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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](mailto:Josh@gotsport.com)

Jared Hirschowitz at 904-521-6083 or [Jared@gotsport.com](mailto:Jared@gotsport.com)

Sanette Owen-Thomas at 904-412-2203 or [Sanette@gotsport.com](mailto:Sanette@gotsport.com)

# Logging into your Account

1. Go to [www.gotsoccer.com](http://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**.





# 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.

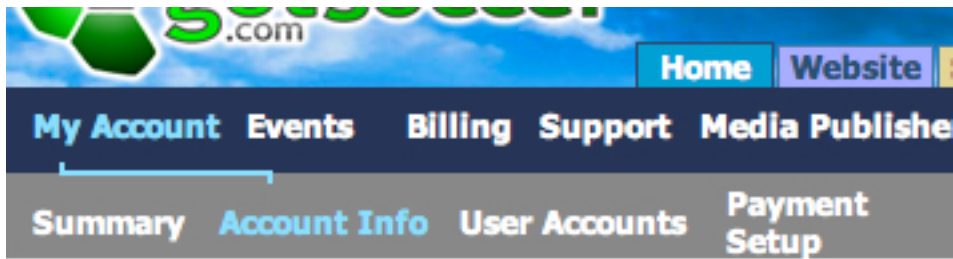
Underneath the players summary you will see a list of all of your upcoming training, league and tournament events if you have created any. If you have created any of these events you can simply click on the name of the event and it will bring into the event setup page.

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.

The screenshot shows the GotSoccer website interface. The top navigation bar includes links for Home, Website, State (ND), Home Assoc., Referees, Registrar, Training, and League. Below this is a secondary navigation bar with links for My Account, Events, Billing, Support, Media Publisher, Facility Management, Log Out, and Help. The My Account section is expanded, showing Summary, Account Info, User Accounts, Payment Setup, and Activity Logs. The main content area displays a welcome message for Sanette Owen-Thomas and a summary of her account. The summary is divided into four sections: Player Summary, Current & Upcoming Training Events, Current & Upcoming Leagues, and Current & Upcoming Tournaments. The Player Summary section shows 112 players on team rosters and 50 unassigned players, with a total of 162 registered players. The Current & Upcoming Training Events section shows no upcoming events. The Current & Upcoming Leagues section shows two leagues: North Florida Boys Soccer (9/1/2009) and League of the Millenium (1/1/2010). The Current & Upcoming Tournaments section shows two tournaments: Dragonfest (12/15/2009) and HOOP IT UP (2/6/2010). On the right side of the page, there is a detailed view of the GotSoccer Account, showing a list of invoices and payments. The account number 100000 is highlighted, and the overall balance is \$0.00.

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

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



On this page you will want to enter in the information for the primary contact for the account. Please keep in mind that any 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.

A screenshot of a web form titled 'Contact Info'. The form has tabs for 'Contact Info', 'Billing Contact', and 'Change Password'. It contains various input fields for user and contact information. The 'Email Address' field is highlighted with a red box. At the bottom right, there are 'Save' and 'Cancel' buttons, with the 'Save' button also highlighted by a red box. The form includes fields for User Name, Date Registered, Last Updated, Organization Name, Primary Contact, Address, City, State, Zip Code, Country, Phone, and Fax. There are also links for 'Print Non Disclosure Agreement' and 'View Digital Non Disclosure Agreement'.

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

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

**Optional - Alternate billing information**

**User Name** gotsoccer

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

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

**Billing Contact**

**Address**

**City**

**State**

**Zip Code**

**Country**

**Phone**

**Phone (2)**

**Mobile Phone**

**Fax**

**Email Address**

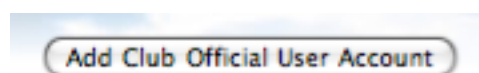
The last sub-tab on this page is the **CHANGE PASSWORD** tab. Only the director/master account has the ability to change the master password. Typical of most other password encrypted sites you must first enter the current password then the new password that you would like and confirm the new password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

Contact Info	Billing Contact	Change Password
<b>User Name</b>	gotsoccer	
<b>Date Registered</b>	2/24/2004 3:28:16 PM	
<b>Last Updated</b>	12/4/2009 1:17:35 PM	
<b>Last Login</b>	11/17/2009 6:12:03 PM	
<b>Previous Login</b>	11/12/2009 7:24:45 PM	
Current Password	<input type="password"/>	
New Password	<input type="password"/>	
Confirm New Password	<input type="password"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

## Creating Sub-Users

You are going to want to do is decide who has permission to access this account and how much access they can have. These users are called Sub-Users in our system. Sub-users are NOT coaches and managers, those accounts are created separately in a different part of the account. **DO NOT** create sub-user accounts for coaches and managers unless they also hold a working position in the state office.

1. To create a sub-user make sure you are under the **HOME** tab and click on **USER ACCOUNTS** in the grey menu bar. You will see your master account listed as the Director. In the upper right hand corner click on the **ADD CLUB OFFICIAL USER ACCOUNT** button.



2. The only **MANDATORY** information that you need to create a sub-user account is:


- **User name** (it will be the user name for the account/their first name)
- Create a Password
- **PRIMARY ROLE - IMPORTANT:** Registrars must be set as the **REGISTRAR** for them to have access to the Registrar tab. Anyone else who wants access to the Registrars tab must be set as a Registrar. If your position is not on this list, choose OTHER. **For ODP Coaches** that need to evaluate their players you will set them up as a sub-user and set their primary role to SCOUT. You will also need to give them access to the STATE and CLUB tabs.
- **ACCESS LEVEL** - This is very important. Our motto at GotSoccer is "security starts at home". Don't give Full Access to anyone who is not supposed to be in the account making any changes because Full Access in the wrong hands can do a lot of damage. The Access levels are:
  - **Full Access** - They can do everything in the account except access the merchant information (only accessed by the Director) and change Sub-User information, they can however see other

sub-user accounts.

- **Basic Access** - The user can do some work in the system such as locate user name and passwords for coaches, managers and players as well as edit some of their information. However, the user is limited from most editing and has no access to the billing or other Sub-User accounts.
- **Limited Access** - This is a read only access and is best for Board Members who only really intended to view the information. These users have NO access to billing and Sub-user accounts.
- **User Tabs** - Here you can restrict what tabs you want the user to have access too. For example, if you have a treasurer who will only be access the billing information you would set them to **FULL ACCESS** and then only check the box next to **BILLING**. When they login to their account the only tab available to them will be the HOME tab where the billing is located. If you want them to be able to access the online registration applications then you will need to select the **CLUB** check box and the **EXTENDED** check box along with **BILLING**. Anyone who is to have access to review Risk Management/Background checks will need to have the **STATE** tab selected as well as the **RISK MANAGEMENT** check box,

### User Tabs


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



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

### User Tabs

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



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

**User Tabs**

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

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

**\*\*\*Support Tip\*\*\***

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



## Account Setup

**User Name** gotsoccer/ Sanette  
**Password** soccer  
**Created** 10/28/2009 3:19:19 PM  
**Updated** 10/28/2009 3:19:19 PM  
**Last Login**  
☐ Do not show to state as club staff

**Primary Role** Registrar  
**Access Level** Full Access

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

## User Tabs

☐ Website  
☒ State ☐ Risk Management  
☒ Club ☒ Billing ☒ Extended  
☐ Referees  
☒ Registrar  
☐ Training  
☒ League  
☐ Tournament

## Contact Information

**Full Name** Sanette Owen-Thomas  
**Address**  
**City**  
**State** VT  
**Zip**  
**Country** United States  
**Phone**  
**Phone (2)**  
**Mobile**  
**Text Messaging**  
**Fax**  
**Email Address** Sanette@gotssport.com

## Notes

Save

Cancel

Delete

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.

## Access for Scheduling & Seeding Tasks

### Events Allowed

No Event Access Allowed or No Events Available

### Other Events

2007 Spring Season (2/1/2007)

Add

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

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

## Access for Scheduling & Seeding Tasks

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

Remove

☐ Select Groups
☒ **All Groups**

Update

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

Add

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

## Club Age Group Access

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

Boys
U9
Add

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

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



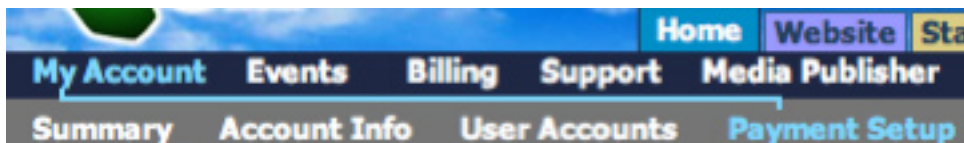
Column Headings:

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

## Payment Setup/Merchant Account Setup

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

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



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.

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.

### Default Merchant Profile

**Payment Types Accepted**

**Accept Credit Cards:** ☒

**Accept Paper Checks:** ☒

**Accept eChecks\*:** ☒  
\*eCheck must be enabled on your [AuthorizeNet](#) merchant account.

**Accept Vouchers:** ☒  
[Create Vouchers](#)

**Merchant Account Info**

**Gateway:** AuthorizeNet

**Merchant ID:** 6tS7cwwA3S

**Merchant Key:** .....

**Accepted Cards**

☒ Visa ☐ American Express  
☒ MasterCard ☐ Discover

**Payment Mailing Address**  
For Club Application Fees Only

**Make Payment to:** GotSoccer.com

**Mail to Address:** 2000 Strand Street

**Address (2):** test

**Address (3):**

**City:** Neptune Beach

**State:** FL

**Zip Code:** 32266

**Phone:** 904-685-2118

You can setup payment addresses for events through the Fees tab in the event management area.

**Save Default Profile**

## Creating Multiple Merchant Profiles


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

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

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

## Alternate Merchant Profiles

Name	Gateway	Cards	Checks	eCheck	Vouchers
<a href="#">Backup</a>	AuthorizeNet	Yes	No	Yes	No



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

## Alternate Merchant Profiles

**Alternate Profile 2**
NAME

**Payment Types Accepted**

Accept Credit Cards: ☐

Accept Paper Checks: ☐

Accept eChecks: ☐

Accept Vouchers: ☒ [Create Vouchers](#)

**Merchant Account Info**

Gateway:

Merchant ID:

Merchant Key:

**Accepted Cards**

☐ Visa ☐ American Express

☐ MasterCard ☐ Discover

**Payment Mailing Address**

Make Payment to:

Mail to Address:

Address (2):

Address (3):

City:

State:

Zip Code:

Phone:

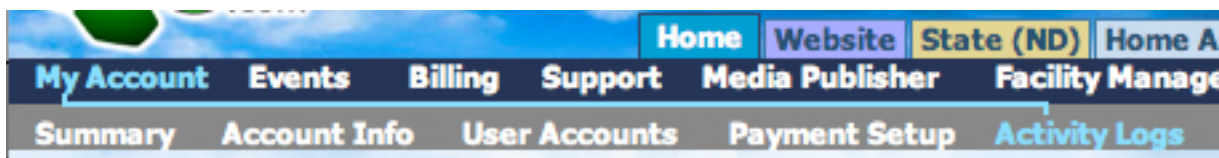
Created:

Updated:

Contact

## Activity Logs

Only the director or master account holder has access to the Activity Logs and will see this button under their **HOME** tab.



Click on **ACTIVITY LOGS** in the grey menu bar and you will see a list of all of the activity that has taken place in your account. You will be given the date and time the action was made along with the user who performed the action, the event the action pertained to, the type of action that was made and the actual activity. You will

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

Time	User	Event	Type	Activity	Data
12/19/2009 12:23:13 PM	Master	<a href="#">Facility Booking 2010</a>	FacilityBooking	<b>DND Insert Match</b>	42
12/19/2009 10:01:52 AM	Master	<a href="#">Facility Booking 2010</a>	FacilityBooking	<b>DND Insert Match</b>	41
12/19/2009 1:41:20 AM	Master	<a href="#">Facility Booking 2010</a>	FacilityBooking	<b>DND Insert Match</b>	16
12/19/2009 1:41:06 AM	Master	<a href="#">Facility Booking 2010</a>	FacilityBooking	<b>DND Insert Match</b>	24
12/19/2009 1:41:03 AM	Master	<a href="#">Facility Booking 2010</a>	FacilityBooking	<b>DND Insert Match</b>	21
12/19/2009 1:40:57 AM	Master	<a href="#">Facility Booking 2010</a>	FacilityBooking	<b>DND Insert Match</b>	20
12/19/2009 1:40:56 AM	Master	<a href="#">Facility Booking 2010</a>	FacilityBooking	<b>DND Insert Match</b>	25
12/19/2009 12:53:42 AM	Master	<a href="#">Dragonfest</a>	Tournament	<b>DND Insert Match</b>	38

Under **ACTIVITY LOGS** you have search filter options that allow you to filter your activity log by:

- Event
- Date and Time
- IP Address
- Event Name or ID number (if not listed in event drop down menu)
- Format - Basic or Detailed

Account Scheduling Activity Logs

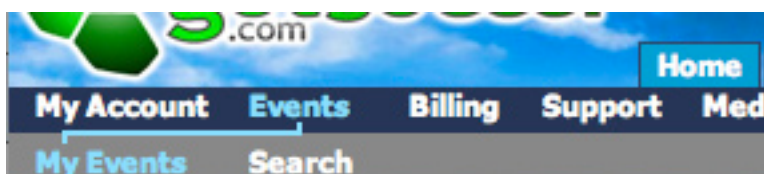
Search Filters    Page Size: 50    Format: Basic    [Apply Filters](#)

Event:     Event Search:  (EventID, EventName)

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

## Events

Under the **HOME** tab click on **EVENTS** in the blue menu bar.



This will bring you to your **MY EVENTS** section. Here you can view all of the events you have created in your



account.

- If you click on the name of your event it will bring you to that events **SETUP** page.
- From the **MY EVENTS** page you can also click on the **ORDER** button under the Promo column to order an advertisement for your tournament. These advertisements are placed in the PROMOTED EVENTS section of our website and are included in the weekly “Looking for a tournament? Check these out” mailer that is sent to all members in our database.
- From your **MY EVENTS** page you can also view any support tickets you may have for a certain event by clicking on the **OPEN** number in the **SUPPORT TICKET** column.





Manage My Events Add Event Data

**Search Filters**

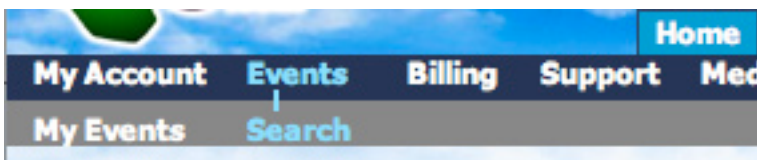
Page Size  Event Name  Dates  -

Items 1 - 20 of 37

Pages: **1** 2 Next Page »

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

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.

Upcoming Events

**Find Events**

Enter as many or as few search criteria as desired and click Go.

Date Range  to  State  Show up to  Event Type  Event Name

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

## League - Sample Registration League Spring 2009

1/1/2009-8/1/2009

### League Application

League Application is Open

[Apply Now](#)

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

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

To enter teams into a League 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.

## Sample Registration League Spring 2009

1/1/2009-8/1/2009

### Teams in Vermonters SC

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

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

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

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

[Submit Applications](#)

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

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

## Entering Teams from the Club Teams Area

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**

### Join League as Club Only

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

Join League »

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

Manage Club

League Info

### League Application Completed

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

Sample Registration League Spring 2009  
1/1/2009-8/1/2009

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

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

Manage Teams

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

**Search Filters** Filter by Upcoming Event

Page Size: 20 Photos: Yes Gender: Age: Coach/Manager Name: Team Name: Level:

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

Sample Registration League Spring 2009 (1/1/2009)

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

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

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

Enter Teams in an in-house League, Training Program, or other associated event  
Sample Registration League Spring 2009 (1/1/2009)    
Now showing teams NOT entered in Sample Registration League Spring 2009 (1/1/2009)  
☒ [Click Here to view team applications](#)

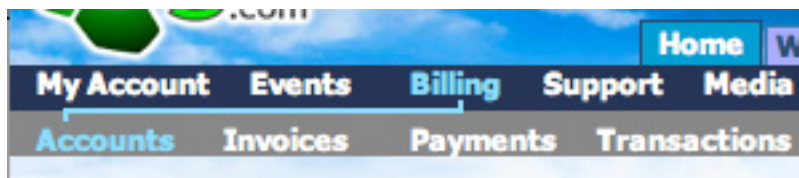
**Items 1 - 2 of 2**

<b>Select</b>	<b>Photo</b>	<b>Number</b>		<b>Gender</b>	<b>Age</b>	<b>Years</b>	<b>Club</b>	<b>Team</b>	<b>Level</b>
<input checked="" type="checkbox"/>		<a href="#">N/A</a>		Boys	U12	96/97	<a href="#">Vermonters SC</a>	<a href="#">Chickens</a>	Competative
<input checked="" type="checkbox"/>		<a href="#">N/A</a>		Coed	U6	02/03	<a href="#">Kick it DB Soccer Club</a>	<a href="#">The Chewies</a>	Competative

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



# Billing



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

Items 1 - 20 of 308

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.

