GotSport

Recreational Registrar Manual

Non-Affiliated GotSport Users

Table Of Contents

Please note, any screenshots showing "Club Management" will show as "**Home Association**" in your account

Direct Register Process

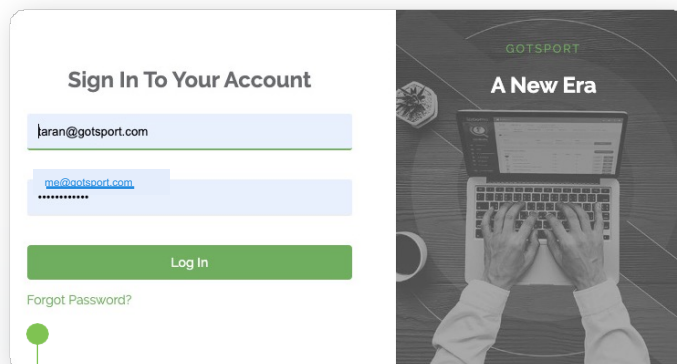Follow this guide on how to direct register players.

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".

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.
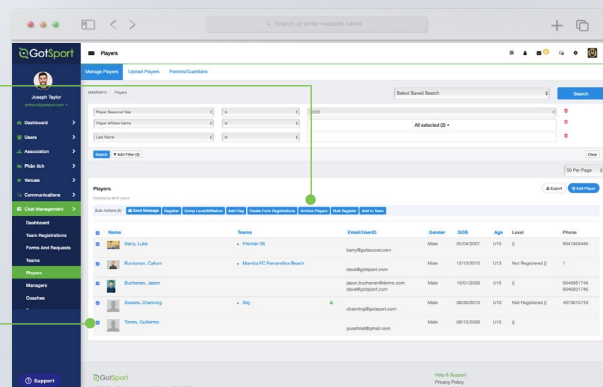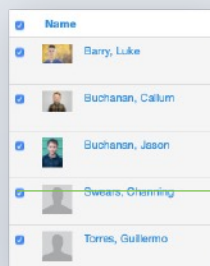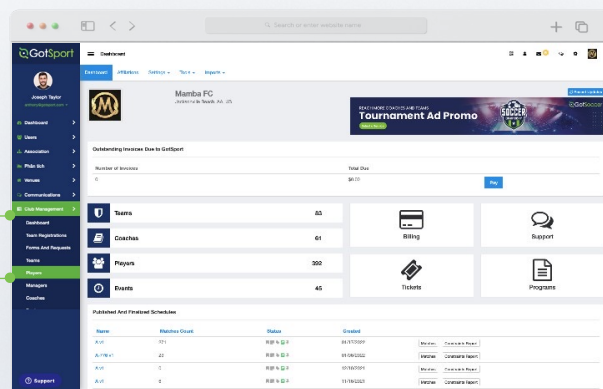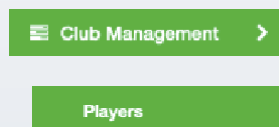
STEP TWO

Archive Players

1. From the club/organization dashboard, click on Chome Association > Players

2. Here you can filter by **Player Competitive Level** and select Recreational from the competitive level dropdown.
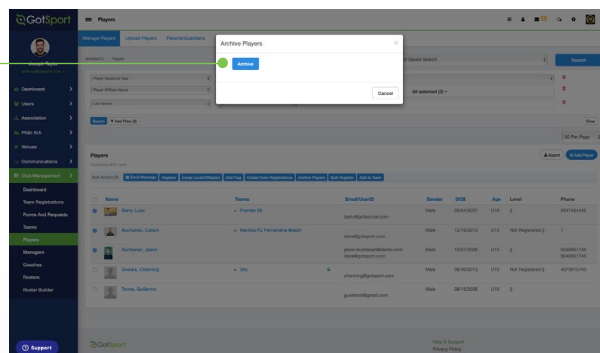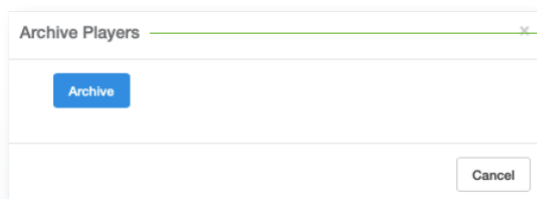
Select any/all players that you're looking to archive by clicking the check box next to their names and then click "Archive Players". *(continued on next page)*
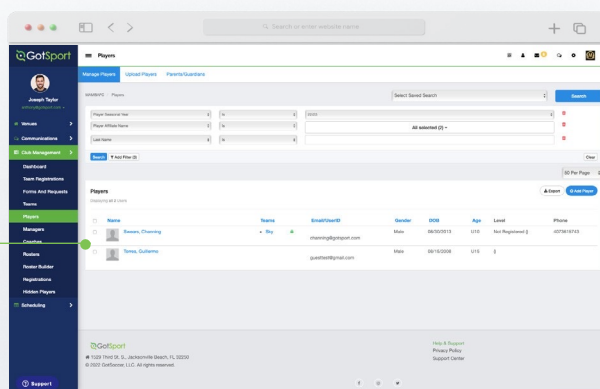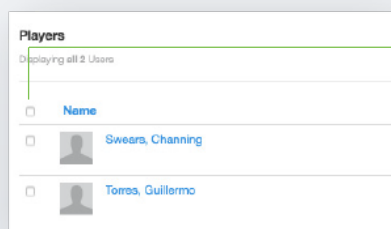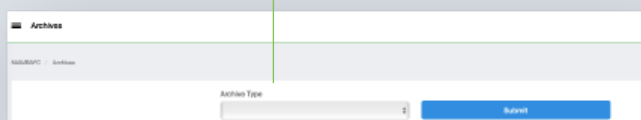
Table of Contents

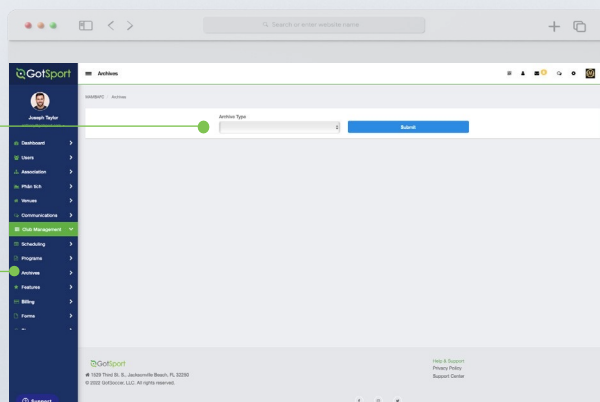**3.** Click the blue "Archive" button in the window to confirm.

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

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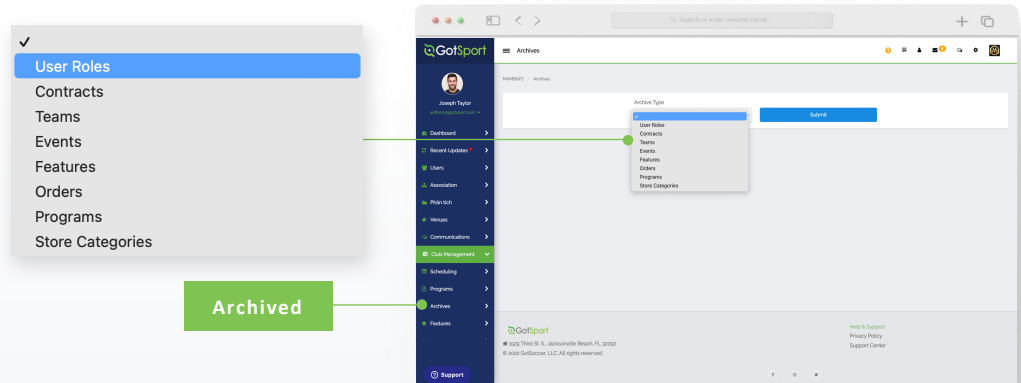
(continued on next page)

Archive Players

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.

