



GotSport

# Recreational Registrar Manual

Affiliated GotSport Users



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# Direct Register Process

Follow this guide on how to direct register players.

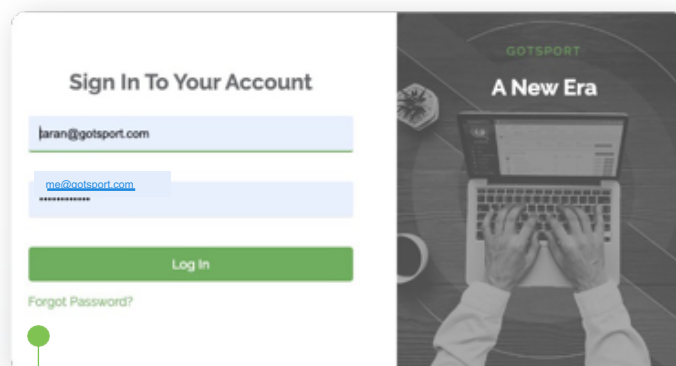
## STEP ONE

### Login to GotSport

Go to [system.gotsport.com](http://system.gotsport.com) and enter your e-mail and password if you know your login.

Note: If you do not get a reset email, please check your spam/junk folder. Also, in rare cases it could take up to 30 minutes to receive the reset email.

First Time? If this is your first-time logging into GotSport, please reach out to your club to find out which administrator can add your account into the system and/or confirm your UserID/Email. Once you have your UserID/Email click on "Forgot Password".



**Note:** If you do not know your login, click Forgot Password, type in your e-mail address and you will receive an e-mail to reset your password if you have an account.

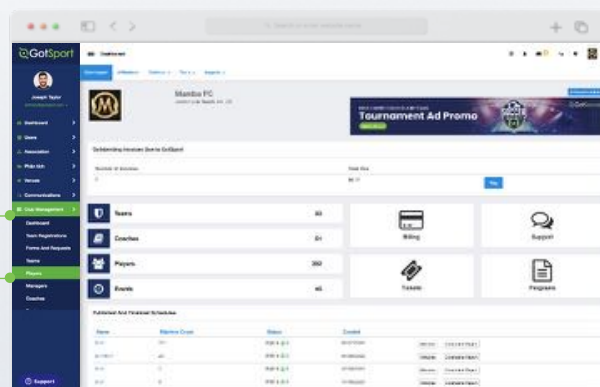
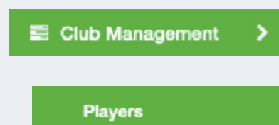
## STEP TWO

### Archive Players

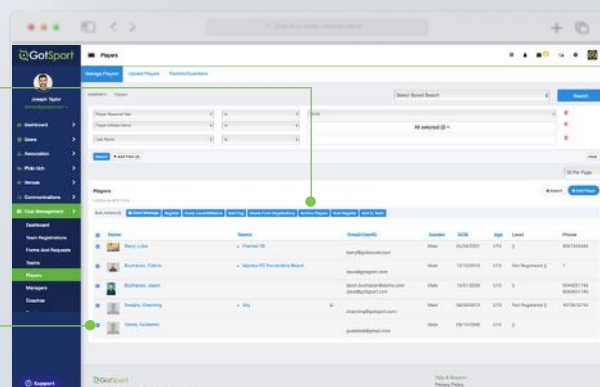
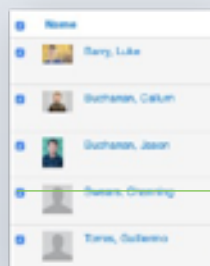
1. From the club/organization dashboard, click on Club Management > Players

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

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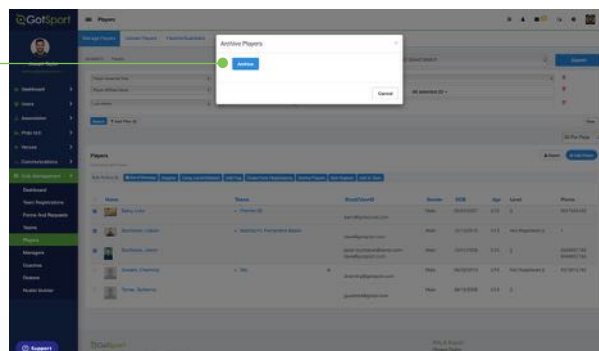
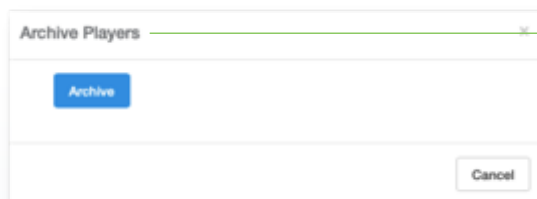
Archive Players



