GotSport

Travel Registrar Manual

GotSport Affiliated Users



Welcome to GotSport

Hello,

We have put together a GotSport Registrar Manual to help our members smoothly transition to the GotSport system. This Registrar Manual will provide a step-by-step guide on how to get started within our system.

Please take the time to read this manual thoroughly. If a section in the guide is unclear or if you have any questions do not hesitate to reach out to us for additional support.

Thank you,
GotSport

Contact your State Administrator or click here to schedule a meeting with a GotSport representative.

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www.gotsport.com

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REGISTRAR MANUAL

Logging into your User Account

STEP ONE

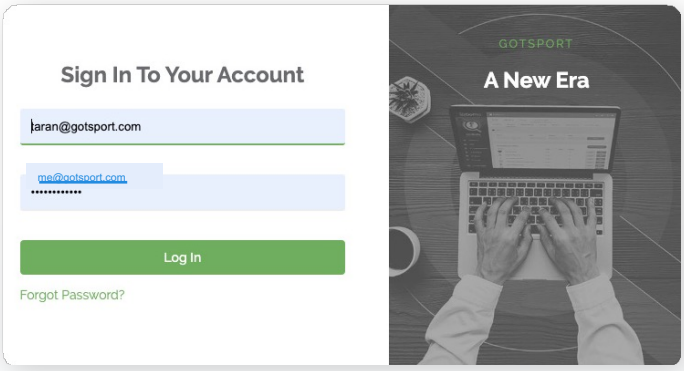
Login to GotSport

Go to **system.gotsport.com** and click "Log In" in the upper-right hand side.

STEP TWO

Enter your account email and password, and then click "Log In."

Note: If this is your first time logging in or you cannot remember your password, click on **"Forgot Password",** you can then enter your email to have your login credentials sent to you.



STEP THREE

If your email is not recognized by the system, please reach out to your state administrators for assistance.



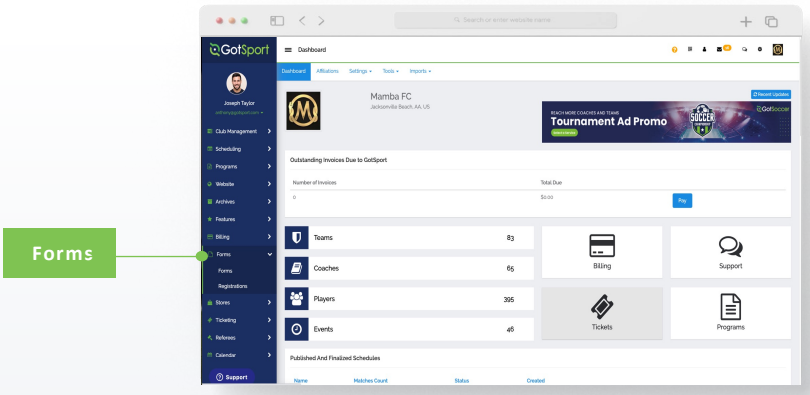
REGISTRAR MANUAL

Creating A Birth Certificate Document Repository

A document repository acts as a folder, which stores all of the signed forms for this type of document. You are able to include this into your registration process which will be a one-time upload for all players. Once a player has submitted their birth certificate, they will not be asked again.

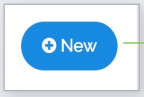
STEP 1

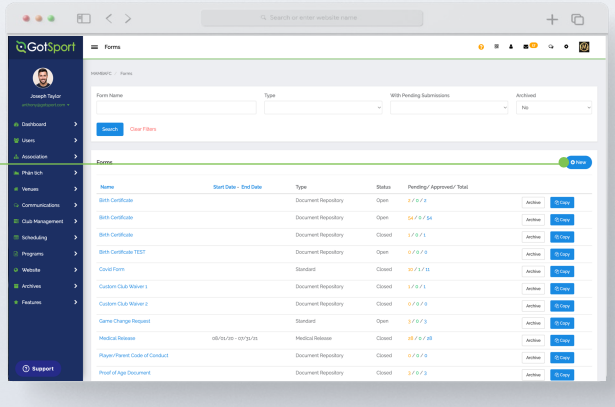
In the Dashboard menu, click the **"Forms"** dropdown and select **"Forms".**



STEP 2

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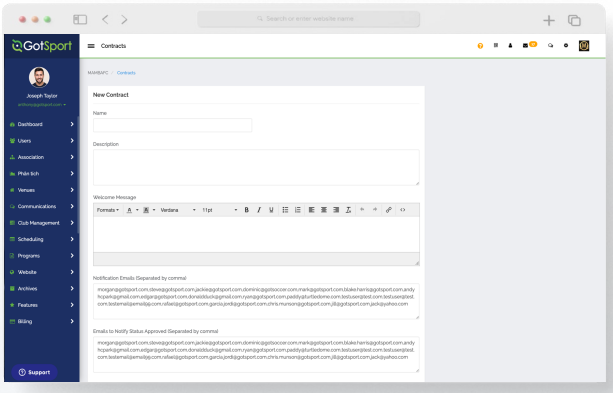


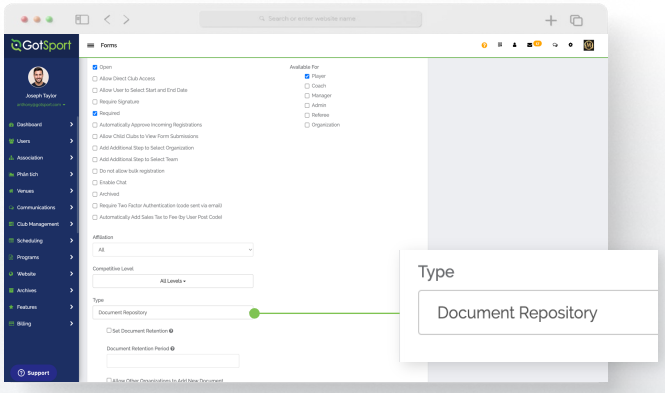


Creating A Birth Certificate Document Repository

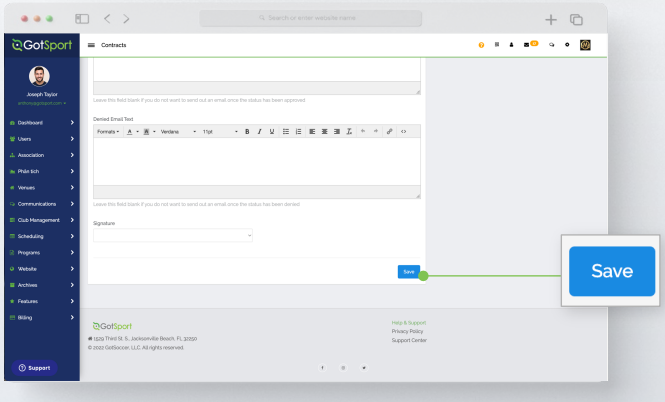
STEP 3

Build out your form. Make sure to make the form **"TYPE"** is a **"Document Repository".** Scroll to the bottom and click **"Save".**





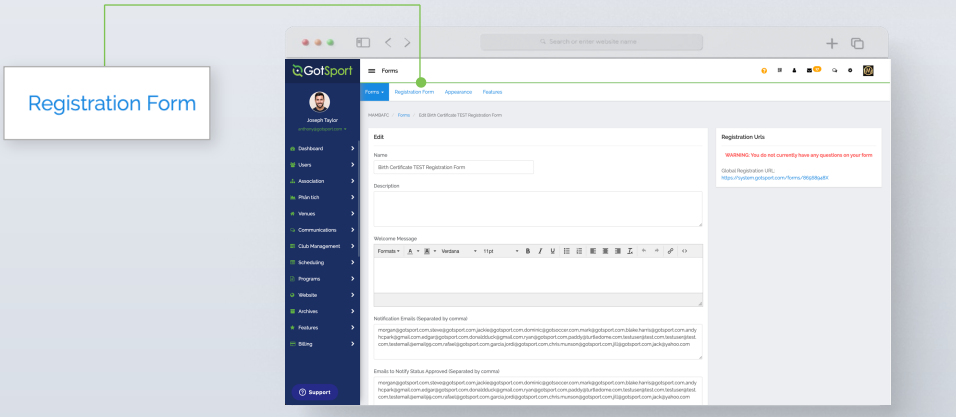
NOTE: If you are using GotSport for registering players, you can make this form "required" and it will automatically be included within all of your programs. Once a player completes the form once, they will not be asked to complete the form again during future program registrations with your club.



STEP 4

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

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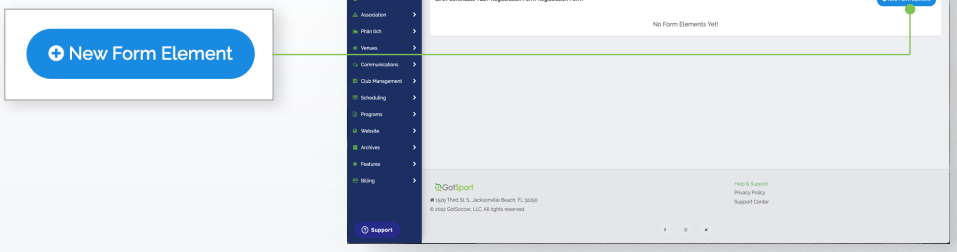


REGISTRAR MANUAL

Creating A Birth Certificate Document Repository

STEP 5

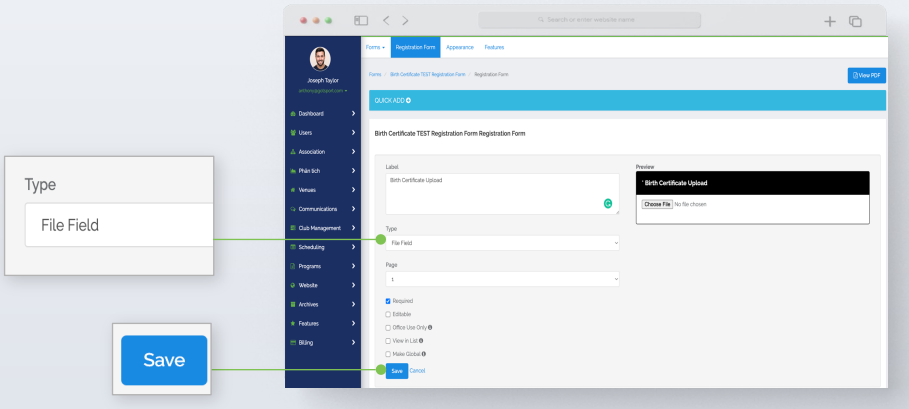
Click **"New Form Element"** to add questions to your form.



STEP 6

Build out your form element (question), make the **"Type"** a **"File Field"** and click **"Save".**

Repeat as necessary.



REGISTRAR MANUAL

Merge User Accounts

If you have duplicate users, you have the ability to merge them. *If you are a coach/manager or parent/player please ask your club admin to merge profiles.*

To merge, both profiles must have these requirements for GotSport to qualify as a duplicate user:

- A role with your organization
- Same First Name, Last Name
- Same Gender
- Same D.O.B

If the system does not recognize the profile as a duplicate, here are some things to check:

- The search is **CASE SENSITIVE**, so make sure the first and last names **EXACTLY** match upper and lower case - e.g., **matt** and **Matt** will not result in a match, but **Matt** and **Matt** will result in a match.
- Make sure name does not have extra spaces before and after the name.

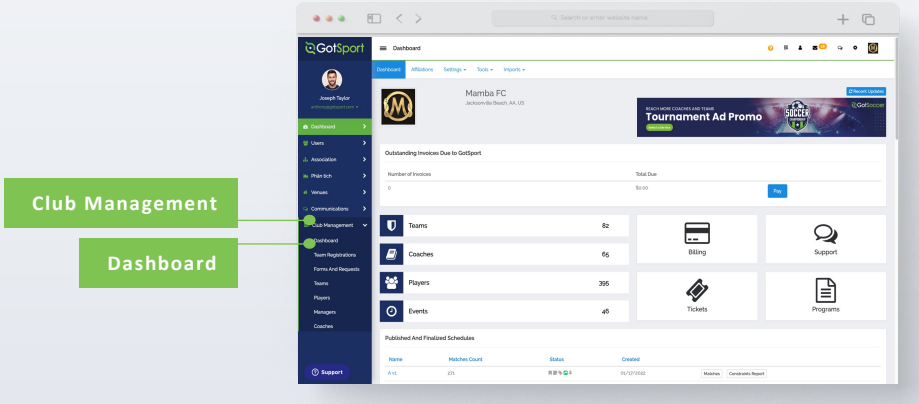
- One profile has a nickname over another with a legal name. E.g., **Jen** vs **Jennifer**

Before you merge accounts please read:
Make sure to choose the primary account carefully, Verification and Requirements do not carry over from the secondary account. If you have any of these, you will want to strongly consider having that be the primary account for the merge.

