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This manual is an overview of the functionality that the state association is given from the HOME and STATE tabs in their account. For information on the other tabs in the account please visit our support site at http://support.gotsport.com.

AFTER reading this manual if you have any questions or would like further assistance please contact:

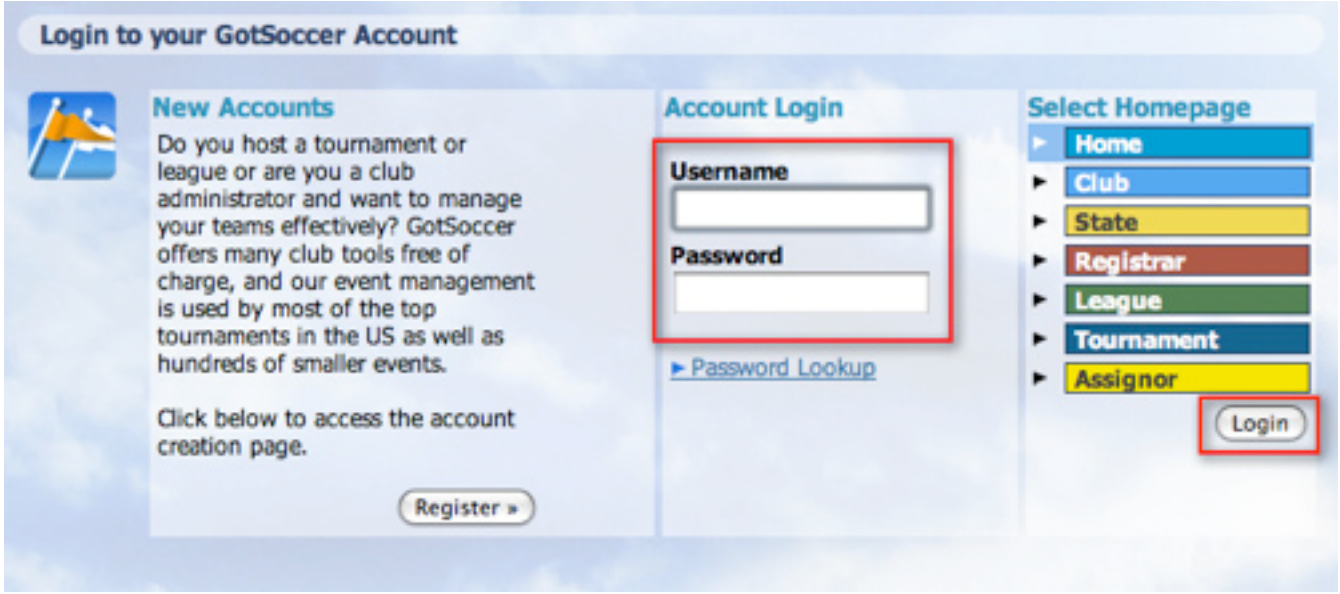
Josh Poe at 904-200-5855 or Josh@gotsport.com
Jared Hirschowitz at 904-521-6083 or Jared@gotsport.com
Sanette Owen-Thomas at 904-412-2203 or Sanette@gotsport.com

Logging into your Account

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 and click **LOGIN**.



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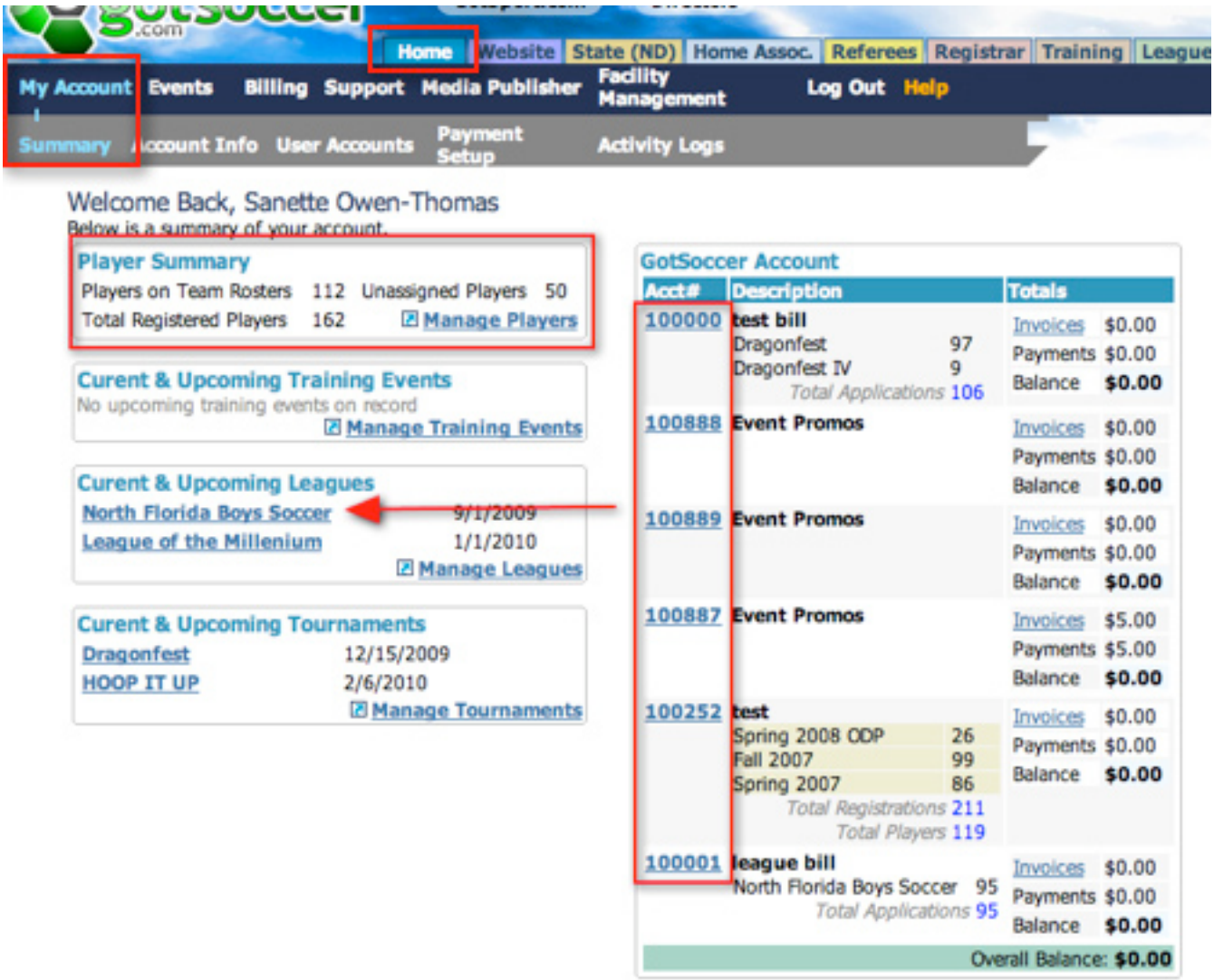
HOME TAB: Account Settings & Billing

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

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

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



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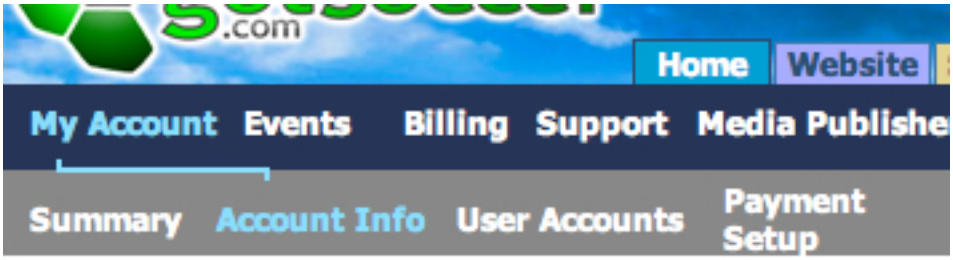
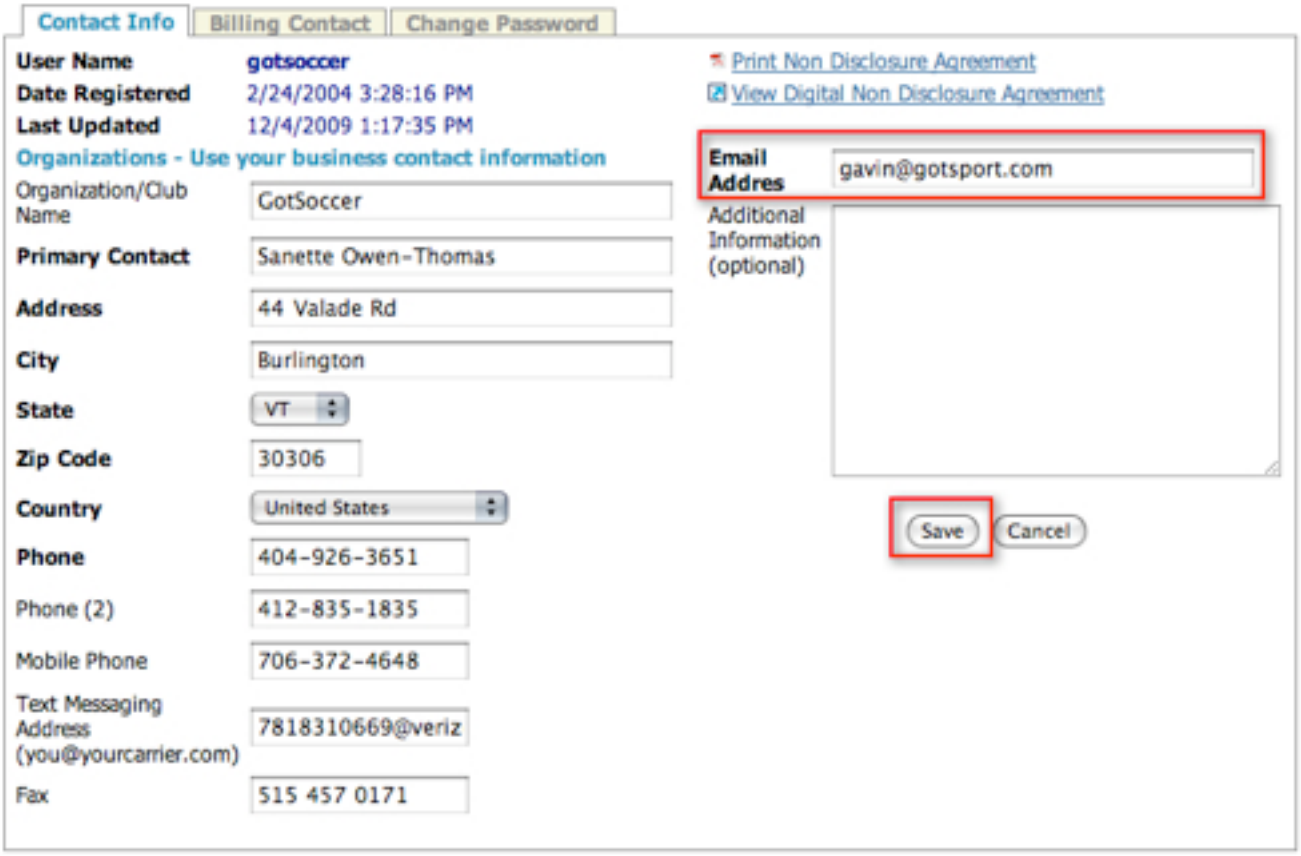
The next button in the grey menu bar is **ACCOUNT INFO**.



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



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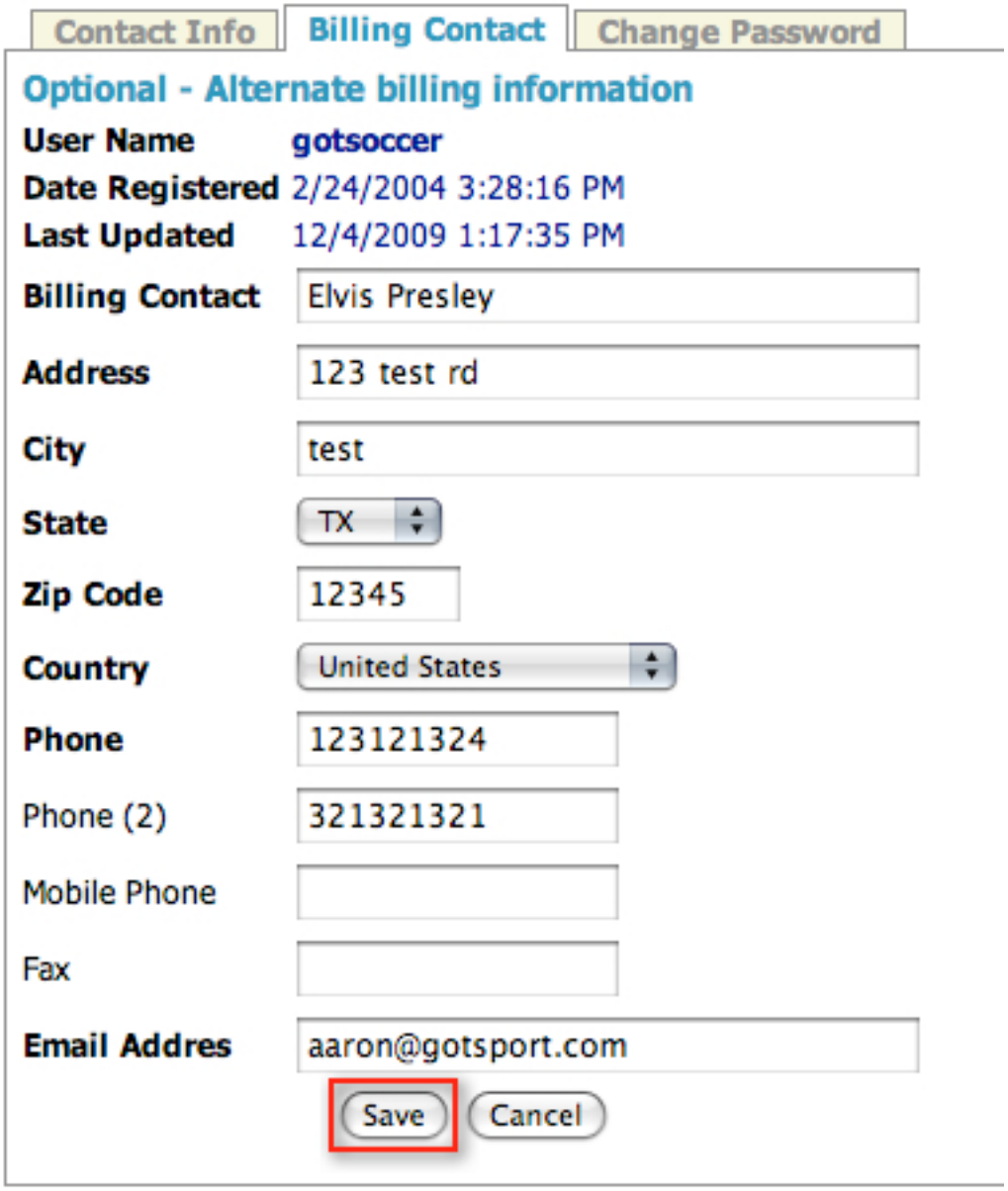
The next sub-tab is **BILLING CONTACT**. Click on this tab and fill in the information for the person who will handle the finances and who GotSoccer will need to contact in the case of a billing discrepancy.



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

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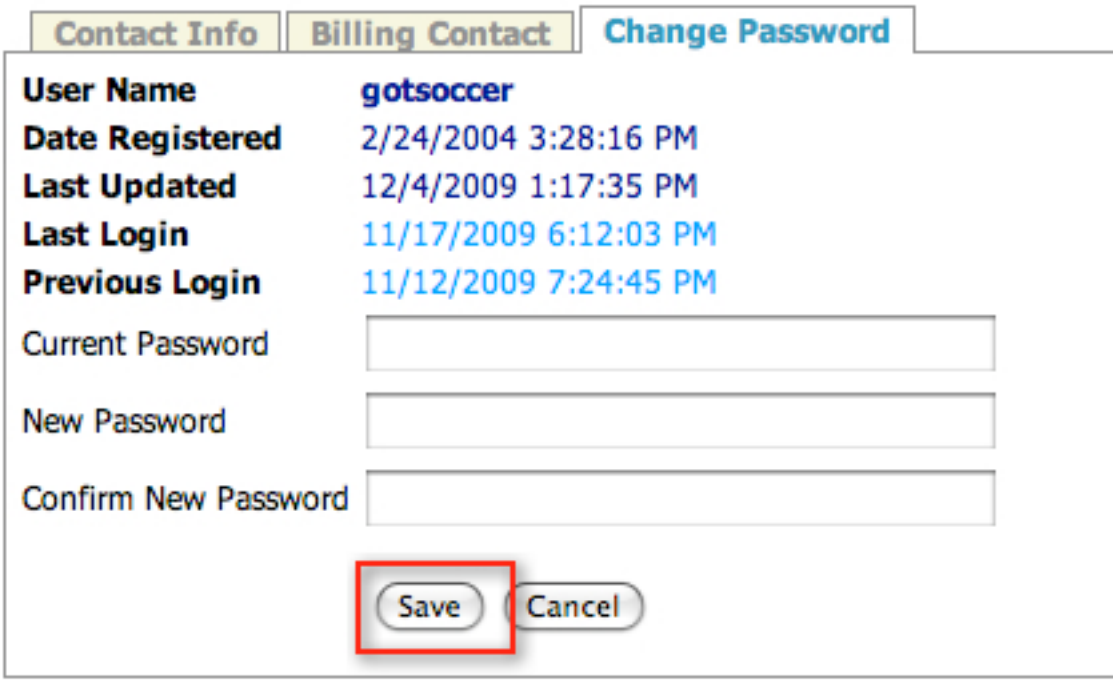
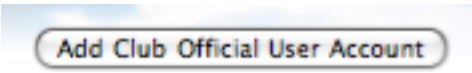


Creating Sub-Users

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

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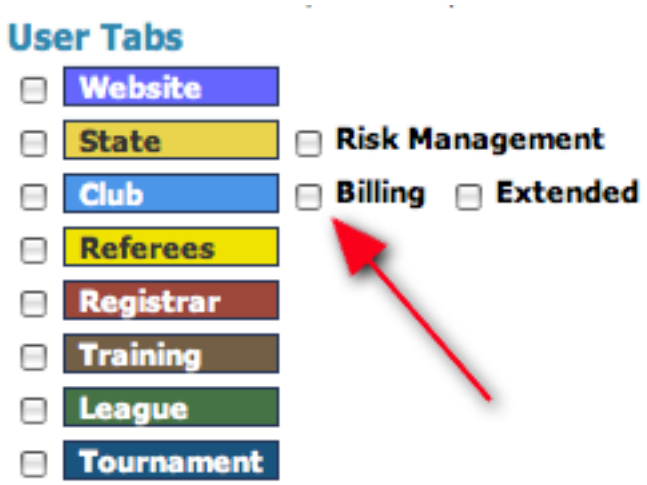
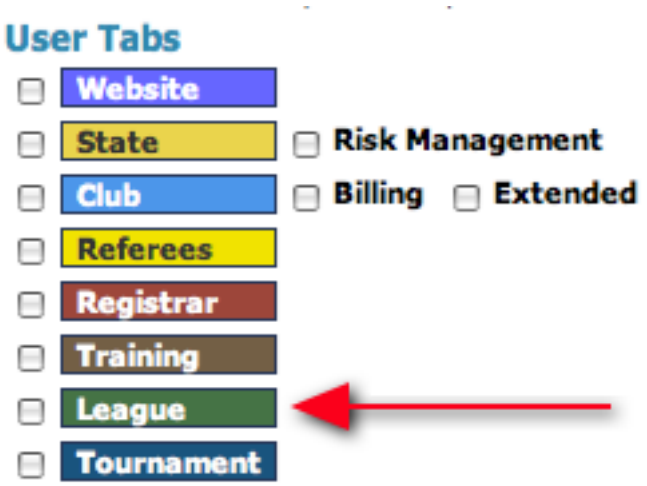
sub-user accounts.

- **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,



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.



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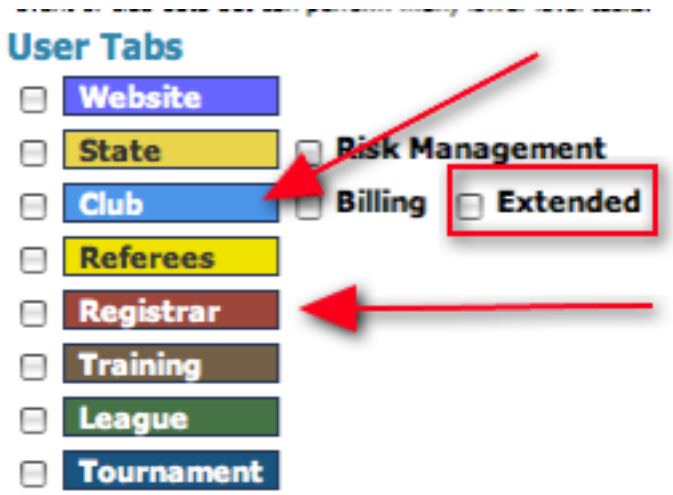
If you have a registrar that will be doing the carding and rostering, they will need to have access to both the **REGISTRAR** tab and the **CLUB** tab (which is also the **HOME ASSOCIATION** tab for those states whose terminology is different) however, if they will have nothing to do with the online 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.



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

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

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

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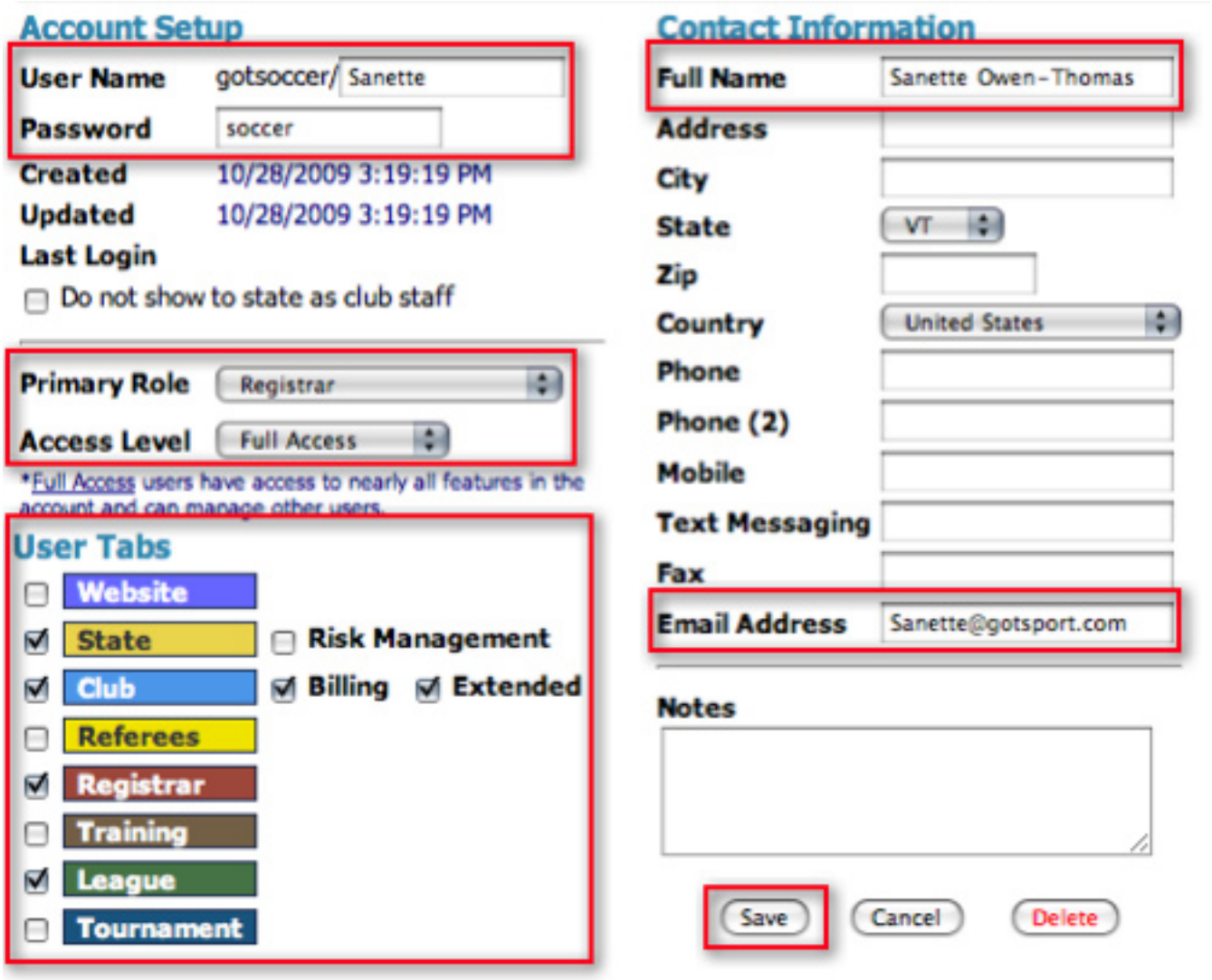
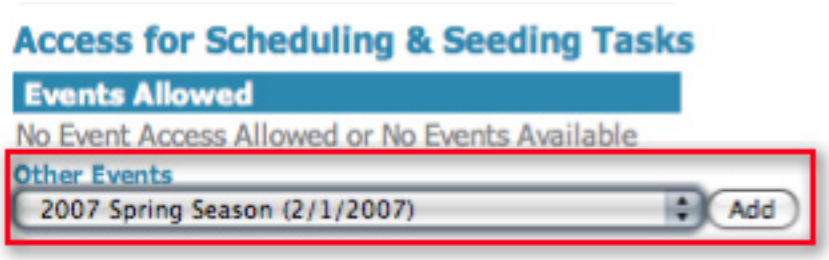


3. Once you click the **SAVE** button (if you have already created a league or have used us for a tournament) any events you may have in your account will show up along the right hand side of the screen. You can create even more restrictions for the user. For example, if you have two league directors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

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



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

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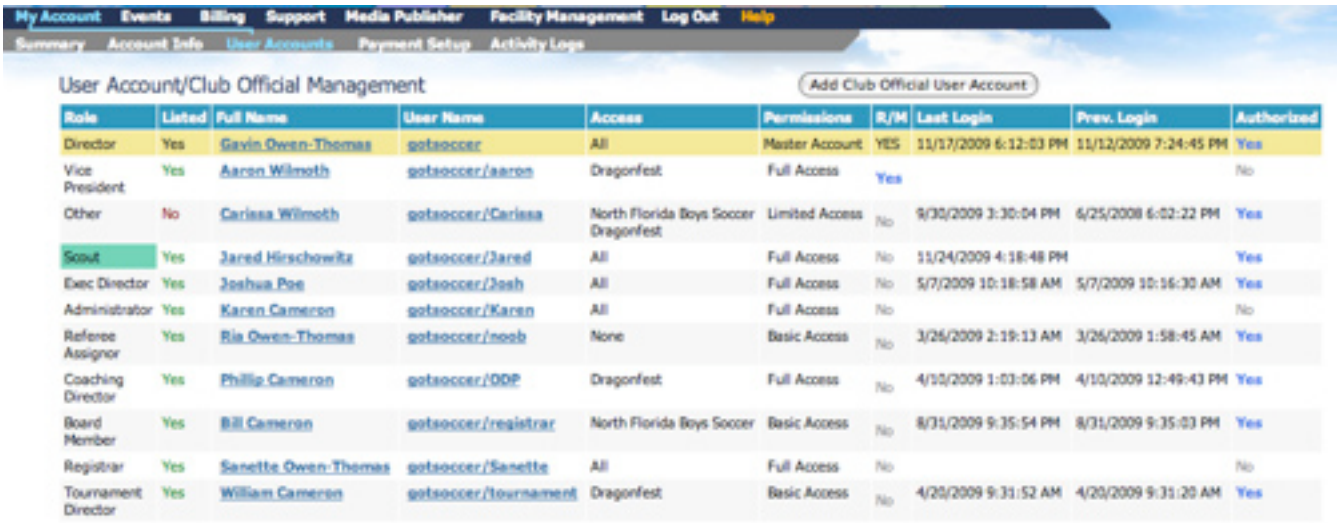
them full access to all age groups click the **ALL GROUPS** button and then click **UPDATE**. They will not have access to the event until a specific age or all groups is selected and the update button has been clicked.

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

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



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

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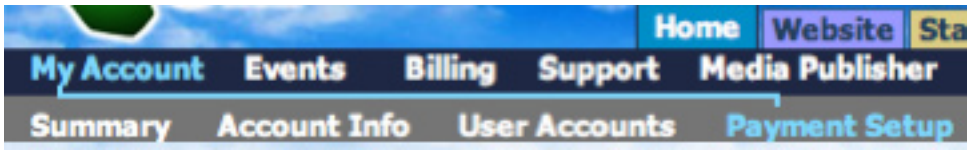
Column Headings:

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

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.



2. 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.

3. 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.

4. 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.

5. 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.

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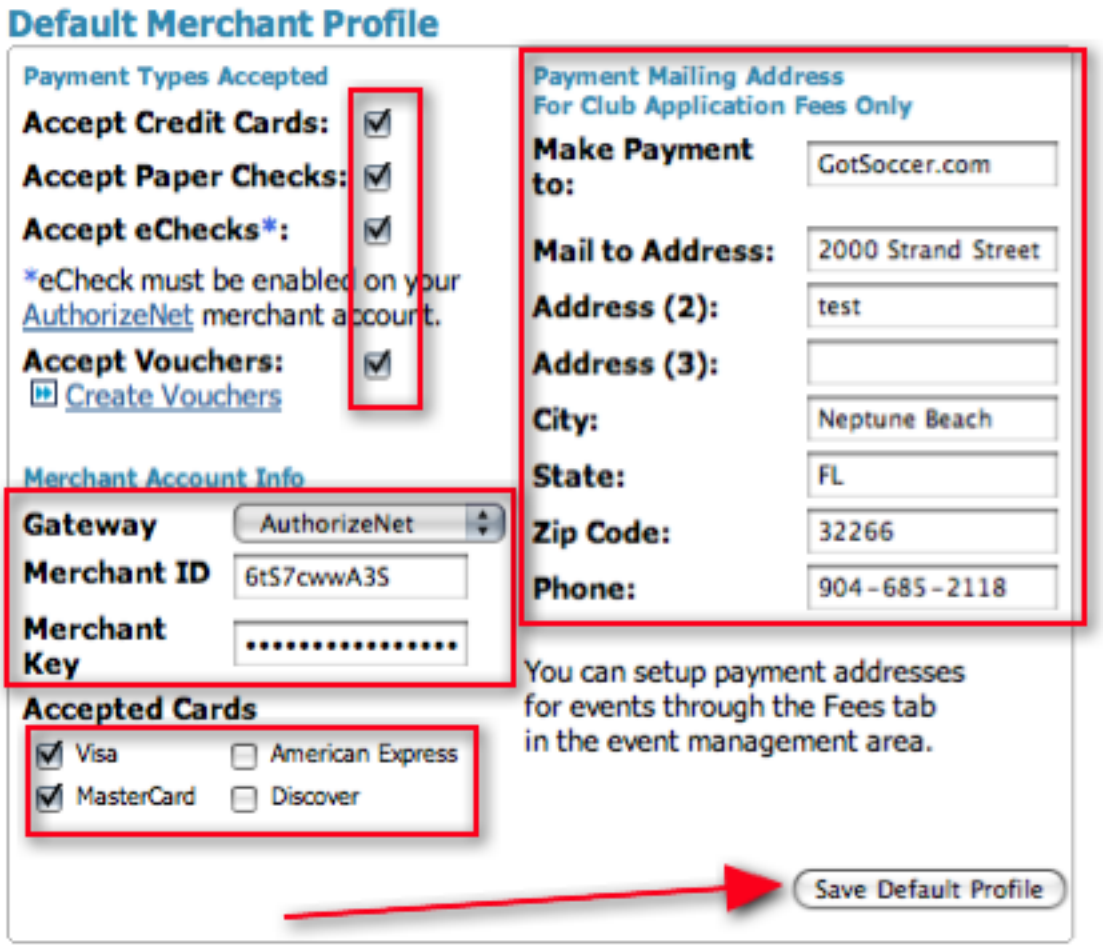
To accept any form of these payments check the box next to the option. For paper check you will need to fill out the **PAYMENT MAILING ADDRESS** section.

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



Creating Multiple Merchant Profiles

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

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

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

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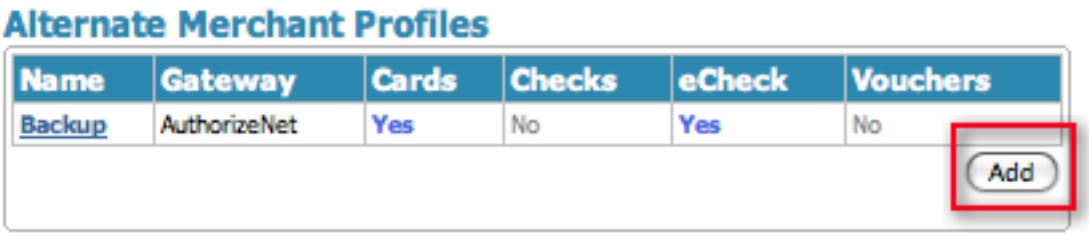
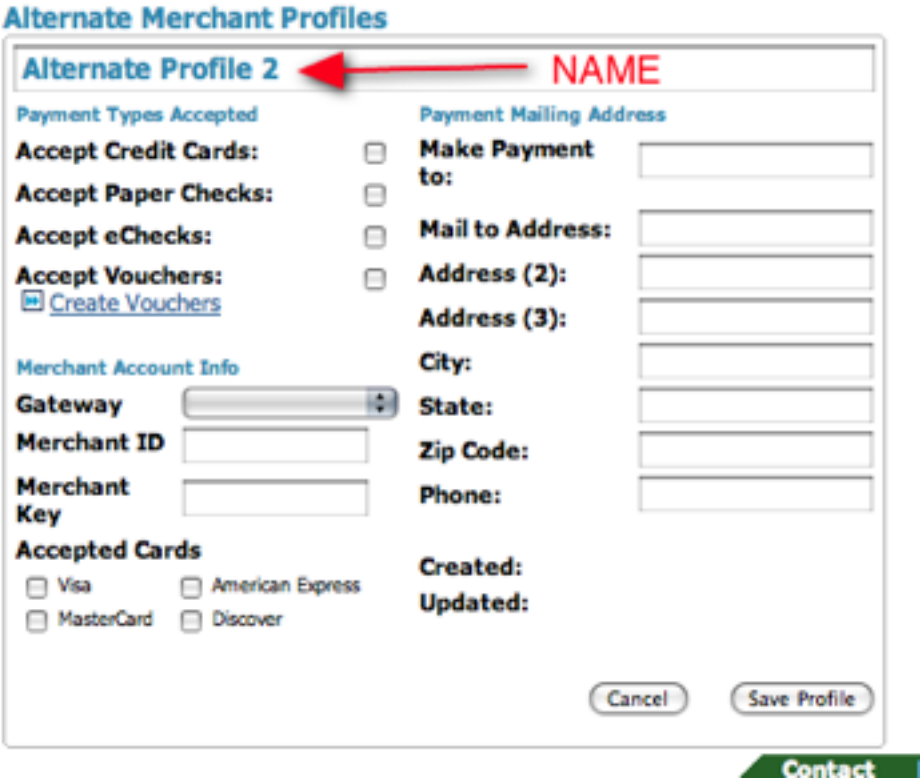
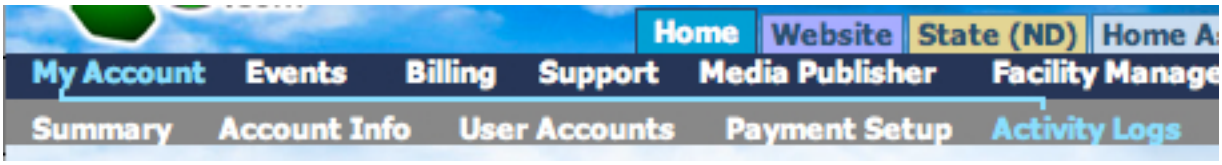


2. Fill out all the information just like you would when you setup the default merchant profile, however in the Merchant ID and Merchant Key fields enter the new account information for this event. You will also want to name your alternate merchant profile or it will default to Alternate Profile 1.



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

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also be given the IP address to the computer on which the action was made.

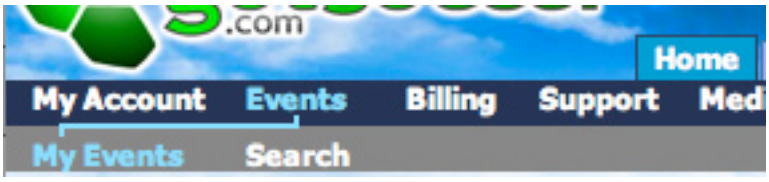
Time	User	Event	Type	Activity	Data
12/19/2009 12:23:13 PM	Master	Facility Booking 2010	FacilityBooking	**DND Insert Match**	42
12/19/2009 10:01:52 AM	Master	Facility Booking 2010	FacilityBooking	**DND Insert Match**	41
12/19/2009 1:41:20 AM	Master	Facility Booking 2010	FacilityBooking	**DND Insert Match**	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

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

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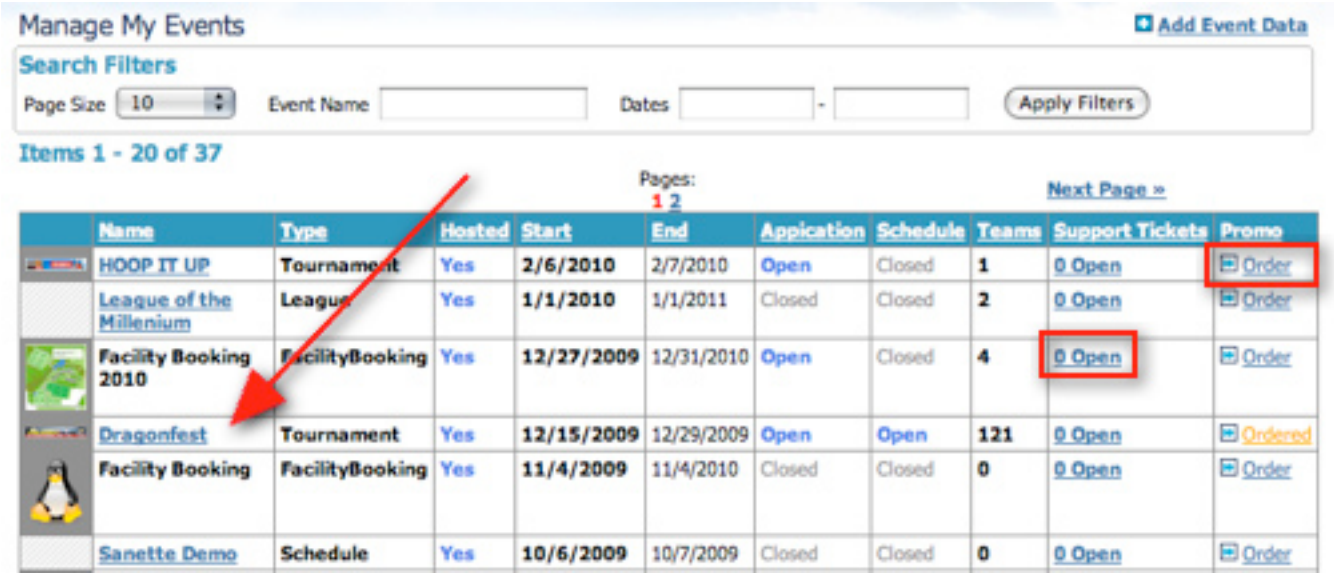
account.

