

# GotSport

# **Travel Registrar Manual**

**GotSport Affiliated Users** 



REGISTRAR MANUAL



# **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 <u>click here</u> to schedule a meeting with a GotSport representative.* 

1529 3rd Street South, Jacksonville Beach, FL 32250 USA +1-904-746-4446 <u>info@gotsport.com</u> <u>www.gotsport.com</u>

GotSport | Welcome Letter



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# 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 "<u>Forgot Password</u>", you can then enter your email to have your login credentials sent to you.

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Forgot Password?	



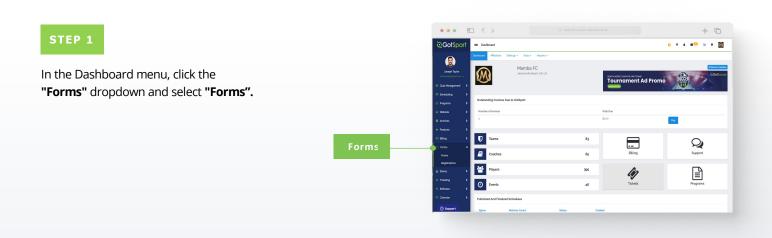
#### STEP THREE

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



# 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 2

Click **"New"** to create a form. *(continued on next page)* 

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# Creating A Birth Certificate Document Repository

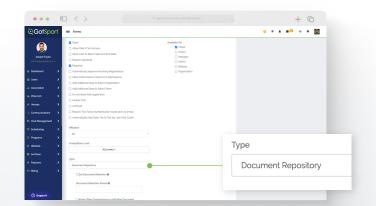
**Registration Form** 

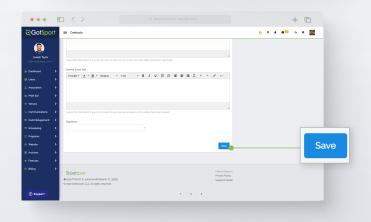
#### STEP 3

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

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**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

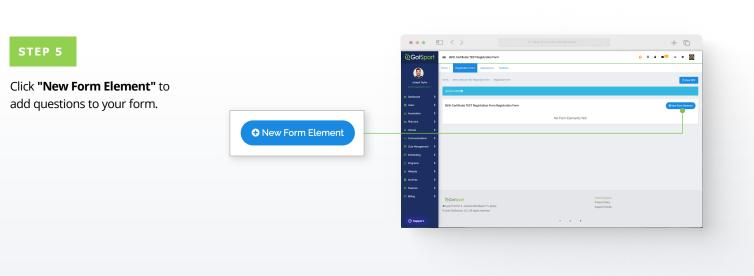
Click **"Registration Form"** at the top of your screen (continued on next page)

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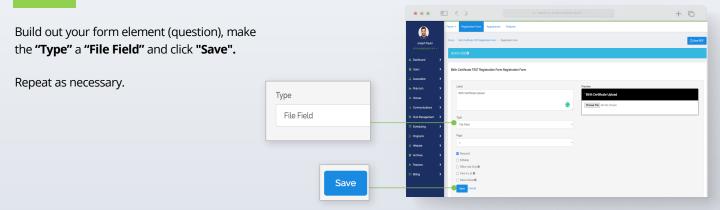


GotSport | Creating a Birth Certificate Document Repository (Post Bill) Clients

# Creating A Birth Certificate Document Repository



#### STEP 6



# **Merge User Accounts**

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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.



# **Merge User Accounts**



#### STEP 2

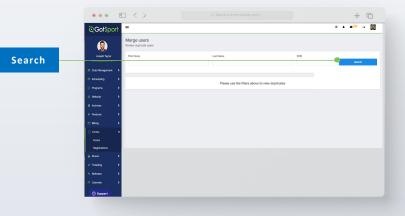
Click the **"Duplicate User Suggestion"** button highlighted in red.

