transaction#	
N/A	N/A	N/A	N/A	Boys U12 AGE GROUPS		10/2/2009 5:49:31 PM	PaymentForm	xxxx		Yes	No	No	$6.00	2636298154	Void Refund

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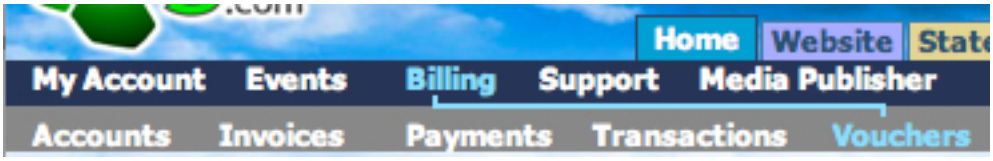
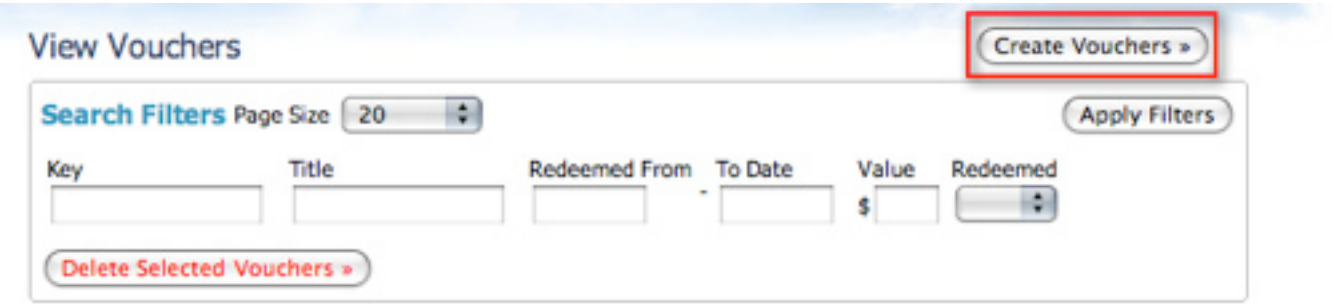
Vouchers

Vouchers are like a coupon system. Vouchers can only be used at the point of online registration. **Vouchers cannot be applied POST registration**. After a player is registered you will simply adjust their invoice if you need to apply a discount.

To create or view a voucher click on **VOUCHERS** in the grey menu bar.



To create a voucher click on the **CREATE VOUCHERS** button.



Voucher Fields:

- **Key/#Prefix** - This is optional and only necessary if you want to have a specific name for your voucher, otherwise our system will create a random number generated voucher. For example if it was a Scholarship voucher you might use the prefix SCHOOL. This way when you look at your list of vouchers the scholarship vouchers will be easily recognized.
- **Total Dollar Value** - The maximum amount you want the voucher to be worth.
- **Limit Per Transaction** - If this voucher is for more than one person or team and you wish to segment the Total Dollar Value amount into equal parts per registration, then enter the amount for each segment in the Limit Per Transaction box. For Example, if you have a $1000 voucher and you want 10 players to get a $100 voucher you enter $1000 in the **TOTAL DOLLAR VALUE** box and $100 in the **LIMIT PER TRANSACTION** box. Please keep in mind the voucher number will be the same for all ten vouchers.
- **Title/Name/Description** - Name of Voucher will go here (if this is an individual player or team voucher you can enter their name here).
- **Number of Vouchers** - If you are creating only one voucher leave this blank, however if you wish to create numerous vouchers with the same amount at one time enter in the number of vouchers you wish to create in the box. For Example, If you wish to create 10 scholarship vouchers for the amount of $150 and you want the system to create 10 unique voucher ID numbers you will enter $100 in the **TOTAL DOLLAR VALUE** box and $100 in the **LIMIT PER TRANSACTION** box or leave it blank and then put the number 10 in the **NUMBER OF VOUCHERS** box. This will create $1000 worth of vouchers with each voucher having it's own unique voucher number.

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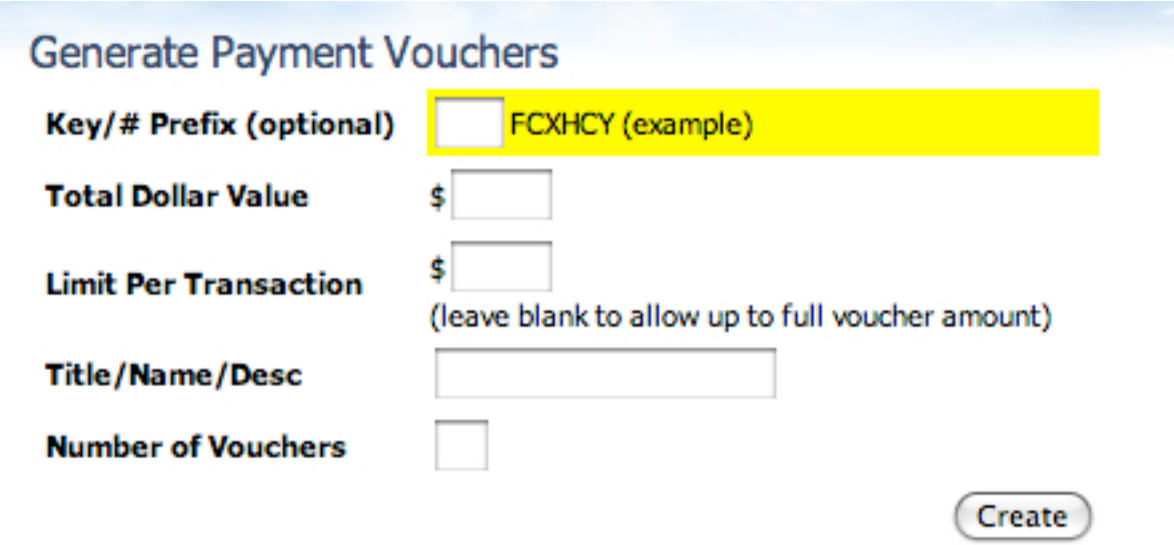
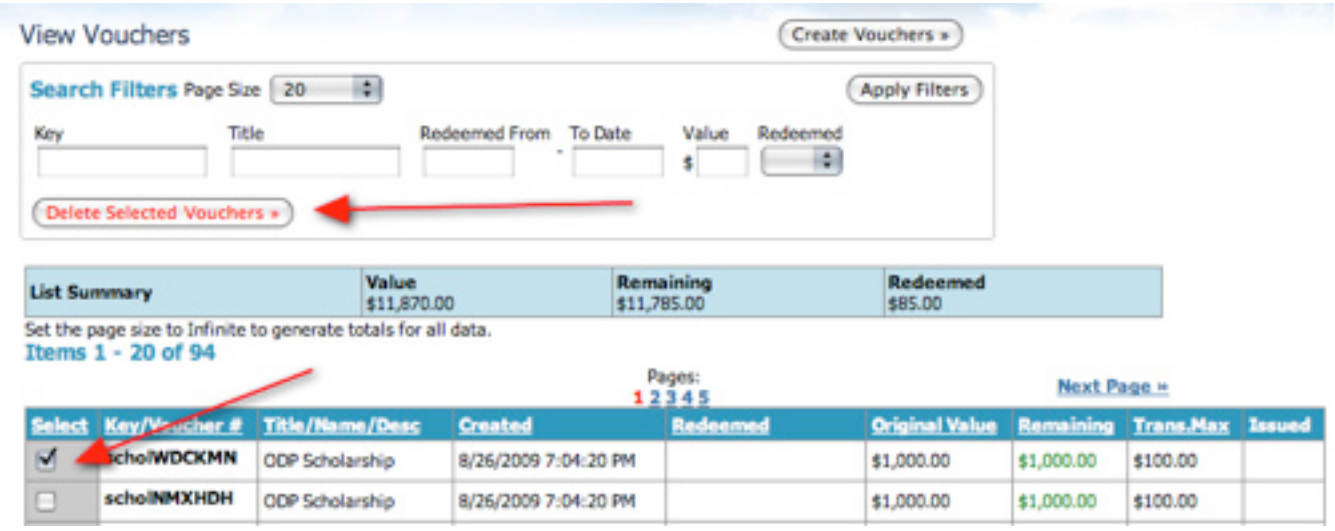


After you create your vouchers, click back on **VOUCHERS** in the grey menu bar to view the vouchers and total amount.

From this screen you will be able to view the **KEY/VOUCHER #** that you will need to give to the player or team to use on the **ONLINE** registration application when they register. You will also need to make certain that you have selected the **ACCEPT VOUCHERS** option on your event setup.

Select	Key/Voucher #	Title/Name/Desc	Created	Redeemed	Original Value	Remaining	Trans.Max	Issued
☐	scholWDCKMN	[illegible] Scholarship	8/26/2009 7:04:20 PM		$1,000.00	$1,000.00	$100.00	
☐	scholNMXHDH	ODP Scholarship	8/26/2009 7:04:20 PM		$1,000.00	$1,000.00	$100.00	

To delete a voucher check the box next to voucher you wish to delete and click the **DELETE SELECTED VOUCHER** button.



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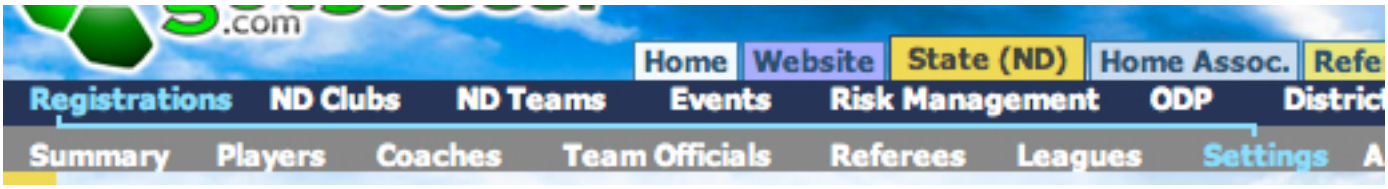
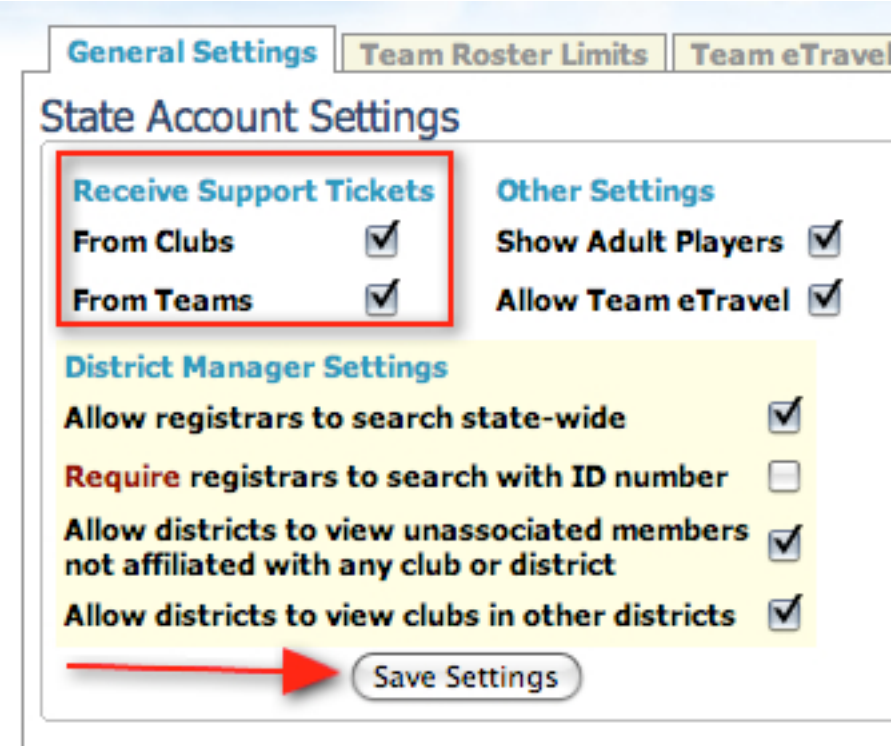
Support

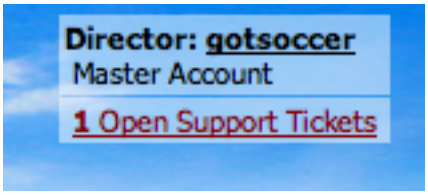
GotSoccer has created it's own support messaging system for clubs and teams giving them the ability to contact the state directly through GotSoccer as opposed to email. This is beneficial, as anyone with access to the account will be able to view and respond to the incoming support tickets. To enable 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.



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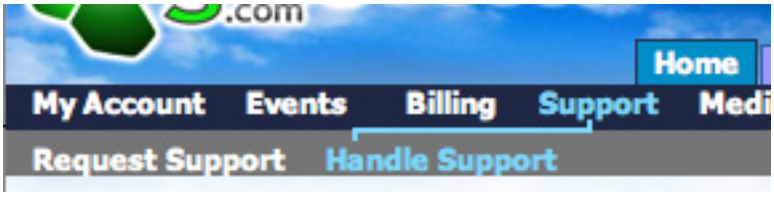
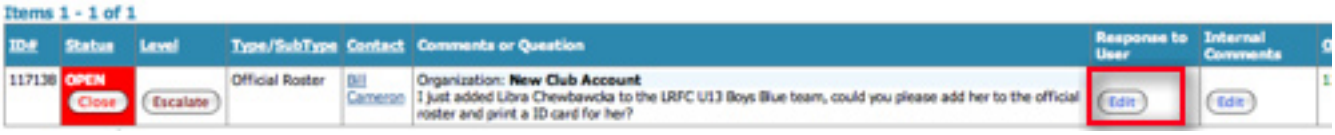
Or you can click on the **HOME** tab, then on **SUPPORT** in the blue menu bar, and on **HANDLE SUPPORT** in the grey menu bar.



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.

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



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

- 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.

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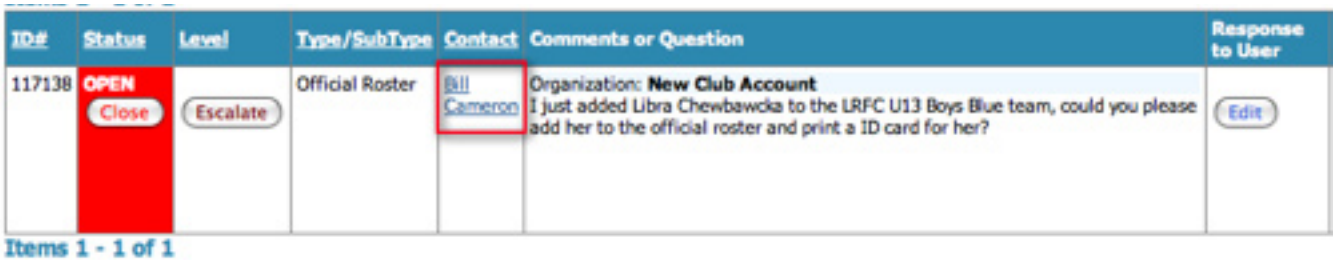
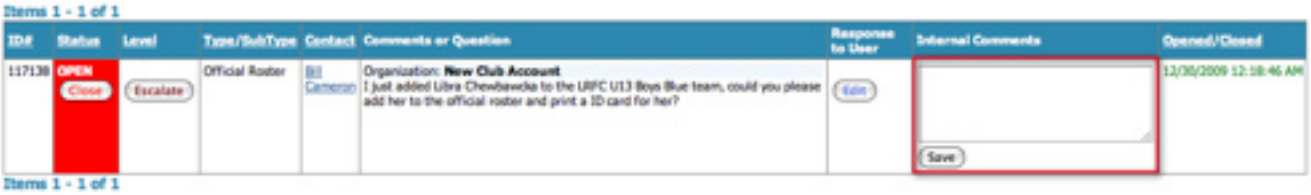


- To enter an Internal Comment that is only viewable by your sub-users, click on the **EDIT** button in the **INTERNAL COMMENTS** column.

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



- 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.

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.

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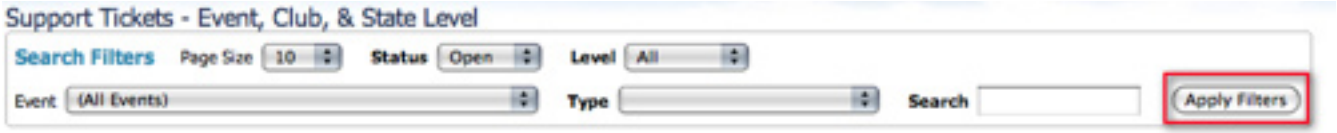
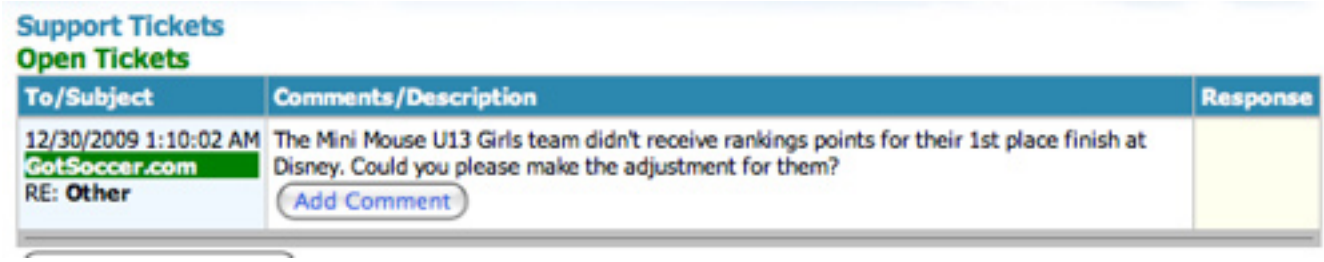


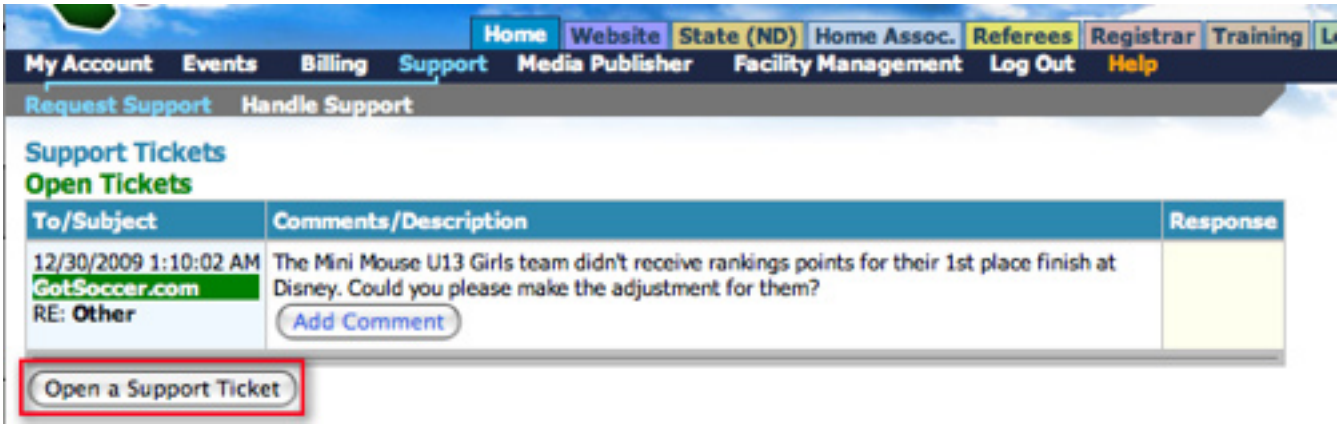
Request Support

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.



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.



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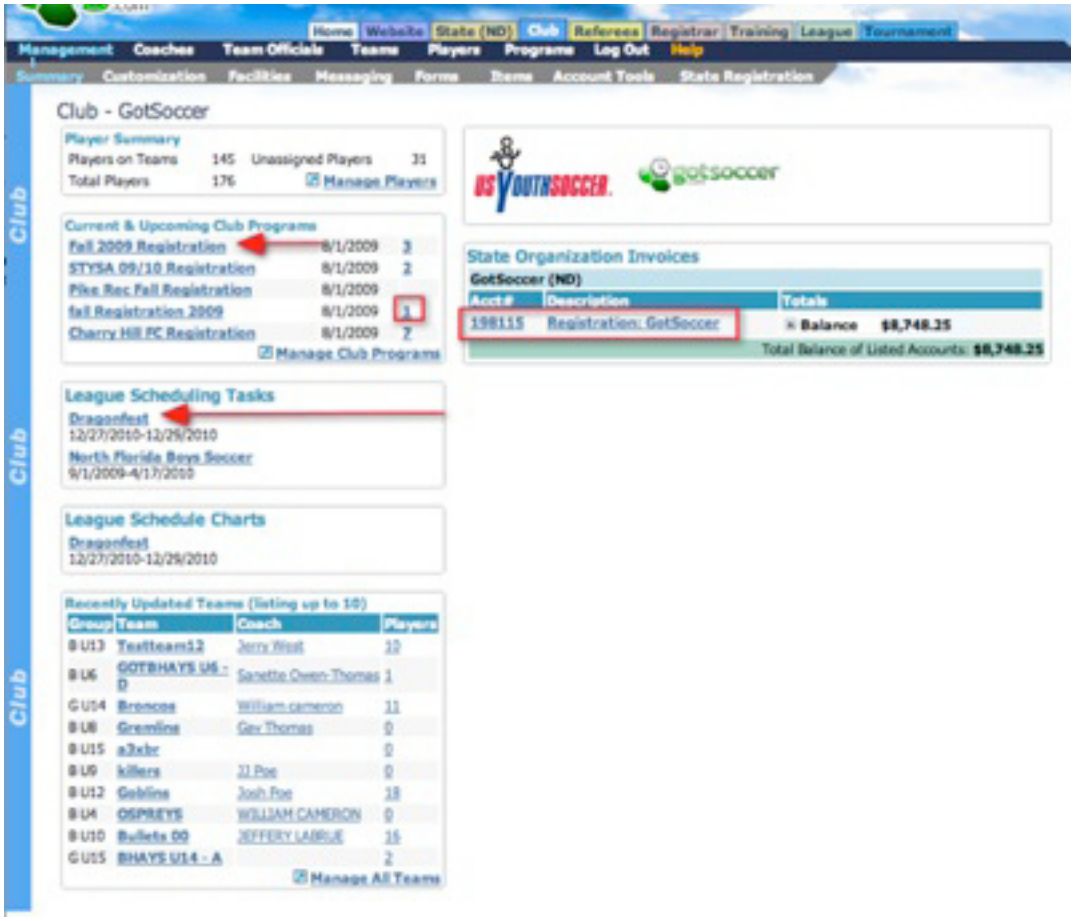
Club/Home Association Tab

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.