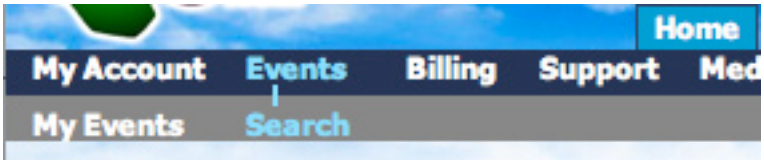
- If you click on the name of your event it will bring you to that events **SETUP** page.

- 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.

- From your **MY EVENTS** page you can also view any support tickets you may have for a certain event by clicking on the **OPEN** number in the **SUPPORT TICKET** column.



If you click on the **SEARCH** link in the grey menu bar next to your **MY EVENTS** link, this will bring you to our search engine where you can locate any GotSoccer event. Please keep in mind that this only lists events that are using GotSoccer to schedule. All club accounts will have this same search feature and the info that follows in this manual are the same procedures that the clubs might use.



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**.

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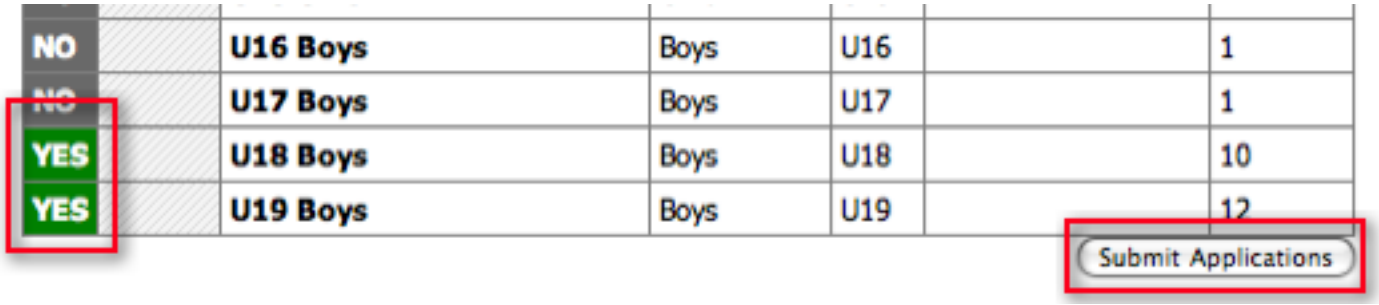
You can enter teams directly from this page, but will have to click each team. You can also join the league as a club and then enter the teams from the Club Team area. Entering Teams from the Club Team area has several benefits over this page.

- 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 or Registration Event 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.

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.



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

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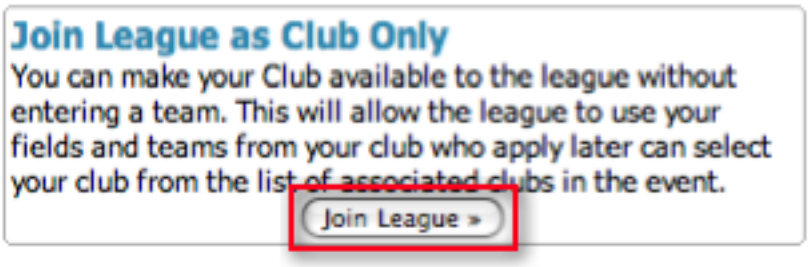
If you have different types of teams, recreational and competitive, for example. There may be more than one registration league.

Entering Teams from the Club Teams Area

This only applies to the teams listed under your CLUB tab. You still have to go to **EVENTS** and search for the league as described above.

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

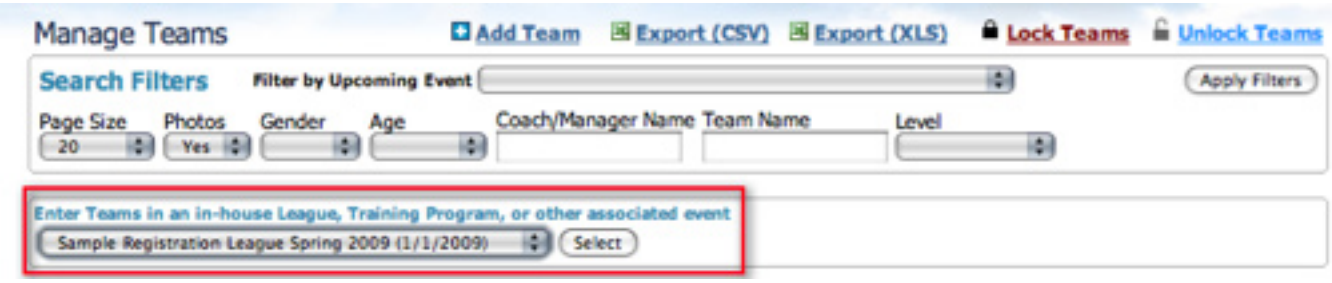
Click on **JOIN LEAGUE**



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

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

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



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

Once you've selected the teams, click the ENTER SELECTED TEAMS button.

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

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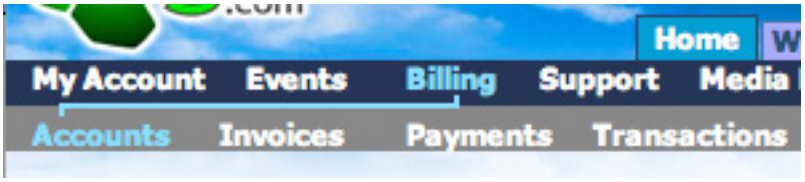
Billing



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

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

Select	Acct#	Category	Description	Method	Invoices & Payments	
☐	284861	Registration	Player: Poe, River	Manual	Balance	$100.00
☐	279493	Billing / Other	Billing: Bottineau SC	Manual	Balance	$0.00
☐	279489	Billing / Other	Billing: New Club Account	Manual	Balance	$0.00
☐	244133	Registration	Player: Poe, River	Manual	Balance	$0.00
☐	241312	Registration	Player: Best, George	Manual	Balance	$0.00
☐	240746	Registration / Club	Registration: VisualWarp	Manual	Balance	$1,285.00
☐	226613	Form	Club/Organization: VisualWarp	Charge	Balance	$50.00
☐	226602	Form	Club/Organization: VisualWarp	Charge	Balance	$50.00
☐	226600	Form	Club/Organization: VisualWarp	Charge	Balance	$50.00
☐	225863	Registration	Referee: Owen-Thomas, Gavin	Manual	Balance	$10.00
☐	216660	Form	Player: John Adams	eCheck	Balance	$50.00
☐	216659	Form	Manager: Thomas Steiner	Charge	Balance	$50.00
☐	216658	Form	Manager: Thomas Steiner	Charge	Balance	$50.00
☐	216657	Form	Team: Boys U14 Dragons	Manual	Balance	$50.00
☐	216654	Form	Team: Girls U13 Broncos	Manual	Balance	$50.00
☐	216653	eTravel Form	eTravel - Boys U14 Dragons	Charge	Balance	$35.00
☐	216099	Registration	Coach: Dasler, Frank	Manual	Balance	$55.00
☐	216098	Registration	Player: Burlap, Tommy	Manual	Balance	$0.00
☐	206474	Registration	Alesi, Jon	eCheck	Balance	$90.00
☐	205620	Registration	Player: Arthur, Chester	Manual	Balance	$55.00
					Total Balance of Listed Accounts:	$2,030.00

Items 1 - 20 of 308

Pages:

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

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

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

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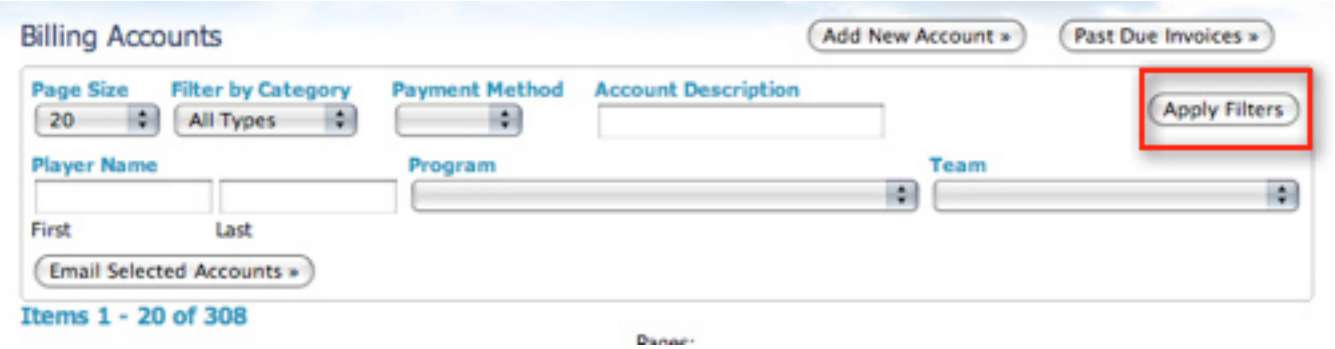
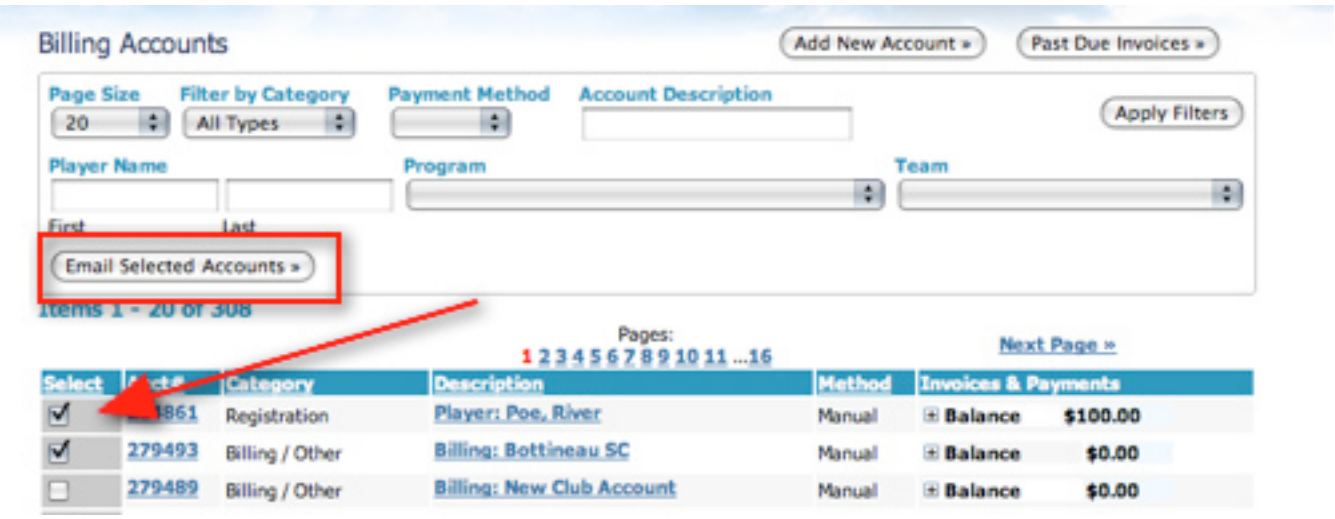


Emailing Billing Accounts

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

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



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

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

View Billing Accounts

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

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

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

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

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Account Setup | Invoices & Payments | Form / Contact Info

Account #284861 - Player: Poe, River

» Create Invoice

Account Setup

Account Description: Player: Poe, River
Receipt/Contact Email: Sanette@gotsport.com
Category: Registration
Sub-Category:
View Associated Player Registration
Balance: $100.00
Total Invoices: $100.00
Total Payments: $0.00
Account Created: 11/2/2009 12:16:34 PM
Last Modified:

Recurring Payment Setup

Payment Method: Manual

Monthly Recurring Payment Options

Billing Cycle Start Date: 11/2/2009
Grace Period: days
Billing Cycle End Date (Blank = ongoing): 11/2/2010
Rate/Amount/Fee: $
Fee Type: Fixed Amount
Notes: Payment Plan ID:4253

Credit Card / Billing Information

Card Issuer
Card Number
Expiration Month/Year
Cardholder's Name
Billing Address
City
State
Zip Code
Country: United States

Shipping Information

Ship To Name
Address
City
State
Zip Code
Country: United States
Status
Tracking

ACH (eCheck) Information

Name
Check #
Bank
Personal Checking

*Check number is optional

Update Account | Delete Account

Invoices and Payments

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

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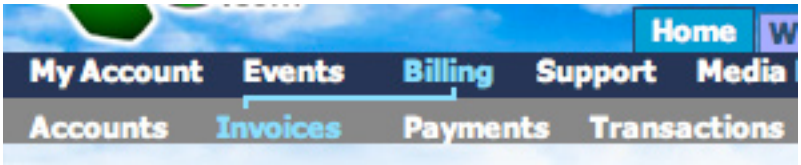
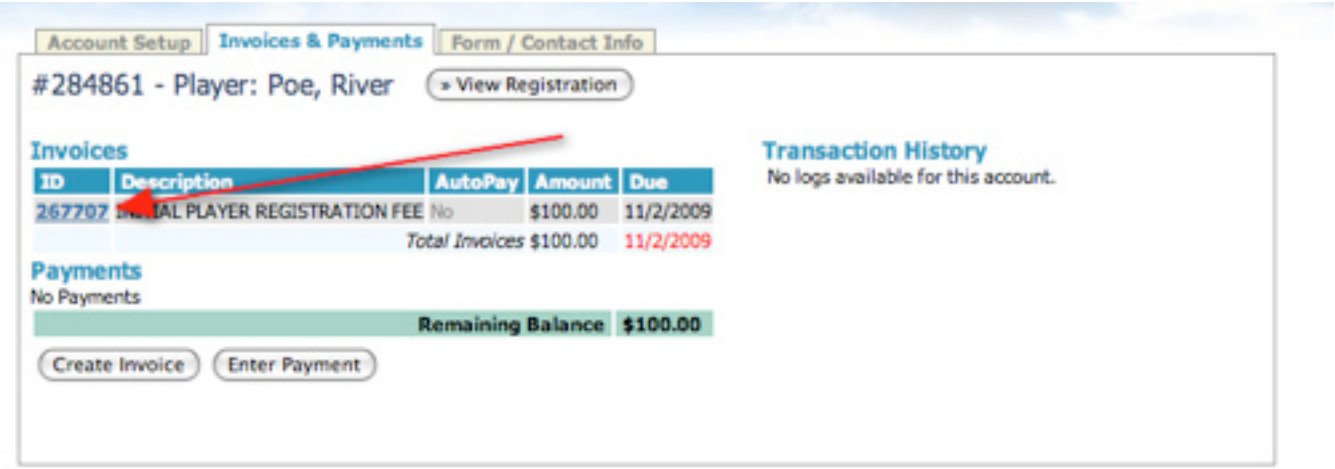
You can also get to invoices by clicking on **INVOICES** in the grey menu bar



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

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



Once you click on the Invoice ID number you can:

- Edit the Description
- Edit the amount of the invoice
- 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 account 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.

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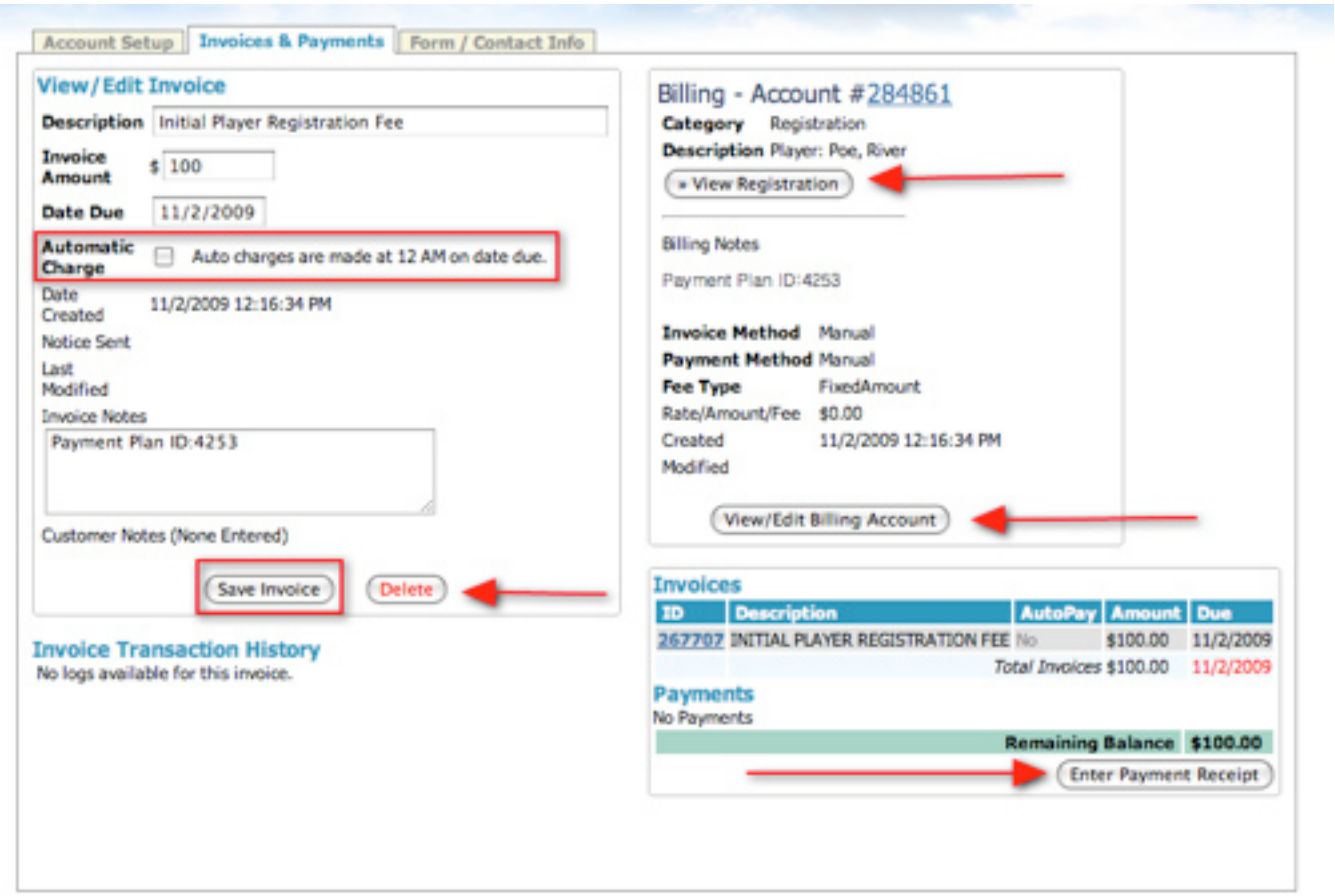
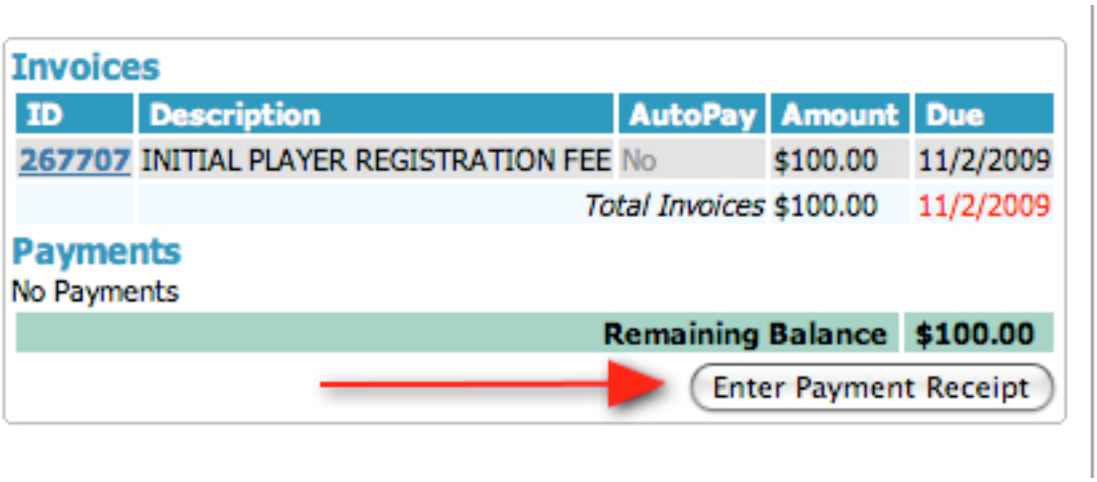


Entering Payments

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



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.

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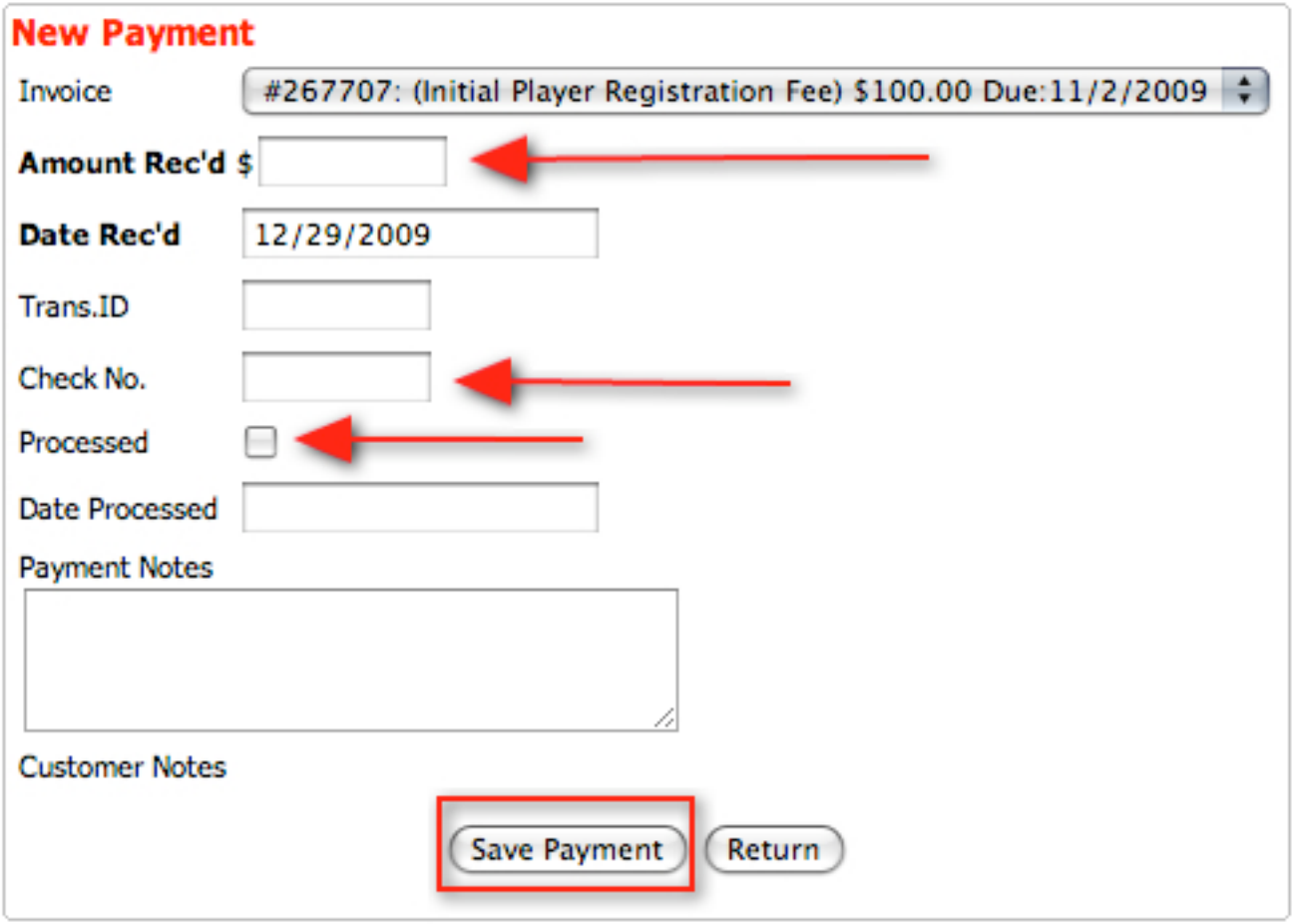
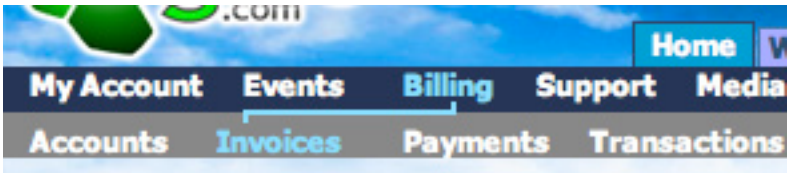


To return to the invoice click the **RETURN** button.

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

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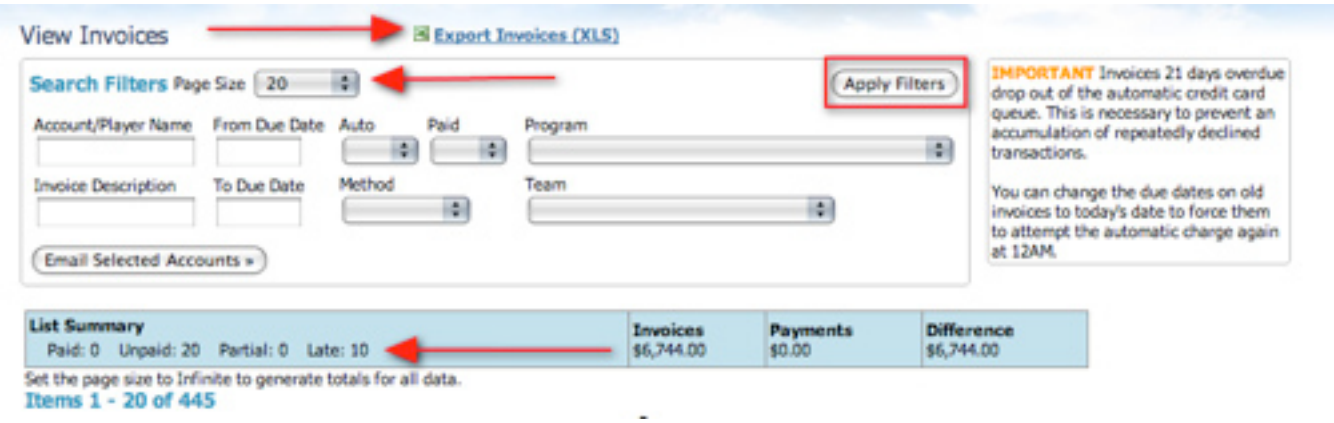
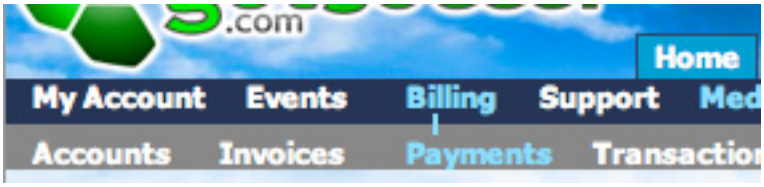
- Program - Registration
- Team
- Export to Excel - Click on **EXPORT INVOICES (XLS)**

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.



Payments:

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



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

You can filter your payments by:

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

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

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

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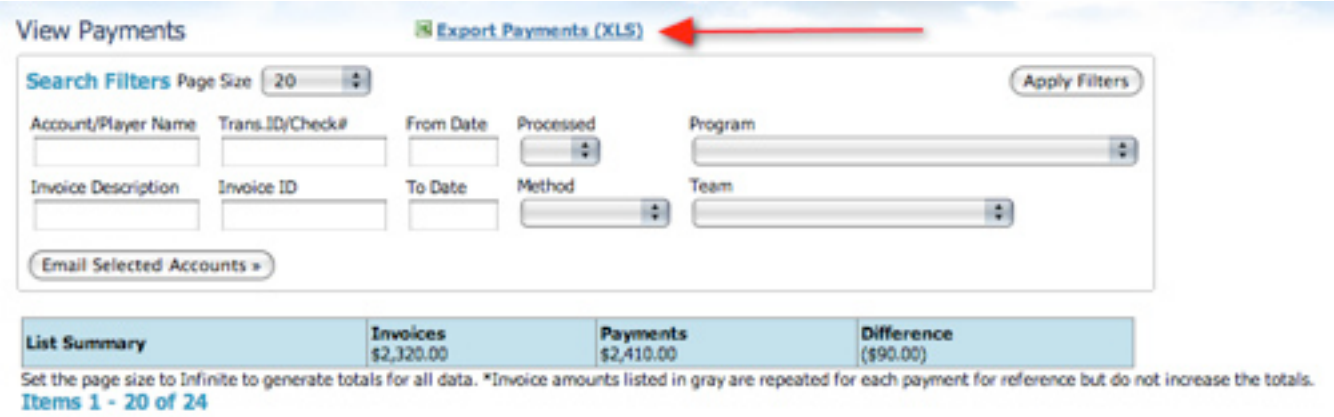
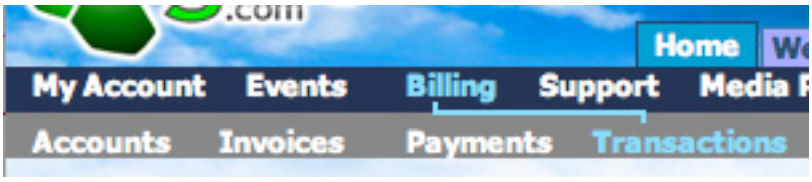


Transactions:

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



You can filter your transactions by:

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

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

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

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

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

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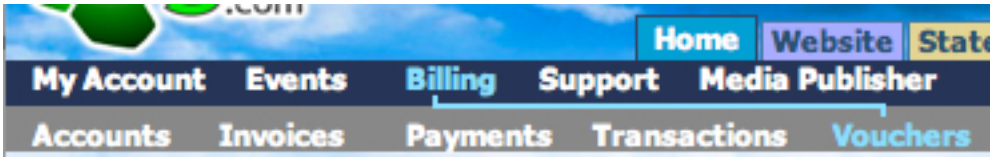
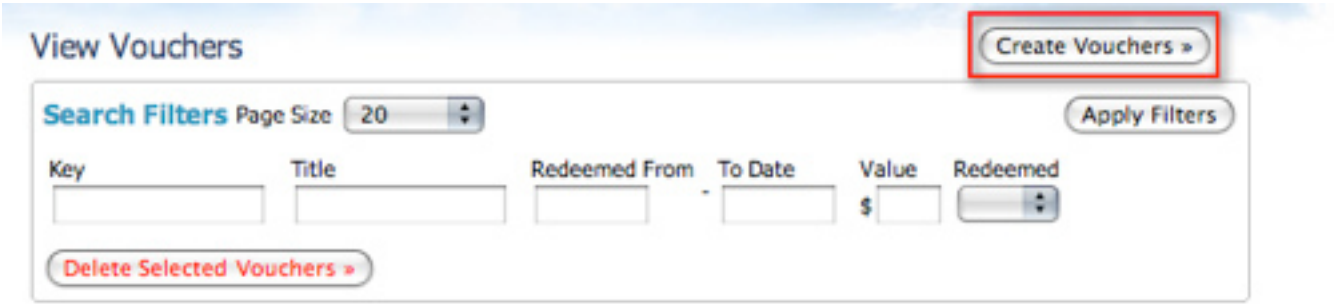
Vouchers

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

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



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



Voucher Fields:

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

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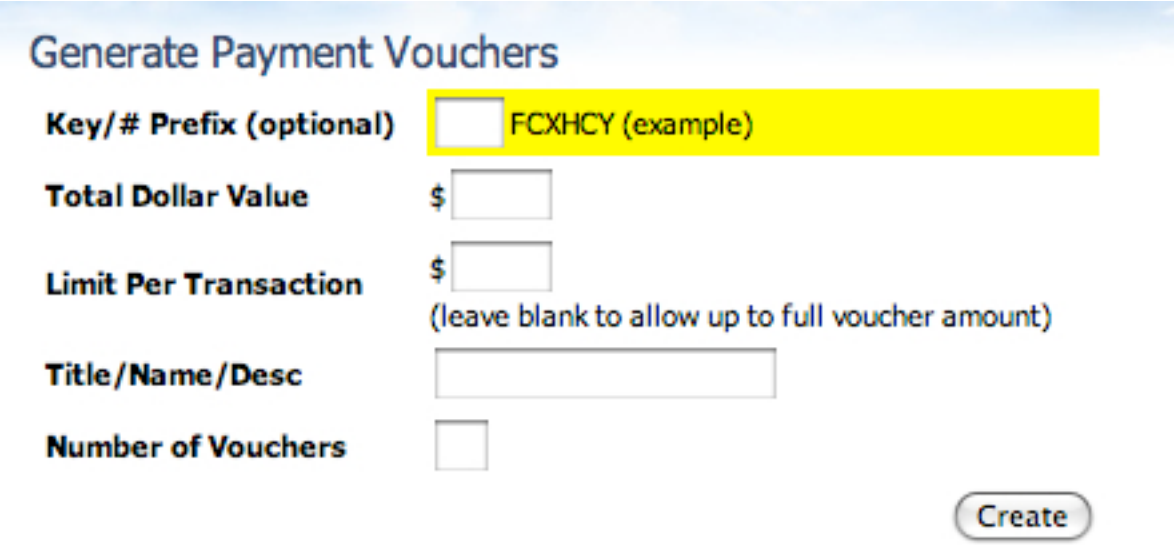
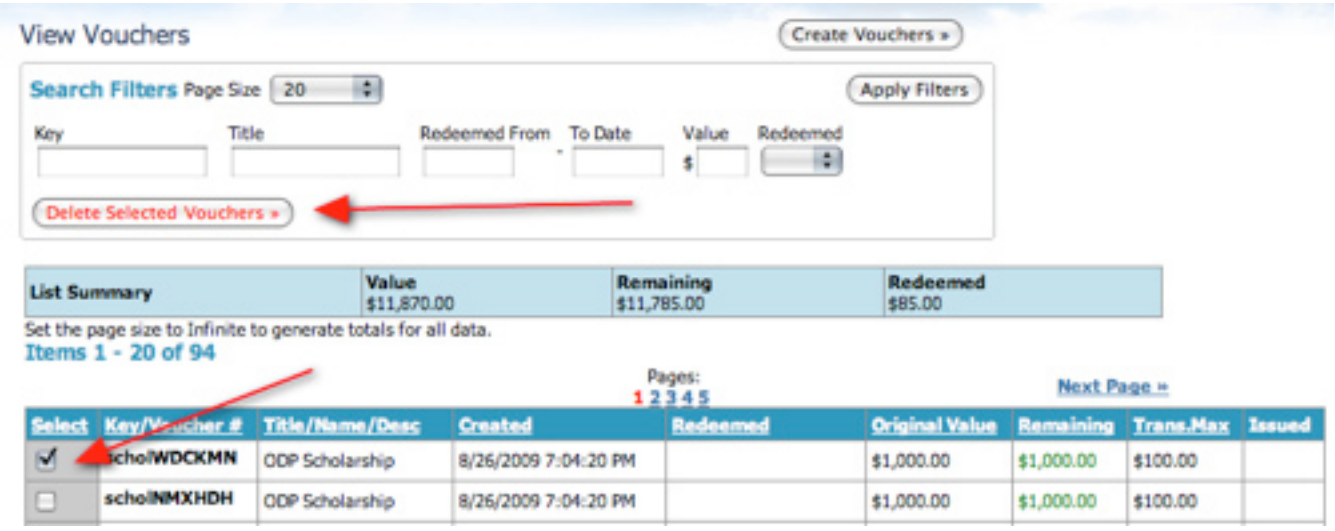


After you create your vouchers, click back on **VOUCHERS** in the grey menu bar to view the vouchers and total amount.

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

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

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



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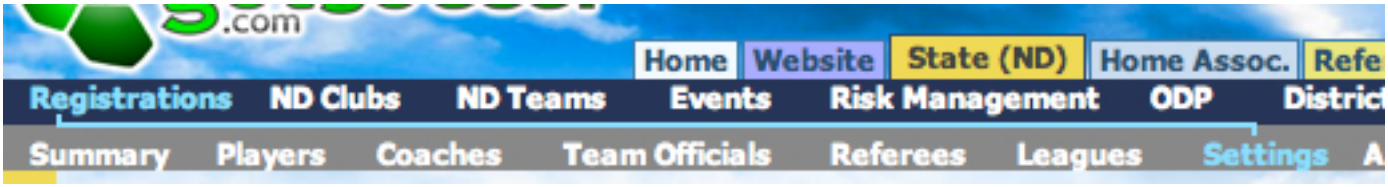
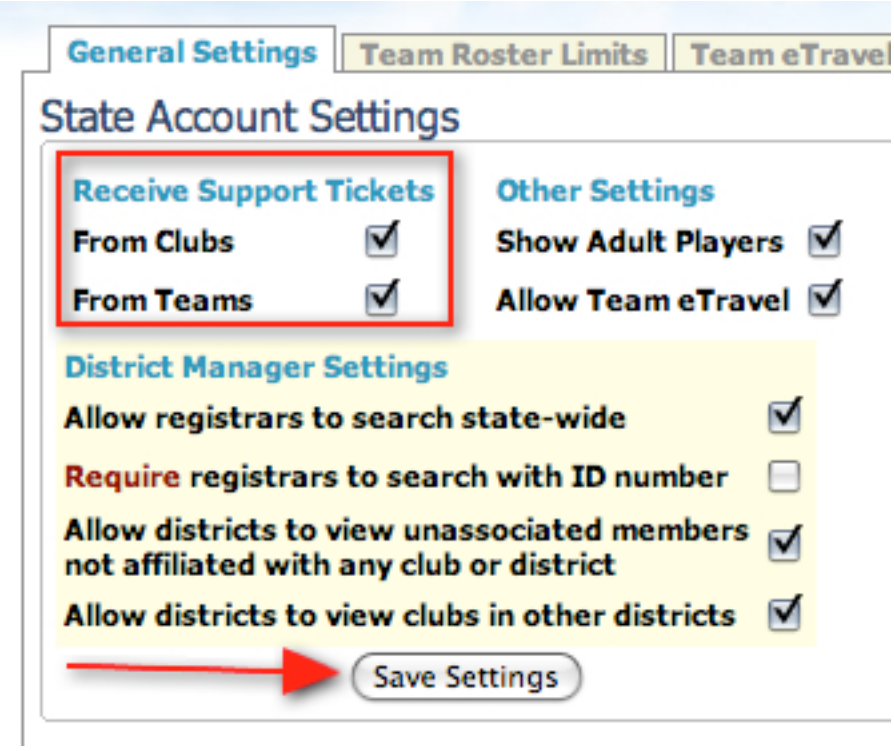
Support

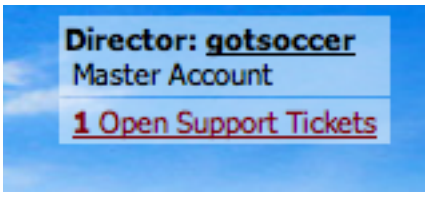
GotSoccer has created it's own support messaging system for clubs and teams giving them the ability to contact the state directly through GotSoccer as opposed to email. This is beneficial, as anyone with access to the account will be able to view and respond to the incoming support tickets. To enable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



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



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



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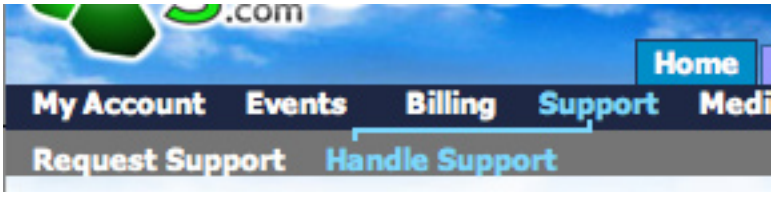
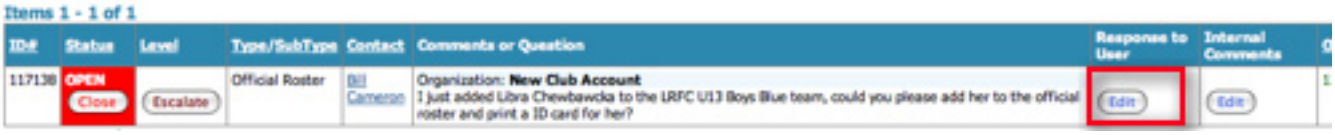
Or you can click on the **HOME** tab, then on **SUPPORT** in the blue menu bar, and on **HANDLE SUPPORT** in the grey menu bar.