**Note:** To show any duplicate user suggestions, the First Name, Last Name, Gender, and D.O.B must match exactly on both profiles. 1 duplicate user suggestion > --

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#### STEP 3

If you do not know the specific person, click the **"Search"** button to see all accounts. (continued on next page)



# **Merge User Accounts**

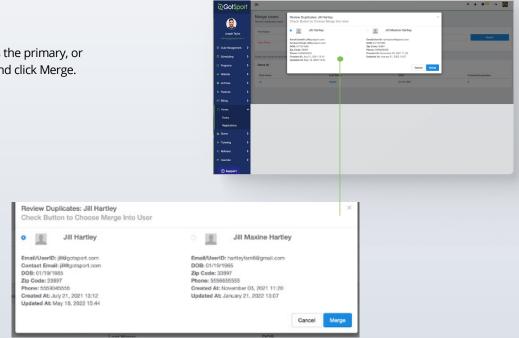


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#### STEP 5

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



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# 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 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**".

(continued on next page)





# Archive Previous Years' Players



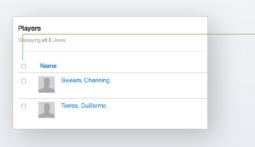
#### STEP 3

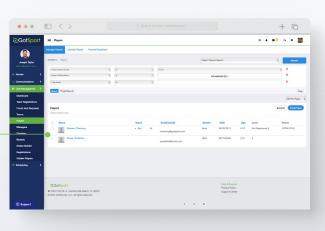
### Click the blue **"Archive"** button in the window to confirm.

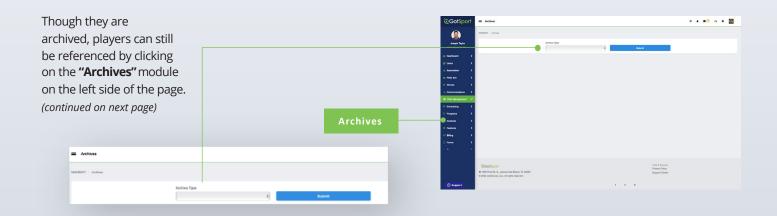
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The selected players will not appear on the club's player list.

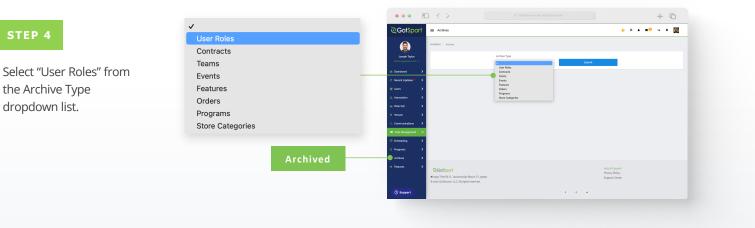






# Archive Previous Years' Players

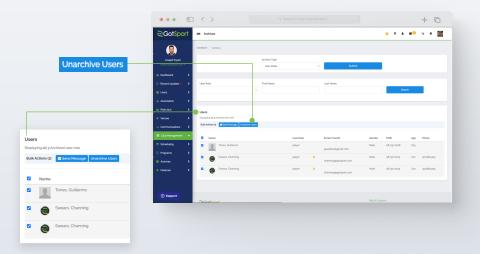




#### STEP 5

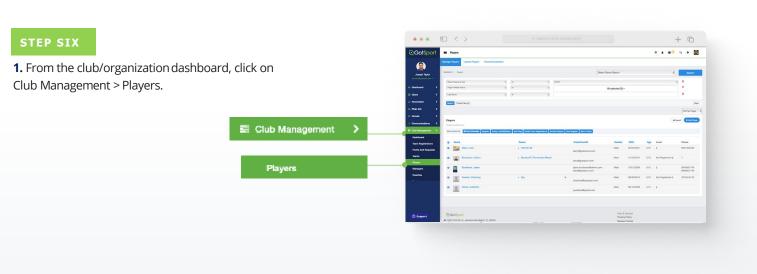
Here you will see a list of all archived users and when selecting the check boxes next to their names, you'll have the option to unarchive by clicking on the "Unarchive" button.

