



SOCCER'S SOFTWARE SOLUTION

Registrar Manual

keRegistrar Wannai



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REGISTRAR MANUAL

This manual is for those who will be Generating and Printing team Official Rosters and Player/Coach/Team Official ID cards and will only be applicable to those who have the “Registrar” tab in their account. If you don’t have the “Registrar” tab, please contact your State office (if your state uses GotSoccer for registration) or your GotSoccer representative to have it turned on for you.

You will first need to get your teams into the “Registrar” tab so that you can generate and print official rosters and ID cards. There are two different ways that you can get teams to appear in your “Registrar” tab and we will review both of those methods in this manual.

One method is to create a **REGISTRATION EVENT**, as this will be the vehicle to move your teams from the **CLUB/HOME ASSOCIATION** tab to the REGISTRAR tab for the purposes of rostering and carding. The REGISTRATION EVENT method is for those associations who will not be using GotSoccer for their league scheduling and who only need to generate Official Rosters and ID Cards.

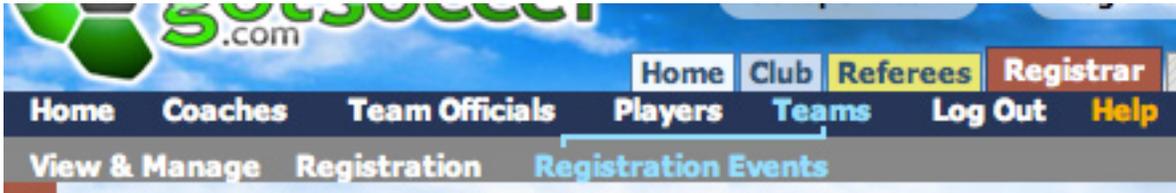
The other method is to create a **LEAGUE EVENT** (this will require your account to have the LEAGUE tab turned on) as this is another vehicle that will move teams into your **REGISTRAR** tab for the purposes of rostering and carding. The LEAGUE EVENT is the suggested method if you need to generate/print Official Rosters and ID Cards for teams who you will also be scheduling to compete in your league matches.

REGISTRATION EVENT

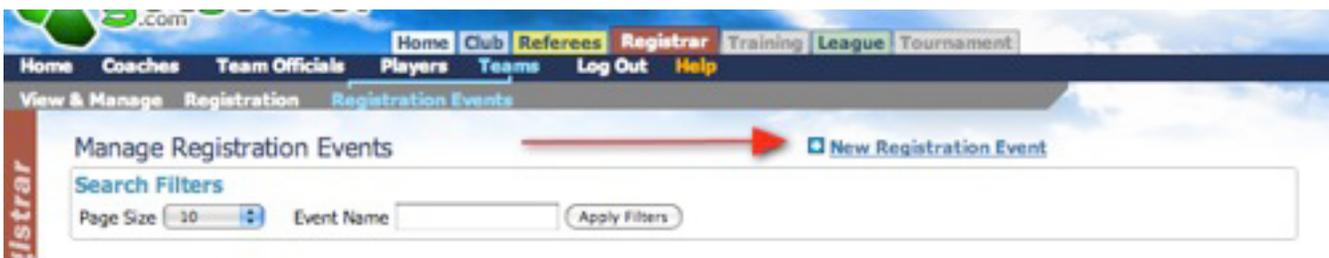
As stated above, the **REGISTRATION EVENT** is a vehicle to move your teams from the CLUB/HOME ASSOCIATION tab to the **REGISTRAR** tab for the purposes of rostering and carding.

Creating A REGISTRATION EVENT

The first step in creating a registration event is to click on the **REGISTRAR TAB**, then click on **TEAMS** in the blue menu bar, and finally click on **REGISTRATION EVENTS** in the grey menu bar.



The next step is to click on the **NEW REGISTRATION EVENT** link.



- **EVENT NAME**- Enter the name of your Registration Event (we suggest that you put the competition level as well as the season and year into the name) in the EVENT NAME box.
- **DESCRIPTION**- Enter a description of the event in the DESCRIPTION box, this description will appear to teams who might search for your event from their team or club account. This field is not required.
- **DATES**- This is where you will enter the USYSA calendar year, as this is how the system will know the ages of the players who will be rostered and carded. DO NOT enter the length of your season here as all of your players ages will be wrong when you generate official rosters and player cards.
- **CITY**- Enter the city where your Club/League/Association is located.
- **STATE**- Enter the state where your Club/League/Association is located.
- **ZIP CODE**- Enter the zip code where your Club/League/Association is located.
- **REPORT REGISTRATIONS TO STATE**- If you are rostering and carding players from teams who aren't directly affiliated with your association (they aren't listed under your Club/Home Association tab) but you are responsible to report these players to the state for billing purposes, you will need to select this checkbox so the state can bill you for them. This only applies to members of those states who use GotSoccer for their registration.
- **OPEN REGISTRATION FORM**- If you post the link to this Registration Event on your website, teams will not be able to register unless this checkbox is checked. Also, by checking this box teams and clubs will have the ability to search for the event from the "Search Events" link on their Home page.
- **SAVE**- Anytime you enter a field or change a setting you must click on the Save button for it to take effect.

