



Registrar Manual

Getting New Members Started

Address

Phone

1529 Third St. S., Jacksonville Beach, FL 32250 +1 (904)-746-4446

For all Inquiries

Contact your State Administrator or login to your account to access chat with GotSport Representative





1529 3rd Street South, Jacksonville Beach, FL 32250 United States of America +1-904-746-4446

Welcome to GotSport,

We have put together a GotSport Registrar Manual to help your 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

Support | GotSport

Contact your State Administrator or login to your account to access chat with GotSport Representative



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Submitting Live Scan

Logging into your User Account

STEP 1	Go to <u>https://sys</u>	tem.gotsport.com and click "Log I	n" in the upper-righthand side	
	ପ୍ତGotSport		Scoring Entry	Log In f ¥ ©
		Sign In To Your Account Email/UseriD Password Log In Forgot Password?	GOTSPORT A New Era	

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STEP 2

Enter your account email and password, and then click "Log In."

If this is your first time logging in or you cannot remember your password, click on "<u>Forgot Password</u>", you can then enter your email to have your login credentials sent to you.

STEP 3

If your email is not recognized by the system, please reach out to your state administrators to find out which administrator can add you a user account.

Customizing Your Club Dashboard

STEP 1

Under Settings on your Dashboard, click "Dashboard Layout"

⊘ GotSpo	rt	Dashboard				z 🚥 🔹 🞯
Barry Burns Barry Option Coarcorn -	>	Dashboard Affiliations	Settings - Exports - Dashboard Layout Competitive Levels Flags Data Access			
誉 Users	>	D Teams		11		\bigcirc
Venues Communications	> >	Coaches		15	Billing	Support
 Club Management Scheduling 	> >	Players		241	A	B
 Programs Features 	> >	 Events 		8	Calendar	Programs

STEP 2

Click on a Dashboard Element that you would like added to your **Dashboard** page

board Affiliations Settings - Exports -				
Soccer Club / Dashboard Layout				
Dashboard Elements				Revert Dashboard to Default
All EClub Management EScheduling				
Account Overview + Add	Billing	+ Add	Contracts	+ Add
Divider + Add	Events and Schedules	+ Add	Programs	+ Add
	Published Schedules	+ Add	Recent Activity	+ Add

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You can add 'dividers' to your Dashboard to separate and break up the page as well

	+ Add	Billing		+ Add	Contracts	+ Add
	+ Add	Events an	d Schedules	✓ Added	Programs	+ Add
l .	+ Add	Published	Schedules	+ Add	Recent Activity	+ Add
Competition	Schedules	Start Date	End Date			
State Registration Event	1	August 01, 2020	July 31, 2021			
Team Rosters	1	August 01, 2020	July 31, 2021			
Team Rosters	1	August 01, 2020	July 31, 2021			
Team Rosters	1	August 01, 2020	July 31, 2021			
Team Rosters	1	August 01, 2020	July 31, 2021			
Team Rosters	1	August 01, 2020	July 31, 2021			
Team Rosters	1	August 01, 2020	July 31, 2021			
State Cup	1	August 01, 2019	December 31, 2020			
orare oup		2010				
	Competition State Registration Event Team Rosters Team Rosters Team Rosters Team Rosters Team Rosters Team Rosters Team Rosters Team Rosters	Competition Schedules Competition Schedules State Registration 1 Team Rosters 1	Event 1 August 01, 2020 Team Rosters 1 August 01, 2020	Image Builing Image Events and Schedules Image Published Schedules Image Image Image Published Schedules Image Image Image I	State 1 August 01, July 31, 2020 Team Rosters 1 August 01, July 31, 2021 Team Rosters 1 August 01, July 31, 2020 Team Rosters 1 August 01, July 31, 2021 Team Rosters 1 August 01, July 31, 2021 Team Rosters 1 August 01, July 31, 2021	Competition Schedules Commacis Competition Schedules 4xd3 Competition Schedules 4xd3 Competition Schedules 4xd3 Registration 2020 2021 Team Rosters 1 August 01, July 31, 2020 2020 2021 Team Rosters 1 August 01, July 31, 2020 Team Rosters 1 August 01, July 31, 2021 Team Rosters 1 August 01, July 31, 2021 Team Rosters 1 August 01, July 31, 2020 Team Rosters 1 August 01, July 31, 2021

Here is an example of a customized Dashboard with Scheduling Events and Programs included, with a Divider beneath them and above Registration Billing

Dashboard							2 <mark>211</mark> 🗘	
board Affiliations	Settings -	Exports -						
	Force So	occer Cl	ub					
events					Programs			
Name	Competition	Schedules	Start Date	End Date	Name	Start Date - End Date	Seasonal Year	Status
State Registration Event 20/21	State Registration Event	1	August 01, 2020	July 31, 2021	Fall 2020 Registration Accepted Players	08/01/20 - 07/31/21	20/21	Open
fall 2020	Team Rosters	1	August 01, 2020	July 31, 2021	Dragons Fall 2020-2021 Tryout Registration	08/01/20 - 07/31/21	20/21	Open
20/21 Club Rosters	Team Rosters	1	August 01, 2020	July 31, 2021				
								N

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STEP 3A

To revert back to your default Dashboard layout, go back into the Settings --> Dashboard Layout area

	≡ Dashboard	z 🚥 🔹 👼
Barry Burns Earry Glotescoer.com -	Dashboard Affiliations Settings - Exports - Dashboard Layout Dashboard Layout Competitive Levels Flags Data Access	
≝ Users > # Venues >	Teams 11	Q
Communications >	Coaches 15 Billing	Support
 Club Management Scheduling 	Players 241	
Programs	Events 8 Calendar	Programs

STEP 3B

Then click "Revert Dashboard to Default"

Bashboard Layout			2 ²¹¹ ¢ 🤯
nboard Affiliations Settings -	Exports -		
ce Soccer Club / Dashboard Layout			
Dashboard Elements			Revert Dashboard to Default
Dashboard Elements All Element	I Scheduling		Revert Dashboard to Default
Dashboard Elements All Club Management Account Overview	Scheduling +Add Billing	+ Add Contracts	Revert Dashboard to Default
Dashboard Elements All Club Management Account Overview Divider	Scheduling HAdd Billing Events and Schedules	← Add Contracts	Revert Dashboard to Default

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Add a User

Add User to an Organization & adjust Access Levels

STEP 1

STEP 2

From the **Dashboard**, click on "Users" on the left-hand side.

⊙ GotSpor	t =	Staff				82 🔺	z 🚥 🔹 🐲
	3975	5 / Employees					
Mike Nieto mike.nieto@gotsport.com +		Last Name	✓ Contains ✓				
Dashboard	, I	Search T Add Filter (1)					Clear
🐮 Users	› 🗲						Download -
# Venues	> s	staff					O New
Communications	>	isplaying all 5 users					
E Club Management	>	Name	Email/UserID	Last Login	Role	Role Status	Phone number
Scheduling	•	Buchanan, Dave	dave@gotsport.com	03/11/2021 14:58	admin	active	
Programs	,	Burns, Barry	barry@gotsoccer.com barry@gotsoccer.com	03/11/2021 13:41	admin	active	9047464447
* Features	>	Chalstrom, David	david.chaistrom@gotsport.com	03/11/2021 09:52	admin	active	9044128005 9044128005
Billing	`	Miller, Robert	robert.miller@gotsport.com robert.miller@gotsport.com	03/11/2021 14:56	admin	active	9047464446
Forms	•	Slack, Matt	matt.slack@gotsport.com matt.slack@gotsport.com	03/11/2021 14:40	admin	active	99999999999 Ø Help

Click on "+ New"



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Add a User Cont.

CotSport



Enter in the user's email address, first and last name (date of birth and zip code are optional). Then click "Search."

Note: Their email address will be their new username.

©GotSport	≡ Add User		8 4 2 🏧 o 🐲
	3975 / Staff / Add User		
Mike Nieto	Email/UserID	First Name	Last Name
	mike.nieto@gotsport.com	Mike	Nieto
Dashboard >	DOB (optional)	Postal Code (optional)	
🗑 Users	· · · ·		
# Venues 3	Search		
Communications			
Club Management			
Scheduling			
Programs			
* Features			
🚍 Billing 🔰			
🗅 Forms			
			Q Help

STEP 4A

If the Email/User ID is found in the system:

You will get an option to send a "**Request Role Approval**" for that user which would then send a request to that email address for that role.

GotSport	≡ Add User				s 1 2 ⁰⁰	• 🧐			
	3975 / Staff / Add User								
Mike Nieto	Email/UserID	First Name		Last Name					
	mike.nieto@gotsport.com	Mike		Nieto					
Dashboard >	DOB (optional)	Postal Code (optional)							
Users >	· · ·								
Venues >	Search								
Communications >									
Club Management				_					
Scheduling >	Mike Nieto mike nieto@gotsport.com. mike nieto@gotsp	port.com	Role						
	07/31/1995	Admin		 Request Role Approval 					
Programs >	Available Forms								
Features >									
- And									



If the Email/User ID does not exist:

You can fill out the rest of the information for this user. **The only Required fields are the User's Email/User ID and a Password for their account.** (They will be able to update the password after logging in if they would like to under their Account tab).

©GotSpo	rt	Add Employee			88	• •	80	۰	1
				No user was found. Fill out the form below to create a new user.					
Mike Nieto mike.nieto@gotsport.com		Add Employee							
2 Dashboard	>	Role							
쑬 Users	>	Status	active	~					
# Venues	•	Role	Reader	~					
Communications	`	Title							
Club Management	<i>、</i>								
	Í	Primary Contact	Yes						
riograms	1	Billing Contact	Yes						
* Features	>	Is Published to Club	Yes	THE PAGE TO ENTER					
E Billing	`	Directory		USER'S EMAIL/USER ID					
Forms	>	Module Permissions Leave all unchecked if user has all permissions	Dashboard Users Association Registrar	THEIR ACCOUNT				0	Help

©GotSport	Add Employee					84	 ۰	1
	Gotsport User Account	mike nieto@notsport.com			-			
Mike Nieto mike.nieto@gotsport.com +	Password	The contract of good port contract						
② Dashboard > Item Users >		Leave blank if you don't want to change	it.					
# Venues >	Citizenship				_			
Communications Club Management	Leave government ID field blan	k if you don't want to change it.						
Scheduling	Country United States	Government ID	Passport Number	Passport Expiration	Delete			
★ Features >	Add Citizenship							
Billing >	Save							
					Cancel		•) Help



STEP 5A

After the User has been added to the Organization, you can edit their Role and add a "Title" to their account.

Click on their Name under the Users Section

-Q



STEP 5B

From the User's Account page, click on "Edit" to change their title and edit their access levels

Tip: to confirm you are on the user's account page, their name should be displayed here

©GotSport	Mike Nieto			88	 • 🧐
	Account Requirements				
Mike Nieto	Staff / Nieto, Mike				
Dashboard >	Mike Nieto	-	Edit		
º Users >	Role				
# Venues >	NAME	Nieto, Mike			
Communications	ID	1490554			
Club Management	TITLE				
Scheduling >	ROLE NAME	admin			
Programs	ROLE STATUS	active			
* Features	CREATED AT	03/11/2021 15:24			
🖂 Billing 💦	PRIMARY CONTACT	×			
🗅 Forms 🔷	BILLING CONTACT	×			
	IS PUBLISHED TO CLUB DIRECTORY	×			O Help
https://system.gotsport.com/org/3	975/employees/1490554/edit MISSION	All Modules			



STEP 6

You can edit their title, indicate if they are the Primary or Billing Contact for the Organization, and checkoff the Modules that they have access to in your GotSport Admin accounts.





STEP 1

To find forms that are required by your governing association, from the Organization Dashboard, click "Affiliations" then click "Available Forms".

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Then you can "Select" the required form.



Adding/Creating Document Repository

A document repository acts as a folder, which stores all of the signed forms for this type of document. For example, if you had a club waiver, instead of adding it into that one program as a custom question, you can add a document repository for "Club Waiver" and then add that form into all programs. Follow the steps below to set up a document repository.

The two most common forms that would use a document repository would be for a birth certificate upload and a medical release upload. The creation of both of those are shown below.

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Birth Certificate Document Repository

STEP 1



In the Dashboard menu, click the "Forms" dropdown and select "Forms"

STE	P 2

Click " <mark>New</mark> " to	o create a form				
Forms				L 20	• 👻
Forms					
rms					O New
lame	Start Date - End Date	Туре	Status		
irth Certificate		Document Repository	Open	🖓 Сору	
ledical Release		Medical Release	Open	đ Copy	

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Build out your form. Make sure to make the form "TYPE" a "Document Repository". Scroll to the bottom and click "Save".

≷ GotSpo	† ≡ Forms	8 4 2 😳 4 🤯
Mike Nieto mike.nieto@gotsport.com	Start Date End Date	
Dashboard	> Open Available For	
誉 Users	Allow Direct Club Access Player Coach Coach	
# Venues	Andow User to Select start and End Date Manager Require Signature Referee	
Q Communications	> Required Organization	
Club Management	Automatically Approve Incoming Registrations	
Scheduling	> Affiliation	
Programs	> USYS ~	
* Features	Competitive Level	
🚍 Billing	> All Levels -	
🗅 Forms	> Type	
	Document Repository	⑦ Help
	Save	Q Help



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.



STEP 4

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

©GotSport	≡ Forms	8 i s 🗠 o 🤯
	Forms - Registration Form Appearance Features	
Mike Nieto	3975 / Forms / Edit Birth Certificate	
mike.nieto@gotsport.com +	Edit	Registration Urls
Ø Dashboard	Name	Global Registration URL:
誉 Users 💙	Birth Certificate	https://system.gotsport.com/forms/53549D473
# Venues >	Description	
Se Communications		
Club Management		
Scheduling >		
Programs	Notification Emails (Separated by comma) robert.miller@gotsport.com	
* Features		
🖶 Billing		
🗅 Forms 💙	Emails to Notify Status Approved (Separated by comma)	
	robert.miller@gotsport.com	
		⑦ Help

STEP 5

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

■ Birth Certificate	🔺 🖬 🚥 🔶 🍅
Registration Form Appearance Features	
orms / Birth Certificate / Registration Form	🔁 View PDF
Birth Certificate Registration Form	O New Form Element



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

Repeat as necessary.



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Medical Release Document Repository

STEP 1

In the Dashboard menu, click the "Forms" dropdown and select "Forms"

≷ GotSport	≡ Dashboard				2 (21) 🔅 🤯
	Dashboard Affiliations	Settings - Exports -			
Barry Burns barry@gotsoccer.com -		Force Soccer Club			
★ Features	T eams		11		
E Billing					
Forms	Coaches		15	Billing	Support
Registrations	Players		241	0-0-	
🚔 Stores 📏					
Referees >	 Events 		8	Calendar	Programs

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STEP 2

Click "New" to create a form

≡ Forms				211	¢	۲
975 / Forms						
Forms					•	New
Name	Start Date - End Date	Туре	Status			
Birth Certificate		Document Repository	Open	🕰 Copy		
					_	





Build out your form. Make sure to make the form "TYPE" a "Medical Release". 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 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.

New Contract	
Name	
Medical Release	
Description	
Club Medical Release	
Notification Emails (Canaratad by comma)	
dave@gotsport.com,mike.nieto@gotsport.com,	robert.miller@gotsport.com
Start Date	End Date
08/01/2020	07/31/2021
Open	Available For
Allow Direct Club Access	Coach
Allow User to Select Start and End Date	Manager
Require Signature	Referee
Required	Organization
Affiliation USYS	·
Affiliation USYS Competitive Level	· /
Affiliation USYS Competitive Level All Levels -	•
Affiliation USYS Competitive Level All Levels - Type	•
Affiliation USYS Competitive Level All Levels - Type Medical Release	
Affiliation USYS Competitive Level All Levels - Type Medical Release Organizations to Notify	
Affiliation USYS Competitive Level All Levels - Type Medical Release Organizations to Notify @ eeve this field blank if you do not want to send ou	ut an email once the status has been approved
Affiliation USYS Competitive Level All Levels - Type Medical Release Organizations to Notify exerve this field blank if you do not want to send or Denied Email Text	ut an email once the status has been approved
Affiliation USYS Competitive Level All Levels - Type Medical Release Organizations to Notify exerve this field blank if you do not want to send or Denied Email Text	ut an email once the status has been approved
Affiliation USYS Competitive Level All Levels - Type Medical Release Organizations to Notify Organizations to Notify Competitive field blank if you do not want to send or Denied Email Text	ut an email once the status has been approved
Affiliation USYS Competitive Level All Levels - Type Medical Release Organizations to Notify exerve this field blank if you do not want to send or Denied Email Text	ut an email once the status has been approved
Affiliation USYS Competitive Level All Levels - Type Medical Release Organizations to Notify Organizations to Notify Ceave this field blank if you do not want to send ou Denied Email Text	ut an email once the status has been approved
Affiliation USYS Competitive Level All Levels - Type Medical Release Organizations to Notify Organizations to Notify Center this field blank if you do not want to send or Denied Email Text	ut an email once the status has been approved



STEP 4

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

© GotSport	≡ Forms	8 & 2 <mark>00</mark> o 🧐
	Forma - Registration Form Appearance Features	
Mike Nieto	3975 / Forms / Edit Medical Release	
	Edit	Registration Urls
B Dashboard	Name	Global Registration URL:
Users >	Medical Release	https://system.gotsport.com/forms/36L607111
Venues >	Description	
Communications		
Club Management		
Scheduling		
Programs	Notification Emails (Separated by comma) robert.miller@gotsport.com	
Features >		
Billing >		
Forms >	Emails to Notify Status Approved (Separated by comma)	
	robert.miller@gotsport.com	Э нек

STEP 5

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

E Medical Release	Z (31) 💠 🧐
Forms - Registration Form Appearance Features	
Forms / Medical Release / Registration Form	Diew PDF
QUICK ADD O	
Medical Release Registration Form	O New Form Element
No Form Elements Yet!	



