

GotSport

Travel Registrar Manual

Non GotSport Affiliated Users



REGISTRAR MANUAL



Welcome to GotSport

Hello,

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

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

Thank you, GotSport

Contact your State Administrator or <u>click here</u> to schedule a meeting with a GotSport representative.

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

GotSport | Welcome Letter



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Logging into your User Account



STEP ONE

Login to GotSport

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

STEP TWO

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

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

Sign In To Your Account	
aran@gotsport.com	~?
me@notsport.com	
Log In	\mathbf{C}
Forgot Password?	



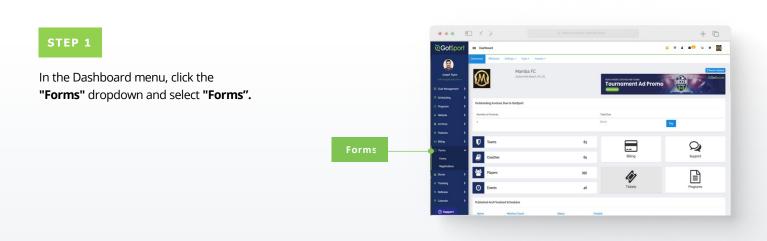


If your email is not recognized by the system, please reach out to your state administrators for assistance.



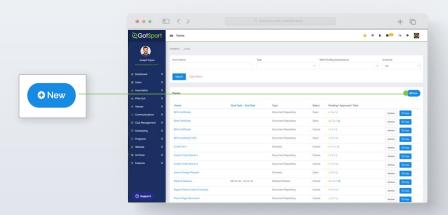
Creating A Birth Certificate Document Repository

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



STEP 2

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





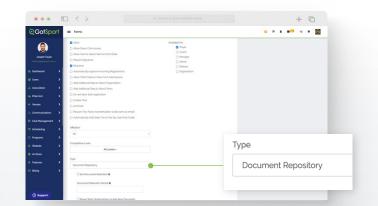
Creating A Birth Certificate Document Repository

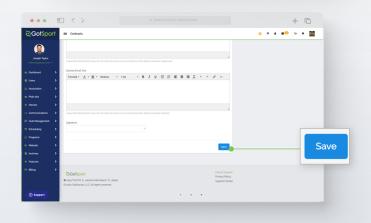


Build out your form. Make sure to make the form "TYPE" is a "Document Repository". Scroll to the bottom and click "Save".

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() Support						

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.

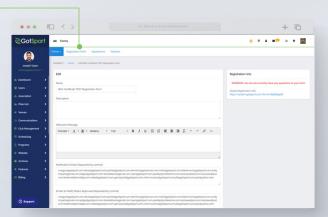


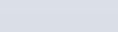


STEP 4

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

Registra	ation	Form

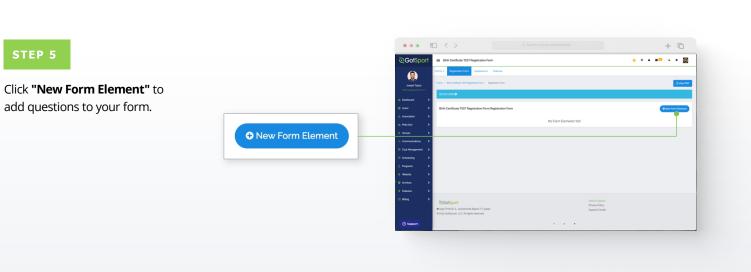




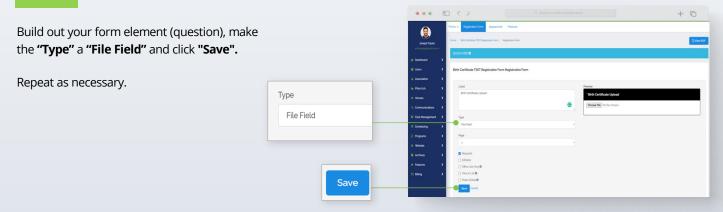


GotSport | Creating a Birth Certificate Document Repository (Post Bill) Clients

Creating A Birth Certificate Document Repository



STEP 6



Archive Previous Years' Players

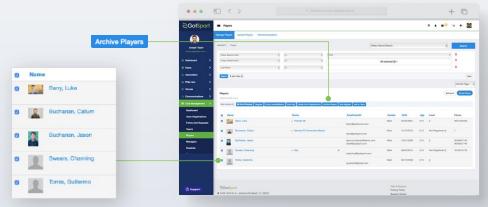
Once you have closed player registration for the 23/24 seasonal year, go to Player List. Click Add Filter and select Player Program. Change the middle dropdown to Not Registered In, select the name of your player program, and click Search. This will show a list of all players in your club who have not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



STEP 2

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

(continued on next page)



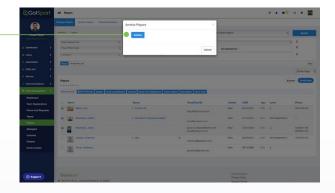
Archive Previous Years' Players



STEP 3

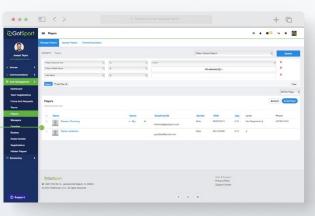
Click the blue **"Archive"** button in the window to confirm.

