



GotSport

Travel Registrar Manual

Non-Affiliated GotSport Users



REGISTRAR MANUAL



Welcome to GotSport

Hello,

We have put together a GotSport Registrar Manual to help our members smoothly transition to the GotSport system. This Registrar Manual will provide a step-by-step guide on how to get started within our system.

Please take the time to read this manual thoroughly. If a section in the guide is unclear or if you have any questions do not hesitate to reach out to us for additional support.

Thank you, GotSport

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

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



0	Logging in to User Account	Page 4
0	Creating a Birth Certificate Document Repository	<u>age 5</u>
0	Archive Previous Years' Players	<u>age 8</u>
0	Player Upload	<u>age 11</u>
0	Merge User Accounts <u>Pa</u>	age 14
0	Add/Edit a Player PhotoPa	age 17
0	Adding a Birth Certificate to a Player ProfilePa	age 19
0	Verifying Players	age 21
0	Creating Team Accounts <u>Pa</u>	age 23
0	Registering Teams to an Official Rostering Event <u>Pa</u>	age 26
0	Creating an Official Event Roster <u>Pa</u>	age 28
0	Printing Official Roster Documentation <u>Pa</u>	age 31
0	Viewing Official Team Documents <u>Pa</u>	ige 33
0	Paying Invoice for Registered Players <u>Pa</u>	ige 37
0	Submitting Support Ticket to State Association <u>Pa</u>	ge 39

Logging into your User Account



STEP ONE

Login to GotSport

Go to **system.gotsport.com** and click "Log In" in the upper-right hand side.

STEP TWO

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

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

Sign In 1	o Your Accour	nt
aran@gotsport.com		
me@aotsport.com		- 1
	Log In	- į
orgot Password?		



STEP THREE

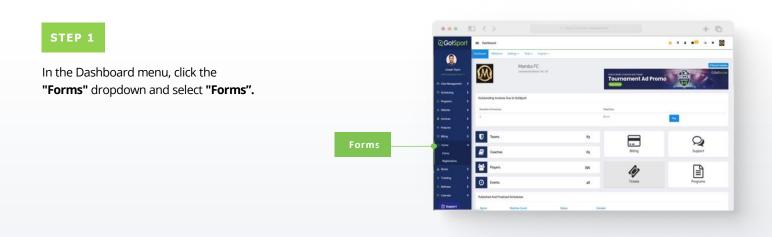
If your email is not recognized by the system, please reach out to your state administrators to find out which administrator can add you a user account.



Creating A Birth Certificate Document Repository



A document repository acts as a folder, which stores all of the signed forms for this type of document. You are able to include this into your registration process which will be a one-time upload for all players. Once a player has submitted their birth certificate, they will not be asked again.



STEP 2

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

								+ 0	5
	©GotSport	📾 Forme					<u>.</u>	a .	22
		manganet, I manage							
	Annual Taylor	Forebare	Team.			t Panding Tulemanna	Account - No.		
	di Castinued >	and another							
_	W Lines >	-							
0 here	Association 3	fam							
	- warm	-	Start (see - Entities	Type	date.	Pending/ Approvacy Total			
	to Communications 3	Bell Carbluse		Distorters Republicly	(gam	arers.		tim.	
	III Child Heapmant	tere Carthum		Distances Reporting	Com	54.72754	Acto	10 mm	
	= totalog >	Brit Cetiluae		Declarent Republicy			Artis	1000	
	E Proposes >	Bill Certhus 1117		Datament Republics			Activ	204	
	a weeks	Could Reve		Sarderi		=7379		104	
	- 22 Automa >	Eastern Date Weiver 1		Discoveri Repository			and a second	2144	
	it Failure 3	Easter Child Weiler 2		Document Reporting			Activ	e tiw	
		Same Durge Require		Nanted		10/3	here	2.044	
		Sheld of Palman	spanan malana	Marka Salara			Activ		
	(C) Suspent	Pages Reset Date of Cardial		Datament Republicly			darma -	10w	
	C Bappart	thead at Age Disconnell		Sinismeri Reportery	Creati	00073	Anthe	a Row	

Creating A Birth Certificate Document Repository

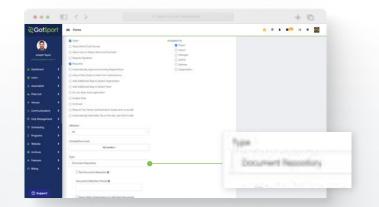


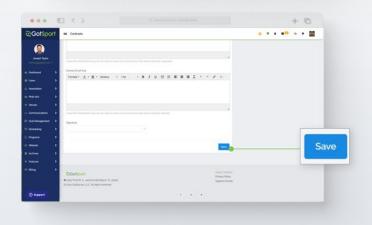
STEP 3

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

	C C C C C C C C C C C C C C C C C C C	+ 0
©GotSport	Contracts	o = 1 = 0 - 0 🗃
	Margari Lamon	
Xough Taylor	These Contract	
	here	
Darbord >		
	bergter	
	Witten Monge	
	heres A . H . Medica . 114 . B / U E E E E B J / o	
	Tadibathan Cirals Separated by Lemma	
	megengehant om sinsepplajort om jælegigstjort om denki gysterne om melagetajort om biele famigetajot om ande Namigetajot om elgengehant om densklik sig må om i jengetajot om gablygte folkere om telsar pestom bekamplet.	
	the permutation of the start of the physics on the start her back builds on the rescent hardes on the fille and the back here cau	
	e	
	megand getapets am view oppharet consistence getapets on a prevent getapetare construction of the second pre	
D Report	· · · · · · · · · · · · · · · · · · ·	