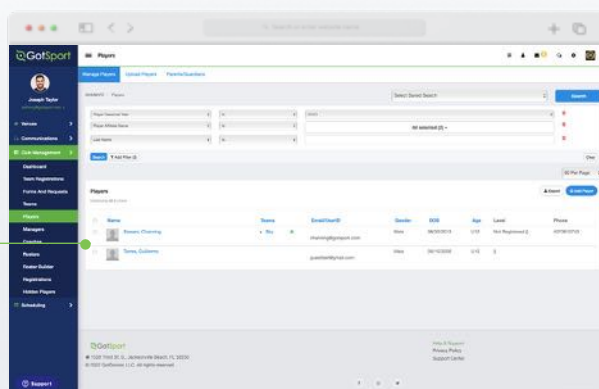
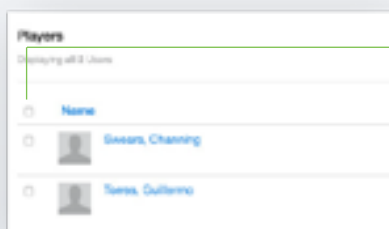
# Archive Players



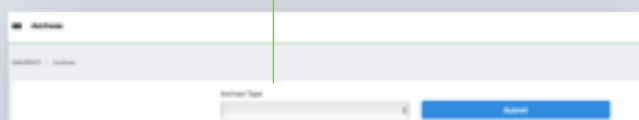
3. Click the blue "Archive" button in the window to confirm.



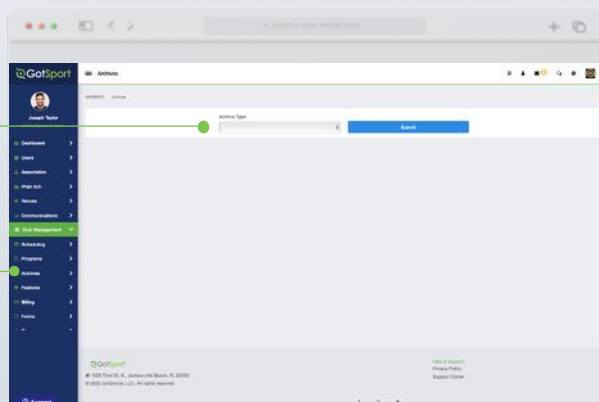
4. The selected players will not appear on the club's player list.



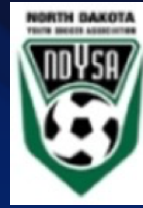
5. Though they are archived, players can still be referenced by clicking on the "Archives" module on the left side of the page.  
(continued on next page)