**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.



# 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.

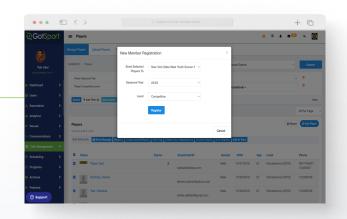
**Note:** You can select the box at the very top to Select All. Once you select all, you have the option to select all of the Users in the selection. If you only select the top checkbox, it will only pull the number of Users in the list on the current page noted by the number in parentheses next to Bulk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

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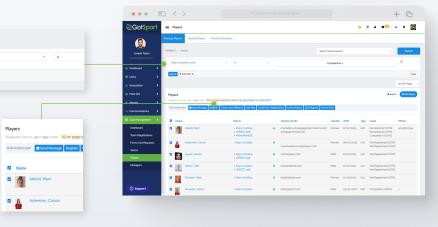
# Submit Direct Registration for Players

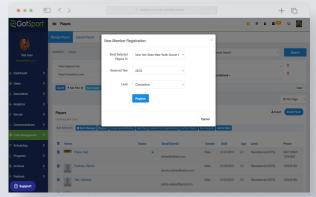
**3.** Once you click "Register," a new box will open – select the correct seasonal year and the appropriate Competitive Level based off of who you searched for. Once complete you will click "Register" and your Member Registrations will be sent in for processing.





**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.





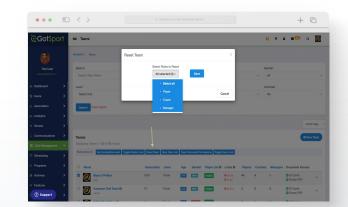


# Archiving Teams (If Needed)

#### STEP 1

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

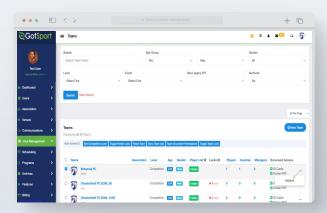
Click the checkbox next o the team(s), select **Reset Team**, and choose the roles you want to reset, Then click **Save.** This will remove and all roles you selected from the team in order to bring the team back down to 0.



#### 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.

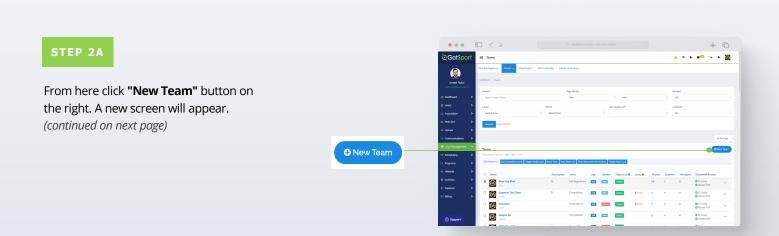
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# **Creating Teams**



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#### REGISTRAR MANUAL

# **Creating Teams**

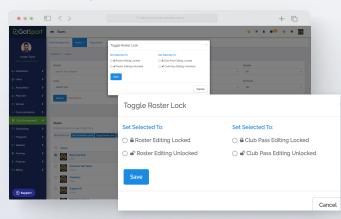


#### STEP 2B

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

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#### **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.

# **Creating** Teams

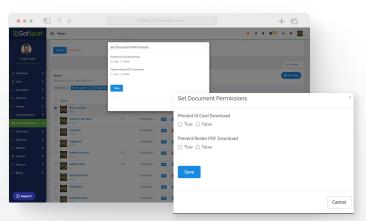


#### **Team Account Functionalities**

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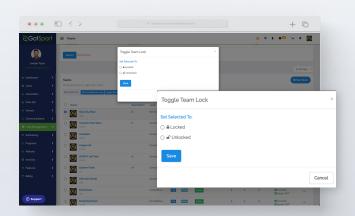
#### 3. Sync Team Player List

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.