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

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

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



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

- Type your response and when you click the **SAVE** button the sender will then be able to view your response.

- To respond to the sender of the support ticket directly via email click on the name of the sender in the **CONTACT** column.

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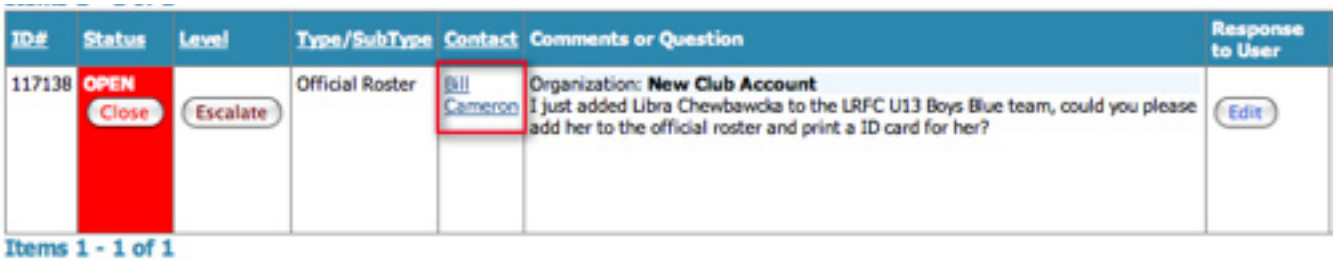


ID#	Status	Level	Type/SubType	Contact	Comments or Question	Response to User
117138	OPEN Close	Escalate	Official Roster	Bill Cameron	Organization: **New Club Account** I just added Libra Chewbawcka to the LRFC U13 Boys Blue team, could you please add her to the official roster and print a ID card for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

Items 1 - 1 of 1

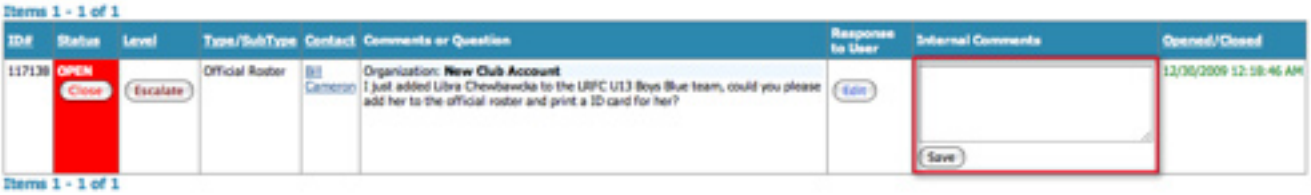
- To enter an Internal Comment that is only viewable by your sub-users, click on the **EDIT** button in the **INTERNAL COMMENTS** column.

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 Chewbawcka to the LRFC U13 Boys Blue team, could you please add her to the official roster and print a ID card for her?	Edit	Edit	12/30/2009 12:18:46 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 Chewbawcka to the LRFC U13 Boys Blue team, could you please add her to the official roster and print a ID card for her?	Edit	Save	12/30/2009 12:18:46 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 Chewbawcka to the LRFC U13 Boys Blue team, could you please add her to the official roster and print a ID card for her?

Items 1 - 1 of 1

You can filter your Support Tickets by the following parameters:

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

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

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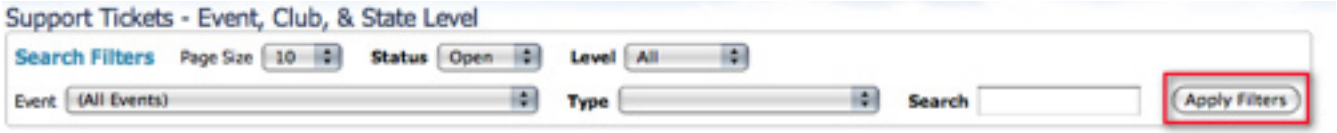
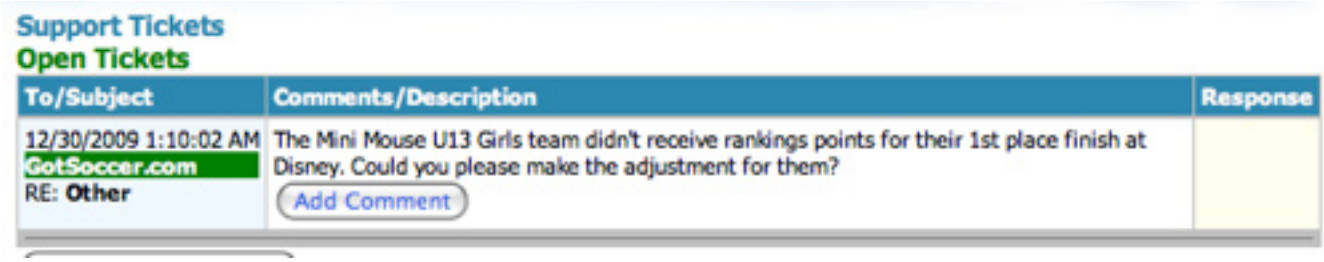


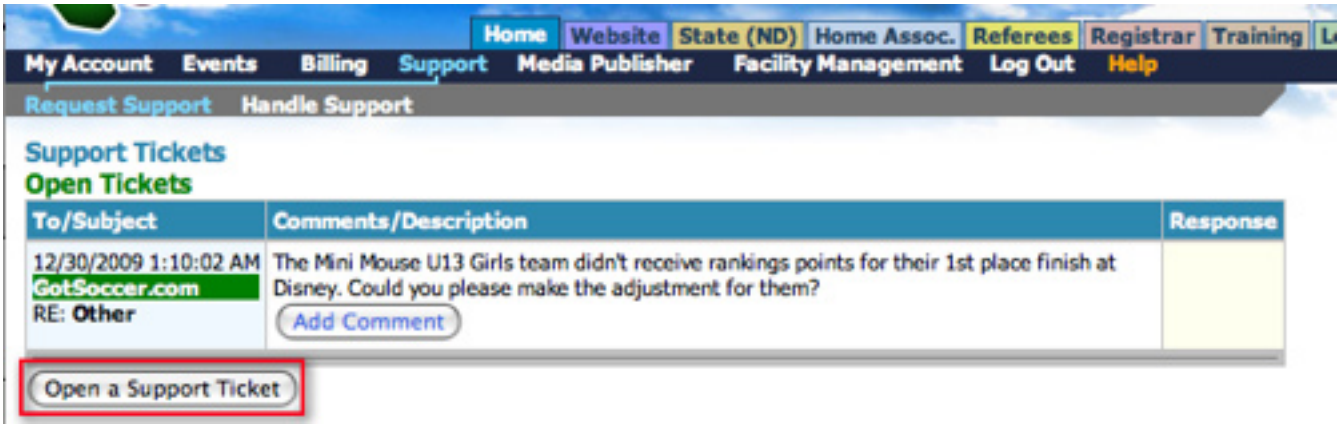
Request Support

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



If you have a team rankings issue and need to send a support ticket to the rankings department use the Request Support section.

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



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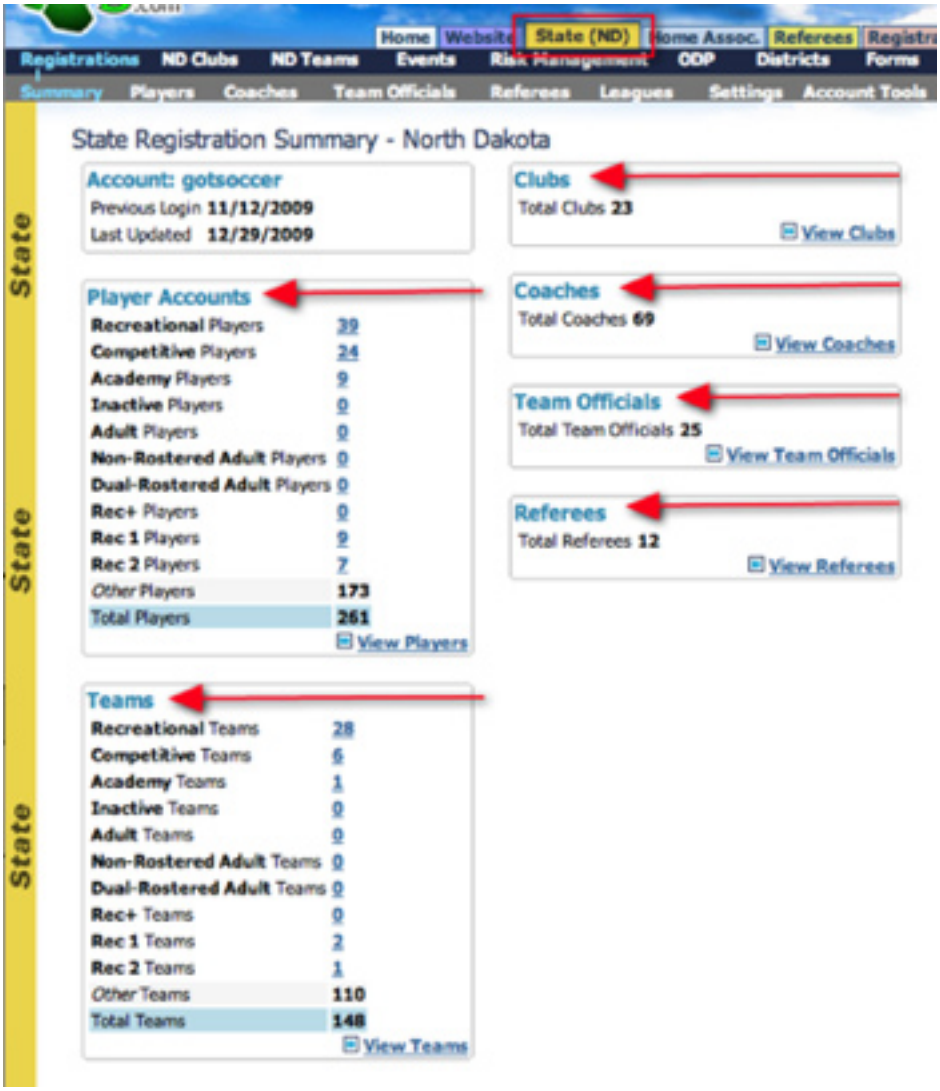
State Tab

When you click on the yellow **STATE** tab, it will bring you to a summary page displaying:

- Previous Login - The last time you logged into the account
- Last Updated - The Last time the account was updated
- Player Accounts - A overview of all the players in the state that is broken up by competitive level
- Teams - An Overview of all the teams in the state that is broken up by competitive level.
- Clubs - The total number of clubs that are affiliated with your state
- Coaches - The total number of coaches that are affiliated with your state
- Team Officials - The total number of Team Officials that are affiliated with your state
- Referees - The total number of Referees that are affiliated with your state



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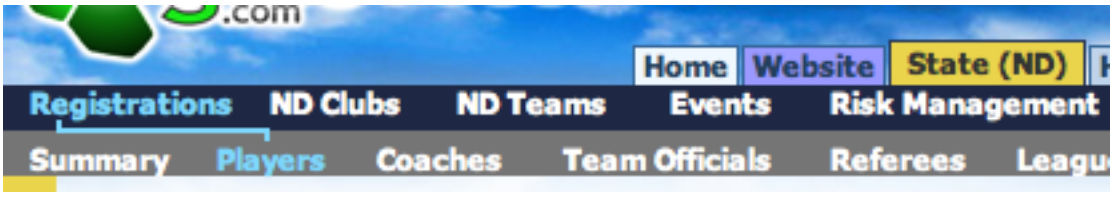
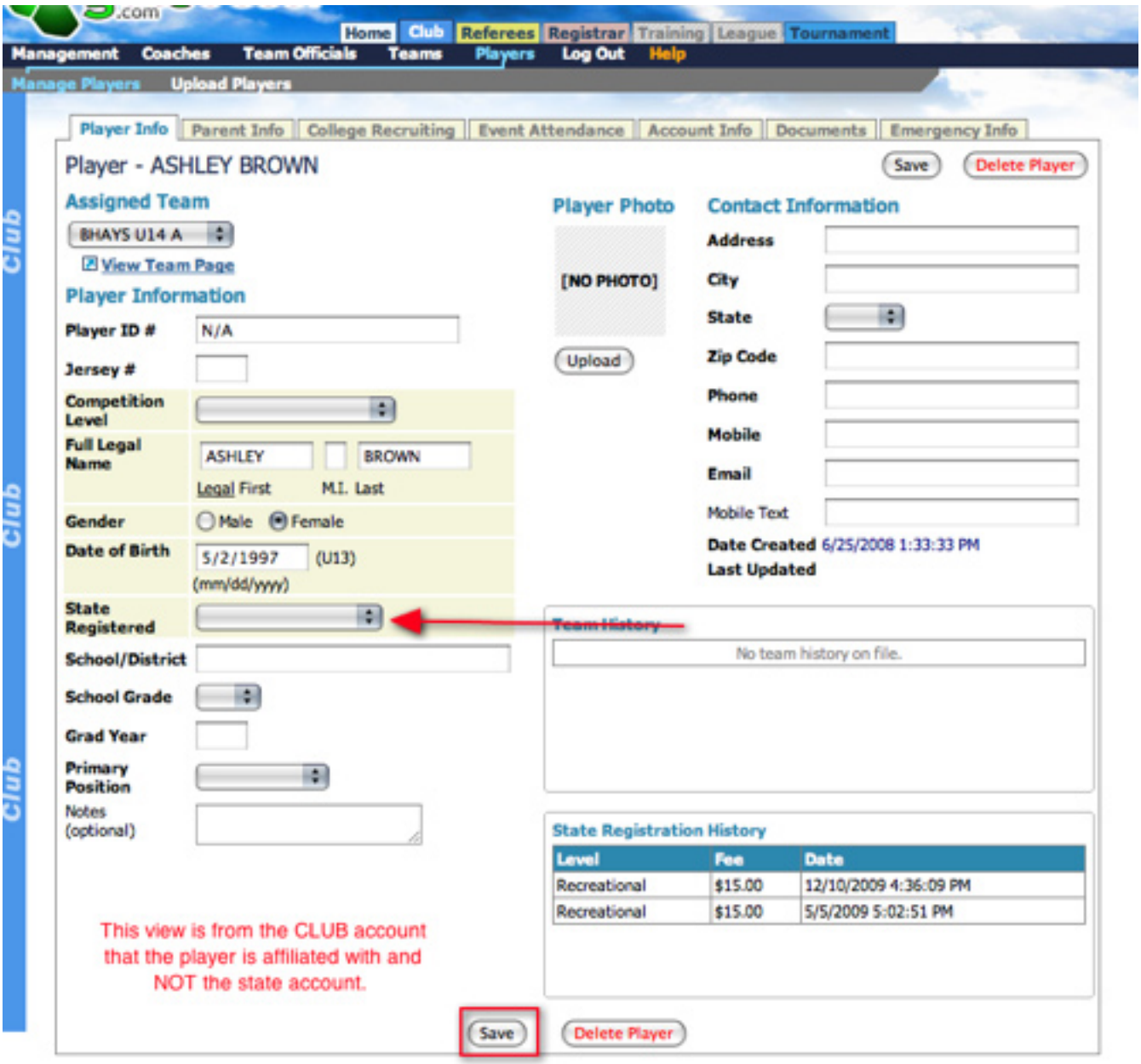
PLAYERS

The next button in the grey menu bar is **PLAYERS**.



Here is where you can view all the players registered with the state. A player will only show up in this list if they have your state listed under their **STATE REGISTERED** drop down from within the player account located in the club account. If a player is not showing up in this list you will need to login to the club account they are affiliated with and make certain that your state is listed as their State Registered.



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From **PLAYERS** under the **STATE** tab you have the ability to filter your players by:

- **Club** - The club they are affiliated with
- **Level** - The competitive level of the player
- **Team** - The team the players belong to
- **By Age** - you can choose a specific age group or an age range
- **Gender**
- **Rostered** - If a player is rostered to a team or not
- **Page Size** - Can set your page to view all players by choosing **INFINITE**
- **Photos** - View Players who have photos uploaded into their account and those who have not.

You can also search for a specific player by:

- **Players Name** - First, Last or both
- **Players ID number**
- **Players Email address**
- **Players Jersey Number**

From this page you can also email all of the players in the state in either Plain Text by clicking the **EMAIL PLAYERS** button or HTML Format by clicking the **EMAIL PLAYERS (HTML)** button. You can also export a list of all of the players in the state to excel by clicking on the **EXPORT TO EXCEL** link.

After you have entered your search criteria or filters click the **APPLY FILTERS** button to view the results.

To view a specific player account click on the players **ID#** or **N/A** if they have not yet been assigned an ID number. To view their club account and to login if needed click on the name in the **HOME ASSOC**. column. To view their team click on the team name in the team column.

ID#	ODP	First Name	M	Last Name	Level	G	DOB	Team	Home Assoc.	Updated	Reg Date	Reg Level
N/A		Amy		Wagner	Rec 1	F	2/1/1996	Sanette's Teast Team	GotSoccer	1/1/2010	12/4/2009	Rec 1 $50

Once you click on the players ID number and are viewing their information you have the ability to:

- Update information
- Remove the player from the state by clicking the **REMOVE** button - **PLEASE ONLY DO THIS IF THE PLAYER IS NO LONGER AFFILIATED WITH YOUR STATE**
- Set the Player's **COMPETITION LEVEL** from the **LEVEL** drop down menu

You can also view the date the account was created and last updated as well as the players club and team history.

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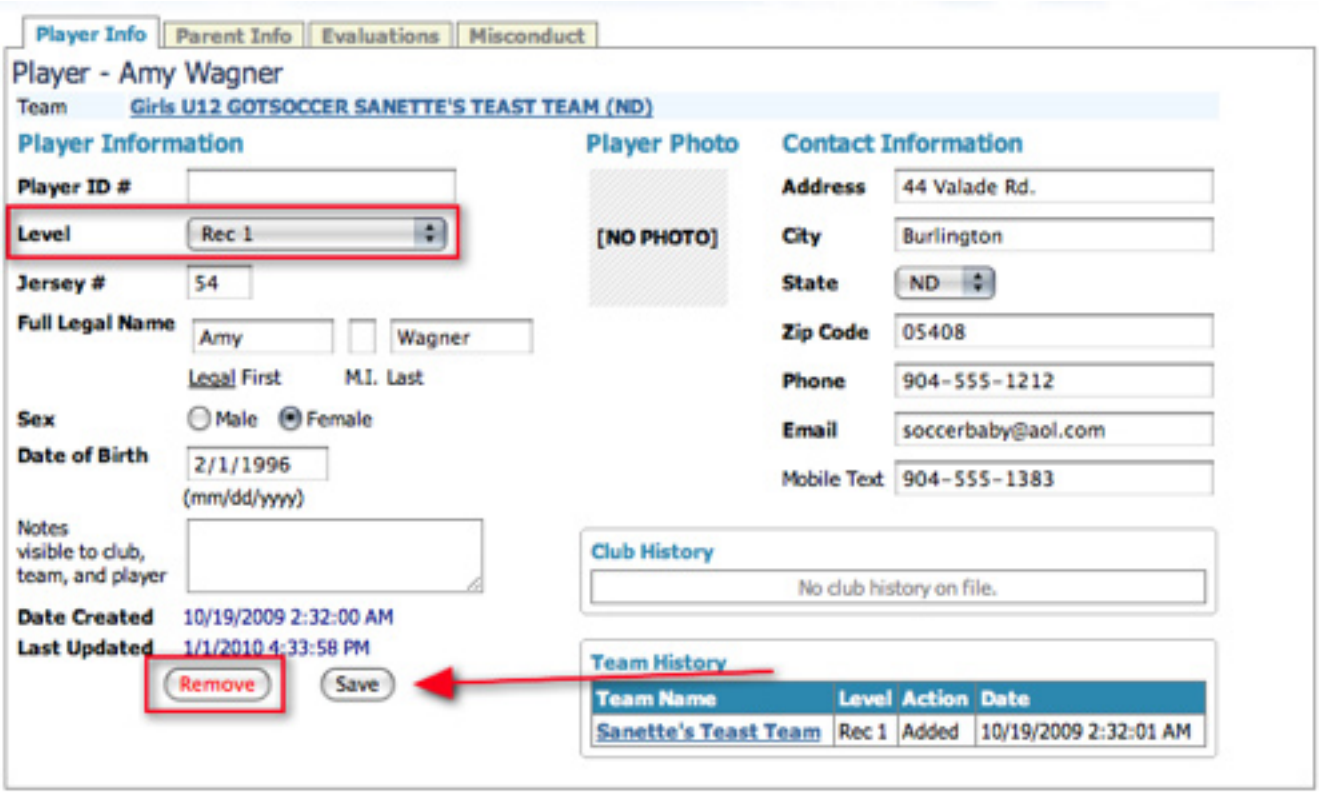
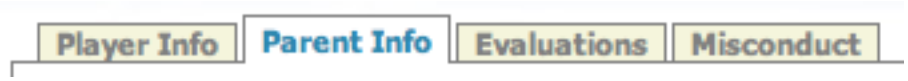


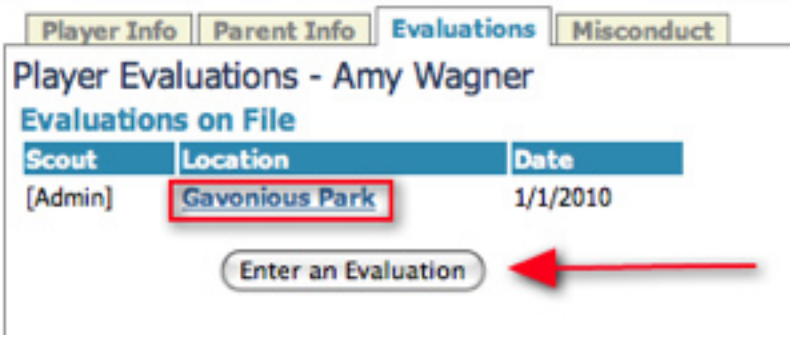
The next tab in the Player Account is the **PARENT INFO** tab.



Here you can enter or edit parent information for the player.

The next tab in the Player Account is the **EVALUATIONS** tab.

If this player is an ODP player or is being considered for your ODP program then those who have been given appropriate access will be able to submit or view evaluations on the player. To enter an evaluation on the player simply click the **ENTER AN EVALUATION** button.



To view an evaluation that has been submitted on the player click on the name of the **LOCATION**.

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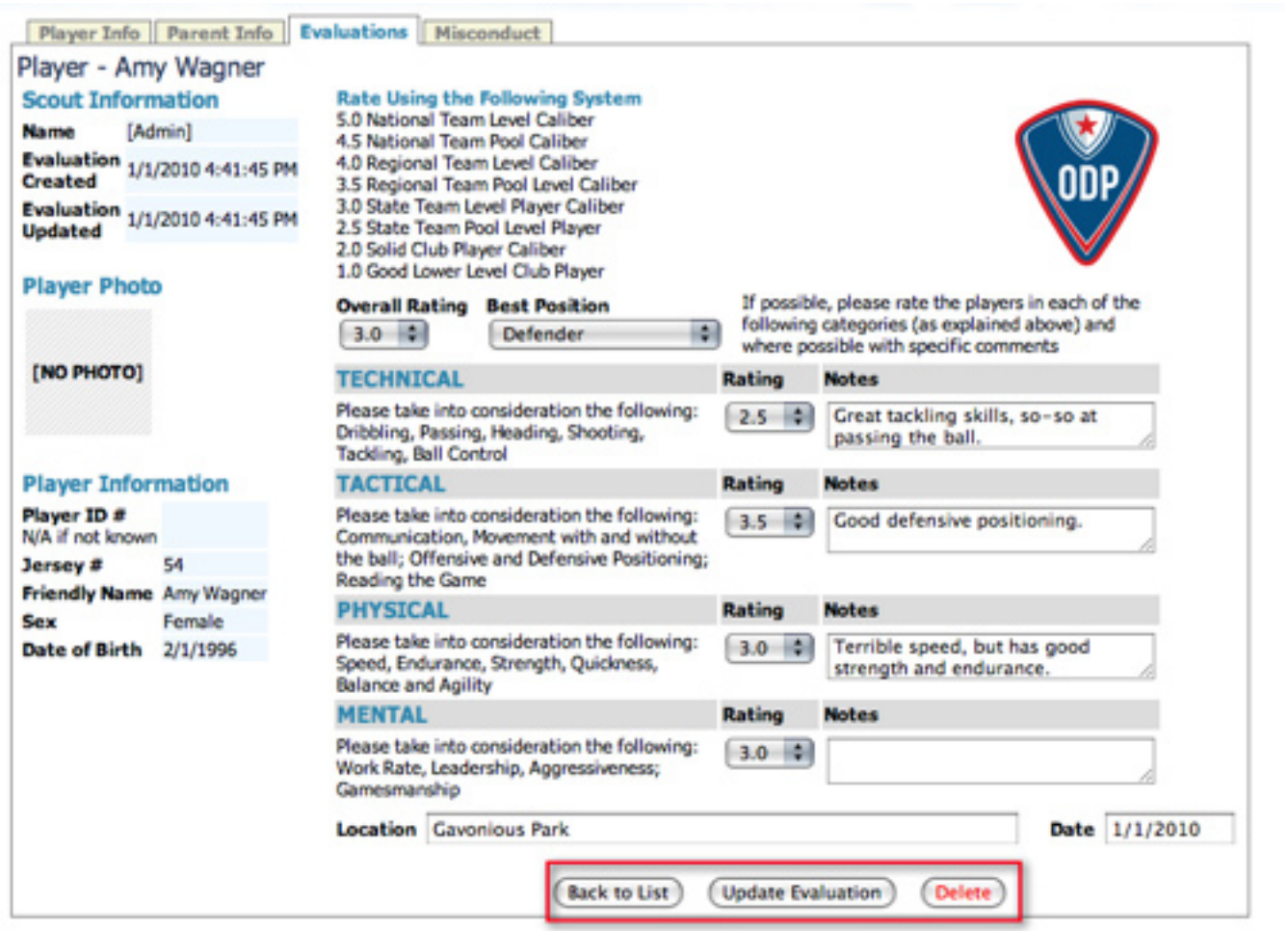
Once in the Evaluation you will be able to view:

- Who submitted the application
- The date and time the Evaluation was created
- The Date and time the Evaluation was last updated
- Player best position
- Players overall rating
- Players Technical rating
- Players Tactical rating
- Players physical rating
- Players Mental rating
- Any notes that have been made on their different skill sets

From here you can also **DELETE** and **UPDATE** the evaluation as you desire.



The next tab in the Player Account is **MISCONDUCT**.

From here you will be able to view any misconducts that the player has received, you are also given the ability to suspend a player.

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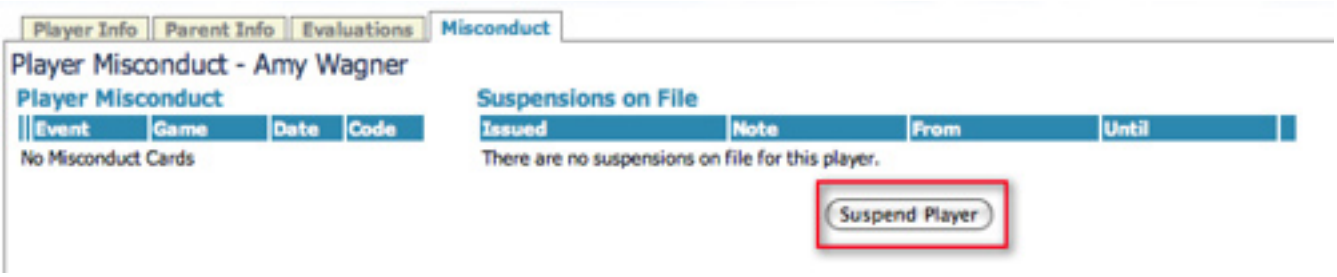
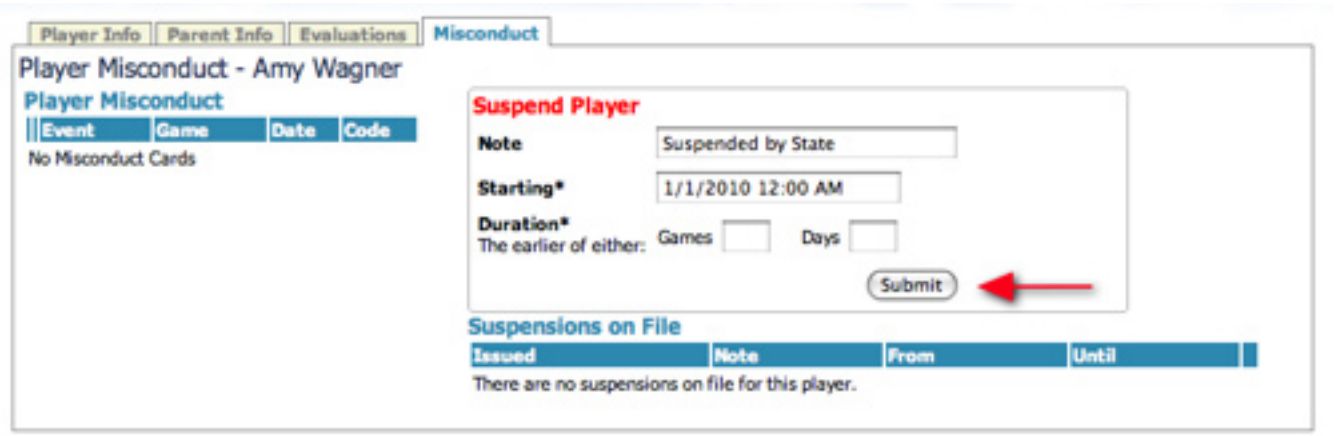


To suspend a player click the **SUSPEND PLAYER** button. A box will open for you to enter the duration of the suspension. While the player is suspended there will be a line through that players name on the game cards during the duration of their suspension, because our system is integrated this will carry through to all of their league and tournament play.



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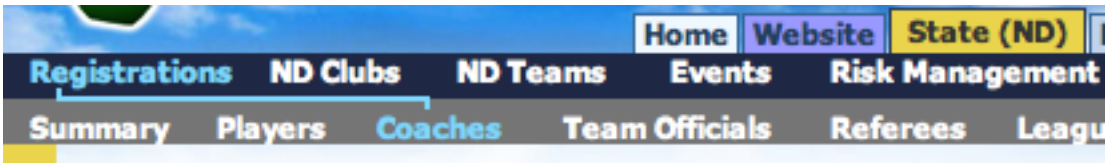
COACHES

When you click on **COACHES** in the grey menu bar you will be able to view all of the coaches that are affiliated with your state.



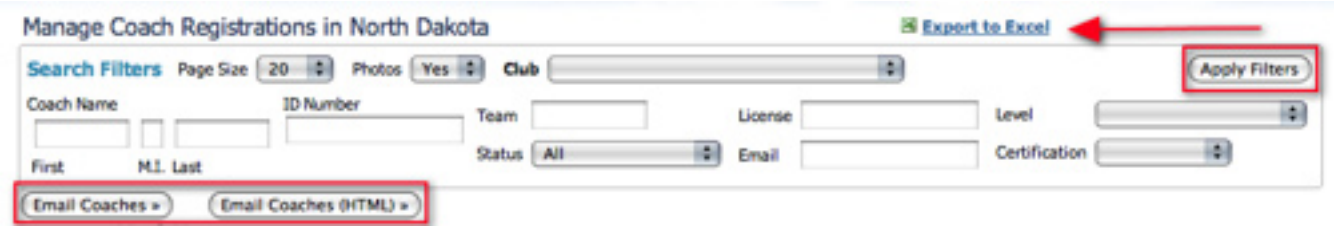
From this screen you can filter your list by:

- Club - The club the coach is affiliated with
- Photo - Yes, No
- Status - This is for Risk Management/ Background Checks. You can filter by the status of the coaches background check
- Level - Competition level of the team they coach
- Certification - Level of USSF coaching license

You can search for a specific coach by:

- First Name, Last Name or Both
- Their Team name
- License #
- Email address

You can also email all of the coaches in the state in plain text by clicking on the EMAIL COACHES button or you can email all the coaches in the state in HTML format by clicking on the EMAIL COACHES (HTML) button. Finally you can export out your list of coaches to Excel by clicking on the **EXPORT TO EXCEL** link.



To view a specific coach click on the Coaches ID# or N/A if they have not yet been assigned an ID number or their NAME.

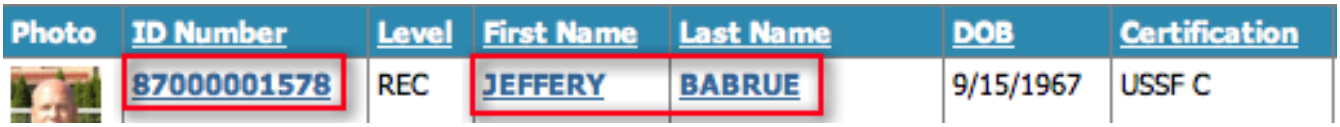


Photo	ID Number	Level	First Name	Last Name	DOB	Certification
	87000001578	REC	JEFFERY	BABRUE	9/15/1967	USSF C

Once you have clicked on the Coach ID or Name you will be brought to a page where you can add or edit information on the coach or remove them from the state.

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Entering Coaches Certification Level & License Number

Only the State association can add a coaches certification level or license number. To do this click on the **STATE REGISTRATION** tab of the Coach profile.

From this page you will be able to choose the coaches certification level from the drop down menu and key in their coaching license number. Remember to click the **UPDATE REGISTRATION** button before leaving this screen.

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Coach Info | State Registration | Risk Management

Coach - JEFFERY LABRUE

State Registration Info

Full Legal Name: JEFFERY | BABRUE
Legal First | M.I. Last

Certification Level: USSF C

Coaching License: 897487238

State Registered: North Dakota

Comments

Last Updated: 1/1/2010 5:24:34 PM

Driver's License/State ID

ID Number: ND-1986473

State: ND

Expiration: 11/17/2013
MM/DD/YYYY

Update Registration

Registration Status

Registration Not Sent

The next tab in the coaches profile is **RISK MANAGEMENT** (please see the RISK MANAGEMENT section of this manual for a more detailed explanation).

Coach Info | State Registration | Risk Management

This is where you will be able to view their Risk Management status. Those who have been given access to Risk Management will be able to view the coaches Background Check by clicking on the VIEW button.

Once in the background check they can either RESET the results status, **CHANGE** their results or **INITIATE** a new background check by clicking the **INITIATE NEW CHECK** button.

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Risk Management Report - JEFFERY LABRUE
Report # 00026011
Submitted 7/12/2009

Delete

Personal Information

Legal Name	JEFFERY LABRUE
Gender	
Date of Birth	9/15/1967
SSN	N/A
	Initiate New Check
State ID#	
Home Phone	903-868-9303
Work Phone	
Address	PO Box 3030
City	Sherman
State	TX
Zip Code	75092
Email Address	aaron@gotsport.com
License	
Grade	
State Registered	ND
Digital Signature	
I Agree	

Background Information Disclosure

No Have you ever in your entire life been charged with, arrested for, pleaded guilty to or been convicted of a crime? You must disclose this requested information even if the charges were dismissed or you were acquitted, the conviction was stayed or vacated, the record sealed or expunged or you were told you need not disclose this information.

No Have you ever in your entire life been charged with, arrested for, pleaded guilty to or been convicted of a crime against a person? You must disclose this requested information even if the charges were dismissed or you were acquitted, the conviction was stayed or vacated, the record sealed or expunged or you were told you need not disclose this information.

No Have you ever in your entire life been charged with, arrested for, pleaded guilty to or been convicted of any violation of the law other than a minor traffic violation? You must disclose this requested information even if the charges were dismissed or you were acquitted, the conviction was stayed or vacated, the record sealed or expunged or you were told you need not disclose this information.

Background Check Result

Search Results: No Data

Reset Result Status

Executed on 7/12/2009 - Data imported from external system

No response data on file.

Risk Management Decision Status for Report # 00026011

Approved

Additional Information or Response to End User

Administrative Staff Notes (hidden)

« Return

Update

User Account Search

The users listed below match some of the basic information on this report. Select any accounts for which you believe this report should apply and click Update below to attach them to this background check result.

+	Account	Last	M	First	DOB	State	Zip	Email	Created	Curr. Report#
☐	Coach	Labrue		Jeffery	9/15/1967	TXN	75021	jeff.labrue@gmail.com	10/23/2009	00040275

« Return

Update

Back on the Coach Search Page, you can also click on the name of the club to open the club account and to login to the club if needed.

Photo	ID Number	Level	First Name	Last Name	DOB	Certification	License	Club	Updated	Status
	87000001578	REC	JEFFERY	BABRUE	9/15/1967	USSF C	897487238	GotSoccer	1/1/2010	Approved

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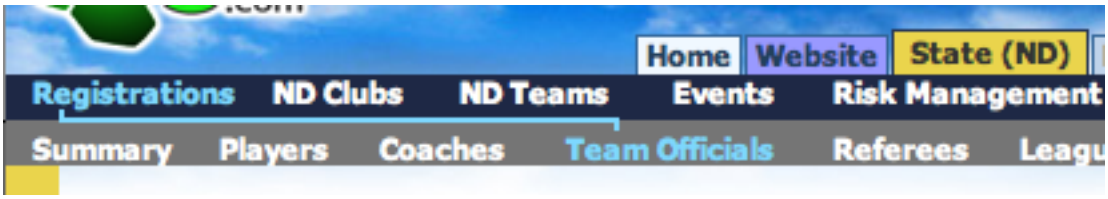
TEAM OFFICIALS

To view a list of all of your team officials (managers, trainers, team parents, etc) click on **REGISTRATION** in the blue menu bar and **TEAM OFFICIALS** in the grey menu bar.



