GotSport

Travel Registrar Manual

Non 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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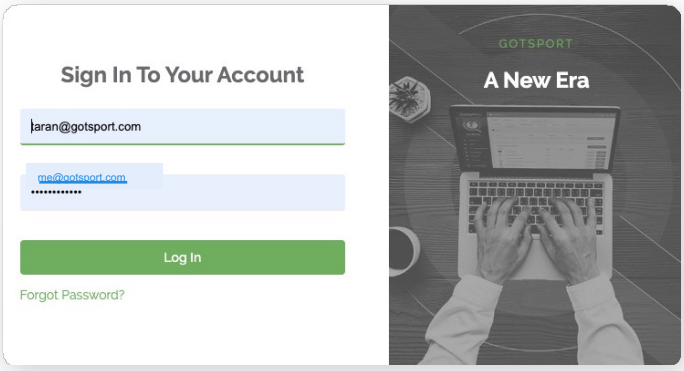
Logging into your User Account

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.

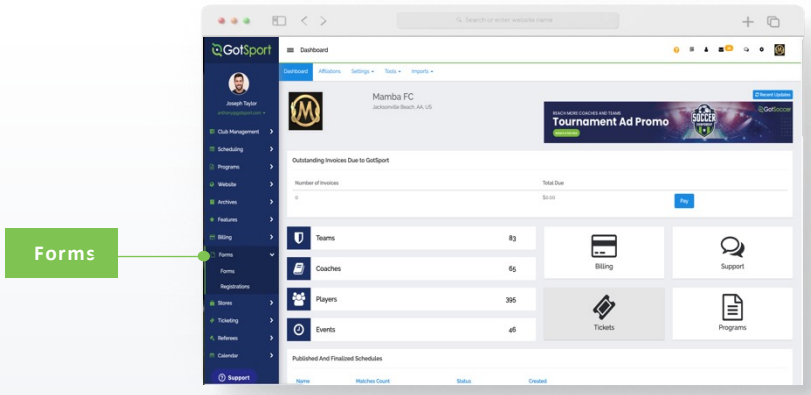
REGISTRAR MANUAL

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.

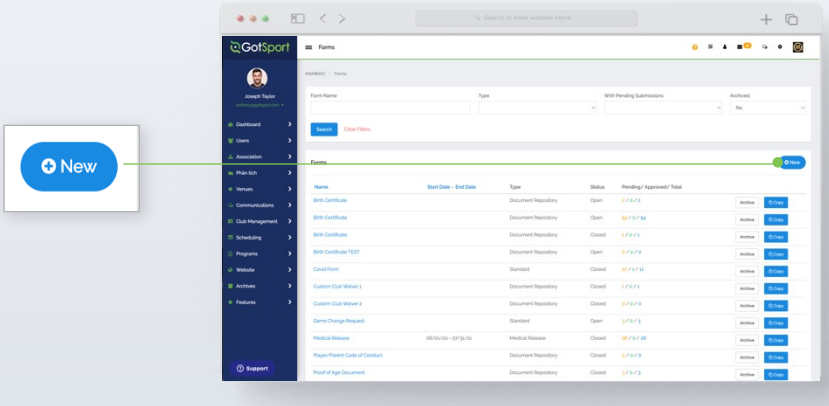
STEP 1

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



STEP 2

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

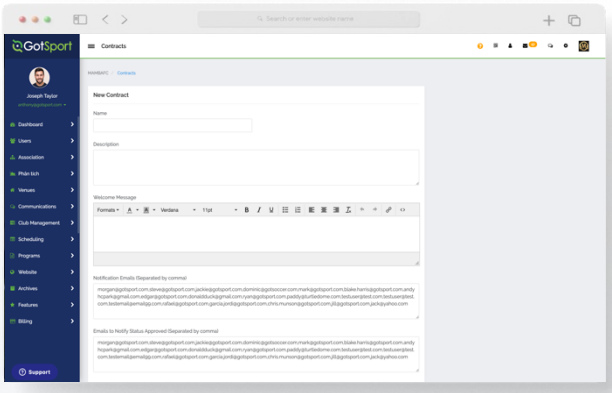


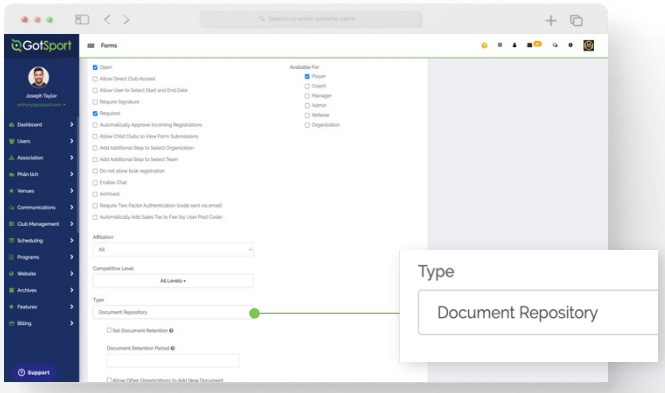
REGISTRAR MANUAL

Creating A Birth Certificate Document Repository

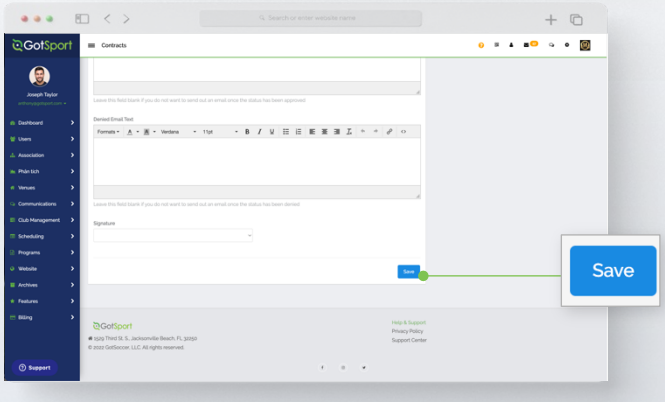
STEP 3

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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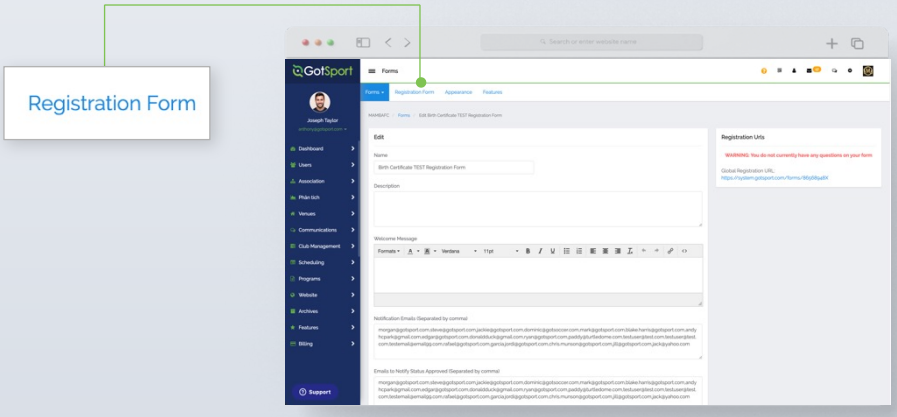
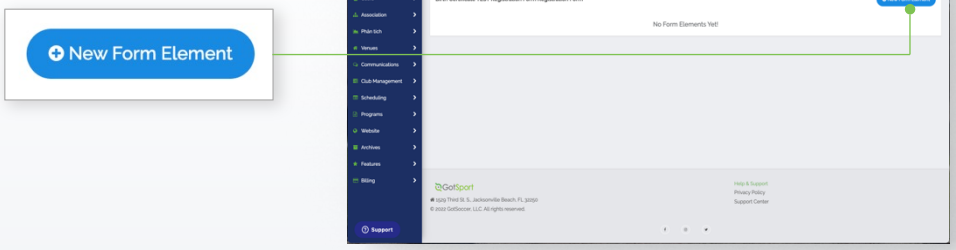


Creating A Birth Certificate Document Repository

STEP 5

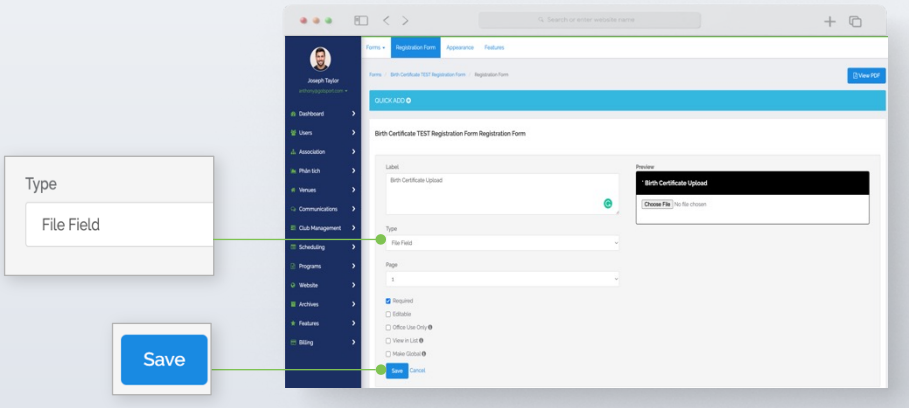
Click **"New Form Element"** to add questions to your form.



STEP 6

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

Repeat as necessary.



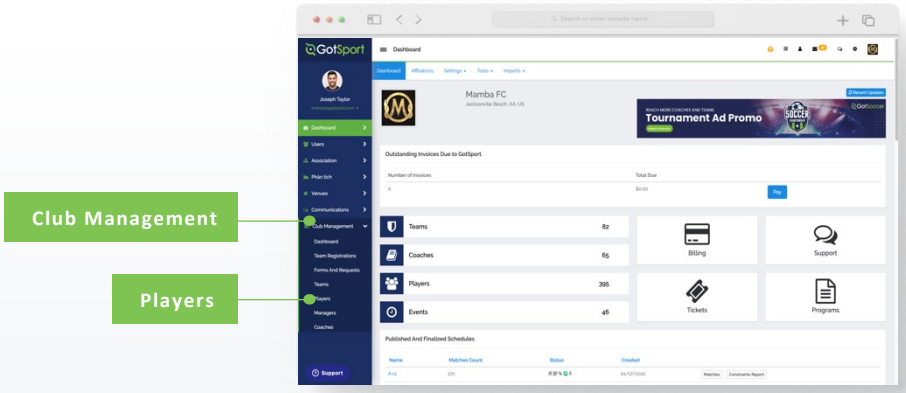
REGISTRAR MANUAL

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

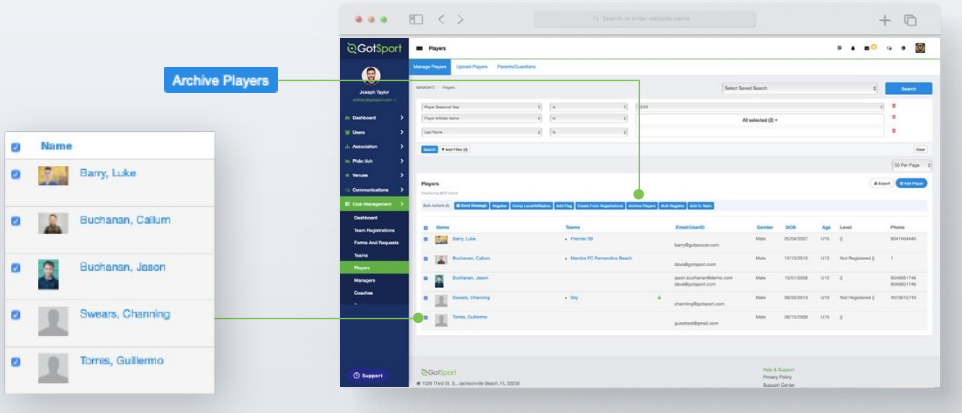
From the club/organization dashboard, click on Club Management, then select Players.



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**".

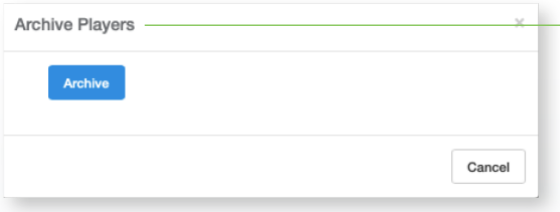
(continued on next page)

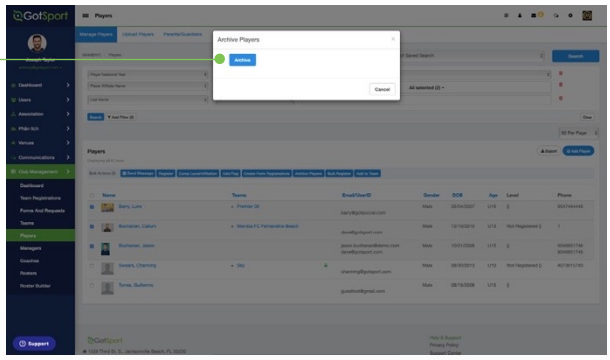


Archive Previous Years' Players

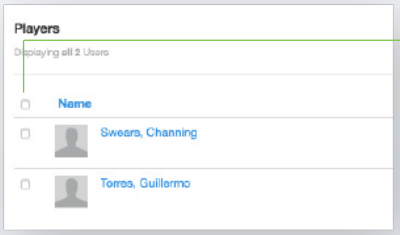
STEP 3

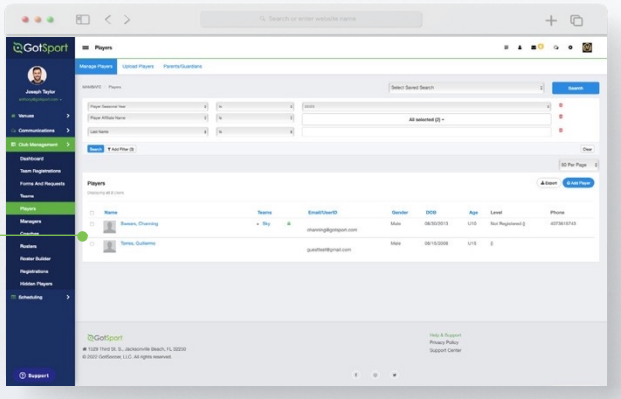
Click the blue **"Archive"** button in the window to confirm.