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#### 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.





\*\*\*Recommended at the start of the new seasonal year on or after August 1<sup>st</sup> 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.

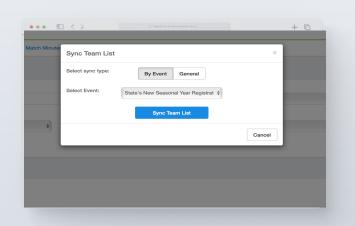
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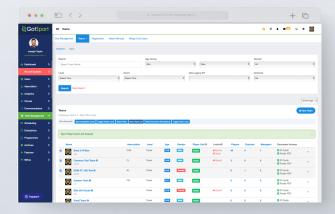
#### STEP 2

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.

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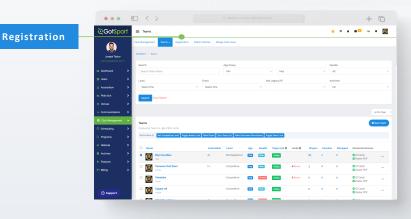


# Registering Teams to an Official Rostering Event



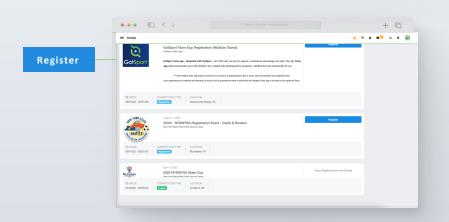
STEP 2

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

23/24 VYSA Official Travel Roster (to incl 💠 Reg

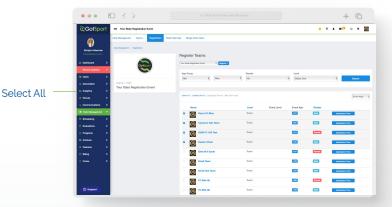
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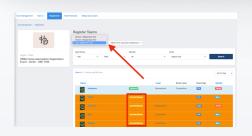
All Teams on Page (50)

Selected Teams (50)

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.

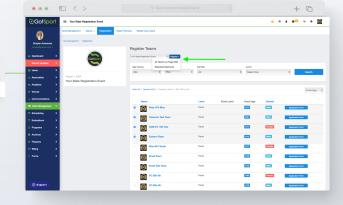




#### STEP 4

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.



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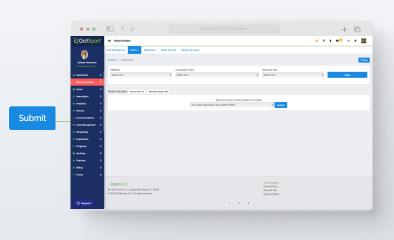
# Assigning Players to an Official Roster



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



# 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.

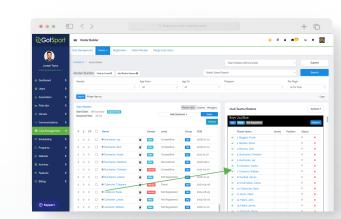
**Note:** All the players on the team currently have green checkmarks that signify approved by the event.

### A

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

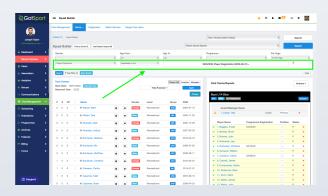
Here, you can filter by **Player Program.** Select **Add Filter,** choose **Player Program,** and then select the program players are registered to. This provide you a list of all players who are registered in that particular program; these players are listed in yellow. Whoever is not registered, will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

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.