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- **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 gavin@gotsport.com

Invoices & Payments

Invoices

#	Description	Amount	Balance Due
295482	PLAYERS - COMPETITIVE - NORTH FLORIDA BOYS SOCCER	$900.00	
286947	COACHES - COMPETITIVE - 09/10	$6.00	$6.00 due by 2/1/2010
278650	PLAYERS - CLASSIC - 09/10	$200.00	$200.00 due by 1/3/2010
278656	PLAYERS - REC 1 - 09/10	$200.00	$200.00 due by 1/3/2010
278657	PLAYERS - UPGRADE FROM REC 1 TO REC 2 - 09/10	$5.00	$5.00 due by 1/3/2010
273794	COACHES - RECREATIONAL - 09/10	$425.00	$425.00 due by 12/17/2009
263595	COACHES - COMPETITIVE - NORTH FLORIDA BOYS SOCCER	$492.00	$492.00 due by 11/21/2009
263597	TEAM OFFICIALS - COMPETITIVE - NORTH FLORIDA BOYS	$1,296.00	$1,296.00 due by 11/21/2009
261276	PLAYERS - REC 1 - NORTH FLORIDA BOYS SOCCER	$150.00	$150.00 due by 11/12/2009
261279	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	$6.00	$6.00 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	2/9/2010

Payments

#	Inv.	Status	Amount	Date
228619	295482	Processed	$900.00	1/11/2010
		Total Payments	$900.00	
			Remaining Balance	**$8,748.25**

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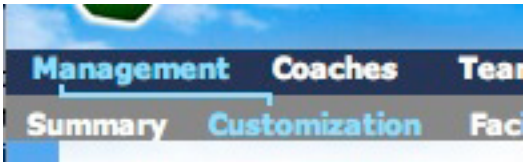
Customization

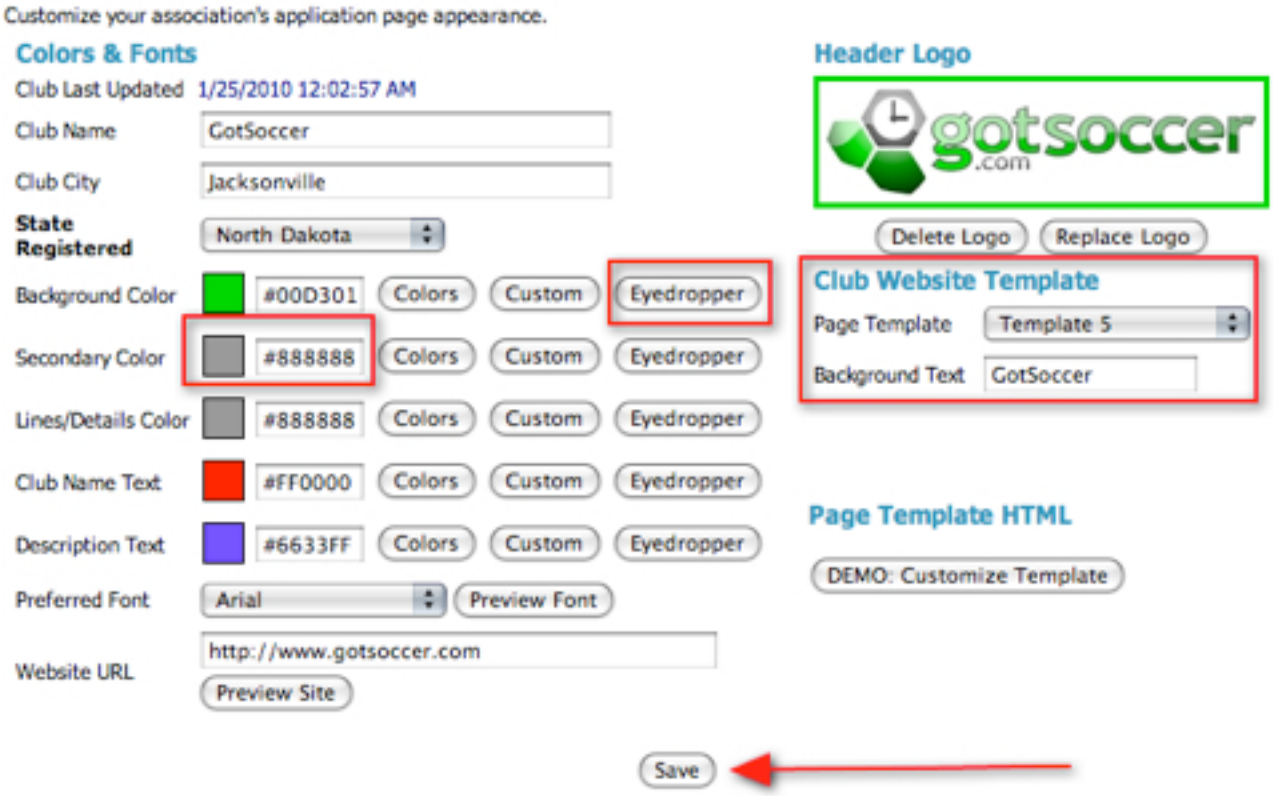
Click on **CUSTOMIZATION** in the grey menu bar.



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.



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Club Settings

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.

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

Club/Org. Name: GotSoccer
State Registered: North Dakota
Organization Type: Club
Roster Format: Oklahoma
Club Code: 220
Handle Support From Teams ☑

Age Change Date (Month/Day): 8 / 1
Club Registration Start Date: 8/1/2007
Club Season Start Date: 8/1/2007

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: Dodd

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:

Copy to All ND Clubs

Printable Player Form Agreement Text
Medical waiver.....

Save

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-**

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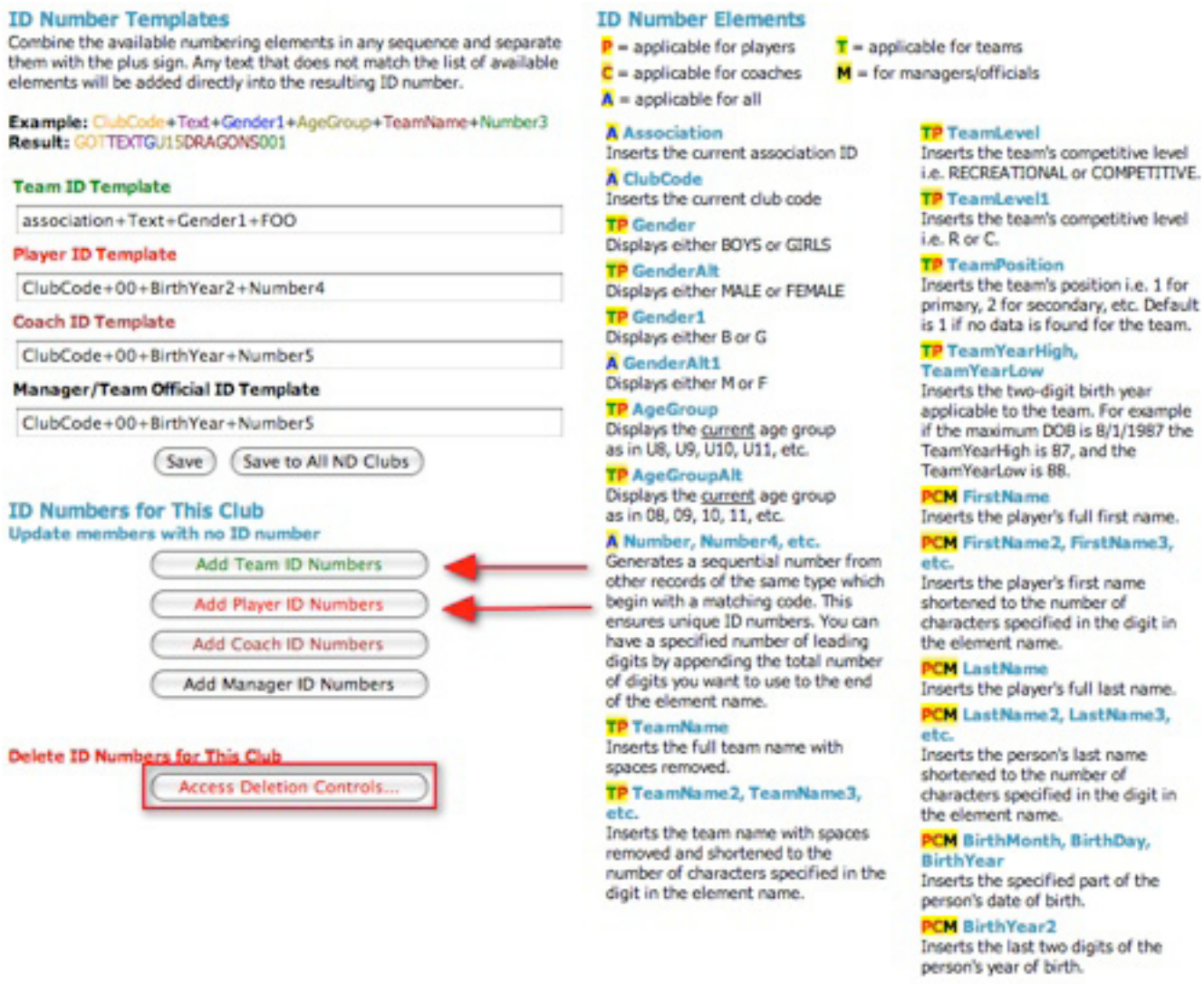
TION CONTROLS... button, click on the **OK** button to open up the access deletion controls panel and click on the button of the code template that you want to delete from the player/team/coach/manager account.



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.

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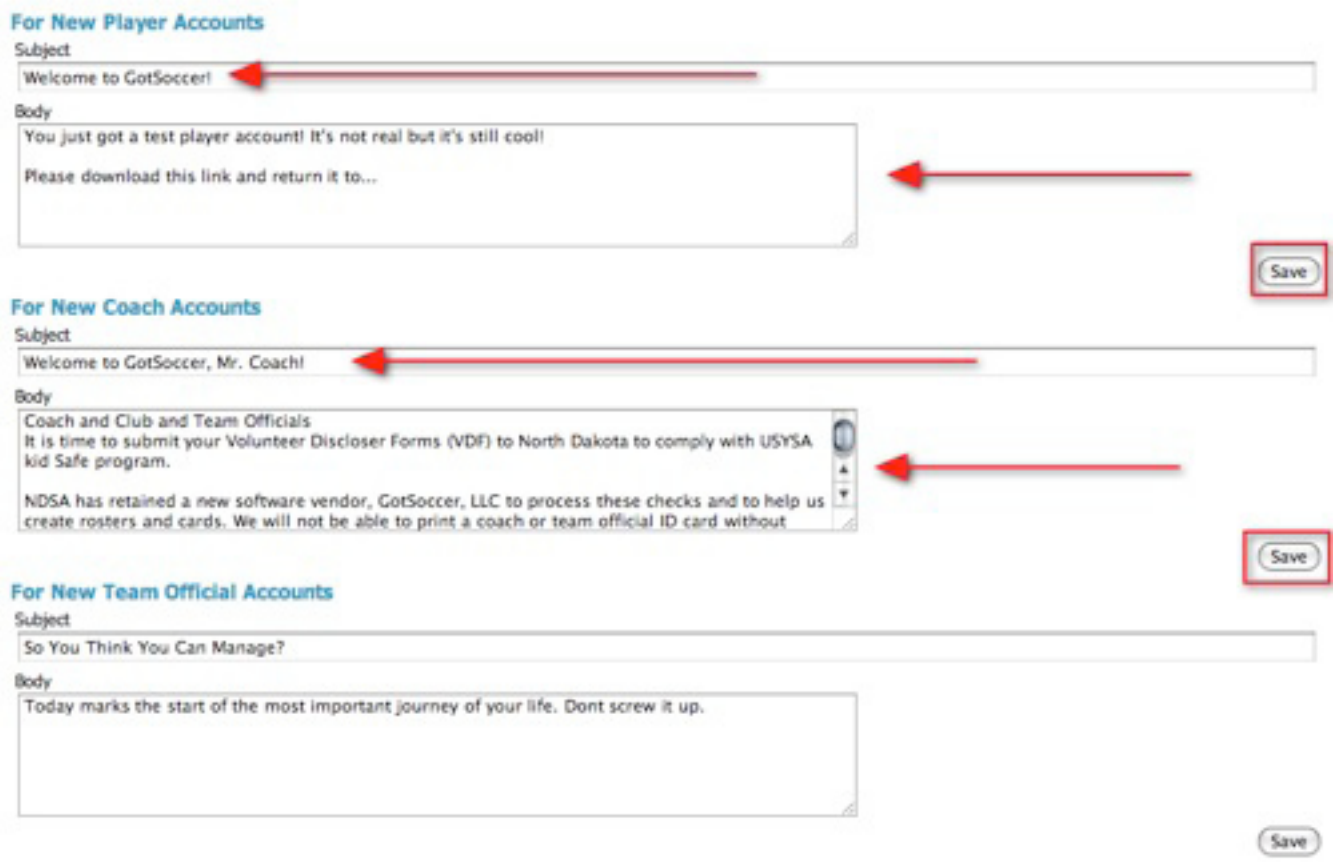
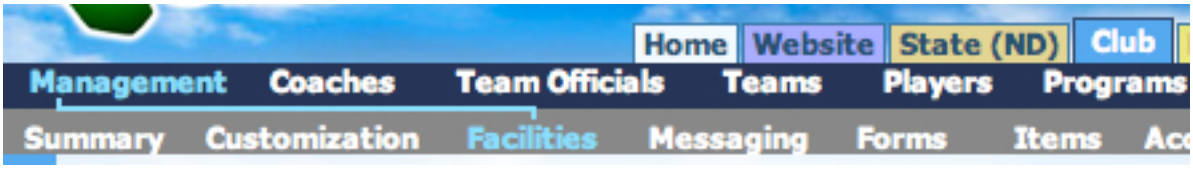


Facilities

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.

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

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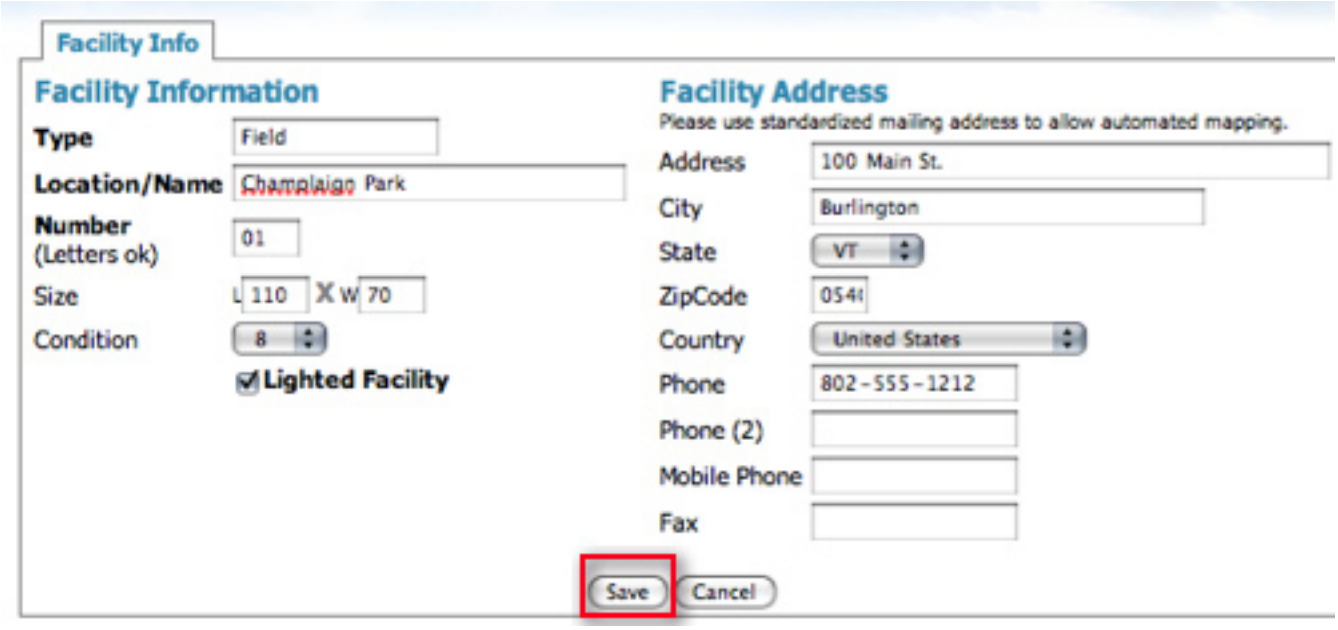

2. Once the field is saved you will see a series of tabs appear across the top.

3. 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**.

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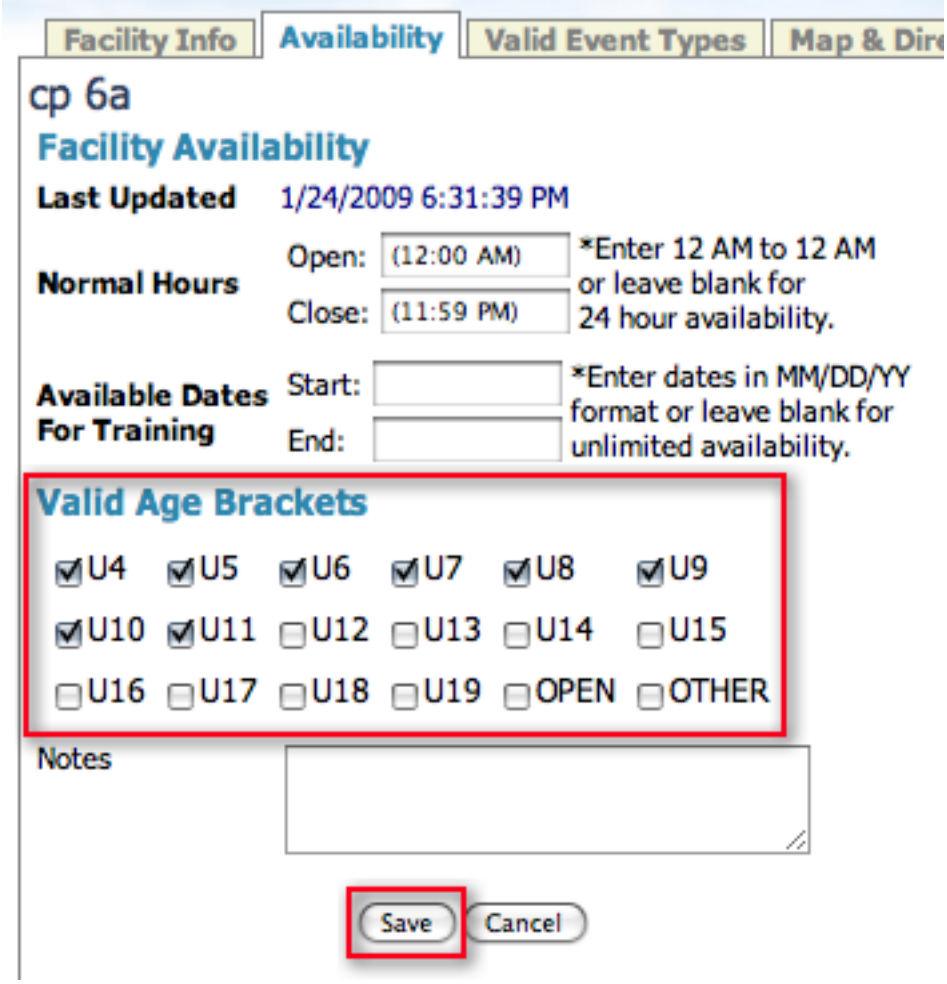
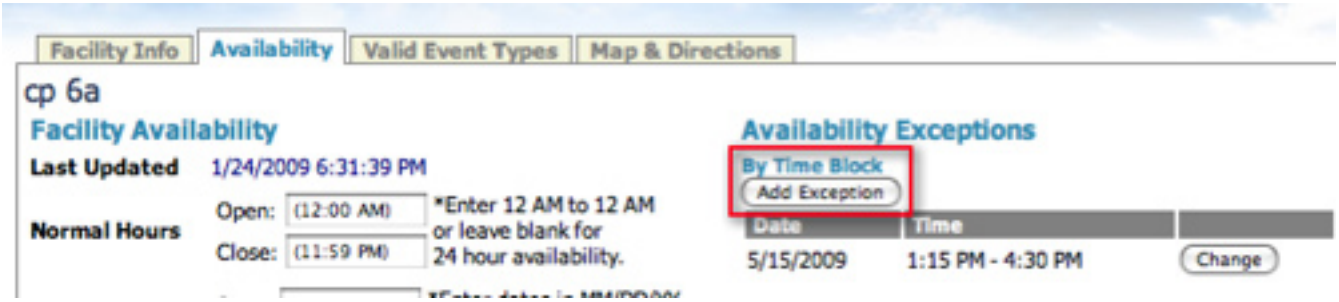


- Field or Facility Availability Exceptions can be set or specific days and times, and more than one can be set per day. There are no limits to the number of exceptions you can make. Click on **ADD EXCEPTION** on the right side of the Availability tab.



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

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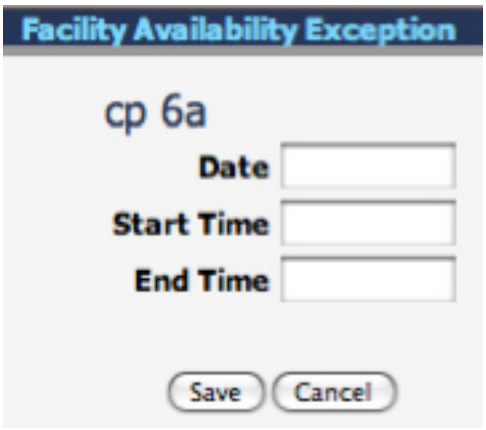
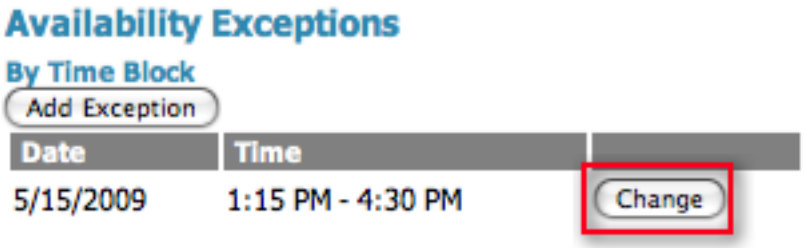


- You will be returned to the Availability screen and you will see the exception listed under the Add Exception button. You can continue to add exceptions or **CHANGE** the existing exceptions.



- 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**.

4. 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.

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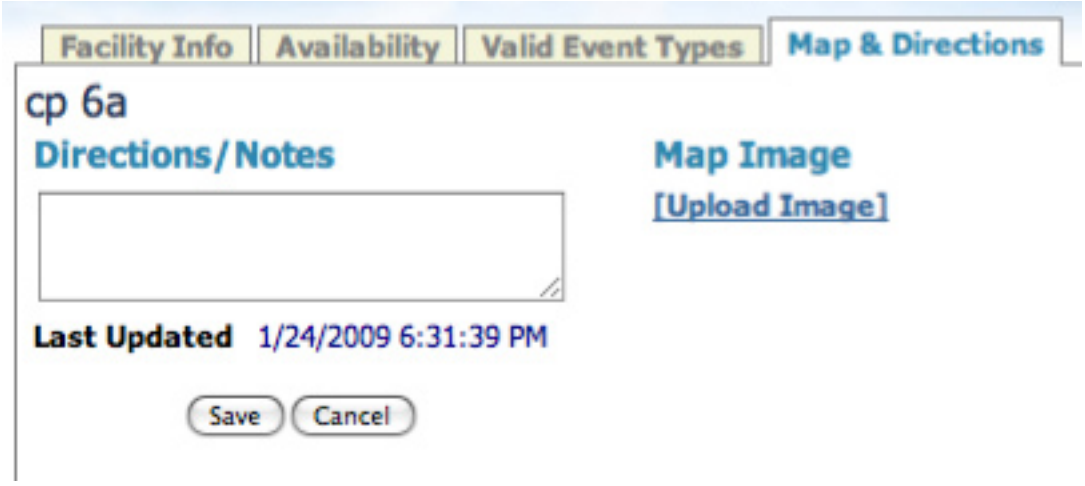

5. Valid Event Types

- 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.

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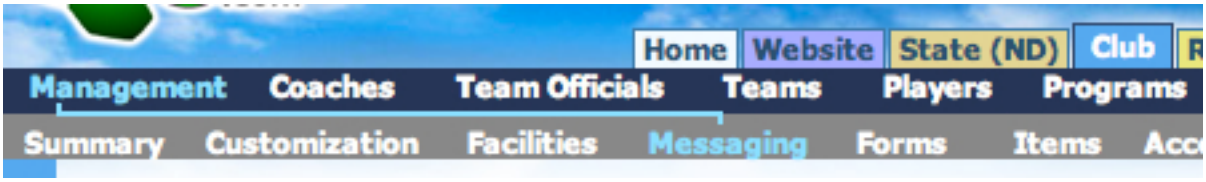
Messaging

GotSoccer has a robust e-mail system. There are many different ways to access our messaging center, the steps below are the same for any messaging screen in our system.