**Billing Accounts** Add New Account » Past Due Invoices »

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

Player Name:   
 Program:   
 Team:   
 Email Selected Accounts »

Items 1 - 20 of 308

## Emailing Billing Accounts

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

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

**Billing Accounts** Add New Account » Past Due Invoices »

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

Player Name:   
 Program:   
 Team:   
 Email Selected Accounts »

Items 1 - 20 of 308

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

Select	Acct#	Category	Description	Method	Invoices & Payments
<input checked="" type="checkbox"/>	284861	Registration	Player: Poe, River	Manual	+ Balance \$100.00
<input checked="" type="checkbox"/>	279493	Billing / Other	Billing: Bottineau.SC	Manual	+ Balance \$0.00
<input type="checkbox"/>	279489	Billing / Other	Billing: New Club Account	Manual	+ Balance \$0.00

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

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

## View Billing Accounts

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

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

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

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

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

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

Account 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: 11/2/2010  
Blank = ongoing

Rate/Amount/Fee: \$

Fee Type: Fixed Amount

Notes: Payment Plan ID:4253

**Credit Card / Billing Information**

Card Issuer:

Card Number:

Expiration Month/Year:

Cardholder's Name:

Billing Address:

City:

State:

Zip Code:

Country: United States

**Shipping Information**

Ship To Name:

Address:

City:

State:

Zip Code:

Country: United States

Status:

Tracking:

**ACH (eCheck) Information**

Name: Check #: \*

Bank: Personal Checking

||: ||

\*Check number is optional

Update Account
Delete Account

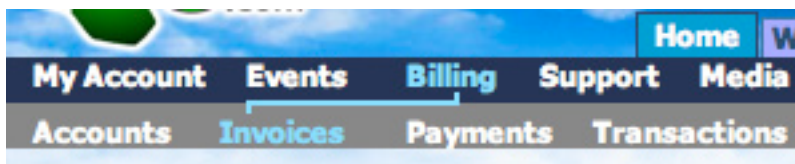
## Invoices and Payments

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

Account Setup   **Invoices & Payments**   Form / Contact Info



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

1 2 3 4 5 6 7 8 9 10 11 ... 23										NEXT PAGE >	
Select	Invoice#	Billing#	Account	Description	Due	Auto	Amount	Payment	Method		
<input type="checkbox"/>	280531	172859	Registration: New Club Account	Coaches - Recreational - 09/10	1/9/2010	No	\$425.00	\$0.00	Check/MO		
<input type="checkbox"/>	280530	172859	Registration: New Club Account	Players - 09/10	1/9/2010	No	\$120.00	\$0.00	Check/MO		

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

Account Setup | **Invoices & Payments** | Form / Contact Info

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

Invoices					Transaction History	
ID	Description	AutoPay	Amount	Due	No logs available for this account.	
267707	INITIAL PLAYER REGISTRATION FEE	No	\$100.00	11/2/2009		
Total Invoices				\$100.00	11/2/2009	

Payments  
No Payments

Remaining Balance **\$100.00**

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

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.**

Account Setup Invoices & Payments Form / Contact Info

### View/Edit Invoice

Description: Initial Player Registration Fee

Invoice Amount: \$ 100

Date Due: 11/2/2009

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

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

Notice Sent:

Last Modified:

Invoice Notes:

Payment Plan ID: 4253

Customer Notes (None Entered)

**Save Invoice** **Delete**

### Invoice Transaction History

No logs available for this invoice.

### Billing - Account #284861

Category: Registration

Description: Player: Poe, River

**View Registration**

Billing Notes:

Payment Plan ID: 4253

Invoice Method: Manual

Payment Method: Manual

Fee Type: FixedAmount

Rate/Amount/Fee: \$0.00

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

Modified:

**View/Edit Billing Account**

### Invoices

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

### Payments

No Payments

**Remaining Balance** **\$100.00**

**Enter Payment Receipt**

## Entering Payments

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

### Invoices

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

### Payments

No Payments

**Remaining Balance** **\$100.00**

**Enter Payment Receipt**

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

**New Payment**

Invoice

Amount Rec'd \$  ←

Date Rec'd

Trans.ID

Check No.  ←

Processed ☐ ←

Date Processed

Payment Notes

Customer Notes

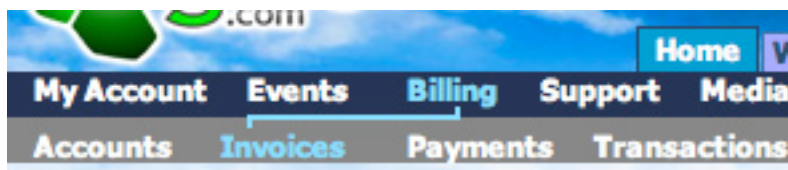
**Save Payment** **Return**

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

## Invoices, Payment and Transactions

### Invoices:

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



You can sort your list by:

- Account/Player name
- From Due Date
- To Due Date
- Invoice Description
- Auto Pay - Yes, No
- Payment Method
- Paid - Yes, No

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

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

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

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

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

Email Selected Accounts »

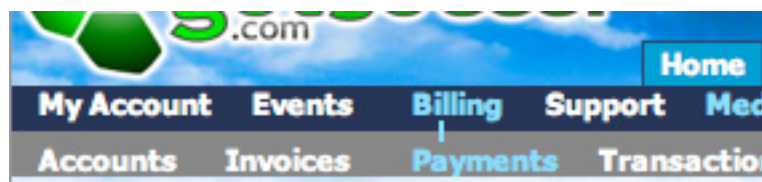
**IMPORTANT** Invoices 21 days overdue drop out of the automatic credit card queue. This is necessary to prevent an accumulation of repeatedly declined transactions.  
 You can change the due dates on old invoices to today's date to force them to attempt the automatic charge again at 12AM.

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

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

## Payments:

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



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

You can filter your payments by:

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

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

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



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

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

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

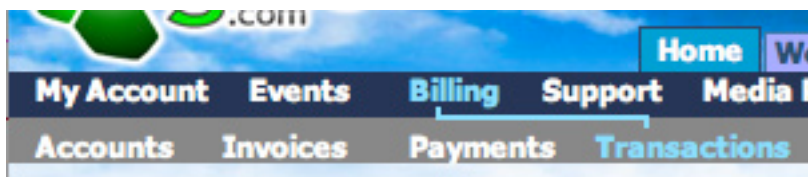
Email Selected Accounts »

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

Set the page size to Infinite to generate totals for all data. \*Invoice amounts listed in gray are repeated for each payment for reference but do not increase the totals.  
 Items 1 - 20 of 24

## Transactions:

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



You can filter your transactions by:

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

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

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

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

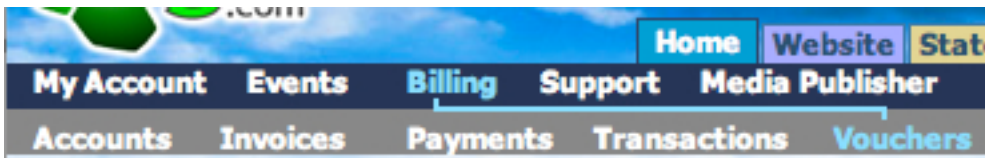
- **Voids** - Only work if done before midnight on the same day as the transaction was made.
- **Refund** - Can be done at anytime. Refunds only refund for the FULL amount and cannot do partial refunds. If you need to do a partial refund login to your merchant account or contact Tony Debruno.

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

## 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.

A screenshot of the 'View Vouchers' interface. At the top right, there is a button labeled 'Create Vouchers >' which is highlighted with a red rectangle. Below this, on the left, is a 'Search Filters' section. It includes a 'Page Size' dropdown set to '20' and an 'Apply Filters' button. Below these are several input fields: 'Key', 'Title', 'Redeemed From', 'To Date', 'Value' (with a '\$' symbol), and 'Redeemed' (with a dropdown arrow). At the bottom left of the search filters is a button labeled 'Delete Selected Vouchers >'.

### Voucher Fields:

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

## Generate Payment Vouchers

Key/# Prefix (optional)

FCXHCY (example)

Total Dollar Value

\$

Limit Per Transaction

\$

(leave blank to allow up to full voucher amount)

Title/Name/Desc

Number of Vouchers

Create

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

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

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

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

### View Vouchers

Create Vouchers »

Search Filters

Page Size 20

Apply Filters

Key  Title  Redeemed From  To Date  Value \$  Redeemed

Delete Selected Vouchers »

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

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

Items 1 - 20 of 94

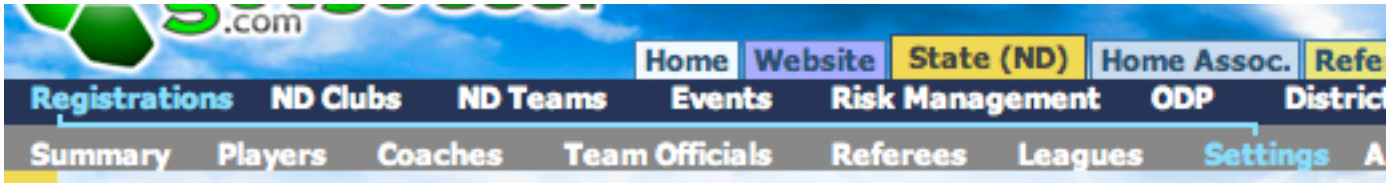
Pages: 1 2 3 4 5

Next Page »

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

# Support

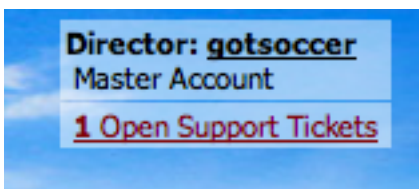
GotSoccer has created it's own support messaging system for clubs and teams giving them the ability to contact the state directly through GotSoccer as opposed to email. This is beneficial, as anyone with access to the account will be able to view and respond to the incoming support tickets. To enable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



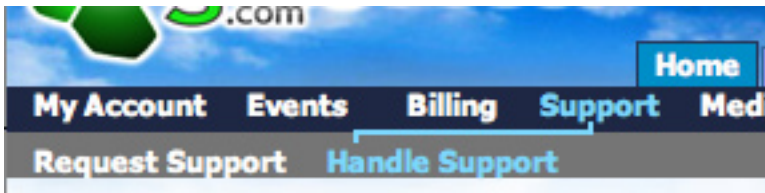
Click on the check box for **FROM CLUBS** and **FROM TEAMS** under the **RECEIVE SUPPORT TICKETS** option then click on **SAVE SETTINGS**.

A screenshot of the 'State Account Settings' form. The 'General Settings' tab is selected. Under the 'Receive Support Tickets' section, the checkboxes for 'From Clubs' and 'From Teams' are checked and highlighted with a red box. Other settings include 'Show Adult Players' (checked) and 'Allow Team eTravel' (checked). The 'District Manager Settings' section includes 'Allow registrars to search state-wide' (checked), 'Require registrars to search with ID number' (unchecked), 'Allow districts to view unassociated members not affiliated with any club or district' (checked), and 'Allow districts to view clubs in other districts' (checked). A red arrow points to the 'Save Settings' button at the bottom.

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



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



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

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

Items 1 - 1 of 1

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

Items 1 - 1 of 1

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

Items 1 - 1 of 1

ID#	Status	Level	Type/SubType	Contact	Comments or Question	Response to User	Internal Comments	
117138	<b>OPEN</b> Close	Escalate	Official Roster	Bill Cameron	Organization: <b>New Club Account</b> I just added Libra Chewbawdka to the LRFC U13 Boys Blue team, could you please add her to the official roster and print a ID card for her?	Edit	Edit	0

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

Items 1 - 1 of 1

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

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



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

Items 1 - 1 of 1

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

Items 1 - 1 of 1

ID#	Status	Level	Type/SubType	Contact	Comments or Question	Response to User	Internal Comments	Opened/Closed
117138	<b>OPEN</b> Close	Escalate	Official Roster	Bill Cameron	Organization: <b>New Club Account</b> I just added Libra Chewbawckia to the LRFC U13 Boys Blue team, could you please add her to the official roster and print a ID card for her?	Edit	Edit	12/30/2009 12:58:46 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	<b>OPEN</b> Close	Escalate	Official Roster	Bill Cameron	Organization: <b>New Club Account</b> I just added Libra Chewbawckia to the LRFC U13 Boys Blue team, could you please add her to the official roster and print a ID card for her?	Edit	<div><div></div><div>Save</div></div>	12/30/2009 12:58:46 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	<b>OPEN</b> Close	Escalate	Official Roster	Bill Cameron	Organization: <b>New Club Account</b> I just added Libra Chewbawckia to the LRFC U13 Boys Blue team, could you please add her to the official roster and print a ID card for her?

Items 1 - 1 of 1

You can filter your Support Tickets by the following parameters:

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

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

Support Tickets - Event, Club, & State Level

Search Filters   Page Size    Status    Level

Event    Type    Search    **Apply Filters**

## Request Support

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

Support Tickets  
Open Tickets

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

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.

Home	Website	State (ND)	Home Assoc.	Referees	Registrar	Training	Log Out	Help
My Account	Events	Billing	Support	Media Publisher	Facility Management	Log Out	Help	
Request Support	Handle Support							

Support Tickets  
Open Tickets

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

**Open a Support Ticket**

# 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

State Registration Summary - North Dakota

Account: gotsoccer  
Previous Login 11/12/2009  
Last Updated 12/29/2009

**Clubs**  
Total Clubs 23  
[View Clubs](#)

**Player Accounts**

Recreational Players	29
Competitive Players	24
Academy Players	9
Inactive Players	0
Adult Players	0
Non-Rostered Adult Players	0
Dual-Rostered Adult Players	0
Rec+ Players	0
Rec 1 Players	2
Rec 2 Players	7
Other Players	173
<b>Total Players</b>	<b>261</b>

[View Players](#)

**Coaches**  
Total Coaches 69  
[View Coaches](#)

**Team Officials**  
Total Team Officials 25  
[View Team Officials](#)

**Referees**  
Total Referees 12  
[View Referees](#)

**Teams**

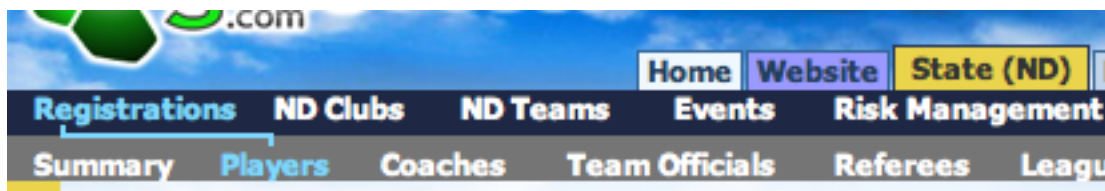
Recreational Teams	28
Competitive Teams	6
Academy Teams	1
Inactive Teams	0
Adult Teams	0
Non-Rostered Adult Teams	0
Dual-Rostered Adult Teams	0
Rec+ Teams	0
Rec 1 Teams	2
Rec 2 Teams	1
Other Teams	110
<b>Total Teams</b>	<b>148</b>

[View Teams](#)



# 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.

**Player - ASHLEY BROWN** Save Delete Player

**Assigned Team**  
BHAYS U14 A View Team Page

**Player Information**

Player ID # N/A

Jersey #

Competition Level

Full Legal Name  
ASHLEY BROWN  
Legal First M.I. Last

Gender ☐ Male ☒ Female

Date of Birth 5/2/1997 (U13)  
(mm/dd/yyyy)

State Registered ND ↑

School/District

School Grade

Grad Year

Primary Position

Notes (optional)

**Player Photo**  
[NO PHOTO] Upload

**Contact Information**

Address

City

State

Zip Code

Phone

Mobile

Email

Mobile Text

Date Created 6/25/2008 1:33:33 PM  
Last Updated

**Team History**  
No team history on file.

**State Registration History**

Level	Fee	Date
Recreational	\$15.00	12/10/2009 4:36:09 PM
Recreational	\$15.00	5/5/2009 5:02:51 PM

Save Delete Player

This view is from the CLUB account that the player is affiliated with and NOT the state account.

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	Sanetta's Teas 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.