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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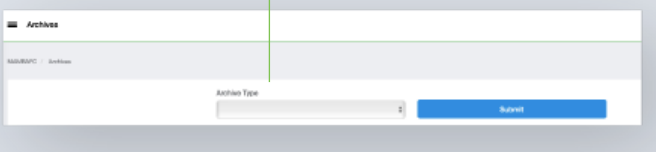
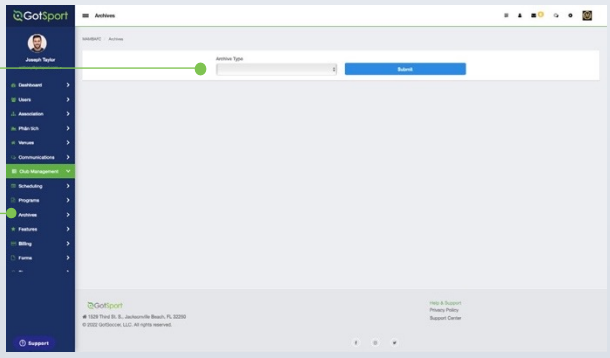


Archives

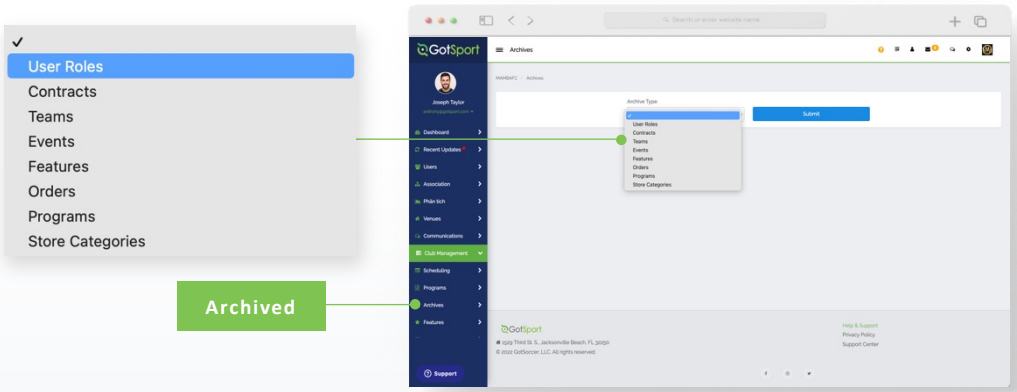


REGISTRAR MANUAL

Archive Previous Years' Players

STEP 4

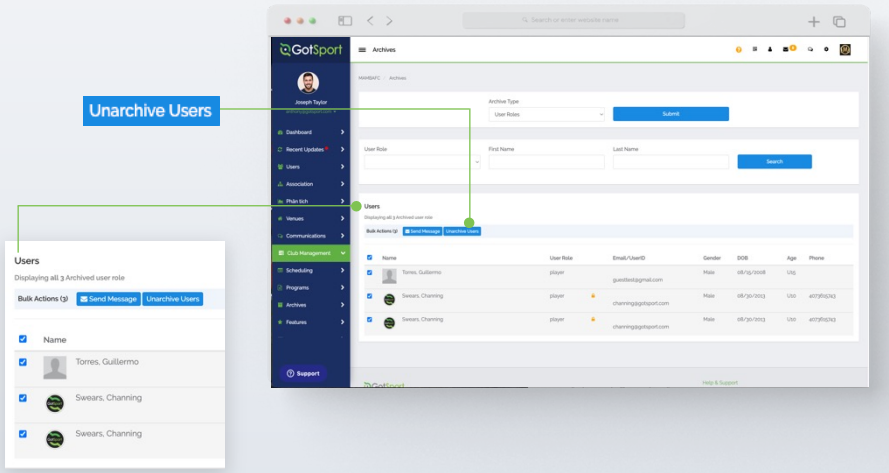
Select "User Roles" from the Archive Type dropdown list.



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.

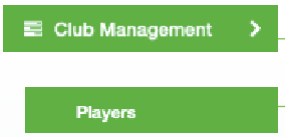


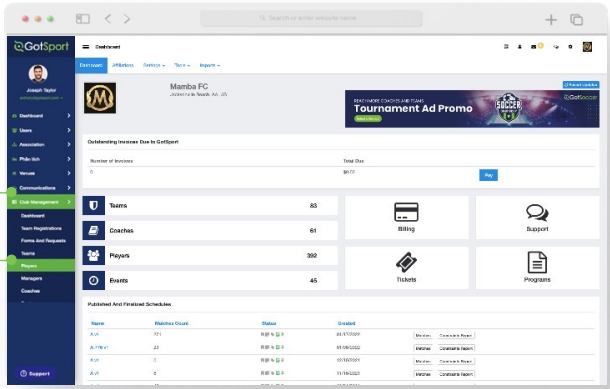
REGISTRAR MANUAL

Player Upload

STEP 1

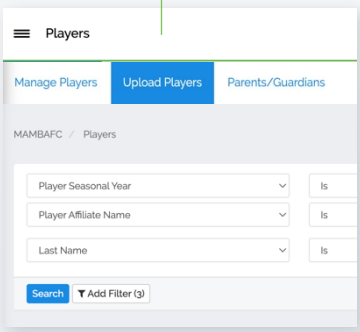
From your Dashboard, click **'Club Management'**, then **'Players'.**

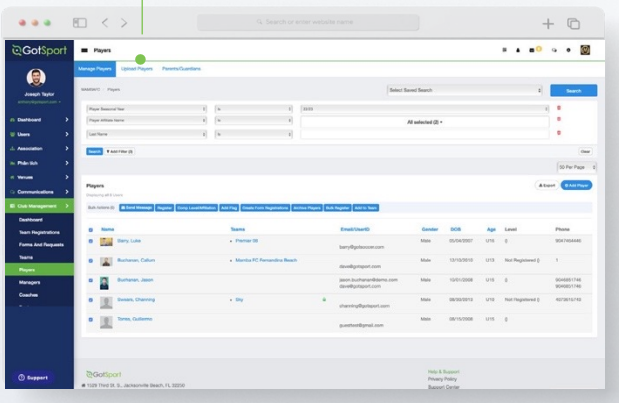




STEP 2

Click **'Upload Players'.**

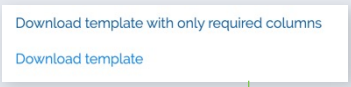


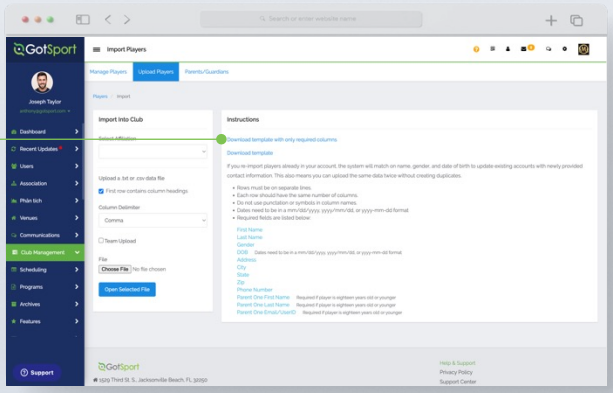


STEP 3

Click on **"Download template with only required columns".** A blank template .csv file will download, and you can utilize it to match up to your players' information to prepare for the upload. The instructions table will guide you through the correct format and required dare fields needed for the upload.

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

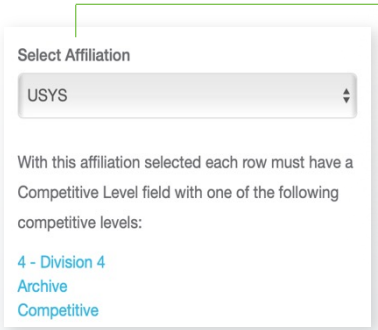


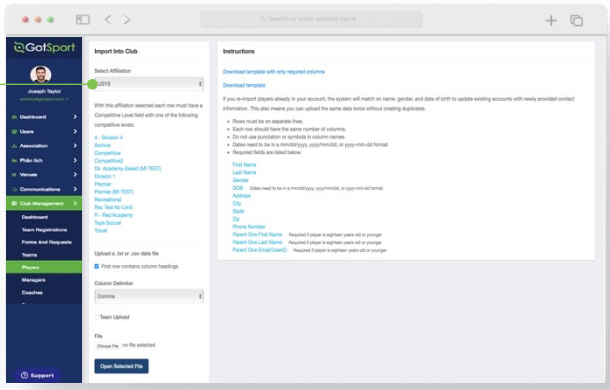


Player Upload

STEP 4

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

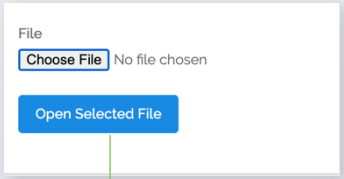


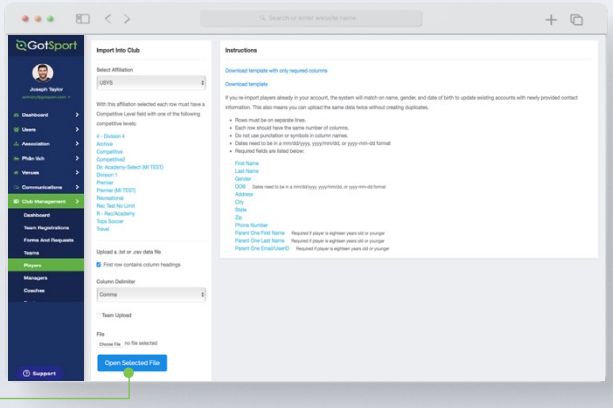


Note: You can also assign the players to their teams through the upload as well by checking off the Team Upload checkbox. This step is *not* required to upload your Players. If selected, you would be required to include three additional columns in the upload file. 1) Team Name, 2) Team Age, and 3) Team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

STEP 5

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



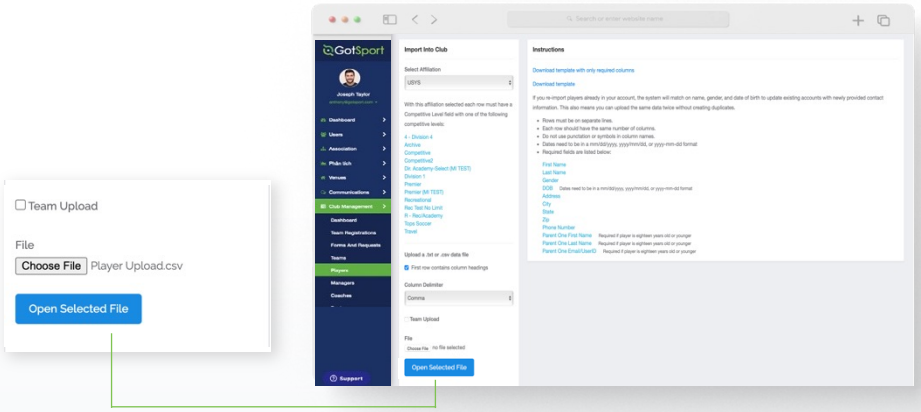


REGISTRAR MANUAL

Player Upload

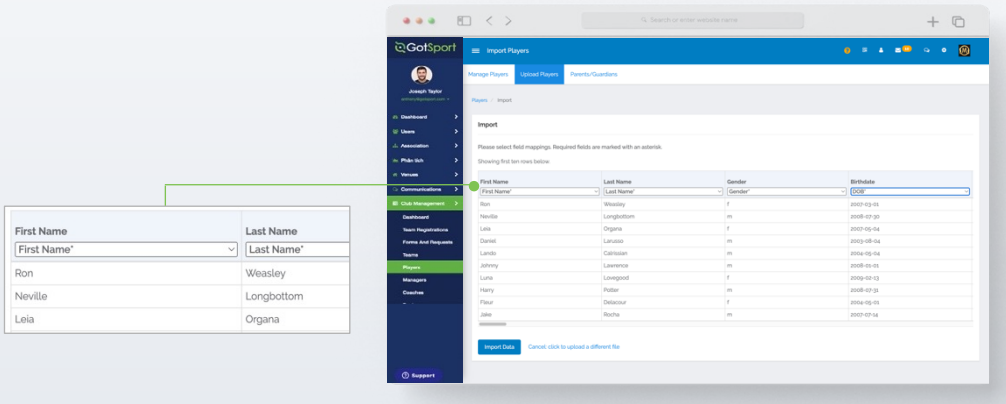
STEP 6

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

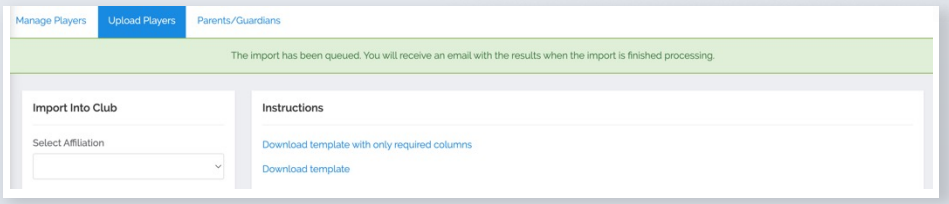


STEP 7

From here you will match up the Column Headers from your Player Upload file and click the Import Data. You will receive an email with the results from the upload to determine which accounts were created. **Note:** The Column Headers do not have to be in the order of the Required Columns list from the Instructions table as long as each of the required columns are matched up. Then the upload will be completed.



When the import is finished processing, you will now see your newly imported players in your **Club Management > Player's list.**



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

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:

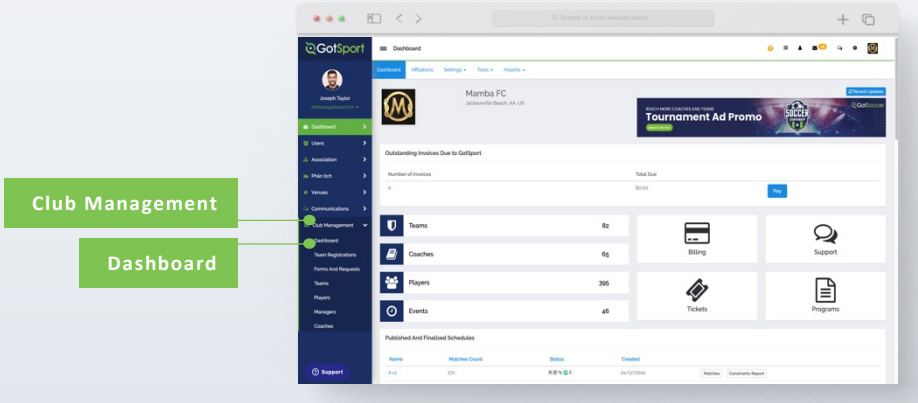
- The search is **CASE SENSITIVE**, so make sure the first and last names **EXACTLY** match upper and lower case - e.g., **matt** and **Matt** will not result in a match, but **Matt** and **Matt** will result in a match.
- Make sure name does not have extra spaces before and after the name.

- 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.
(continued on next page)

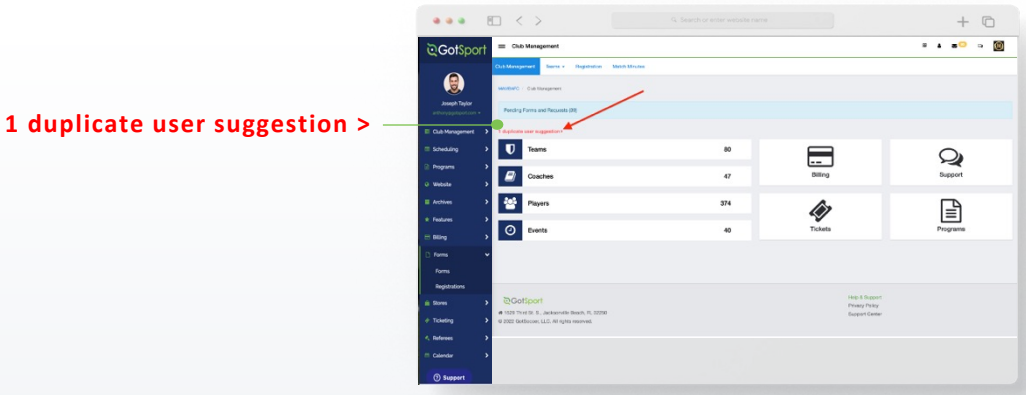


Merge User Accounts

STEP 2

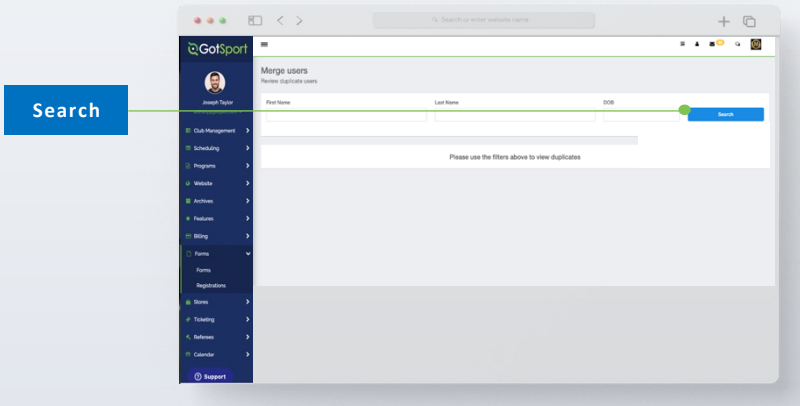
Click the **"Duplicate User Suggestion"** button highlighted in red.

