

# GotSport

# **Recreational Registrar Manual**

## Non-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@oolsoort.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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#### **Table of Contents**

#### GotSport | Direct Register (Pre Bill) Archive Players

#### STATE REGISTRATION

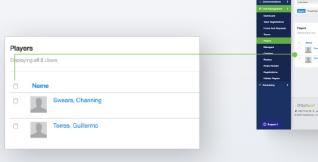
## **Archive Players**

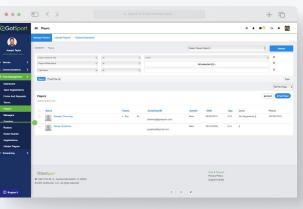
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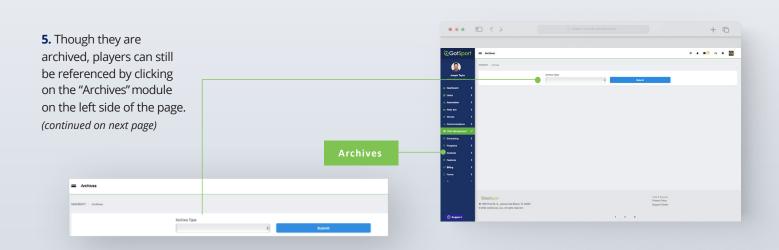
**3.** Click the blue "Archive" button in the window to confirm.

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







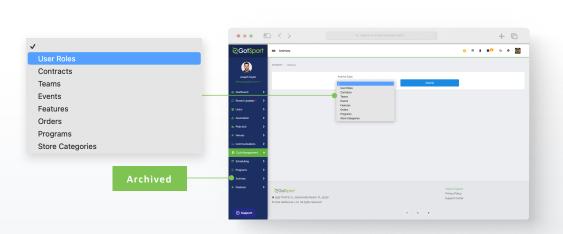
#### **Table of Contents**

#### GotSport | Direct Register (Pre Bill) Archive Players

## **Archive Players**

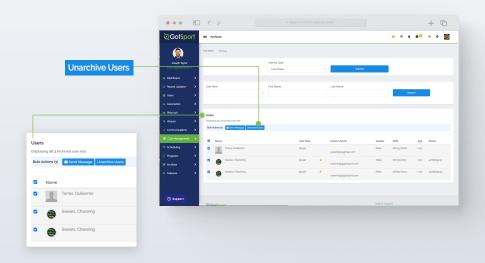
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**6.** Select "User Roles" from the Archive Type dropdown list.



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.



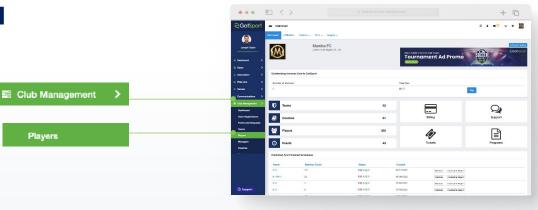
## **Player Upload**



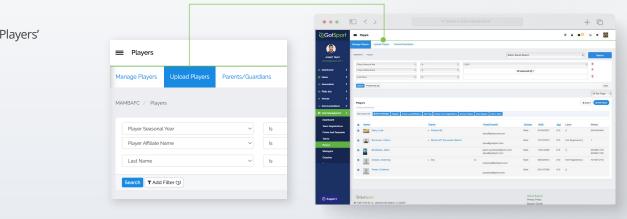
#### STEP THREE

### **Player Upload**

**1.** From your Dashboard, click 'Club Management', then 'Players'.



#### 2. Click 'Upload Players'

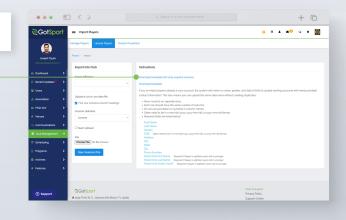


**3.** Click on "Download template with only required columns". A blank template .csv file will download,

Download template with only required columns

and you can utilize it to match up to your players' information to prepare for the upload. The instructions table will guide you through the correct format and required dare fields needed for the upload.

**Note:** When the information is complete in your template, be sure to save the file as either a .csv or .txt file so it is compatible to upload. An Excel (.xls), Numbers, or Google Sheet file will not be compatible. *(continued on next page)* 



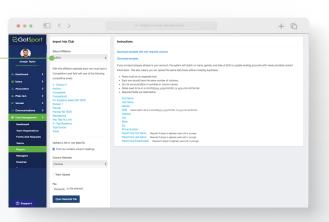
## **Player Upload**

4. Go to the Import into Club section and fill in the information needed for the upload. You can upload all Players with an Affiliation added to their account by opening the "Select Affiliation" dropdown menu and selecting the desired Affiliation. You will be required to include the Competitive Level for each of the Players (the list of available Competitive Levels will populate once the Affiliation is selected for you to include in your player upload file).

