GotSport

Recreational Registrar Manual

Non-Affiliated GotSport Users

Table Of Contents

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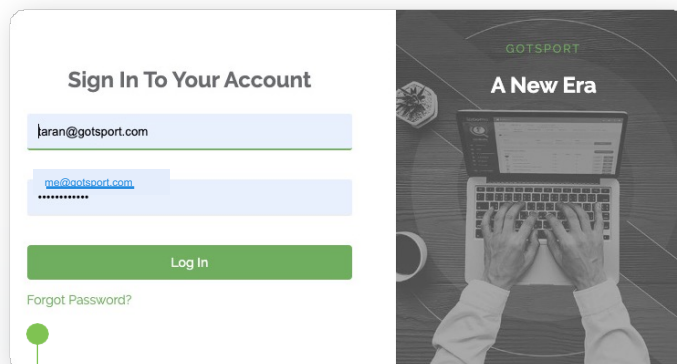
Note: If you do not know your login, click Forgot Password, type in your e-mail address and you will receive an e-mail to reset your password if you have an account.
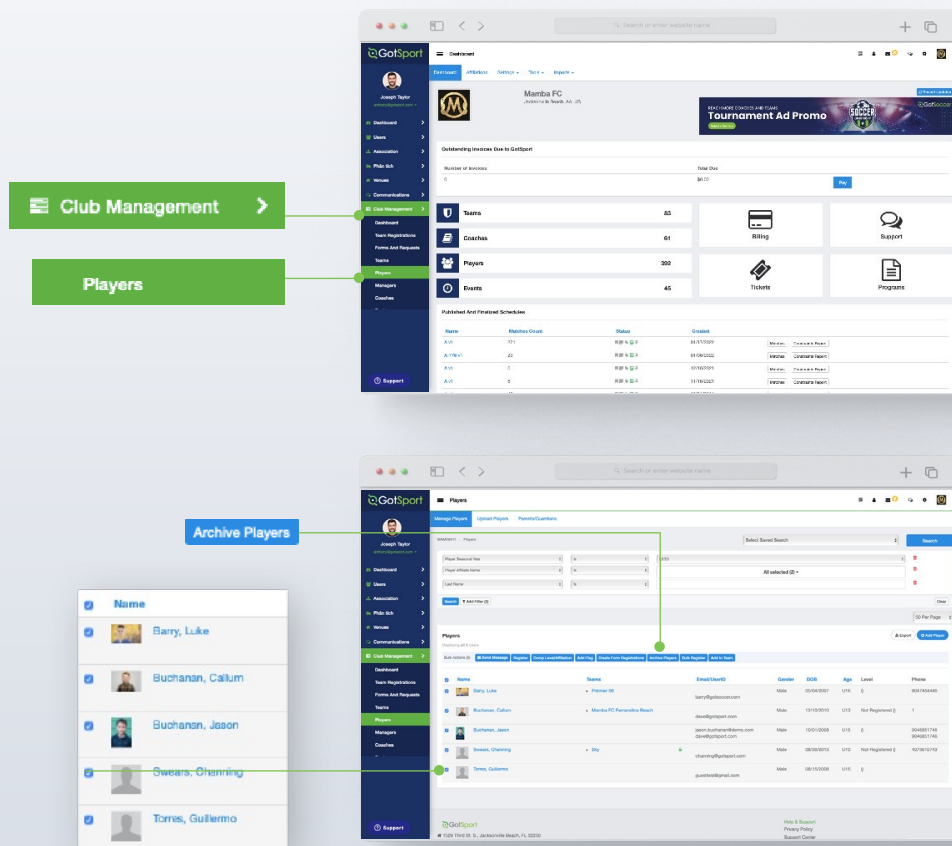
STEP TWO

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".
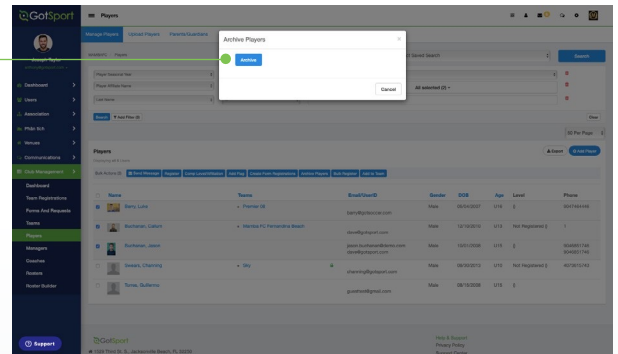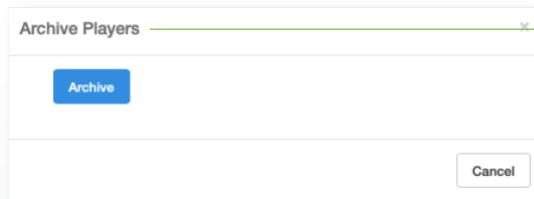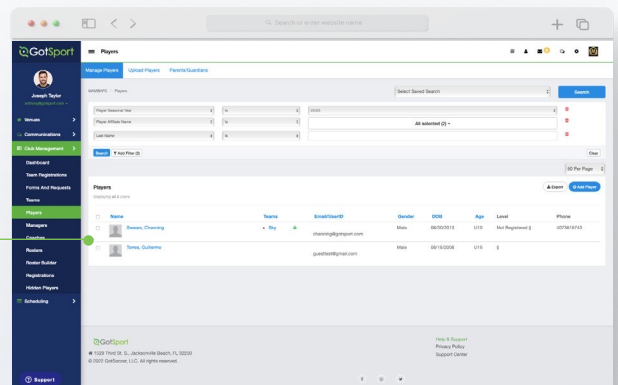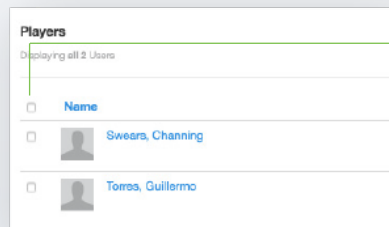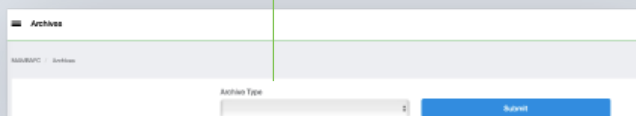*(continued on next page)*