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.
(continued on next page)

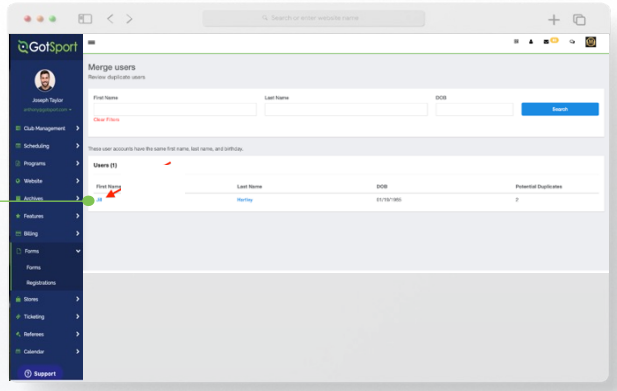


REGISTRAR MANUAL

Merge User Accounts

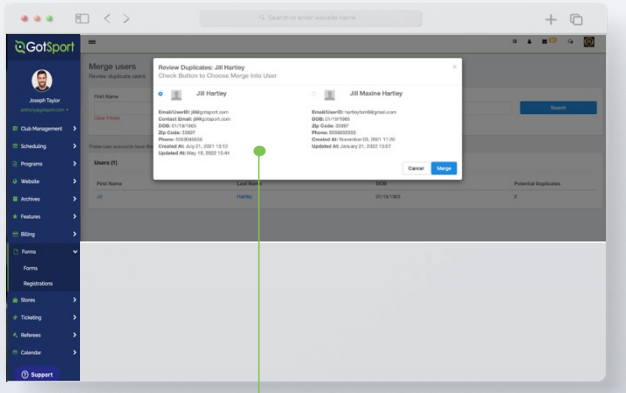
STEP 4

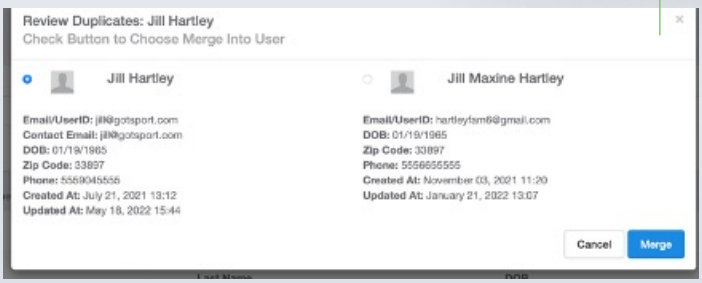
Click on the name of the user to be merged.



STEP 5

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



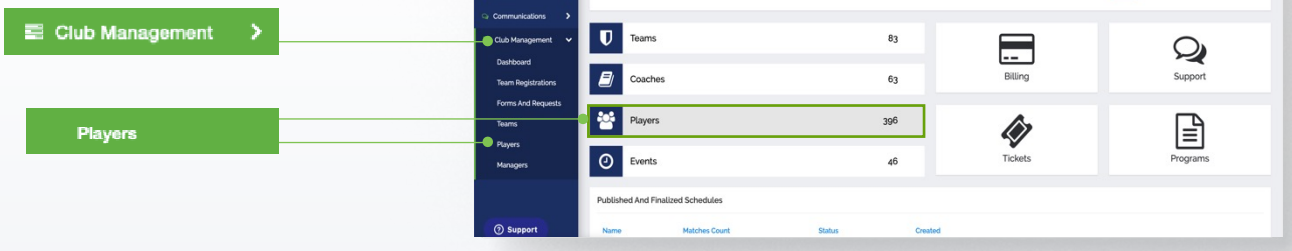


REGISTRAR MANUAL

Add/Edit a Player Photo

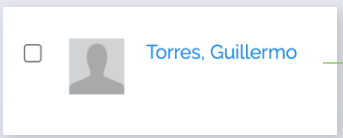
STEP 1

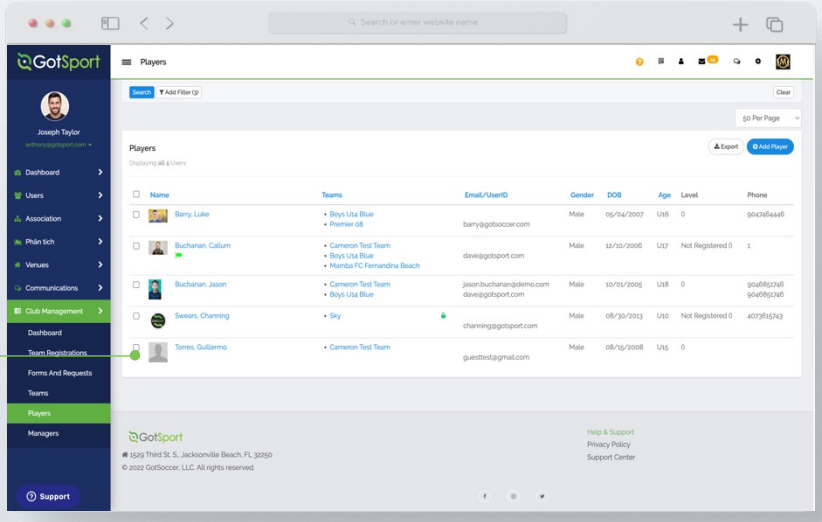
From your Dashboard, click **"Players"** or click "**Club Management"** in the menu bar and then click **"Players".**



STEP 2

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

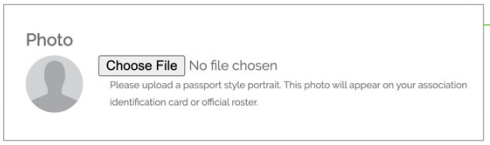


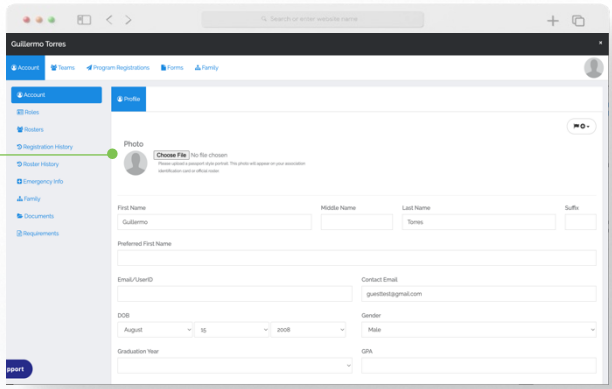


Add/Edit a Player Photo

STEP 3

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

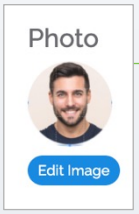


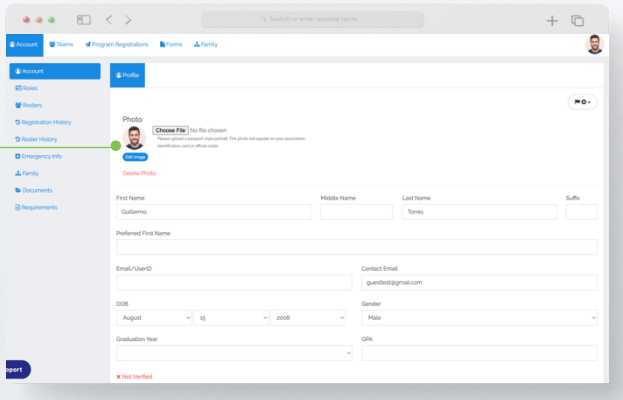


STEP 4

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

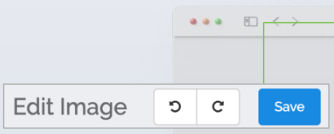
Note: if the Edit Image button is not available for a specific player's photo, it is likely due to that player's photo already being verified by your state association. If you do not see the Edit button available, you should reach out to your club's governing body directly.

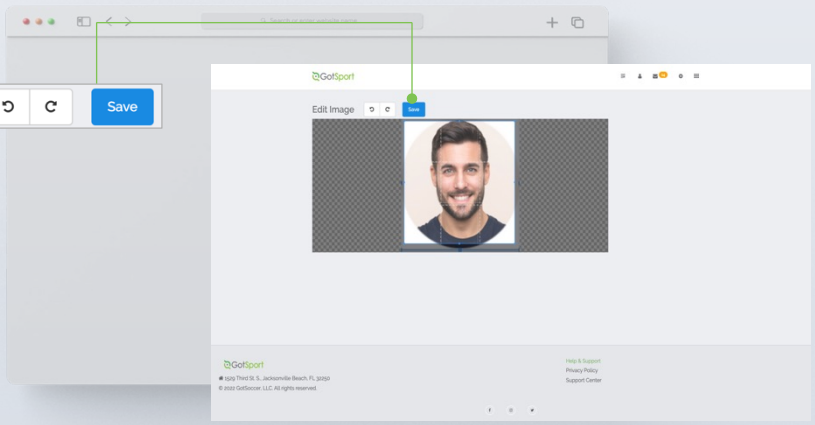




STEP 5

Once you have cropped your photo, click **"Save".**



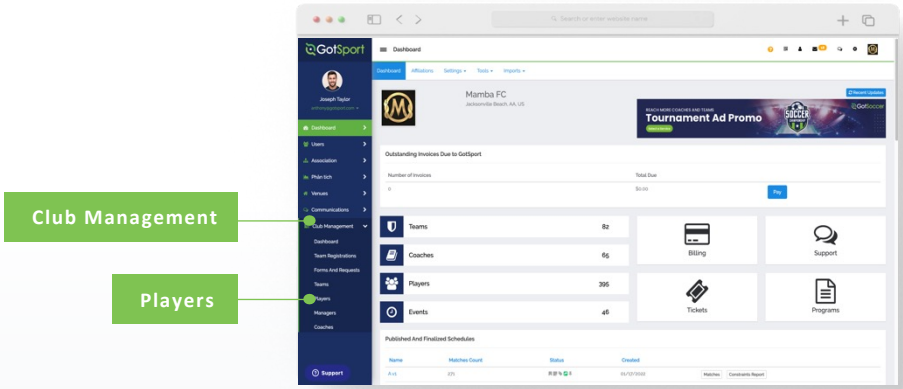


REGISTRAR MANUAL

Adding A Birth Certificate to A Player Profile

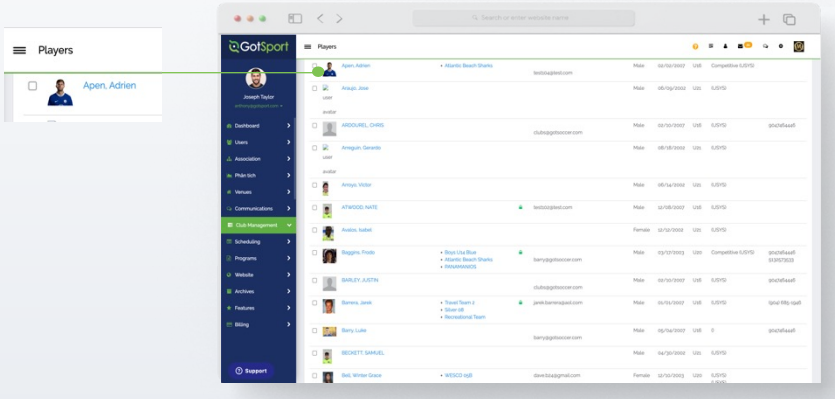
STEP 1

From your dashboard, click on **"Club Management"** on the left-hand side then select **"Players"** from the drop-down menu or click on the **"Players"** tab on the middle of your dashboard.



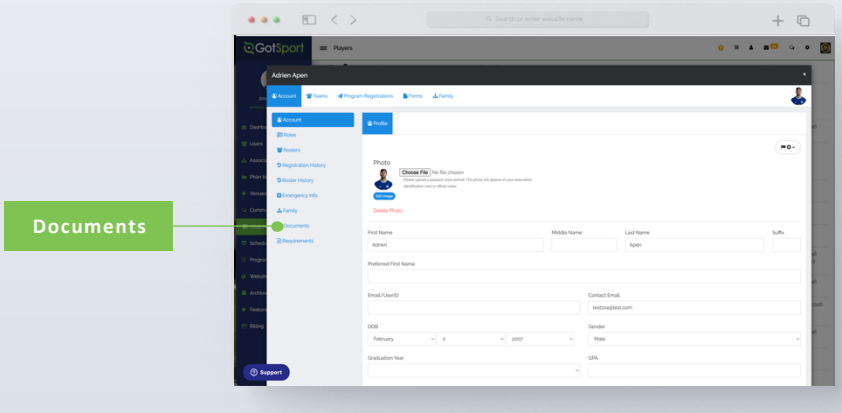
STEP 2

On this page you can use the filters at the top to narrow down your player list. Once you have found the player you want to add a document/birth certificate for, click their name.



STEP 3

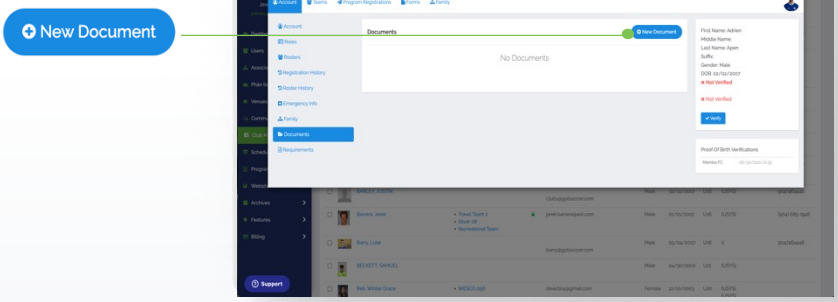
Once you have clicked on the player, click on **"Documents"** on the left-hand side. *(continued on next page)*



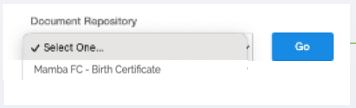
REGISTRAR MANUAL

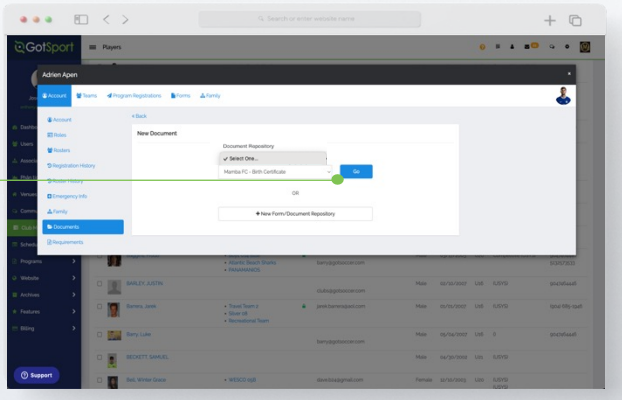
Adding A Birth Certificate to A Player Profile

Here you can click **"+ New Document"** and add a document/birth certificate for this player.