Player Info Parent Info Evaluations Misconduct

### Player - Amy Wagner

Team [Girls U12 GOTSOCCER SANETTE'S TEAST TEAM \(ND\)](#)

#### Player Information

Player ID #

**Level** Rec 1

Jersey #

Full Legal Name

Legal First M.I. Last

Sex ☐ Male ☒ Female

Date of Birth   
(mm/dd/yyyy)

Notes visible to club, team, and player

Date Created 10/19/2009 2:32:00 AM

Last Updated 1/1/2010 4:33:58 PM

Remove Save

#### Player Photo

[NO PHOTO]

#### Contact Information

Address

City

State ND

Zip Code

Phone

Email

Mobile Text

#### Club History

No club history on file.

#### Team History

Team Name	Level	Action	Date
<a href="#">Sanette's Teast Team</a>	Rec 1	Added	10/19/2009 2:32:01 AM

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

Player Info **Parent Info** Evaluations Misconduct

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

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

Player Info Parent Info **Evaluations** Misconduct

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.

Player Info Parent Info **Evaluations** Misconduct

### Player Evaluations - Amy Wagner

#### Evaluations on File

Scout	Location	Date
[Admin]	<a href="#">Gavonious Park</a>	1/1/2010

Enter an Evaluation

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

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 screenshot shows the 'Evaluations' tab for a player named Amy Wagner. The form includes sections for Scout Information, Player Photo, Player Information, and a rating system. The rating system has five categories: Overall Rating, Best Position, TECHNICAL, TACTICAL, PHYSICAL, and MENTAL. Each category has a rating dropdown and a notes field. The Overall Rating is 3.0 and the Best Position is Defender. The TECHNICAL rating is 2.5, TACTICAL is 3.5, PHYSICAL is 3.0, and MENTAL is 3.0. The Location is Gavonious Park and the Date is 1/1/2010. At the bottom, there are three buttons: 'Back to List', 'Update Evaluation', and 'Delete', which are highlighted with a red box.

Category	Rating	Notes
Overall Rating	3.0	
Best Position	Defender	
TECHNICAL	2.5	Great tackling skills, so-so at passing the ball.
TACTICAL	3.5	Good defensive positioning.
PHYSICAL	3.0	Terrible speed, but has good strength and endurance.
MENTAL	3.0	

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

The screenshot shows the top navigation bar of the ODP Player Account. There are four tabs: 'Player Info', 'Parent Info', 'Evaluations', and 'Misconduct'. The 'Misconduct' tab is highlighted in blue, indicating it is the active tab.

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.



Player Info Parent Info Evaluations **Misconduct**

**Player Misconduct - Amy Wagner**

**Player Misconduct**

Event	Game	Date	Code
No Misconduct Cards			

**Suspensions on File**

Issued	Note	From	Until
There are no suspensions on file for this player.			

**Suspend Player**

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.

Player Info Parent Info Evaluations **Misconduct**

**Player Misconduct - Amy Wagner**

**Player Misconduct**

Event	Game	Date	Code
No Misconduct Cards			

**Suspend Player**

**Note**

**Starting\***

**Duration\***  
The earlier of either: Games  Days

**Submit**

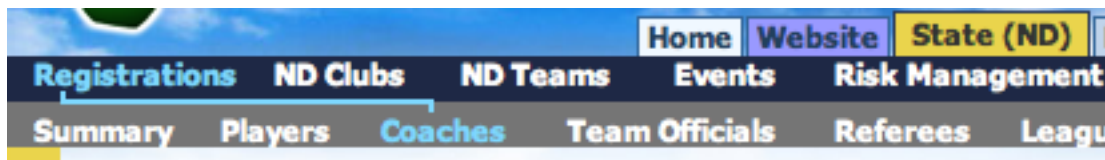
**Suspensions on File**

Issued	Note	From	Until
There are no suspensions on file for this player.			



# 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
	<b>87000001578</b>	REC	<b>JEFFERY</b>	<b>BABRUE</b>	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.

Coach Info
State Registration
Risk Management

### Coach Information - JEFFERY LABRUE

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

**Coach Photo**


**Full Legal Name**

JEFFERY
BABRUE

Legal First
M.I. Last

**State Registered**

North Dakota

**Display Name**

JEFFERY LABRUE

**Address**

PO Box 3030

**City**

Sherman

**State**

TX

**Zip**

75092

**Country**

United States

**Email**

aaron@gotsport.com

**Phone**

903-868-9303

**Phone (2)**

**Mobile Phone**

**Mobile Text Messaging (you@yourcarrier.com)**

**Fax**

**Notes (optional)**

Save

Cancel

Remove

## 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.

Coach Info
State Registration
Risk Management

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.

Coach Info
State Registration
Risk Management

### Coach - JEFFERY LABRUE

#### State Registration Info

**Full Legal Name**  
 ☐   
Legal First M.I. Last

**Certification Level**

**Coaching License**

**State Registered**

**Comments**

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

#### Driver's License/State ID

**ID Number**

**State**

**Expiration**  
  
MM/DD/YYYY

**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.

## 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#
<input checked="" type="checkbox"/>	Coach	Labrue	Jeffery	9/15/1967	TXN	75021	jeff.labrue@gmail.com	10/23/2009	00040275

Return

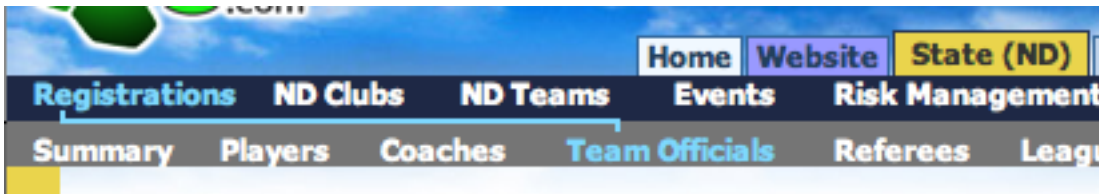
Update

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	LABRUE	9/15/1967	USSF C	897487238	GotSoccer	1/1/2010	Approved

# 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.



Staff Member Info
State Registration
Risk Management

### Team Official - Mister Manager

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

**Full Legal Name**  ☐   
Legal First M.I. Last

**State Registered**

**Display Name**

**Role**

**Address**

**City**

**State**

**Zip**

**Country**

**Email**

**Phone**

**Phone (2)**

**Mobile Phone**

**Mobile Text Messaging**  
(you@yourcarrier.com)

**Fax**

**Notes**  
(optional)

The next tab is **STATE REGISTRATION**.

Staff Member Info
State Registration
Risk Management

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

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 <b>» View</b>

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.

## 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@gotsoccer.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

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

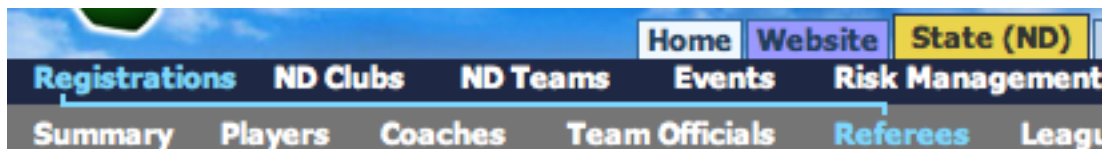
### User Account Search

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#
<input type="checkbox"/>	Coach	Cameron	Philip	7/6/1990	ND	32003	bill@gotsoccer.com	6/21/2007	None	
<input type="checkbox"/>	Referee	Cameron	Philip		NYE	32003	bill@gotsoccer.com	3/4/2006	None	
Return										
Update										

# 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.

Referee Info Risk Management

Referee - Howie Hughes

Approved: No Date: 7/20/2009 [Approve](#)

**Referee Information**

Full Legal Name    
Legal First M.I. Last

DOB  /  /   
Month Day Year

State Registered

Referee License #

Date Issued

Grade

Display Name

Created 3/8/2008 5:16:23 AM

Updated 5/14/2008 4:47:23 PM

Notes

**Contact Information**

Address

City

State

Zip

Country

Email

Phone

Phone (2)

Mobile Phone

Mobile Text

Fax

[Save](#) [Cancel](#) [Remove](#)

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

Referee Info 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 referee's Background Check by clicking on the **VIEW** button.

Referee Info Risk Management

Referee - Howie Hughes

**Risk Management Reports** [» Initiate New Report](#) [» Search Existing Reports](#)

Date Submitted	Response Date	Status	
6/17/2008 1:04:28 AM	7/2/2008 12:36:39 AM	Pending	<a href="#">» View</a>

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



## 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

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 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.

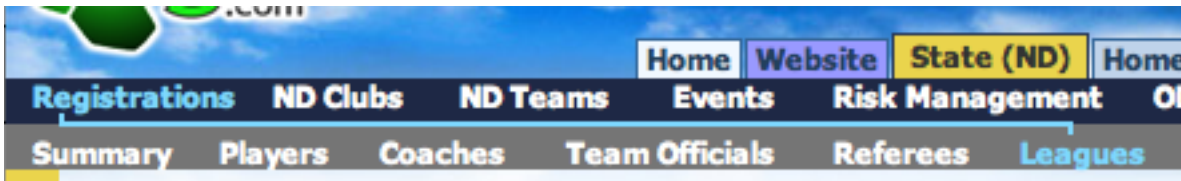
	Account	Last	M	First	DOB	State	Zip	Email	Created	Curr. Report#
<input checked="" type="checkbox"/>	Referee	Hughes	Howie	8/7/1970	ND	12345	aaron@gotsport.com	3/8/2008		

Return

Update

# 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.

League of the Millenium

**General Information**

Event Name: League of the Millenium

Description: Test league

Dates Open: 1/1/2010 - 1/1/2011

☐ Publish Schedules/Results

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

☒ Report Registrations to State

**General Location**

City: Daytona

State: FL

Zip Code: 12345

Created: 8/25/2009 3:10:02 PM

Updated: 1/1/2010 7:07:17 PM

**Event Sanctioning**

USYSA ☐ Oklahoma  
South Carolina  
Tennessee  
Texas North

AYSO ☐

SAY ☐

USClub ☐

USSF ☐

Save Cancel Delete

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

- 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

## Leagues & Registrations

### Search Filters

Page Size  Event Name  Dates  -

Items 1 - 4 of 4

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

Items 1 - 4 of 4

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.

Member Registrations   Team Registrations   Event Info									
League of the Millenium									
1/1/2010-1/1/2011									
<a href="#">Manage Registration Fees</a>									
	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	<a href="#">Invoice</a>
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	<a href="#">Invoice</a>
Players	Transfer	Either	All	\$4.50	0		1	\$4.50	<a href="#">Invoice</a>
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	<a href="#">Invoice All</a>

### Invoices

No Invoices

Total Invoices \$0.00

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

Member Registrations	Team Registrations	Event Info
----------------------	--------------------	------------

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

The final tab is **EVENT INFO**

<b>Member Registrations</b>	<b>Team Registrations</b>	<b>Event Info</b>
-----------------------------	---------------------------	-------------------

---

**League of the Millenium**  
**1/1/2010-1/1/2011**

**Event Description**  
Test league

---

**Director Contact Info**

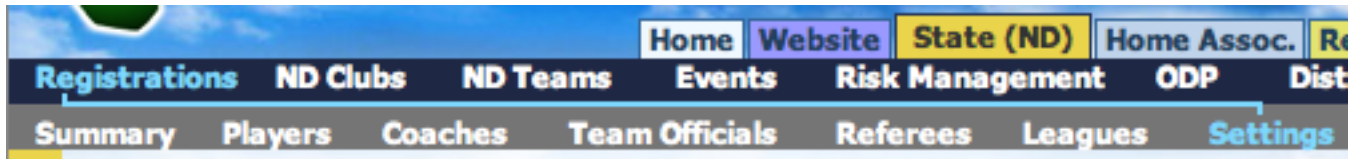
Gavin Owen-Thomas  
936 Virginia Circle  
Atlanta, GA 30306  
US  
Phone: 404-926-3651  
Mobile: 706-372-4648  
[gavin@gotsoccer.com](mailto:gavin@gotsoccer.com)

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.



# 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

#### Receive Support Tickets

**From Clubs** ☒

**From Teams** ☒

### 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.

#### Other Settings

**Show Adult Players** ☒

**Allow Team eTravel** ☒



## 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.

#### 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

### \*\*\*\*\*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

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 is checked ANY district account will be able to view and log directly into any club account in the state.

**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** ☒

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.

**General Settings** | **Team Roster Limits** | **Team eTravel**

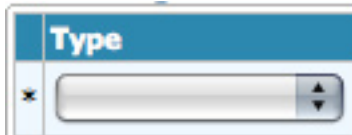
**State Account Settings**

<b>Receive Support Tickets</b>	<b>Other Settings</b>	<b>Competitive Levels</b>
<b>From Clubs</b> <input checked="" type="checkbox"/>	<b>Show Adult Players</b> <input checked="" type="checkbox"/>	Recreational
<b>From Teams</b> <input checked="" type="checkbox"/>	<b>Allow Team eTravel</b> <input checked="" type="checkbox"/>	Competitive
<b>District Manager Settings</b>		Academy
<b>Allow registrars to search state-wide</b> <input checked="" type="checkbox"/>		Inactive
<b>Require registrars to search with ID number</b> <input type="checkbox"/>		Adult
<b>Allow districts to view unassociated members not affiliated with any club or district</b> <input checked="" type="checkbox"/>		Non-Rostered Adult
<b>Allow districts to view clubs in other districts</b> <input checked="" type="checkbox"/>		Dual-Rostered Adult
<b>Save Settings</b>		<small>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.</small>
		<b>Copy Levels to All ND Clubs</b>

## 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.

A screenshot of a web form with a blue header labeled "Type". Below the header is a dropdown menu with a small "x" icon on the left and a downward arrow on the right. The menu is currently empty.

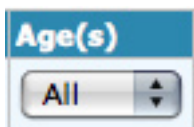
2. Select the competitive level from the **LEVEL** drop down menu.

A screenshot of a web form with a blue header labeled "Level". Below the header is a dropdown menu with the word "Any" selected and a downward arrow on the right.

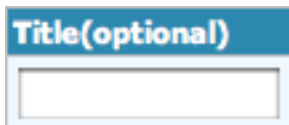
3. Select gender from the **GENDER** drop down menu, if fee applies to both genders select **EITHER** from the drop down menu.

A screenshot of a web form with a blue header labeled "Gender". Below the header is a dropdown menu with the word "Either" selected and a downward arrow on the right.

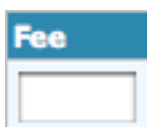
4. Select the **AGE** from the drop down menu, if fee is the same for a range of ages you can select the range start and end ages, if fee applies to all ages in the competitive level select ALL from the drop down menu.

A screenshot of a web form with a blue header labeled "Age(s)". Below the header is a dropdown menu with the word "All" selected and a downward arrow on the right.

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

A screenshot of a web form with a blue header labeled "Title(optional)". Below the header is a text input field.

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

A screenshot of a web form with a blue header labeled "Fee". Below the header is a text input field.

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\*

A form titled "Level" in a blue header. It contains a dropdown menu with "Upgrade" selected. Below this are two sections: "From:" with a dropdown menu showing "(Lower)" and "(Higher)", and "To:" with a dropdown menu.

**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\*

A form titled "Level" in a blue header. It contains a dropdown menu with "Transfer" selected.

## 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
* <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	Add

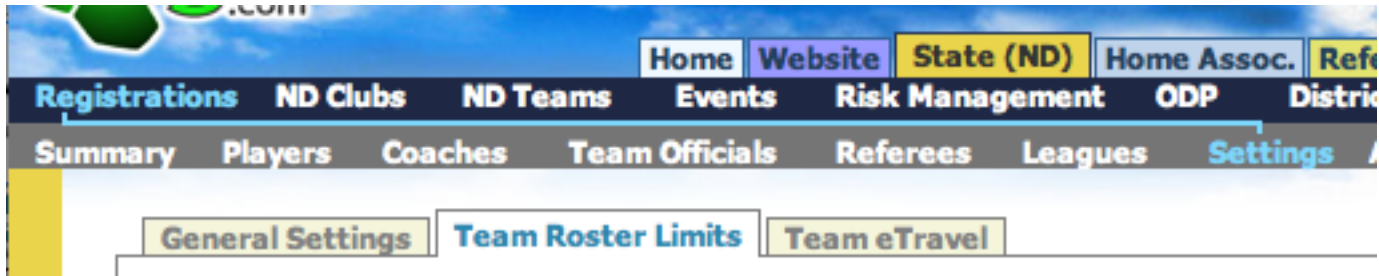
Note 1: Transfers apply to league/event player registrations only. Upgrades apply to club registrations only.

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.



## 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.

(MM/DD-MM/DD)

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

Total

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

+1yr.

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.

-1yr.

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.

-2yrs.

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.

-3yrs.

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.

-

4yrs.