STEP 1

Click the **"Club Management"** tab on your left, followed by **"Dashboard"** directly below.
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***Note:** Emails and affiliations must be identical in both user accounts for the system to recognize a merged user

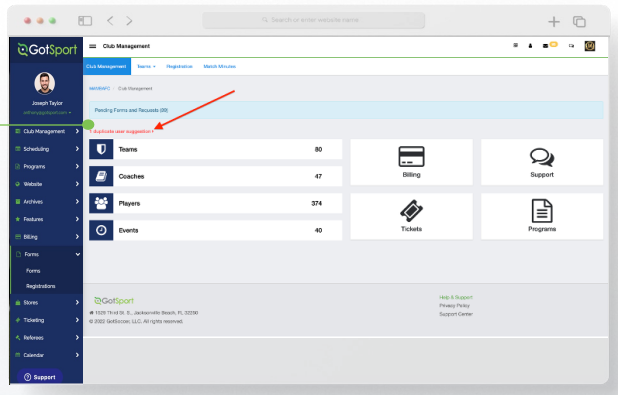


Merge User Accounts

STEP 2

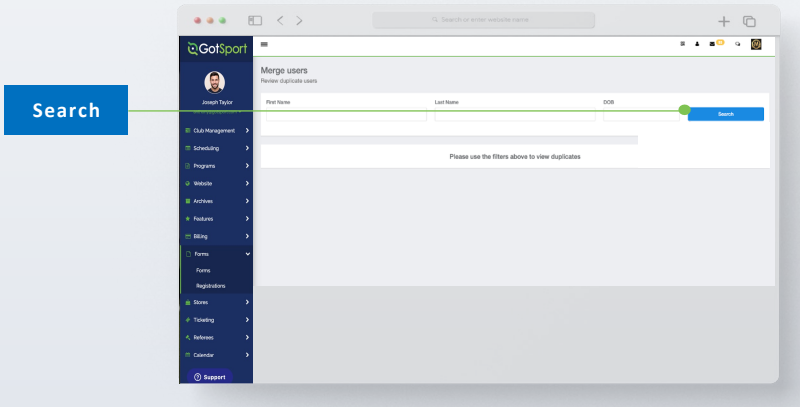
Click the **"Duplicate User Suggestion"** button highlighted in red.

Note: To show any duplicate user suggestions, the First Name, Last Name, Gender, and D.O.B must match exactly on both profiles.



STEP 3

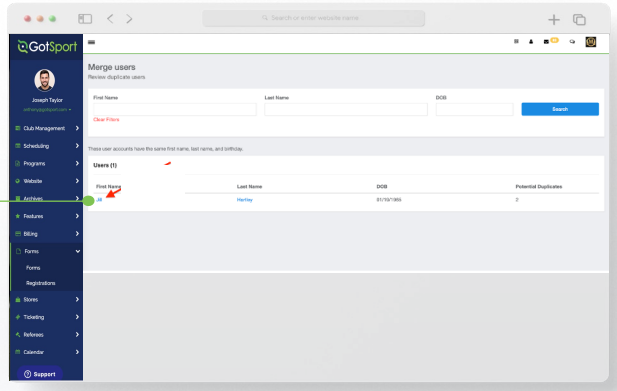
If you do not know the specific person, click the **"Search"** button to see all accounts.
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Merge User Accounts

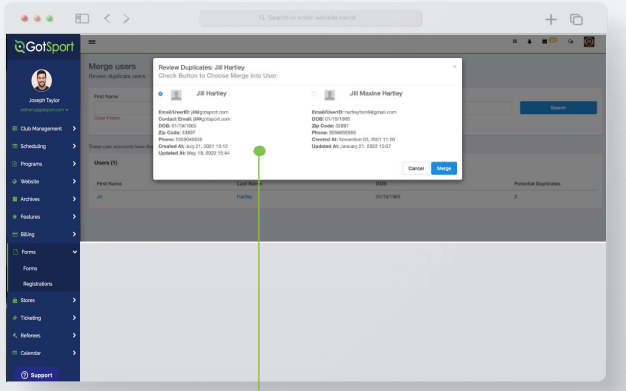
STEP 4

Click on the name of the user to be merged.



STEP 5

Select which profile will be kept as the primary, or the profile to be **"Merged Into"** and click Merge.





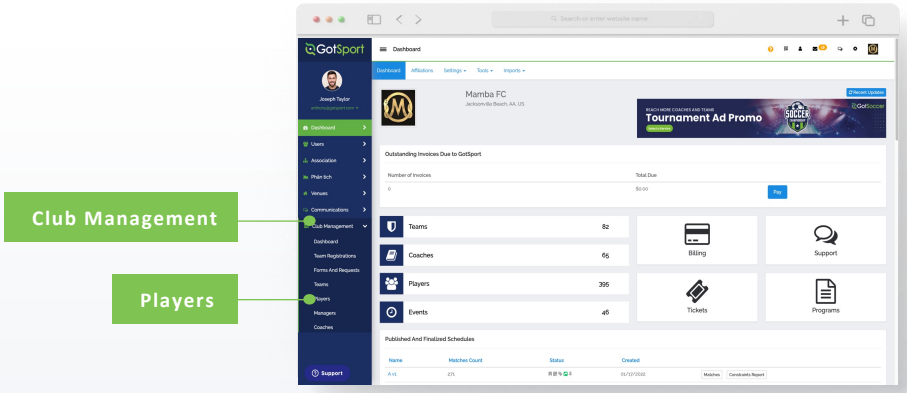
REGISTRAR MANUAL

Archive Previous Years' Players

Once you have closed player registration for the 23/24 seasonal year, go to **Player List.** Click **Add Filter** and select **Player Program.** Change the middle dropdown to **Not Registered In,** select the name of your player program, and click **Search.** This will show a list of all players in your club who have not registered for the upcoming seasonal year. You can now bulk archive this player list by selecting the top checkbox, select **Archive Players,** and then click **Archive** again.

STEP 1

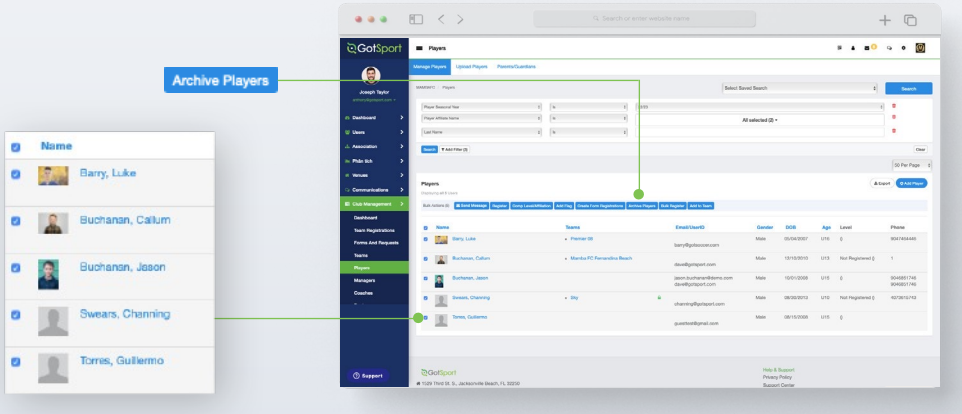
From the club/organization dashboard, click on Club Management, then select Players.



STEP 2

Use the filters for players that are not registered in your new season's program. Select any/all players that you're looking to archive by clicking the check box next to their names and then click "**Archive Players**".

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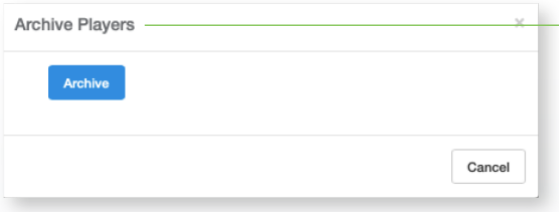


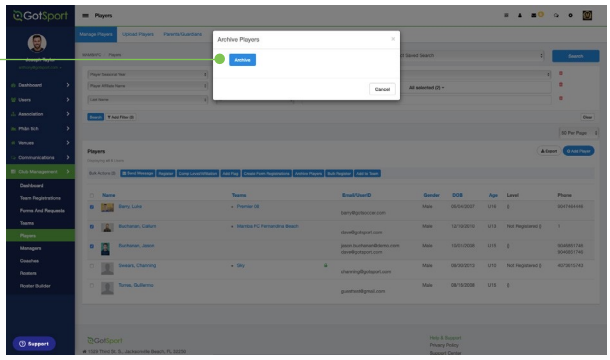
REGISTRAR MANUAL

Archive Previous Years' Players

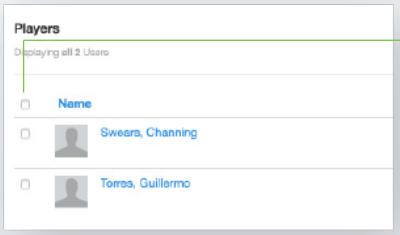
STEP 3

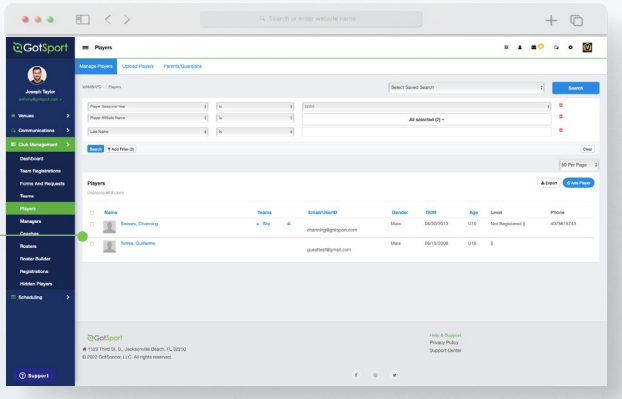
Click the blue **"Archive"** button in the window to confirm.





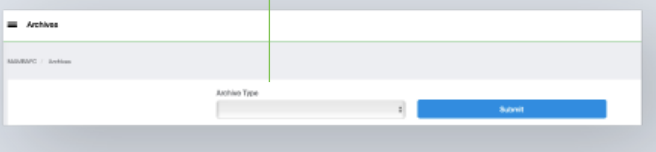
The selected players will not appear on the club's player list.



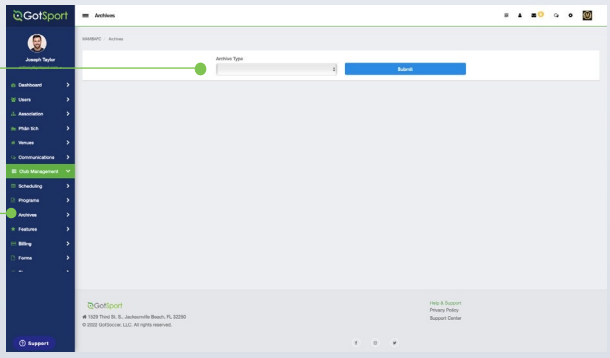


Though they are archived, players can still be referenced by clicking on the **"Archives"** module on the left side of the page.