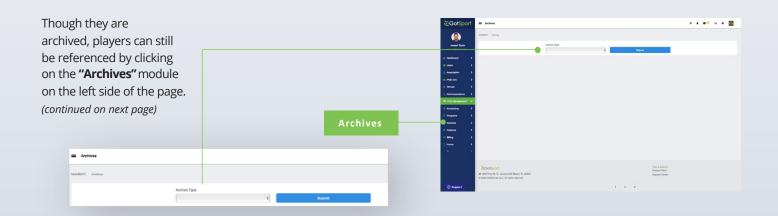
Archive Players	×
Archive	
	Cancel



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

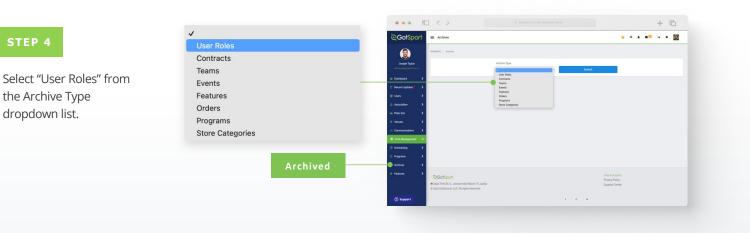






Archive Previous Years' Players

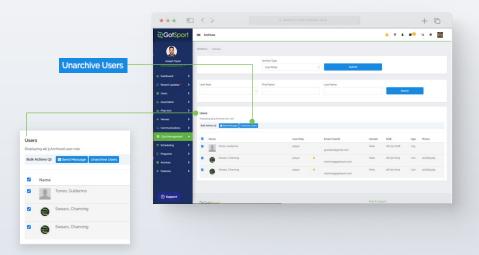




STEP 5

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

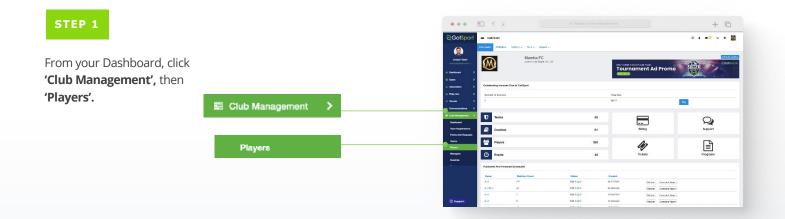
Note: When you archive players, as they complete your registration for the following season, they will automatically move from archived to your player list where they will appear.



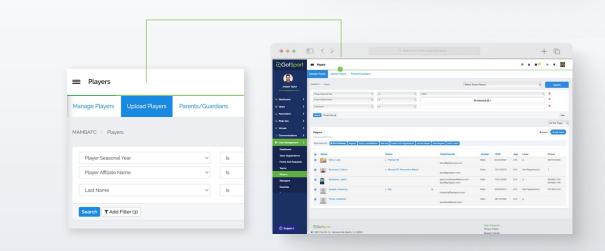
REGISTRAR MANUAL

Player Upload





Click 'Upload Players'.



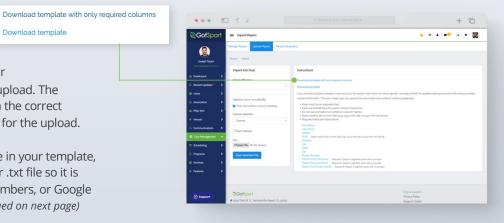
STEP 3

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.

Download template

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)

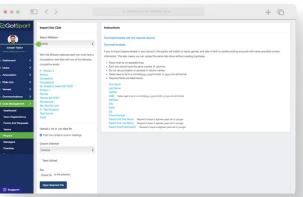


Player Upload

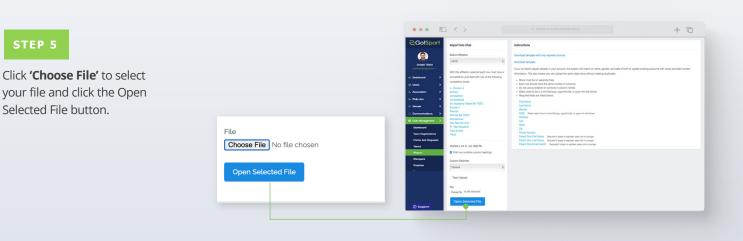


Go to the Import into Club section and fill in the information needed for the upload. You can upload all Players with an Affiliation added to their account by opening the "Select Affiliation" dropdown menu and selecting the desired Affiliation. You will be required to include the Competitive Level for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

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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.