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

Passes

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

Add

General Settings Team Roster Limits Team eTravel

State-Wide Official Roster Restrictions

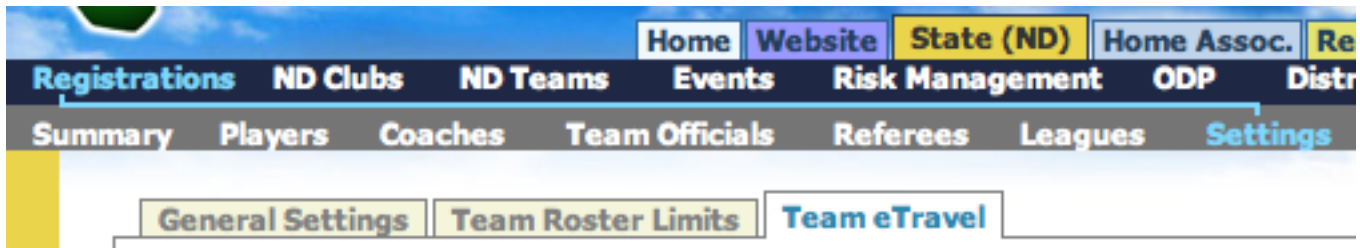
You can limit the total number of players allowed on official rosters for this state. You may also restrict younger athletes playing up by inputting the maximum number allowed per team, or block them completely by making the number zero. The default if no restriction is applicable or a box is left blank 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

## 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.

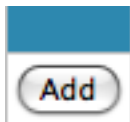
4. **ACTIVE** - Make certain this box is checked to turn on your eTravel form.

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.

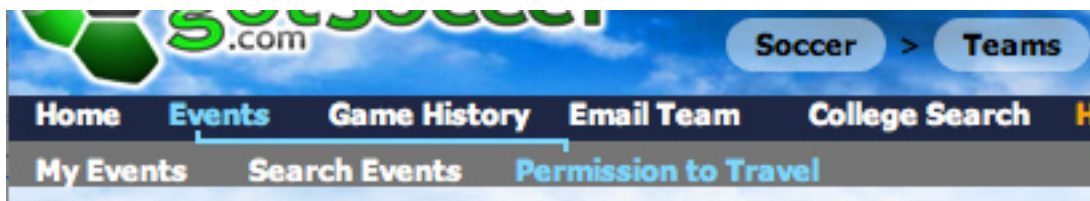
## Custom Fields

None  [Create](#)

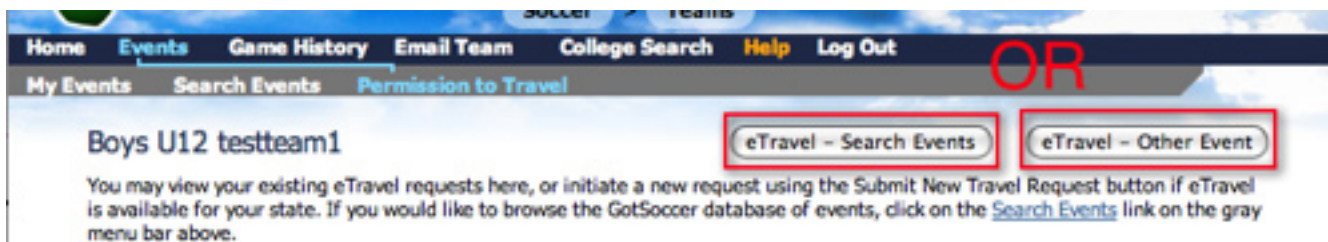
6. Make certain to click the **ADD** button after your form is setup.



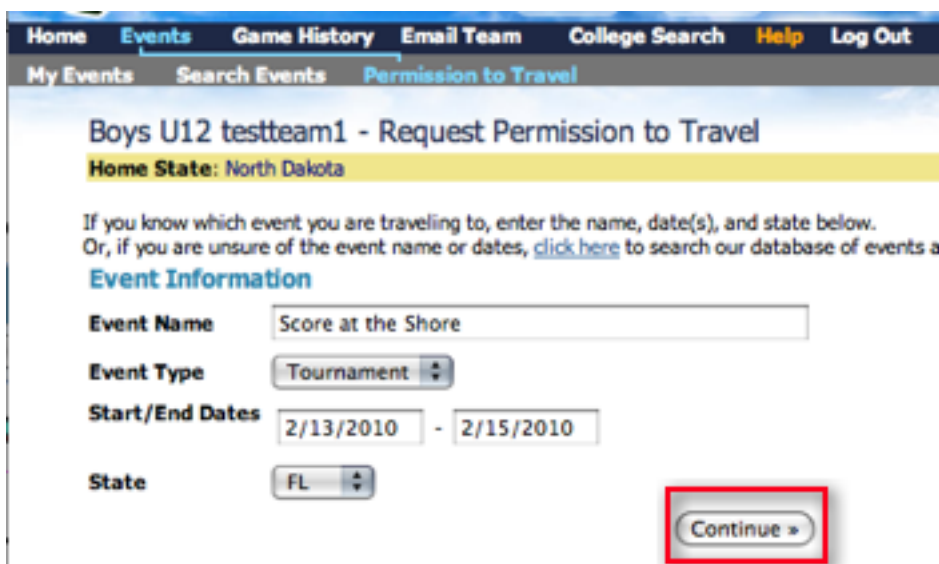
7. To view your eTravel form, login to any team account and click on **EVENTS** in the blue menu bar and then **PERMISSION TO TRAVEL** in the grey menu bar.



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.

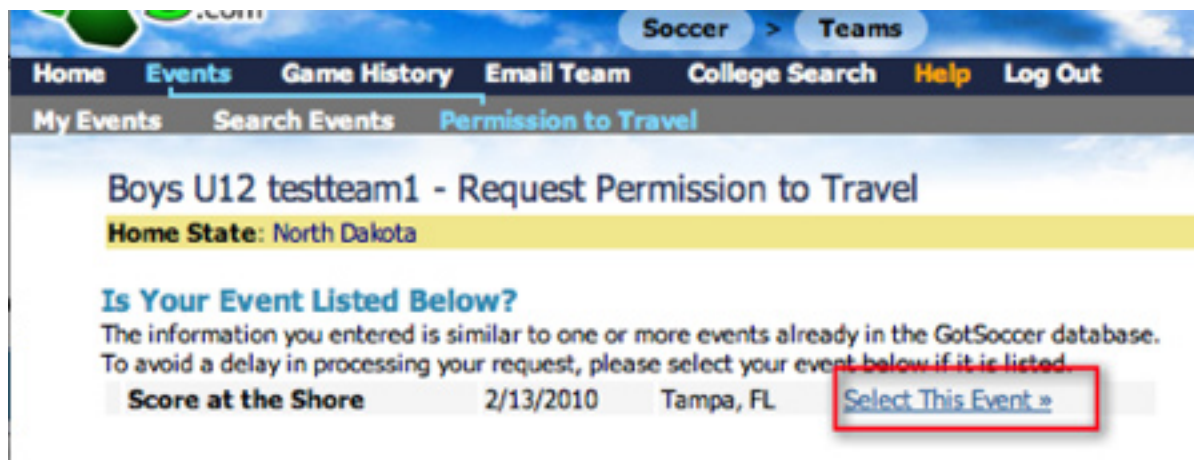


9. In this example we chose **eTRAVEL - OTHER EVENT**. Here you will enter in the information about the tournament and click the **CONTINUE** button.





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



Boys U12 testteam1 - Request Permission to Travel

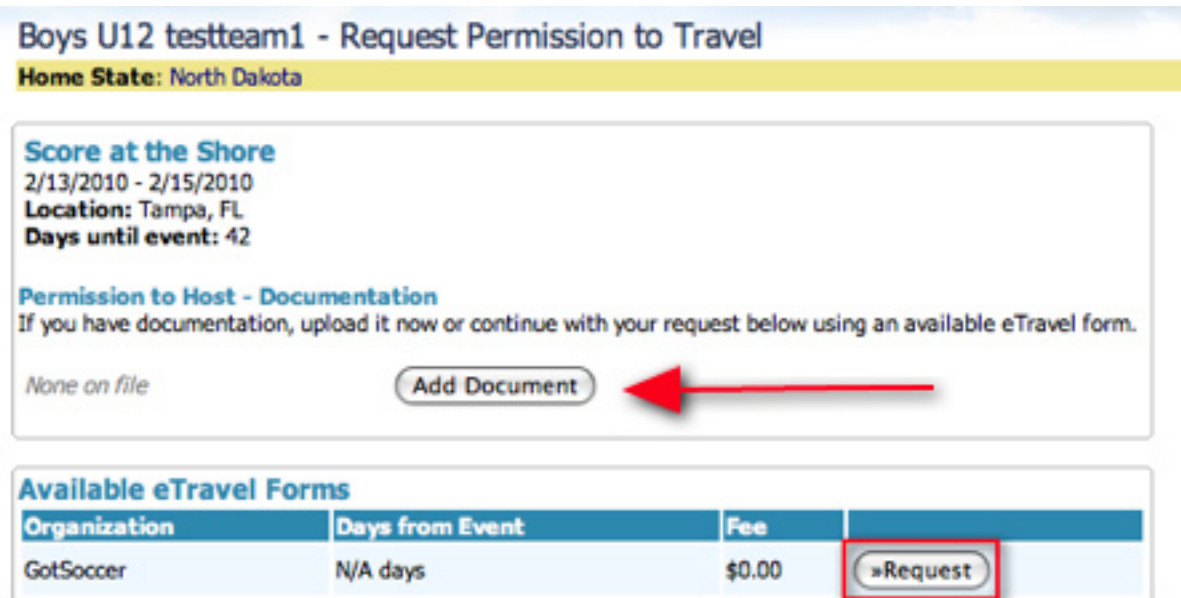
Home State: North Dakota

**Is Your Event Listed Below?**

The information you entered is similar to one or more events already in the GotSoccer database. To avoid a delay in processing your request, please select your event below if it is listed.

Score at the Shore	2/13/2010	Tampa, FL	<a href="#">Select This Event »</a>
--------------------	-----------	-----------	-------------------------------------

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.



Boys U12 testteam1 - Request Permission to Travel

Home State: North Dakota

**Score at the Shore**  
2/13/2010 - 2/15/2010  
Location: Tampa, FL  
Days until event: 42

**Permission to Host - Documentation**  
If you have documentation, upload it now or continue with your request below using an available eTravel form.

None on file [Add Document](#)

**Available eTravel Forms**

Organization	Days from Event	Fee	
GotSoccer	N/A days	\$0.00	<a href="#">»Request</a>

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.

**Boys U12 testteam1 - Request Permission to Travel**  
Home State: North Dakota

**Score at the Shore**  
2/13/2010 - 2/15/2010  
Location: Tampa, FL  
Days until event: 42

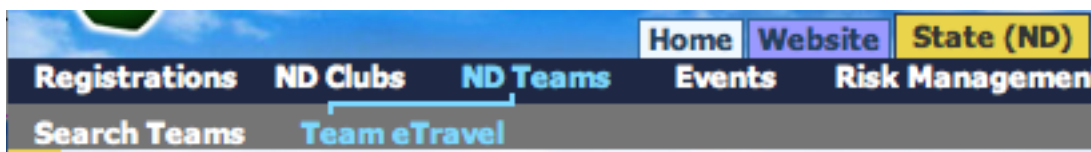
**Contact Information**  
Your Title: Manager  
Notes:

**eTravel Application Fee - \$100.00**  
Card Issuer: Visa  
Card Number:   
Do not use dashes or spaces.  
Example: 6011000011112222  
Expiration Month/Year:   
Name on Card:   
Please type your full name exactly as it appears on the card.  
Billing Address:   
Zip Code:

**Additional Information**  
This is only for players from \_\_\_\_\_ State Association to participate in events that are held out of state.  
We are aware that we are only to travel with the players who are documented on the Official State Roster.\* ☐  
Name of the event.\*   
Did you compete in this event last year?   
Did you place in the top 3 this event last year? ☐ Yes ☐ No  
Guest Player ID (1)

**\*\*\*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.

- 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.



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

**Team eTravel Requests**

**Search Filters** Page Size: 50 Club:

Team Name:  Event Name:  Age: All Level:  Sex:  Approved:

Items 1 - 1 of 1

Team Name	Level	G	Age	Coach	Manager	Submitted By	Submitted	Club/Association	Event	Date	State	✓	
NEW ACCOUNT TESTTEAM1		B	U12			Manager	1/2/2010	New Club Account	Score at the Shore	2/13/2010	FL	No	<input type="button" value="View"/>

Items 1 - 1 of 1

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.

**Boys U12 NEW ACCOUNT TESTTEAM1 (ND) - Request for Permission to Travel**

**Team Information**  
Boys U12 NEW ACCOUNT TESTTEAM1 (ND)

**Tournament Information**

Event Name	Score at the Shore
GotSoccer Event	No
Start Date	2/13/2010
End Date	2/15/2010
City	Tampa
State	FL

**Contact Information**  
Requested By Manager  
Notes

**Form Response**

This is some text content to add to the etravel form. This can be instructions or simply some verbiage designed to intimidate the team.

Tell us why you want to travel outside our wonderful state

How would you rate the state you are traveling to\*

Score at the Shore

Bleh

Guest Player ID (1)

none No matches found in ND

Guest Player ID (2)

Not requested

**Request Status**

Date Submitted 1/2/2010 8:29:09 PM

Approved ☒

Team Application None on file

Roster N/A - no application on file

Documentation No eTravel Documentation

Approve request before generating documentation

Notes

**Billing Account** N/A

**Additional Permission Document Text**

**Player List**

Event Player List

Players highlighted in orange are not attending this event and may not be added to the official roster. This is a team or player account setting.

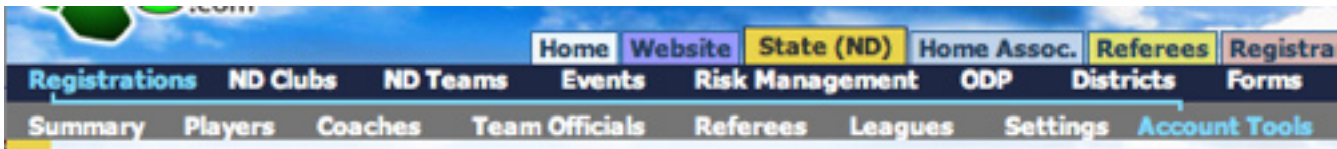
Players highlighted in light green are guest players.

Photo	LName	FName	ID#	Jrsy#	Gender	DOB	State	Updated
No Players on Record								

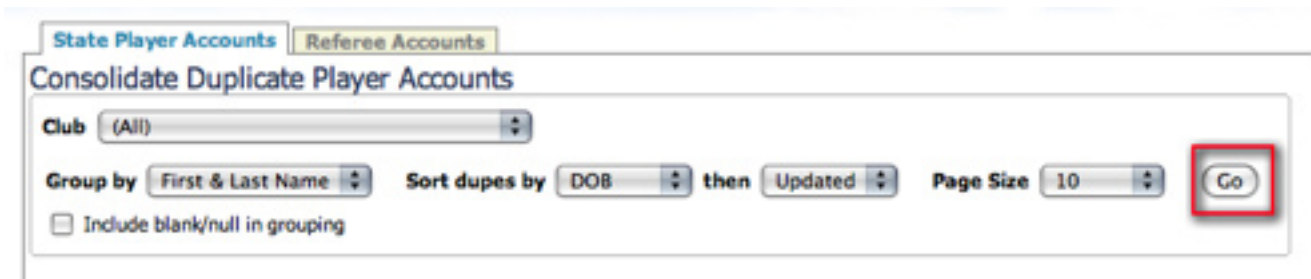
Once you mark them **APPROVED**, they will see in their team account that they are approved for travel for the event.

## 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 lose their paid memberships. Also look for accounts with photos attached as photos cannot be merged. You can optionally move the selected account to another team or club by selecting the radio button next to the team or club that the consolidated account should belong to.