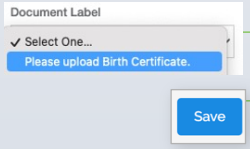


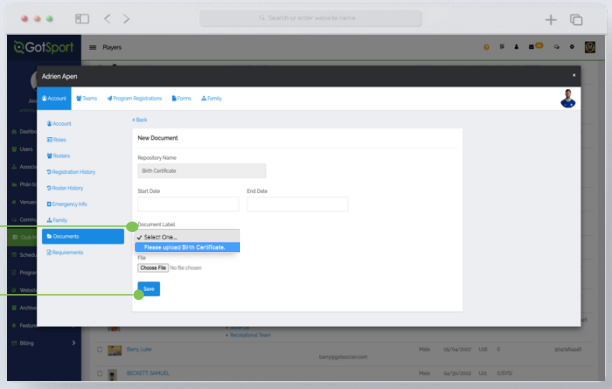
Once you select this option, you can either select from the drop-down labeled **"Existing Contract".** This will give you the repository created by your club or the State Association.





Choose the available **"Document Label in the dropdown.** Choose the file you wish to upload and click **"Save".**



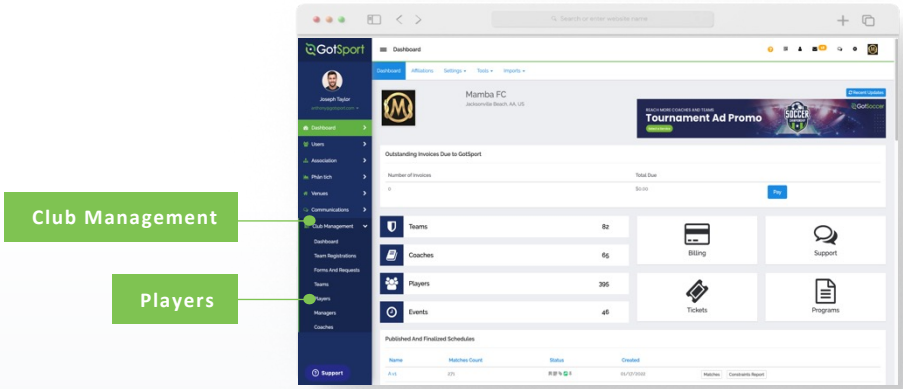


REGISTRAR MANUAL

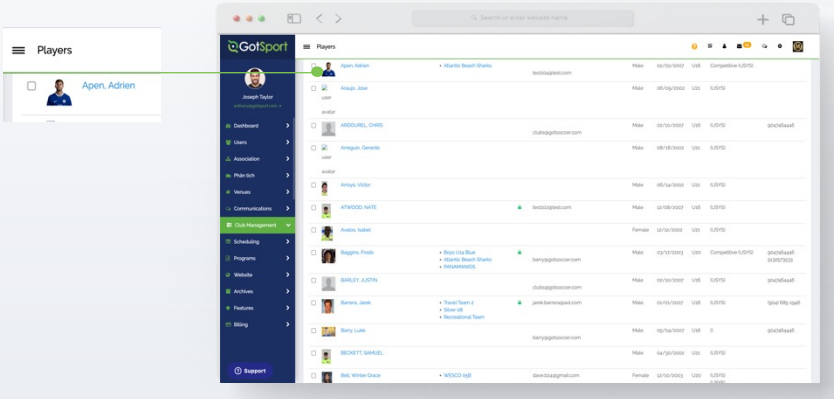
Verifying Players

STEP 1

From your dashboard, click on **"Club Management"** on the left-hand side then select **"Players"** from the drop-down menu or click on the **"Players"** tab on the middle of your dashboard.



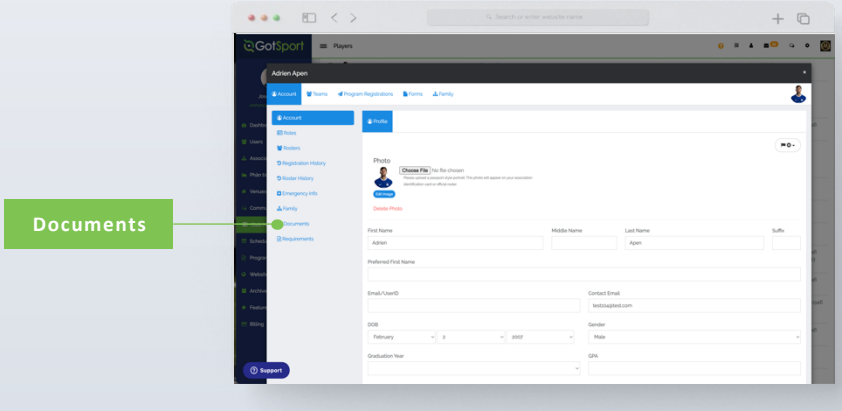
Click on the name of the specific player that you want to verify.



STEP 2

In the popup modal, click on the **"Documents"** tab for that specific player.

(continued on next page)

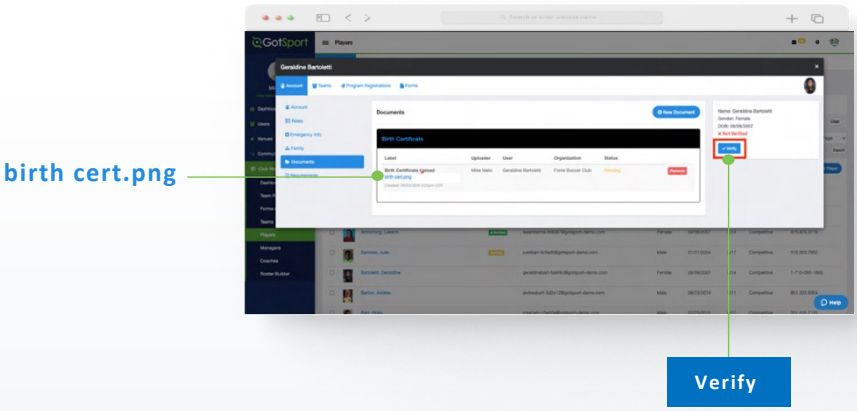


Verifying Players

STEP 3

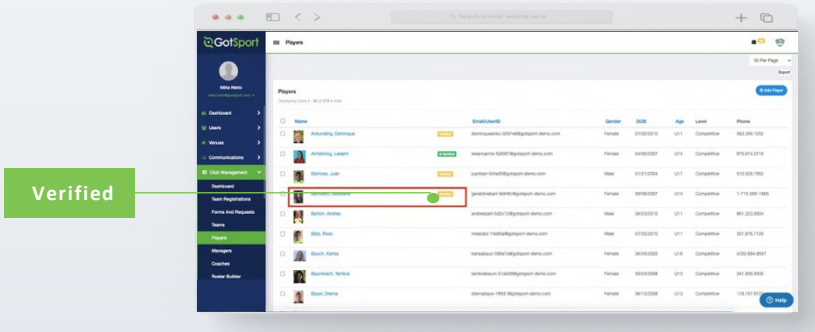
You can review the uploaded Document again by clicking the on the file name if needed, to verify the Player at the Organization level you will click the **Verify** button.

Note: The system will notate the User that verified the Player and also mark a date and timestamp.



The player will now show as Verified at the Organization level with an orange "**Verified**" tag next to their name.

Note: The State, League, or Governing Body for the Club will then go through and verify the Player at their level changing the orange "**Verified**" tag to a green "**Verified**" tag.

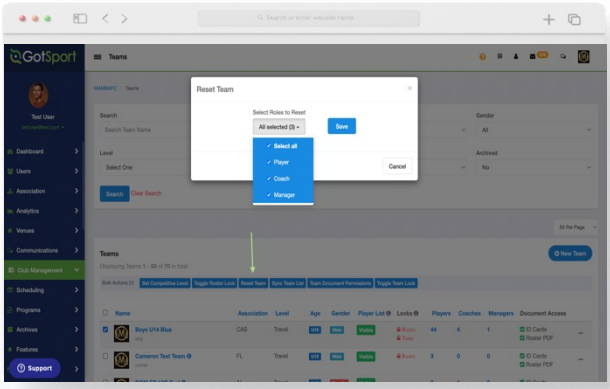


Archiving Teams (If Needed)

STEP 1

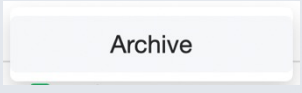
If teams are not coming back, have been disbanded, etc., you will want to reset rosters and archive these teams

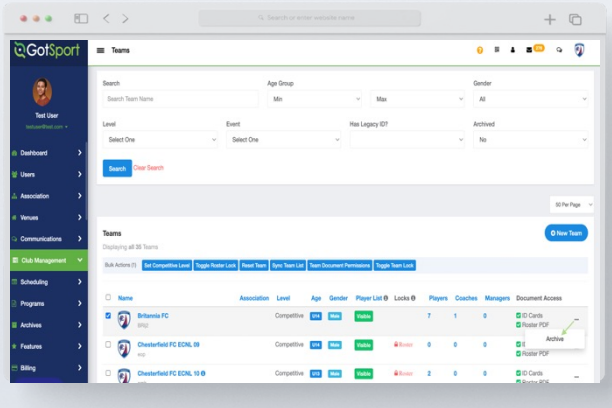
Click the checkbox next o the team(s), select **Reset Team,** and choose the roles you want to reset, Then click **Save.** This will remove and all roles you selected from the team in order to bring the team back down to 0.



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.



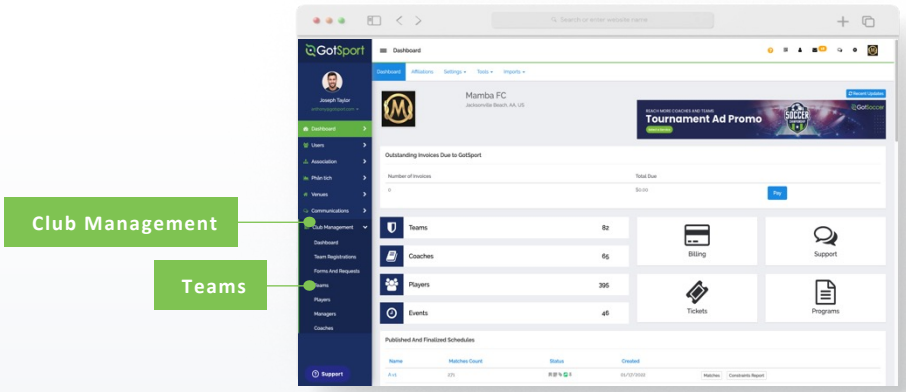


REGISTRAR MANUAL

Creating Teams

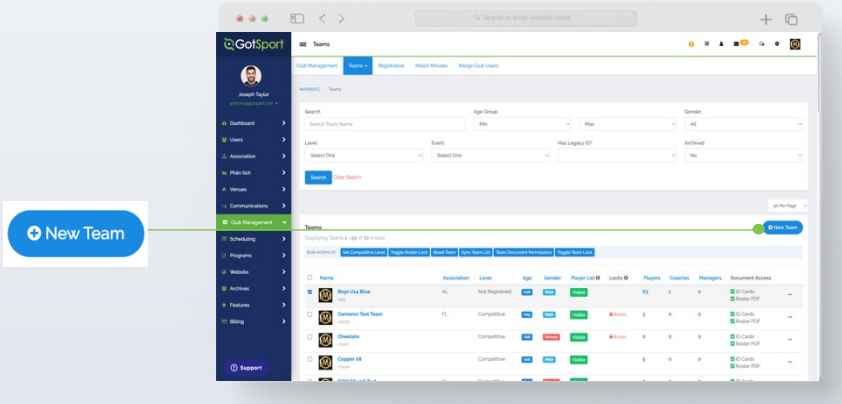
STEP 1

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



STEP 2A

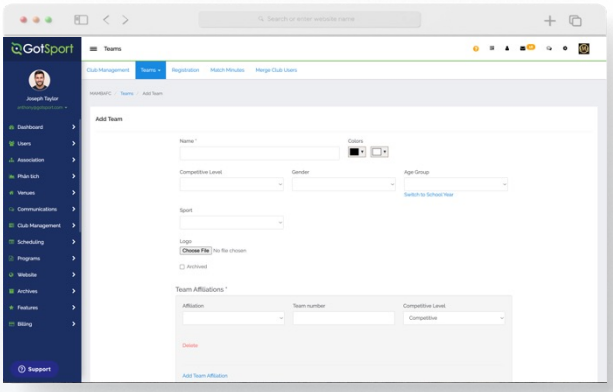
From here click **"New Team"** button on the right. A new screen will appear.
(continued on next page)

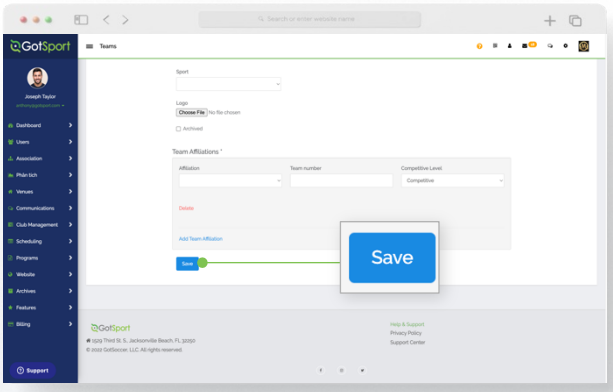


Creating Teams

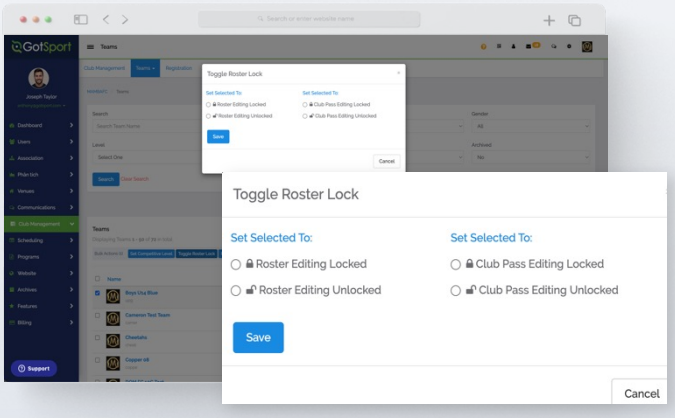
STEP 2B

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.

