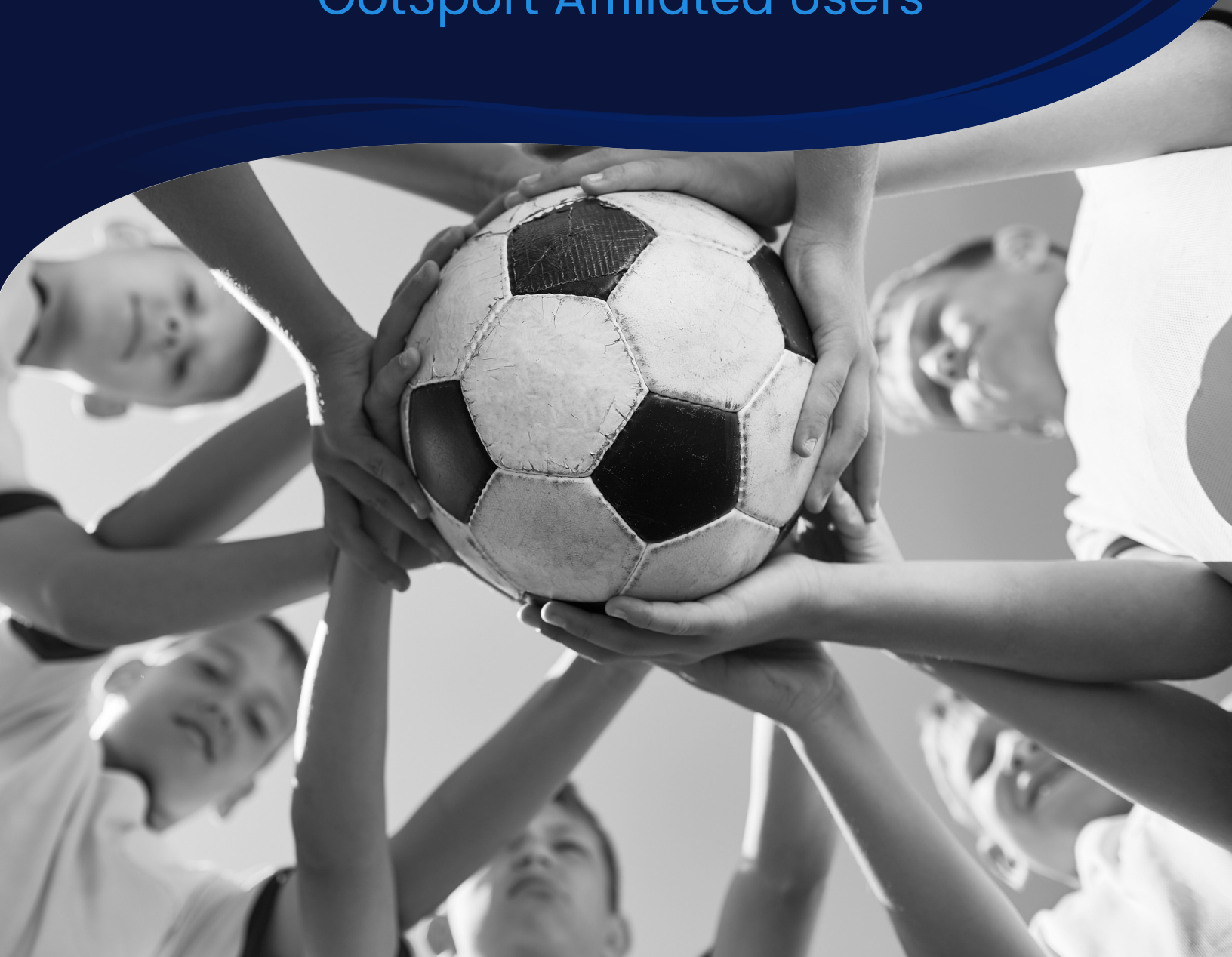




GotSport

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.

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

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Logging into your User Account

STEP ONE

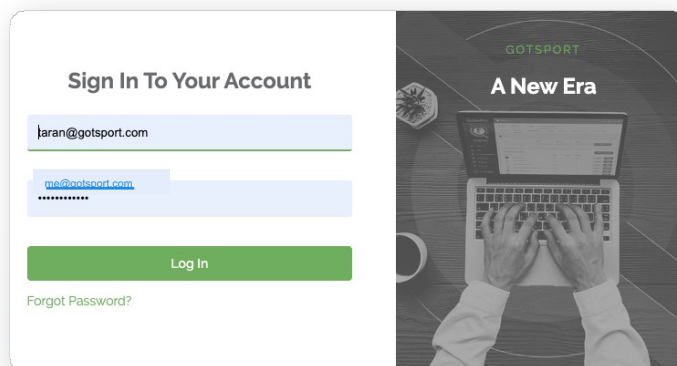
Login to GotSport

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 "**Forgot Password**", you can then enter your email to have your login credentials sent to you.

The image shows a screenshot of the GotSport login interface. On the left, there is a white box titled "Sign In To Your Account". It contains two input fields: the first for email (with "jaraan@gotsport.com" entered) and the second for password (with "ms@gotsport.com" entered and masked with dots). Below these fields is a green "Log In" button and a link for "Forgot Password?". On the right, there is a dark grey sidebar with the GotSport logo and the text "A New Era" above an image of hands typing on a laptop.

STEP THREE

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



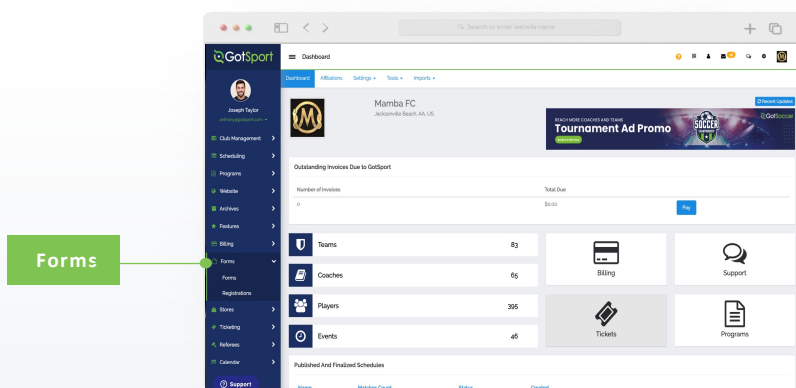


Creating A Birth Certificate Document Repository

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.

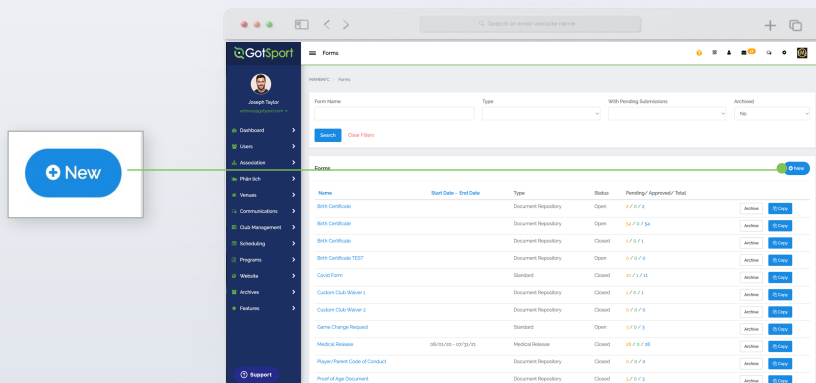
STEP 1

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



STEP 2

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





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
(continued on next page)

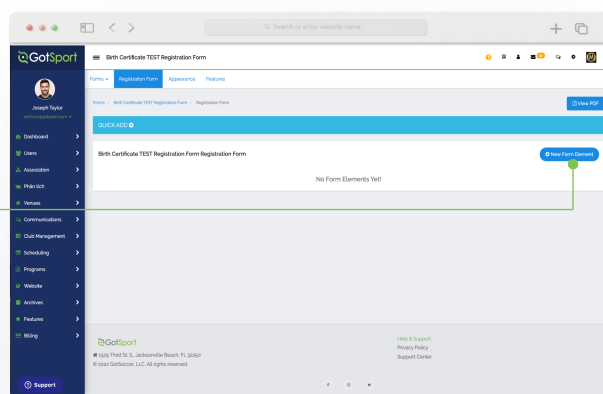
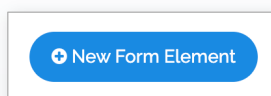
Registration Form



Creating A Birth Certificate Document Repository

STEP 5

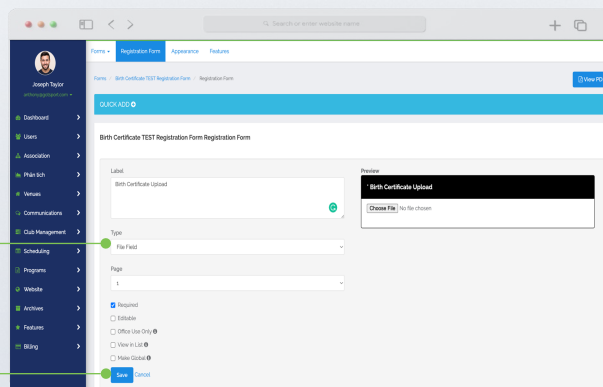
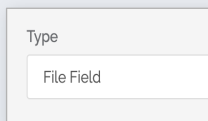
Click **"New Form Element"** to add questions to your form.



