# **Team Account**

### You will use your team account to do the following:

- Access player contact information
- Email player's parents, should you choose to do so
- Update player's jersey numbers
- Print game reports for each game
- Print an official roster, signed by the registrar, should you need it for a tournament
- \* rosters will be generated at the close of registration

# The registrar will email your team account login info to you once she has a team name

### To access your team account, follow these steps:

- Go to www.gotsoccer.com
- Click the User Login button (If using your phone you'll need to select the Standard Login option under Desktop System Login)
- Click the Login button under Teams & Team Officials
- Input your account info (provided to you by the registrar) under Team Account
- Click the Login button.

### To access Player Contact Info....

- Click Roster in the menu bar
- You will see your player list. If you click on a player's first or last name you can see that player's contact info.
- st You can also email players by clicking the Email Players button at the top right of your screen.

# To update player jersey numbers, so they will print on your game reports and roster.... (required for ALL teams)

- Click Roster in the menu bar
- Click on a player's first or last name
- Input that player's jersey number
- Click the Update button
- Repeat this process for each player that needs their jersey number put into the team account

### To upload player pictures for IDs.... (required only for U9 & older teams)

- \* The registrar will send out an exact date that pictures must be uploaded by, but the deadline is usually about a week before games start.
- Click Roster
- Click the player's first or last name
- Click the Upload button located under the grayed-out box that says [NO PHOTO]
- Click the Browse button and find your file
- Click the Open button. \*Remember your photo must be less than 500 KB. Please no hats or sunglasses.
- Click the Upload Image button.
- Repeat this process for all player that don't already have a picture uploaded
- Once you have all player pictures uploaded, email registrar@redoaksoccer.com
- \*\* Teams will use virtual IDs through the gotsoccer app. Printed team IDs will not be provided, unless that request is sent in to the registrar by the picture upload deadline.

## To print your game reports (required for EVERY game).....

- Click Roster in the menu bar
- You will see a list of your upcoming games on the right side of the page
- Click the game number and your game report will open up as a pdf file
- Print your game report
- \* Game reports are required for EVERY game. The ref will keep the HOME team's game report, and turn it in to the association so they can input the score. If you are the AWAY team, we still ask you to bring a game report and make sure the ref completes it also. If the HOME team's game report accidently gets lost, they can use your game report to input the score.

# To print your signed North Texas roster for a tournament.....

- Click Team Profile in the menu bar
- Click the Documents tab
- Your roster, signed by the registrar, will be listed here as "Official Roster"
- \* Official Rosters are not generated until registration closes

### To access your virtual team IDs through the gotsoccer app.....

- Log into the gotsoccer app
- Click Login
- Click the Teams icon
- Click Team Account Login link (under Teams)
- Click the Virtual Cards button in the box of your playing league