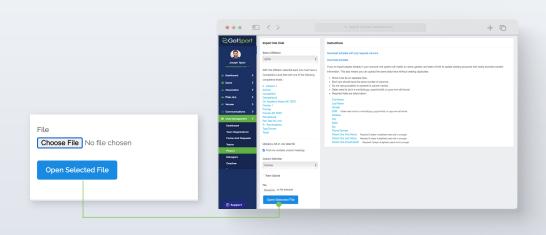
Select Affiliation	
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Competitive Level field with one of the following competitive levels:

4 - Division 4 Archive Competitive



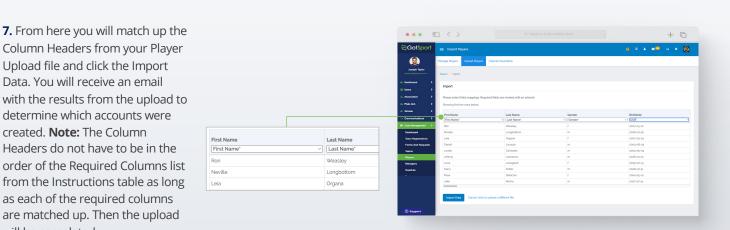
**Note:** You can also assign the players to their teams through the upload as well by checking off the Team Upload checkbox. This step is *not* required to upload your Players. If selected, you would be required to include three additional columns in the upload file. 1) Team Name, 2) Team Age, and 3) Team Gender.



**5.** Click 'Choose File' to select your file and click the Open Selected File button.

## STATE REGISTRATION **Player Upload**

6. Once you have uploaded your .csv/.txt file, click 'Open Selected File'.



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Team Upload

Choose File Player Upload.csv

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from the Instructions table as long as each of the required columns are matched up. Then the upload will be completed. When the import is finished processing, you will now see your newly

imported players in your Club Management >

Upload file and click the Import Data. You will receive an email

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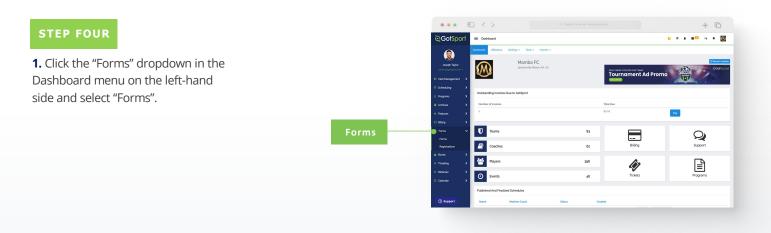
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The import has been queued. You will receive an email with the results when the import is finished processing.									
Import Into Club		Instructions							
Select Affiliation		Download template with only required columns Download template							

Note: After you import your data, you will receive a message stating "Your import has been queued. You will receive an email with the results when the import is finished processing. Depending on the size of your import, this can take several minutes to complete.

#### **Table of Contents**

Player's list.

## Adding/Creating A Birth Certificate Document Repository



**2.** Click "New" to create a form.



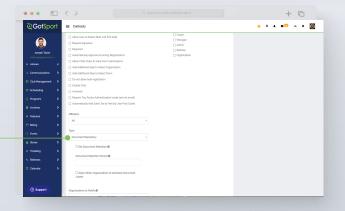
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é Szes	•	Bith Certificate		Document Repository	Open	55/0/55	Archive	4
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		Medical Release	08/05/30 - 00/35/35	Medical Release	Closed	20/0/20	Archive	4
③ Support		Player/Parent Code of Conduct		Document Repository	Closed	0/0/0	Archive	0

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3. Build out your form. Make sure to make the form "TYPE" a "Document Repository". Scroll to the bottom and click "Save". Note: If you are using GotSport for registering players, you can make this form "required" and it will automatically be included within all of your programs. Once a player completes the form once, they will not be asked to complete the form again

during future program registrations with your club. (continued on next page)