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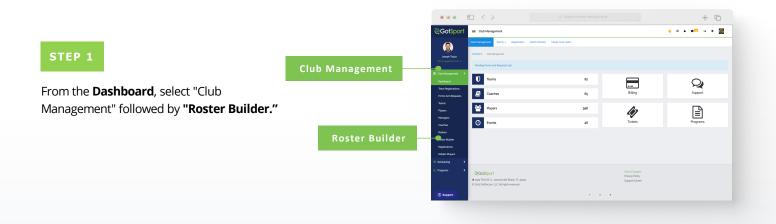
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### **Table of Contents**

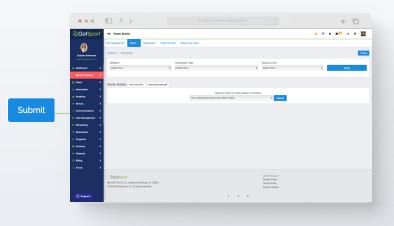
GotSport | Assigning Players to an Official Roster (Post Bill) Clients

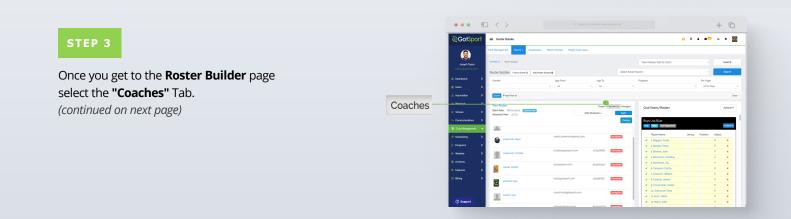
## Adding a Coach or Manager to an Event Roster



STEP 2

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





## Adding a Coach or Manager to an Event Roster



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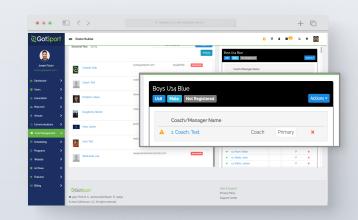
#### STEP 5

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

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	Add Coach		

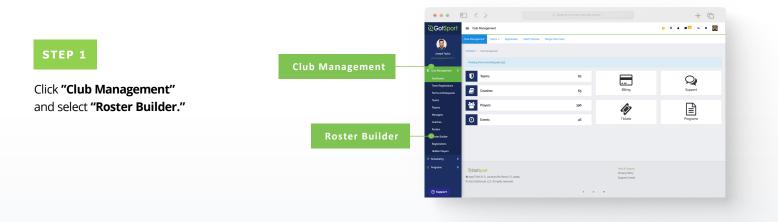
The Coach will now appear on the **Team Account**.

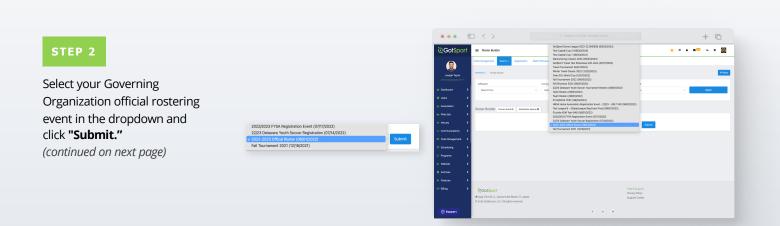
**Note:** Any Coaches who have Yellow Triangles by their names are not yet approved by the event. They will change to Green Check Marks once the event has approved them.



## Generating Official Roster Documents







## Generating Official Roster Documents



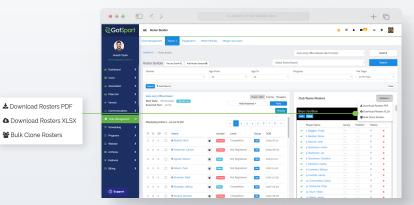
#### STEP 3

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.

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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.

