GotSport

Creating a Program Registration

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 login to your account to access chat with a GotSport Representative.

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

Table Of Contents

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.
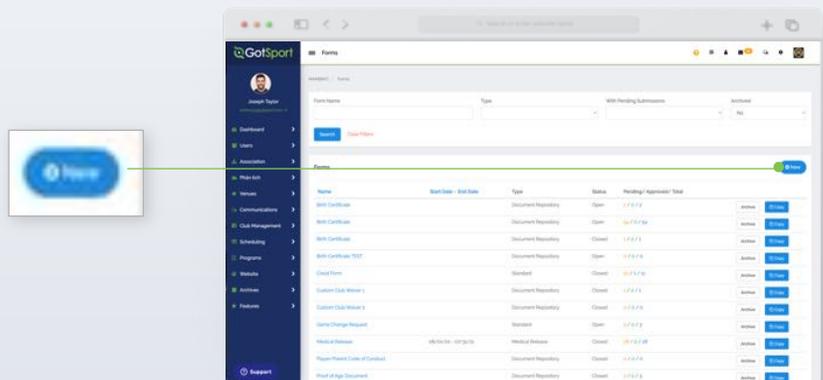
STEP 1

In the Dashboard menu, click the
"Forms" dropdown and select **"Forms".**
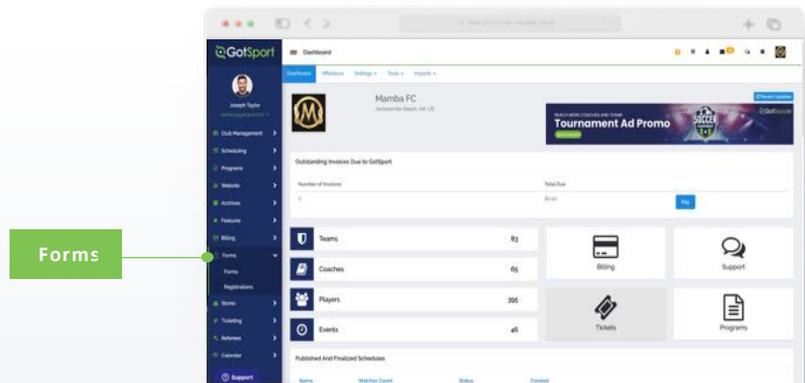
STEP 2

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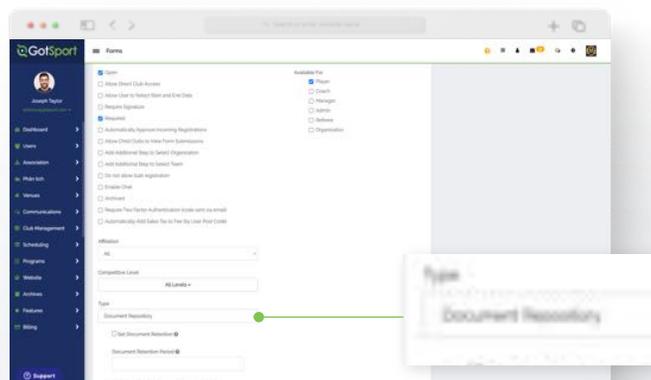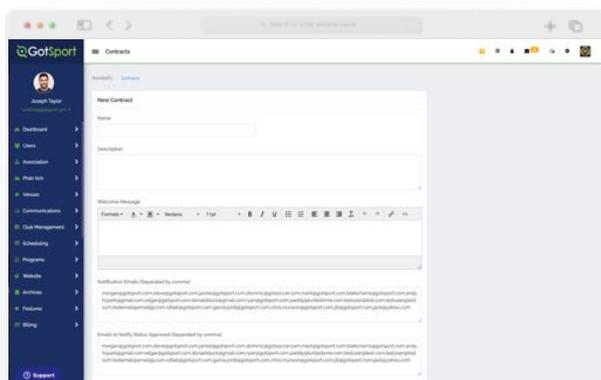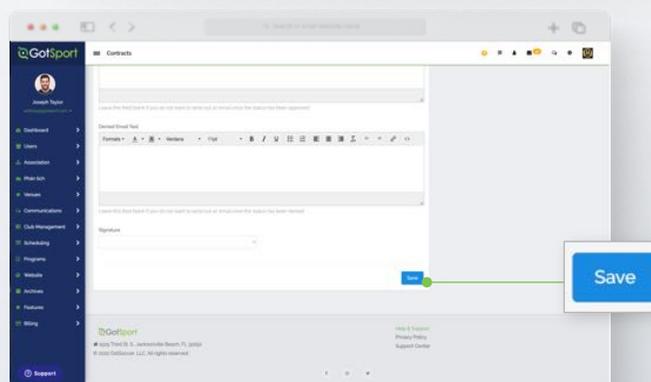*(continued on next page)*

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".**


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.

Click **"Registration Form"** at the top of your screen

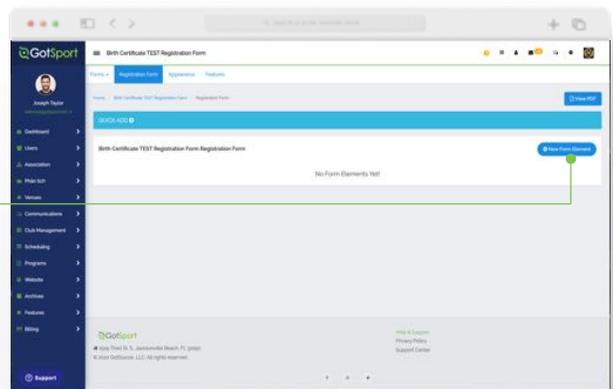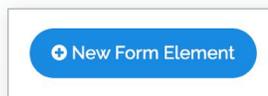*(continued on next page)*

Table of Contents
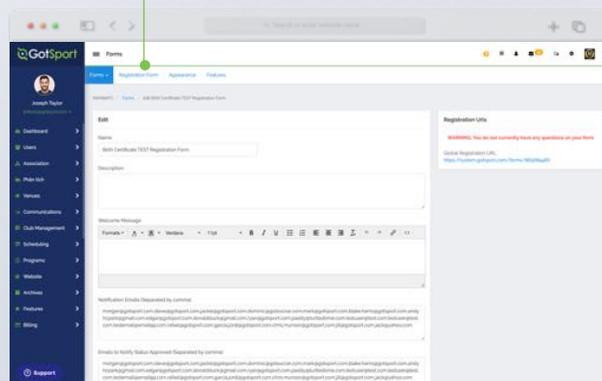
Creating A Birth Certificate Document Repository

STEP 5

Click **"New Form Element"** to add questions to your form.