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

Repeat as necessary.

Medical Release			¢	
dical Release Registration Form				
Label		Preview		
Upload Medical Release Form Here:		* Upload Medical Release Form Here:		
		Choose File No file chosen		
Туре				
File Field	~			
Page				
1	~			
Z Required				
Citicable Citic				
Sauce Cancel			0	



STEP 6

NOTE: that as a club, you would not need to create this form if your state association already requires a medical release form from all users with the player role.

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"

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©Got\$po	rt	≡ Programs					1 2 ⁰⁰ 0 🤯
		3975 / Programs					
Robert Miller robert.miller@gotsport.com	÷	Programs					O New Program
2 Dashboard	>	Name	Start Date - End Date	Seasonal Year	Status	Registrations (Submitted / Not Submitted)	>
불 Users	•	Dragons Fall 2020-2021 Tryout Registration	08/01/20 - 07/31/21	20/21	Open	5/6	2 Copy Program
A Venues	•	Dragons Spring Registration	08/01/20 - 07/31/21	20/21	Open	8/5	2 Copy Program
Communications	>	Fall 2020 Registration Accepted Players	08/01/20 - 07/31/21	20/21	Open	0/1	2 Copy Program
Club Management	>	Force Spring Registration	01/01/21 - 07/31/21	20/21	Open	2/0	Copy Program
 Scheduling Programs 	> ~	Force Spring Registration COPY	01/01/21 - 07/31/21	20/21	Open	0/1	ි Copy Program
Programs List							
Program Degistratio	-						

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

QGot Sport	≡ Programs		2 ⁰ 0 💮
	Program - Registration Form Registration Fees	ppearance Features	
Mike Nieto	3975 / Programs / Dragons Fail 2020-2021 Registration / Edit		
	Edit Program		Registration URLs
Dashboard >	Name	Seasonal Year	Global Registration URL:
Users >	Dragons Fall 2020-2021 Registration	20/21	https://system.gotsport.com/programs/35091413C
Venues >	Start Date	End Date	https://system.gotsport.com/programs/35091413C? reg_role=player
Communications	08/01/2020	07/31/2021	
Club Management >	Program dates will normally be the seasonal year beginnin Age Method	g Aug. 1st Website URL	
Scheduling >	Calendar Year \$		
Programs	Accounting Code	Merchant profile	
Features >		GotSoccer State Demo - TA329682	\$

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.

scription						
elcome Message 😡						
formats - A - A - Verdana - 11pt	- B	I	Ų	iΞ	ίΞ	
/elcome!						
/elcome!						
/elcome!						
/elcome!						
/elcome!						
reicome!						
felcome!						
felcome! tification Emails (Separated by comma) idmin@chilisa.com						
felcome! tification Emails (Separated by comma) idmin@chillsa.com						
felcome! tification Emails (Separated by comma) idmin@chilisa.com						
felcome! tification Emails (Separated by comma) idmin@chilisa.com						
telcome! tification Emails (Separated by comma) idmin@chillisa.com						

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).

	Registration Open	
	Require Handwritten Signature (works with mouse or to	uchscreen)
	Ask for parent information	
	Minimum Parents Required	Maximum Parents Allowed
	1	4
	Allow player to select age group Show Emergency Info Require Emergency Info Show Insurance Info	
	 Allow player to select team 	
2	Invitation Required	
-	Skip Bequired Forms	

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STEP 2D

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).

Affiliation	
USYS 🗸	
Competitive Level	
Academy ~	
Available Roles	
Player	
Coach	
Manager	
Referee	
Photo Required For	
Not Required ~	
College Profile Referral	
None ~	
Registration Insurance	
N	



STEP 2E

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.

ayment Ter	ms													
Formats -	A	- <u>A</u>	-	Verda	ina	-	11pt	-	В	I	U	ŧΞ	iΞ	
ΕΞ	з	<u>I</u> ×	•	*	e ^o	0								
Covid Refu	und Po	olicy	ic ar	nounc	and	struct	ure laid ou	it on th	s pag	je				
0														
o greement 1	ext													
p greement 1 Formats =	ext	- <u>A</u>	·	Verda	ina "Q		11pt	•	в	I	¥	II	ίΞ	
p greement 1 Formats = E E	ext A	• A Backgro	+ und o	Verda	ina P		11pt	ement	B 2020	I 0-203	⊻ 21	II	ίΞ	

Program:

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		or dau	aht	or's	co	ach/n	nanao	er will	be in tou	ch with	you	once	final	rosters	s are complete.	and

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.

STEP 2F

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

Scheduling	>	Postal Code	Country	
Programs	~		United States	٥
Programs List				
Program Registra	itions			Saus
Features	>			Save

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QGotSport

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.

©Got\$po	rt	Dragons Fall 2020-2021 Registration	z0 🔹 😁
		Program - Registration Form Registration Fees Appearance Features	
Mike Nieto		Programs / Dragons Fall 2020-2021 Registration / Registration Form	C View PDF
Bashboard	>		
🗑 Users	>	Dragons Fall 2020-2021 Registration Registration Form	New Form Element
# Venues	>		
Communications	>	* HOW DID YOU HEAR ABOUT CHILI SA? ZEDIT BOLLETE	
Club Management	>	Select One ¢	
Scheduling	>		Page: 1
D Drograme			

STEP 2A

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

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

Q GotSport	Dragons Fall 2020-2021 Registration
Mike Nieto mike nietoligotsport.com -	Dragons Fall 2020-2021 Registration Registration Form
nashboard >	
Users > # Venues >	Туре
Communications Club Management	Text Input Drop Down List Radio Buttons Check Rox
Scheduling >	Check Boxes HTML File Field
 Programs > ★ Features > 	Hequired Editable Office Use Only
🖶 Billing 🔶	Save



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.

©GotSport	Dragons Fall 2020-2021 Registration		/	zo o 😁
	Dragons Fall 2020-2021 Registration Registration Form			
mike.nieto@gotsport.com ~	Label	Preview		
B Dashboard >		Start Tuning	•	
날 Users >		a and a start typing		
# Venues >	Туре			
Communications	✓ Text Input Drop Down List			
Club Management >	Radio Buttons Check Box Check Boxes			
Scheduling >	HTML File Field			
Programs >	Required			

STEP 2B

Below are a few more examples of some form elements:

Label		Preview				
Please select your preferred practice nights		* PLEASE SELECT YOUR PREFERRED PRACTICE NIGHTS	Label		Preview	
		Monday	I agree to the club liability waiver.		I AGREE TO THE CLUB LIABILITY WAVER.	
Туре		Tuesday Wednesday Thursday				
Check Boxes	٠	○ Priday				
vallable Values (One per line)			Туре			
Monday Tuesday Wednesday			Check Box	•		
Prursday Friday			2	0		
Qe			Required			
	0		Editable			
Dara inst			Office Use Only			
Editable			Save Cancel			
Office Use Only O						
Same Correct			"Denotes Required Field			

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.



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.

©GotSport	■ Dragons Fall 2020-2021 Registration
•	Dragons Fall 2020-2021 Registration Registration Form O New Form Element
Mike Nieto mike.nieto@gotsport.com	* HOW DID YOU HEAR ABOUT CHILI SA? ZEDIT @ DELETE
Dashboard >	Select One +
🗑 Users 🔶	Page: 1
ref Venues	
♀ Communications >	* PLEASE SELECT YOUR PREFERRED PRACTICE NIGHTS CONTINUE DELETE
Club Management	☐ Monday
Scheduling	□ Tuesday □ Wednesday
Programs	Thursday Edday
* Features >	Page: 1
🖶 Billing 🔶	* PLEASE UPLOAD A BIRTH CERTIFICATE SO WE CAN VERIFY YOUR CHILD'S AGE GROUP: 2011 8 DELETE

Creating Fees for your Registrants

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

Click "New Payment Plan"



STEP 2A

STEP 1

In the new "New Payment Plan" pop out, you will be able to build your payment plan.

©GotSpo	ort	Dragons Fall 2020-2	2021 Registration	1						2	8 0	
«IGolSoccer		Program - Registration F	Edit Payment	Plan			×					
Matt Slack		Programs / Dragons Fail 2020	Name									
		-	U11-U14 Registration Fee									
Dashboard		Payment Plans	Description						ON	lew Paym	ent Plan	
🗑 Users			This is the registration fee for both Boys and Girls age groups U11 through U14			gh U14		Hit Limit	Late Registration			
# Venues		Name/Description						ed/Available	Action	Setting	Active	
Communications		U11-U14 Registration This is the registration groups U11 through I	Gender			Team	4	00	Deactivate	Preserve Dates/Back Charge	~	
Club Management		2009-2012 Fee - 1 pt Pay in Full	Both		\$	Select One	\$	Inlimited	Deactivate	Preserve Dates/Back	*	
Scheduling			Age From			Age To				Charge		
Programs		2010 - 2014 Fall Fee 1 payment of \$150 dt	U11		¢	U14	\$	Inlimited	Deactivate	Preserve Dates/Back	~	
* Features		registration 2nd paym	Initial Fee		Currency					Charge		
		Payment - \$150 on N	300.00	\$	USD	•						
Billing	> >	Ξ 2009-2012 Fee - 2 pt \$200 Due at the time	Total Available		After Limit			Inlimited	Deactivate	Preserve Dates/Back	~	
		September 15th	100	0	Deactivate	0				Charge		
🚔 Stores		2002-2008 Fall Fee - Pay in Full upon regis	Late Registration	Setting				Inlimited	Deactivate	Preserve Dates/Back Charge	*	
		■ 2002-2008 Fall Fee - 1st payment - \$150 a \$150 on September 1	Preserve Dates/E	Back Char	ge \$			Inlimited	Deactivate	Preserve Dates/Back Charge	*	Ø Help

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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.)

<u>Active</u>: Make the payment plan available to be selected for the Registrant when completing your Program Registration.

STEP 3

Click "Save"

Name U11-U14 Registration Fee Description This is the registration fee for both Boys and Girls age groups U11 through U14 Gender Both \$ Select One Age From Age From Age To U11 U1 U11 U11 U11 U11 Total Available After Limit 100 Intia Fee Currency 300.00 USD Total Available After Limit 100 Inter Credit Card Payments 300.00 Stable After Limit 100 Deactivate Preserve Dates/Back Charge Inter Registration Setting Preserve Dates/Back Charge Preserve Dates/Back Charge Inter Registration Setting Preserve Dates/Back Charge Preserve Dates/Back Charge Inter Registration Setting Preserve Dates/Back Charge Preserve Dates/Back Charge Allow Credit Card Payments Allow Check/MO Payments Active Available To Player Coach Manager Peferee MONTHLY PAYMENTS Inter Check Inter Payment Date If 99.87 Payment Date Inter Check Inter Payment Date	Edit Decent	Dian			
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99.87 © 09/01/2020 ©	Amount			Payment Date	
	99.87		0	09/01/2020	Û
A New Selected Demonst					
View Scheduled Payment	O New Scheduled	Payment			

CotSport



STEP 1

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.



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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.





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.

©GotSpo	rt	Dashboard				z + 🐑
		Dashboard Settings -				
Matt Slack matt.slack@gotsport.com	•		Capital City Soccer Club			
2 Dashboard	>	FRITAL CITY				
營 Users	>	_				
# Venues	>	U Teams		6		\bigcirc
Communications	>					
Club Management	>	Coaches		7	Billing	Support
Scheduling	>	202 Diama		010		
Programs	>	Players		210		
* Features	>	Events		3	Calendar	Programs
🗄 Billing	>					
* Referees	>	Schedules As Partici	pant			
🛗 Calendar	>	Name	Matches Count		Created	

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."

⊘ GotSpo	rt	≡ Features												a o	۲
۲		3975 / Features													
Matt Slack		Attachment Name		Name/Descrip	otion			Active				Age			
	*		\$								\$	Select C	Dne		\$
1 Dashboard	>	Category		Gender				Attach	ments			Date			
🔮 Users	>	Select One	\$	All			\$				\$				
Venues	>	Search													
Communications	>	_													
Club Management	>													O New	Feature
Scheduling	>														
Programs	>	Features													
Features	>	Name/Description			Gender	Category	Age	Dates	Amount	Voucher Code	Quantity Available	Active	Global Ø	Attachments	
Billing	>	Early Bird Special			Both	Discounts	All	-	-\$50.00		Unlimited	*	*	1	1
Referees	>	Late Fee			Both	Fees	All	10/01/20	\$50.00		Unlimited	~	-	1	
Calendar	>	Late Fee after September 30						-							Edit
		Multi-Child Discount \$25 discount for registering your second	d chil	d	Both	Discounts	All	-	-\$25.00		Unlimited	*	*	1	/ Edit

CotSport

STEP 3A

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

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 amount 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.

				×
Name				
vew Category		OR	Select One	٥
Description				
				le.
Select One \$				
Age From		Age To		
All	٩	Selec	t One	¢
Available After	prior regist member(s)	ered famil	v	
Start Date		End Da	ate	
nput start, end, or both dates	s to make this	offer availa	ble from, to, or between c	ertain
Maximum Quantity				
Quantity Available				
Leave blank for unlimited				
Amount				
Amount				
Amount Voucher Code				
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Amount Voucher Code Required Amount Default Selected Active Global	n, this item will n, this item will ny unselecting	be require be selecte	id. Id by default. If the item is	not

STEP 3B



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

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.

STEP 4

Click "Save" at the bottom once completed

New Feature				×
Name				
New Category			Category	
		DR	Select One	¢
Description				
				h
Select One				
Age From		Age To		
All	Ŷ	Selec	t One	Ŷ
Available After	prior registe member(s)	red family	<i>,</i>	
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Completing 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"

©GotSport	= Dashboard				2 o 🧐
•	Dashboard Settings -				
Matt Slack matt.slack@gotsport.com +	F B	orce Soccer Club aine, MN, US			
B Dashboard					
🗑 Users 📏	U Teams		6		\bigcirc
r Venues				<u></u>	
Communications	Coaches		9	Billing	Support
Club Management	202				
Scheduling	Players		213		
Programs 🗸	Events		4	Calendar	Programs
Programs List					
Program Registrations	Schedules As Participant				
★ Features >	Name		Matches Count	Created	
					() Help

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STEP 2

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

©GotSport	■ Programs					zº • 🧒
•	3975 / Programs					
Matt Slack matt.slack@gotsport.com +	Programs					O New Program
Dashboard	Name	Start Date - End Date	Seasonal Year	Status	Registrations	
Users >	Dragons Fall 2020-2021 Registration	08/01/20 - 07/31/21	20/21	Open	5	Copy Program
Venues >						
Communications						
Club Management >						
Scheduling						
Programs 🗸						
Programs List						
Program Registrations						
Features >						О Неір



STEP 3

From the **Program Setup** page, scroll down and check "Registration Open" and click "Save" at the bottom.

©GotSport	≡ Programs		2 0 0 😁
	Reply To Email 🕢		
	admin@chilisa.com		
Mike Nieto	Registration Open	_	
mike.nieto@gotsport.com 💌	Require Handwritten Signature (works with mouth Require Handwritten Signature)	ise or touchscreen)	
Dashboard >	Ask for parent information		
	Minimum Parents Required	Maximum Parents Allowed	
👻 Users 💙	1	4	
4 Venues >	 Allow player to select age group 		
Communications	Show Emergency Info		
	Require Emergency Info		
Club Management	Show Insurance Info		
Scheduling >	 Allow player to select team 		
	Available Roles		
Programs >	Player		

STEP 4

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.

©Got\$po	† ≡ Programs		z • • 🖱
Mike Nieto	Program - Registration Form Registration Fees 3975 / Programs / Dragons Fail 2020-2021 Registration / Edit	Appearance Features	
	Edit Program		Registration URLs
Dashboard	Name	Seasonal Year	Global Registration URL:
👹 Users	> Dragons Fall 2020-2021 Registration	20/21 \$	https://system.gotsport.com/programs/35091413C
# Venues	> Start Date	End Date	https://system.gotsport.com/programs/35091413C? reg_role=player
Communications	> 08/01/2020	07/31/2021	Coach Registration URL:
Club Management	> Program dates will normally be the seasonal year beginning	ng Aug. 1st	https://system.gotsport.com/programs/35091413C? reg_role=coach
Scheduling	Age Method Calendar Vear	Website URL	Referee Registration URL: https://system.gotsport.com/programs/35091413C?
Programs			reg_role=referee
* Easturae	Accounting Code	Merchant profile	
Pealures		GotSoccer State Demo - IA329682	
Billing	Description		
_			
	Dragons Fall 2020-2021 Registration		To Cost (0)
	e Basistation Information		× Cart (0)
	Welcomel		
	AABIPOLINET		
		Register	
	Click the "Register" butto that is n	on to register that person. If you want to register someone ot in this list, click "Add Family Member".	
	Add Family Me	ember Register -	




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

©GotSpc	ort	≡ Prog	ram Registra	tions									z 🕡 o 🧐
		Age From	n	Age 1	ſo		Gender		Featur	res		Ro	le
		All		✓ All		~		~		None se	elected -		None selected -
Mike Nieto		Waitlist			Approv	red			Submi	itted At From	Subn	nitted At To	
		Select	One		 ✓ Sele 	ct One		~					
2 Dashboard	>												
🗑 Users	>	Search	h										
# Venues	>											_	
Communications	>	Program	n Registratio	ns (11)							 Mark All Appro 	wed 📥 Do	wnload All 11 as CSV 🕞 Email All (11)
E Club Management	>	ID	Program	Name	Submitted At	Role	Payment Plan		Gender	DOB	Age Group	Approved	Complete/Submitted/Waitlist
Scheduling	>	261046	Dragons Fall 2020-	Nieto, Andrew	11/02/2020	Player	2002-2009 Fall Fee - 1	Due	Male	06/09/2009	12	×	v/v/
Programs	~		2021 Tryout Registration	Enrolled By: Mike Nieto			payment						Edit
Programs List		259003	Dragons	Nieto,	10/29/2020	Player	waitlist test	Paid	Male	06/11/2008	13	×	✓/. Diew PDF
Program Registrati	ons		Fall 2020- 2021 Tryout	Chris Enrolled By:									Delete
* Features	>		Registration	Mike Nieto									O Help
		258714	Dragons	Cameron,		Player	2002-2009 Fall		Male	07/25/2007	14	×	¥/¥/-

Manually Adding a Player

The below instructions will demonstrate how to create a player account from within your Club account

STEP 1

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

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© GotSport	Dashboard				zº • 😁
	Dashboard Settings -				
Christian Pedroza christian.pedroza@gotsport.com -		Capital City Soccer Club			
2 Dashboard	Contractor 19				
🐸 Users 🔶 🗲					
# Venues >	T eams		6		\bigcirc
Communications					
📰 Club Management 🗸 🗸	Coaches		7	Billing	Support
Dashboard					
Team Registrations	Players		210		E
Forms And Requests					三
Teams	Events		3	Calendar	Programs
Players					
Managers	Schedules As Participan	t			
Coaches	Name	Matches Count		Created	
	1	29		January 16, 2020 09:05	
	A v1	103		November 04, 2019 14:52	

STEP 2

On the **Players Page**, click "Add Player" to create a new player account.

