



GotSport

Recreational Registrar Manual

Non-Affiliated GotSport Users



Table Of Contents



○ Login to GotSport.....	Page 3
○ Archive Players.....	Page 3
○ Upload Players.....	Page 6
○ Add/Edit a Player Photo.....	Page 9
○ Submit Direct Registration for Players.....	Page 11
○ Pay Bill for Registered Players.....	Page 13
○ Creating Teams.....	Page 15
○ Registering Teams to Rec Passes and Rosters.....	Page 18
○ Assigning Players to an Official Roster.....	Page 20
○ Adding a Coach or Manager to an Event Roster.....	Page 22
○ Generating Official Roster Documents.....	Page 25
○ Viewing Official Team Documents.....	Page 26
○ Submit Support Ticket to State Association.....	Page 30

Direct Register Process

Follow this guide on how to direct register players.

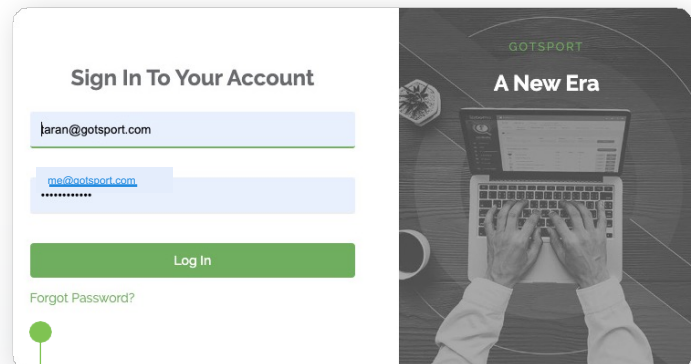
STEP ONE

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.

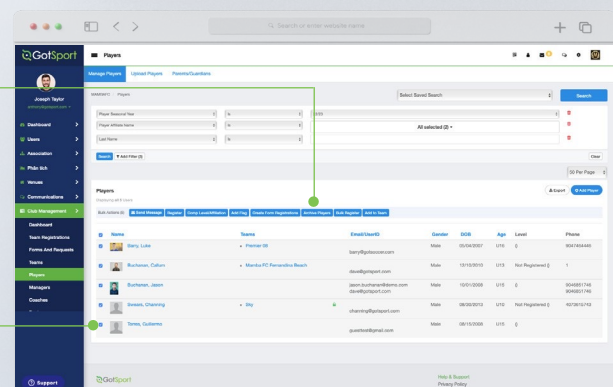
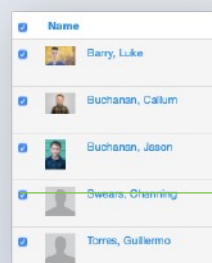
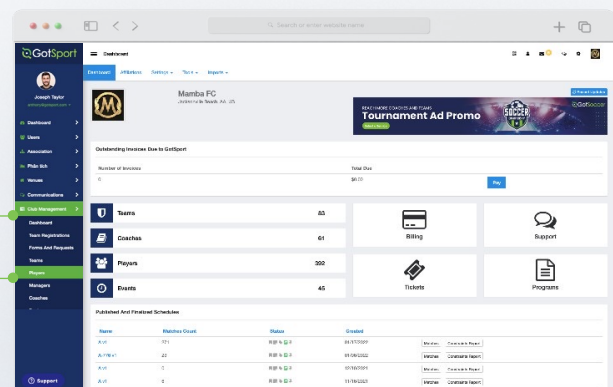
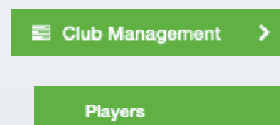
STEP TWO

Archive Players

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

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

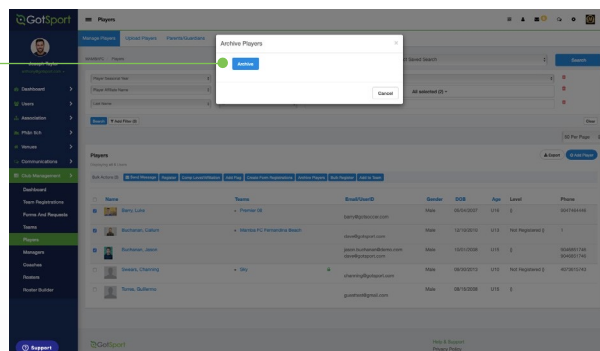
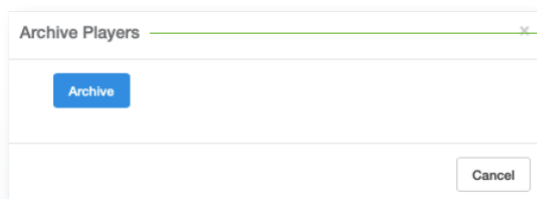
Select any/all players that you're looking to archive by clicking the check box next to their names and then click "Archive Players".
(continued on next page)



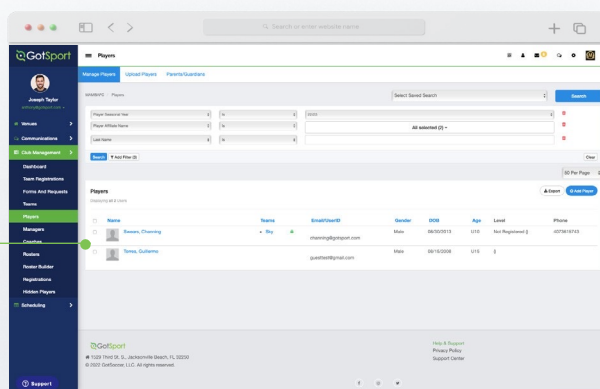
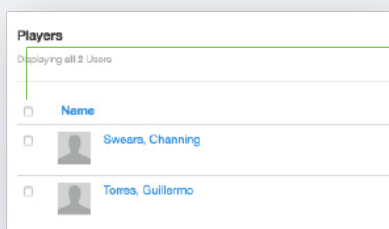
Archive Players



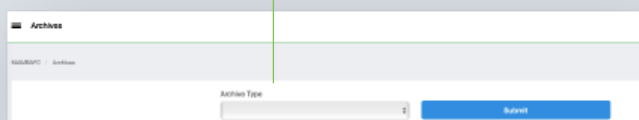
3. Click the blue "Archive" button in the window to confirm.



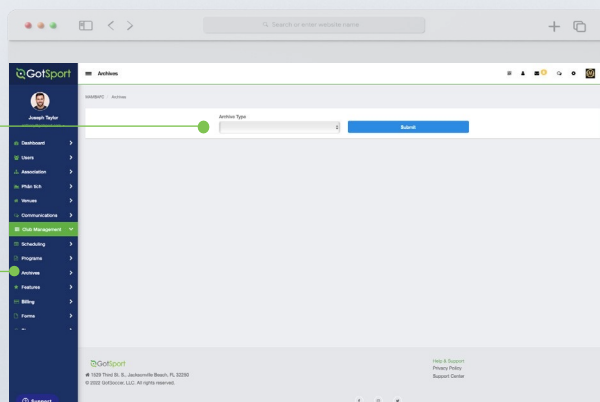
4. The selected players will not appear on the club's player list.



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)



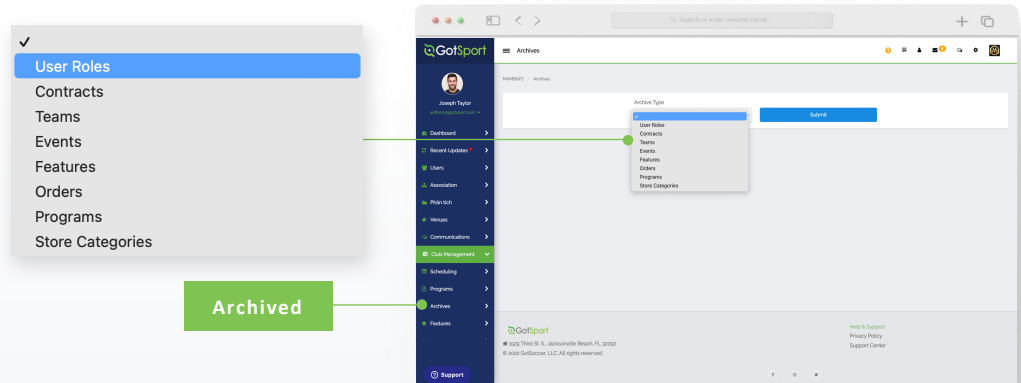
Archives



Archive Players

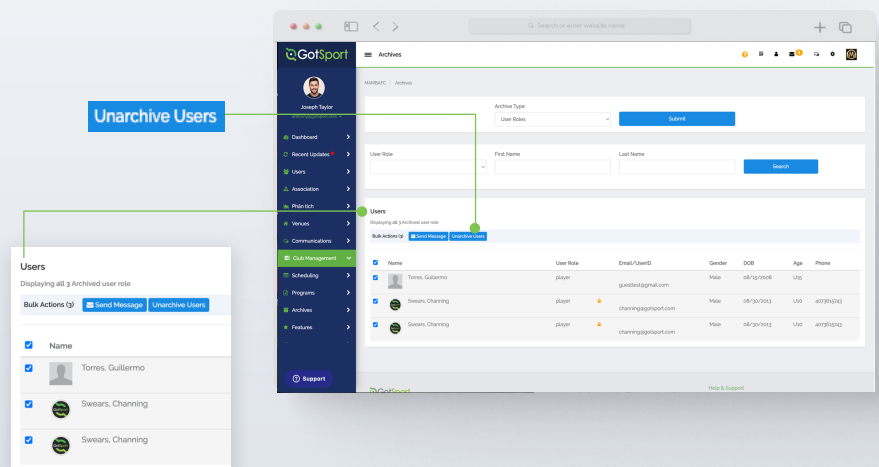


6. Select "User Roles" from the Archive Type dropdown list.



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.