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 *(continued on next page)*



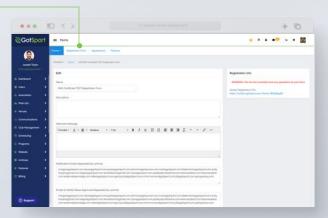
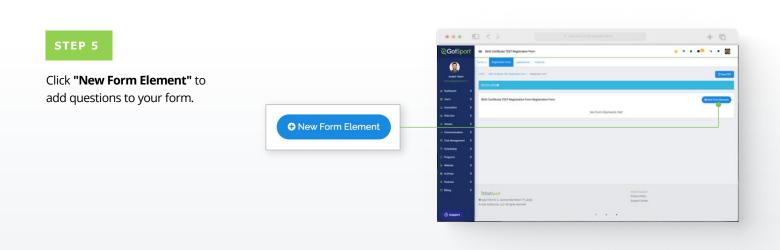


Table of Contents

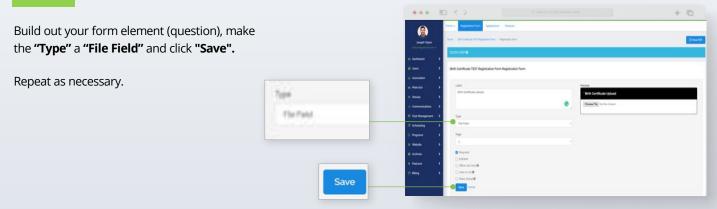
GotSport | Creating a Birth Certificate Document Repository (Post Bill) Non-Clients

Creating A Birth Certificate Document Repository





STEP 6



Archive Previous Years' Players

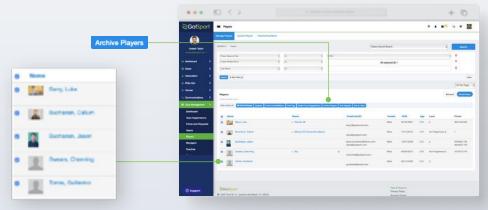


••• E <> + 0 STEP 1 o = a = o a o 🔯 M From the club/organization dashboard, click on Club Management, then select Players. U ham ---Q Coaches 65 295 4 () Events

STEP 2

Use the filters for players that are not registered in your new season's program. Select any/all players that you're looking to archive by clicking the check box next to their names and then click "**Archive Players**".

(continued on next page)



Archive Previous Years' Players



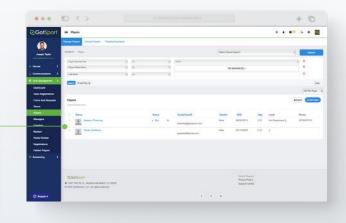
STEP 3

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

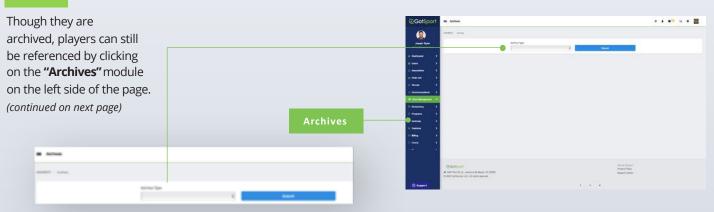
Archive Players	×
Archive	
	Cancel

	Statement Conceptual Character		P.					
	and the second se	Anthive Proyers	1					
	and here			Increase.				
	And and a second se							
	The state of							
	later and the second se	-	Canine					
	and the second se							
	Tast fire ()							
	a second second							10.0+7+
	Pageria						1	
Deline a	An owner Chickness Course Lines	reserved (1974) Enclose terrority (1994)	and Andreas Internet					
	1 Nove	Taxes -	Real Vote D	-	100	14	- Area	(Parts.)
	a the second	han . - San B		-	+04	*	test (b)	
Neri haprostre Nere had Reports	· · · ····	- Period	Realities II	1944	-			-
Sant Representa Narra And Repairs		Tana - Permit B - Martin Characteria Salar					Greet B Text Progetown ()	-
turi hupitatise Arris huj hupurti Mani	· · · ····	- Period	in the second	1944	-		a .	
Saan Paganasina Parta And Pagaaris Saan Nasari Mangari	 See the second se	- Period	terdiption of military series and provide series	- 14	-		a .	
Sant Inspiration Perce And Persons Name Messages Constant	 If and the part of th	- Stand B	in dependent metersenen metersenen metersetersenen	1 1 1	anna arainn Annan		3 	-
Sam bapatalan Parta And Parpanto Same Parta Manapata Dantas Partas		- Stand B	terdiption of military series and provide series	1 1 1	anna arainn Annan		a an agus a s a chuireach	
	Second Seco	- Stand B	Andreas and Andreas and Andrea	1 1 1	Anne: 1995 Anne: 1995		a an agus a s a chuireach	

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



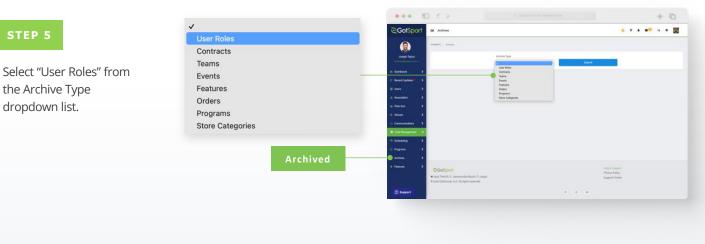
STEP 4



Archive Previous Years' Players



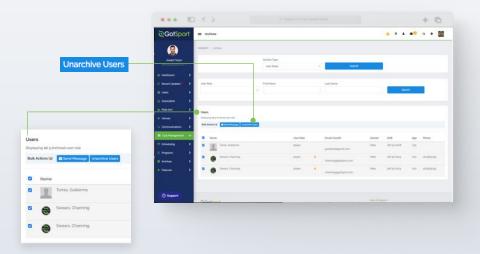




STEP 6

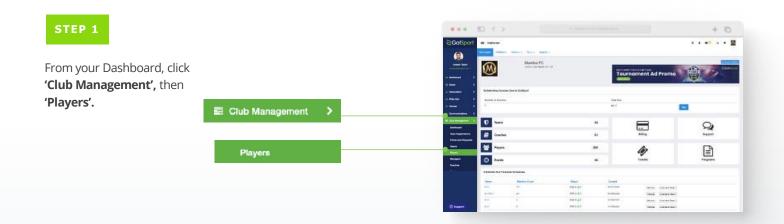
Here you will see a list of all archived users and when selecting the check boxes next to their names, you'll have the option to unarchive by clicking on the "Unarchive" button.