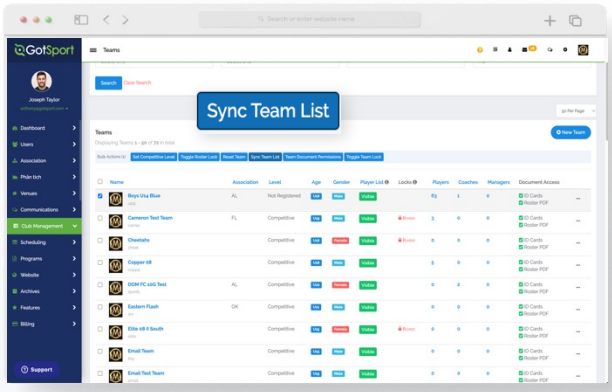
Find the team in your **teams list,** enable the checkbox to the left of the team. Then select **"Toggle Roster Lock".**

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

REGISTRAR MANUAL

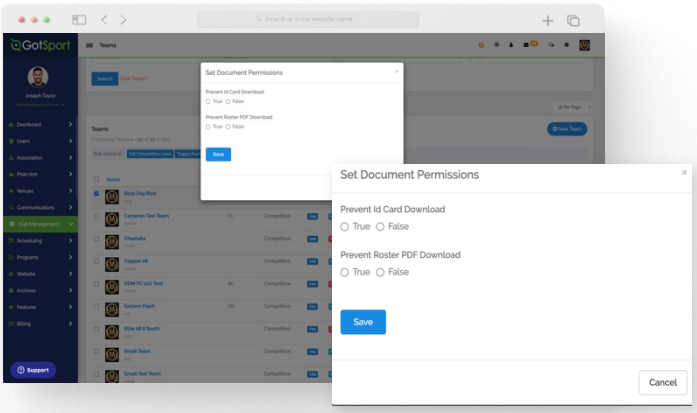
Creating Teams

Team Account Functionalities



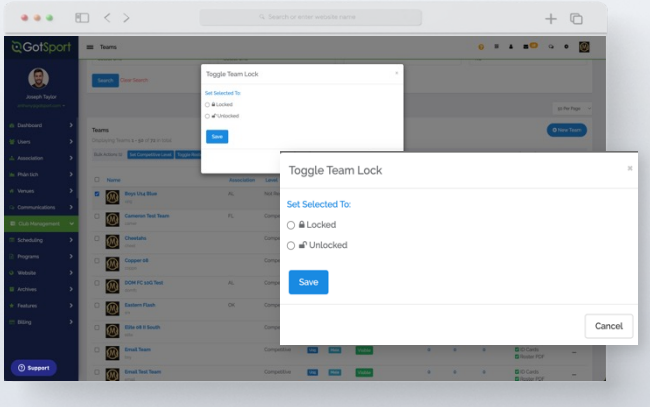
3. Sync Team Player List

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.



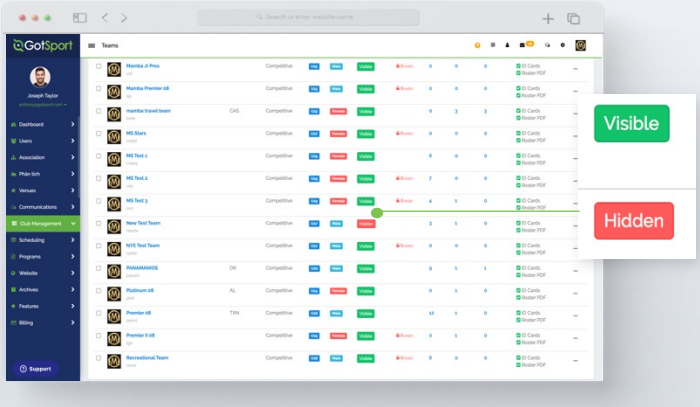
4. Team Document Permissions

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.

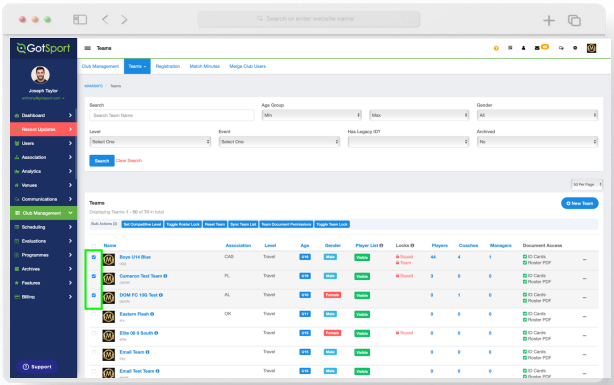


6. Hiding Team Player List

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.

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

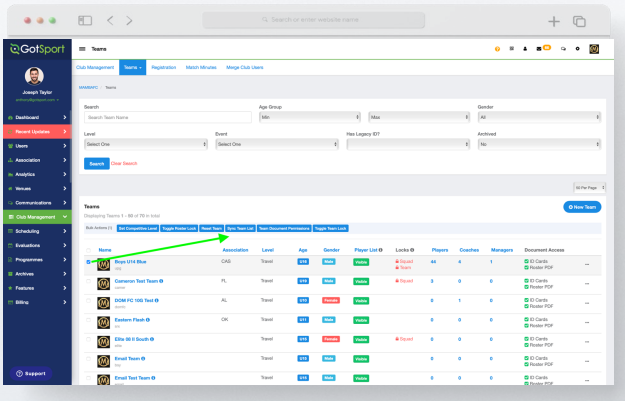
Once teams have been created, you can now **Sync Teams.** This means, your team members list will only show players from your current and future event rosters.

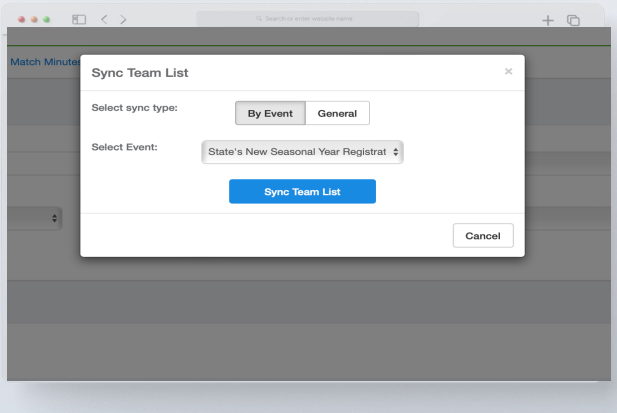
Click the checkbox(s) next to each team.

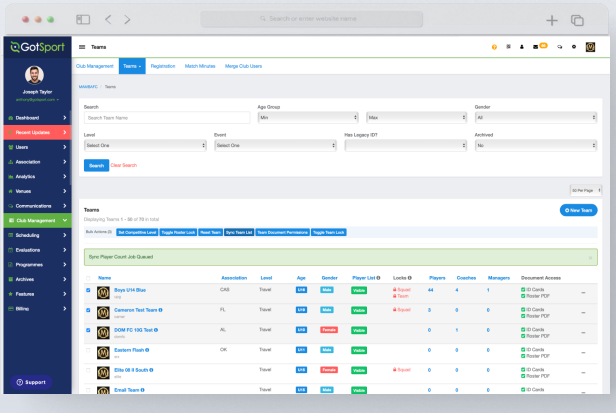
STEP 2

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.





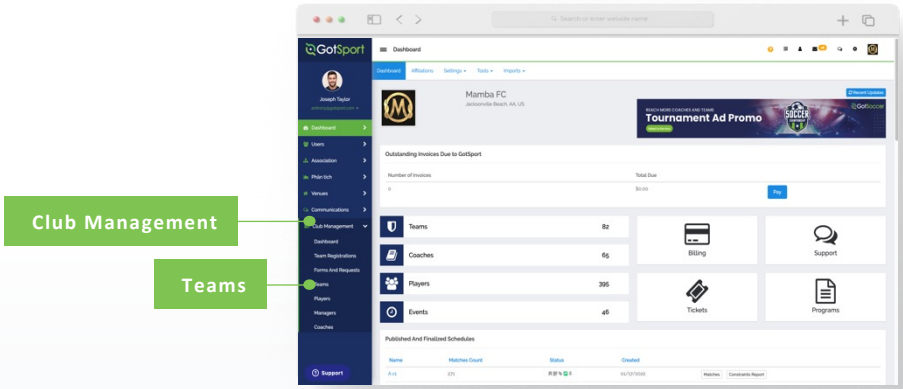


REGISTRAR MANUAL

Registering Teams to an Official Rostering Event

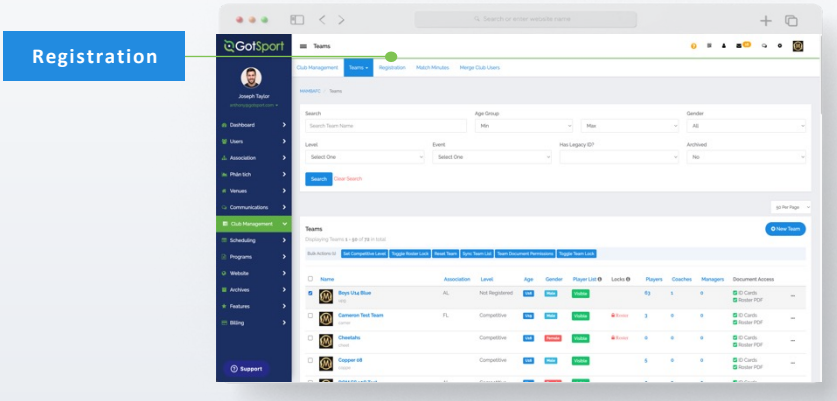
STEP 1

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



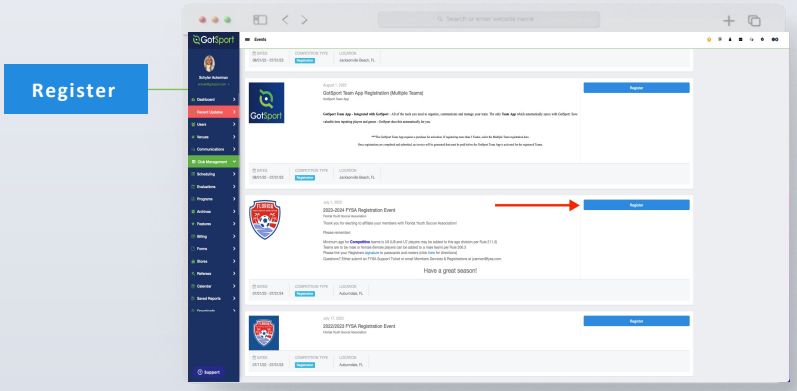
STEP 2

Here you will click on **Registration.**



STEP 3

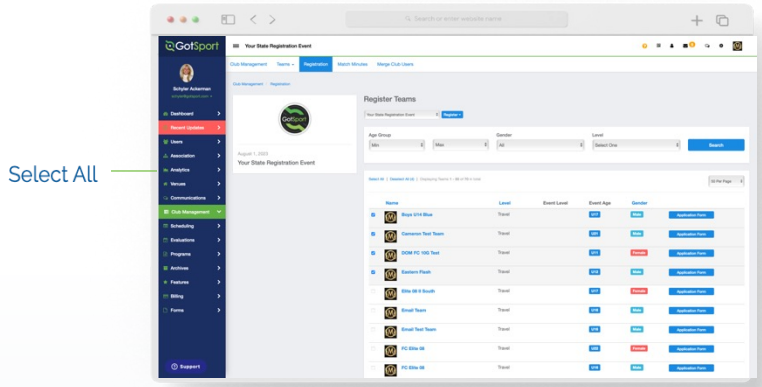
From this page, you will see a list of open events your organization and your parent organization are associated with. Once you have found your event, Click **"Register".**

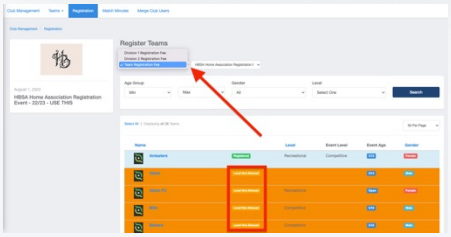


Registering Teams to an Official Rostering Event

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.

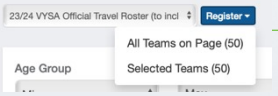
If you do not see your team listed, click on the payment plan dropdown to switch pages. Usually, events create different payment plans according the certain age groups.

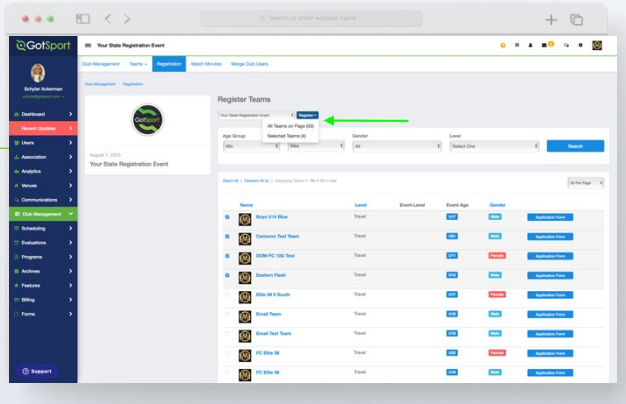




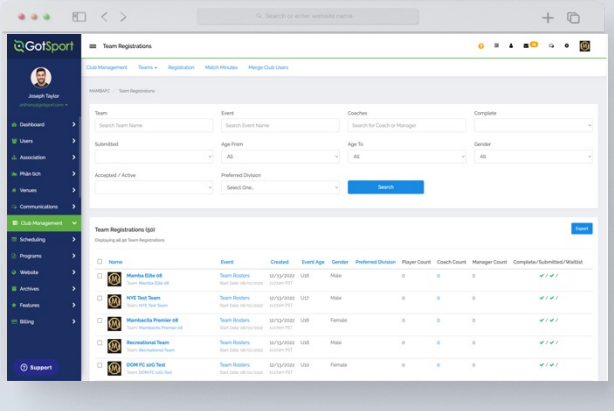
STEP 4

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.

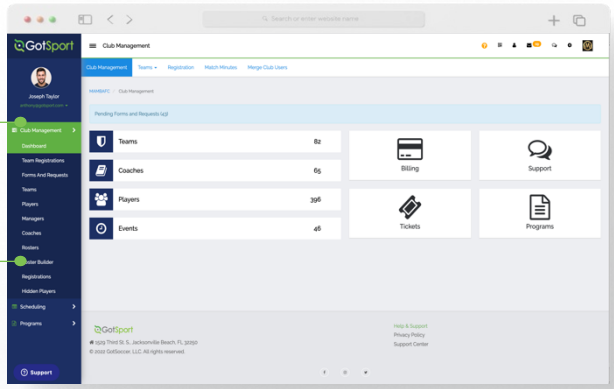


REGISTRAR MANUAL

Assigning Players to an Official Roster

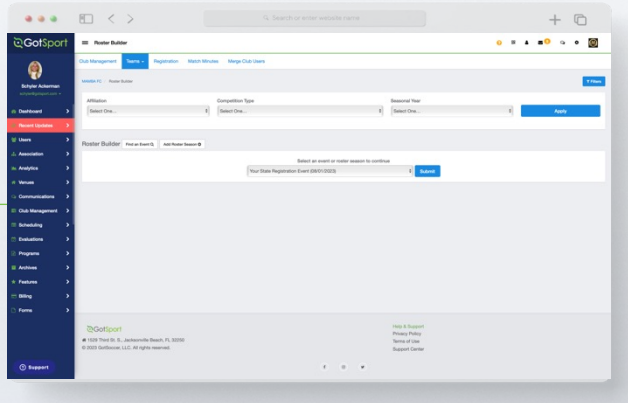
STEP 1

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

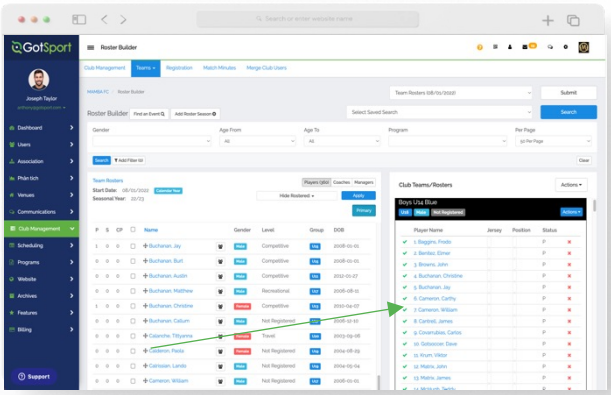


STEP 2

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

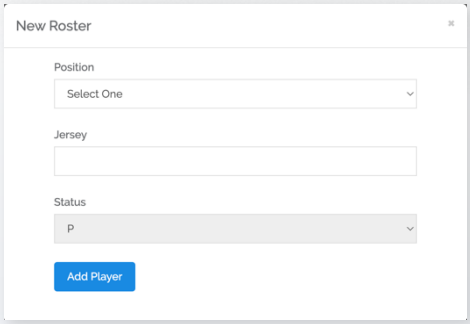


Assigning Players to an Official Roster



STEP 3

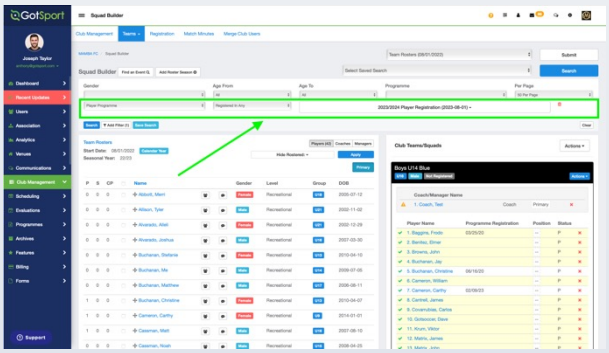
Once on the **"Roster Builder"** page, you can use the hairpin to drag the player to the team that they will be rostered on, and then click Add Player. Or you can utilize the checkmarks next to the players name and click **"Add to Team"** for the particular team to bulk add player to the team roster.