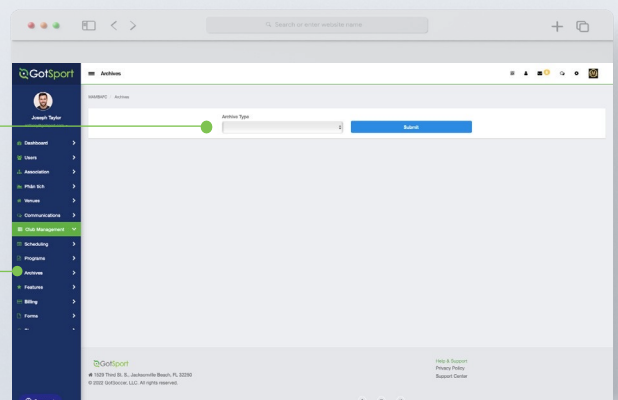**3.** Click the blue "Archive" button in the window to confirm.

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

5. Though they are archived, players can still be referenced by clicking on the "Archives" module on the left side of the page.
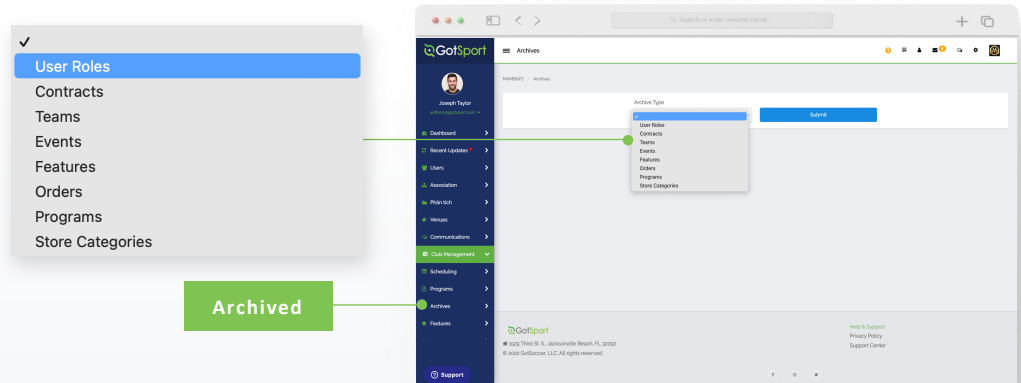
(continued on next page)

Archive Players

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.
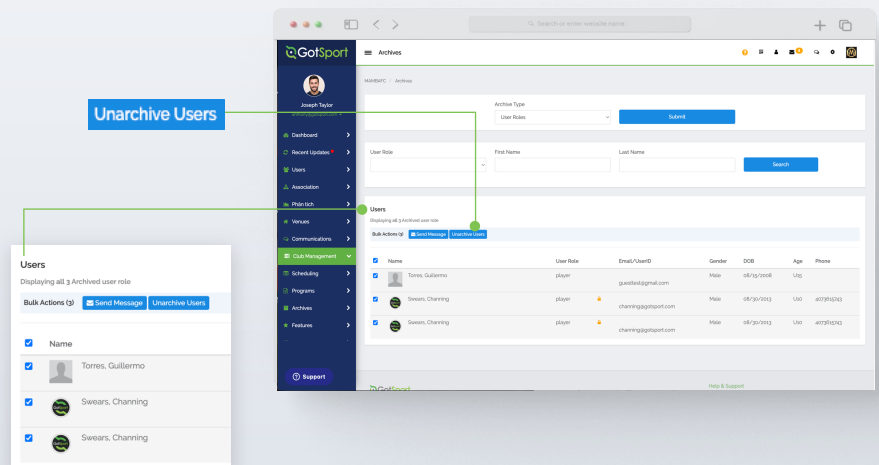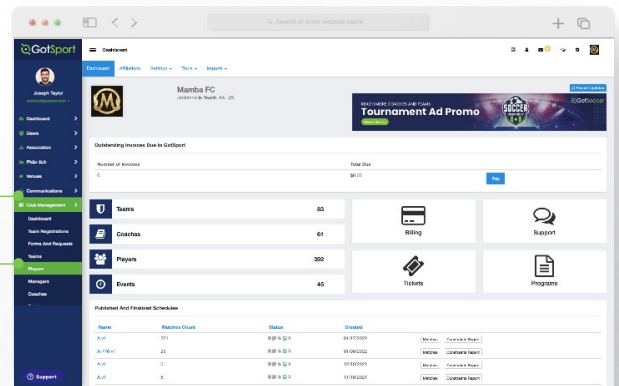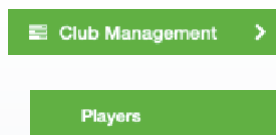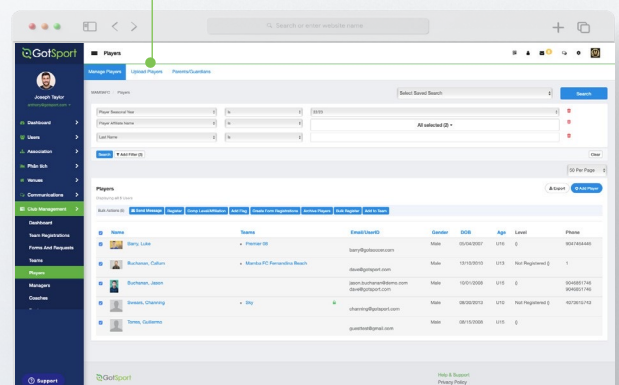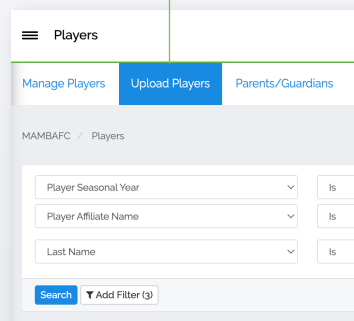
Player Upload

