

# Getting Started with the National Registration System: Step 1 of 2

*Step 1 of 2*

This guide will help walk a first-time user through the roster and team submission process from Sports Engine to the US Club National Registration System.

*Step 2 of 2*

There are three different options when it comes to submitting your teams and rosters to US Club. Click on one of the three options below:

- [SportsEngine Sync \(If you are using SportsEngine to manage your teams and rosters\)](#)
- [Upload teams and players from a CSV spreadsheet](#)
- [Manually Add Teams and Players](#)

*Step 1 of 1*

**NOTE: This process is ONLY for customers that use Sports Engine to manage their teams and rosters. If you don't use Sports Engine, please scroll down to CVS Spreadsheet Upload>**

1. Sign in to your account and go to "SportsEngine HQ".

On the left-hand navigation bar, click on the **US Club Soccer** tab. *Step 1 of 5*

**NOTE:** This process is designed for customers that DON'T use SportsEngine to manage their Teams and Rosters. If you use SportsEngine, please click the **Previous Step** button at the bottom.

1. Sign in to your account and go to "SportsEngine HQ".
2. On the left-hand navigation bar, click on the **US Club Soccer** tab.
3. Under the *National Registration System*, click **Get Started**.

- You will see a window outlining three steps that you need to take in order to successfully submit your roster.

4. Click **Get Started**.

5. On the left-side column, click the option for **Upload Teams and Players from Spreadsheets**.

6. On the *Upload a File* screen, first click on the option to **Download the Template**.

7. Open the upload template CSV.

8. Input your roster and team information into the CSV file. The following fields are mandatory:

- **First Name**
- **Last Name**
- **Date of Birth (DOB)**
- **Gender**
- **Email**
- **Physical Address**
- **City**
- **State**
- **Zip Code**

2.

3. Under the *National Registration System*, click **Get Started**.

- You will see a window outlining three steps that you need to take in order to successfully submit your roster.

4. Click **Get Started**.

5. On the left-side column, click the option for **Add Teams from SportsEngine Club Teams**.

- Filter by your club/league and season.

6. Click **Add Team** to move your teams over to the "Governing Season".

- You are able to click **Remove** if you accidentally moved a team.

7. Click **Next**.
8. After the teams have been approved, click **Let's Assign Teams**.
9. Click, drag, and drop the teams in the *left column* under their correct division *under the right column*.
10. After the teams have been assigned, click **Let's Find Leagues**.
  - This screen is where you associate your Teams with Leagues.
11. Click, drag, and drop your teams from the left-side column over to their respected "League" under the right-side column.
  - **NOTE:** If your Teams are not associated with any Leagues, feel free to skip this step.
12. Click **Next**.
  - The next two screens will allow you to review your player and staff data.
  - If you need to remove someone, click on **Remove**.
13. Click **Next** on the bottom of the two pages.
14. Click **Close** to finish the process.

**NOTE:** Your US Club Soccer League will be notified to approve or deny the rosters you

## CSV Spreadsheet Upload: Step 1 of 5

*Step 1 of 5*

**NOTE:** This process is designed for customers that DON'T use SportsEngine to manage their Teams and Rosters. **If you do not use CVS Spreadsheet, scroll down to Manual Enter Teams and Players.**

1. Sign in to your account and go to "SportsEngine HQ".
2. On the left-hand navigation bar, click on the **US Club Soccer** tab.
3. Under the *National Registration System*, click **Get Started**.

- You will see a window outlining three steps that you need to take in order to successfully submit your roster.
4. Click **Get Started**.
  5. On the left-side column, click the option for **Upload Teams and Players from Spreadsheets**.
  6. On the *Upload a File* screen, first click on the option to **Download the Template**.
  7. Open the upload template CSV.
  8. Input your roster and team information into the CSV file. The following fields are mandatory:
    - **First Name**
    - **Last Name**
    - **Date of Birth (DOB)**
    - **Gender**
    - **Email**
    - **Physical Address**
    - **City**
    - **State**
    - **Zip Code**
  9. Save your upload template.

## CSV Spreadsheet Upload: Step 2 of 5

*Step 2 of 5*

1. On the *Upload a File* screen, click **Add File** to add and open your CSV template or click, drag, and drop the file into that area.
2. Click **Next**.
3. The next screen will match your import columns. Green means you are good to go, while red means you will need to make some edits.

4. Click **Next**.
  - You might see a screen labeled *Resolve Potential Duplicates*. If the system finds that you have duplicate imports of the same person, it will ask you if it's the same person or not.
5. The *Review* page will show you your summary. Click **Import** if everything looks good to go.
6. Once your information has been added, click **Let's Assign Teams** to proceed.
  7. Under the left-hand column, click, drag, and drop the team(s) into column on the right to specific division(s).
  8. Click **Next**.
  9. Click **Let's Find Leagues**.

*Step 4 of 5*

1. This screen is where you associate your Teams with Leagues.
2. Click, drag, and drop your teams from the left-side column over to their respected "League" under the right-side column.
  - **NOTE:** If your Teams are not associated with any Leagues, feel free to skip this step.
3. Click **Next**.
  4. The next two screens will allow you to review your player and staff data.
    - If you need to remove someone, click on **Remove**.
  5. Click **Next** on the bottom of the two pages.
  6. Click **Close** to finish the process.

**NOTE:** Your US Club Soccer League will be notified to approve or deny the rosters you have submitted to their League.

# Manually Add Teams and Players: Step 1 of 4

## *Step 1 of 4*

1. Sign in to your account and go to "SportsEngine HQ".
2. On the left-hand navigation bar, click on the **US Club Soccer** tab.
3. Under the *National Registration System*, click **Get Started**.
  - You will see a window outlining three steps that you need to take in order to successfully submit your roster.
4. Click **Get Started**.
5. Choose **Manually Add Teams and Players**.
  - **NOTE:** Choosing this option means you will not be able to add teams via SE Team Management for the rest of the season.
6. Click **Confirm**.

## *Step 2 of 4*

1. Under the *Teams* sub tab, click **Add Teams**.
2. Input a "Team Name", select the "Division", choose a gender, and search for a League affiliation.
3. Click **Create Team**.
4. Click on the **Players** sub tab.

## *Step 3 of 4*

1. Under the *Players* sub tab, click **Add Players**.
2. Search for the Player "name" (if no player name is listed, input the whole name and click **Create New Player**).
3. Input all of the new player information and click **Continue** or **Add Another Player** to add more than one player.
4. After your players have been created, click the **Staff** sub tab.

*Step 4 of 4*

1. Under the *Staff* sub tab, click **Add Staff**.
2. Search for the Staff "name" (if no staff name is listed, input the whole name and click **Create New Staff**).
3. Input all of the new player information and click **Continue** or **Add Another Staff** to add more than one staff.