



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.

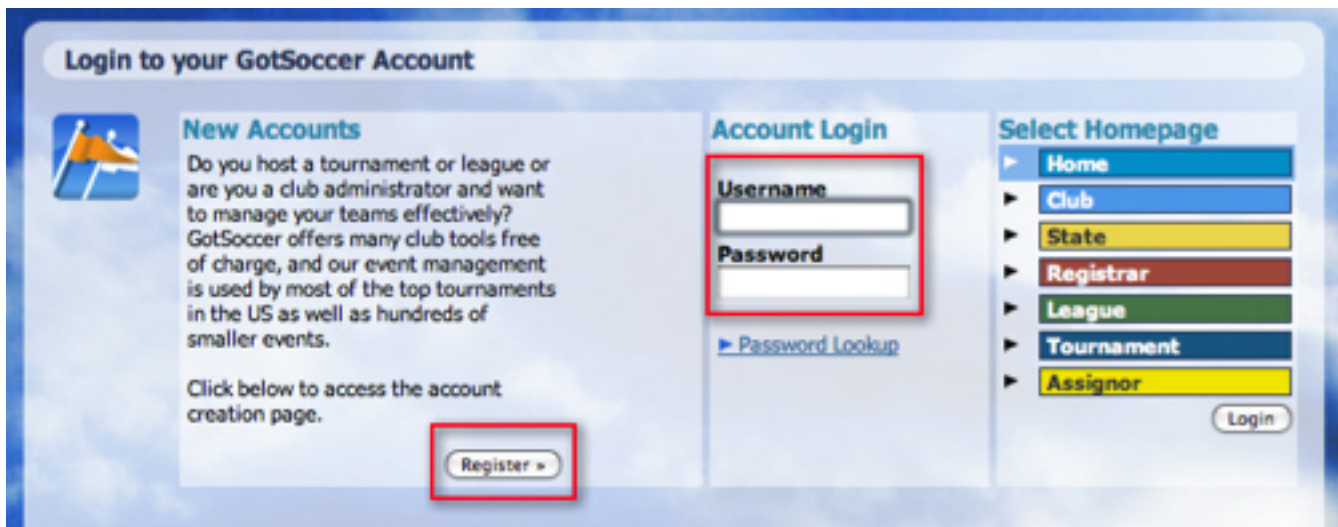
Logging into your Account

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.

The Confidentiality Agreement

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

User Agreement - Digital Signature Required

CONFIDENTIALITY (Non Disclosure) AGREEMENT (rev 2.0)

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

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

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

Name: bill cameron

Date: Saturday, January 31, 2009

I Do Not Agree

I Agree

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

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

SUPPORT TIP

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

HOME TAB: Account Settings & 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.

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

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

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

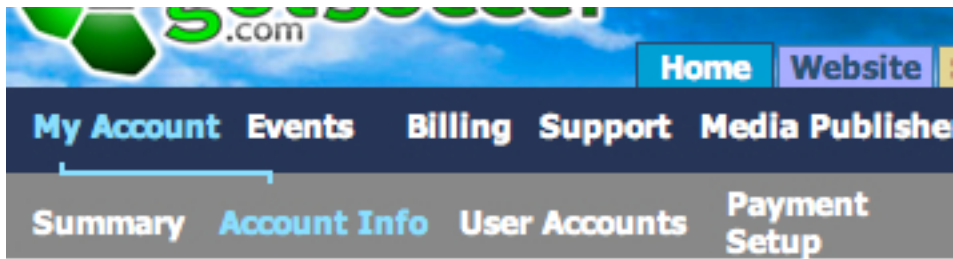
Current & Upcoming Leagues
[North Florida Boys Soccer](#) 9/1/2009
[League of the Millenium](#) 1/1/2010
[Manage Leagues](#)

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

GotSoccer Account

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

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



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

A screenshot of a web form titled 'Contact Info'. The form has tabs for 'Contact Info', 'Billing Contact', and 'Change Password'. It contains various input fields for user information. The 'Email Address' field, containing 'gavin@gotSPORT.com', and the 'Save' button are highlighted with red rectangles. There are also links for 'Print Non Disclosure Agreement' and 'View Digital Non Disclosure Agreement'.

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

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.

Contact Info **Billing Contact** **Change Password**

Optional - Alternate billing information

User Name gotsoccer

Date Registered 2/24/2004 3:28:16 PM

Last Updated 12/4/2009 1:17:35 PM

Billing Contact

Address

City

State

Zip Code

Country

Phone

Phone (2)

Mobile Phone

Fax

Email Address

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

[Contact Info](#)[Billing Contact](#)[Change Password](#)

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

Current Password

New Password

Confirm New Password

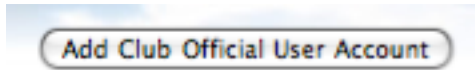
Save

Cancel

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,

User Tabs


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



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

User Tabs

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



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

User Tabs

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

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

Support Tip

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

Account Setup

User Name gotsoccer/ Sanette

Password soccer

Created 10/28/2009 3:19:19 PM

Updated 10/28/2009 3:19:19 PM

Last Login

☐ Do not show to state as club staff

Primary Role Registrar

Access Level Full Access

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

User Tabs

☐ Website

☒ State

☒ Club

☐ Referees

☒ Registrar

☐ Training

☒ League

☐ Tournament

☐ Risk Management

☒ Billing

☒ Extended

Contact Information

Full Name Sanette Owen-Thomas

Address

City

State VT

Zip

Country United States

Phone

Phone (2)

Mobile

Text Messaging

Fax

Email Address Sanette@gotsport.com

Notes

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

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

Access for Scheduling & Seeding Tasks

Events Allowed

No Event Access Allowed or No Events Available

Other Events

2007 Spring Season (2/1/2007)

Add

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

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

Access for Scheduling & Seeding Tasks

Events Allowed
2007 Spring Season
2/1/2007-5/14/2007

Remove

☐ Select Groups
☒ **All Groups**

Update

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

Add

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

Club Age Group Access

Current Club Age Group Access
None Configured
Add Access to an Age Group

Boys
U9

Add

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.

My Account Events Billing Support Media Publisher Facility Management Log Out Help										
Summary Account Info User Accounts Payment Setup Activity Logs										
User Account/Club Official Management <div>Add Club Official User Account</div>										
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	Phillie Cameron	gotsoccer/DDP	Dragonfest	Full Access	No	4/10/2009 1:03:06 PM	4/10/2009 12:49:43 PM	Yes	
Board Member	Yes	Bill Cameron	gotsoccer/registrar	North Florida Boys Soccer	Basic Access	No	8/31/2009 9:35:54 PM	8/31/2009 9:35:03 PM	Yes	
Registrar	Yes	Sanette Owen-Thomas	gotsoccer/Sanette	All	Full Access	No			No	
Tournament Director	Yes	William Cameron	gotsoccer/tournament	Dragonfest	Basic Access	No	4/20/2009 9:31:52 AM	4/20/2009 9:31:20 AM	Yes	

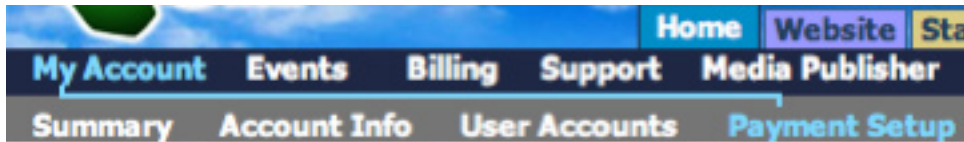
Column Headings:

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

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.

Default Merchant Profile

Payment Types Accepted Accept Credit Cards: <input checked="" type="checkbox"/> Accept Paper Checks: <input checked="" type="checkbox"/> Accept eChecks*: <input checked="" type="checkbox"/> <small>*eCheck must be enabled on your AuthorizeNet merchant account.</small> Accept Vouchers: <input checked="" type="checkbox"/> Create Vouchers	Payment Mailing Address For Club Application Fees Only Make Payment to: <input type="text" value="GotSoccer.com"/> Mail to Address: <input type="text" value="2000 Strand Street"/> Address (2): <input type="text" value="test"/> Address (3): <input type="text"/> City: <input type="text" value="Neptune Beach"/> State: <input type="text" value="FL"/> Zip Code: <input type="text" value="32266"/> Phone: <input type="text" value="904-685-2118"/>
Merchant Account Info Gateway: <input type="text" value="AuthorizeNet"/> Merchant ID: <input type="text" value="6tS7cwwA3S"/> Merchant Key: <input type="text" value="....."/>	<p>You can setup payment addresses for events through the Fees tab in the event management area.</p> <p>Save Default Profile</p>
Accepted Cards <input checked="" type="checkbox"/> Visa <input type="checkbox"/> American Express <input checked="" type="checkbox"/> MasterCard <input type="checkbox"/> Discover	

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.

Alternate Merchant Profiles

Name	Gateway	Cards	Checks	eCheck	Vouchers
Backup	AuthorizeNet	Yes	No	Yes	No
Add					

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.

Alternate Merchant Profiles

Alternate Profile 2

NAME

Payment Types Accepted
Accept Credit Cards: ☐
Accept Paper Checks: ☐
Accept eChecks: ☐
Accept Vouchers: ☒ [Create Vouchers](#)

Payment Mailing Address
☐ **Make Payment to:**
☐ **Mail to Address:**
☐ **Address (2):**
Address (3):
City:
State:
Zip Code:
Phone:

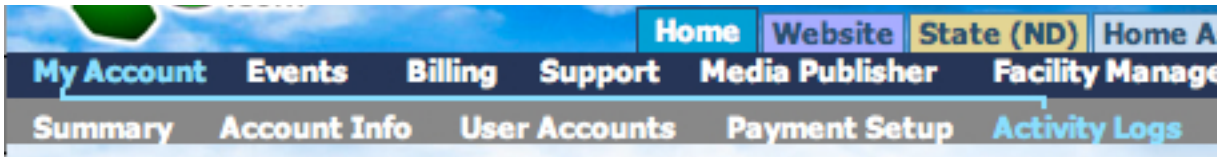
Merchant Account Info
Gateway
Merchant ID
Merchant Key
Accepted Cards
☐ Visa ☐ American Express
☐ MasterCard ☐ Discover

Created:
Updated:

Contact

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

Account Scheduling Activity Logs

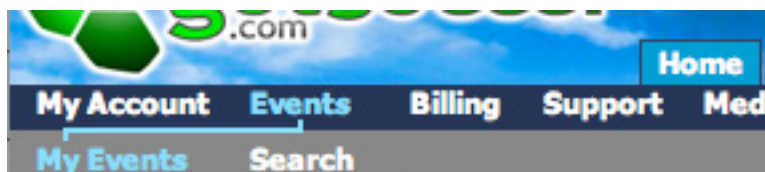
Search Filters Page Size: 50 Format: Basic [Apply Filters](#)

Event: Event Search: (EventID, EventName)

Date/Time: - IP Search: (Full or Partial)

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.

Manage My Events [Add Event Data](#)

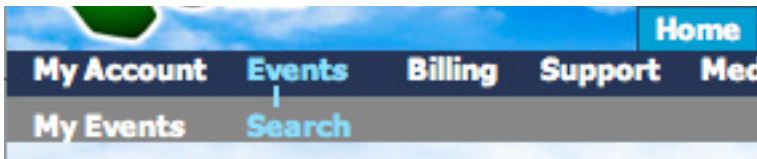
Search Filters Page Size: 10 Event Name: Dates: - [Apply Filters](#)

Items 1 - 20 of 37

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

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

If you click on the **SEARCH** link in the grey menu bar next to your **MY EVENTS** link, this will bring you to our search engine where you can locate any GotSoccer event. Please keep in mind that this only lists events that are using GotSoccer to schedule.