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Archives

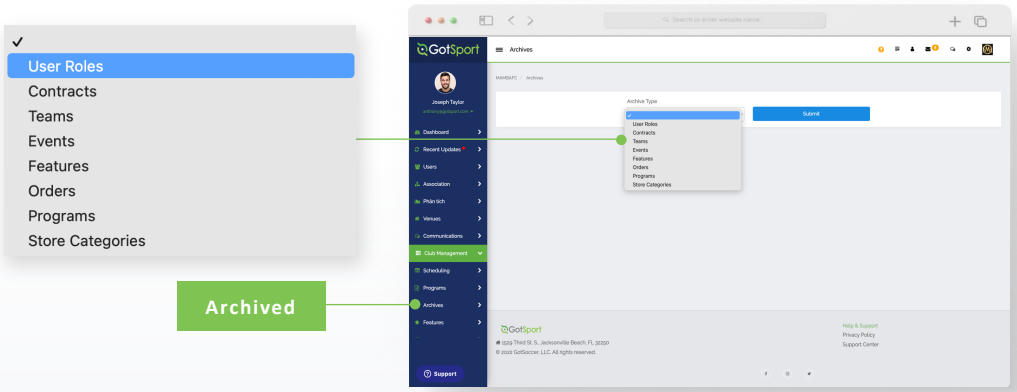


REGISTRAR MANUAL

Archive Previous Years' Players

STEP 4

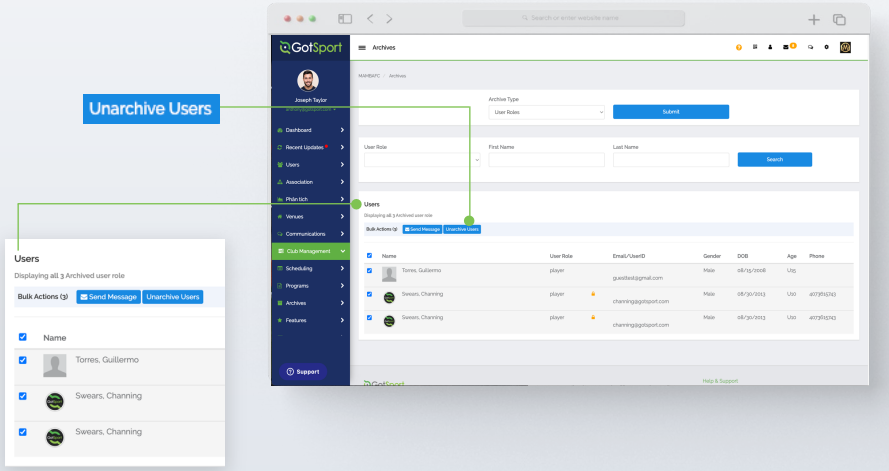
Select "User Roles" from the Archive Type dropdown list.



STEP 5

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: 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.



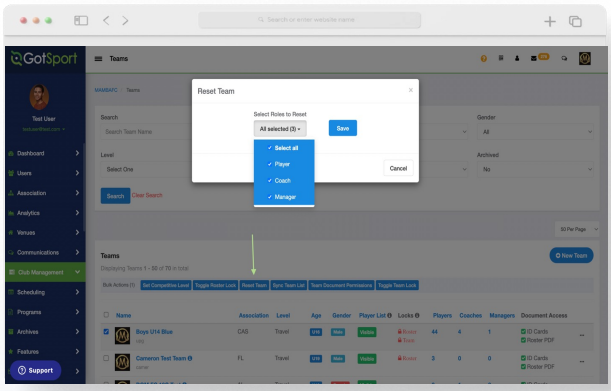
REGISTRAR MANUAL

Archiving Teams (If Needed)

STEP 1

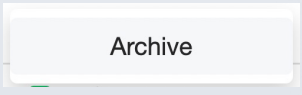
If teams are not coming back, have been disbanded, etc., you will want to reset rosters and archive these teams

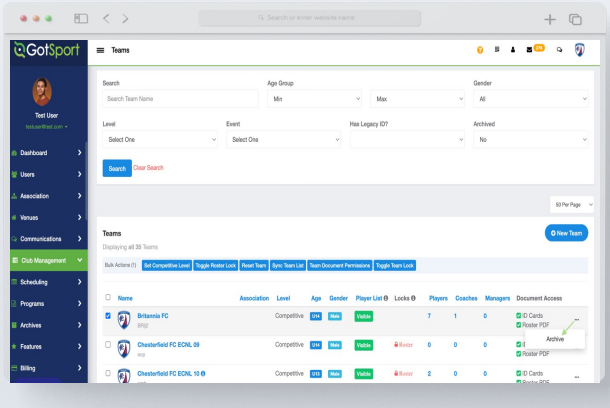
Click the checkbox next o the team(s), select **Reset Team,** and choose the roles you want to reset, Then click **Save.** This will remove and all roles you selected from the team in order to bring the team back down to 0.



STEP 2

Next click three dots on the right-hand side next to the team and select **Archive.** The team(s) have now been removed from your club's team list.



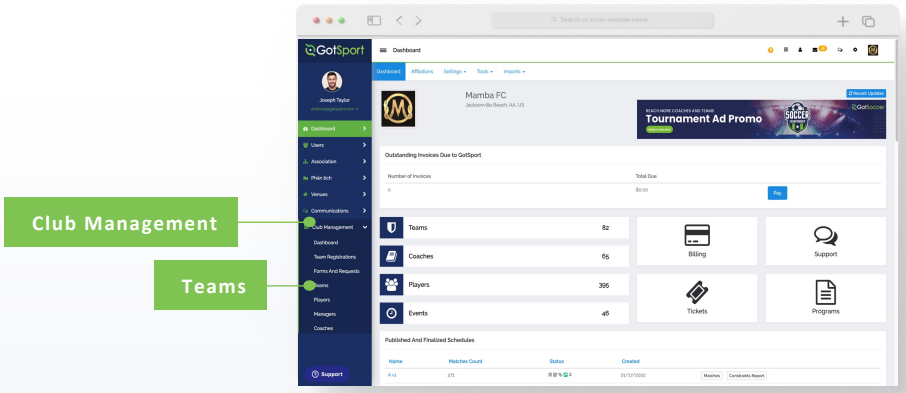


REGISTRAR MANUAL

Creating Teams

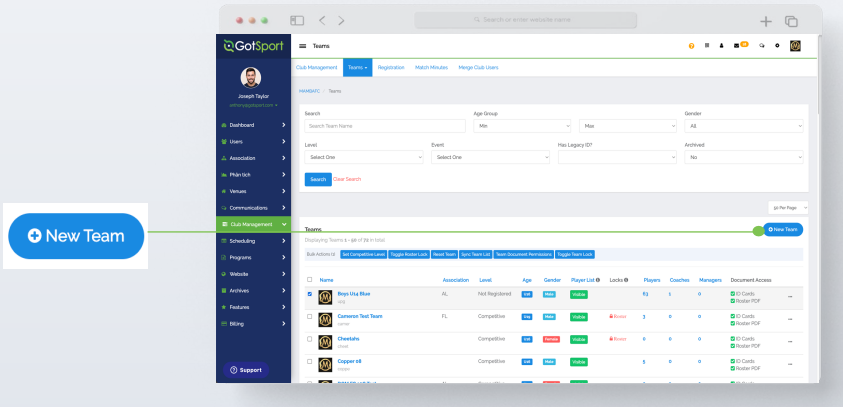
STEP 1

From your **Dashboard**, select "Club Management", followed by **"Teams."**



STEP 2A

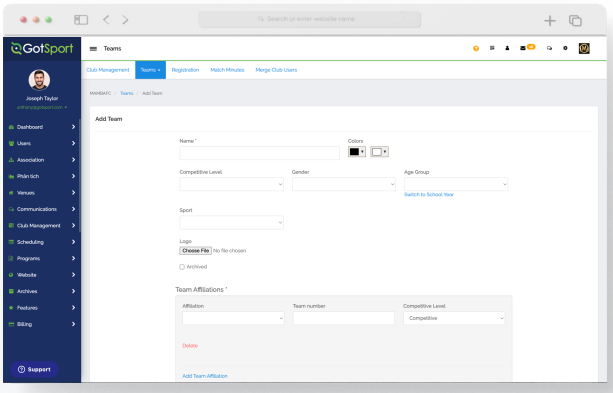
From here click **"New Team"** button on the right. A new screen will appear.
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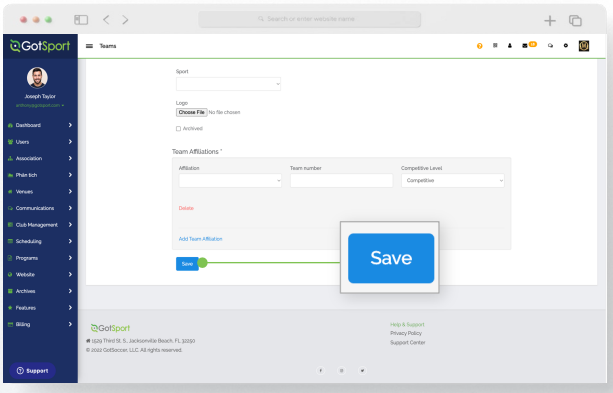


Creating Teams

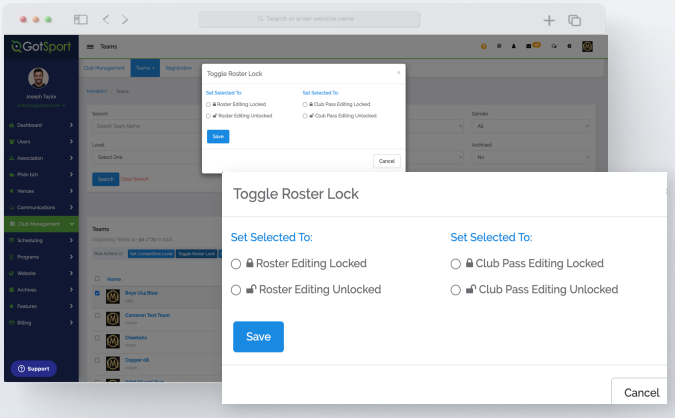
STEP 2B

Here you will fill out the basic information and select **"Save".** Your Team Account is now created.





Team Management



1. Roster Lock

Restricts Coaches and Managers from adding/removing players on the team roster.

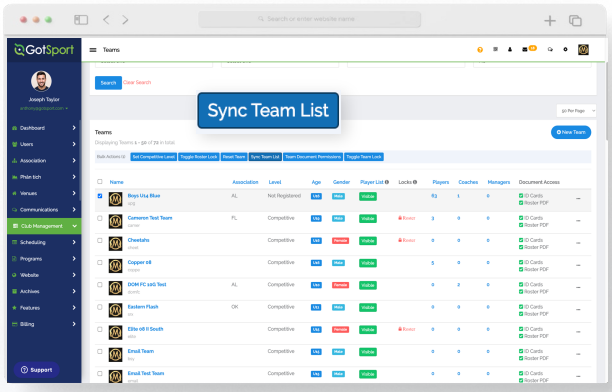
Find the team in your **teams list,** enable the checkbox to the left of the team. Then select **"Toggle Roster Lock".**

You will then see the ability to restrict roster editing and the adding/removal of club pass players.

REGISTRAR MANUAL

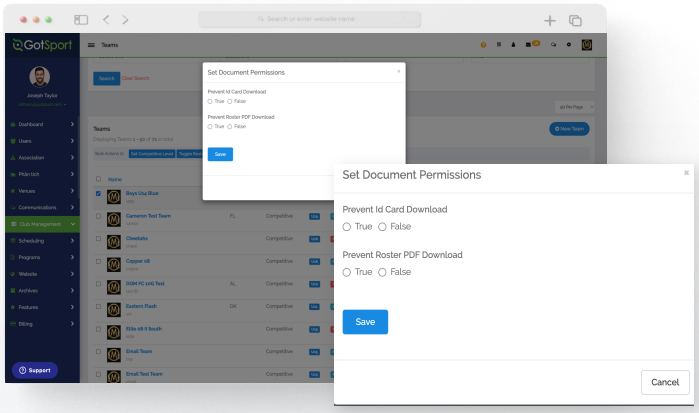
Creating Teams

Team Account Functionalities



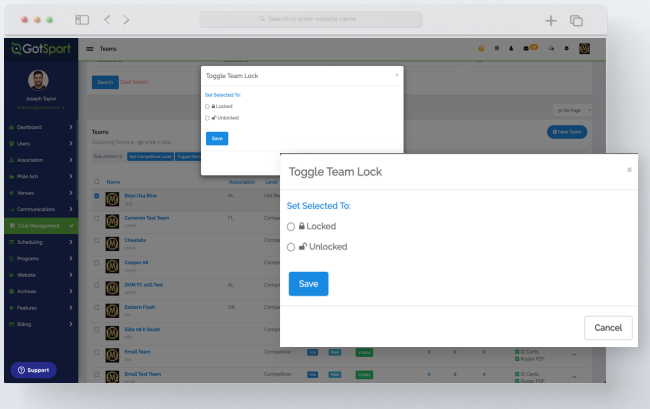
3. Sync Team Player List

When you sync your rosters, any players that are on any current and future event rosters for the team will be added to the team's player list.



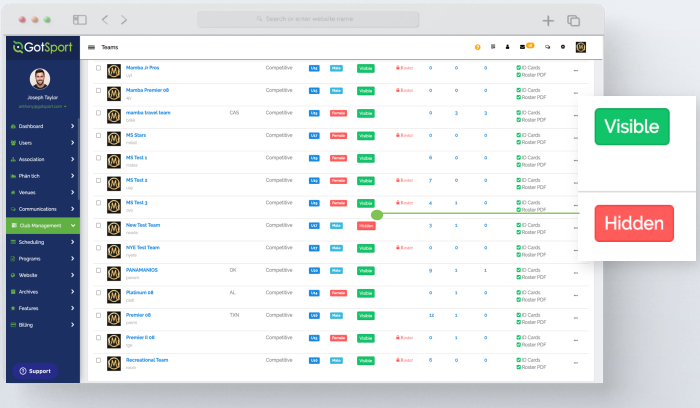
4. Team Document Permissions

This will enable/disable the ability for coaches and managers to download Rosters or ID Cards for the team.