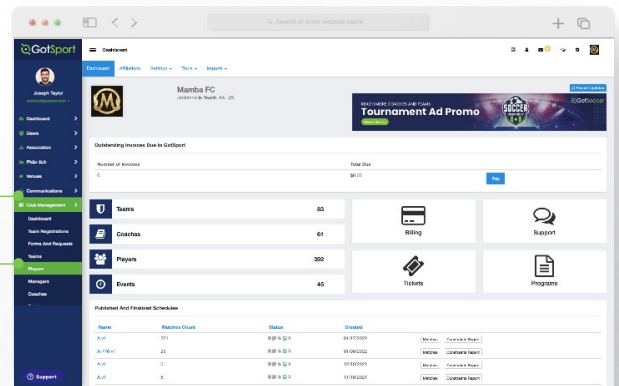
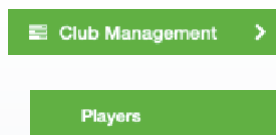
Player Upload



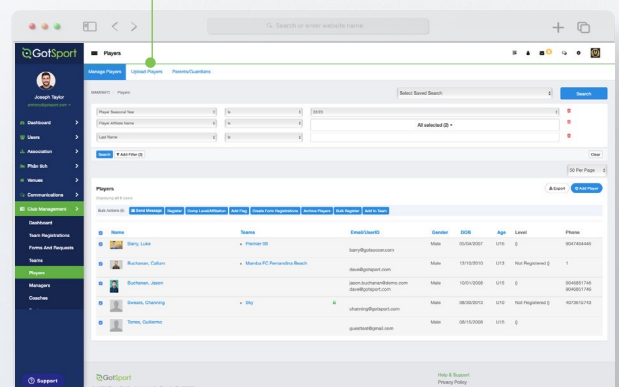
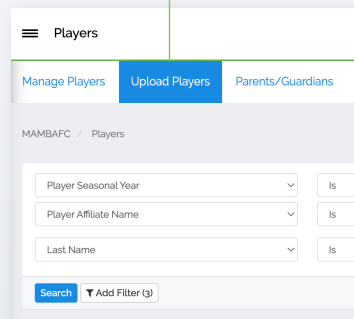
STEP THREE

Player Upload

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



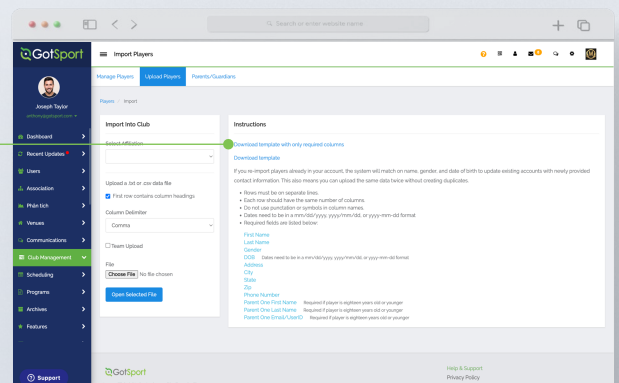
2. Click 'Upload Players'



3. Click on "Download template with only required columns". A blank template .csv file will download, 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 data fields needed for the upload.

Download template with only required columns
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



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).

Select Affiliation

USYS

With this affiliation selected each row must have a Competitive Level field with one of the following competitive levels:

4 - Division 4
Archive
Competitive

Import into Club

Select Affiliation: USYS

With this affiliation selected each row must have a Competitive Level field with one of the following competitive levels:

- 4 - Division 4
- Archive
- Competitive

Upload a .csv or .xlsx data file

Find new columns headings

Column Delimiter: Comma

Team Upload: ☐

File: Choose file... (No file selected)

Open Selected File

Instructions

Download template with only required columns

If you're importing players already in your account, the system will match on name, gender, and date of birth to update existing accounts with newly provided contact information. This also means you can upload the same data twice without creating duplicates.

- Rows must be on separate lines.
- Each row should have the same number of columns.
- Do not use punctuation or symbols in column names.
- Dates need to be in a yyyy-mm-dd format.
- Required fields are listed below:

First Name
Last Name
Gender
DOB - Dates need to be in a yyyy-mm-dd format, or yyyy-mm-dd format
Address
City
State
Zip
Phone Number
Parent One First Name - Required if player is eighteen years old or younger
Parent One Last Name - Required if player is eighteen years old or younger
Parent One Email Address - Required if player is eighteen years old or younger

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.

File

Choose File No file chosen

Open Selected File

Import into Club

Select Affiliation: USYS

With this affiliation selected each row must have a Competitive Level field with one of the following competitive levels:

- 4 - Division 4
- Archive
- Competitive

Upload a .csv or .xlsx data file

Find new columns headings

Column Delimiter: Comma

Team Upload: ☐

File: Choose file... (No file selected)

Open Selected File

Instructions

Download template with only required columns

If you're importing players already in your account, the system will match on name, gender, and date of birth to update existing accounts with newly provided contact information. This also means you can upload the same data twice without creating duplicates.

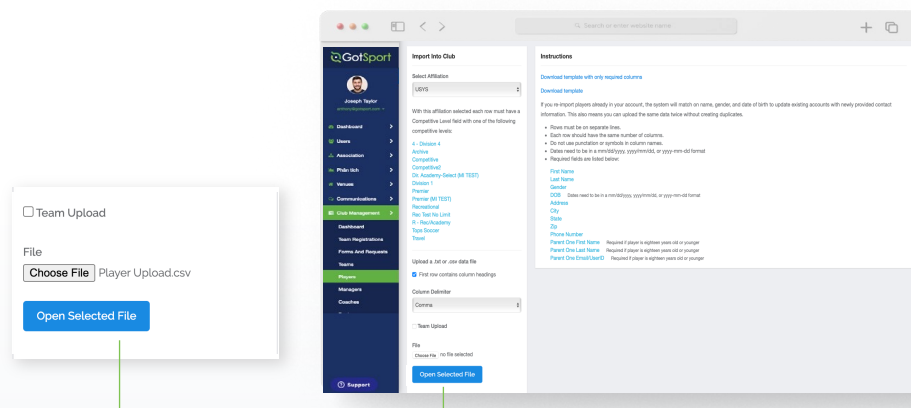
- Rows must be on separate lines.
- Each row should have the same number of columns.
- Do not use punctuation or symbols in column names.
- Dates need to be in a yyyy-mm-dd format.
- Required fields are listed below:

First Name
Last Name
Gender
DOB - Dates need to be in a yyyy-mm-dd format, or yyyy-mm-dd format
Address
City
State
Zip
Phone Number
Parent One First Name - Required if player is eighteen years old or younger
Parent One Last Name - Required if player is eighteen years old or younger
Parent One Email Address - Required if player is eighteen years old or younger

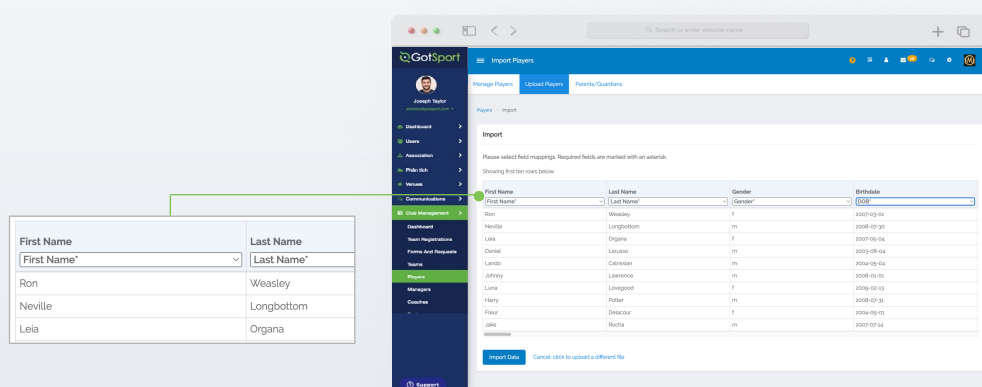
Player Upload



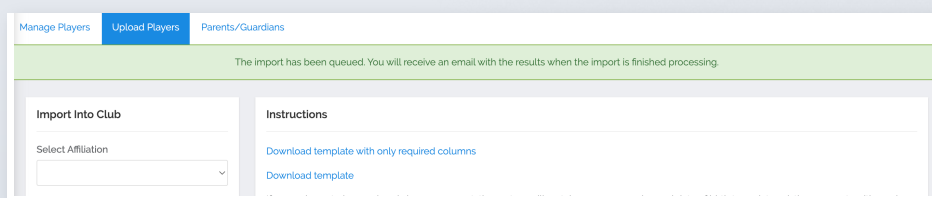
6. Once you have uploaded your .csv/.txt file, click 'Open Selected File'.