©GotSport	= Players			2 ⁰ • 🐑
	Club Management Teams - Registration			
Christian Pedroza christian pedroza@gotsport.com ~	3975 / Players		Choose F	ile No file chosen Upload
Dashboard	Player Last Name	•		
👹 Users 💙	Search Y Add Filter (1)			Clear
# Venues >	Players			O Add Player
Communications	Displaying Users 1 - 60 of 210 in total			
El Club Management V	Name	Email/UserID	Gender DOB A	ige Level Phone
Dashboard	Ankunding, Dominque	dominqueanku-0267e8@gotsport-demo.com	Female 2010/01/02 U	10 Competitive 563.359.1252
Team Registrations	Armstrong, Leeann Verified	leeannarms-fb9087@gotsport-demo.com	Female 2007/04/06 U	13 Competitive 875.674.3716
Teams	Barrows, Juan	juanbarr-0cfad5@gotsport-demo.com	Male 2004/01/21 U	16 Competitive 515.929.7952
Players Managers	Bartoletti, Geraldine	geraldinebart-fa949c@gotsport-demo.com	Female 2007/09/09 U	13 Competitive 1-715-092-1865
Coaches	Barton, Andres	andresbart-5d2c12@gotsport-demo.com	Male 2010/06/23 U	10 Competitive 861.323.9304
	Batz, Ross	rossbatz-15e93a@gotsport-demo.com	Male 2010/07/25 U	10 Competitive 351.876.7120



Before adding a new player user account, you will be asked to search for any existing account under that name and DOB. *First name, Last name, and DOB are required fields.

Q GotSport	= Players			a o 💿
	Club Manager Add User	×	File No file chosen	Intered
Christian Pedroza christian pedroza@gotsport.com ~	Player Las			0
 Dashboard > ✓ Users > 	Email/UserID (optional) Postal Code (optional)			Clear
₩ Venues > Communications >	Players Search Characteria			O Add Player
📰 Club Management 🗸 🗸	Name Email/UserID Ger	nder DOB	Age Level	Phone
Dashboard	Arikunding, Dominque dominqueanku-0267e8@gotsport-demo.com Fem	ale 2010/01/02	U10 Competitive	563.359.1252
Team Registrations	Armstrong, Leeann Fern Fern	ale 2007/04/06	U13 Competitive	875.674.3716
Teams	Barrows, Juan juanberr-Ocfad5@gotsport-demo.com Male	e 2004/01/21	U16 Competitive	515.929.7952
Managers	Bartoletti, Geraldine geraldinebart-fa949c@gotsport-demo.com Fem	ale 2007/09/09	U13 Competitive	1-715-092-1865
Coaches	Barton, Andres andresbart-5d2c12@gotsport-demo.com Male	2010/06/23	U10 Competitive	861.323.9304

STEP 4A

If there are no matching player user accounts found:

You will then finish inputting the player's general information and click "Save" to create the new player user account.

Note: All data fields with a star * next to the field is required. At the bottom of this page, you also can add the Affiliate Name to the Player's account, which is vital to add them to Event Rosters

QGotSport	No Users Found	×	2 0	• 👼
	Create New User			
Mike Nieto mike.nieto@gatsport.com +	Photo Choose File no file selected			Clear
Dashboard >	First Manua A	Look Marca A		50 Per Page
Users >	Test	Account		Expor
Venues >	Fmail Aridress	Contact Email *		O Add Player
Communications >	©~			
	Phone *	DOB *	Level	Phone
Dashboard		2016 \$ March \$ 4 \$	Competitive	563.359.1252
Team Registrations				
Club Management 🗸	Role Name	Affiliate Name *	Level	Phone
Dashboard	Player Force Soccer Club	•	Competitive	563.359.1252
Team Registrations			Competitive	875.674.3716
Forms And Requests				
Teams			Competitive	515.929.7952
Players Managers	Save		Competitive	1-715-092-
	Dates Astes	ndeschot Edital@estacot dama ann Mala 000000 I		Q Help



STEP 4B

If a matching player account is found with the first three data fields: You will be able to send the account holder a Role Approval Request to their email address. They will need to accept before they show as an Active member in your Club

©GotSport	≡ Players	z 🕶 o 🤓
•	Mani Add User ×	
Mike Nieto mike.nieto@gotsport.com +	3975 DOB First Name Last Name July 8 2009 Michael Nieto	
Dashboard >	Email/UserID (optional) Postal Code (optional)	
설 Users >		Clear
<pre>% Venues ></pre>	Search	50 Per Page ~
Communications		Екрит
📰 Club Management 🗸	P Nieto, Michael Select Select	O Add Player
Dashboard	Colopor soppor raining - rayer Chelsea F C - Player Got Sond F - Player	
Team Registrations	on oper to they a	Level Phone
Forms And Requests	demo.com	Competitive 563.359.1252
Teams	Amstrong Leeann Eleannarms-1990870poissont-demo.com Female 04/06/2007 UI4	Competitive 875 674 3716
Players		O Help
	Arrubia, Vance Male 01/12/2011 U10	Recreational 5165322034

Q GotSport	≡ Players	20 o 🤭
0	Maha Michael Nieto ×	
Mike Nieto mike.nieto®gotsport.com ~	3975 < Back Michael Nieto Role Name Affiliate Name	
2 Dashboard >	MN michael@gotsport.com Player v Force Soccer Club v USYS v Request Role Approval	Ciear
🗑 Users 💙		
🛪 Venues 📏	Available Forms	50 Per Page V
Communications >	PLAYER COMMUNICABLE DISEASE/COVID-19 RELEASE OF LIABILITY AND ASSUMPTION OF	O Add Player
El Club Management V	RISK AGREEMENT Missouri Youth Soccer Association	
Dashboard Team Registrations	MSYSA Inter-Club Player Transfer - 20/21 Select Select	Level Phone
Forms And Requests	MSYSA Medical Release - 20/21 Select	Competitive 563.359.1252
Teams		Competitive 875.674.3716
Players		Q Help
	C Arubia, Vance Male 01/12/2011 U10	Recreational 5165522054



STEP 4C

If you do find a matching player account with the first 3 data field: We do recommend going back and searching for the player account with the remaining 2 optional data fields (Date of Birth and Postal Code). If all 5 data fields match, you will be able to bypass the Role Approval Request and instead automatically add the User to your Club list.

© GotSport	≡ Players				= 0	• 😁
•	Mane Add User			×		
Mike Nieto mike nieto@potsport.com -	3975 DOB	First Name	Last Name Nieto			
Dashboard 3	Email/UserID (optional)	Postal Code (optional)				0
쓸 Users)	michael@gotsport.com	32224				Clear
# Venues 2	Search					Export
Communications Club Management	P Nieto, Michael			Select		O Add Player
Dashboard	GotSport Support Training - Play Chelsea F C - Player	or				
Team Registrations Forms And Requests	Got Sport PC - Player				Competitive	563.359.1252
Teams	Armstrong, Leeann	e verified leeannarms-fb9	087@gotsport-demo.com Female	04/06/2007 U14	Competitive	875.674.3716
	Arrubla, Vance		Male	01/12/2011 U10	Recreational	D Help

©GotSport	≡ Players	30 o 🤭
Mike Nieto	Mana Michael Nieto × 3977 « Back Michael Nieto Role Name Affiliate Name Michael Boptsport.com Player × Force Soccer Club × USYS × Add User	0
 Bashboard Users 	Available Forms	Clear 50 Per Page ~
 ✓ Venues > > Communications 	PLAYER COMMUNICABLE DISEASE/COVID-19 RELEASE OF LIABILITY AND ASSUMPTION OF Select Missoul Youth Socier Association	Export O Add Player
E Club Management V Dashboard	MSYSA Inter-Club Player Transfer - 20/21 Missouri Youth Soccer Association Select	
Team Registrations Forms And Requests	MSYSA Medical Release - 20/21 Select Select	Level Phone Competitive 563.359.1252
Teams Players	Amstrong, Lesann etwares keannams-fb9087/Ggotsport-demo.com Female 04/06/2007 U14	Competitive 875.674.3716
	Arrubla, Vance Male 01/12/2011 U10	Recreational 5165022007

Upload Multiple Players

STEP 1

STEP 2

From your **Dashboard**, click 'Club Management', then 'Players'



Click 'Upload Players'

⊘ GotSport	= Players	= [©] 🐲
	Manage Players Upload Players Parents/Guardians	
Mike Nieto	3975 / Players	
	Player Last Name v Is v	
28 Dashboard >	Search T Add Filter (1)	Clear
딸 Users >		
# Venues >		50 Per Page V
Communications		Export
E Club Management 🗸	Players Deplaying Users 1 - 50 of 219 in total	O Add Player
Dashboard		
Team Registrations	Name Email/UserID Gender DOB Age Level	Phone
Forms And Requests	Ankunding, Dominque Vertice dominqueanku-0267e8@gotsport-demo.com Female 01/02/2010 U11 Competitive	563.359.1252
Teams	Armstrong, Leeann	875.674.3716
Players		
Managers	Barrows, Juan Ventile juanbars-Ocfad5@gotsport-demo.com Male 01/21/2004 U17 Competitive	515.929.7952
	Bartoletti, Geraldine Vented geraldinebart-fa949o@gotsport-demo.com Female 09/09/2007 U14 Competitive	1-7 D Help

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Click on "Download template with only required columns" or "Download

Template". A blank template .csv file will download and you can utilize it to match up 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.

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 for the upload. An Excel (.xls), Numbers, or Google Sheet file will not be compatible.

⊘ GotSport		z 🚥 🔶 🧐
.	Players / Import	
Barry Burns	Import Into Club	Instructions
	Select Affiliation	Download template with only required columns
Dashboard Solution Solution	×	Download template
🗑 Users 💙	Upload a .bxt or .csv data file	If you re-import 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.
# Venues >	First row contains column headings	Rows must be on separate lines. Each row should have the same number of columns.
Communications	Column Delimiter	 Do not use punctation or symbols in column names. Dates need to be in a mm/dd/yyyy, yyyy/mm/dd, or yyyy-mm-dd format
📰 Club Management 🗸 🗸	Comma 👻	Required fields are listed below: First Name
Dashboard	Team Upload	Last Name Gender
Team Registrations	File	DOB Dates need to be in a mm/dd/yyyy, yyyy/mm/dd, or yyyy-mm-dd format Address
Forms And Requests	Choose File No file chosen	City State
Teams	Open Selected File	Zip Phone Number Parent One First Name
		Parent One Last Name Parent One Email/UserID



Go to the **Import into Club section** and fill in the information needed for the upload. You can upload all of the Players with an Affiliation added to their account by opening the "Select Affiliation" dropdown menu and select 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. For this to work, the team will already need to be created within your club.

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	Select Affiliation	Download template with only required columns
	USYS	Download template
Barry Burns barry@gotsoccer.com +	With this affiliation selected each row must have a Competitive Leve field	If you re-import 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.
Dashboard Solution Solution	with one of the following competitive levels:	Flows must be on separate imes. Each row should have the same number of columns. Do not use punctation or symbols in column names.
🗑 Users 💙	Academy Competitive	 Dates need to be in a mm/dd/yyyy, yyyy/mm/dd, or yyyy-mm-dd format Required fields are listed below:
# Venues >	Inactive K Not Registered	First Name Last Name
Communications >	Released Suspended	Gender DOB Dates need to be in a mm/dd/yyyy, yyyy/mm/dd, or yyyy-mm-dd format Ardense
El Club Management V	Tops	City Siate
Dashboard	Upload a .txt or .csv data file	Zip Phone Number
Team Registrations	First row contains column headings	Parent One First Name
Forms And Requests	Column Delimiter	Parent One Email/UserID
Teams	Comma	
	Team Upload File Choose File No file chosen Open Selected File	
	Tileite electron f	le and disk the "One of Calendard File" he then

STEP 5

Click 'Choose File' to select your file and click the "Open Selected File" button



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

Upload a .bxt or .csv data file First row contains column headings Column Delimiter	Zip Phone Number Parent One First Name Parent One Last Name Parent One Email/UserID	
Comma 🗸		
Team Upload		
File Choose File GotSportr Upload.csv Open Selected File	No file chosen	

STEP 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 Columns 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

			z 😕 👹
Import			
Please select field mappings. Required fields are TEAM UPLOAD SELECTED - UPLOAD MUST HA Showing first ten rows below.	marked with an asterisk. VE ADDITIONAL TEAM FIELDS: Team Name, Team	Gender, Team Age	
Last Name	First Name	DOB	Gender
(do not import) ~	First Name*	DOB*	Gender*
Zoll	Nicolas	1/12/11	Male
Zipkin	Vance	3/18/11	Male
Yadagari	Kyle	11/28/11	Male
Yacono	Miguel	1/5/11	Male
Wylie	Oliver	7/18/11	Male
Williams	Daniel	4/25/11	Male
Williams	Jeffrey	8/16/11	Male
Williams	Ashton	2/4/11	Male
		4/11/11	Malo
Williams	Chase	4/11/11	maio
	■ Import Players Import Please select field mappings. Required fields are TEAM UPLOAD SELECTED - UPLOAD MUST HA Showing first ten rows below. Last Name [do not import] Zoll Zipkin Yadagari Yacono Wylie Willams Willams	■ Import Players Import Please select field mappings. Required fields are marked with an asterisk. TEAM UPLOAD SELECTED - UPLOAD MUST HAVE ADDITIONAL TEAM FIELDS: Team Name, Team Showing first ten rows below. Last Name First Name [do not import] First Name* Zoll Nicolas Zipkin Vance Yadagari Kyle Wille Oliver Willams Jarliel Willams Ashton	Import Please select field mappings. Required fields are marked with an asterisk. TEAM UPLOAD SELECTED - UPLOAD MUST HAVE ADDITIONAL TEAM FIELDS: Team Name, Team Gender, Team Age Showing first ten rows below. Last Name Pirst Name* DOB (do not import) First Name* DOB* ✓ Zoll Nicolas 1/12/11 ✓ Zipkin Vance 3/18/11 ✓ Yadagari Kyle 11/28/11 ✓ Wilams Daniel 4/25/11 ✓ Willams Jeffrey 8/16/11 ✓ Willams Ashton 2/4/11 ✓



You will now see your newly imported players in your Club Management -> Players list

Verifying Players

STEP 1

Go to Club Management -> Players -> click on the name of the specific player

that you want to verify.



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STEP 2

In the popup modal, click on the "Documents" tab for that specific player

©GotSport ≡ Players			BO 0	1
Geraldine Bartoletti			×	
Mite Categoria and Account	gistrations 🕞 Forms			
Dashboa Account	Profile			
Image: Set Problem Entemptioncy into Vanues Entemptioncy into Communication All Family Communication Set Cocuments Deschore Image: Requirements	Photo Choose File No file chosen		-	Clear Page v Export
Team R	First Name	Last Name		
Forms A	Geraldine	Bartoletti		
Teams	Email/UserID	Contact Email		
Players	geraldinebart-fa949o@gotsport-demo.com			
Coache	DOB	Gender		
Roster	september v 9 v 2007 v	Female	~	
	Time Zone Name			Ø Help



You can **review the uploaded Document** again by clicking the on the file name if needed, to **verify the Player at the Organization level** you will click the **Verify** button.

Note: The system will notate the User that verified the Player and also mark a date and timestamp

© GotSport	E Players								=O o	1
Geraldine Barto	oletti Feams <table-cell-columns> Program</table-cell-columns>	Registrations 📑 Forms							×	
Deshoo Operation Deshoo Operation Deshoo Operation Operation Deshoo Desho		Documents Eirth Certificate Label Birth Certificate Unload Birth Certificate Unload Created 09/23/9001 2/32mm COT	Uptoader User Mike Nieto Geraid	Organization Status Ine Bartoletti Force Soccer Club Pending	O New Docur		Name: Gera Gender: Fer DOB: 09/09 x Not Verifi Verify	kline Bartoletii nale 2007 ed		Clear 1990 - Expor
Players	•	mstrong, Leeann	a verter	leeannarms-Ib9087@gotsport-demo.com	Female	04/06/2007	U14	Competitive	875.674.3716	
Managers		arrows, Juan	(1000)	juanbarr-Ocfad5@gotsport-demo.com	Male	01/21/2004	U17	Competitive	515.929.7952	
Roster Builder		artoletti, Geraldine		geraldinebart-fa949c@gotsport-demo.com	Female	09/09/2007	U14	Competitive	1-715-092-1865	
	-	uton, Andres		andresbart-5d2c12@gotsport-demo.com	Male	06/23/2010	U11	Competitive	861.323.9304	O Helo
	-					07/05/0010		and the second s		

The player will now show as Verified at the Organization level with an orange "**Verified**" tag next to their name.