STEP 6

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

Repeat as necessary.





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

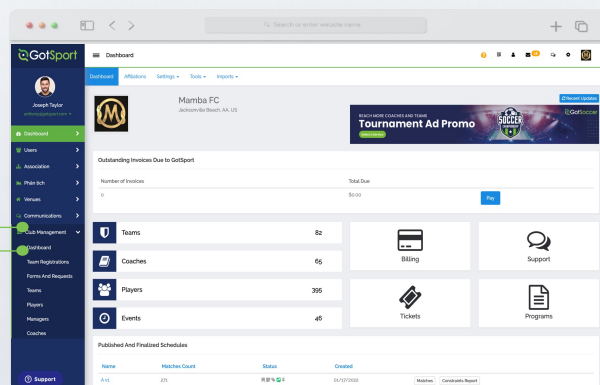
Click the "**Club Management**" tab on your left, followed by "**Dashboard**" directly below.

(continued on next page)

***Note:** Emails and affiliations must be identical in both user accounts for the system to recognize a merged user

Club Management

Dashboard





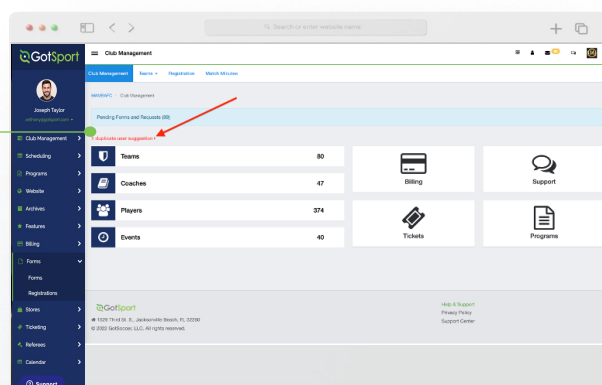
Merge User Accounts

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.

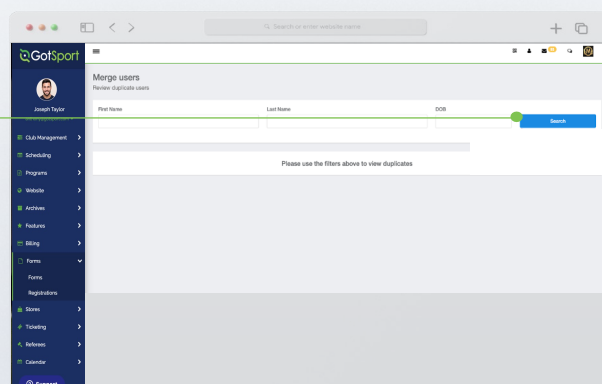
1 duplicate user suggestion >



STEP 3

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

Search



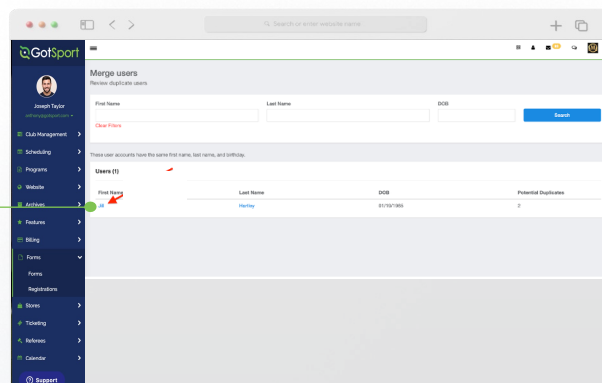


Merge User Accounts

STEP 4

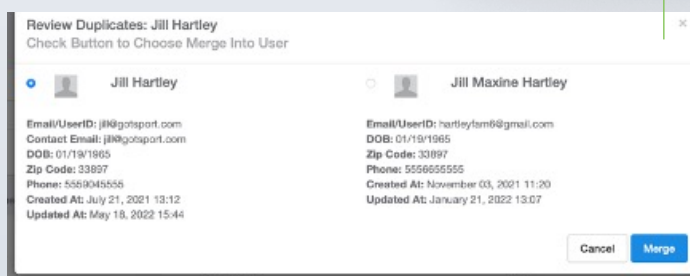
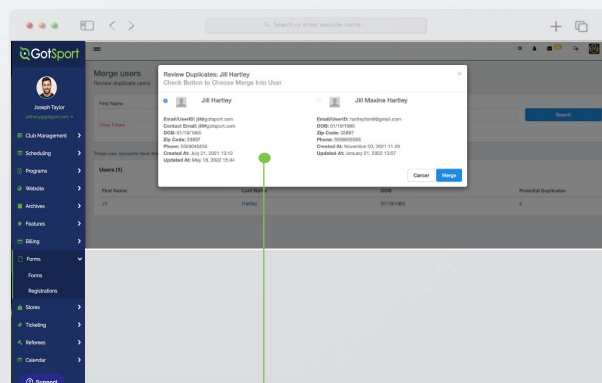
Click on the name of the user to be merged.

Name of User



STEP 5

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





Archive Previous Years' Players

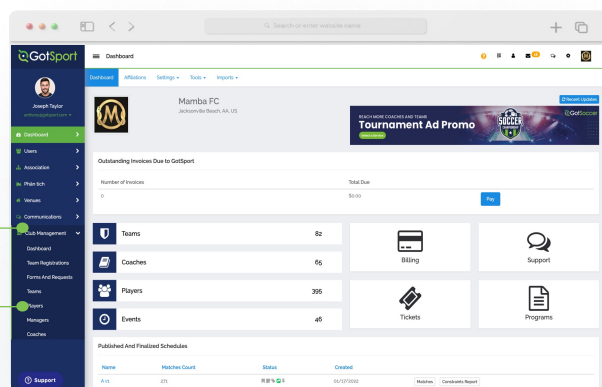
Once you have closed player registration for the 23/24 seasonal year, go to **Player List**. Click **Add Filter** and select **Player Program**. Change the middle dropdown to **Not Registered In**, select the name of your player program, and click **Search**. This will show a list of all players in your 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.

Club Management

Players

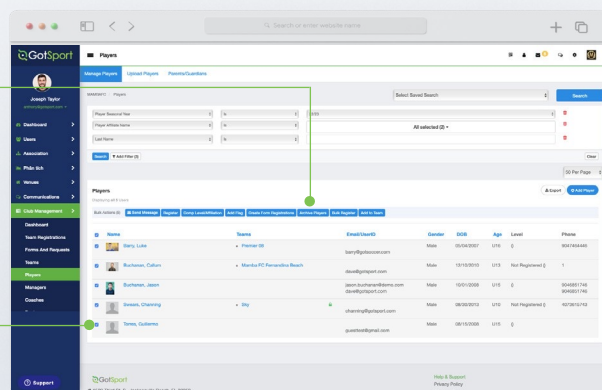


STEP 2

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"**.
(continued on next page)

Archive Players

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Barry, Luke
<input checked="" type="checkbox"/>	Buchanan, Callum
<input checked="" type="checkbox"/>	Buchanan, Jason
<input checked="" type="checkbox"/>	Swears, Channing
<input checked="" type="checkbox"/>	Torres, Guillermo

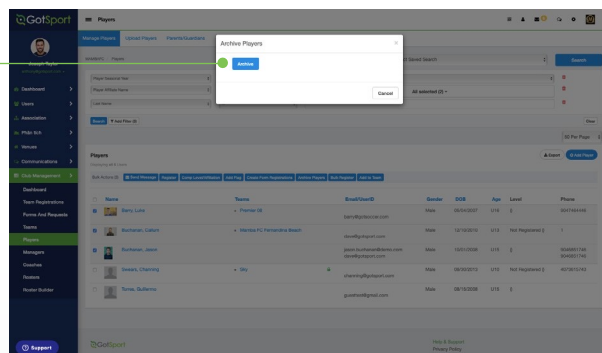
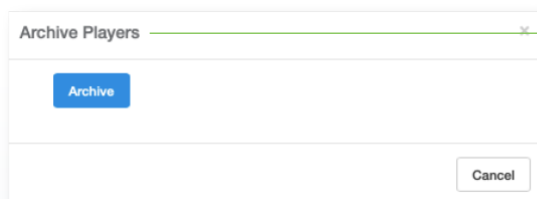