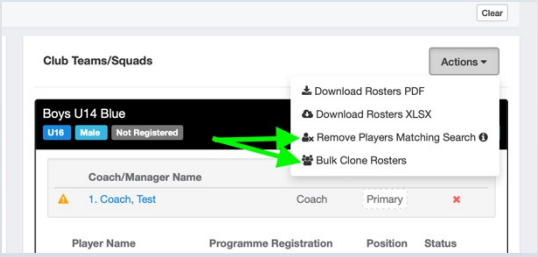
Note: All the players on the team currently have green checkmarks that signify approved by the event.

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.

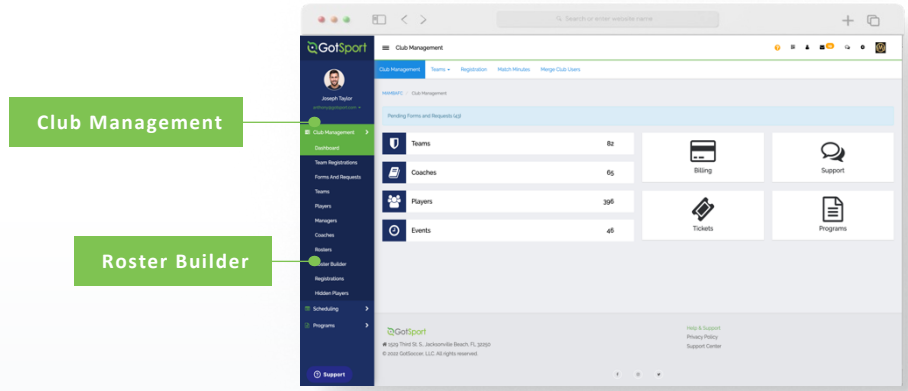


REGISTRAR MANUAL

Adding a Coach or Manager to an Event Roster

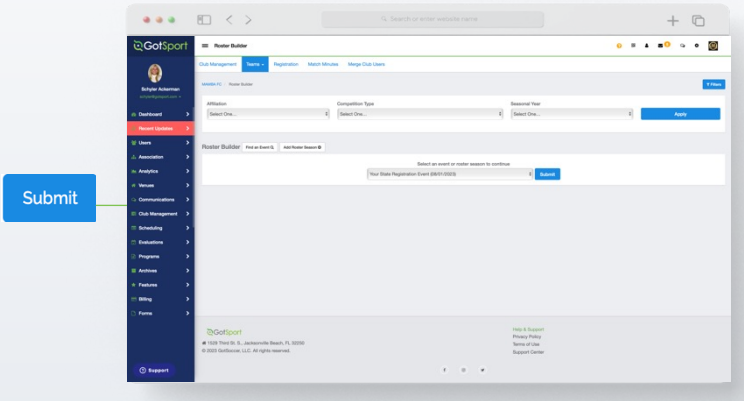
STEP 1

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



STEP 2

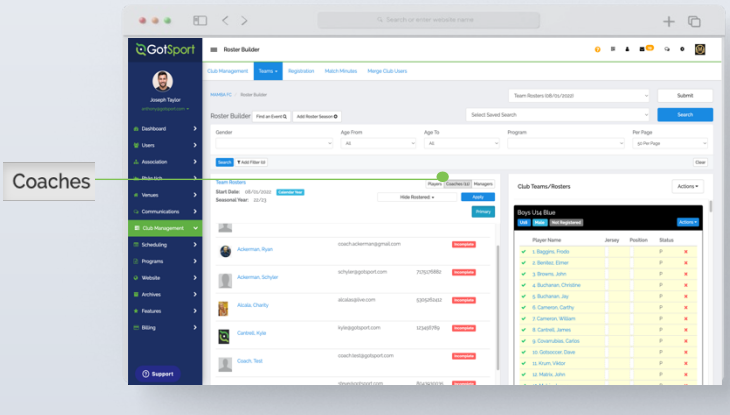
Here you will Select the Event you are going to build your Roster for and hit Submit.



STEP 3

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

(continued on next page)



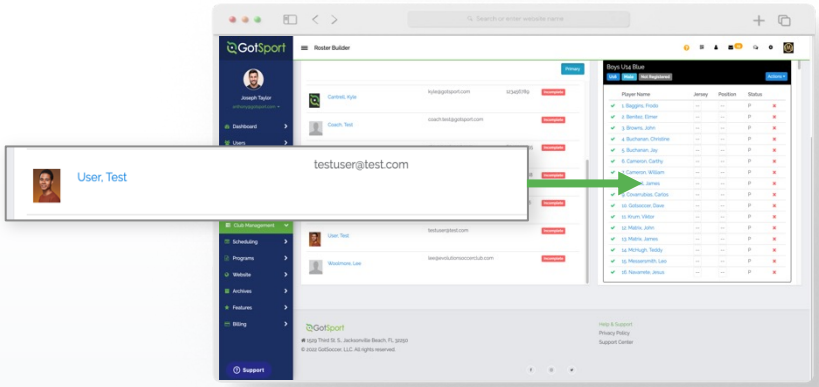
REGISTRAR MANUAL

Adding a Coach or Manager to an Event Roster

STEP 4

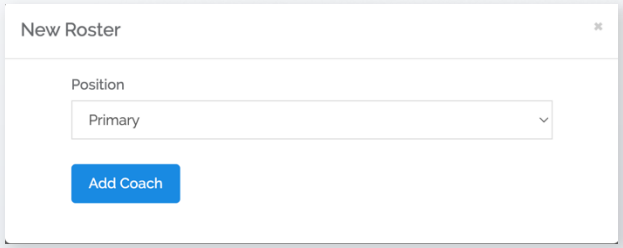
Here you will click and drag the Coach to the desired team on the right.

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



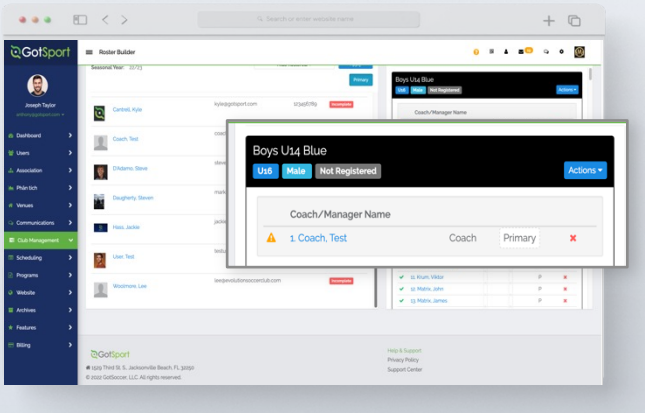
STEP 5

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.

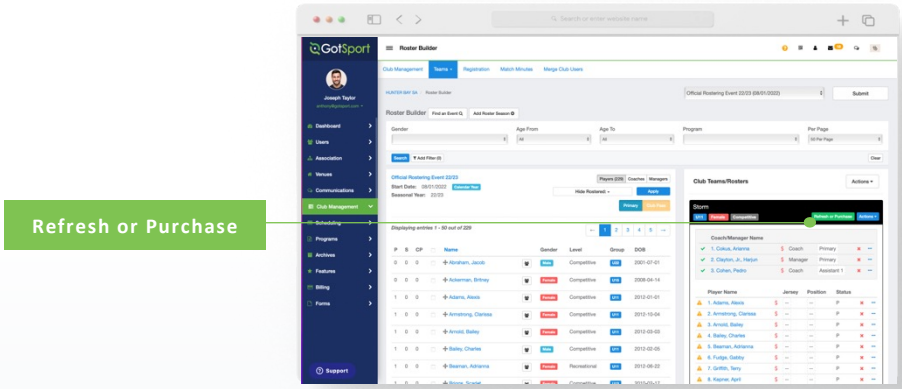


REGISTRAR MANUAL

Submit and Pay for Players, Coaches, and Managers

STEP 1

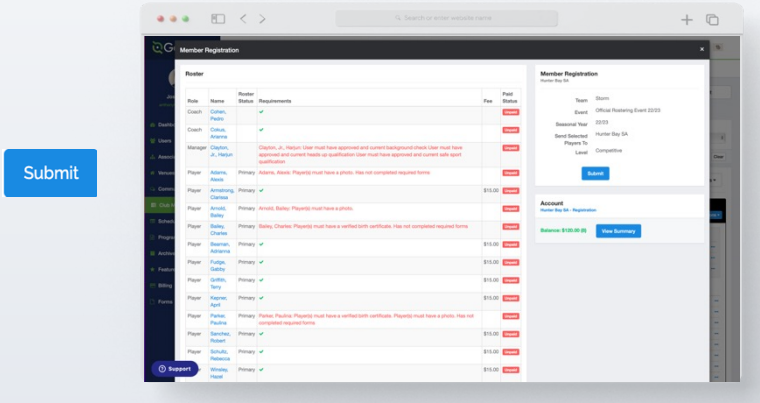
Click the green Refresh or Purchase button.



STEP 2

Click 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)

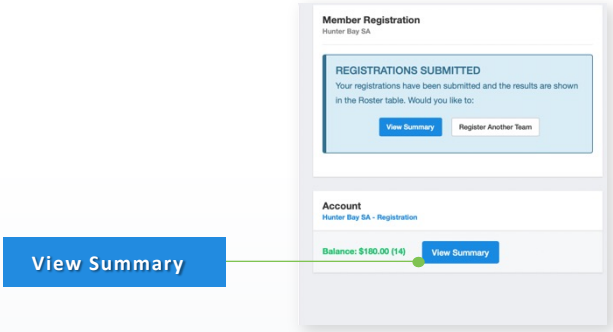


REGISTRAR MANUAL

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.

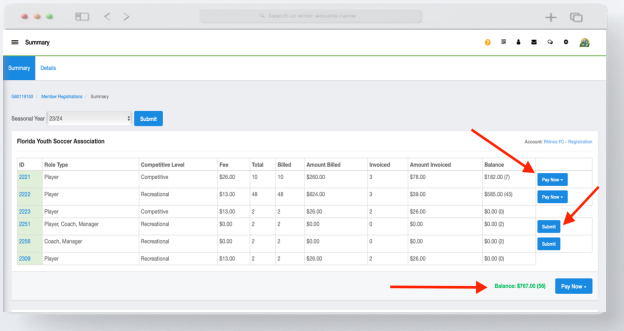


STEP 4

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.

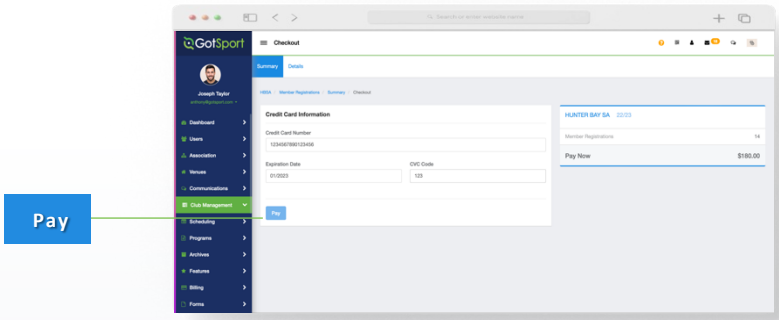
(continued on next page)



Submit and Pay for Players, Coaches, and Managers

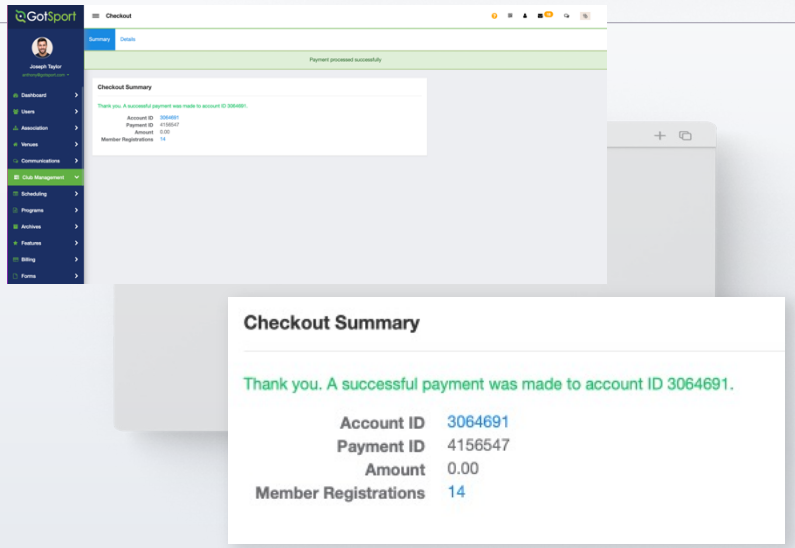
STEP 5

Enter your credit card information and then select Pay.



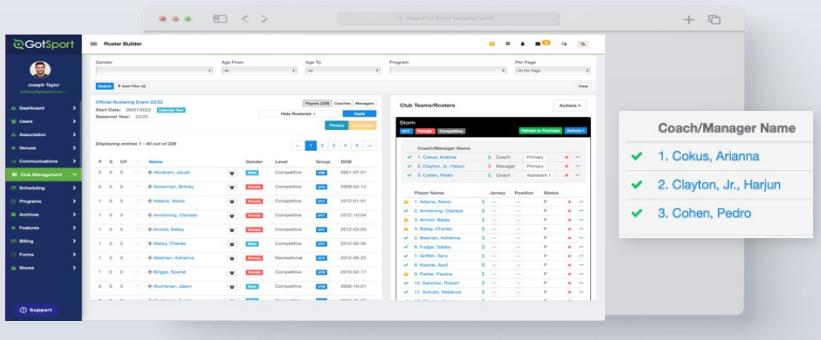
STEP 6

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



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.