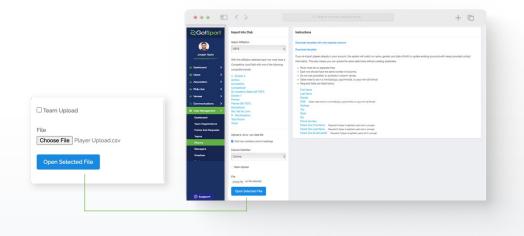
STEP 5

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.

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Import Into Club		Instructions
Select Affiliation	~	Download template with only required columns Download template

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.*

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.



Merge User Accounts



STEP 2

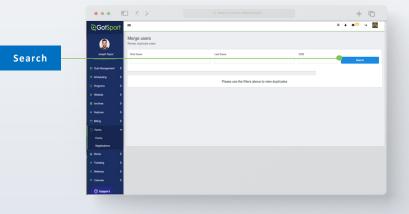
Click the **"Duplicate User Suggestion"** button highlighted in red.

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

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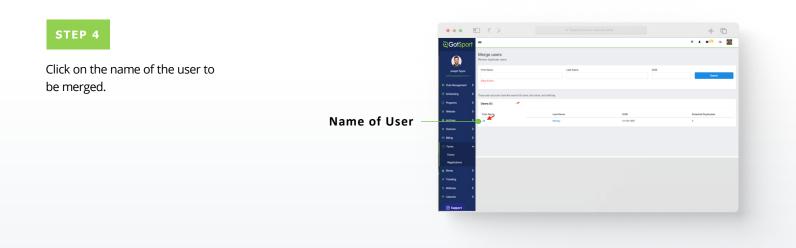
If you do not know the specific person, click the **"Search"** button to see all accounts. (continued on next page)



Merge User Accounts

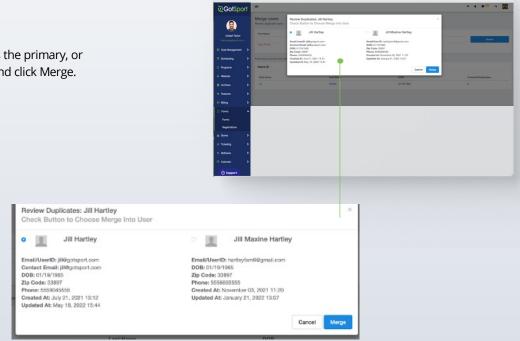


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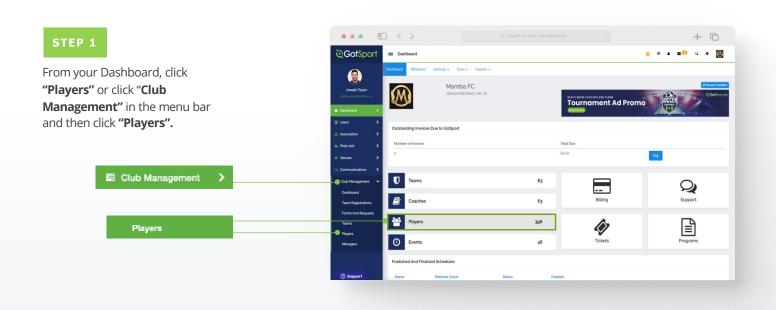
STEP 5

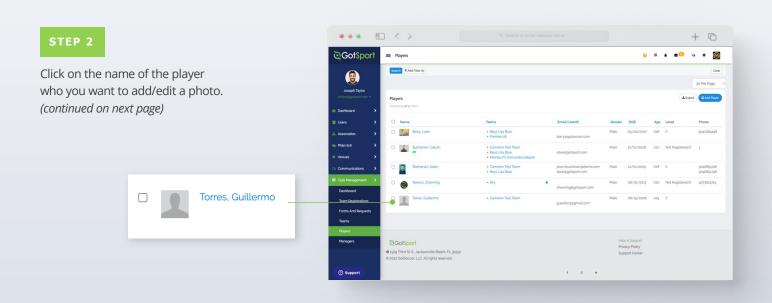
Select which profile will be kept as the primary, or the profile to be **"Merged Into"** and click Merge.



••• 🗉 < >

Add/Edit a Player Photo





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.

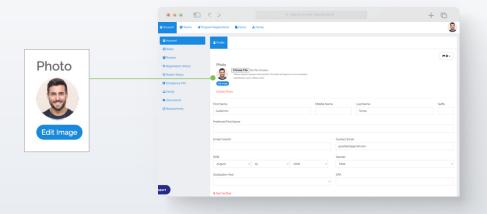


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	guestestagmal.com	
	D08 Gender	
	August v 15 v 2008 v Male	
	Graduation Year GPA	

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.