5. Team Lock

Locking the team account will disable the ability for coaches and managers of the team to edit the Team Name, Age, Team Gender, and the Team Competitive Level.



6. Hiding Team Player List

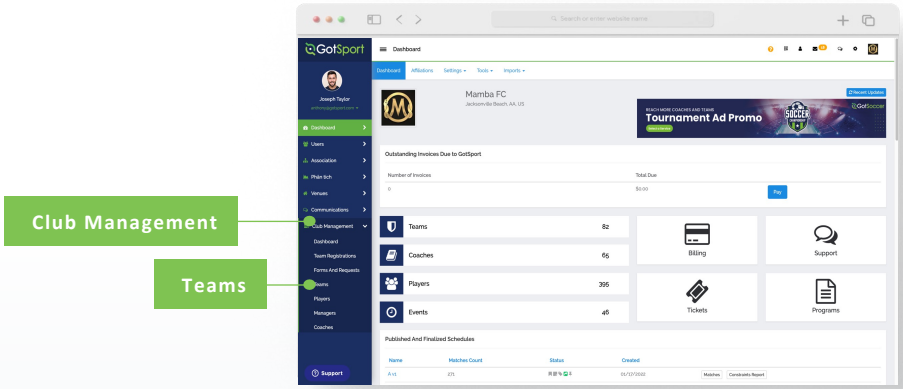
This will hide the team player list from all team members (coaches, managers and players). You can toggle between Hidden and Visible for each team by clicking the icon. This is typically used when club admins are building rosters and don't want coaches/managers to see their roster yet.

REGISTRAR MANUAL

Registering Teams to an Official Rostering Event

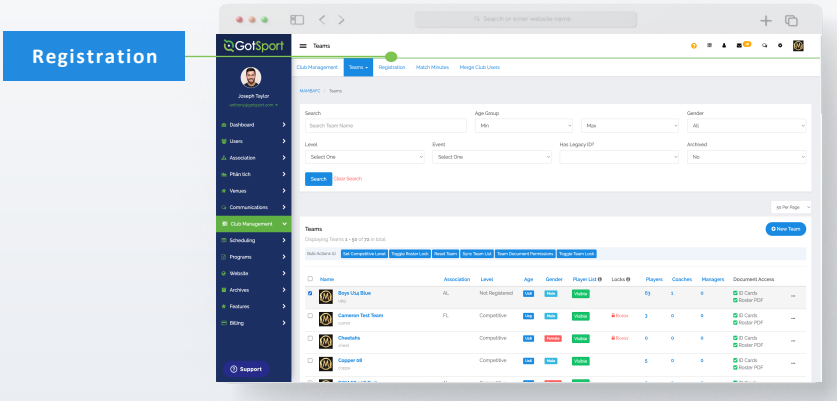
STEP 1

From the **Dashboard** go to the **Club Management** tab and select **Teams.**



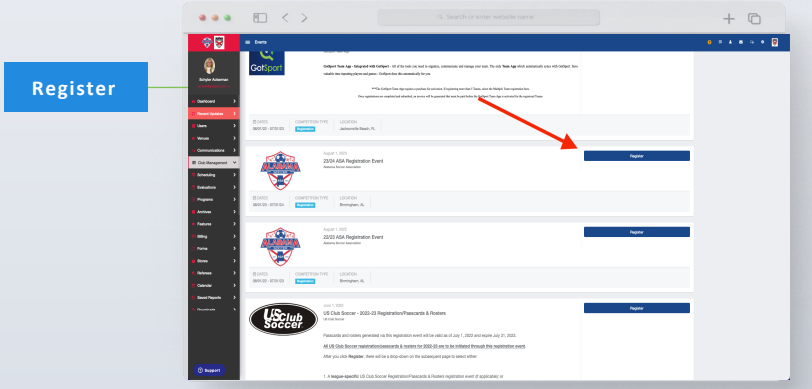
STEP 2

Here you will click on **Registration.**



STEP 3

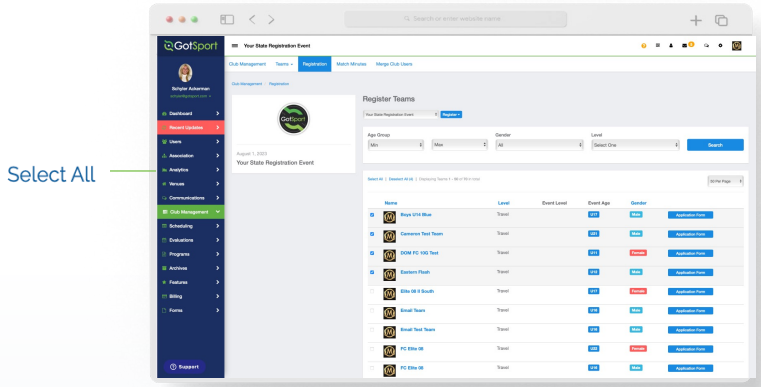
From this page, you will see a list of open events your organization and your parent organization are associated with. Once you have found your event, Click **"Register".**

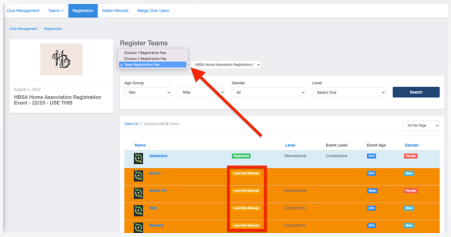


Registering Teams to an Official Rostering Event

On this page, you can select multiple teams, by marking the box to the left of the teams or **"Select All"** (All teams will be selected when you **"Select All").** If you see **"Level Not Allowed"** for a team you are trying to register, the payment plan you selected is enabled for a specific competitive level. You will need to update that team's competitive level to that of the payment plan.

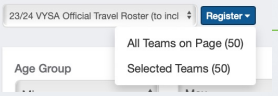
If you do not see your team listed, click on the payment plan dropdown to switch pages. Usually, events create different payment plans according the certain age groups.

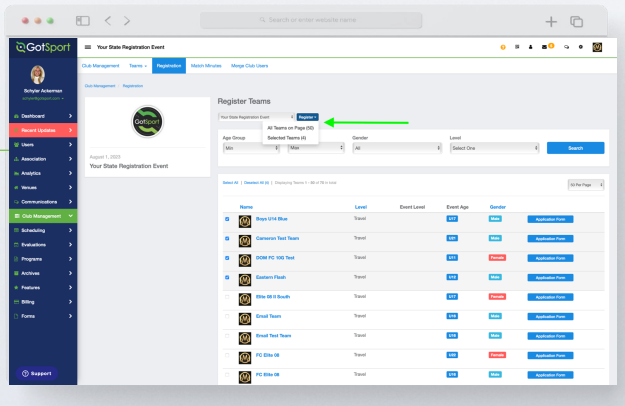




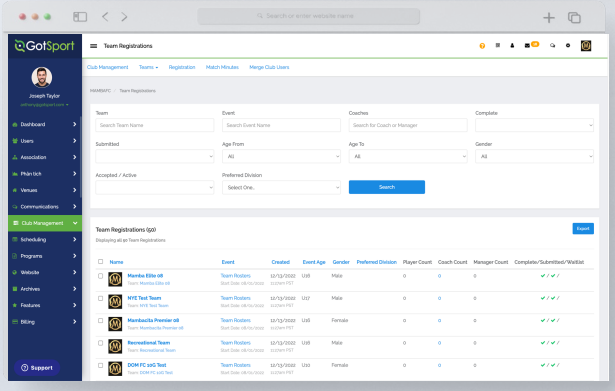
STEP 4

Now that the teams are selected, we will click on the blue **"Register"** button where a drop down will appear. Here you will select **"All Teams"** or **"Selected Teams."**





Once this is done you will be brought back to your **Team Registrations** list in your account.

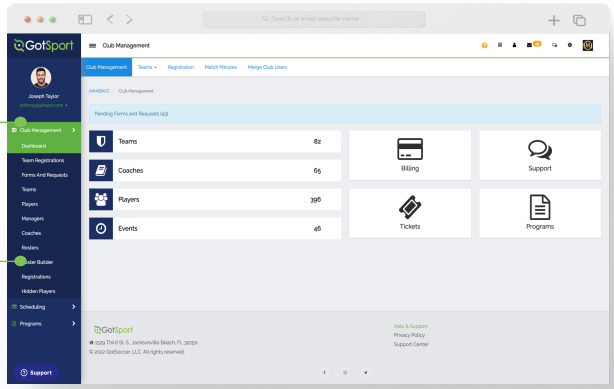


REGISTRAR MANUAL

Assigning Players to an Official Roster

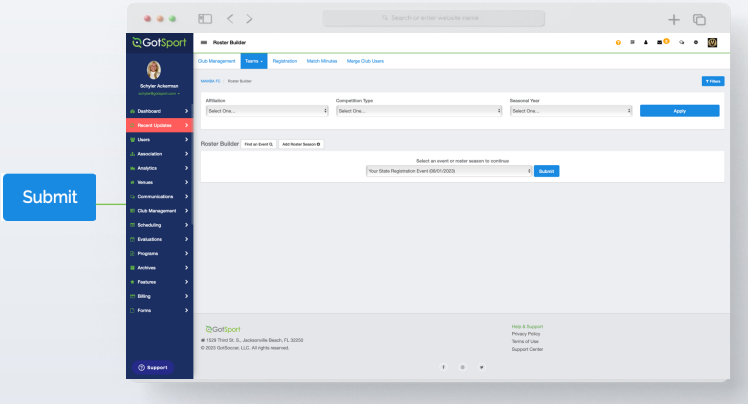
STEP 1

From the **Dashboard**, select "Club Management" followed by **"Roster Builder."**



STEP 2

Here you will Select the Event you are going to build your Roster for and hit Submit. *(continued on next page)*

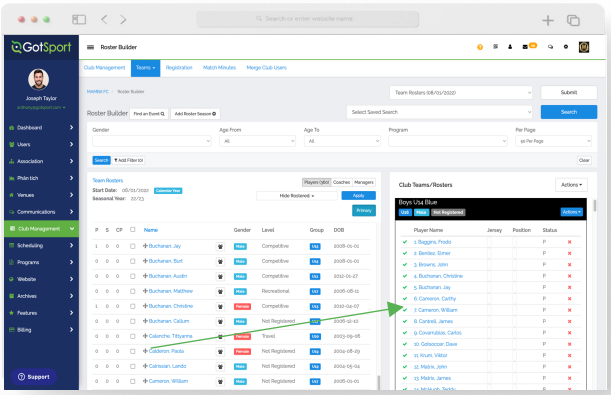


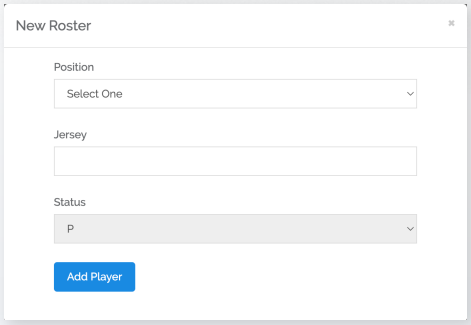
REGISTRAR MANUAL

Assigning Players to an Official Roster

STEP 3

Once on the **"Roster Builder"** page, you can use the hairpin to drag the player to the team that they will be rostered on, and then click Add Player. Or you can utilize the checkmarks next to the players name and click **"Add to Team"** for the particular team to bulk add player to the team roster.



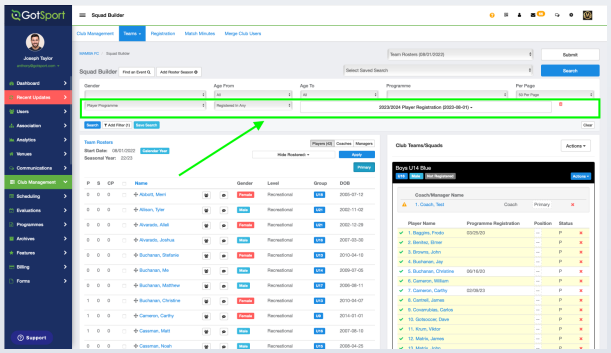


Note: All the players on the team currently have green checkmarks that signify approved by the event.