Note: The State, League, or Governing Body for the Club will then go through and verify the Player at their level changing the orange "**Verified**" tag to a green "**Verified**" tag.

GotSport	≡ Pi	layers								s 🖸 🧐
										50 Per Page
Mike Nieto nike rieto@gotsport.com +	Playe	ers ing Users	1 - 50 of 219 in total							O Add Player
Dashboard >	0	Name			Email/UserID	Gender	DOB	Age	Level	Phone
Users >	0		Ankunding, Dominque	Vertical	dominqueanku-0267e8@gotsport-demo.com	Female	01/02/2010	U11	Competitive	563.359.1252
Communications >	0	2	Armstrong, Leeann	a Vertiled	leeannarms-fb9087@gotsport-demo.com	Female	04/06/2007	U14	Competitive	875.674.3716
Club Management 🗸	0	3	Barrows, Juan	Vertical	juanbarr-Ocfad5@gotsport-demo.com	Male	01/21/2004	U17	Competitive	515.929.7952
Dashboard Team Registrations	0	,e	Bartoletti, Geraldine	Vertical	geraldinebart-fa949c@gotsport-demo.com	Female	09/09/2007	U14	Competitive	1+715-092-1865
Forms And Requests	0	2	Barton, Andres		andresbart-5d2c12@gotsport-demo.com	Male	06/23/2010	U11	Competitive	861.323.9304
Players	0	1	Batz, Ross		rossbatz-15e93a@gotsport-demo.com	Male	07/25/2010	U11	Competitive	351.876.7120
Managers	0	A	Bauch, Karisa		karisabauc-598a7a@gotsport-demo.com	Female	06/26/2005	U16	Competitive	(435) 884-8597
Roster Builder	0	2	Baumbach, Tambra		tambrabaum-01a008@gotsport-demo.com	Female	09/24/2008	U13	Competitive	341.809.9305
	0	4	Bayer, Drema		dremabaye-1f6fd1@gotsport-damo.com	Female	06/13/2008	U13	Competitive	118.157.9722



From the **Dashboard**, expand the **Club Management** section and click on **Players**

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©GotSport	≡ Dashboard			s 🚥 🔹 🎯
Barry Burns berry Rigotaccer.com +	Dashboard Affiliations Settings - Exports - Image: Setting - Force Soccer Club FL, US			
 Users > Venues > Communications > 	Teams	11	Billing	Support
Club Management Dashboard Team Registrations Forms And Requests	Players O Events	241 8	Calendar	Programs
Teams Players Inclinettee astroat com/cra1207	Schedules As Participant	Matches Count	Created	р нер

STEP 2

Click on the name of the player whose photo you wish to edit.

©GotSport	≡ Players					2	• 👻
-	3975 / Players						
Barry Burns	Player Last Name 🗸 Is	✓ morgan					۵
Dashboard Solution Solution	Search T Add Filter (1)						Clear
🐸 Users 📏							50 Per Page ~
🖷 Venues 🔶							
Communications	Players No entries found						O Add Player
E Club Management V Dashboard	Name	Email/UserID	Gender	DOB	Age	Level	Phone
Team Registrations	Morgan, Alex	morgan@gotsport.com	Female	04/01/2007	U14		9047464447
Forms And Requests							
Players							D Help



STEP 3A

To add a photo or replace your current photo with a new one, click "Choose File".

	Alex Morgan			×
arty	🛆 Account 🛛 😤 Teams	Program Registrations 💦 🚡 Forms		
ash	Account	Profile		
	Roles			
sen	Emergency Info			-0m
enu	🚓 Family	Choose File No file chosen		
omi	Documents			
lub	Requirements			
Das		First Name	Last Name	
Tear		Alex	Morgan	

STEP 3B

To edit a play photo, click the "Edit" button to crop or rotate this image to make it look as clear as possible.

Alex Morga	an		×
Account	🚰 Teams	Program Registrations Errms	
Account	E.	Profile	2
E Emergen	cy info		(m 0 -
A Family		Photo Choose File No file chosen	
Bequirem	nts	Cél triuge Delete Photo	
		First Name Last Name	

Once you crop your photo, click "Save"

** Please Note, if the Edit 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 that Edit button available, you should reach out to your club's governing body directly.

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Manually Adding a Coach or Manager to a Club

This will demonstrate how to create a coach from within your club account.

STEP 1

From the **Dashboard page**, click on "Coaches" tile (if you have the Default Dashboard layout) or click the **Club Management** section and select "Coaches" from the drop down list.

©GotSport	■ Dashboard			s 😳 o 🐲
	Dashboard Affiliations Settings - Exports -			
Mike Nieto mike.nieto@gotsport.com +	Force Soccer Club			
🗑 Users 🔶 🗲				
# Venues >	Teams	8		\bigcirc
Communications		_	<u> </u>	~
📰 Club Management 🗸 🗸	E/ Coaches	11	Billing	Support
Dashboard Team Registrations	Players	219	<u>}</u>	B
Forms And Request	Events	8	Calendar	Programs
Players Managers	Schedules As Participant			
Coaches	Name	Matches Count	Created	
·	2019/2020 State League One	34	April 15, 2020 12:14	
	2020 FC Memorial Tournament	41	January 16, 2020 08:05	Pheip

STEP 2

From the Coaches overview page, click "Add Coach"

⊘ GotSport	E Coaches				z 👓 o 🧐
	Manage Coaches Upload Coaches				
Mike Nieto	3975 / Coaches				
mike.nieto@gotsport.com +	Affiliation	Competitive Level	Requirements		
# Venues >	~	Y		~	
Communications	First Name	Last Name	Email/UserID	Role Statu	15
📰 Club Management 🗸 🗸				All	~
Dashboard	Search Clear Search				
Team Registrations	_				
Forms And Requests					
Teams					50 Per Page V
Players	Coaches				Add Coach
Managers	Displaying all 10 coaches				
Coaches			Phone		
Roster Builder	Name	Email/UserID	number ID Numbe	r Affiliate Competit	ive Level Requirements



Enter the Coach's Email/User ID, First Name, and Last Name (Note: This is the only required information) and click "Search".

This will search the system to alert you if a matching coach already exists. Additionally, if you match all five of the data fields listed with an existing User account you will be able to bypass the Role Approval Request and automatically add the User to your Club list.

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©GotSport	➡ Add Coach	z 🕶 o 🤓
	Manage Coaches Upload Coaches 3975 / Coaches / Add Coach	
MIKE NIETO mike.nieto@gotsport.com +	Email/UserID First Name Last Nam	ne
Dashboard >	mike.nieto@gotsport.com Mike Nieto	
Venues	DOB (optional) Postal Code (optional)	/
♀ Communications >	Search	
Club Management >		
Scheduling >	Mike Nieto	
Programs	MN mike.nieto@gotsport.com, mike.nieto@gotsport.com Affiliate Name	Permet Pele Approval
* Features >	Available Forms	
Billing >		Q Help

©GotSpor	≣ Add Coach 🛛 🖉 🗘 🥎									
Mike Nieto	Manage Coaches Upload Coaches 3975 / Coaches / Add Coach									
	Email/UserID First Name Last Name									
28 Dashboard	mike.nieto@gotsport.com Mike Nieto									
👹 Users	DOB (optional) Postal Code (optional) Inity 21 1005 2250									
renues	July + 31 + 1990 + 32200									
Communications	Search									
Club Management										
Scheduling	Mike Nieto									
Programs	MN mike.nieto@gotsport.com, mike.nieto@gotsport.com Affiliate Name									
* Features	Available Forms	Add User								
🖶 Billing		Q Help								



If there is not a Coach with matching information for those three data fields, you will be prompted to enter the information to create a new user and click "Save" at the bottom of the page.

CotSport	= Add Coach	z 😳 o 🎯
	Role	
Mike Nieto	ID Number	
mike.nieto@gotsport.com +	Affiliate Name	
n Dashboard	Competitive Level	
🗑 Users 💙		
# Venues >		
Communications	Photo	
El Club Management 🗸	Photo	
Dashboard	Choose rile No file chosen	
Forms And Requests		
Teams	General	
Players	First Name Toot	
Managers	1001	
	Last Name Coach	D Help

STEP 5

The coach will now appear under the **Coaches** overview page.

©GotSport	≡ Coaches			2	😨 o 🧐
	Affiliation	Competitive Level R	lequirements	~	
Mike Nieto mike.nieto®gotsport.com ≁	First Name	Last Name E	mail/UserID	Role Status	
a Dashboard					
🗑 Users 🔶	Search Clear Search				
# Venues >					
Communications					50 Per Page 🗸 🗸
🗐 Club Management 🗸 🗸	Coaches				Add Coach
Dashboard	Displaying all 11 coaches				
Team Registrations			Phone		
Forms And Requests	Name	Email/UserID	number ID Number	Affiliate Competitive Level	Requirements
Teams	Ackerman, Ryan	coach.ackerman@gmail.com		USYS Competitive	Incomplete Edit
Players	Coach, Test	mike.nieto@gotsport.com.			Incomplete Edit
Managers	Graham, Nickolas	nickolasgrah-99625d@gotsport- demo.com	942.210.9410	USYS Competitive	Incomplete Edit
	Hudson, Elmira	elmirahuds-7a6345@gotsport-demo.con	n 554.670.6979	USYS Competitive	Incomplete Edit

Manually Adding a Coach or Manager Cont.

Add Affiliate and/or Competitive Level to Coach

STEP 1

If you need to add the **Affiliate and/or Competitive Level** to an Individual Coach account, click on their Name to go to their Profile and click "Edit"

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©GotSport	= Test Coach			z 👓 o 🤯
	C Account	ulrements 📑 Forms		
Mike Nieto mike.nieto@gotsport.com +	Force Soccer Club / C	paches / Coach, Test		
20 Dashboard >	Test Coach		Edit Status	
🗑 Users 📏	Role			
# Venues >	NAME	Coach, Test	Add Pala	
	ID	941843	Add hole	
Communications /	ID NUMBER		Role Name	Coach
El Club Management 🗸	AFFILIATE NAME		Organization	Forme Soncer Club
Dashboard	COMPETITIVE LE	/EL	organization	Porce Succer Club
Team Registrations	TEAMS		ID Number	
Forms And Requests			Affiliate Name	~

STEP 2

From the **Edit page**, you will select the Affiliate Name and/or Competitive Level for what you want to adjust. Be sure to Save your changes when you've completed making the changes

nt 🖻 Requirer	ments 📑 Forms				
coer Club / Coache	es / Coach, Test				
Coach					
ID Nu	umber				
Affiliate M	Name USYS				
Competitive	Lovel	~			
otSport	≡ Test Coach		z 0 (
otSport	Test Coach Account Proguirements Forms		2 ⁰ 0 (9	
	Test Coach Account Programments Forms	Successfully Saved	8 ⁰ o (9	
er Nieto kgotsport.com +	Test Coach Account Requirements Forms	Successfully Saved	80 0	@	
n Nieto Ipotsport.com +	Test Coach	Successfully Saved		9	
te Nieto ke Nieto kgostport.com - rd > x	Test Coach	Successfully Saved	, • •	9	
rd >	Test Coach Account Requirements Forms Test Coach Role NAME Coach, Test P 1943	Successfully Saved		÷	
a Nieto watecon com + rd > xations >	Test Coach Account Requirements Forms Test Coach Role NAME Coach, Test D 941843 NUMBER	Successfully Saved		ioach	
rd > and	Test Coach	Successfully Saved	Deres Socier	loach Cùub	
ristions	Test Coach Coach Coach Role NAME Coach, Test AFFELIATE NAME USYS COMPETITIVE LEVEL Competitive TEAMS	Successfully Saved Edit Status Add Role Role Name Organizatio ID Number	Porce Soccer	aach Cub	
rd > 1 rad > 1 rad > 1 rad of the second	E Test Coach	Successfully Saved	Porce Soccer	oach Cub	
ard egistrations wide Requests	E Test Coach	Successfully Saved	Porce Soccer	in and the second secon	
a Nielo perspect.com - rd > ications > nagement v ard ogistrations knd Requests	E Test Coach	Successfully Saved Ecit Status Add Role Role Name Organizatio ID Number Affilate Nat Competitive Save	Force Soccer Level	aach Cub	



You can also edit the User's Competitive Levels in bulk from the **List Overview page**. You will enable the checkbox next to the Users that you need to adjust and click the "Bulk Update Competitive Level" to adjust levels in bulk. Make sure to Click Save.

Mike Nieto mike nieto@gotsport.com + Dashboard > Users >	First Name	Last Name	Email/UserID		v			
Mike Nieto mike.nieto@gotsport.com * Dashboard > Users >	First Name	Last Name	Email/UserID					
Dashboard >						Role Status		
00010	Search Clear Search					A		
Venues >							50 Per Pa	age
Club Management V	Coaches Displaying all 11 coaches						Add Co	bach
Team Registrations	Bulk Actions (2) Sond Message Bulk Upd	ate Competitive Level Add Flag						
Forms And Requests	Name	Email/UserID	Phone number	ID Number	Affiliate	Competitive Level	Requirements	s
Players	Ackerman, Ryan	coach.ackerman@gmail.com		ι	USYS	Competitive	Incomplete	Edit
Managers	Coach, Test	mike.nieto@gotsport.com.		ı	JSYS	Competitive	Incomplete	Edit
	Graham, Nickolas	nickolasgrah-99625d@gotsport- demo.com	942.210.9410	l	JSYS	Competitive	Incompl D	Help



90	communications										50 Per Pag	е ч
	Club Management 🗸 🗸										-	
	Dashboard		oaches splaying all	I 11 coaches							Add Cos	ach
	Team Registrations											
	Forms And Requests	0	Name		Email/UserID	Phone number	ID Number	Affiliate	Competitive	Level	Requirements	
	Teams	C C		Ackerman, Ryan	coach.ackerman@gmail.com			USYS	Recreational		Incomplete	Edit
	Players	l l		Coach, Test	mike.nieto@gotsport.com.			USYS	Recreational		Incomplete	Edit
	Managers											
		0	1	Graham, Nickolas	nickolasgrah-99625d@gotsport- demo.com	942.210.9410		USYS	Competitive		Incomple D	Help
			_									-



From your **Dashboard**, click 'Club Management', then 'Coaches'.

©GotSport	Dashboard				z 🗠 🔹 🎯
	Dashboard Settings -				
Robert Miller		Force Soccer Club Blaine, MN, US			
a Bashboard >					
誉 Users >	Teams		6		\bigcirc
🛪 Venues 💙	_				
Q Communications	Coaches		7	Billing	Support
📰 Club Management 🗸 🗸					
Dashboard	Players		211		
Team Registrations					
Forms And Requests	Events		3	Calendar	Programs
Teams					
Players	Schedules As Partici	pant			
Managers	Name		Matches Count	Created	
Coaches	1		97	April 15, 2020 13:14	1
Scheduling >	Memorial Day Schedule		41	January 16, 2020 0	9:05
Programs >	Fall League Schedule D	P use	71	November 04, 2019	14:52
					View Participant Schedules

STEP 2

Click 'Upload Coaches'.

⊘ GotSport	≡ Coaches		z 🖘 🔅 🔯
	Manage Coaches Upload Coaches		
Robert Miller robert.miller@aotsport.com ~	3975 / Coaches		
	Search	Role Status	
Dashboard Solution Solution	Search by name or email	All	Search
쓸 Users >			
Venues >			
	Coaches		Add Coach
🛢 Club Management 🗸 🗸	Name	Email/UserID	Phone Last Login
Dashboard	Ackerman, Ryan	coach.ackerman@gmail.com	
Team Registrations			
Forms And Requests	Graham, Nickolas	nickolasgrah-99625d@gotsport-demo.com	942.210.9410
Teams	Hudson, Elmira	elmirahuds-7a6345@gotsport-demo.com	554.670.6979
Players			
Managers	Kirlin, Verena	verenakirl-4656b9@gotsport-demo.com	381-149-3972
Coaches	Miller, Randal	randalmill-7114f3@gotsport-demo.com	647-637-6391
Scheduling >	N.S.A.		



Click on 'Download Template'

A template will show up for you with several fields. Make sure you have the **REQUIRED** fields filled out in your upload. The **REQUIRED** fields are **FIRST NAME, LAST NAME and EMAIL.**

©Got\$port	Import Coaches	≥ • ∰
Robert Miller	Manage Coaches Upload Coaches	Instructions
4) Dashboard		
살 Users >	Upload a .txt or .csv data file First row contains column	Download Template If you re-import coaches already in your account, the system will match on name, gender, and date of birth to update
# Venues >	headings	existing accounts with newly provided contact information. This also means you can upload the same data twice without creating duplicates.
Communications >	Comma \$	 Rows must be on separate lines. Each row should have the same number of columns.
Club Management	File Choose File No file chosen	 Do not use punctation or symbols in column names. Dates need to be in a mm/dd/yyyy, yyyy/mm/dd, or yyyy-mm-dd format Required fields are listed below:
Team Registrations	Open Selected File	Erst Name Last Name Email
Forms And Requests Teams		
Players		
Managers		
Coaches		
Scheduling >		

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	AutoSav	e 💿 🖛 🔓	∎ 🗹 ∿ · Ű ∓					📄 coa	ich upload	÷								۹ 🛃
Home	Insert	Draw Page L	ayout Formulas	Data	Review	View Ac	robat	💡 Tell me									🖻 Share	Comments
ĥ٠,	K C	alibri (Body)	∽ 12 ∽ A° A°			≫r • ab		General			• 🕎	• 🕎 •	Insert -	Σ	27.	D• 4	7 6	82.
Paste	≝ ≸ B		- <u>*</u> • <u>A</u> •	≣ ≡	==	₫ <u>₹</u>		\$ • % 9	00. 00. 00	Condition Formatti	nal Form ng as Tab	at Cell le Styles	Format	• \$ •	Sort & Fir Filter Se	nd & Ide llect	eas Create and Adobe	I Share PDF
🛛 Possik	le Data Los	s Some features r	might be lost if you save th	is workboo	ok in the c	omma-delimite	d (.csv) f	format. To preserve	e these featu	ires, save i	in an Ex	cel file format						Save As
H6	\$ × ·	/ fx																•
A	В	с	D	E	F	G	н	1	J	К	L M	N C	р р	Q	R	s	т	U V
1 First Na	ne Last Nam	e Competitive Leve	l Email	Gender	Birthdate	Alternate Email	Allergie	es Medical Conditio	ns Address1	Address2	City State	Zip Phone N	lumber Country	Team Name	Team Gender	Team Age	Team Comp Level	
2 Test	Nieto	Travel	coachtest123@gotsport.co	m														
3 Test	Buchana	Travel	coachtest321@gotsport.co	m	_													
4		-							-									
5				_	-		-	-										
7							-											
8					-													
9																		
10																		
11																		
12																		
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23	-			-	-	-												
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25					-							-						
27	-				-													
28																		
29												1	Evam	nlai	of To	mpl	ata	
30													_xam	pied	JIIE	Πμι	ale	
31																		
32																		
33																		
34																		
	coach up	oad +													-			
Ready															#			+ 100%



STEP 4A

Once the Upload File has been formatted with the Coach information, go to the Import section and click 'Choose File' to select your file.