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 Club Management > Player's list.



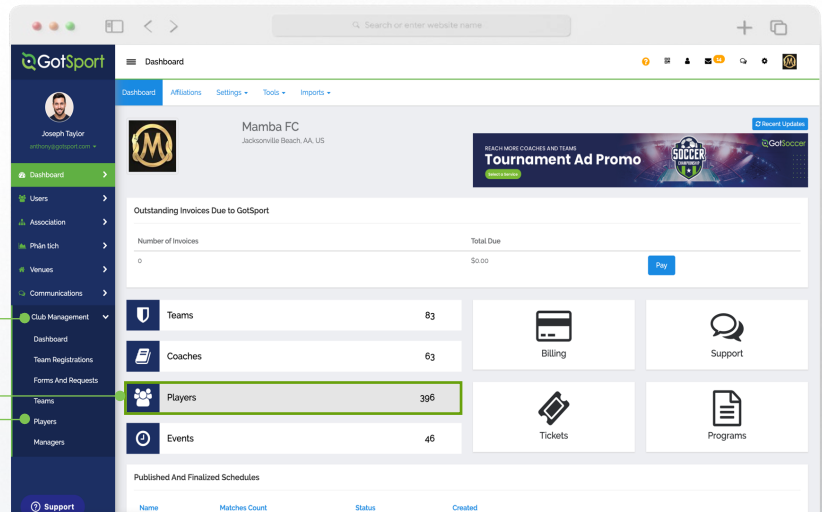
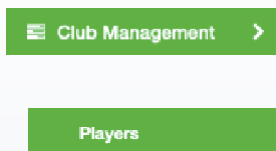
Note: After you import your data, you will receive a message stating "Your import has been queued. You will receive an email with the results when the import is finished processing. Depending on the size of your import, this can take several minutes to complete."

Add/Edit a Player Photo (Optional)

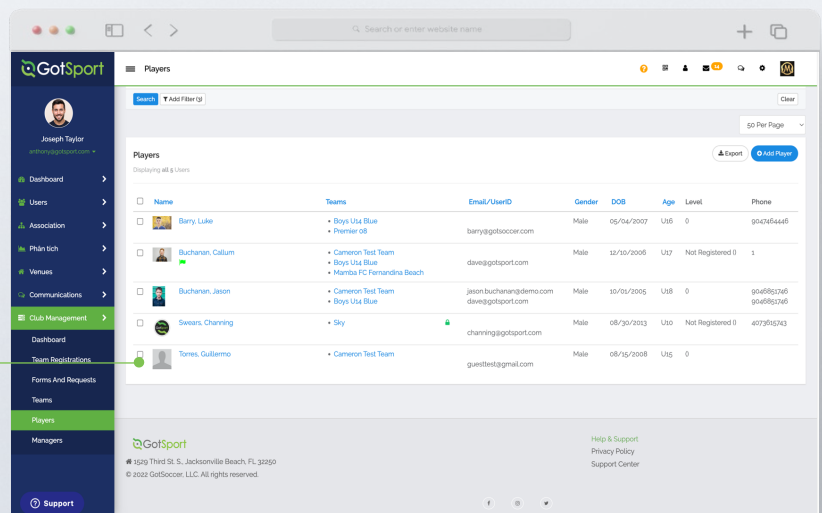
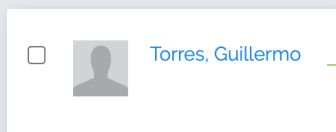


STEP FIVE

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



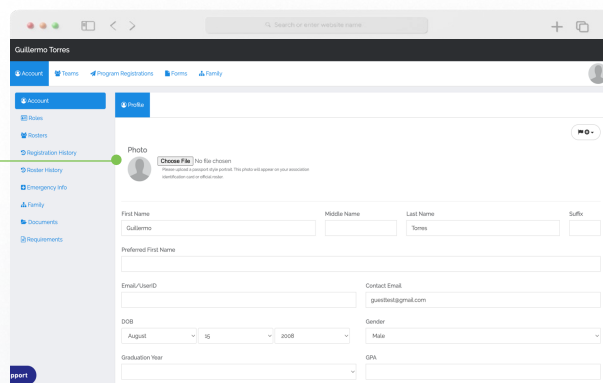
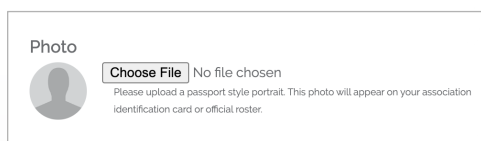
2. Click on the name of the player who you want to add/edit a photo.
(continued on next page)



Add/Edit a Player Photo (Optional)

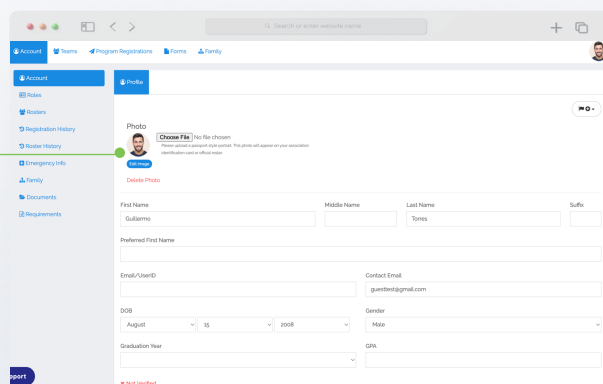
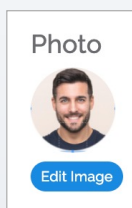


3. Click “Choose File” if you would like to add a photo or replace your current photo with a new one.

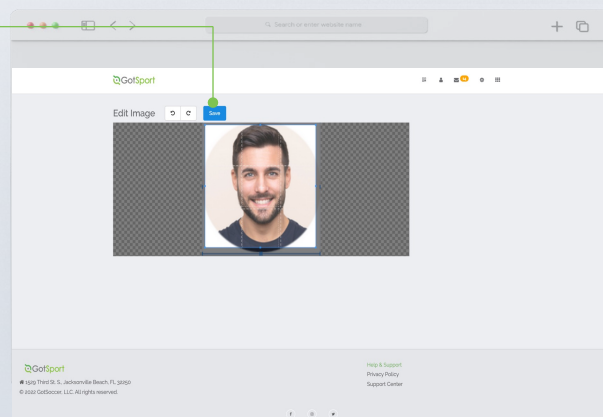


4. Once uploaded, click the “Edit Image” button to crop or rotate this image or make it look as clear as possible.

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”.

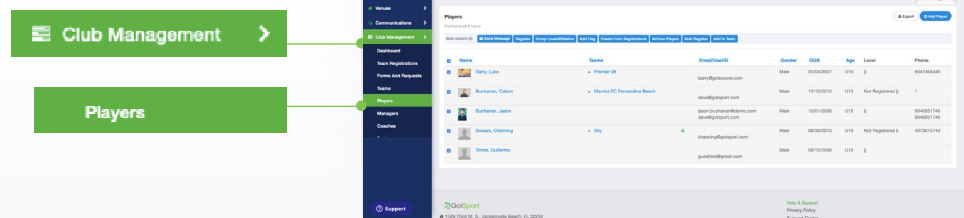


Submit Direct Registration for Players



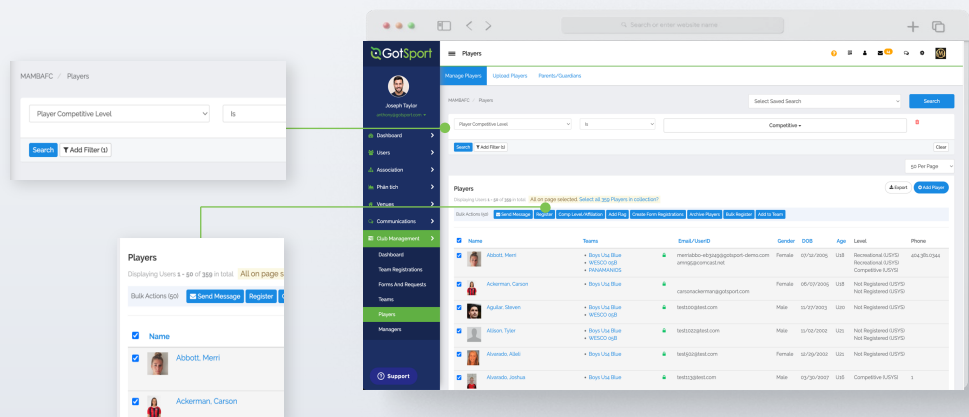
STEP SIX

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



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.