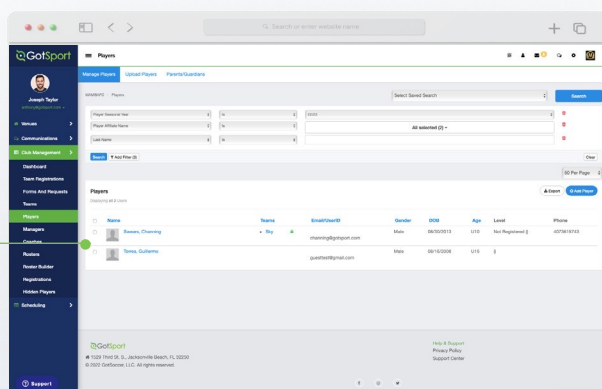
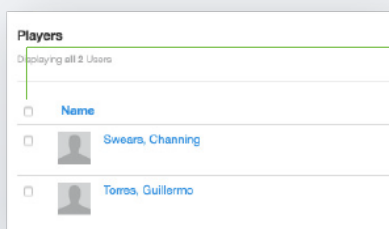
Archive Previous Years' Players

STEP 3

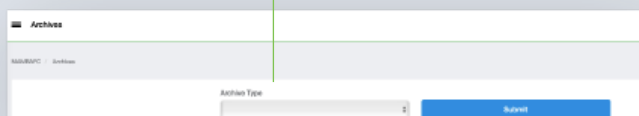
Click the blue **"Archive"** button in the window to confirm.



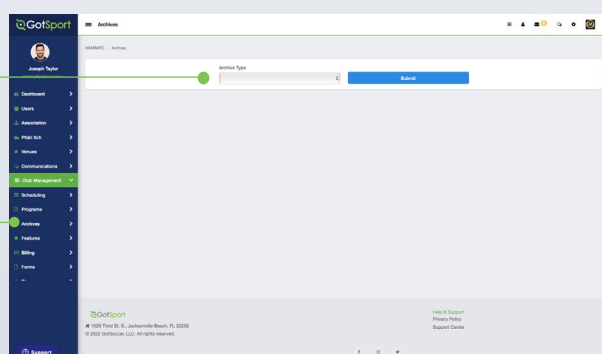
The selected players will not appear on the club's player list.



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



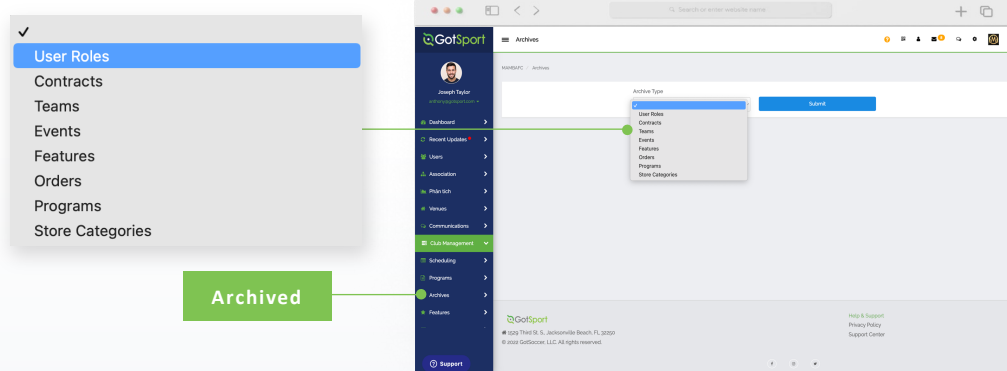
Archives



Archive Previous Years' Players

STEP 4

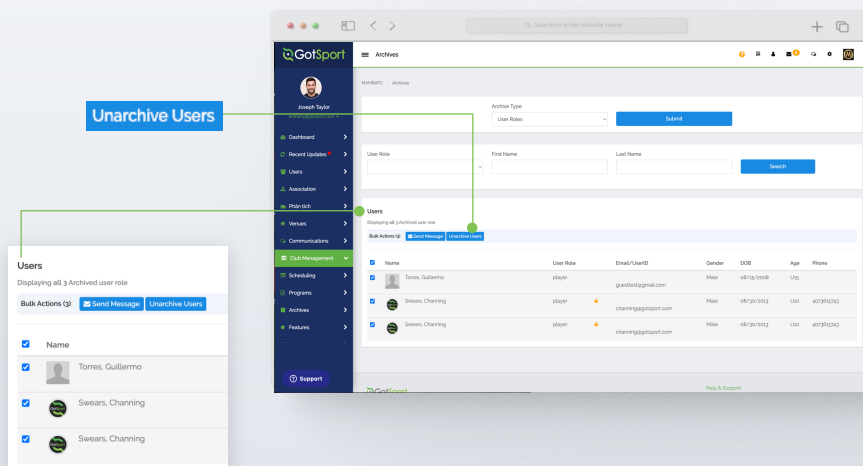
Select "User Roles" from the Archive Type dropdown list.



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.



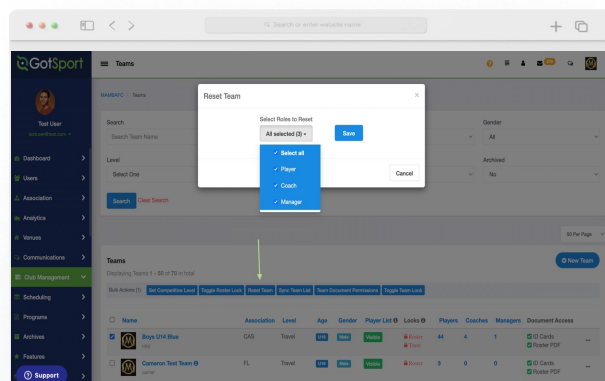


Archiving Teams (If Needed)

STEP 1

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

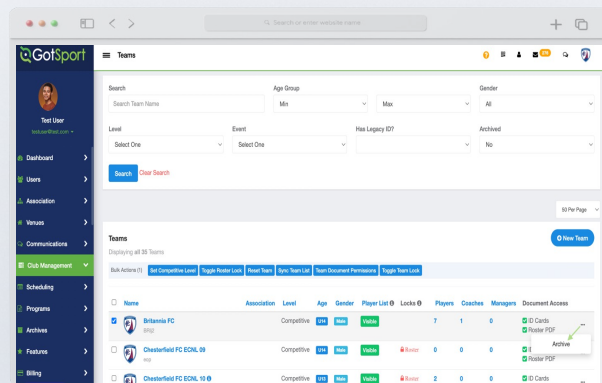
Click the checkbox next to the team(s), select **Reset Team**, and choose the roles you want to reset. Then click **Save**. This will remove and all roles you selected from the team in order to bring the team back down to 0.



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.

Archive



Creating Teams

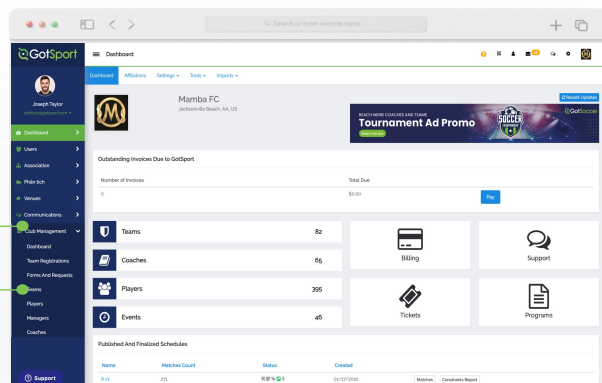


STEP 1

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

Club Management

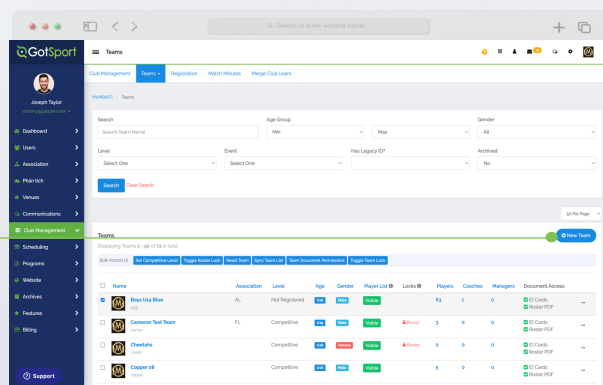
Teams



STEP 2A

From here click "**New Team**" button on the right. A new screen will appear.
(continued on next page)

New Team



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.