Basic Setup

General Information

Event Name: Fall 2010 Competitive Registration

Description: [Empty text area]

Dates: 8/1/2010 - 7/31/2011

General Location

City: Discovery Bay

State: CA

Zip Code: 94505

Report Registrations to State

Open Registration Form

Save Cancel

Important: For USYSA organizations the start date of registration should be 8/1 of the current year. Using an earlier month may result in age groups being miscalculated.

Once you Open your registration form and click on the **SAVE** button the system will create a link to your registration form. This will be the link that you will post on your website for those teams who aren't listed under your Club/Home Association tab to click on and register. There is also a **PREVIEW FORM** link that you can click on to view what your registration form will look like.

Basic Setup | Registration Fees | Form Appearance | Form Fields

General Information

Event Name: Fall 2010 Competitive Registration

Description: [Empty text area]

Dates: 8/1/2010 - 7/31/2011

General Location

City: Discovery Bay

State: CA

Zip Code: 94505

Updated: 1/24/2010 5:46:06 PM

Report Registrations to State

Open Registration Form

<https://www.gotsport.com/forms/app/?EventID=9224>

Preview Form

Save Cancel Delete

Important: For USYSA organizations the start date of registration should be 8/1 of the current year. Using an earlier month may result in age groups being miscalculated.

You will also notice that when you clicked the **SAVE** button that some new tabs appeared, these tabs are Registration Fees, Form Appearance, and Form Fields.

Basic Setup | Registration Fees | Form Appearance | Form Fields

REGISTRATION FEES - This is where you will enter fees (if you desire to charge those teams who apply for Rosters and ID Cards). You can create several different fee groups if you wish. You will also need to determine whether you are going to accept credit cards, paper checks/money orders, or accept vouchers for the Registration Event. If you are going to accept paper checks/money orders, you will need to fill in the Payment Address fields then click on the Save button.

Current Application Fees / Groups

Group/Name	Fee	More Info (optional)	Available	Order	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>

Payment Setup

Accept Credit Cards:

Accept Checks/Money Orders:

Accept Vouchers:

[Create Vouchers](#)

Payment Address

Make Checks/MOs

Out to:

Mail to Address:

Address (2):

Address (3):

City:

State:

Zip Code:

Phone:

FORM APPEARANCE - This is where you can upload your logo so that it appears on your Registration Event Application. You can also customize the colors on your Registration Event application to match your logo by clicking on the Eyedropper button and drag it over your logo where you can match the colors exactly.

Colors & Fonts

Event Updated 1/24/2010 5:46:06 PM

Page Background Colors Custom Eyedropper

Secondary Color Colors Custom Eyedropper

Lines/Details Color Colors Custom Eyedropper

Event Name Text Colors Custom Eyedropper

Description Text Colors Custom Eyedropper

Preferred Font Tahoma Preview Font

Website URL

Event Homepage Content

Save Cancel

Header Logo

[NO LOGO]

No logo uploaded. Event name will be used.

Upload Logo

Logo Background Colors Custom Eyedropper

Logo Positioning Left

Schedules & Results Page Design

Page Template Standard

Note: Public pages are updated periodically. Your changes may not be reflected immediately. Check the timestamp at the bottom of the page to see when the public view was last updated. Use the Preview Page Style button to view the current colors and layout.

Preview Page Style

Preview Application Pages

[Team Info](#) [Custom Form](#) [Payment Entry](#)

Link to your Application Form

Use the link below to create a link from your website to the application form:
<https://www.gotsport.com/forms/app/?eventid=9224>

[View Application Form](#)

FORM FIELDS - This is where you can customize your application to ask any kind of question or alert those teams registering in numerous different format types.

Fall 2010 Competitive Registration - Custom Form Fields

[Preview Custom Form](#)

You can create your own form using this editor. Each form field you add to the page will save the users input into an available column in the team database. There are a number of different columns available for different types or styles of application form questions. For example you can create up to ten different questions that require the user to select from a list of answers in a drop down list format. You create the label for that list in the "Label/Text/Content" area and create all the items that appear in the dropdown list in the Available Values area. Put each separate item on its own line and the system will turn that into a list of options and present it to the user in the style you've selected. Some form fields do not have a list of available values and instead allow the user to type in their response or click a checkbox. If you want to require that the user provide a response to the question, click the Required checkbox to turn it into a required field.

***New Form Field**

Select:

Style: *

Label/Text/Content:

Available Values:

One per line

Row # 1

Required:

Save

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.



*New Form Field
Select: [Dropdown Menu]

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

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

Need to know for 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.



Drop Down List
✓ Drop Down List
Drop Down List (2)
Drop Down List (3)
Drop Down List (4)

- 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.



Drop Down List
Drop Down List (2)
Drop Down List (3)
Drop Down List (4)
Drop Down List (5)
Drop Down List (6)
Drop Down List (7)

- 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.