### \*\*\*SUPPORT TIP\*\*\*

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

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

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



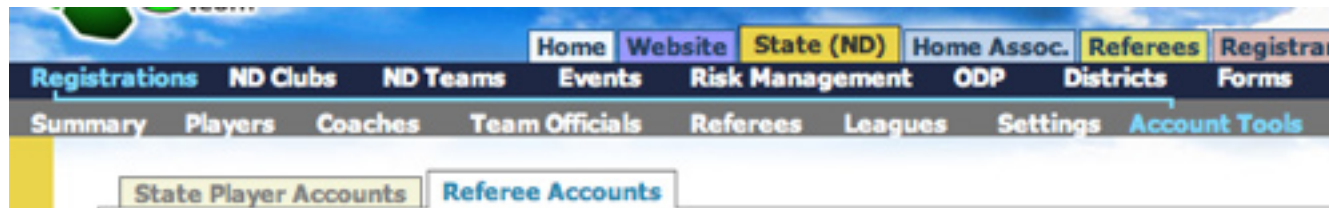
NEXT PAGE »

1 2 3 4  
 Merge Selected

#1) Meagher, Marie (3 players)												
	ID#	F.Name	M L.Name	Gender	DOB	Email	Phone	Updated	Mem	Team	Club	R
<input checked="" type="checkbox"/>	N/A	Marie	Meagher	Girls	4/11/1996	bill@gotsport.com			-	<input checked="" type="radio"/> Blue	<input checked="" type="radio"/> GotSoccer	
<input checked="" type="checkbox"/>	N/A	MARIE	MEAGHER	Girls	4/1/1996				<input checked="" type="checkbox"/>		<input type="radio"/> GotSoccer	
<input checked="" type="checkbox"/>	N/A	Marie	E Meagher	Girls	2/4/1991	kathym@gra.midco.net	701-775-8280	7/28/2008	-			
#2) ABERNATHY, MATTHEW (2 players)												
	ID#	F.Name	M L.Name	Gender	DOB	Email	Phone	Updated	Mem	Team	Club	R
<input checked="" type="checkbox"/>	N/A	Matthew	Abernathy	Boys	10/29/1999	cabernathy@austin.rr.com	512-458-1512	8/23/2009	-	<input checked="" type="radio"/> Bullets D0	<input checked="" type="radio"/> GotSoccer	1
<input checked="" type="checkbox"/>	N/A	MATTHEW	ABERNATHY	Boys	1/2/1999				-		<input type="radio"/> GotSoccer	
#3) Abi Habib, Matthew (2 players)												
	ID#	F.Name	M L.Name	Gender	DOB	Email	Phone	Updated	Mem	Team	Club	R
<input checked="" type="checkbox"/>	N/A	Matthew	A Abi Habib	Boys	6/27/2003	hope@austin.rr.com	512-467-1811	6/30/2009	-	<input checked="" type="radio"/> GOTBHAYS U6 - E	<input checked="" type="radio"/> GotSoccer	1
<input checked="" type="checkbox"/>	N/A	MATTHEW	ABI HABIB	Boys	6/2/2003				-		<input type="radio"/> GotSoccer	

## 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.

State Player Accounts

Referee Accounts

### Consolidate Duplicate Referee Accounts

Club/Primary Assignor (All)

Group by First & Last Name
 Sort dupes by DOB then Updated
 Page Size 10
 

Go

☐ Include blank/null in grouping

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

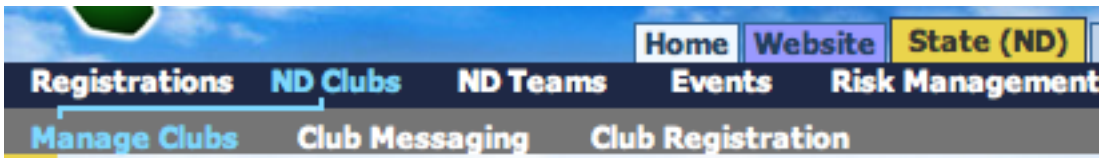
Select the account to keep by clicking on the radio button in the green box column. Put check marks in the boxes next to the accounts that you want to eliminate. The contents of these will be merged into the selected account in the green box column. Please remember to look for Risk Management in the **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.





# 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.

A screenshot of a web application titled 'North Dakota Associations'. It features a 'Search Filters' section with dropdowns for District, Code/ID, Home Assoc. Name, Type, Risk Management, and Registration Count. An 'Apply Filters' button is highlighted with a red box. Below the filters is a table with columns: Select, Logo, Code, Home Association Name, Administrator, District, Teams, Coaches, Officials, Players, Referees, Risk Management, and Audited. Two rows are visible: 'Bismarck SL' and 'Bottineau Soccer Club'. A red arrow points to the 'Email Selected Clubs' button. A text box on the right explains the 'Registration Count' filter. The page shows 'Items 1 - 20 of 23' and 'Page: 1/3'.

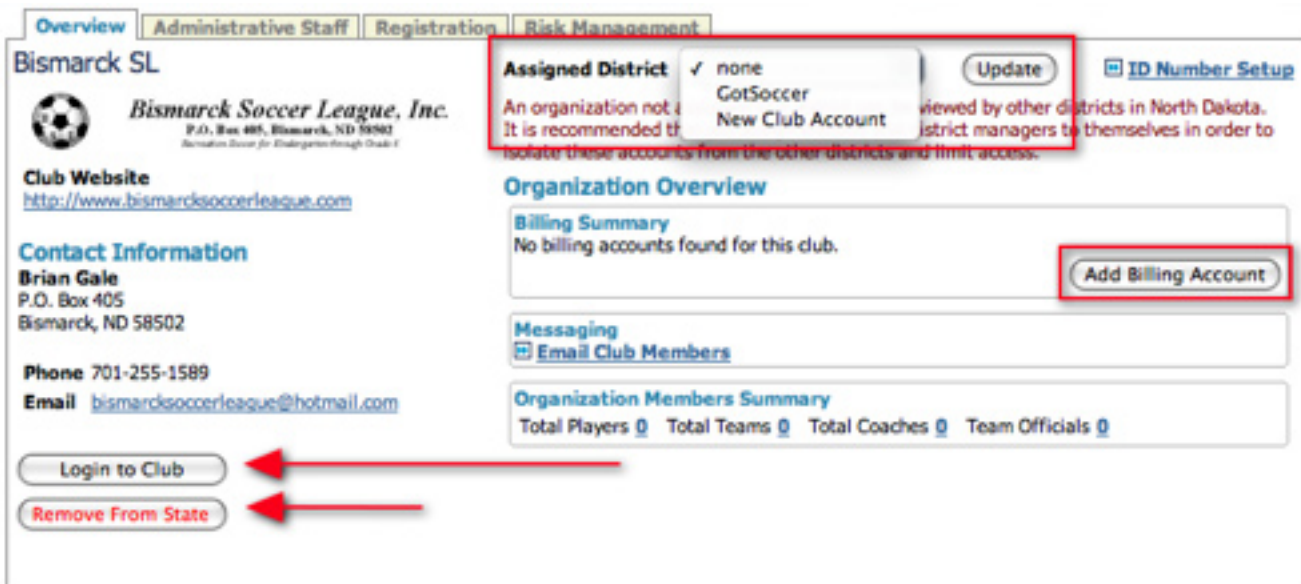
# Logging into a Club Account, Locating Username and Password for Organizations

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

Select	Logo	Code	Home Association Name	Administrator	District	Teams	Coaches	Officials	Players	Referees	Risk Management	Audited
			Bismarck SL	Brian Gale 701-255-1589		0	0	0	0	0	Enforced GotSoccer	1/2/2010

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 **RE-MOVE 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.



**Bismarck SL**  
Bismarck Soccer League, Inc.  
P.O. Box 405, Bismarck, ND 58502  
Recruitment Source for Kindergarten through Grade 5

**Club Website**  
<http://www.bismarcksoccerleague.com>

**Contact Information**  
**Brian Gale**  
P.O. Box 405  
Bismarck, ND 58502  
**Phone** 701-255-1589  
**Email** [bismarcksoccerleague@hotmail.com](mailto:bismarcksoccerleague@hotmail.com)

**Assigned District** ☒ none  
An organization not viewed by other districts in North Dakota.  
It is recommended th district managers to themselves in order to  
isolate these accounts from the other districts and limit access.

**Update** **ID Number Setup**

**Organization Overview**

**Billing Summary**  
No billing accounts found for this club.

**Add Billing Account**

**Messaging**  
**Email Club Members**

**Organization Members Summary**  
Total Players 0 Total Teams 0 Total Coaches 0 Team Officials 0

**Login to Club**  
**Remove From State**

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



**Overview** **Administrative Staff** **Registration** **Risk Management**

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

Overview Administrative Staff Registration Risk Management

**Bismarck SL**

**Bismarck Soccer League, Inc.**  
P.O. Box 405, Bismarck, ND 58502  
*Recreation Soccer for Kindergarten through Grade 5*

**Club Website**  
<http://www.bismarksoccerleague.com>

**Contact Information**  
**Brian Gale**  
P.O. Box 405  
Bismarck, ND 58502

**Phone** 701-255-1589  
**Email** [bismarksoccerleague@hotmail.com](mailto:bismarksoccerleague@hotmail.com)

**Login Information**  
Club login is hidden  
[Show Club Login](#)

**Login Information Accessed**  
**State** 9/15/2008 10:24:54 PM  
**State** 7/16/2008 3:23:50 PM

**Administrative Staff**  
View, add, and update administrative staff records for this club.

Role	Name/Email	Phone/Mobile	
[Primary]	Brian Gale <a href="mailto:bismarksoccerleague@hotmail.com">bismarksoccerleague@hotmail.com</a>	701-255-1589	
Role/Title:	Name: <input type="text"/>	Ph: <input type="text"/>	<input type="button" value="Add"/>
	Email: <input type="text"/>	Mo: <input type="text"/>	

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.

Overview Administrative Staff Registration Risk Management

**Dakota United SC**

**DAKOTA UNITED SOCCER CLUB**

**Club Website**  
<http://www.dakotaunder10soccer.com>

**Contact Information**  
**Tim Green**  
P.O. Box 1632  
Bismarck, ND 58502

**Phone** (701) 202-0918  
**Email** [timgreen@yahoo.com](mailto:timgreen@yahoo.com)

**Club Registration Summary** ☒ Manage Registration Fees

**Coaches - Competitive: \$3.00**  
None

**Coaches - Inactive: None**

**Coaches - Recreational: \$35.00**

**09/10 Season**  
Billed: 0  
New: 1  
Due: \$25.00

**Players: \$60.00**

**09/10 Season**  
Billed: 0  
New: 17  
Due: \$1,620.00

**Players - Classic: \$100.00**  
None

**Players - Competitive: \$20.00**  
None

**Players - Rec 1: \$50.00**  
None

**Players - Rec 2: \$99.00**  
None

**Players - Recreational: \$15.00**

**09/10 Season**  
Billed: 0  
New: 17  
Due: \$255.00

**Players - Secondary: \$3.75**  
None

**Players - Transfer: \$4.50**  
None

**Players - Upgrade from Rec 1 to Competitive/Classic: \$8.00**  
None

**Players - Upgrade from Rec 2 to Competitive/Classic: \$5.00**  
None

**Players - Upgrade from Rec 1 to Rec 2: \$5.00**  
None

**Team Officials - Competitive: \$18.00**  
None

**Team Officials - Rec 2: \$20.00**  
None

**Team Officials - Recreational: \$10.00**

**09/10 Season**  
Billed: 0  
New: 1  
Due: \$10.00



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.

**Dakota United SC**

**Risk Management Summary**

**Optional**

Last Audited: Never

**Personnel Without Current Check Data**

<a href="#">Coaches</a>	1
<a href="#">Managers</a>	1
<a href="#">Referees</a>	0
<b>All Personnel</b>	<b>2</b>

**Club Website**  
<http://www.dakotaunitedsoccer.com>

**Contact Information**  
**Tim Green**  
P.O. Box 1632  
Bismarck, ND 58502

**Phone** (701) 202-0918  
**Email** [timtgreen@yahoo.com](mailto:timtgreen@yahoo.com)

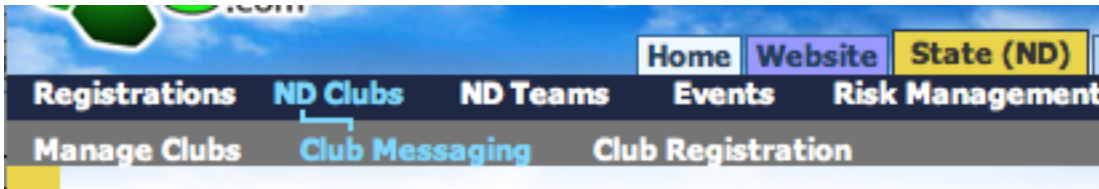
Risk Management can also be enforced or set back to optional from the Club List page. To get back there click on **CLUBS** in the blue menu bar and then set your page size to **INFINITE** and click the **OPTIONAL** or **ENFORCED** link in the **RISK MANAGEMENT** column to turn it on or off for the organizations.

Select	Logo	Code	Home Association Name	Administrator	District	Teams	Coaches	Officials	Players	Referees	Risk Management	Audited
<input type="checkbox"/>		Bismarck SL	Bismarck SL	Brian Gole 701-255-1589	0	0	0	0	0	0	<a href="#">Enforced</a> <a href="#">GotSoccer</a>	1/2/2010
<input type="checkbox"/>		Bottineau SC	Bottineau SC	Karston Bartsch 701-228-5296	0	0	0	0	0	0	<a href="#">Optional</a>	1/2/2010
<input type="checkbox"/>		Capital City SC	Capital City SC	Gwen Kelly 701-221-9972	5	1	1	0	0	0	<a href="#">Enforced</a> <a href="#">GotSoccer</a>	Never



## 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.

## Email Clubs/Associations

### Select Broadcast Type

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

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.

### Select Recipient Type

- ☐ **Administrators**
- ☐ **Staff** [+ Select](#)
- ☐ **Team Officials**
- ☐ **Coaches**
- ☐ **Referees**
- ☐ **Players**
- ☐ **Manual Entry**

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.

### Select Message Format

- ☒ **Plain Text** - Smaller size, best compatibility, no images or text formatting.
- ☐ **HTML** - Using basic HTML editor.

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

## Email Clubs/Associations

### Select Broadcast Type

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

### Select Recipient Type

- ☐ **Administrators**
- ☐ **Staff** [Select](#)
- ☒ **Team Officials**
- ☐ **Coaches**
- ☒ **Referees**
- ☐ **Players**
- ☐ **Manual Entry**

### Select Message Format

- ☐ **Plain Text** - Smaller size, best compatibility, no images or text formatting.
- ☒ **HTML** - Using basic HTML editor.

### Selected Clubs/Associations

- ☒ **North Dakota**
- ☒ **Bismarck SL**
  - ☐ **Bottineau SC**
  - ☐ **Capital City SC**
  - ☐ **Central Coyotes YSL**
  - ☐ **Dakota United SC**
  - ☐ **Ellendale YSL**
  - ☐ **GotSoccer**
  - ☐ **GotSoccer Winter Meeting**
  - ☒ **Greater Grand Forks SC**
  - ☐ **Jamestown Soccer Federation**
  - ☐ **Lisbon Youth Soccer**
  - ☐ **Minot SC**
  - ☒ **New Club Account**
  - ☐ **Nodak SC**
  - ☐ **North Dakota ODP**
  - ☐ **North Dakota Youth Soccer Association**
  - ☐ **Oakes SC**

[Export List](#)

[Compose Message»](#)

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.

## Email Clubs/Associations

### Select Broadcast Type

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

### Select Recipient Type

- ☒ **Administrators**
- ☒ **Staff** [Select](#)
- ☒ **Team Officials**
- ☐ **Coaches**
- ☐ **Referees**
- ☒ **Players**
- ☒ **Manual Entry**

### Select Message Format

- ☐ **Plain Text** - Smaller size, best compatibility, no images or text formatting.
- ☒ **HTML** - Using basic HTML editor.

### Selected Clubs

Bismarck SL  
Bottineau SC  
Capital City SC  
Central Coyotes YSL  
Dakota United SC  
Ellendale YSL  
GotSoccer  
GotSoccer Winter Meeting  
Greater Grand Forks SC  
Jamestown Soccer Federation  
Lisbon Youth Soccer  
Minot SC  
New Club Account  
Nodak SC  
North Dakota ODP  
North Dakota Youth Soccer Association  
Oakes SC  
Park River YS  
Red River SC  
Sheyenne Valley SC  
Sunflake SC  
VisualWarp  
West Fargo SC

[Export List](#)

[Update Filters»](#)

### Mailing List Summary

19 unique club administrator email addresses were found.  
78 unique staff email addresses were found.  
9 unique team official email addresses were found.  
39 unique player email addresses were found.

### Enter Sender Information

**From Name**

**Reply To Address**

### Enter Recipient

**To Name**

**To Address**

### Create & Send Mailer

**Subject**

**Message**

HTML Editor

Rich text editor interface with a toolbar containing options for undo, redo, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, and image insertion. The main area is a large text box for composing the email message.