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



Note: You have the option to upload the Coaches with an Affiliation attached to their account. When you select the Affiliation, you will be required to include the Competitive Level for each of the Coaches. The list of available Competitive Levels will populate once the Affiliation is selected for you to include in your Upload File



STEP 4B

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





From here you will match up the Column Headers form your upload file and click Import Data. You will receive an email with the results from the upload to determine which accounts were created.

Note: If the column headers do not match when uploading your file, you will be able to update them accordingly before the step below. You can select (do not import) if you don't have the data for a specific field.

©GotSport	Import Coaches					3	o 😒
Mike Nieto	Manage Coaches Upload	I Coaches					
Dashboard Vers	Import Please select field mapp Showing first ten rows be	ings. Required fields are r low.	narked with an asterisk.				
# Venues >	First Name	Last Name	Competitive Level	Email	Gender	Birthdate	Alternate Email
Communications	First Name* V	Nieto	Travel	coachtest123@gotsport.com	Gender ~	Birthdate ~	Alternate Email
😂 Club Management 🗸 🗸	Test	Buchanan	Travel	coachtest321@gotsport.com			
Dashboard Team Registrations	Import Data Can	el: click to upload a different	ent file				
Forms And Requests							
Teams							
Players							() Help

STEP 6

You will now see your newly imported coaches in your Club Coaches list.

©GotSport	≡ Coaches				a	1 ⁰⁰ o 🤓
	Affiliation	Competitive Level	Requirements			
Mike Nieto mike.nieto@gotsport.com ~		Last Name	Email/UserID	v	Role Status	
Dashboard >					All	~
 Users Venues 	Search Clear Search					
Communications						50 Per Page V
E Club Management V Dashboard Team Registrations	Coaches Displaying all 11 coaches					Add Coach
Forms And Requests	Name	Email/UserID	Phone number	ID Number Affilia	te Competitive Leve	Requirements
Teams	Ackerman, Ryan	coach.ackerman@gmail.com		USYS	Recreational	Incomplete Edit
Players	Coach, Test	mike.nieto@gotsport.com.		USYS	Recreational	Incompl D Help



If you need to add an additional role (Affiliate) to the **User's profile** you can do so by clicking on their Name.

From within their **User Profile**, you'll fill out the Add Role table with the additional Affiliate/Competitive Level that you want to add and click Save.

©GotSport	😑 Ryan Ackerman			2 ° 🧐
	Force Soccer Club / Coaches	Ackerman, Ryan		
Mike Nieto	Ryan Ackerman		Edit Status	
mike.nieto@gotsport.com 👻	Role			
Dashboard >	NAME	Ackerman, Ryan	Add Bole	
날 Users >	ID	60711		
	ID NUMBER		Role Name	Coach
venues >	AFFILIATE NAME	USYS	Organization	Force Soccer Club
Communications	COMPETITIVE LEVEL	Recreational	o gu nuadh	
📰 Club Management 🗸 🗸	TEAMS		ID Number	
Dashboard			Affiliate Name	~
Team Registrations	User		Competitive Level	~
Forms And Requests	РНОТО			
Teams		19-1 1	Save	
Players	ID	36022		
	DISPLAY NAME	Ackerman, Ryan		O Help

STEP 8

The additional role will show in Coaches list

	Affiliation		Competitive Level	Requirements					
		*		~		~			
Mike Nieto mike.nieto@gotsport.com +	First Name		Last Name	Email/UserID			Role Status		
							All		•
Users >	Search Clear Search								
Users > Venues > Communications >	Search Clear Search							50 Per Page	3
Users > Venues > Communications > Club Management ~	Search Clear Search							50 Per Page	Ð
Users > Venues > Communications > Club Management ~ Dashboard	Search Clear Search Clear Search Displaying all 12 coaches							50 Per Page	e h
Users > Venues > Communications > Ciub Management Dashboard Team Registrations	Search Clear Search Coaches Displaying all 12 coaches			Phone				50 Per Page Add Coac	9 ch
Users > Venues > Communications > Club Management ~ Dashboard Team Registrations Forms And Requests	Search Clear Search Coaches Displaying all 12 coaches Name		Email/UserID	Phone number	ID Number	Affiliate	Competitive Level	50 Per Page Add Coad	B





Note: If uploading a list of your Managers to your account, you will follow the exact same steps as noted previously for the Coaches. The only difference is that you will go to Club Management -> Managers -> Upload Managers

© GotSport	Import Managers	z 😳 o 🤤
	Manage Managers Upload Managers Managers / Import	
	Import	Instructions
e users	Upload a .txt or .csv data file	Download template
# Venues >	Select Affiliation	If you re-import managers already in your account, the system will match on name, gender, and date of birth to update existing
Communications	~	accounts with newly provided contact information. This also means you can upload the same data twice without creating duplicates.
E Club Management V	First row contains column headings	 nows invisit our separate image. Each row should have the same number of columns. Do not use punctation or symbols in column names. Dates need to be in a mm/dd/vyv, vyv/mm/dd, or vyv-mm-dd format
Team Registrations	Column Delimiter	Required fields are listed below:
Forms And Requests	Comma ~	First Name Last Name Email
Teams	Team Upload	
Players	File	
Managers	Choose File No file chosen Open Selected File	Q Help



Creating Team Accounts

STEP 1

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

8	😑 Dashb	board							2 (• 🛞
	Dashboard	Affiliations	Settings - Exports -							
Jordi Garcia jordi.garcia@gotsport.com +	\mathbb{M}	3	Mamba FC							
Dashboard		-								
Users >	U	Teams			56					
Association >										
Venues >		Coaches			11		Billing		Support	
Communications	20%	Playors			310					
🛙 Club Management 🗸 🗸		Flayers			510				<u>=</u>]	
Dashboard	Θ	Events			14		Calendar		Programs	
Team Registrations	-									
Forms And Requests	Publishe	d And Finalize	d Schedules							
Teams										
Players	Name	Match	es Count	Status	Crea	ated				
Managers	A v1	26		₩ 0 G #	09/1	3/2020	Matches	Constraints Report		
Coaches	A v1	30		111 9 🔁 #	07/03	3/2020	Matches	Constraints Report		

STEP 2A

From here click "New Team" button on the right. A new screen will appear.

1	= Teams						8	• 🛞
	Club Management	Teams - Registrat	ion					
Jordi Garcia	MAMBAFC / Teams							
	Search			Age Group		Gende	r	
Dashboard	Search Team Nan	me		Min	✓ Max	∽ All		~
Users >	Level		Event					
Association >	Select One	~	Select One	~	Search			
Venues >								
Communications								
E Club Management 🗸	Teams							O New Team
Dashboard	O Name				Level	Current Age	Gender	
Team Registrations	- M ^	VAA Stars			Adult	U14	Malo	
Forms And Requests	a	aast						
Teams	- 🛞 🕯	A MT Stars amts			Competitive	U15	Female	-
Players	· M A	Adults				Open	Male	
Managers		DUb2						
Coaches	- 🛞 🗅	AL All Stars			Academy	U13	Male	
Roster Builder								



STEP 2B

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

X	≡ Teams		۰	8
	Club Management Teams - Registration			
Jordi Garcia	MAMBAFC / Teams / Add Team			
2 Dashboard	> Add Team			
🐸 Users	> Name Colors	٦.		
Association	Creating Team	L		
🛪 Venues	Competitive Level Gender Age Group	L		
Ocommunications	> Competitive • Boys • U15 (01/01/06) • Switch to School Year			
Club Management	> Logo			
Scheduling	Choose File No file chosen			
Programs	> Save			
+ Features	>			
E Billing	2			

STEP 3

To Lock Roster functions for Coaches/Managers:

Find the team in your **teams list**, enable the checkbox to the left of the team. Then select "Bulk Update Team Roster Locks"

**The Red Circle on the right is showing you there is no "lock" icon since the team is not locked yet.

😹 🛞	≡ Teams				= • 🛞
	Club Management Teams - Registration				
Jordi Garcia	MAMBAFC / Teams				
joral.garcia@gotsport.com +	Search	Age Group		Gender	
Dashboard >	crea	Min	✓ Max	✓ All	~
👹 Users 🔶 🗲	Level Event				
Association >	Select One Select One	~	Search		
# Venues >	Clear Search				
Communications					
El Club Management 🗸	Teams				O New Team
Dashboard	Bulk Actions (1) Bulk Update Competitive Level Bulk Update	Team Roster Locks			
Team Registrations		-			
Forms And Requests	Name		Level Cu	rrent Age G	ender
Teams	Creating Team creat		Competitive U1	3 📼	
Players	Recreational Team		Recreational		
Managers	recre				
Coaches					



Here you will click "Lock Roster Edit" and hit "Save".

S		≡ Teams					= + 🔞
		Club Management Tea	Bulk Update Team Roster Locks		×		
Jordi Garcia		MAMBAFC / Teams	Lock Roster Edit				
jordi.garcia@gotsport.com		Search	Save			Gende	ar
Dashboard		crea				~ All	~
Users		Level			Cancel		
Association		Select One	✓ Select One	~	Search		
Venues		Clear Search					
Communications							
Club Management	~	Teams					O New Team
Dashboard		Bulk Actions (1) Bulk	Update Competitive Level Bulk Update Team Roster L	Locks			
Team Registrations							
Forms And Reques	its	Name			Level	Current Age	Gender
Teams		Creat	iting Team		Competitive	U15	Male
Players		Bec	reational Team		Recreational	U14	Mala

STEP 4B

STEP 4A

Once this is done you will now see the Lock Icon to the right of the Team Name.

3	E Teams	= • 🛞
	Club Management Teams - Registration	
Jordi Garcia	MAMBAFC / Teams	
, and a set of a set	Search Age Group	Gender
Dashboard >	crea Min ~ Max	✓ All ✓
🐸 Users 💙	Level Event	
Association >	Select One V Select One V Search	
🐔 Venues 💦 🗲	Clear Search	
Q Communications		
E Club Management	Teams	O New Team
Dashboard		
Team Registrations	Name Level Cu	urrent Age Gender
Forms And Requests	Competitive UI	5 Male 🖨
Teams	Recreational Team Recreational	4 Malo 🔒
Players	recre	
Managers		



STEP 1A

Click "Club Management" and then "Teams" from the drop-down menu.

⊘ GotSport	Dashboard						z •	8
Jordi Garcia jordi.garcia@gotsport.com +	Dashboard Affiliations	Settings - El Mamba F US	kports ∽ °C					
Ba Dashboard >	Teams			57			\bigcirc	
Association >	Coaches	1		12	Billing		Support	
Communications	Players			310	₽ ₽₽		F	
Dashboard Team Registrations	 Events 			14	Calendar		Programs	
Forms And Requests	Published And Fina	alized Schedules						
Teams	Name M	latches Count	Status	Created				
Players	A v1 26		11 % C I	09/10/2020	Matches	Constraints Report		
Coaches	Av1 30		₩ % G ∓	07/03/2020	Matches	Constraints Report	Manu All Col	hadular
Roster Builder							VIEW All Sci	ieuuies

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STEP 1B

From the team overview, click the "Registration" tab at the top of the page.

Cousp	on					
Jordi Garcia		Club Management Teams - Registration]			
	om v	Search	Age Group		Gende	r
Dashboard	>	Search Team Name	Min	✓ Max	✓ All	
Users	•	Level	Event			
Association	>	Select One V	Select One	Search		
Venues	>					
Communications	>					
Club Managemen	• •	Teams				O New Team
Dashboard		O Name		Level	Current Age	Gender
Team Registratio	ns	AAA Stars		Adult	U14	Male
Forms And Requ	ests	aaast				
Teams		AA MT Stars aamts		Competitive	U15	Fernale
Players		Adults			Open	Male 🔒
		ADUb2				
Managers						



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 event, you will see you have three options on the right-hand side.

Register:

STEP 2A

Click "Register", then select the applicable Payment Plan for the Team(s) you are wanting to register.

⊘ GotSport	Events	z • 🕅
Jordi Garcia jord: garcia@gotsport.com +	Club Management Teams + Registration Club Management / Registration All Events Organization Events	
Dashboard >	Search Country State	
≝ Users >	20/21 fall league United States V Select State V Search	
Association >	Clear Search	
# Venues >	Showing results for '20/21 fell league'	
Communications Cub Management Cub Management Cub Management Cub Management Forms And Requests Teams	August 1, 2021 20/21 Fall League-905 GotSoccer Governing Body Fall 20/21 Fall League All Teams Application Form	
Players Managers	Image: marked bit	
Coaches Roster Builder	August 1, 2020 Register + 20/21 Fell Leggue (DP use) Register -	
	Register As Club Register As Club	
	Application Form	

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")

CotSport	= 20/21 Fall League-905					≅ * <u>@</u>
	Club Management Teams - Re	pistration				
Jordi Garcia jordi.garcia@gotsport.com ~	Ciub Management / Hugistradon / 20/21	Register Teams				
Dashboard		Registration Fee				
Users >	GotSoccer	All Teams V Reg	istor -			
Association >	August 1, 2021 Register Teams 20/21 Fall League-905 Registration Fee Fell 20/21 Fall League-905 Mamba 06 Competitive Uto Teams August 1, 2021 Mamba 06					
Venues >	August 1, 2021 20/21 Fall League-905 Fail 20/21 Fall League Register Teams					
Communications >	E 20/21 Fail League-905 Club Management Teams - Pagistration 20/21 Fail League-905 August 1, 2021 20/21 Fail League-905 Fail 20/21 Fail League-905 Registration Fee Name Level Variation Competitive Out Displaying Teams 1 - 50 of 87 in total Name Level Event Age Gender Image: Competitive Utility Image: Competitive Utility Image: Competitive Utility Image: Science Image: Science Image: Competitive Image: Science Image: Science Image: Science Image: Scienc	Gender				
E Club Management 🗸 🗸	Fall 20/21 Fall League	Mamba 06	Competitive	U16	Female	Application Form
Dashboard		FC Elite 08	Competitive	U13	Male	Application Form
Team Registrations		Premier 08	Competitive	U14	Male	Application Form
Forms And Requests						
Teams		Silver 08	Competitive	U14	Male	Application Form
Players					_	



STEP 2B

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".

©GotSport	= 20/21 Fall League-905					= • M
Jord Garcia Jordi gastia@gotsport.com +	Club Management Teams - Registration Club Management / Registration / 20/21 Pal Lesgue-905	Register Teams				
n Dashboard		Registration Fee				
👹 Users 🔶 🗲	GotSoccer	All Teams V Register V				
▲ Association >	and an and a second second	Select All Deselect All (5/ Selected Teams (50) of 57 in total				
« Venues >	August 1, 2021	Name	Level	Event Ane	Geoder	
Communications	20/21 Fall League-905	Mamba 06	Competitive		Ferrold	Application Form
🗐 Club Management 🗸 🗸	Fall 20/21 Fall League		Compositive			Addition
Dashboard		FC Elite 08	Competitive	U13	Male	Application Form
Team Registrations		Premier 08	Competitive	U14	Make	Application Form
Forms And Requests			Constalling	_	-	
Teams		Silver Us	Competitive	014	Male	Application Form
Players		Mamba FC Green	Competitive	U14	Male	Application Form
Managers						
Coaches		Team Must Be Registered	Competitive	U16	Male	Application Form
Roster Builder		Adults		Open	Male	Application Form

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

©GotSport												
	Club Management Teams - Registration											
Jordi Garcia	MAMBAFC / Team Registrations											
jora.garciaugotsport.com +	Team	Event		Coaches			Complete					
Dashboard >	Search Team Name	Search Event Name		Search for Coach o	or Manager		~					
Users >	Submitted	Age From	Age To			Gender						
Association >	~	All	~	All		~	All					
Venues >	Accepted / Active	Preferred Division										
Communications	v	Select One	~	Search								
Club Management 🗸												
Dashboard												
Team Registrations	Team Registrations (50) Displaying all 50 Team Registrations						Export					
Forms And Requests												
Teams	O Name	Event	Created	Event Age	Gender	Preferred Divisio	n Complete/Submitted/Waitlist					
Players	Firecrackers Firecrackers	20/21 Fall League-905 Start Date: 08/01/2021	09/17/202 2:51pm ED	0 U14	Female		√/-</th					
Managers	MS Stars	20/21 Fall League-905	09/17/202	0 U15	Female		v/v/-					
Coaches	Team: MS Stars	Start Date: 06/01/2021	2:51pm ED	r								
Roster Builder	Cameron Test Team	20/21 Fall League-905 Start Date: 08/01/2021	09/17/202	0 U17	Male		v/v/-					

STEP 2C



Application Form:

This option will be selected when the event requires an application to be filled out for the event with data fields required to be filled out.

