

GotSport

Recreational Registrar Manual

Affiliated GotSport Users





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STATE REGISTRATION

Direct Register Process

Follow this guide on how to direct register players.



STEP ONE

Login to GotSport

Go to **system.gotsport.com** and enter your e-mail and password if you know your login.

Note: If you do not get a reset email, please check your spam/junk folder. Also, in rare cases it could take up to 30 minutes to receive the reset email.

First Time? If this is your first-time logging into GotSport, please reach out to your club to find out which administrator can add your account into the system and/or confirm your UserID/Email. Once you have your UserID/Email click on "Forgot Password".

Sign In To Your Account	A
aran@gotsport.com	
me@oolscort.com	
Log In	
Forgot Password?	A



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Note: If you do not know your login, click
 Forgot Password, type in your e-mail
 address and you will receive an e-mail to
 reset your password if you have an account.

STEP TWO

Archive Players

1. From the club/organization dashboard, click on Club Management > Players

2. Select any/all players that you're looking to archive by clicking the check box next to their names and then click "Archive Players". (continued on next page)

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GotSport | Direct Register (Pre Bill) Archive Players

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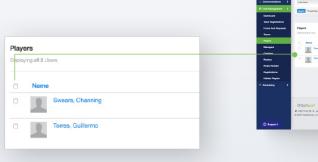
Archive Players

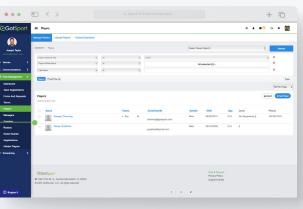
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3. Click the blue "Archive" button in the window to confirm.

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4. The selected players will not appear on the club's player list.





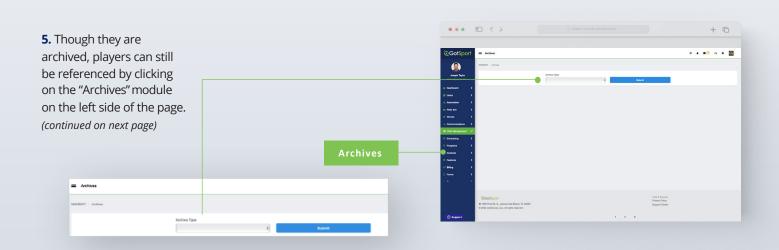


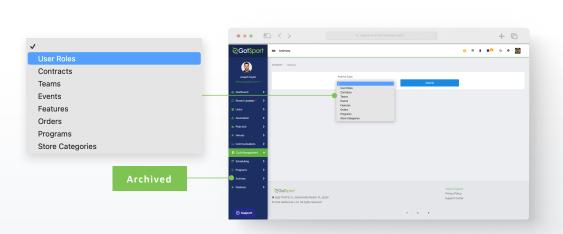
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GotSport | Direct Register (Pre Bill) Archive Players