One of the ways to access messaging is to click on the **CLUB/HOME ASSOCIATION** tab and then on **MESSAGING** in the grey menu bar.



From this page you can email the Team Officials and Contacts. From here you will choose:

- **Broadcast Type** -
  Bulletin - One message per each unique email address
  Personalized - One message per each unique e-mail address, our system will automatically attach their username and password to the bottom of the email.

- **Select Recipient Type** -
  Team Contacts - ie manager
  Team Coach - Coach and assistant coach
  Team Roster - Players
  Other Recipient - can manually enter in one email address.

- **Select Message Format** -
  Plain Text - is exactly what it says, just your text.
  HTML - If you want to create an email using HTML code, choose this option. If you have the website tab turned on you can create an email template that you can apply to any email using the drop down menu under the HTML option.

- Once you have made your selection click the **NEXT** button.

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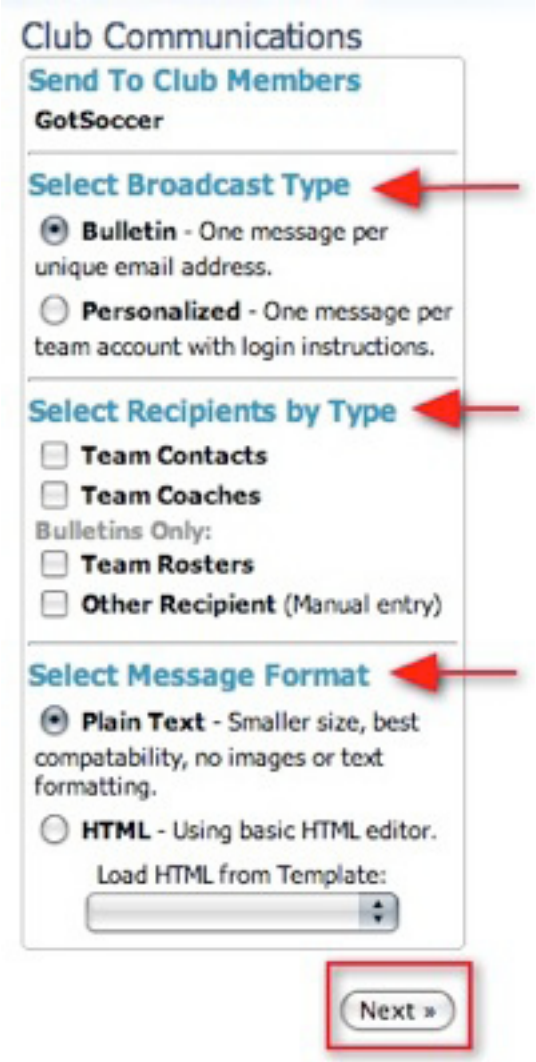

Once you have clicked the **NEXT** button your screen will refresh and at the top a total number of recipients will be displayed. Enter in a subject and write your message in the box below. If you realize that you need to make changes to any of the Club Communication options on the left make sure you do so before writing your message and click the **NEXT** button to refresh your screen with the new setting before writing and sending your message. Click **SEND** when you have finished your message. Once you have clicked **SEND** you do not need to stay on the screen as the information has been sent to our server and will work in the background. If you are using Safari you will need to exit out of Safari and then open it back up again to be able to work while the email is being sent in the background.

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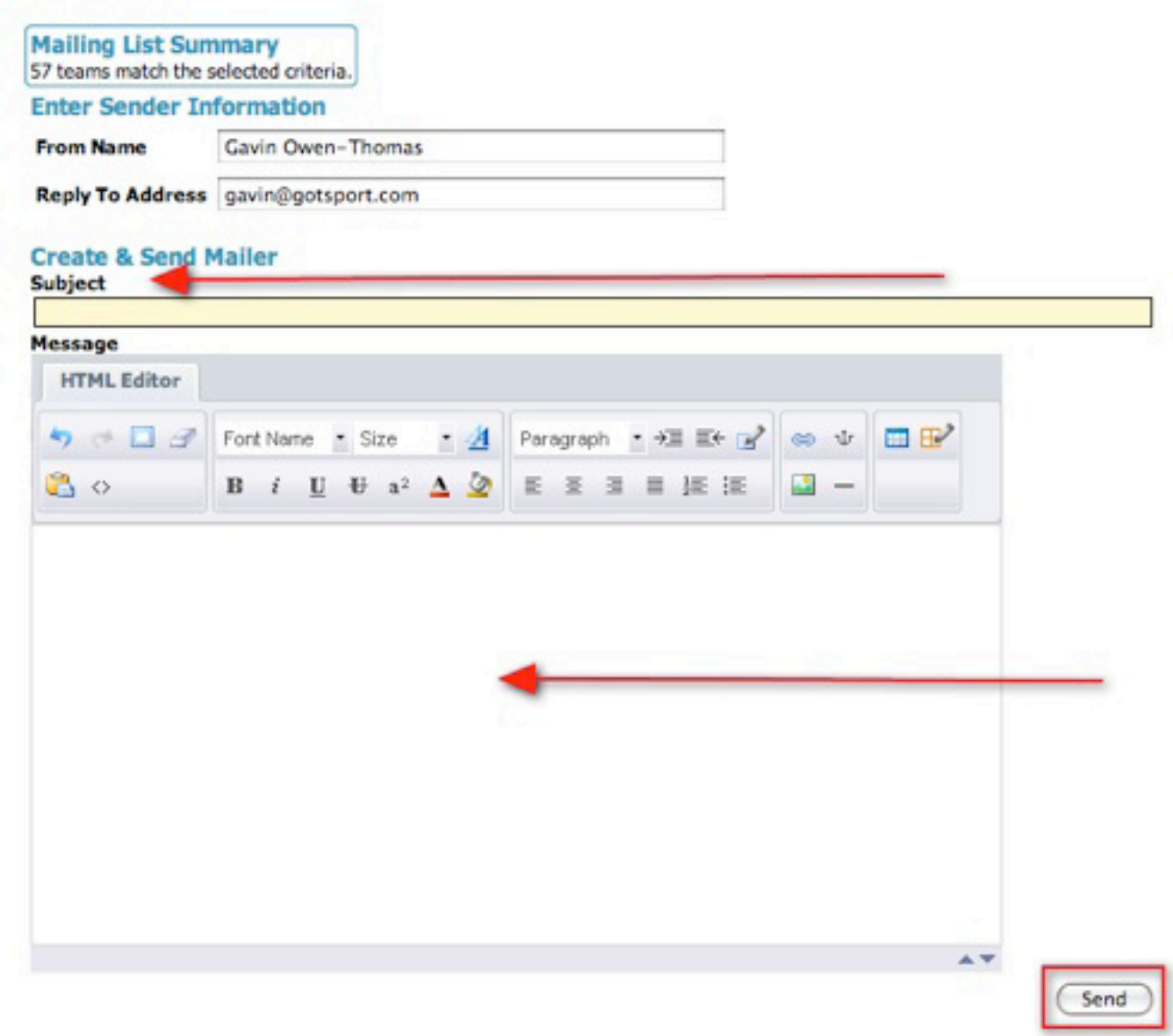

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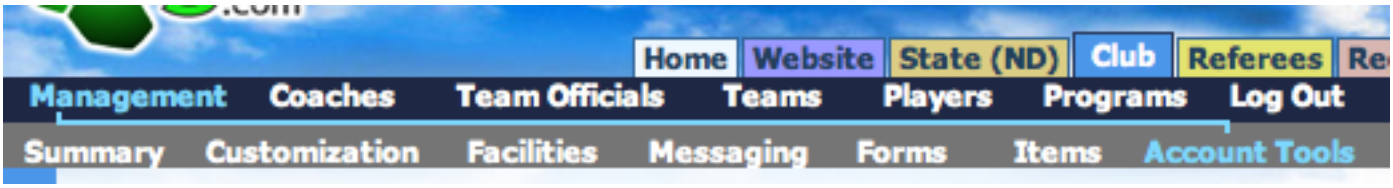
Account Tools

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 loose 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.

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.

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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.

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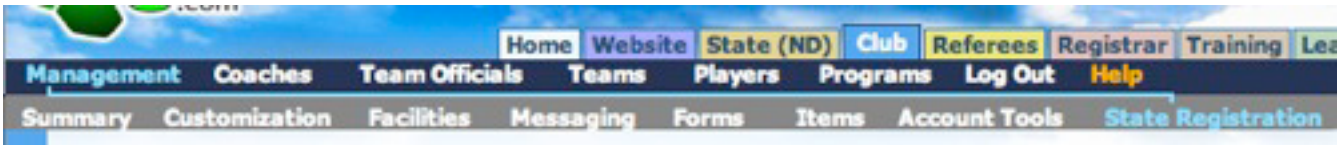
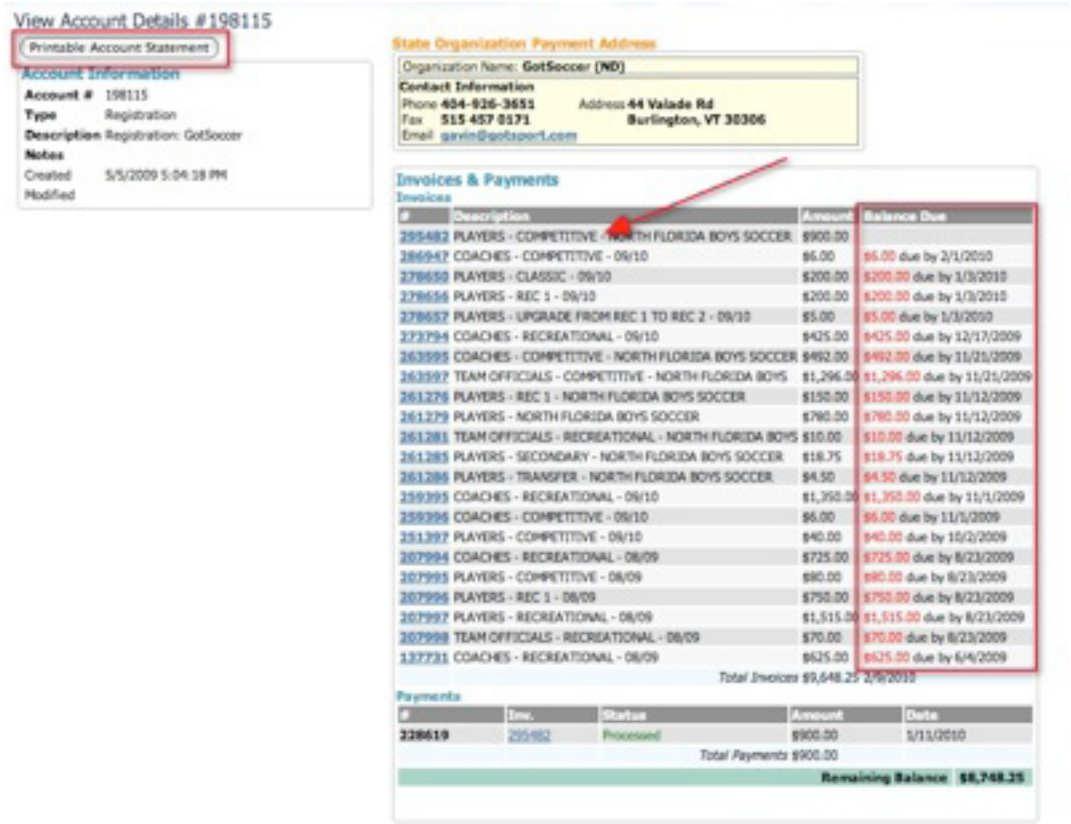
State Registration

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**.

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.



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Creating an Online Registration Program

What is a Program?

A program can be a camp, a tryout or even an annual or semi-annual season of play. A program is anything you want to register players for. For example, players can sign up for a PROGRAM called the Rockets SC Fall Registration. The Rockets Soccer Club could also create an summer camp and post the link on the website for players to register for. Finally, at the end of the season, the Rockets SC could create a program called The Rockets End of season Banquet and post a link online to have players register for. The same player account must be used to register into any program.

The **PROGRAMS** link can be found in the **CLUB/HOME ASSOCIATION** tab of your account. It is only available to clients with Extended Club benefits, if you do not have this link and would like to use online registration please contact GotSoccer at 1-888-258-5220.

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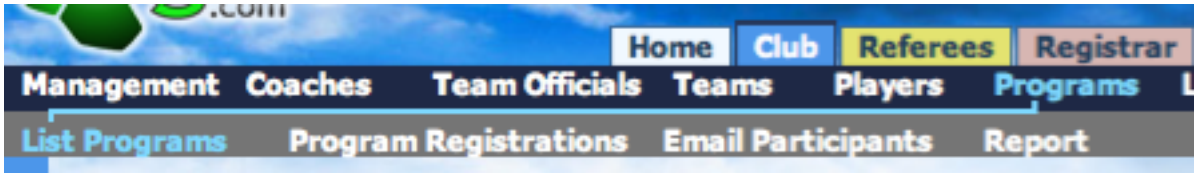
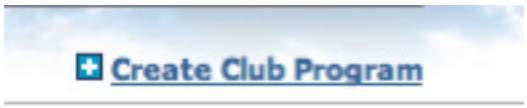
How to Create a Program: Step 1 - Program Setup

1. In your **CLUB/HOME ASSOCIATION** area, click on **PROGRAMS** in the blue menu bar.



2. This will bring you to your List of Programs which is the link in the grey menu bar. You will see to your right a link that says **CREATE A CLUB PROGRAM**. Click on that link.



3. The **PROGRAM SETUP** page loads. Enter a Program Name.

4. Enter a Short Description

5. Enter the start and end days of the State Registration year. This must be for the full year of the registration period, normally from **August 1 to July 31** the following year. These are NOT the dates that the registration is open or closed.

6. Choose your Registration Options.

- **Charge Credit Card on Sign up** - If you are accepting credit cards, you can set the system to charge the cards automatically by checking this box or at a later date. Most clubs charge automatically. If you choose to charge cards at a later date you must manually trigger the charge button from within the players application page.
- **Open Online Registration Form** - makes the application live however no one will be able to register until you post the link on your website or you email the link out.
- **Allow Easy Register** - is an option for returning players only. The Easy Register allows players to reregister without a username or password as long as the name, date of birth, and zip code are an identical match.

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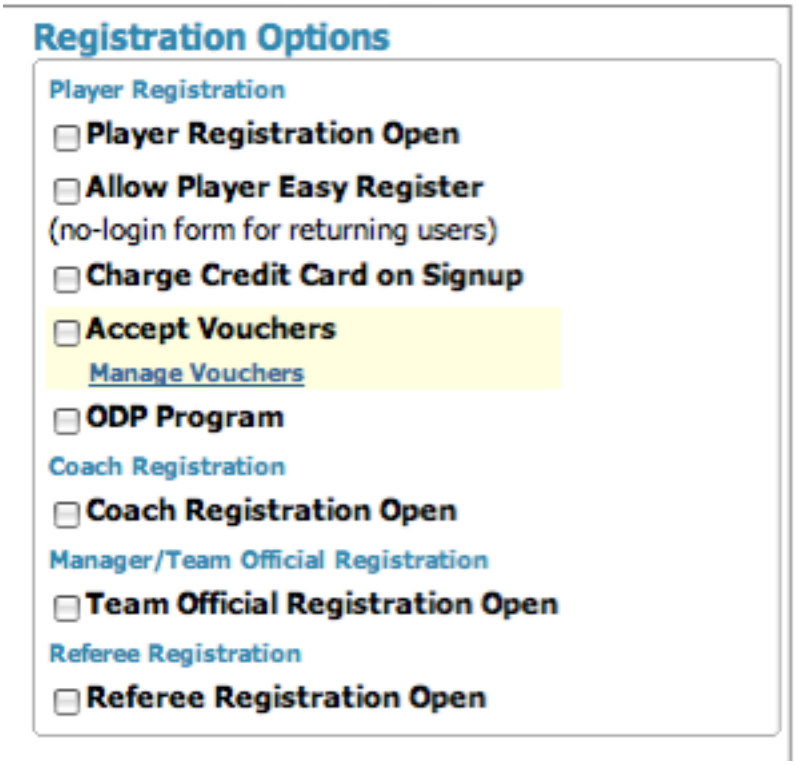
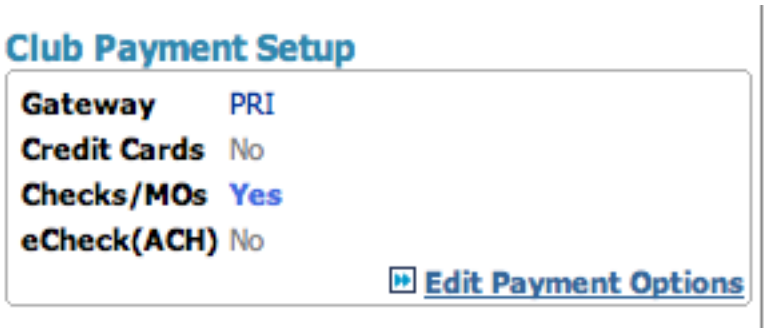


Make sure to click the **SAVE** button at the bottom of the screen. Once you click save you will see more tabs appear at the top of your program setup page.

Before making your application live you will need to setup payment for your registration (covered in the **PAYMENT SETUP** section under the **HOME** tab). If you need to edit your merchant account, to get to it from this screen just click on the **EDIT PAYMENT OPTIONS** link. Only the director of the account has the ability to edit payment options.



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How to create a Program: Step 2 - Registration Fees

The Registration Fees setup page is where you enter the different Registration payment options. Multiple payment options can be created but a player can only choose one option. We will bill you twice a year for your registrations:

- **ONCE** in October for new registrations
- **ONCE** in May for any new spring registrations that did not already register for the fall program, This is why it is important that your members use the SAME username and password from the fall or that you merge the player accounts when duplicates are created.

Setting up the Registration Fees:

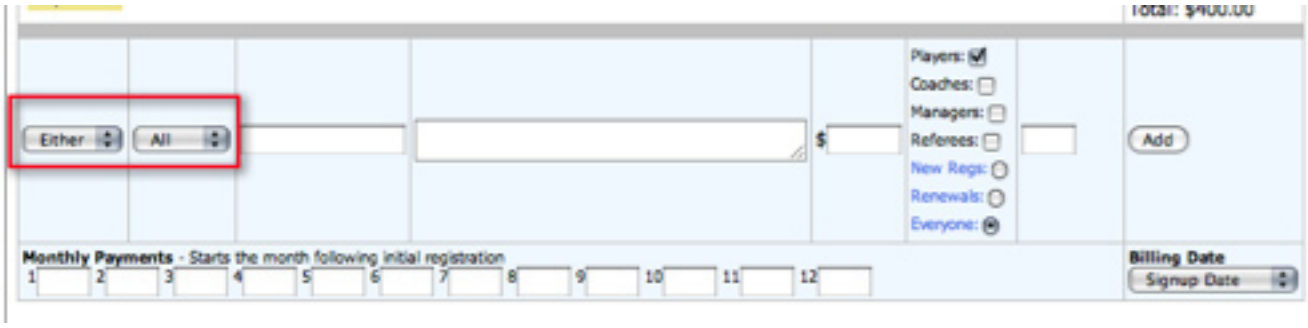
To add a registration fee for the program click on the **REGISTRATION FEES** tab.

It is important to note that although a program can have multiple registration fees, an applicant can only choose ONE registration fee. This payment setup area is strictly for registration payment, you can add additional pay features to the registration but that's done from the **Additional Features** tab and will be explained later.

*** * *Support Tip* * ***

If you want a player to choose multiple registration fee options, create one registration fee for all the ages that you register and set the value to $0. Then create your registration fees under the Additional Features tab. Keep in mind that you cannot create a payment plan option under the Additional Feature section.

The Player Registration Payment Options setup area allows for the creation of flexible payment plans, from a single payment to multiple monthly payment plans.



1. The **GENDER** box allows you the choice of **EITHER**, **BOYS** or **GIRLS**. If you have different payments for each gender and or age group, you will want to create a payment setup for each one.

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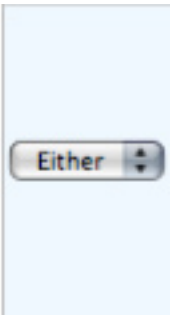
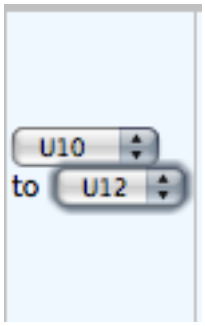


2. Under **AGE** a range of age-groups can be chosen. Once you choose the first age group the second drop down will appear. If it is for only one age group leave the second drop down blank.



If under GENDER, Boys was selected and U10-U12 was selected for the AGES, players who do not fall into this bracket will not see this registration option. It would only be seen by male applicants between U10-U12.

3. Under the **NAME/DESCRIPTION** box enter in the name for the registration payment option, ie: Payment Plan Option vs. Full Payment Option. Also you can enter in a description or directions for the payment here.

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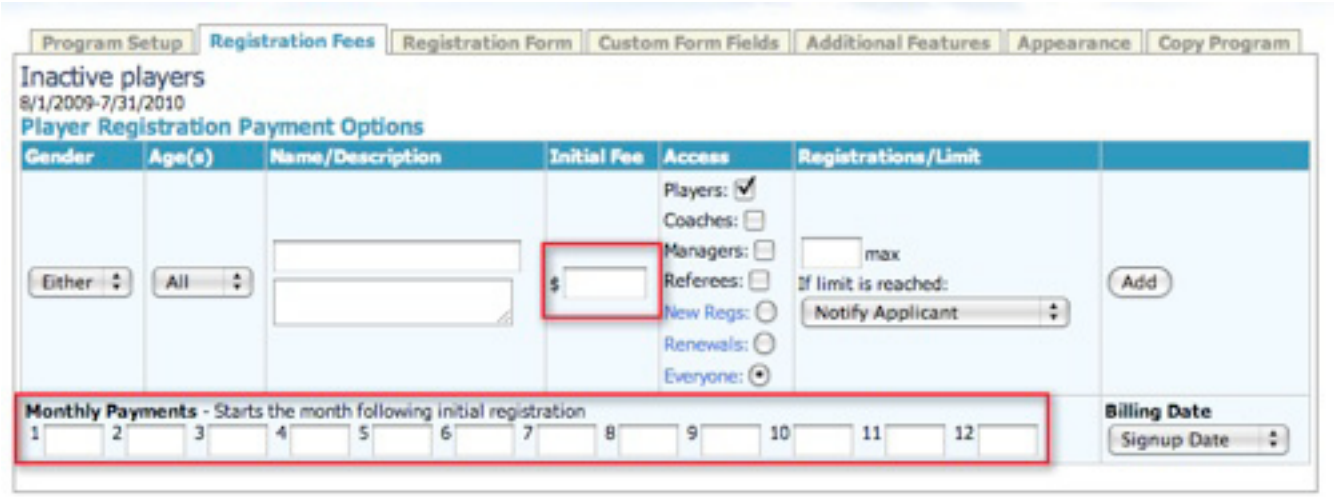
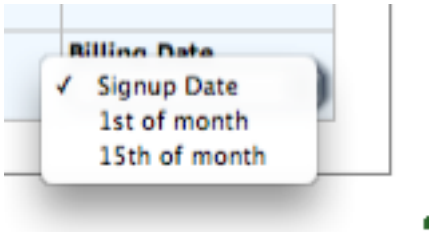
4. If you want all application fees paid immediately enter the entire Registration Fee in the **INITIAL FEE** box.



5. If a payment plan is an option, enter the **INITIAL FEE** and then add the monthly amounts due in the **MONTHLY PAYMENTS** area below. If a credit card has been used by the applicant to register, the monthly payments will be automatically charged as the payment becomes due. If you want to setup the payment so that every other month the card is charged, put the monthly payments in boxes 1, 3, 5 and so on.