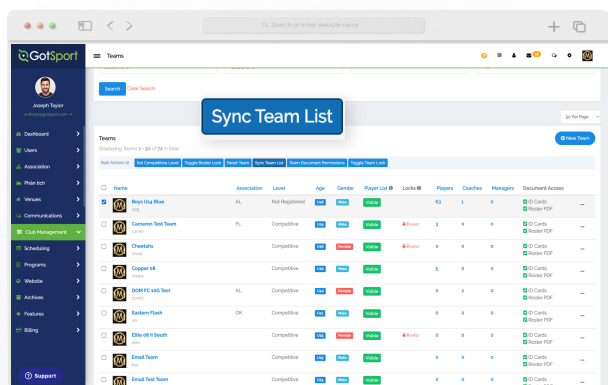
Find the team in your **teams list**, enable the checkbox to the left of the team. Then select **"Toggle Roster Lock"**.

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

Creating Teams

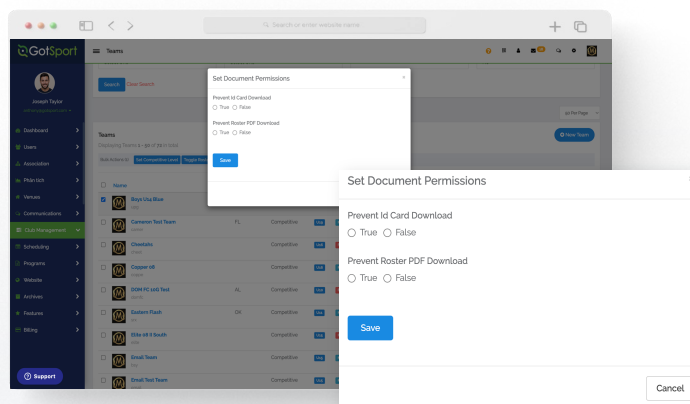


Team Account Functionalities



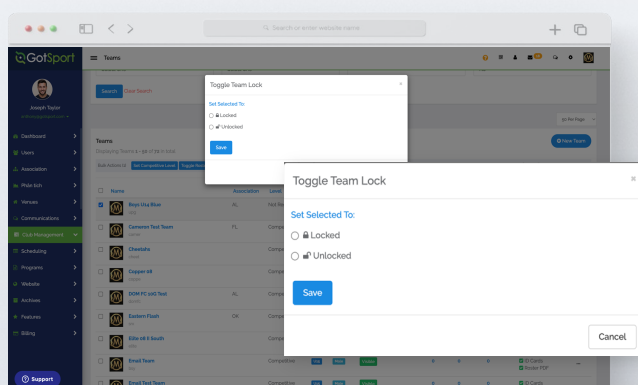
3. Sync Team Player List

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.



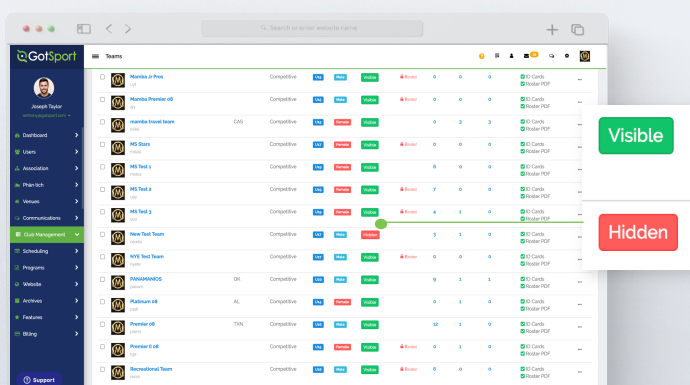
4. Team Document Permissions

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.



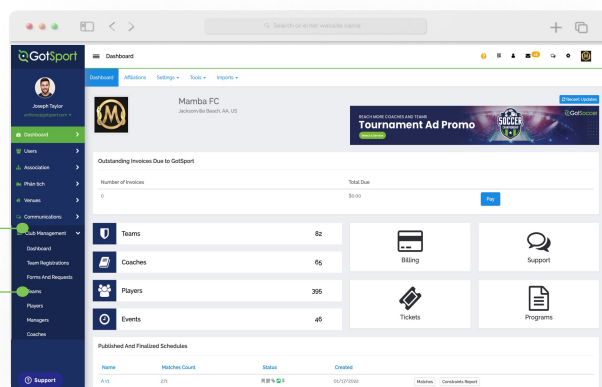
Registering Teams to an Official Rostering Event

STEP 1

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

Club Management

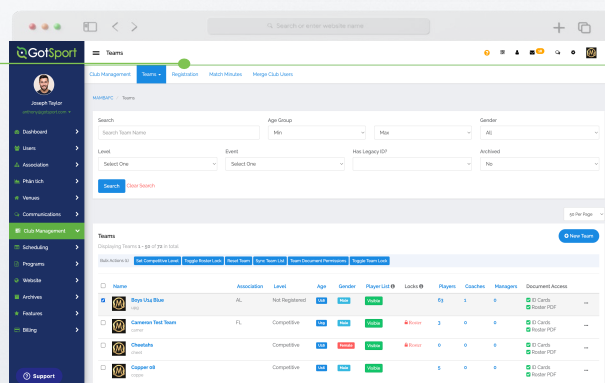
Teams



STEP 2

Here you will click on **Registration**.

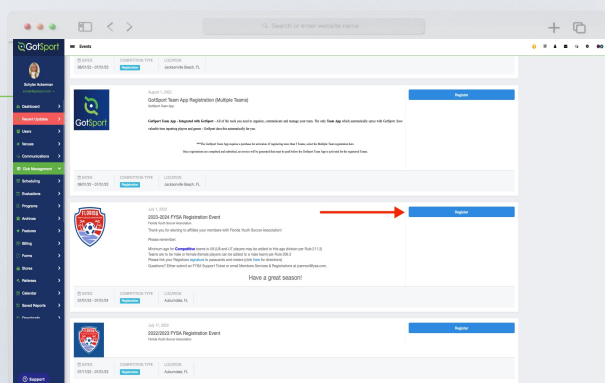
Registration



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"**.

Register



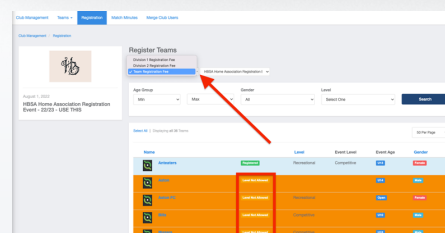
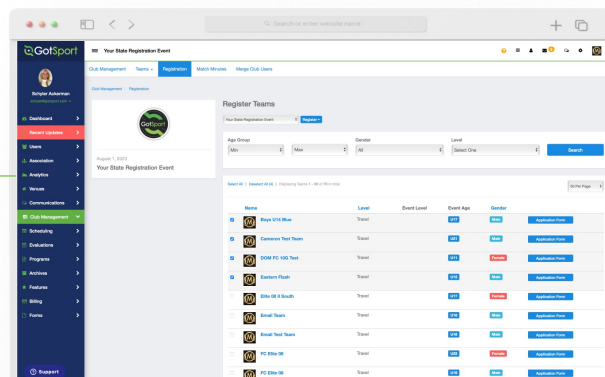


Registering Teams to an Official Rostering Event

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.

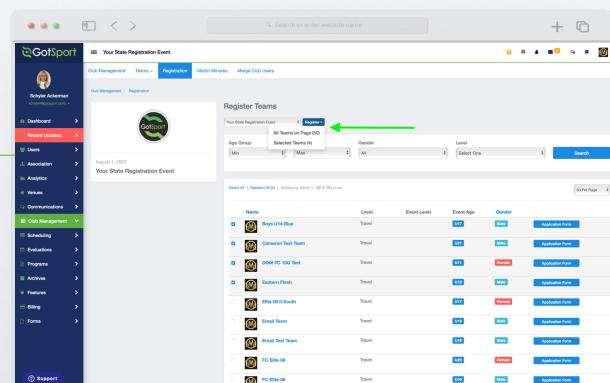
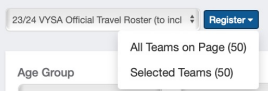
If you do not see your team listed, click on the payment plan dropdown to switch pages. Usually, events create different payment plans according to the certain age groups.

Select All

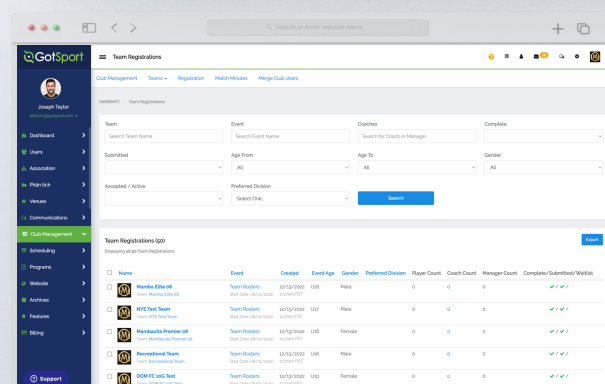


STEP 4

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.