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 configuration for a 'Text/HTML Content' field. The 'Select' dropdown is set to 'Text/HTML Content'. The 'Style' is 'Plain Text or HTML'. The 'Label/Text/Content' 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 annotation reads: '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 configuration for a 'Check Box' field. The 'Select' dropdown is set to 'Check Box'. The 'Style' is 'Checkbox'. The 'Label/Text/Content' 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 configuration for a 'Text Input' field. 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 left. Red arrows point to the 'Text Input' dropdown, the 'Label/Text/Content' field, the 'Row #' input, 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 configuration for a 'Large Text Box' field. 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 left. Red arrows point to the 'Large Text Box' dropdown, the 'Label/Text/Content' field, the 'Row #' input, 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.

***New Form Field**

Select: Drop Down List

Style: Drop Down List

Label/Text/Content: What team would you like to be primary on?

Available Values: One per line

Raiders
Kickers
Dragons
Broncos

Each value MUST be on it's own line.

Row # 25

Required:

Save

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.

***New Form Field**

Select: Radio Buttons

Style: Radio Button Group

Label/Text/Content: Have you ever played soccer before?

Available Values: One per line

Yes
No

Each Answer must be put on it's own individual line.

Row # 30

Required:

Save

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

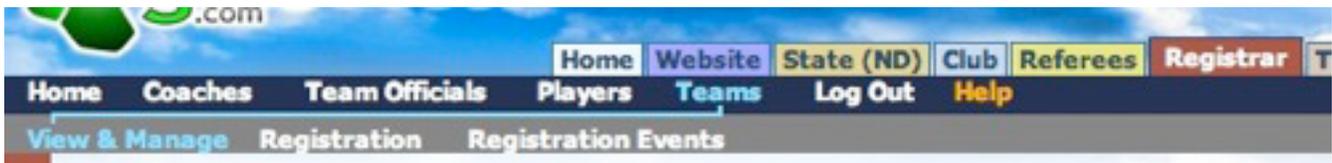
The screenshot shows a configuration box for a form field. The title is "What team would you like to be primary on?". The field type is "Drop Down List". The style is also "Drop Down List". The label/text/content is "What team would you like to be primary on?". There is a preview of a drop-down menu. The row number is 25. The field is required, indicated by "Yes" in blue. At the bottom, there are "Edit" and "Delete" buttons. A red arrow points to the "Edit" button.

Moving Teams From The Registrar Tab or the Club/Home Association Tab Into Your Registration Event

There are 2 ways you can move your teams into your registration event.

The first way:

1. Once you have created the registration event click on **TEAMS** in the blue menu bar and **VIEW & MAN-AGE** in the grey menu bar.



2. From the **ENTER TEAMS IN AN IN-HOUSE LEAGUE OR REGISTRATION EVENT** drop down menu, choose your registration event and click the **SELECT** button. This will pull up all the teams in your account that are NOT enrolled in your registration or league event.

The screenshot shows the "View Associated Teams" page. It has options to "Lock Selected Teams" and "Unlock Selected Teams". There are export buttons for "Export Event Coaches (CSV)", "Export Event Assistant Coaches (CSV)", and "Export Event Team Officials (CSV)". A search filter section includes "Entered in" and "Apply Filters". Below that, there are filters for "Page Size" (20), "Photos" (Yes), "Gender", "Age", "Team Name/Number", "Level", and "Coach/Manager Name". A dropdown menu is open, showing "New Hampshire Reg. (8/1/2009)" selected. A red arrow points to the "Select" button next to it. Below the dropdown, it says "Now showing teams NOT entered in New Hampshire Reg. (8/1/2009)" and "Click Here to view team applications". At the bottom, it says "Items 1 - 20 of 181".

3. Set your page size to **INFINITE** if you plan on putting all your teams into the registration event, otherwise filter your list accordingly. Then click the **SELECT** column heading to select all the teams on the page or check the box next to teams you want to put into the event and click the **ENTER SELECTED TEAMS** button.

Enter Teams in an in-house league or registration event

New Hampshire Reg. (8/1/2009)

Now showing teams NOT entered in New Hampshire Reg. (8/1/2009)

[Click Here to view team applications](#)

Items 1 - 20 of 181

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

Enter Selected Teams »

Select	Photo	Number	Gender	Age	Club	Name	Level	Coach	Manager	Players	Cards
<input checked="" type="checkbox"/>			Boys	OPEN	Cooper City Cobras	COOPER CITY COBRAS		Richard McBride	Richard McBride	0	[F][0]
<input checked="" type="checkbox"/>			Boys	OPEN	Turnbull Park	TURNBULL PARK '87		Mark McWilliam		0	[F][0]
<input checked="" type="checkbox"/>			Boys	OPEN		DALLAS TEXANS '87 RED		David Huggell	Karen Olive	19	[F][0]

4. There you go, now all of your teams have been entered into the event and are ready for carding and rostering.

The second way:

Enter teams into your registration or league event is from your Club/Home Association tab as the Registration Event will be added to the **ENTER TEAMS IN AN IN-HOUSE LEAGUE, TRAINING PROGRAM, OR OTHER ASSOCIATED EVENT** drop-down menu. To enter your teams into the Registration Event you will simply click on your **CLUB/HOME ASSOCIATION** tab, then click on **TEAMS** in the blue menu bar. From here you will select your Registration Event from the drop-down menu and click on the **SELECT** button, as this will bring up a list of all the teams that haven't yet registered with the Registration Event. Next, you will select the teams that you wish to enter into the Registration Event by checking the appropriate checkboxes, then click on the **ENTER SELECTED TEAMS** button and those teams will now appear in the Registration Event.