© GotSport	≡ Events	= • 🛞
	Club Management Teams - Registration	
Jordi Garcia	Club Management / Registration	
	All Events Organization Events	
Dashboard >	Search Country State	
Users >	20/21 fall league United States v Select State v Search	
Association >	Clear Search	
Venues >	Showing results for '20/21 fall league'	
Communications >	August 1, 2021 Register -	
Club Management 🗸 🗸	20/21 Fall League-905 GotSoccer Governing Body Registered As Club	
Dashboard	Fail 20/21 Fail League	
Team Registrations	Approach i rom	
Forms And Requests		
Teams		
Players	m DATES COMPETITION TYPE	
Managers		
Coaches		

Once selecting the Application form, you will have the option to select any of your teams to register or register a new team.

Ev Seasonal Y Da	ent 20/21 Fall League-905 ear 20/21 tes 08/01/21 - 12/31/21				
			egister		
My Teams			Search Teams		
Creating T Coach	eam	View	Search for the teams that you you're a part of as a manager	manage or coach or for the team or coach. If you do not find your	s of the clubs that eam, you can create
GotSport Coach		Register	a new team after the search.		
			Search Team Name	Club	~
				Event Are	
			Gender	Event Age	

GOTSPORT: REGISTRAR MANUAL

Add a Player to an Event Roster

STEP 1

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

©GotSpc	ort	≡ Dash	board					. z⊙ o @
		Dashboard	Affiliations Settings -	Exports +				
Robert Miller robert.miller@gotsport.com	m v	M	Mamb us	a FC				
& Dashboard	>							
Users	>	U	Teams		75			\bigcirc
Association	>							×
# Venues	>		Coaches		21	Billing		Support
Communications	>	202	Discon		050			
Club Management	~		Players		352			l≞1
Dashboard		Ø	Events		17	Calendar		Programs
Team Registrations	•							
Forms And Reques	sts	Publishe	ed And Finalized Schedule	5				
Teams		Name	Matches Count	Status	Create	d		
Managers		Av1	26	₩ % G #	09/10/2	020 Matches	Constraints Report	
Coaches		Avt	31	₩ % G #	07/03/20	020 Matches	Constraints Report	
Roster Builder	~							View All Schedule
Scheduling	>							
Programs	,	Pahadul	as As Participant					

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STEP 2

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

GotSport = Roste	er Builder		= • (M)
Club Manager	ment Teams - Registration		
Jorf Carrie	Roster Builder		
si.gavda@gotaport.com + Roster Bu	uilder Find an Event Q. Add Roster Season O		
ashboard >		Salact an auant or mater saason to continue	
Joens >		Testing League (08/01/2020) Clubmit	
enues >			
Communications >			
Club Management 🗸			
Dashboard Team Registrations			
Forms And Requests			
Teams			
Players			
Managers			
Roster Builder			
icheduling >			



Once here, you will click and drag the hairpin icon next to the player's name, to the team you would like to roster them on.

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



STEP 4

You will now see that player on the team with a Yellow Triangle next to the name since the player was just added and has not been approved yet.

ୖୖୖୖୖୖ	=	Roste	r Builde	r										8	• 🛞
	Club N	tanagem	ent	Teams -	Registration										
	MAM	BAFC /	Roster Bu	ilder											
•	Ros	ter Bu	ilder	Find an Ex	ent Q, Add Roster Season O							Testing League (08/01/2020	,		v Submit
		Player Las	t Name			~	h		~						
9	5	oarch 1	Add Filte	er (1)											Clear
	Te	sting Le	ague 08/01	/2020	Calendar Year				Players (3	08) Coaches (10) Managers (3)	Registered Teams/Rosters				
-	Se	asonal '	fean 2	8/21					Hide Rostered: •	Apply	AAA Stars				
	-	Previou	1234	5 6 7 Nex	t →						U14 Maie Aduit				
	P	s	CP		Name		Gender	Level	Group	DOB	Coach/Manager Name				
-	0	0	0		+ Abbott, Merri		Female	Travel	U16	2005-07-12	1. Escobar, Edgar	Coach	Primary		*
0	0	0	0	0	+ Abshire, Nina		Female	Travel	012	2009-01-23	2. million Home	lamos	Primary	Cinhur	-
	1	0	0	0	+ Aguilar, Steven		Male	Travel	U14	2007-11-27	A 1. Agular, Steven	Jersey		P	×
* 1		0	0	0	+ Allison, Tyler		Male	Travel	UIS	2002-11-02	2. Bravo, Johnny 2. Georgeo Nicola	-		P	<u> </u>
	0	0	0	0	+ Alvarado, Alleli		Female	Travel	UIS	2002-12-29	 G. Cassman, Noan 4. Finnigan, Seamus 	ē		P	-
	0	0	0	0			Male	Adult	014	2007-03-30	 5. Lawrence, Johnny 6. Longbottom, Neville 	-		P	₽ ₽
	0	0	0	0	+ Alvarez, Alondra		Female	Competitive	UIS	2002-08-18					() Help
		-	-	~				a	_		Platinum 08				

All New players will appear with Yellow Triangles until the roster is approved by the event.

Add a Coach or Manager to an Event Roster

STEP 1

From the **Dashboard**, select "Roster Builder".

© GotSport	≡ Dashboar	d					▲ ≅ ⁰ ↔ 🕅
Robert Miller	Dashboard Aff	Illations Settings - Exports - Mamba FC US					
£a Dashboard >							
🕈 Users 💙	🛡 Теа	ams		75			\bigcirc
Association >					<u> </u>		~
Venues >	<i>a</i> co	aches		21	Billing		Support
Communications	SOS Pla	ware		352			
🗉 Club Management 🗸 🗸		yers.		UUL	Π		l≡l
Dashboard	2 Ev	ents		17	Calendar		Programs
Team Registrations							
Forms And Requests	Published A	nd Finalized Schedules					
Teams	Name	Matches Count	Status	Created			
Players	Av1	26	111 % 🖓 II	09/10/2020	Matches	Constraints Report	
Coaches	Avt	31	₩ % 🖬 ∓	07/03/2020	Matches	Constraints Report	
Roster Builder							View All Schedul
Scheduling							

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STEP 2

Here you will select the Event you are going to build your Roster for and hit submit.

©GotSport	Roster Builder	z • (0)
	Club Management Teams - Registration	
Jordi Garcia	MANBA FG / Roster Bulder	
jordi.garois@gotsport.com +	Roster Builder Find an Event Q. Add Roster Season O	
Dashboard	Select an event or roster season to continue	
₩ Users >	Testing League (08/01/2020) V Submit	
Wenues >		
Communications		
Dashboard		
Team Registrations		
Forms And Requests		
Teams		
Players		
Coaches		
Roster Builder		
Scheduling >		
		() Help



Once you get to the **Roster Builder** page select the "Coaches" Tab.

0.00 m	arager	ert	Internet -	100	generon												
-	AFC	Roster	Bulder														
Dest	an De													lesting League (16/01	2020		
HUDI	or bu	HOUR	ring an co	and of	Add Hotel Dealor C												
P	layer La	st Name				~	8		*						•		
	erch	T Add P	Her (1)							1							
										_							
Tes Sta	rt Date	ague I: 05/	01/2020	Calendar	Tear					Players (309) Coaches (13) Man	Igens (3) Regi	stered Teams/Rosters					
Sea	Isonal	Year:	20/21						Hide Rostered: -	A461							
											AAA	Stars					
	Previou	6123	4567 No	et 10							014	Male Adult					
Р			CP		Name		Gender	Level	Group	008		Coach/Manager Name					
÷			0		de Alabaria Manif			44.0		2005-07-12		1. Escober, Edger	c	loach Pr	imary	*	
		·	0	0	- Access and			2001	0.0	2000-07-12	A	2. Miler, Robert	c	loach Pr	imary	*	
0		0	0	0	+ Abshire, Nina		Female	Competitive	012	2009-01-23		Placer Name	Jarman	Position	Status		
1		0	0	0	+ Aguilar, Steven		Male	Travel	1714	2007-11-27		1. Aquilar, Steven	-		P	*	
-				-			_					2. Bravo, Johnny	-		р		
•		9	0		+ Allson, Tyter		Male	Travel	016	2002-11-02		3. Cassman, Noah	-	-	Р		
0		0	0	0	+ Alvarado, Alleli		Female	Travel	6719	2002-12-29		4. Finnigan, Seamus	-	-	Ρ		
											×	5. Lawrence, Johnny	-		Р		
0		0	0		 Alvarado, Joshua 		Male	Adult	014	2007-03-30		6. Longbottom, Neville	-		Ρ		
0		0	0	0	+ Alverez, Alondra		Familie	Competitive	019	2002-08-18							_
0	-	0	0	0	+ Amezquita, Catherine		Female	Competitive	019	2002-09-14	Platic	Famale Competitive					
0		0	0		+ Antuna, Leslie		Famala	Competitive	UID	2002-08-12			Fuent mater is er	nntv			

STEP 4

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

MAMBA PC / Roster Builder										
Roster Builder Find an Event Q Ad	dd Ruster Season O						3	esting League (06/01/	2020)	
Player Last Name	v 8	v								
Search T Add Filter (7)										
Testing League Start Date: 06/01/2020 Celestar har Beasonal Year: 20/21			Player	s (309) Coaches (13) Managers (3)	Regist	tered Teams/Rosters				
Name	Email	Pho	one	Requirements	AAA S	tars Main Aduit				
ACCOUNT, TEST	testaccount@g	otsport.com				Coech/Manager Name				
100						1. Escobar, Edgar	0	pach Prir	nary	*
Buchanan, Dave	dave@potsport	1.00m 900	17617904		<u>^</u>	2. Miller, Robert	0	sach Prir	nary	*
	barvilloctoocc	er.com 904	17484447		·	Player Name	Jersey	Position	Status	
Burns, Barry					A	1. Aguilar, Steven			P	*
					· ·	2. Bravo, Johnny			P	8
Escobar, Edgar	edgar@gotspo	rt.com			1	3. Cassman, Noah			P	
					· ·	4. Finnigan, Seamus			Ρ	
	edgar.escobar1	1030gmail.com 240	03168074		· ·	5. Lawrence, Johnny			P	
Escobar, Edgar					Ľ	6. Longbottom, Neville			P	•
Escober, Edger	edgar.escobart	103@gmail.com 240	33168074		Platinu	rm 08 Female Competitive				
Garcia, Jordi	jordi.garcia@go	otsport.com 904	\$7467776				Puent mater is en	netv		



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

Club Management Teams - Registration		New Roster	×					
MAMBARD / Peaner Builder		Position						
Roster Builder Find an Event Q. Add Roster Season O		Assistant 1	~	Testing	g League (08/01/2020)		•	
Player Last Name	• a	Add Coach						
Boarth TAdd Filter (1)			_					
Testing League Blart Dete: 05/01/2020 Colonar tax Beasonal Year: 2021		Payers (201) Geaches (13) Mar	Registered Teams/Rosters					
Name	Email	Phone Requirements	AAA Stars UH Male Adult					
ACCOUNT, TEST	testaccount@gotsport.com		Coach/Manager Name		Dimen			
Buchanan, Dave	dave@gotsport.com	2037527324	A 2. Miler, Robert	Coach	Primary	*		
Dama dama	berry@gotsoccer.com	9047464447	Player Name	Jarsey	Position Statu	•		
			✓ 2. Brave, Johnny		P			
Escober, Edger	edgar@gotsport.com		 3. Casaman, Noah 4. Finnigan, Seamus 		P	*		
Eacobar, Edgar	edgir.escobar103@gmail.com	2403108074	S. Lawence, Johnny 6. Longbottom, Neville		P P	:		
Excelut, Edgar	edgar.escobar103@gmail.com	2403106074	Platinum 08					
Garcia, Jord	jordi.garcia@gotsport.com	9047467778		Event meter is emote				

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

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

MAMBA PC / Roster Builder							
				Testin	1		
HOSTEF Builder Find an Event Q. Add Roster Season O				resure	a reading loans (states)		
Player Last Name	v la	·					
Beench T Add Filter (1)							
Testing League Start Date: 08/01/2020 Crawdor New Beasonal Year: 20/21		Players (208) Coaches (138) Managers (8)	Registered Teams/Rosters				
Name	Email	Phone Requirements	AAA Stars UH Main Adut				
ACCOUNT, TEST	testaccount@gotsport.com		Cosch/Manager Name				
-			A 1. Escobar, Edgar	Coach	Primary	*	
Buchanan, Dave	dave@gotsport.com	2007527324	2. Miler, Robert 3. Buchanan, Dave	Coach	Primary Assistant 1	*	_
Burra Barra	barry@gotsoccer.com	9047464447	Player Name	James	Position	Status	_
			A 1. Aguilar, Steven	0		P	*
	edgar@gotsport.com		 2. Bravo, Johnny 			P 4	
Escober, Eogar			 3. Cassman, Noah 			P i	
	ednar econhart/MBmmail.com	2403168024	✓ 4. Finnigan, Seamus			P i	<u>a</u>
Escober, Edgar			 5. Lawrence, Johnny 			P 4	8
			 6. Longbottom, Neville 			P	8
Escober, Edger	edgar.escobar103@gmail.com	2403168074					
-	jordi.garcia@gotsport.com	9047467776	Platinum 08 UH Female Competitive				
Garcia, Jordi							
Adding a Club Pass Player to an Event Roster

STEP 1

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

⊙Got Sport	Dashboard					z • 🛞
Jordi Garcia Jordi gasseligateconi com +		ons Settings - Exports - Mamba FC US				
Users >	U Team	\$		57		0
N Venues	Coac	hes		12	Billing	Support
Communications	Playe	rs		310	<u>f</u> mn	Ē
Dashboard Team Registrations	Event	19		14	Calendar	Programs
Forms And Requests	Published And	Finalized Schedules				
Players	A v1	Matches Count 25	Status 10% 🖸 I	Created 09/10/2020	Matches Constraints Report	
Coaches	Avi	30	11 % C 1	07/03/2020	Matches Constraints Report	
Roster Builder						View All Schedules
	Schedules As F	Participant				Q Help
	Name		Matches Cou	int	Created	

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STEP 2

Next you will select the event from the drop-down and hit "Submit".

© GotSport	Roster Builder	s • (())
Jord Garcia	Club Management Taxes - Registration MANBA PC / Roster Bullder	
Dashboard	Roster Builder Find an Event Q. Add Roster Season ©	
Users	Select an event or roster season to continue 20/21 Fall Laggue-905 (08/01/2021)	
Association		
N Venues		
Communications		
Club Management		
Scheduling		
Programs		
Features		
Billing		
Forms		
Stores		
Referees		
		OH



Here you will now see a "Primary" and "Club Pass" Player Pool.

NOTE: For a player to show up in your CP player pool, they must be approved as Primary on an existing roster within your club in an event managed by your official registration organization. Roster rules, such as age and roster size will still apply to the addition of CP players.

Select "Club Pass" tab and you will now see your available Club Pass Players.

G	= A	Roster	Builder	,									-	• 🛞
0	lub Mar	nageme	ont	Teams -	Registration									
	MAMBA	PG / 1	Roster Bui	lder										
Ŀ	Roste	r Buil	lder P	ind an Eve	ent Q. Add Roster Season O							20/21 Fall League-905 (08/01/2021)		v Submit
L	Pla	iyer Last	Name			¥	IS		~					
Ľ	Sear	ch T	Add Filte	r (1)										Clear
	20/21 Start	Fail L	eague-9 08/01/	2021	Calendar Year				Player Hide Rostered	s (309) Coaches (8) Managers (3)	Registered Teams/Roster	5		
L	Seas	ional 1	ear: 20	1/21						Primary Club Pass	AAA Stars U14 Male Adult			
L	← Pn	evious	12345	5 6 7 Nex	t -+						Cione roster from	Event roster is empty		
	Р	s	CP		Name		Gender	Level	Group	DOB	Current Team Roster		Ƴ Sut	amit
	0	0	0	0	+ Abbott, Merri		Fermin	Adult	Ute	2005-07-12				
	0	0	0	0	+ Abshire, Nina		Female	Competitive	U12	2009-01-23	AA MT Stars UIS Female Competitive			
	0	0	0	0	+ Aguilar, Steven		Male	Travel	U14	2007-11-27	Charles and a loss	Event roster is empty		
	0	0	0	0	+ Allison, Tyler		Male	Travel	Ute	2002-11-02	Current Team Roster		 ✓ Sut 	smit
	0	0	0	0	+ Alvarado, Alleli		Ferrale	Travel	U19	2002-12-29				
	0	0	0	0	+ Alvarado, Joshua		Male	Adult	U14	2007-03-30	Open Male			
	0	0	0	0	+ Alvarez, Alondra		Ferrale	Competitive	Ute	2002-08-18	Cione meter from	Event roster is empty		D Help
											Cione roater nom		_	_

STEP 4

Once here, you will Drag and Drop the "Crosshairs" to the left of the player to the team on the right.

QG	=	Roster	Builder								z •
	Club Ma	anagem	int T	eams -	Registration						
)	MAMB	AFC /	Roster Bull	der							
1	Rost	er Bui	der F	nd an Eve	ent Q. Add Roster Season O					20/21 Fall League-905 (08/01/2021)	¥ 8
	20/3	21 Fall L	eague-9	05				Player	s (26) Coaches (8) Managers (3)	Registered Teams/Rosters	
I	Sta	rt Date: isonal Y	08/01/2 ear: 20	2021	Calendar Year			Hide Rostered:	- Apply		
									Primary Club Pass	AAA Stars Ute Make Adult	
	Р	s	CP		Name	Gender	Level	Group	DOB	Event roster is empty	
	0	0	0	0	+ Agular, Steven	-	Tiero	014	2007-11-27	Clone roster from Current Team Roster	✓ Submit
	0	0	0	0	+ Baggins, Frodo	Male	Competitive	UIS	2003-03-17		
	0	0	0		+ Barrera, Jarek	Male	Recreational	U14	2007-01-01	Chestahs	
	0	0	0	0	+ Buchanan, Stanley	Male	Recreational	U12	2009-06-08	Event roster is empty	
	0	0	0	0	+ Buchanan, Christine	Male	Travel	U12	2009-04-07	Clone roster from	
	0	0	0	0	+ Burns, Barry	1444	Recreational	Open	1972-06-29		Submit
				-						Firecrackers	



A pop-up window will appear that gives you the option to **add the position and jersey number**. Once complete Select "Add Player".