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

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



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

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

To enter teams into a League from the application section:


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

Sample Registration League Spring 2009

1/1/2009-8/1/2009

Teams in Vermonters SC

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

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

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

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.

Entering Teams from the Club Teams Area

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

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

Click on **JOIN LEAGUE**

Join League as Club Only

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

Join League »

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

Manage Club

League Info

League Application Completed

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

Sample Registration League Spring 2009

1/1/2009-8/1/2009

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

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

The screenshot shows the 'Manage Teams' interface. At the top, there are buttons for 'Add Team', 'Export (CSV)', 'Export (XLS)', 'Lock Teams', and 'Unlock Teams'. Below these is a 'Search Filters' section with a 'Filter by Upcoming Event' dropdown and an 'Apply Filters' button. The search filters include 'Page Size' (set to 20), 'Photos' (Yes), 'Gender', 'Age', 'Coach/Manager Name', 'Team Name', and 'Level'. At the bottom, there is a dropdown menu labeled 'Enter Teams in an in-house League, Training Program, or other associated event' with the selected option 'Sample Registration League Spring 2009 (1/1/2009)' and a 'Select' button. The dropdown menu and the 'Select' button are highlighted with a red box.

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

1 2 3 4 5 6									
Select	Photo	Number		Gender	Age	Years	Club	Team	
<input type="checkbox"/>		N/A		Boys	OPEN	N/A		GotSport Drifters 96 Boys	
<input type="checkbox"/>		N/A		Boys	U5	N/A		GotSport Drifters 94 Boys	

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

Manage Teams

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

Page Size: 20
Photos: Yes
Filter by Upcoming Event:
[Apply Filters](#)

Gender:
Age:
Coach/Manager Name:
Team Name:
Level:
Competitive Level Management:
[Set Level >](#)

Enter Teams in an in-house League, Training Program, or other associated event:
[Select](#)
[Clear](#)

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

[Email Selected Teams >](#)
[Print Selected Team Contacts](#)

Items 1 - 20 of 150

Fee Group:
[Enter Selected Teams >](#)

Pages: 1 2 3 4 5 6 7 8
Next Page >

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

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

Billing Accounts Add New Account » Past Due Invoices »

Page Size: 20
 Filter by Category: All Types
 Payment Method:
 Account Description:
 Apply Filters

Player Name:
 Program:
 Team:
 Email Selected Accounts »

Items 1 - 20 of 308

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.

Billing Accounts Add New Account » Past Due Invoices »

Page Size: 20
 Filter by Category: All Types
 Payment Method:
 Account Description:
 Apply Filters

Player Name:
 Program:
 Team:
 Email Selected Accounts »

Items 1 - 20 of 308

Pages: 1 2 3 4 5 6 7 8 9 10 11 ...16 Next Page »

Select	Acct #	Category	Description	Method	Invoices & Payments
<input checked="" type="checkbox"/>	1861	Registration	Player: Poe, River	Manual	+ Balance \$100.00
<input checked="" type="checkbox"/>	279493	Billing / Other	Billing: Bottineau.SC	Manual	+ Balance \$0.00
<input type="checkbox"/>	279489	Billing / Other	Billing: New Club Account	Manual	+ Balance \$0.00

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.

View Billing Accounts

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

Pages: 1 2 3 4 5 6 7 8 9 10 11 12

[Next Page »](#)

Select	Acct#	Category	Description	Method	Invoices & Payments
<input type="checkbox"/>	284861	Registration	Player: Poe, River	Manual	+ Balance \$100.00

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

- **Edit the Billing account**
- **Enter Credit Card and eCheck Information**
- **Set Account to Manual, Credit/Charge or eCheck - 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.**

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: 11/2/2010
Blank = ongoing

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](#)

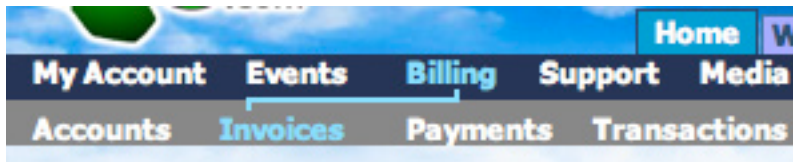
[Delete Account](#)

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

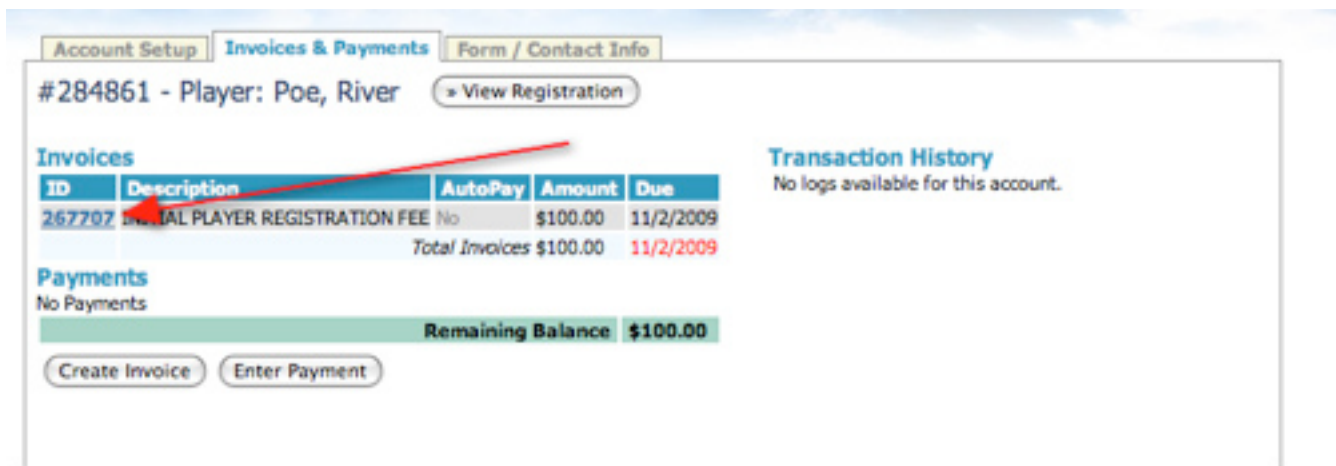


And then on the **INVOICE ID #** for the account you wish to view or edit



Select	Invoice#	Billing#	Account	Description	Due	Auto	Amount	Payment	Method
<input type="checkbox"/>	280531	127859	Registration: New Club Account	Coaches - Recreational - 09/10	1/9/2010	No	\$425.00	\$0.00	Check/MO
<input type="checkbox"/>	280530	127859	Registration: New Club Account	Players - 09/10	1/9/2010	No	\$120.00	\$0.00	Check/MO

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



#284861 - Player: Poe, River [View Registration](#)

Invoices

ID	Description	AutoPay	Amount	Due
267707	INITIAL PLAYER REGISTRATION FEE	No	\$100.00	11/2/2009
Total Invoices			\$100.00	11/2/2009

Payments
No Payments

Transaction History
No logs available for this account.

Remaining Balance \$100.00

[Create Invoice](#) [Enter Payment](#)

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-

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.

The screenshot shows the 'View/Edit Invoice' form. On the left, the 'Automatic Charge' checkbox is highlighted with a red box. Below it, the 'Save Invoice' button is highlighted with a red box. To the right of the 'Save Invoice' button is a 'Delete' button. On the right side of the form, the 'View Registration' button is highlighted with a red box. At the bottom right, the 'Enter Payment Receipt' button is highlighted with a red box. The form contains the following information:

View/Edit Invoice

Description: Initial Player Registration Fee

Invoice Amount: \$ 100

Date Due: 11/2/2009

Automatic Charge: ☐ Auto charges are made at 12 AM on date due.

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

Notice Sent:

Last Modified:

Invoice Notes:

Payment Plan ID: 4253

Customer Notes (None Entered)

Invoice Transaction History: No logs available for this invoice.

Billing - Account #284861

Category: Registration

Description: Player: Poe, River

View Registration

Billing Notes:

Payment Plan ID: 4253

Invoice Method: Manual

Payment Method: Manual

Fee Type: FixedAmount

Rate/Amount/Fee: \$0.00

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

Modified:

View/Edit Billing Account

Invoices

ID	Description	AutoPay	Amount	Due
267707	INITIAL PLAYER REGISTRATION FEE	No	\$100.00	11/2/2009
Total Invoices			\$100.00	11/2/2009

Payments

No Payments

Remaining Balance: \$100.00

Enter Payment Receipt

Entering Payments

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

The screenshot shows the 'Invoices' and 'Payments' section. The 'Invoices' table is highlighted with a red box. Below it, the 'Payments' section shows 'No Payments' and a 'Remaining Balance' of '\$100.00'. The 'Enter Payment Receipt' button is highlighted with a red box. The form contains the following information:

Invoices

ID	Description	AutoPay	Amount	Due
267707	INITIAL PLAYER REGISTRATION FEE	No	\$100.00	11/2/2009
Total Invoices			\$100.00	11/2/2009

Payments

No Payments

Remaining Balance: \$100.00

Enter Payment Receipt

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.

New Payment

Invoice #267707: (Initial Player Registration Fee) \$100.00 Due:11/2/2009

Amount Rec'd \$

Date Rec'd

Trans.ID

Check No.

Processed ☐

Date Processed

Payment Notes

Customer Notes

Save Payment **Return**

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

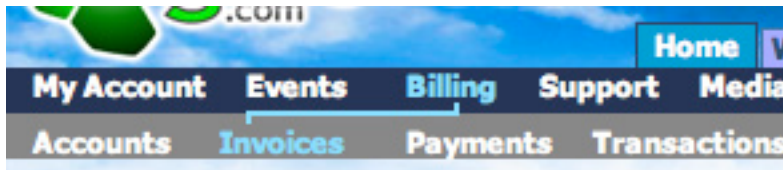
*****Support Tip*****

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.

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.

View Invoices [Export Invoices \(XLS\)](#)

Search Filters Page Size: 20 [Apply Filters](#)

Account/Player Name From Due Date Auto Paid Program
Invoice Description To Due Date Method Team

[Email Selected Accounts »](#)

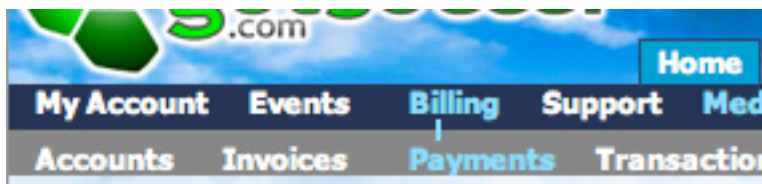
IMPORTANT Invoices 21 days overdue drop out of the automatic credit card queue. This is necessary to prevent an accumulation of repeatedly declined transactions.
You can change the due dates on old invoices to today's date to force them to attempt the automatic charge again at 12AM.

List Summary				Invoices	Payments	Difference
Paid: 0	Unpaid: 20	Partial: 0	Late: 10	\$6,744.00	\$0.00	\$6,744.00

Set the page size to Infinite to generate totals for all data.
Items 1 - 20 of 445

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.

View Payments [Export Payments \(XLS\)](#)

Search Filters Page Size: 20 [Apply Filters](#)

Account/Player Name Trans.ID/Check# From Date Processed Program
Invoice Description Invoice ID To Date Method Team

[Email Selected Accounts >](#)

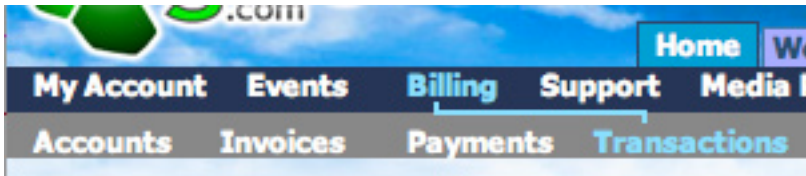
List Summary	Invoices	Payments	Difference
	\$2,320.00	\$2,410.00	(\$90.00)

Set the page size to Infinite to generate totals for all data. *Invoice amounts listed in gray are repeated for each payment for reference but do not increase the totals.