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.
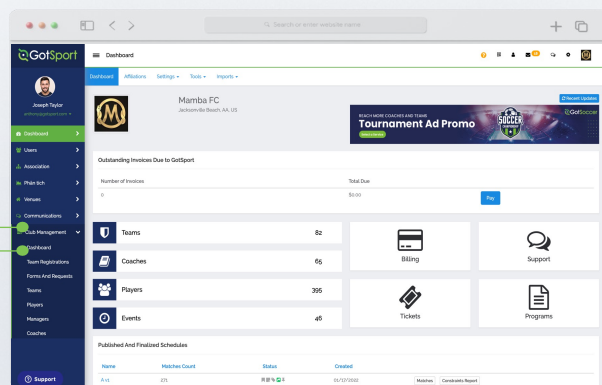
STEP 1

Click the **"Home Association"** tab on your left, followed by **"Dashboard"** directly below.
(continued on next page)

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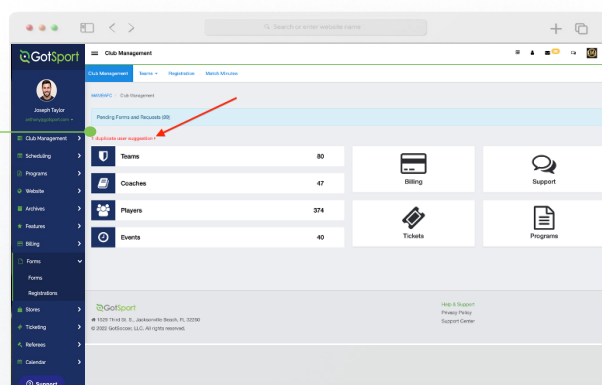
Club Management

Dashboard

Merge User Accounts

STEP 2

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

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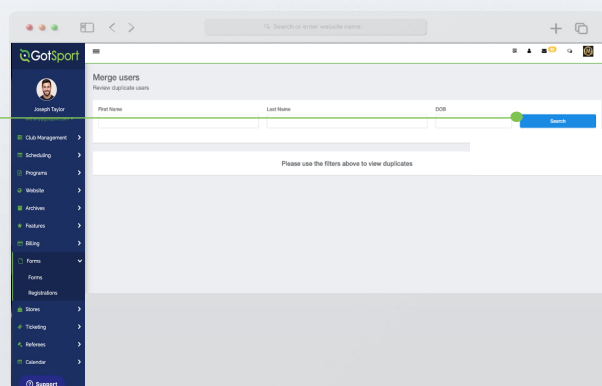
1 duplicate user suggestion >

STEP 3

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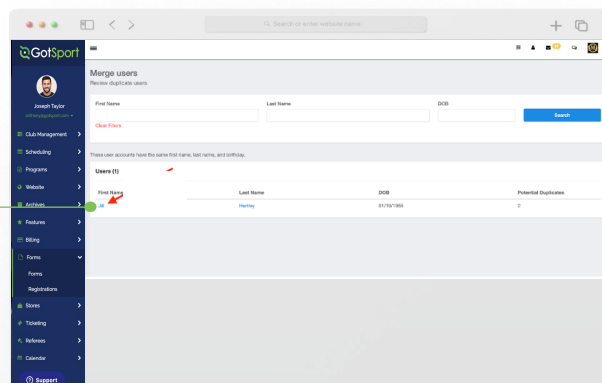*(continued on next page)*

Search

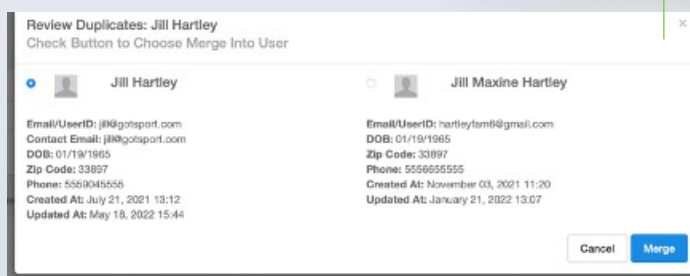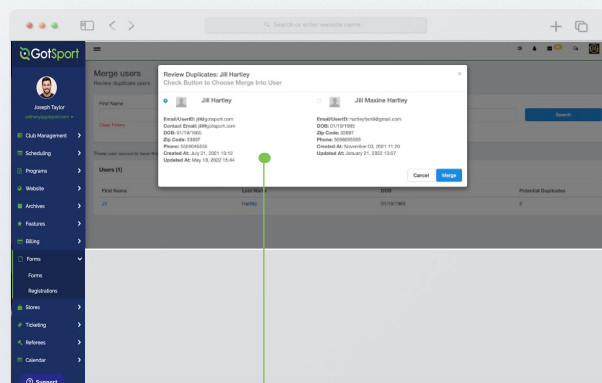# Merge User Accounts

STEP 4

Click on the name of the user to be merged.

Name of User

STEP 5

Select which profile will be kept as the primary, or the profile to be **"Merged Into"** and click Merge.
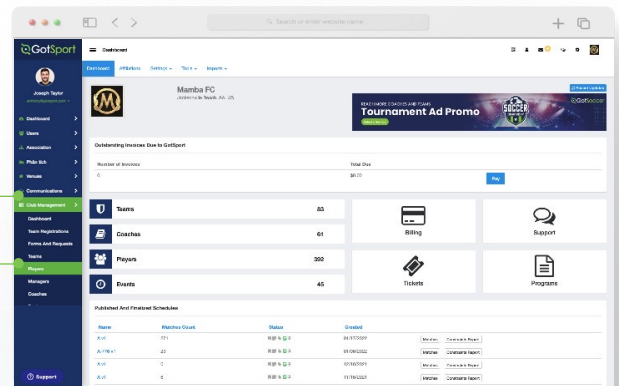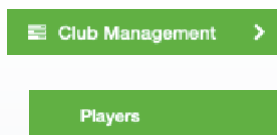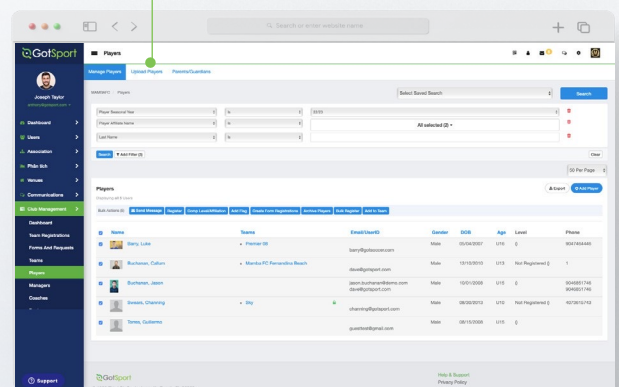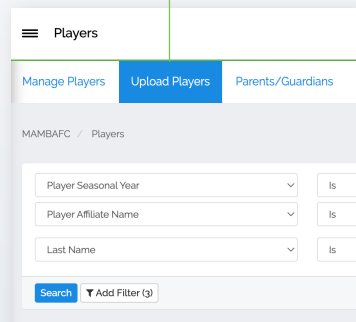
Review Duplicates: Jill Hartley
Check Button to Choose Merge Into User