[Send](#)

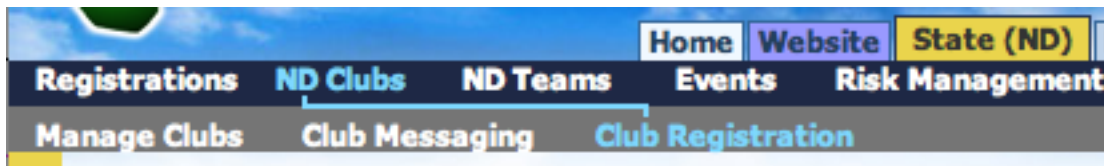
To Export ALL contact information for all of your organizations click on the organization you wish to export or the + sign along with the recipient type(s) and click on the **EXPORT LIST** button as this will give you an excel file containing all the contact information.

### \*\*\*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.

## 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.

North Dakota Club Registrations for 09/10

Search Filters Page Size: 20 Apply Filters

District: Code/ID: Organization Name: Type: All Risk Management: All

Invoice Selected Clubs

Note: Column information shows Billed Count: Billed Amount / New Count: New Amount

Items 1 - 20 of 23

Pages: 1 2

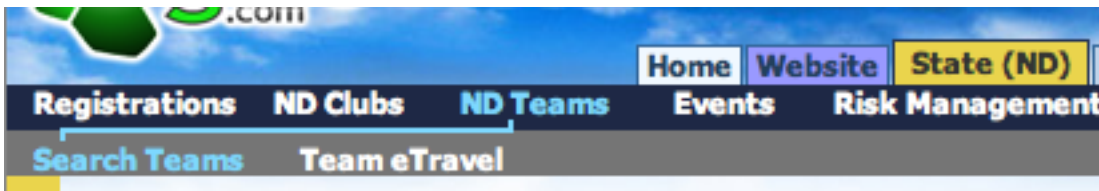
Select	Home Association Name	Administrator	Last Invoice	Coaches: Competitive	Coaches: Inactive	Coaches: Recreational	Players: Either/All
<input checked="" type="checkbox"/>	Bismarck SL	Brian Gale 701-255-1589		0	0	0	0
<input checked="" type="checkbox"/>	Bottineau SC	Karston Bartsch 701-228-5296		0	0	0	0
<input type="checkbox"/>	Capital City SC	Gwen Kelly 701-221-9972		0	0	0	/1: \$25.00
<input type="checkbox"/>	Central Coyotes YSL	Bark Enderson		0	0	0	0
<input type="checkbox"/>	Dakota United SC	Tim Green (701) 202-0918		0	0	0	/1: \$25.00
<input type="checkbox"/>	Ellendale YSL	Holly Kronberg 701-357-8581		0	0	0	0
<input type="checkbox"/>	GotSoccer	Gavin Owen: Thomas 404-926-3651	1/2/2010 9:35:03 PM	168: \$504.00	0	71: \$1,775.00	156: \$9,360.00
<input type="checkbox"/>	GotSoccer Winter Meeting	Sanette Owen: Thomas		0	0	0	0
<input type="checkbox"/>	Greater Grand Forks SC	Rick Vari 701-795-8034		0	0	0	0
<input type="checkbox"/>	Jamestown Soccer Federation	Allen Hartman 701-252-0935		0	0	0	0
<input type="checkbox"/>	Lieben Youth Soccer	Tyler Anderson 701-683-3184		0	0	0	0
<input type="checkbox"/>	Minot SC	Lane Lee		0	0	0	0
<input type="checkbox"/>	New Club Account	Bill Cameron 123-555-1212	12/10/2009 4:36:30 PM	0	0	17: \$425.00	2: \$120.00
<input type="checkbox"/>	Nodak SC	Connie Grause 701-250-0098	5/5/2009 5:09:14 PM	0	0	0	/1: \$25.00
<input type="checkbox"/>	North Dakota ODP	Dave Cook		0	0	0	0
<input type="checkbox"/>	North Dakota Youth Soccer Association	Terry Schneeweis 701-746-6029		0	0	0	0
<input type="checkbox"/>	Oakes SC	Art Conklin 701-742-3545		0	0	0	0
<input type="checkbox"/>	Park River YSL	Kerry McCoy 701-284-6666		0	0	0	0
<input type="checkbox"/>	Red River SC	Den Dunn	5/5/2009 5:06:57 PM	0	0	0	/4: \$100.00
<input type="checkbox"/>	Shenoyenne Valley SC	Steve Anderson 701-845-6930		0	0	0	0
	<b>Totals</b>			168: \$504.00	0: \$0.00	88: \$2,200.00	7: \$175.00

and Total Invoiced: \$16,626.00 / Grand Total New: \$5,263.00



# 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	<a href="#">DAKOTA UNITED</a>		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	<a href="#">DAKOTA UNITED</a>		Boys	U14			
N/A	<a href="#">DAKOTA UNITED</a>		Boys	U18			
N/A	<a href="#">DAKOTA UNITED</a>		Girls	U16			
<a href="#">G345TBGOTMU15300</a>	<a href="#">CHRONO 3001</a>		Boys	U16	<a href="#">asdf asdf</a>	<a href="#">GotSoccer</a>	
N/A	<a href="#">NORTH DAKOTA ADULT SOCCER AF #1</a>		Coed	OPEN	<a href="#">Todd M. Hill</a>	<a href="#">North Dakota Adult Soccer</a>	

## \*\*\*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.

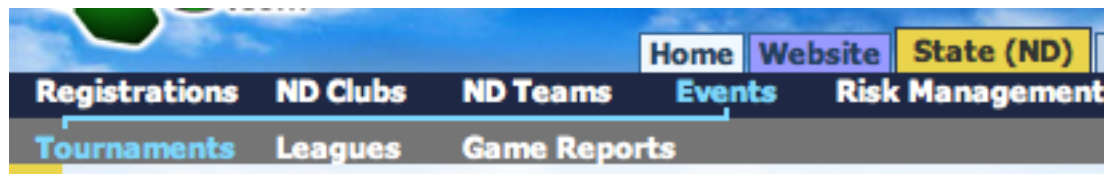
## Team eTravel

See eTravel section referenced earlier in this manual.

# 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.

USYSA Sanctioned Tournaments

Search Filters  
 Page Size: 10 | 20 | 50 | 100 | Event Name: | Date: 8/1/2009 - 8/1/2009 | Apply Filters

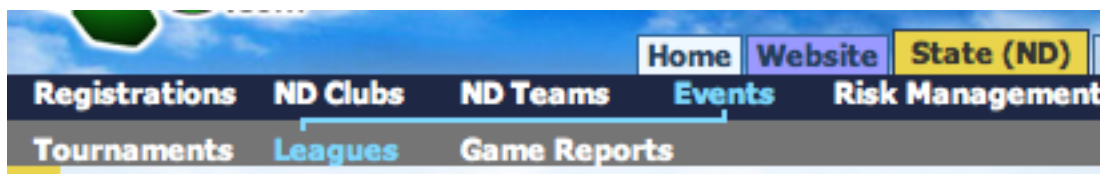
Items 1 - 6 of 6

Event Name	Start	Teams	Organization	Director	Location	City	State(s)	Yellow	Red	Reports
 2008 Silver State Invitational (Others)	2/20/2010	17	Nevada Youth Soccer	Bert Farley	NV	Las Vegas	CT, DE, HI, MD, MA, NH, NJ, NY, RI, VT, WA, WI, WV, DC, IL, IN, IA, KS, KY, MI, ME, MO, NE, ND, OR, OS, SD, WI, AL, AR, FL, GA, LA, MS, NC, OK, SC, TN, TX, TXS, AK, AZ, CA, CA, CO, HI, ID, MT, NV, NM, OR, UT, WA, WY	0	0	0
 City of Las Vegas Mayor's Cup International Youth Soccer Showcase 2010	2/13/2010	208	Las Vegas Mayor's Cup International Tournaments	Sherry Alexander	NV	Las Vegas	CT, DE, HI, MD, MA, NH, NJ, NY, RI, VT, WA, WI, WV, DC, IL, IN, IA, KS, KY, MI, ME, MO, NE, ND, OR, OS, SD, WI, AL, AR, FL, GA, LA, MS, NC, OK, SC, TN, TX, TXS, AK, AZ, CA, CA, CO, HI, ID, MT, NV, NM, OR, UT, WA, WY	0	0	0
 2008 Silver State Invitational (Youth)	1/20/2010	81	Nevada Youth Soccer	Bert Farley	NV	Las Vegas	CT, DE, HI, MD, MA, NH, NJ, NY, RI, VT, WA, WI, WV, DC, IL, IN, IA, KS, KY, MI, ME, MO, NE, ND, OR, OS, SD, WI, AL, AR, FL, GA, LA, MS, NC, OK, SC, TN, TX, TXS, AK, AZ, CA, CA, CO, HI, ID, MT, NV, NM, OR, UT, WA, WY	0	0	0
 City of Las Vegas Mayor's Cup International Youth Soccer Tournament 2009	10/23/2009	267	Las Vegas Mayor's Cup International Tournaments	Sherry Alexander	NV	Las Vegas	CT, DE, HI, MD, MA, NH, NJ, NY, RI, VT, WA, WI, WV, DC, IL, IN, IA, KS, KY, MI, ME, MO, NE, ND, OR, OS, SD, WI, AL, AR, FL, GA, LA, MS, NC, OK, SC, TN, TX, TXS, AK, AZ, CA, CA, CO, HI, ID, MT, NV, NM, OR, UT, WA, WY	88	13	0
 Perdido Beach Resort Florida State Showcase	9/18/2009	106	Perdido Bay FC	Gerard Paylow	FL	Orange Beach, Al and Perdido Bay, FL	OK, MD, PA, RI, RI, VA, WV, IL, IN, IA, KS, KY, MI, ME, MO, NE, ND, OR, OS, SD, WI, AL, AR, FL, GA, LA, MS, NC, OK, SC, TN, TX, TXS	3	0	1
 Soccer Feathered	8/8/2009	1	Soccer	Bill Cameron	ND	Jacksonville ND		0	0	0

Items 1 - 6 of 6

## 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.

### USYSA Sanctioned Leagues

#### Search Filters

Page Size: 10 Event Name: Dates: 8/1/2009 - 8/1/2010 Apply Filters

Items 1 - 2 of 2

Event Name	Start	Teams	Organization	Director	Location	City	State(s)	Yellow	Red	Reports
 Zoccer Summer League '09	8/1/2009	56	Zoccer	Bill Cameron	FL	Jacksonville, fl	ND	4	1	0
 North Florida Boys Soccer	9/1/2009	162	GotSoccer	Gavin Owen-Thomas	FL	Orlando	ND	38	20	3

Items 1 - 2 of 2

## 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.

**Referee Game Reports**

Search Filters Page Size: 20 Apply Filters

Event: All Events Referee:

Items 1 - 4 of 4

Report	Referee	Event	Game	Game Date	Submitted	Home	Away
4808	Robert McAuliffe	Perdido Beach Resort Flora Bama Showcase	122	9/19/2009	11:21:22 AM	FCSR U13GIRLS SOCCER (FL)	BLAST SC 97 (AL)
398	Carlos Santino	North Florida Boys Soccer	711	10/25/2008	7/25/2008 4:17:36 AM	GOTSOCCEER SPARROWS (FL)	GOTSOCCEER EXPRESS (FL)

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

**Game Report - Perdido Beach Resort Flora Bama Showcase**

Game# 122 - 9/19/2009 - 9:30 AM - 10:40 AM - Girls U14 U14

**Final Results**

Home	Score	Cards	Yellow	Red
FCSR U13GIRLS SOCCER (FL)	0	Yellow 0	Red 0	
Away	Score	Cards	Yellow	Red
BLAST SC 97 (AL)	1	Yellow 0	Red 0	

Referee - Robert McAuliffe (grade: 8)  
 Asst. Ref - Lana Chechak (grade: 8)  
 Asst. Ref - Regan Hickman (grade: 8)

Game Cancelled No  
 Actual Game Date 9/19/2009 Actual Start Time 9:30 AM  
 Half-Time Score - Actual End Time 10:40 AM

Player Injuries  
 Game Incidents  
 Field Condition  
 Check all that apply  
 Home team at field on time Yes Minutes late  
 Away team at field on time Yes Minutes late  
 Home team player passes received and checked No  
 Away team player passes received and checked No  
 Approximate Spectators  
 Referee Conduct  
 Player Conduct  
 Spectator Conduct

Delete Return

**Offense Codes**

- C1 - Unsporting Behavior (UB)
- C2 - Dissent by word or action (DT)
- C3 - Persistent Infringement (PI)
- C4 - Delays restart (DR)
- C5 - Fails to respect distance (FRD)
- C6 - Enters/Re-enters field (E)
- C7 - Deliberately leaves field (L)
- S1 - Serious Foul Play (SFP)
- S2 - Violent conduct (VC)
- S3 - Spits at or on other person (S)
- S4 - Denies opportunity by hand ball (DGH)
- S5 - Denies opportunity by FK/PK offense (DGF)
- S6 - Offensive, insulting or abusive language (AL)
- S7 - Second caution in same match (2CT)

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>.

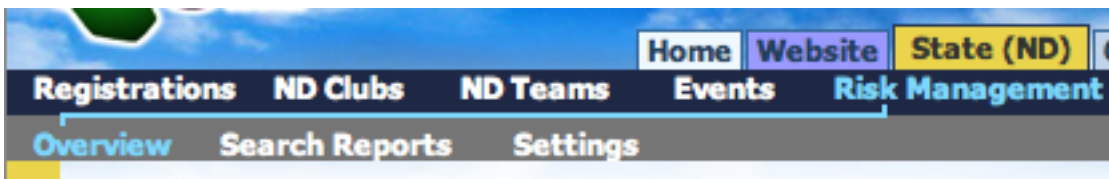


# RISK MANAGEMENT

## \*\*\*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 won't even 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	
<a href="#">Coaches</a>	42
<a href="#">Managers</a>	22
<a href="#">Referees</a>	11
<b>All Personnel</b>	<b>75</b>

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

<a href="#">Email Coaches &gt;</a>		<a href="#">Email Coaches (HTML) &gt;</a>								
Items 1 - 20 of 46		Pages: 1 2 3		Next Page >>						
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



## 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	
<u>Pending</u>	4
<u>Approved</u>	34
<u>Review</u>	1
<u>Denied</u>	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.

## Risk Management Report - Gavin Owen-Thomas

Report # 00027092

Submitted 7/30/2009 2:48:24 AM

Delete

### Related Reports

Report # 14950

Preceding

5/28/2009 1:22:39 AM

Waiting

Pending

### Personal Information

Legal Name Gavin Owen-Thomas

Gender Male

Date of Birth 5/15/1951

SSN \*\*\*-\*\*-\*\*\*\* Show

Initiate New Check

State ID# asfsadfsd

Home Phone 904-685-2118

Work Phone

Address TBD

City TBD

State FL

Zip Code 32266

Email Address gavin@gotsoccer.com

License asfsadf

Grade 1241234

State ND

Registered

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

Pending as of 1/3/2010 7:59:08 PM

Execute Check Now

### Risk Management Decision Status for Report # 00027092

Pending

### Additional Information or Response to End User

### Administrative Staff Notes (hidden)

Return

Update

## 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.

## 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.

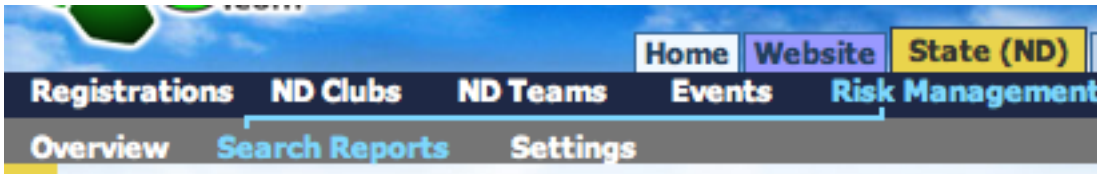
<input type="checkbox"/>	Account	Last	M	First	DOB	State	Zip	Email	Created	Curr. Report#
<input type="checkbox"/>	Coach	Labrue	Jeffery	9/15/1967	TXN	75021		jeff.labrue@gmail.com	10/23/2009	None

[Return](#)

[Update](#)

## 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.



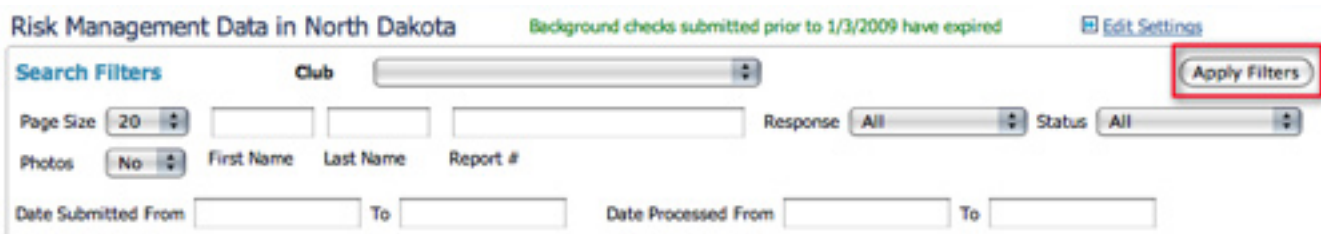
This will bring you to a list of everyone in your state who has submitted a background check. You have the ability to filter these reports by:

- 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.