Items 1 - 20 of 24

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.

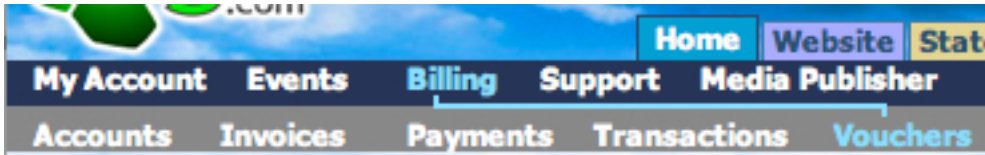
- **Voids** - Only work if done before midnight on the same day as the transaction was made.
- **Refund** - Can be done at anytime. Refunds only refund for the FULL amount and cannot do partial refunds. If you need to do a partial refund login to your merchant account or contact Tony Debruno.

Billing#	Invoice#	Registration	Player	Team	Result	Date	Issuer	Credit#	Exp	Accepted	Voided	Refunded	Amount	Transaction#	Void	Refund
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		

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.

Generate Payment Vouchers

Key/# Prefix (optional)

FCXHCY (example)

Total Dollar Value

\$

Limit Per Transaction

\$

(leave blank to allow up to full voucher amount)

Title/Name/Desc

Number of Vouchers

Create

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
<input type="checkbox"/>	schoIWCKMN	ODP Scholarship	8/26/2009 7:04:20 PM		\$1,000.00	\$1,000.00	\$100.00	
<input type="checkbox"/>	schoINMXDH	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.

View Vouchers

Create Vouchers »

Search Filters

Page Size 20

Apply Filters

Key Title Redeemed From To Date Value \$ Redeemed

Delete Selected Vouchers »

List Summary	Value	Remaining	Redeemed
	\$11,870.00	\$11,785.00	\$85.00

Set the page size to Infinite to generate totals for all data.

Items 1 - 20 of 94

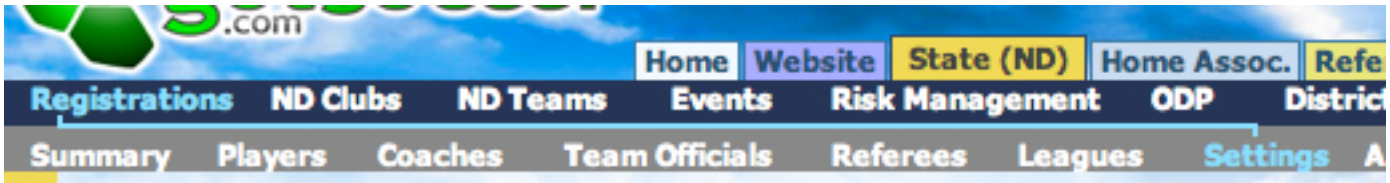
Pages:
1 2 3 4 5

Next Page »

Select	Key/Voucher #	Title/Name/Desc	Created	Redeemed	Original Value	Remaining	Trans.Max	Issued
<input checked="" type="checkbox"/>	schoIWCKMN	ODP Scholarship	8/26/2009 7:04:20 PM		\$1,000.00	\$1,000.00	\$100.00	
<input type="checkbox"/>	schoINMXDH	ODP Scholarship	8/26/2009 7:04:20 PM		\$1,000.00	\$1,000.00	\$100.00	

Support

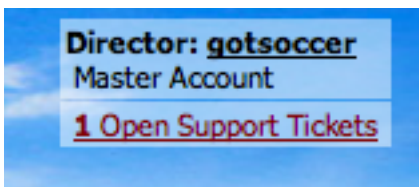
GotSoccer has created it's own support messaging system for clubs and teams giving them the ability to contact the state directly through GotSoccer as opposed to email. This is beneficial, as anyone with access to the account will be able to view and respond to the incoming support tickets. To enable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



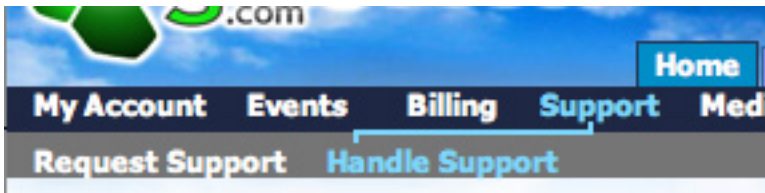
Click on the check box for **FROM CLUBS** and **FROM TEAMS** under the **RECEIVE SUPPORT TICKETS** option then click on **SAVE SETTINGS**.

A screenshot of the 'State Account Settings' form. The form has three tabs: 'General Settings', 'Team Roster Limits', and 'Team eTravel'. The 'General Settings' tab is active. Under the 'Receive Support Tickets' section, which is highlighted with a red box, there are two checkboxes: 'From Clubs' and 'From Teams', both of which are checked. To the right, under 'Other Settings', there are two more checkboxes: 'Show Adult Players' and 'Allow Team eTravel', both also checked. Below these is a yellow-shaded section for 'District Manager Settings' with four checkboxes: 'Allow registrars to search state-wide' (checked), 'Require registrars to search with ID number' (unchecked), 'Allow districts to view unassociated members not affiliated with any club or district' (checked), and 'Allow districts to view clubs in other districts' (checked). At the bottom of the form, a red arrow points to a 'Save Settings' button.

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



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



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

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

Items 1 - 1 of 1

ID#	Status	Level	Type/SubType	Contact	
117138	OPEN Close	Escalate	Official Roster	Bill Cameron	

Items 1 - 1 of 1

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

Items 1 - 1 of 1

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

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

Items 1 - 1 of 1

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

Items 1 - 1 of 1

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

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

Items 1 - 1 of 1

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

Items 1 - 1 of 1

ID#	Status	Level	Type/SubType	Contact	Comments or Question	Response to User	Internal Comments	Opened/Closed
117138	OPEN Close	Escalate	Official Roster	Bill Cameron	Organization: New Club Account I just added Libra Chewbawckia to the LRFC U13 Boys Blue team, could you please add her to the official roster and print a ID card for her?	Edit	Edit	12/30/2009 12:38:46 AM

Items 1 - 1 of 1

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

Items 1 - 1 of 1

ID#	Status	Level	Type/SubType	Contact	Comments or Question	Response to User	Internal Comments	Opened/Closed
117138	OPEN Close	Escalate	Official Roster	Bill Cameron	Organization: New Club Account I just added Libra Chewbawckia to the LRFC U13 Boys Blue team, could you please add her to the official roster and print a ID card for her?	Edit	<div><div></div><div>Save</div></div>	12/30/2009 12:38:46 AM

Items 1 - 1 of 1

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

Items 1 - 1 of 1

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

Items 1 - 1 of 1

You can filter your Support Tickets by the following parameters:

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

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

Support Tickets - Event, Club, & State Level

Search Filters Page Size Status Level

Event Type Search [Apply Filters](#)

Request Support

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

Support Tickets
Open Tickets

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

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

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

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

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

[Request Support](#) [Handle Support](#)

Support Tickets
Open Tickets

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

[Open a Support Ticket](#)

Club/Home Association Tab

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

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

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

Club - GotSoccer

Player Summary
Players on Teams: 145, Unassigned Players: 31, Total Players: 176. [Manage Players](#)

Current & Upcoming Club Programs

Program Name	Start Date	End Date	Count
Fall 2009 Registration	8/1/2009	2	2
STYSA 09/10 Registration	8/1/2009	2	2
Pike Rec Fall Registration	8/1/2009	1	1
Fall Registration 2009	8/1/2009	2	2
Cherry Hill FC Registration	8/1/2009	2	2

[Manage Club Programs](#)

League Scheduling Tasks
[Dragonfest](#)
12/27/2010-12/28/2010
[North Florida Boys Soccer](#)
9/1/2009-4/17/2010

League Schedule Charts
[Dragonfest](#)
12/27/2010-12/28/2010

Recently Updated Teams (listing up to 10)

Group	Team	Coach	Players
B U13	Teefteam12	Jerry Frost	12
B U6	GOTRHAYS US - D	Sanelle Owen-Thomson	1
G U14	Broncos	William Cameron	11
B U6	Grenline	Gav Thomas	0
B U15	a3xbr		0
B U9	Killers	JI Poe	0
B U12	Goblins	Josh Poe	18
B U4	OSPREYS	WILLIAM CAMERON	0
B U10	Bullets 99	JEFFERY LARUE	16
G U15	BHAYS U14 - A		2

[Manage All Teams](#)

State Organization Invoices
GotSoccer (ND)

Acct#	Description	Total
198115	Registration: GotSoccer	Balance \$8,748.35

Total Balance of Listed Accounts: \$8,748.35

- **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

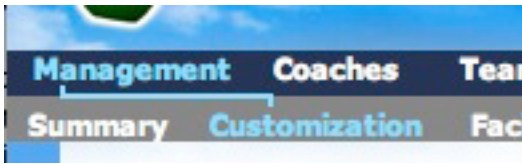
#	Description	Amount	Balance Due
295482	PLAYERS - COMPETITIVE - NORTH FLORIDA BOYS SOCCER	\$900.00	
286947	COACHES - COMPETITIVE - 09/10	\$6.00	\$6.00 due by 2/1/2010
278650	PLAYERS - CLASSIC - 09/10	\$200.00	\$200.00 due by 1/3/2010
278656	PLAYERS - REC 1 - 09/10	\$200.00	\$200.00 due by 1/3/2010
278657	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	

Customization

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



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

Page Style



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

Customize your association's application page appearance.

Colors & Fonts

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

Club Name

Club City

State Registered

Background Color

Secondary Color

Lines/Details Color

Club Name Text

Description Text

Preferred Font

Website URL

Header Logo



Club Website Template

Page Template

Background Text

Page Template HTML

Club Settings



Here is where you will enter or choose your:

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

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

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

School Districts

Dodd
Davis
Cooper
Duval

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

Preview:

Volunteer Roles/Positions

Concessions
Coach
Manager

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

Preview:

- ☐ Concessions
☐ Coach
☐ Manager

Competitive Levels

Recreational
Competitive
Academy
Inactive
Adult

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

Preview:

Printable Player Form Agreement Text

Medical waiver....

Id Numbers

Page Style

Club Settings

ID Numbers

User Notifications

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

ID Number Templates

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

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

Team ID Template

association+Text+Gender1+FOO

Player ID Template

ClubCode+00+BirthYear2+Number4

Coach ID Template

ClubCode+00+BirthYear+Number5

Manager/Team Official ID Template

ClubCode+00+BirthYear+Number5

Save

Save to All ND Clubs

ID Numbers for This Club

Update members with no ID number

Add Team ID Numbers

Add Player ID Numbers

Add Coach ID Numbers

Add Manager ID Numbers

Delete ID Numbers for This Club

Access Deletion Controls...

ID Number Elements

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

A Association

Inserts the current association ID

A ClubCode

Inserts the current club code

TP Gender

Displays either BOYS or GIRLS

TP GenderAlt

Displays either MALE or FEMALE

TP Gender1

Displays either B or G

A GenderAlt1

Displays either M or F

TP AgeGroup

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

TP AgeGroupAlt

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

A Number, Number4, etc.

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

TP TeamName

Inserts the full team name with spaces removed.

TP TeamName2, TeamName3, etc.