6. You have three options for the monthly date for the payment plans -

- 30 Days from the Sign up Date
- The 1st of a month
- The 15th of a month



7. In the **ACCESS** column check whether this is a player, coach, manager or referee registration fee (they can be combined, make sure you also have the correlating option checked on the Program Setup page). Also check whether this is for a new registration, a renewal or for everyone. These must be turned on to be accepting applications.

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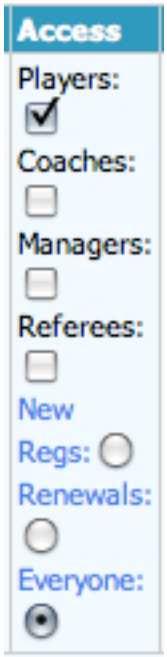
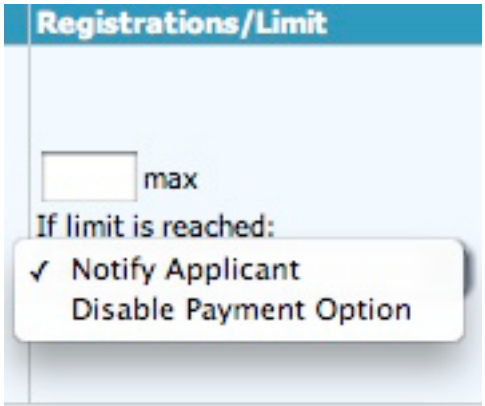


*** * *Support Tip* * ***

If this is a player registration and the players button is not checked, players will not see this payment option and therefore will not be able to register for this event: **THIS IS HOW YOU CAN TURN OFF REGISTRATION FOR A CERTAIN AGE GROUP**. If the event is for coaches/managers/referees and the option is not checked, they will be able to register for free.

8. The **REG/LIMIT** column is for the number of registrations your club will be accepting. If your club can only accept 100 players this season you would enter 100 in the box and then from the drop down menu choose the way you want players registering after the first 100 to be handled;

- Notify Applicant - If you want the applicant to be notified that the program is full and they have been put on a wait list.
- Disable Payment Option - If you want the registration payment option disabled after you reach the limit in the box.
- If you want it to be unlimited leave the box blank.



9. To add the payment option click the **ADD** button. Once you have added the payment option a new blank one will appear below to add another one. To edit click the **EDIT** button.

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Program Setup | Registration Fees | Registration Form | Custom Form Fields | Additional Features | Appearance | Copy Program

North Dakota Spring 2010 ODP Registration
1/1/2010-12/31/2010

Player Registration Payment Options

Gender	Age(s)	Name	Description	Initial Fee	Access	Regs/Limit	
Either	All	ODP Registration		$ 100	Players: ☑ Coaches: ☐ Managers: ☐ Referees: ☐ New Regs: ○ Renewals: ○ Everyone: ◉		Add

Monthly Payments - Starts the month following initial registration
1 2 3 4 5 6 7 8 9 10 11 12

Billing Date
Signup Date

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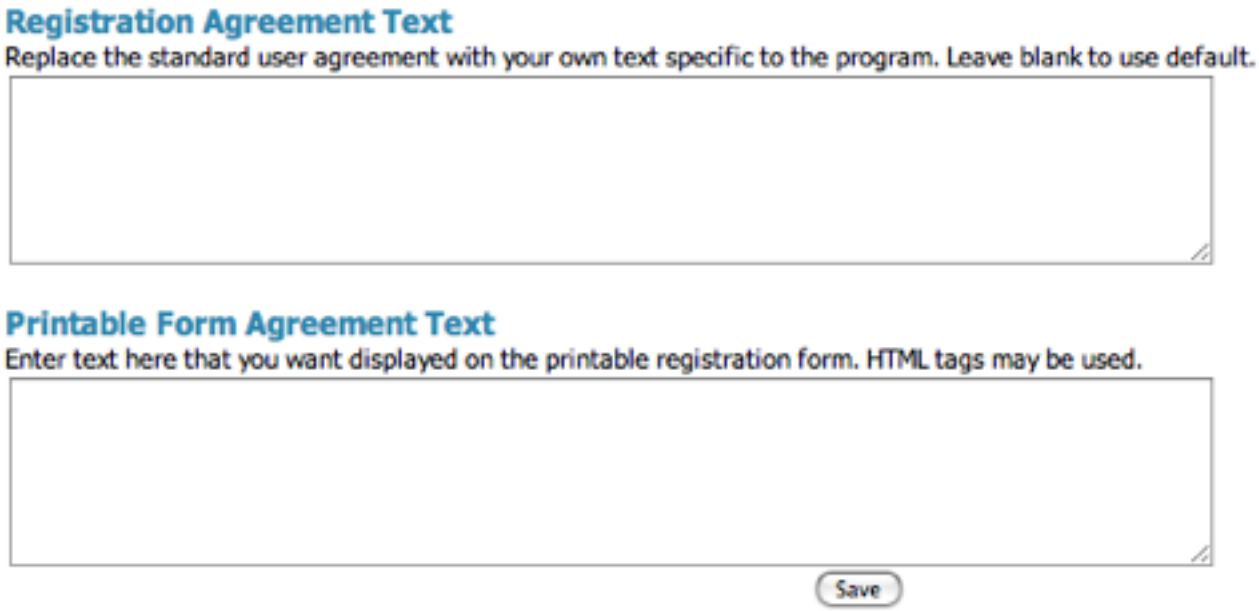
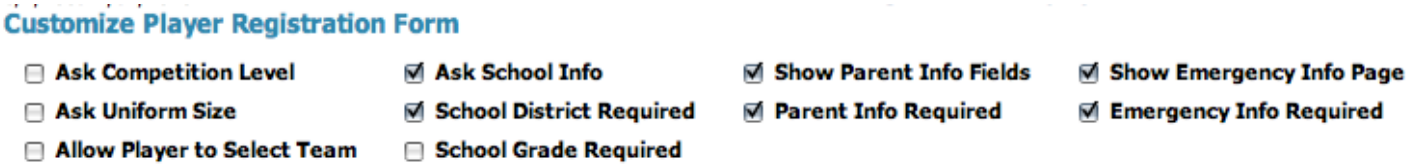
How to create a Program: Step 3 - Registration Form

The **REGISTRATION FORM** tab is where you will include the:

- Re**gistration agreement text.** The registration agreement text is typically populated with the parent or club code of conduct. On the application form there will be a mandatory check box stating that the registering person agrees to the terms and conditions as stated in the Registration Agreement text box below.
- **Printable Form Agreement Text** - This is where you would put your medical waiver or release form. This text will populate a printable registration form that will include all of the players information, emergency contact information, parent information, medical conditions, physician information, and insurance provider information assuming you have selected these options from the check boxes at the top of the REGISTRATION FORM page. And will also provide a space for the parent to print and sign their name for this form to be used as a medical release in case of injury.



- Require **Family** and **Emergency** information
- Ask for additional information such as School District and Uniform Size. These options are not sortable but can be viewed if the information is exported to Excel. If this is information you want sortable in our system, leave them unchecked and create the options as Additional Features.



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How to create a Program: Step 4 - Custom Form Fields

You can create your own form using the **CUSTOM FORM FIELDS**. Each form field you add to the page will save the users input into an available column in the registration database which you can download to excel. Please keep in mind that these fields are NOT sortable so if there are questions that you want to be able to sort by in the GotSoccer system, ie: who wants to volunteer? Those should be created as an Additional Feature which is explained in Step 5 of this manual.

There are a number of different columns available for different types of styles of application form questions. To choose them click on the up/down arrows of the **SELECT** drop down menu.

*** * *Support Tip* * ***

The first Custom Form Field Row # should be set to 10, with the second one being 20, the third one being 30 ... etc. We suggest this so that you don't have to move them around when making additions, editing or adjusting your custom form field questions. .

Need to know for Custom Form Field Content:

- The question for each value choice will go in the **LABEL/TEXT/CONTENT** box.
- For Items that the registrant much choose such as Drop Down menus or Radio buttons, each answer must be put on it's own individual line in the Available Values box.
- You only have a certain number of available questions for each option. The number of Questions that you have used will be shown next to the option. For example, when you choose your first Drop Down menu question you will choose the first **DROP DOWN LIST** option.

- The second drop down menu question you want to create you will choose **DROP DOWN LIST (2)** as it is your second Drop Down List question. You have 10 total.

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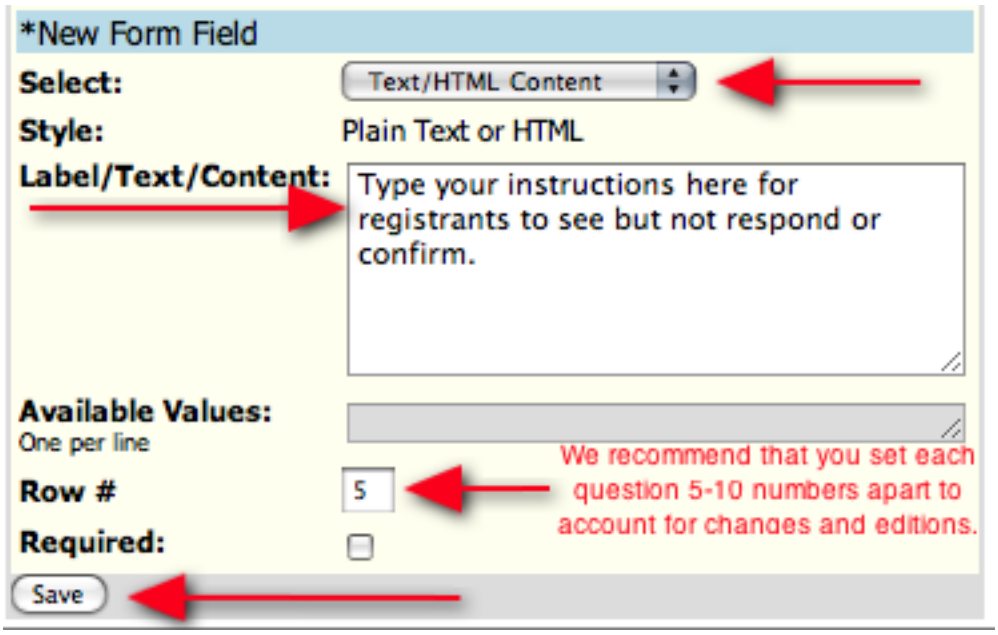
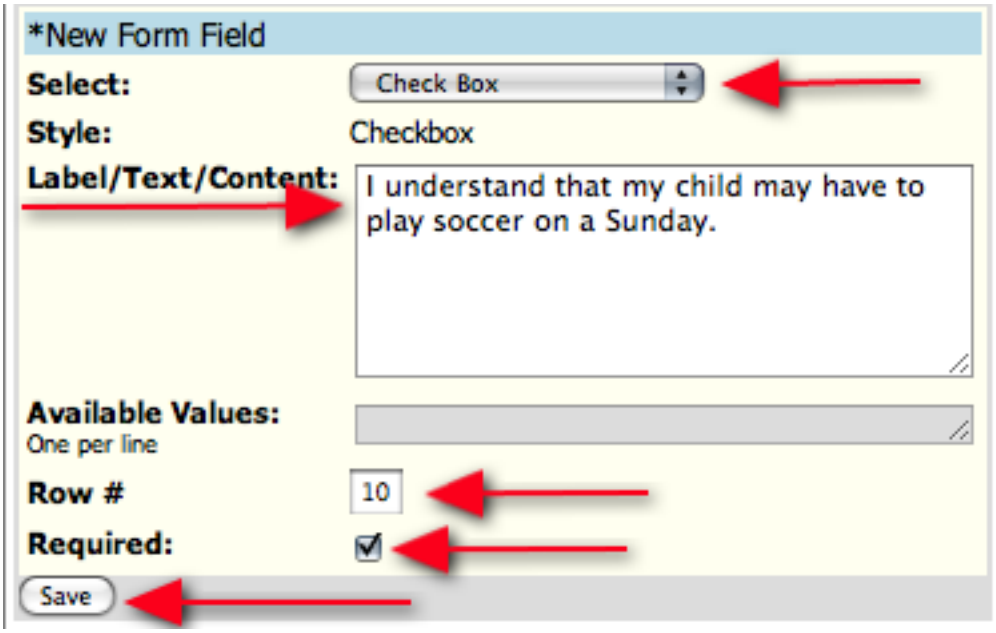
- In our manual we have some example questions checked **REQUIRED**. Obliviously it is entirely up to you if you want to make a question required or not.

Custom Form Field Options:

TEXT/HTML CONTENT is there for the Club/Home Association to inform the registering persons of anything they might need to know. This format cannot be made into a required field as it is only something the registering person can see, they cannot respond too or confirm.



CHECKBOX is for a statement that you want someone to confirm that they have read and agreed too. A typical question for the Check box is "I understand that my child may be required to play soccer on a Sunday" or "I agree not to use any profanity at the soccer fields". Creating a check box and making it a requirement will force someone to agree to whatever it is before moving forward in the application. Thus you can use it at a later date to hold someone accountable.



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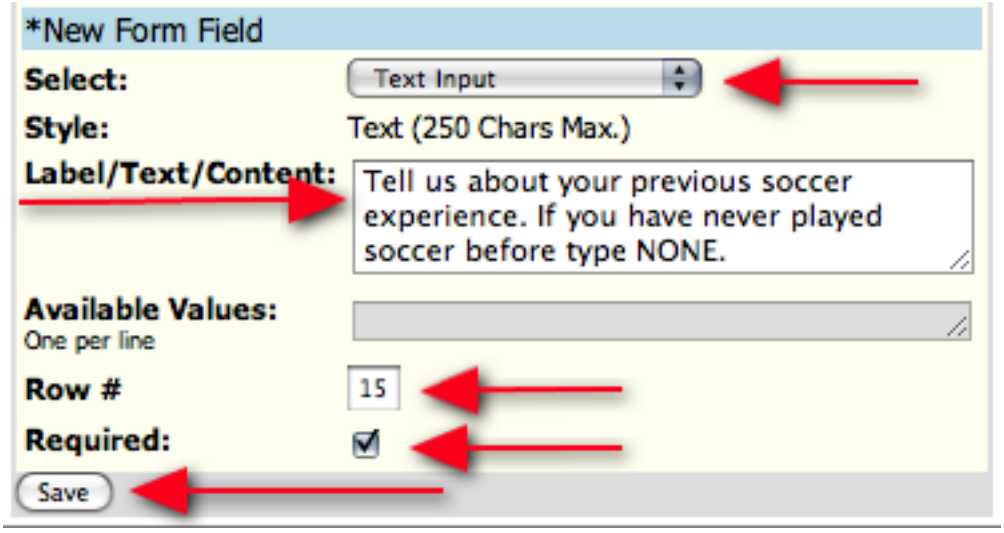
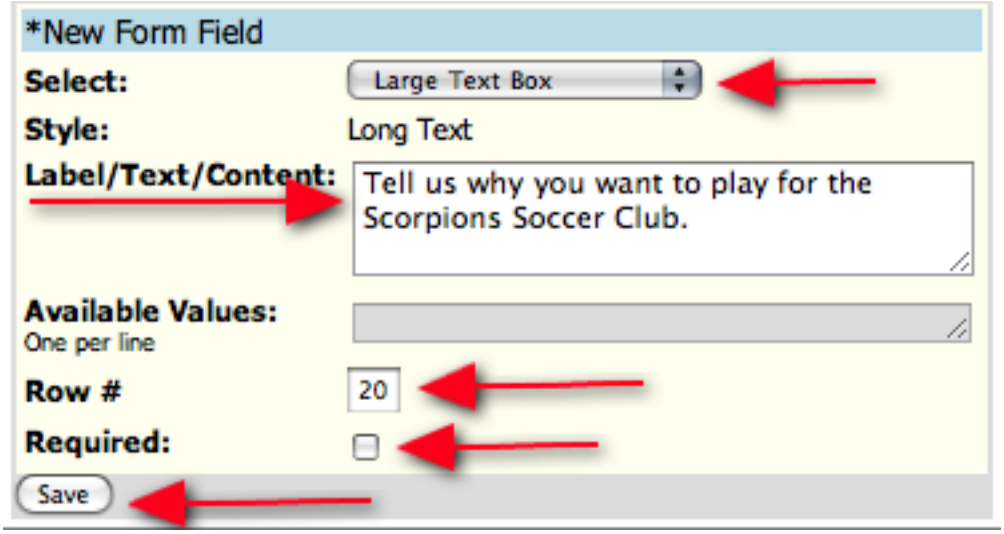
TEXT INPUT (250 CHARACTERS MAX) is used for creating a question you wish to have the registrant write a response too in 250 Characters or less.



LARGE TEXT BOX is used for creating a question you wish to have the registrant write a response to in an infante amount of characters.



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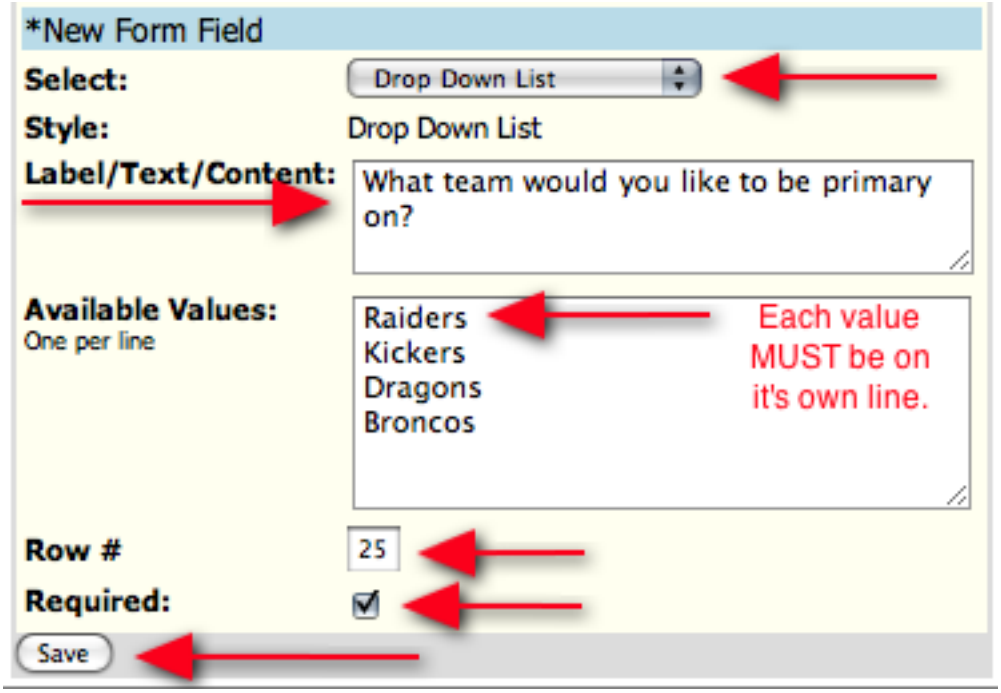
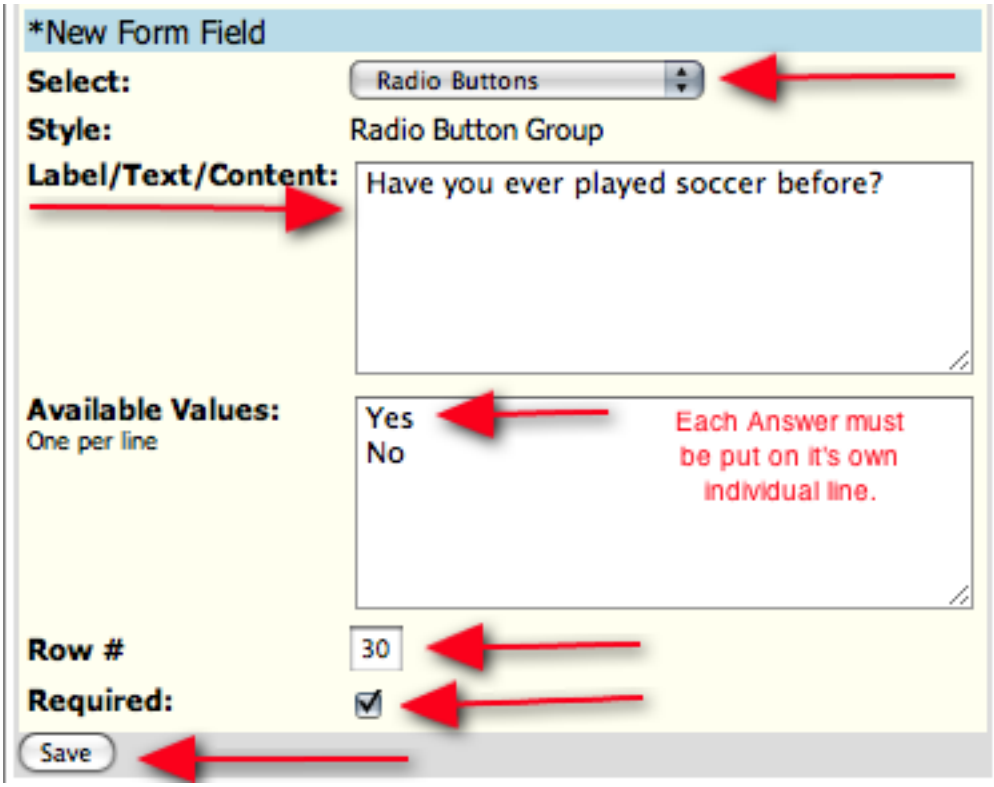
DROP DOWN LIST is for questions where you want the registrant to choose from a list of options. The questions will go in the **LABEL/TEXT/CONTENT** box while each answer value must be listed on it's own individual line in the **AVAILABLE VALUES** section.



RADIO BUTTONS are the same as Drop Down List options just in a different style. Instead of the registrant choosing an answer from a drop down list they will select it as a radio button option.



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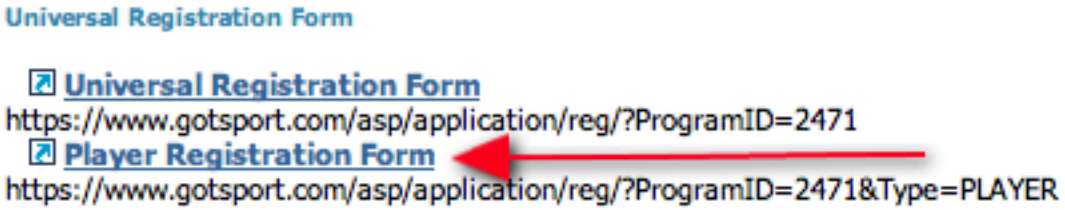
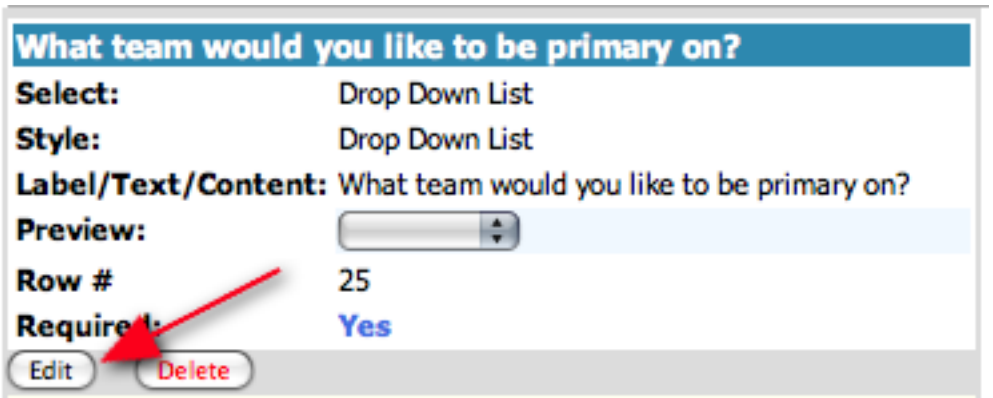
To view how your questions will look on the registration form click on the **PROGRAM SETUP** tab and then click on the **PLAYER REGISTRATION FORM** link.