STEP 6

Build out your form element (question), make the **"Type"** a **"File Field"** and click **"Save"**.

Repeat as necessary.
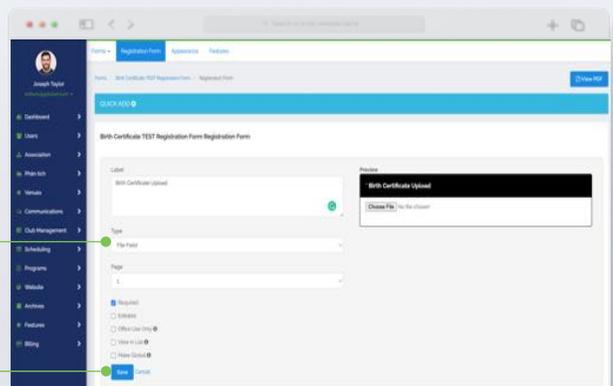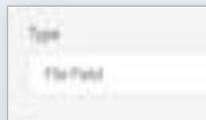
Program Registration
How to Create/Edit a Program

STEP 1

From the **Dashboard** page, click the **"Programs"** dropdown and click **"Programs List".** Click **"New Program".**

Note: You can copy and edit a previously created program.

Programs

Programs List

New Program

Copy Program

Program Registration
How to Create/Edit a Program

STEP 2A

The top of the page will ask basic information about your program: program name, seasonal year, program dates, age method, website URL, accounting code, and merchant profile.
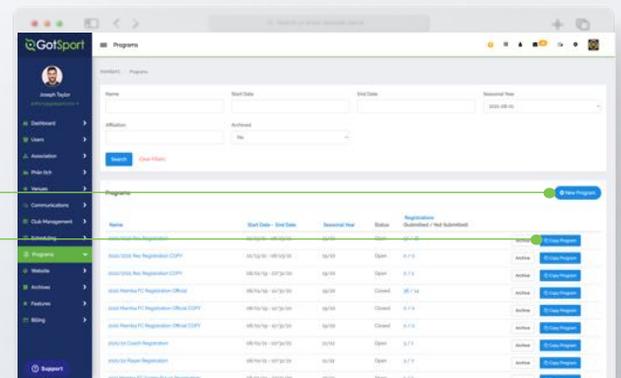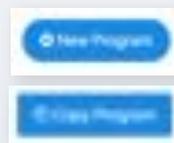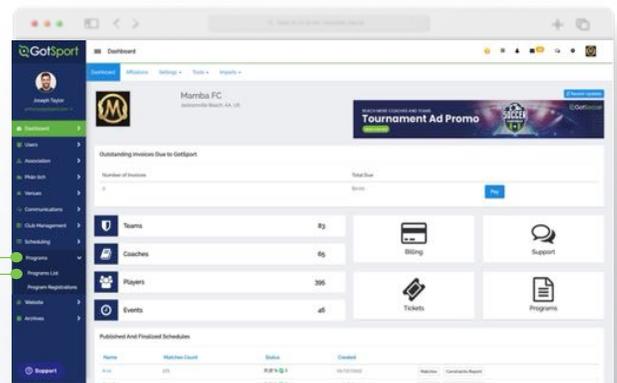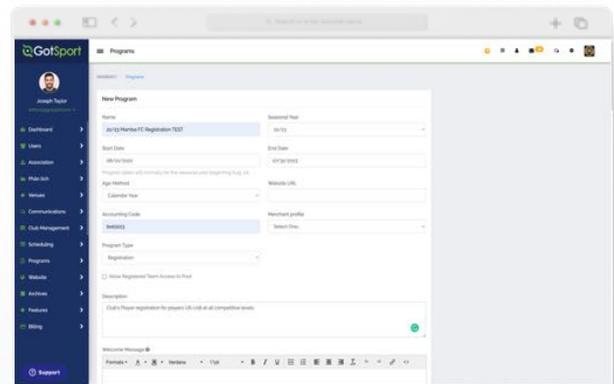
STEP 2B

As you scroll down the page, you will have a chance to customize each field.

Description: text-box that allows you to input a general description of your program.

Welcome Message: this is a dialog box that will pop up to users on the program registration screen before they begin the registration process.

Notification Emails: any email address placed here will receive an email notification when a player registers for the program.

Reply to Email: this is the "reply to" email for registrants, leave blank if you do not want an email address registrants can reply to.

(continued on next page)
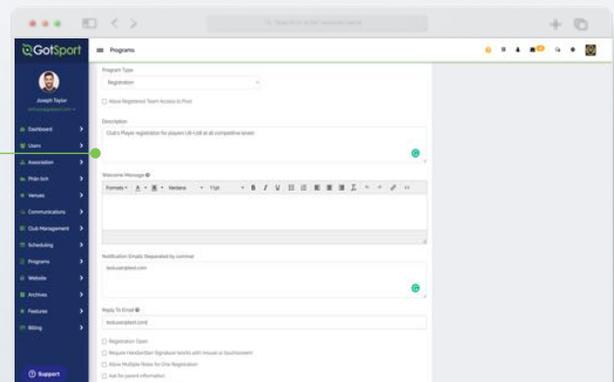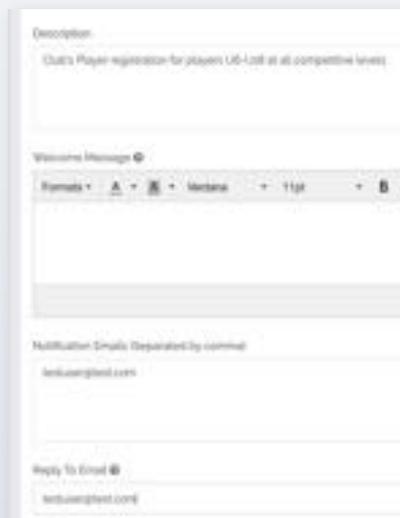
Program Registration
How to Create/Edit a Program

STEP 2C

The dialog boxes below provide you with the option to require basic information from the registrant. It also allows for you to open the registration for up to four different roles, including Player, Coach, Manager, and Referee.

Require Handwritten Signature: This will require a handwritten signature acknowledging the user has understood the registration and cannot proceed to the payment without signing.

Ask for Parent Information: If you require parental information, you can also require more than one parents information.

Allow player to select team: A player can select the team (you will need to create the teams first).

Affiliation: The registrant will have the selected Affiliate name attached to their User account automatically when they complete a Program Registration through your Organization.