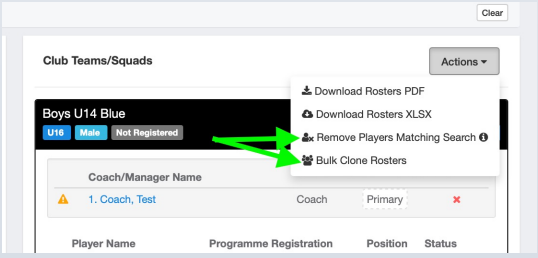
If you see Yellow Triangles next to your players on the roster, it is because they have not been approved by the event yet.



Here, you can filter by **Player Program.** Select **Add Filter,** choose **Player Program,** and then select the program players are registered to. This provide you a list of all players who are registered in that particular program; these players are listed in yellow. Whoever is not registered, will be listed in white. Once a program has been selected , the player's program answers will be shown next to them as long as the question has **View In List** checked on.



In roster builder, you can bulk clone from the **Current Team List** for all teams, then filter by the particular player program, and bulk remove all players from teams who did not register in the program.

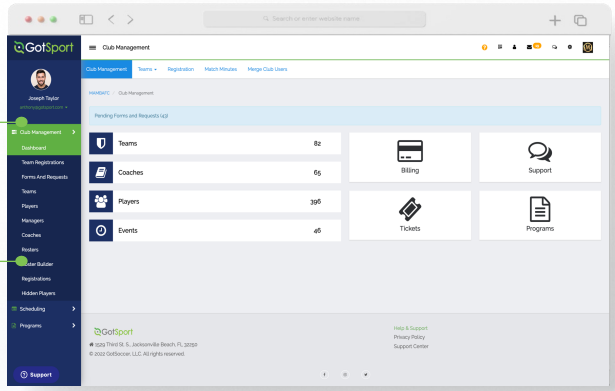


REGISTRAR MANUAL

Adding a Coach or Manager to an Event Roster

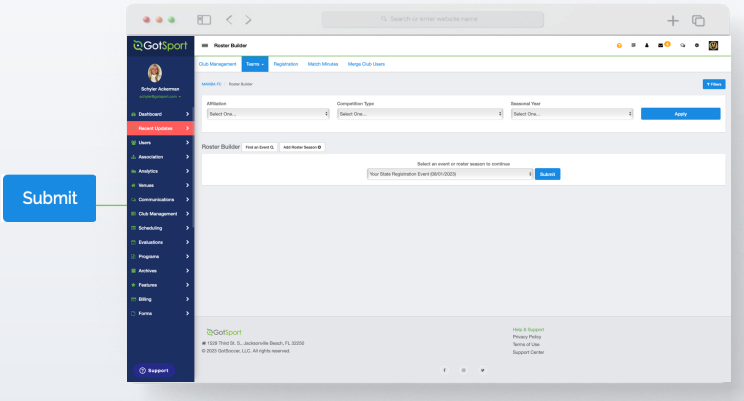
STEP 1

From the **Dashboard**, select "Club Management" followed by **"Roster Builder."**



STEP 2

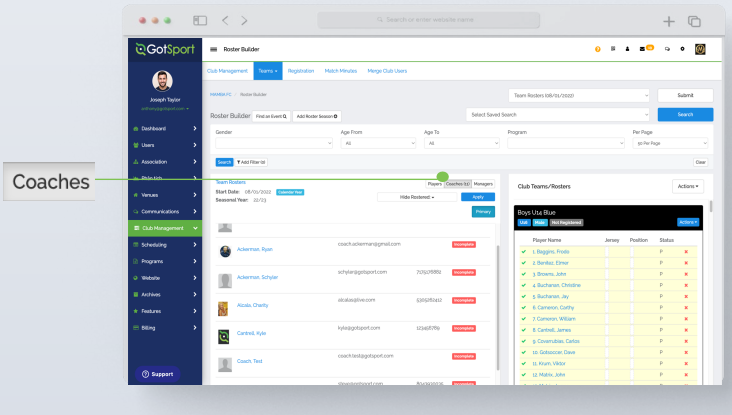
Here you will Select the Event you are going to build your Roster for and hit Submit.



STEP 3

Once you get to the **Roster Builder** page select the **"Coaches"** Tab.

(continued on next page)

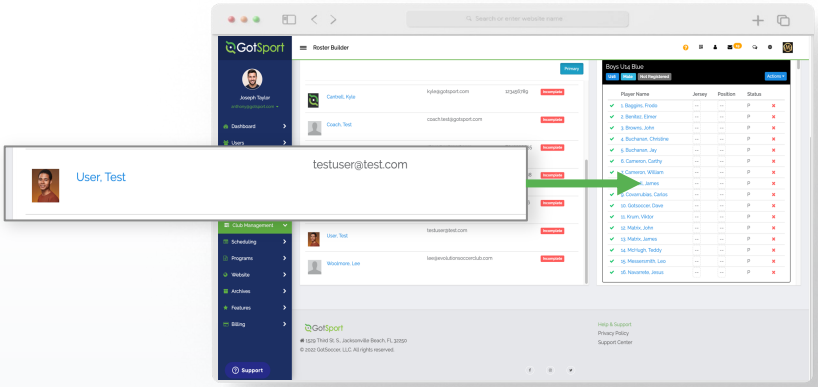


Adding a Coach or Manager to an Event Roster

STEP 4

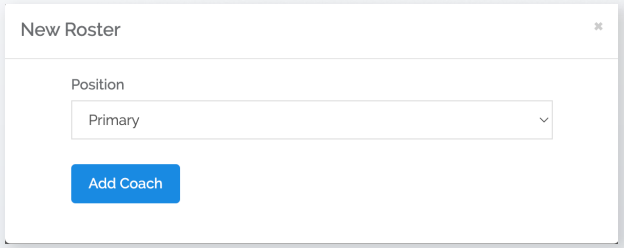
Here you will click and drag the Coach to the desired team on the right.

***Note:** There can only be ONE primary coach listed per team



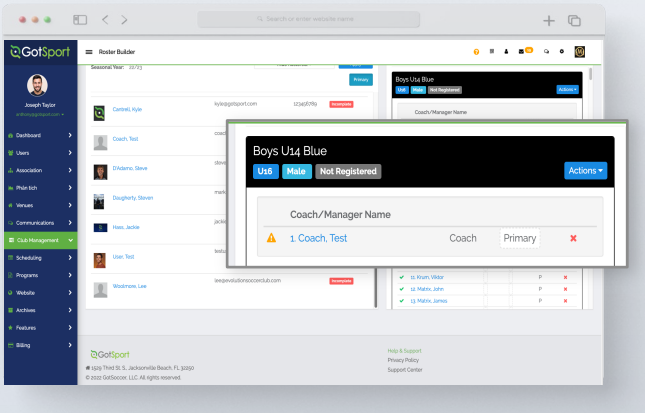
STEP 5

A pop up will appear asking for the "Position". Select the position and click **"Add Coach."**



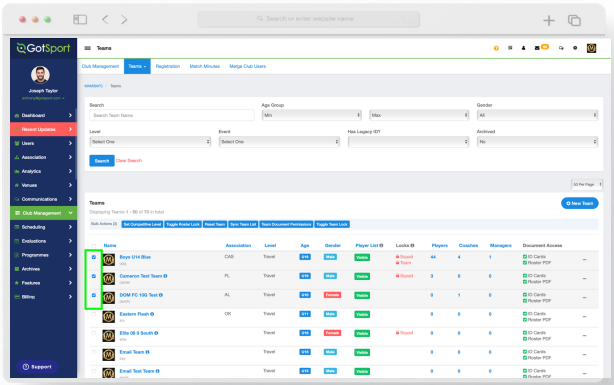
The Coach will now appear on the **Team Account**.

Note: Any Coaches who have Yellow Triangles by their names are not yet approved by the event. They will change to Green Check Marks once the event has approved them.



Sync Teams

***Recommended at the start of the new seasonal year on or after August 1st once all competitions have been played in the previous seasonal year



STEP 1

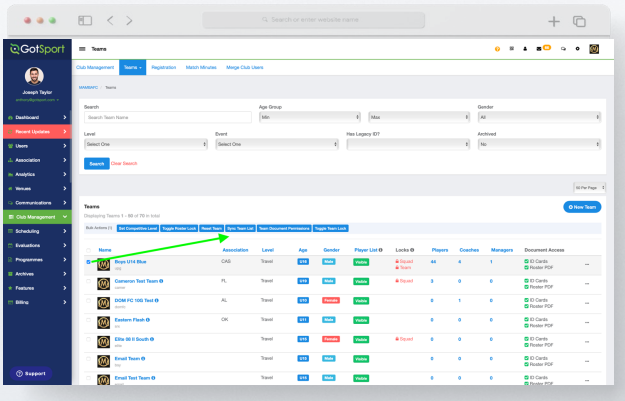
Once teams have been created, you can now **Sync Teams.** This means, your team members list will only show players from your current and future event rosters.

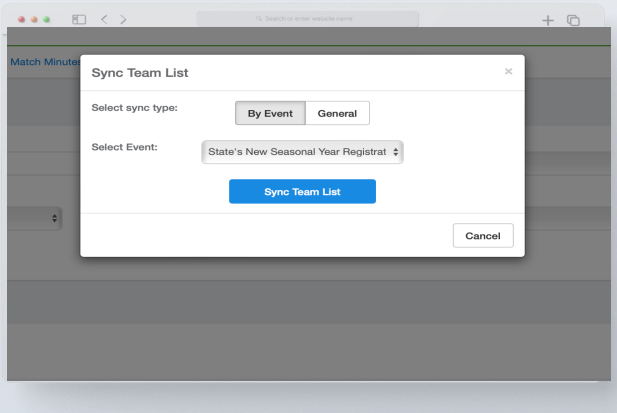
Click the checkbox(s) next to each team.

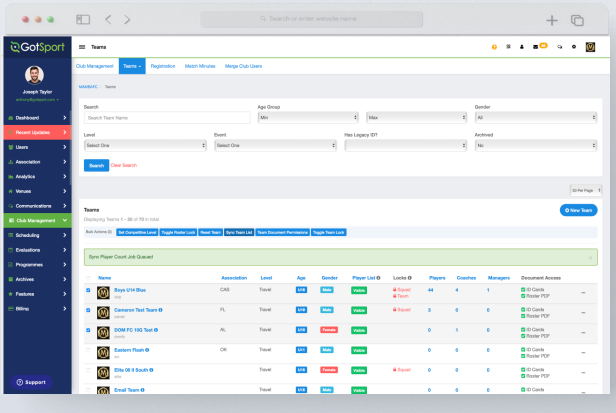
STEP 2

Select **Sync Team List** from the bulk action options. Then choose the registration event from the upcoming 23/24 seasonal year.

A green banner will show when all players have been synced to their team lists.





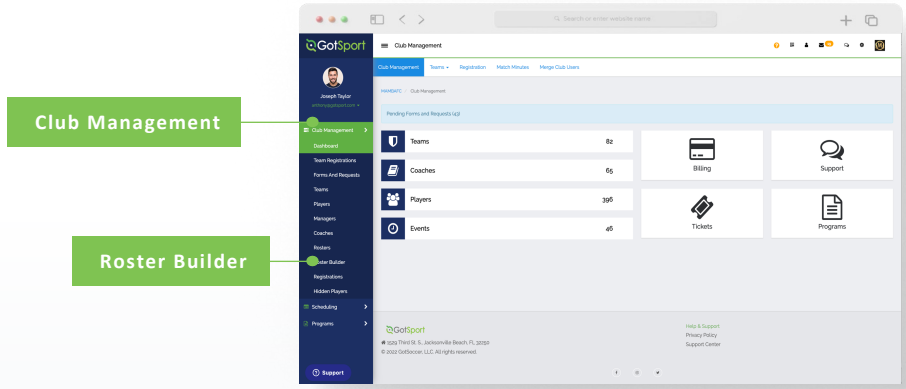


REGISTRAR MANUAL

Generating Official Roster Documents

STEP 1

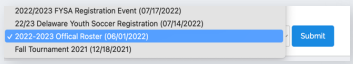
Click **"Club Management"** and select **"Roster Builder."**

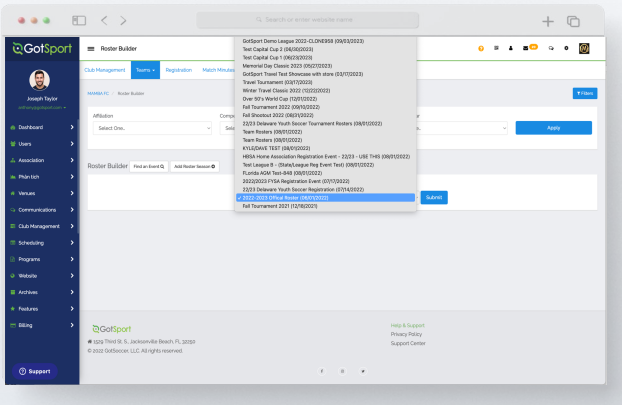


STEP 2

Select your Governing Organization official rostering event in the dropdown and click **"Submit."**

