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Soccer's Software Solution

Registrar Manual

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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.
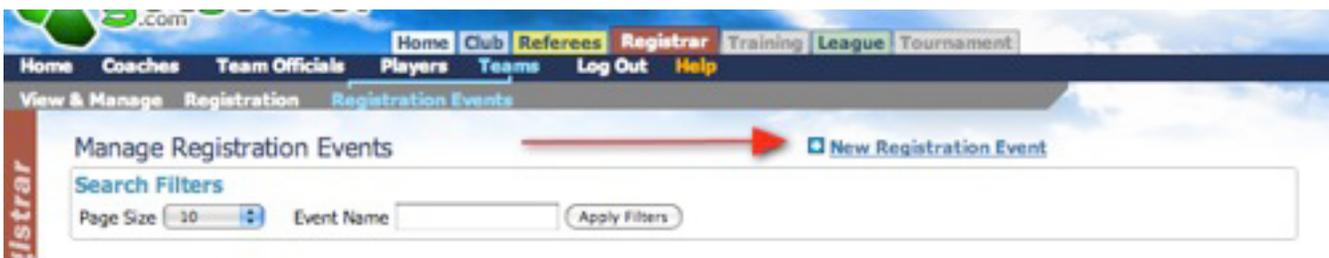
REGISTRATION EVENT

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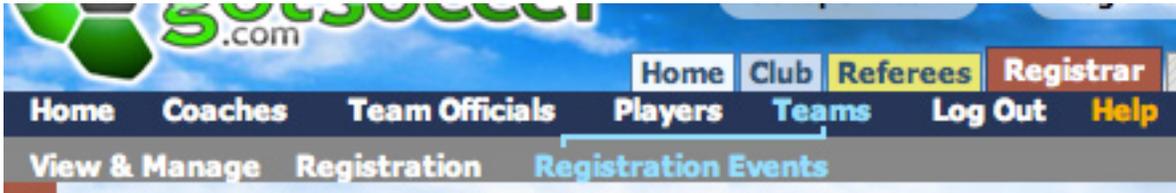
The next step is to click on the **NEW REGISTRATION EVENT** link.

- **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.

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.

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.

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.

Basic Setup	Registration Fees	Form Appearance	Form Fields

Current Application Fees / Groups

Group/Name	Fee	More Info (optional)	Available	Order	
			☑		Add

Payment Setup

Accept Credit Cards: ☐

Accept Checks/Money Orders: ☐

Accept Vouchers: ☐

Save

▣ Create Vouchers

Payment Address

Make Checks/MOs Out to:	
Mail to Address:	
Address (2):	
Address (3):	
City:	
State:	
Zip Code:	
Phone:	

Save

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.

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.

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.

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.

- 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**. Obliviously 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.

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.

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.

*New Form Field

Select: Text Input

Style: Text (250 Chars Max.)

Label/Text/Content: Tell us about your previous soccer experience. If you have never played soccer before type NONE.

Available Values:
One per line

Row # 15

Required: ☑

Save

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

*New Form Field

Select: Large Text Box

Style: Long Text

Label/Text/Content: Tell us why you want to play for the Scorpions Soccer Club.

Available Values:
One per line

Row # 20

Required: ☐

Save

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.

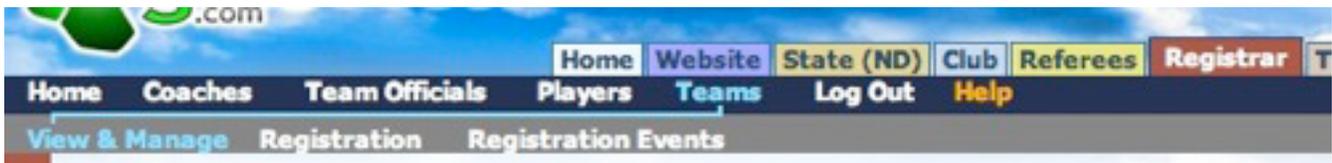## Moving Teams From The Registrar Tab or the Club/Home Association Tab Into Your Registration Event

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 & MANAGE** 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.

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.

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.

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.