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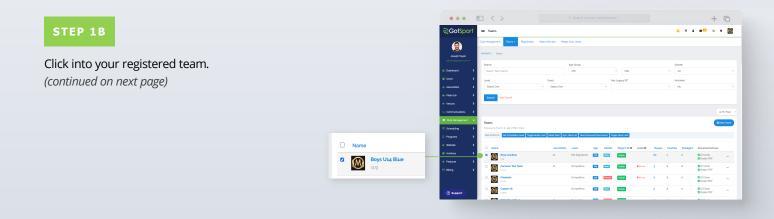


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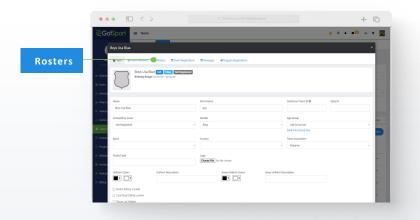
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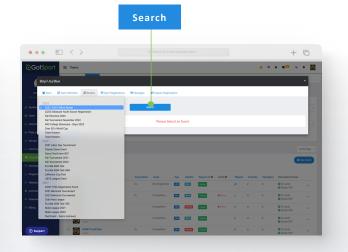


### Viewing Official Team Documents (Club View)



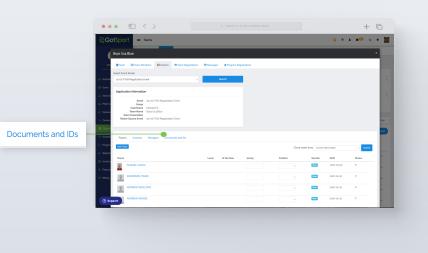
Click the **"Rosters"** tab, and **"Search"** for the roster based on the event.





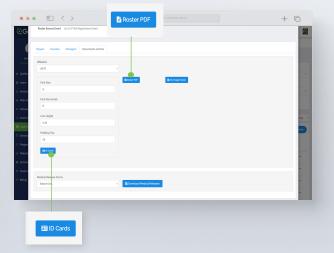
#### STEP 3

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)

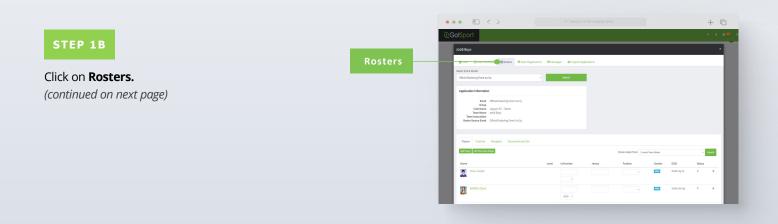
You can only print the player cards if your team roster has been approved by the event. You can check to see if your roster has been approved in "Roster Builder". Look for the **"Green Checkmarks"** next to the players' names.

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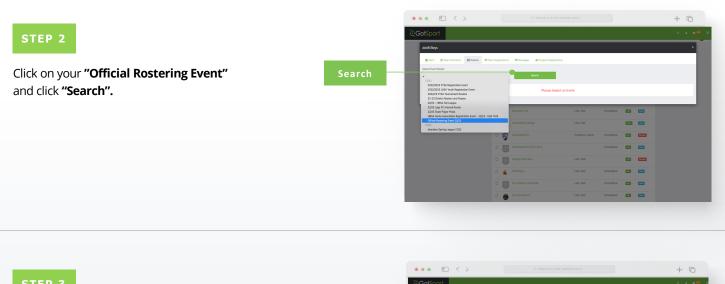
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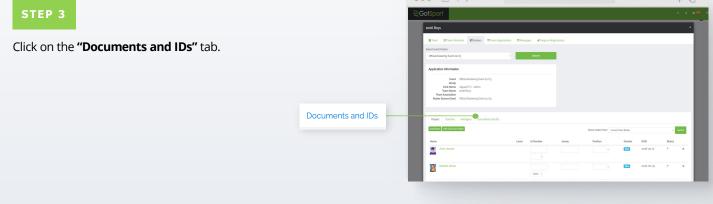
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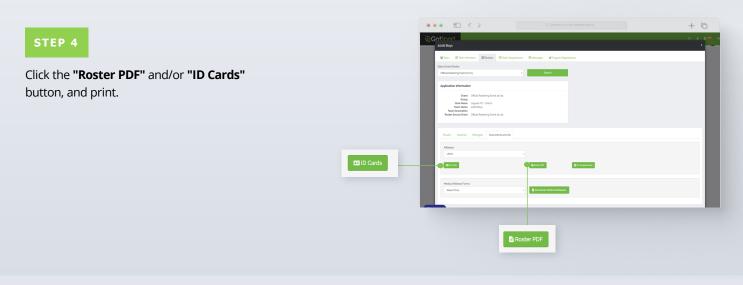




