

# LIJSL 23/24 Season Transition Process – GotSport Clients



## TASK 1

# LIJSL Clubs – GotSport Clients

\*Note before starting do not age up your GotSport teams. The system will automatically age them up when you register for 2023/2024. Also, your team's profile will age up automatically on all screens on 8/1/2023.

**Step 1:** Clone 2022/2023 programs for 2023/2024. – You should sign up for an onboarding session when doing this to make sure you are using the system efficiently

Link for onboarding session: <https://gotsoccercom.pipedrive.com/scheduler/0d0XQiG/30-minute-onboardingtraining-session>

Go to Programs / Program List / use seasonal year filter to select 22/23 / search / select the program you want to clone / select "copy"

The screenshot shows the GotSport web application interface. On the left is a dark blue sidebar with navigation links: Venues, Communications, Club Management, Scheduling, Evaluations, Programs (highlighted), Program Registrations, Archives, Features, Billing, and Support. The main content area is titled 'Programs' and contains a search form with fields for Name, Start Date, End Date, and Seasonal Year (set to 22/23). Below the search form is a table of programs. The first row is 'Fall 2022 Registration' with a 'Copy Program' button. A green arrow points from the 'Seasonal Year' dropdown to this button.

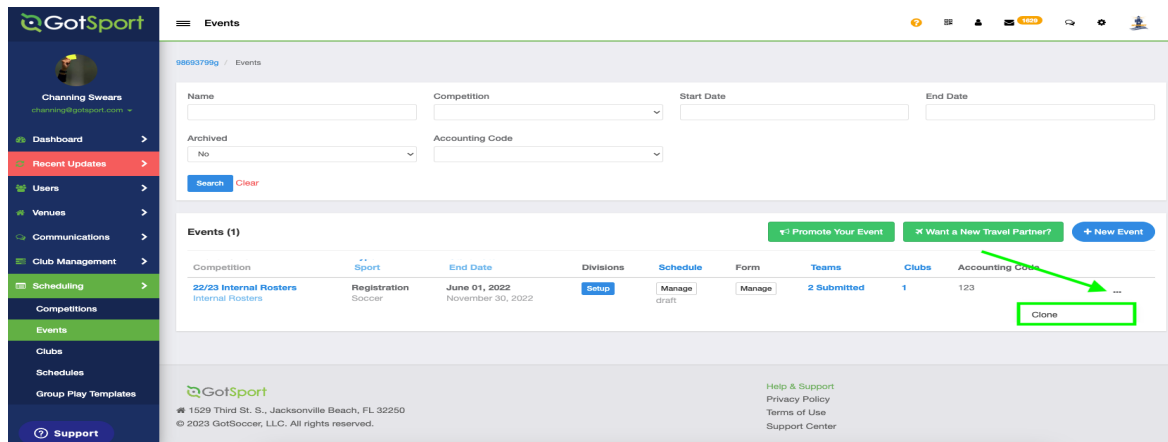
Name	Start Date - End Date	Seasonal Year	Status	Registrations (Submitted / Not Submitted)	Registrations Waitlisted / Archived	Actions
Fall 2022 Registration	08/01/22 - 07/31/23	22/23	Open	4 / 0	0 / 0	Archive Copy Program

## Task 2

# Clone 22/23 Internal Roster Event

**Step 1:** Clone over internal rostering event for 2023/2024. (Note you do not need a Fall Internal and Spring internal rosters event. You can just create a 2023/2024 internal rostering event.