Note: 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.

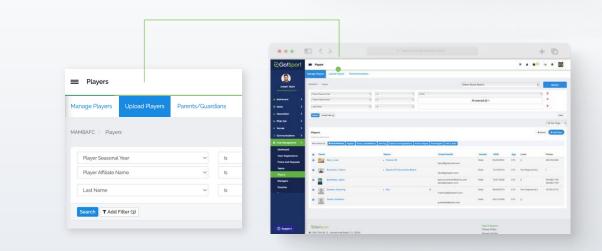


Player Upload





Click 'Upload Players'.



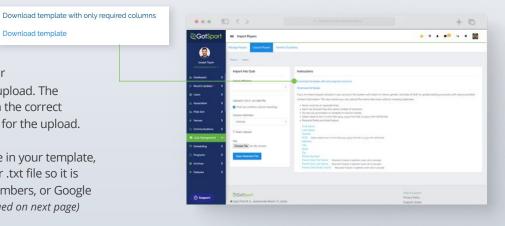
STEP 3

Click on "Download template with only required columns".

A blank template .csv file will download, and you can utilize it to match up to your players' information to prepare for the upload. The instructions table will guide you through the correct format and required dare fields needed for the upload.

Download template

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 to upload. An Excel (.xls), Numbers, or Google Sheet file will not be compatible. (continued on next page)

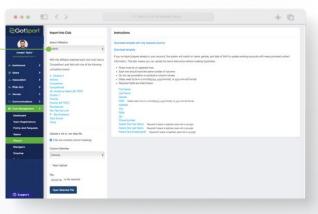


Player Upload

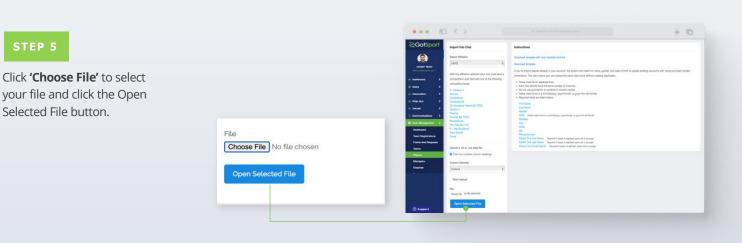


Go to the Import into Club section and fill in the information needed for the upload. You can upload all Players with an Affiliation added to their account by opening the "Select Affiliation" dropdown menu and selecting the desired Affiliation. You will be required to include the Competitive Level for 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).

Belect Affiliation	
USYS	
Congettive Level field with	one of the following
competitive levels	
I - Owners 4	
Antrive	
Compatibilities	



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.



STEP 5

Selected File button.

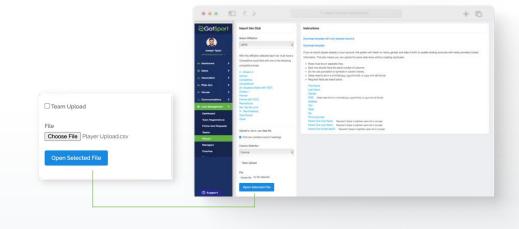
REGISTRAR MANUAL

Player Upload



STEP 6

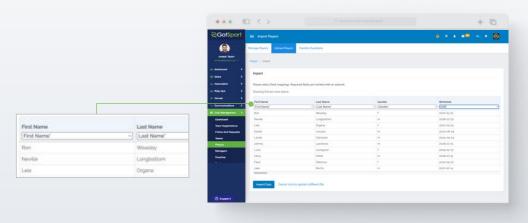
Once you have uploaded your .csv/.txt file, click **'Open Selected File'.**



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 Column 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.

When the import is finished processing, you will now see your newly imported players in your **Club Management > Player's list.**



nige Payers Upload Payers Parents/0	kardies
R.	in import has been quarked. You will receive an email with the results when the import is finished processing
Import Into Club	Instructions
Select Affliation	Download template with only required columns
	Downland tempEale

Note: After you import your data, you will receive a message stating "Your import has been queued. You will receive an email with the results when the import is finished processing. *Depending on the size of your import, this can take several minutes to complete.*

Merge User Accounts



If you have duplicate users, you have the ability to merge them. *If you are a coach/manager or parent/player please ask your club admin to merge profiles.*

To merge, both profiles must have these requirements for GotSport to qualify as a duplicate user:

- A role with your organization
- Same First Name, Last Name
- Same Gender
- Same D.O.B

If the system does not recognize the profile as a duplicate, here are some things to check:

- The search is **CASE SENSITIVE**, so make sure the first and last names **EXACTLY** match upper and lower case e.g., **Matt** and **Matt** will not result in a match, but **Matt** and **Matt** will result in a match.
- Make sure name does not have extra spaces before and after the name.
- One profile has a nickname over another with a legal name. E.g., Jen vs Jennifer

Before you merge accounts please read:

Make sure to choose the primary account carefully, Verification and Requirements do not carry over from the secondary account. If you have any of these, you will want to strongly consider having that be the primary account for the merge.



Merge User Accounts



STEP 2

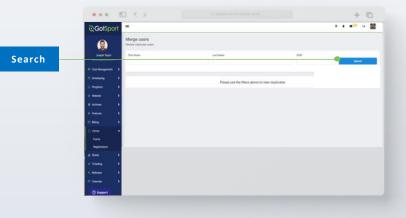
Click the **"Duplicate User Suggestion"** button highlighted in red.