This will open your registration form in a new window. To go through the registration form enter in this demo user information. As long as you **DO NOT** click the **SUBMIT** button on the last page of the application you will not have the demo player entered into your account. This will allow you to view your application and learn how to maneuver through it so you can support your members.

Username: **Riverdemo**
Password: **demo**

If you need to edit one of your custom form fields just click the **EDIT** button at the bottom of the item box.



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How to create a Program: Step 5 - Additional Features

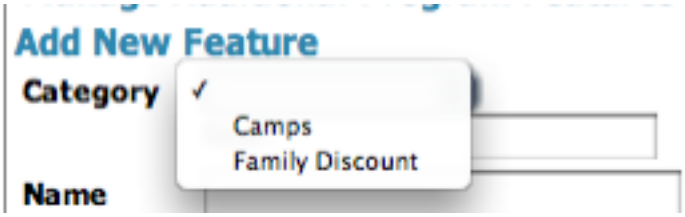
The **Additional Features** section is a very powerful tool. It allows you to create Sibling Discounts, add additional items to the application such as camp sign ups, extra uniforms, volunteer positions (which will help create Automatic Coaches from Parents) or anything else you want to add to the application form. Unlike the Registration Fees tab, registrants can choose any many features as they like. Additional Features are also sortable, unlike the Custom Form field questions so if there is something like volunteering which you want to be able to sort registrations by, create it as an Additional Feature. In essence, the Additional Features can be used to create:

- A Sales Item (for example a camp or extra uniforms)
- A discount (a sibling discount or scholarship)
- A sorting feature (who wants to volunteer, or a query as to whether a player wants to move to another team).

1. Click on the **ADDITIONAL FEATURES** tab from the Program Setup page.

2. To create an additional feature click on the **ADD FEATURE** button. In this example we will create a Camp.

3. Create a category if one does not exist. Categories are used to group features together, for example, once you've created a category called **CAMPS** you can group all your camps registrations under than feature.



4. You can enter a name for the feature, as well as to which gender it's for, applicable ages, price and a short description. The price will be added to the overall Registration Fee.

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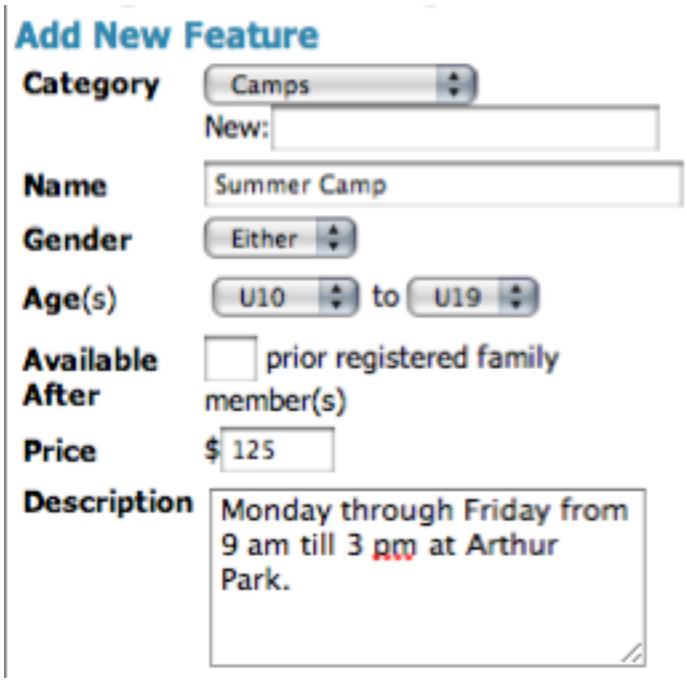
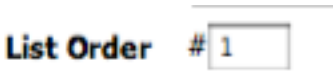
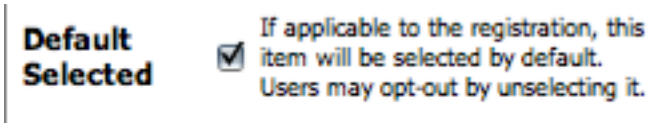


5. The **LIST ORDER** places the feature in the order you want. For Example, #1 would be placed at the top of the list on the application form.



6. The **DEFAULT SELECTED** check box means the option is already chosen when the applicant applies. The applicant can turn it off. This is most commonly used in Discounts where, for example, the third child in the family is offered a discount. So, when a family signs up their third player the Discount would already be checked.



7. Check the **ACTIVATE** box to make the Additional Feature LIVE on your application.

8. The final stage of building an Additional Feature would be to **SAVE** it.

9. To create a **DISCOUNT**, such as a Family or Sibling Discount enter the number of family members before the discount applies (for example , if you offer a discount to the third family member, enter 2 in the **Available After** box). Then enter the Discount amount as a negative figure.

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A Family MUST register using the **FAMILY ACCOUNT** on the public application form to obtain the discount options.

The Discounts are automatically stacked, meaning if you offer $-5 for the first player, and $-10 for the 2nd player, the second player will be discounted $-15.

10. To create a volunteer position such as coach or manager click the **ADD FEATURE** button and create a category called Volunteer. Name it COACH and set the dollar amount to $0. Click the **ACTIVE** button and then **SAVE**. When your players register their parents will have the option to volunteer as coach and can be set up as a coach as we will show you later in this manual.

11. To create a **VOLUNTEER** position create the category VOLUNTEER. Then create an additional feature for each volunteer position. If you have parents volunteer to coach or manage create an additional feature for each position (as well as one for each Asst. coach/manager position).

- In the NAME line put Coach, Manager, Trainer etc.
- GENDER is set to EITHER.
- AGE(S) is set to ALL.
- AVAILABLE AFTER is left blank (this is meant for discounts).
- PRICE is set to $0.
- REQUIRED is left unchecked
- Click ACTIVE to make the feature live on your application.
- Click the SAVE button.

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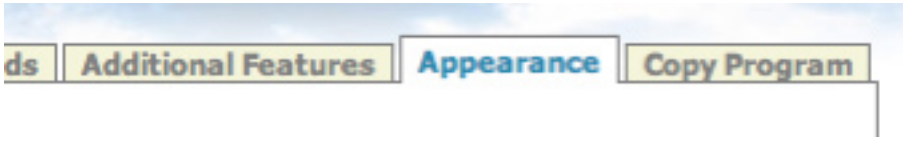
How to create a Program: Step 6 - Appearance

Like all other Gotsoccer products, you can match your public pages to your club website.

1. Click on the **APPEARANCE** tab on the Program Setup page.

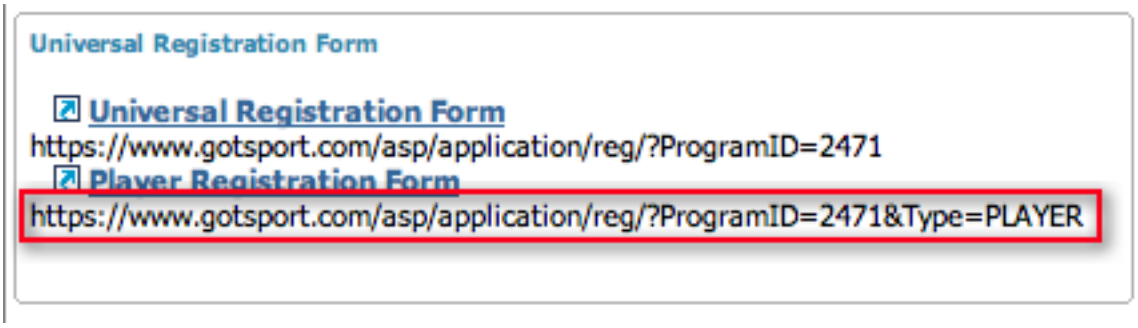


2. You can upload your club logo and match your website colors.

How to Create a Program: Step 7 - Making your Application LIVE

Once you've completed this page you are ready to go live with your application. You can get the link to your application from the **PROGRAM SETUP** page. Just copy one of the links below and give it to your web master, they can post it on your website, or you can email it out to your members.

For PLAYERS highlight the **PLAYERS** http link.



Each link correlates to the registration type that you have open. If you are including coaches, managers and referees in this registration you will have selected them from the **REGISTRATION OPTIONS** section and once you click **SAVE** a link for each registration will be created. These links are unique to each account type. If you intend to have everyone create an account through this registration you must post on your website or email each individual link.

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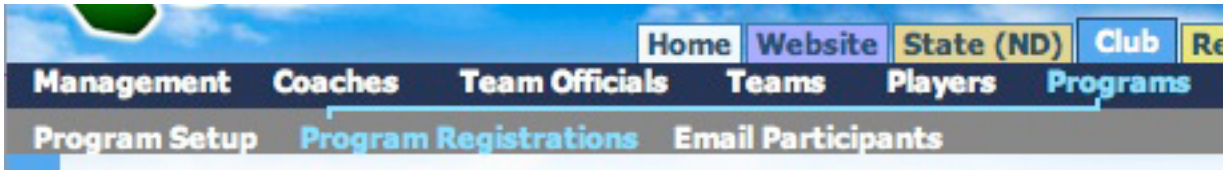
Universal Registration Form

Universal Registration Form
https://www.gotsport.com/asp/application/reg/?ProgramID=2471
Player Registration Form
https://www.gotsport.com/asp/application/reg/?ProgramID=2471&Type=PLAYER
Coach Registration Form
https://www.gotsport.com/asp/application/reg/?ProgramID=2471&Type=COACH
Manager Registration Form
https://www.gotsport.com/asp/application/reg/?ProgramID=2471&Type=MANAGER
Referee Registration Form
https://www.gotsport.com/asp/application/reg/?ProgramID=2471&Type=OFFICIAL

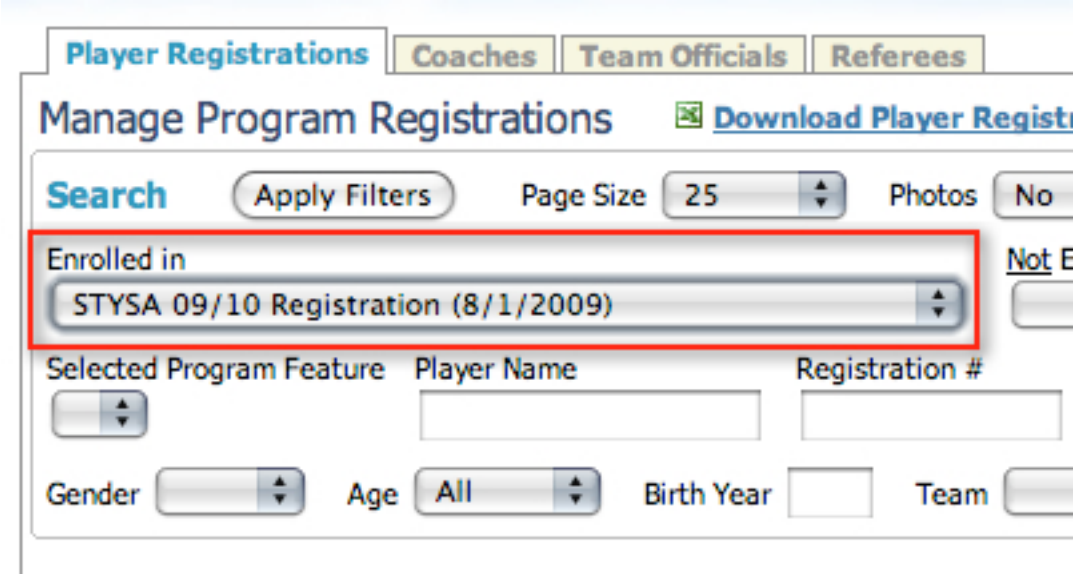
Excluding Teams from a Program

You can exclude a team from a program. This is helpful as a club program grows and teams age out or disband. By excluding a team it is no longer displayed as a participating team in that program.

1. To exclude a team from a program, click on **PROGRAM** in the blue menu bar and then on **PROGRAM REGISTRATIONS** in the grey menu bar.



2. Using the filter options up top make sure you are searching under the right program.



3. All the available teams will line up on the right of the list of players in the program.

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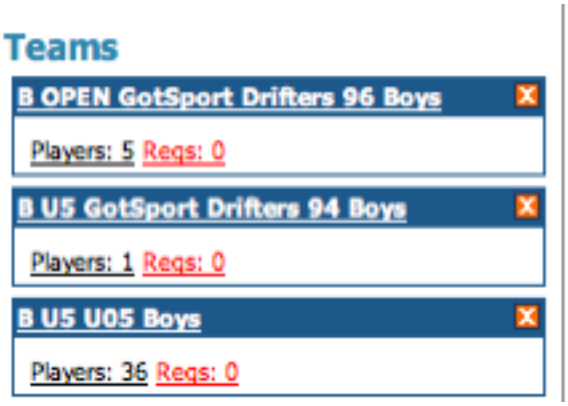
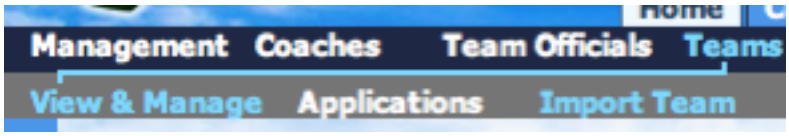
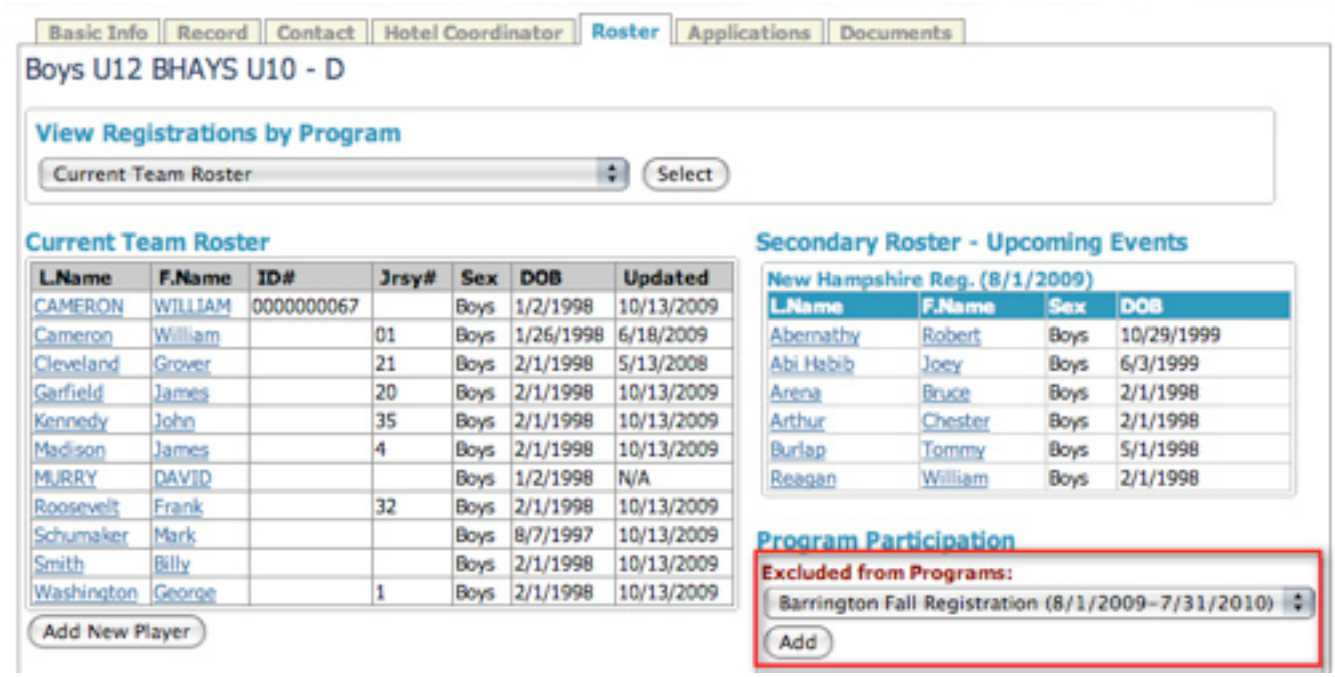


4. To remove a team from the program, click on the **X** in the top right of the team box.

5. To re-add a team, click on **TEAMS** in blue menu bar which will bring you to the **VIEW & MANAGE** screen.



6. Find the team and click on the team name. Click on the **ROSTER** tab. The tool to add or remove a team from programs is on the bottom right of the page. You will see a drop down menu, choose the program you want to add them too from the drop down list and click the **ADD** button. To remove them from a program click the **REMOVE** button next to the program name.



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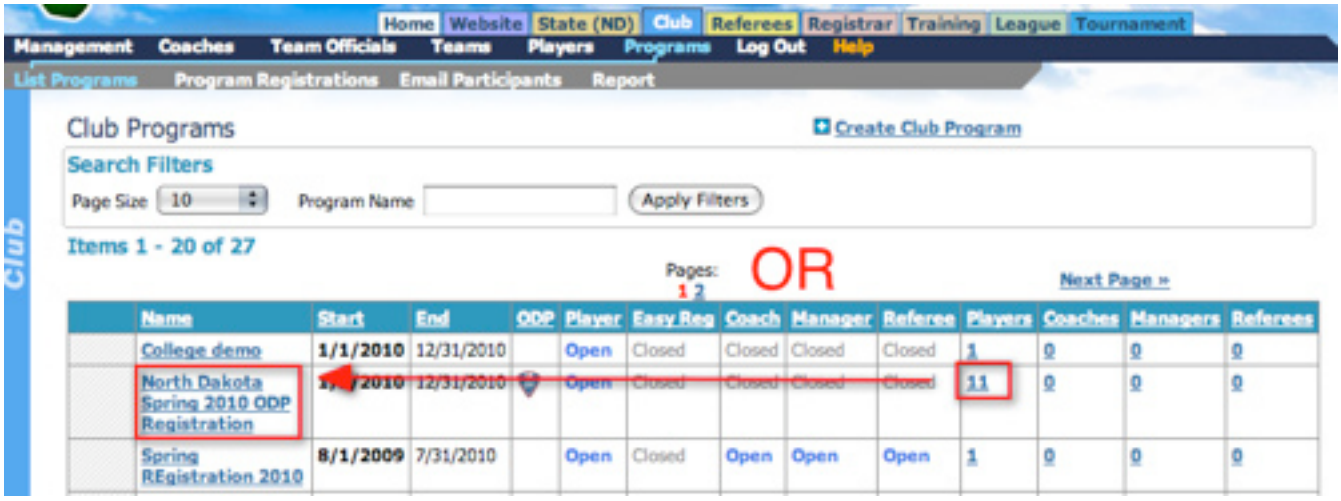
Download Online Registration Data to Excel

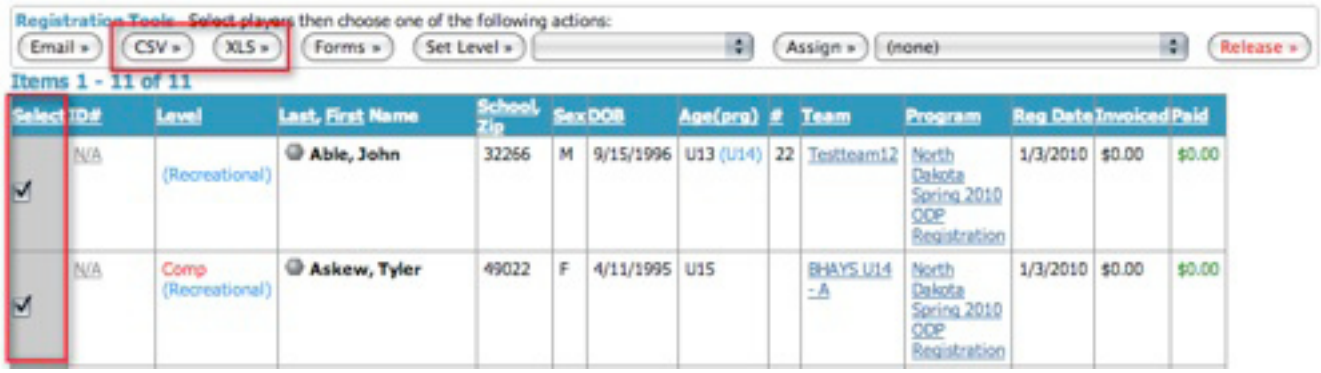
1. In your account click on the **CLUB/HOME ASSOCIATION** tab at the top of the page.

2. Once in the **CLUB/HOME ASSOCIATION** section, click on **PROGRAMS** in the blue menu bar and choose the program you want to work in by clicking on the number under the registrants. For example if you want to download all the player registrations for your fall or spring event click on the number under the **PLAYERS** column. You can also click on the Program Name, both will take you where you need to go.



3. You can filter your selection by choosing which programs to select from, or by age and gender or any of the other filter criteria available in the Search area.

4. Once you've filtered the page to your needs select the data you want to export to Excel by clicking on the **SELECT** button on the top left of the listed players. Once selected click the **XLS** button in the Registration Tools section.



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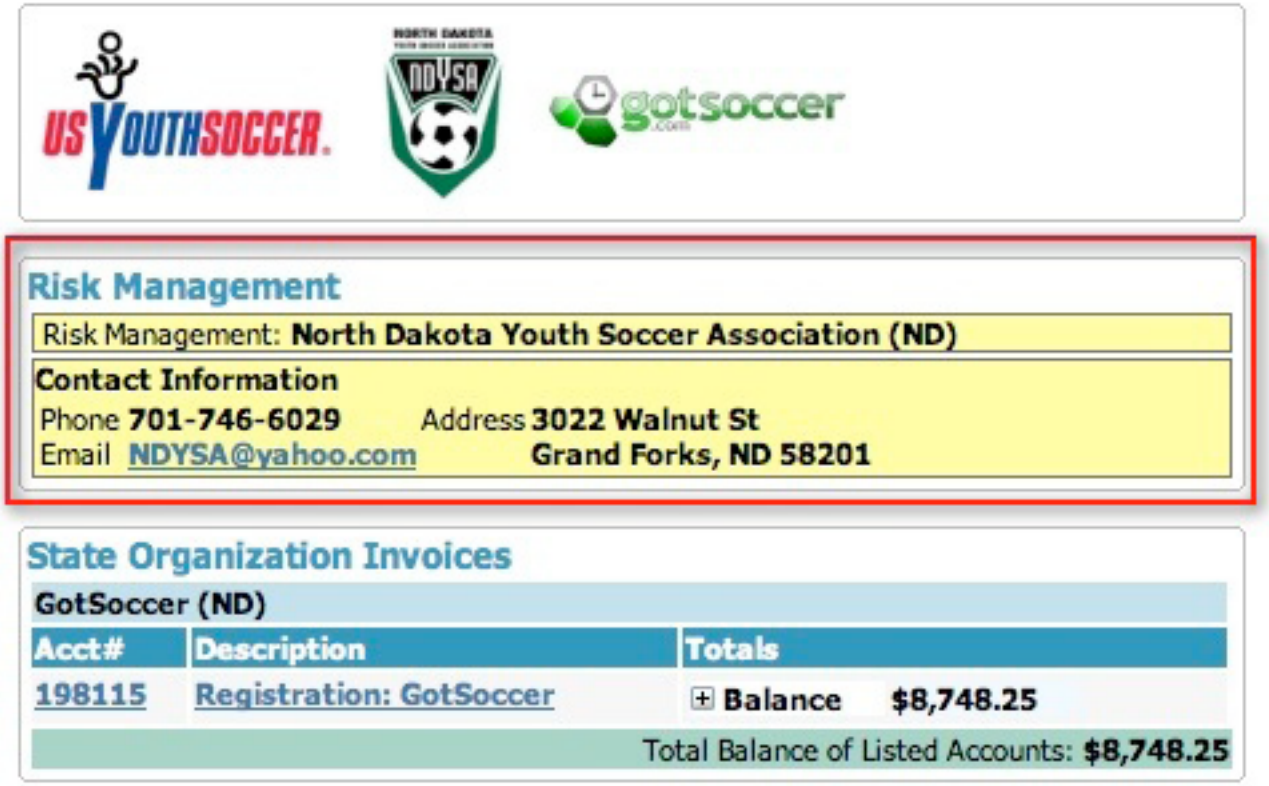
Creating Coaches / Team Officials (Managers, Board Members)

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

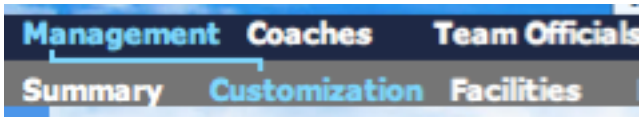
If your state is using our system your coaches, managers and referees might have to submit a Volunteer Disclosure Forms (VDF) and background checks. Your state organization will have final say on approval of Volunteers and coaches. IYS require submission of social security numbers. Social security numbers 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.