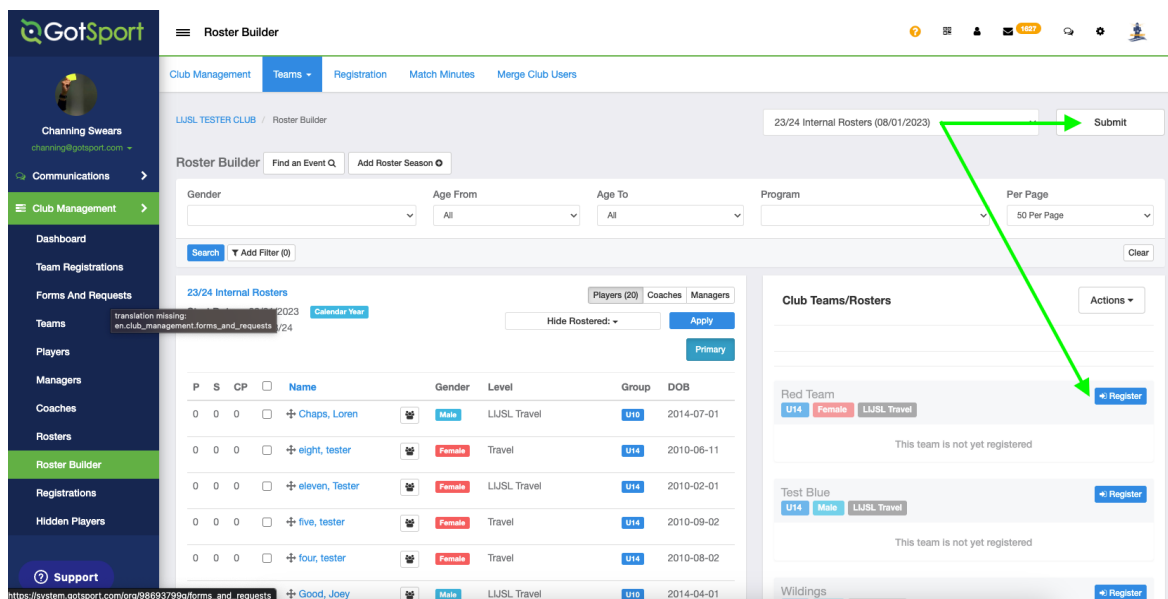
Go to Scheduling / Events / find your 22/23 rostering event / click the actions button (three dots to far right and scroll down slightly) / click "clone". A modal will open / update seasonal year to 23/24 and update name.



## Task 3

# Register teams to internal roster event

**Step 1:** Now you have created the 23/24 rostering event. Go to Club Management/Roster Builder / select your 23/24 rostering event / Select the blue "register" button for each team you want to build a roster for. Proceed to add players/coaches/managers to the teams.



## Task 4

# Creating team rosters

**Step 1:** You can now either start fresh and build rosters from scratch, Or you can clone your 2022/2023 roster into 2023/2024.

To clone previous season rosters, go to Club Management / Roster Builder / select the 23/24 rostering event / for each team you can select a roster to clone from or you can use the large "Action" button and clone all team rosters at one time. Select which roster you want to clone and submit.

The screenshot shows the GotSport Roster Builder interface. On the left is a sidebar with navigation links: Dashboard, Recent Updates, Users, Venues, Communications, Club Management (selected), Scheduling, Evaluations, Programs, Archives, and Features. The main area is titled 'Roster Builder' and includes filters for Gender, Age From, Age To, and Program. Below these are buttons for 'Bulk update all team rosters' and 'Clone individual team roster'. A table lists players with columns for P, S, CP, Name, Gender, Level, Group, and DOB. On the right, the 'Club Teams/Rosters' section shows a 'Red Team' with a 'Bulk Clone Rosters' button highlighted by a green box. Another green box highlights the 'Actions' button in the top right of the roster list.

## Task 5

# Roster Building – tool to identify returning players

**Step 1:** The decision to start fresh or use last year's as a foundation is up to you. GotSport does have tools to show you players who are on a team but have not returned for 2023/2024 and registered in a program.

Link to directions on how to use Roster Builder to identify returning players and quickly remove players who have not registered for the new season. You can also use the onboarding link in Task 1 to sign up for a 1 on 1 meeting if you have questions on this step.

<https://gotsport.zendesk.com/hc/en-us/articles/6174834306199-Remove-Players-on-a-Roster-in-Bulk-who-do-not-Meet-a-Filter-Search>

The screenshot shows the GotSport Roster Builder interface with filters for 'Player Program' and 'Registered In Any'. Below these are buttons for 'Search' and 'Save Search'. A table lists players with columns for P, S, CP, Name, Gender, Level, Group, and DOB. On the right, the 'Club Teams/Rosters' section shows a 'Red Team' with a 'Remove Players Matching Search' button highlighted by a green box. Another green box highlights the 'Actions' button in the top right of the roster list.