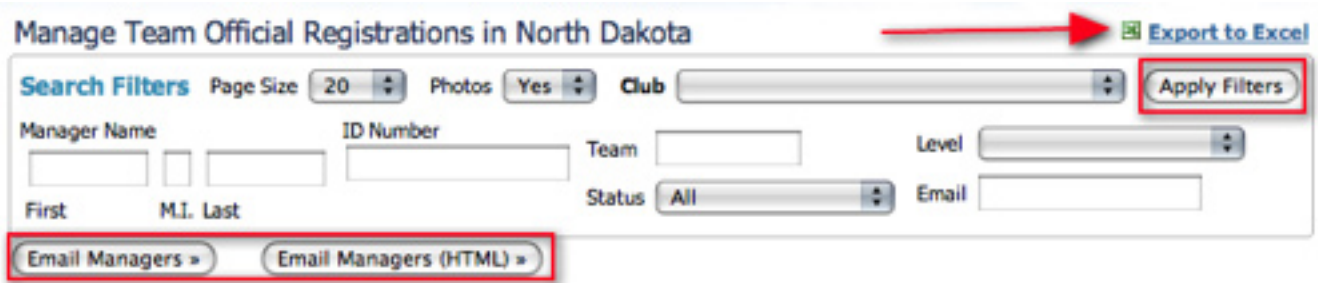
From this screen you can filter your list by:

- Club - The club that the team official is affiliated with
- Level - Competition Level of the team the official is affiliated with
- Status - Risk Management/Background Checks
- Photos - Yes, No
- Page Size - You can set your page to view all officials

You can search for a specific Team Official by:

- First Name, Last Name or Both
- ID Number
- Team Name
- Email Address

You can email all of the Officials in the state in plain text by clicking on the **EMAIL MANAGERS** button or in HTML format by clicking the **EMAIL MANAGERS (HTML)** button. You can also export all of your team officials to excel by clicking the **EXPORT TO EXCEL** link.



To view a specific team official click on the Officials **NAME**, **ID#** or **N/A** if no number has been assigned to them. You can also view their club and login to it by clicking on the CLUB name.

Photo	ID Number	Level	First Name	Last Name	DOB	Club	Updated	Status
	MANAGERCAMERONWASDF	Rec 1	Willaim	Cameron	7/6/1990	GotSoccer	1/1/2010	N/A

Once you are viewing the Officials profile you can edit their information or remove them from the state.

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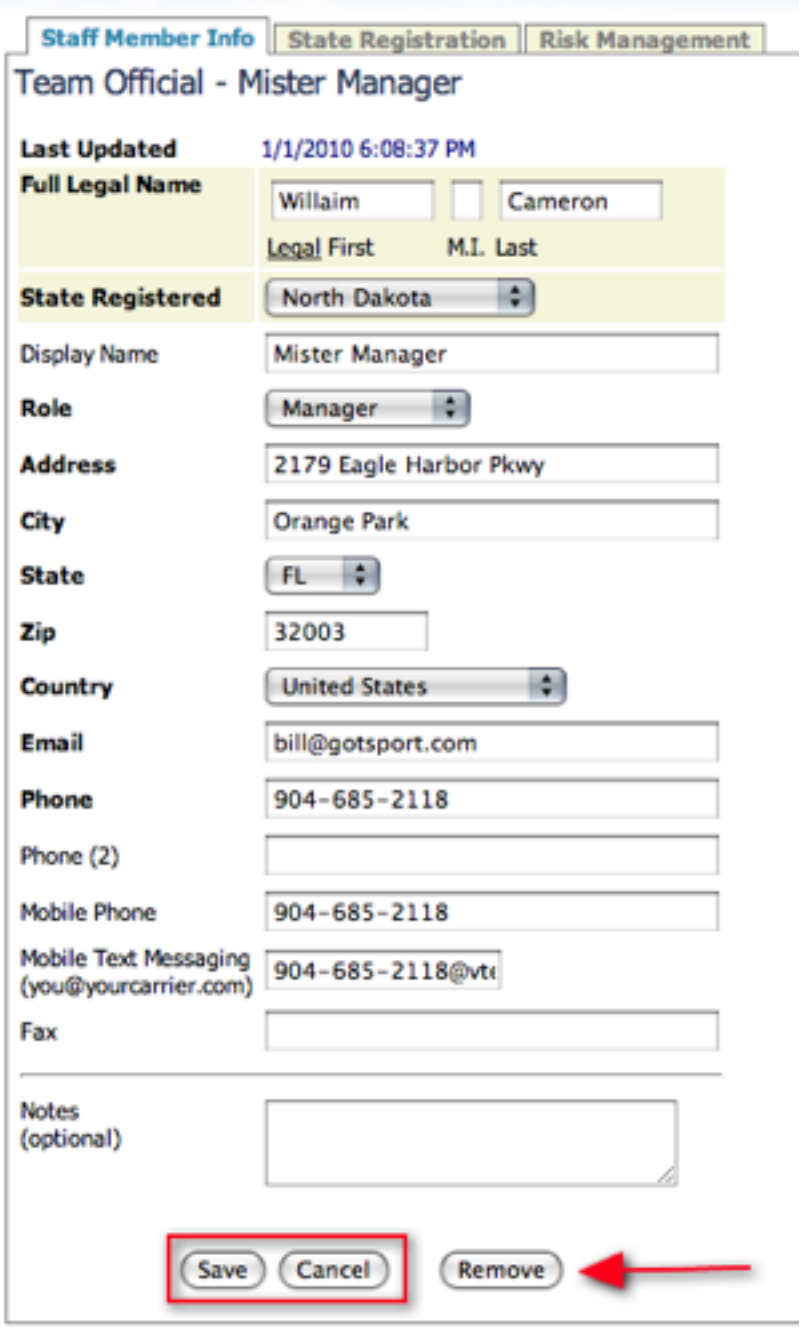

The next tab is **STATE REGISTRATION**.

From here you can update information on the Official, remember to click the **UPDATE REGISTRATION** button before leaving the screen.

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Staff Member Info | State Registration | Risk Management

Team Official - Mister Manager

State Registration Info

Full Legal Name: Willaim | Cameron
Legal First | M.I. | Last

State Registered: North Dakota

Comments

Last Updated: 1/1/2010 6:08:37 PM

Driver's License/State ID

ID Number: ND-1986473

State: ND

Expiration: 12/11/2012 MM/DD/YYYY

Risk Management

Date Submitted: 5/15/2009 MM/DD/YYYY

Approved

Approval Conf Number: 23423413

Update Registration

Registration Status

Registration Sent
Date Sent: 1/1/2010 6:08:19 PM

Cancel State Registration

The final tab in the Official's profile is **RISK MANAGEMENT** (please see the RISK MANAGEMENT section of this manual for a more detailed explanation).

Staff Member Info | State Registration | Risk Management

This is where you will be able to view their Risk Management status. Those who have been given access to Risk Management will be able to view the official's Background Check by clicking on the **VIEW** button.

Staff Member Info | State Registration | Risk Management

Manager - Mister Manager

Risk Management Reports

» Initiate New Report | » Search Existing Reports

Date Submitted	Response Date	Status	
7/18/2008 3:03:36 PM		Pending	» View

Once in the background check they can either **RESET** the results status, **CHANGE** their results or **INITIATE** a new background check by clicking the **INITIATE NEW CHECK** button.

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Risk Management Report - Mister Manager

Report # 00005288
Submitted 7/18/2008 3:03:36 PM

Delete

Personal Information

Legal Name	Philip Cameron
Gender	
Date of Birth	7/6/1990
SSN	***-**-**** Show

Initiate New Check

State ID#	
Home Phone	5556664444
Work Phone	
Address	2000 Strand St
City	neptune Beach
State	FL
Zip Code	32003
Email Address	bill@gotsport.com
License	
Grade	
State Registered	ND

Digital Signature

I Agree

Background Information Disclosure

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No Have you ever in your entire life been charged with, arrested for, pleaded guilty to or been convicted of a crime against a person? You must disclose this requested information even if the charges were dismissed or you were acquitted, the conviction was stayed or vacated, the record sealed or expunged or you were told you need not disclose this information.

No Have you ever in your entire life been charged with, arrested for, pleaded guilty to or been convicted of any violation of the law other than a minor traffic violation? You must disclose this requested information even if the charges were dismissed or you were acquitted, the conviction was stayed or vacated, the record sealed or expunged or you were told you need not disclose this information.

Background Check Result

Pending as of 1/1/2010 6:40:17 PM

Execute Check Now

Risk Management Decision Status for Report # 00005288

Pending

Additional Information or Response to End User

Administrative Staff Notes (hidden)

« Return

Update

User Account Search

The users listed below match some of the basic information on this report. Select any accounts for which you believe this report should apply and click Update below to attach them to this background check result.

Account	Last	M	First	DOB	State	Zip	Email	Created	Curr. Report#
Coach	Cameron		Philip	7/6/1990	ND	32003	bill@gotsoccer.com	6/21/2007	None
Referee	Cameron		Philip		NYE	32003	bill@gotsoccer.com	3/4/2006	None

« Return

Update

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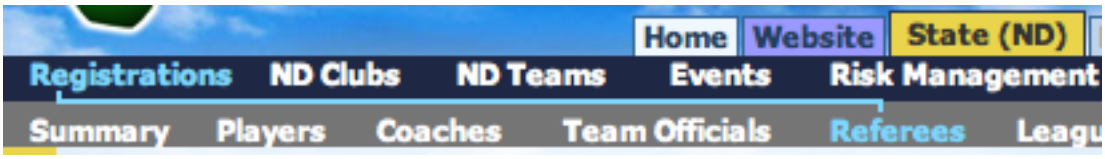
REFEREES

To view all of the referees affiliated with the state, click on **REGISTRATION** in the blue menu bar and **REFEREES** in the grey menu bar.



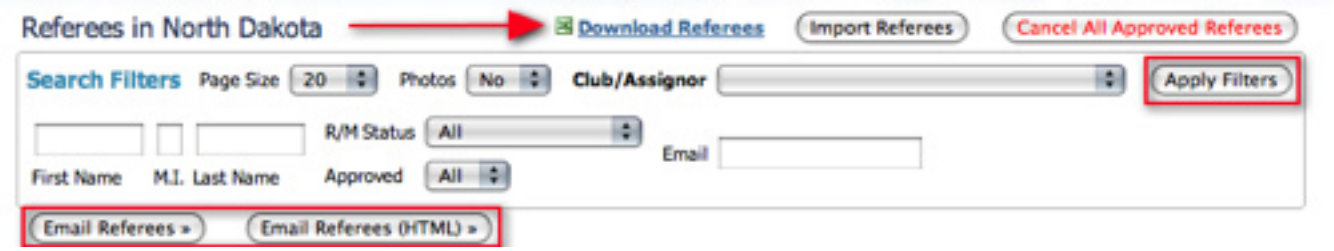
From this screen you can filter your list by:

- Club/Assignor - The club or assignor that the referee is affiliated with
- R/M Status - Risk Management/Background Checks
- Photos - Yes, No
- Approved - Whether the referee has been approved by the State or not (this is if your state does an approval system)
- Page Size - You can set your page to view all officials

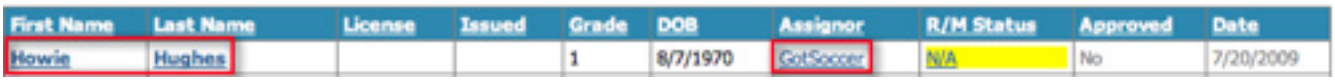
You can search for a specific Referee by:

- First Name, Last Name or Both
- Email Address

You can also email all your referees in Plain text by clicking the **EMAIL REFEREES** button or in HTML format by clicking the **EMAIL REFEREES (HTML)** button. From this page you can also **IMPORT** your referees as well as **CANCEL ALL APPROVED REFEREES** (again this is if your state has a referee approval system, otherwise leave them all set to APPROVED). Finally you can export all of your referees to excel by clicking the **DOWNLOAD REFEREES** link.



To view a specific referee click on their **NAME**, to view their assignors account and to login if needed click on the name in the **ASSIGNORS** column.



First Name	Last Name	License	Issued	Grade	DOB	Assignor	R/M Status	Approved	Date
Howie	Hughes			1	8/7/1970	GotSoccer	N/A	No	7/20/2009

After you click on the **REFEREE'S** name you will be given access to view or update their information. You can also **APPROVE** them from this screen so that assignors may view and assign them. Finally you can remove them from the state by clicking the **REMOVE** button.

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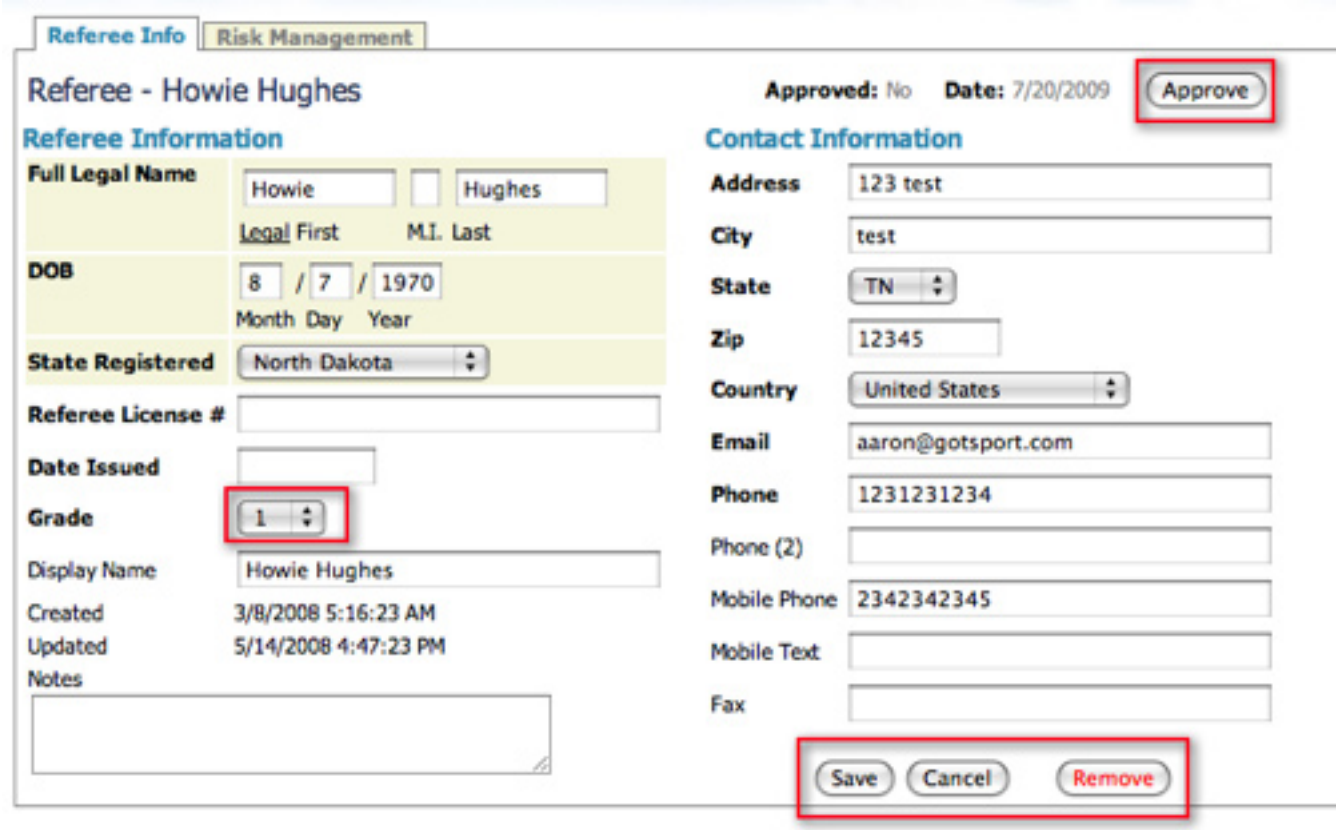
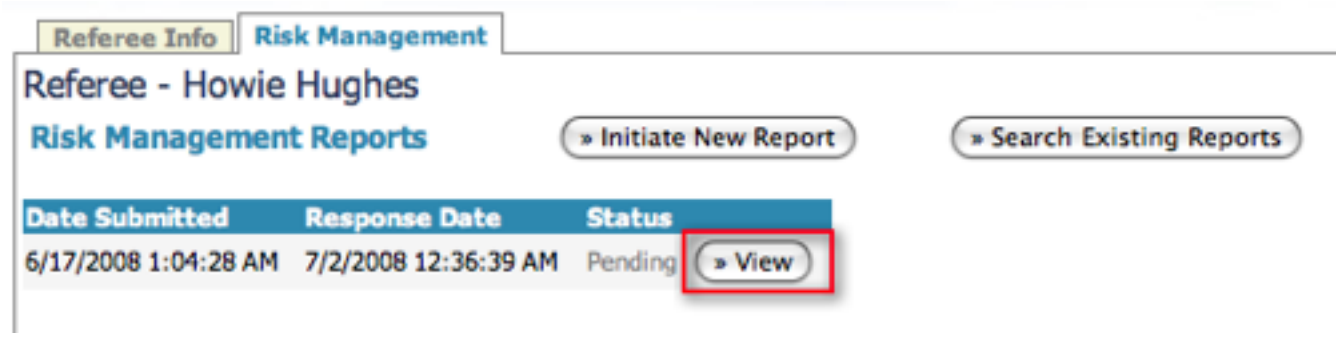


The next tab in the Referee's profile is the **RISK MANAGEMENT** tab.

This is where you will be able to view their Risk Management status. Those who have been given access to Risk Management will be able to view the referee's Background Check by clicking on the **VIEW** button.



Once in the background check they can **CHANGE** their results or **INITIATE** a new background check by clicking the **INITIATE NEW CHECK** button.

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Risk Management Report - Howie Hughes

Report # 00000135
Submitted 6/17/2008 1:04:28 AM

Delete

Personal Information

Legal Name	Howie Hughes
Gender	
Date of Birth	8/7/1970
SSN	N/A
	Initiate New Check
State ID#	
Home Phone	1231231234
Work Phone	
Address	123 test
City	test
State	TN
Zip Code	12345
Email Address	aaron@gotsport.com
License	
Grade	
State Registered	ND

Digital Signature

I Agree

Background Information Disclosure

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Background Check Result

Search Results: No Matches
Executed on 7/2/2008 12:36:39 AM via backgroundchecks.com

Matching Offenders
None

Risk Management Decision Status for Report # 00000135
Last updated: 6/17/2008 1:30:42 AM

Pending

Additional Information or Response to End User

Administrative Staff Notes (hidden)

« Return

Update

User Account Search

The users listed below match some of the basic information on this report. Select any accounts for which you believe this report should apply and click Update below to attach them to this background check result.

+	Account	Last	M	First	DOB	State	Zip	Email	Created	Curr. Report#
✔	Referee	Hughes		Howie	8/7/1970	ND	12345	aaron@gotsport.com	3/8/2008	✖

« Return

Update

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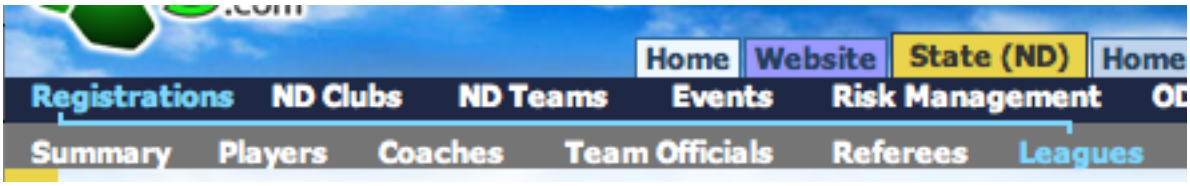
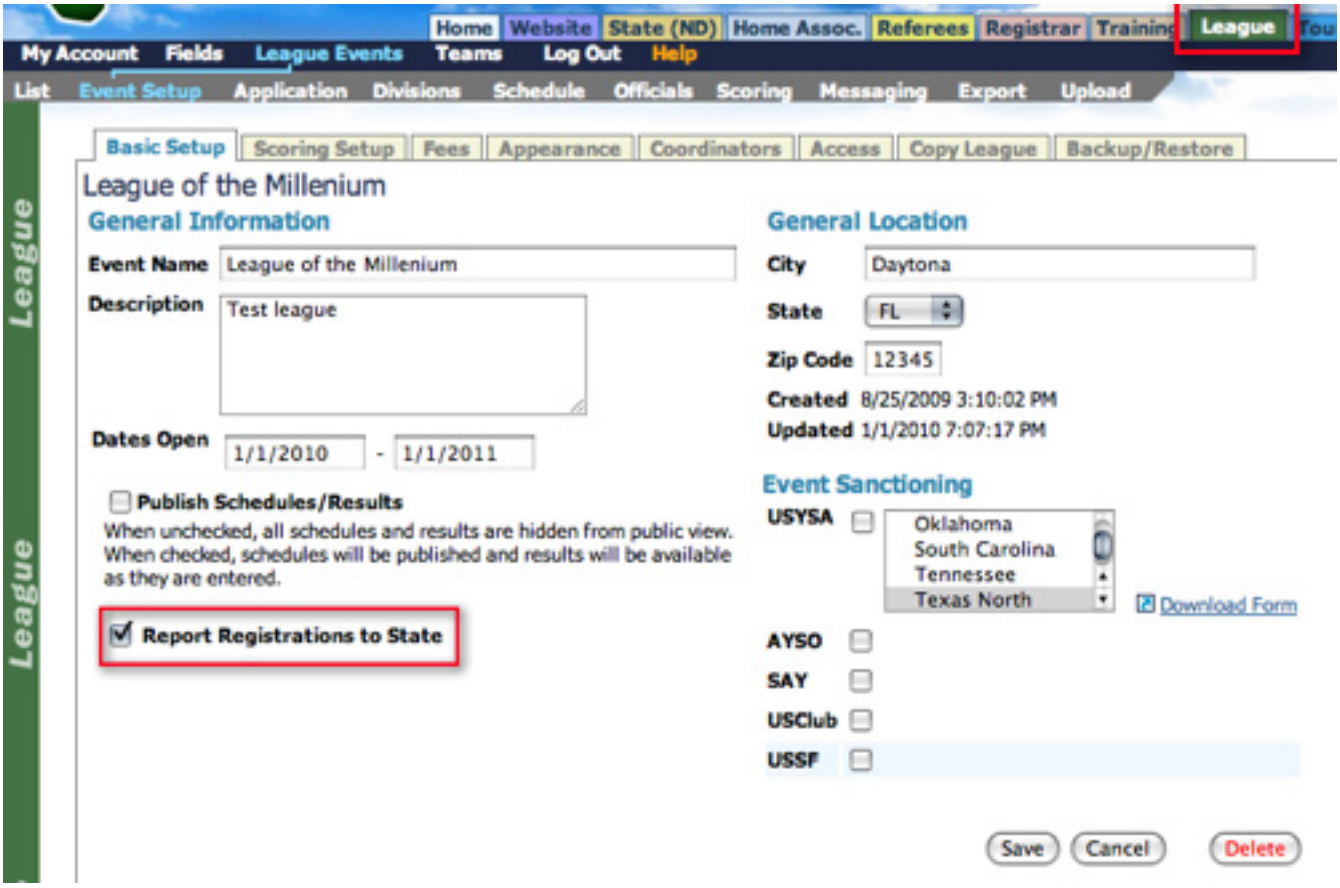
LEAGUES

To view leagues that report to the state for billing, click on **REGISTRATIONS** in the blue menu bar and then **LEAGUES** in the grey menu bar.



*** * * *SUPPORT TIP* * * ***

If you bill your leagues directly for PLAYER REGISTRATION, ie: The players register with the teams and the teams join the league directly as opposed to through a club you will use this method of billing. All of the leagues that you bill directly for player registration will need to have the REPORT REGISTRATIONS TO STATE check box checked on the BASIC SETUP page of their league. For the state to turn this on for them you will need to login to the account that the league belongs to and click on the LEAGUE tab and then on the name of the league you wish to have report to the state. Remember to click the SAVE button after you make the selection.



Back in the state account, under the **STATE** tab and then **LEAGUES** in the grey menu bar you will be able to:

- View all of the leagues that report to the state for billing listed,
- View the start date of the league

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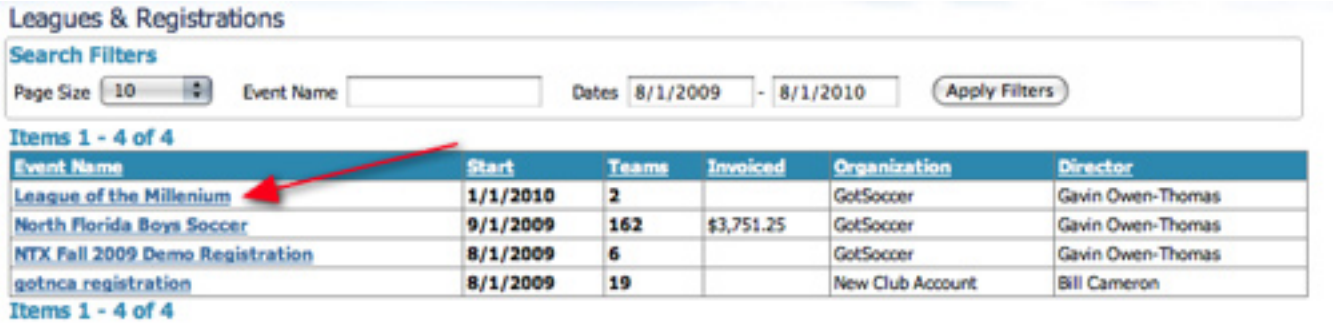
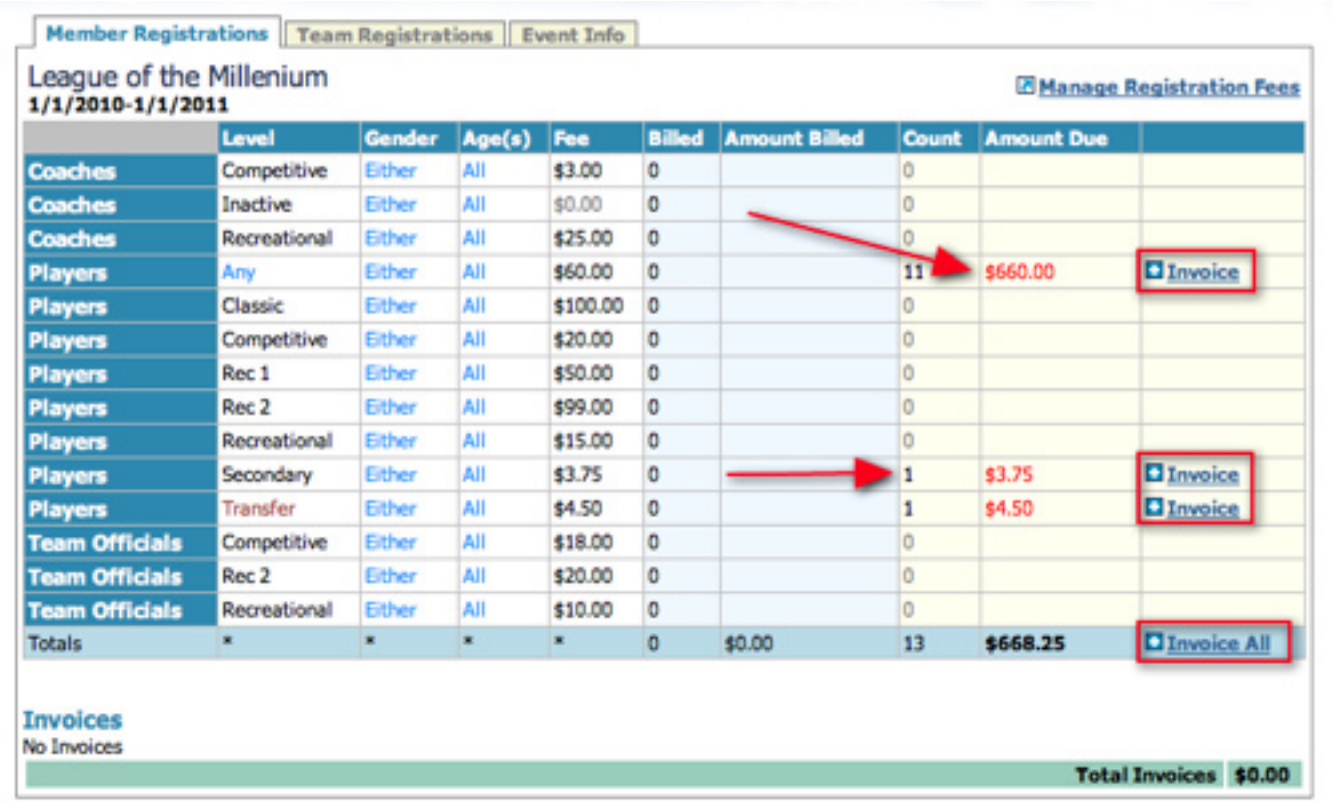
- View the number of teams registered
- View the amount they have been invoiced if you have invoiced them
- View the club that they are affiliated with
- View the Director's name of the event



Event Name	Start	Teams	Invoiced	Organization	Director
League of the Millenium	1/1/2010	2		GotSoccer	Gavin Owen-Thomas
North Florida Boys Soccer	9/1/2009	162	$3,751.25	GotSoccer	Gavin Owen-Thomas
NTX Fall 2009 Demo Registration	8/1/2009	6		GotSoccer	Gavin Owen-Thomas
gotnca registration	8/1/2009	19		New Club Account	Bill Cameron

If you click on the name of the league you will see the breakdown of what they owe you based on your **STATE REGISTRATION FEES** that were created under **SETTINGS** in the grey menu bar (covered on pg_). If you wish to create individual invoices for each registration fee click on the **INVOICE** link in the row furthest to the right of the registration fee. To invoice all registration fees at once click the **INVOICE ALL** link in the bottom right hand corner of the page and an invoice will be sent to the league and will appear on their home screen.



	Level	Gender	Age(s)	Fee	Billed	Amount Billed	Count	Amount Due	
Coaches	Competitive	Either	All	$3.00	0		0		
Coaches	Inactive	Either	All	$0.00	0		0		
Coaches	Recreational	Either	All	$25.00	0		0		
Players	Any	Either	All	$60.00	0		11	$660.00	Invoice
Players	Classic	Either	All	$100.00	0		0		
Players	Competitive	Either	All	$20.00	0		0		
Players	Rec 1	Either	All	$50.00	0		0		
Players	Rec 2	Either	All	$99.00	0		0		
Players	Recreational	Either	All	$15.00	0		0		
Players	Secondary	Either	All	$3.75	0		1	$3.75	Invoice
Players	Transfer	Either	All	$4.50	0		1	$4.50	Invoice
Team Officials	Competitive	Either	All	$18.00	0		0		
Team Officials	Rec 2	Either	All	$20.00	0		0		
Team Officials	Recreational	Either	All	$10.00	0		0		
Totals	*	*	*	*	0	$0.00	13	$668.25	Invoice All

The next tab over is the **TEAM REGISTRATIONS** tab

By clicking this tab you can view the teams that have registered with this league.

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The final tab is **EVENT INFO**

Here you can view the director and assistant directors information for the event. If you click on their email address you can send them an email.

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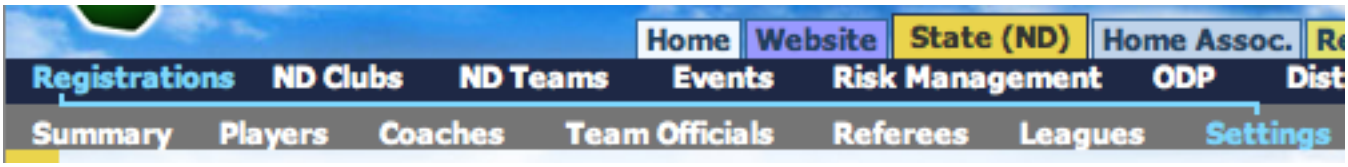
SETTINGS

Under **REGISTRATIONS** in the blue menu bar and **SETTINGS** in the grey menu bar



You can:

- Determine whether you wish to receive support tickets from either your clubs or your teams
- Determine whether or not you wish to show adult players
- Determine whether or not you wish to allow teams eTravel
- Determine whether you wish to allow registrars to search state wide for secondary players
- If you do allow registrars to search state wide for secondary players you can require them to have the secondary players ID number to be able to search for them.
- Allow districts to view unassociated members not affiliated with any club or district when they view clubs under the state tab
- Allow districts to view clubs in other districts
- Set competitive levels that can be copied to all clubs affiliated with the state
- Set state registration fees
- Set state roster limits
- Create team eTravel forms

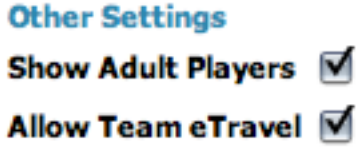
General Settings Tab

Receive Support Tickets:

If you wish to receive support tickets from your clubs or your teams check the appropriate check box and click on the **SAVE SETTINGS** button

Other Settings:

If you wish to show Adult Players in the state or allow teams eTravel check the appropriate box and click on the **SAVE SETTINGS** button.



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Competitive Levels:

To set the competitive levels to all the club accounts affiliated with the state enter a competitive level on it's own line. Once all your levels have been entered click on the **SAVE SETTINGS** button and then click the **COPY TO ALL CLUBS** button to have your competitive levels appear in each club account.

*** * * *SUPPORT TIP* * * ***

This is VERY important for billing. These competitive levels will be how the state bills each club for player registrations so they MUST be set correctly.

*** * * *SUPPORT TIP* * * ***

Make sure you create a competitive level called **INACTIVE** in which you will set the fee to $0 so that club accounts can be populated with players and teams who are not participating and they will not be billed for those players. If a player level in a club account is left blank the system will default that player to the lowest competitive level fee and charge the club for that player. If a team competitive level is set and a player is placed on the team, the players level will be set to that of the team. If a team competitive level is changed the competitive level of all the players on that team will change accordingly.

District Manager Settings:

This is where you can place restrictions on your districts and registrars.

- **Allow Registrars to search state wide** - If you allow your registrars to search through every player in the state to add as secondary players to their teams check the check box.
- **Require Registrars to search with ID number** - If you do allow your registrars to add secondary players from other clubs or associations to their teams but you do not want them to view every player in the state, you can set restrictions that require them to have the name AND ID number of the secondary player that they wish to add. If you wish for your registrars to have these restrictions you must make certain that the **ALLOW REGISTRARS TO SEARCH STATE WIDE** and **REQUIRE REGISTRARS TO SEARCH WITH ID NUMBERS** check boxes be checked.
- **Allow Districts to view unassociated members not affiliated with any club or district** - When a club or

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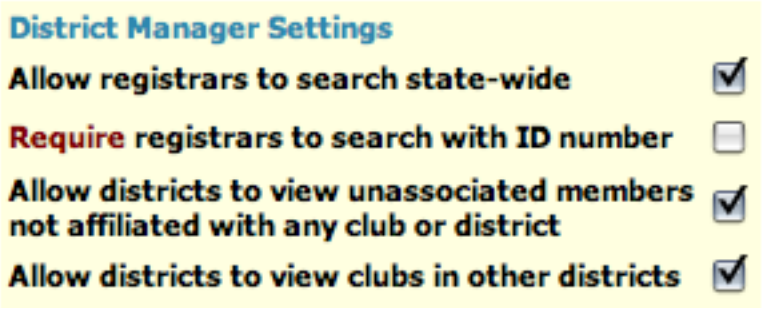
association is setup as a district they will have the state tab turned in their account. They cannot make any changes to the state settings but they will be able to click on **CLUBS** in the blue menu bar under the **STATE** tab and view or log directly into any club that is not affiliated with a district if this check box is selected.

- **Allow Districts to view clubs in other Districts** - If this check box if checked ANY district account will be able to view and log directly into any club account in the state.



Make sure to click the **SAVE SETTINGS** button after selecting any of the check boxes above or before leaving this screen if changes were made.

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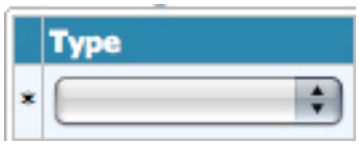
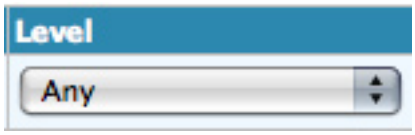
State Registration Fees:

You will set your state registration fees for coaches, players, team officials and referees based on competitive level, age and gender.

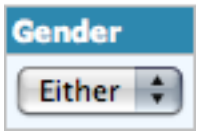
1. Select an account **TYPE** (player, coach, team official, referee) from the drop down menu.



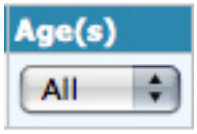
2. Select the competitive level from the **LEVEL** drop down menu.



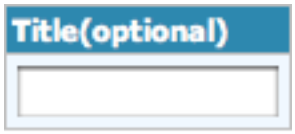
3. Select gender from the **GENDER** drop down menu, if fee applies to both genders select **EITHER** from the drop down menu.



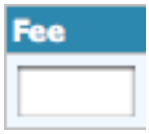
4. Select the **AGE** from the drop down menu, if fee is the same for a range of ages you can select the range start and end ages, if fee applies to all ages in the competitive level select ALL from the drop down menu.



5. TITLE (optional) - you have the option of titling this fee.



6. FEE - Enter the amount of the fee that you want to charge based on the parameters you have already established.



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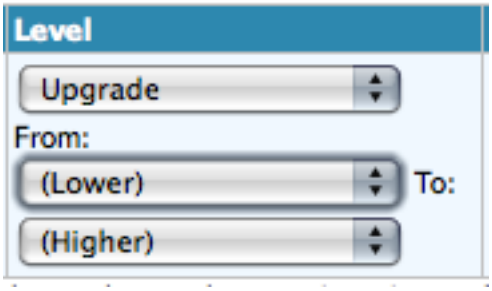
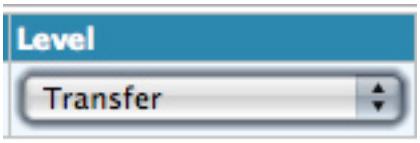
7. ACTIVE - Make certain the check box in the **ACTIVE** column is checked or the fee will not be charged.

8. Click the **ADD** button to create a new fee and make certain you click the **ADD** button after you have created your last registration fee.

UPGRADES - You can create fees to be charged when a player is upgraded from one competition level to another by selecting **UPGRADE** from the level drop down and then choosing the competitive levels that they would upgrade from in the drop downs that appear below. *Upgrades only apply to club registrations*



TRANSFERS - You can create fees to be charged when a player is transferred by selecting TRANSFER from the level drop down menu. *Transfers only apply to league/event player registrations*



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General Settings | Team Roster Limits | Team eTravel

State Account Settings

Receive Support Tickets

- From Clubs ☑
- From Teams ☑

Other Settings

- Show Adult Players ☑
- Allow Team eTravel ☑

District Manager Settings

- Allow registrars to search state-wide ☑
- Require registrars to search with ID number ☐
- Allow districts to view unassociated members not affiliated with any club or district ☑
- Allow districts to view clubs in other districts ☑

Save Settings

Competitive Levels

Recreational
Competitive
Academy
Inactive
Adult
Non-Rostered Adult
Dual-Rostered 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.