Archive Players

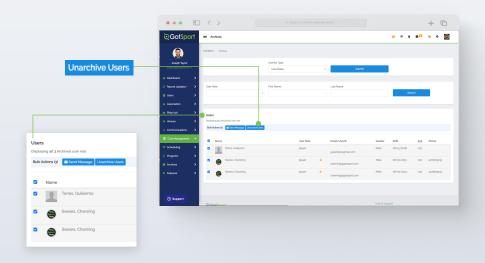
Q

6. Select "User Roles" from the Archive Type dropdown list.

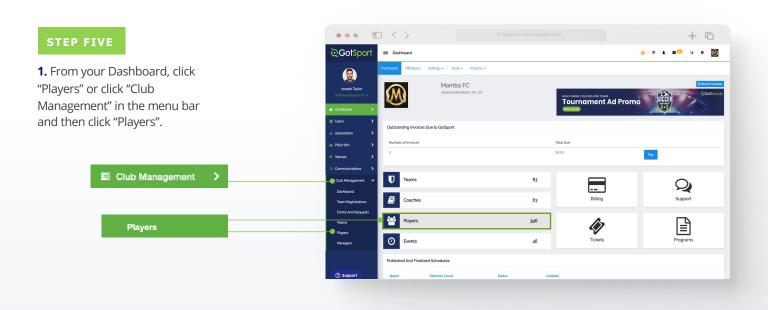


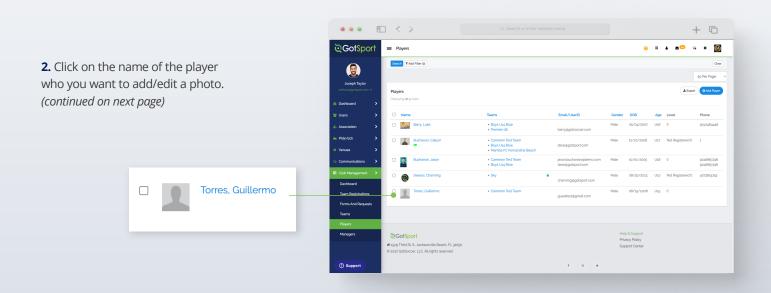
7. Here you will see a list of all archived users and when selecting the check boxes next to their names, you'll have the option to unarchive by clicking on the "Unarchive" button.

Note: that when you archive players, as they complete your registration for the following season, they will automatically move from archived to your player list where they will appear.



Add/Edit a Player Photo (Optional)





Add/Edit a Player Photo (Optional)



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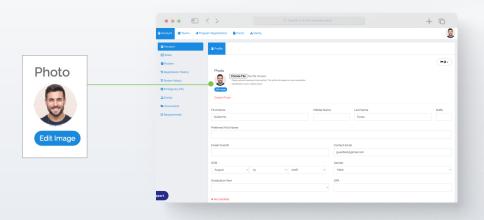
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3. Click "Choose File" if you would like to add a photo or replace your current photo with a new one.



4. Once uploaded, click the "Edit Image" button to crop or rotate this image or make it look as clear as possible.

Note: if the Edit Image button is not available for a specific player's photo, it is likely due to that player's photo already being verified by your state association. If you do not see the Edit button available, you should reach out to your club's governing body directly.



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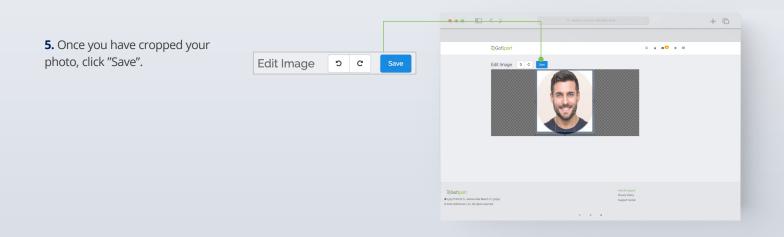
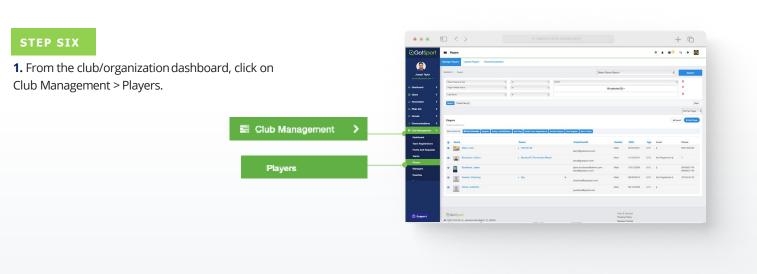


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GotSport | Direct Register (Pre Bill) Add/Edit a Player Photo (Optional)

Submit Direct Registration for Players





2. Use the filter to find the players in which you want to register. Select the checkboxes next to the players you want to submit, then click the "Register" button.