### Viewing Official Team Documents (Team View)





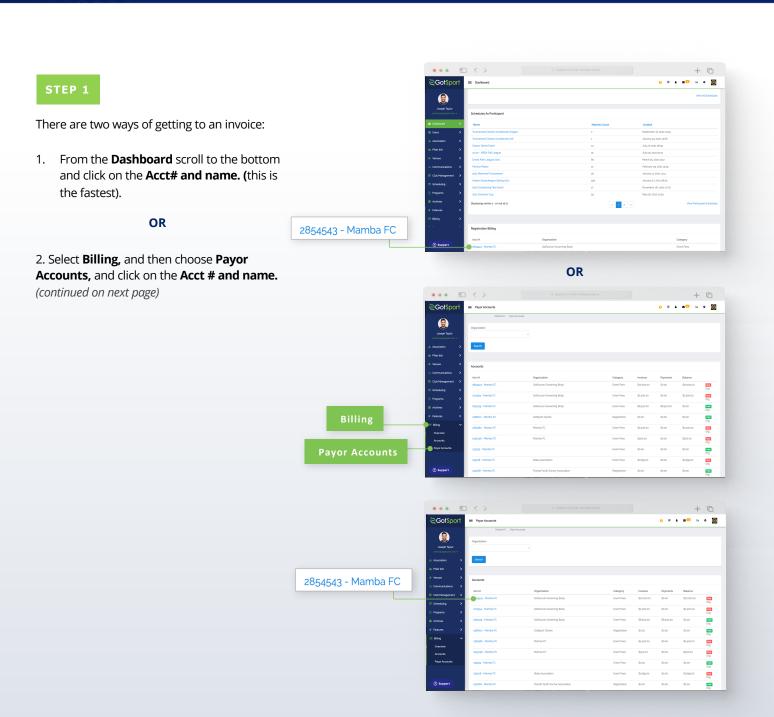


### **Table of Contents**

GotSport | Viewing Official Team Documents - Team View (Post Bill) Clients

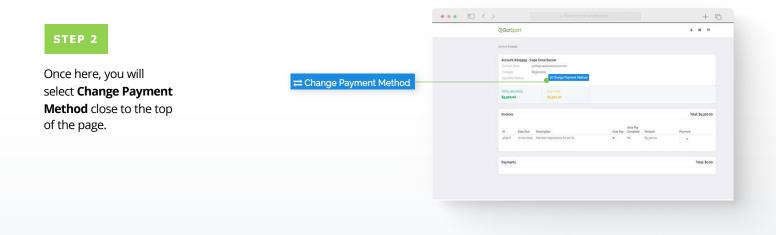
# Paying Invoice for Registered Players





## Paying Invoice for Registered Players





#### STEP 3

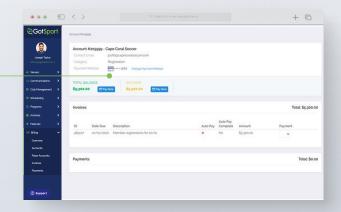
Here you will be brought to a new page where you will enter your credit card information and select **Change Payment Method.** 

	•••	A Search or enter website name
Select payment method	ପ୍ରGot\$port	H & <b>B</b> • H
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#### **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.