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.



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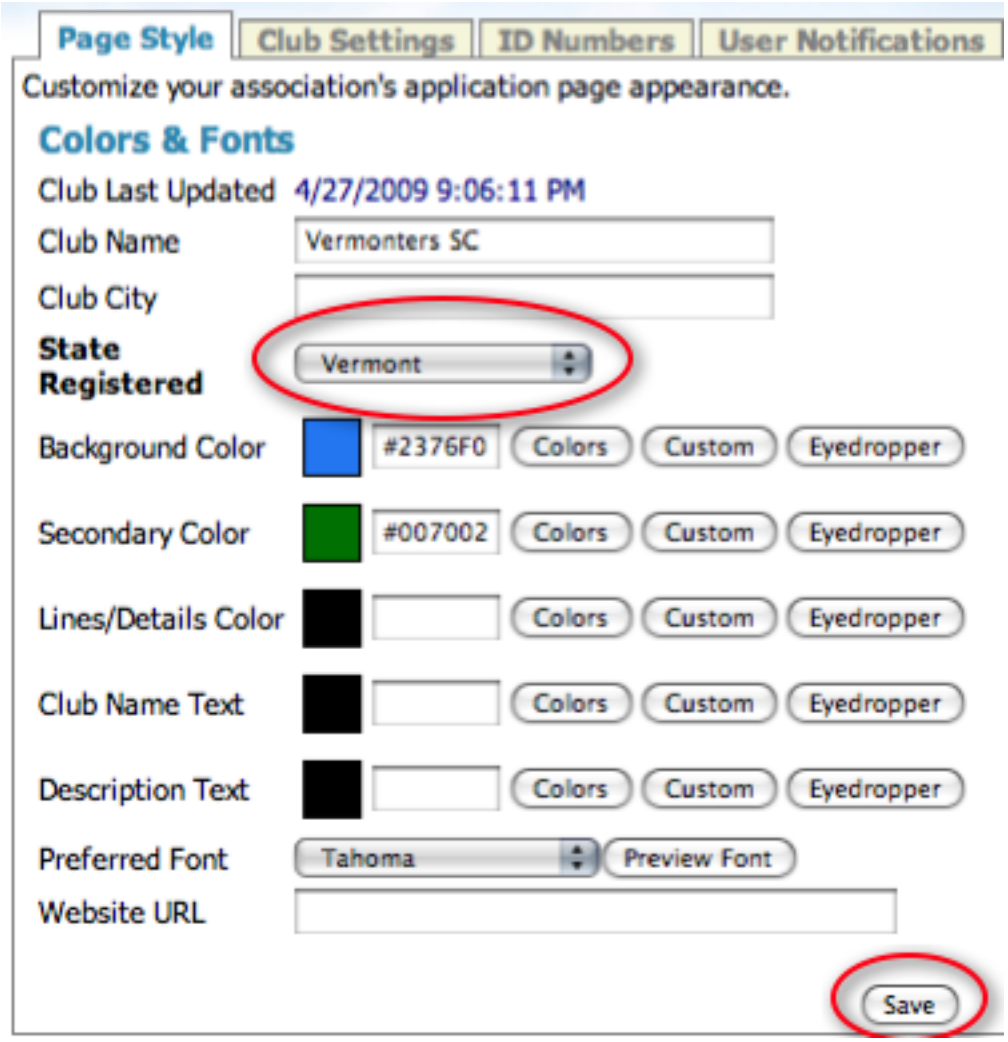
2. Select your State from the State Registered drop down list.
3. Press **SAVE** at the bottom of the screen once you have selected your state.



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 backgournd 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.

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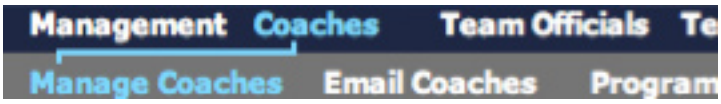
*** * *Support Tip* * ***

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 Offical account and have them fill out the VDF form.

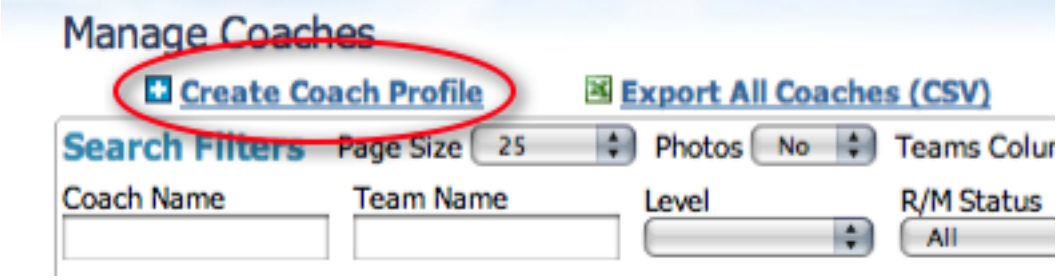
Creating Coach and/or Team Official Accounts

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 coahces 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).

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Coach Info

Coach - New Coach

Risk Status N/A

Full Legal Name

Legal First M.I. Last

Date of Birth MM/DD/YYYY

Gender Male Female

State Registered North Dakota

Competition Level

Primary Coach

Assistant Coach

Display Name

ID Number

Address

City

State

Zip

Country United States

Email

Phone

Phone (2)

Mobile Phone

Mobile Text Messaging (you@yourcarrier.com)

Fax

Save Cancel

Notes

Login Credentials

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

Username

Password

optional

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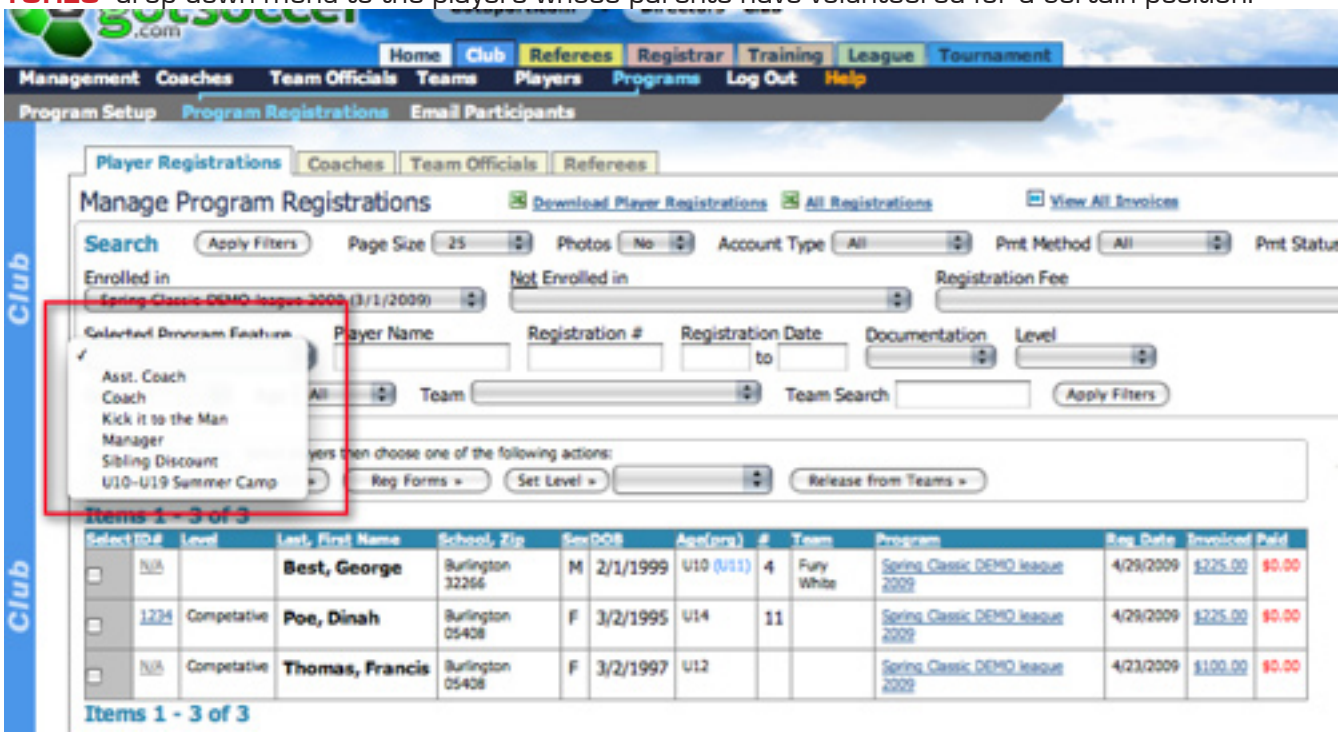
Create a New Coach Automatically - From Additional Features

We have a feature that allows you to create a coach or manager account directly from the player registration form. This is particularly easy if you create an **ADDITIONAL FEATURE** on the **PROGRAM** application form (pg. 16), which allows parents to volunteer for certain positions via the Additional Feature, making it a search option on the **PROGRAM REGISTRATION** page.

1. On the Program registration page, filter your page down using the **SELECTED PROGRAM FEATURES** drop down menu to the players whose parents have volunteered for a certain position.



2. Open the player registration form by clicking on the **ID# (or N/A)** next to the player name. The parental information will be on the bottom right. Click the **CREATE COACH** (or TEAM OFFICIAL) link next to the parent who wants to volunteer.

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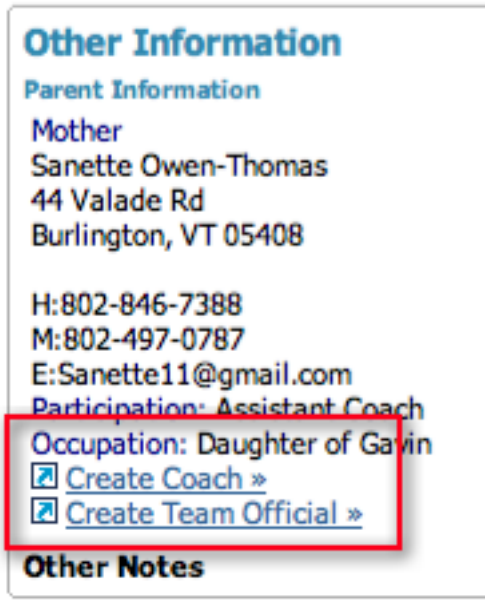
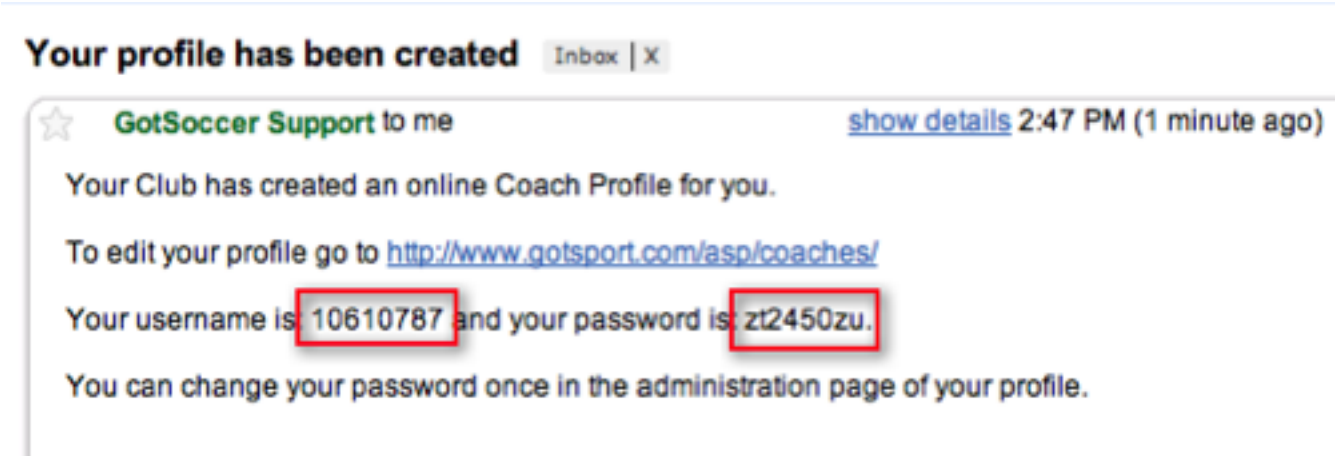


3. You can create a unique user name and password or the system will automatically assign one when the new coach page is saved.

4. The system will automatically generate an email notifying the new coach that an account has been created and giving the coach his/her user name and password as well as login instructions.



- The Coach login link is provided
- The User name and password is provided

This automatic email above is GotSoccer's email. To customize your own email response. Click on the **CLUB/HOME ASSOCIATION** tab, then on the **CUSTOMIZATION** link in the grey menu bar and then on the **USER NOTIFICATIONS** tab. The box in the middle allows you to add content to the email sent to new coaches. Remember to click **SAVE** before moving on.

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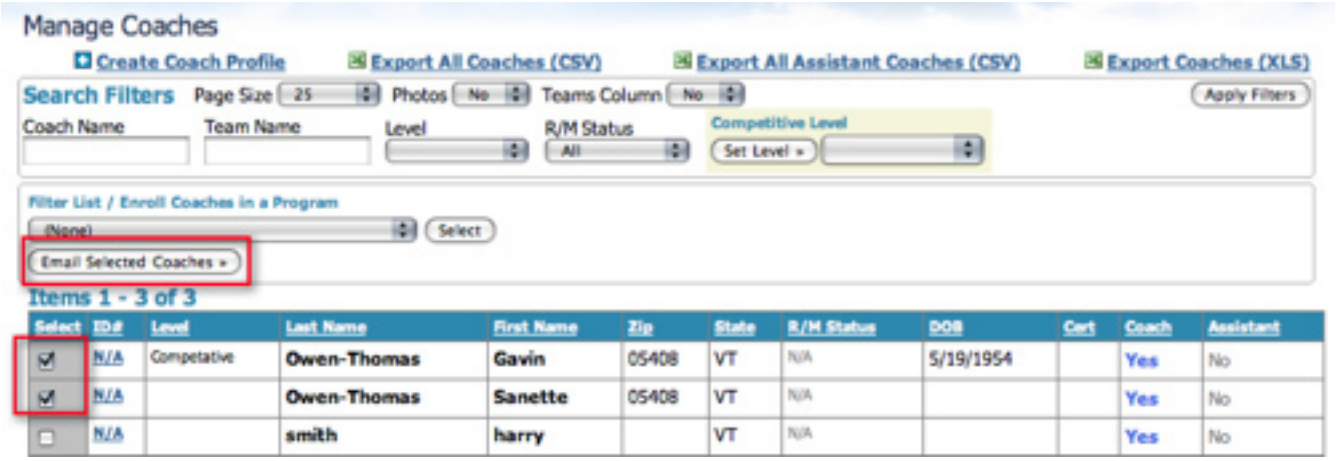
Emailing Coaches or Team Officials

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.



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.

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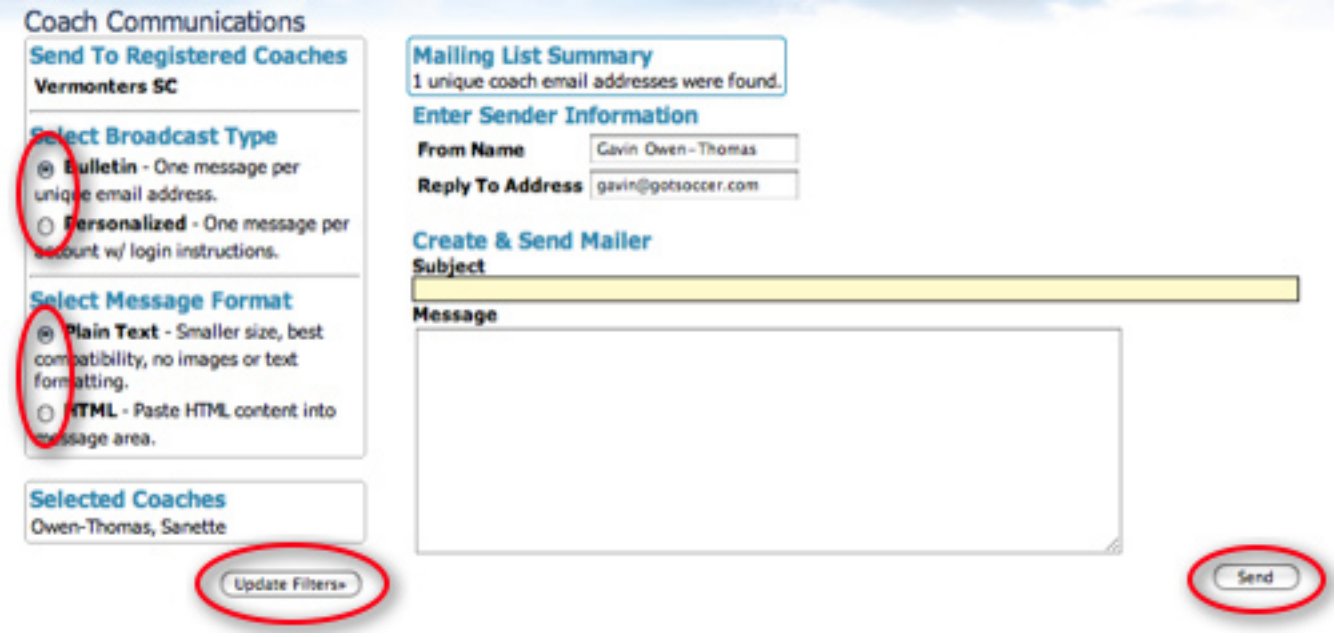

You can also find this email function under the **COACHES** or **TEAM OFFICIALS** tab on the **PROGRAM REGISTRATIONS** page.

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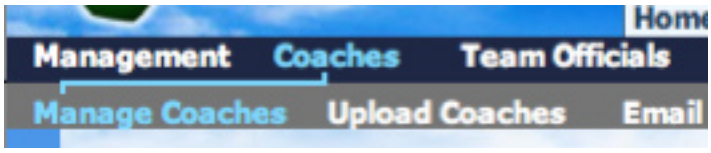
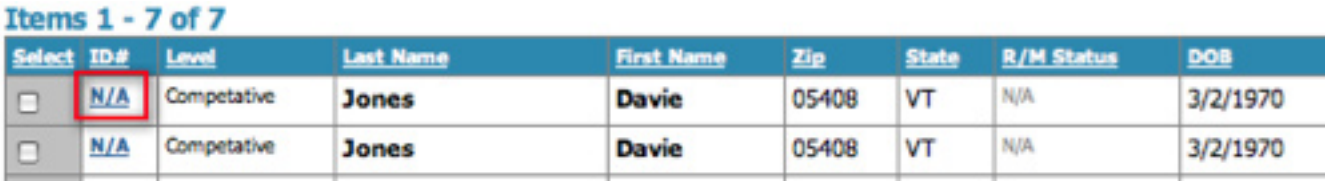
Consolidating Duplicate Coach Accounts

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.



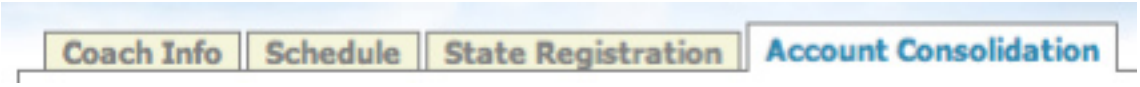
2. Locate the duplicate coaches and click on the coach **ID** number of the account you want to merge INTO. We would recommend that you merge into the account that has the most up to date information or has the most information. If you need to update the account manually please do so before merging as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



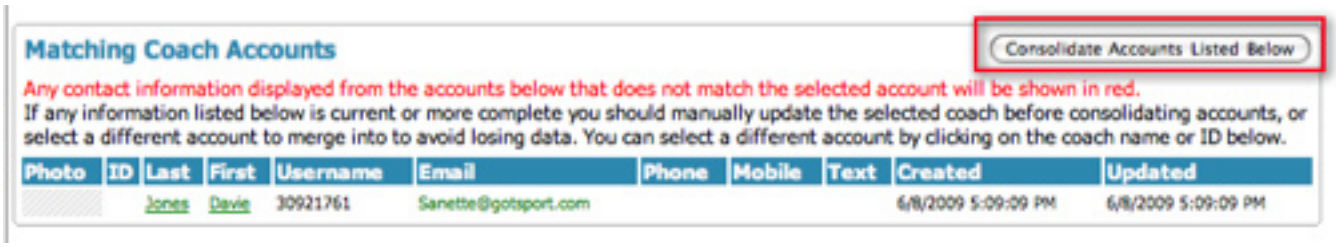
Items 1 - 7 of 7

Select	ID#	Level	Last Name	First Name	Zip	State	R/M Status	DOB
☐	N/A	Competative	Jones	Davie	05408	VT	N/A	3/2/1970
☐	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. Remeber 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

Consolidate Accounts Listed Below

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

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

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Player Accounts

Creating Individual Player Accounts

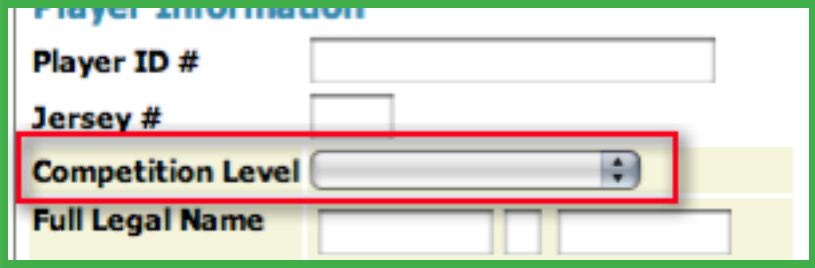
1. To create an individual player account, click on the **CLUB/HOME ASSOCIATION** tab and then on **PLAYERS** in the blue menu bar. Once on the Manage Players screen click on the **CREATE PLAYER PROFILE** link at the top of the search filters box.

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 GOTSOCCER * ***

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



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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 ad 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 one 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)

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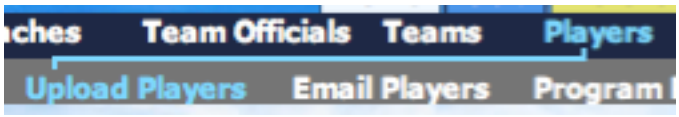
- You may designate the team as recreational or competitive by creating a column with Comp or Rec as the designation. This is not required.

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.

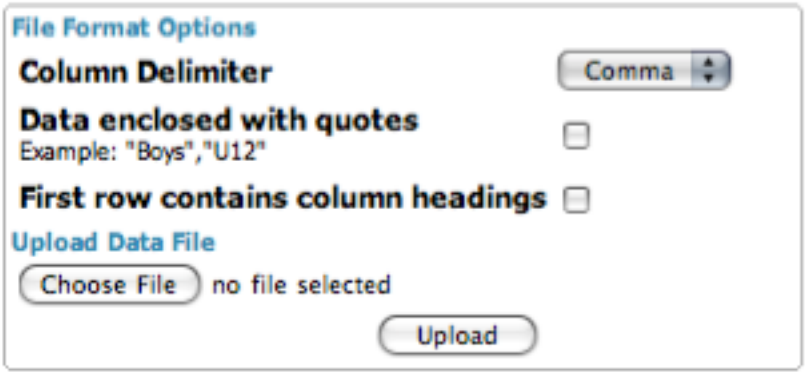
1. Make sure you are in the Club section of our software and click on **PLAYERS** in the blue menu bar and **UPLOAD PLAYERS** on the grey menu bar.