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	Document Repository	~

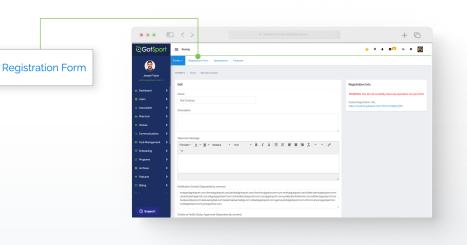


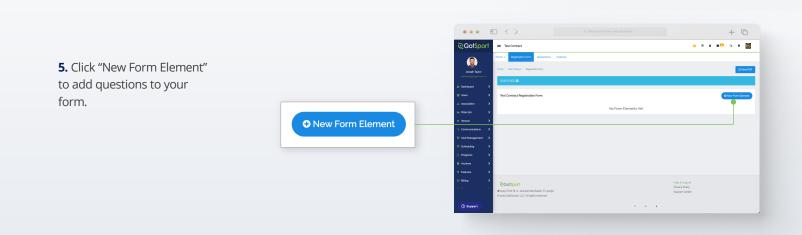


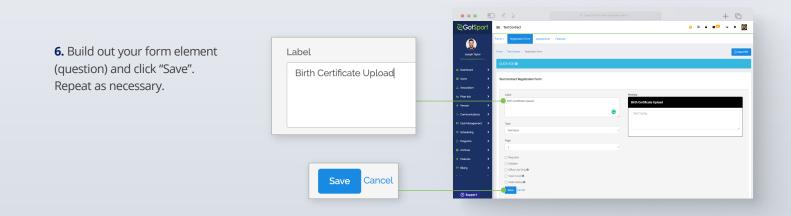
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## Adding/Creating A Birth Certificate Document Repository

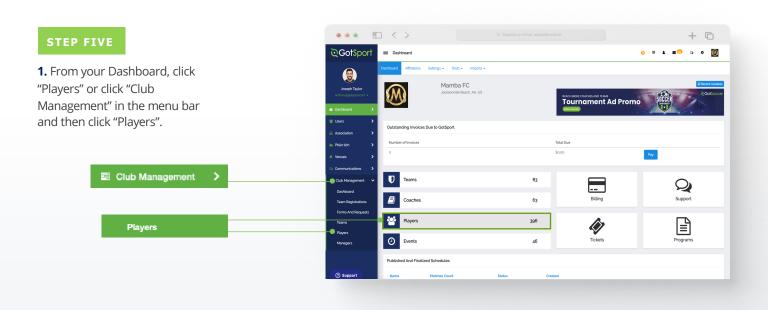
**4.** Click "Registration Form" at the top of your screen.

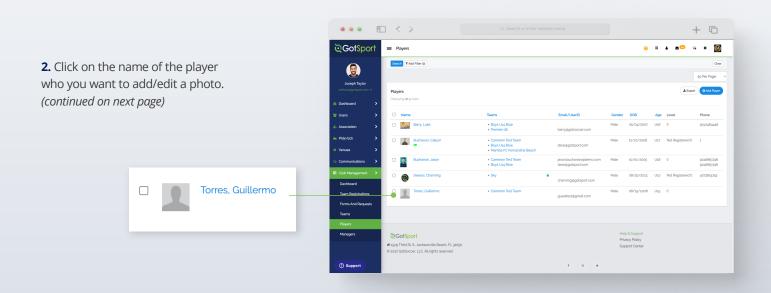






### Add/Edit a Player Photo (Optional)





## Add/Edit a Player Photo (Optional)



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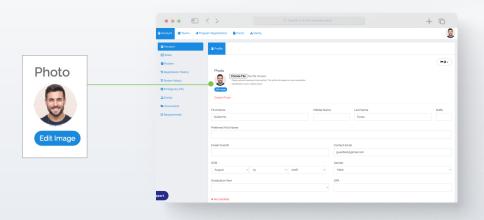
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**3.** Click "Choose File" if you would like to add a photo or replace your current photo with a new one.



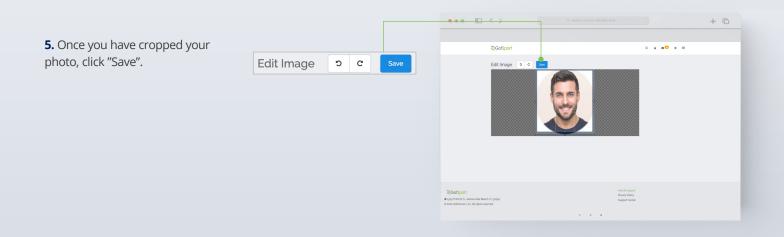
**4.** Once uploaded, click the "Edit Image" button to crop or rotate this image or make it look as clear as possible.