Risk Management Data in North Dakota Background checks submitted prior to 1/3/2009 have expired [Edit Settings](#)

**Search Filters**

Club:

Page Size:    Response:  Status:

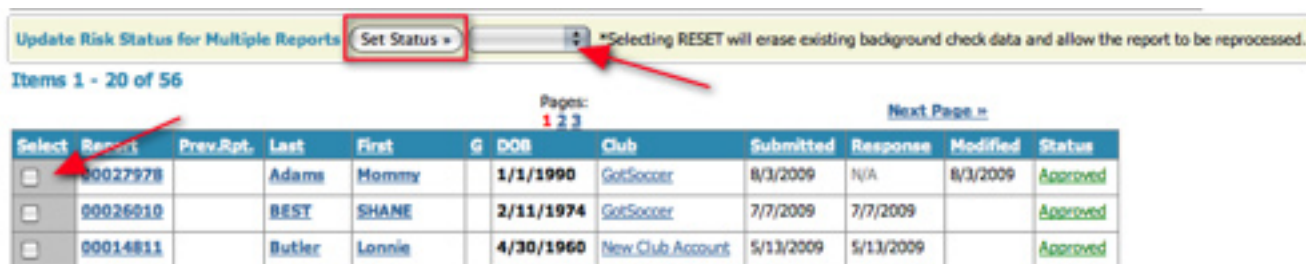
Photos:  First Name:  Last Name:  Report #:

Date Submitted From:  To:  Date Processed From:  To:

**Apply Filters**

## 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.



Update Risk Status for Multiple Reports **Set Status**  \*Selecting RESET will erase existing background check data and allow the report to be reprocessed.

Items 1 - 20 of 56

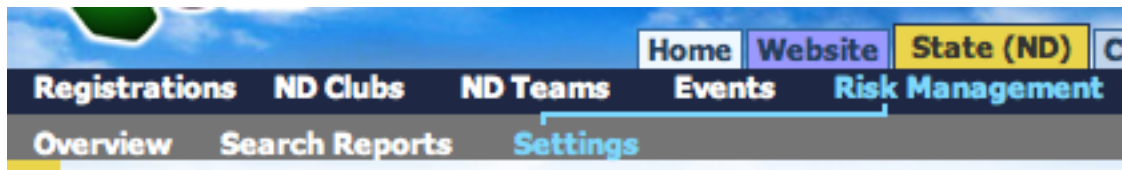
Pages: **1** of 3 [Next Page >](#)

Select	Report	Prev.Rpt.	Last	First	G	DOB	Club	Submitted	Response	Modified	Status
<input checked="" type="checkbox"/>	00027978		Adams	Mommy		1/1/1990	GotSoccer	8/3/2009	N/A	8/3/2009	Approved
<input checked="" type="checkbox"/>	00026910		BEST	SHANE		2/11/1974	GotSoccer	7/7/2009	7/7/2009		Approved
<input checked="" type="checkbox"/>	00014811		Butler	Lonnie		4/30/1960	New Club Account	5/13/2009	5/13/2009		Approved



## 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.

### Background Check Options

☒ **Users can submit their own form:** Every  Months  
(Blank = unlimited)

☒ **Ask for voluntary disclosure of criminal history**

☒ **Ask for and require Social Security Number**

**Reports Expire After**  Months  
(Blank = unlimited)



## 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).

## Optional Fees

Fee for Coaches	\$ 5
Fee for Team Officials	\$ 10
Fee for Referees	\$ 5
Accept Vouchers	<input checked="" type="checkbox"/>

## 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.

## Automation Options

Remind users to submit reports

- ☒ **Collect payment information from client when submitting report**
- ☒ **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  Months (Blank = unlimited)

Reports with an affirmative response for any question in the voluntary disclosure section will be marked with a Review status

- ☒ **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

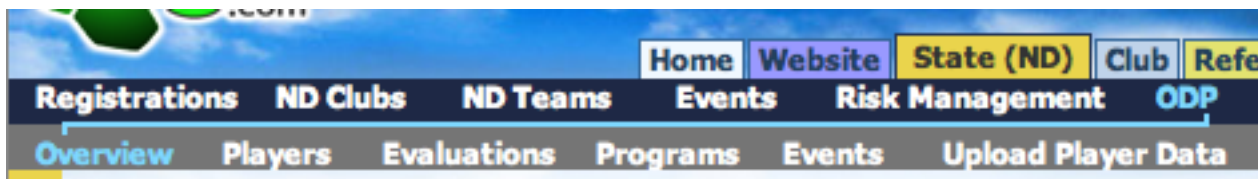
I understand and agree to the following:<br>  
A. It is the intent of Illinois Youth Soccer to deny certification and participation in Illinois Youth Soccer programs to any person who has been convicted of a crime of violence or a crime against a person.<br>  
B. Falsification of information on this disclosure statement may be grounds to deny certification and participation.<br>  
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.<br>  
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.

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

Save Risk Management Setup

## 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 if none has been assigned to open their profile and submit an evaluation.

#### Existing Player Records

Total Registered Players

24

[View/Search Players](#)

## 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.


Player Info | Parent Info | Evaluation

**Player - Demarcus Beasley**

**Player Information**

Player ID #  
Jersey # 19  
Friendly Name Demarcus Beasley  
Legal Name First MI Last  
Sex Male  
Date of Birth 2/1/1997 (mm/dd/yyyy)  
Notes  
Date Created 3/29/2007 12:21:24 PM  
Last Updated 10/13/2009 8:35:04 PM

**Player Photo**



**Evaluations on File**  
There are no evaluations on file for this player.  
[Enter an Evaluation](#)

**Available ODP Programs**

[Email](#)

**Team Information**

Group Boys U13  
Team Name GOTSOCCER GOTBAYS U14 - A  
Team State ND

**Contact Information**

Address 15 main St  
City Jacksonville  
State FL  
Zip Code 32266  
Phone 555-1212  
Email gavin@gotsoccer.com  
Mobile 555-  
Text 1212@southd.com

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.

Player Info | Parent Info | Evaluation

**Player - Demarcus Beasley**

**Scout Information**

Name [Admin]  
Evaluation  
Created  
Evaluation  
Updated

**Player Photo**



**Player Information**

Player ID #  
Jersey # 19  
Friendly Name Demarcus Beasley  
Sex Male  
Date of Birth 2/1/1997

**Rate Using the Following System**

5.0 National Team Level Caliber  
4.5 National Team Pool Caliber  
4.0 Regional Team Level Caliber  
3.5 Regional Team Pool Level Caliber  
3.0 State Team Level Player Caliber  
2.5 State Team Pool Level Player  
2.0 Solid Club Player Caliber  
1.0 Good Lower Level Club Player

**Overall Rating**  **Best Position**

If possible, please rate the players in each of the following categories (as explained above) and where possible with specific comments

**TECHNICAL** **Rating** **Notes**

Please take into consideration the following: Dribbling, Passing, Heading, Shooting, Tackling, Ball Control

**TACTICAL** **Rating** **Notes**

Please take into consideration the following: Communication, Movement with and without the ball; Offensive and Defensive Positioning; Reading the Game

**PHYSICAL** **Rating** **Notes**

Please take into consideration the following: Speed, Endurance, Strength, Quickness, Balance and Agility

**MENTAL** **Rating** **Notes**

Please take into consideration the following: Work Rate, Leadership, Aggressiveness; Gamesmanship

**Location**  **Date**

[Back to Main](#) [Submit Evaluation](#)

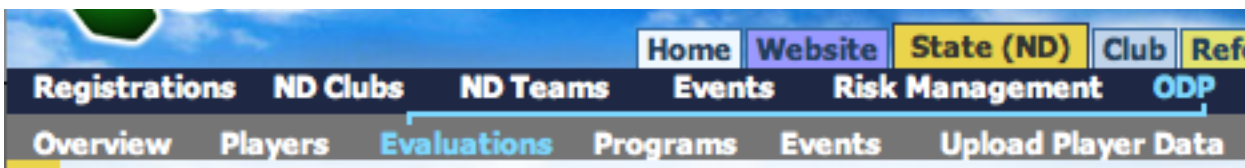
## Player Evaluations

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.

Player Evaluations		
Total Evaluations Collected		9
Unassigned Evaluations		0
Listing top 10 recently updated evaluations.		
Scout	Player	Date
<a href="#">Jared Hirschowitz</a>	<a href="#">John Adams</a>	1/1/2010
[Admin]	<a href="#">Amy Wagner</a>	1/1/2010
[Admin]	<a href="#">Claudio Reyna</a>	2/6/2008
[Admin]	<a href="#">Claudio Reyna</a>	9/15/2005
[Admin]	<a href="#">Claudio Reyna</a>	2/1/2006
[Admin]	<a href="#">Jon Alesi</a>	1/5/1991
[Admin]	<a href="#">Aaron Wilmoth</a>	9/4/2006
	<a href="#">(Luke Skywalker)</a>	5/5/2006
[Admin]		5/5/2006
	<a href="#">Michael Waltrip</a>	2/15/2006
<a href="#">View/Search Evaluations</a>		

## 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.

Photo	ID#	First Name	M.I.	Last Name	Jersey#	Sex	DOB	Team	Scout	Overall	Date	View/Edit
	753	John	A	Adams	64	Male	5/2/1995	Rascals	Jared Hirschowitz	2.5	1/1/2010	<a href="#">View/Edit</a>
	N/A	Amy		Wagner	54	Female	2/1/1996	Sanette's Teest Team	[Admin]	3.0	1/1/2010	<a href="#">View/Edit</a>
	N/A	Claudio		Reyna	3	Male	2/1/1997		[Admin]	5.0	2/6/2008	<a href="#">View/Edit</a>

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



Player Info Parent Info Evaluation

Player - John Adams

**Player Information**

Player ID #	751
Jersey #	64
Friendly Name	John Adams
Legal Name	John Q Adams
	First M.I. Last
Sex	Male
Date of Birth	5/2/1995 (mm/dd/yyyy)
Notes	
Date Created	6/15/2008 11:47:53 PM
Last Updated	6/15/2008 11:49:34 PM

**Team Information**

Group	Boys US4
Team Name	FLYERS SC RASCALS
Team State	PAE

**Player Photo**



**Contact Information**

Address	12 Taft Blvd.
City	Philadelphia
State	PA
Zip Code	19152
Phone	267-533-0561
Email	Adams@soccer.com
Mobile	
Text	

**Evaluations on File**

Scout	Location	Date
Jared Hirschowitz	Post Park	1/1/2008

Enter an Evaluation

**Available ODP Programs**

Enroll

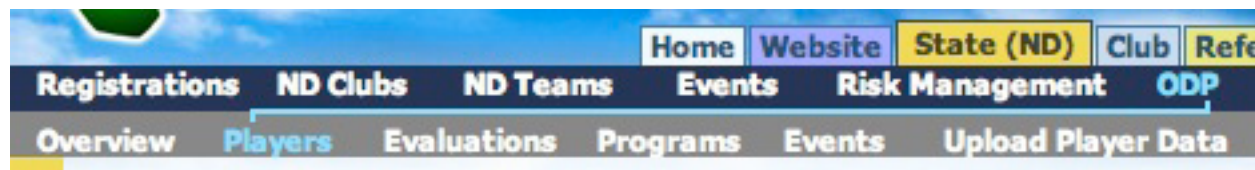
Once in the Evaluation you will be able to view:

- 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

- 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.

Manage ODP Players in North Dakota

Export to Excel

Search Filters: Club [dropdown] Program [dropdown]

Page Size: 20 Player Name [text] ID# [text] Birth Year [text] Team [text]

Photos: Yes [checkbox] Legal First [text] M.I. Last [text] Jersey# [text] Sex [dropdown] Level [dropdown] Apply Filters

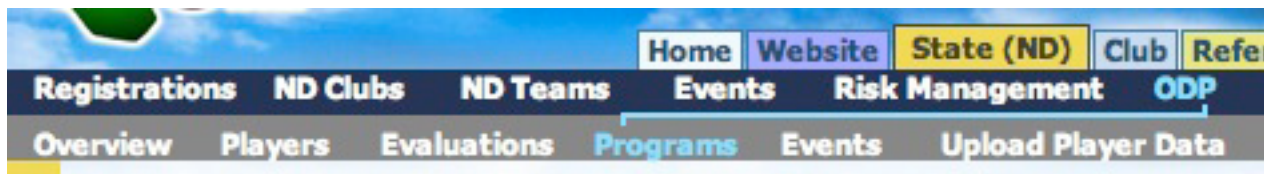
Email Selected Players

Select	Photo	ID#	First Name	M.I.	Last Name	Jersey#	Gender	DOB	Team	Club
<input type="checkbox"/>		N/A	Demarcus		Beasley	19	Male	2/1/1997	GOTHSOCCER USA - A	GotSoccer

## 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.

Program Name

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

**Description**

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

**Registration Year  
Start/End Dates**

 - 

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.

### Registration Options

#### Player Registration

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

#### ☐ **ODP Program**

#### Coach Registration

- ☐ **Coach Registration Open**

#### Manager/Team Official Registration

- ☐ **Team Official Registration Open**

#### Referee Registration

- ☐ **Referee Registration Open**

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

Before making your application live you will need to setup payment for your 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.

### Club Payment Setup

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

[Edit Payment Options](#)

## How to create a Program: Step 2 - Registration Fees

The Registration Fees setup page is where you enter the different Registration payment options. Multiple payment options can be created but a player can only choose one option. 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.

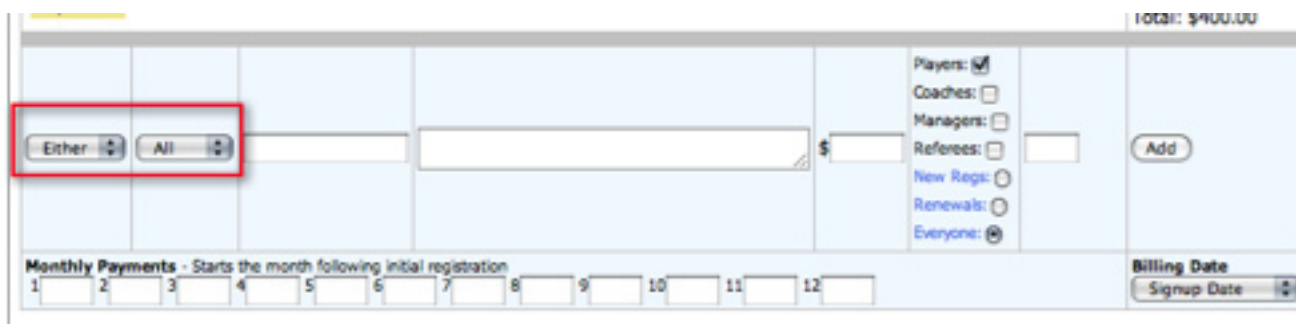
### Setting up the Registration Fees:

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

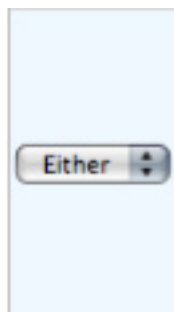


It is important to note that although a program can have multiple registration fees, an applicant can only choose ONE registration fee. This payment setup area is strictly for registration payment, you can add additional pay features to the registration but that's done from the **Additional Features**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

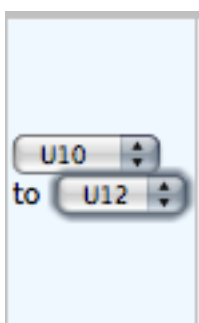
The Player Registration Payment Options setup area allows for the creation of flexible payment plans, from a single payment to multiple monthly payment plans.



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.