Home Club Referees Registrar Training League Tournament

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

View & Manage Team Builder Applications Import Team

Manage Teams

Page Size: 20 Photos: Yes Filter by Upcoming Event:

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

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

Fall 2010 Competitive Registration (8/1/2010)

Now showing teams NOT entered in Fall 2010 Competitive Registration (8/1/2010)

Items 1 - 20 of 28

Pages: 1 2 Next Page »

Enter Selected Teams »

Select	Photo	Number	Gender	Age	Years	Club	Team	Level	Coach	Manager	Players
<input checked="" type="checkbox"/>		N/A	Boys	U14	95/96	Flyers SC	Bulldogs	Comp	Bobby Flay		1
<input checked="" type="checkbox"/>		N/A	Boys	U14	95/96	Flyers SC	Rascals	Comp			14
<input type="checkbox"/>		N/A	Boys	U16	93/94	Flyers SC	Environmentalists	Comp			0
<input type="checkbox"/>		N/A	Boys	U17	92/93	Flyers SC	Ballers	Comp			0

LEAGUE EVENT

A **LEAGUE EVENT** (this will require your account to have the **LEAGUE** tab turned on) is another vehicle that will move teams into your **REGISTRAR** tab for the purposes of rostering and carding. The **LEAGUE EVENT** is the suggested method if you need to generate/print Official Rosters and ID Cards for teams who you will also be scheduling to compete in your league matches.

Creating a LEAGUE EVENT

The first step in creating a League Event is to click on the **LEAGUE** tab, then click on the **ADD LEAGUE** link.



Now, you will need to enter all of the basic setup information for the league.

- **EVENT NAME**- Enter the name, competition level, and the season into this field.
- **DESCRIPTION**- Enter a description of the league in the DESCRIPTION box, this description will appear to teams who might search for your league from their team or club account. This field is not required.
- **Dates Open**- This is where you will enter the dates that the event is going to be open, enter the date where registration starts through to the date of the very last game.
- **CITY**- Enter the city where your League is located.
- **STATE**- Enter the state where your League is located.
- **ZIP CODE**- Enter the zip code where your League is located.
- **EVENT SANCTIONING**- Select the sanctioning body and affiliated state organization of the league.
- **PUBLISH SCHEDULES/RESULTS**- When this box is checked, schedules will be published and results will be available as they are entered.
- **REPORT REGISTRATIONS TO STATE**- If you are rostering and carding players from teams who aren't directly affiliated with your association (they aren't listed under your Club/Home Association tab) but you are responsible to report these players to the state for billing purposes, you will need to select this check-box so the state can bill you for them. This only applies to members of those states who use GotSoccer for their registration.
- **SAVE**- Anytime you enter a field or change a setting you must click on the Save button for it to take effect.

Basic Setup

New Event

General Information

Event Name

Description

Dates Open -

Publish Schedules/Results 
When unchecked, all schedules and results are hidden from public view. When checked, schedules will be published and results will be available as they are entered.

Report Registrations to State 

General Location

City

State

Zip Code

Event Sanctioning

USYSA

 [Download Form](#)