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.



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.

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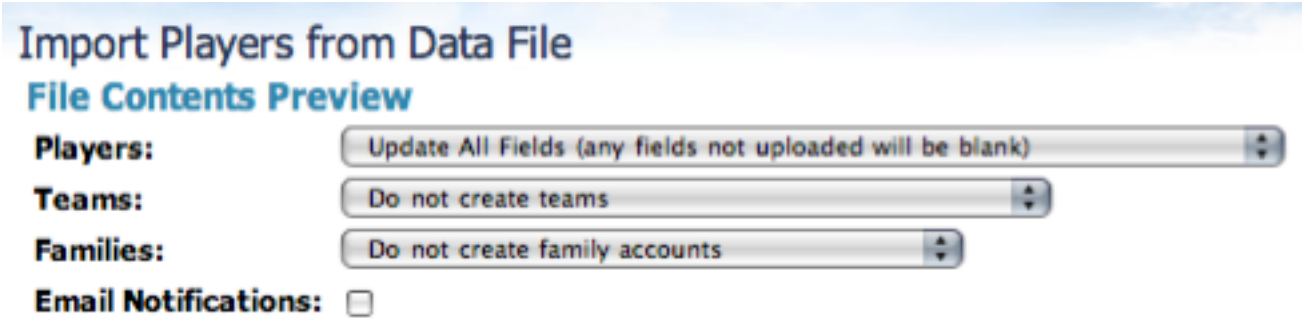
- FAMILIES creates family accounts by grouping the players with the same last name plus home phone or address or zip code. Players with different last names can be added to the family account after this process is complete. See our Family Account help section.
- EMAIL NOTIFICATION emails players their 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.

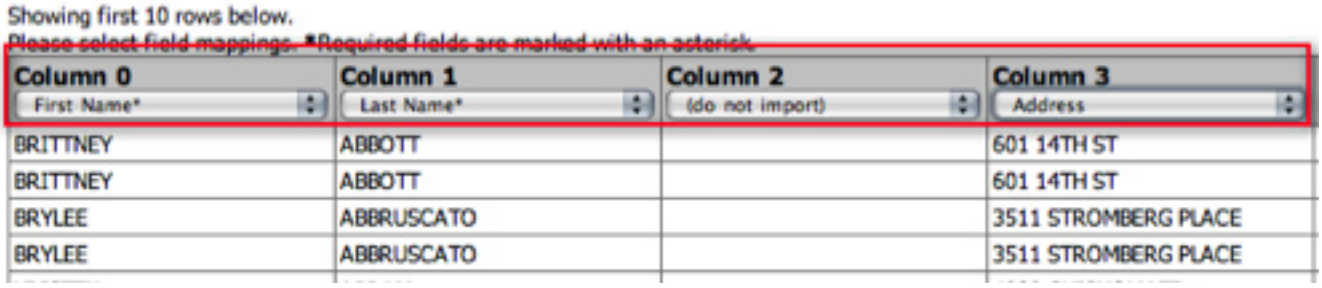


6. Select the options you want to use for the upload. Only the first 10 rows will be visible on the upload screen.

*** * 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**.



- 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.

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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.

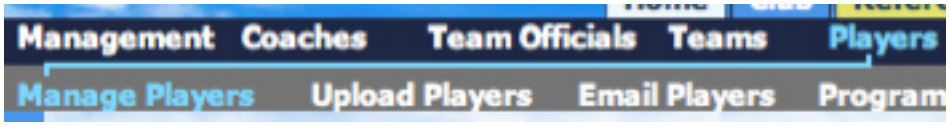
Column 18	Column 19	Column 20	Column 21	Column 22
Team Name	(do not import)	Team Gender	Comp. Level	Team Age Group
U12ACADEMY	U98BR	B	R	12
CLUB94BOYS	U97BR	B	R	13
TERS96BOYS	U02BR	B	R	08

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).

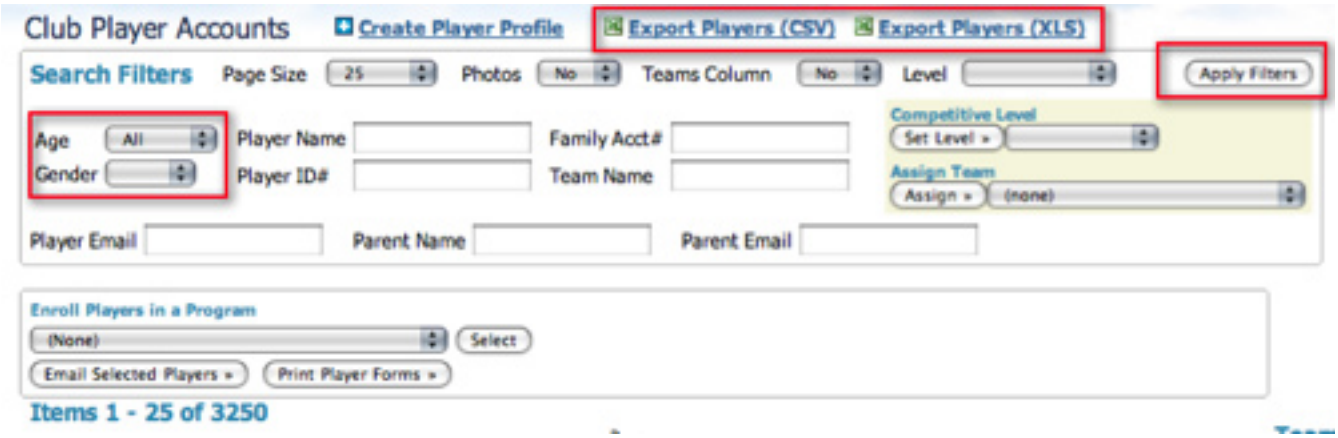
10. The next screen reports the action of the import.

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.



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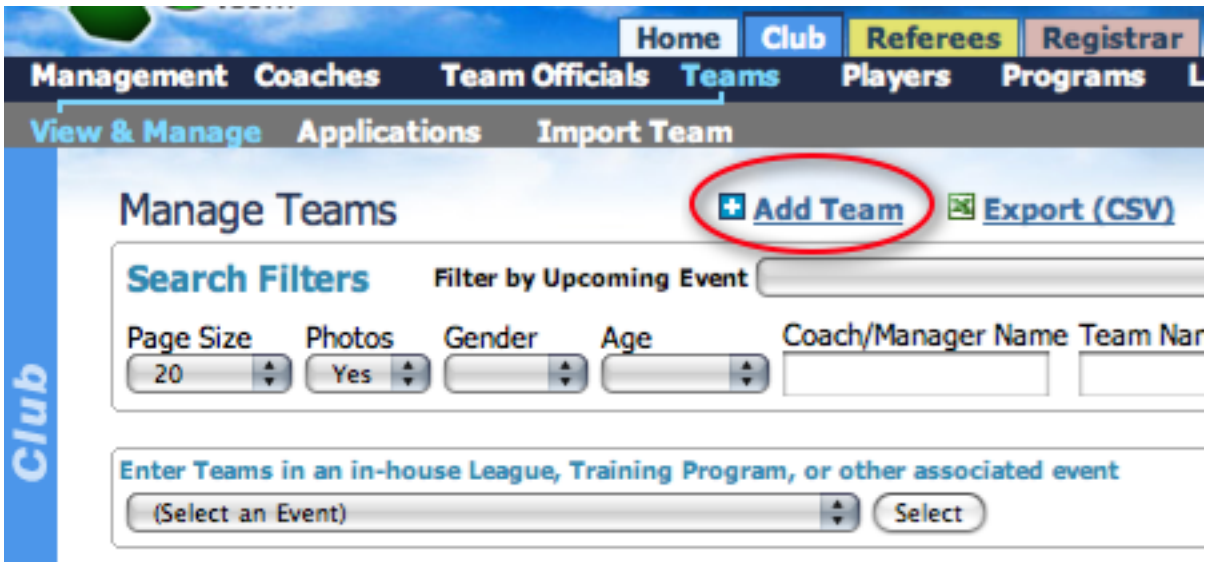
14. You can also **EXPORT** out your list of players to a CSV or XLS file. Just click one of the two links above the Search Filters box and the document will be downloaded to your computer. NOTE - for those of you in states that use Logical Solutions, the CSV file can be uploaded directly into that software.

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.



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.

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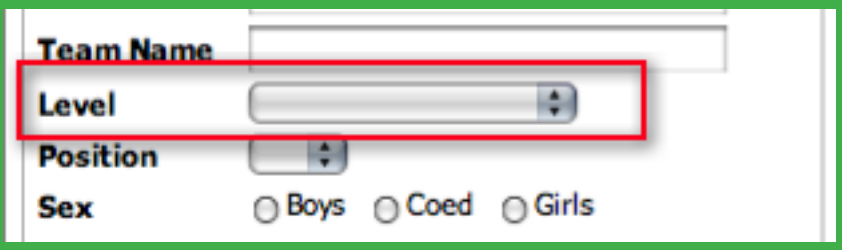
*** * VERY IMPORTANT FOR CLUBS/HOME ASSOCIATIONS WHOSE STATES USE GOTSOCCER * ***

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



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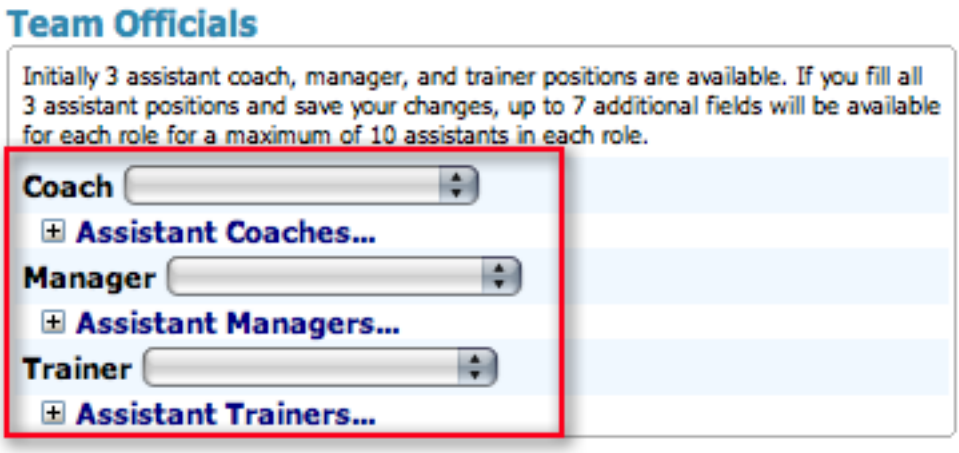
3. Use the drop down boxes to select coaches and managers. See the Creating Coach Accounts for more on Coaches.



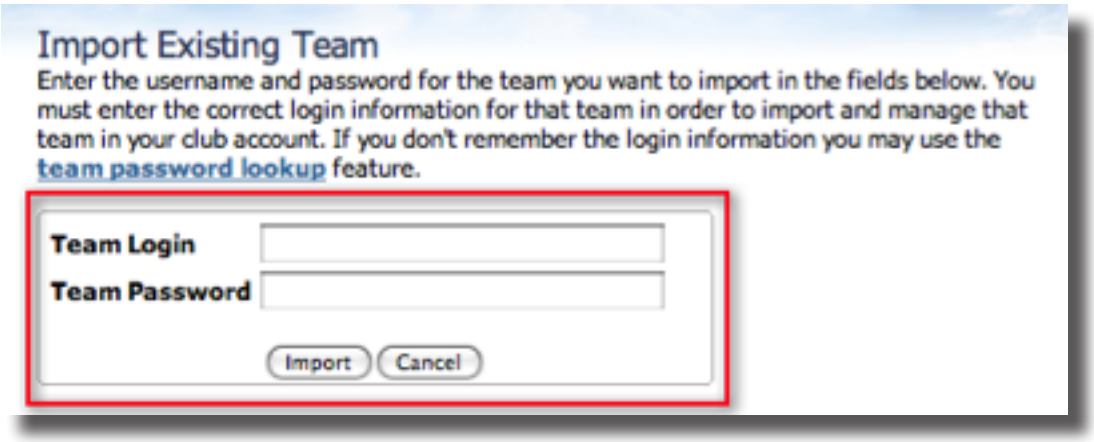
4. Enter a Username and Password. User names must be unique in our system.

5. Click **SAVE** to complete the process of creating a team.

Importing Pre-Exsisting 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 the on **TEAMS** in the blue menu bar and on **IMPORT TEAM** in the grey menu bar. Enter the teams username and password and click the **IMPORT** button.



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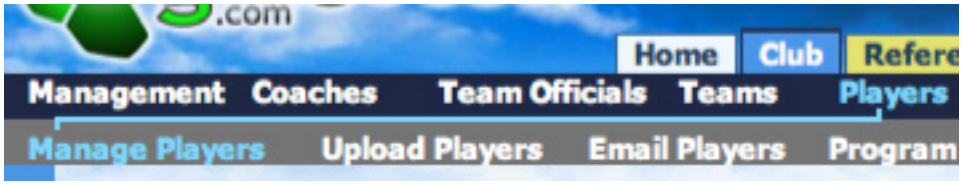
Placing Players on a Team

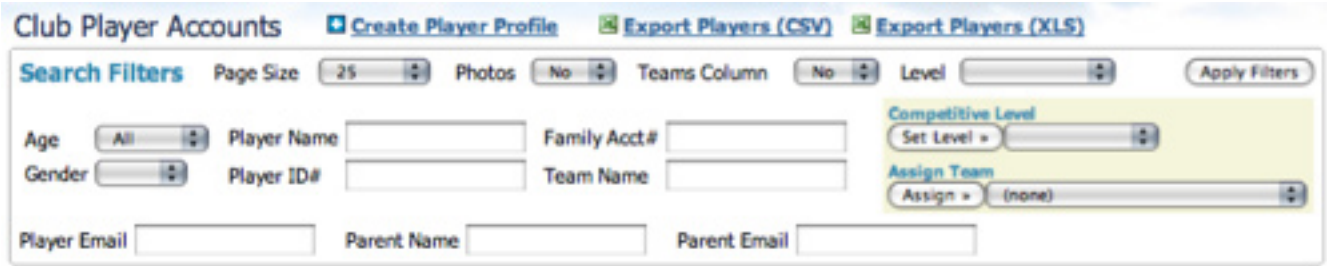
The drag and drop function below can only be used with Internet Explorer 6 & 7 or Safari. If you are using a different windows browser such as Mozilla or FireFox, change to IE7.

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

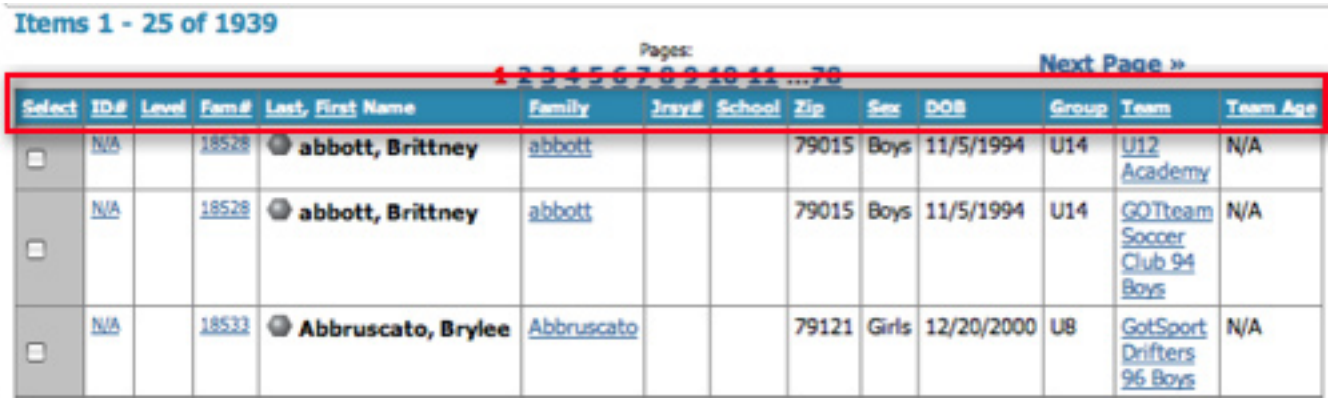
1. From the Club/Home Association section, click on **PLAYERS** in the blue menu bar.



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



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



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.

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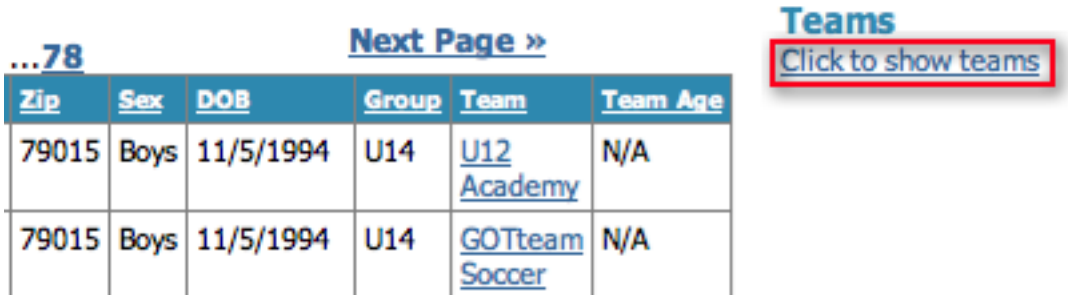
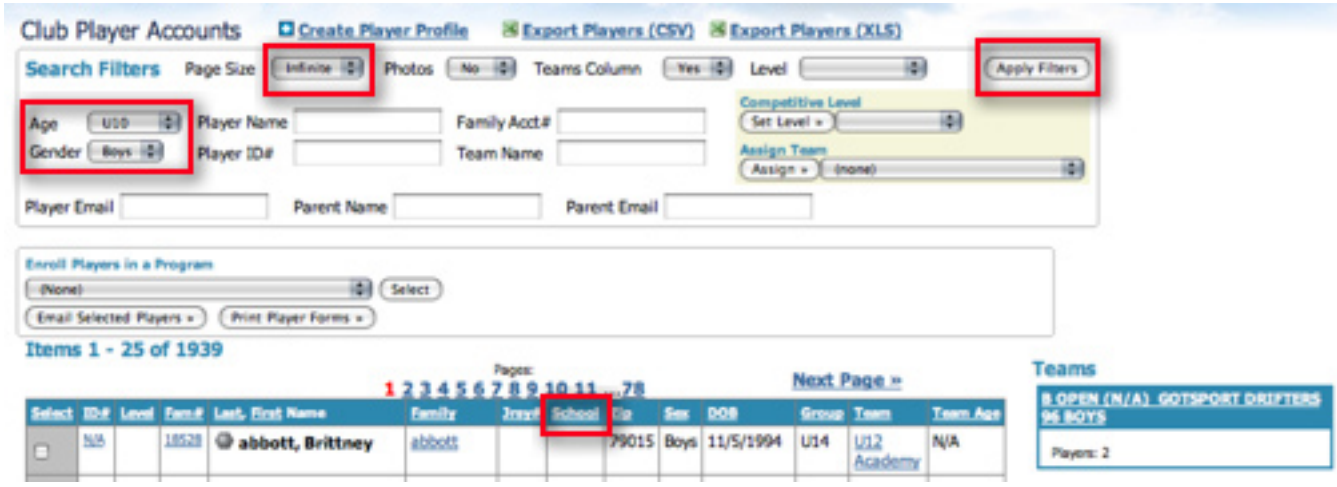


6. When you're creating teams you'll most likely want to deal with one age group at a time. In the following example we filter the players to **U10 BOYS**.

- 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.



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.

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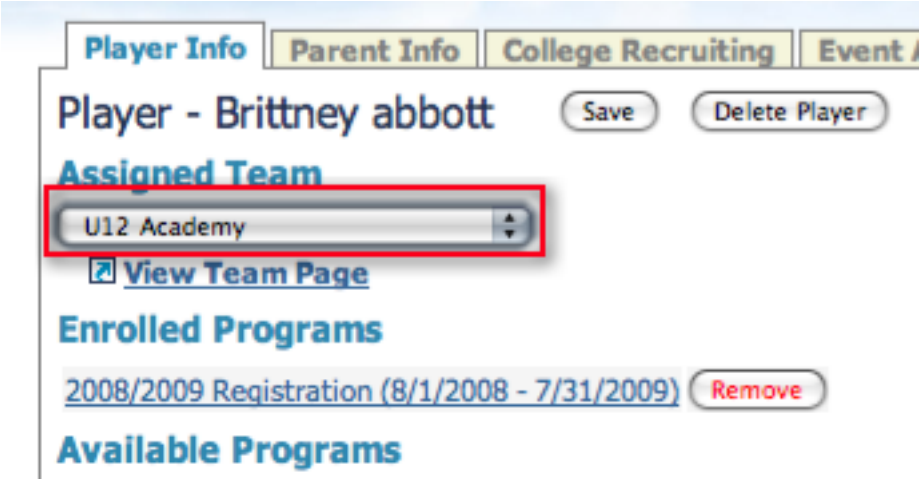


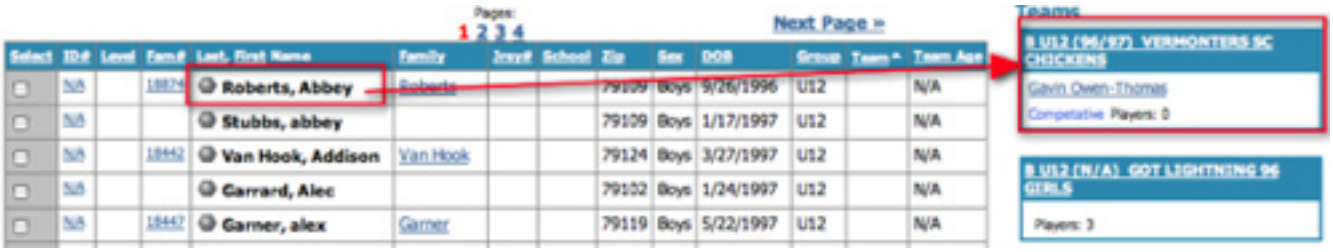
8. Back on the **CLUB PLAYERS ACCOUNTS** page, if the player is on a team it will show in the Team Column. Players not on a team will have no entry in the team column. HINT: you can sort by the column heading **TEAM** twice and players without teams will appear first.

- 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

MAC users

- 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.



- 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.