Competitive Level: The registrant will have the selected Competitive Level attached to their User account automatically when they complete the Program Registration through your Organization. This also will determine the Organization's specific Forms that would be available for the User based on the Form's Competitive Level. Example: Your governing body has a form required for Academy level players, when you set the Competitive Level in your Program Setup to Academy the governing body's Academy form will automatically show in the user's Program Registrations.

Photo Required For: If you want a player photo or not.

College Profile Referral: A third party College profile (Default will publish/ None will not show this to the user).

Registration Insurance: A third party insurance for parents to insure the registration (Default will publish/ None will not show this to the user).
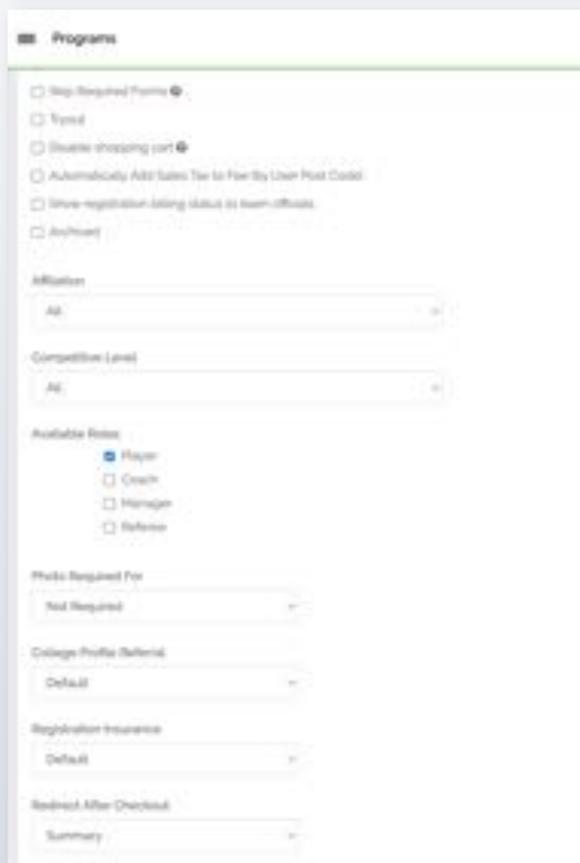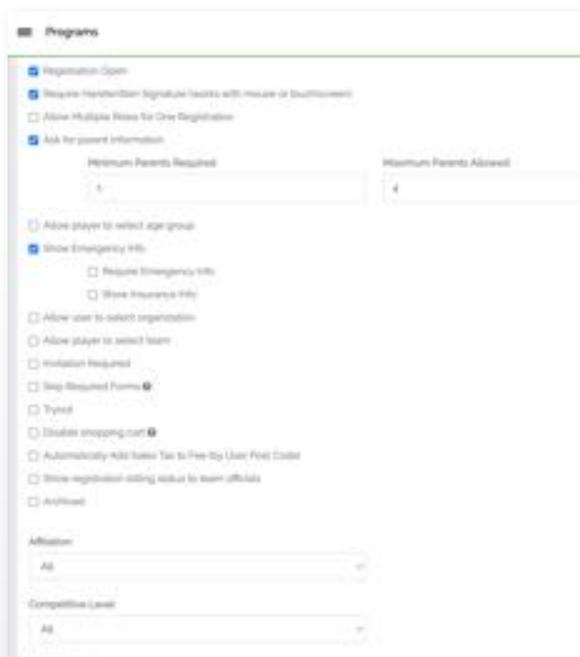
STEP 2D

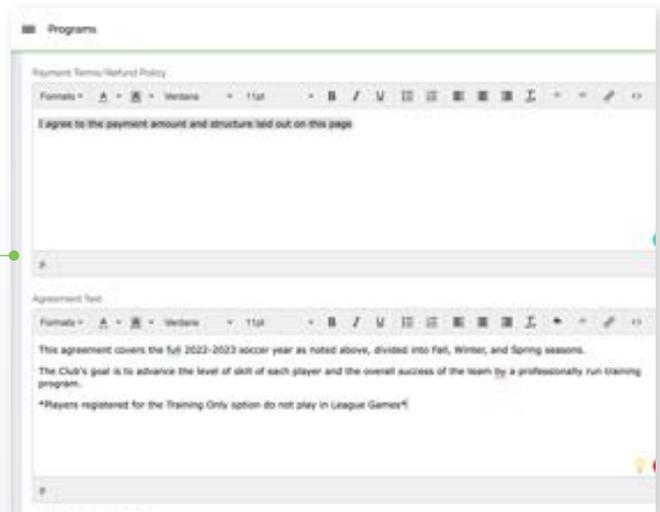**Payment Terms**: Standard payment terms will be present by default, however, you can overwrite the standard text and enter your club's own payment terms, if needed.

**Agreement Text**: This area allows you to enter text the registrant will acknowledge when completing the registration.

Printable Agreement Text: This area allows you to enter text the registrant can download and print after the registration.

Confirmation Email Text: In this area, you can enter a custom confirmation email the registrant will receive after registration is complete.
(continued on next page)
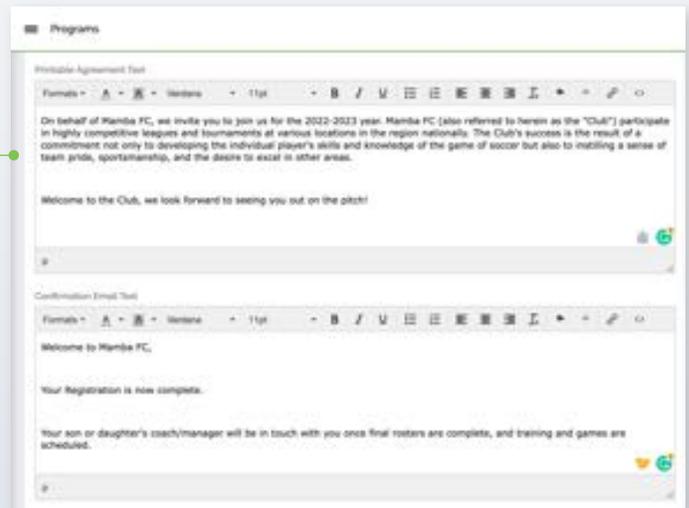
Program Registration
How to Create/Edit a Program
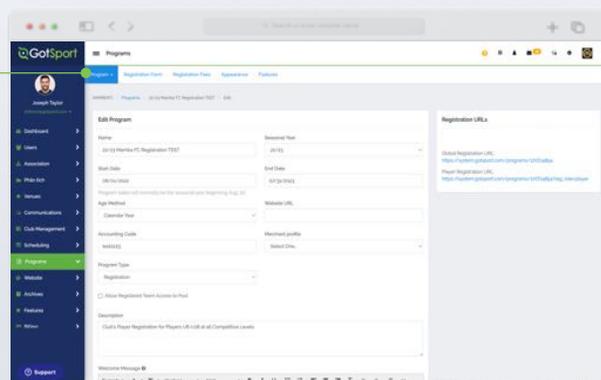
STEP 2E