## Task 6

# Sync team rosters for 23/24

**Step 1:** you can now "Sync" your teams so that the number of players showing on Team Member list matches what you have in your 23/24 internal rosters event. Syncing your team will remove any players, coaches or managers that you have not added on the 23/24 internal roster for the team.

Go to Club Management / Teams / use the bulk action (check box next to the team) to select the teams you wish to sync / select "Sync Team List" from the bulk action menu (above team list).

(NOTE: GotSport is release a new feature in the next couple of weeks that will allow you to sync from a specific seasonal year or specific event. These instructions will be updated when that feature is live).

The screenshot shows the GotSport Teams management interface. On the left is a sidebar with navigation links: Dashboard, Recent Updates, Users, Venues, Communications, Club Management, and a sub-menu for Club Management including Dashboard, Team Registrations, Forms And Requests, Teams, Players, and Managers. The main content area is titled 'Teams' and shows a list of teams. A green arrow points from the 'Sync Team List' button in the bulk actions menu to the 'Sync Team List' button in the bulk actions menu.

**Search Filters:**

- Search: Search Team Name
- Age Group: Min, Max
- Gender: All
- Level: Select One
- Event: Select One
- Has Legacy ID?:
- Archived: No

**Search:** Search Clear Search

**Teams** (50 Per Page)

Displaying all 3 Teams

**Bulk Actions (2):** Set Competitive Level Toggle Roster Lock Reset Team **Sync Team List** Team Document Permissions Toggle Team Lock

<input type="checkbox"/>	Name	Association	Level	Age	Gender	Player List	Locks	Players	Coaches	Managers	Document Access
<input checked="" type="checkbox"/>	Red Team haley	AL	LJSL Premier	U13	Female	Visible		10	0	0	ID Cards Roster PDF
<input checked="" type="checkbox"/>	Test Blue tramb	AL	LJSL Premier	U13	Male	Visible		0	0	0	ID Cards Roster PDF

## Task 7

# Register teams to registration events

**Step 1:** Mark all players as having completed the LIJSL Form if you have this on file in your own system (Note this will automatically appear for clubs having parents register directly into GotSport, so those clubs can skip this step).

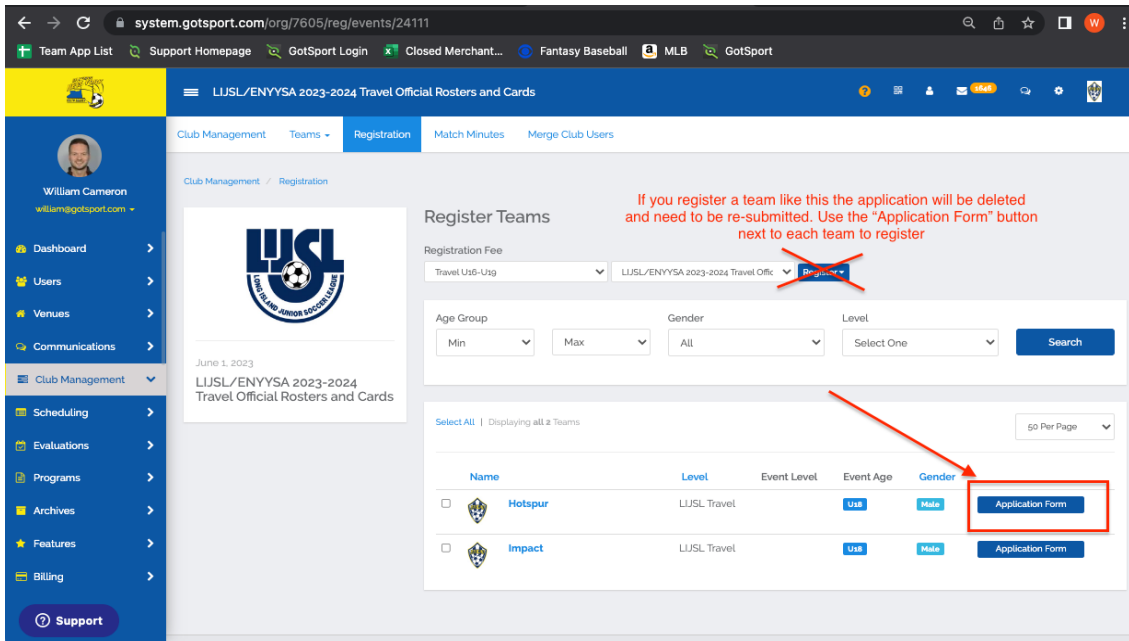
Go to Club Management / Players / use the filters to organize your player list / then use bulk action (little check box next to player name) to highlight all players / click "create form registration" / select from the drop down the fall 23 and save.