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, 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)*
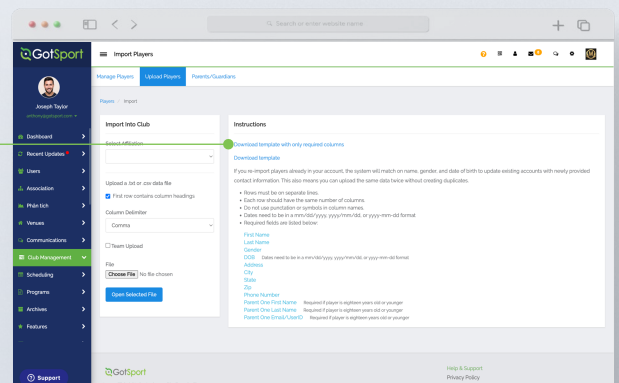
4. Go to the Import into Club section and fill in the information needed for the upload. You can upload all Players with an Affiliation added to their account by opening the "Select Affiliation" dropdown menu and selecting the desired Affiliation. You will be required to include the Competitive Level 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).
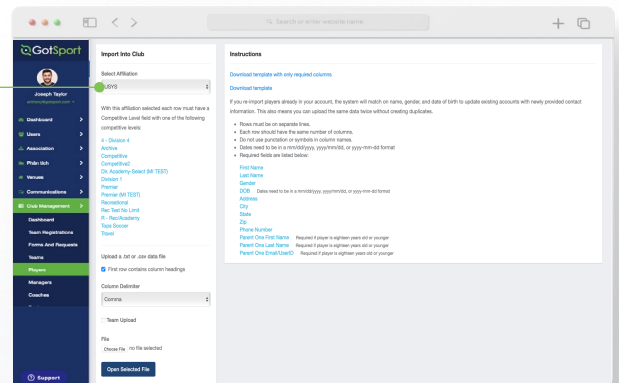

Note: You can also assign the players to their teams through the upload as well by checking off the Team Upload checkbox. This step is *not* required to upload your Players. If selected, you would be required to include three additional columns in the upload file. 1) Team Name, 2) Team Age, and 3) Team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

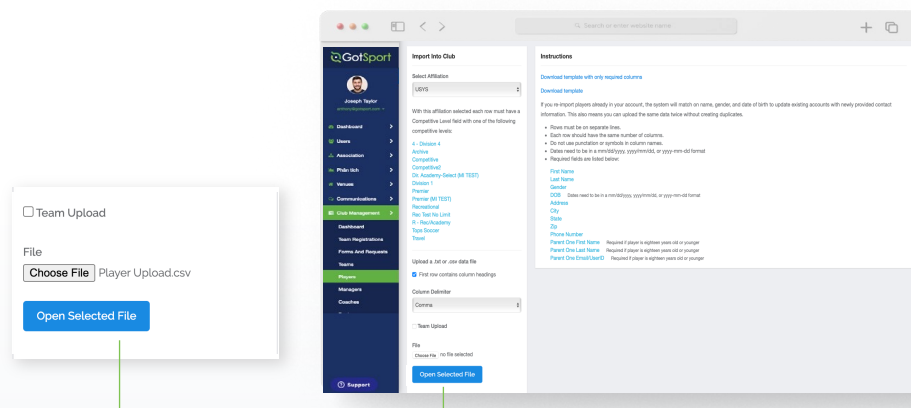**5.** Click 'Choose File' to select your file and click the Open Selected File button.
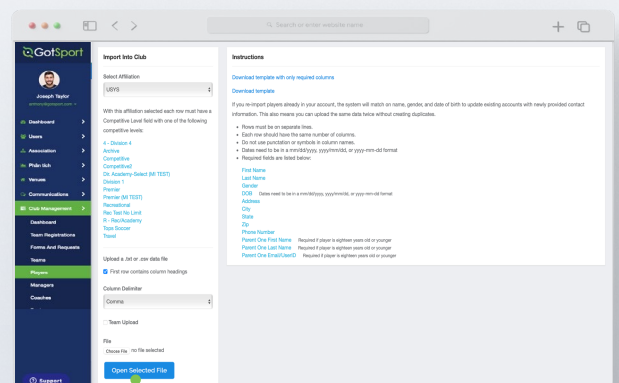
**6.** Once you have uploaded your .csv/.txt file, click 'Open Selected File'.