After you have selected and entered all the information on this program setup page, click **"Save"** at the bottom to continue.
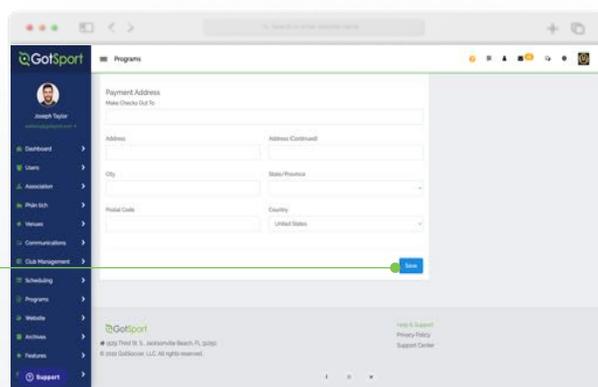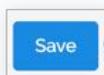
STEP 2F

After clicking Save, five new tabs will appear at the top of your page including **Programs** (when clicked on you will see Program List and Program Registrations), **Registration Form, Registration Fees, Appearance,** and **Features**
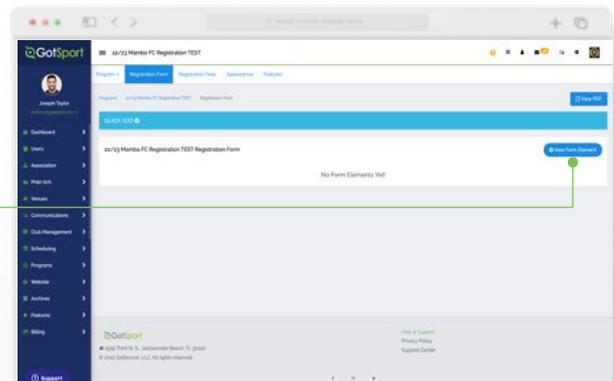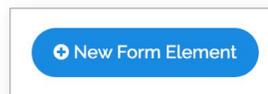
Program Registration
How to Create a Registration Form

STEP 1

While creating your program registration, click the **"Registration Form"** tab at the top of your page. To create a new form question, click **"+ New Form Element"** on the top right-hand side of your screen.

STEP 2A

There are different types of form elements for data collection or dissemination:

Once you select your form element, you need to customize it.

Text Input allows you to ask a question where the registrant can type a response.

Drop Down List allows for the selection of an element in a drop-down list (example: jersey size, day of the week, etc.).

Radio Buttons allow for the selection of one element, similar to the drop-down list.

Check Box is a single check box typical for agreement text (example: check here if you agree to…).

Check Boxes allow for the selection of multiple elements (example: check all that apply).

HTML is not responsive and allows for you to post a message with HTML editing capabilities.

File Field gives you the ability to ask and/or require the registrant to upload a document. *(continued on next page)*
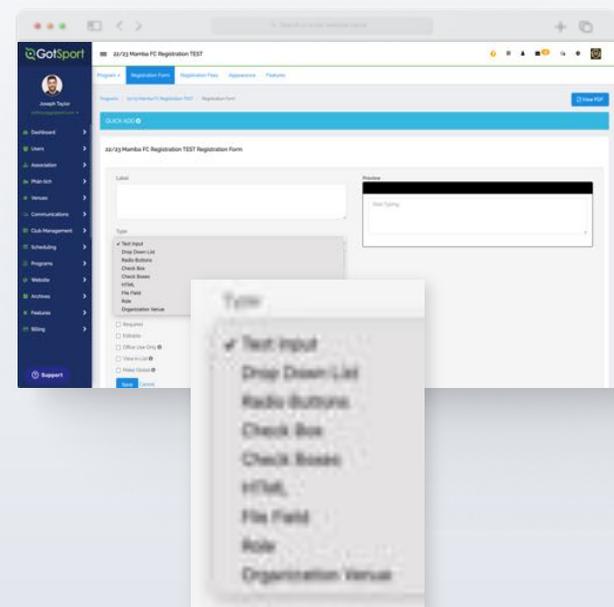
Program Registration
How to Create a Registration Form

Note: As you make edits to these form elements, they will change live through the preview on the right-hand side so you will know exactly how this question appears.

STEP 2B

Label: this is where you would type the question.

Available Values: You will type the available options here. Each option needs to be placed on a separate line. Of note, you would do the same for Drop-Down Lists and Radio Buttons.

Page: You can separate each form element (question) on different pages during the registration.

To the right, you will see a live preview of the form element while you create it. After you have finished, you can make it required and click "Save" to create your next form element.

Required: This stops the user from moving on in the registration until the question is completed.

Editable: making a form field editable, allows a user a chance to change or upload a form at a later date.

Office Use Only: lets only the club admins view the answers for this element.

View in List: makes the answer available to view in roster builder.