The screenshot shows the GotSport interface. On the left is a sidebar with navigation options: Dashboard, Recent Updates, Users, Venues, Communications, Club Management, Teams, Players, and Managers. The main content area is titled 'Teams' and has a sub-header '86637993 / Teams'. Below this is a search bar with fields for 'Search Team Name', 'Age Group', 'Min', 'Max', 'Gender', 'Level', 'Event', 'Has Legacy ID?', and 'Archived'. A green arrow points from the 'Registration' tab in the top navigation bar to the 'Teams' table. The table has columns: Name, Association, Level, Age, Gender, Player List, Locks, Players, Coaches, Managers, and Document Access. Three teams are listed: Red Team, Test Blue, and Wildings, each with a checkbox in the 'Name' column.

**Step 2:** Scroll down to find your registration event / click "Register" / use the bulk action (little check box next to the team names you wish to register / submit team registrations.

The screenshot shows the GotSport interface with the 'Events' tab selected. The sidebar is the same as in the previous screenshot. The main content area shows three events. Each event has a 'Register' button. A green arrow points from the 'Register' button of the second event to the 'Register' button of the third event. The events are: 1) ENYSSA/LIJSL 2023-2024 Premier/Tournament Registration, 2) ENYSSA/LIJSL 2023-2024 Travel Official Rosters and Cards, and 3) LIJSL TopSoccer Fall/Spring 2022-2023.

**Step 2:** Select the "Registration Fee" level you want to register your team as. If you see a team in orange, click on the name of the team and change the level to match this event (Travel/Premier/Tournament). Once the level is correct you will see the "Application form" button appear. Click that and register your team



system.gotsport.com/org/7605/reg/events/24111

Team App List Support Homepage GotSport Login Closed Merchant... Fantasy Baseball MLB GotSport

LUISL/ENYISA 2023-2024 Travel Official Rosters and Cards

Club Management Teams Registration Match Minutes Merge Club Users

Club Management / Registration

June 1, 2023  
LUISL/ENYISA 2023-2024  
Travel Official Rosters and Cards

Register Teams

Registration Fee: Travel U16-U19 LUISL/ENYISA 2023-2024 Travel Official Rosters and Cards

Age Group: Min Max Gender: All Level: Select One Search

Select All | Displaying all 2 Teams

Name	Level	Event Level	Event Age	Gender	Application Form
<input type="checkbox"/> Hotspur	LUISL Travel	U16	Male	Application Form	
<input type="checkbox"/> Impact	LUISL Travel	U16	Male	Application Form	

**TASK 8**

## **LIJSL Travel Teams**

**Step 1:** Your Travel teams will be automatically registered into the Fall 2023 league for you so you will not need to register those teams again.

**Task 8b**

## **LIJSL Premier/Tournament Teams**

**Step 1:** If you have a travel team that is also playing premier/tournament, you will need to register that same team account into the second "Premier/Tournament" event.



## Roster Statuses

LIJSL will use the following roster statuses in Gotsport. Here are their definitions and how they should be used.

Primary "P" - This player should be added to your ENYYSA/LIJSL Travel Event.

\*If you get an error saying this player is already on a team, you can click on the icon next to the player's name to release the player or contact another club as needed.

Designated Player "DP" - This is a player should be added to your ENYYSA/LIJSL Travel Event. The player must already be approved as a travel player on another team in your club before appearing as an option to be added a roster.

\*Players must be approved as a P by LIJSL before they will appear as an option to be added as a DP to a second team.

Club Pass Player "CP" - This player should be added to just the LIJSL Fall 2023 roster. CP players will be removed on a weekly basis by the league, and you will need to re-add those players to teams as needed.

\*Players must be approved as a P by LIJSL before they will appear as an option to be added as a CP for one game.

Premier/Tournament Player "Prem" - These players should be added to the ENYYSA/ LIJSL Premier Tournament Event