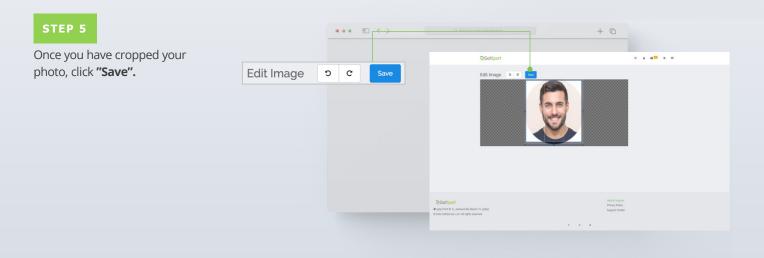


Table of Contents

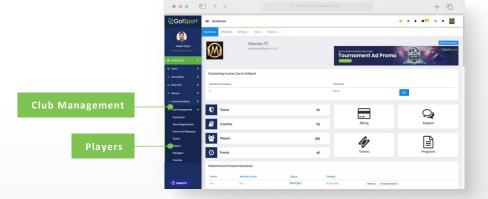
GotSport | Add/Edit a Player Photo (Post Bill) Non-Clients

Adding A Birth Certificate to A Player Profile



STEP 1

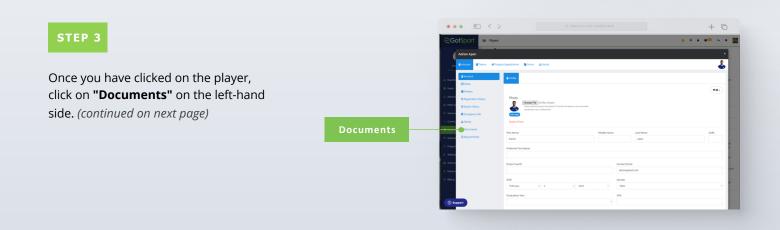
From your dashboard, click on **"Club Management"** on the left-hand side then select **"Players"** from the dropdown menu or click on the **"Players"** tab on the middle of your dashboard.



STEP 2

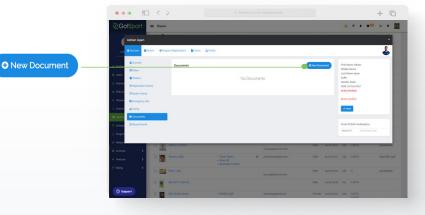
On this page you can use the filters at the top to narrow down your player list. Once you have found the player you want to add a document/birth certificate for, click their name.

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	n Dishboard			clubsagotsoccer.com	Male	02/30/2007	U16 (USVS)	9047454445
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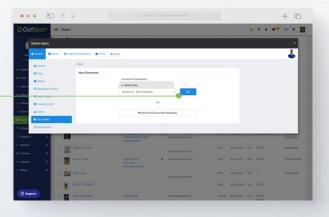
Adding A Birth Certificate to A Player Profile

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.

Document Repository	
	Go



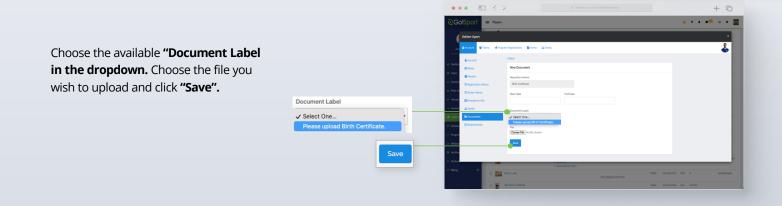


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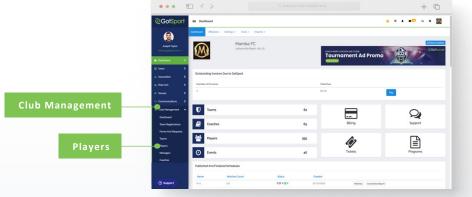
GotSport | Adding s Birth Certificate to Player Profile (Post Bill) Non-Clients

Verifying Players



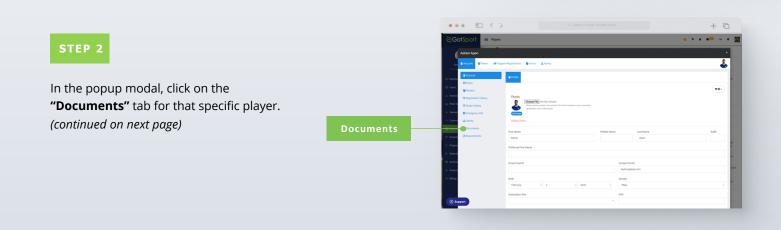
STEP 1

From your dashboard, click on **"Club Management"** on the left-hand side then select **"Players"** from the dropdown 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.