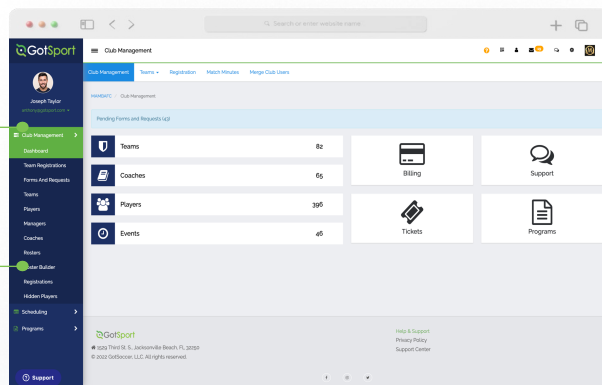
Assigning Players to an Official Roster

STEP 1

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

Club Management

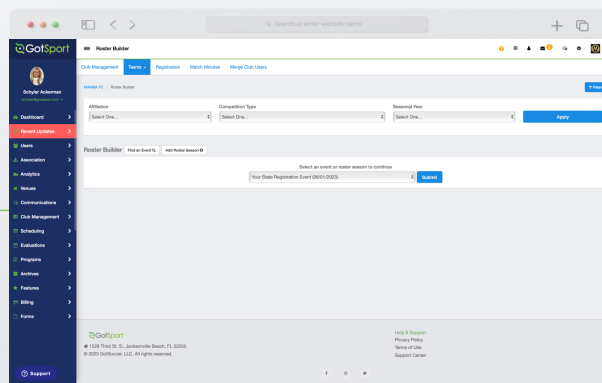
Roster Builder



STEP 2

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

Submit





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.

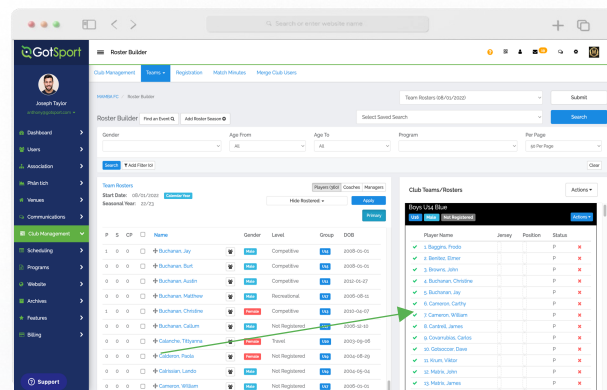
Note: All the players on the team currently have green checkmarks that signify approved by the event.



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.



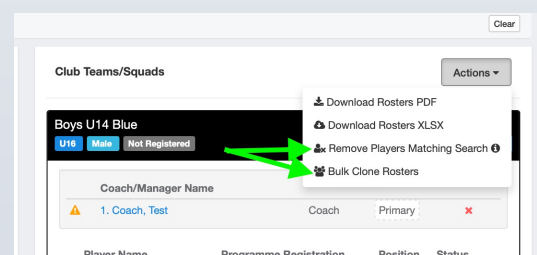
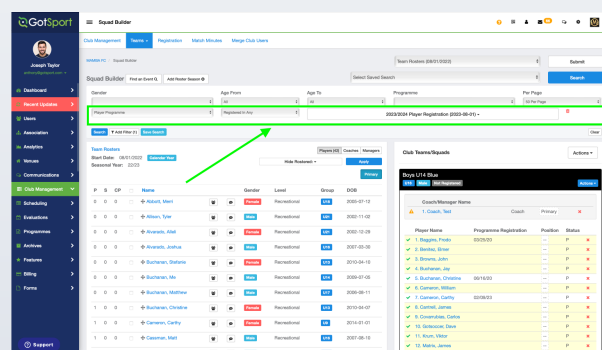
New Roster

Position
Select One

Jersey

Status
P

Add Player





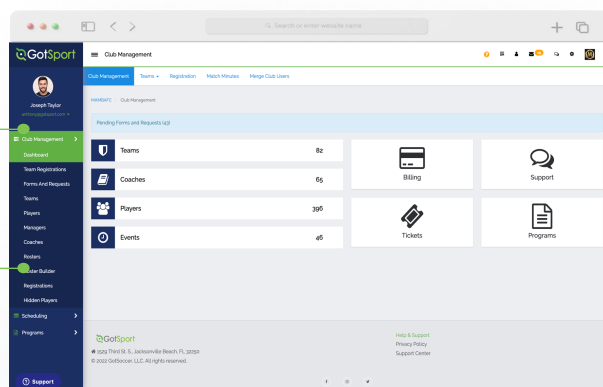
Adding a Coach or Manager to an Event Roster

STEP 1

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

Club Management

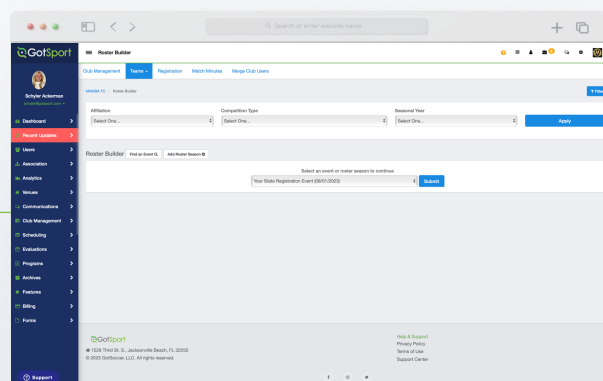
Roster Builder



STEP 2

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

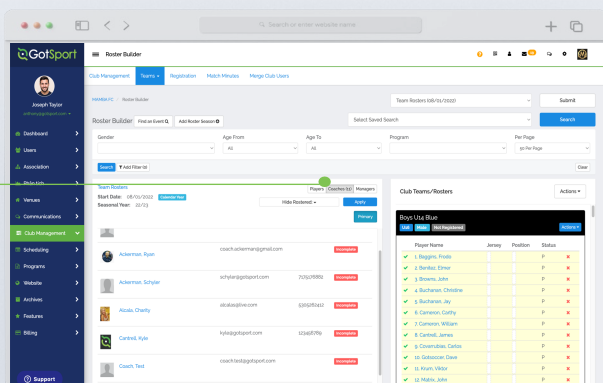
Submit



STEP 3

Once you get to the **Roster Builder** page select the "**Coaches**" Tab.
(continued on next page)

Coaches



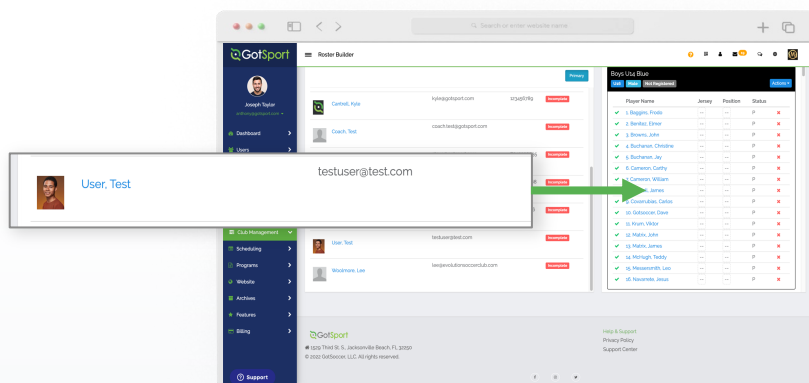


Adding a Coach or Manager to an Event Roster

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."

New Roster

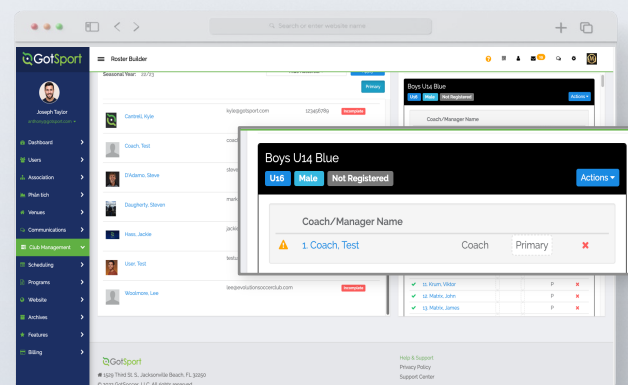
Position

Primary

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

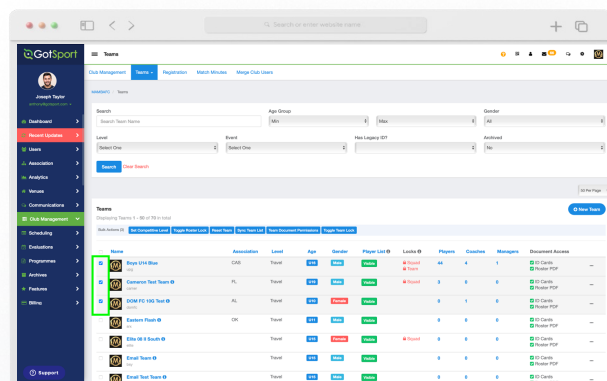


***Recommended at the start of the new seasonal year on or after August 1st once all competitions have been played in the previous seasonal year

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.