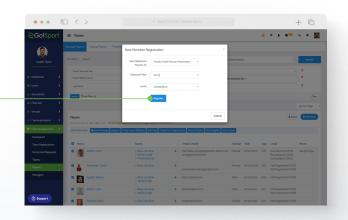
Note: You can select the box at the very top to Select All. Once you select all, you have the option to select all of the Users in the selection. If you only select the top checkbox, it will only pull the number of Users in the list on the current page noted by the number in parentheses next to Bulk Actions. *(continued on next page)*

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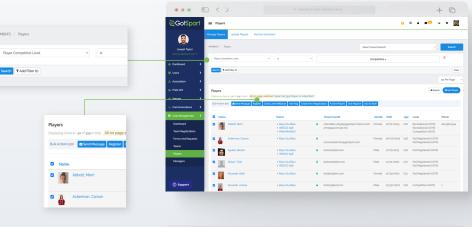
Submit Direct Registration for Players

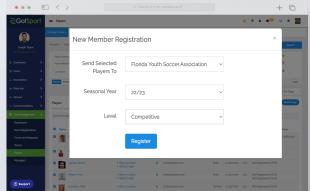
3. Once you click "Register," a new box will open – select the correct seasonal year and the appropriate Competitive Level based off of who you searched for. Once complete you will click "Register" and your Member Registrations will be sent in for processing.

Send Selected Players To	Florida Youth Soccer Association	Ý	
Seasonal Year	22/23	~	
Level	Competitive	~	
	Register		
			Cancel



4. You will follow this same process for your remaining applicable Competitive Levels. You can go back through your Competitive Levels, search by the applicable level, and register those players based off of their appropriate Competitive Level.





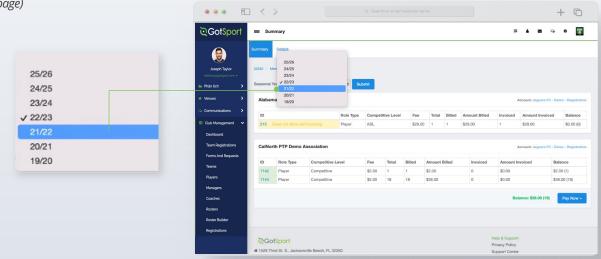


Pay Bill for Registered Players

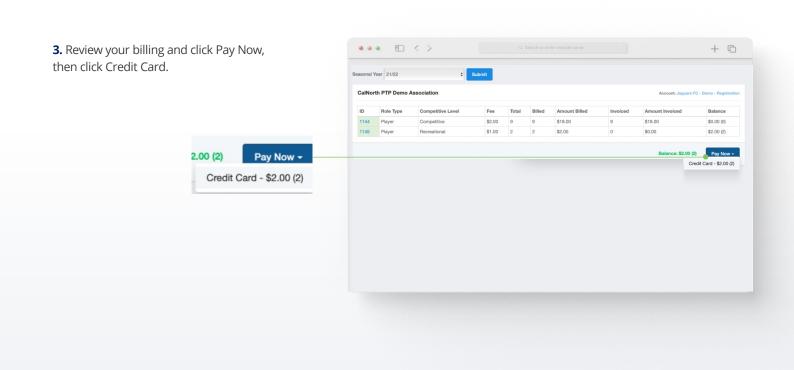


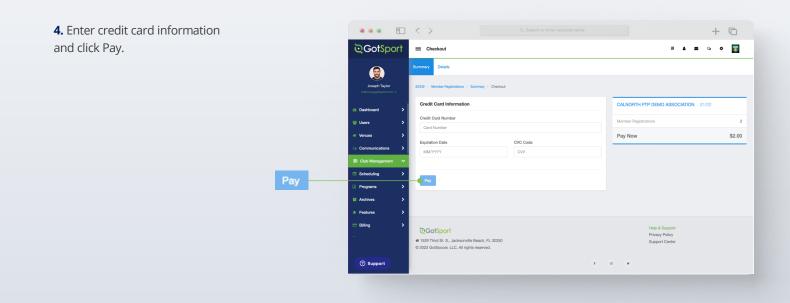
STEP 7	•••) < >				+ ©
	≷ GotSport	Dashboard				0 ≅ ≛ ⊠⊂ ♀ ♥
1. Click Club Management in the left-hand menu bar and the select Registrations from the dropdown.	Joseph Taylor arthonylogotopot.com +	\bigotimes	Mamba FC Jacksonville Beach, AA, US		REACHNORE COLORIS AND TEAMS Tournament Ad Promo	C Powerd Lipitales
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	Teams Players	Coaches		66	Billing	Support
	Managers Coaches	Players		395	A	
	Rosters Roster Builder	events		46	Tickets	Programs
Registrations	Registrations	Published And Finalized	Schedules			
		Name b	Matches Count	Status Created		

2. Choose the appropriate seasonal year and click Submit. *(continued on next page)*



Pay Bill for Registered Players





*Note: If you need rosters and or pass cards for your recreational players, please click the link <u>here</u> which will provide you steps on this process.