Note: To show any duplicate user suggestions, the First Name, Last Name, Gender, and D.O.B must match exactly on both profiles. 1 duplicate user suggestion >

 Image: Image:

STEP 3

If you do not know the specific person, click the **"Search"** button to see all accounts. (continued on next page)



Merge User Accounts

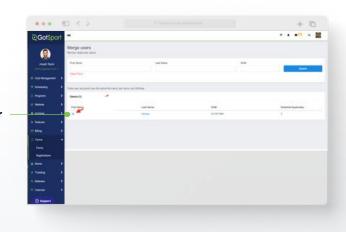


+ 0

STEP 4

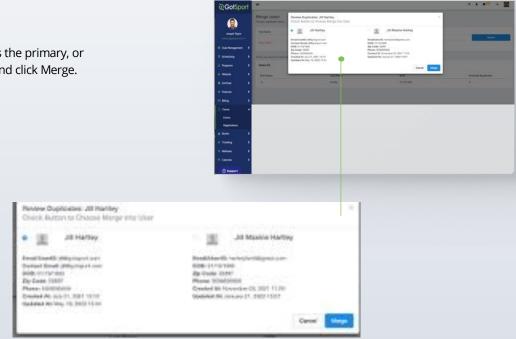
Click on the name of the user to be merged.

Name of User



STEP 5

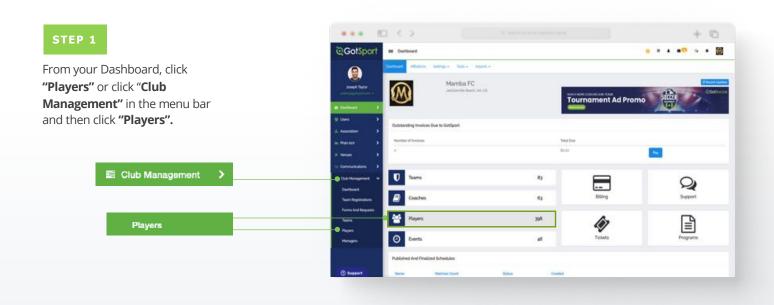
Select which profile will be kept as the primary, or the profile to be **"Merged Into"** and click Merge.

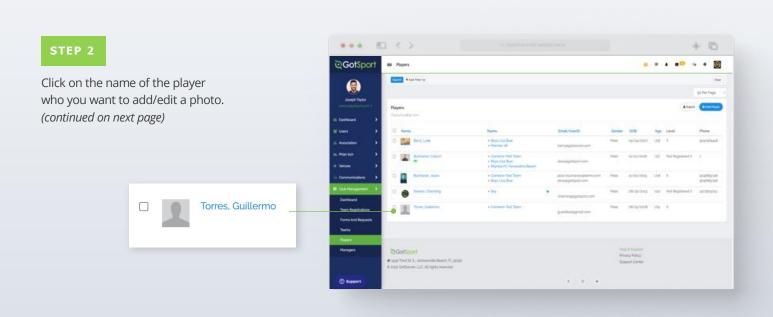


••• E <

Add/Edit a Player Photo







Add/Edit a Player Photo



STEP 3

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

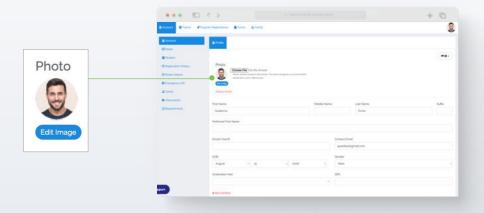


court Where a	Program Regulations				6
Account	a rote				
Reint .					
Robert					=0-
regist stars (totay	Photo Choose File Intil for choose .				
Inster Huttery	Place shad a second type period by				
	tertano prior di actan				
and a second					
	First Name		Middle Name	Last Name	Suffe
	Gulterre			Spres	
	Guillerres Preferred First Nation			Server	
				Sarah	
Decuments				Tores Contact Drivel	
	Pieferred Frid Mater				
	Padered Fiel Nere			Contact Deal guestiontggmal com	
	Padered Pad Mene Email-User® 1008			Contest Dnal gustheliggnul.com Gender	
	Padered Fiel Nere	- sool		Contact Deal guestiontggmal com	
	Padered Pad Mene Email-User® 1008	~ 2008		Contest Dnal gustheliggnul.com Gender	

STEP 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.



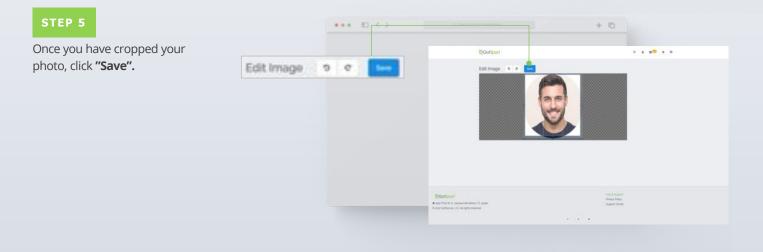


Table of Contents

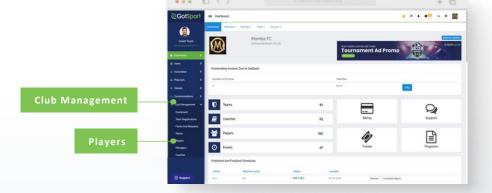
GotSport | Add/Edit a Player Photo (Post Bill) Non-Clients

Adding A Birth Certificate to A Player Profile



STEP 1

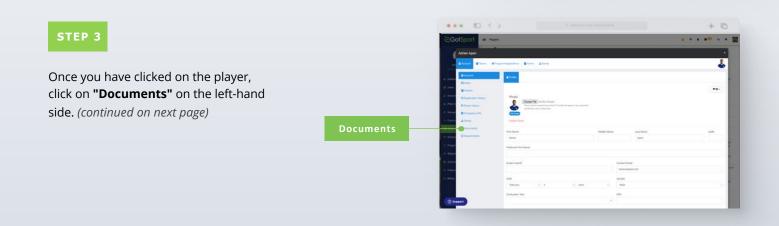
From your dashboard, click on **"Club Management"** on the left-hand side then select **"Players"** from the dropdown menu or click on the **"Players"** tab on the middle of your dashboard.