QG	=	Roste	r Builde	r									•	0
~	Club	lanagen	ient	Teams ~	Registration					_				
					Contraction of the		New Roster			×				
			Ploster D	under			Position							
	Ros	ster Bu	ilder	Find an Ev	ant Q Add Roster Season O		Select One			×	20/21 Fail League-905 (08/01/2021)		▼ S	ubmit
	21	1/21 Fall	League-	905			Jersey			d Town (Darland				
	5	art Date	: 08/01	/2021	Calendar Year					id leams/Nosters				
							Status			5				
							CP			v Adult				
9	2	• S	CP		Name	Gender		-		and them	Event roster is empty			
8		0 0	0		+ Aguilar, Steven	Male	Add Player			eam Roster		~	Submit	
		0	0		+ Baggins, Frodo	Male	_	_						
		0	0		+ Barrera, Jarek	Nate	Recreational	UI4	2007-01-01	Cheetahs				
		0 0	0		+ Buchanan, Stanley		Recreational	UIZ	2009-08-08		Event roster is empty			
	1	0	0		+ Buchanan, Christine	Mate	Travel	UI2	2009-04-07	Clone roster from Current Team Roster		~	Submit	
	1	0 0	0		+ Burns, Barry	Mate	Recreational	Open	1972-06-29			_		
	1	0	0		+ Cairissian, Lando		Recreational	UI7	2004-05-04	Firecrackers U14 Female Recreational				
	-	0 0	0		+ Cameron, William	Main	Competitive	UIS	2006-01-01		Event roster is empty			
	-	0	0		+ Cassman, Matt		Recreational	013	2008-08-10	Current Team Roster			Bubmit	
		0	0		+ Delacour, Fleur	Ferrets	Recreational	U17	2004-05-01					
													D	Help

STEP 6

You will now see that player on the team with "CP" as their status.

Side Note: If the player is already rostered on another team in this event and is "approved" they will automatically appear as approved for this team as a "CP" player. this can be verified by the green check next to their name.

=	Roste	r Builde											s o	
Club Ma	anagen	inert	Teams -	Registration										
MAME	AFC /	Roster Bu	lider											
Rost	er Bu	ilder	Find an Ev	ent Q. Add Roster Season O						20/21 Fall League-	905 (08/01/2021)		~	
20/2 Star	21 Fall rt Date	League-6	/2021	Calendar Year			Player	s (26) Coaches (6) Managers (3)	Registered Teams/Rosters					
Sea	isonal '	Year: 2	0/21				Hide Rostered:	Primary Club Pass	AAA Stars					
р	s	CP		Name	Gender	Level	Group	DOB	Player Name	Jersey	Position	Status		
0	0	1	0	+ Aguilar, Steven	Mate	Travel	UIA	2007-11-27	✓ 1. Aguilar, Steven	-	-	CP		
0	0	0		+ Baggins, Frodo	Main	Competitive	Ute	2003-03-17	Cheetahs				_	
0	0	0	0	+ Barrera, Jarek	Main	Recreational	UI4	2007-01-01	U14 Female Recreational					
0	0	0	0	+ Buchanan, Stanley	Mate	Recreational	U12	2009-06-08	Clone roster from	Event roster	is empty			
0	0	0		+ Buchanan, Christine	Male	Travel	U12	2009-04-07	Current Team Roster			~	Submit	
0	0	0	0	+ Burns, Barry	Main	Recreational	Open	1972-06-29	Firecrackers					
0	0	0	0	+ Calrissian, Lando	Male	Recreational	U17	2004-05-04	U14 Female Recreational					
0	0	0	0	+ Cameron, William	Male	Competitive	UIE	2006-01-01	Clone roster from	Event roster	is empty			
0	0	0	0	+ Cassman, Matt		Recreational	UIS	2008-08-10	Current Team Ploster			~	Submit	
0	0	0		+ Delacour, Fleur	Female	Recreational	017	2004-05-01					-	



Generating & Approving Official Roster Documents

STEP 1

Note: As a Governing Body you can give the option for your Clubs to approve their Event Rosters set against your Roster Rules.

To do this, you will go to the **Scheduling** tab, **Events**, and click into the specific Event you want to enable this setting for

CotSport	Events							z o 🌸
	7102 / Events							
Mike Nieto mike nieto@gotsport.com +	Name	Competit	ion	v	Start Date		End Date	
🙆 Dashboard 🔶	Search							
🕈 Users 💙								
& Association	Events (1)							New Event
# Venues >								
Communications	Name	Competition	Schedules	Start Date	End Date	Team Registrations	Club Registrations	
Club Management	Neptune Beach Cup 2020	Neptune Beach Cup	'	September 04, 2020	September 06, 2020	3	0	Clone
🛙 Scheduling 🗸 🗸	T							
Competitions								
Events								
Clubs								
Schedules								
Group Play Templates								
Playoff Templates								
								Ø Help

STEP 2

After going to the specific Event, you will go to the "Access & Options" tab at the top of the Event page and under the **Associated Club Roster Permissions table** enable "Automatically approve compliant roster changes".

Be sure to scroll to the bottom of the page and click Save to enable your changes

©GotSport	Neptune Beach Cup 2020	a 😳 o 🌸
	Event Scheduling Scoring Current Schedule Stores Ticketing Fields	
Mike Nieto	Event Info Application Fees And Payments Appearance Features Team Registrations Club Registrations Access & Options Schedule Templates	
mke.netoligotsport.com +	Competitions / Neptune Beach Cup / Neptune Beach Cup 2020	
≝ Users >	Club/Team Self Scheduling	
d. Association	Allow associated Clubs to schedule their home games	
# Venues >	Alow self scheduling to change day	
Club Management	Allow associated Teems/Clubs to schedule their games on your fields	
Scheduling		
Competitions	Associated Club Roster Permissions	
Clubs	Build and modify event roster Automatically approve compliant roster changes	
Schedules Group Play Templates	Print ID cards Print roster document	
Playoff Templates	Kew Virtual ID Cards Hide ability for club to remove approved players	
	Have clubs change team comp level during direct registration G Show match cards for users	О Неір
	Only include approved roster members in match cards	



Once this has been enabled, your Clubs will be able to have their roster additions automatically approved. The Clubs will also be able to run a check against any previous additions that were already on their Event Roster before allowing the automatic approvals. Under their Roster Builder section for the specific Event, they will click the green checkmark noted below to have the check go through against your Roster Rules.

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© GotSport	Roster Builder	# ¥ 2 • 😁
	Club Management Teams + Registration Match Minutes	
Mike Nieto	FORCE SOCCER CLUB / Roster Builder	Neptune Beach Cup 2020 (03/12/2021) v Submit
	Roster Builder Find an Event Q. Add Roster Season O	
Dashboard >	Player Last Name V Is V	
🗑 Users 🔰 🗲		
# Venues >	Search T Add Filter (1)	Citer
Communications	Neptune Beach Cup 2020 Players (254) Coaches (13) Managers (8) Start Date: 03/12/2021 Coaches (13) Managers (8)	Registered Teams/Rosters
El Club Management 🗸	Seasonal Year: 20/21 Hide Rostered: - Apply	
Scheduling >		
Programs	← Previous 7 2 3 4 5 6 Next →	Coach/Manager Name
* Features >	P S CP Name Gender Level Group DOB	✓ 1. Miller, Robert Coach Primary 🗙 …
🖶 Billing 🔶	0 0 0 - + Arikunding, Dominque Faults Recreational UTT 2010-01-02	Player Name Jersey Position Status
🗅 Forms 🔷	0 0 0 - + Armstrong, Leeann Fernale Recreational Use 2007-04-06	✓ 1. Cole, Zack 2 P 🔒
🚔 Stores 💙		✓ 2. Cormier, Isaac 4 P 🔒
	0 0 0 - + Arrubia, Vance Recreational Use 2011-01-12	V 3. Durgan, Angelo 5 P 🖨
< Referees >	0 0 0 🗇 🕂 Barrows, Juan 🖬 Recreational 🛄 2004-01-21	✓ 4. Fery, Mack 6 P 🔒
🛗 Calendar 🔷 🗲		V 5. Hansen, Aldo 7 - P A
	0 0 0 - + Bartoletti, Geraidine Fense Recreational Uts 2007-09-09	V 0. noves, zachanan 8 P 4 ····
	0 0 0 - + Barton, Andres Mars Recreational Uts 2010-06-23	A Paupix Notert 10 P P P
		V 9. Rutherford, Gene 11 - P O Help
	0 0 0 - + Batz, Ross Min Recreational Un 2010-07-25	at 10 Cohimmed Barrard 10 D A

If you are electing to review and approve your own Rosters, please follow the next steps: <u>APPROVE</u> <u>YOUR OWN ROSTER</u>







Click into a Team Registration

©Got\$port	=	Neptune	Beach C	up 2020							2 😳	۲
Robert Miller	Nep Displ	otune Be	each Cup team registra	2020								
🗑 Users 🔶	0	Name		Club Name	Competition	Event	Seasonal Year	Created	Event Age	Gender	Accepted / Active	Approv
Association Associations Clubs		8	Bronze 08 Team: Bronze 08	Mamba FC	Neptune Beach Cup Neptune Beach Soccer Association Report To Association	Neptune Beach Cup 2020	20/21	07/27/2020 8:07pm EDT	U13	Female	×	0
reams Players Coaches Managers	•	۲	Thunder 2007 Team: Thunder 2007	Force Soccer Club	Neptune Beach Cup Neptune Beach Soccer Association Report To	Neptune Beach Cup 2020	20/21	07/27/2020 9:24am EDT	U14	Male	~	0

STEP 3A

Click the "checkbox" next to each player and click "Approve Roster".

©GotSport	Thunder 2007		2 💿 🌘
Robert Miller robert.miller@gotsport.com ~	Thunder 2007 Force Soccer Club Thunder 2007 Utd_Male Competitive	Coaches And Managers Name Email/UserID Phone number Require No Coaches No Coaches No Coaches No Coaches	Jirements
Dashboard >	Documents and IDs	Players (13)	
誉 Users >	10 Cards	Bulk Actions (13) Approve Roster Approve Photos	
Association V	Roster PDF	Image: Name Photo ID Number Gender DOB BC Image: Object State Image: Object State Image: Object State Image: Object State Ob	2 P

STEP 3B

In the pop-up menu, click "Approve Roster" again to confirm.

Note: It is imperative for Billing to create Member Registrations when approving the rosters. Be sure to mark Yes and to select the appropriate "Bill To" Mode and Send Registrations To based off of your Billing settings

Association / Events / Nepti.	Seasonal Year	20/21	
	Team Registration	Thunder 2007	
Thunder 20		Force Soccer Club Thunder 2007	
Force Soccer Clu	Also create	Yes	
2007 U14 Male	member registrations?	O No	
	Bill To Mode		~
Documents and IDs			
Training	Send Registrations To		*
D Cards		Approve Roster	7
F13CC			/



Once approved, you can download the Roster PDF or ID Cards for the specific team under the Documents and IDs section

Q GotSport	Thunder 2007					≥ ³⁷ 🛞
Robert Miller	Thunder 2007 Fore Soccer Club Thunder 2007 Util Male Compatitive	Coaches And Managers Name Email/Userl	D Phone No Coac	e number ches	Requiremen	ts
Dashboard	Documents and IDs	Players (13)				
 Sers > Association 	ID Cards	Bulk Actions (13) Approve Roster A	pprove Photos Photo ID Number	Gender DOB	BC Jersey	Status
Associations	Roster PDF	Cole, Zack	✓ 38797	Male 03/17/2007	2	P
Clubs		Cole, Terence	✓ 38802	Male 01/25/2007	7 <mark>×</mark> 3	P
Teams		Cormier, Isaac	✓ 38801	Male 03/22/2007	× 4	Р
Players		Durgan, Angelo	✓ 38803	Male 02/12/2007	7 🗙 5	Р
Managers		Ferry, Mack	✓ 38798	Male 05/20/2007	7 <mark>×</mark> 6	P
Registrations		🗹 📕 Hansen, Aldo	✓ 38800	Male 07/09/2007	× 7	P (?) Help

Viewing Official Team Documents:

Club View

Note: 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.

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©GotSport		z 🚥 💠 🛞
	← Previous 1 2 3 4 5 6 7 Next →	MS Stars U15 Female Competitive E Roster, F3 ID
Pares Purea	P S CP Name Gender Level Group DOB	
barry@gotsoccer.com -	0 0 0 🗋 🕂 Abbott, Merri 🛛 Female Adult 🛛 🗤 2005-07-12	Coach/Manager Name
🛪 Venues 💦 🗲	0 0 0 🗌 🕂 Abshire, Nina 🛛 Female Travel 🛛 U12 2009-01-23	1. Durns, barry Coaun Primary
Communications >		Player Name Jersey Position Status
	0 0 0 🗋 🕂 Aguilar, Steven Male Travel U14 2007-11-27	✓ 1. Carter, Got S 🖴
🖺 Club Management 🗸 🗸		🖌 2. Elliott, Arianna 10 P 🖨
Dashboard		✓ 3. Garza, Jasmine P
Team Registrations	0 0 0 🗋 🕂 Alvarado, Alleli Female Travel U19 2002-12-29	✓ 4. Gomez, Ruby P
		🗸 5. Gonzalez, Mia P 🖨
Forms And Requests	0 0 0 🗋 🕂 Aivarado, Joshua Male Adult 014 2007-03-30	✓ 6. Hall, Deb P 🔒
Teams	0 0 0 + Alvarez, Alondra Female Competitive U19 2002-08-18	✓ 7. Hiney, Shelby P
Players		🗸 8. Ibarra, Andrea P 🔒
	0 0 0 🗍 🕂 Amezquita, Catherine Female Competitive U19 2002-09-14	🗸 9. Labrador, Veronica P 🔒
managers		✓ 10. Lara, Kimberly P
Coaches	0 0 0 🗍 🕂 Antuna, Leslie Female Competitive U19 2002-08-12	
Roster Builder	ba(c/players	⑦ Help

STEP 1A

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

©GotSport	Dashboard			z 🚥 🔹 🛞
Barry Burns barry@gotsoccer.com *	Dashboard Affiliations Settings - Exports - Image: Market of the setting			
⊀ Venues Xenues Communications Xenue Xenue	Teams	54	Billing	Q
Dashbourd Team Registrations Forms And Requests	Players	308		Ē
Teams Players Managers	O Events	14	Calendar	Programs
Coaches	Published And Finalized Schedules	Status Created		⑦ Неір



Click into your registered team.

ିତ୍ର GotSport	≡ Teams						N (136)	• 🛞
	Club Management Teams -	Registration						
Barry Burns	MAMBAFC / Teams							
barrywgotsoccer.com ¥	Search		Age Group			Gender		
Dashboard >	ms		Min	~	Max	✓ Ali		~
🗑 Users 💙	Level	Event				_		
🛪 Venues 💙	Select One	✓ Select C	ne	~	Search			
♀ Communications >	Clear Search							
😂 Club Management 🗸 🗸								
Dashboard	Teams						(• New Team
Team Registrations								
Forms And Requests	Name				Level	Current Age	Gender	
Teams	MS Stars				Competitive	U15	Female	<u> </u>
Discourse								

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STEP 2

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

📽 Team 📧 Rosters 🗐 Team Re	egistrations I Messages		
MS Stars U15 Fe	Competitive		
	00 - 12/31/00		
Name	Short Name	Legacy ID	Colors

MS Stars								×
🐮 Team	Rosters	Team Registrations	Messages					
Event								
✓ Current Te 2020-202° ASA 2019/ Colin Test Mamba FC	am Roster 1 MSA Registratio 2020 League Fall 2020 Rosters	on Event	d IDs					
Add Playe	r							
Name				ld Number	Jersey	Gender	DOB	Status
2	Carter, Got			~		Female	2006-01-01	Ρ



Click the "Documents and ID's" tab.

S Stars						
Team I Rosters	Team Registrations	Messages				
int						
2020-2021 MSA Registrat	ion Event	~	Search			
Application Information	on					
Event Group Club Name	2020-2021 MSA Registrat Mamba FC	tion Event				
Team Association	MO OTAIS					
			-			
Players Coaches	Managers Documer	nts and IDs				
Add Player Add Club Pas	s Player			Clo	one roster from Current Team Ros	ter v Submit
Name			ld Number	Jersey	Gender DOB	Status
Carter, Got					Female 2006-0	01-01 S

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STEP 4

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

iliation			
JSYS	~		
Font Size	Boster PDF	□ Virtual Cards	
9			
Font Size Small			
8			
Line Height			
0.75			
Padding Top			
25			

Viewing Official Team Documents Cont.

Team View

Note: 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.