Global: makes this element available tor all future programs under the "Quick-Add" bar.
(continued on next page)
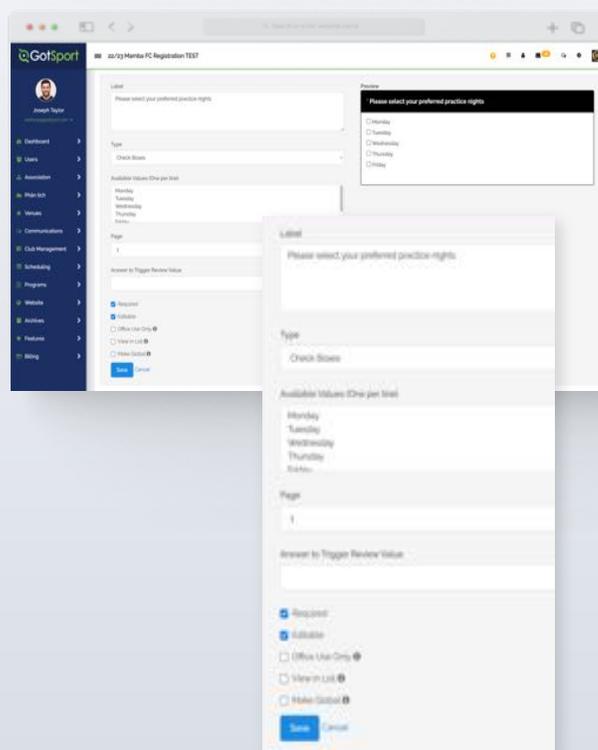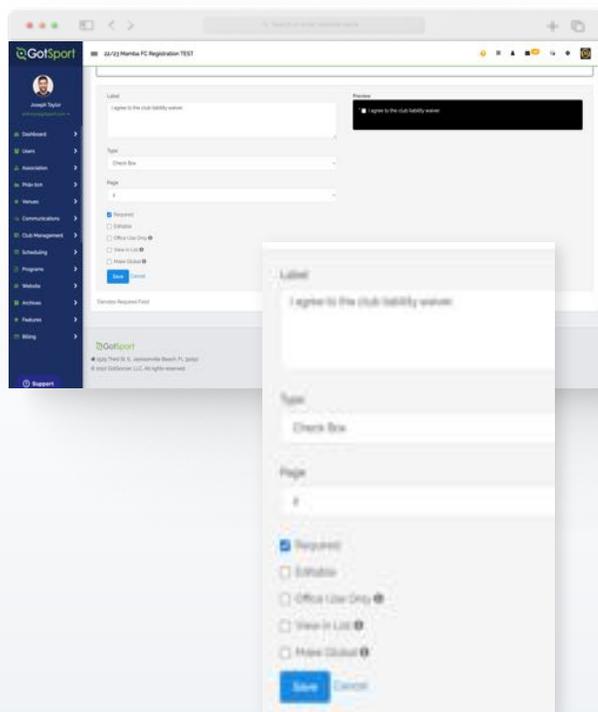
Program Registration
How to Create a Registration Form

STEP 3

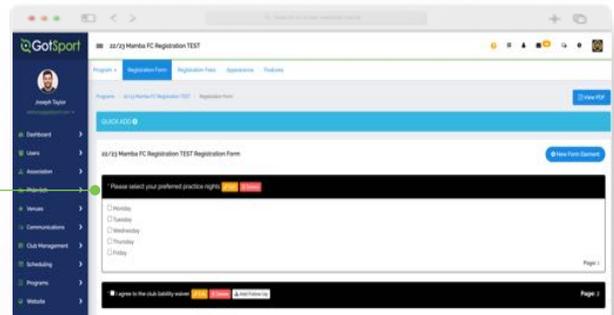When on the list view of your form elements, to order them and move them around, click in the black bar of the question to use the drag and drop function.

STEP 4

Optional: You can create a follow up question to a form element as long as the type is a drop-down list, radio buttons, check box, or check boxes.
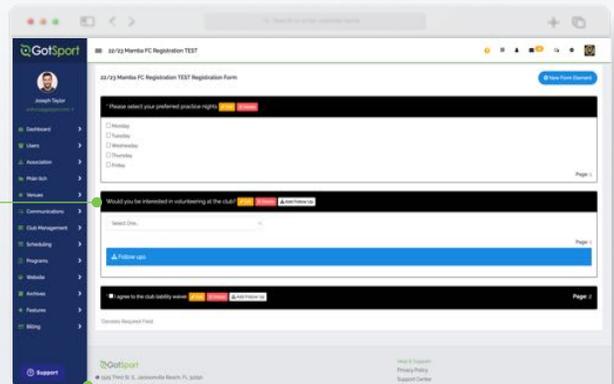
You will need to enter the follow up questions/statement and select the value(s) from the previous element that will make this next question pop up. When all information has been entered, click **"Save."**

Program Registration
Creating Fees for Your Registrants

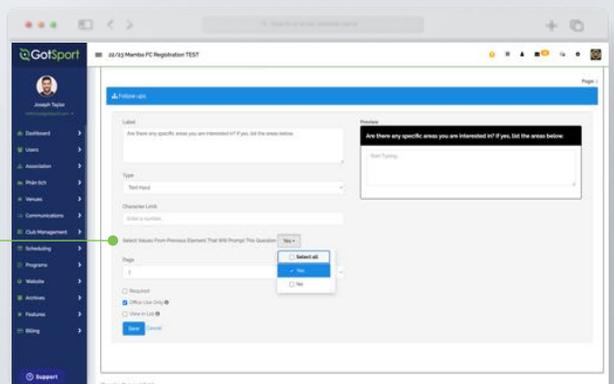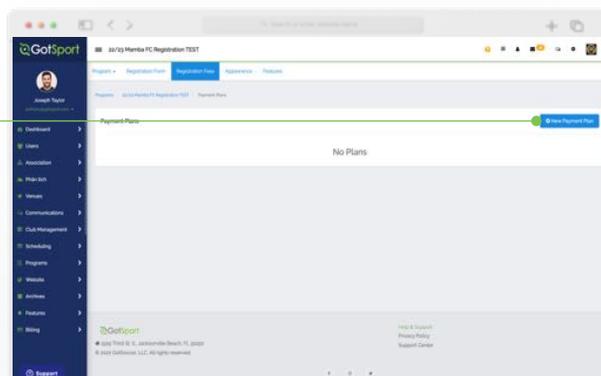You can create Fees for your registrants under the Registration Fees tab.

STEP 1

From the **Dashboard** select **Programs,** from the drop-down select **Programs List,** and here you will select the **Name** of your program. Here you will select the **Registration Fees** and **New Payment Plan** to create a registration fee for the program.

STEP 2

Here, you can create custom fees, give the fee a **name, description, gender, age range,** and an **initial fee** (full registration fee if not a payment plan), a registration max under **Total Available** (you can set a mx number of registrants for a particular fee), and can select the payment options for the fee and make the fee active.