**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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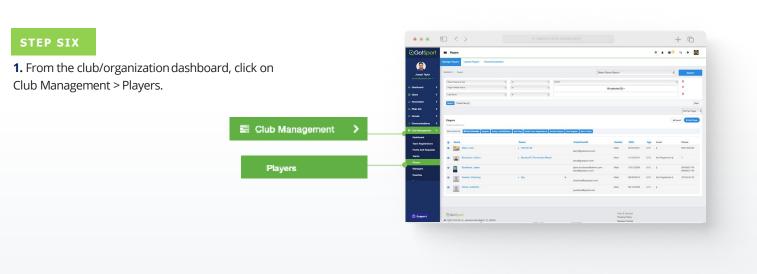


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GotSport | Direct Register (Pre Bill) Add/Edit a Player Photo (Optional)

# 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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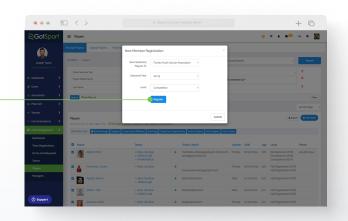
# Submit Direct Registration for Players

**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	~	
Seasonal Year	22/23	~	
Level	Competitive	~	
	Register		
			Cancel

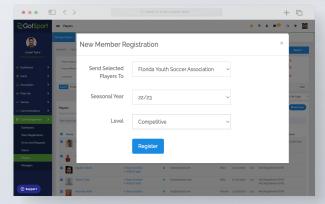
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**4.** You will follow this same process for your remaining applicable Competitive Levels. You can go back through your Competitive Levels, search by the applicable level, and register those players based off of their appropriate Competitive Level.

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	Ackerman, Carson											
	9											

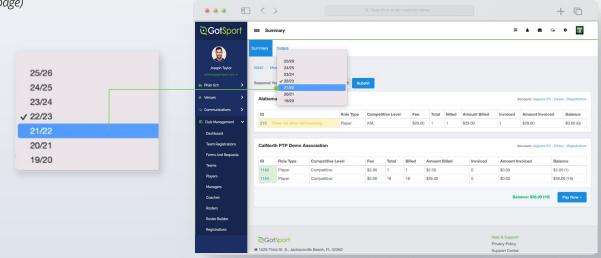


## Pay Bill for Registered Players

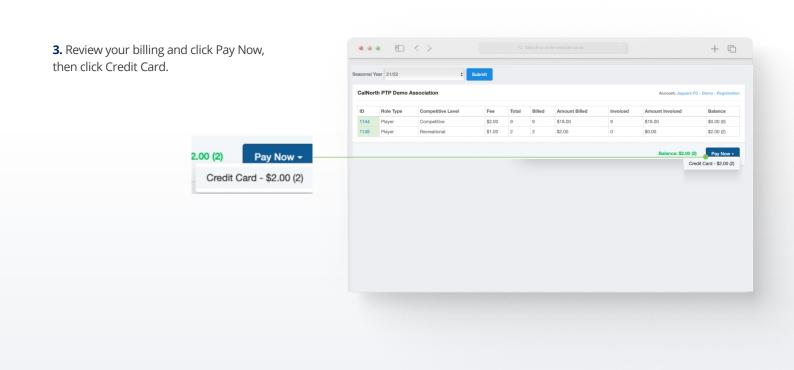


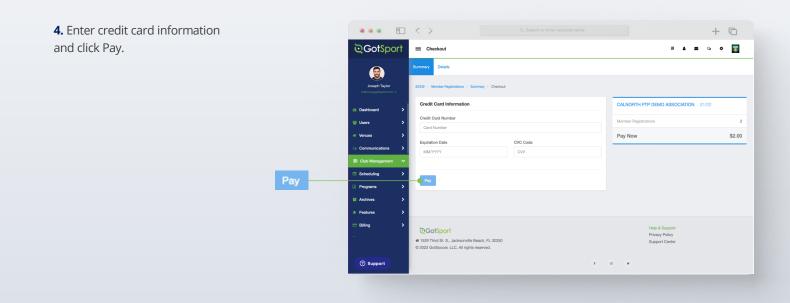
STEP 7	•••	- < >				+ ©
	©GotSport	Dashboard				0 ≅ ▲ ⊠© ್ • • 🕅
<b>1.</b> Click Club Management in the left-hand menu bar and the select Registrations from the dropdown.	Joseph Taylor arthonyligotepot.com +	$\bigotimes$	Mamba FC Jacksonville Beach: AA, US		REACHMORE COACHES AND TEAMS Tournament Ad Promo	C Powerd Lipitales
	# Venues >	Outstanding Invoices Due	e to GotSport			
E Club Management	Communications Club Management Club Management Dashboard	Number of Invoices		Totz \$0.0	LDue o	Pay
	Team Registrations Forms And Requests	<b>D</b> Teams		83		Q
	Teams Players	Coaches		66	Billing	Support
	Managers Coaches	Players		395	<b>A</b>	
	Rosters Roster Builder	O Events		46	Tickets	Programs
Registrations	Registrations	Published And Finalized	Schedules			
		Name b	fatches 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.