(continued on next page)

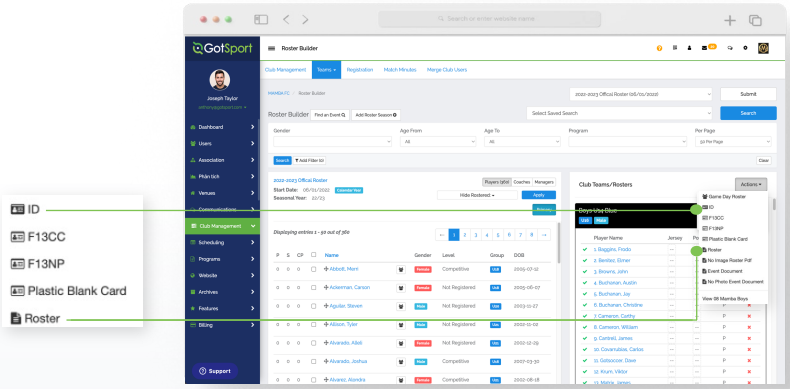




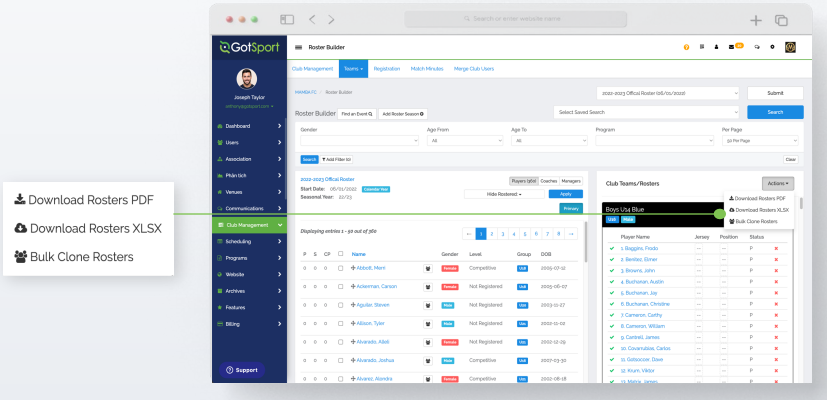
Generating Official Roster Documents

STEP 3

With your teams on the right, click the **"Actions"** tab on the team and select **"Roster"** to view and print your roster. You will select **"ID"** to view and print the Pass Cards for that team. You can also click **"All Rosters"** at the top to view all team rosters in one PDF.



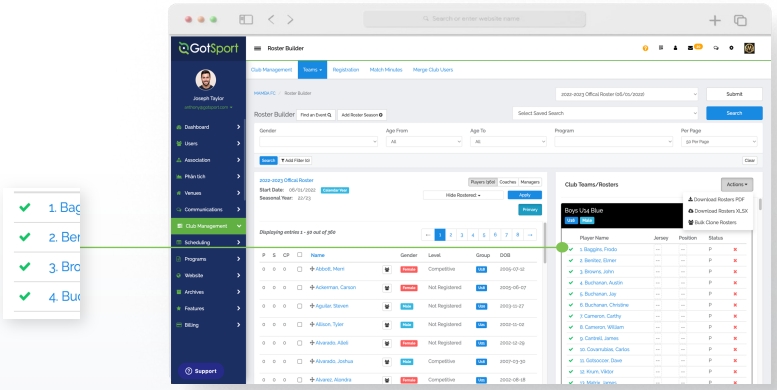
***Note:** This step is to do each team documents one by one. If you want to download all team rosters in bulk. Select the white **"Actions"** tab and then choose the way you want to download all team rosters.



***Note:** If you do not see any printing options, contact the organization in charge of this event.

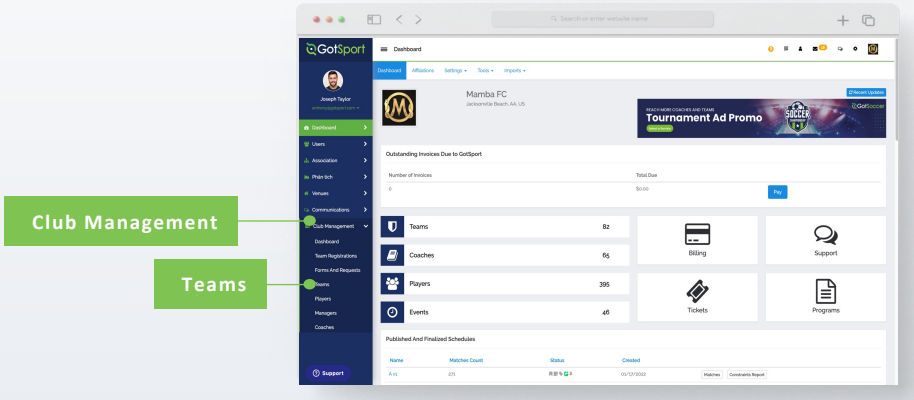
Viewing Official Team Documents
(Club View)

You can only print the player cards if your team roster has been approved by the event. You can check to see if your roster has been approved in "Roster Builder". Look for the "Green Checkmarks" next to the players' names.



STEP 1A

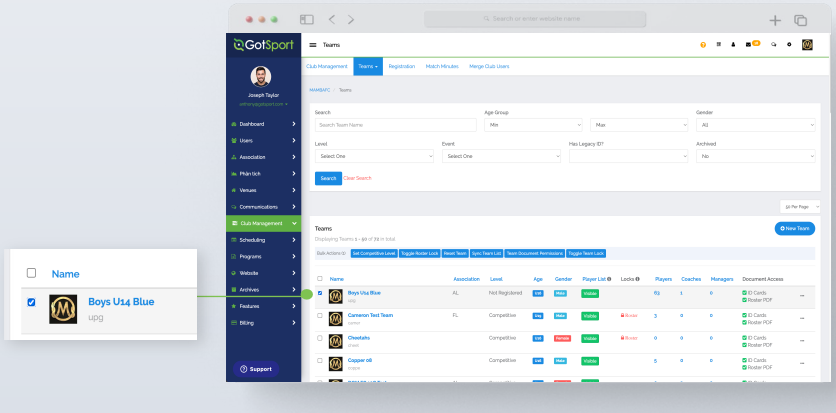
Click the **"Club Management"** tab and then **"Teams".**



STEP 1B

Click into your registered team.

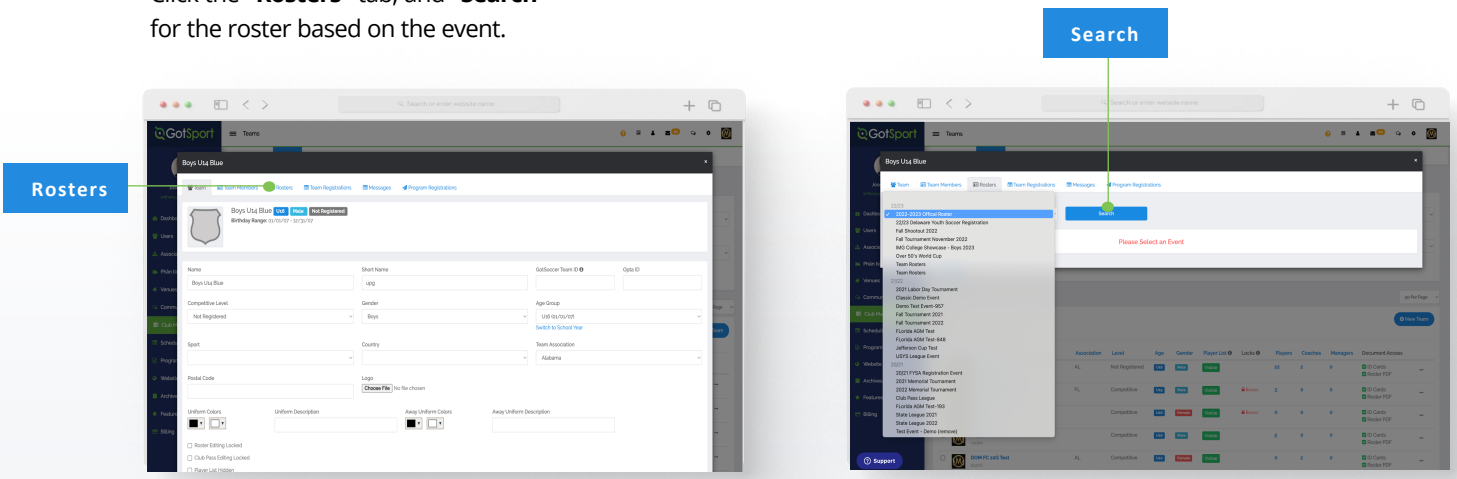
(continued on next page)



Viewing Official Team Documents (Club View)

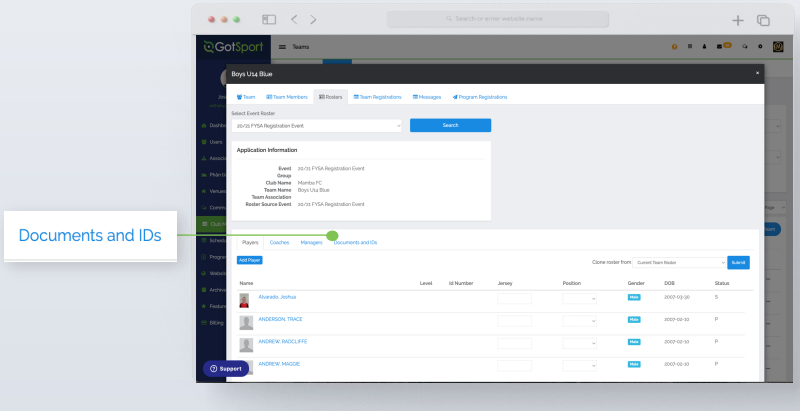
STEP 2

Click the **"Rosters"** tab, and **"Search"** for the roster based on the event.



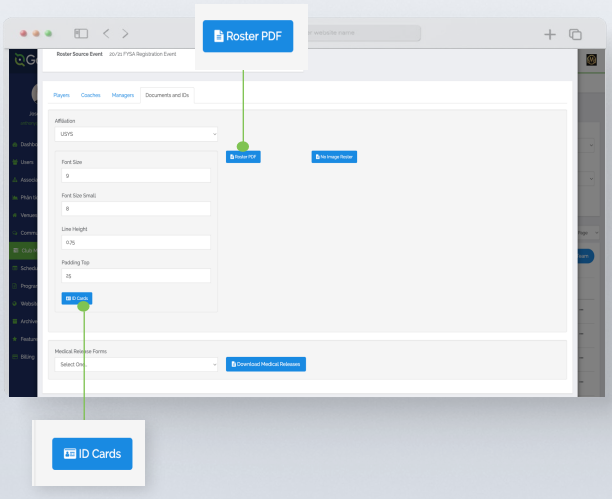
STEP 3

Click the **"Documents and ID's"** tab.



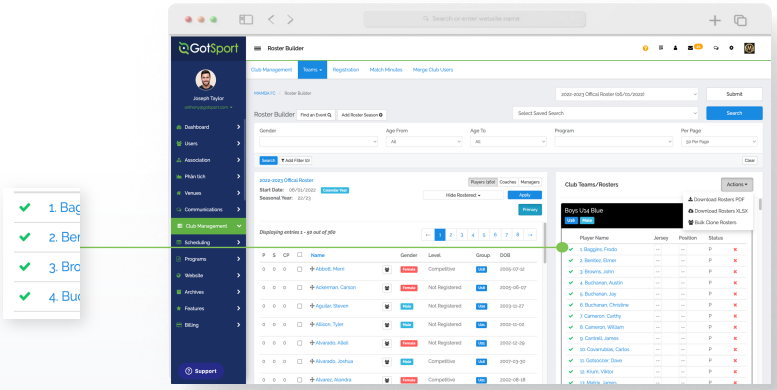
STEP 4

Click the **"Roster PDF"** and/or **"ID Cards"** button, and print.