7. From here you will match up the Column Headers from your Player Upload file and click the Import Data. You will receive an email with the results from the upload to determine which accounts were created. **Note:** The Column Headers do not have to be in the order of the Required Columns list from the Instructions table as long as each of the required columns are matched up. Then the upload will be completed.
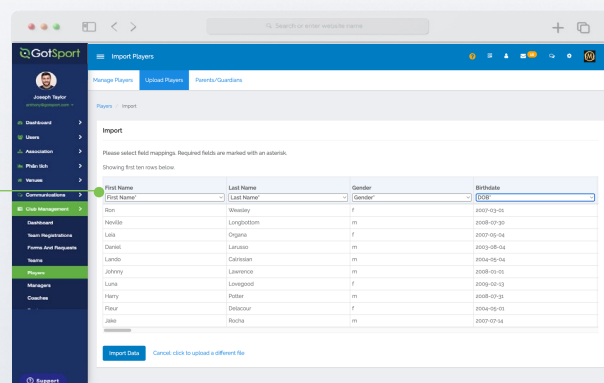
When the import is finished processing, you will now see your newly imported players in your Club Management > Player's list.
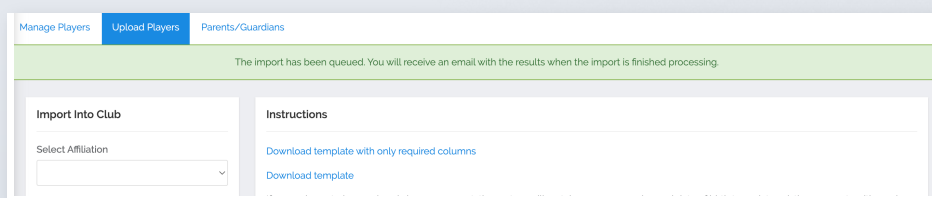
Note: After you import your data, you will receive a message stating "Your import has been queued. You will receive an email with the results when the import is finished processing. *Depending on the size of your import, this can take several minutes to complete.*
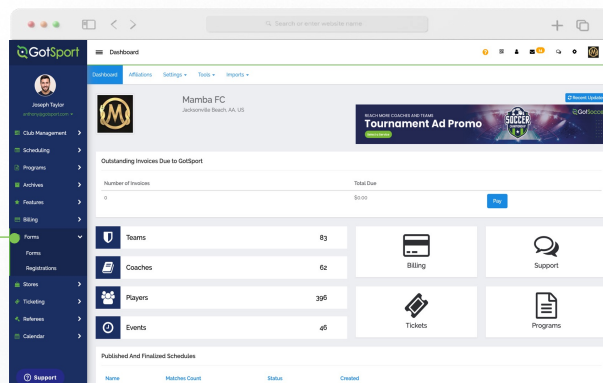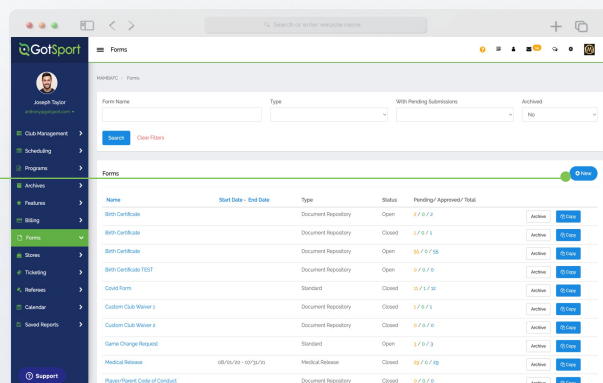
STEP FOUR

1. Click the "Forms" dropdown in the Dashboard menu on the left-hand side and select "Forms".


2. Click "New" to create a form.

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.