New Member Registration

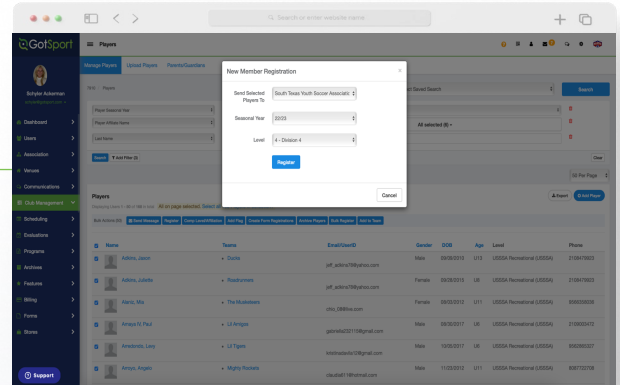
Send Selected Players To: South Texas Youth Soccer Associat...

Seasonal Year: 22/23

Level: 4 - Division 4

Register

Cancel



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.

MAMBAFC / Players

Player Competitive Level: 15

Search

▼ Add Filter (1)

Players

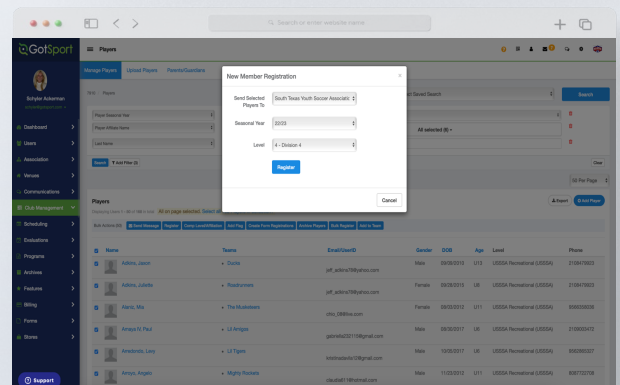
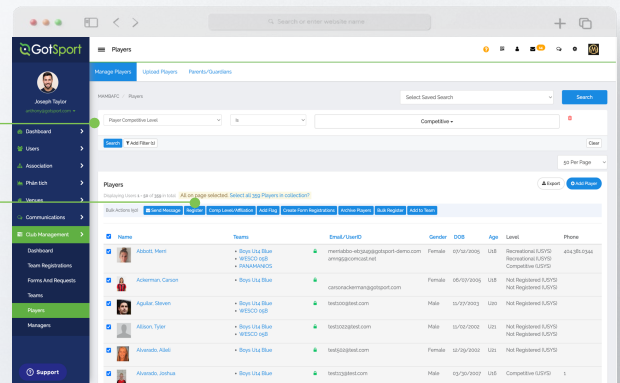
Displaying Users 4 - 44 of 389 in total. All on page 5

Bulk Actions (0) Send Message Register

4 Name

4 Abbott, Meri

4 Ackerman, Carson



Pay Bill for Registered Players



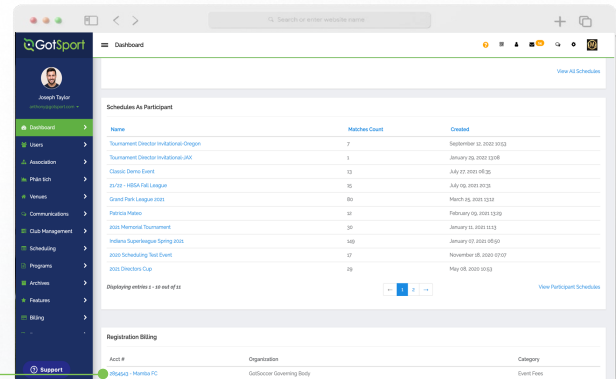
STEP 7

1a. From the Dashboard, scroll to the bottom and click on the Acct # and name under Registration Billing (this is the fastest).

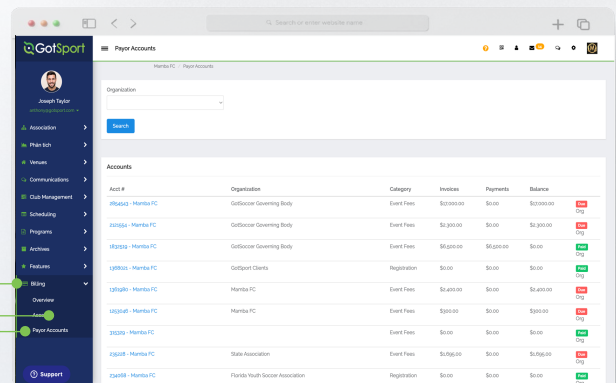
OR

1b. From the Dashboard under Billing, select Payor Accounts. Here you will click on the Acct # and Name.

2854543 - Mamba FC



OR

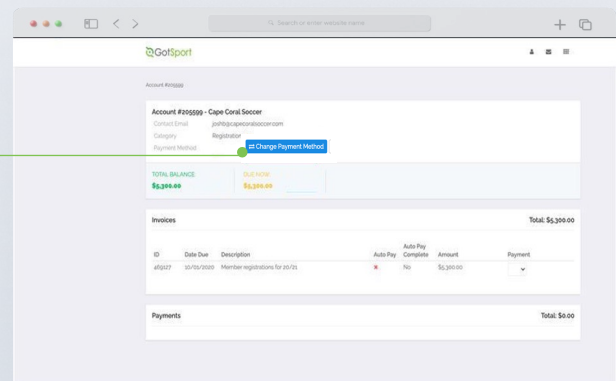


Billing

Payor Accounts

2. Once here, you will select Change Payment Method close to the top of the page.
(continued on next page)

Change Payment Method



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.

Select payment method

Credit Card

Credit Card Information

Credit Card Number

Card Number

Expiration Date

MM/YY

Cvc Code

CVV

Change Payment Method

GotSport

Account #1854543

Change Payment Method

Select payment method

Credit Card

Credit Card Information

Credit Card Number

Card Number

Expiration Date

MM/YY

Cvc Code

CVV

Change Payment Method

GotSport

1519 Third St. S., Jacksonville Beach, FL 32250

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Help & Support

Privacy Policy

Support Center

4. Once that is done you will be brought back to your billing page, and you will now see the card on file as well as Pay Now buttons.

Category

Registration

Payment Method

****3587

Change Payment Method

TOTAL BALANCE

\$5,300.00

Pay Now

DUE NOW

\$5,300.00

Pay Now

GotSport

Account #1854543

Account #205599

Account #205599 - Cape Coral Soccer

Contact Email

joshb@capecoralsoccer.com

Category

Registration

Payment Method

****3587

Change Payment Method

TOTAL BALANCE

\$5,300.00

Pay Now

DUE NOW

\$5,300.00

Pay Now

Invoices

Total: \$5,300.00

ID	Date Due	Description	Auto Pay	Auto Pay Complete	Amount	Payment
489127	10/02/2020	Member registrations for 20/21	X	No	\$5,300.00	

Payments

Total: \$0.00

Support



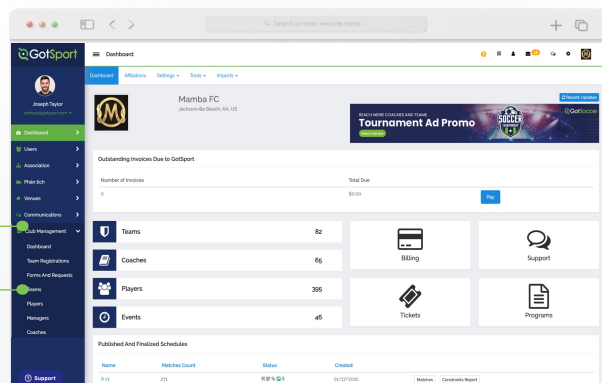
Creating Teams (Optional)

STEP 1

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

Club Management

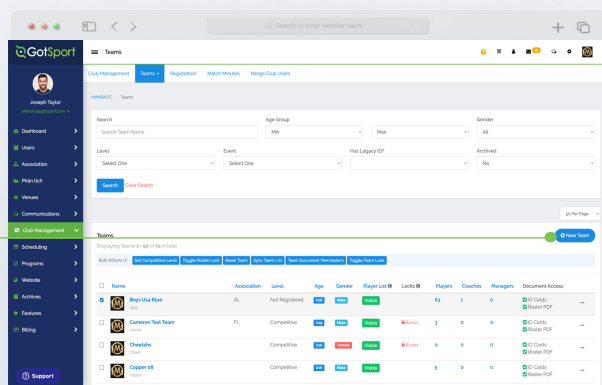
Teams



STEP 2A

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

New Team





Creating Teams (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.

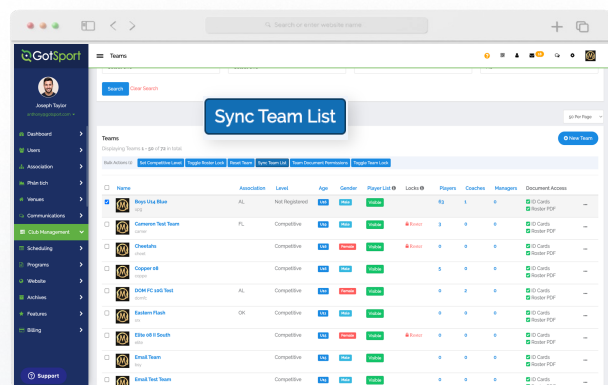
Find the team in your **teams list**, enable the checkbox to the left of the team. Then select **"Toggle Roster Lock"**.