Inserts the team name with spaces removed and shortened to the number of characters specified in the digit in the element name.

TP TeamLevel

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

TP TeamLevel1

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

TP TeamPosition

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

TP TeamYearHigh, TeamYearLow

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

PCM FirstName

Inserts the player's full first name.

PCM FirstName2, FirstName3, etc.

Inserts the player's first name shortened to the number of characters specified in the digit in the element name.

PCM LastName

Inserts the player's full last name.

PCM LastName2, LastName3, etc.

Inserts the person's last name shortened to the number of characters specified in the digit in the element name.

PCM BirthMonth, BirthDay, BirthYear

Inserts the specified part of the person's date of birth.

PCM BirthYear2

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

User Notifications

Page Style

Club Settings

ID Numbers

User Notifications

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

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

For New Player Accounts

Subject

Welcome to GotSoccer!

Body

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

Please download this link and return it to...

Save

For New Coach Accounts

Subject

Welcome to GotSoccer, Mr. Coach!

Body

Coach and Club and Team Officials

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

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

Save

For New Team Official Accounts

Subject

So You Think You Can Manage?

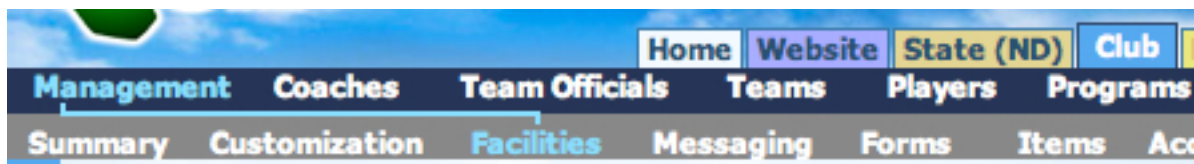
Body

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

Save

Facilities

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



You can view your Facilities by:

- Event
- Location
- Type

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



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

Facility Info

Facility Information

Type:

Location/Name:

Number (Letters ok):

Size: L X W

Condition:

☒ Lighted Facility

Facility Address

Please use standardized mailing address to allow automated mapping.

Address:

City:

State:

ZipCode:

Country:

Phone:

Phone (2):

Mobile Phone:

Fax:

Save **Cancel**

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

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

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**.

Facility Info Availability Valid Event Types Map & Directions

cp 6a

Facility Availability

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

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

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

Valid Age Brackets

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

Notes

Save

Cancel

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

Facility Info Availability Valid Event Types Map & Directions

cp 6a

Facility Availability

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

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

Availability Exceptions

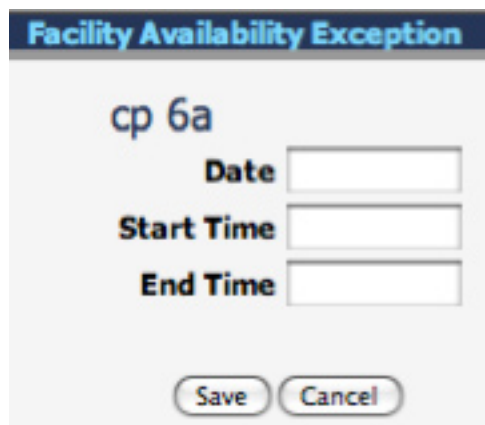
By Time Block

Add Exception

Date	Time
5/15/2009	1:15 PM - 4:30 PM

Change

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



Facility Availability Exception

cp 6a

Date

Start Time

End Time

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

Availability Exceptions

By Time Block

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

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

By Event

Included in Events:

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

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.

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

cp 6a

Directions/Notes

Map Image
[Upload Image]

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

Save Cancel

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.

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

cp 6a

Valid Training Event Types

☐ Baseball

☐ Lacrosse

☐ Softball

☐ Track and Field

☒ Soccer

☐ Multi-Purpose

Valid Other Event Types

☒ Tournament

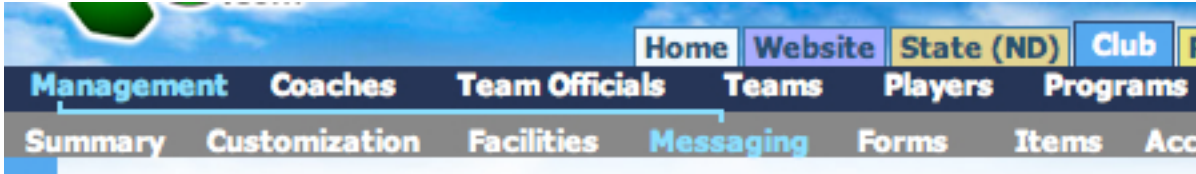
☒ League

Save Cancel

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 **MES-SAGING** 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.

Club Communications

Send To Club Members

GotSoccer

Select Broadcast Type

☒ **Bulletin** - One message per unique email address.

☐ **Personalized** - One message per team account with login instructions.

Select Recipients by Type

☐ **Team Contacts**

☐ **Team Coaches**

Bulletins Only:

☐ **Team Rosters**

☐ **Other Recipient** (Manual entry)

Select Message Format

☒ **Plain Text** - Smaller size, best compatability, no images or text formatting.

☐ **HTML** - Using basic HTML editor.

Load HTML from Template:

Next »

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.

Mailing List Summary

57 teams match the selected criteria.

Enter Sender Information

From Name





Reply To Address

Create & Send Mailer







Subject























Message
















HTML Editor











Font Name Size








































Paragraph 







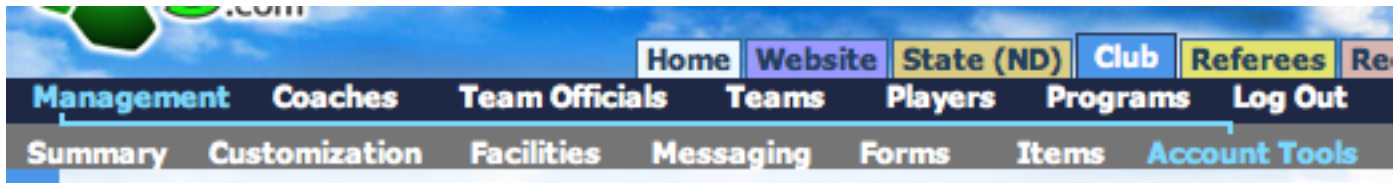




Send

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.

Club Player Accounts Coach Accounts Manager Accounts League Report

Consolidate Duplicate Player Accounts

Group by First & Last Name Sort dupes by DOB then Updated Page Size 20 **Go**

☐ Include blank/null in grouping

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

Support Tip

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

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

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

NEXT PAGE »

Merge Selected

#1) Meagher, Marie (3 players)												
	ID#	F.Name	M LName	Gender	DOB	Email	Phone	Updated	Mem	Team	Club	R
<input checked="" type="checkbox"/>	N/A	Marie	Meagher	Girls	4/11/1996	bill@gotsport.com			-	<input checked="" type="radio"/> Blue	<input checked="" type="radio"/> GotSoccer	
<input checked="" type="checkbox"/>	N/A	MARIE	MEAGHER	Girls	4/1/1996				<input checked="" type="checkbox"/>		<input type="radio"/> GotSoccer	
<input checked="" type="checkbox"/>	N/A	Marie	E Meagher	Girls	2/4/1991	kathym@gra.midco.net	701-775-8280	7/28/2008	-			
#2) ABERNATHY, MATTHEW (2 players)												
	ID#	F.Name	M LName	Gender	DOB	Email	Phone	Updated	Mem	Team	Club	R
<input checked="" type="checkbox"/>	N/A	Matthew	Abernathy	Boys	10/29/1999	cabernathy@austin.rr.com	512-458-1512	8/23/2009	-	<input checked="" type="radio"/> Bullets 00	<input checked="" type="radio"/> GotSoccer	1
<input checked="" type="checkbox"/>	N/A	MATTHEW	ABERNATHY	Boys	1/2/1999				-		<input type="radio"/> GotSoccer	
#3) Abi Habib, Matthew (2 players)												
	ID#	F.Name	M LName	Gender	DOB	Email	Phone	Updated	Mem	Team	Club	R
<input checked="" type="checkbox"/>	N/A	Matthew	A Abi Habib	Boys	6/27/2003	hope@austin.rr.com	512-467-1811	6/30/2009	-	<input checked="" type="radio"/> GOTBHAYS U6 - E	<input checked="" type="radio"/> GotSoccer	1
<input checked="" type="checkbox"/>	N/A	MATTHEW	ABI HABIB	Boys	6/2/2003				-		<input type="radio"/> GotSoccer	

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

State Registration

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



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

State Organization Invoices		
GotSoccer (ND)		
Acct#	Description	Totals
198115	Registration: GotSoccer	+ Balance \$8,748.25
Total Balance of Listed Accounts: \$8,748.25		

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

View Account Details #198115

Printable Account Statement

Account Information

Account # 198115

Type Registration

Description Registration: GotSoccer

Notes

Created 5/5/2009 5:04:18 PM

Modified

State Organization Payment Address

Organization Name: GotSoccer (ND)

Contact Information

Phone 404-926-3651 Address 44 Valade Rd

Fax 515 457 8171 Burlington, VT 05306

Email gavin@gotsoccer.com

Invoices & Payments

Invoices		
#	Description	Amount
295482	PLAYERS - COMPETITIVE - NORTH FLORIDA BOYS SOCCER	\$900.00
286947	COACHES - COMPETITIVE - 06/10	\$5.00
278630	PLAYERS - CLASSIC - 06/10	\$200.00
278636	PLAYERS - REC 1 - 06/10	\$200.00
278637	PLAYERS - UPGRADE FROM REC 1 TO REC 2 - 06/10	\$5.00
273794	COACHES - RECREATIONAL - 06/10	\$425.00
263395	COACHES - COMPETITIVE - NORTH FLORIDA BOYS SOCCER	\$492.00
263397	TEAM OFFICIALS - COMPETITIVE - NORTH FLORIDA BOYS	\$1,296.00
261276	PLAYERS - REC 1 - NORTH FLORIDA BOYS SOCCER	\$150.00
261279	PLAYERS - NORTH FLORIDA BOYS SOCCER	\$780.00
261281	TEAM OFFICIALS - RECREATIONAL - NORTH FLORIDA BOYS	\$10.00
261285	PLAYERS - SECONDARY - NORTH FLORIDA BOYS SOCCER	\$18.75
261286	PLAYERS - TRANSFER - NORTH FLORIDA BOYS SOCCER	\$4.50
259395	COACHES - RECREATIONAL - 06/10	\$1,350.00
259396	COACHES - COMPETITIVE - 06/10	\$5.00
251397	PLAYERS - COMPETITIVE - 06/10	\$40.00
207994	COACHES - RECREATIONAL - 06/09	\$725.00
207995	PLAYERS - COMPETITIVE - 06/09	\$80.00
207996	PLAYERS - REC 1 - 06/09	\$750.00
207997	PLAYERS - RECREATIONAL - 06/09	\$1,515.00
207998	TEAM OFFICIALS - RECREATIONAL - 06/09	\$70.00
137731	COACHES - RECREATIONAL - 06/09	\$625.00
Total Invoices \$9,648.25		5/16/2010
Payments		
#	Inv.	Status
228619	295482	Processed
Total Payments \$900.00		
Remaining Balance \$8,748.25		

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.