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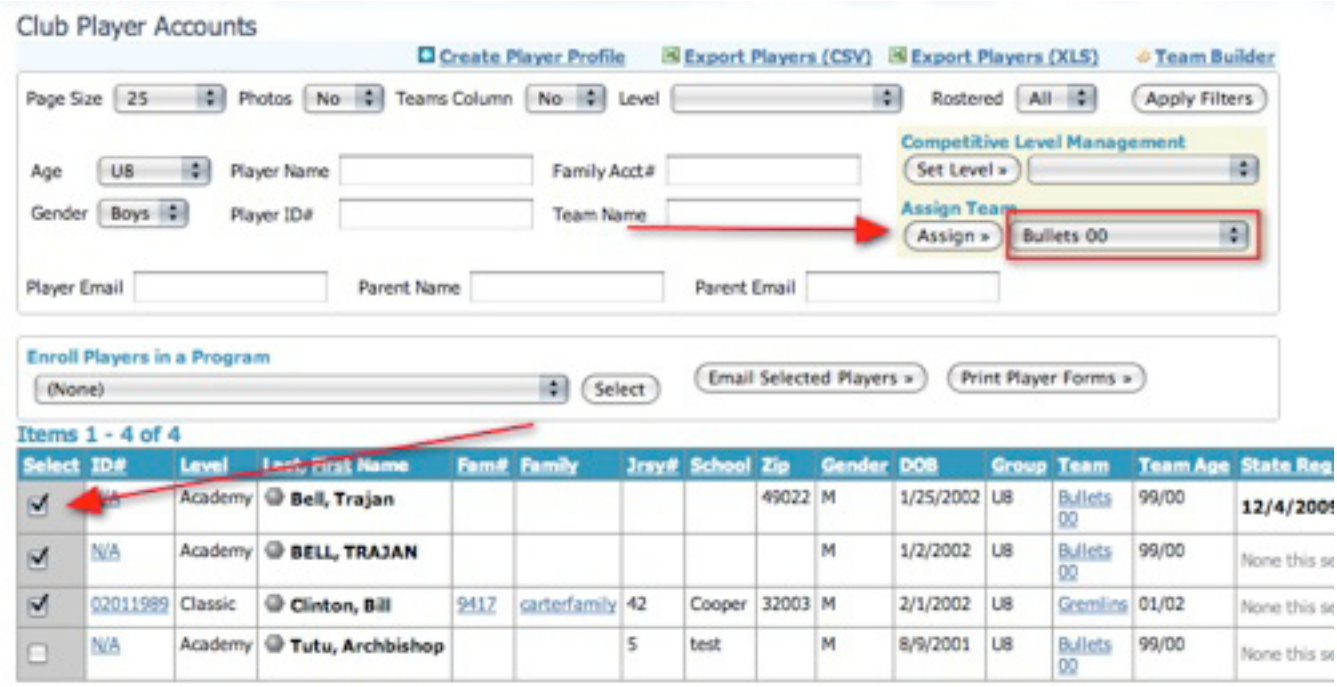
Finally, while in the **PLAYERS** area you can filter your list to however you want to display your players and then check the box next to the names of the players you want to assign to a particular team, and then from the **ASSIGN** drop down menu, choose the team you want to assign the players to and 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.



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.

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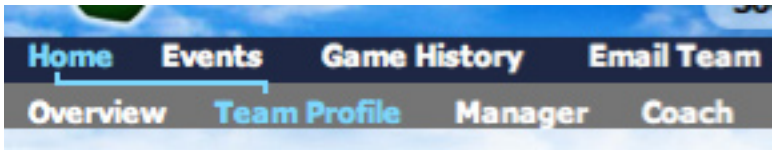
Finding your League Schedule, Official Documents, and Game Reports

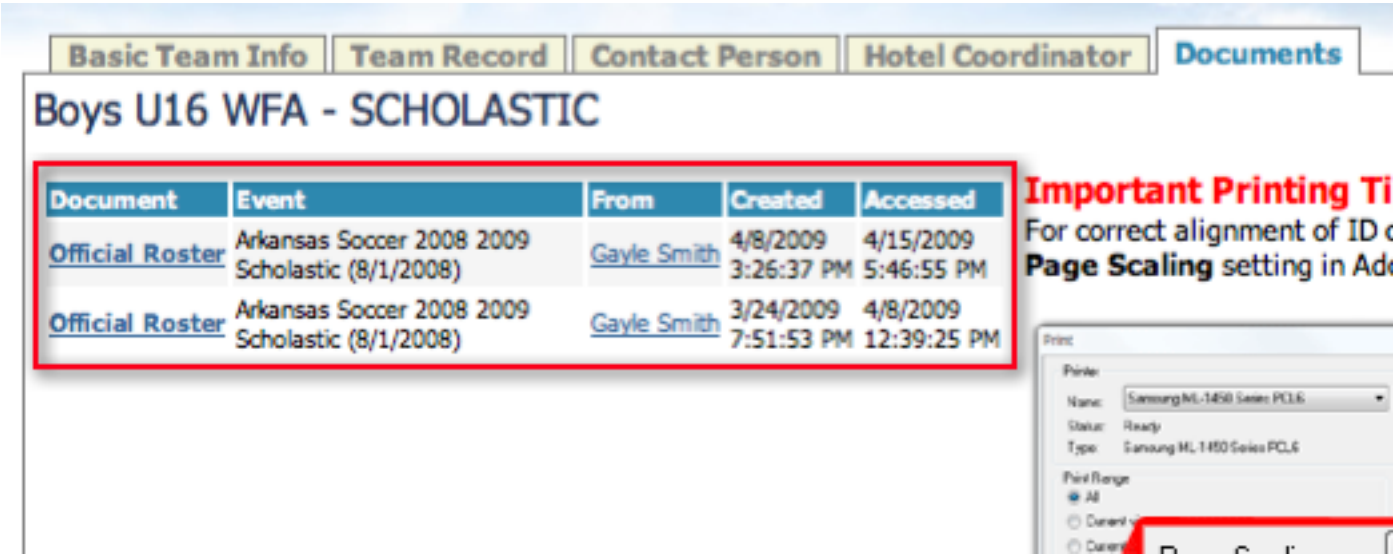
Every team in the Gotsoccer world has a team account. This account keeps track of events, players, coaches and much more. If you are in a league that uses Gotsoccer software, you can find your schedule and, if the league permits, download game cards.

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.



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.

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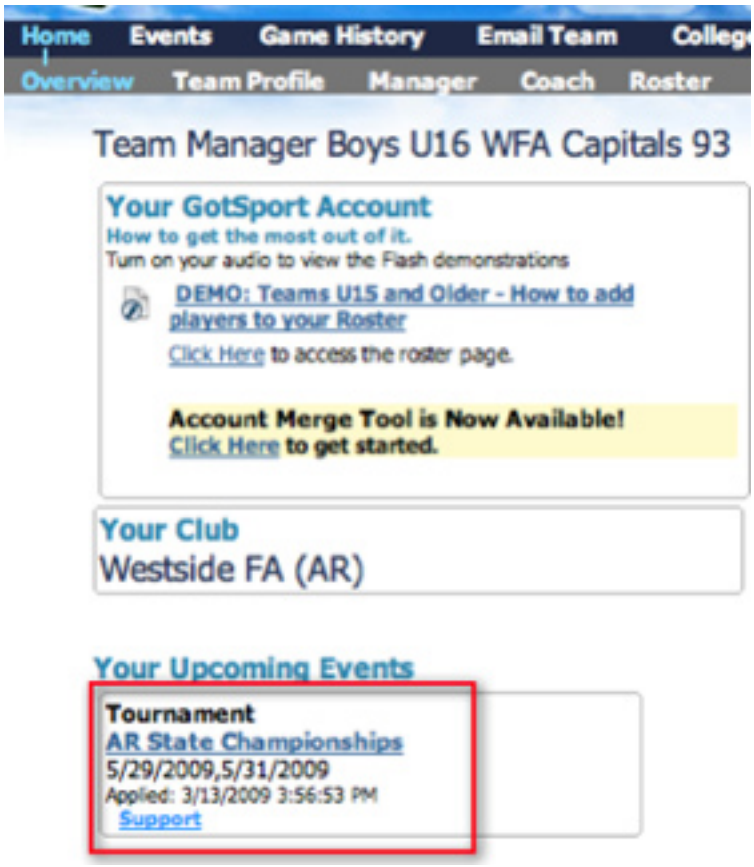
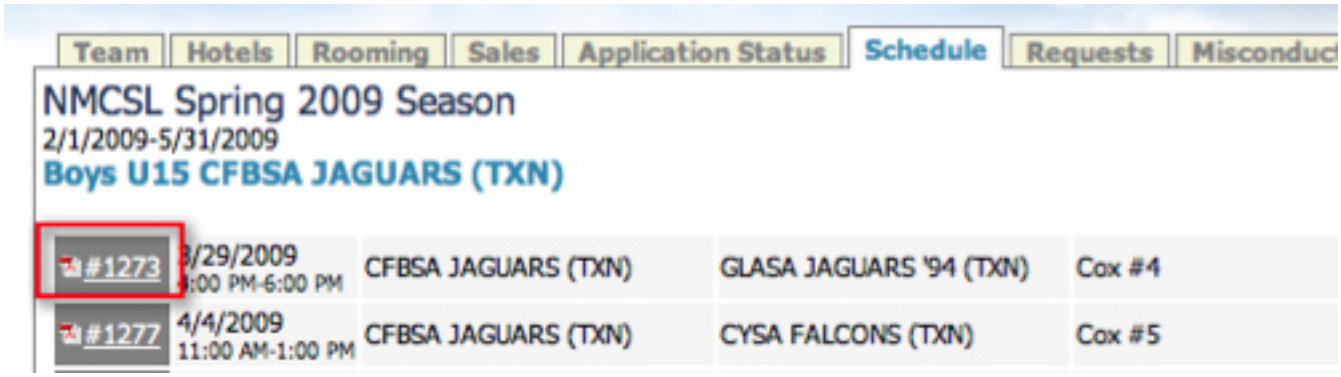
Event Schedules, Game Cards, and Game Reports

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



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.



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Family Accounts

Overview:

GotSoccer allows parents or guardians to create an umbrella account we call a family account. With this account a parent or guardian can manage multiple players using a single user id and password. Each Player must have an individual player account with a unique user id, passwords may be common for all accounts. These player account (profiles) can be imported into the account or created from within the account.

Family accounts offer more than just ways to manage multiple player accounts from one login. They are the vehicle by which clubs offer multiple player discounts. You can only get multi player discounts, if offered, by using the family account.

How do I create a family account?

1. When you click the link for any Gotsoccer client registration program we will offer the registrant the ability to create a family account. You can also go to Gotsoccer.com and click on the Family Accounts login link.

2. Once on the login screen you will be given the option to either register as a family or register an individual player.

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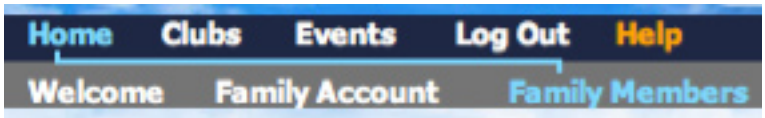
3. Click the **REGISTER HERE** button and it will bring you to the Family Account Setup Page. Fill in the information and click **REGISTER**.

How do I add players to the account?

That's it, the family account has been created. In our example the account is "Poe".
Once the account is created you're ready to add players.

1. Start by clicking on the **FAMILY MEMBERS** link on the grey menu bar.



2. This will take you to the Manage Players area. Click on the **ADD PLAYER** link in the right hand corner.

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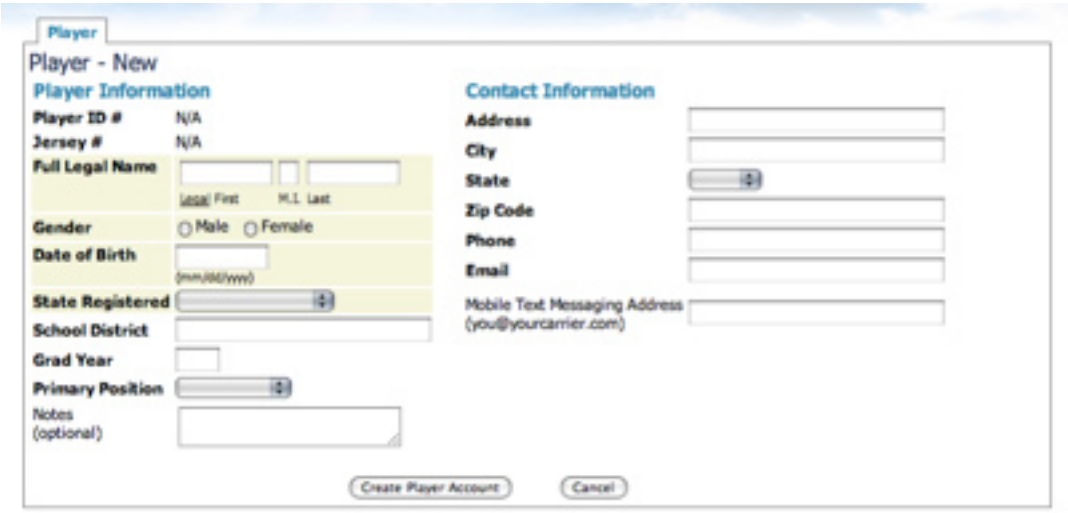
3. You'll see two options **CREATE NEW PLAYER** and **IMPORT PLAYER**.

4. If a player already has an account and you know the username and password type it in the **IMPORT PLAYER** area. If the player does not have an account or if you cannot get the login information, click the **CREATE NEW PLAYER** button and fill in the information. If the player is already in the account some fields may be pre filled. NOTE: players do not have to have the same address.



5. Click the **CREATE PLAYER ACCOUNT** button and our system will create a player account. Several additional information tabs will appear, they are highlighted in red below. You may click and fill in emergency information, review previous registrations, see the events the players are registered for and much more.

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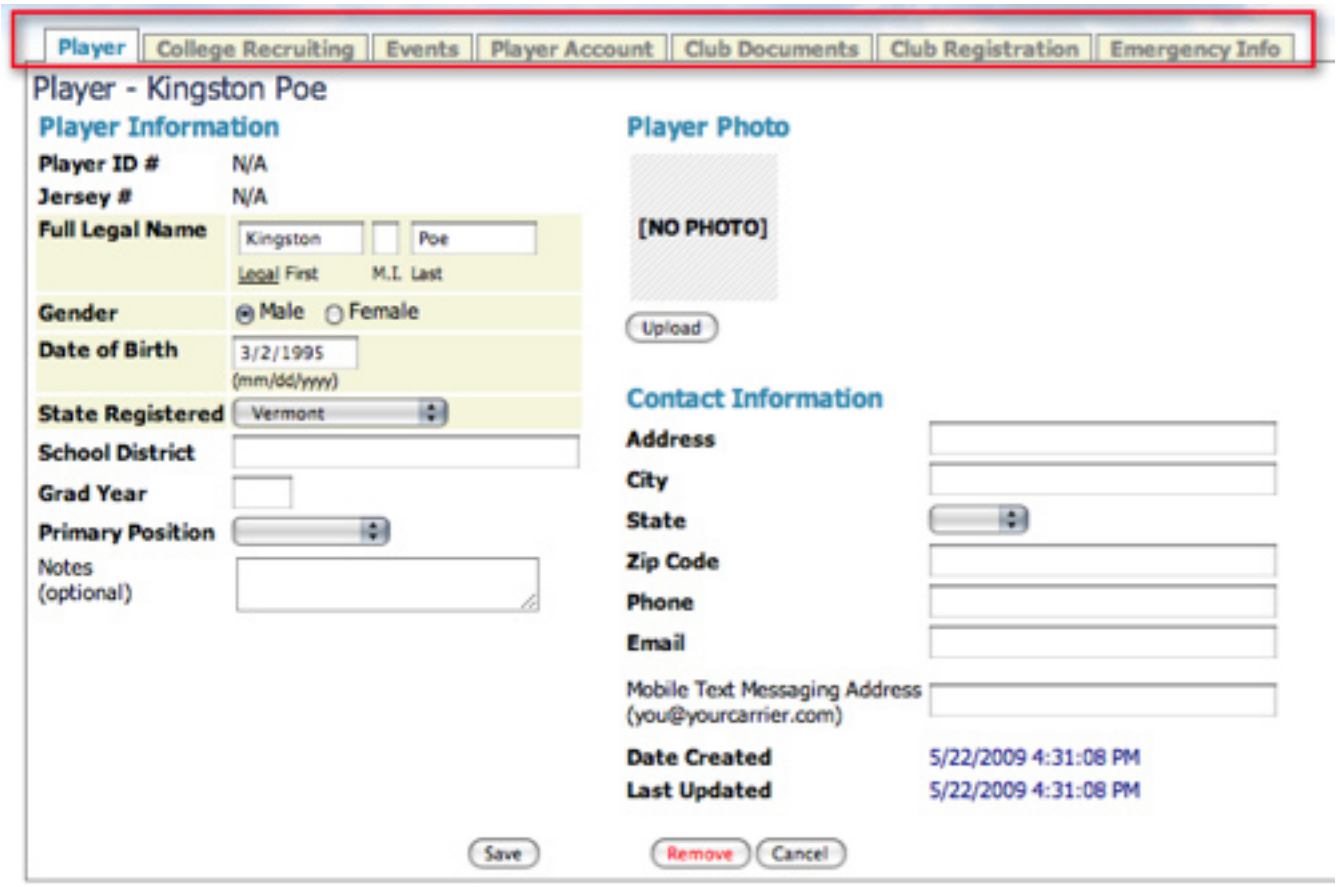
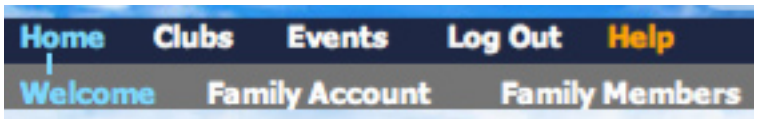


How can I see my players?

1. Click on the **HOME** link in the blue menu bar.



2. You'll see the players and whether or not they are registered for the program. in the example below, Kingston has already registered for the Spring Classic DEMO league but Sebastian has not. To register Sebastian click the **REGISTER NOW** button. Our system will fill in most of the required fields based on the information provided in the payer account. If none of your children are registered for a season you will need to go to your club or leagues web site to get to the registration page. There you will be able to login to your family account and begin the initial registration.

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Poe Family - Home

Selected Program

Spring Classic DEMO league 2009
Registration for the Spring Season

Click Here to return to the Spring Classic DEMO league 2009 Registration Form

Or - click the Register Now button below to register selected player in this program.

Photo	Name	Gender	Birthday	Club	Programs	
	Kingston Poe	Boys	3/2/1995	Vermonters SC (VT)	Spring Classic DEMO league 2009	3/1/2009-6/1/2009
	sebastian poe	Boys	6/22/1995	None Assigned	Not enrolled Register Now	

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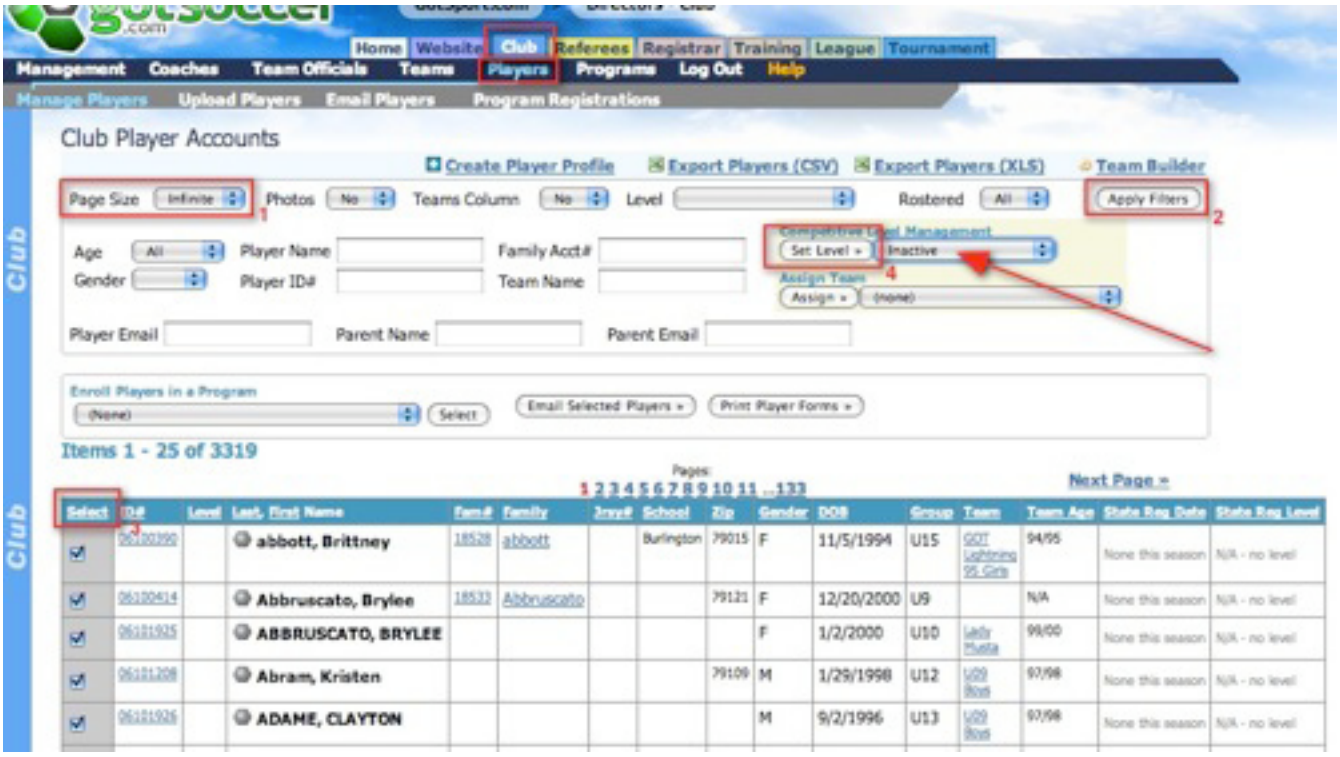
Verifying your Player Levels for State Registration

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.



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 “Competitive Level” from the “Competitive 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 “Competitive Level” of all the players on that team to the teams “Competitive Level.

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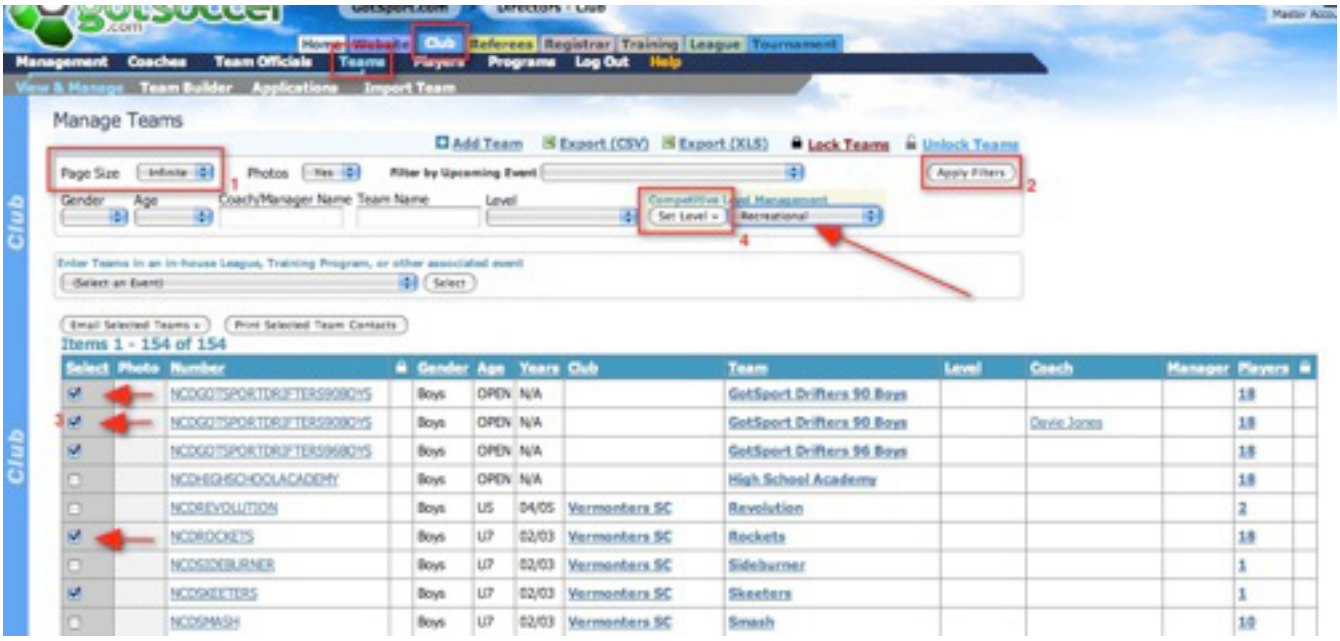

Once all of the teams have had their Competitive Levels set to where they should be, the only players in the account who are set to "Inactive" will be those players who haven't yet been placed on a team, or who are currently Inactive. This method is the most effective way to verify that all of the players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

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