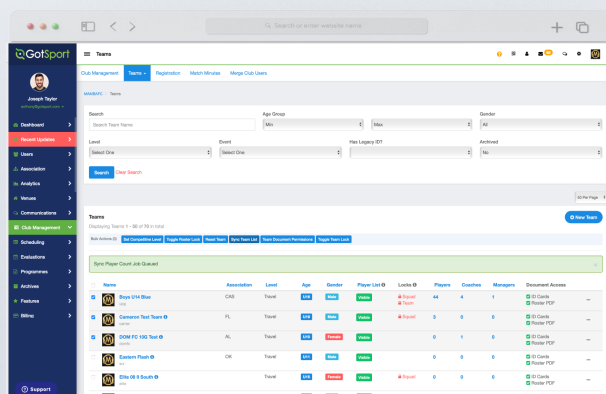
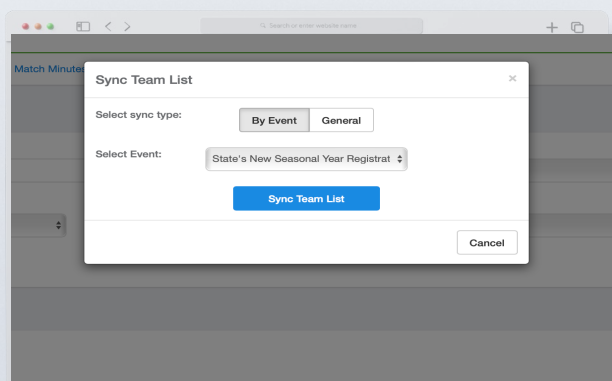
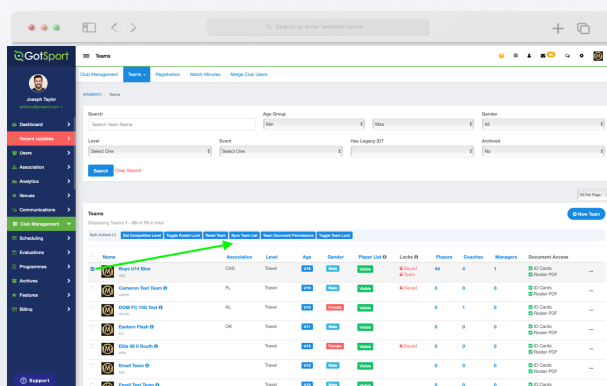
Click the checkbox(s) next to each team.



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.



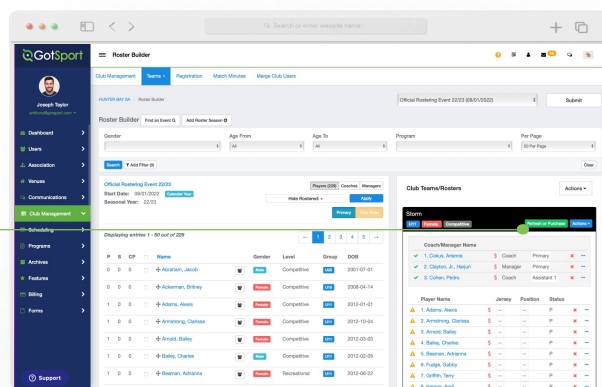


Submit and Pay for Players, Coaches, and Managers

STEP 1

Click the green Refresh or Purchase button.

Refresh or Purchase

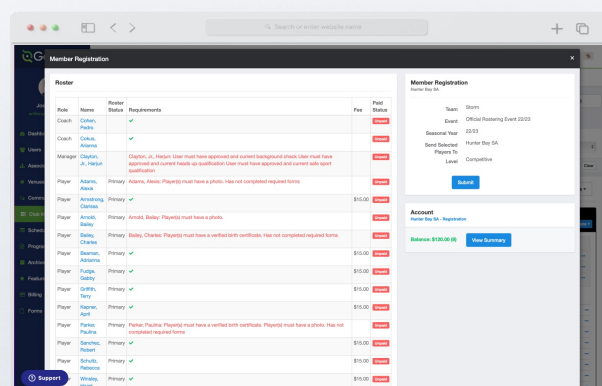


STEP 2

Click Submit.

Submit

Note: If errors show up next to players, coaches, or managers, they will need to complete the appropriate requirements in order for their pass card to be printed and the player and/or coach/manager listed on the roster.
(continued on next page)





Submit and Pay for Players, Coaches, and Managers

STEP 3

Click on View Summary. Your player(s) will now have a fee attached to them. Your Balance will show here as well for all players and staff.

View Summary

STEP 4

This page will breakdown how many players and staff are listed on the roster, as well as the balance for each role. When ready to pay, click Pay Now next either of the Recreational or Competitive Levels, and then select Credit Card (dollar amount). To pay for all registrations at once, click Pay Now at the bottom.

The Submit button will only show next to registrations that have a \$0 invoice fee. For these registrations, click Submit. No credit card will be needed and they will be submitted straight to your state.

(continued on next page)

ID	Role Type	Competitive Level	Fee	Total	Billed	Amount Billed	Invoiced	Amount Invoiced	Balance
2231	Player	Competitive	\$26.00	10	10	\$260.00	3	\$78.00	\$182.00 (7)
2232	Player	Recreational	\$13.00	48	48	\$624.00	3	\$39.00	\$585.00 (45)
2233	Player	Competitive	\$13.00	2	2	\$26.00	2	\$26.00	\$0.00 (0)
2234	Player, Coach, Manager	Recreational	\$0.00	2	2	\$0.00	0	\$0.00	\$0.00 (0)
2235	Coach, Manager	Recreational	\$0.00	2	2	\$0.00	0	\$0.00	\$0.00 (0)
2236	Player	Recreational	\$13.00	2	2	\$26.00	2	\$26.00	\$0.00 (0)

Balance: \$767.00 (54) Pay Now



Submit and Pay for Players, Coaches, and Managers

STEP 5

Enter your credit card information and then select Pay.

Pay

The screenshot shows the 'Checkout' page in the GotSport interface. On the left is a sidebar with navigation options: Dashboard, Users, Association, Venue, Communications, Club Management (selected), Scheduling, Programs, Activities, Features, Billing, and Forms. The main content area is titled 'Checkout' and includes a 'Credit Card Information' form with fields for Credit Card Number, Expiration Date, and CVC Code. A 'Pay' button is visible at the bottom of the form. On the right, there is a summary section for 'HUNTER BAY SA - 2023' showing 'Member Registrations' as 14 and 'Pay Now' as \$160.00.

STEP 6

After clicking Pay and Submit, you will be redirected to a page with your checkout summary.

The screenshot shows the 'Checkout Summary' page. It displays a message: 'Thank you. A successful payment was made to account ID 3064691.' Below this, it lists the following details: Account ID 3064691, Payment ID 4156547, Amount 0.00, and Member Registrations 14. The sidebar on the left is identical to the previous screenshot.

Checkout Summary

Thank you. A successful payment was made to account ID 3064691.

Account ID 3064691
Payment ID 4156547
Amount 0.00
Member Registrations 14

Now, when you go back to that same event in roster builder, all staff and players will have a green dollar sign and green check mark next to them.

Note: If coaches and players have a yellow triangle next to their name, this is because the event has not yet approved the coach and/or player. If there is a red dollar sign next to them, it is because their registration fee has not yet been paid for.

The screenshot shows the 'Roster Builder' page. It displays a table of players and coaches. The table has columns for Name, Gender, Level, Status, and DOB. The 'Status' column shows green checkmarks and green dollar signs next to the names, indicating successful registration and payment. On the right, there is a 'Coach/Manager Name' list with three entries: 1. Cokus, Arianna, 2. Clayton, Jr., Harjun, and 3. Cohen, Pedro, each with a green checkmark.