Home Association - GotSoccer

Player Summary

Players on Teams	113	Unassigned Players	51
Total Players	164	Manage Players	

Current & Upcoming Club Programs

Fall 2009 Registration	8/1/2009	2
STYSA 09/10 Registration	8/1/2009	2
Pike Rec Fall Registration	8/1/2009	
fall Registration 2009	8/1/2009	1
Charry Hill FC Registration	8/1/2009	7

[Manage Club Programs](#)

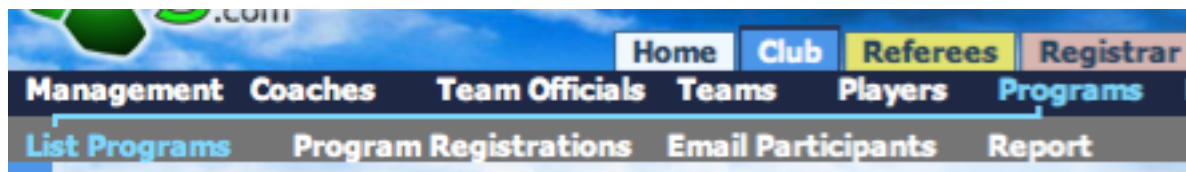
State Organization Invoices

GotSoccer (ND)	
Acct#	Description
198115	Registration: GotSoccer

League Schedule Charts

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.

Program Name

4. Enter a Short Description

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.

Registration Year Start/End Dates -

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.

Registration Options

Player Registration

- ☐ **Player Registration Open**
- ☐ **Allow Player Easy Register**
(no-login form for returning users)
- ☐ **Charge Credit Card on Signup**
- ☐ **Accept Vouchers**
[Manage Vouchers](#)
- ☐ **ODP Program**

Coach Registration

- ☐ **Coach Registration Open**

Manager/Team Official Registration

- ☐ **Team Official Registration Open**

Referee Registration

- ☐ **Referee Registration Open**

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.

Club Payment Setup

Gateway PRI
Credit Cards No
Checks/MOs Yes
eCheck(ACH) No

[▶▶ Edit Payment Options](#)

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.



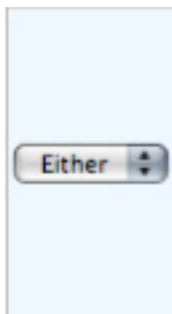
It is important to note that although a program can have multiple registration fees, an applicant can only choose ONE registration fee. This payment setup area is strictly for registration payment, you can add additional pay features to the registration but that's done from the **Additional Features**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

Support Tip

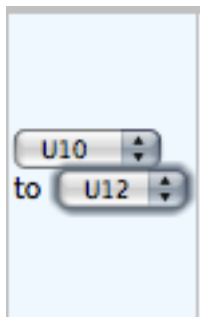
If you want a player to choose multiple registration fee options, create one registration fee for all the ages that you register and set the value to \$0. Then create your registration fees under the Additional Features tab. Keep in mind that you cannot create a payment plan option under the Additional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

A screenshot of a web form element. It features a light blue rectangular background. In the center, there is a small, rounded rectangular button with a grey border. The button contains the text 'Either' followed by a small downward-pointing arrow icon, indicating it is a dropdown menu.

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.

A screenshot of a web form element. It shows two dropdown menus on a light blue background. The first dropdown menu is selected and displays 'U10'. To its right is the word 'to' in a standard font. To the right of 'to' is a second dropdown menu selected and displaying 'U12'. Both dropdown menus have a small downward-pointing arrow icon on their right side.

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.

A screenshot of a web form section titled 'Name/Description' in a blue header bar. Below the header, there are two input fields. The first is a single-line text box. The second is a multi-line text box with a small icon in the bottom right corner, likely for text formatting or a rich text editor. The entire form area has a light blue background.

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

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

Inactive players
8/1/2009-7/31/2010

Player Registration Payment Options

Gender	Age(s)	Name/Description	Initial Fee	Access	Registrations/Limit
Either	All		\$	Players: <input checked="" type="checkbox"/> Coaches: <input type="checkbox"/> Managers: <input type="checkbox"/> Referees: <input type="checkbox"/> New Regs: <input type="radio"/> Renewals: <input type="radio"/> Everyone: <input checked="" type="radio"/>	<input type="text"/> max If limit is reached: Notify Applicant

Monthly Payments - Starts the month following initial registration

1	2	3	4	5	6	7	8	9	10	11	12
---	---	---	---	---	---	---	---	---	----	----	----

Billing Date
Signup Date

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

Billing Date

- ✓ Signup Date
- 1st of month
- 15th of 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.

Access
Players: <input checked="" type="checkbox"/>
Coaches: <input type="checkbox"/>
Managers: <input type="checkbox"/>
Referees: <input type="checkbox"/>
New
Regs: <input type="radio"/>
Renewals: <input type="radio"/>
Everyone: <input checked="" type="radio"/>

*****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.

Registrations/Limit
<div style="border: 1px solid black; padding: 5px; width: 100px; display: inline-block;"> <input type="text"/> max </div>
If limit is reached: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <input checked="" type="checkbox"/> Notify Applicant <input type="checkbox"/> Disable Payment Option </div>

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.

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

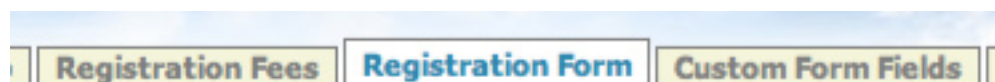
Gender	Age(s)	Name	Description	Initial Fee	Access	Regs/Limit	
Either <input type="button" value="v"/>	All <input type="button" value="v"/>	ODP Registration	<input type="text"/>	\$ 100	Players: <input checked="" type="checkbox"/> Coaches: <input type="checkbox"/> Managers: <input type="checkbox"/> Referees: <input type="checkbox"/> New Regs: <input type="radio"/> Renewals: <input type="radio"/> Everyone: <input checked="" type="radio"/>	<input type="text"/>	<input type="button" value="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

How to create a Program: Step 3 - Registration Form



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

- **Registration 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.

Registration Agreement Text

Replace the standard user agreement with your own text specific to the program. Leave blank to use default.

A large, empty rectangular text box with a thin border and a small diagonal handle in the bottom right corner, intended for entering custom registration agreement text.

Printable Form Agreement Text

Enter text here that you want displayed on the printable registration form. HTML tags may be used.

A large, empty rectangular text box with a thin border and a small diagonal handle in the bottom right corner, intended for entering custom text for the printable registration form.

Save

- 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.

Customize Player Registration Form

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Ask Competition Level | <input checked="" type="checkbox"/> Ask School Info | <input checked="" type="checkbox"/> Show Parent Info Fields | <input checked="" type="checkbox"/> Show Emergency Info Page |
| <input type="checkbox"/> Ask Uniform Size | <input checked="" type="checkbox"/> School District Required | <input checked="" type="checkbox"/> Parent Info Required | <input checked="" type="checkbox"/> Emergency Info Required |
| <input type="checkbox"/> Allow Player to Select Team | <input type="checkbox"/> School Grade Required | | |

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.

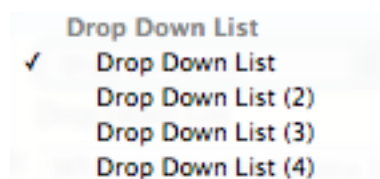
A screenshot of a dialog box titled '*New Form Field'. It contains a label 'Select:' followed by a dropdown menu with up and down arrows.

Support Tip

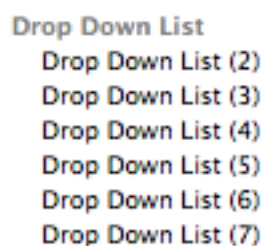
The first Custom Form Field Row # should be set to 10, with the second one being 20, the third one being 30 ... etc. We suggest this so that you don't have to move them around when making additions, editing or adjusting your custom form field questions. .

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.



- In our manual we have some example questions checked **REQUIRED**. Obviously 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.

The screenshot shows the 'New Form Field' dialog box. The 'Select:' dropdown is set to 'Text/HTML Content'. The 'Style:' is 'Plain Text or HTML'. The 'Label/Text/Content:' text area contains the text: 'Type your instructions here for registrants to see but not respond or confirm.' The 'Available Values:' section is empty. The 'Row #' is set to '5'. The 'Required:' checkbox is unchecked. A red arrow points to the 'Save' button. A red note says: 'We recommend that you set each question 5-10 numbers apart to account for changes and editions.'

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.

The screenshot shows the 'New Form Field' dialog box. The 'Select:' dropdown is set to 'Check Box'. The 'Style:' is 'Checkbox'. The 'Label/Text/Content:' text area contains the text: 'I understand that my child may have to play soccer on a Sunday.' The 'Available Values:' section is empty. The 'Row #' is set to '10'. The 'Required:' checkbox is checked. A red arrow points to the 'Save' button.

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.

The screenshot shows the 'New Form Field' dialog box. The 'Select:' dropdown is set to 'Text Input'. The 'Style:' is 'Text (250 Chars Max.)'. The 'Label/Text/Content:' field contains the text 'Tell us about your previous soccer experience. If you have never played soccer before type NONE.'. The 'Available Values:' field is empty. The 'Row #' is set to 15. The 'Required:' checkbox is checked. A 'Save' button is at the bottom. Red arrows point to the 'Text Input' dropdown, the 'Label/Text/Content' field, the 'Row #' field, the 'Required' checkbox, and the 'Save' button.

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

The screenshot shows the 'New Form Field' dialog box. The 'Select:' dropdown is set to 'Large Text Box'. The 'Style:' is 'Long Text'. The 'Label/Text/Content:' field contains the text 'Tell us why you want to play for the Scorpions Soccer Club.'. The 'Available Values:' field is empty. The 'Row #' is set to 20. The 'Required:' checkbox is unchecked. A 'Save' button is at the bottom. Red arrows point to the 'Large Text Box' dropdown, the 'Label/Text/Content' field, the 'Row #' field, the 'Required' checkbox, and the 'Save' button.

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.

The screenshot shows the 'New Form Field' configuration window. The 'Select:' dropdown is set to 'Drop Down List'. The 'Style:' is 'Drop Down List'. The 'Label/Text/Content:' box contains the text 'What team would you like to be primary on?'. The 'Available Values:' section, labeled 'One per line', contains a list: 'Raiders', 'Kickers', 'Dragons', and 'Broncos'. A red note next to this list states 'Each value MUST be on it's own line.' The 'Row #' is set to '25'. The 'Required:' checkbox is checked. A 'Save' button is at the bottom. Red arrows point to the 'Select:' dropdown, the 'Label/Text/Content:' box, the 'Available Values:' list, the 'Row #' field, the 'Required:' checkbox, and the 'Save' button.

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.

The screenshot shows the 'New Form Field' configuration window for 'Radio Buttons'. The 'Select:' dropdown is set to 'Radio Buttons'. The 'Style:' is 'Radio Button Group'. The 'Label/Text/Content:' box contains the text 'Have you ever played soccer before?'. The 'Available Values:' section, labeled 'One per line', contains the text 'Yes' and 'No'. A red note next to this list states 'Each Answer must be put on it's own individual line.' The 'Row #' is set to '30'. The 'Required:' checkbox is checked. A 'Save' button is at the bottom. Red arrows point to the 'Select:' dropdown, the 'Label/Text/Content:' box, the 'Available Values:' list, the 'Row #' field, the 'Required:' checkbox, and the 'Save' button.

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.