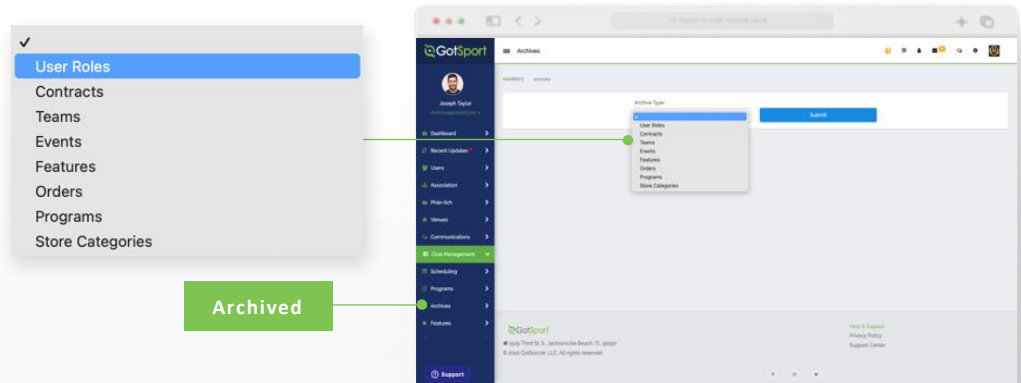
Archives



# Archive Players

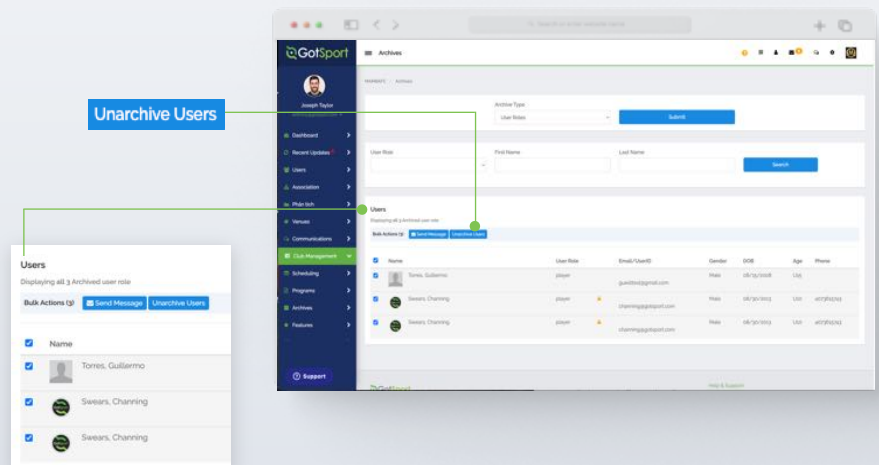


6. Select "User Roles" from the Archive Type dropdown list.



7. Here you will see a list of all archived users and when selecting the check boxes next to their names, you'll have the option to unarchive by clicking on the "Unarchive" button.

**Note:** that when you archive players, as they complete your registration for the following season, they will automatically move from archived to your player list where they will appear.



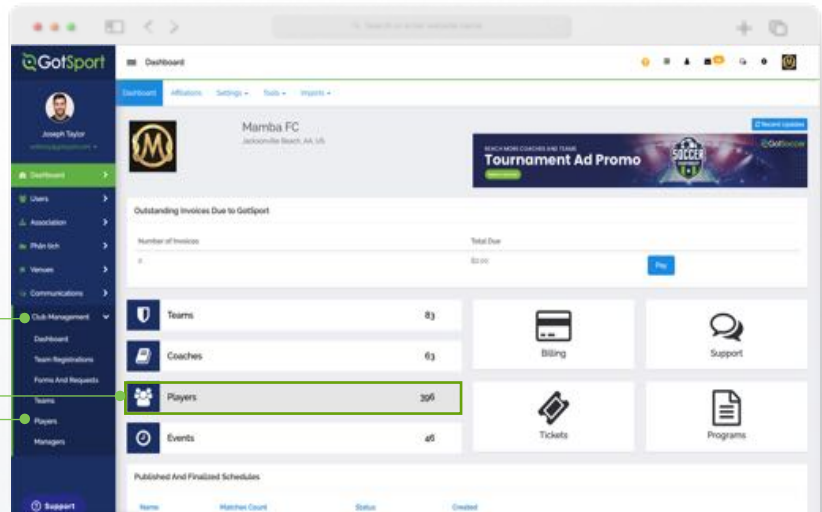
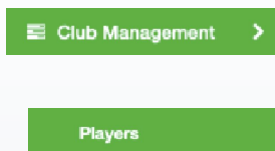


# Add/Edit a Player Photo (Optional)

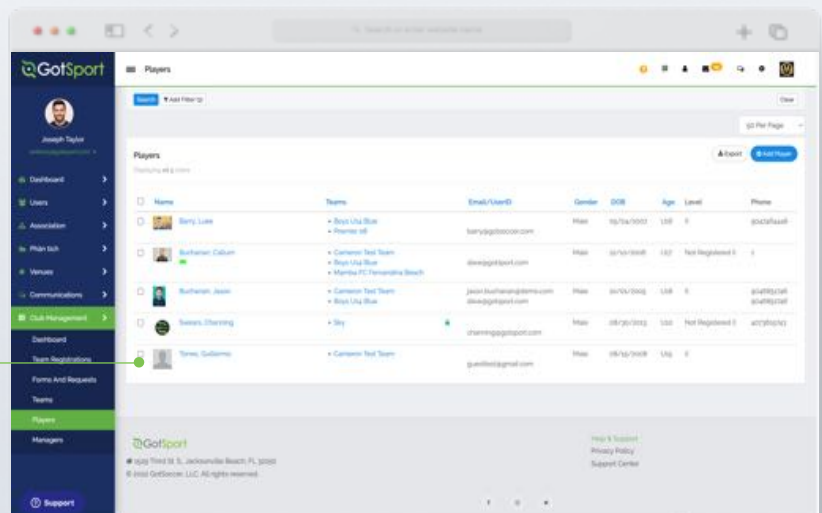
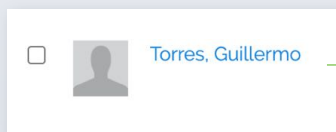