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 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.
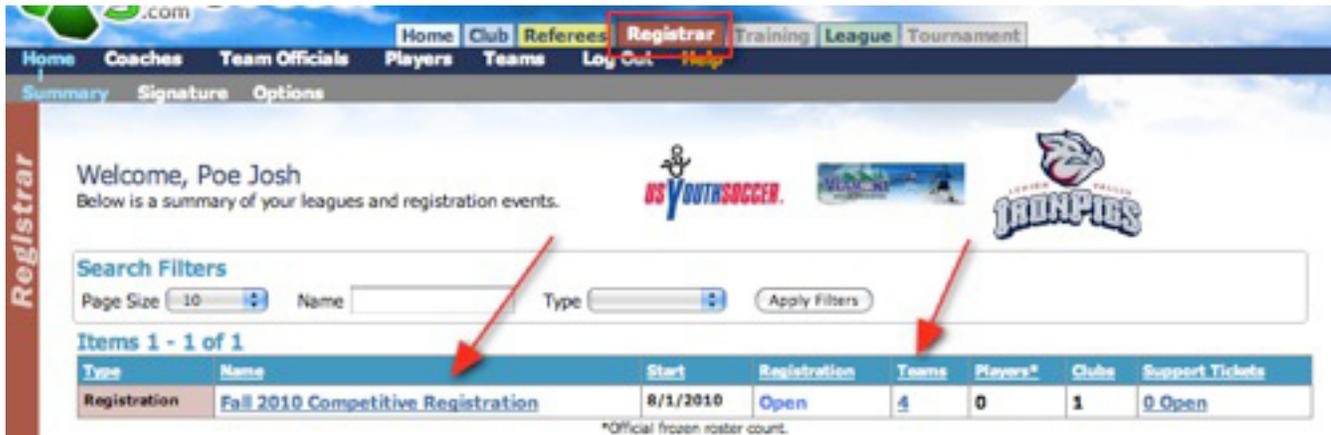
This will bring you to a screen that lists all of those teams in your Registration or League Event. From this list you have the ability to remove teams from the event, as well as email them. To do these things you will need to select the team by checking the appropriate teams **CHECKBOX** and then click 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.
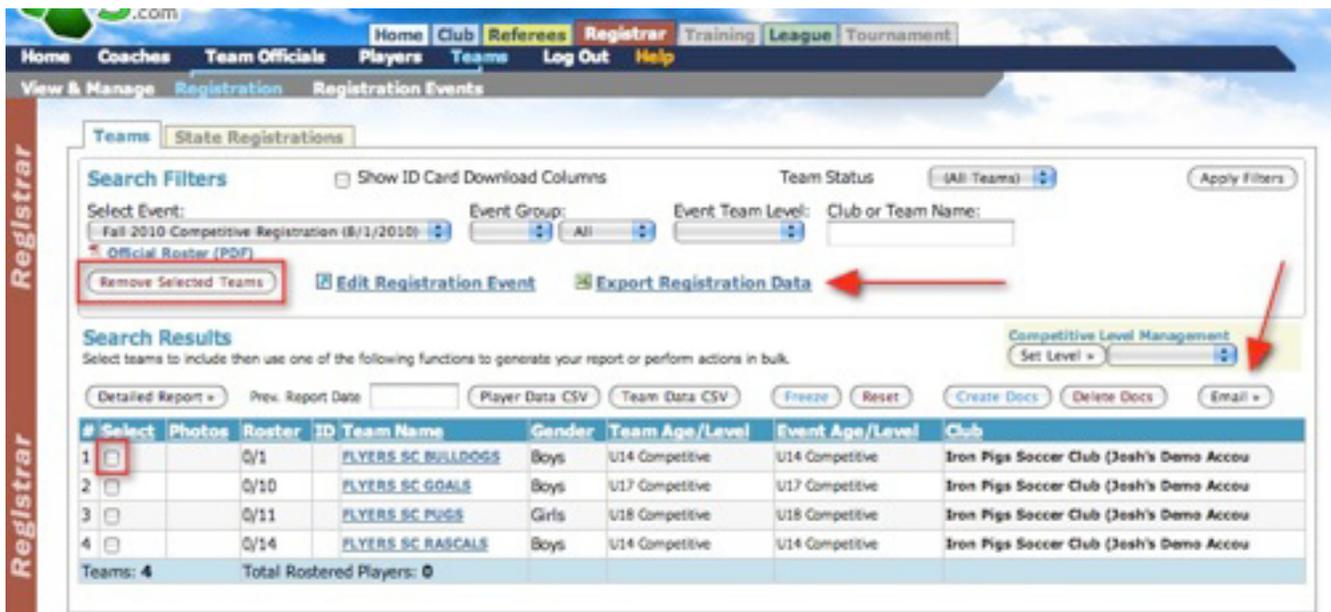
Rostering And Carding An Individual Team

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.

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.

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).

Home | Club | **Referees** | **Registrar** | Training | **League** | Tournament

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
You may generate the following documents for teams to print:

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

Generated Documents

No documents to list.

⊞ **Show Printing Tip**

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: ⬇ USYSA [F] ⬇ USYSA [B] ⬇ Plain [F] ⬇ Plain [B]

	Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB*	Date Frozen		ID Card	Plain Card	P/S
1		Blitzer	Wolf	916	12	Boys	4/3/1994	1/26/2010 7:47:38 PM	Release / Transfer	[F] [B]	[F] [B]	P
2		Dean	James	912	94	Boys	5/16/1994	1/26/2010 7:47:38 PM	Release / Transfer	[F] [B]	[F] [B]	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.

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.

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.

	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.

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.

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.

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

Registrar Account Options
Master Account

User Name	josh
Association ID	
Seasonal Year	
Seasonal Year Alt.	Optional season to display on PDF format ro... Seasonal Year above will be used instead.
State Description	You can replace the State displayed on ID cards with the above text.
Roster Format	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

Save   Cancel