Jill Hartley

Jill Maxine Hartley

Email/UserID: jill@gotsport.com
Contact Email: jill@gotsport.com
DOB: 01/19/1965
Zip Code: 33897
Phone: 5559045555
Created At: July 21, 2021 13:12
Updated At: May 18, 2022 15:44

Email/UserID: hartleyfam6@gmail.com
DOB: 01/19/1965
Zip Code: 33897
Phone: 5556655555
Created At: November 03, 2021 11:20
Updated At: January 21, 2022 13:07

Cancel   Merge

Player Upload

STEP THREE

Player Upload

1. From your Dashboard, click 'Home Association', then 'Players'.
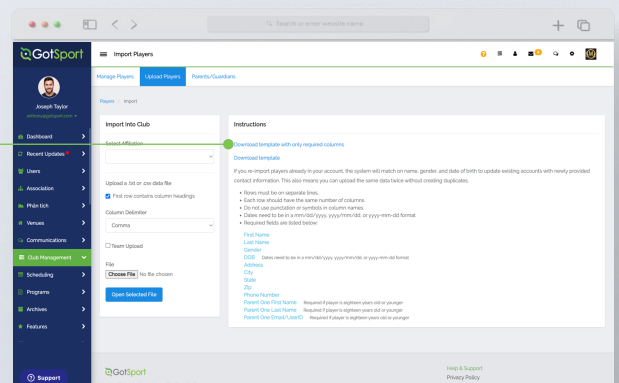

2. Click 'Upload Players'

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)*

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.

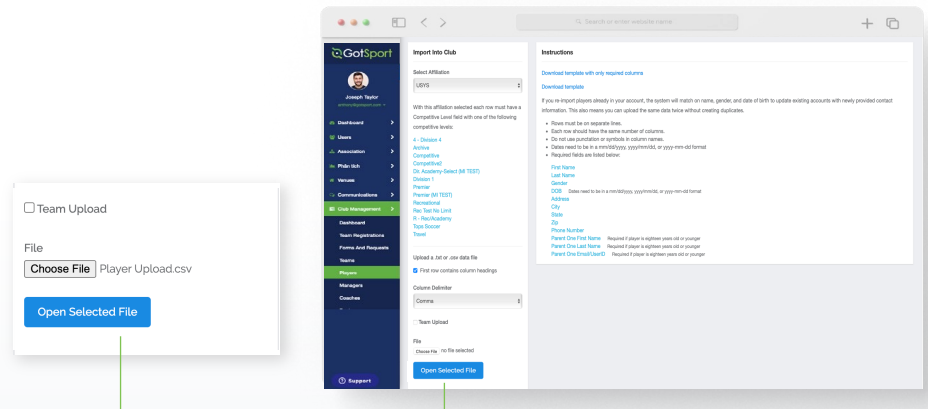**5.** Click 'Choose File' to select your file and click the Open Selected File button.
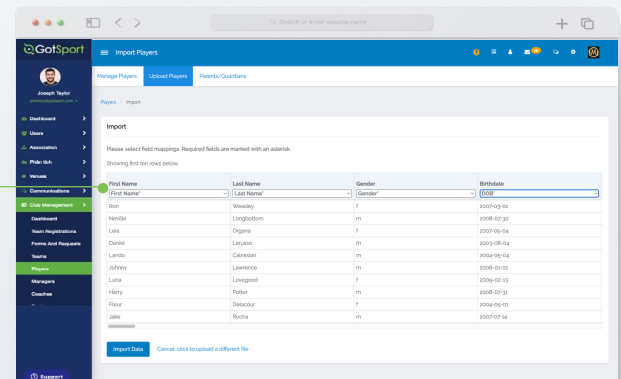
Player Upload

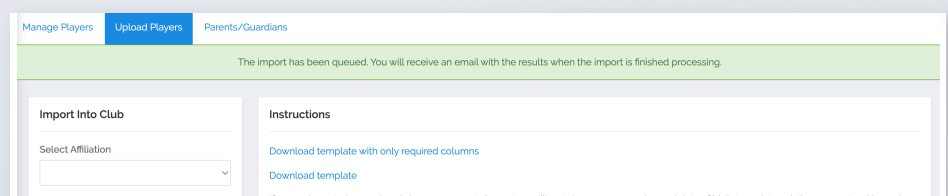**6.** Once you have uploaded your .csv/.txt file, click 'Open Selected File'.

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 Home Association > Player's list.
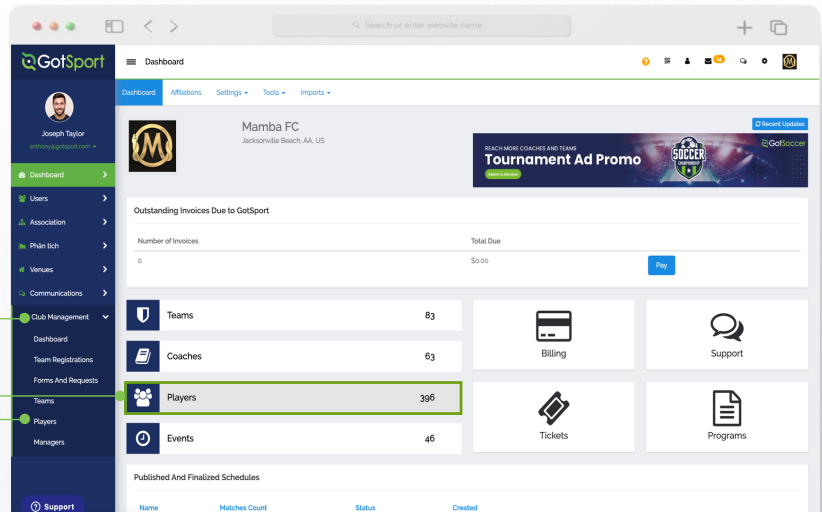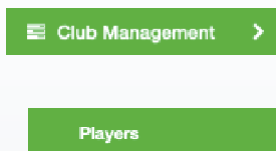

Note: After you import your data, you will receive a message stating "Your import has been queued. You will receive an email with the results when the import is finished processing. *Depending on the size of your import, this can take several minutes to complete.*