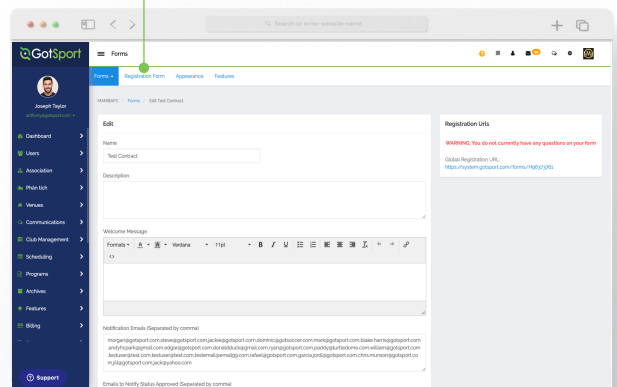*(continued on next page)*
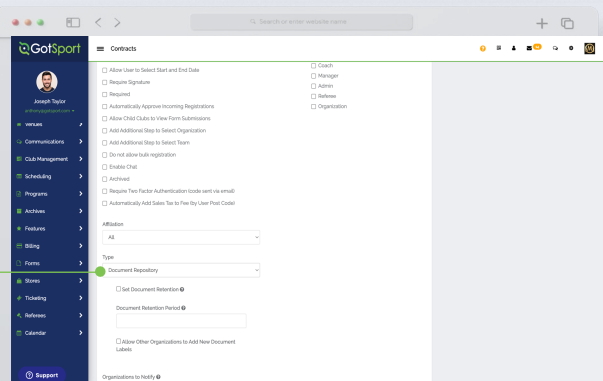
Adding/Creating A Birth Certificate Document Repository
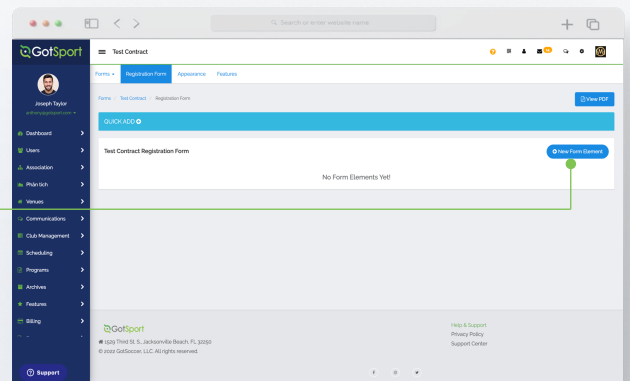
4. Click "Registration Form" at the top of your screen.

Registration Form

5. Click "New Form Element" to add questions to your form.
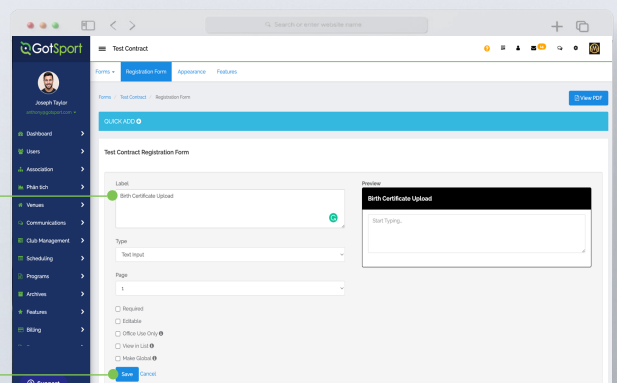

New Form Element

6. Build out your form element (question) and click "Save". Repeat as necessary.

Label

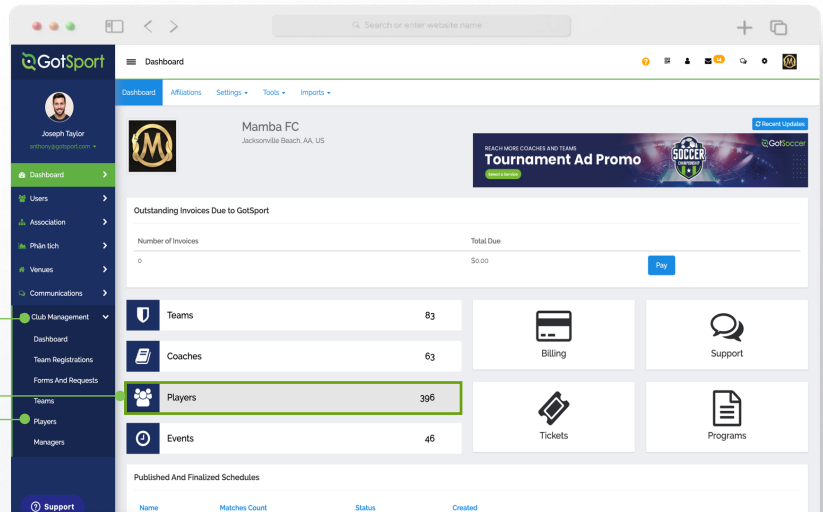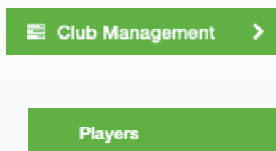Birth Certificate Upload

Save   Cancel

GotSport | Direct Register (Pre Bill) Adding/Creating Birth Certificate Document Repository

Add/Edit a Player Photo
(Optional)