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



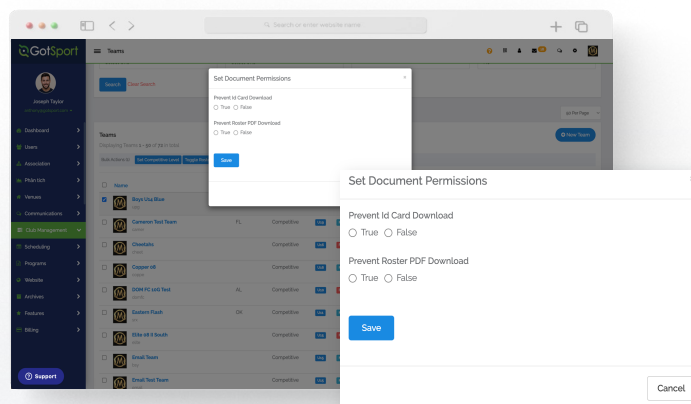
Creating Teams (Optional)

Team Account Functionalities



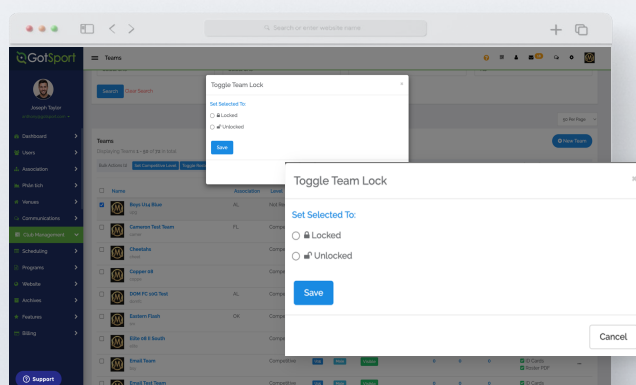
3. Sync Team Player List

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.



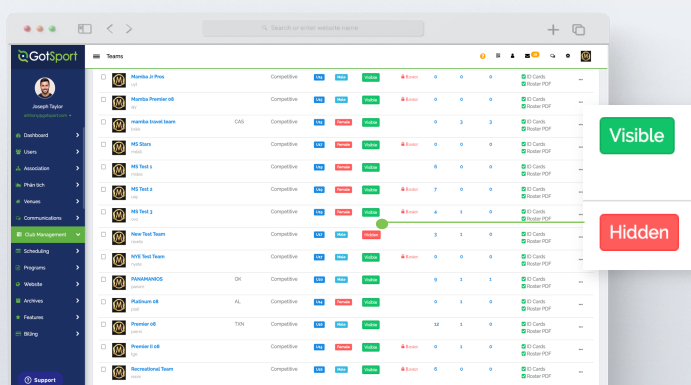
4. Team Document Permissions

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.



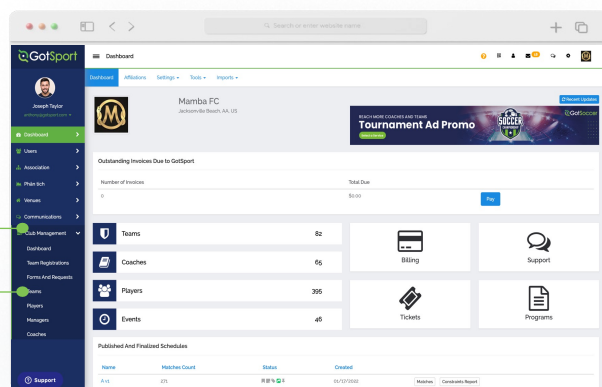
Registering Teams to an Official Rostering Event

STEP 1

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

Club Management

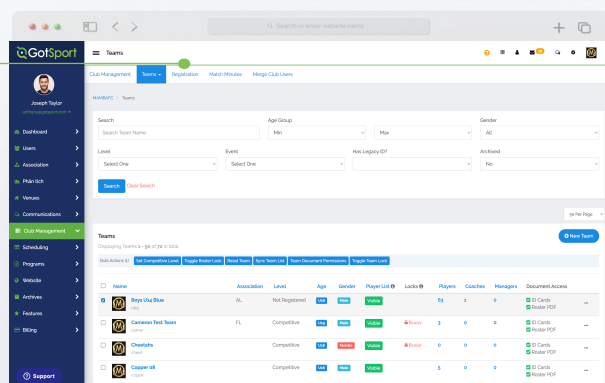
Teams



STEP 2

Here you will click on **Registration**.

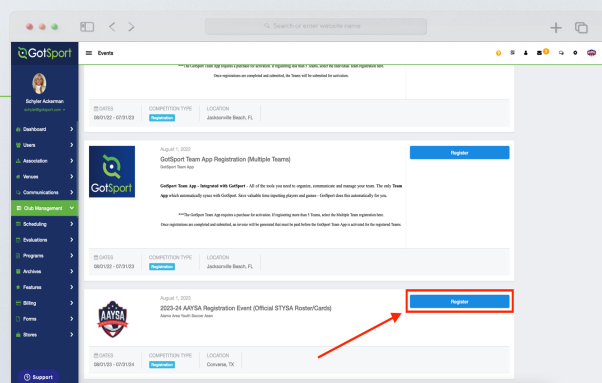
Registration



STEP 3

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

Register



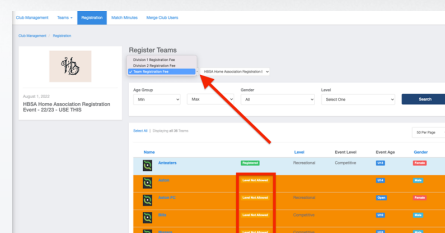
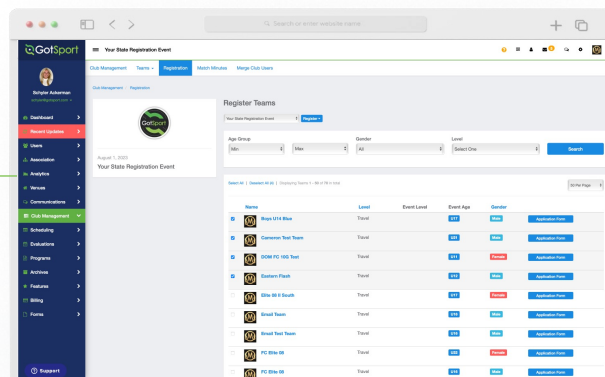


Registering Teams to an Official Rostering Event

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

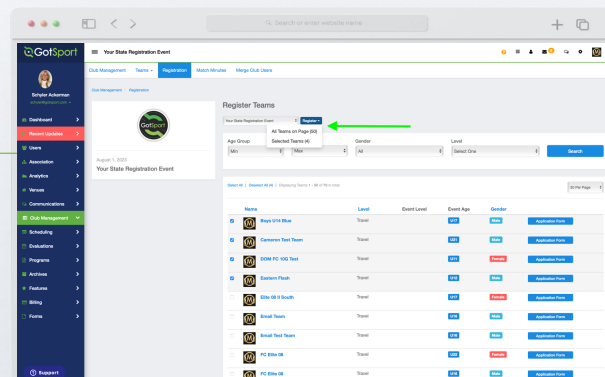
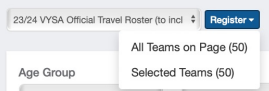
If you do not see your team listed, click on the payment plan dropdown to switch pages. Usually, events create different payment plans according to the certain age groups.