Joseph Taylor anthroyograport.com - Dashboard J		Apen, Adren Arixejo, Jose	Alartic Bach Daris		testoaglest.com	Male	02/02/2007	O UNS	B A BO	o ● [
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Verifying Players

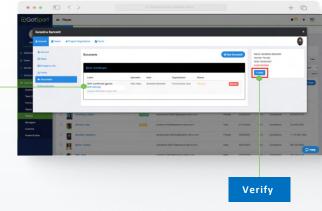


STEP 3

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.

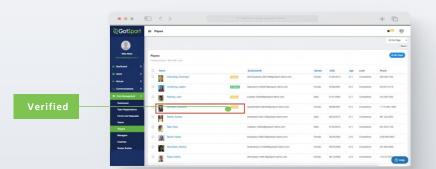
Note: The system will notate the User that verified the Player and also mark a date and timestamp.





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.

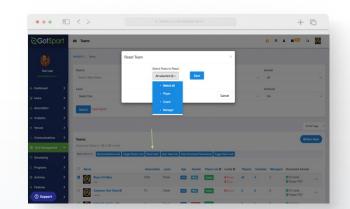


Archiving Teams (If Needed)



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.



1

STEP 2

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

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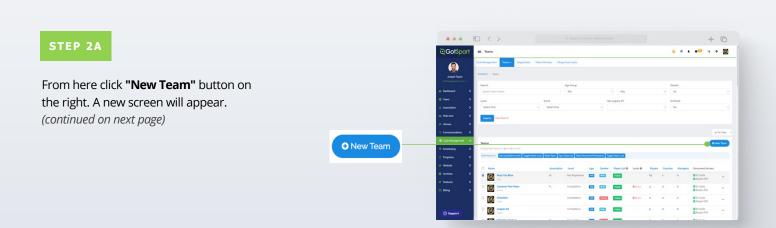
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Archive

Creating Teams



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Creating Teams

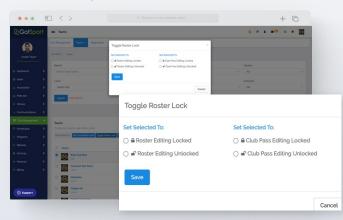


STEP 2B

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

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Team Management



1. Roster Lock

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

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

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

Creating Teams

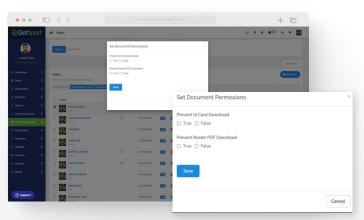


Team Account Functionalities

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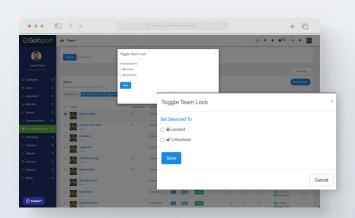
3. Sync Team Player List

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



4. Team Document Permissions

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



5. Team Lock

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

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6. Hiding Team Player List

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





***Recommended at the start of the new seasonal year on or after August 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.

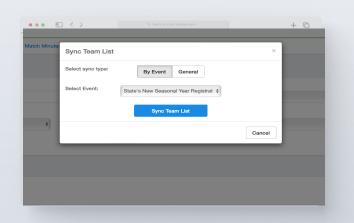
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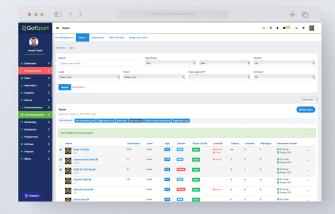
STEP 2

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

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

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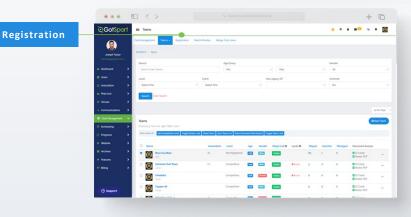


Registering Teams to an Official Rostering Event



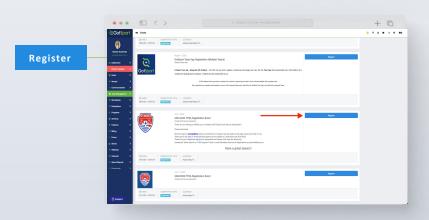
STEP 2

Here you will click on Registration.