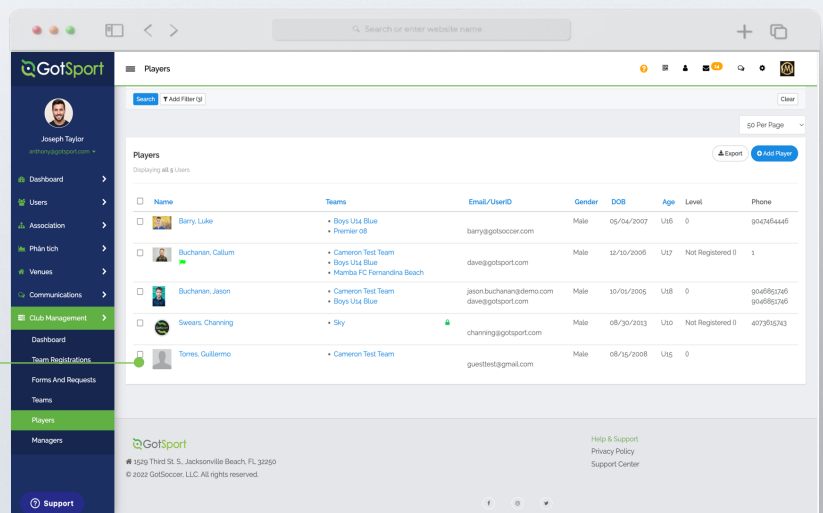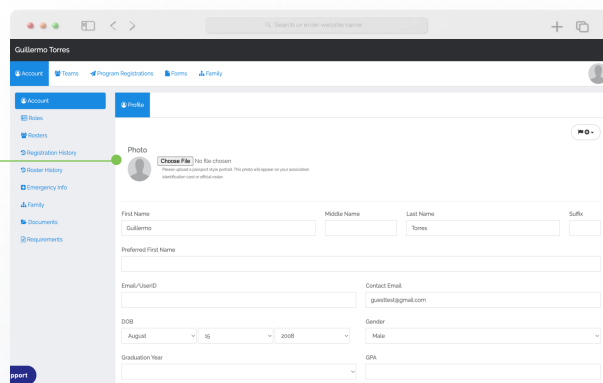**1.** From your Dashboard, click "Players" or click "Club Management" in the menu bar and then click "Players".

Club Management

Players

2. Click on the name of the player who you want to add/edit a photo. *(continued on next page)*


Torres, Guillermo

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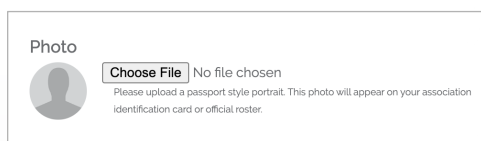

4. Once uploaded, click the "Edit Image" button to crop or rotate this image or make it look as clear as possible.

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.
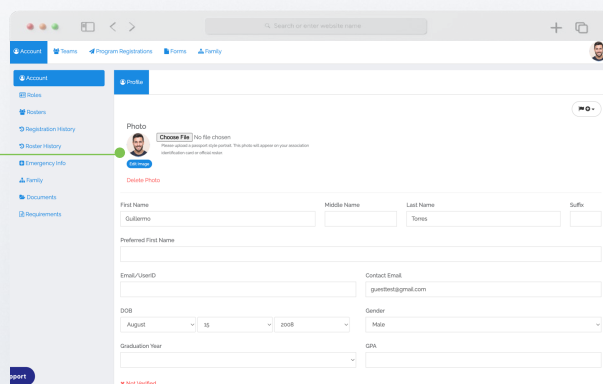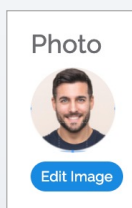
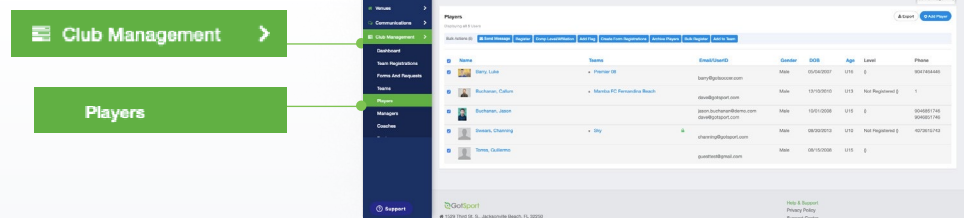**5.** Once you have cropped your photo, click "Save".
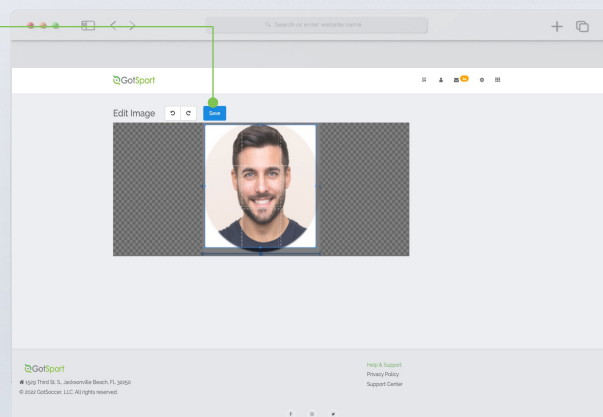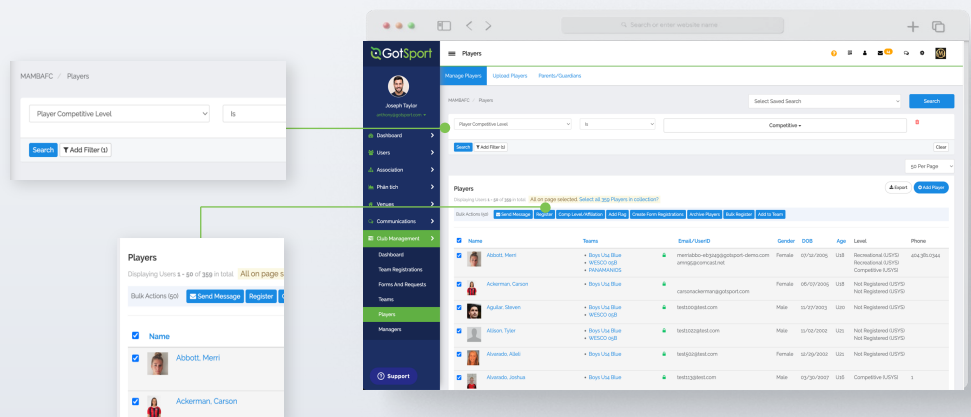
Submit Direct Registration for Players

STEP SIX

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

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.