STEP 2

On this page you can use the filters at the top to narrow down your player list. Once you have found the player you want to add a document/birth certificate for, click their name.

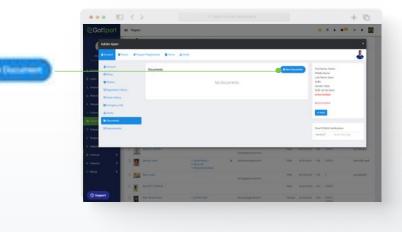
	••• 8) <	>								+ 0	ġ,
	© GotSport	III Paye							•		••	2
_	0	-	Vpert Allrein	- America South Shama		And and a second second	1000	10/10/100F		Competitive U.S.Y.L.		
Attain	Arregin Taylor	0 1	Anago pina				1944	10/10/10/1	100	4010		
	a furthers >	1	ARCOMEL CHIES			Galaxy getransis com	104	0.10.000	yet	1.019	posta	ė
	Million 2	0 2	Arrague, Garante				164	shishcoos	100	ARTR		
	a maran b		Arrays Vices				Hair	el-Salaren	in.	1.919		
	in Commonstations		A78000 NATE		a	homogeol.com	Heie :	prisk/spor	14	6.010		
	E Datificagement V	0	Autom motore				Farrais	intertente	100	6.919		
	Pagara 2	° 0	Daggina Reads	 Boar Vac Blue Alartic Brack Dratin MilaMADOD) 	*	here any function over	Mate	61/12/9981	.tee	Competition (USPS)	1099230	19
	a termine b	- 0 J	BHERY ARTH			Administration (24	Non	10/10/1002	-146	2009	poitai	
	· Total ·	1	Same and	 Torest Team J Slove of Second Team Team 	*	and here again the	Mate	euros/stel	148	1.575	10.4 100	
	- 104	0 🛄	Register			largeplasses	No.	05/54/3007	148	÷	arcites	e.
	ACCOUNTS	1 A	DECRETE GARLES					sargo-toosi		1.010		
	() Suspert	0 0	Boll, Wyske Science	< WEBCO Kell		methologist.com	Terrate	10/10/2018	.146	1000		



Adding A Birth Certificate to A Player Profile

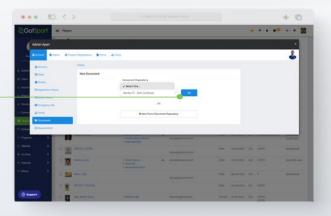


Here you can click **"+ New Document"** and add a document/birth certificate for this player.



Once you select this option, you can either select from the drop-down labeled **"Existing Contract".** This will give you the repository created by your club or the State Association.

Descusion	h Danaaitaa	
Documen	t Repository	



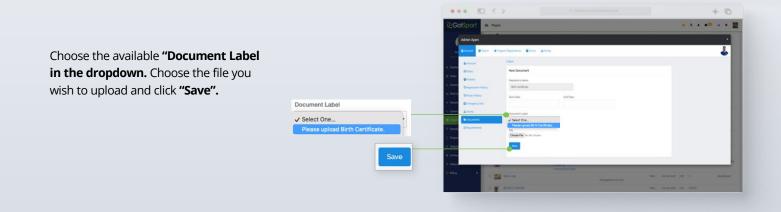


Table of Contents

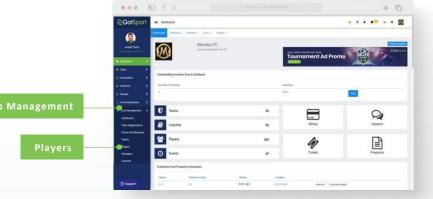
GotSport | Adding s Birth Certificate to Player Profile (Post Bill) Non-Clients

Verifying Players



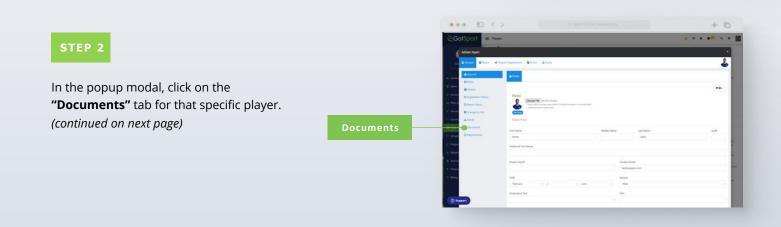
STEP 1

From your dashboard, click on **"Club Management"** on the left-hand side then select **"Players"** from the dropdown menu or click on the **"Players"** tab on the middle of your dashboard.



Click on the name of the specific player that you want to verify.

		0 K.									+ 0
	© Got\$port	I Payers							•		
_		-	Agent, Admin	- Alarti Such York		National States	1000	M/SLOOT	718	Conjulnia USINI	
	Joseph Taylor	-	Anaga pan				New	st/spices	100	ADR	
	a ballouri >	1				(hinggitana) an	1934	-	uni	1.019	pestar
	A Association >	-	Arraguin Garante.				the .	shisk-sets	100	4.010	
	a marson b		Arrays Victor				Maie	al-server	-	1.610	
	16 Communications >		ATMODE 14475		. a	Relianging over	this (10/08/001	798	699	
	E Datemarket V	0	Autor Scient				Family	10.50.5004	100	4519	
	Pagama >	° 0	Dagges fresh	Bost Use Bue Alactic Deals States PlantMOSES	*	herry by the comments	Mate	#\$r\$#9993	ler.	Gampettine USPS	01295-0120 0129-02020
	Anthen 3	- 運	BHRIT ANTH			Advagneese (24	Note	10/10/1002	146	4.579	montan
	+ fasters >	1	Server and	Turvel Insert J Silver Of A Recreational Turvel	*	post has weapon to a		0010/0021			(p. 4 10) -
	= Ning >	0	Dary Line			herppoint or the	Note	05/54/2007	148		incident
	and the second second	1 H	BERETT SAME					sal-gi-posi			
	() Support		Bell, Writer Down	+ WESCO HER		and badgeators.	Terran	10/10/2018		1.000	



Verifying Players

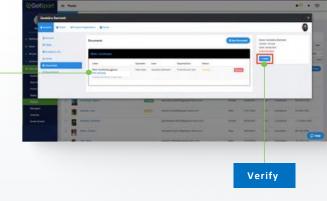


STEP 3

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.