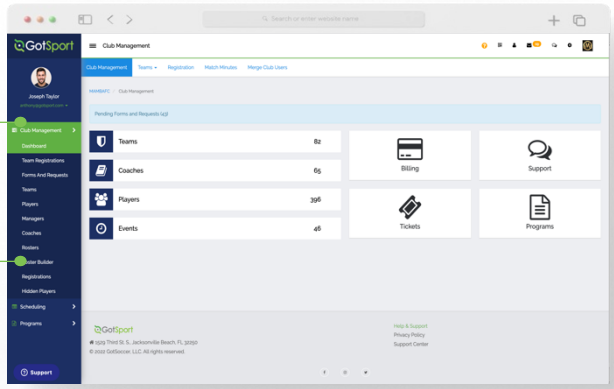


REGISTRAR MANUAL

Generating Official Roster Documents

STEP 1

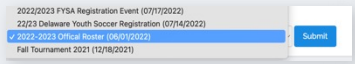
Click **"Club Management"** and select **"Roster Builder."**

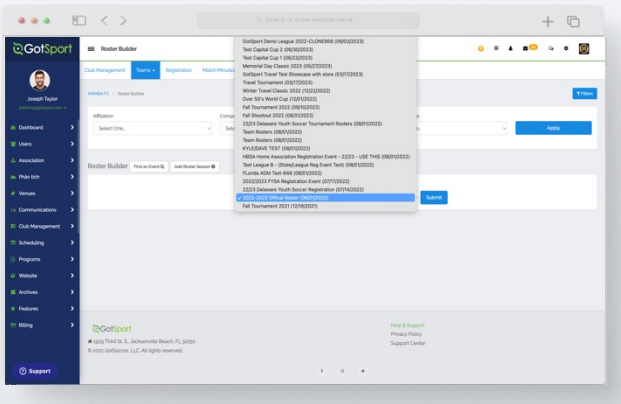


STEP 2

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

(continued on next page)

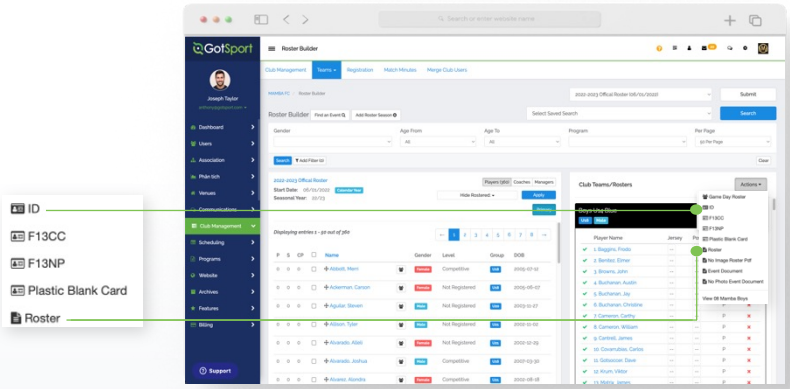




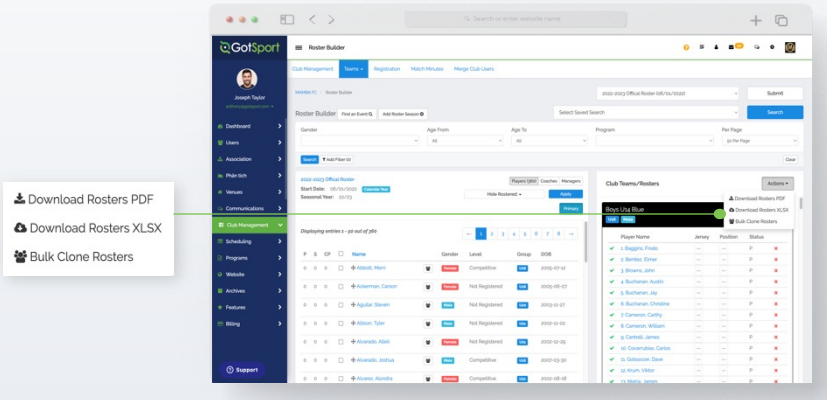
Generating Official Roster Documents

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.



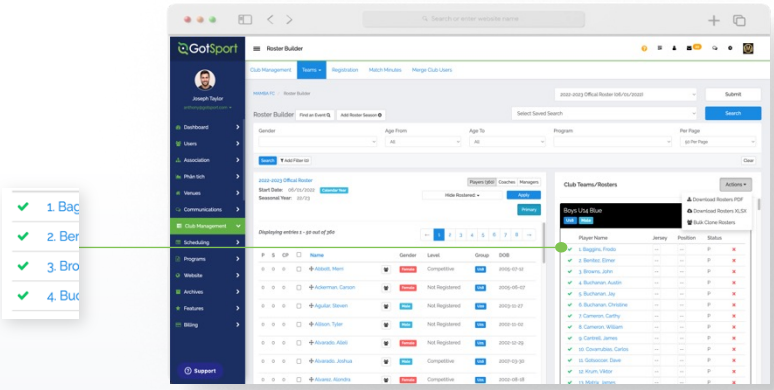
***Note:** This step is to do each team documents one by one. If you want to download all team rosters in bulk. Select the white **"Actions"** tab and then choose the way you want to download all team rosters.



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

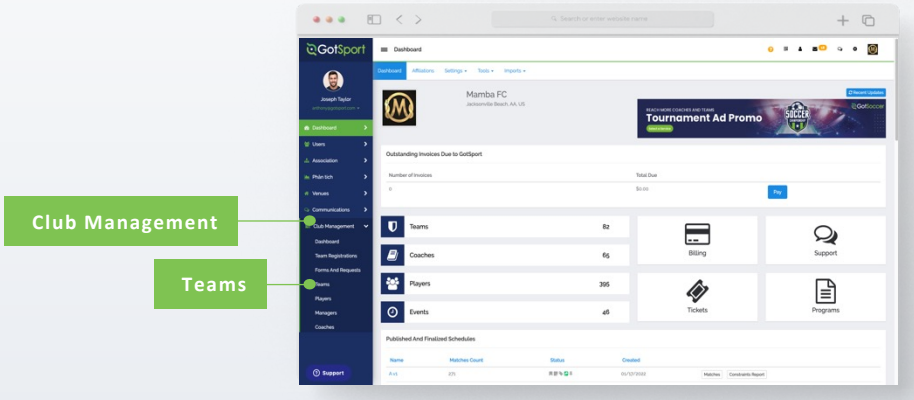
Viewing Official Team Documents
(Club View)

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

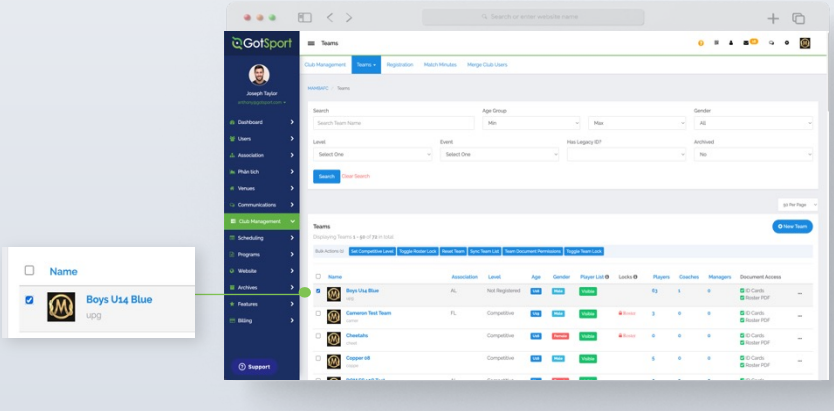
Click the **"Club Management"** tab and then **"Teams".**



STEP 1B

Click into your registered team.

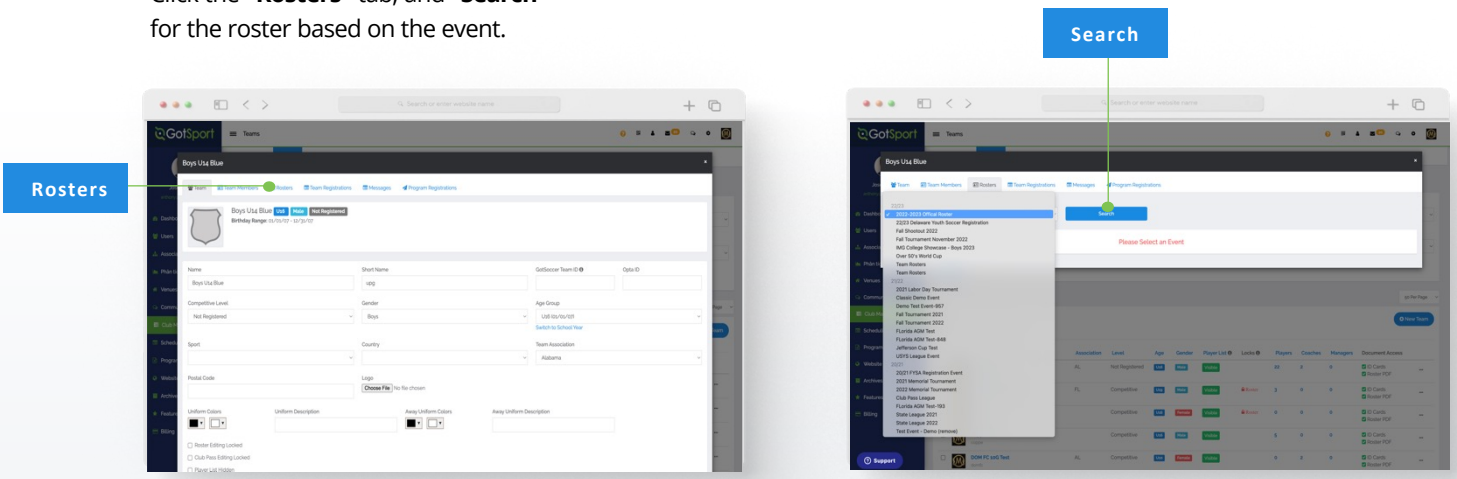
(continued on next page)



Viewing Official Team Documents
(Club View)

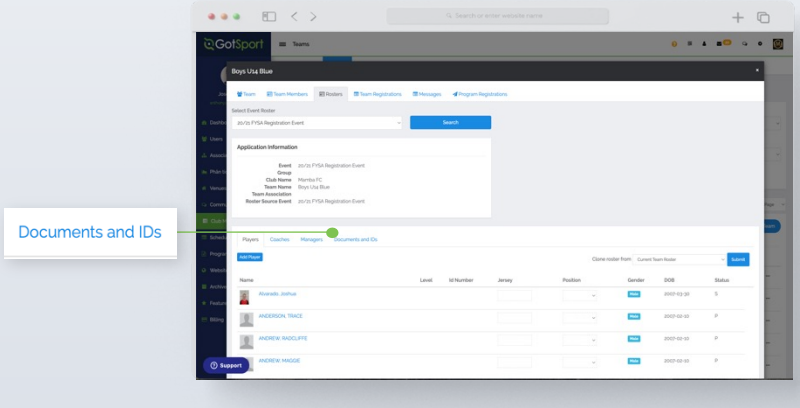
STEP 2

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



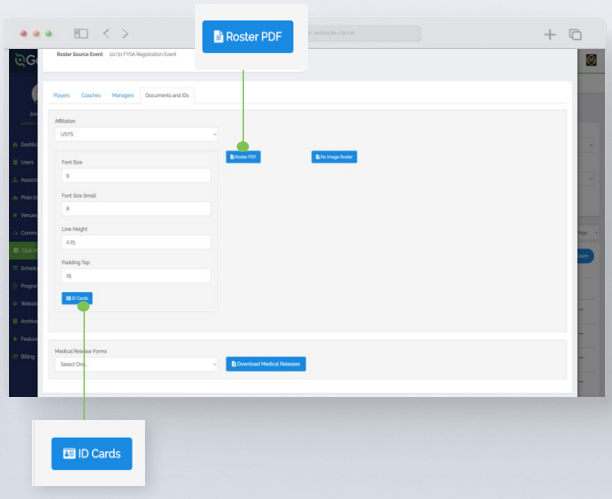
STEP 3

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



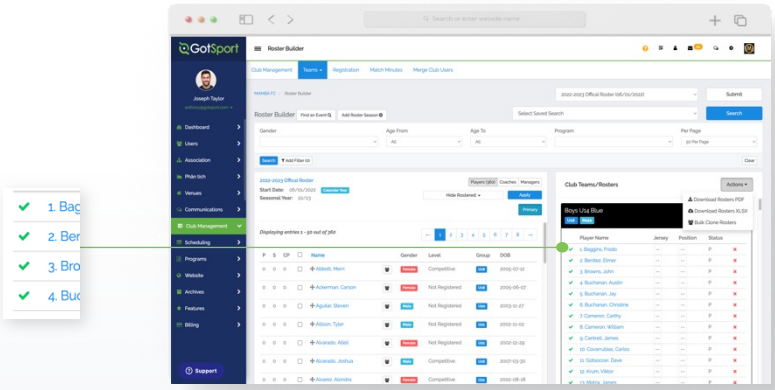
STEP 4

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



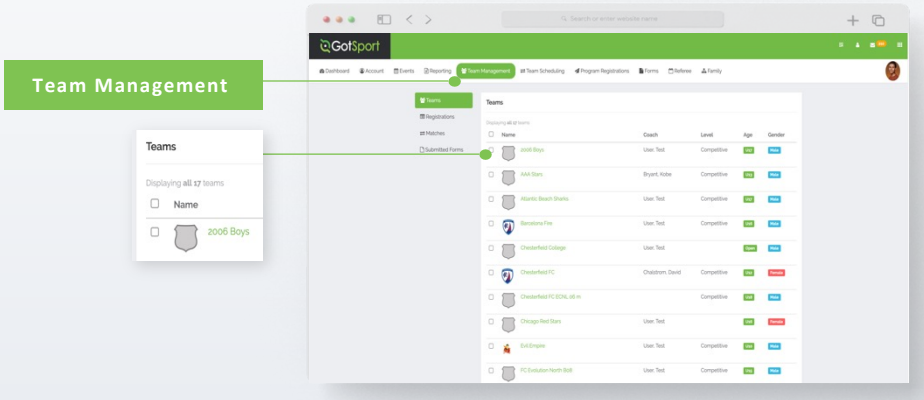
Viewing Official Team Documents
(Team View)

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

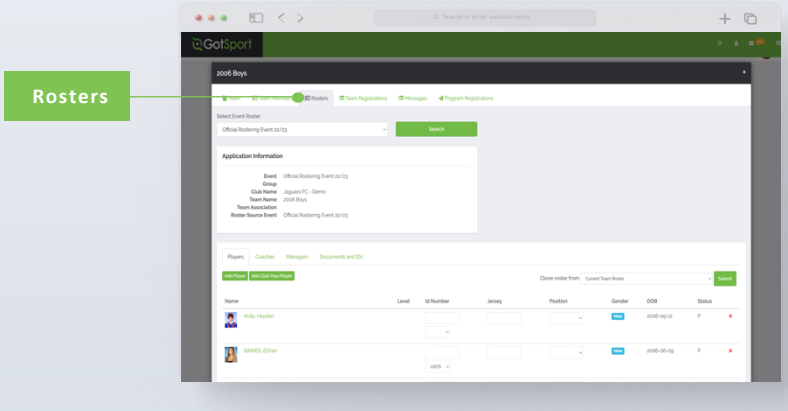
From your user profile, click the **Team Management** tab and click on the appropriate team.



