

# GotSport

## **Recreational Registrar Manual**

## Non-Affiliated GotSport Users





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STATE REGISTRATION

## **Direct Register Process**

Follow this guide on how to direct register players.



#### STEP ONE

## Login to GotSport

Go to **system.gotsport.com** and enter your e-mail and password if you know your login.

Note: If you do not get a reset email, please check your spam/junk folder. Also, in rare cases it could take up to 30 minutes to receive the reset email.

First Time? If this is your first-time logging into GotSport, please reach out to your club to find out which administrator can add your account into the system and/or confirm your UserID/Email. Once you have your UserID/Email click on "Forgot Password".

Sign In To Your Account	
aran@gotsport.com	
me@adtsort.com	
Log In	
Forgot Password?	



Note: If you do not know your login, click
 Forgot Password, type in your e-mail
 address and you will receive an e-mail to
 reset your password if you have an account.

#### STEP TWO

## **Archive Players**

1. From the club/organization dashboard, click on Club Management > Players

2. Here you can filter by Player Competitive Level and select Recreational from the competitive level dropdown.

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)



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#### GotSport | Direct Register (Pre Bill) Archive Players

#### STATE REGISTRATION

## **Archive Players**

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

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







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#### GotSport | Direct Register (Pre Bill) Archive Players

## **Archive Players**

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



7. 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:** that 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.



## **Player Upload**



#### STEP THREE

## **Player Upload**

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



#### 2. Click 'Upload Players'



**3.** Click on "Download template with only required columns". A blank template .csv file will download,

Download template with only required columns

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)



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#### GotSport | Direct Register (Pre Bill) Player Upload

## **Player Upload**

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).

Salaat Affiliation	
Select Amilation	
USYS	\$
With this affiliation selected each row	v must have a
Competitive Level field with one of t	he following

4 - Division 4 Archive

Competitive



**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.



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

## STATE REGISTRATION **Player Upload**

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



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Team Upload

Choose File Player Upload.csv

+ 0

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 >

Upload file and click the Import Data. You will receive an email

created. Note: The Column

anage Players Upload Players	Parents/Gu	ardians							
	The	nport has been queued. You will receive an email with the results when the import is finished processing.							
Import Into Club		Instructions							
Select Affiliation		Download template with only required columns							

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.

### **Table of Contents**

Player's list.

## Add/Edit a Player Photo (Optional)





## Add/Edit a Player Photo (Optional)



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



**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.



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GotSport | Direct Register (Pre Bill) Add/Edit a Player Photo (Optional)

# Submit Direct Registration for Players





**2.** Use the filter to find the players in which you want to register. Select the checkboxes next to the players you want to submit, then click the "Register" button.

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

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# Submit Direct Registration for Players

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





**4.** You will follow this same process for your remaining applicable Competitive Levels. You can go back through your Competitive Levels, search by the applicable level, and register those players based off of their appropriate Competitive Level.









## STATE REGISTRATION **Pay Bill for Registered Players**







# Pay Bill for Registered Players

**3.** Here you will be brought to a new page where you will enter card information and select Change Payment Information.

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# **Creating Teams (Optional)**



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## **Creating Teams (Optional)**



#### STEP 2B

REGISTRAR MANUAL

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

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		Add Team Affliation	C setter	

#### **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 (Optional)**



#### **Team Account Functionalities**

REGISTRAR MANUAL

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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.

## 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.



New Roster		×	
Position Select One	~		
Jersey			
Status P	~		
Add Player			





lub 1	eams/Squads	Actions -
		▲ Download Rosters PDF
loys I	U14 Blue	Download Rosters XLSX
U16	Male Not Registered	Remove Players Matching Search 6
U16	Male Not Registered	▲ Remove Players Matching Search € 쨜 Bulk Clone Rosters
U16	Male Not Registered Coach/Manager Name	& Remove Players Matching Search €

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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		ж
	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.



## 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)



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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## Viewing Official Team Documents (Team View)







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



## Submitting Support Ticket To State Association

## From Club, to State, to GotSport



# 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





# Submitting Support Ticket

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



#### Click Save at the bottom of the first page.

April	14 0  1	AAR 5	Female	•
Preferred Langua	ige		Ethnicity	
English (US) (En	glish (US))	\$	White Non Hispanic	\$
Time Zone Name				
Eastern Time (U	S & Canada)	\$		
Mobile Phone Nu	imber		Phone Number 2	
1234567890				
Address			Address (Continued)	
1529 Third Stre	et S			
City			State/Province	
Jacksonville Be	ach		Florida	٥
Postal Code			Country	
32250			United States	¢
Save				

Then choose your club from the dropdown and click Continue

Jax Beach SA Club Test Account Enroller: Test Account	Support Tickets			
Profile Information	Select Organization/Team	Registration Form		Payment Plan
1	Test Account Change User			
Select	Your Organization			
	Organization	)	÷	
			Continue	



# Submitting Support Ticket



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

	Jax Beach SA Club Support Tickets
Pr	offe Information Select Organization/Ream Registration Form Payment Plan
	* Describe the issue you are experiencing
	Why am 1 getting this error in roater builder?
	* Please provide the URLs of where you're at in the system.
	ringevingstein goteport.com/org/eeosinsev_busier/uttl=-/ &evert_dic_dic_traits&commin-submit
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	File Upload #3 - Upload any screen shot or document that will help with this support inquiry
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	Oneses File. No file selected
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GotSport 1529 Third St. S., Jacksonville Beach, FL 32250 2023 GotSoccer, LLC. All rights reserved.	Hele & Sopport Privacy Policy Support Center

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