Universal Registration Form

Universal Registration Form

<https://www.gotsport.com/asp/application/reg/?ProgramID=2471>

Player Registration Form

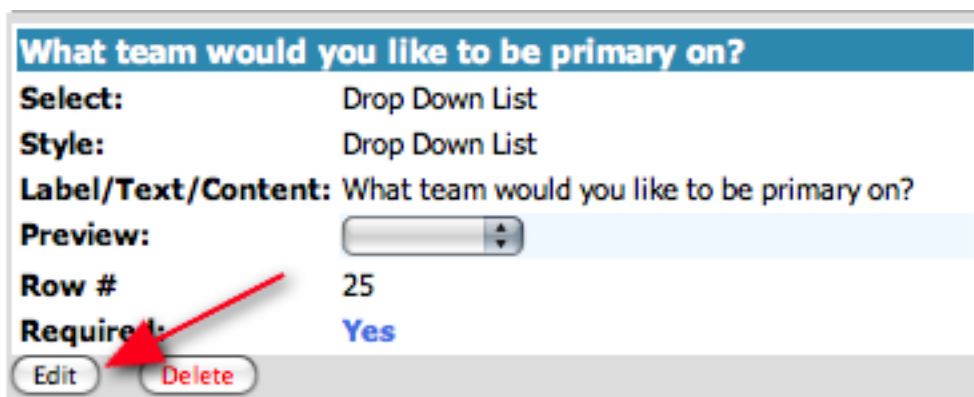
<https://www.gotsport.com/asp/application/reg/?ProgramID=2471&Type=PLAYER>

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.



What team would you like to be primary on?

Select:	Drop Down List
Style:	Drop Down List
Label/Text/Content:	What team would you like to be primary on?
Preview:	<input type="text"/>
Row #	25
Required:	Yes

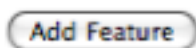
How to create a Program: Step 5 - Additional Features



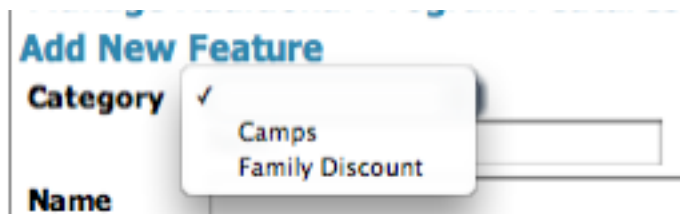
The **Additional Features** section is a very powerful tool. It allows you to create Sibling Discounts, add additional items to the application such as camp sign ups, extra uniforms, volunteer positions (which will help create Automatic Coaches from Parents) or anything else you want to add to the application 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.

Add New Feature

Category	<input type="text" value="Camps"/>
	New: <input type="text"/>
Name	<input type="text" value="Summer Camp"/>
Gender	<input type="text" value="Either"/>
Age(s)	<input type="text" value="U10"/> to <input type="text" value="U19"/>
Available After	<input type="checkbox"/> prior registered family member(s)
Price	\$ <input type="text" value="125"/>
Description	<div>Monday through Friday from 9 am till 3 pm at Arthur Park.</div>

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.

List Order #

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.

Default Selected ☒ If applicable to the registration, this item will be selected by default. Users may opt-out by unselecting it.

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.

Add New Feature

Category	Family Discount
	New: <input type="text"/>
Name	Sibling Discount
Gender	Either
Age(s)	All
Available After	2 prior registered family member(s)
Price	\$ - 50

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

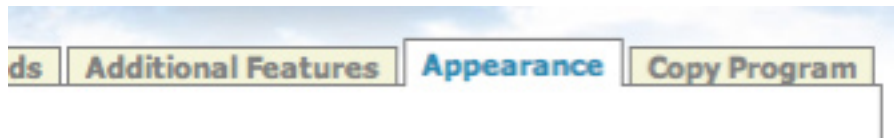
The Discounts are automatically stacked, meaning if you offer \$-5 for the first player, and \$-10 for the 2nd player, the second player will be discounted \$-15.

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.

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.

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>

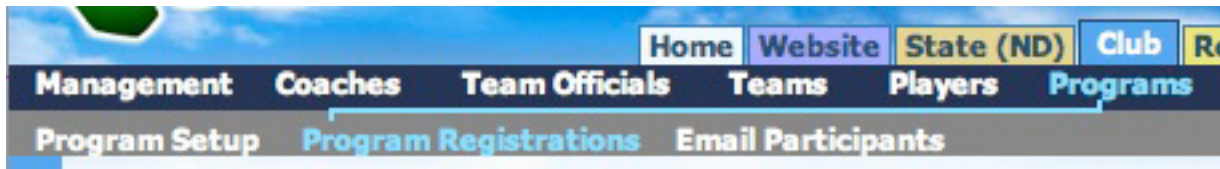
[Referee Registration Form](#)

<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.



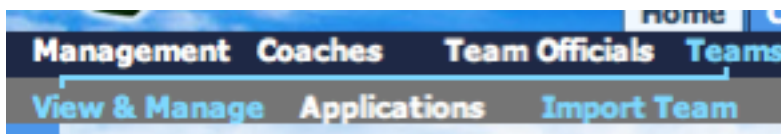
2. Using the filter options up top make sure you are searching under the right program.

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

Teams

B OPEN GotSport Drifters 96 Boys X
Players: <u>5</u> Reqs: <u>0</u>
B U5 GotSport Drifters 94 Boys X
Players: <u>1</u> Reqs: <u>0</u>
B U5 U05 Boys X
Players: <u>36</u> Reqs: <u>0</u>

- To remove a team from the program, click on the **X** in the top right of the team box.
- To re-add a team, click on **TEAMS** in blue menu bar which will bring you to the **VIEW & MANAGE** screen.



- 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.

Basic Info
Record
Contact
Hotel Coordinator
Roster
Applications
Documents

Boys U12 BHAYS U10 - D

View Registrations by Program
Current Team Roster
Select

Current Team Roster

LName	FName	ID#	Jrsy#	Sex	DOB	Updated
CAMERON	WILLIAM	0000000067		Boys	1/2/1998	10/13/2009
Cameron	William		01	Boys	1/26/1998	6/18/2009
Cleveland	Grover		21	Boys	2/1/1998	5/13/2008
Garfield	James		20	Boys	2/1/1998	10/13/2009
Kennedy	John		35	Boys	2/1/1998	10/13/2009
Madison	James		4	Boys	2/1/1998	10/13/2009
MURRY	DAVID			Boys	1/2/1998	N/A
Roosevelt	Frank		32	Boys	2/1/1998	10/13/2009
Schumaker	Mark			Boys	8/7/1997	10/13/2009
Smith	Billy			Boys	2/1/1998	10/13/2009
Washington	George		1	Boys	2/1/1998	10/13/2009

Add New Player

Secondary Roster - Upcoming Events

New Hampshire Reg. (8/1/2009)

LName	FName	Sex	DOB
Abernathy	Robert	Boys	10/29/1999
Abi Habib	Joey	Boys	6/3/1999
Arena	Bruce	Boys	2/1/1998
Arthur	Chester	Boys	2/1/1998
Burlap	Tommy	Boys	5/1/1998
Reagan	William	Boys	2/1/1998

Program Participation

Excluded from Programs:
Barrington Fall Registration (8/1/2009-7/31/2010)
Add

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.

The screenshot shows the 'Club Programs' section of a website. At the top, there's a navigation bar with tabs like Home, Website, State (ND), Club, Referees, Registrar, Training, League, and Tournament. Below this is a sub-menu with Management, Coaches, Team Officials, Teams, Players, Programs, Log Out, and Help. The 'Programs' tab is selected. Under 'Programs', there are links for List Programs, Program Registrations, Email Participants, and Report. A 'Create Club Program' button is also visible.

Search Filters: Page Size: 10, Program Name: [text input], Apply Filters

Items 1 - 20 of 27

Pages: 1 2 OR Next Page »

Name	Start	End	ODP	Player	Easy Reg	Coach	Manager	Referee	Players	Coaches	Managers	Referees
College demo	1/1/2010	12/31/2010	Open	Closed	Closed	Closed	Closed	Closed	1	0	0	0
North Dakota Spring 2010 ODP Registration	1/1/2010	12/31/2010	Open	Closed	Closed	Closed	Closed	Closed	11	0	0	0
Spring Registration 2010	8/1/2009	7/31/2010	Open	Closed	Open	Open	Open	Open	1	0	0	0

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.

The screenshot shows the 'Registration Tools' section. At the top, it says 'Select players then choose one of the following actions:'. Below this are buttons for Email, CSV, XLS, Forms, Set Level, Assign, (none), and Release. The 'XLS' button is highlighted with a red box.

Items 1 - 11 of 11

Select	ID#	Level	Last, First Name	School Zip	Sex	DOB	Age (yrg)	#	Team	Program	Reg Date	Invoiced	Paid
<input checked="" type="checkbox"/>	N/A	(Recreational)	Able, John	32266	M	9/15/1996	U13 (U14)	22	Testteam12	North Dakota Spring 2010 ODP Registration	1/3/2010	\$0.00	\$0.00
<input checked="" type="checkbox"/>	N/A	Comp (Recreational)	Askew, Tyler	49022	F	4/11/1995	U15		BHAYS U14 - A	North Dakota Spring 2010 ODP Registration	1/3/2010	\$0.00	\$0.00

Creating Coaches / Team Officials (Managers, Board Members)

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

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

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



Risk Management

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

Contact Information

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

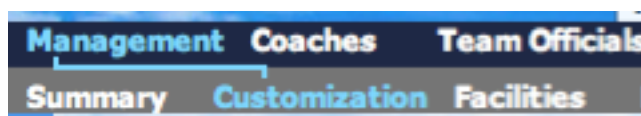
State Organization Invoices

GotSoccer (ND)

Acct#	Description	Totals
198115	Registration: GotSoccer	+ Balance \$8,748.25
		Total Balance of Listed Accounts: \$8,748.25

If you do not see the enforcement message:

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



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

Page Style Club Settings ID Numbers User Notifications

Customize your association's application page appearance.

Colors & Fonts

Club Last Updated 4/27/2009 9:06:11 PM

Club Name Vermonters SC

Club City

State Registered Vermont

Background Color #2376F0 Colors Custom Eyedropper

Secondary Color #007002 Colors Custom Eyedropper

Lines/Details Color Colors Custom Eyedropper

Club Name Text Colors Custom Eyedropper

Description Text Colors Custom Eyedropper

Preferred Font Tahoma Preview Font

Website URL

Save

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

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

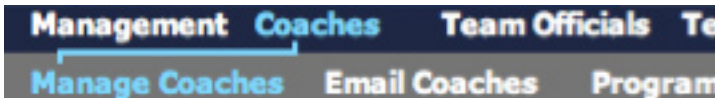
If you have any questions please contact the registrar charged with generating your cards and rosters or your state office.

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

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

Creating Coach and/or Team Official Accounts

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



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

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



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

Coach - New Coach

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

Notes

Login Credentials

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

Username	<input type="text"/>
Password	<input type="text"/>

optional

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.

The screenshot shows the 'Manage Program Registrations' page on the GotSoccer website. A red box highlights the 'Selected Program Features' dropdown menu, which is open and shows options: Asst. Coach, Coach, Kick it to the Man, Manager, Sibling Discount, and U10-U19 Summer Camp. The page also displays a table of player registrations with columns for Select ID#, Level, Last, First Name, School, Zip, Sex, DOB, Age (yrs), #, Team, Program, Reg. Date, Invoiced, and Paid.

Select ID#	Level	Last, First Name	School, Zip	Sex	DOB	Age (yrs)	#	Team	Program	Reg. Date	Invoiced	Paid
N/A		Best, George	Burlington 32256	M	2/1/1999	U10 (U11)	4	Fury White	Spring Classic DEMO league 2009	4/29/2009	\$225.00	\$0.00
1224	Competative	Poe, Dinah	Burlington 05408	F	3/2/1995	U14	11		Spring Classic DEMO league 2009	4/29/2009	\$225.00	\$0.00
N/A	Competative	Thomas, Francis	Burlington 05408	F	3/2/1997	U12			Spring Classic DEMO league 2009	4/23/2009	\$100.00	\$0.00

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.