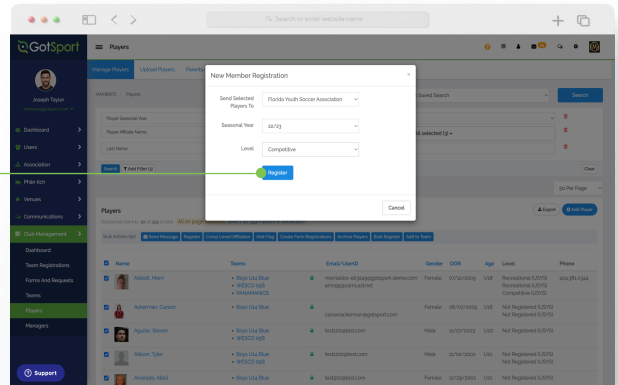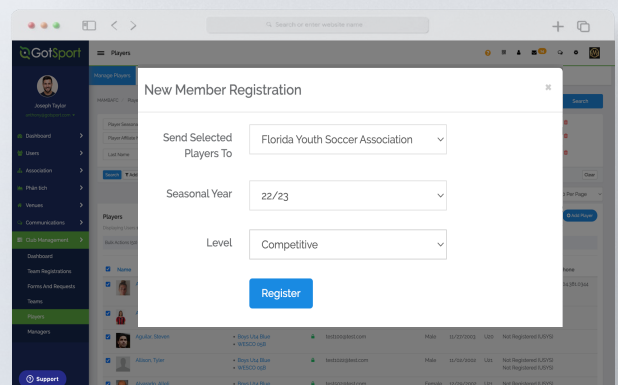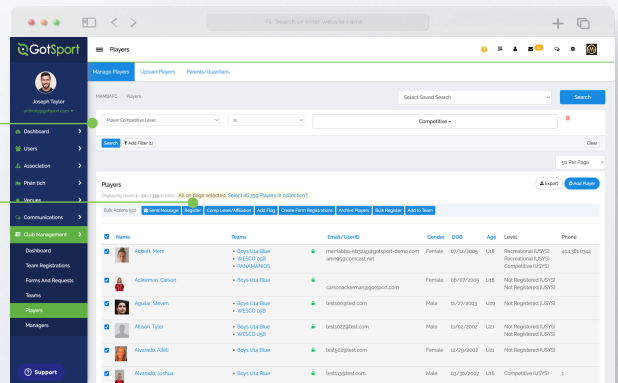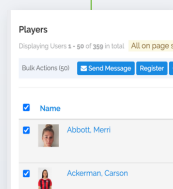**4.** You will follow this same process for your remaining applicable Competitive Levels. You can go back through your Competitive Levels, search by the applicable level, and register those players based off of their appropriate Competitive Level.

Pay Bill for Registered Players

STEP 7

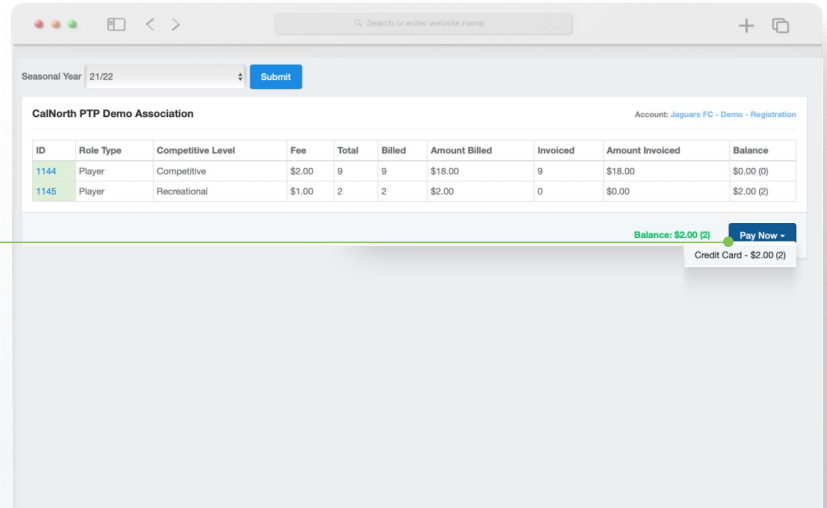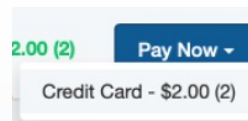**1.** Click Club Management in the left-hand menu bar and the select Registrations from the dropdown.