Select All

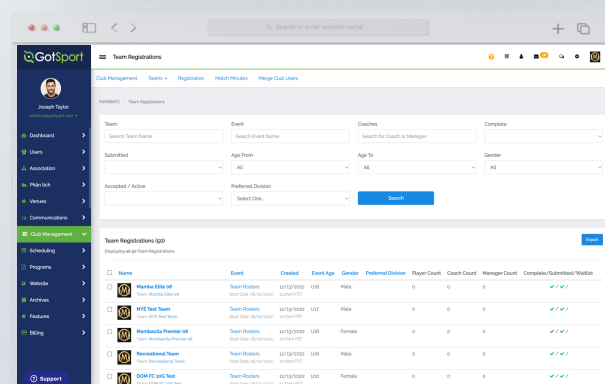


STEP 4

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



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





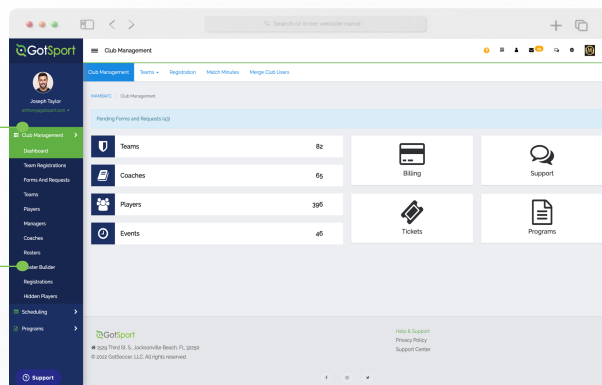
Assigning Players to an Official Roster

STEP 1

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

Club Management

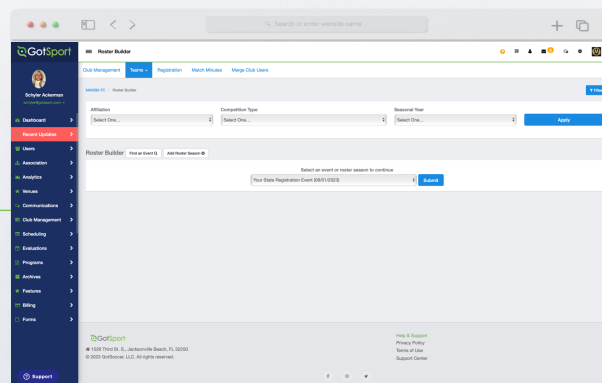
Roster Builder



STEP 2

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

Submit





Assigning Players to an Official Roster

STEP 3

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

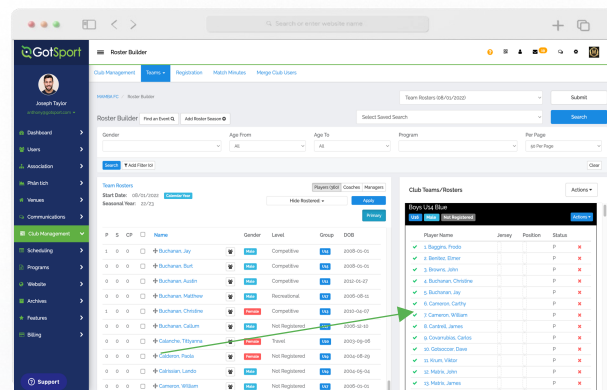
Note: All the players on the team currently have green checkmarks that signify approved by the event.



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

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

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



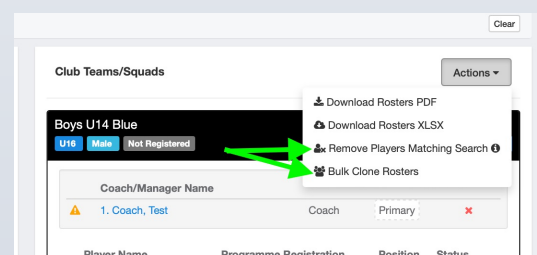
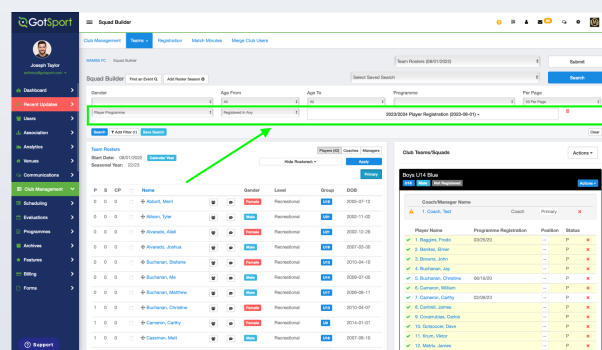
New Roster

Position
Select One

Jersey

Status
P

Add Player





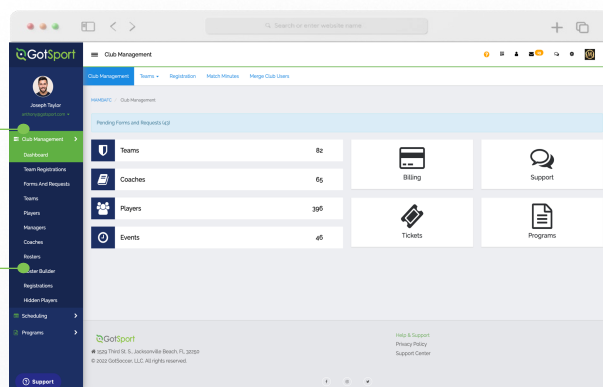
Adding a Coach or Manager to an Event Roster

STEP 1

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

Club Management

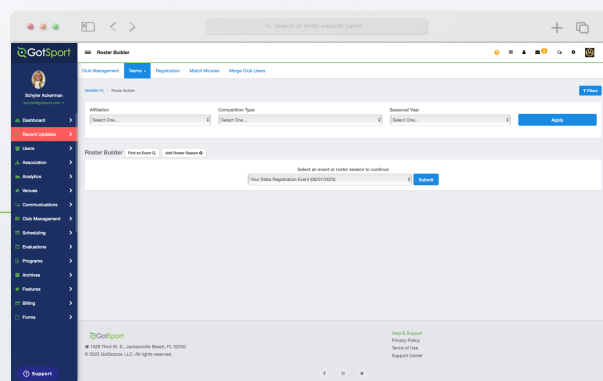
Roster Builder



STEP 2

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

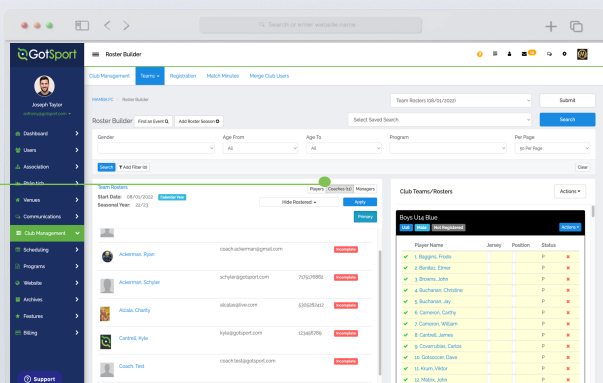
Submit



STEP 3

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

Coaches



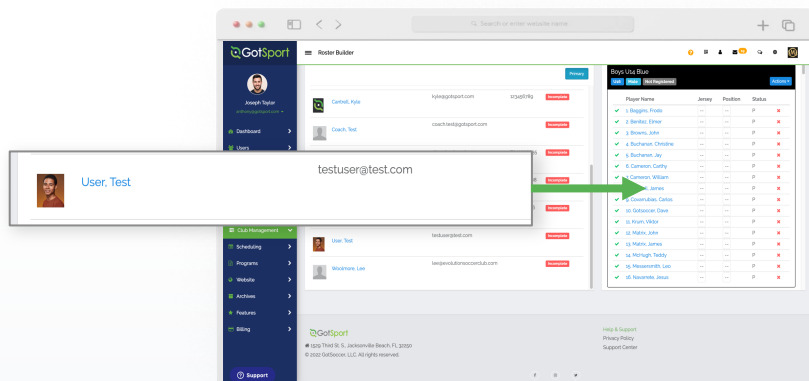


Adding a Coach or Manager to an Event Roster

STEP 4

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

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



STEP 5

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

New Roster

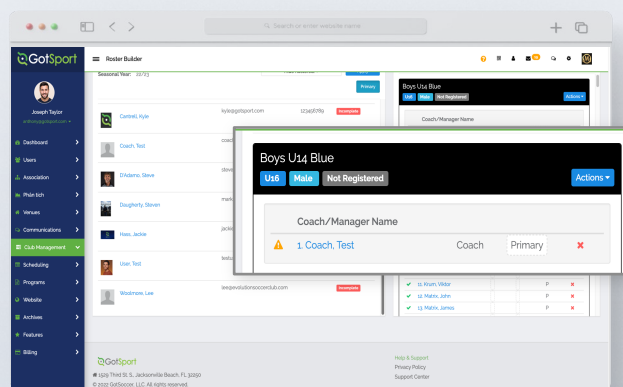
Position

Primary

Add Coach

The Coach will now appear on the **Team Account**.

Note: Any Coaches who have Yellow Triangles by their names are not yet approved by the event. They will change to Green Check Marks once the event has approved them.