Other Information

Parent Information

Mother

Sanette Owen-Thomas

44 Valade Rd

Burlington, VT 05408

H:802-846-7388

M:802-497-0787

E:Sanette11@gmail.com

Participation: Assistant Coach

Occupation: Daughter of Gavin

[Create Coach »](#)

[Create Team Official »](#)

Other Notes

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.

Your profile has been created

Inbox | X



GotSoccer Support to me

[show details](#) 2:47 PM (1 minute ago)

Your Club has created an online Coach Profile for you.

To edit your profile go to <http://www.gotsport.com/asp/coaches/>

Your username is **10610787** and your password is **zt2450zu**.

You can change your password once in the administration page of your profile.

- 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.

Emailing Coaches or Team Officials

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

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

The screenshot shows the 'Manage Coaches' interface. At the top, there are links for 'Create Coach Profile', 'Export All Coaches (CSV)', 'Export All Assistant Coaches (CSV)', and 'Export Coaches (XLS)'. Below these are search filters for Coach Name, Team Name, Level, R/M Status, and Competitive Level. A 'Page Size' dropdown is set to 25. An 'Apply Filters' button is on the right. Below the filters is a 'Filter List / Enroll Coaches in a Program' section with a dropdown menu showing '(None)' and a 'Select' button. A red box highlights the 'Email Selected Coaches >' link. Below this is a table of coaches with columns: Select, ID#, Level, Last Name, First Name, Zip, State, R/M Status, DOB, Cert, Coach, and Assistant. The table shows 3 items. The first two rows are selected, indicated by checked checkboxes in the 'Select' column. A red box highlights the first two rows. The third row is not selected.

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

2. Once there you have several filter options:

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

WE DO NOT ALLOW ATTACHMENTS

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

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

Coach Communications

Send To Registered Coaches
Vermonters SC

Select Broadcast Type

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

Select Message Format

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

Selected Coaches
Owen-Thomas, Sanette

Mailing List Summary
1 unique coach email addresses were found.

Enter Sender Information

From Name

Reply To Address

Create & Send Mailer

Subject

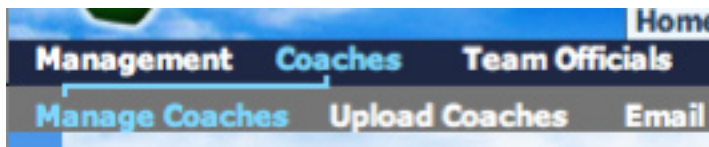
Message

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

Consolidating Duplicate Coach Accounts

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

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

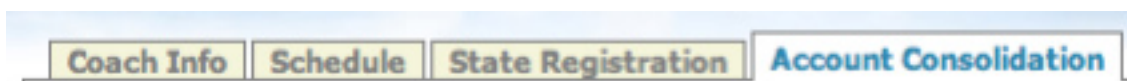


2. Locate the duplicate coaches and click on the coach **ID** number of the account you want to merge INTO. We would recommend that you merge into the account that has the most up to date information or has the most information. If you need to update the account manually please do so before merging as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

Items 1 - 7 of 7

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

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



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

Matching Coach Accounts

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.

Player Accounts

Creating Individual Player Accounts

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

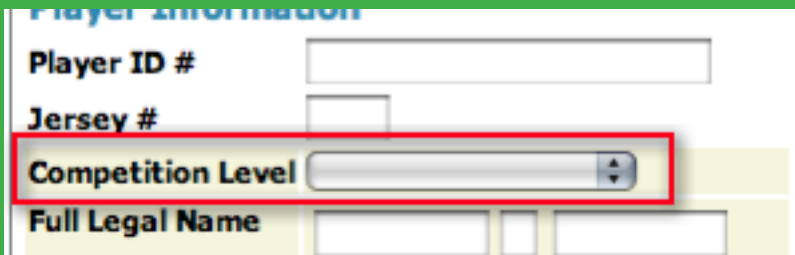
 [Create Player Profile](#)

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

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

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

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



The screenshot shows a form titled "Player Information" with the following fields:

- Player ID #
- Jersey #
- Competition Level (highlighted with a red box)
- Full Legal Name

Preparing an Excel Spreadsheet for Import

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

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

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

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

We Suggest:

Player

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

Teams

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

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

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

Uploading into Gotsoccer

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

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



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

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

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

Import Players from Data File

File Contents Preview

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

Teams: Do not create teams

Families: Do not create family accounts

Email Notifications: ☐

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

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

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

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

Showing first 10 rows below.

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

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

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

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

Column 18	Column 19	Column 20	Column 21	Column 22
Team Name	(do not import)	Team Gender	Comp. Level	Team Age Group
U12ACADEMY	U98BR	B	R	12
CLUB94BOYS	U97BR	B	R	13
TER596BOYS	U02BR	B	R	08

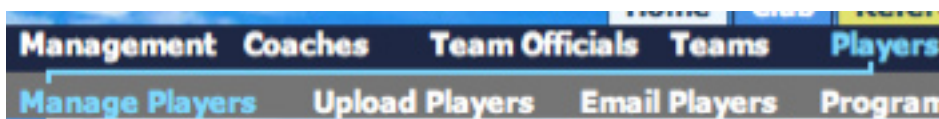
9. Click **IMPORT DATA** at the bottom left of the screen. (If you need to edit your document before uploading, click **UPLOAD ANOTHER FILE** to clear out the one you have on your screen).

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.

Club Player Accounts

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

Search Filters Page Size: 25 Photos: No Teams Column: No Level: Apply Filters

Age: All Gender: Player Name: Family Acct#: Competitive Level: Set Level: Assign Team: Assign: (none)

Player ID#: Team Name: Player Email: Parent Name: Parent Email:

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

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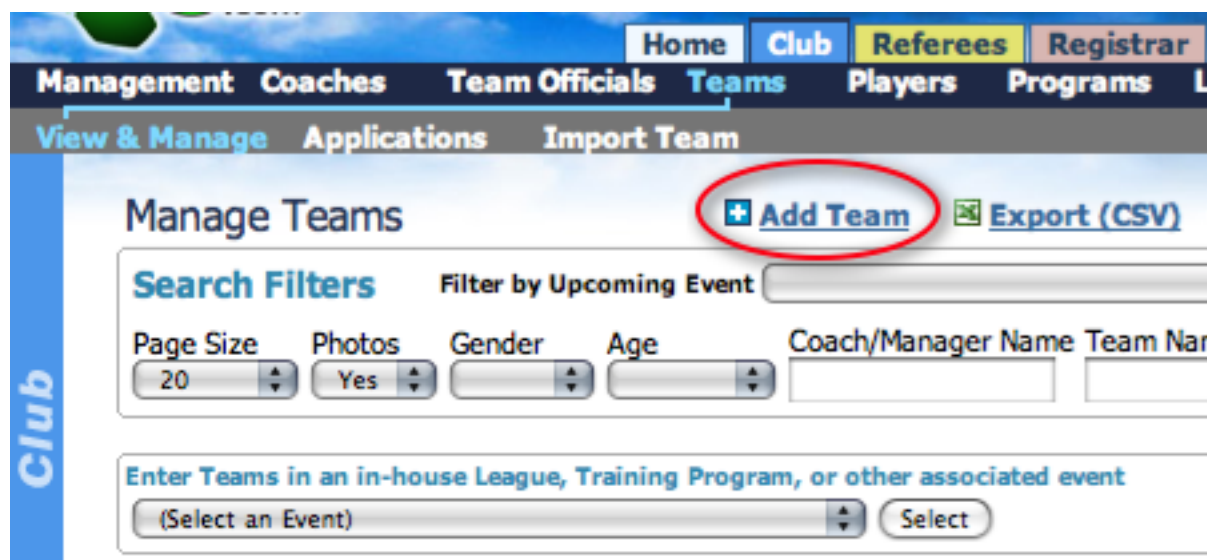
14. You can also **EXPORT** out your list of players to a CSV or XLS file. Just click one of the two links above the Search Filters box and the document will be downloaded to your computer. NOTE - for those of you in states that use Logical Solutions, the CSV file can be uploaded directly into that software.



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.

Basic Info

New Team

Basic Team Information

Team ID	<input type="text"/>
Club Name	Vermonters SC
Team Name	<input type="text"/>
Level	<input type="text"/>
Position	<input type="text"/>
Sex	<input type="radio"/> Boys <input type="radio"/> Coed <input type="radio"/> Girls
Age Group	Other <input type="text"/> <input type="text"/>
State	Vermont <input type="text"/>
*Select country if other than USA.	
<input type="checkbox"/> Prevent team, group, or state change by manager.	
<input type="checkbox"/> Prevent add/release of players by manager.	
Colors	Jersey Shorts Socks
Alt.Colors	Jersey Shorts Socks

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

Team Name	<input type="text"/>
Level	<input type="text"/>
Position	<input type="text"/>
Sex	<input type="radio"/> Boys <input type="radio"/> Coed <input type="radio"/> Girls

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

Team Officials

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

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

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

Importing Pre-Exsisting teams from the GotSoccer data-base

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.

Import Existing Team

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

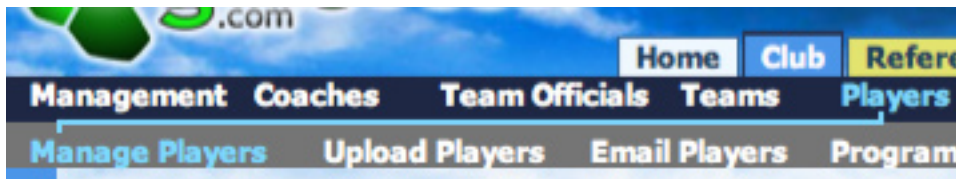
Team Login	<input type="text"/>
Team Password	<input type="password"/>
<input type="button" value="Import"/> <input type="button" value="Cancel"/>	

Placing Players on a Team

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

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

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



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

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

Search Filters Page Size: 25 Photos: No Teams Column: No Level: Apply Filters

Age: All Player Name: Family Acct#:
Gender: Player ID#: Team Name:

Player Email: Parent Name: Parent Email:

Competitive Level
Set Level:
Assign Team
Assign: (none)

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

Items 1 - 25 of 1939

Pages: 1 2 3 4 5 6 7 8 9 10 11 ...78 Next Page »

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

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

...78

[Next Page »](#)

Teams

[Click to show teams](#)

Zip	Sex	DOB	Group	Team	Team Age
79015	Boys	11/5/1994	U14	U12 Academy	N/A
79015	Boys	11/5/1994	U14	GOTteam Soccer	N/A

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

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

The screenshot shows the 'Club Player Accounts' interface. At the top, there are links for 'Create Player Profile', 'Export Players (CSV)', and 'Export Players (XLS)'. Below these are search filters. The 'Page Size' is set to 'Infinite'. The 'Age' dropdown is set to 'U10' and the 'Gender' dropdown is set to 'Boys'. The 'Apply Filters' button is highlighted. Below the filters, there are fields for 'Player Name', 'Family Acct.#', 'Player ID#', 'Team Name', 'Player Email', 'Parent Name', and 'Parent Email'. There is also a section for 'Enroll Players in a Program' with a dropdown set to '(None)' and buttons for 'Email Selected Players' and 'Print Player Forms'. At the bottom, there is a table of players. The table has columns: Select, ID#, Level, Fam.#, Last, First Name, Family, Interest, School, Zip, Sex, DOB, Group, Team, and Team Age. The first row shows a player with ID# 10520, Last Name 'abbott', First Name 'Brittney', Family 'abbott', Zip '79015', Sex 'Boys', DOB '11/5/1994', Group 'U14', Team 'U12 Academy', and Team Age 'N/A'. The 'School' column heading is highlighted. To the right of the table, there is a 'Teams' section showing 'B.OPEN (N/A) GOTSPORT DRIFTERS' and '96 BOYS' with 'Players: 2'.