(continued on next page)
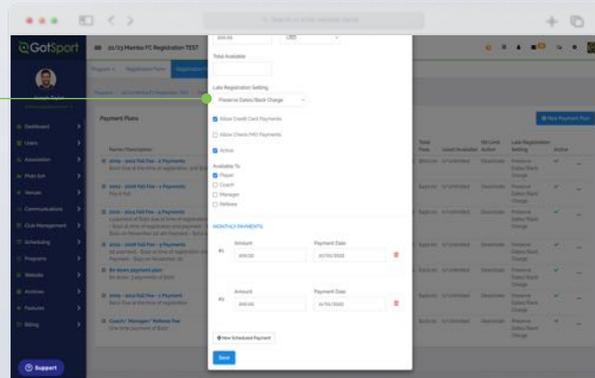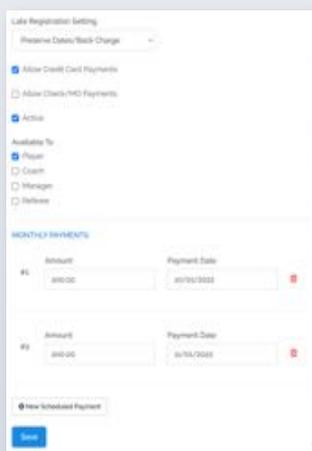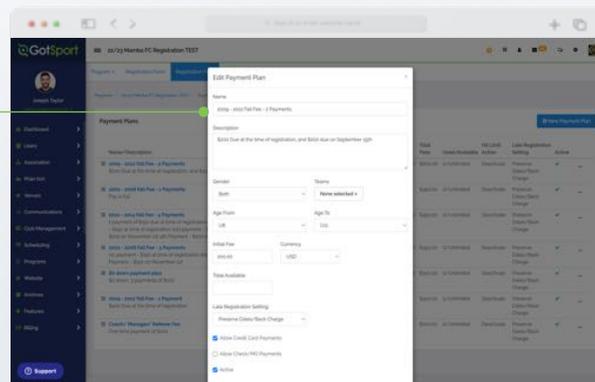
Program Registration
Creating Fees for Your Registrants

STEP 2B

Name: Name of the payment plan.

Description: Any Information about the payment plan.

Late Registration Setting:

- **No Late Registration** - No payments will be allowed past the start date of the monthly payment.

- **Preserve Dates/Back Charges** - If anybody registers late, the payments they miss will be charged on payment. (I.e. payments should start in August, but they joined in September, the month they missed will be added to September's 1st payments.)

- **Preserve Spaces/Push Dates** - If anybody registers late, Monthly payments missed, will be pushed to the end. (I.e. payments should start in August, but they joined in September, the month they missed will be added to the end.)

Active: Make the payment plan available to be selected for the Registrant when completing your Program Registration.
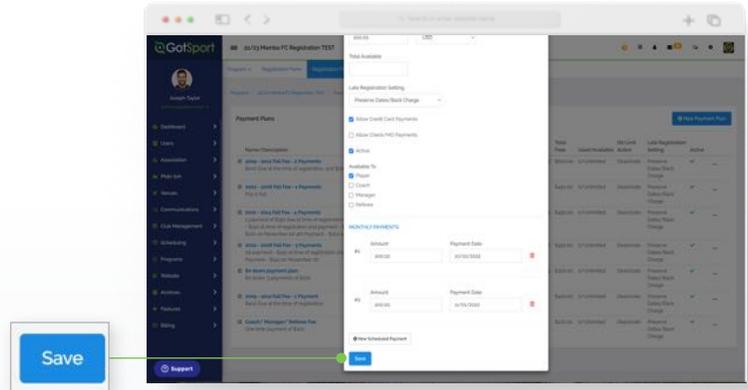
STEP 3

If you want to create a **payment plane,** after you fill out the above info and create an **initial fee,** you click **Payment Generator** to set up the fee schedule. The payment plans are fully customizable and even allow for two payments a month (Additional Day of Recurring Payment). Click **Save** once all the info has been entered. When you have completed the fee, click Save
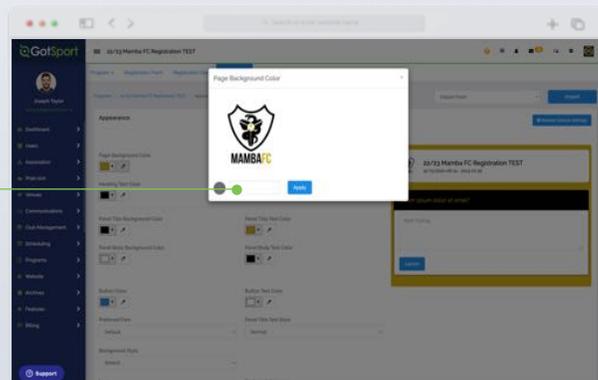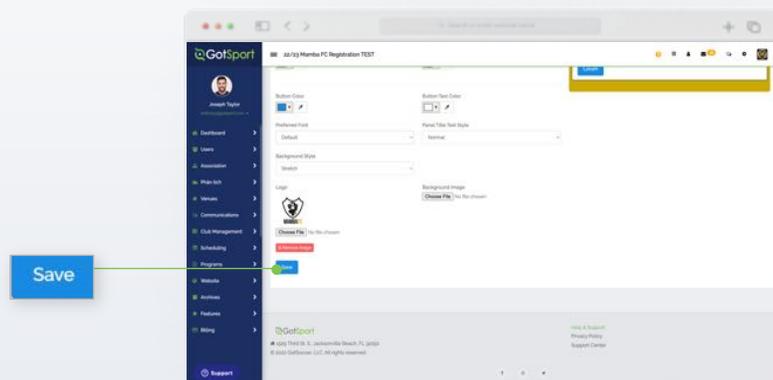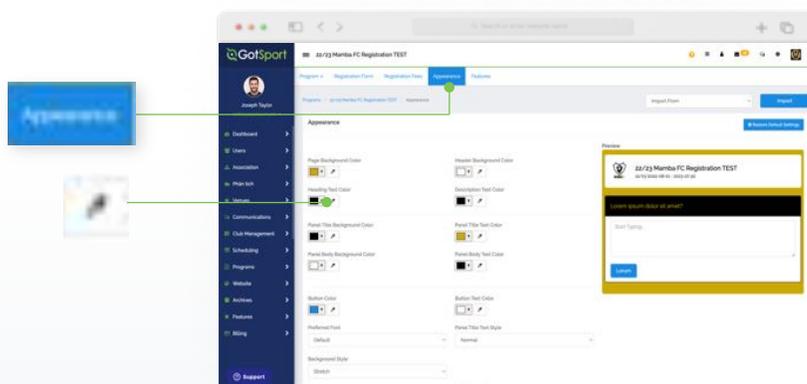
Program Registration
Customize the Appearance

While creating your program registration, click the **"Appearance"** tab at the top of your page. From the "**Appearance**" tab, you can fully customize the appearance of the pages, upload a logo and background image or import an appearance from a previous program.

Note: as you edit colors and make changes to your appearance, they will live change on the right-hand side similar to your registration form.