STEP 3

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



Registering Teams to an Official Rostering Event

23/24 VYSA Official Travel Roster (to incl \$ Reg

Age Group

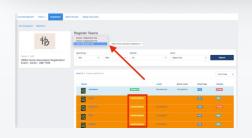
All Teams on Page (50)

Selected Teams (50)

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

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

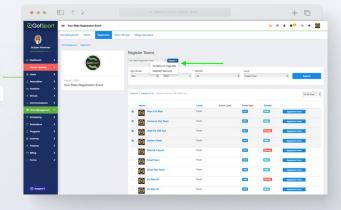
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STEP 4

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

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



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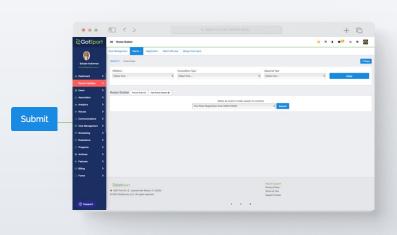
Assigning Players to an Official Roster



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





Assigning Players to an Official Roster

STEP 3

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

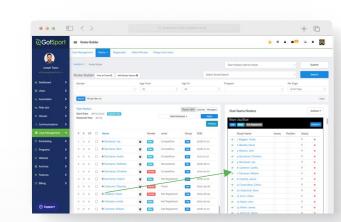
Note: All the players on the team currently have green checkmarks that signify approved by the event.

A

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

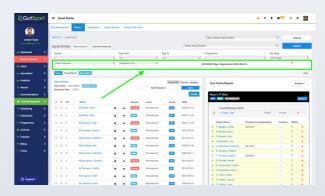
Here, you can filter by **Player Program.** Select **Add Filter,** choose **Player Program,** and then select the program players are registered to. This provide you a list of all players who are registered in that particular program; these players are listed in yellow. Whoever is not registered, will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

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



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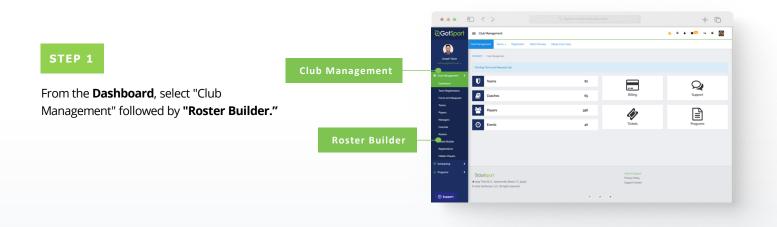
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Table of Contents

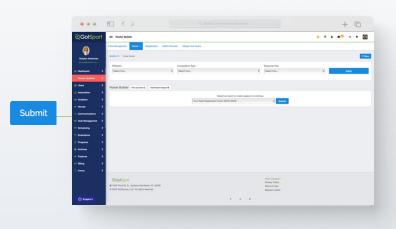
GotSport | Assigning Players to an Official Roster (Post Bill) Clients

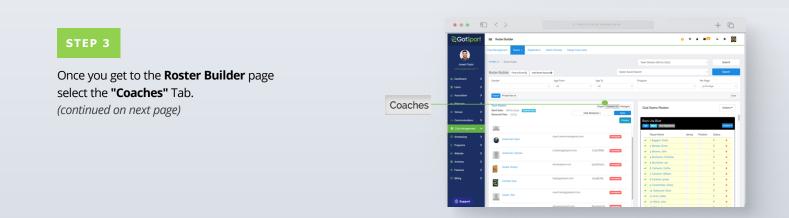
Adding a Coach or Manager to an Event Roster



STEP 2

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





Adding a Coach or Manager to an Event Roster



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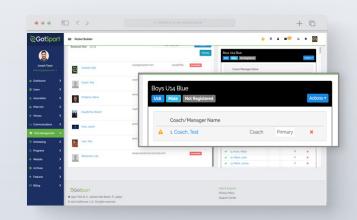
STEP 5

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

New	Roster		х
	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.



Submit and Pay for Players, Coaches, and Managers



STEP 1

Click the green Refresh or Purchase button.

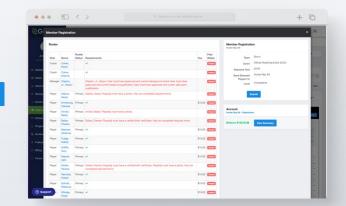
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STEP 2

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)* Submit



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.

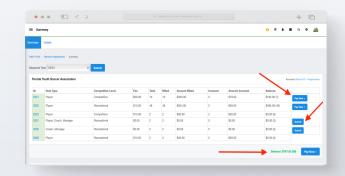


STEP 4

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)



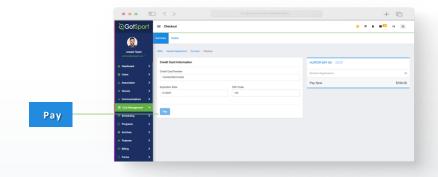
Member Registration

Account

REGISTRATIONS SUBMITTED

Submit and Pay for Players, Coaches, and Managers



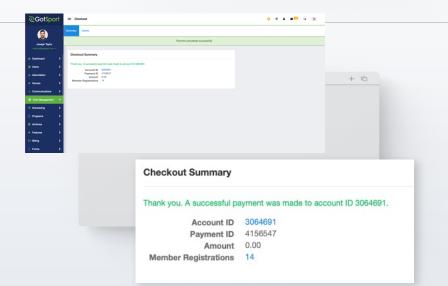


Enter your credit card information and then select Pay.