## STEP FIVE

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



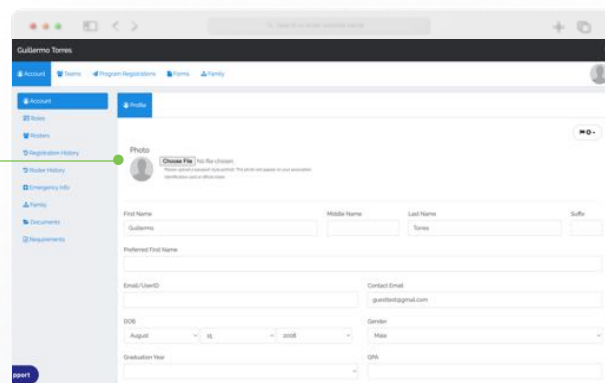
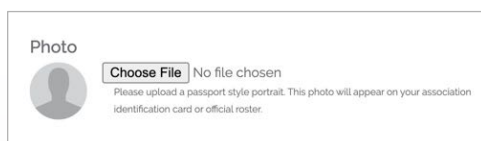
2. Click on the name of the player who you want to add/edit a photo.  
(continued on next page)



# Add/Edit a Player Photo (Optional)

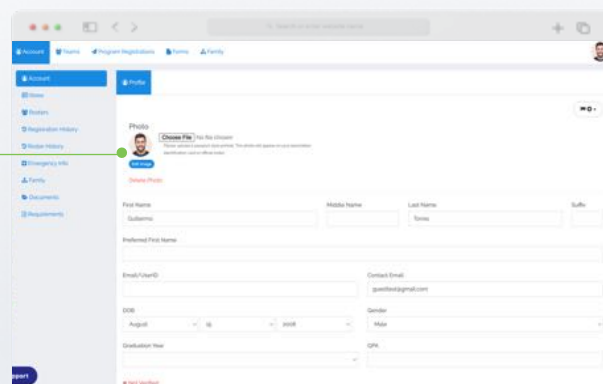
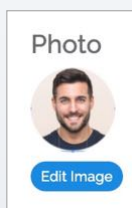


3. Click “Choose File” if you would like to add a photo or replace your current photo with a new one.

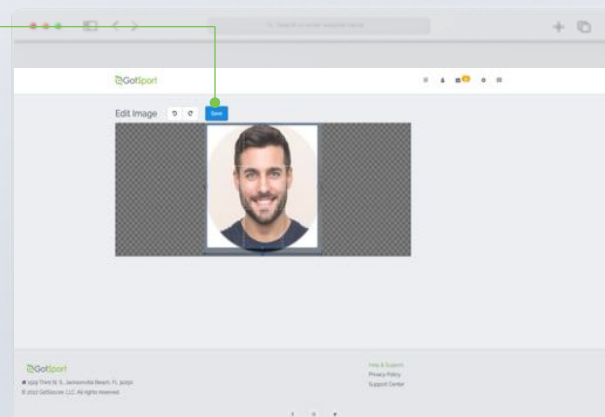


4. Once uploaded, click the “Edit Image” button to crop or rotate this image or make it look as clear as possible.

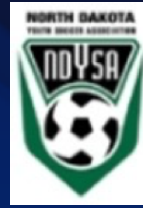
**Note:** if the Edit Image button is not available for a specific player’s photo, it is likely due to that player’s photo already being verified by your state association. If you do not see the Edit button available, you should reach out to your club’s governing body directly.