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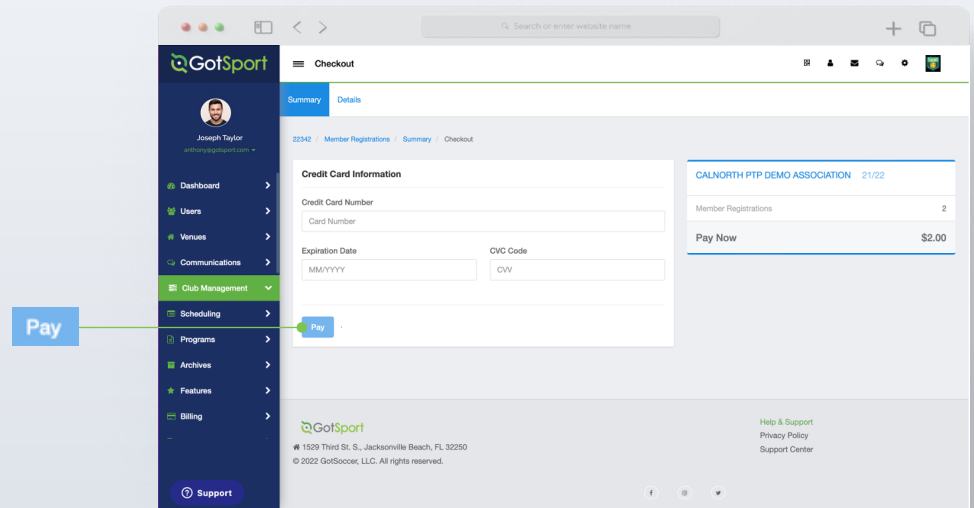
(continued on next page)

Pay Bill for Registered Players

3. Review your billing and click Pay Now, then click Credit Card.

4. Enter credit card information and click Pay.

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

Submitting Support Ticket To State Association

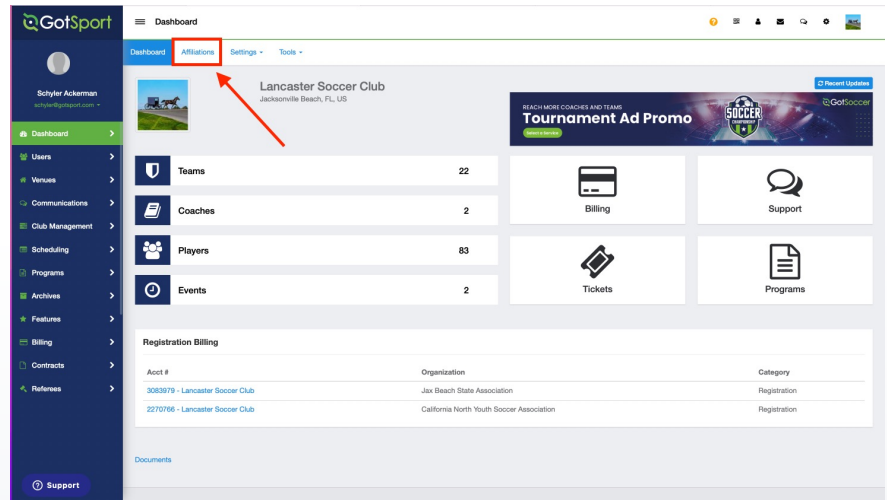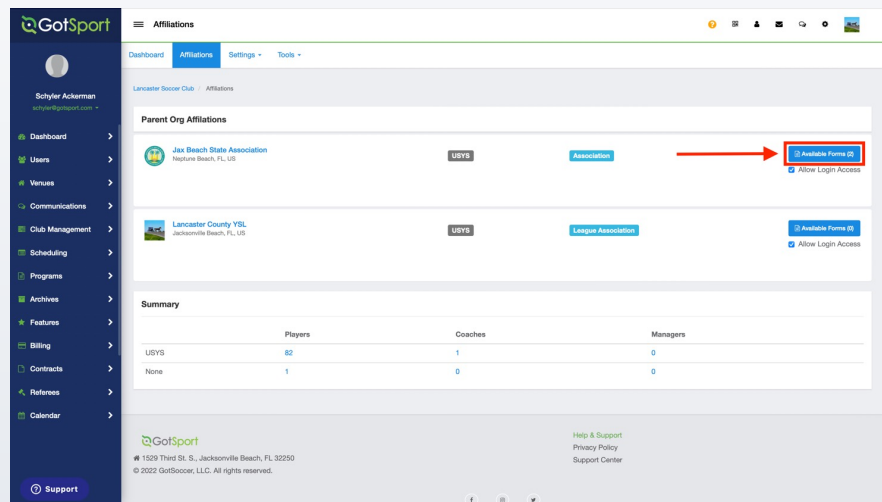## From Club, to State, to GotSport
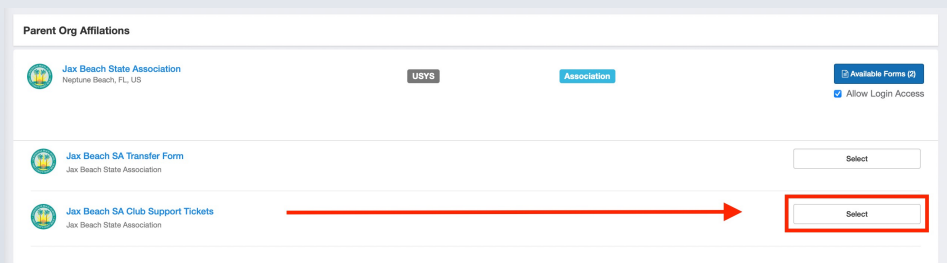
Submitting Support Ticket

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.

Then choose your club from the dropdown and click Continue

Submitting Support Ticket

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

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