	←	Previ	ous 1	234	5 6 7 Next →					MS Stars U15 Female Competiti	<i>i</i> e	🖹 Rost	er 🖽 I	D
W	Р	s	CP		Name	Gender	Level	Group	DOB					
Barry Burns barry@gotsoccer.com -	0	0	0		+ Abbott, Merri	Female	Adult	U16	2005-07-12	Coach/Manager Name	00	oh Prim	2021	
Venues >	0	0	0		+ Abshire, Nina	Female	Travel	U12	2009-01-23	. Durns, Darry	008		icil y	-
Communications	0	0	0		++ Aquilar Steven	Male	Travel	1114	2007-11-27	Player Name	Jersey	Position	Statu	ŝ
🗄 Club Management 🗸 🗸	0	U	U		t, Aguilai, Steven	Male	Ilavei	014	2007-11-27	 1. Carter, Got 			S	6
	0	0	0		+ Allison, Tyler	Male	Travel	U19	2002-11-02	 2. Elliott, Arianna 	10		Ρ	6
Dashboard										 3. Garza, Jasmine 	-		Ρ	6
Team Registrations	0	0	0		+ Alvarado, Alleli	Female	Travel	U19	2002-12-29	 4. Gomez, Ruby 			Ρ	-
From And Provents	_	0	0	_	t about the book of	-	A -l. ik	-	0007.00.00	 5. Gonzalez, Mia 		-	Ρ	6
Forms And Requests	0	0	U		🕂 Alvarado, Joshua	Male	Aduit	U14	2007-03-30	🗸 6. Hall, Deb	-		Ρ	6
Teams	0	0	0		+ Alvarez, Alondra	Female	Competitive	U19	2002-08-18	 7. Hiney, Shelby 	-	-	Р	
Players								_		✓ 8. Ibarra, Andrea			Р	6
	0	0	0		+ Amezquita, Catherine	Female	Competitive	U19	2002-09-14	 9. Labrador, Veronica 	-		Ρ	f
Managers				_						✓ 10. Lara, Kimberly			Ρ	6
Coaches	0	0	0		Antuna, Leslie	Female	Competitive	U19	2002-08-12					

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STEP 1A

From your user **profile**, click the Team Management tab to view your teams

							A 2
	Barry Bu barry@gotsod	rns ccer.com					Edit
	DOB	06/29/1972	Phone		904-746-4447		
	Address	750 Third Street Neptune Beach, FL 32266 US	Mobile Pho	ne Number			
							View Full Profi
29 Dashboard (2) Ac	ccount 🖹 Report	ing Team Management		Program Registrations	s Forms		
📽 Teams	Teams						
Registrations	Name		Coa	ch	Level	Age	Gender
≓ Matches	07	B Bald Eagles	Buc	hanan, Dave	Recreational	U14	Male
	07	G Bald Eagles	Burr	ns, Barry	Recreational	U14	Female

ст	D	1	D
51		ж.	D

Select the appropriate team.

Mambacita Elite 08	Burns, Barry	Competitive	U14	Female
Mamba FC Green		Competitive	U14	Male
MS Stars	Burns, Barry	Competitive	U15	Female
MT All-Stars		Recreational	U13	Male
Predators	Anderson, David	Competitive	U14	Male
Roadrunners	Burns, Barry	Recreational	U13	Male
Test	Burns, Barry	Recreational	U18	Male
Wyoming All-Stars	Nieto, Mike	Competitive	U14	Female

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STEP 2

Click on the "Rosters" tab. Select the appropriate Team.

No Stars		
Team Rosters	Registrations I Messages	
MS Stars U15 F Birthday Range: 01/01/	emale Competitive //06 - 12/31/06	
Name	Short Name	Legacy ID Colors
MS Stars	mdall	
S Stars		
S Stars	egistrations 🔳 Messages	
왕 Stars 활 Team 도 Rosters E Team Re rent	egistrations 🔳 Messages	
IS Stars	egistrations E Messages	
AS Stars	egistrations E Messages	



Click on the "Documents and IDs" tab.

S Stars						
Team I Rosters	Team Registrations					
nt						
020-2021 MSA Registrati	on Event 🗸	Search				
pplication Informatio	n					
Event Group Club Name Team Name Team Association	2020-2021 MSA Registration Event Mamba FC MS Stars					
Players Coaches	Managers Documents and IDs					
Add Player Add Club Pass	Player			Clone roster from Curre	ent Team Roster	✓ Submit
Name		ld Number	Jersey	Gender	DOB	Status
Carter, Got				Female	2006-01-01	s

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STEP 4

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

ffiliation			
USYS	~		
Font Size	B Roster PDF	UVirtual Cards	
9			
Font Size Small			
8			
Line Height			
0.75			
Padding Top			
25			

Submitting User Requirements:

Background Checks

STEP 1

Log into your GotSport Account at https://system.gotsport.com/

STEP 2

Depending on the role you have with your club, the user requirements will consist of either Background Check, Safe Sport, Heads Up Concussion, or all three. These User requirements will be located on your account "**Dashboard**". Click the "More Info" for the respective requirement to continue.

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©GotSport					4	20	
	robert.miller@g	gotsport.com					
	DOB	02/15/1996	Phone	904-746-4446			
	Address	750 Third St Neptune Beach, FL 32266 US	Mobile Phone Number				
					View Full Profile		
& Dashboard Account	nt 📄 Reportir	ng 👹 Team Management 🚀 Prog	ram Registrations 📲 Forms		3		
D.C. United Washington, DC, U	l US			_	\mathbf{r}		
Role	Level	Affiliate	Requirements	_	<u> </u>		
coach			Background Check	Required	More Info		
			Safe Sport	Required	More Info		
			Heads Up	Required	More Info	D Hel	

STEP 3

Click "Submit New Report".

Background Check				Risk Management	
Status	/		Required	Ľ	LS .*
Report History				Enforced By	MLS Youth
ID Date Submitted	Date Completed	Updated	Status	Contact Information	
				Phone number	
				Address	420 5th Avenue New York, NY



Fill out the required information and click the certification checkbox.Be sure to verify your Social Security Number by typing it in a second time.Sign your name on the signature line and save your signature. Lastly, click the submit button on the bottom of the page to submit your report.

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GotSport			≗ ⊠ ¹³³ ¢ III
ackground Chee	ck	Risk Manage	ment
Submit New Report			USYS 551 1979
First Name	Barry		MISSISSIPPI soccer association
Middle Name			
Last Name	Burns	Type Enforced By	Background Check Mississippi Soccer Association
Affix		Contact Inform	ation
Gender	Male ~	Phone number	r
SSN	****8700 - United States of A⊨ ✓ Edit	Address	628 Lakeland East Drive, Ste. D Flowood, MS 39232 US
Confirm SSN		Reports older	than 05/15/2020 have expired
DOB	June		



Signature box works with mouse or touchscreen

Signature	
Save Reset	
T	
•	



Once the report has been submitted successfully, it will automatically bring the User back to their **Dashboard** to complete any remaining requirements

	Mike Nie mike.nieto@gr	to otsport.com			Edit	
	DOB	07/31/1995	Phone	904-312-2354		
	Address	14566 Marshview Dr Jacksonville, FL 32250 US	Mobile Phone Number	904-312-2354		
					View Full Profile	
A Dashboard	ccount 📄 Reporti	ing 😁 Team Management ≓ Te	eam Scheduling 🛛 🖪 Program Registrat	tions Forms	1	
		The report wa	s successfully submitted.			
Addiso Vergennes	n United SC VT, US	The report wa	is successfully submitted.			

Submitting User Requirements Cont.

Intro to Safety



STEP 1

Log into your GotSport Account at https://system.gotsport.com/

STEP 2

Depending on the role you have with your club, the user requirements will consist of either Background Check, Safe Sport, Intro to Safety, Live Scan, or all four. These User requirements will be located on your account "**Dashboard**". Click the "More Info" for the respective requirement to continue.

GotSport						▲ ⊠ ^{©®} ¢
	0	Mike Nieto mike.nieto@got	sport.com		Edit	
		DOB 0 Address 1 J	17/31/1995 4566 Marshview Dr lacksonville Beach, FL 32250 JS	Phone Mobile Phone Number		
					View Full Profile	
	29 Dashboard	Account Reporting	g · · · · · · · · · · · · · · · · · · ·	Team Scheduling A Program Registrations	Forms	
	22 Dashboard	Account I Reporting	g · 曾 Team Management	Team Scheduling 🛛 🕅 Program Registrations	Forms	
	Pros	p Account i Peporting pector Soccer Club	a 🔮 Team Management 😅	Team Scheduling I Program Registrations	Forms	
	Pros Role	P Account ≧ Reporting pector Soccer Club	a [™] Team Management - Demo Affiliate	Team Scheduling I Program Registrations	Forms	
	Prose Role coach	Paccount Peporting	a Team Management - Demo Affiliate USYS	Requirements Intro to Safety	Required More Info	
	Role coach	µ Account Pector Soccer Club Level	a Team Management - Demo Affiliate USYS	Requirements Intro to Safety Safe Sport	Required More Info Required More Info	
	Role coach	Pector Soccer Club	a Team Management - Demo Affiliate USYS	Requirements Intro to Safety Safe Sport Live Scan	Required More Info Required More Info Required More Info	
	Role coach	µ Account Pector Soccer Club Level	a Team Management - Demo Affiliate USYS	Requirements Intro to Safety Safe Sport Live Scan reaco Background Check reaco	Required More Info Required More Info Required More Info Required More Info	

STEP 3

Click Submit New Report to complete the course. Note: On the following screen it will prompt you to confirm your profile contact information and then upload the completed course certificate

Intro to Safety Risk Status Required	Management	
Status Required		
Submit New Report	CIL	
	ALC: NOT THE OWNER	
Report History Enfo	rced California North Yo Association	outh Soccer
ID Date Submitted Date Completed Updated Status Cont	act Information	
Phor	e 925-426-5437 per	
Addr	ess 1040 Serpentine L Suite 206 Pleasanton, CA 94 US	ane 566
Rep	orts older than 07/01/2020 h	ave expired

Submitting User Requirements Cont.



Q GotSport		≛ ≊ ^{co} o ⊞	
Phone			
Address	14566 Marshview Dr		
Address (Continued)			
Country	United States 🗸		
State/Province	Florida 🖌		
City	Jacksonville Beach		
Postal Code	32250		
*Please upload a copy of yo	our certificate here		
	7		
Submit			

STEP 4

Once the report has been submitted successfully, it will automatically bring the User back to their Dashboard to complete any remaining requirements

	Mike Ni	eto			Edit	
	mike.nieto@	gotsport.com				
	DOB	07/31/1995	Phone			
	Address	14566 Marshview Dr Jacksonville Beach, FL 32250 US	Mobile Phone Number			
					View Full Profile	
				E Corme		
A Dashboard	Account 📄 Repo	rting · Team Management	eam Scheduling 🦏 Program Hegistrations	Forms		
& Dashboard	Account 📄 Repo	rting	as successfully submitted.	Points		
Dashboard Dashboard Dashboard	Account Repo	rting · · · · · · · · · · · · · · · · · · ·	am Scheduing Ar Program Hegistrations	PUIIS		
Prosp Role	Account I Repo	uting Team Management == T The report we ub - Demo Affiliate	earn Scheduing Ar Program Hegistrations as successfully submitted. Requirements	runs		
A Dashboard Prosp Us Bole coach	Account Repo	tring Team Management = T The report was ub - Demo Affiliate USYS	A Program Hegistrations as successfully submitted. Requirements Intro to Safety	Required	More Info	
Role	Account Repo	ub - Demo Affiliate USYS	Requirements Intro to Safety Press Safe Sport	Required Required	More Info More Info	
Role coach	Account (2) Repo	tring Team Management = T The report was ub - Demo Affiliate USYS	A Program Registrations as successfully submitted. Requirements Intro to Safety Safe Sport Live Scan Secon	Required Required Required Required	More Info More Info More Info	
Rele	Account (2) Repo	Affiliate USYS	Requirements Intro to Safety Treate Safe Sport Live Scan Treate Background Check Treates	Required Required Required Required Required	More Info More Info More Info More Info	

Safe Sport

STEP 1

Log into your GotSport Account at https://system.gotsport.com/

STEP 2

Depending on the role you have with your club, the user requirements will consist of either Background Check, Safe Sport, Heads Up Concussion, or all three. These User requirements will be located on your account "**Dashboard**". Click the "More Info" for the respective requirement to continue.

े Got Sport						٠	8	
	Matt Slac matt.slack@go	k tsoccer.com			Edit			
	DOB	09/29/1992	Phone					
	Address	132 Atlantic Blvd Jacksonville, 32225 US	Mobile Phone Number					
					View Full Profile			
Dashboard Acce	ount 📄 Reportin	g 🔮 Team Management 🖪	Program Registrations					
Force So Blaine, MN, U	ccer Club	-		_				
Role	Level	Affiliate	Requirements	-				
coach	Select		Safe Sport	Required	More Info			
			Heads Up	Required	More Info			
			Background Check	Required	More Info			
						0	Help	



Copy the access code and click "Start Course".

QGotSport

Status	Required	
Access Code YC3E-6P5G-YYIL-CS2M	Start Course	
you have already completed the course or recently completed a refresher, click th ompleted record matching your name and email address.	e Check Records button to lookup a	
Check Records	Enforced By	State Association
	Contact Informa	tion
	Phone number	9047464446
	Address	750 Third St. Neptune Beach, FL 32266 US



Paste the access code in to the "Access Code" and hit "Save"

= MENU	5	SIGN IN 💭
🛔 Register		1 of 2
First Name	Add Membership	
Lasi Name	Select an Organization* U.S. Soccer ×	
Email	Access Code* YC3E-6P5G-YYIL-CS2M	
Password*		
Confirm par	Not in the list? Go to the <u>contact form</u> and submit a request to add your organization.	
	Cancel Save Cancel Con	linue



Note: If you have previously completed Safe Sport, you can click the Check Records button below to have the completed certificate matched to your account. The First Name, Last Name, and Email Address for your Safe Sport account must match for the certificate to pull over properly.

Safe Sport	Risk Management
Status	Required
Access Code: YC3E-6P5G-YYIL-CS2M	Start Course
Already completed this course?	
If you have already completed the course or recently completed a refresher, click the Check Records button completed record matching your name and email address.	o lookup a
Check Records	Enforced By State Association
	Contact Information
	Phone number 9047464446
	Address 750 Third St.
	Neptune Beach, FL 3226
	US
	Reports older than 07/31/2019 have expired



Once the report has been submitted successfully, it will automatically bring the User back to their **Dashboard** to complete any remaining requirements

©Got\$port					4 8	200	• ==
	Mike Nieto mike.nieto@got) sport.com			Edit		
	DOB	07/31/1995	Phone	904-312-2354			
	Address	14566 Marshview Dr Jacksonville, FL 32250 US	Mobile Phone Number	904-312-2354			
					View Full Profile		
a Dashboard Acc	ount 🖹 Reporting	g 嶜 Team Management	Team Scheduling	Forms	1		
		The repo	rt was successfully submitted.				
Addison Vergennes, VI	United SC						
Role	Level	Affiliate	Requirements				
coach		USYS	Heads Up	Required	More Info	Dr	Help

Submitting User Requirements Cont.

Live Scan

Log into your GotSport Account at <u>https://system.gotsport.com/</u>

STEP 2

STEP 1

Depending on the role you have with your club, the user requirements will consist of either Background Check, Safe Sport, Heads Up Concussion, Live Scan or all four. These User requirements will be located on your account "**Dashboard**". Click the "More Info" for the respective requirement to continue.

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www.gotsport.com

	Steve Mart	in no.com			
	DOB	03/12/1989 US	Phone Mobile Phone N	umber	
					View
AB Dashboard	Account Reporting	醬 Team Management		ram Registrations	ns
Port	terville YSL				
Role	Level	Affiliate	Requirements		
coach	Competitive	USYS	Intro to Safety	Require	d More Info
			Safe Sport	Require	d More Info
			Live Scan	Require	d More Info
			Background Check	Require	d More Info
Click "Submi	it New Report".				A
Click "Submi	it New Report".				L 1
Click "Submi Click Submi Clive Scan	it New Report".			Risk Mana	≜ i gement
Click "Submit Click "Submit Clive Scan Status Submit New Reg	it New Report".		Requi	Risk Mana	a a gement
Click "Submit CootSport Live Scan Status Submit Now Rep Report History	it New Report".		Regul	Risk Mana Enforced	gement California North Youth Sc Association
Click "Submit CoGotSport Live Scan Status Submit New Rep Report History D Date Submit	it New Report".	e Completed	Requil Updated Status	ed Risk Mana	gement California North Youth So Casociation
Click "Submit CocotSport Live Scan Status Submit New Rep Report History ID Date Submit	it New Report".	e Completed	Updated Status	ed Enforced By Contact Info Phone number	gement California North Youth Sc Association synation 925-426-5437
Click "Submit CootSport Live Scan Status Submit New Rep Report History D Date Submit	it New Report".	e Completed	Requi Updated Status	red Risk Mana Enforced By Contact Info Phone number Address	California North Youth So California North Youth So Casociation symation 925-426-5437 1040 Serpentine Lane Suite 206 Pleasanton, CA 94566 US



Fill out the required information and sign your name on the signature line and save your signature. Lastly, click the submit button on the bottom of the page to submit your report.

Q GotSport					▲ ⊠ !!!
Live Scan				Risk Manag	ement
Submit New Report					
First Name	Steve				
Middle Name				Tupe	Live Scan
Last Name	Martin			Enforced By	California North Youth Soccer Association
Affix				Contact Info	mation
Gender	Male	¢		Phone number	925-426-5437
DOB	March	\$		Address	1040 Serpentine Lane Suite 206 Pleasanton, CA 94566
	12	÷			US
				Reports old	er than have expired
Birthdate Confirmation	March	¢			
	12	¢			
	1989	\$			
Contact Email	coachsteve@demo.com				
Phone	1234567				

Please sign below, upon submission, you will be redirected back to your profile where you may download LiveScan form and take to appropriate LiveScan facility.

LiveScan submission will be marked as approved when Californiat North receives results.

Signature				
Save Beset	<u> </u>	R		_



Once the report has been submitted successfully, it will automatically bring the User back to their **Dashboard. Click the "Live Scan" button highlighted in green.**

Edit
v Full Profile





Your "Live Scan Form" Will now Generate. Fill in the required information accordingly.

QGotSport

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Registrar Manual

Getting New Members Started

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Address

Phone

1529 Third St. S., Jacksonville Beach, FL 32250 +1 (904)-746-4446

For all Inquiries

Contact your State Administrator or login to your account to access chat with GotSport Representative