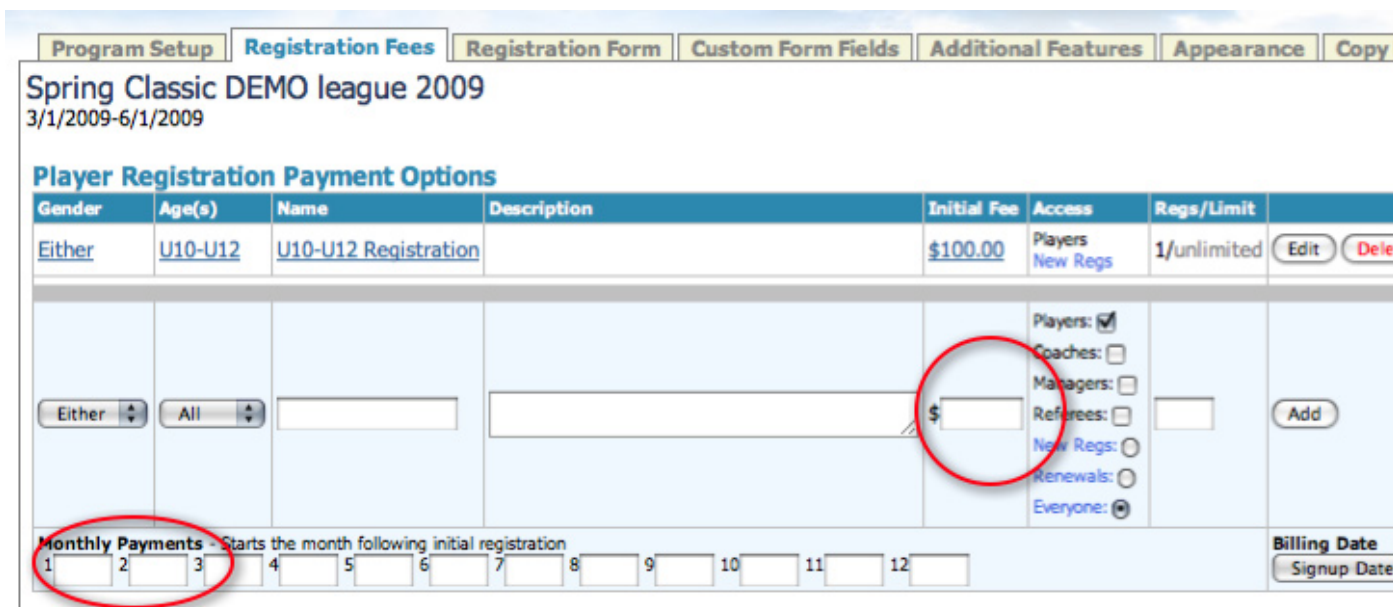


2. Under **AGE** a range of age-groups can be chosen. Once you choose the first age group the second drop down will appear. If it is for only one age group leave the second drop down blank.



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.



Gender	Age(s)	Name	Description	Initial Fee	Access	Regs/Limit	
<a href="#">Either</a>	<a href="#">U10-U12</a>	<a href="#">U10-U12 Registration</a>		<a href="#">\$100.00</a>	Players <a href="#">New Regs</a>	1/unlimited	<a href="#">Edit</a> <a href="#">Delete</a>

Gender: [Either](#) | Age(s): [All](#) | Name:  | Description:  | Initial Fee:  \$ | Access: ☒ Players, ☐ Coaches, ☐ Managers, ☐ Referees, ☐ New Regs, ☐ Renewals, ☐ Everyone: ☐ | [Add](#)

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

Billing Date:  Signup Date:

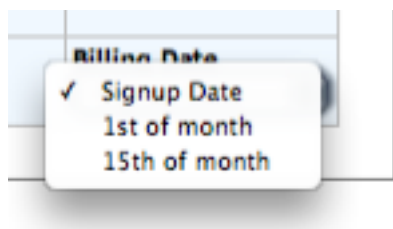
4. If a payment plan is an option, enter the **INITIAL FEE** and then add the monthly amounts due in the **MONTHLY PAYMENTS** area below. If a credit card has been used by the applicant to register, the



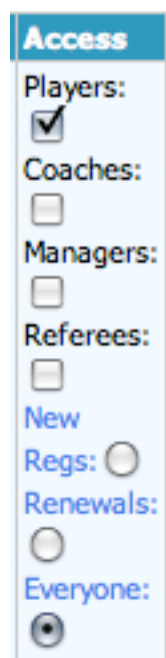
monthly payments will be automatically charged as the payment becomes due. If you want to setup the payment so that every other month the card is charged, put the monthly payments in boxes 1, 3, 5 and so on.

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.

A screenshot of the 'Access' column settings in a registration form. It features a blue header with the word 'Access'. Below it are several rows of checkboxes and radio buttons. The first row is 'Players:' with a checked checkbox. The second row is 'Coaches:' with an unchecked checkbox. The third row is 'Managers:' with an unchecked checkbox. The fourth row is 'Referees:' with an unchecked checkbox. The fifth row is 'New' with a blue label. The sixth row is 'Regs:' with a radio button. The seventh row is 'Renewals:' with a radio button. The eighth row is 'Everyone:' with a radio button.

**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.

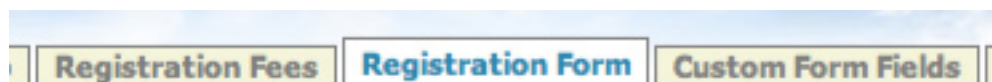
7. The **REG/LIMIT** column is for the number of registrations your club will be accepting. If your club can only accept 100 players this season you would enter 100 in the box and every player that registers after the first 100 will get a message saying the registration is closed. **If you have no limit then leave it blank.**

Regs/Limit
1/unlimited
<input type="button" value="E"/>
<input type="button" value="A"/>
Bill

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.

Program Setup		Registration Fees		Registration Form		Custom Form Fields		Additional Features		Appearance		Copy Program	
North Dakota Spring 2010 ODP Registration													
1/1/2010-12/31/2010													
Player Registration Payment Options													
Gender	Age(s)	Name	Description	Initial Fee	Access	Regs/Limit							
<input type="button" value="Either"/>	<input type="button" value="All"/>	ODP Registration	<input type="text"/>	\$ 100	Players: <input checked="" type="checkbox"/> Coaches: <input type="checkbox"/> Managers: <input type="checkbox"/> Referees: <input type="checkbox"/> New: <input type="radio"/> Regs: <input type="radio"/> Renewals: <input type="radio"/> Everyone: <input type="radio"/>	<input type="text"/>	<input type="button" value="Add"/>						
Monthly Payments - Starts the month following initial registration 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5 <input type="text"/> 6 <input type="text"/> 7 <input type="text"/> 8 <input type="text"/> 9 <input type="text"/> 10 <input type="text"/> 11 <input type="text"/> 12 <input type="text"/>													
												Billing Date <input type="button" value="Signup Date"/>	

## How to create a Program: Step 3 - Registration Form



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

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

### Registration Agreement Text

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

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

### Printable Form Agreement Text

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

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

Save

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

### Customize Player Registration Form

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

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



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

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

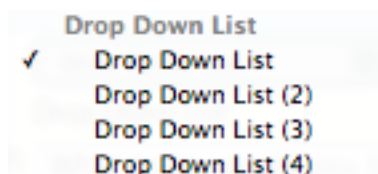
A screenshot of a web interface. At the top, there is a blue header bar with the text '\*New Form Field'. Below this, on a yellow background, is the label 'Select:' followed by a white dropdown menu with a small arrow pointing down on its right side.

### \*\*\*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.

#### Drop Down List

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

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

### Custom Form Field Options:

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

The screenshot shows the 'New Form Field' dialog box with the following fields and annotations:

- Select:** A dropdown menu set to 'Text/HTML Content'. A red arrow points to this dropdown.
- Style:** A text field containing 'Plain Text or HTML'.
- Label/Text/Content:** A large text area containing the text 'Type your instructions here for registrants to see but not respond or confirm.' A red arrow points to this text area.
- Available Values:** A text field with the text 'One per line' below it.
- Row #:** A small input field containing the number '5'. A red arrow points to this field, with a red text annotation next to it: 'We recommend that you set each question 5-10 numbers apart to account for changes and editions.'
- Required:** An unchecked checkbox.
- Save:** A button at the bottom left. A red arrow points to this button.



**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.

The screenshot shows the 'New Form Field' configuration window. The 'Select:' dropdown is set to 'Check Box'. The 'Style:' is 'Checkbox'. The 'Label/Text/Content:' text area contains the text 'I understand that my child may have to play soccer on a Sunday.'. The 'Available Values:' section is empty. The 'Row #' is set to '10'. The 'Required:' checkbox is checked. A 'Save' button is at the bottom left. Red arrows point to the 'Check Box' dropdown, the 'Label/Text/Content:' text area, the 'Row #' input, the 'Required:' checkbox, and the 'Save' button.

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

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

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

**\*New Form Field**

**Select:** Large Text Box

**Style:** Long Text

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

**Available Values:** One per line

**Row #** 20

**Required:** ☐

Save

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

**\*New Form Field**

**Select:** Drop Down List

**Style:** Drop Down List

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

**Available Values:** One per line

Raiders  
Kickers  
Dragons  
Broncos

**Row #** 25

**Required:** ☒

Save

Each value MUST be on it's own line.

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

**\*New Form Field**

**Select:** Radio Buttons

**Style:** Radio Button Group

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

**Available Values:** One per line  
Yes  
No  
Each Answer must be put on it's own individual line.

**Row #** 30

**Required:** ☒

Save

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

#### Universal Registration Form

##### [Universal Registration Form](https://www.gotsport.com/asp/application/reg/?ProgramID=2471)

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

##### [Player Registration Form](https://www.gotsport.com/asp/application/reg/?ProgramID=2471&Type=PLAYER)

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

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

Username: **Riverdemo**

Password: **demo**

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

**What team would you like to be primary on?**

Select: Drop Down List

Style: Drop Down List

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

Preview:

Row #: 25

Required: Yes

Edit Delete

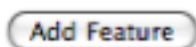
## How to create a Program: Step 5 - Additional Features



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.

**Add New Feature**

**Category** ✓  
 Camps  
 Family Discount

**Name**

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

**Add New Feature**

**Category** Camps  
 New:

**Name** Summer Camp

**Gender** Either

**Age(s)** U10 to U19

**Available After** ☐ prior registered family member(s)

**Price** \$ 125

**Description** Monday through Friday from 9 am till 3 pm at Arthur Park.

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

**List Order** # 1

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

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

- Check the **ACTIVATE** box to make the Additional Feature LIVE on your application.
- The final stage of building an Additional Feature would be to **SAVE** it.
- To create a **DISCOUNT**, such as a Family or Sibling Discount enter the number of family members before the discount applies (for example , if you offer a discount to the third family member, enter 2 in the **Available After** box). Then enter the Discount amount as a negative figure.



## Add New Feature

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

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

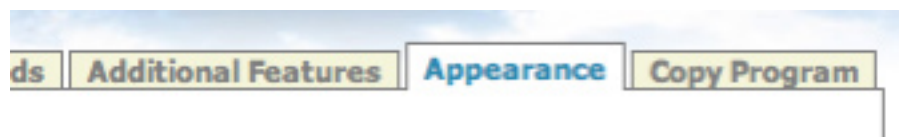
The Discounts are automatically stacked, meaning if you offer \$-5 for the first player, and \$-10 for the 2nd player, the second player will be discounted \$-15.

10. To create a volunteer position such as coach or manager click the **ADD FEATURE** button and create a category called Volunteer. Name it COACH and set the dollar amount to \$0. Click the **ACTIVE** button and then **SAVE**. When your players register their parents will have the option to volunteer as coach and can be set up as a coach as we will show you later in this manual.
11. To create a **VOLUNTEER** position create the category VOLUNTEER. Then create an additional feature for each volunteer position. If you have parents volunteer to coach or manage create an additional feature for each position (as well as one for each Asst. coach/manager position).
  - In the NAME line put Coach, Manager, Trainer etc.
  - GENDER is set to EITHER.
  - AGE(S) is set to ALL.
  - AVAILABLE AFTER is left blank (this is meant for discounts).
  - PRICE is set to \$0.
  - REQUIRED is left unchecked
  - Click ACTIVE to make the feature live on your application.
  - Click the SAVE button.

## How to create a Program: Step 6 - Appearance

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

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



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

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

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

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



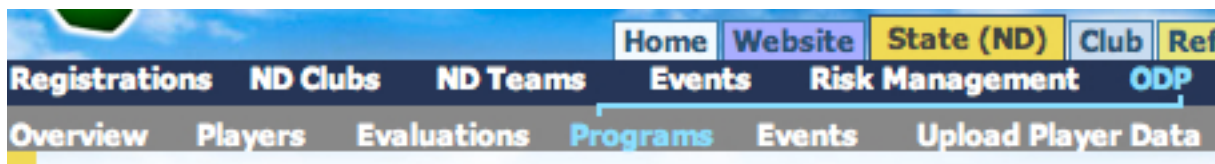
Each link correlates to the registration type that you have open. If you are including coaches, managers and referees in this registration you will have selected them from the **REGISTRATION OPTIONS** section and once you click **SAVE** a link for each registration will be created. These links are unique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

### Universal Registration Form



## 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.

### All ODP Programs

[+ Create ODP Program](#)

#### [North Dakota Spring 2010 ODP Registration](#)

1/1/2010-12/31/2010

Players: 11

[List Players](#)

### Past ODP Programs

#### [Spring 2008 ODP](#)

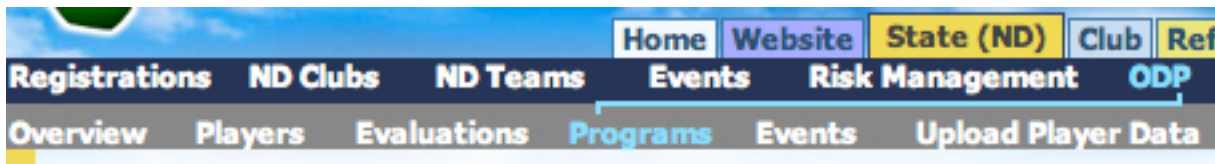
8/1/2008-7/31/2009

Players: 31

[List Players](#)

## 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.

Select	Photo	ID#	First Name	M.I.	Last Name	Jersey#	Gender	DOB
<input type="checkbox"/>		N/A	Thomas		Jefferson	64	Male	2/1/1998

## 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.

Player - Michel Platini

Player Information

Player ID # 13

Jersey # 13

Friendly Name Michel Platini

Legal Name Michel Platini

Sex Male

Date of Birth 2/1/1997 (mm/dd/yyyy)

Notes 100001

Date Created 2/17/2006 7:33:25 PM

Last Updated 10/13/2009 8:35:20 PM

Team Information

Group Boys U14

Team Name GOTSOCCER FLYERS

Team State NV

Player Photo

Contact Information

Address 2000 Strand Street

City Neptune Beach

State FL

Zip Code 32266

Phone 301-555-1212

Email gavin@gotsoccer.com

Mobile

Text

Evaluations on File

There are no evaluations on file for this player.

Enter an Evaluation

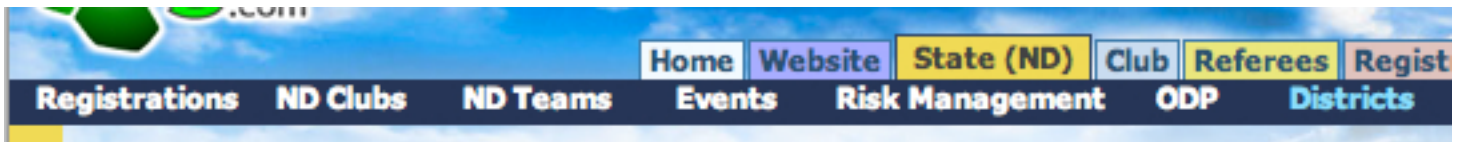
Available ODP Programs

Enroll

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

# 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.

**Districts in North Dakota**

Items 1 - 1 of 1

District Name	Clubs	Teams	Coaches	Officials	Players	Adult
<a href="#">Cameronville Soccer League</a>	<a href="#">+ 3</a>	20	17	1	22	0
<b>Totals</b>	<b>3</b>	<b>20</b>	<b>17</b>	<b>1</b>	<b>22</b>	<b>0</b>

Clubs Teams Coaches Officials Players Adult

Items 1 - 1 of 1

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

**Cameronville Soccer League**

**Contact Information**

Bill Cameron  
123 main st  
Orange Park, FL 32003

Phone: 123-555-1232  
Phone (3): 123-555-1232  
Email: bill@gotsoccer.com

**District Overview**

**Billing Summary**

Acct#	Description	Totals
229489	Billing: Cameronville Soccer League	Balance \$0.00
Total Balance of Listed Accounts: \$0.00		

**Clubs in District**

Club Name	Contact	Staff
Central Gyrotes YSA	Beck Anderson	staff
Park River YSA	Kerry McCoy	staff
Shenandoah Valley SC	Steve Anderson	staff

**District Members Summary**

Comp Players	Comp Teams	Total Coaches
0	0	17
Rec Players: 22	Rec Teams: 20	Team Officials: 1
Total Players: 22	Total Teams: 20	

**Risk Management Summary**  
Current and Expired count, and a list of upcoming renewals.