STEP 5

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.

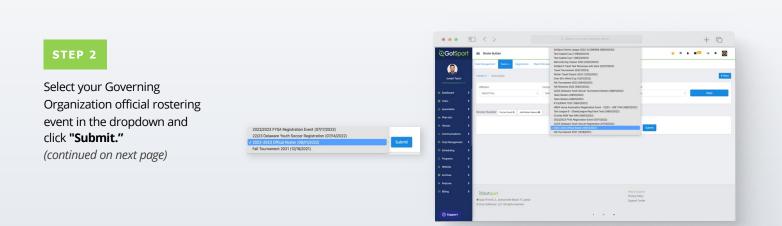
Note: If coaches and players have a yellow triangle next to their name, this is because the event has not yet approved the coach and/or player. If there is a red dollar sign next to them, it is because their registration fee has not yet been paid for.

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Generating Official Roster Documents







Generating Official Roster Documents



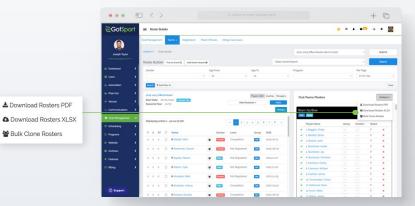
STEP 3

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

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

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

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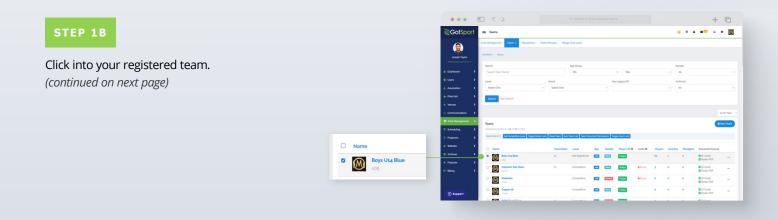


Viewing Official Team Documents (Club View)

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.

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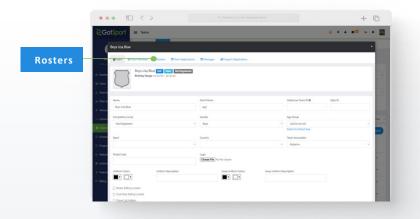


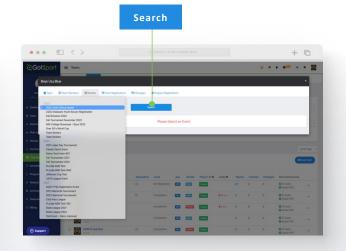


Viewing Official Team Documents (Club View)



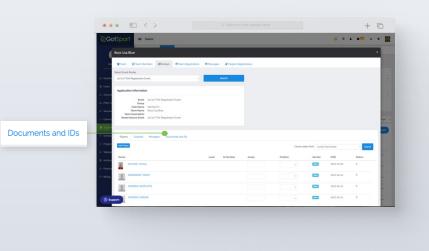
Click the **"Rosters"** tab, and **"Search"** for the roster based on the event.





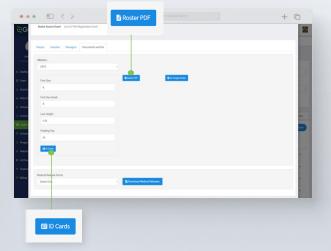
STEP 3

Click the "Documents and ID's" tab.



STEP 4

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







Viewing Official Team Documents (Team View)

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

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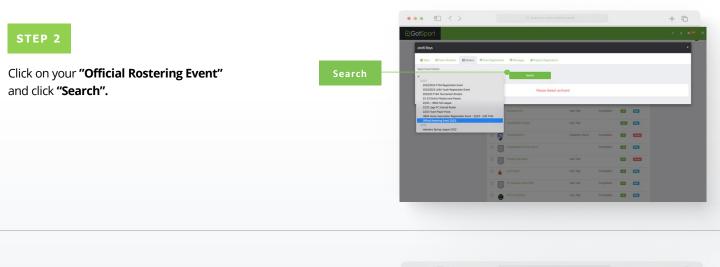
Table of Contents

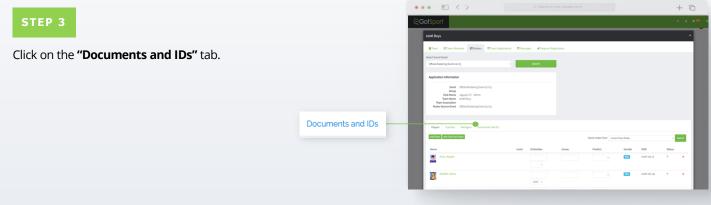
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Viewing Official Team Documents (Team View)