While selecting colors for your appearance, be sure to note the eyedropper tool next to each color as well. This tool will allow you to pull the exact color from a logo you have uploaded, allowing you to keep this appearance as professional as possible in portraying your organization's colors.

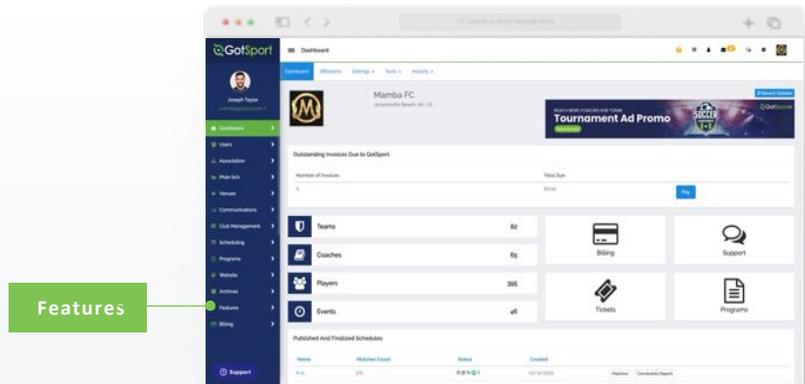Once you have made all your changes, click **"Save".**

Program Registration
Customize the Appearance

In your admin account, you have the capability of creating features. These features can be globally created to be accessed for programs, tournaments, leagues, contracts, etc. or just created for one-time use.
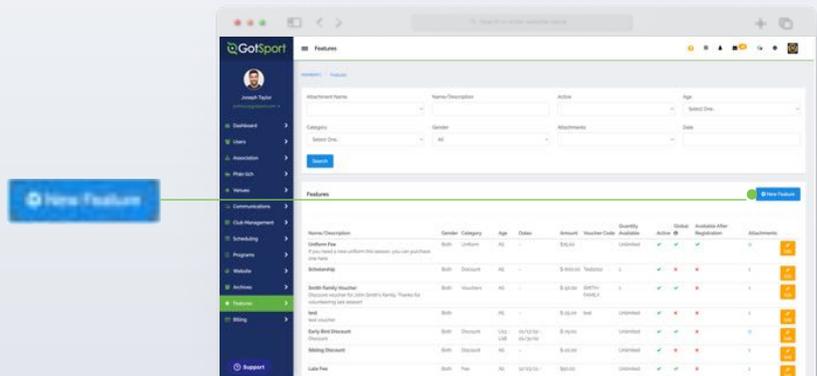
STEP 1

From your dashboard, select **"Features"** on the left-hand side.

Features

STEP 2

This page will list all features you have created in the past, with the ability to filter through them with the use of the filters at the top of the page.

To create a new feature, click **"+ New Feature."**
(continued on next page)

Program Registration
Customize the Appearance

From this page, you will be prompted to enter information regarding this feature:

STEP 3A

Name: The name of the feature.

New Category or Category : You have the ability to categorize these features. You can either create a new one when adding this feature or selecting an existing category from the drop down.

Description : Brief description of this feature.

Gender : You can control which gender this feature is applicable to.
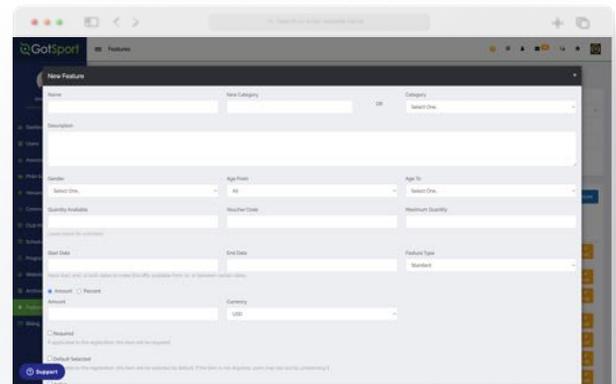
Age From & Age To: You can control what ages this feature is applicable to.

Available After: If this feature is available after a certain number of registrations, you can set that number here (i.e., Family Discounts).

Start Date & End Date: You can control the time frame in which this feature is available.

Maximum Quantity: This is the number a single user can select on a particular feature. For example, if you only want a user to be able to use it once, you would input "1" in your Maximum Quantity box.

Quantity Available: This is the number of total times this feature can be used before it is no longer available. For Example, if you only wanted 100 people to use this, you would type "100" in the Quantity Available box. *(continued on next page)*

From this page, you will be prompted to enter information regarding this feature:

STEP 3B

Amount: This is the amount of money applied to this feature. If you wanted to apply a discount of $25 off for this feature, then you would put "- 25" in this section. If the feature is an added bonus and was for $25, then you would put "25" in this section.

Voucher Code: If you would like a Feature to be available only for a specific user or users and not accessible to all, you can enable this access criteria by implementing a Voucher Code. During the registration process, the Feature will not show as an option on the list unless the Voucher Code is entered.

Required: With this box selected, you are requiring this applicant to select the feature.

Default Selected: With this box selected, if applicable to the registration, this item will be selected by default.

Active: With this box selected, the feature is able to be selected/applied.

Global: Checking this box off will make this feature globally accessible as a "Quick Add" feature in any program, tournament, league, contract, etc.

Available After Registration: This will allow you to offer the feature both during and after the registration has been submitted. This is only applicable to a team registration and will allow a charge (insurance, uniforms, equipment, etc.) to be implemented after an application has been filled out for an event.
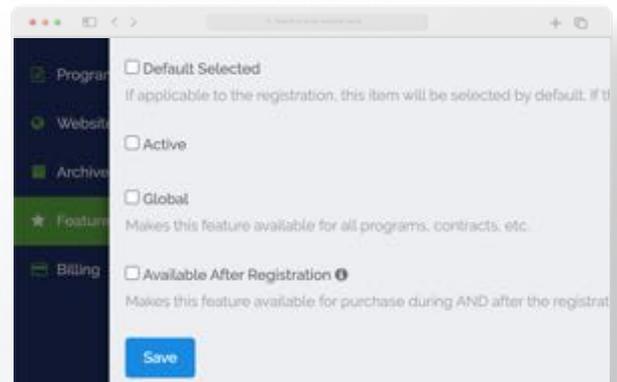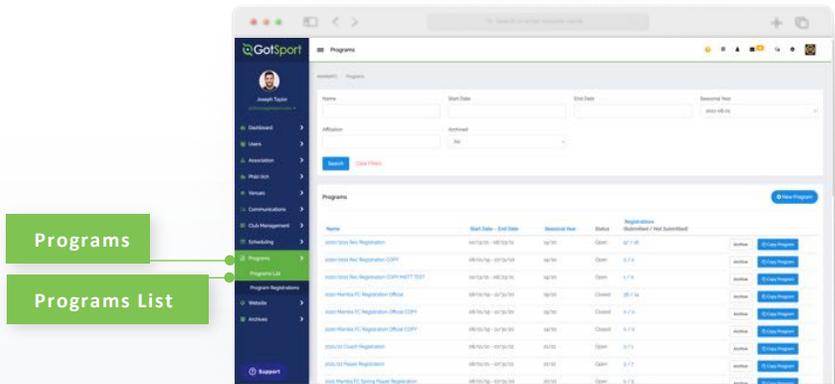
Program Registration
How to Complete A Registration