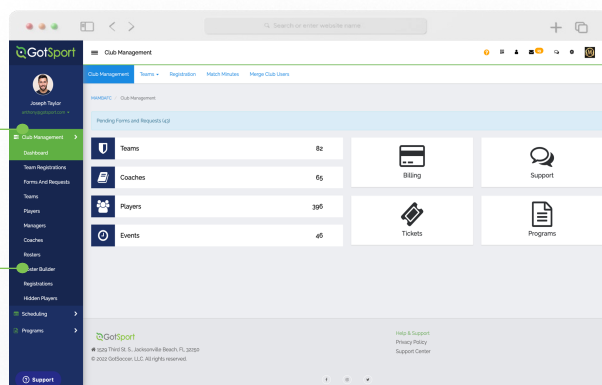
Generating Official Roster Documents

STEP 1

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

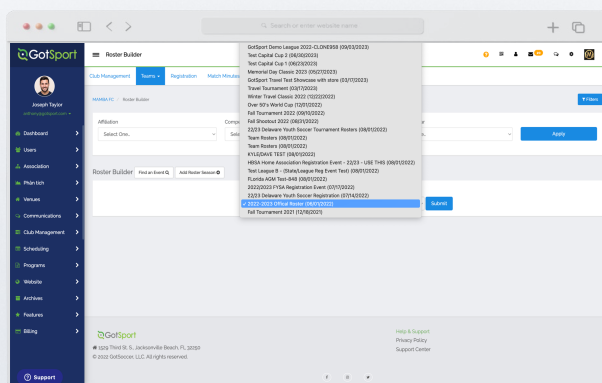
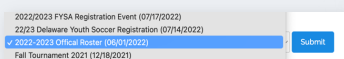
Club Management

Roster Builder



STEP 2

Select your Governing Organization official rosters in the dropdown and click **"Submit."**
(continued on next page)

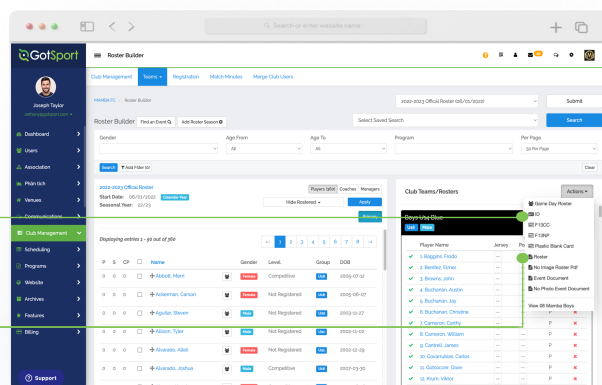
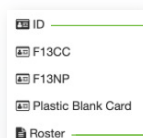




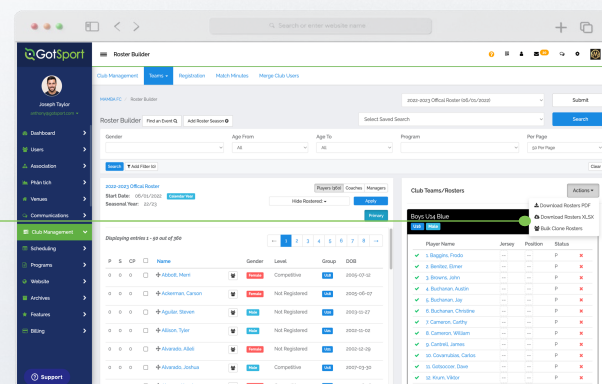
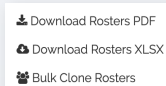
Generating Official Roster Documents

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.



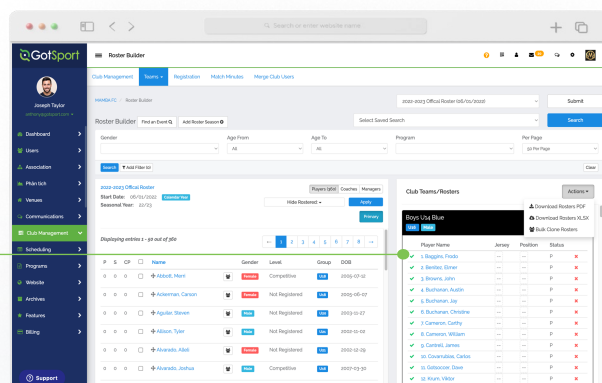
***Note:** If you do not see any printing options, contact the organization in charge of this event.



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.

- ✓ 1. Ba...
- ✓ 2. Be...
- ✓ 3. Bro...
- ✓ 4. Bu...

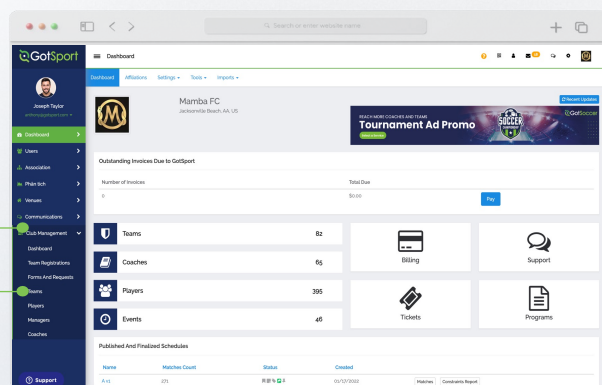


STEP 1A

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

Club Management

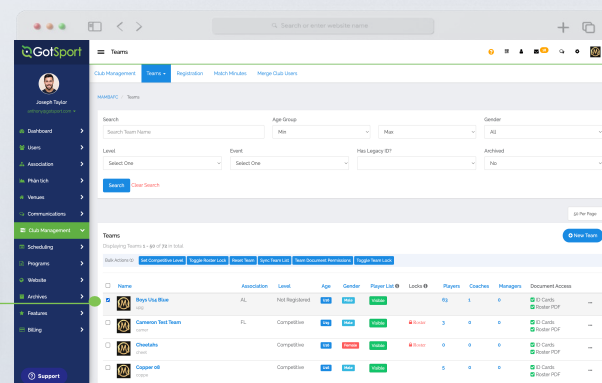
Teams



STEP 1B

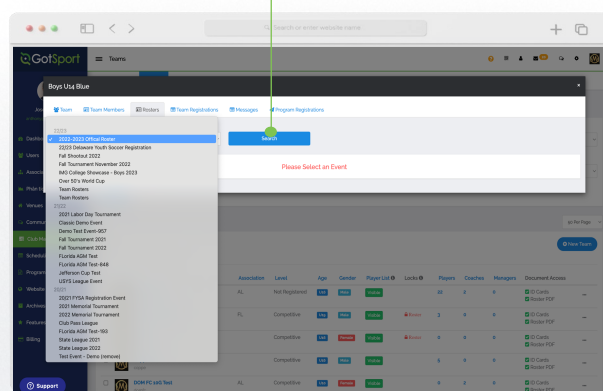
Click into your registered team.
(continued on next page)

- ☐ Name
- ☒ Mamba FC upg



STEP 2

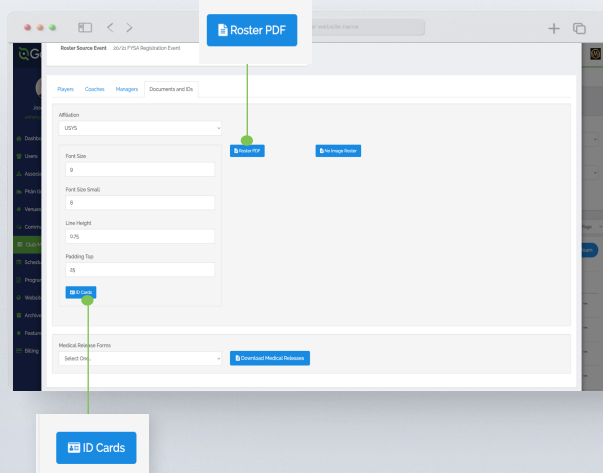
Search



STEP 3

STEP 4

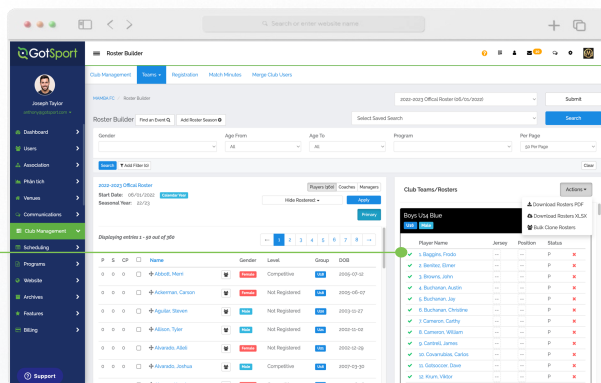
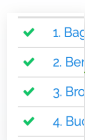
Documents and IDs





Viewing Official Team Documents (Team View)

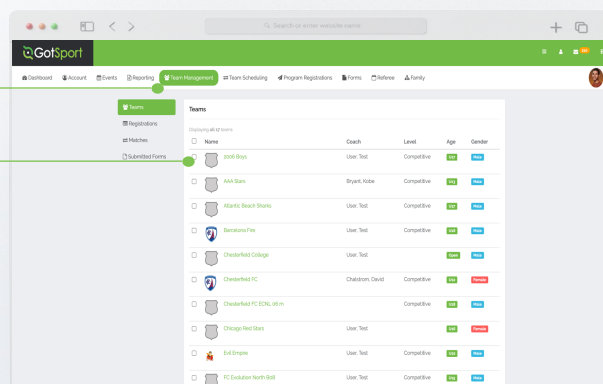
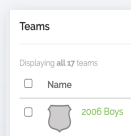
You can only print the player cards if your team roster has been approved by the event. You can check to see if your roster has been approved in "Roster Builder". Look for the **"Green Checkmarks"** next to the players' names.