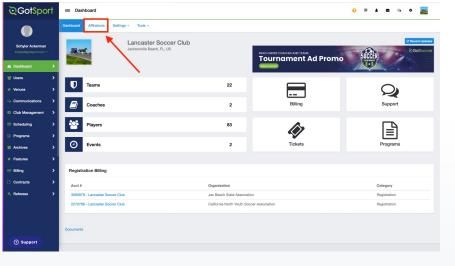
Submitting Support Ticket To State Association

From Club, to State, to GotSport

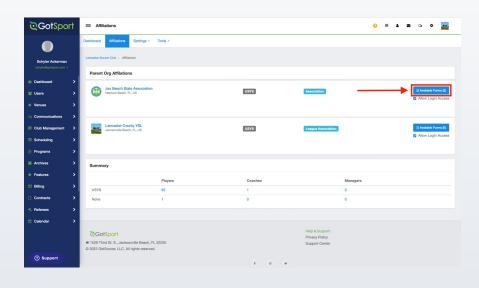


SUbmitting Support Ticket

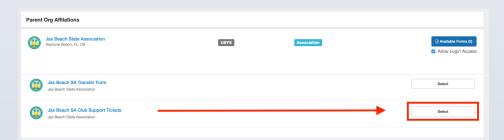
1. From the Dashboard, click Affiliations at the top of the page



2. Click the blue Available Forms button located on the right-hand side next to your state' association



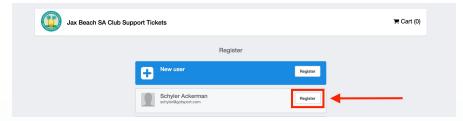
3. Choose the Select option next to the Club Support Tickets





Submitting Support Ticket

4. Select "Register" next to your GotSport account You will then fill out each page of the form.



Click Save at the bottom of the first page.

	_		•
Preferred Language		Ethnicity	
English (US) (English (US))	\$	White Non Hispanic	\$
Time Zone Name			
Eastern Time (US & Canada)	٥		
Mobile Phone Number		Phone Number 2	
1234567890			
Address		Address (Continued)	
1529 Third Street S			
City		State/Province	
Jacksonville Beach		Florida	¢
Postal Code		Country	
32250		United States	¢
Savo	-		

Then choose your club from the dropdown and click Continue

	Jax Beach SA Club S Test Account Enroller: Test Account	Support Tickets			
Pro	ofile Information	Select Organization/Team	Registration Form		Payment Plan
		Fest Account Charge User			
	Select	Your Organization			
	(Organization ✓ Lancaster Soccer Club);	•	
				Continue	



Submitting Support Ticket



Answer all registration questions and click Continue at the bottom of the page when completed.

	Jax Beach SA Club Support Tickets
	offe Information Select Organization/Ream Registration Form Payment Plan
	* Describe the issue you are experiencing
	Why am 1 getting this error in router builder?
	* Please provide the URLs of where you're at in the system.
	7ttps://ystem.gotsport.com/urg/8555/netier_builder?utfl=r/desert_bl=216156commb=0bentt
	File Uplead #1 - Uplead any screen shot or document that will help with this support inquiry
	Choose File, Screen Shot 10.56.35 AM
	File Upload #2 - Upload any screen shot or document that will help with this support inquiry
	One of the selected
	Chases Tim, no file selected
	File Upload #3 - Upload any screen shot or document that will help with this support inquiry
	Observa File, into file sublicited
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	Overan File no file selected
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	Constant in first in watercape
CotSport 1529 Third St. S., Jacksonville Beach, FL 32250 2023 GotSoccer, LLC. All rights reserved.	Help & Bioport Phinay Philoy Support Center

The last page will show your support ticket has successfully been submitted to your state