5. Once you have cropped your photo, click “Save”.

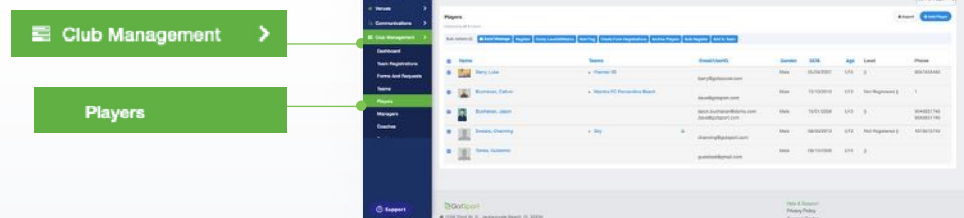


# Submit Direct Registration for Players



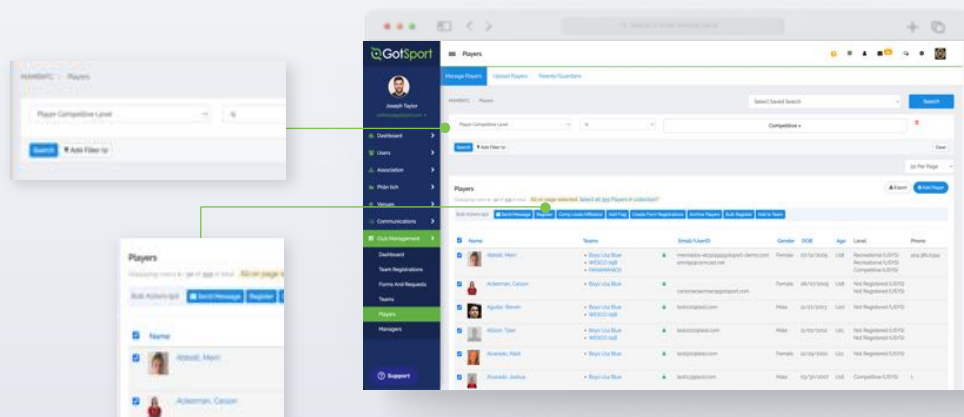
## STEP SIX

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



2. Use the filter to find the players in which you want to register. Select the checkboxes next to the players you want to submit, then click the "Register" button.

**Note:** You can select the box at the very top to Select All. Once you select all, you have the option to select all of the Users in the selection. If you only select the top checkbox, it will only pull the number of Users in the list on the current page noted by the number in parentheses next to Bulk Actions. (continued on next page)





# Submit Direct Registration for Players



3. Once you click "Register," a new box will open – select the correct seasonal year and the appropriate Competitive Level based off of who you searched for. Once complete you will click "Register" and your Member Registrations will be sent in for processing.

4. You will follow this same process for your remaining applicable Competitive Levels. You can go back through your Competitive Levels, search by the applicable level, and register those players based off of their appropriate Competitive Level.

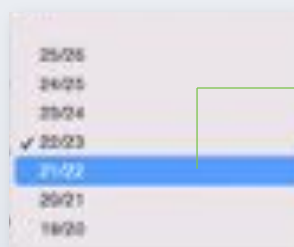


# Pay Bill for Registered Players

## STEP 7

1. Click Club Management in the left-hand menu bar and the select Registrations from the dropdown.

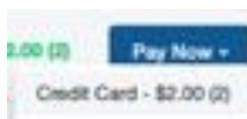
2. Choose the appropriate seasonal year and click Submit.  
(continued on next page)



# Pay Bill for Registered Players



3. Review your billing and click Pay Now, then click Credit Card.



ID	Role Type	Competitive Level	Fee	Total	Billed	Amount Billed	Invoiced	Amount Invoiced	Balance
1144	Player	Competitive	\$2.00	9	9	\$18.00	9	\$18.00	\$0.00 (0)
1145	Player	Recreational	\$1.00	2	2	\$2.00	0	\$0.00	\$2.00 (2)

Balance: \$2.00 (2) **Pay Now**  
Credit Card - \$2.00 (2)