STEP 1A

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

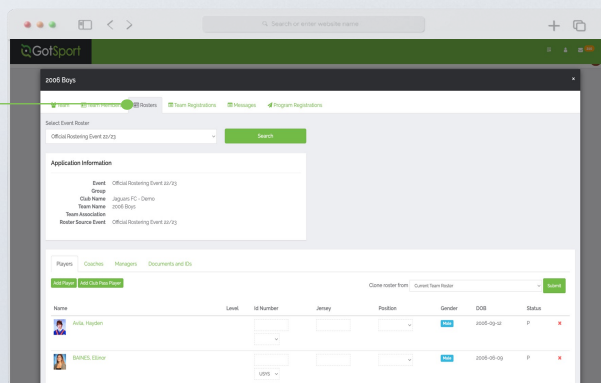
Team Management



STEP 1B

Click on **Rosters**.
(continued on next page)

Rosters



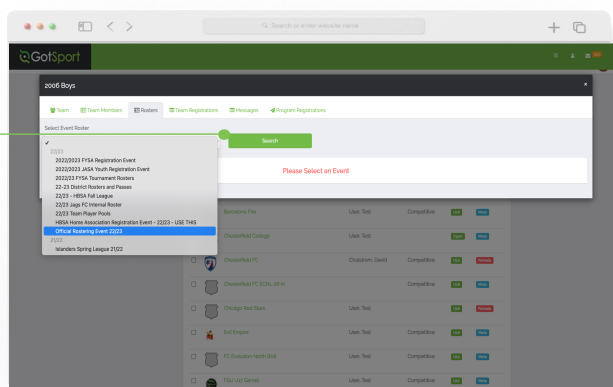


Viewing Official Team Documents (Team View)

STEP 2

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

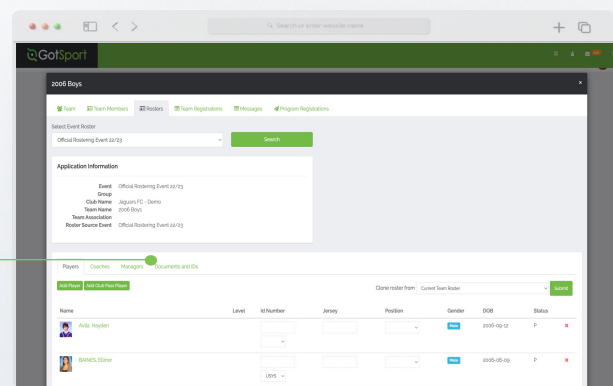
Search



STEP 3

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

Documents and IDs

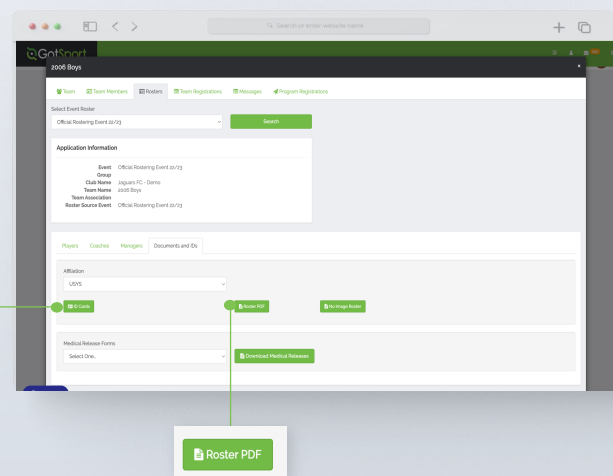


STEP 4

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

ID Cards

Roster PDF





GotSport

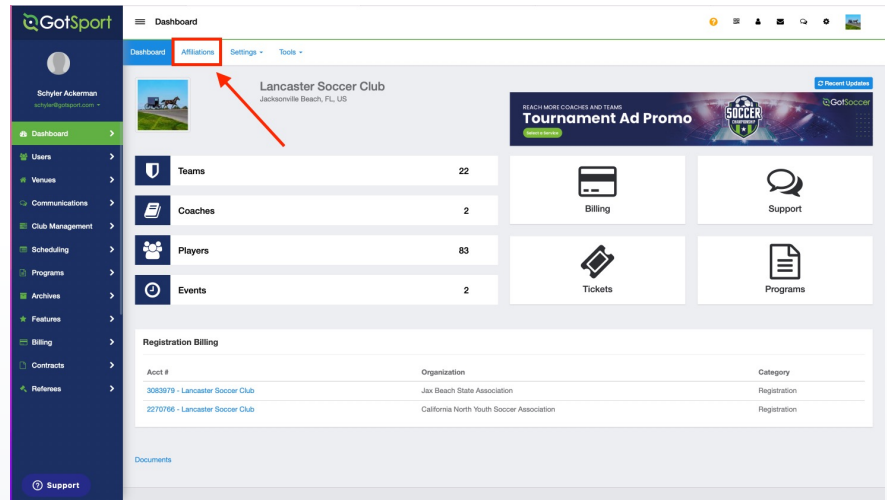
Submitting Support Ticket To State Association



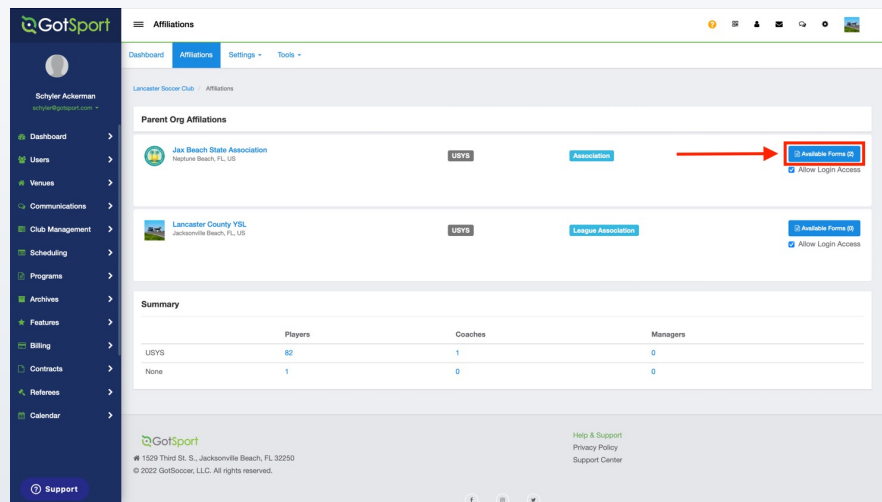


Submitting Support Ticket

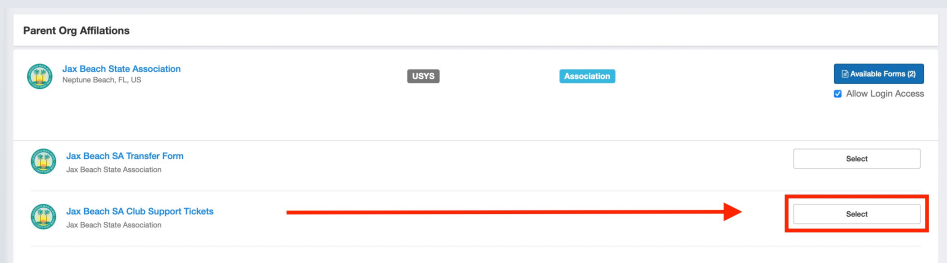
1. From the Dashboard, click Affiliations at the top of the page



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

Jax Beach SA Club Support Tickets

Register

+ New user Register

Schyler Ackerman
schyler@gotsport.com

Register

Click Save at the bottom of the first page.

Preferred Language: English (US) (English (US))

Ethnicity: White Non Hispanic

Time Zone Name: Eastern Time (US & Canada)

Mobile Phone Number: 1234567890

Phone Number 2:

Address: 1529 Third Street S

Address (Continued):

City: Jacksonville Beach

State/Province: Florida

Postal Code: 32250

Country: United States

Save

Then choose your club from the dropdown and click Continue

Jax Beach SA Club Support Tickets

Test Account
Enroll Test Account

Profile Information Select Organization/Team Registration Form Payment Plan

Test Account
Change User

Select Your Organization

Organization
✓ Lancaster Soccer Club

Continue

Submitting Support Ticket



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

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



GotSport

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For All Inquires:

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