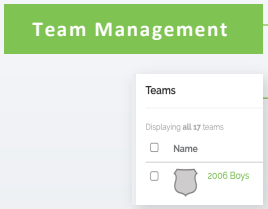
Viewing Official Team Documents
(Team View)

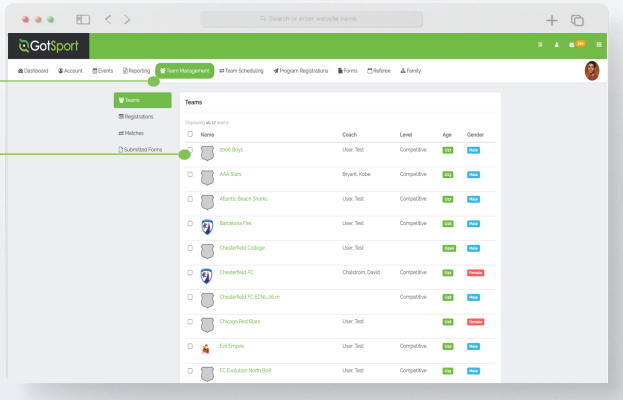
You can only print the player cards if your team roster has been approved by the event. You can check to see if your roster has been approved in "Roster Builder". Look for the **"Green Checkmarks"** next to the players' names.



STEP 1A

From your user profile, click the **Team Management** tab and click on the appropriate team.

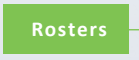


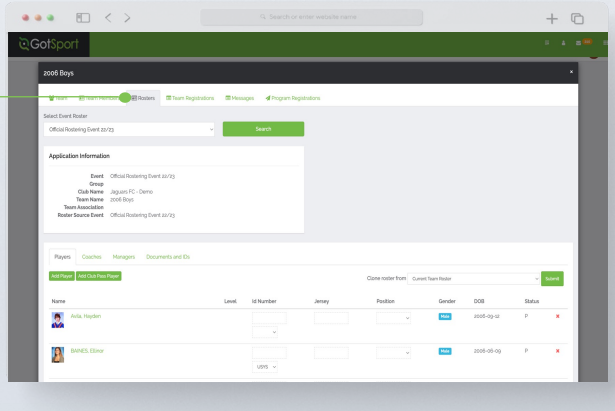


STEP 1B

Click on **Rosters.**

(continued on next page)

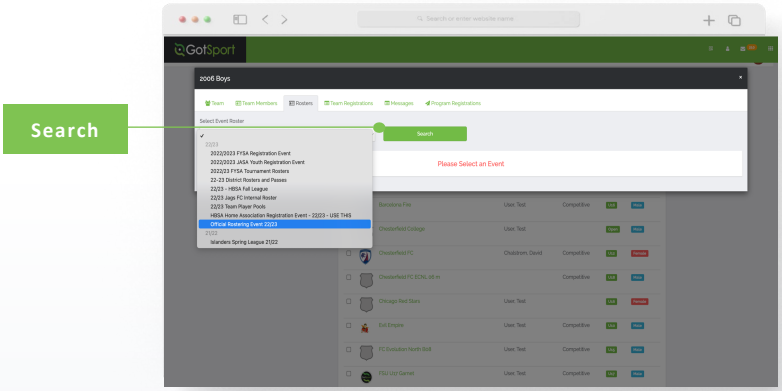




Viewing Official Team Documents (Team View)

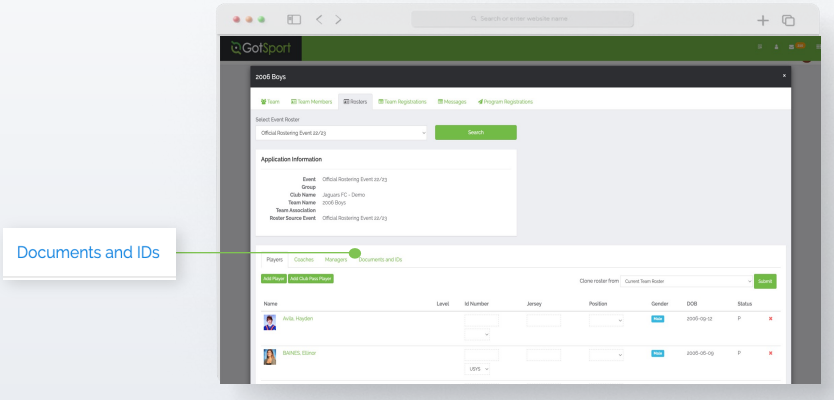
STEP 2

Click on your **"Official Rostering Event"** and click **"Search".**



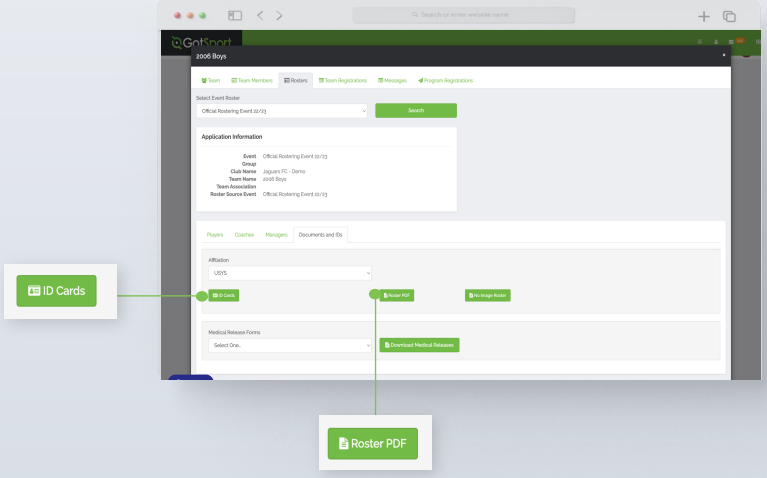
STEP 3

Click on the **"Documents and IDs"** tab.



STEP 4

Click the **"Roster PDF"** and/or **"ID Cards"** button, and print.



REGISTRAR MANUAL

Paying Invoice for Registered Players

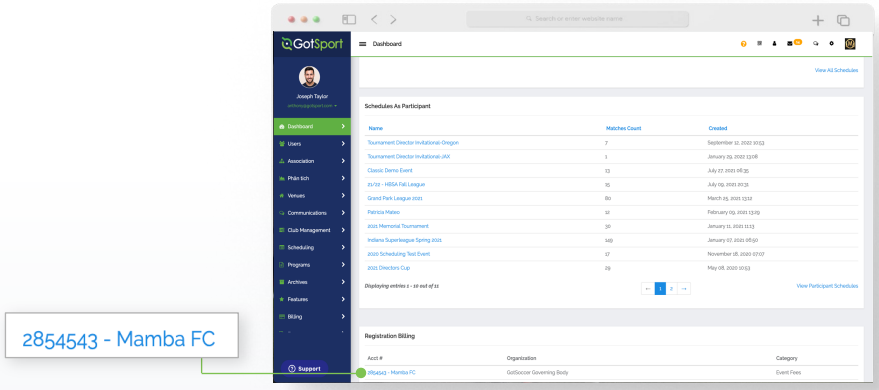
STEP 1

There are two ways of getting to an invoice:

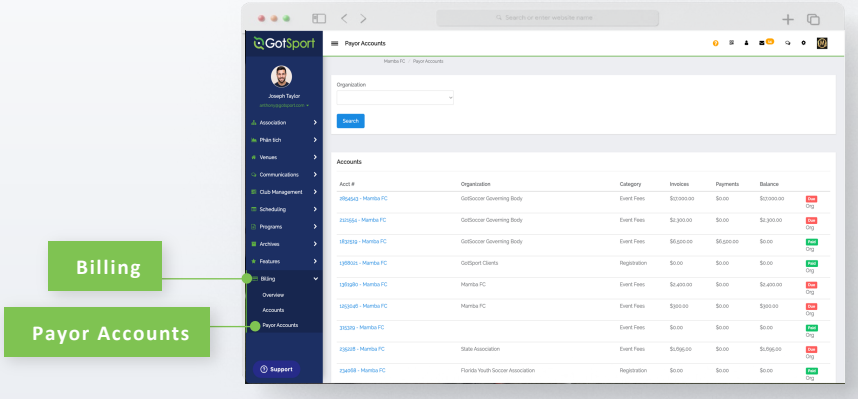
1. From the **Dashboard** scroll to the bottom and click on the **Acct# and name. (**this is the fastest).

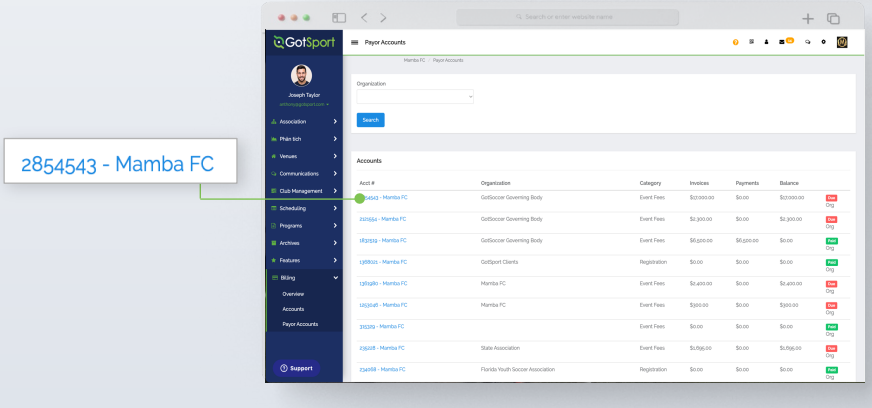
OR

2. Select **Billing,** and then choose **Payor Accounts,** and click on the **Acct # and name.**
(continued on next page)



OR



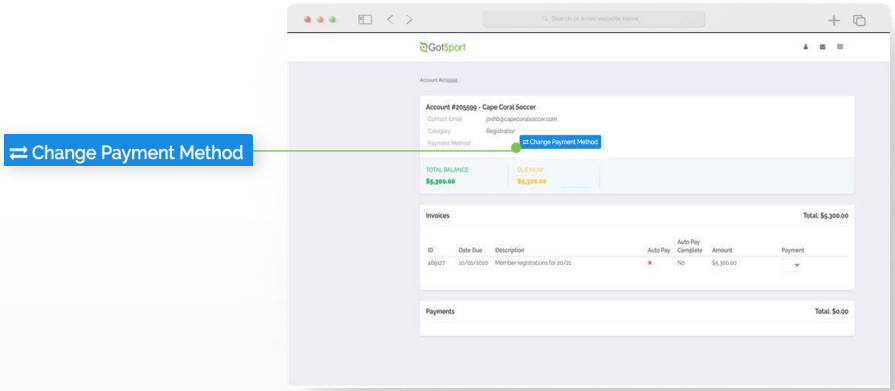


REGISTRAR MANUAL

Paying Invoice for Registered Players

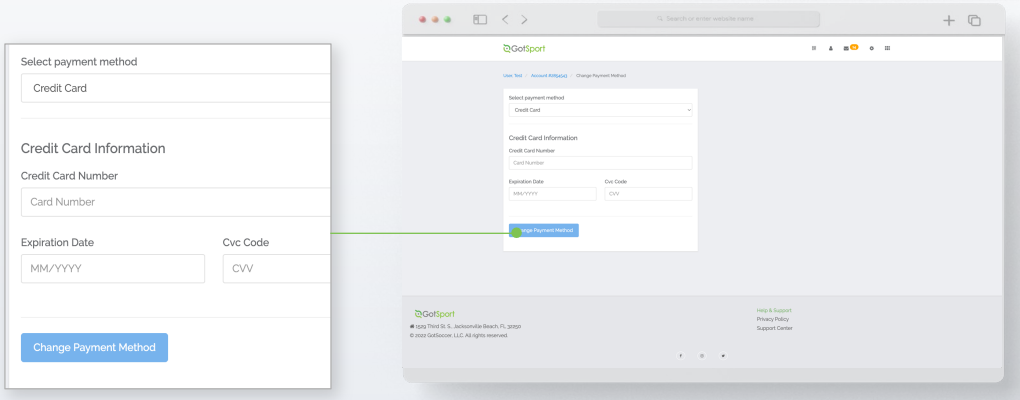
STEP 2

Once here, you will select **Change Payment Method** close to the top of the page.