AYSO

SAY

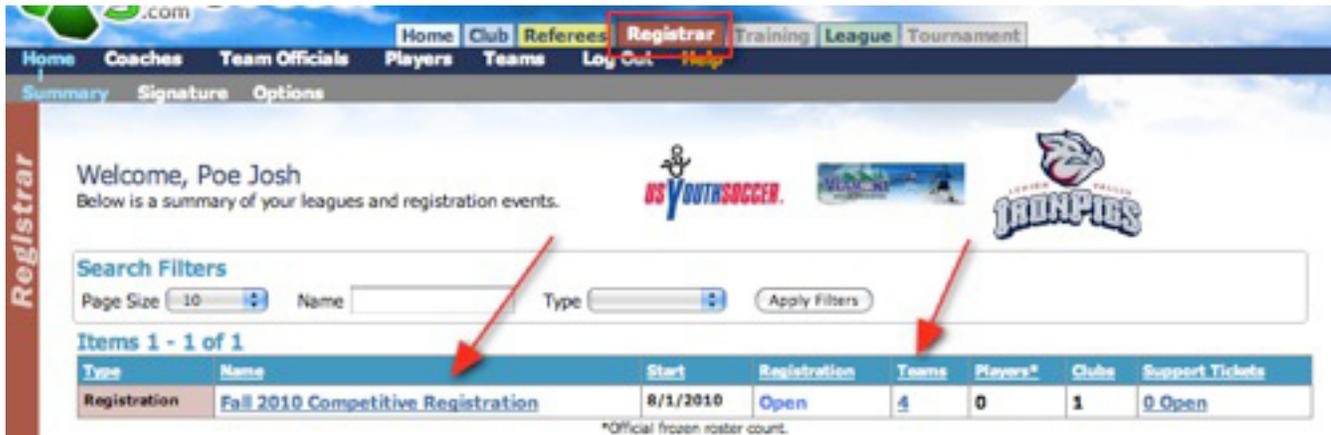
USClub

USSF

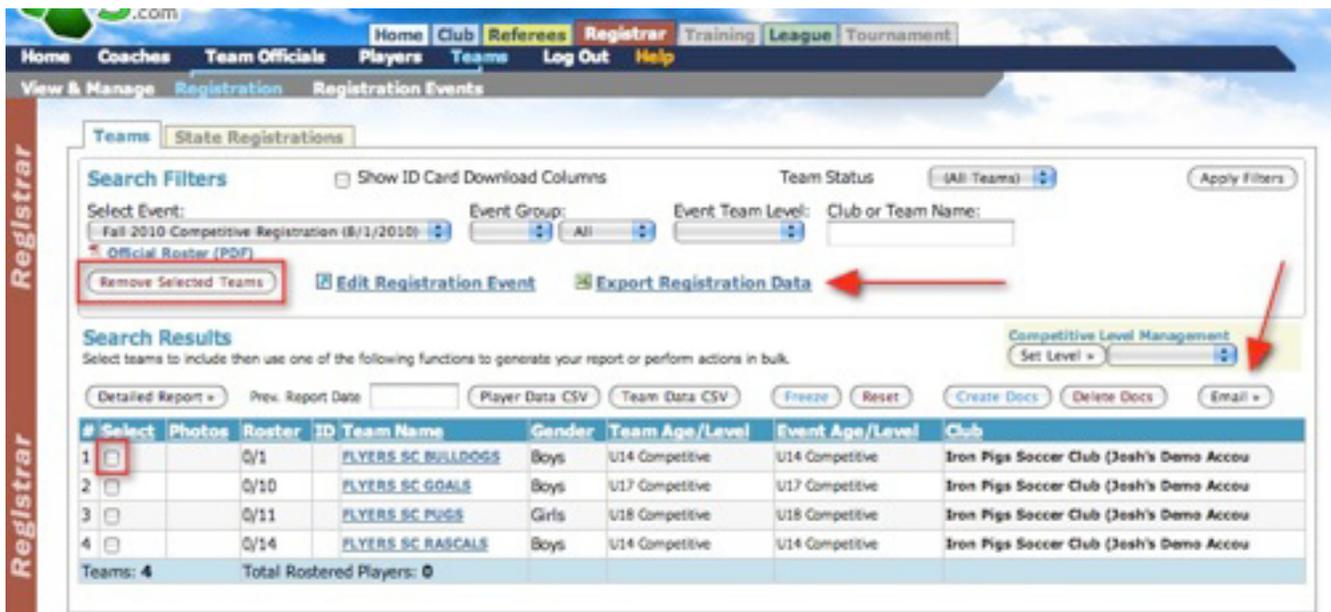
FOR MORE INSTRUCTION ON SETTING UP YOUR LEAGUE EVENT PLEASE REVIEW OUR LEAGUE SCHEDULING MANUAL THAT IS POSTED ON OUR SUPPORT WEBSITE LOCATED AT [HTTP://SUPPORT.GOTSPORT.COM](http://support.gotsport.com) AS IT WILL WALK YOU THROUGH THE PROCESS IN A HIGHLY DETAILED MANNER.

Rostering And Carding Teams In Your Registration Or League Event

Once teams have been entered into or have joined your Registration or League Event you will be able to view them from your **REGISTRAR** tab. Simply click on your **REGISTRAR** tab and you will see a list of all the Registration and/or League Events in your account. To view the teams in the Registration Event you can either click on the name of the event, or you can click on the number in the **TEAMS** column.



This will bring you to a screen that lists all of those teams in your Registration or League Event. From this list you have the ability to remove teams from the event, as well as email them. To do these things you will need to select the team by checking the appropriate teams **CHECKBOX** and then click on the **REMOVE SELECTED TEAMS** or **EMAIL** checkbox. You also have the ability to export all of the teams registration data to Excel by clicking on the **EXPORT REGISTRATION DATA** link.



Rostering And Carding An Individual Team

If you wish to print an Official Roster and ID Cards for a specific team in the list you will need to click on the name of the team.