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

Player Info | Parent Info | College Recruiting | Event

Player - Brittney abbott Save Delete Player

Assigned Team

U12 Academy

[View Team Page](#)

Enrolled Programs

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

Available Programs






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

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



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

Pages: 1 2 3 4 Next Page =>

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

8 U12 (96/97) VERMONTERS SC CHICKENS

[Gavin Owen-Thomas](#)

Competitive Players: 0

8 U12 (N/A) GOT LIGHTNING 96 GIRLS

Players: 3

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

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

Club Player Accounts

[Create Player Profile](#)
[Export Players \(CSV\)](#)
[Export Players \(XLS\)](#)
[Team Builder](#)

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

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

Player Email: Parent Name: Parent Email:

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

Items 1 - 4 of 4

Select	ID#	Level	Last, First Name	Fam#	Family	Jrny#	School	Zip	Gender	DOB	Group	Team	Team Age	State Reg
<input checked="" type="checkbox"/>	N/A	Academy	Bell, Trajan					49022	M	1/25/2002	U8	Bullets 00	99/00	12/4/2001
<input checked="" type="checkbox"/>	N/A	Academy	BELL, TRAJAN						M	1/2/2002	U8	Bullets 00	99/00	None this season
<input checked="" type="checkbox"/>	02011989	Classic	Clinton, Bill	9417	carterfamily	42	Cooper	32003	M	2/1/2002	U8	Gremlins	01/02	None this season
<input type="checkbox"/>	N/A	Academy	Tutu, Archbishop			5	test		M	8/9/2001	U8	Bullets 00	99/00	None this season

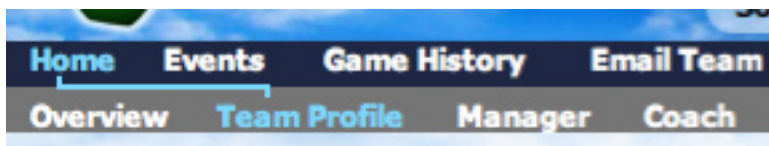
These SAME steps are taken to place players on a team from under the **PROGRAM REGISTRATIONS** section. However, the only players listed there are the ones who applied to your club via your online registration program.

Finding your League Schedule, Official Documents, and Game Reports

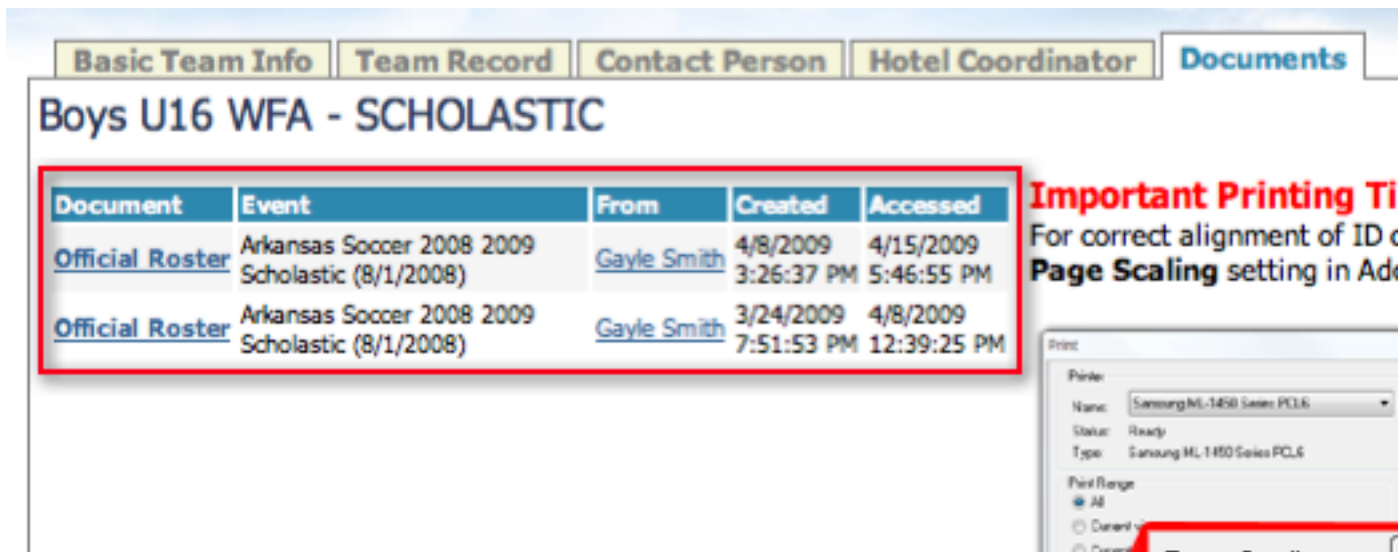
Every team in the Gotsoccer world has a team account. This account keeps track of events, players, coaches and much more. If you are in a league that uses Gotsoccer software, you can find your schedule and, if the league permits, download game cards.

Rosters and ID Cards

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



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



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

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

Print Range:
☒ All
☐ Current page
☐ Current page range

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

Event Schedules, Game Cards, and Game Reports

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

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

Team Manager Boys U16 WFA Capitals 93

Your GotSport Account
How to get the most out of it.
Turn on your audio to view the Flash demonstrations
 [DEMO: Teams U15 and Older - How to add players to your Roster](#)
[Click Here](#) to access the roster page.

Account Merge Tool is Now Available!
[Click Here](#) to get started.

Your Club
Westside FA (AR)

Your Upcoming Events

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

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

Team	Hotels	Rooming	Sales	Application Status	Schedule	Requests	Misconduct
NMCSL Spring 2009 Season 2/1/2009-5/31/2009 Boys U15 CFBSA JAGUARS (TXN)							
#1273	3/29/2009 3:00 PM-6:00 PM	CFBSA JAGUARS (TXN)	GLASA JAGUARS '94 (TXN)	Cox #4			
#1277	4/4/2009 11:00 AM-1:00 PM	CFBSA JAGUARS (TXN)	CYSA FALCONS (TXN)	Cox #5			

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.

Team Members

- [Team Account](#)
- [Coach Account](#)
- [Manager Account](#)
- [Player Account](#)
- [Family Account](#)

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

Families
Enter your Family Account UserName and Password below:

User Name

Password

New to GotSport? [Register Here!](#)
Individual Players [Login Here](#)
Forgot your password? [Click Here](#)

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

Register Your Family
First complete the form below to create a Family Account:

Family Account Information

Family Name

Your Full Name

Your Email Address

User Name

Password

Confirm Password

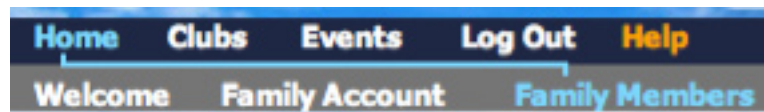
Additional Info/Notes (optional)

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.



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

Add a Registered Player to Your Family

New Player Account

Existing Player Account

Import an existing registered player account into this family account.

Import a Player
If you know the username and password for the player account, enter it below:

Username

Password

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.

Player - New

Player Information

Player ID # N/A
Jersey # N/A
Full Legal Name
Legal First M.I. Last
Gender ☐ Male ☐ Female
Date of Birth
(mm/dd/yyyy)
State Registered
School District
Grad Year
Primary Position
Notes (optional)

Contact Information

Address
City
State
Zip Code
Phone
Email
Mobile Text Messaging Address (you@yourcarrier.com)

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.

Player	College Recruiting	Events	Player Account	Club Documents	Club Registration	Emergency Info
---------------	--------------------	--------	----------------	----------------	-------------------	----------------

Player - Kingston Poe

Player Information

Player ID # N/A
Jersey # N/A
Full Legal Name
Legal First M.I. Last
Gender ☒ Male ☐ Female
Date of Birth
(mm/dd/yyyy)
State Registered
School District
Grad Year
Primary Position
Notes (optional)

Player Photo

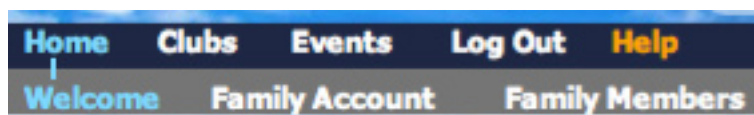
[NO PHOTO]

Contact Information

Address
City
State
Zip Code
Phone
Email
Mobile Text Messaging Address (you@yourcarrier.com)
Date Created 5/22/2009 4:31:08 PM
Last Updated 5/22/2009 4:31:08 PM

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.

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

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.

Club Player Accounts

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

Age: All Player Name: Family Acct#: Player ID#: Team Name: Player Email: Parent Name: Parent Email:

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

Items 1 - 25 of 3319

Select	ID#	Level	Last, First Name	Team#	Family	Jersey	School	Zip	Gender	DOB	Group	Team	Team Age	State Reg Date	State Reg Level
<input checked="" type="checkbox"/>	06120329		abbott, Brittney	18528	abbott		Burlington	79015	F	11/5/1994	U15	GOT Lightning 25-Girls	94/95	None this season	N/A - no level
<input checked="" type="checkbox"/>	06120414		Abbruscato, Brylee	18533	Abbruscato			79121	F	12/20/2000	U9		N/A	None this season	N/A - no level
<input checked="" type="checkbox"/>	06121935		ABBRUSCATO, BRYLEE						F	1/2/2000	U10	Lady Phala	99/00	None this season	N/A - no level
<input checked="" type="checkbox"/>	06121208		Abram, Kristen					79109	M	1/29/1998	U12	U12 Boys	97/98	None this season	N/A - no level
<input checked="" type="checkbox"/>	06121936		ADAME, CLAYTON						M	9/2/1996	U13	U13 Boys	97/98	None this season	N/A - no level

Now, once all of the players have been set to "Inactive" they will click on "Teams" in the blue menu bar and set the Competitive Level of all their teams appropriately, as this will in turn set the Competitive Level of all the players on the teams to that of their team. To do this 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 "Competition Level".

Manage Teams

Page Size: Infinite Photos: Yes Filter by Upcoming Event: Apply Filters

Gender: Age: Coach/Manager Name: Team Name: Level: Competitive Level Management Set Level: Recreational

Enter Teams in an In-House League, Training Program, or other associated event (Select an Event) Select

(Email Selected Teams) (Print Selected Team Contacts)

Items 1 - 154 of 154

Select	Photo	Number	Gender	Age	Years	Club	Team	Level	Coach	Manager	Players
<input checked="" type="checkbox"/>		NCGGSPORTDRIFTERS90BOYS	Boys	OPEN	N/A		GotSport Drifters 90 Boys				18
<input checked="" type="checkbox"/>		NCGGSPORTDRIFTERS90BOYS	Boys	OPEN	N/A		GotSport Drifters 90 Boys		David Jones		18
<input checked="" type="checkbox"/>		NCGGSPORTDRIFTERS96BOYS	Boys	OPEN	N/A		GotSport Drifters 96 Boys				18
<input type="checkbox"/>		NCHIGH SCHOOL ACADEMY	Boys	OPEN	N/A		High School Academy				18
<input type="checkbox"/>		NCREVOLUTION	Boys	U5	04/05	Vermenters SC	Revolution				2
<input checked="" type="checkbox"/>		NCROCKETS	Boys	U7	02/03	Vermenters SC	Rockets				18
<input type="checkbox"/>		NCROCKBURNER	Boys	U7	02/03	Vermenters SC	Rockburner				1
<input checked="" type="checkbox"/>		NCROCKERS	Boys	U7	02/03	Vermenters SC	Rockers				1
<input type="checkbox"/>		NCROCKASH	Boys	U7	02/03	Vermenters SC	Rockash				10

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