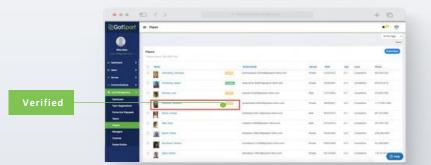
Note: The system will notate the User that verified the Player and also mark a date and timestamp.

birth cert.png -



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.



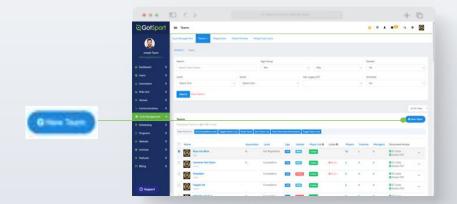
Creating Team Accounts



STEP 1 From your Dashboard, select "Club Management", followed by "Teams." Intervent of the transment of the transment

STEP 2A

From here click **"New Team"** button on the right. A new screen will appear. (continued on next page)



Creating Team Accounts



STEP 2B

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

otSport	III Team				0 = 4 = 0 a • Ø	© GotSp	ort = Tears				
	and the second second							227.51			
	Cult Haragement Tours a	Registration Match Mitcales Honge D	AP Uses					Sport			
o Taylor	mourt - San Aster					Analysis Taylor		Logo			
	Add Team							(Drooms File) which an element			
() e						m Dertant	•	C Anthroad			
•		Same'	Colory			10 them	•	Team Attilations "			
· ;		Campatthe Level	Service .	Aprone		A. Australian		Atlanta	Tory narrise	Competition Lawer	
2						- Parts				Crystine	
_ 1				Swhittle School feet		- Communications					
Z (figure 1				E Out Hangament					
		Logo				= Schestung		And Search Products			
÷.		Orome File The Parameter				Property		-		Save	
		D Actives				a tente		See.		Guve	
		Team Affliations *				= Actual					
		Attantor	Team cumbler	Competitive Level		* Pasters					
				Conpetition		- may	BGotteer			resp. X featurer	
		Datame					4 spg Tried 10.3, Jackstreifert 6 sons Gefforter 11.C. All reprin			Privary Plany Support Certile	
							R SUB USDOCH LLC AL Ight	a manyad			
FI		And Tools Alliance				O Begert					

Team Account Functionalities

			- + 0
GotSport	an Tura		
Lingt Tole	And Annual State of Contract o	Toggin Roder Look + Marcher In Saturate N → Anna Kong Look > a Link Anna Kong Look → Anna Kong Look > a Link Anna Kong Look	
- market - P	and the second	Toggle Rodar Lock	
Contractor of Co	Team	The bearing in the	Set Searched To C # Club Poss Etiting Locked
a horean a a horean a a horean a b	B C Restar) 🖌 Renter Editry Linterbert	() 🖌 Guin-Para Uniting University
() Support		-	Carea

1. Roster Lock

Restricts Coaches and Managers from players from team roster.

Find the team in your **teams list**, enable the checkbox to the left of the team. Then select **"Toggle Roster Lock"**.

You will then see the ability to restrict roster editing and the adding/removal of club pass players.

2. Reset Team Removes all players, coaches, and managers from

team list. (continued on next page)

Creating Team Accounts

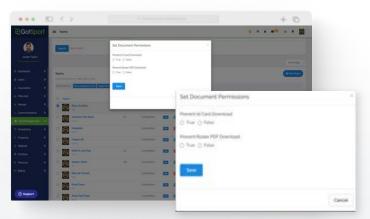


Team Account Functionalities

•											+	0
tSport	t = Sers									• •		•
	Taxable Concerned											
e Taylor		Sec.1	-									-
	2 Tanta			_								No.
	Distances Transport and Strends											
	> heaters beingetieten han	Internet Intel Sec.	Service Services			de Terre Larie						
	* Of New	Association	Lovel	490	Gamber	Paurisie	Loca B	Players	-	Hanapata	(mourant Access	
	B D Republic Bar		And Supported	•	-	-		49	2	2	Billion for	8
	Carrown hed ham	. 6	Campathian			-	*****	3	•		B C-Centa D Analas TCF	
	> · · · · · · · · · · · · · · · · · · ·		Compillion	-	-	-	*****	•	•	•	G-D-Certin B factor FOF	
	and the second second		Competition Competition	•			****		•	•	G-D-Certin	
	> O O Countre	*					*****				Billen	ł
	Image: Section of the section of t	A. M	Competition	-		-	****	•		•	B-D-Cards B-Turler FDF B-D-Cards B-D-Cards B-D-Cards B-D-Cards	1
	Image: Construction Image: Construction		Competition Competition			-	41140 41140	•	•	•	GD Certs B Auto FOF B Duble FOF B Duble FOF B D Certs B D Certs B D Certs B D Certs B D Certs	
	Conserved Conserved		Competition Competition Competition			-		•	•	•	B D Carls B Inder FOF B D Carls B D Carls	

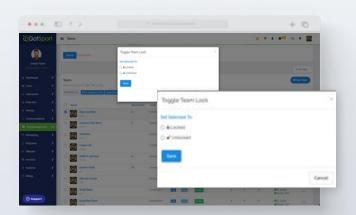
3. Sync Team Player List

When you sync your rosters, any players that are on any current event rosters for the team will be added to the team's player list. It is recommended to **"Reset Your Team Player List"** prior to syncing your rosters.