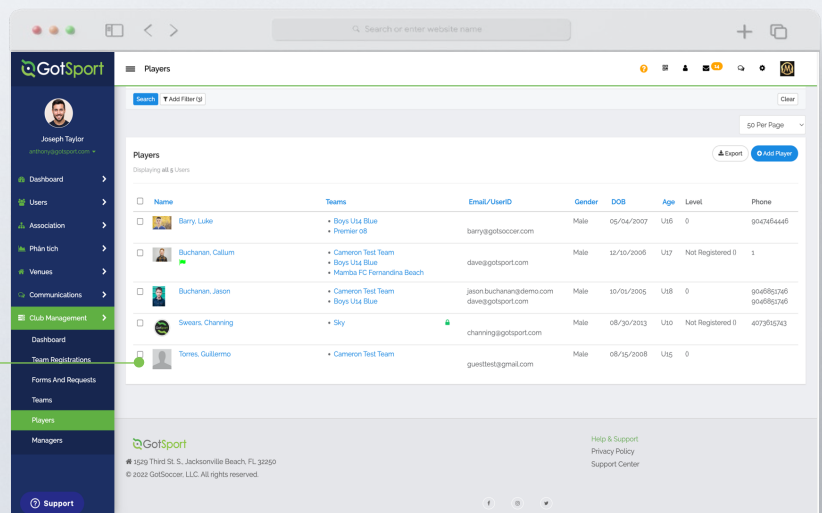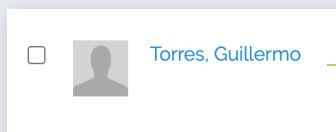# Add/Edit a Player Photo
(Optional)

STEP FIVE

1. From your Dashboard, click "Players" or click "Home Association" in the menu bar and then click "Players".
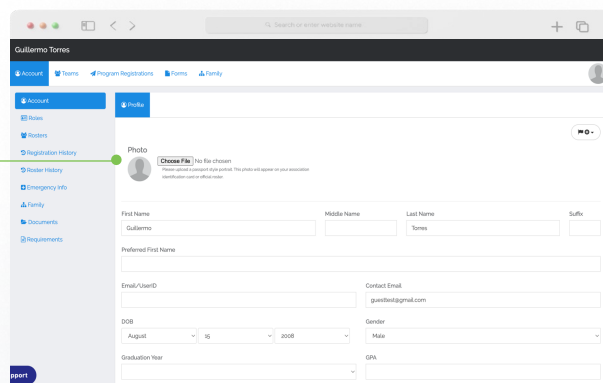

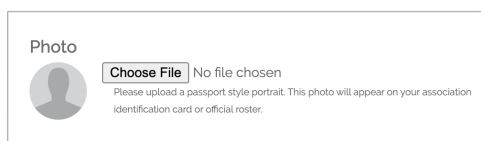**2.** Click on the name of the player who you want to add/edit a photo. *(continued on next page)*
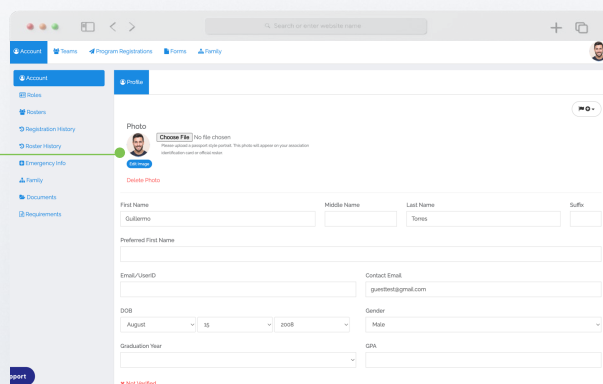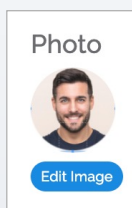
3. Click "Choose File" if you would like to add a photo or replace your current photo with a new one.
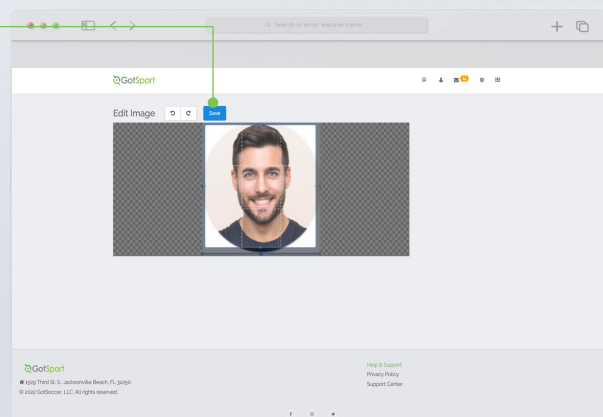

4. Once uploaded, click the "Edit Image" button to crop or rotate this image or make it look as clear as possible.

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.

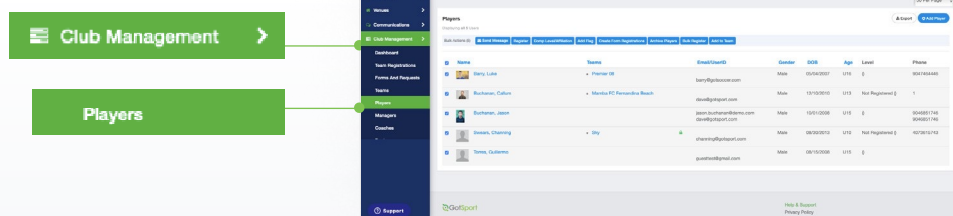

5. Once you have cropped your photo, click "Save".

Submit Direct Registration for Players

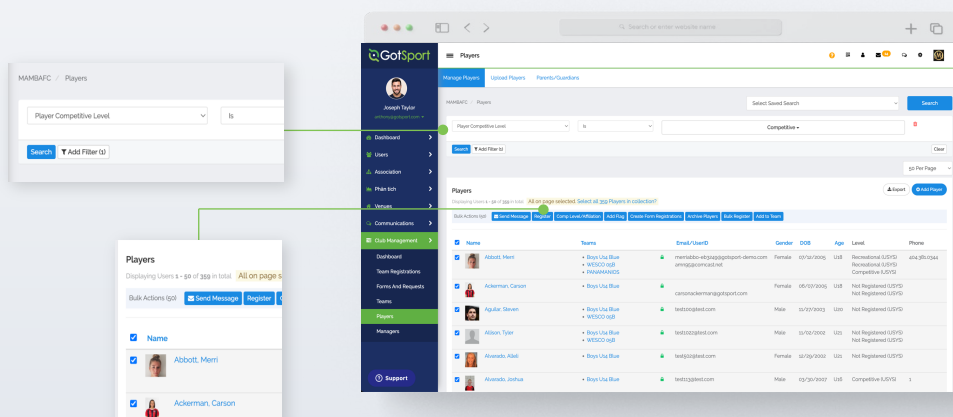**Please note the process from here on out is ONLY for Recreational, Academy, TOPSoccer, and Adult level registrations.**

STEP SIX

1. From the club/organization dashboard, click on Home Association > 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.

To help filter the player list (if needed), you can also filter by **Player Program**, and choose the program the players are registered in.

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)*

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.
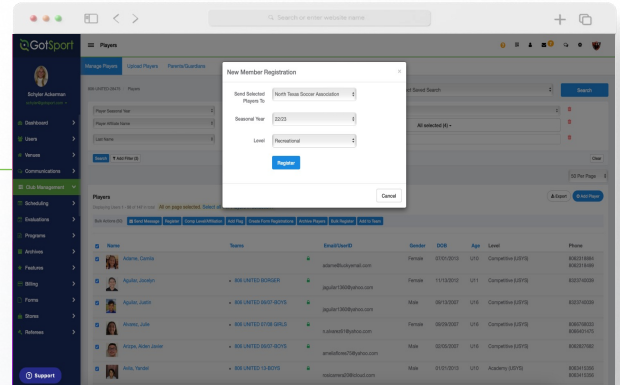

4. You will follow this same process for your remaining applicable Competitive Levels. You can go back through your Competitive Levels, search by the applicable level, and register those players based off of their appropriate Competitive Level.