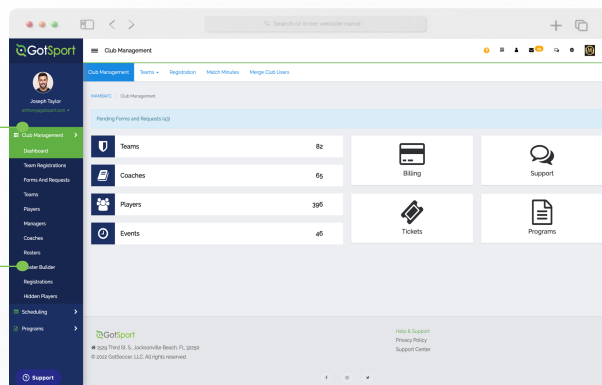
Generating Official Roster Documents

STEP 1

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

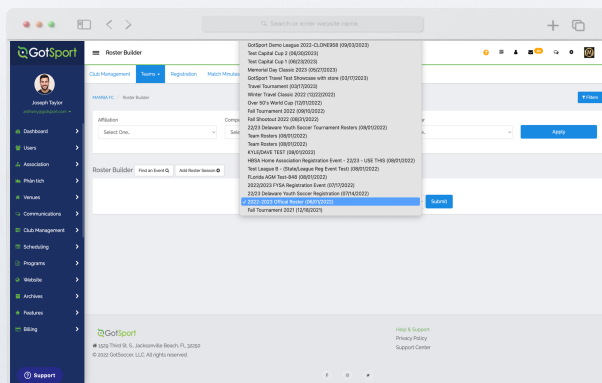
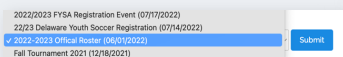
Club Management

Roster Builder



STEP 2

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





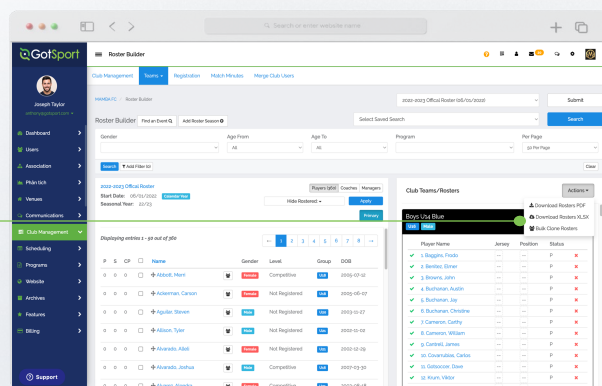
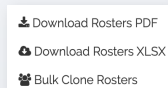
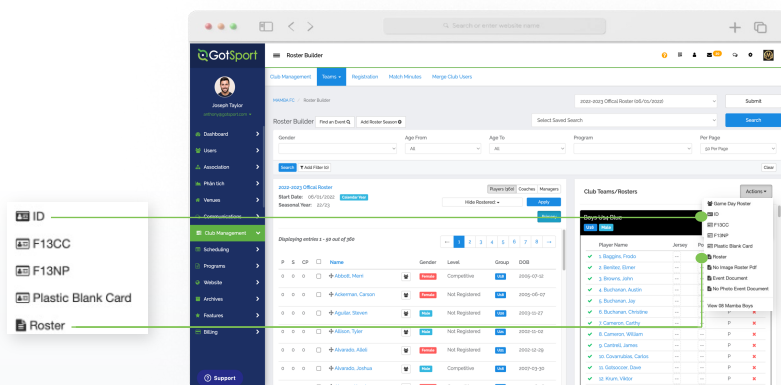
Generating Official Roster Documents

STEP 3

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

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

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

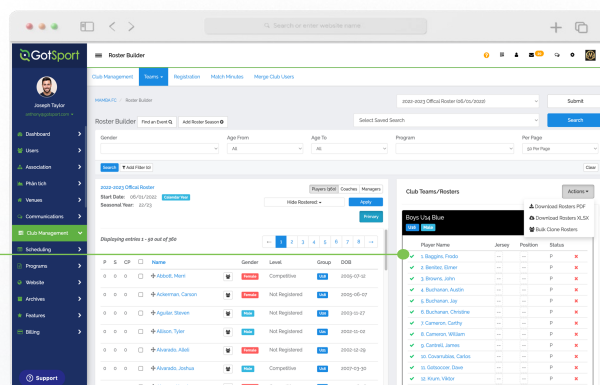




Viewing Official Team Documents (Club View)

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

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

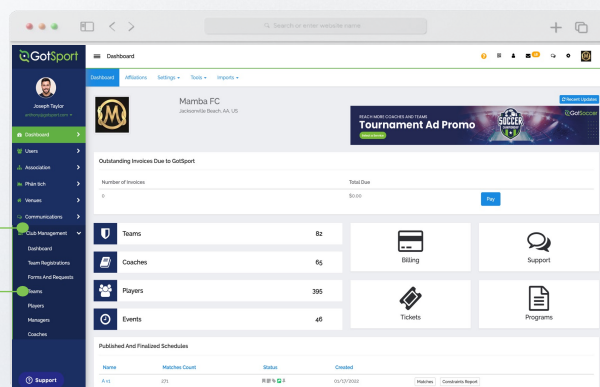


STEP 1A

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

Club Management

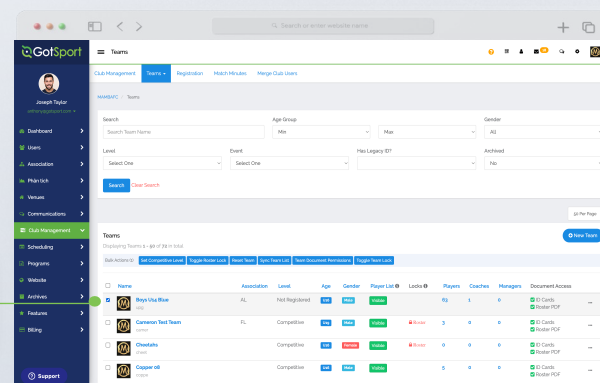
Teams



STEP 1B

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

- ☐ Name
- ☒ Mamba FC upg



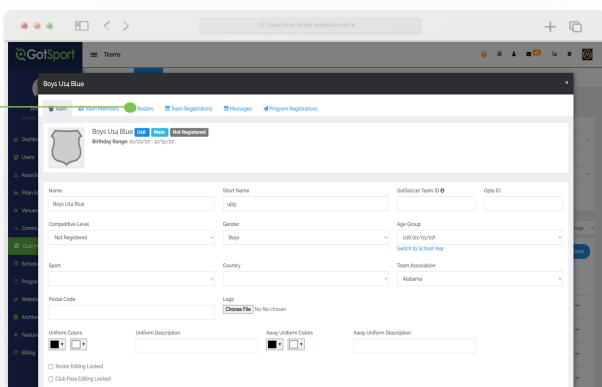


Viewing Official Team Documents (Club View)

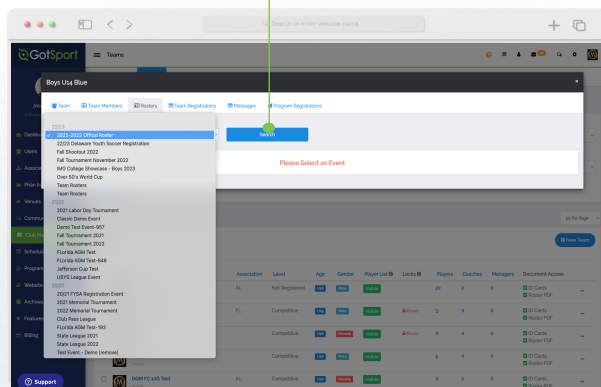
STEP 2

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

Rosters



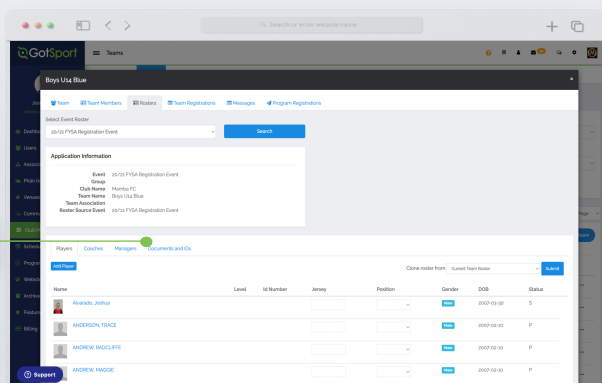
Search



STEP 3

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

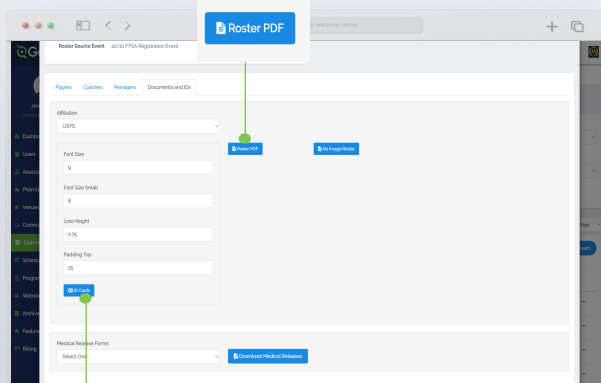
Documents and ID's



STEP 4

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

Roster PDF

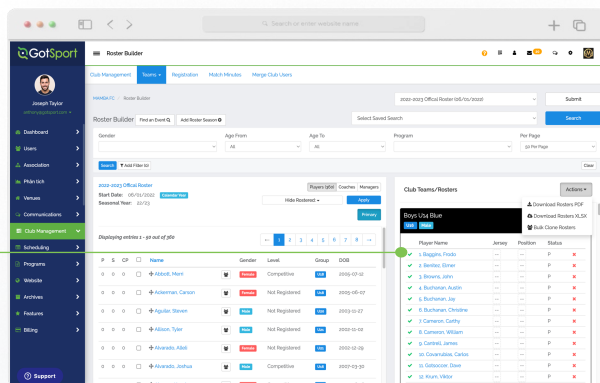
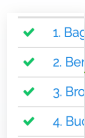


ID Cards



Viewing Official Team Documents (Team View)

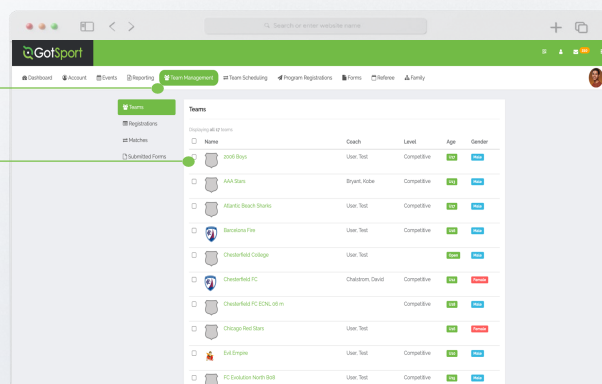
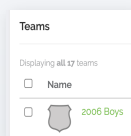
You can only print the player cards if your team roster has been approved by the event. You can check to see if your roster has been approved in "Roster Builder". Look for the **"Green Checkmarks"** next to the players' names.