4. Team Document Permissions

This will enable/disable the ability for coaches and managers to download Rosters or ID Cards for the team.



5. Team Lock

Locking the team account will disable the ability for coaches and managers of the team to edit the Team Name, Age, Team Gender, and the Team Competitive Level.

		·										+	0	
GotSport	III Tearra												• 🔯	
	· · @	Hards & Pro		Gregatitive	-	-	-			•		C Cards Disclar POF	(e)	
Joseph Taylor	° 🔘	Numbe Premier of		Griptite		-		411-	٠			Conto Canto	1	
i lattert >	° 0	mantis travel lasm	646	Corpetio	-	-	-			1		Bill Cards Billiotae PCP	-	
	° 0	MR Blars		Corpetion	-	-	-	-	٠	*		B th Carth B Robert PDF		
	· 0	MS Basta		Graphie		-			٠			Bill Careto Billiotar P(F	-	
i Phirton 3	· · @	Here's Tanal a		Competition	-	-		41	1			S IO Cando S Router POR	1	
	° 🔘	MS Solt (Competine	-	-	-	*****				S III Cards S Rosar POT		
E Géthengenen 👻	- 0	New York Taxen		Grapetter	-	-	-		8		+	E IC Cards E Rober POr	- 1	
Schedung >	· · ·	NYE feel fear		Cripeline	-	-	-		*	*		C O Cardo Reduce PDF		
	0	PERSONAL	DK.	Competition		-			٠	×	1	C Cardo D Rosal (FOF		
	· 🔞	Plainum st.		Graphia	-	-	-		•		•	B C Carda B Tanàn POP		
Federal 3	0	Practice of	7.04	Competition	-	-	-		15	1		B Q Carb B Houlas PCP	1.0	
	· · · ·	Province 2 and		Croptile		-		41	٠	Χ.		C Cardin C Resilies PDF	1.4	
() Support	0	Reconstant from		Grepetive	-	-		41-1-		٠		G O Cards G Replet FOR	121	

6. Hiding Team Player List

This will hide the team player list from all team members (coaches, managers and players). You can toggle between Hidden and Visible for each team by clicking the icon.

Registering Teams to an Official Rostering Event





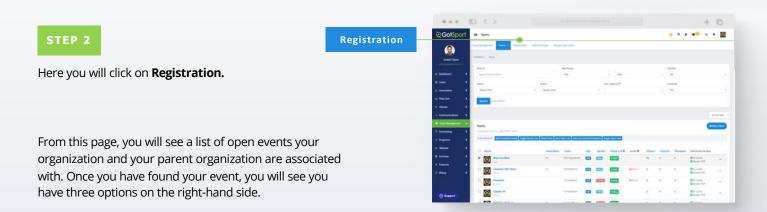




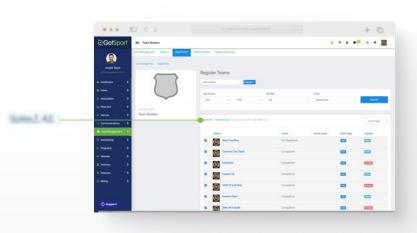
Table of Contents

GotSport | Registering Teams to an Official Rostering Event (Post Bill) Non-Clients

Registering Teams to an Official Rostering Event

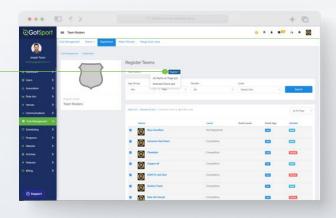


On this page, you can select multiple teams, by marking the box to the left of the teams or "Select All" (All teams will be selected when you "Select All"). If you see "Level Not Allowed" for a team you are trying to register, it is the payment plan you selected is enabled for a specific competitive level. You will need to update that team's competitive level to that of the payment plan.



STEP 4

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.**" All Teams on Page Split Selected Teams (spl



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

GotSport	III Team Registrations									• •	• ••	• •	Ø
(Contribution Server Reported	iter.	Mades (Herge)	Cade Universit									
Joseph Taylor	anner: Tan barran												
	Sec.		Exert				lowbee			Companie			
	Sandy Speet Harris		Section (Section)	-			Search for Court or I	the second s					
	Landad		And Parts				or h			Garder			
-			44				AL.						
Nation D	Proceeding / Arctive		Parlament Doctore										
	Accepted / Action		Salat One			- 1	Seath						
						-	1000						
Litteraperant v	Team Residentians Incl												
Cathergeret V Shekarg 3	Team Registrations (gdf Inseture) et primer Registration												-
nang 🔰			Treet	-	Territore		Parlament Division	Rayer Court	Camil-Cauli	Hanager Court	Complete Take		
nadang 3 Ngama 3	Name		Treed Tourn Radions		Familiage		Performed Distalators	Pager Court	Caseb Court	Menager Churt	Completion that		
nadang b Nggang b Nggang b	Name		Tage Ballers	Council III/15/2018	Familiage	Salake	Performed Dalabase						
naalaing b nagaana b naalain b nanaa b	Name		Tage Ballers	Cantal #/19/26# 1000-000	Frenk dige	Salake	Performed Distation					*1	
nadang 3 Nagang 3 Nadala 3 Natasa 3 Natasa 3	Norme Norme N		Tage Ration	Countral 14/13/2004 14/13/2004 14/13/2004	Event Age Upt	Cantoleo Maso	Performed Tableton			*	-	** **	
nadang 3 Nagang 3 Nadala 3 Natasa 3 Natasa 3	Name Name Image: State State State State Image: State State State Image: State State State State Image: State State State Image: State State State State Image: State State State Image: State State State State State Image: State State State Image: State State State State State Image: State State State Image: State State State State State Image: State State State		Tager Ration Rest Ration Team Ration Rest Ration	Created IX/32/2014 IX/32/2014 IX/32/2014 IX/32/2014 IX/32/2014 IX/32/2014 IX/32/2014	Event Age Upt	Sando Main Main Main	Performed Distaining	•	•	•	**	*) */ */	