Copy Levels to All ND Clubs

State Registration Fees

	Type	Level	Gender	Age(s)	Title(optional)	Fee	Active	
1	Coaches	Competitive	Either	All		$3.00	Yes	Edit Delete
2	Coaches	Inactive	Either	All		$0.00	Yes	Edit Delete
3	Coaches	Recreational	Either	All		$25.00	Yes	Edit Delete
4	Players	Any	Either	All		$60.00	Yes	Edit Delete
5	Players	Classic	Either	All		$100.00	Yes	Edit Delete
6	Players	Competitive	Either	All		$20.00	Yes	Edit Delete
7	Players	Rec 1	Either	All		$50.00	Yes	Edit Delete
8	Players	Rec 2	Either	All		$99.00	Yes	Edit Delete
9	Players	Recreational	Either	All		$15.00	Yes	Edit Delete
10	Players	Secondary	Either	All		$3.75	Yes	Edit Delete
11	Players	Transfer	Either	All		$4.50	Yes	Edit Delete
12	Players	Upgrade from Rec 1 to Competitive/Classic	Either	All		$8.00	Yes	Edit Delete
13	Players	Upgrade from Rec 2 to Competitive/Classic	Either	All		$5.00	Yes	Edit Delete
14	Players	Upgrade from Rec 1 to Rec 2	Either	All		$5.00	Yes	Edit Delete
15	Team Officials	Competitive	Either	All		$18.00	Yes	Edit Delete
16	Team Officials	Rec 2	Either	All		$20.00	Yes	Edit Delete
17	Team Officials	Recreational	Either	All		$10.00	Yes	Edit Delete
*		Any	Either	All			☑	Add

Note 1: Transfers apply to league/event player registrations only. Upgrades apply to club registrations only.
Note 2: To bill Adult players use the OPEN age option. It will be listed as "OPEN and up" but this translates to any player older than U19.

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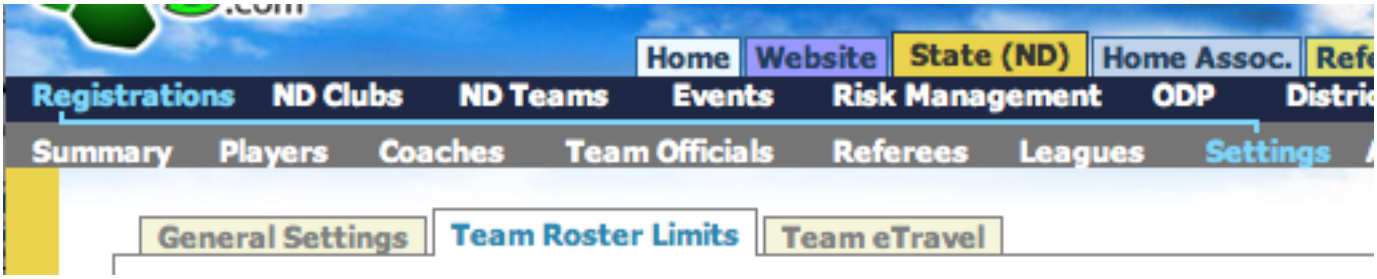
Team Roster Limits

Click on **REGISTRATIONS** in the blue menu bar, **SETTINGS** in the grey menu bar and then on the **TEAM ROSTER LIMITS** tab to set the roster limits for all teams in the state.



You can limit the total number of players allowed on official rosters for the state. You may also restrict younger athletes playing up by inputting the maximum number allowed per team, or block them completely by making the number zero. The default if no restriction is applicable or a box is left blank will be unlimited. These limits are enforced when registrars in the state freeze rosters.

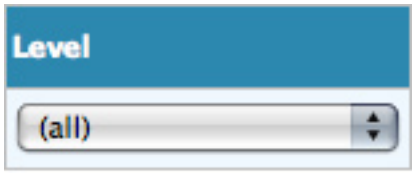
In GotSoccer language a roster becomes a roster after the teams player list is frozen by the registrar under the registrar tab. Setting roster limits does not limit the club administrator from adding a certain amount of players to a team, it limits the amount of players who will be frozen to the roster from the team list by the registrar.

To set team roster limits:

1. **TEAM SEX** - Select the team gender for the specific roster limit (all, boys, girls, coed)

2. **TEAM AGE** - Choose the team age for the specific roster limit

3. **LEVEL** - Choose the competitive level of the team



4. **MM/DD - MM/DD** - Select the date range that you want the roster limit to take effect. If always leave blank.

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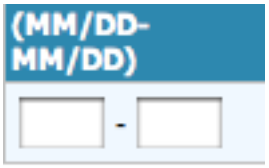
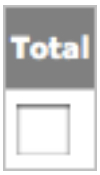


5. **TOTAL** - total number of players allowed on the team.



6. **+1yr.** - The number of players who are one year over the age of the team.

7. **-1yr.** - The number of players who are 1 year under the age of the team, or the number of player who will be playing up 1 year in age.

8. **-2yrs.** - The number of players who are 2 years under the age of the team, or the number of players who will be playing up 2 years in age.

9. **-3yrs.** - The number of players who are 3 years under the age of the team, or the number of players who will be playing up 3 years in age.

10. **-4yrs.** - The number of players who are 4 years under the age of the team, or the number of players who will be playing up 4 years in age.

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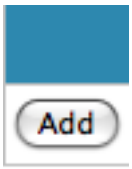
11. PASSES - The number of club player passes that can be issued on a per game basis for the team.

12. Remember to click the **ADD** button



General Settings | Team Roster Limits | Team eTravel

State-Wide Official Roster Restrictions

You can limit the total number of players allowed on official rosters for this state. You may also restrict younger athletes playing up by inputting the maximum number allowed per team, or block them completely by making the number zero. The default if no restriction is applicable or a box is left blank will be unlimited. These limits are enforced when registrars in North Dakota freeze rosters.

Notes

If you define limits specific to a team level as well as one applicable to all levels in the same age group, teams matching the specified level will use their dedicated setting rather than the universal setting which applies to all other teams. When rosters are frozen, players will be added in order from oldest to youngest until limits are reached. The Club Player Passes setting is a per-game counter.

	Team Sex	Team Age	Level	(MM/DD-MM/DD)	Total	+1yr.	-1yr.	-2yrs.	-3yrs.	-4yrs.	Passes		
1	(all)	U9	(all)		12	0	∞	12	3	0	3	Edit	Delete
2	(all)	U10	(all)		12	0	∞	5	1	1	0	Edit	Delete
3	(all)	U11	(all)		10	0	8	3	0	0	4	Edit	Delete
4	(all)	U12	(all)		14	0	∞	6	2	0	0	Edit	Delete
5	(all)	U13	Rec 1		15	0	∞	5	1	0	0	Edit	Delete
6	(all)	U14	(all)		18	0	18	15	5	0	3	Edit	Delete
7	Boys	U11	Rec 1	2/1-4/1	10	1	3	0	0	0	∞	Edit	Delete
8	Coed	U12	(all)	3/1-7/29	14	2	10	4	∞	∞	∞	Edit	Delete
*	(all)	U3	(all)	-								Add	

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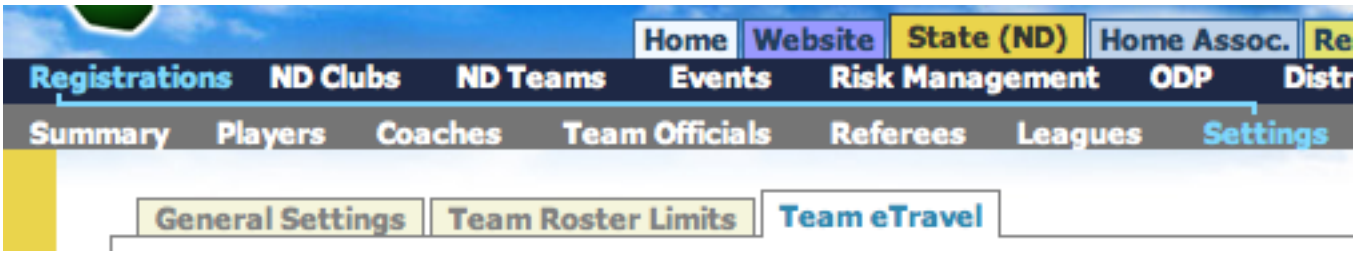
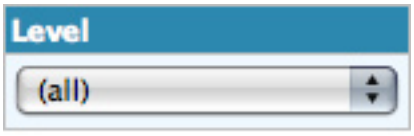
TEAM eTRAVEL

If you wish to have your teams fill out permission forms and/or pay you a fee to play in events out of state you must make certain to select **ALLOW TEAMS eTRAVEL** under the General Settings tab and then click on the **TEAM eTRAVEL** tab to setup your fees and build your eTravel registration form.



To setup your eTravel form:

1. **LEVEL** - Set the competitive level that you want the eTravel form to apply to, if it applies to all levels, select ALL from the drop down menu.



2. **DAYS FROM EVENT** - Select how many days away from the event you want the fee group to apply to. If you leave this field blank it will be the same fee regardless of how far in advance the team submits the form.

3. **FEE** - Select how much you wish to charge the team to submit the eTravel form. If you do not wish to charge put a $0 in this field.

4. **ACTIVE** - Make certain this box is checked to turn on your eTravel form.

5. **CUSTOM FIELDS** - This is where you can ask any question in any format on the registration form. ie: Check box, Text Input, Drop Down List, Radio button. (Please See **Club Extended Manual** for more detailed instructions on creating custom form fields). To add a custom form field question you must first click the **ADD** button and then click on the **CREATE** link in the custom fields box.

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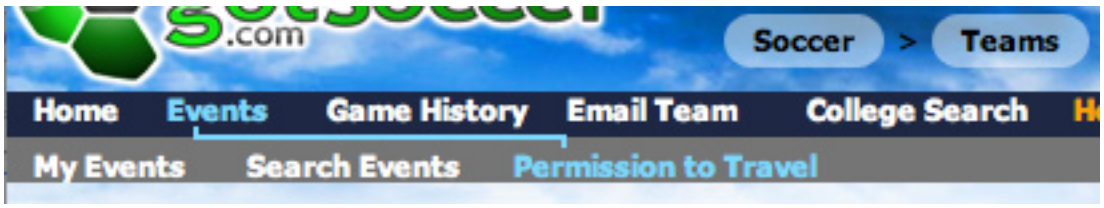
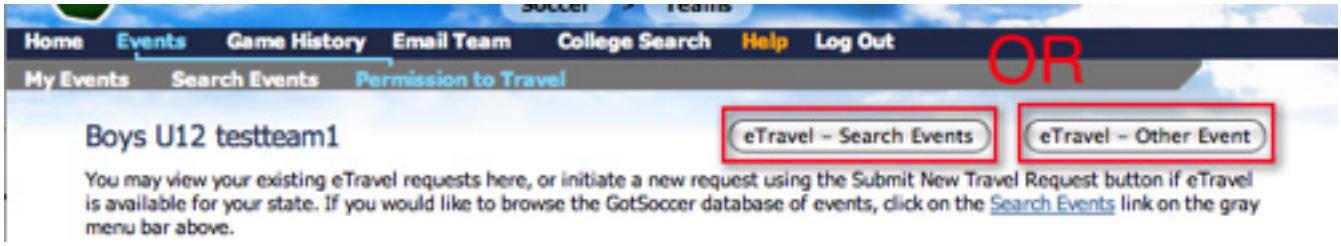
6. Make certain to click the **ADD** button after your form is setup.

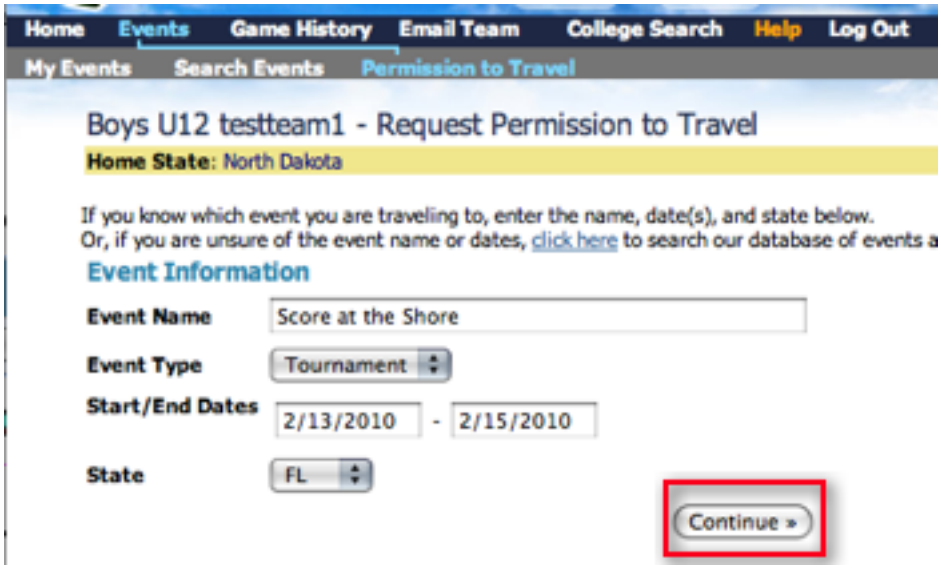
7. To view your eTravel form, login to any team account and click on **EVENTS** in the blue menu bar and then **PERMISSION TO TRAVEL** in the grey menu bar.



8. Search for the event you wish to apply to as a test run by choosing either the **eTRAVEL - SEARCH EVENTS** button or the **eTRAVEL - OTHER EVENTS** options.



9. In this example we chose **eTRAVEL - OTHER EVENT**. Here you will enter in the information about the tournament and click the **CONTINUE** button.



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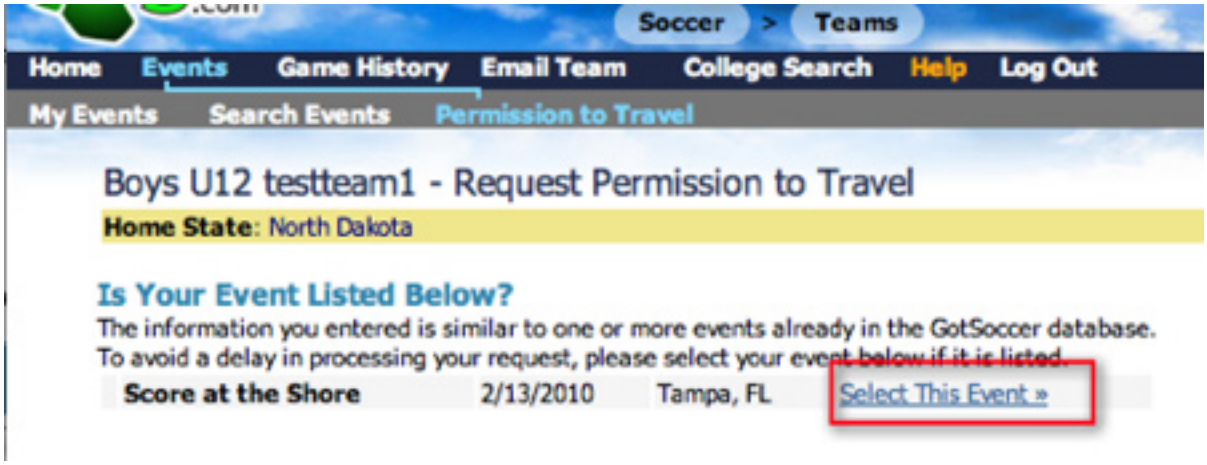
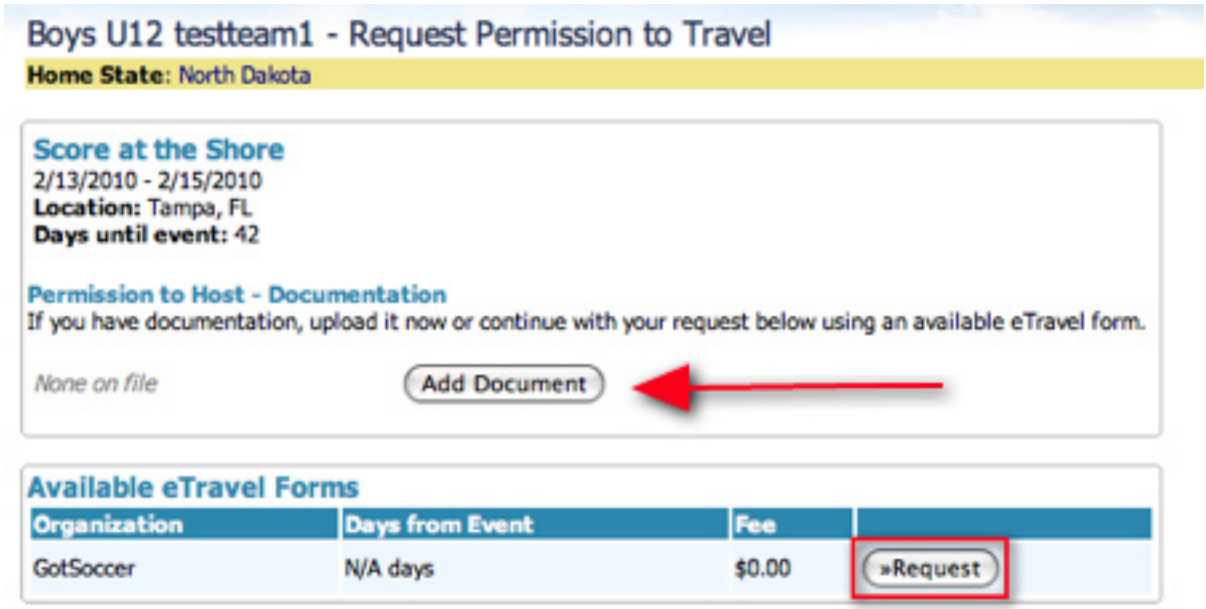
10. Once you continue our system will search for your event, once located click the **SELECT THIS EVENT** link to continue.



11. Once you have selected your event you will then be asked to choose the fee group you wish to apply under, (it is recommended that you have a group of $0 to test out your form as you wont need to enter credit card information. You can remove this fee group once you have completed creating your eTravel form) by clicking the **REQUEST** button.



If you require your teams to show you the permission to host documentation for the event they can attach the document to their eTravel Application by clicking on the **ADD DOCUMENT** button.

12. Once you have chosen your fee group you will be brought to your custom form field page. Answer the question you have created and click the **SUBMIT REQUEST** button.

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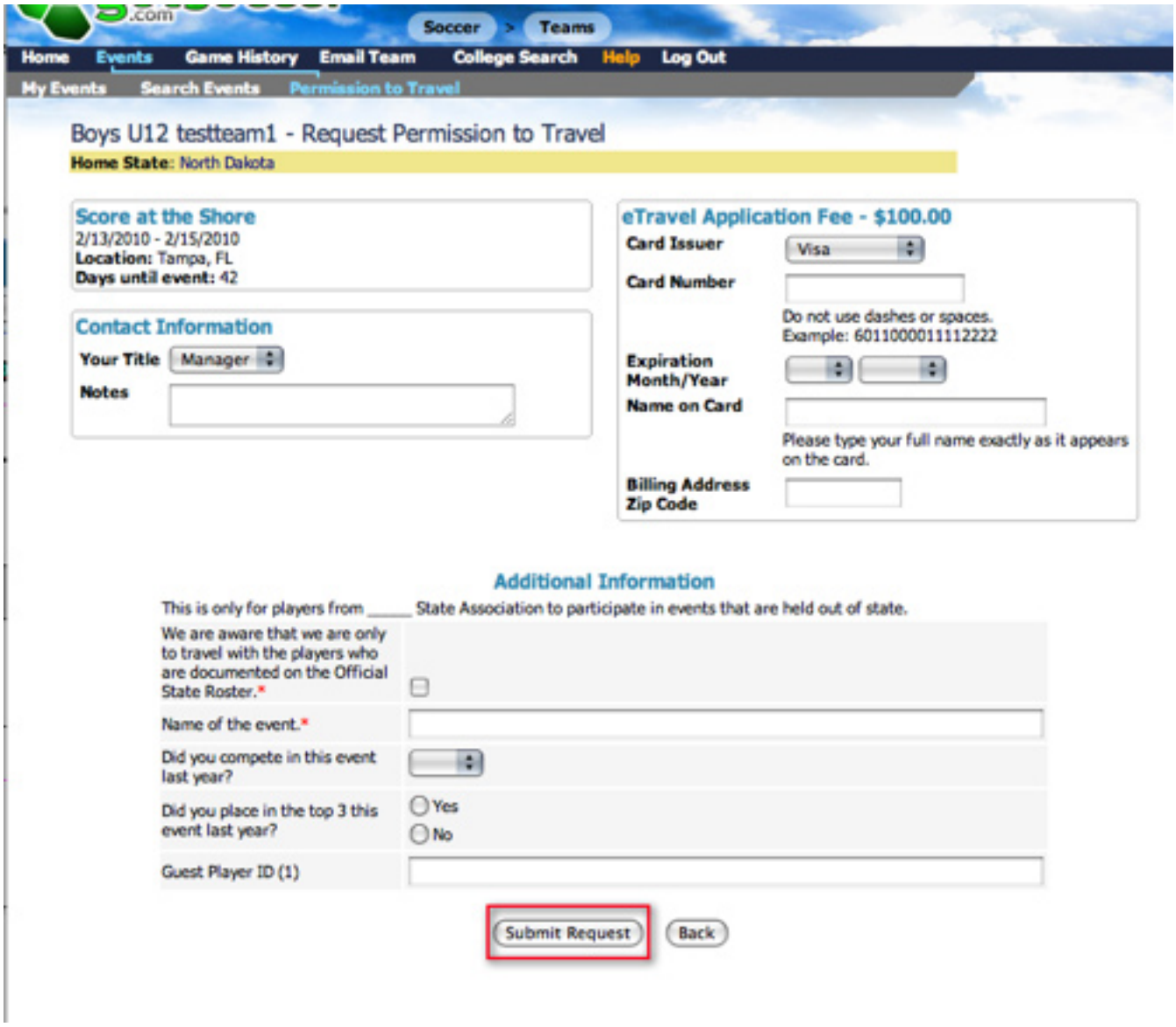
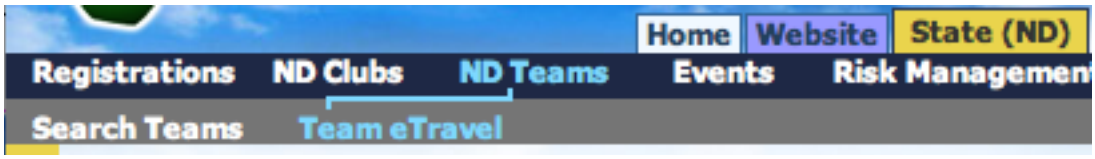


NOTE if you have created a fee group of $0 and have chosen that group during registration there will not be a box for credit card information.

13. Once you have clicked the submit button you can log back into the state account to view any submissions that are made. To view your submissions click on the **STATE** tab, then click on **TEAMS** in the blue menu bar and on TEAM etravel in the grey menu bar.



14. Here will be a list of the teams that have submitted eTravel requests. To view a request click on the **VIEW** button.

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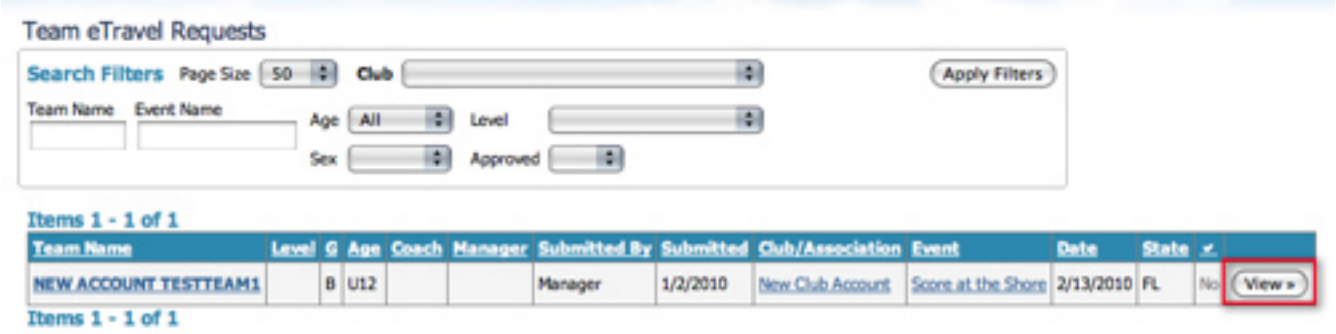
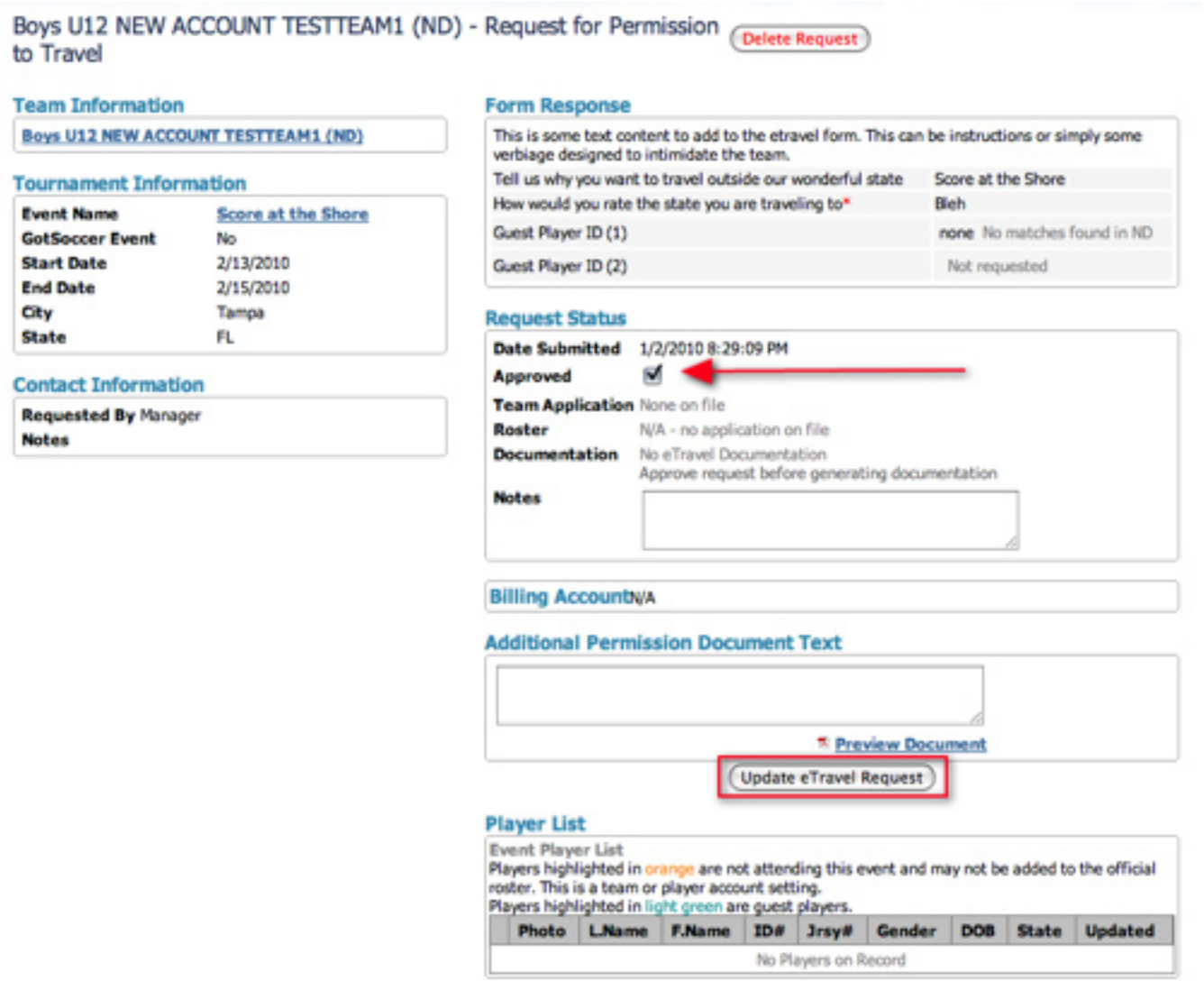


15. Here you can view the answers to your custom form field questions, the event, and you can approve the team by clicking on the **APPROVE** check box and then clicking on the **UPDATE eTRAVEL REQUEST** button.



Once you mark them **APPROVED**, they will see in their team account that they are approved for travel for the event.

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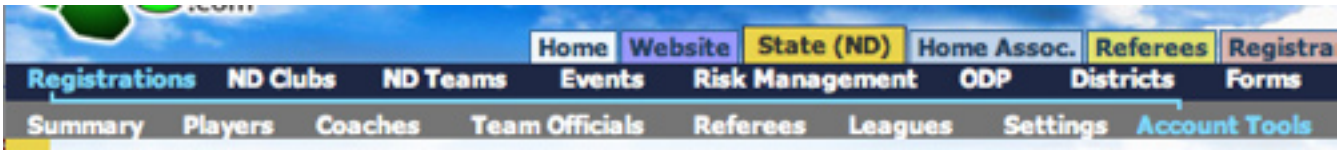
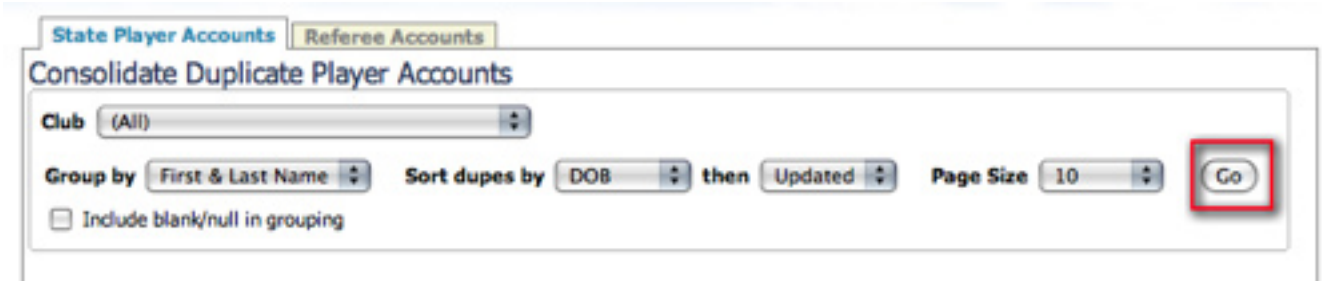
ACCOUNT TOOLS

Account tools is where you will merge duplicate player and referee accounts state wide. To get to account tools click on the **STATE** tab and then on **REGISTRATIONS** in the blue menu bar and **ACCOUNT TOOLS** in the grey menu bar.



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



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

*** * * * SUPPORT TIP * * * ***

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

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

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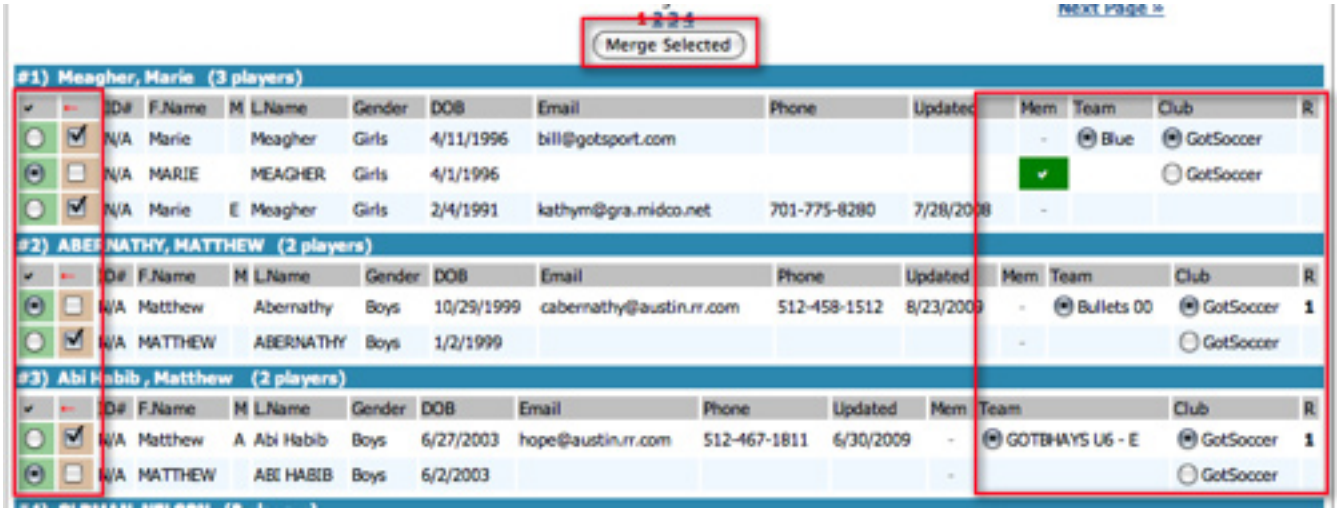
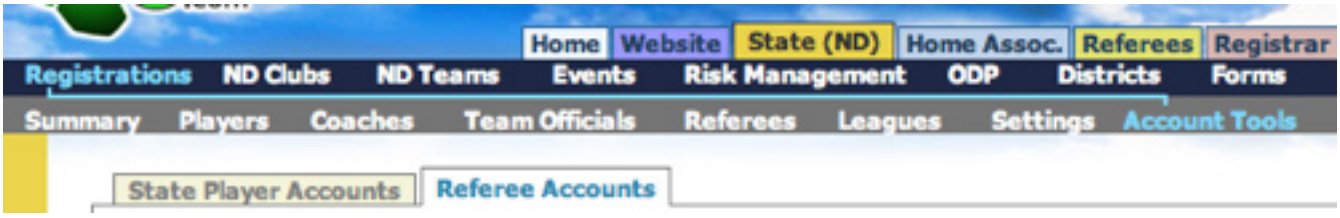
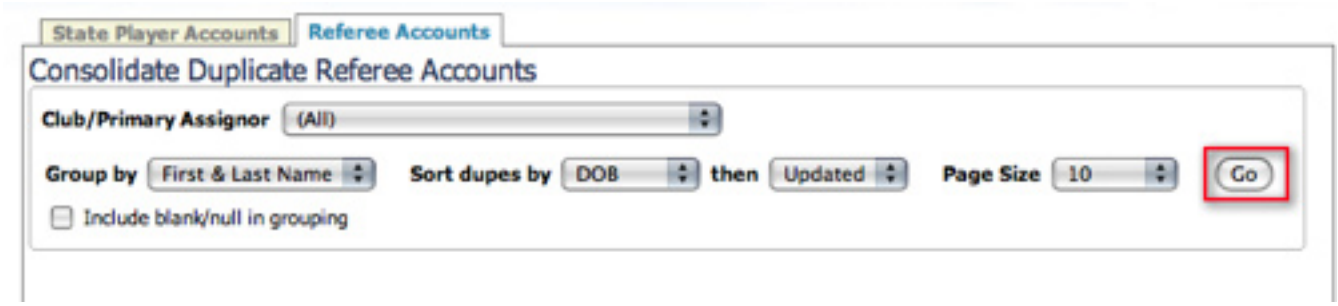


Referee Accounts

To merge referee accounts click on the **REFEREE ACCOUNTS** tab under **ACCOUNT TOOLS**.



Leave the settings to their default and click the **GO** button.



This will bring up a list of all the duplicate referee accounts that are affiliated with your state.

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 that you want to eliminate. The contents of these will be merged into the selected account in the green box column. Please remember to look for Risk Management in the **R/M STATUS** column and keep those accounts if possible so members do not loose their status and have to reapply. You can optionally move the selected account to another primary assignor by selecting the radio button next to the assignor that the consolidated account should be assigned to.

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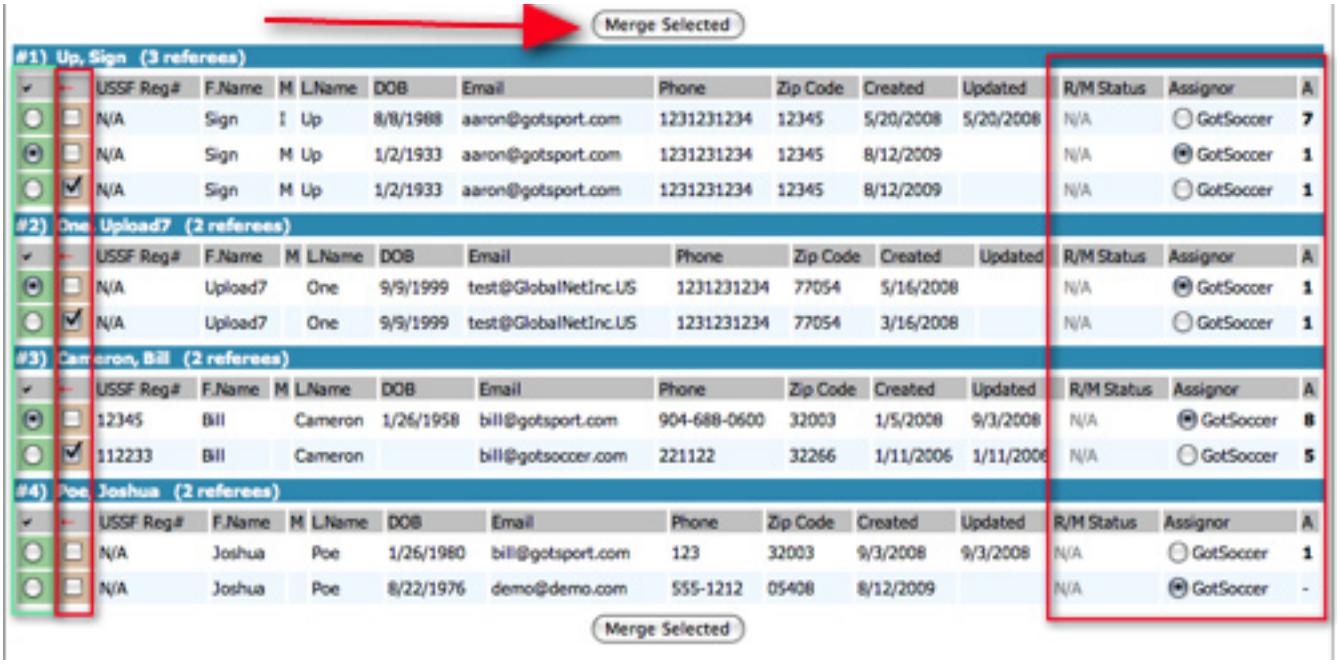

Remember to check **DOB** and email address to make sure the accounts do not belong to two different people with the same name. Once you are finished with your selections click on the **MERGE SELECTED** button at the top or bottom of your list.

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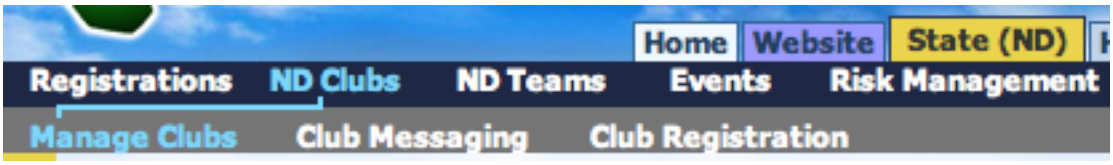
CLUBS

To view all of the clubs, leagues, and associations affiliated with your state click on the **STATE** tab and then on **CLUBS** in the blue menu bar.