Once the Program Registration is built and customized to your liking, the last step you'll need to complete is opening the Registration for your Club Members to complete. Follow the steps below to complete it.
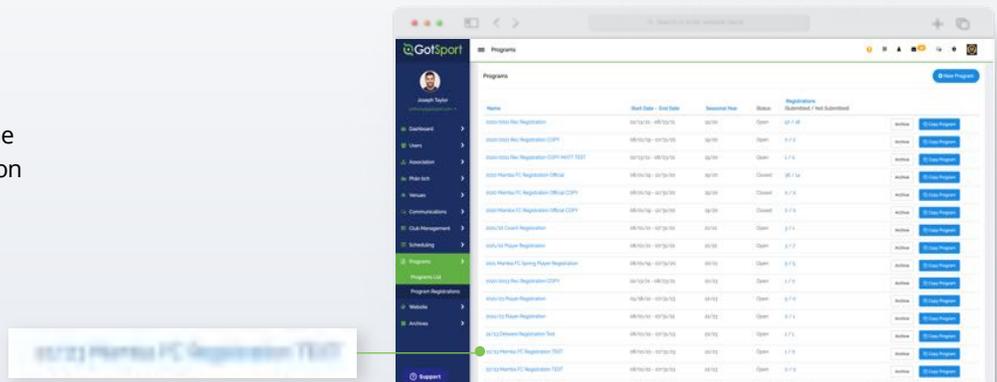
STEP 1

From the dashboard, scroll down on the left and click on **"Programs."** Now click **"Program List".**
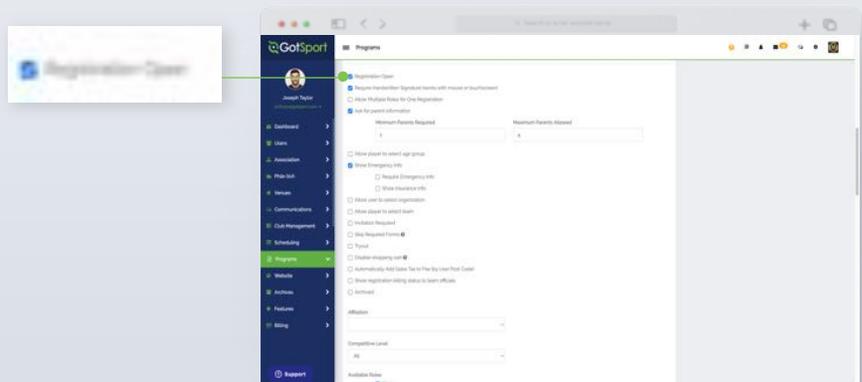
Programs

Programs List

STEP 2

From the program list, you will see the list of programs you have. Now click on the Program you want to open.

STEP 3

From the **Program Setup** page, scroll down and check **"Registration Open"** box and click **"Save"** at the bottom. *(continued on next page)*
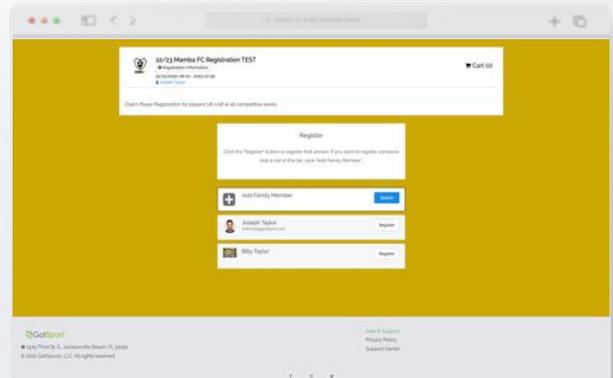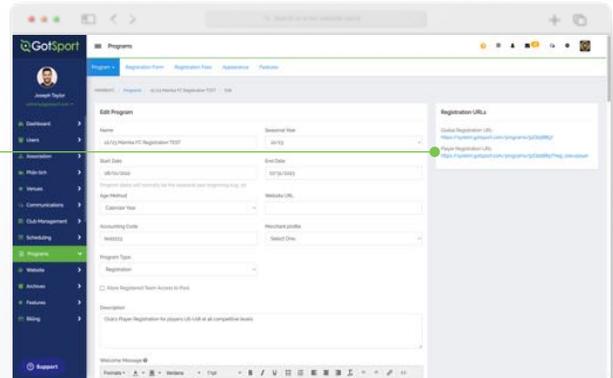
Program Registration
How to Complete A Registration

After you open the registration and click save, you can scroll up to view the registration links for the program. If you click the link, it will bring you to the first page of the Program Registration process. This is the link you will share with parents, players, coaches, etc.

When the User completes the Program Registration, you will see the completed Program Registration in your Program Registrations tab. You will be able to download a full list of the Program Registrations to an external .csv file and also be able to pull up individual Registrations.
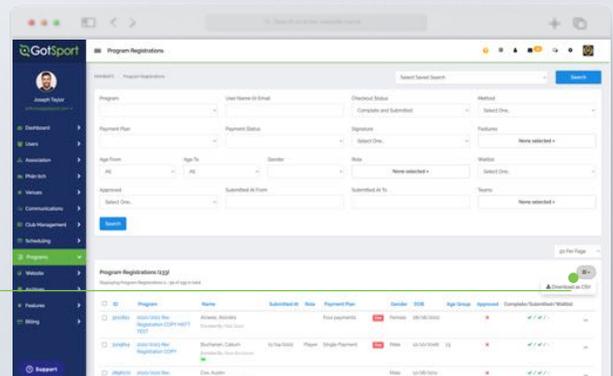
GotSport

www.gotsport.com

**1529 Third St. S.
Jacksonville Beach, FL 32250**

+1 (904) 746-4446

For All Inquires:
Contact your State Administrator or
Login to Your GotSport Account to Access Chat
With A GotSport Representative