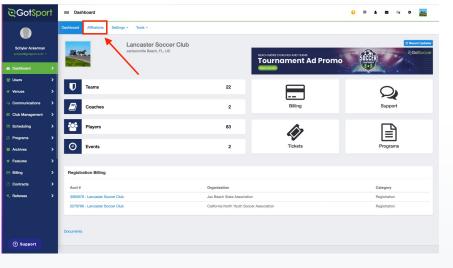
# Submitting Support Ticket To State Association

## From Club, to State, to GotSport

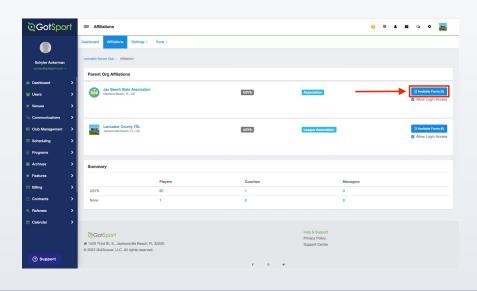


# SUbmitting Support Ticket

**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



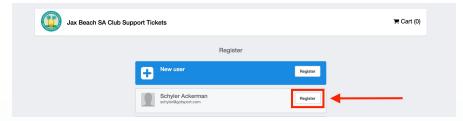
**3.** Choose the Select option next to the Club Support Tickets





# 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.

April 0 14 0	1998 0	Female	•
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	\$
Save			

Then choose your club from the dropdown and click Continue

Set Beach SA Club Support Tickets         Marcine       Registration From       Payment Pain	Potte information Potte inform	Potte information Potte inform	Select Opareation/Nam         Registration Form         Pagment Plan           Fortile information         Select Opareation/Nam         Registration Form         Pagment Plan           Select Your Organization         Grade state         Grade state         Grade state         Grade state					
Test Account Bayes law Solicet Your Organization Organization (r lancable Societ Culir	Test Account Design User Solicet Your Organization Organization Organization	Test Account Deserview Solice Your Organization Organization Organization	Test Account Barge tare	Test Account	Support Tickets			
Carryon User Solder Your Organization Organization (* Lancaster Socor Call (* Lancaster Socor Call	Charge State Select Your Organization Organization (Lineaster Stocer Club	Charge State Select Your Organization Organization (Lineater Stoop Cub	Charge Law Select Your Organization Organization Utanication Second Cals	Profile Information	Select Organization/Team	Registration Form		Payment Plan
Organization ( Lancaster Socier Cut)	Organization V Lancaster Soccer CNA	Organization V Lancaster Socier Ciula	Organization V Lancaster Soccar Outs	1				
v Lancaster Soccer Cub	( / Lancaster Boccer Club	V Lancaster Soccer Club	( / Lancaster Boccer Club	Salec	t Your Organization			
Compu	Cottour	Carthus	Contrue				;	
Continue	Control	Contrinu	Contra					
							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
	Ember Englisher Adaman Unflie Information Select Organization/Team Registration Form Phymert Plan
	* Describe the issue you are experiencing
	Why am Letting this error in roster builder?
	Please provide the URLs of where you're at in the system.     Migs./hystem.getaport.com/org/9506/seter_juider/ullier-favert_jui-ci/16186.commt-5ubmt
	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 Uplead #2 - Uplead any screen shot or document that will help with this support inquiry Oncer ring, no file selected
	Channe File. PD file selected
	File Upload #3 – Upload any screen shot or document that will help with this support inquiry Course ring, no file selected
	DO NOT UPLOAD ANYTHING IN THIS FELD: JBSA will use this area to upload screenshots that will help assist in your request
	Charan Film rea file telefold
	DO NOT UPLOAD ANYTHING IN THIS FELD: JBSA will use this area to upload screenshots that will help assist in your request
	Save (Page 1 of 1)
	Help & Bupport
CotSport 29 Third St. S., Jacksonville Beach, FL 32250 23 GotSoccer, LLC. All rights reserved.	High S. Sagori Phone Phone Buggard Center
	(f) (k) (f)

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