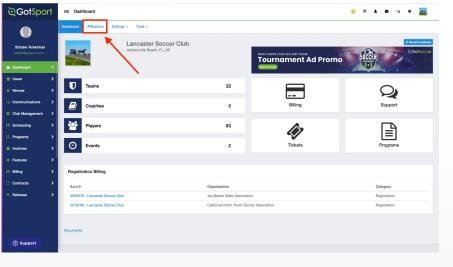


# Submitting Support Ticket To State Association

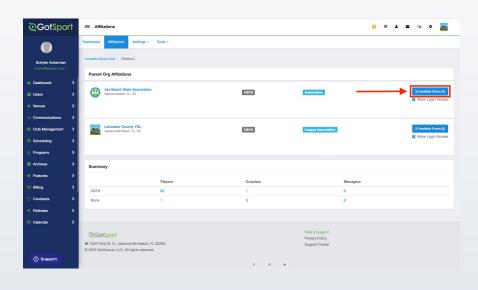


### STATE SUPPORT TICKET Submitting Support Ticket

**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



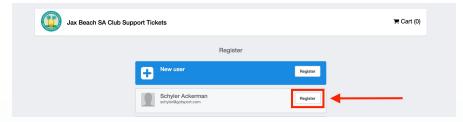
**3.** Choose the Select option next to the Club Support Tickets





# 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.

April 0 14 0 1998	•	Female	•
Preferred Language		Ethnicity	
English (US) (English (US))	\$	White Non Hispanic	٥
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

Partie Internation Partie Information Partie Editory Contraction Partie Editory Partie Parti	Desker fine Account     Registration From     Registration From     Registration From       Field Account     Cargo Cargo Cargo     Cargo Cargo Cargo Cargo	Desker files Account     Registration From     Payment Plan       Select Your Organization     Organization     Organization       Unit cause Societ Call     Unit cause Societ Call     Organization	Jax Beach S.	A Club Support Tickets				
Select Your Organization Organization University Second Cub	Charge town Select Your Organization Organization University Securi Cuts	Charge Law Select Your Organization Organization Uncester Score Cub	Enroller: Test Accou			Registration Form		Payment Plan
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# STATE SUPPORT TICKET Submitting Support Ticket



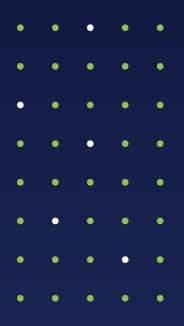
Answer all registration questions and click Continue at the bottom of the page when completed.

	Jax Beach SA Club Support Tickets
1	holie Information Belied Organization/Team Registration Form Payment Plan
	* Describe the Issue you are exponencing Why an I getting this error in notice builder?
	* Please provide the URLs of where you're at in the system. Traps:/hystem.goteport.com/sig96556oster_builder?buffl=/&evert_bi-316186commt=5ubmit
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	DO NOT UPLOAD ANYTHING IN THIS FIELD: JBSA will use this area to upload screenshots that will help assist in your request Cosses File, no file selected
	Some Proper 1 of 1)
CotSport 529 Third St. S., Jacksonville Beach, FL 32250 223 GotSoccer, LLC. All rights reserved.	Help & Support Privato Palley Support Cantler

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

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Successfully Saved					
Jax Beach SA Club Support Tickets					
Your support ticket has been submitted!					×
Account, Test	Sub	mitted:	Jan 16,	2023 10:5	6am
REGISTRATION FORM ANSWERS					
Describe the issue you are experiencing Wity am I getting this error in roster builder?					
Please provide the URLs of where you're at in the system. https://system.gotsport.com/org/8638/roster_builder/tut8=r/ &event_id=21618&commit=Submit					
File Upload FI - Upload any screen shot or document that will help with this support inquiry Screen Shot 2023-01-16 at 10.56.35 AM.png (Pending)					
File Upload #2 - Upload any screen shot or document that will help with this support inquiry					
File Upload #3 - Upload any screen shot or document that will help with this support inquiry					
DO NOT UPLOAD ANYTHING IN THIS FIELD: JBSA will use this area to upload screenshots that will help assist in your request					
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+1 (904) 746-4446

For All Inquires:

Contact your State Administrator or Login to Your GotSport Account to Access Chat With A GotSport Representative