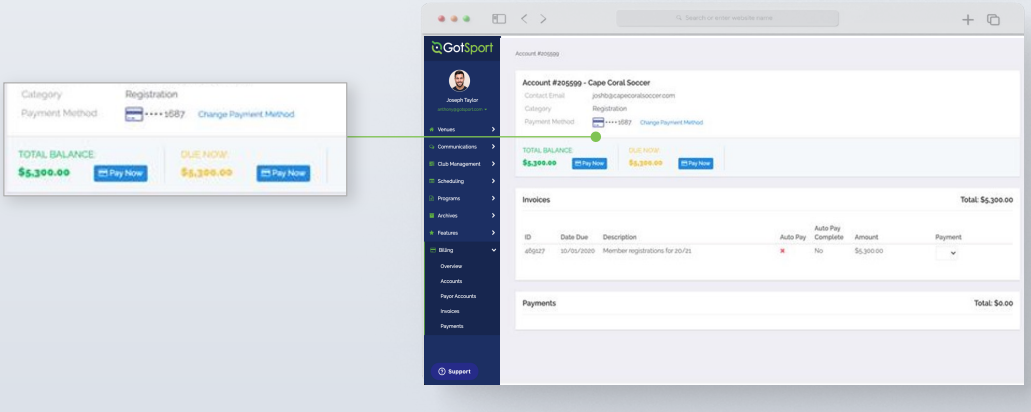
STEP 3

Here you will be brought to a new page where you will enter your credit card information and select **Change Payment Method.**



STEP 4

Once that is done you will be brought back to your billing page, and you will now see the card on file as well as **Pay Now** buttons.



GotSport

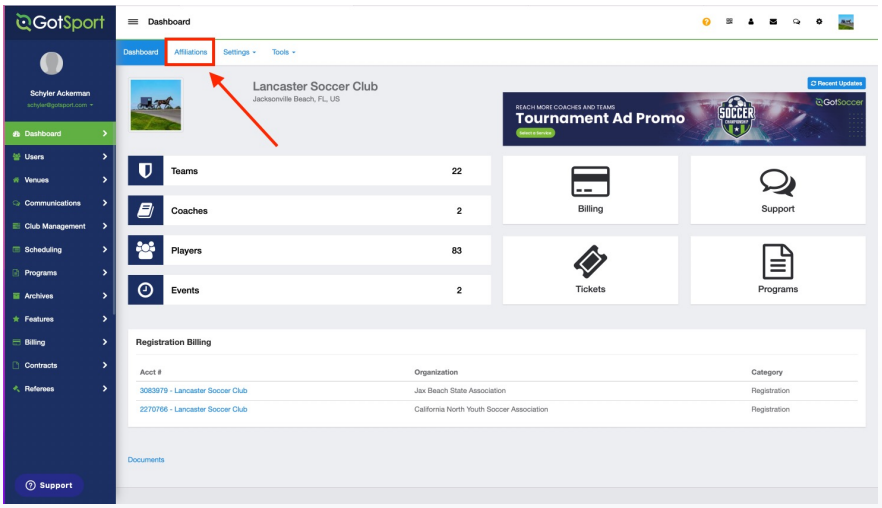
Submitting Support Ticket To State Association



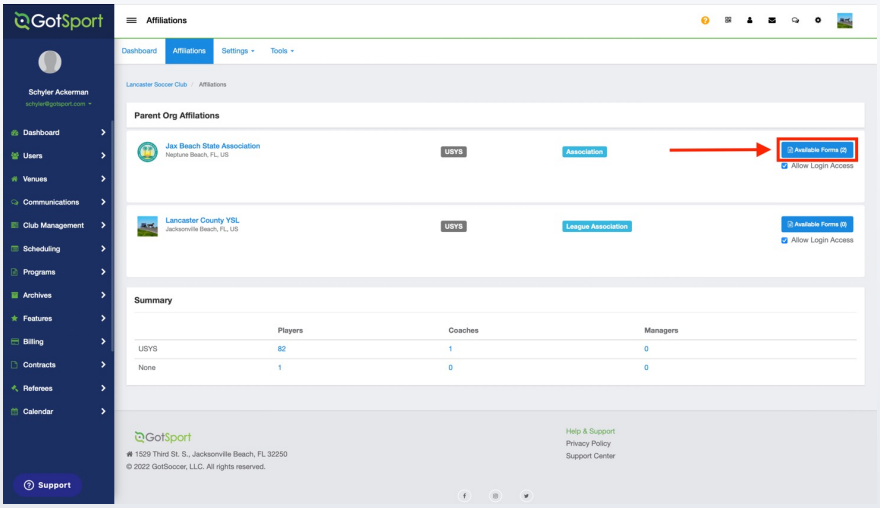
STATE SUPPORT TICKET

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

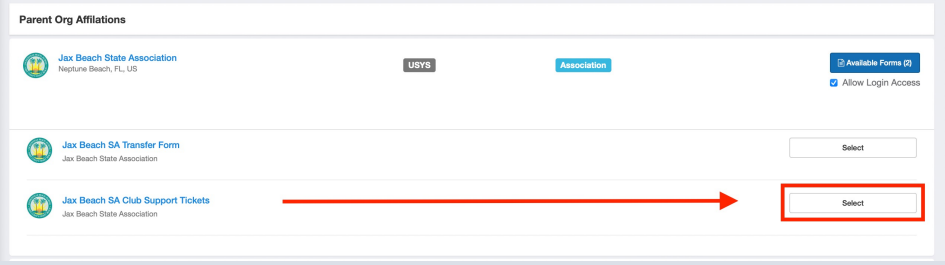
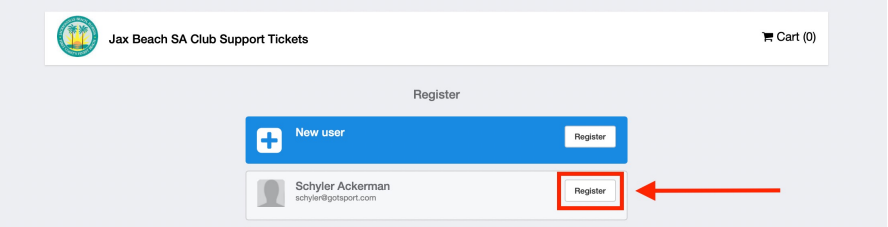


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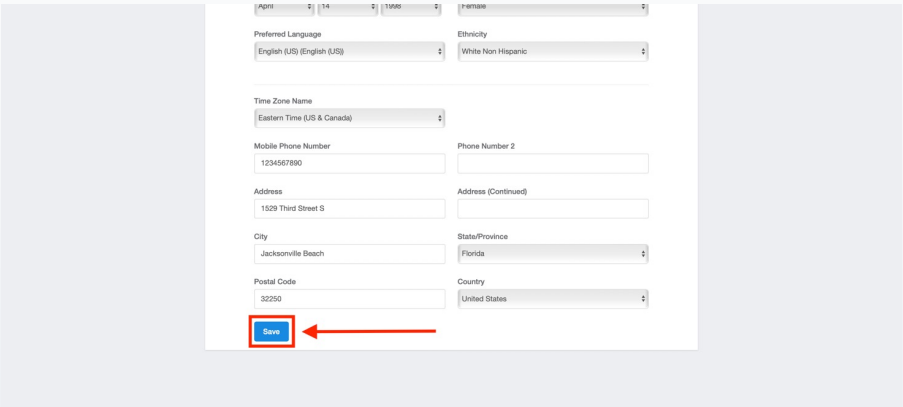
STATE SUPPORT TICKET

Submitting Support Ticket

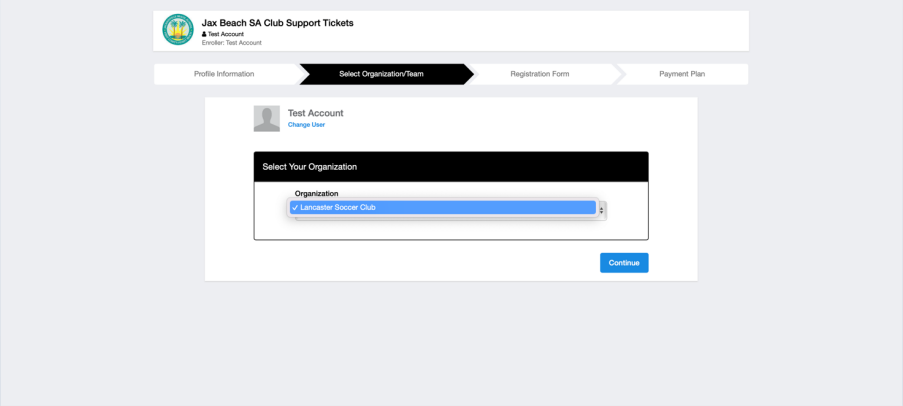
4. Select “Register” next to your GotSport account You will then fill out each page of the form.



Click Save at the bottom of the first page.



Then choose your club from the dropdown and click Continue

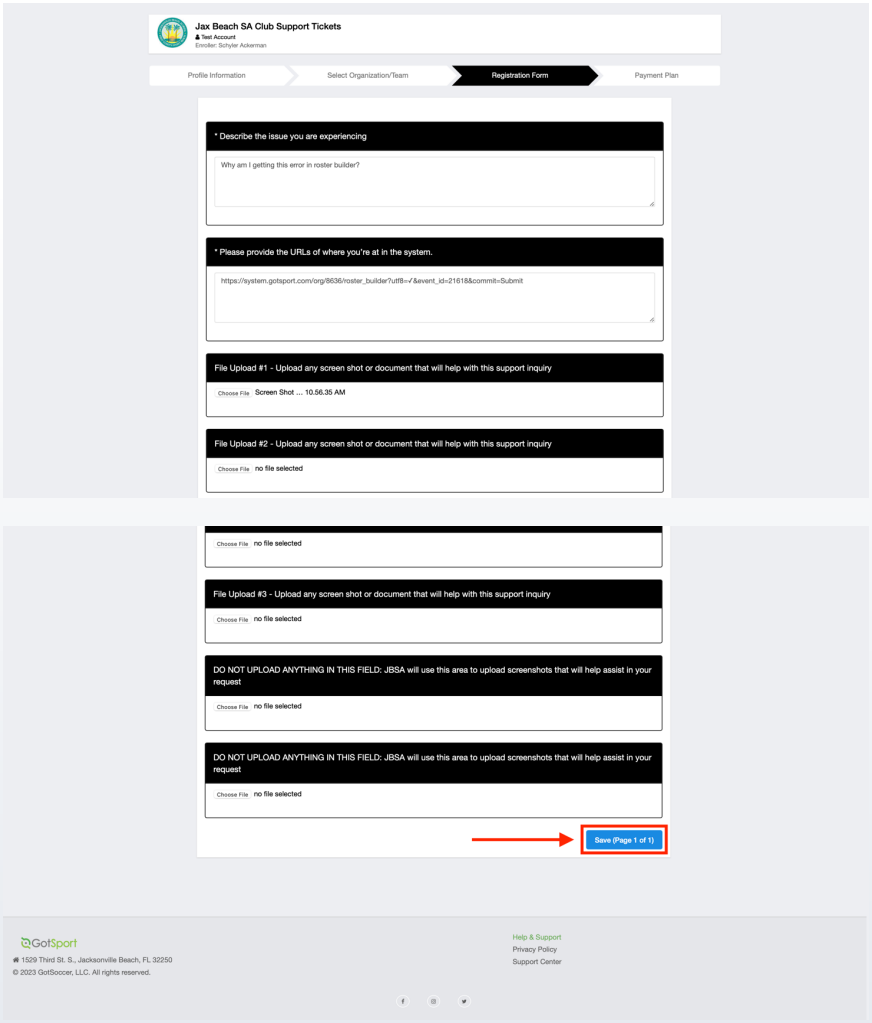


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STATE SUPPORT TICKET

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

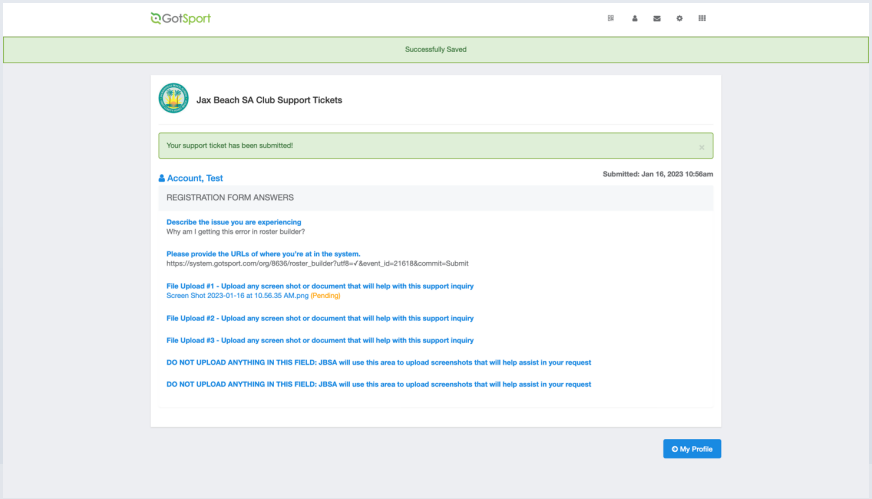


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For All Inquires:
Contact your State Administrator or
Login to Your GotSport Account to Access Chat
With A GotSport Representative