Similar steps will be repeated to submit registrations for coaches and managers
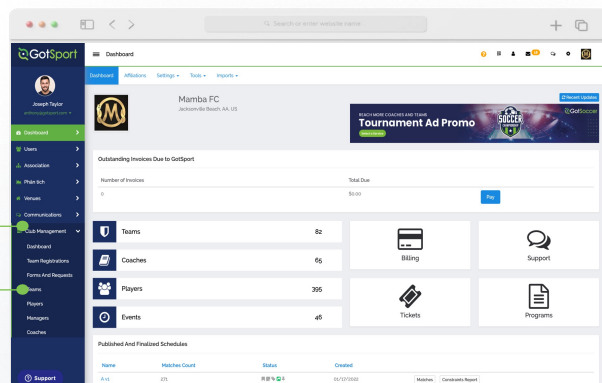
Creating Teams (Optional)

STEP 1

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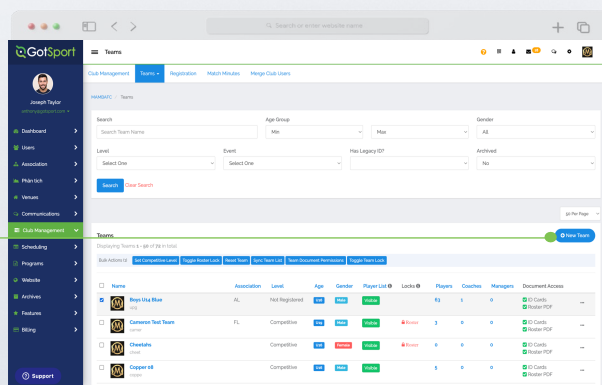
Club Management

Teams

STEP 2A

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

New Team

Creating Teams (Optional)

STEP 2B

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

Team Management

1. Roster Lock

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

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

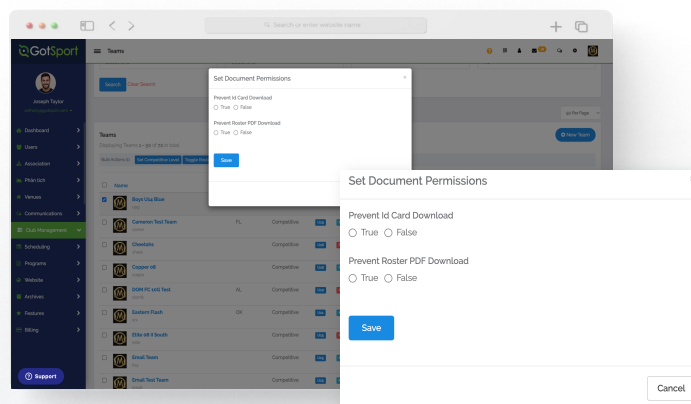You will then see the ability to restrict roster editing and the adding/removal of club pass players.

Creating Teams (Optional)

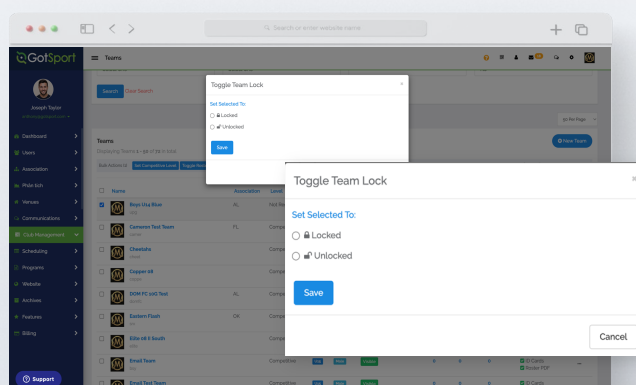## Team Account Functionalities

3. Sync Team Player List

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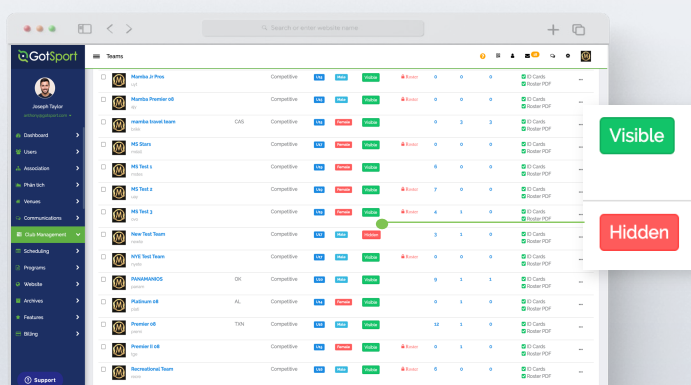

4. Team Document Permissions

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

5. Team Lock

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

6. Hiding Team Player List

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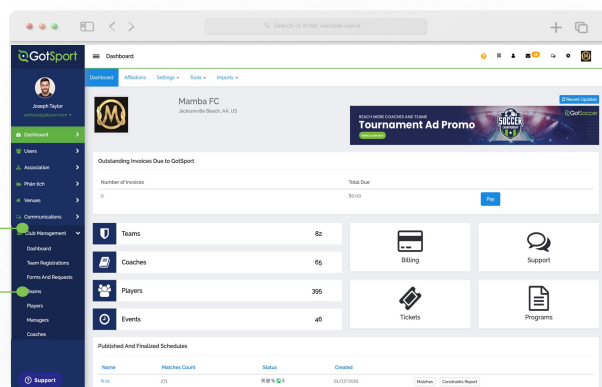
Registering Teams to an Official Rostering Event

STEP 1

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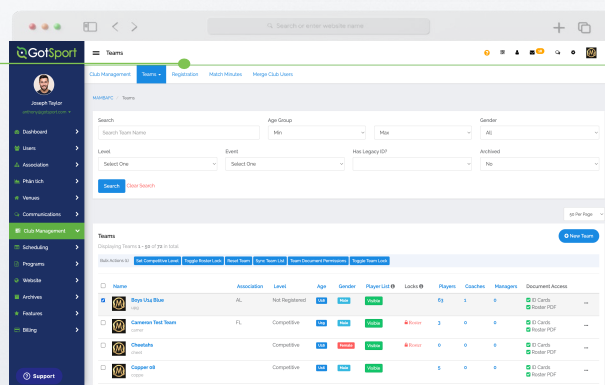
Club Management