4. Enter credit card information and click Pay.

**GotSport** Checkout

Summary Details

2042 Member Registrations Summary Checkout

**Credit Card Information**

Credit Card Number  
Card Number

Expiration Date  
MM/YY

CVV Code  
CVV

**Pay**

**CALNORTH PTP DEMO ASSOCIATION 01/22**

Member Registrations 2

**Pay Now \$2.00**

**GotSport**  
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Help & Support  
Privacy Policy  
Support Center



GotSport

# Submitting Support Ticket To State Association

From Club, to State, to GotSport

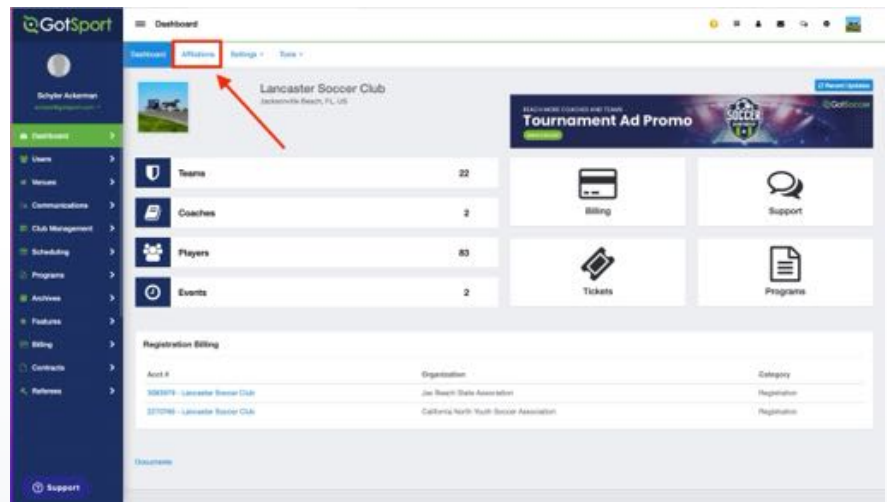




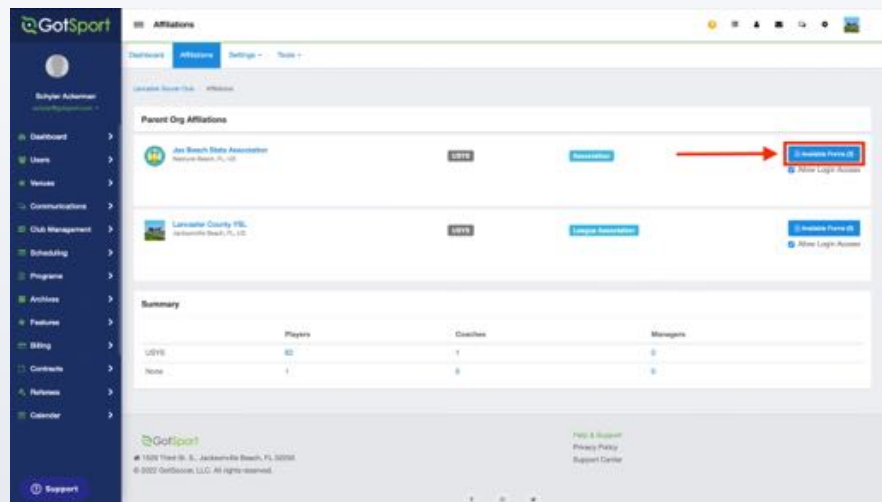
# Submitting Support Ticket



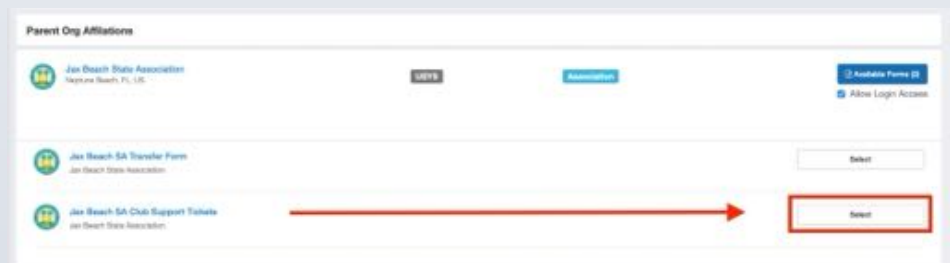
1. From the Dashboard, click Affiliations at the top of the page



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



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

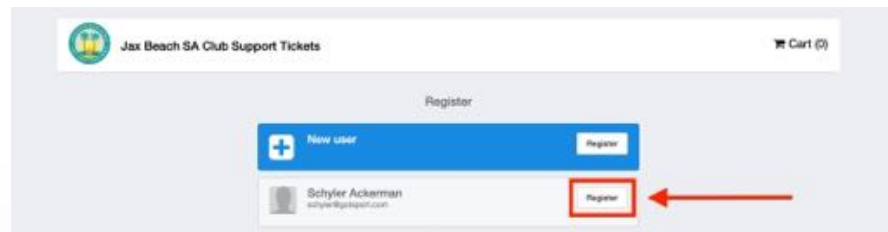




# Submitting Support Ticket



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



Click Save at the bottom of the first page.

Then choose your club from the dropdown and click Continue

# Submitting Support Ticket



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

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