#	Select	Photos	Roster	ID	Team Name	Gender	Team Age/Level	Event Age/Level	Club
1	<input type="checkbox"/>		0/1		FLYERS SC BULLDOGS	Boys	U14 Competitive	U14 Competitive	Iron Pigs Soccer Club (Josh's Demo Accou
2	<input type="checkbox"/>		0/10		FLYERS SC GOALS	Boys	U17 Competitive	U17 Competitive	Iron Pigs Soccer Club (Josh's Demo Accou
3	<input type="checkbox"/>		0/11		FLYERS SC PUGS	Girls	U18 Competitive	U18 Competitive	Iron Pigs Soccer Club (Josh's Demo Accou
4	<input type="checkbox"/>		0/14		FLYERS SC RASCALS	Boys	U14 Competitive	U14 Competitive	Iron Pigs Soccer Club (Josh's Demo Accou

Once you have clicked on their team name you will see the teams player list. This is just a player list and not a roster, in GotSoccer terms a team list doesn't become a roster until the roster is **FROZEN** (this means that the roster is locked and the only person who can make changes to the Official Team roster after it is frozen is the Registrar). You will notice that there is a **FREEZE ROSTER** button above the list of players, you will need to click this button to Freeze the roster so that you can print the Official Roster and ID Cards. You will also notice that there are different buttons for **DOCUMENT GENERATION**, these buttons are to generate a copy of the teams Official Roster, Player Cards, State Cup Roster, or Region IV roster into the team account if you wish for them to have the ability to print these documents. If you want your teams to have the ability to print these documents you will need to give them permission by checking the appropriate checkboxes from the **OVERVIEW** tab.

The screenshot shows the Registrar software interface for the team "Boys U17 FLYERS SC GOALS". The top navigation bar includes "Home", "Coaches", "Team Officials", "Players", "Teams", "Log Out", and "Help". Below this, there are tabs for "View & Manage", "Registration", and "Registration Events". The main content area has sub-tabs: "Overview", "Team Information", "Roster & ID Cards", and "Support Requests".

Under "Roster & ID Cards", there is a "Document Generation" section with buttons for "Generate ID Cards", "Generate Plain Cards", "Generate Official Roster", "Generate Cup Roster", and "Generate Region IV Roster". A red box highlights these buttons, and a red arrow points to the "Freeze Roster" button below them.

Below the document generation section is a "Generated Documents" section with the text "No documents to list." and a "Show Printing Tip" link.

At the bottom, there is a "Search for Secondary Players" section with an "Event Player List" table. The table has columns for Photo, LName, FName, ID#, Jrny#, Gender, DOB, State, Updated, ID Card, and Plain Card. Two players are listed:

Photo	LName	FName	ID#	Jrny#	Gender	DOB	State	Updated	ID Card	Plain Card
	Blitzler	Wolf	916	12	Boys	4/3/1994		6/15/2008	Add Transfer	[E] [B]
	Dean	James	912	94	Boys	5/16/1994		6/15/2008	Add Transfer	[E] [B]

Once you have **FROZEN** the roster you will see a new group of buttons appear above the player list. The **DOWNLOAD** link is what you will use to print a copy of the teams Official Roster. The **USYSA(F)** link will print the front side and the **USYSA(B)** will print the back side of all the team's ID Cards with the USYSA logo and watermark, these are to be used if you are printing on plain card stock. The **PLAIN(F)** link will print the front side and the **PLAIN(B)** will print the back side of all the team's ID Cards with only the text (and the players photo if it has been uploaded, these are to be used if you are printing on pre printed USYSA card stock. If you wish to Unfreeze the roster, you will simply click on the **RESET ROSTER** button (remember, when a roster is frozen anything that is changed in any of the players accounts will not change on the frozen roster, so if you change players jersey numbers and the roster is frozen, you will need to Reset the roster for those changes to be reflected then you will need to Freeze the roster again).

Registrar

Home Coaches Team Officials Players Teams Log Out Help

View & Manage Registration Registration Events

Overview Team Information Roster & ID Cards Support Requests

Boys U17 FLYERS SC GOALS

Disable Roster Limits

U17 Roster Limits: Vermont Soccer Association Total: 22 players -1yr: 22 -2yrs: 22 -3yrs: 22 -4yrs: 22

Select a League/Event
 Fall 2010 Competitive Registration (8/1/2010) Go

Return to Team List
 Update Team/Staff IDs Regenerate Team/Staff IDs

Team Details - This Event
 Group: Boys U17
 Club/Team: Flyers SC Goals
 Association:
 Playing League:
 Team Level(For Event): Competitive Update

Document Generation Generated Documents Show Printing Tip

You may generate the following documents for teams to print:
 No documents to list.

Generate ID Cards
 Generate Plain Cards
 Generate Official Roster
 Generate Cup Roster
 Generate Region IV Roster

Freeze Roster **Reset Roster**

Release records can be removed using the red "X" icon to the left of each name. Matching player alerts may be caused by orphaned roster data that was frozen before their team was removed from the event. To avoid this, reset the roster before removing a team. Or you can safely ignore any matching player alerts you determine are not relevant.