Teams

STEP 2

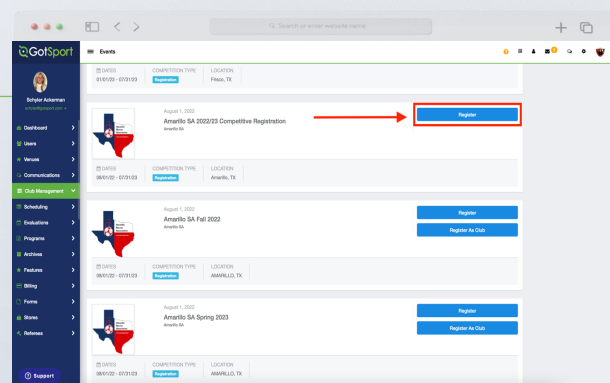Here you will click on **Registration.**

Registration

STEP 3

Register

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 league registration event, Click **"Register".**
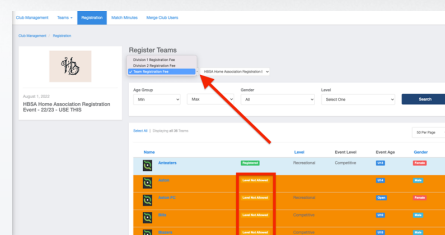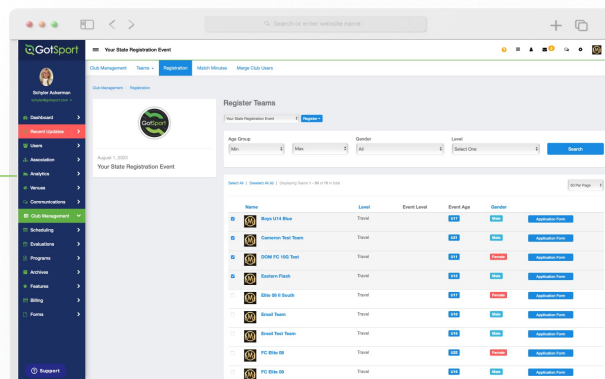
Registering Teams to an Official Rostering Event

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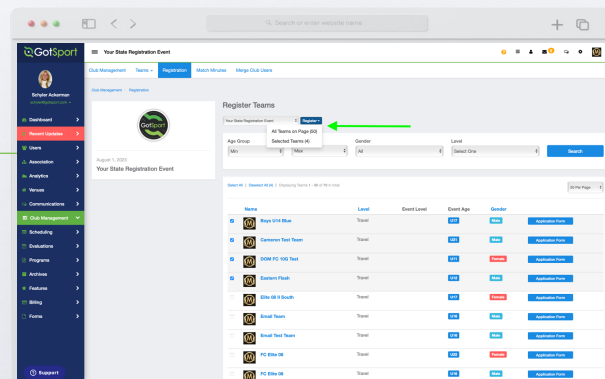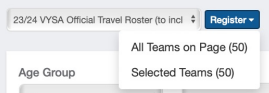
If you do not see your team listed, click on the payment plan dropdown to switch pages. Usually, events create different payment plans according the certain age groups.

Select All

STEP 4

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

Once this is done you will be brought back to your **Team Registrations** list in your account.
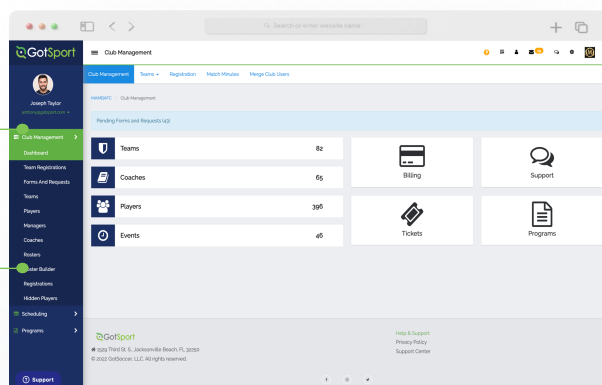
Assigning Players to an Official Roster

STEP 1

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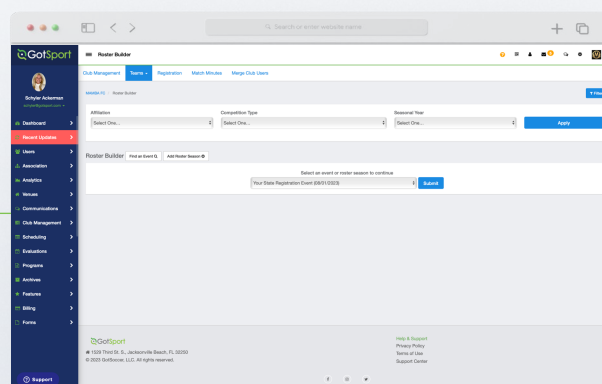
Club Management

Roster Builder

STEP 2

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

Submit

Assigning Players to an Official Roster

STEP 3

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

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

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

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

In roster builder, you can bulk clone from the **Current Team List** for all teams, then filter by the particular player program, and bulk remove all players from teams who did not register in the program.
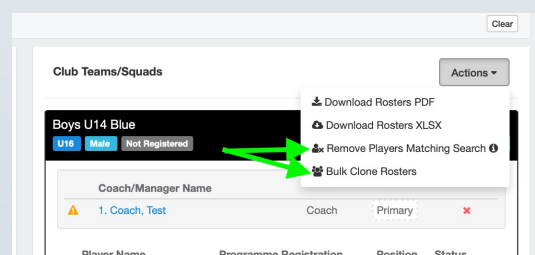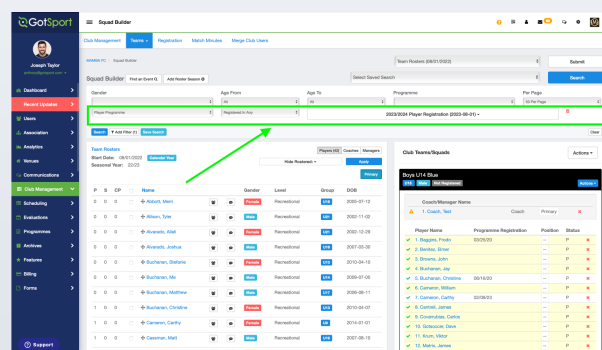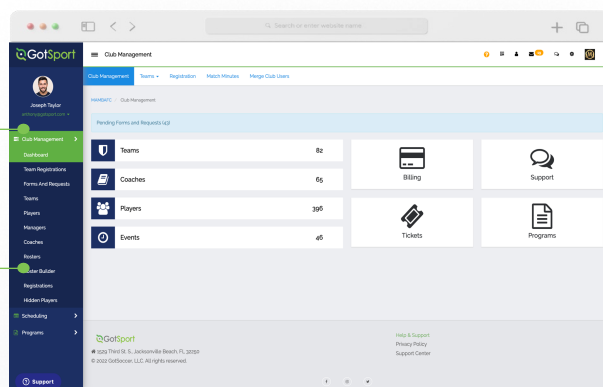
Adding a Coach or Manager to an Event Roster

STEP 1

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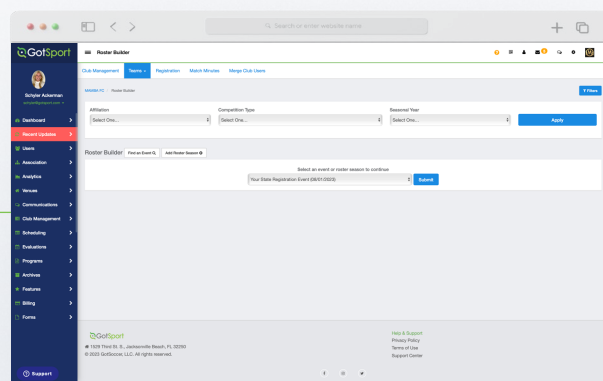
Club Management

Roster Builder

STEP 2

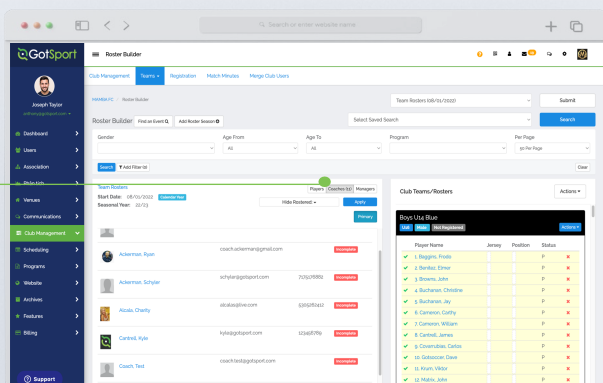Here you will Select the Event you are going to build your Roster for and hit Submit.