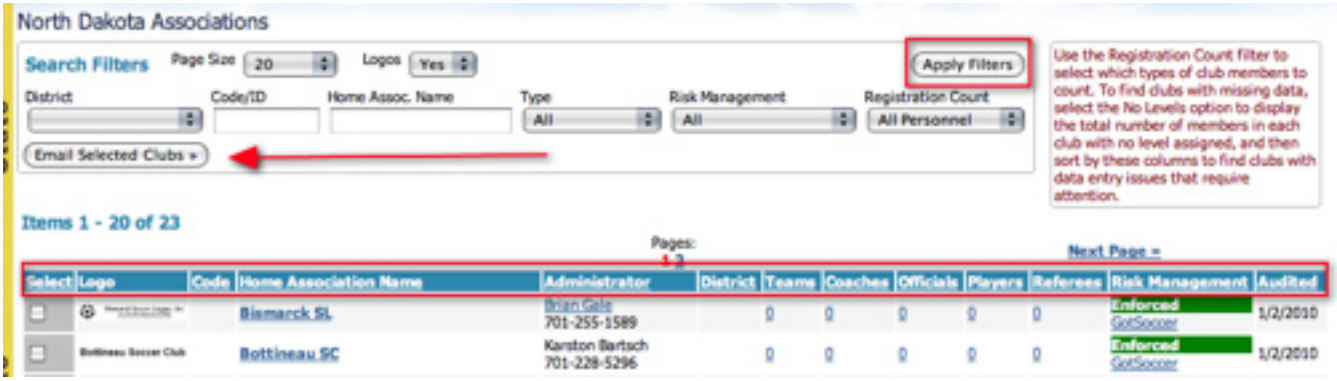
This will bring you to a list where you can view:

- Name of the organization
- Name and contact information of the director on the account
- Their affiliated district
- Number of teams in their account
- Number of coaches in their account
- Number of officials in their account
- Number of players in their account
- Number of referees in their account
- Whether or not Risk Management is enforced
- Date their were last Audited

Using the Search Filters box you can filter your page by

- District - The district the organization is affiliated with
- Type - All, State/District, Club
- Risk Management - All, Optional, Enforced, Externally Managed
- Registration Count - All personnel, Level Assigned, No Levels
- Page Size - You can set your page size to infinite to view all organizations on one page
- Logos - Yes, No

And you can search for a specific club by entering their club code/ID or their name, then click on the **APPLY FILTERS** button. Finally you can email selected clubs by checking the box next to their name in the **SELECT** column and then clicking the **EMAIL SELECTED CLUBS** button.



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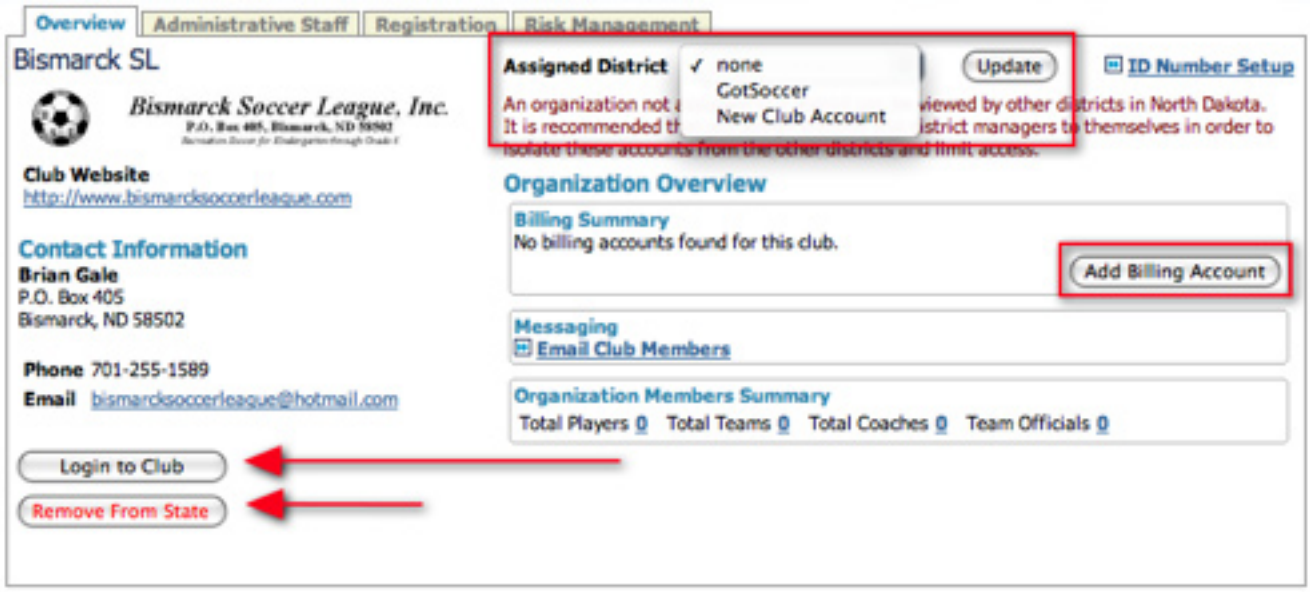
Logging into a Club Account, Locating Username and Password for Organizations

To login to a club account from this page click on the name in the **HOME ASSOCIATION** column.

This will bring you to a page that will provide you with information about the club. From here you can also assign the club to a district if any districts have been established (to establish a district you must contact your GotSoccer representative).

- To assign them to a District, choose the district from the **ASSIGN DISTRICT** drop down menu and click on the **UPDATE** button.
- To login to the club click the **LOGIN TO CLUB** button.
- If this club is not part of USYSA or affiliated with your state and you wish to remove them click the **REMOVE FROM STATE** button.
- If you wish manually invoice this club from BILLING in the blue menu bar under the HOME tab and they don't currently have a billing account you will need to click on the **ADD BILLING ACCOUNT** button to create a billing account where invoices can be attached.



The next tab is **ADMINISTRATIVE STAFF** here you can find the login information (username and password) for the club or home association account.

To locate the login information for the account click on the **SHOW CLUB LOGIN** link in the bottom left hand corner of the page.

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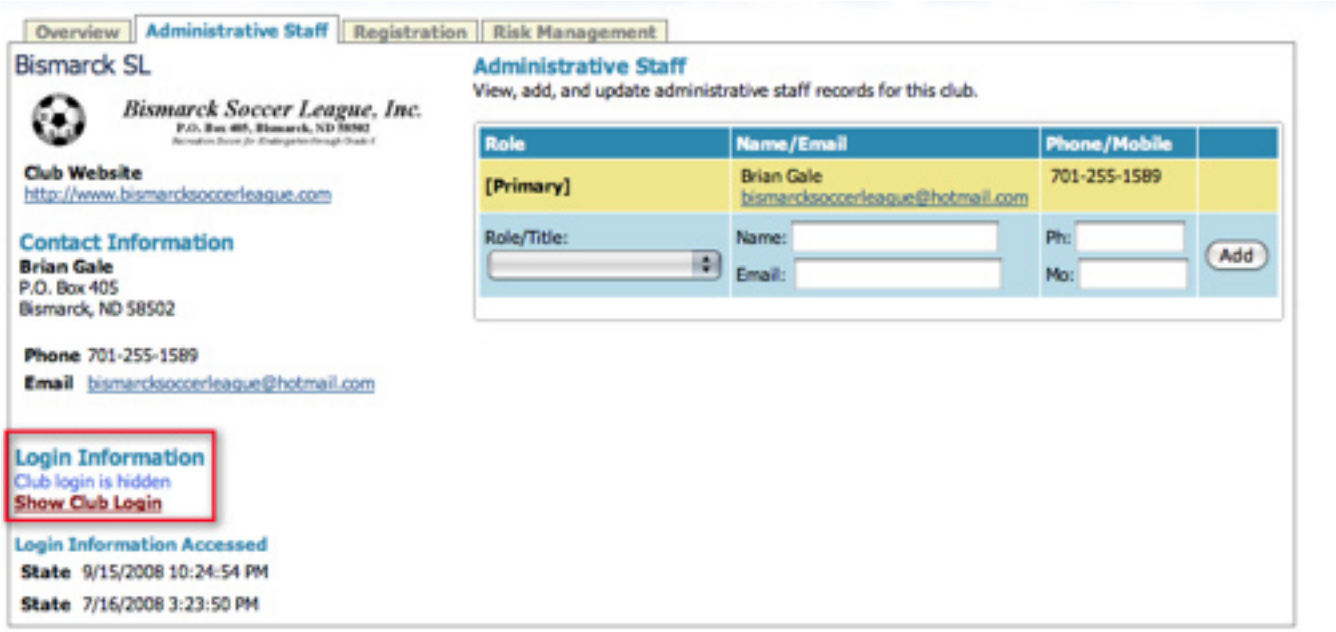

You will also be able to view all of the administrative staff (sub-users) and their contact information.

The next tab is **REGISTRATION** here you can view what the club or association owes you based on your registration fees. You can also invoice the club or association from this page when registration is complete. Once an invoice is generated it will be displayed on their home page when they login to their account.

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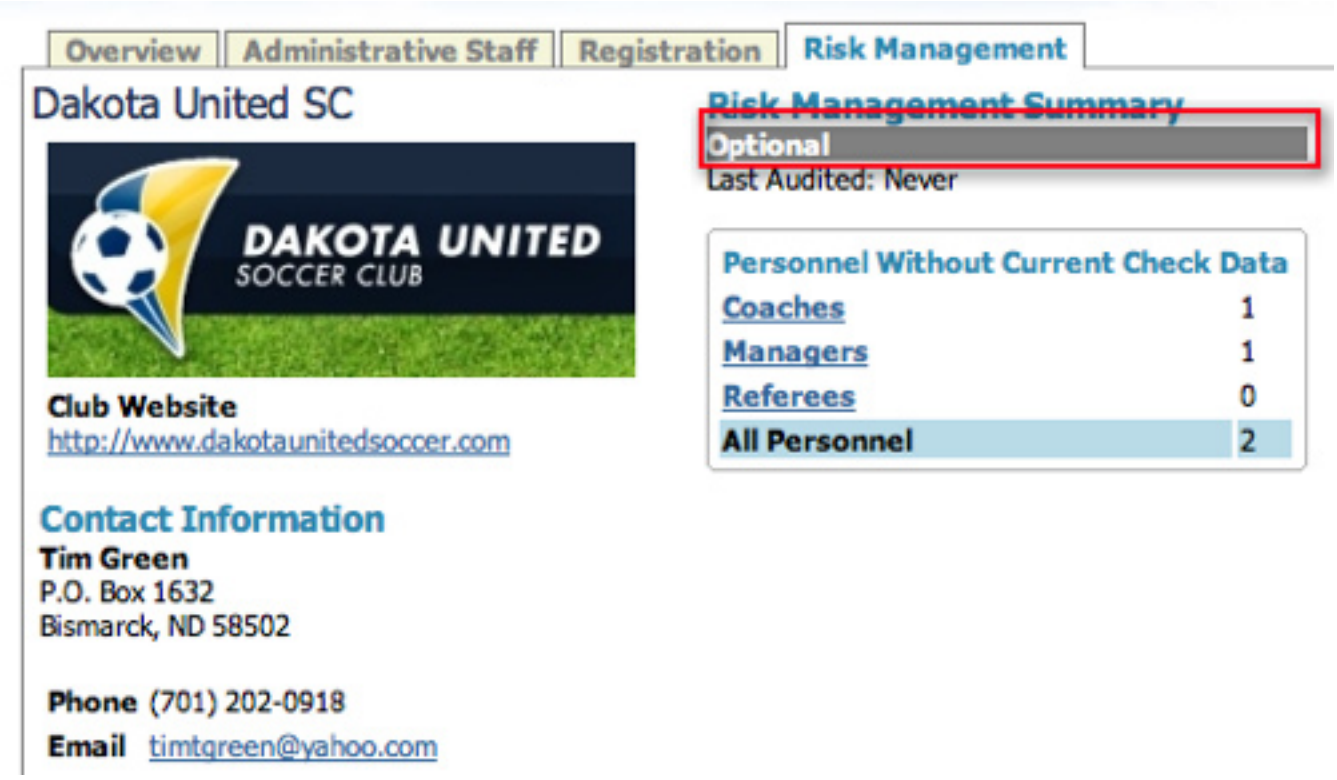
The final tab is **RISK MANAGEMENT**, here you can view personnel with current background check data.

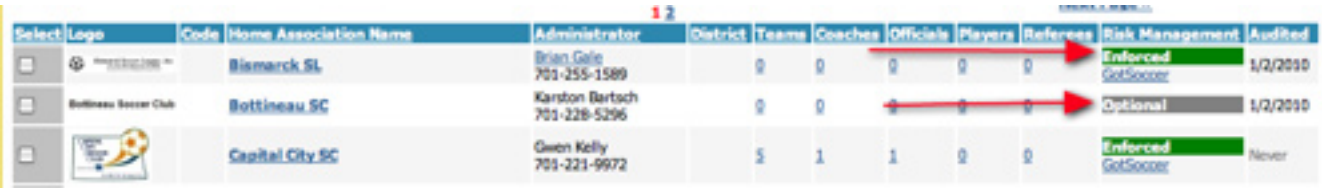
You can also enforce risk management for this club, league or association by clicking **OPTIONAL** in the grey bar under **RISK MANAGEMENT SUMMARY**. This will turn the grey bar GREEN and change the word optional to ENFORCED.

*** * * *SUPPORT TIP* * * ***

Turning this on will pull all coaches, team officials and referees off of their teams and field assignments until they complete a background check and are approved. Once approved they will have to be placed back on their teams and field assignments.



Risk Management can also be enforced or set back to optional from the Club List page. To get back there click on **CLUBS** in the blue menu bar and then set your page size to **INFINITE** and click the **OPTIONAL** or **ENFORCED** link in the **RISK MANAGEMENT** column to turn it on or off for the organizations.



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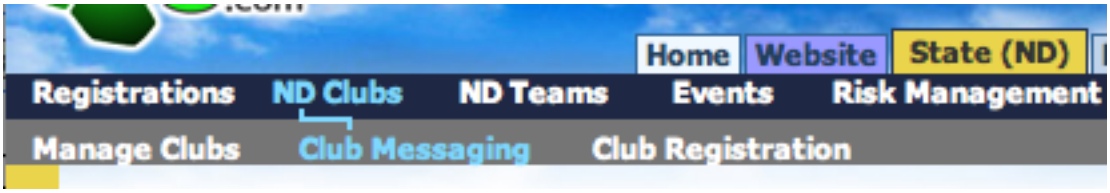
Club Messaging

To message your clubs click on the **STATE** tab and then on **CLUBS** in the blue menu bar and **CLUB MESSAGING** in the grey menu bar.



From this page you will be able to select the clubs/associations that you wish to email by checking the check box next to the organization name or if you wish to message every organization in the state click the + sign next to the folder with the **STATE NAME** as it will select all of the organizations with one click.

Next select your **BROADCAST TYPE**:

- **Bulletin** - Sends out the same message to all recipients without including each users unique username and password at the bottom of the message.
- **Personalized** - Sends out the same message as a bulletin but each user will get their unique username and password attached to the body of the email message, We Suggest that you send all messages personalized as the more often someone sees their login information the more likely they are to remember it.

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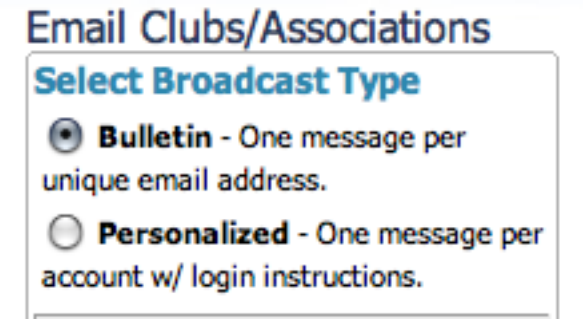


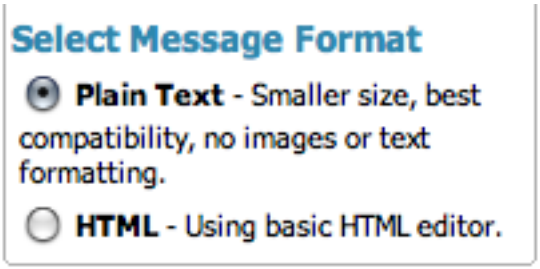
Now select your **RECIPIENT TYPE** by checking the box next to the staff you wish to message. **MANUAL ENTRY** allows you to type in one additional email address or to copy yourself on the message.

Finally select your **MESSAGE FORMAT**

- **PLAIN TEXT** - Sends out your message in plain text
- **HTML** - allows you to customize your email format with HTML editing tools.

*** * * * SUPPORT TIP * * * ***

ATTACHMENTS - are not allowed in our system. Attachments place companies on the spam list. If you wish to send an attachment we recommend that you put the attachment on your website and include the link in the email.



Once you have chosen your message settings click the **COMPOSE MESSAGE** button.

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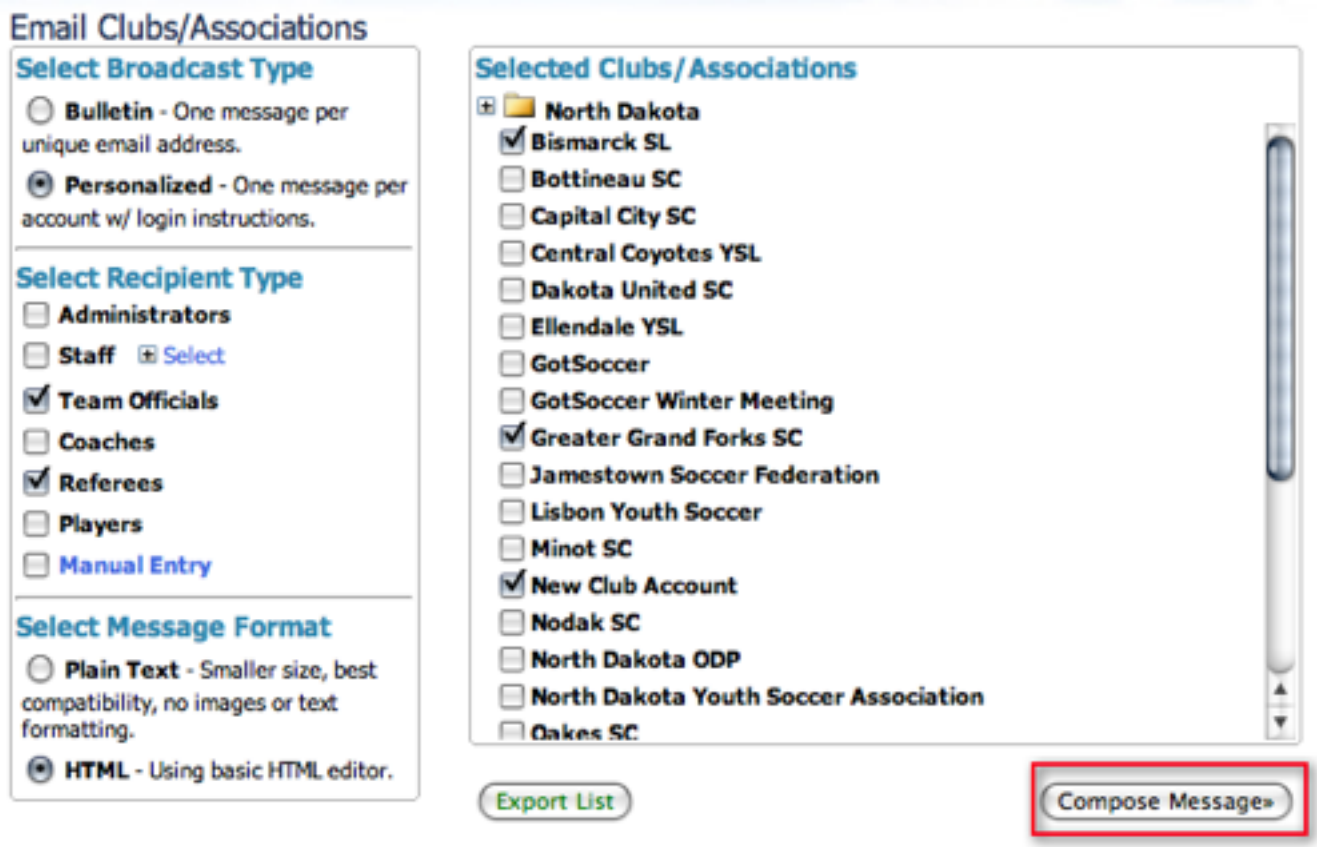

This will refresh your screen and pull up a mailing list summary. Type your message and click **SEND** when finished. If you need to make any changes to the settings make sure to do so before writing your message and to click on the **UPDATE FILTERS** button before writing your message.

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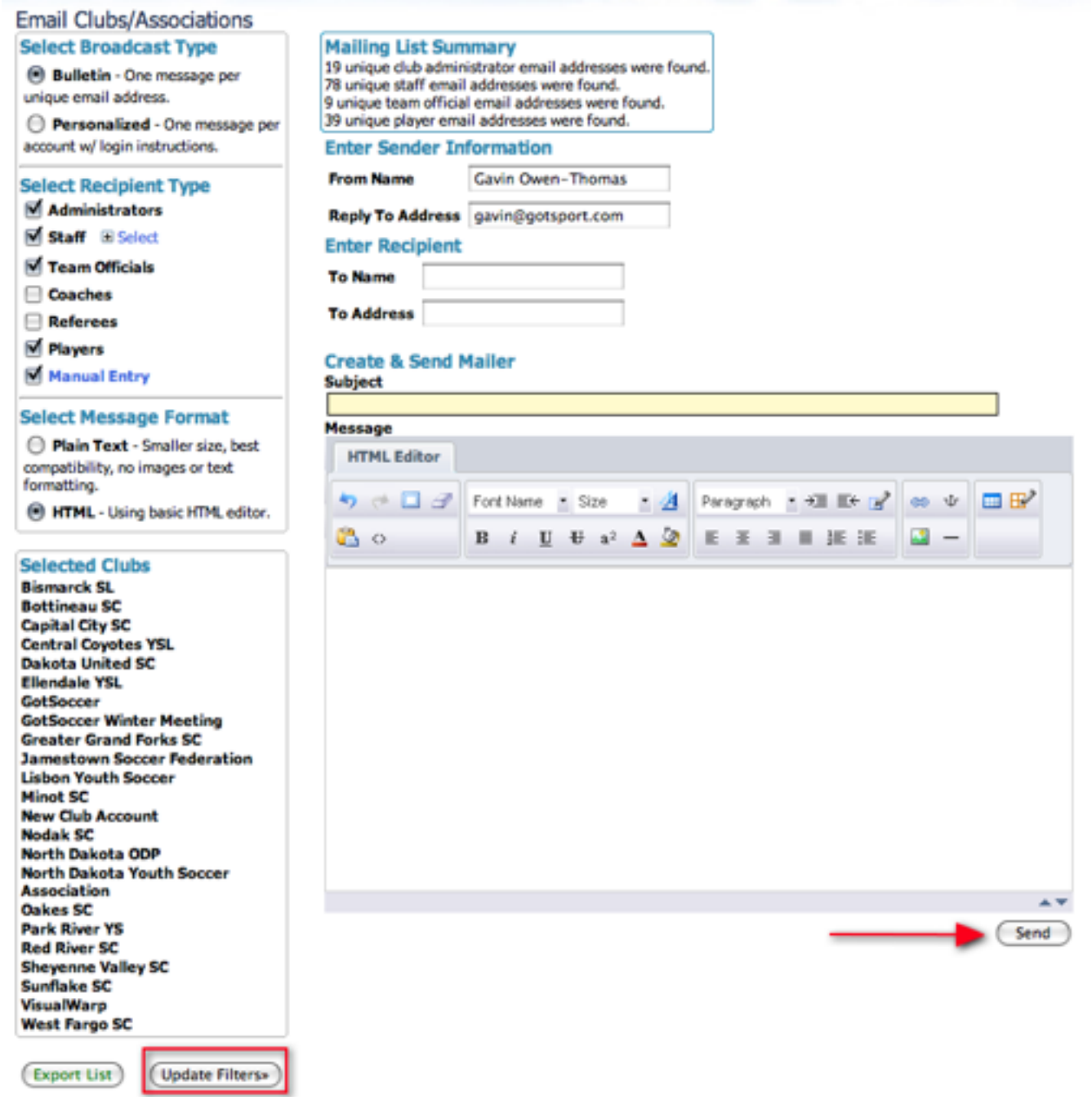

To Export ALL contact information for all of your organizations click on the organization you wish to export or the **+** sign along with the recipient type(s) and click on the **EXPORT LIST** button as this will give you an excel file containing all the contact information.

*** * * * SUPPORT TIP * * * ***

All messages will show up as coming from Support@gotsport.com however, when the recipients reply they will be replying to your email address or the email address entered in the sender information boxes.

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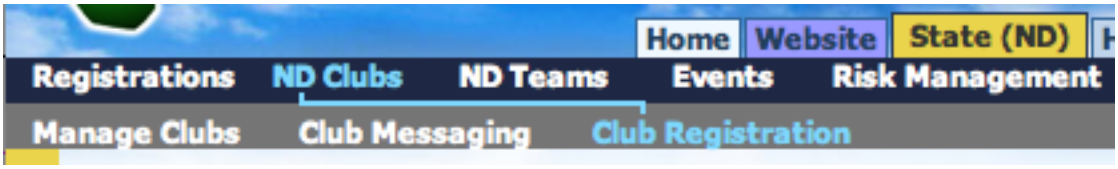
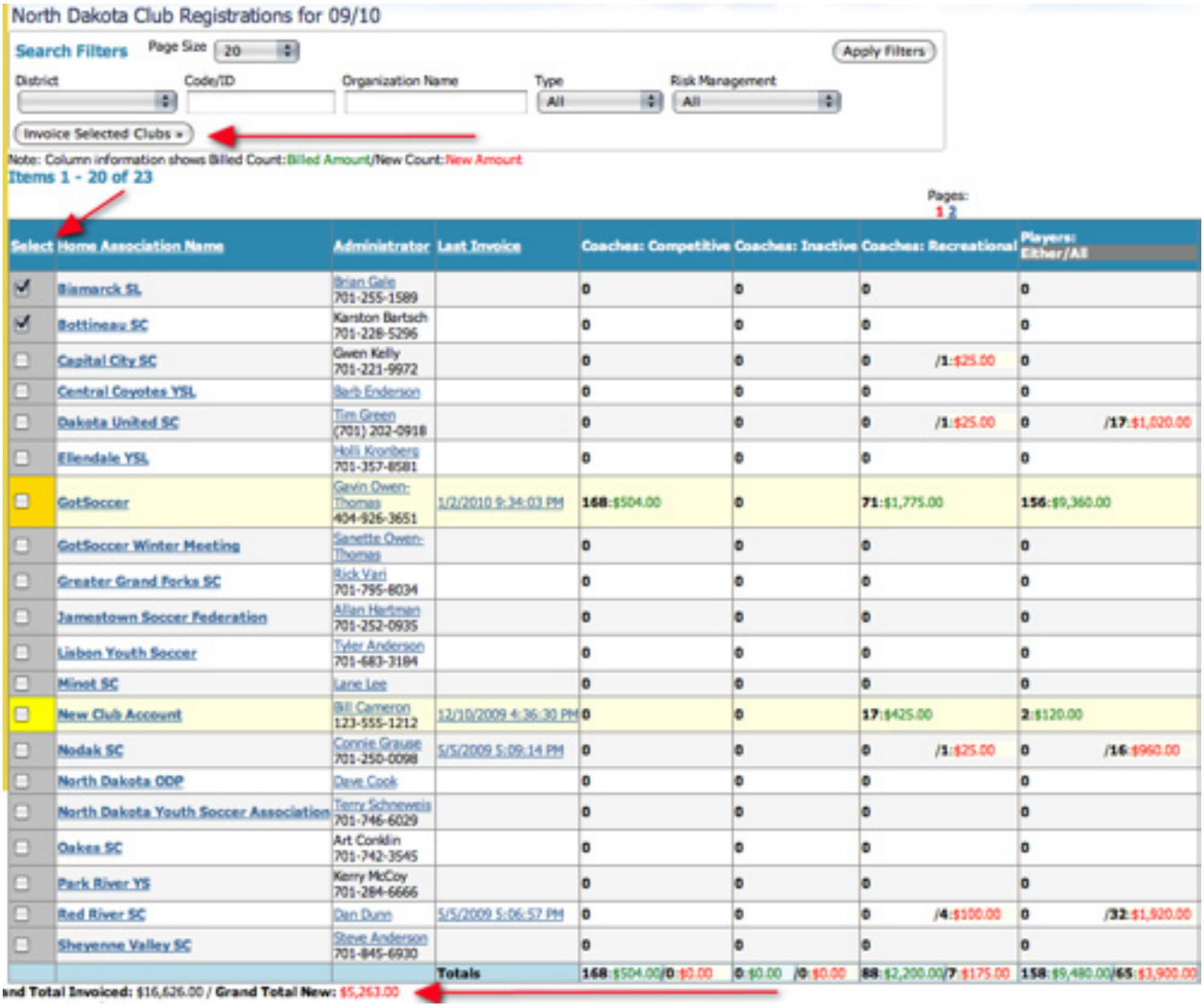
Club Registrations

To view all of your organizations registrations broken up by competition level click on the **STATE** tab, then **CLUBS** in the blue menu bar and **CLUB REGISTRATIONS** in the grey menu bar.



If you set your page size to **INFINITE** and click on the **APPLY FILTERS** button you will get a full list and grand total of **INVOICED** and grand total of **NEW REGISTRATIONS**. If you click on the name of the **ORGANIZATION** it you can invoice them individually or if you click on the word **SELECT** at the top of the check box column and click on the **INVOICE SELECTED CLUBS** button you will be able to invoice all of them in mass.



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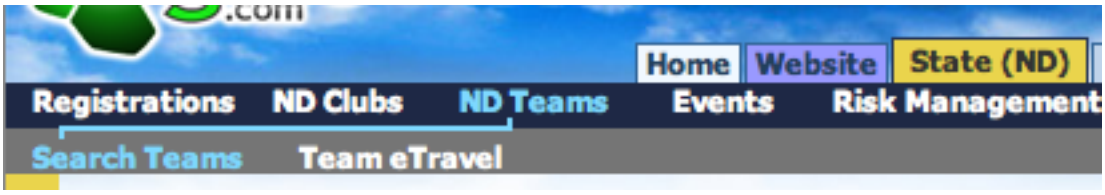
TEAMS

Click on the **STATE** tab and then on **TEAMS** in the blue menu bar.



Here you will see a list of all the teams who are affiliated with the state. To view basic information, players and team history click on either the team name, ID number or N/A if none has been assigned.

ID	Team Name	Level	Gender	Age	Coach	Club/Association	District
N/A	DAKOTA UNITED		Boys	U14			

In this list you will also see:

- Level - The competition level that the team has been set to
- Gender - The gender or sex of the team
- Age
- Coach - If you click on the Coaches name you will be able to view information on that coach.
- Club/Association - the club or association that the team is affiliated with. If you click on the name of the club you will be able to view information on that club or association.
- District - You will see the districts that the teams below to if they belong to one.

ID	Team Name	Level	Gender	Age	Coach	Club/Association	District
N/A	DAKOTA UNITED		Boys	U14			
N/A	DAKOTA UNITED		Boys	U18			
N/A	DAKOTA UNITED		Girls	U16			
G345TBGOTMU15300	CHRONO 3001		Boys	U16	asdf asdf	GotSoccer	
N/A	NORTH DAKOTA ADULT SOCCER AF #1		Coed	OPEN	Todd M. Hill	North Dakota Adult Soccer	

*** * * * SUPPORT TIP * * * ***

If you see a team in this list that is not affiliated with a club or association it is most likely that this team account was created by a coach or manager registering for a GotSoccer Tournament. If they did not remember their username or password and created a new account that was not attached to their club or association but they listed your state as their state registered then you will see them in this list but wont be able to manage them. In this situation you should contact the coach or manager and ask them to provide their club with their team username and password so the account can be imported into the correct club or association. Or if that team has numerous accounts you can contact the coach or manager and ask them to merge their team accounts by clicking on the **ACCOUNT ASSISTANCE** option in the grey menu bar of their team account and follow the instructions provided.

Team eTravel

See eTravel section referenced earlier in this manual.

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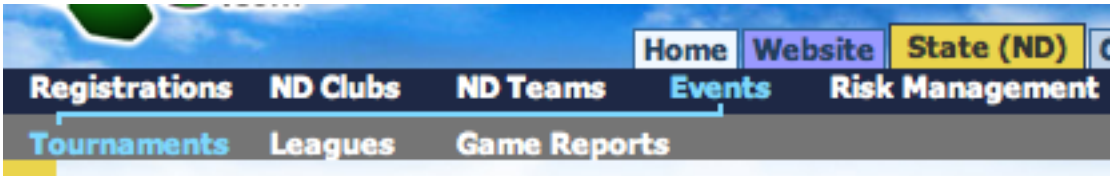
EVENTS

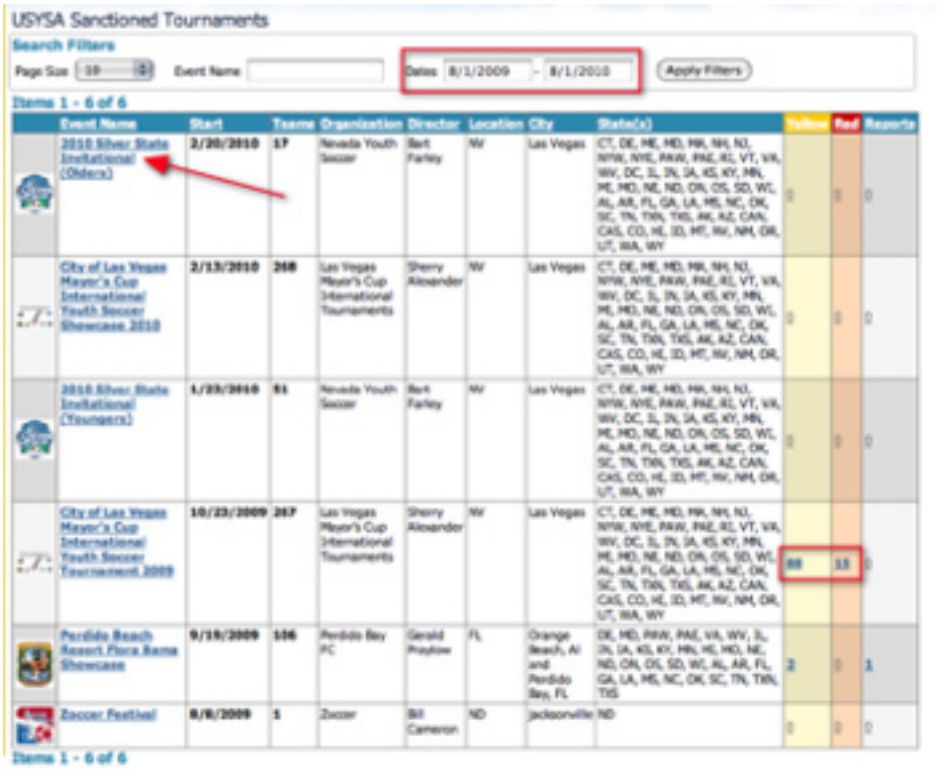
Tournaments

Click on the **STATE** tab and then on **EVENTS** in the blue menu bar. Here you will find a list of all of the USYSA Tournaments that use GotSoccer where teams from your state participate.



From this page you can:

- View the event information by clicking on the name of the event. Here you can obtain Event Director contact information, view fees for the events, view team and misconduct reports and finally game reports.
- View the start date of the event
- View the number of teams attending the event
- View the organization hosting the event
- View the event directors name
- View the location state
- View the location city
- View the state or list of states that have teams attending the event
- View the number of yellow and red cards - If you click on the number in the yellow or red column it will take you to the **TEAMS & MISCONDUCTS** tab where you can view more detailed information.
- View reports on the games - If you click on the number in the reports column it will bring you to the **GAME REPORTS** tab where you can view more detailed information.



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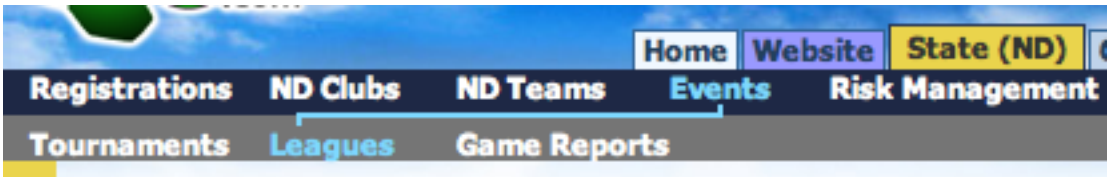
Leagues

Click on the **STATE** tab and then on **EVENTS** in the blue menu bar and **LEAGUES** in the grey menu bar. Here you will find a list of all of the USYSA sanctioned Leagues that use GotSoccer where teams from your state participate.



From this page you can:

- View the event information by clicking on the name of the event. Here you can obtain Event Director contact information, view fees for the events, view team and misconduct reports and finally game reports.
- View the start date of the event
- View the number of teams attending the event
- View the organization hosting the event
- View the event directors name
- View the location state
- View the location city
- View the state or list of states that have teams attending the event
- View the number of yellow and red cards - If you click on the number in the yellow or red column it will take you to the **TEAMS & MISCONDUCTS** tab where you can view more detailed information.
- View reports on the games - If you click on the number in the reports column it will bring you to the **GAME REPORTS** tab where you can view more detailed information.