Search for Secondary Players

Official Roster: Download State Cup Roster Region IV Roster ID Cards: U17SA [X] U17SA [X] Plain [X] Plain [X]

Photo	LName	FName	ID#	Jrsy#	Gender	DOB*	Date Frozen	ID Card	Plain Card	P/S	
	Blitzer	Wolf	916	12	Boys	4/3/1994	1/24/2010 7:47:38 PM	Release Transfer	[X] [X]	[X] [X]	P
	Dean	James	912	94	Boys	5/16/1994	1/24/2010 7:47:38 PM	Release Transfer	[X] [X]	[X] [X]	P

Secondary or Dual Rostered Players

If your state association allows dual rostered players you can look for players to add to your team by clicking on the **SEARCH FOR SECONDARY PLAYERS LINK**. Keep in mind that a player can only be primary on one team. For example if you have a player on the Sparrows and you add that same player to the Bulldogs, they will be pulled off of the Sparrows team and placed on the Bulldogs unless they are added to the Bulldogs as a secondary player.

Boys U17 FLYERS SC GOALS Disable Roster Limits

U17 Roster Limits: Vermont Soccer Association **Total:** 22 players **-1yr:** 22 **-2yrs:** 22 **-3yrs:** 22 **-4yrs:** 22

Select a League/Event
 Fall 2010 Competitive Registration (8/1/2010)

Return to Team List

Team Details - This Event
 Group: Boys U17
 Club/Team: Flyers SC Goals
 Association:
 Playing League:
 Team Level(For Event): Competitive

Document Generation **Generated Documents** Show Printing Tip
 You may generate the following documents for teams to print: No documents to list.

Release IDs can be removed using the red "X" icon to the left of each name. Matching player alerts may be caused by orphaned roster data that was frozen before their team was removed from the event. To avoid this, reset the roster before removing a team. Or you can safely ignore any matching player alerts you determine are not relevant.

Search for Secondary Players

Official Roster: State Cup Roster ID Cards:

Photo	LName	FName	ID#	Jrny#	Gender	DOB*	Date Frozen		ID Card	Plain Card	P/S
	Blitzler	Wolf	916	12	Boys	4/3/1994	1/24/2010 7:47:38 PM	<input type="button" value="Release"/> <input type="button" value="Transfer"/>	<input type="button" value="ID [0]"/>	<input type="button" value="Plain [0]"/>	P
	Dean	James	912	94	Boys	5/16/1994	1/24/2010 7:47:38 PM	<input type="button" value="Release"/> <input type="button" value="Transfer"/>	<input type="button" value="ID [0]"/>	<input type="button" value="Plain [0]"/>	P

Once you locate the secondary player that you wish to add, you will simply click on the **ADD** button next to their name and they will be added to the team.

Release IDs can be removed using the red "X" icon to the left of each name. Matching player alerts may be caused by orphaned roster data that was frozen before their team was removed from the event. To avoid this, reset the roster before removing a team. Or you can safely ignore any matching player alerts you determine are not relevant.

Search for Secondary Players

Age: U16 Gender: Boys Level: Name: ID#: Team:

ID#	Level	Last, First Name	Jrny#	School	Zip	Sex	DOB	Group	Team	
911	Comp	Abdullah, Majed	2		19147	Boys	4/12/1994	U16	Rascals	<input type="button" value="Add"/>

Once the player has been added as a Secondary Player you will notice that they show up with a grey letter **S** in the P/S column which means Primary/Secondary. If you click on the letter **S** it will change the player to Primary on this team and Secondary on their other team.

Search for Secondary Players												
Official Roster: Download State Cup Roster Region IV Roster ID Cards: USYA [F] USYA [B] Plain [F] Plain [B]												
	Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB*	Date Frozen		ID Card	Plain Card	P/S
1		Abdullah	Majed	911	2	Boys	4/12/1994	1/24/2010 8:12:10 PM	Release Transfer	[F] [B]	[F] [B]	S 2
2		Blitzer	Wolf	916	12	Boys	4/3/1994	1/24/2010 7:47:38 PM	Release Transfer	[F] [B]	[F] [B]	P
3		Dean	James	912	94	Boys	5/16/1994	1/24/2010 7:47:38 PM	Release Transfer	[F] [B]	[F] [B]	P
4												

Rostering And Carding Teams In Bulk

If you want to Freeze rosters and print Official Rosters and ID Cards in bulk we give you that option as well. You will do this from your list of teams entered into the Registration Event. To select the teams that you want to freeze and print rosters for you will check the appropriate checkboxes. After you have selected your teams click on the **FREEZE** button to freeze the roster and if you want to print all of their official rosters, click on the **OFFICIAL ROSTER (PDF)** button. If you wish to generate rosters for the teams accounts where the coach or manager can print them just click on the **CREATE DOCS** button and the rosters will then appear in the teams account.