Submit

STEP 3

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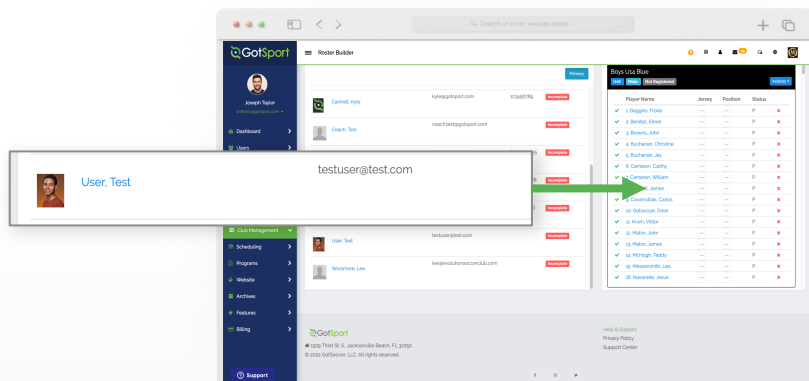*(continued on next page)*

Coaches

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.

Generating Official Roster Documents

STEP 1

Click **"Home Association"** and select **"Roster Builder."**

Club Management

Roster Builder

STEP 2

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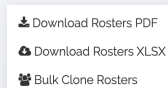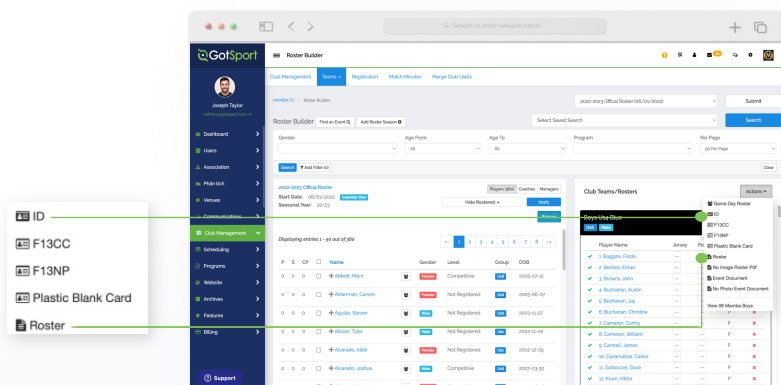
(continued on next page)

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.
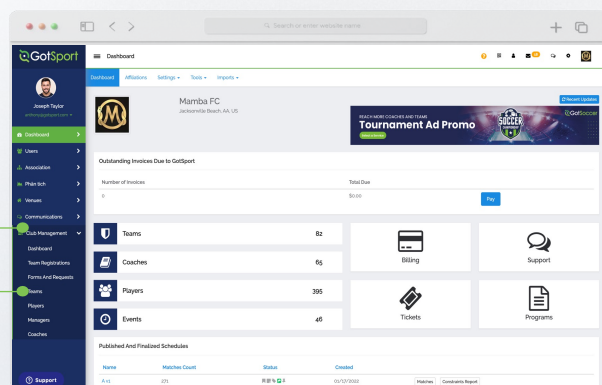
STEP 1A

Click the **"Home Association"** tab and then **"Teams".**

Club Management

Teams

STEP 1B

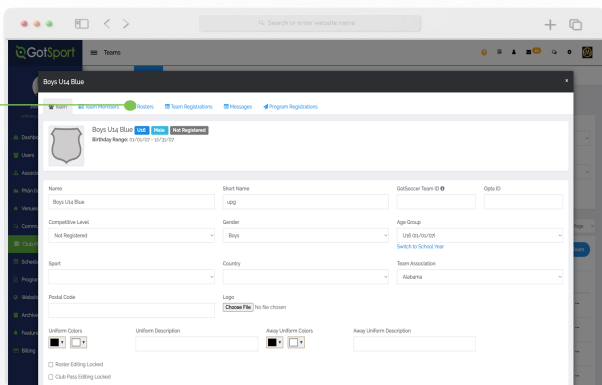Click into your registered team.

(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.

Search

Rosters

STEP 3

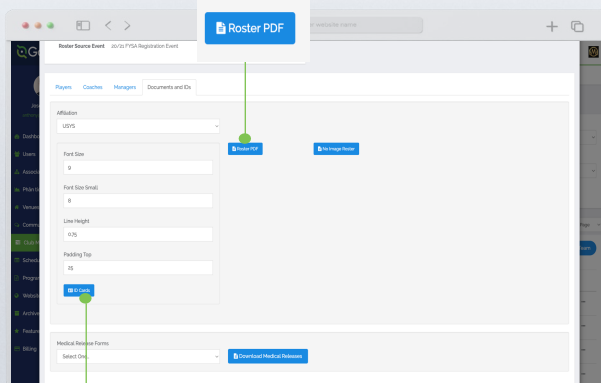Click the **"Documents and ID's"** tab.

Documents and IDs

STEP 4

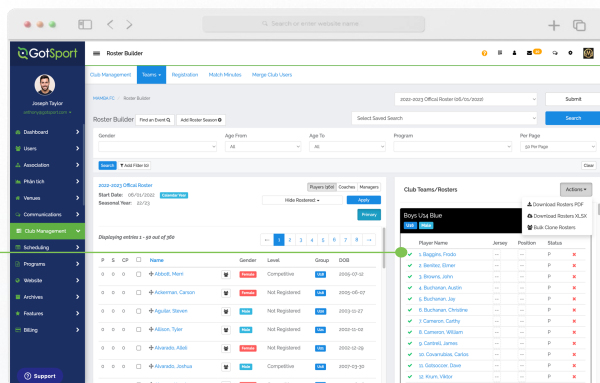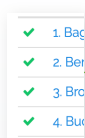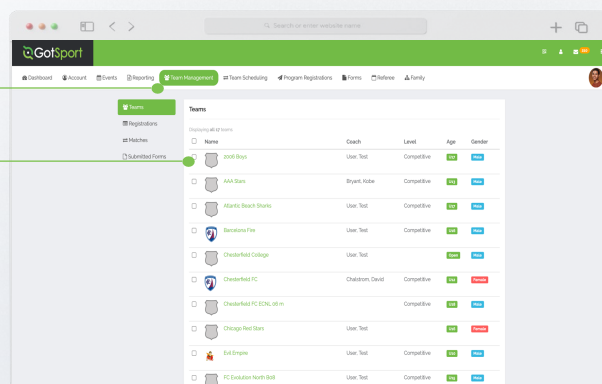Click the **"Roster PDF"** and/or **"ID Cards"** button, and print.