STEP 1A

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

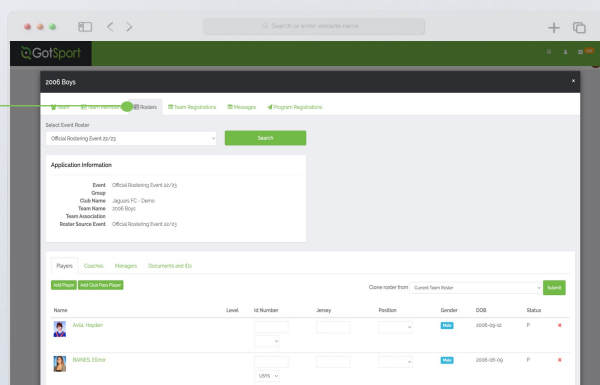
Team Management



STEP 1B

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

Rosters



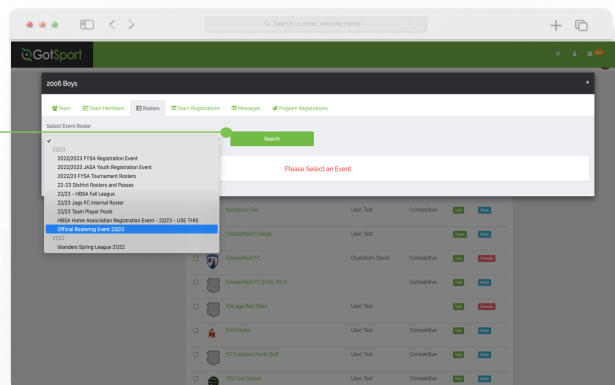


Viewing Official Team Documents (Team View)

STEP 2

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

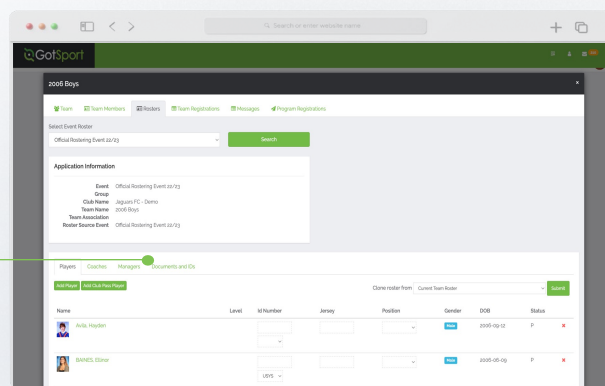
Search



STEP 3

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

Documents and IDs

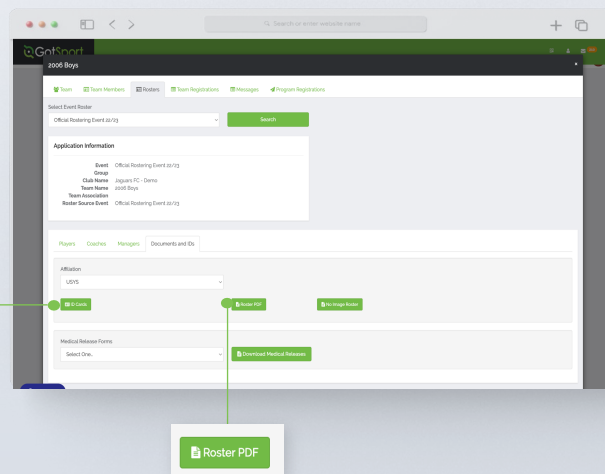


STEP 4

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

ID Cards

Roster PDF





GotSport

Submitting Support Ticket To State Association

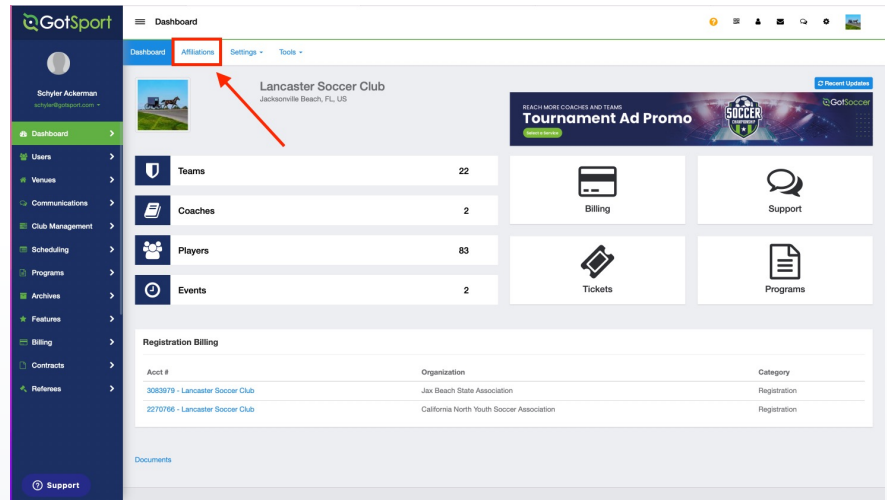
From Club, to State, to GotSport



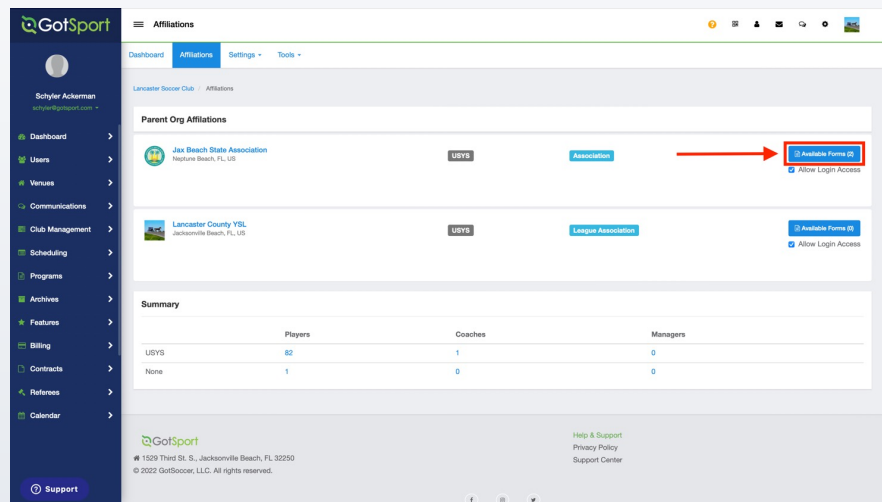


Submitting Support Ticket

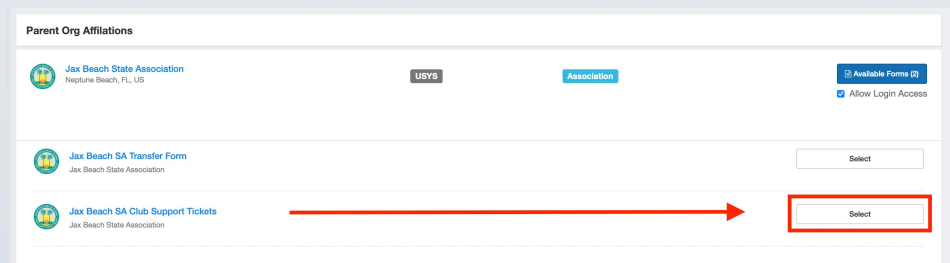
1. From the Dashboard, click Affiliations at the top of the page



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



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





Submitting Support Ticket

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

Jax Beach SA Club Support Tickets

Register

+ New user Register

Schyler Ackerman
schyler@gotsport.com

Register

Click Save at the bottom of the first page.

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

Ethnicity: White Non Hispanic

Time Zone Name: Eastern Time (US & Canada)

Mobile Phone Number: 1234567890

Phone Number 2:

Address: 1529 Third Street S

Address (Continued):

City: Jacksonville Beach

State/Province: Florida

Postal Code: 32250

Country: United States

Save

Then choose your club from the dropdown and click Continue

Jax Beach SA Club Support Tickets

Test Account
Enroll Test Account

Profile Information Select Organization/Team Registration Form Payment Plan

Test Account
Change User

Select Your Organization

Organization
✓ Lancaster Soccer Club

Continue

Submitting Support Ticket



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

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