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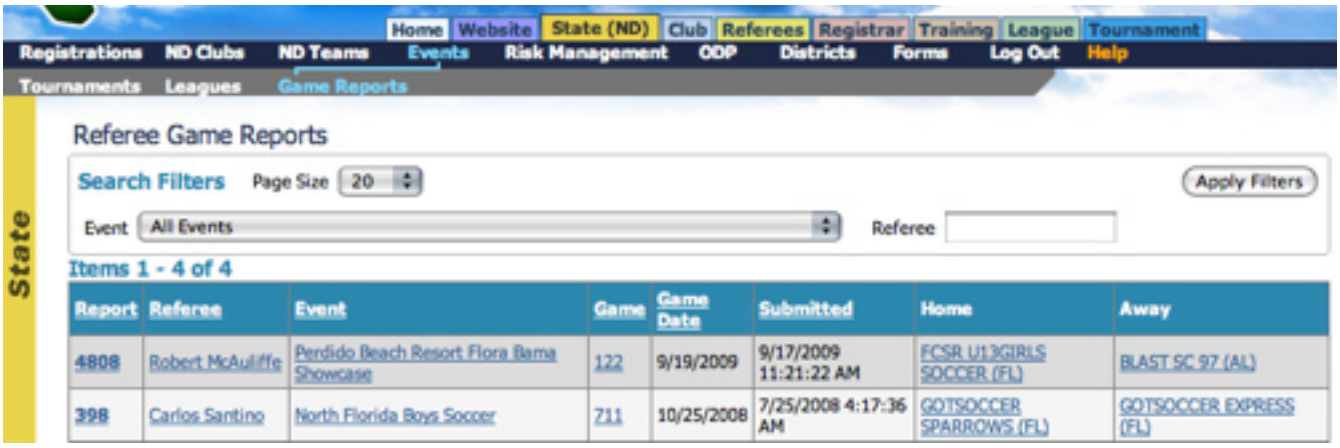
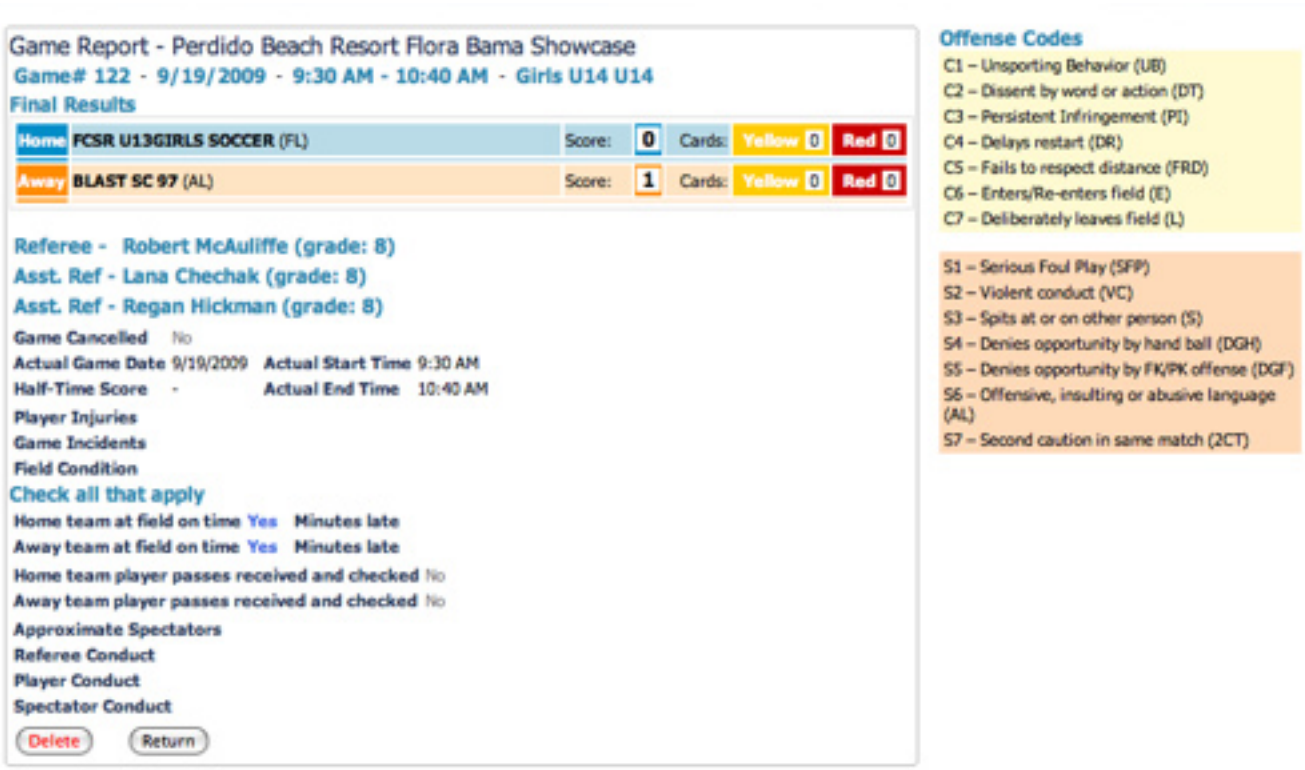
Game Reports

Click on the **STATE** tab and then on **EVENTS** in the blue menu bar and **GAME REPORTS** in the grey menu bar. Here you will find a list of all of the Game Reports that have been submitted by referees for events happening in your state.



By clicking on the number in the **REPORT** column you can open the Game Report and view more detailed information about the game.



There is also more detailed information on how to submit a Game Report in the Tournament, League and Referee Manuals all located on our support website at **http://support.gotsport.com**.

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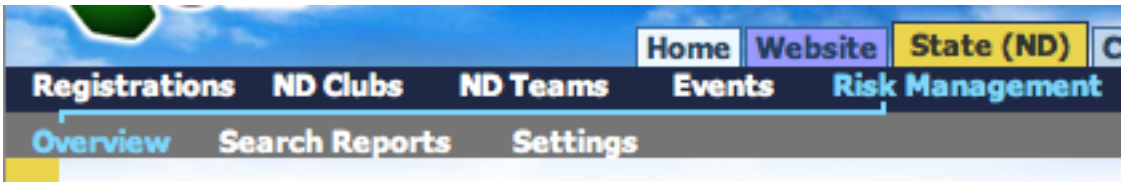
RISK MANAGEMENT

*** * * *SUPPORT TIP* * * ***

Users must be given access to the **STATE** tab and to **RISK MANAGEMENT** from USER ACCOUNT settings covered earlier in this manual under the HOME tab. If someone does not have access to Risk Management they wont event see the option for Risk Management when they login to their account.

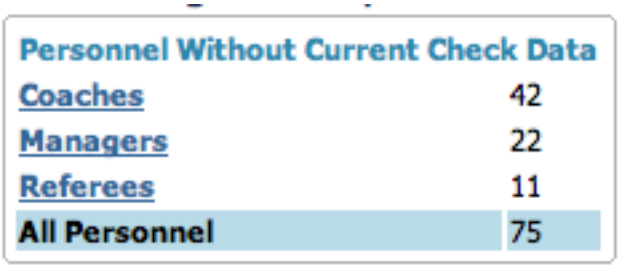
Click on the **STATE** tab and then on **RISK MANAGEMENT** in the blue menu bar.



If your state is using GotSoccer's Risk Management system you will see an Overview of the Risk Management status of all the adult members affiliated with your state who are required to submit a background check.

Personnel Without Current Check Data

In this box you will see a list of coaches, managers, referees and all personnel who have not submitted their background check for state Risk Management approval. If you click on the name of their position you will be able to view the list of those coaches, managers and referees who have not yet submitted their background checks.



Personnel Without Current Check Data	
Coaches	42
Managers	22
Referees	11
All Personnel	75

From here you can email the personnel who have not submitted a background check by clicking on the **EMAIL** button.

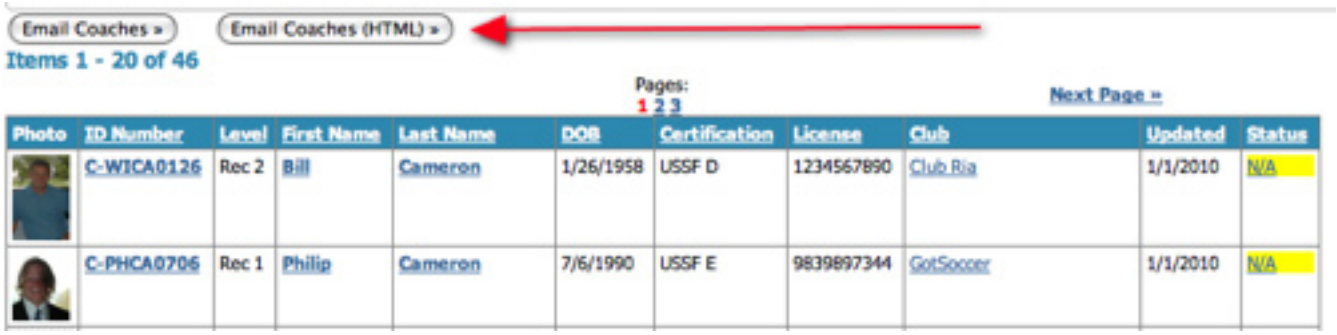


Photo	ID Number	Level	First Name	Last Name	DOB	Certification	License	Club	Updated	Status
	C-WICA0126	Rec 2	Bill	Cameron	1/26/1958	USSF D	1234567890	Club Ria	1/1/2010	N/A
	C-PHCA0706	Rec 1	Philip	Cameron	7/6/1990	USSF E	9839897344	GotSoccer	1/1/2010	N/A

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Current Background Check Data Statistics

In this box you will see the number of Pending, Approved, Review and Denied Risk Management applicants. By clicking on any of the status levels you will be brought to a list of those applicants who correlate with that status.

Current Background Check Data Statistics	
Pending	4
Approved	34
Review	1
Denied	0

Expired Background Check Data

In this box you will see the number of expired background checks.

Expired Background Check Data	
Pending	5
Approved	4
Review	1
Denied	1

Latest Unprocessed Reports

In this box you can view the latest submitted background checks that have not yet been processed. If you click on the number or the **VIEW** button it will bring you to the Search Reports Page where you can:

- Initiate New Check - click the **INITIATE NEW CHECK** button
- Execute Check Now - Click the **EXECUTE CHECK NOW** button
- Update the Risk Management Decision Status - Select their **STATUS** from the drop down menu and click on the **UPDATE** button.

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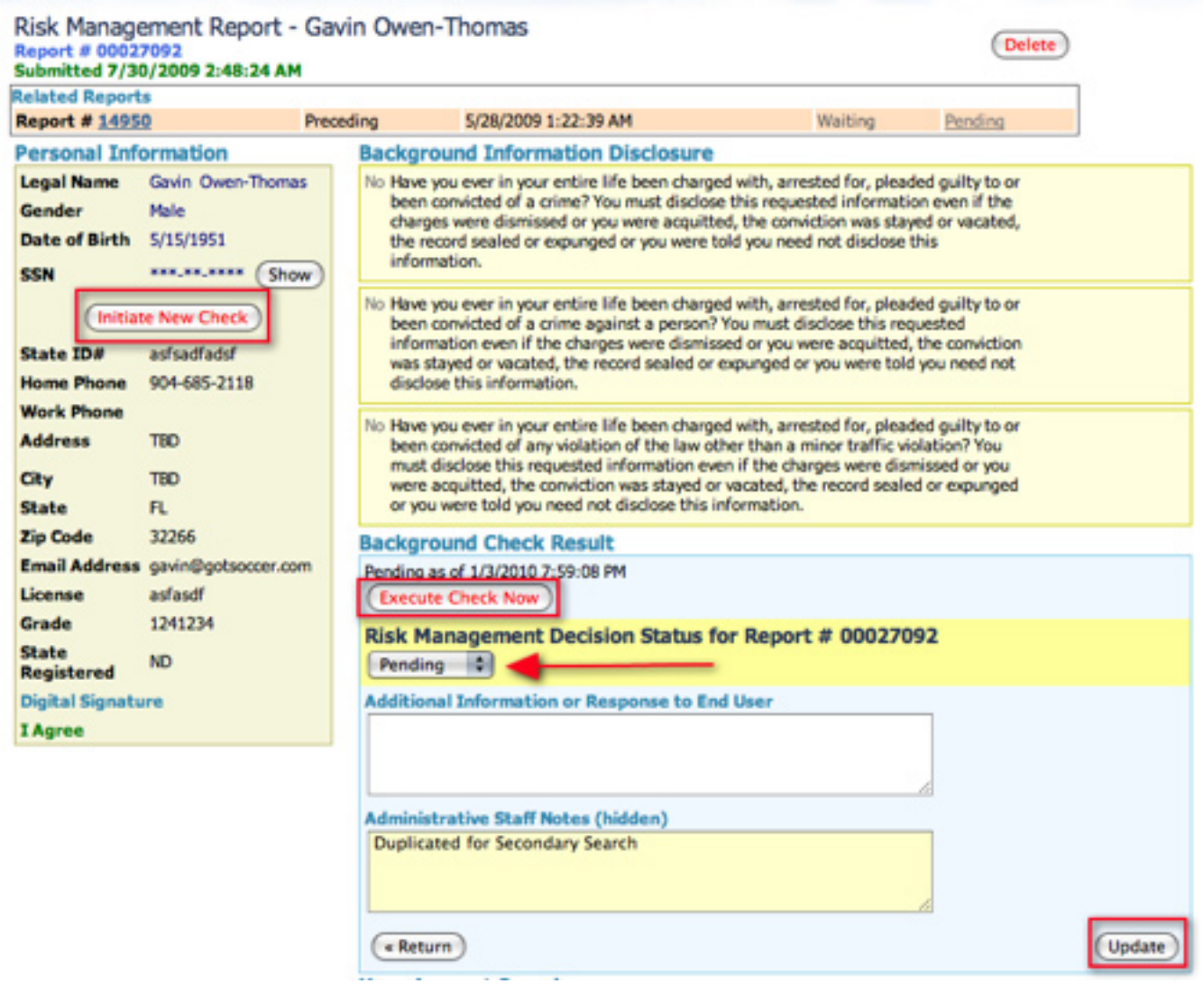

Latest Processed Reports

In this box you will see a list of all of the most recently processed Background Check reports. If you click on the number or the **VIEW** button it will bring you to the Search Reports Page where you can:

- Initiate New Check - click the **INITIATE NEW CHECK** button
- Reset Results Status - It resets the Background Check to unprocessed status. Click the **RESET RESULTS STATUS** button
- Update the Risk Management Decision Status - Select their **STATUS** from the drop down menu and click on the **UPDATE** button.
- Associate other accounts belonging to the same person with this background check - To do this click on the check box next to the account type and click the **UPDATE** button.

*** * * *SUPPORT TIP* * * ***

Coach, Official and Referee MUST use identical spelling of names in each account for the system to recognize that it is the same person and not the charge the state for every background check submitted by that person. Example: Robert Smith vs. Bob Smith.

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Risk Management Report - JEFFERY LABRUE

Report # 00026011
Submitted 7/12/2009

Delete

Personal Information

Legal Name	JEFFERY LABRUE
Gender	
Date of Birth	9/15/1967
SSN	N/A
	Initiate New Check
State ID#	
Home Phone	903-868-9303
Work Phone	
Address	PO Box 3030
City	Sherman
State	TX
Zip Code	75092
Email Address	aaron@gotsport.com
License	
Grade	
State Registered	ND
Digital Signature	
I Agree	

Background Information Disclosure

No Have you ever in your entire life been charged with, arrested for, pleaded guilty to or been convicted of a crime? You must disclose this requested information even if the charges were dismissed or you were acquitted, the conviction was stayed or vacated, the record sealed or expunged or you were told you need not disclose this information.

No Have you ever in your entire life been charged with, arrested for, pleaded guilty to or been convicted of a crime against a person? You must disclose this requested information even if the charges were dismissed or you were acquitted, the conviction was stayed or vacated, the record sealed or expunged or you were told you need not disclose this information.

No Have you ever in your entire life been charged with, arrested for, pleaded guilty to or been convicted of any violation of the law other than a minor traffic violation? You must disclose this requested information even if the charges were dismissed or you were acquitted, the conviction was stayed or vacated, the record sealed or expunged or you were told you need not disclose this information.

Background Check Result

Search Results: No Data

Reset Result Status

Executed on 7/12/2009 - Data imported from external system

No response data on file.

Risk Management Decision Status for Report # 00026011
Last updated: 1/3/2010 8:06:27 PM

Approved

Additional Information or Response to End User

Administrative Staff Notes (hidden)

« Return

Update

User Account Search

The users listed below match some of the basic information on this report. Select any accounts for which you believe this report should apply and click Update below to attach them to this background check result.

+	Account	Last	M	First	DOB	State	Zip	Email	Created	Curr. Report#
☐	Coach	Labrue		Jeffery	9/15/1967	TXN	75021	jeff.labrue@gmail.com	10/23/2009	None

« Return

Update

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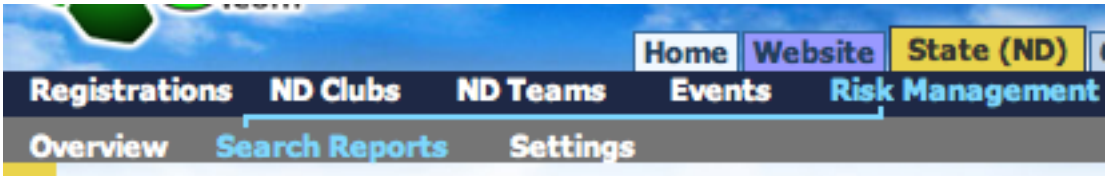
Search Reports

Click on the **STATE** tab and then on **RISK MANAGEMENT** in the blue menu bar and **SEARCH REPORTS** in the grey menu bar.



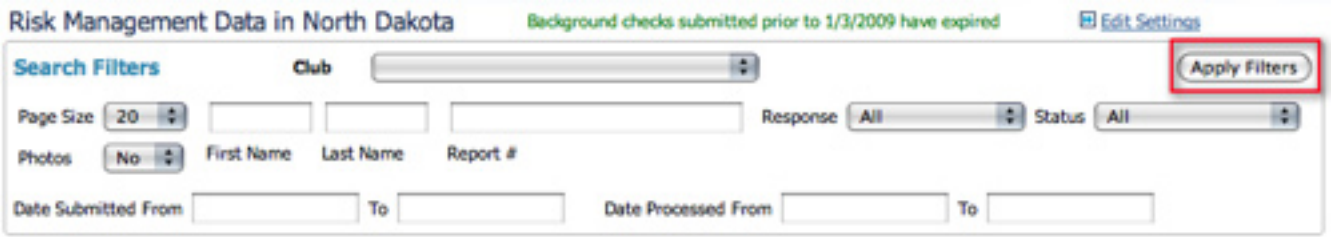
This will bring you to a list of everyone in your state who has submitted a background check. You have the ability to filter these reports by:

- Club
- Response - Waiting or N/A, Processed
- Status - All, Pending, Approved, Review, Denied, Expiring (30 days), Expired
- Photos - Yes, No
- Page Size

You can also search for a specific report by:

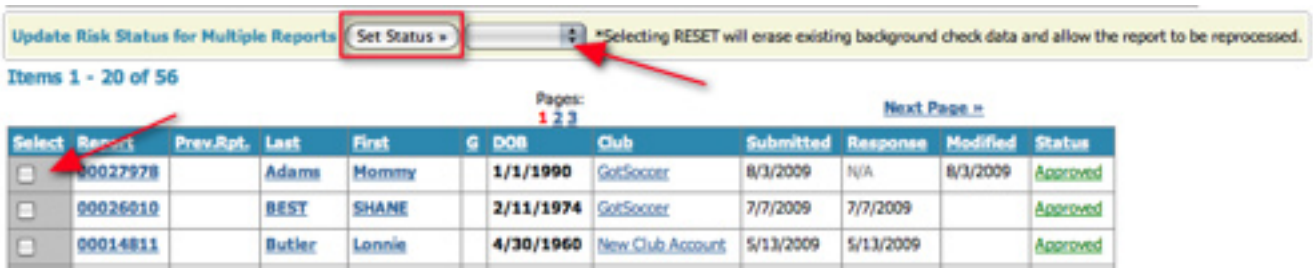
- First Name
- Last Name
- Report number
- Date Submitted From - Date Submitted To
- Date Processed From - Date Processed To

Make certain to click the **APPLY FILTERS** button after you make your search filter selections.



Update Risk Status for Multiple Reports

You can update Risk Management report status in bulk by selecting the applicants by checking the check box in the **SELECT** column, selecting their status from the drop down list and clicking on the **SET STATUS** button.



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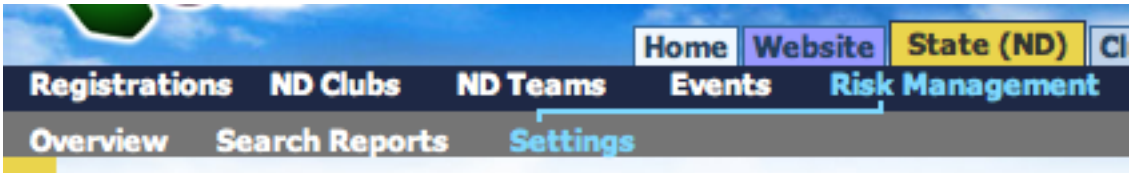
Settings

Click on the **STATE** tab and then on **RISK MANAGEMENT** in the blue menu bar and then **SETTINGS** in the grey menu bar.



This is where you set all of your Background Check settings. On this page you will:

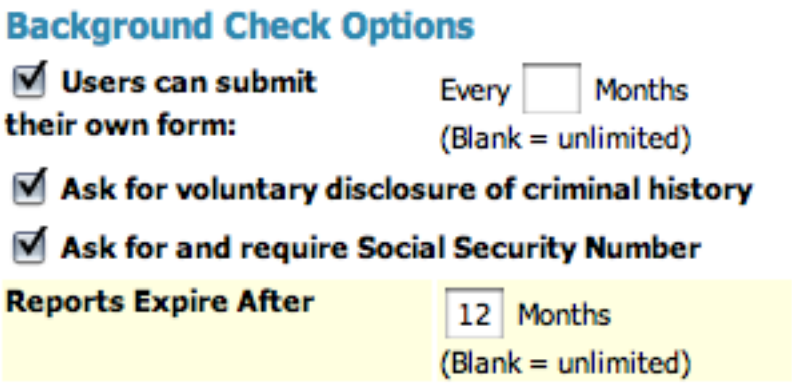
- Select your background check provider - BackgroundChecks.com, ChoicePoint, NCSI
- Enter the username and password for your Background Check account
- Setup your background check options
- Setup your background check fees - This is optional, it all depends on whether or not you want to charge your members.
- Set up your automation options
- Enter your Submission Agreement Text

*** * * * SUPPORT TIP * * * ***

Please contact Gavin Owen-Thomas or Bill Cameron to setup your Background Check account.
Gavin Owen-Thomas - Gavin@gotsoccer.com or 904-563-1930
Bill Cameron - Bill@gotsport.com or 904-688-0600

Background Check Options

- Users Can submit their form - in this box you will enter the number of months between background check submissions. If left blank the coaches, officials and referees can submit a new background check at any time.
- Ask for voluntary disclosure of criminal history - by checking this box you will ask them to voluntarily disclose any criminal history they might have.
- Ask for and require SS# - by checking this box you are requiring them to provide their SS# with their background check. This makes finding records on them much easier if they have a common name.
- Reports Expire after - enter the number of months in which you want background checks to be valid after they have been submitted.



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Optional Fees

- **Fee for Coach** - If you wish to charge your coaches for their background checks, enter the amount in this box. If left blank the coaches will not be asked to pay any fee at the time of submission.
- Fee for Team Official - If you wish to charge your team officials for their background checks, enter the amount in this box. If left blank the team officials will not be asked to pay any fee at the time of submission.
- **Fee for Referees** - If you wish to charge your referees for their background checks, enter the amount in this box. If left blank the referees will not be asked to pay any fee at the time of submission.
- **Accept Vouchers** - If you wish to charge your coaches, team officials or referees and wish to provide certain members vouchers for them to pay with, check this box (please see section on Vouchers covered in the billing section of this manual on how to create vouchers).

Automation Options

- Remind users to submit reports - Select how often you want your users to be reminded to submit their reports (once, daily, weekly, bi-weekly, 30 days, 60 days, 90 days, 120 days, 365 days) from the drop down menu.
- Collect payment information from client when submitting report - If you are billing your users make sure you select this check box.
- Process payment when client submit report - make sure you check this box if you are collecting payment by credit card.
- Automatically execute Background Check when client submits - select this check box if you want the system to automatically execute background checks as they are submitted. If this option is not selected someone will be responsible for executing background checks after they come in.
- Auto approve when no records are returned - by checking this box all users who have no hits or no record will automatically be approved.
- Auto Approve when matching report was processed - by checking this check box all users with multiple reports will be automatically be approved if they have already been approved from a previous account submission. You can set a date as to how long you want this automation to be good for. **Note:** Reports with an affirmative response from any question in the voluntary disclosure section will be marked with a review status.
- Automatically link identical accounts to background check result. - by selecting this check box the system will automatically link all identical accounts to an existing background check result if there is one, this will not automatically approve all identical accounts.
- Automatically remove noncompliant coaches and managers from teams - by checking this box all coaches and managers who do not have an approved background check will be removed from their teams and will not be able to be placed back on their teams until their background check is approved.

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Automation Options

Remind users to submit reports Once

- [x] **Collect payment information from client when submitting report**
- [x] **Process payment when client submits report**
- [ ] **Automatically execute background check when client submits**
- [ ] **Automatically approve when no records are returned**
- [ ] **Auto approve when matching report was processed:**

  Within 36 Months (Blank = unlimited)

  Reports with an affirmative respone for any question in the voluntary disclosure section will be marked with a Review status
- [x] **Automatically link identical accounts to background check result**
- [ ] **Automatically remove non compliant coaches and managers from teams**

Agreement Text for Submitting Form

Here you will enter your states Risk Management agreement text.

Agreement Text for Submitting Form

I understand and agree to the following:
A. It is the intent of Illinois Youth Soccer to deny certification and participation in Illinois Youth Soccer programs to any person who has been convicted of a crime of violence or a crime against a person.
B. Falsification of information on this disclosure statement may be grounds to deny certification and participation.
C. This disclosure statement shall be deemed to have continuing validity unless I have been convicted within the preceding year of a violent crime or a crime against a person. In such case I shall resubmit an updated Disclosure
Statement.
D. In applying for a position with Illinois Youth Soccer or its affiliated organization, I hereby authorize the release of records pertaining to any criminal and domestic abuse history. <p>This authorization is given in connection with a background investigation which may be conducted relative to my application. Any information obtained by a background check will be considered in determining my suitability for the position for which I am applying. In the event my application is disapproved on the basis of a background check, the sources of confidential information cannot be revealed to me. Further, I agree to indemnify and hold harmless the Illinois Youth Soccer Association, its agents and person to whom this request is presented as well as her/his agents from and against all claims, damages,losses and expenses, including attorney's fees arising out of or by reason of compliance with this request.

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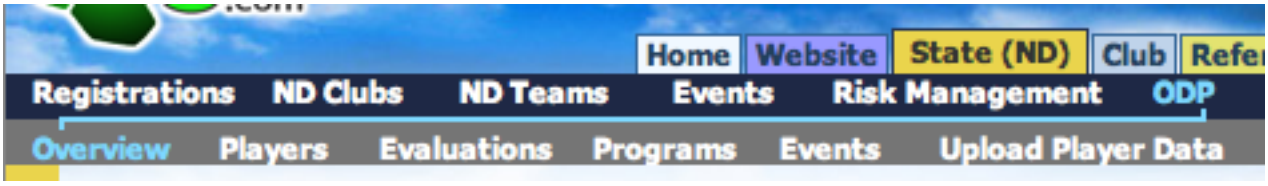
Remember to click the **SAVE RISK MANAGEMENT SETUP** button before leaving this screen if changes have been made.

ODP

Click on the **STATE** tab and then on **ODP** in the blue menu bar.



Overview

On this page you can view your ODP account summary.

Existing Player Records

Total Registered Players - the number you see in this box is not the number of players registered to ODP but the number of players registered with your state. If you click on the **VIEW/SEARCH PLAYERS** link it will bring you to a list of players registered to your state where you can select the player by clicking on their ID number or N/A of none has been assigned to open their profile and submit an evaluation.

Entering Player Evaluations

If this player is an ODP player or is being considered for your ODP program then those who have been given appropriate access will be able to submit or view evaluations on the player. To enter an evaluation on the player click on **ODP** in the blue menu bar and **PLAYERS** in the grey menu bar. Click on the ID number or N/A if none has been assigned to open the player info page. Click on the **ENTER AN EVALUATION** button.

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Enter your evaluation on each of the players Technical, Tactical, Physical and Mental abilities in the **NOTES** section. Using the **RATING** drop down menu you can provide them with a rating number that can be viewed by other people in the state account that have access to ODP. Remember to click the **SUBMIT AN EVALUATION** button when you are finished.

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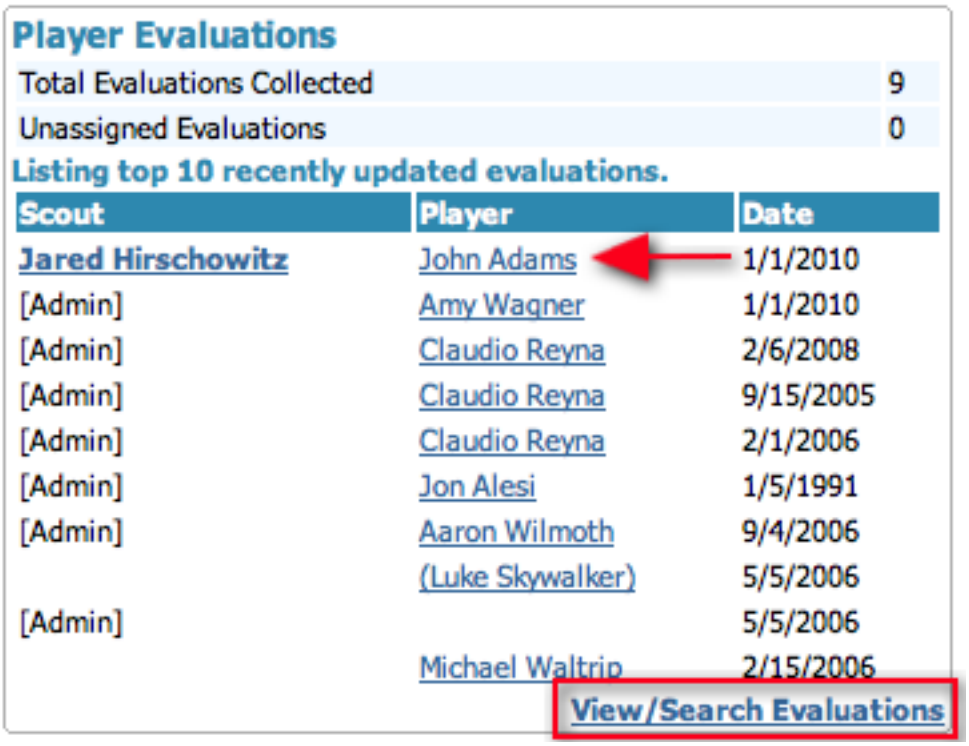
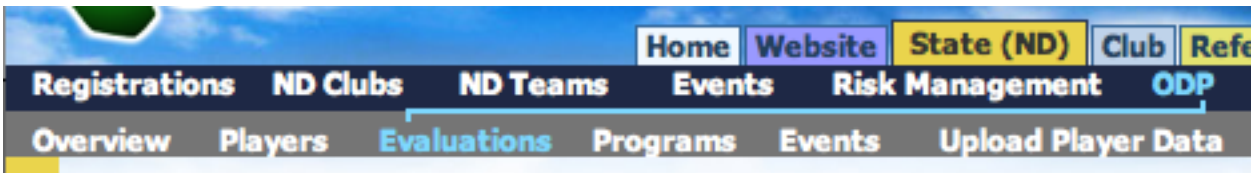
Player Evaluations

Under the **STATE** tab, **ODP** in the blue menu bar and **OVERVIEW** in the grey menu bar you can view a list of the top ten recently updated Evaluations. If you wish to view the evaluations click on the players name, if you wish to search all evaluations in the state account click on the **VIEW/SEARCH EVALUATIONS** link at the bottom of the box. The name in the **SCOUT** column would be the name of the person who submitted the evaluation on the player. The date in the **DATE** column will be the date that the evaluation was submitted.

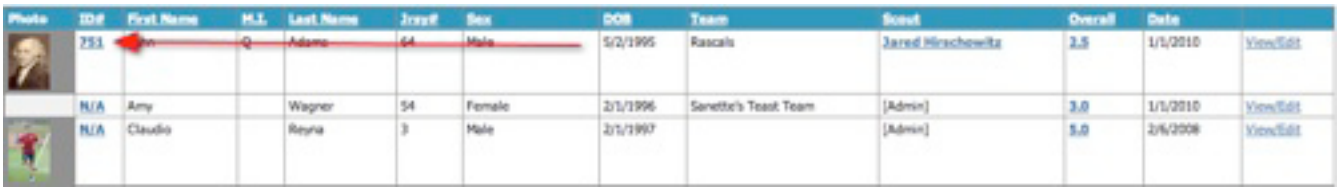


Viewing Player Evaluations

To view an evaluation that has been submitted on the player click on the **STATE** tab and then on **ODP** in the blue menu bar and **EVALUATIONS** in the grey menu bar.



Click on the players ID number or N/A if none has been assigned to open the player info page.



Click on the name of the **LOCATION** in the **EVALUATIONS ON FILE** section.

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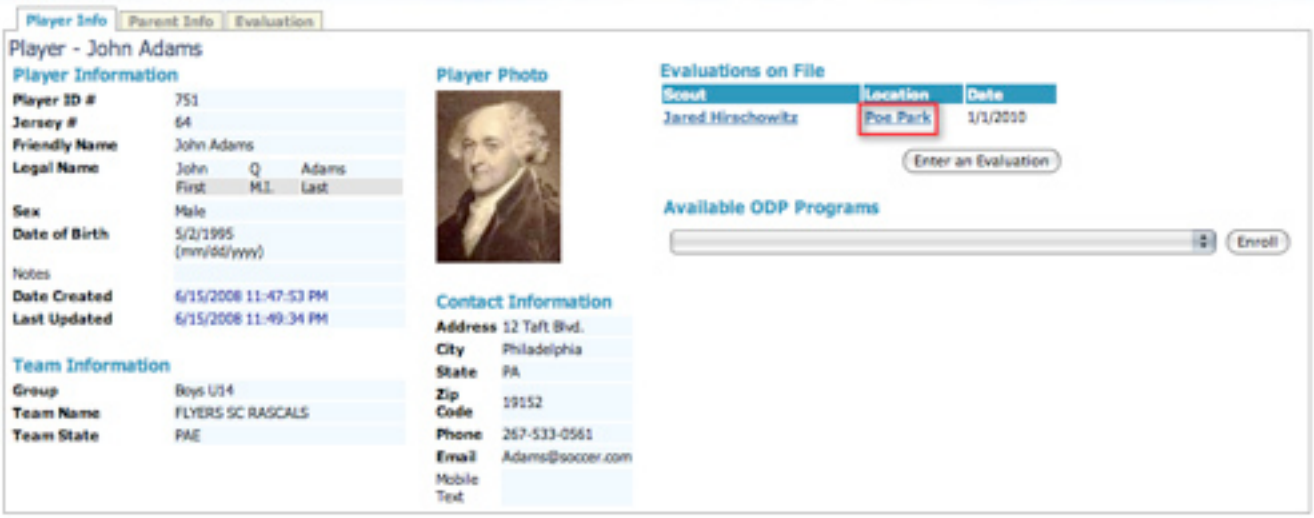


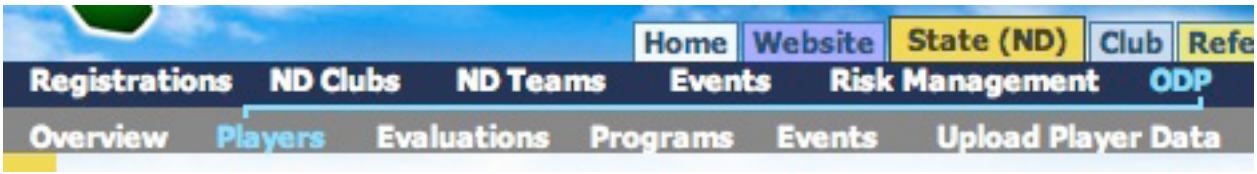
Once in the Evaluation you will be able to view:

- Who submitted the application
- The date and time the Evaluation was created
- The Date and time the Evaluation was last updated
- Player best position
- Players overall rating
- Players Technical rating
- Players Tactical rating
- Players physical rating
- Players Mental rating
- Any notes that have been made on their different skill sets

From here you can also delete and update the evaluation as you desire.

Players

Click on the **STATE** tab, **ODP** in the blue menu bar and **PLAYERS** in the grey menu bar.



This will give you a list of all the players registered to your state for you to either evaluate or enroll in your ODP program or programs.

You are also able to filter players by:

- Club
- Program
- Gender - gender or sex
- Level - Competitive level

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- Birth Year
- Team
- Photo - Uploaded Yes, No
- Page Size

You can search for a specific player by:

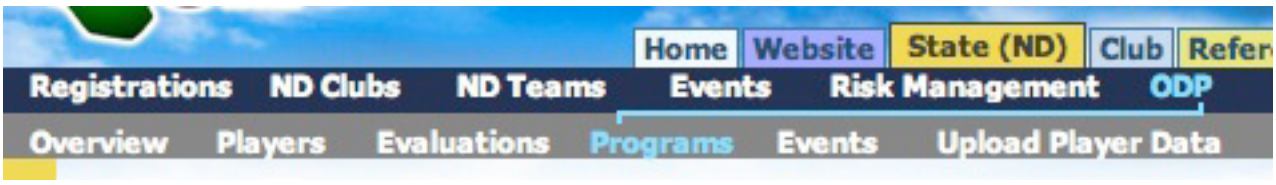
- Legal First Name
- Middle Initial
- Last Name
- ID number
- Jersey Number

From this page you can email players by selecting the check box next to their name in the **SELECT** column then by clicking on the **EMAIL SELECTED PLAYERS** button. To export your filtered list to excel, click the **EXPORT TO EXCEL** link.

Programs - How to Create an ODP Online Registration Program

A program is anything that you want a player, coach, team official or referee to register for. When you setup a program you are setting up an online registration, however you will also be able to manually enroll players into your program. A program can be anything from a tryout to a camp to a pizza party.

Click on the **STATE** tab, **ODP** in the blue menu bar and **PROGRAMS** in the grey menu bar.



Creating a Program

To create a program click on the **CREATE ODP PROGRAM** link. This will bring you to the **PROGRAM SETUP** page under the **CLUB** tab.

1. Enter a Program Name.

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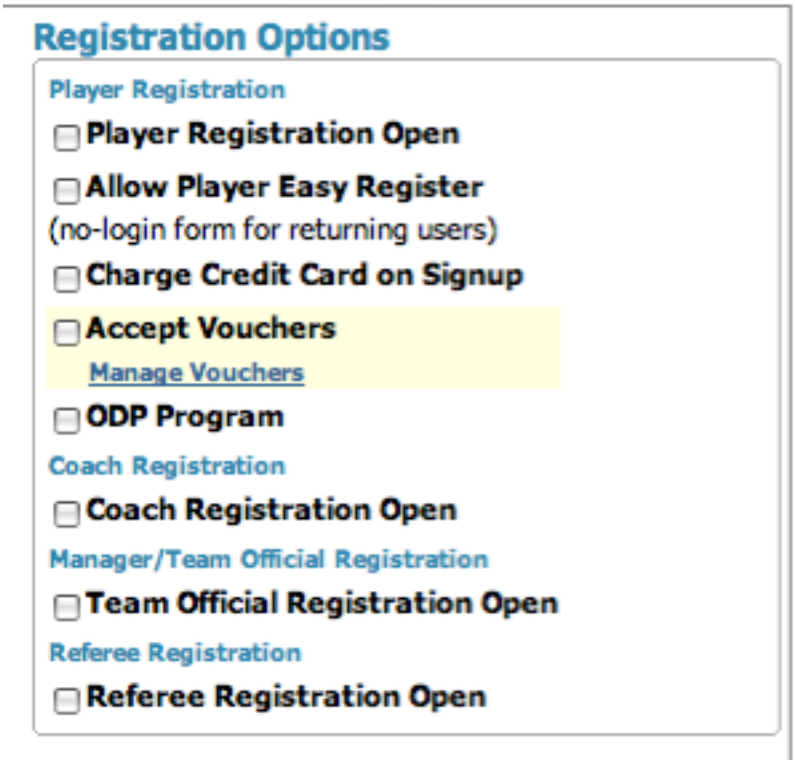
2. Enter a Short Description - anything entered in this box will show up on every page of the application.

3. Enter the start and end days of the ODP program. This must be for the full year of the registration period, normally from January 1 to December 31 the same year. Example: 1/1/2010 - 12/31/2010

4. 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.



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.