The screenshot shows the 'Teams' management interface. At the top, there are tabs for 'Teams' and 'State Registrations'. Below this is a 'Search Filters' section with options for 'Show ID Card Download Columns', 'Team Status' (set to '(All Teams)'), and 'Apply Filters'. The 'Select Event:' dropdown is set to 'Fall 2010 Competitive Registration (8/1/2010)'. Below the filters are buttons for 'Remove Selected Teams', 'Edit Registration Event', and 'Export Registration Data'. A red arrow points to the 'Official Roster (PDF)' link. The 'Search Results' section shows a table of teams with columns for '#', 'Select', 'Photos', 'Roster', 'ID', 'Team Name', 'Gender', 'Team Age/Level', 'Event Age/Level', and 'Club'. The first team, 'FLYERS SC BULLDOGS', has its 'Select' checkbox checked. Below the table are buttons for 'Detailed Report', 'Prev. Report Date', 'Player Data CSV', 'Team Data CSV', 'Freeze', 'Reset', 'Create Docs', 'Delete Docs', and 'Email'. A red arrow points to the 'Freeze' button, and another red arrow points to the 'Create Docs' button.

Understanding The List Of Teams For Your Event

THE ROSTER COLUMN - If a team's roster has not yet been frozen the number will read 0/number of players in the player list. If all of the players on the team's player list have been frozen, this number will be the color Green. If a team's roster has been frozen and a player has been added by the club administrator but not yet added by the registrar, the first number will reflect the number of players frozen on the roster and the second number will be the number of players on the player list for that team. If there is a PDF symbol in this column, it represents that there has been an Official Roster generated in the team account for them to be able to print.

The screenshot shows a web interface for managing teams. At the top, there are tabs for 'Teams' and 'State Registrations'. Below that is a 'Search Filters' section with various dropdown menus for 'Select Event', 'Event Group', 'Event Team Level', and 'Club or Team Name'. There are also buttons for 'Remove Selected Teams', 'Edit Registration Event', and 'Export Registration Data'. Below the filters is a 'Search Results' section with a table of teams. The table has columns for '#', 'Select', 'Photos', 'Roster', 'ID', 'Team Name', 'Gender', 'Team Age/Level', 'Event Age/Level', and 'Club'. The 'Roster' column shows '0/1' for the first team, '11' for the second team (with a red arrow pointing to it), '0/11' for the third team, and '0/14' for the fourth team. There are also buttons for 'Detailed Report', 'Player Data CSV', 'Team Data CSV', 'Freeze', 'Reset', 'Create Docs', 'Delete Docs', and 'Email'.

#	Select	Photos	Roster	ID	Team Name	Gender	Team Age/Level	Event Age/Level	Club
1	<input type="checkbox"/>		0/1		FLYERS SC BULLDOGS	Boys	U14 Competitive	U14 Competitive	Iron Pigs Soccer Club (Josh's Demo Accou
2	<input type="checkbox"/>		11		FLYERS SC BOYS	Boys	U17 Competitive	U17 Competitive	Iron Pigs Soccer Club (Josh's Demo Accou
3	<input type="checkbox"/>		0/11		FLYERS SC PUGS	Girls	U18 Competitive	U18 Competitive	Iron Pigs Soccer Club (Josh's Demo Accou
4	<input type="checkbox"/>		0/14		FLYERS SC RASCALS	Boys	U14 Competitive	U14 Competitive	Iron Pigs Soccer Club (Josh's Demo Accou

Uploading Your Signature To Print On The Official Rosters And ID Cards

If you need your signature to print on the Official Roster and ID Cards, you have the ability to upload your signature. To do this simply click on the **REGISTRAR** tab, then click on **SIGNATURE** in the grey menu bar where you will be able to upload your signature from a file in your computer.

The screenshot shows a navigation menu with several tabs: 'Home', 'Club', 'Referees', and 'Registrar'. Below these are more options: 'Home', 'Coaches', 'Team Officials', 'Players', 'Teams', 'Log Out', and 'Help'. At the bottom, there is a grey menu bar with 'Summary', 'Signature', and 'Options'.

Registrar Tab Options

If you want your Official Rosters to print the Seasonal Year, you will need to enter that information. To do this you will need to click on the **REGISTRAR** tab, then click on **OPTIONS** in the grey menu bar. From this page you can enter your Association ID (if you have one), the seasonal year, an alternate seasonal year, or you can replace the state description [EX: VT can be changed to read Vermont]. The roster format will be setup for you, so don't change it if it is (you might not be a North Texas association, but North Texas has a roster format that is used by numerous states and yours might be one of them).

Registrar Account Options

Master Account

User Name	josh	
Association ID	<input type="text"/>	
Seasonal Year	<input type="text"/>	
Seasonal Year Alt.	<input type="text"/>	Optional season to display on PDF format r Seasonal Year above will be used instead.
State Description	<input type="text"/>	You can replace the State displayed on ID cards with the above text.
Roster Format	<input type="text" value="North Texas"/>	
Date Created	5/18/2008 8:05:23 PM	
Last Updated	1/24/2010 8:59:45 PM	
Last Login	1/21/2010 12:15:38 PM	