Roster PDF

ID Cards

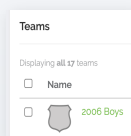# Viewing Official Team Documents
(Team View)

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

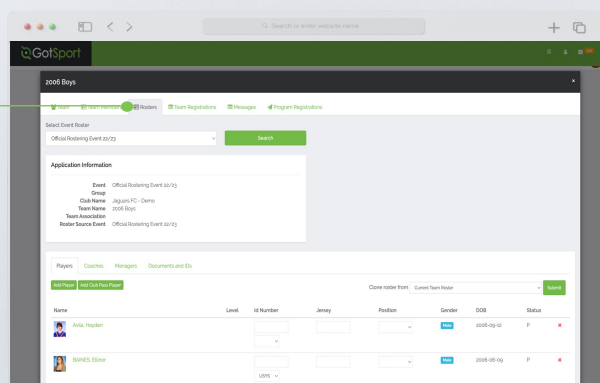From your user profile, click the **Team Management** tab and click on the appropriate team.

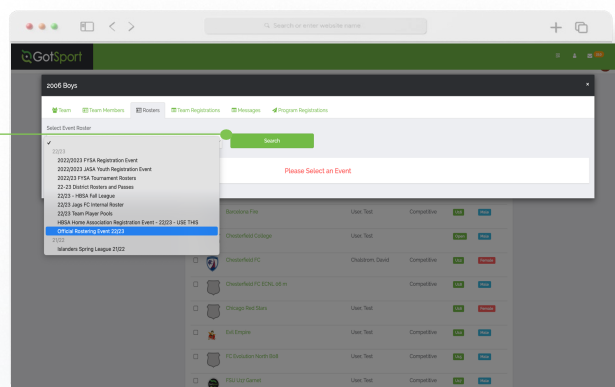

STEP 1B

Click on **Rosters.**

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Viewing Official Team Documents
(Team View)

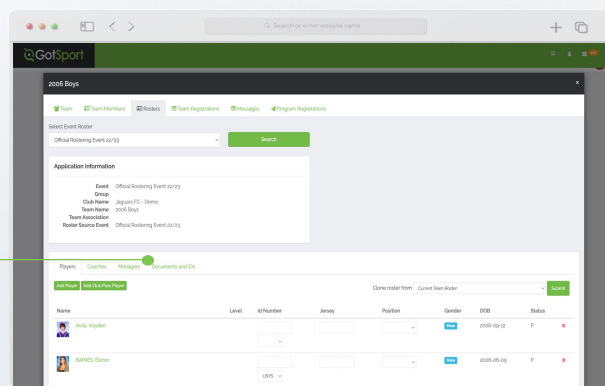Click on your **"Official Rostering Event"** and click **"Search".**

Search

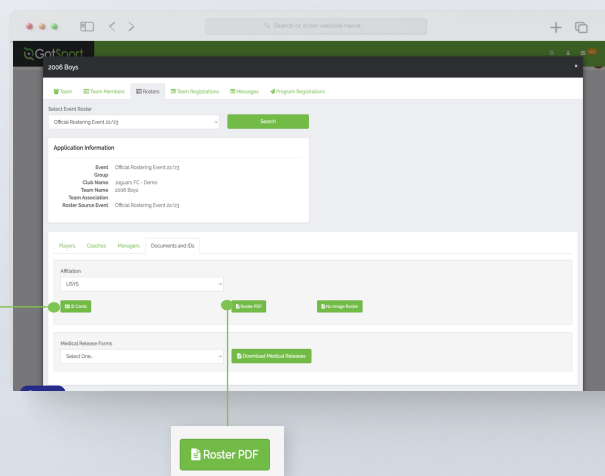Click on the **"Documents and IDs"** tab.

Documents and IDs

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

ID Cards

Roster PDF

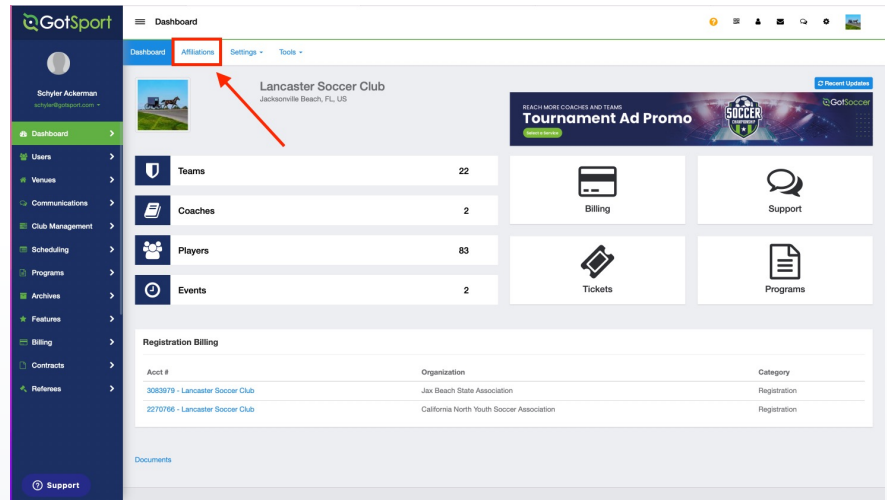# GotSport

Submitting Support Ticket To State Association
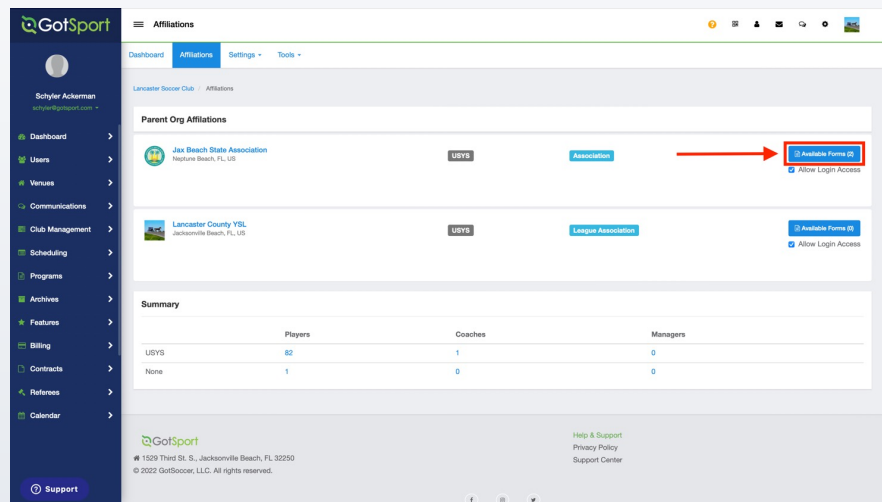
From Club, to State, to GotSport
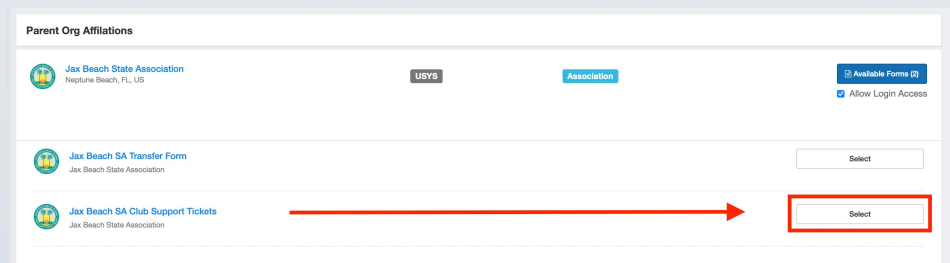
Submitting Support Ticket

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.

Then choose your club from the dropdown and click Continue

Submitting Support Ticket

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

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