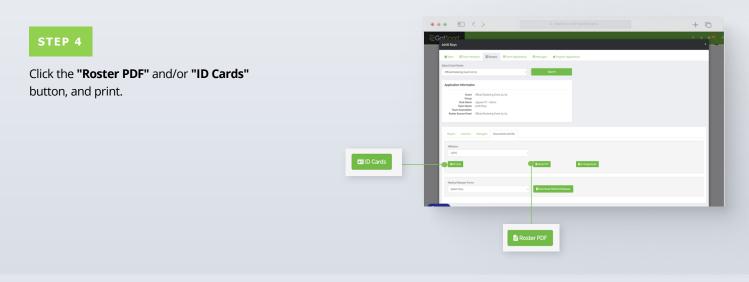


Table of Contents

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

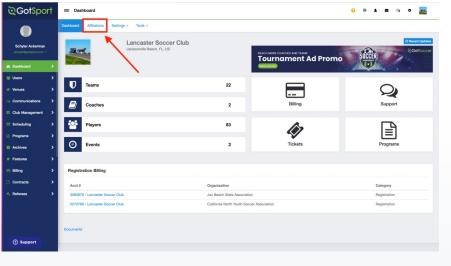


Submitting Support Ticket To State Association

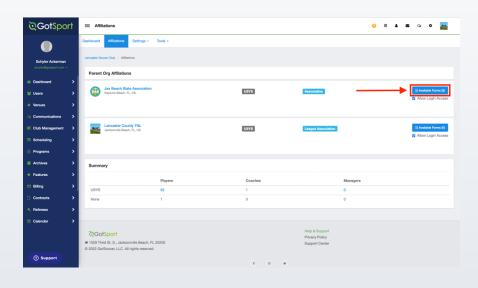


STATE SUPPORT TICKET Submitting Support Ticket

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



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



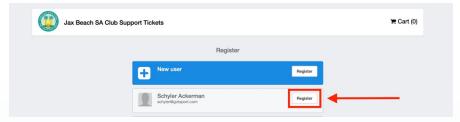
3. Choose the Select option next to the Club Support Tickets





STATE SUPPORT TICKET Submitting Support Ticket

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



Click Save at the bottom of the first page.

Preferred Language		Ethnicity	
English (US) (English (US))	٥	White Non Hispanic	٠
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Eastern Time (US & Canada)	\$		
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Address		Address (Continued)	
1529 Third Street S			
City		State/Province	
Jacksonville Beach		Florida	٥
Postal Code		Country	
32250		United States	\$
Save			

Then choose your club from the dropdown and click Continue

Jack Bach SA Club Support Tickets Determination Partice Information Regretation From Regretation From Partice Information Test Account Comparisation Test Account () Linear Boord () Linear	Decision Solid Organization/Team Registration from Payment Plan	Portine internation Portine Po	Performation Select Organization/Team Registration Form Permeet Plan First Account Select Your Organization Select Your Organization First Account Select Your Organization Values Bocor Club Values Bocor Club Test Select Your Organization Select Your Organization						
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STATE SUPPORT TICKET Submitting Support Ticket



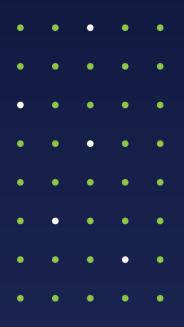
Answer all registration questions and click Continue at the bottom of the page when completed.

Q	Jax Beach SA Club Support Tickets Intercont Ender Solvy Annue
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	Steer (Page 1 of 1)
CotSport 1529 Third St. S., Jacksonville Beach, FL 32250 © 2023 GotSoccer, LLC. All rights reserved.	Help & Busport Phagey Holdy Busport Center

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

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Successfully Saved					
Jax Beach SA Club Support Tickets					
Your support ticket has been submitted!					×
& Account, Test	Sut	bmitted	: Jan 10	3, 2023 1	0:56am
REGISTRATION FORM ANSWERS					
Describe the issue you are experiencing Wity am I getting this error in roster builder?					
Please provide the URLs of where you're at in the system. https://eystem.gotsport.com/org/8536/roster_builder/u88+-/faveet_id-21618&commit=Submit					
File Upload #1 - Upload any screen shot or document that will help with this support inquiry Screen Shot 2023-01-16 at 10.56.35 AAk.prg (Pending)					
File Upload #2 - Upload any screen shot or document that will help with this support inquiry					
File Upload #3 - Upload any screen shot or document that will help with this support inquiry					
DO NOT UPLOAD ANYTHING IN THIS FIELD: JBSA will use this area to upload screenshots that will help assist in your request	t i				
DO NOT UPLOAD ANYTHING IN THIS FIELD: JBSA will use this area to upload screenshots that will help assist in your request	t .				
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For All Inquires:

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