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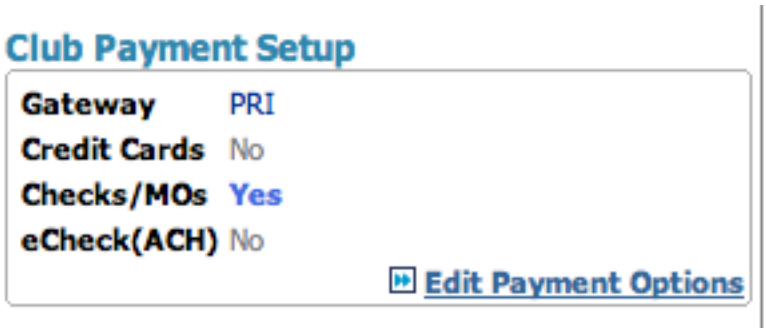
Before making your application live you will need to setup payment for your ODP registration (covered in the **PAYMENT SETUP** section under the HOME tab). If you need to edit your merchant account, to get to it from this screen just click on the **EDIT PAYMENT OPTIONS** link. Only the director of the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



How to create a Program: Step 2 - Registration Fees

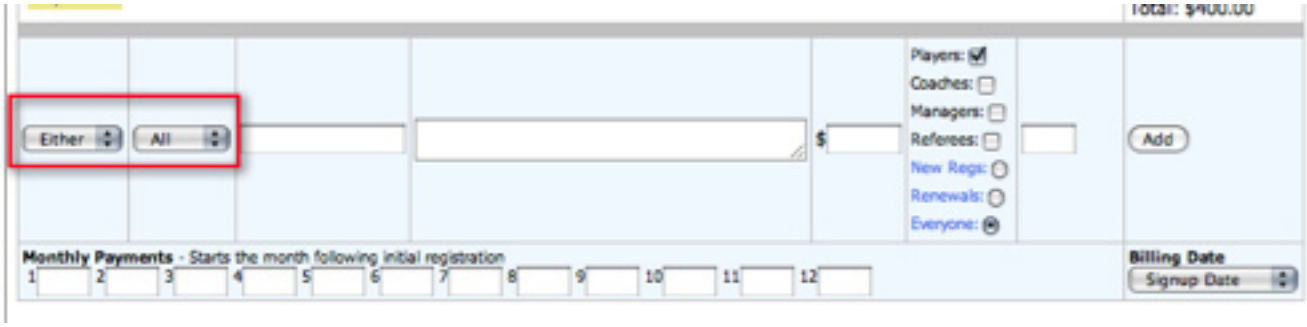
The Registration Fees setup page is where you enter the different Registration payment options. Multiple payment options can be created but a player can only choose one option. So if you want the player to be able to choose multiple payment options (this is not the same as a payment plan which is explained in this section) then you would want to create an initial registration fee of $0 for all players and then create your payments as Additional Features. A player can only select ONE registration fee but can select as many additional features as they would like.

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.

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



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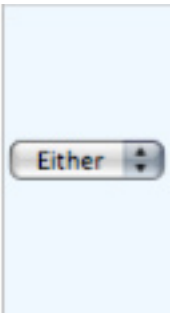
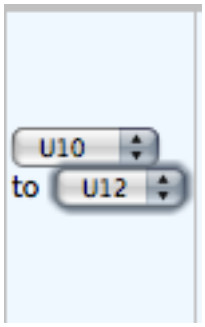
1. The **GENDER** box allows you the choice of **EITHER**, **BOYS** or **GIRLS**. If you have different payments for each gender and or age group, you will want to create a payment setup for each one.

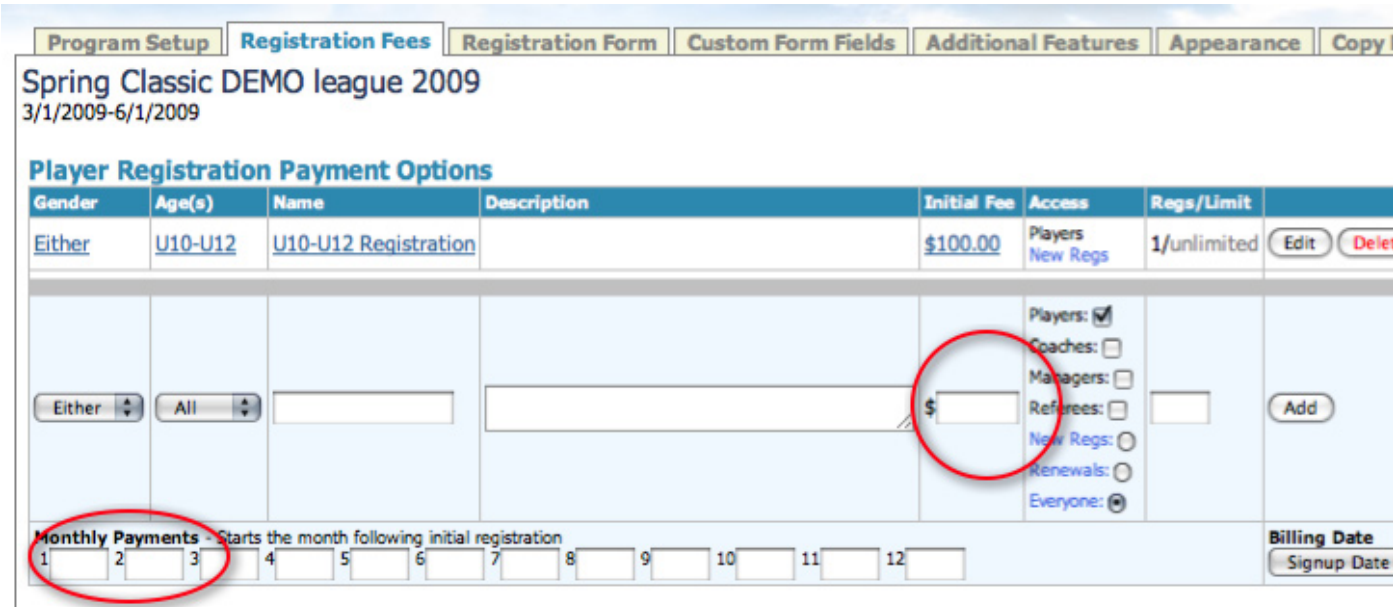


2. Under **AGE** a range of age-groups can be chosen. Once you choose the first age group the second drop down will appear. If it is for only one age group leave the second drop down blank.



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

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



4. 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

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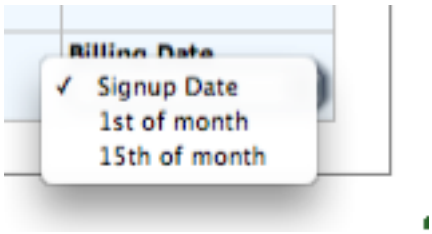
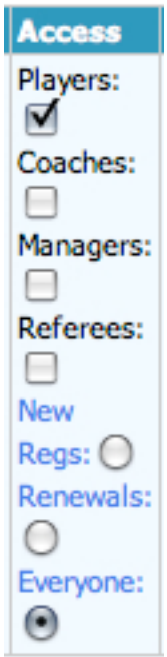
monthly payments will be automatically charged as the payment becomes due. If you want to setup the payment so that every other month the card is charged, put the monthly payments in boxes 1, 3, 5 and so on.

5. 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



6. 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.



NOTE: If this is a player registration and the players button is not checked, players will not see this payment option and therefore will be able to register for this event for free. The same is true for coaches, managers and referees.

7. 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 every player that registers after the first 100 will get a message saying the registration is closed. **If you have no limit then leave it blank**.

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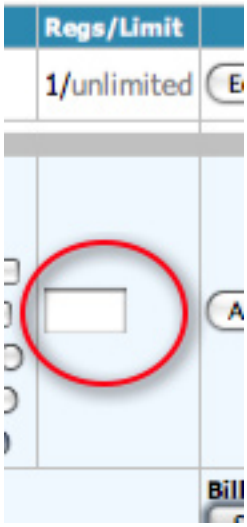

8. To add the payment option click the **ADD** button. Once you have added the payment option a new blank one will appear below to add another one. To edit click the **EDIT** button.

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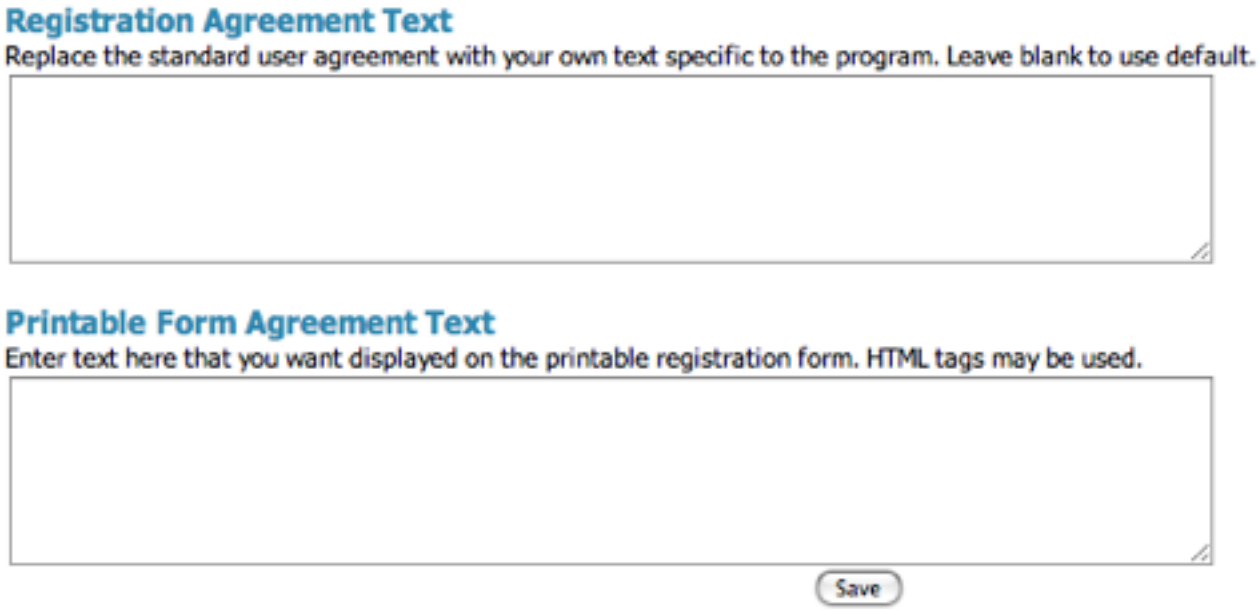
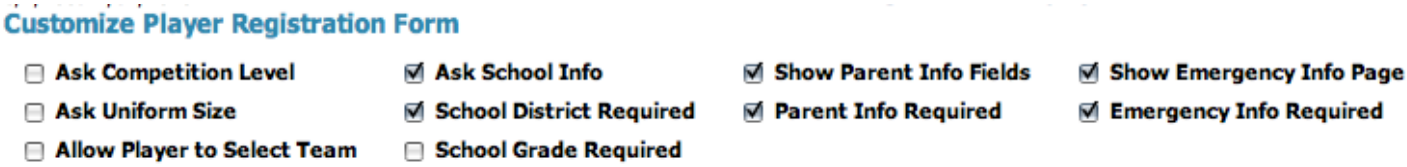
How to create a Program: Step 3 - Registration Form

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

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



- Require **Family** and **Emergency** information
- Ask for additional information such as School District and Uniform Size. These options are not sortable but can be viewed if the information is exported to Excel. If this is information you want sortable in our system, leave them unchecked and create the options as Additional Features which is explained on pg. 14.



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

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

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

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

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

Need to know for Custom Form Field Content:

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

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

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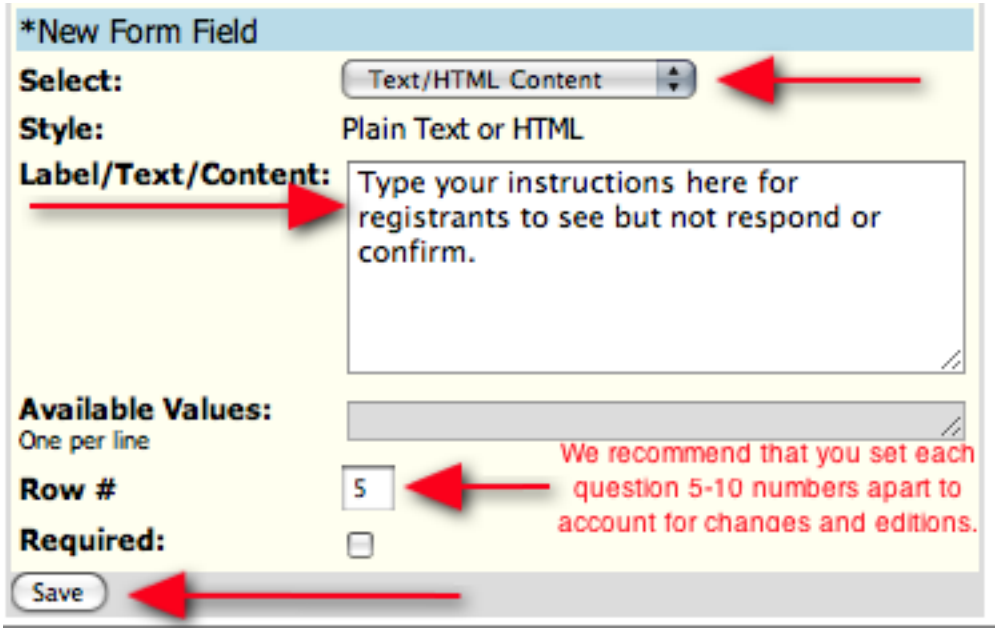
Drop Down List
Drop Down List (2)
Drop Down List (3)
Drop Down List (4)
Drop Down List (5)
Drop Down List (6)
Drop Down List (7)

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

Custom Form Field Options:

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



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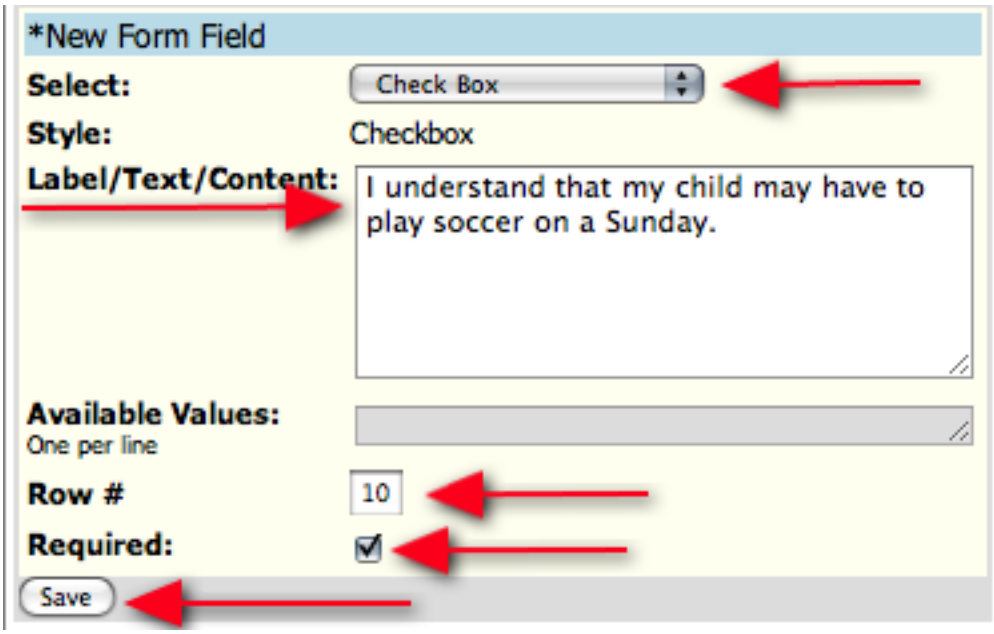
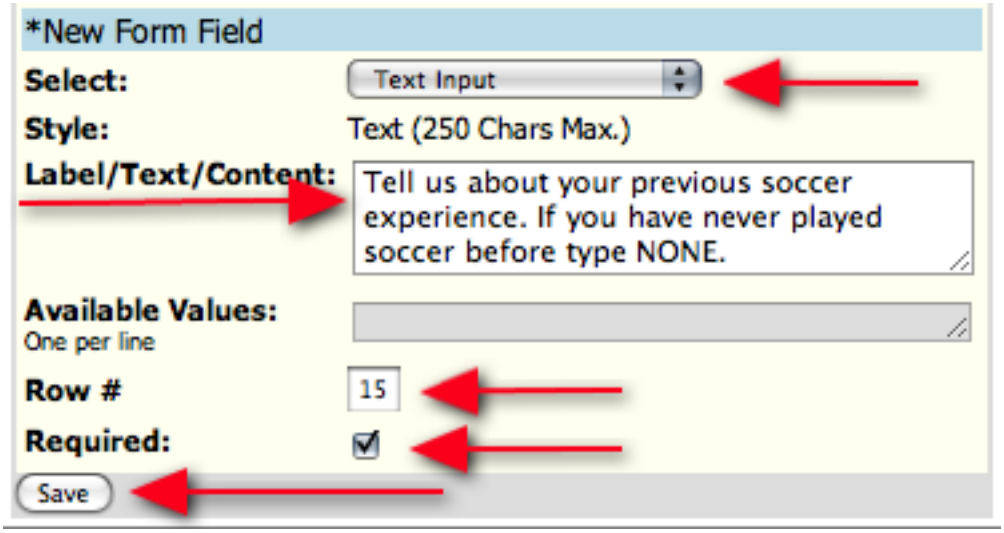
CHECK BOX is for a statement that you want someone to confirm that they have read and agreed too. A typical question for the Check box is "I understand that my child may be required to play soccer on a Sunday" or "I agree not to use any profanity at the soccer fields". Creating a check box and making 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.



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

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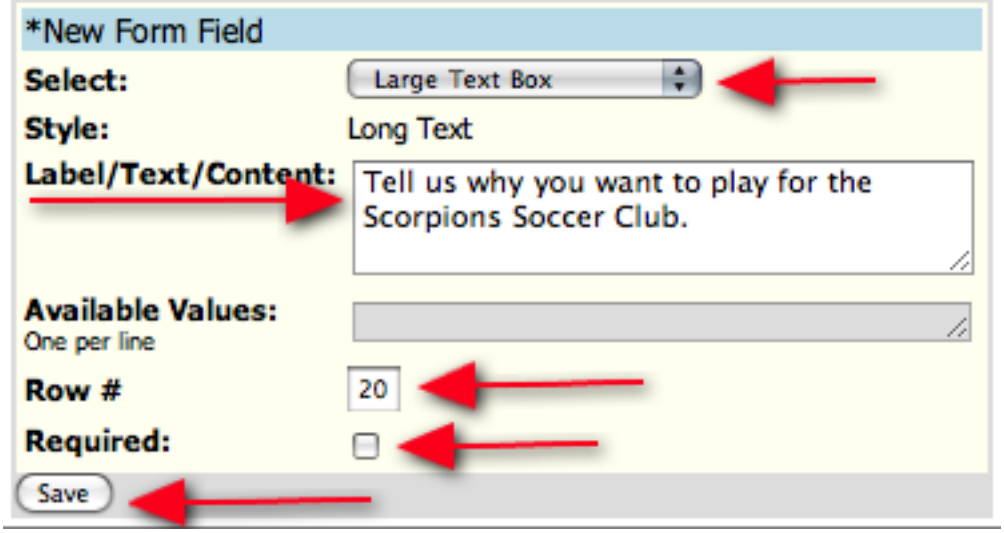
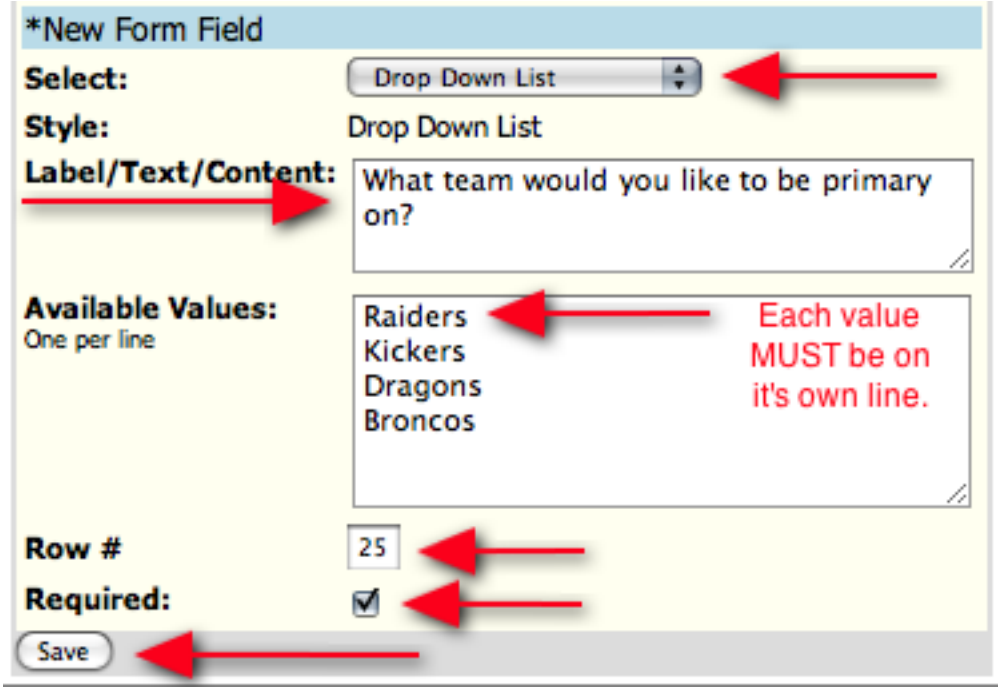


DROP DOWN LIST is for questions where you want the registrant to choose from a list of options. The questions will go in the **LABEL/TEXT/CONTENT** box while each answer value must be listed on it's own individual line in the **AVAILABLE VALUES** section.



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

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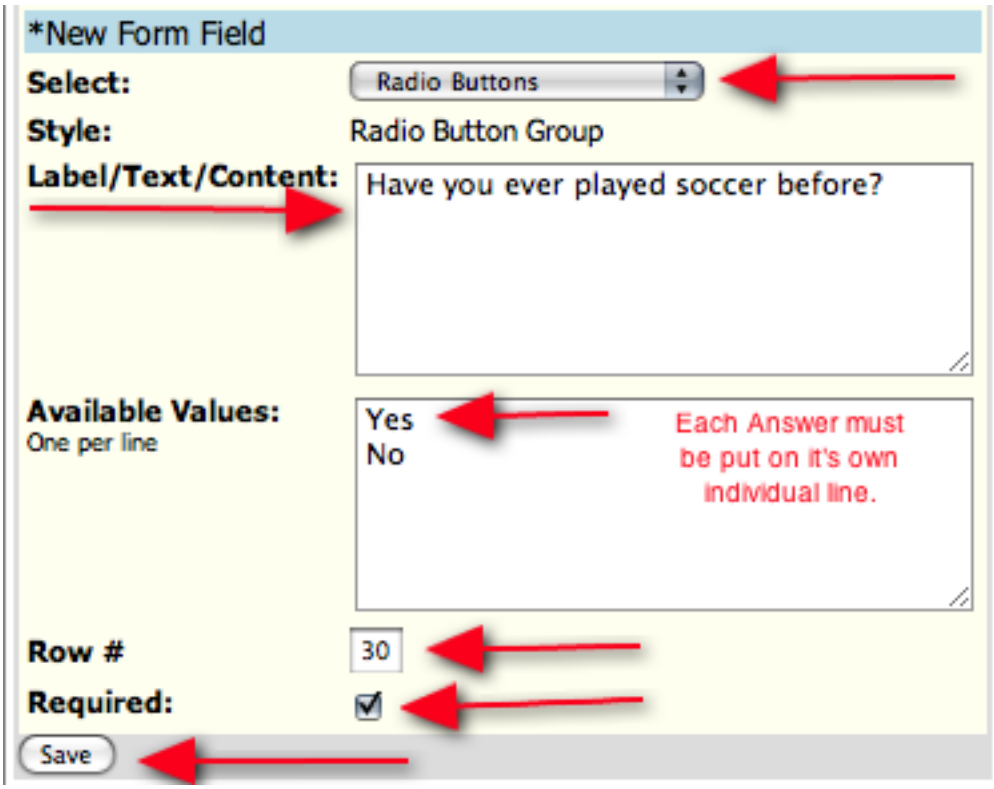
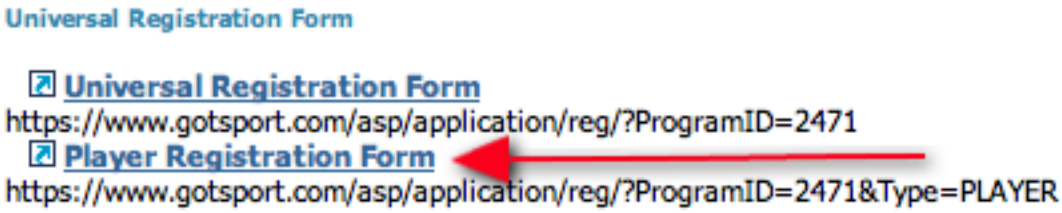


To view how your questions will look on the registration form click on the **PROGRAM SETUP** tab and then click on the **PLAYER REGISTRATION FORM** link.



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

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

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

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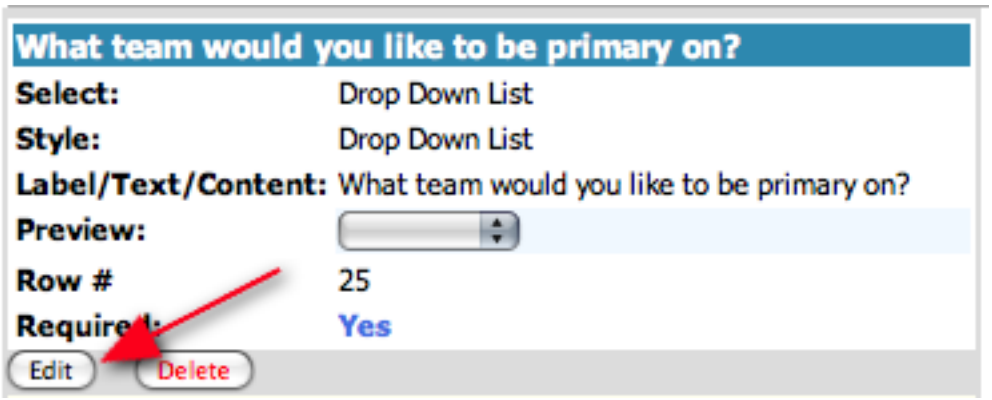

How to create a Program: Step 5 - Additional Features

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

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

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

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

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

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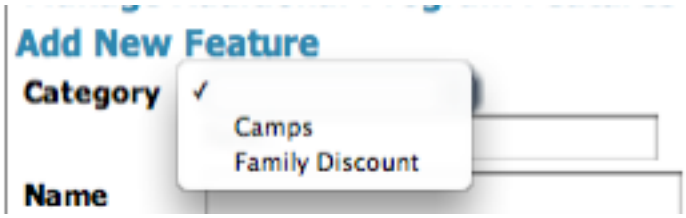
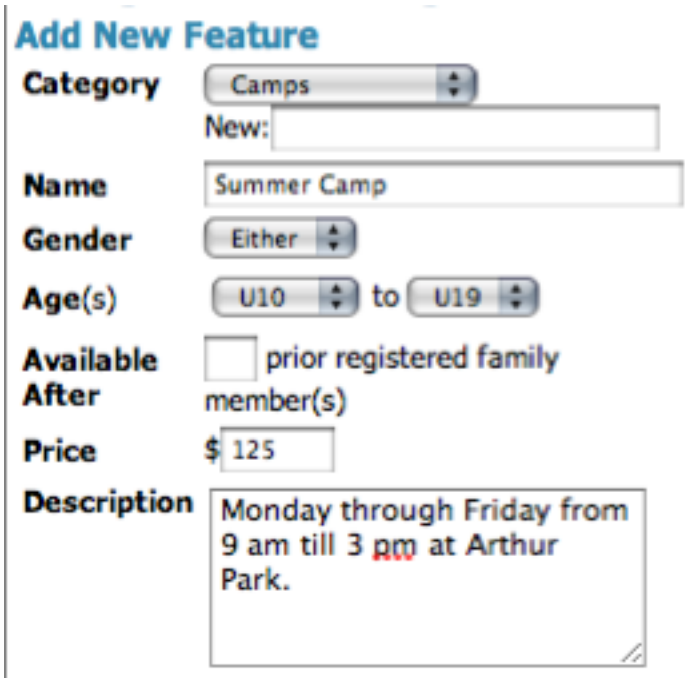
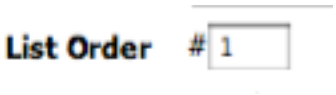


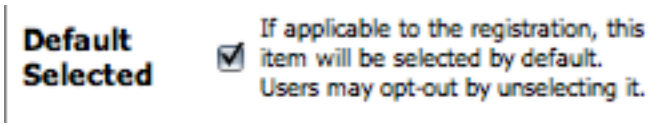
4. You can enter a name for the feature, as well as to which gender it's for, applicable ages, price and a short description. The price will be added to the overall Registration Fee.



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



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



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

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

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

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

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

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

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

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

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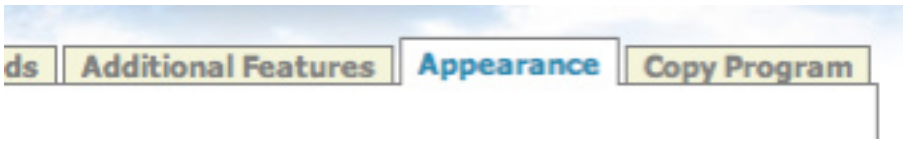
How to create a Program: Step 6 - Appearance

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

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

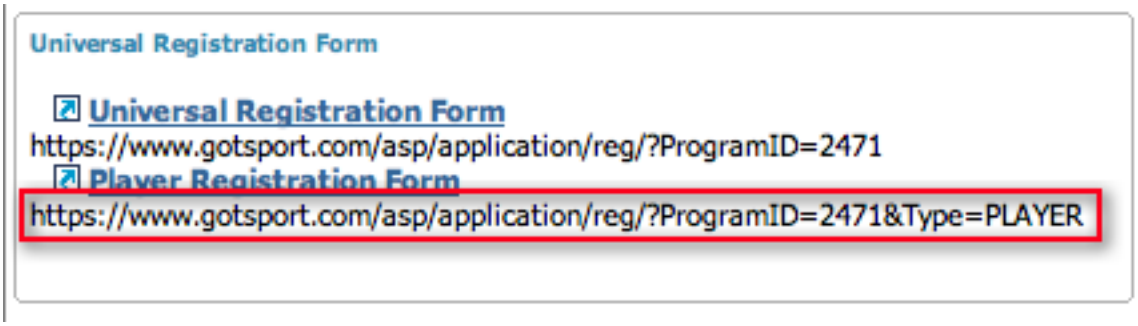


2. You can upload your club logo and match your website colors.

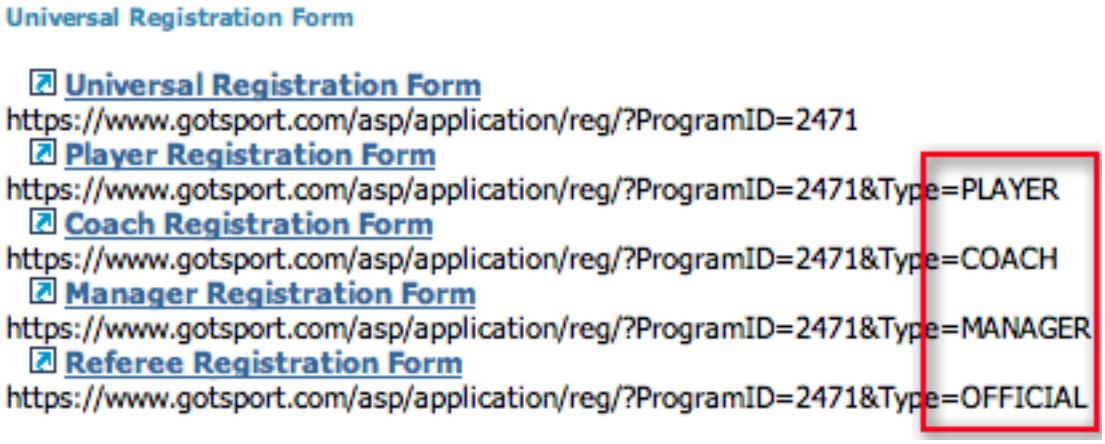
How to Create a Program: Step 7 - Making your Application LIVE

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

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



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



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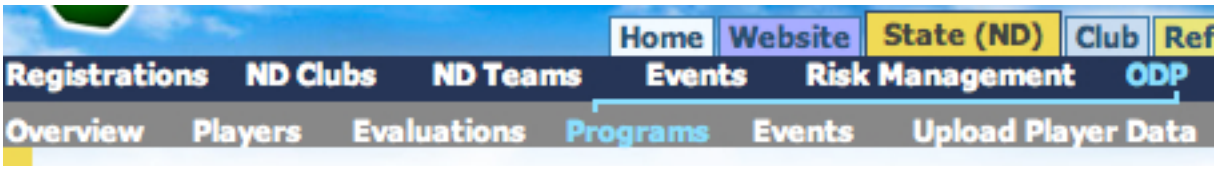
Viewing Players that Registered for Your ODP Program

Click on the **STATE** tab, **ODP** in the blue menu bar and **PROGRAMS** in the grey menu bar.



Then click on the **LIST PLAYERS** link under the name of the program.

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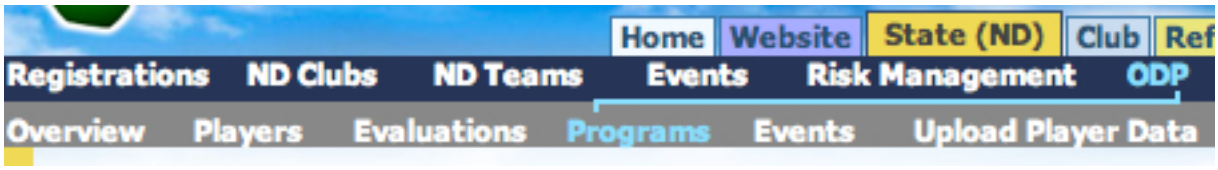
Download Registration Data to Excel

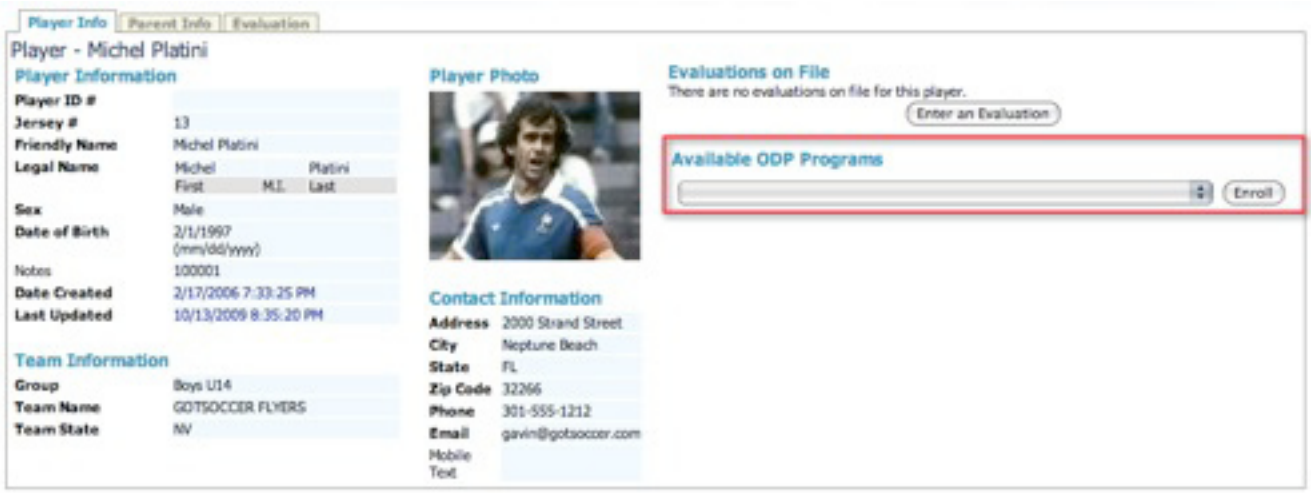
1. In your account click on the **STATE** tab, **ODP** in the blue menu bar and **PROGRAMS** in the grey menu bar.



2. Click on the **LIST PLAYERS** link under the name of the program and filter your list if necessary. If you wish to display all players set your page size to accommodate. Then click the **EXPORT TO EXCEL** link. This will export all the information that the player entered on their registration application. You will find the answers to all of your Custom Form Field questions here.

Manually Enroll a Player in an ODP Program

To manually enroll a player into an ODP program select the player that you wish to enroll from **PLAYERS** in the grey menu bar under **ODP** by clicking on their ID number or N/A if none has been assigned. Once in the Player Info page you will see an **AVAILABLE ODP PROGRAMS** drop down menu, select the program and click on the **ENROLL** button.



To remove them from the program click on the **REMOVE** button.

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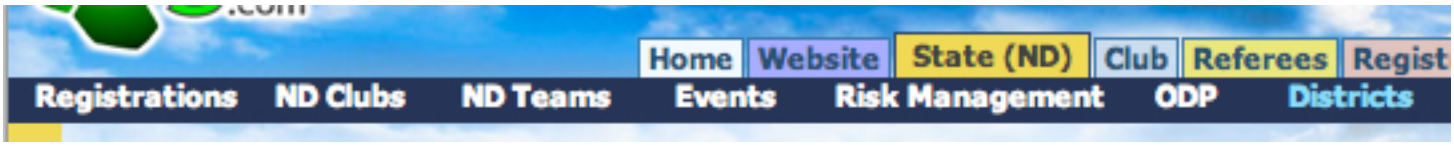
DISTRICTS

Click on the **STATE** tab then on **DISTRICTS** in the blue menu bar.

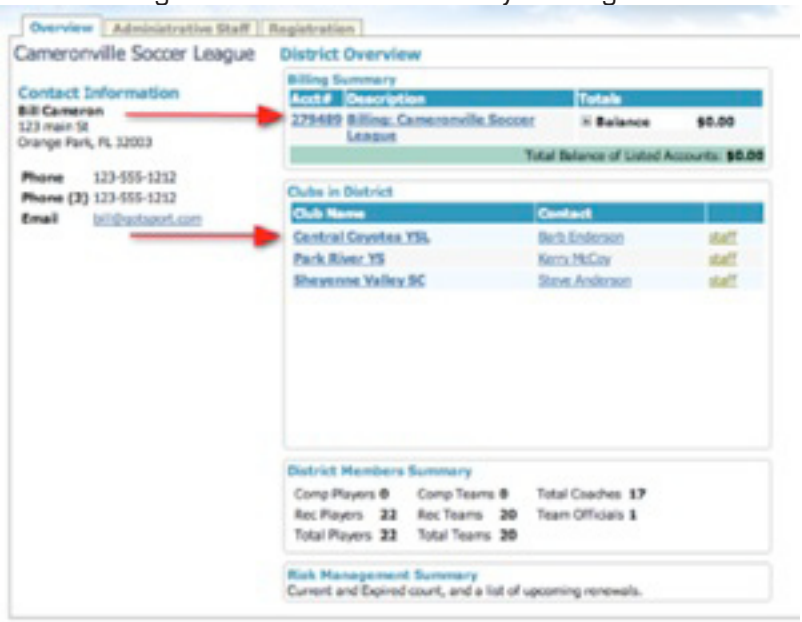


Here you can view your districts and the clubs affiliated with them.

- To view information on the District click on the **NAME** of the district.
- If you only want to see the clubs associated with the district click on the **+** sign in the **CLUBS** column.

When you click on the name of the district it will bring you to an overview page of the district. Here you can:

- View their billing account status
- View District Contact and Email staff members by clicking on the **ADMINISTRATIVE STAFF** tab.
- View and login to clubs affiliated with the district
- View Registration for the district by clicking on the **REGISTRATION** tab



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