STEP 1B

Click on **Rosters.**

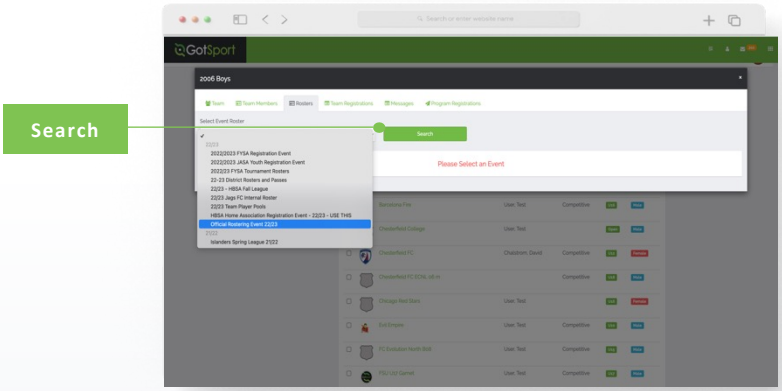
(continued on next page)



Viewing Official Team Documents
(Team View)

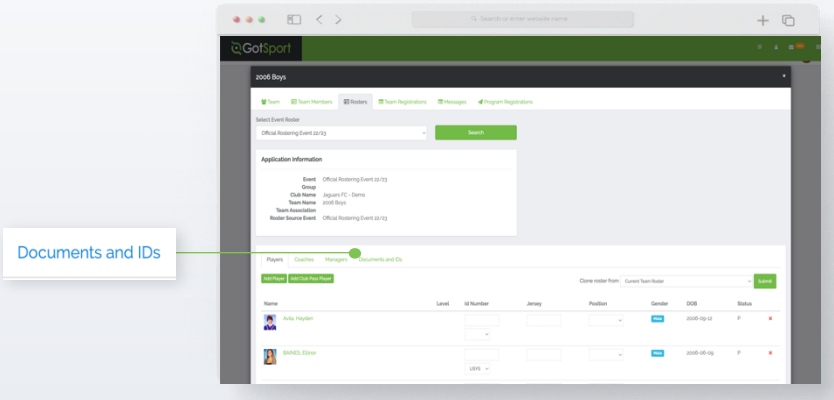
STEP 2

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



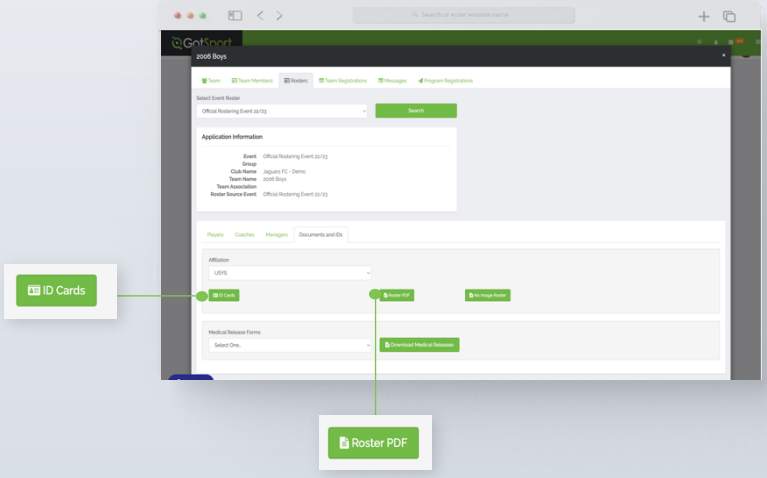
STEP 3

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



STEP 4

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



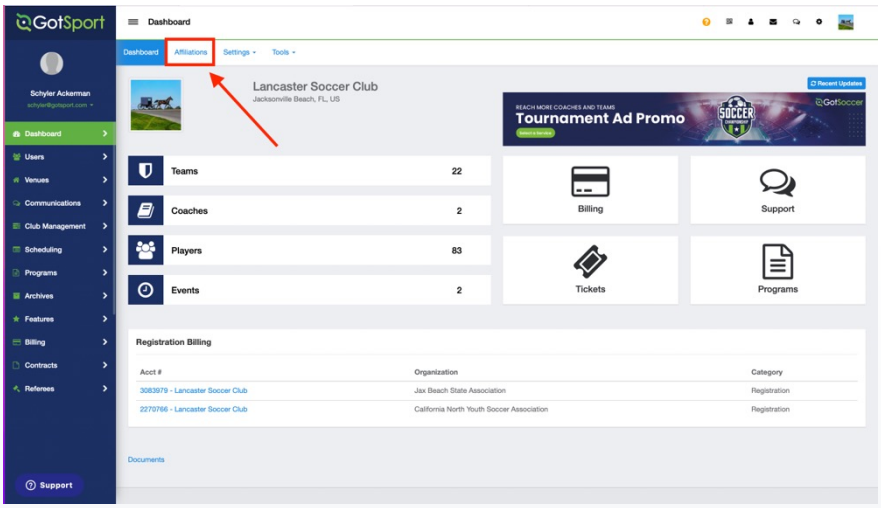
GotSport

Submitting Support Ticket To State Association

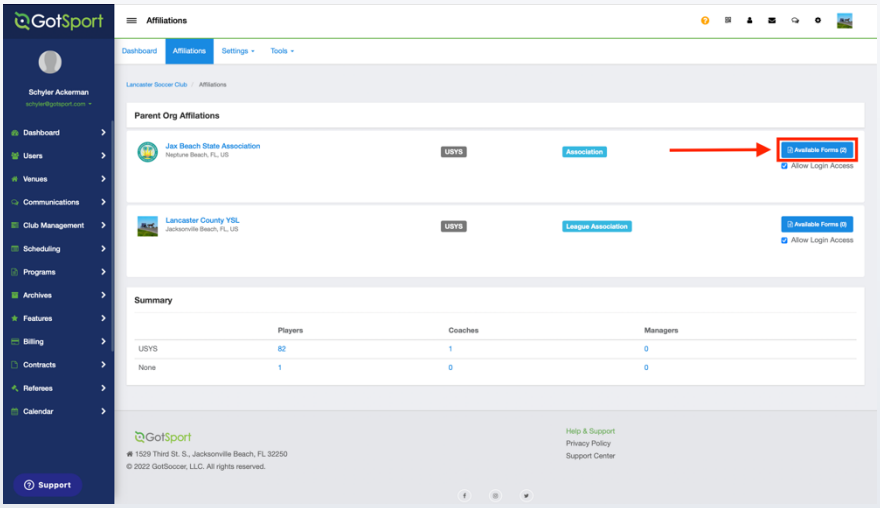
STATE SUPPORT TICKET

Submitting Support Ticket

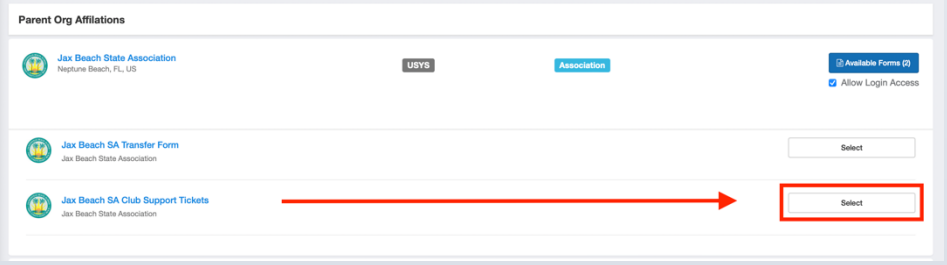
1. From the Dashboard, click Affiliations at the top of the page



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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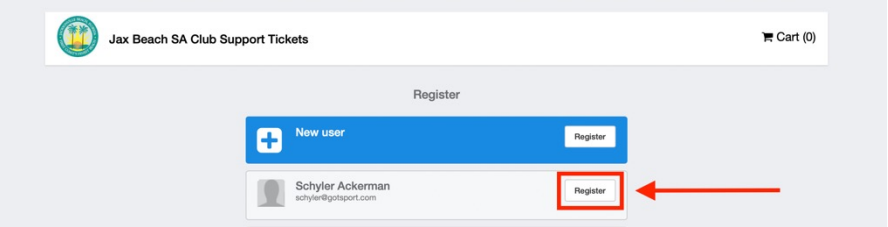
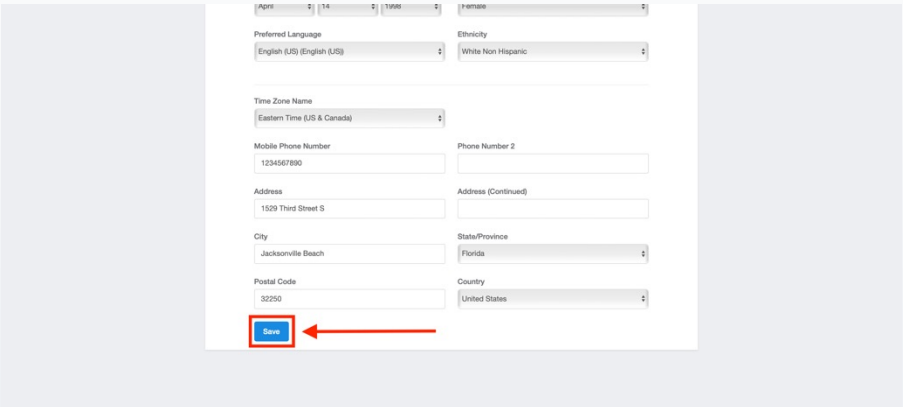
STATE SUPPORT TICKET

Submitting Support Ticket

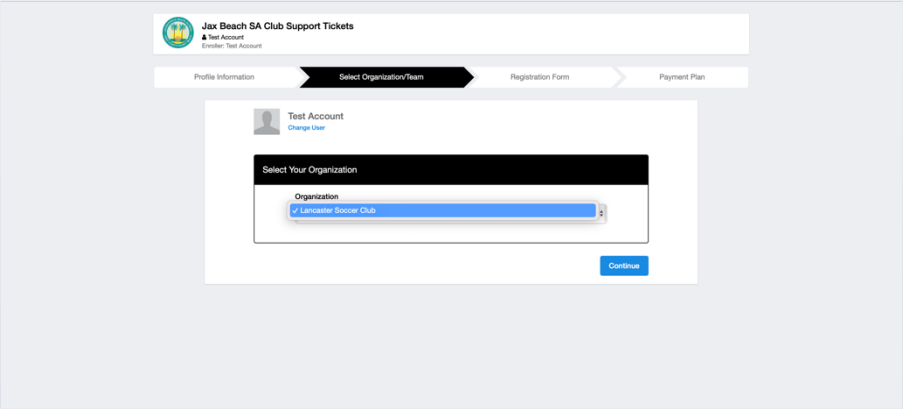
4. Select “Register” next to your GotSport account You will then fill out each page of the form.



Click Save at the bottom of the first page.



Then choose your club from the dropdown and click Continue



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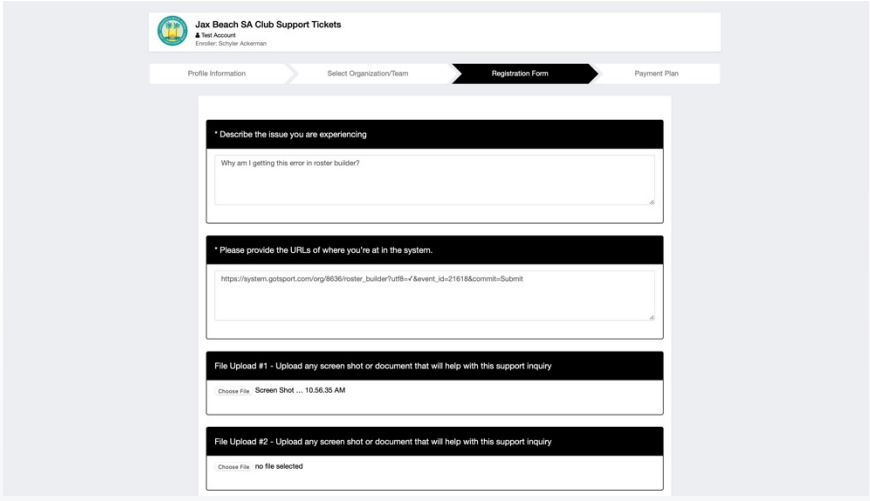
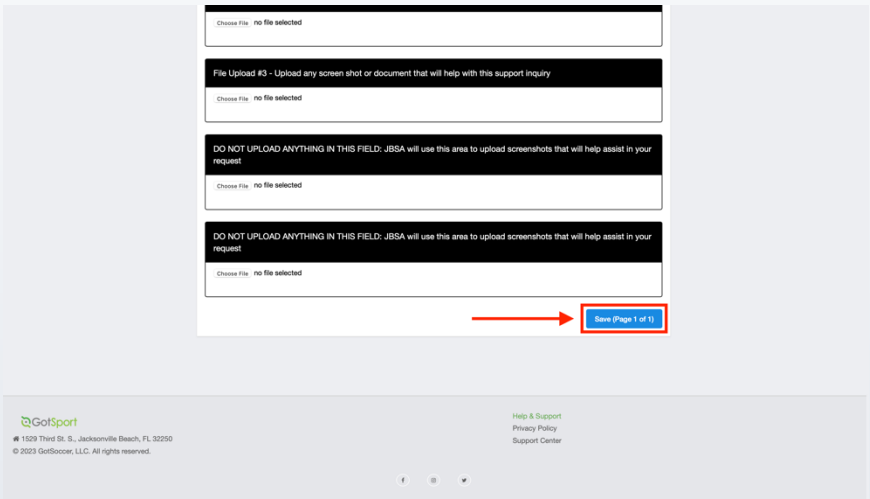
STATE SUPPORT TICKET

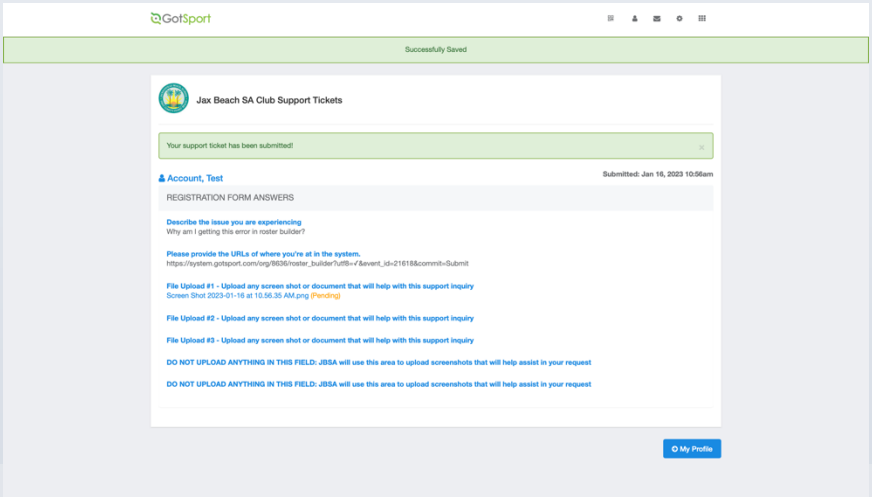
Submitting Support Ticket

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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