Table of Contents

GotSport | Registering Teams to an Official Rostering Event (Post Bill) Non-Clients

Creating an Official Event Roster





STEP 2

Here you will Select the Event you are going to build your Roster for and hit Submit. (continued on next page)

Creating an Official Event Roster



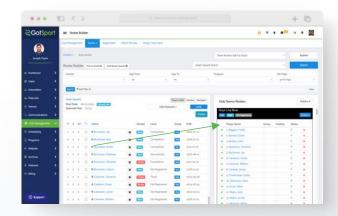
STEP 3

Once on the **"Roster Building"** page, you can use the hairpin to drag the player to the team that they will be rostered on, and then click Add Player. Or you can utilize the checkmarks next to the players name and click **"Add to Team"** for the particular team to bulk add player to the team roster.

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

A

If you see Yellow Triangles next to your players on the roster, it is because they have not been approved by the event yet. (continued on next page)

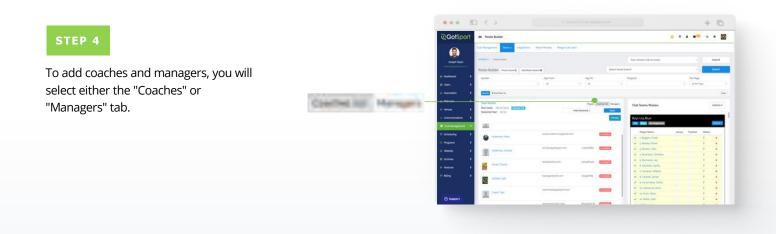


Position	
Select One	~
lersey	
Status	
Р	~

Club	Teams/Rosters			Actions •
~	6. Buchanan, Austin	 ()	Ρ	×

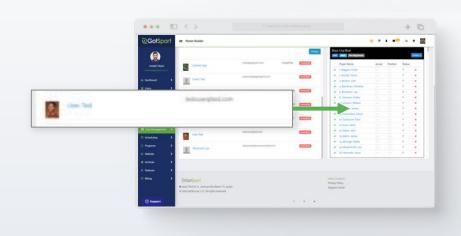
Creating an Official Event Roster





STEP 5

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



New Roster

STEP 6

A pop up will appear asking for the **"Position."** Select the position and click **"Add Coach."** When adding a manager, the same pop up will appear and you will click "Add Manager."

The Coach/Manager will now appear on the **Team Account** and the red dollar sign will appear, meaning they have not yet been paid for.

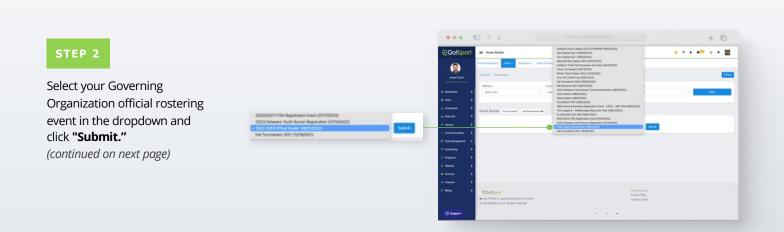
Note: Any Coaches who have Yellow Triangles by their names are not yet approved by the event. They will change to Green Check Marks once the event has approved them.

	Primary			~	
	Add Coach				
arm	,				
orn			Balanch or Purchase		t.v
orn 11	Female. Competitive		Refrects or Purchas	• •	tio
			Refmet: or Purchas	* R	60
	Fimale Competitive	\$ Coach	Refrect or Purchase Primary	×	60
	Coach/Manager Name	\$ Coach Manager		* *	. 16

Printing Official Roster Documentation







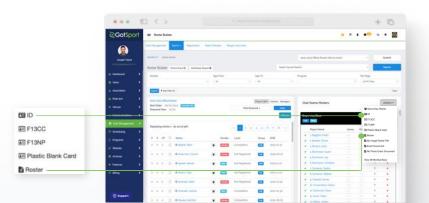
Printing Official Roster Documentation

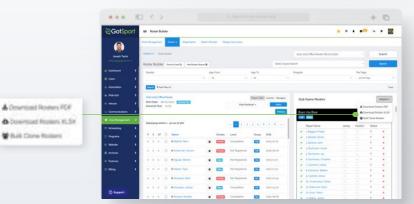


STEP 3

With your teams on the right, click the **"Actions"** tab on the team and select **"Roster"** to view and print your roster. You will select **"ID"** to view and print the Pass Cards for that team. You can also click **"All Rosters"** at the top to view all team rosters in one PDF.

Note: This step is to do each team documents one by one. If you want to download all team rosters in bulk. Select the white "Actions" tab and then choose the way you want to download all team rosters.





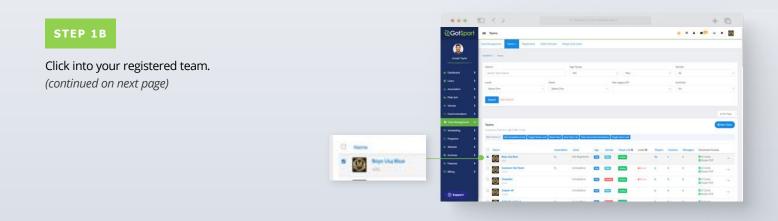
Viewing Official Team Documents (Club View)



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.

									+	0
	© GotSport	III Roder Builder							•	• 0
	()	Dathlappenet Service Repaired	Ingen Mexico - Me	ge Data Units						
	Joseph Taylor	manage PE - Parameterson				peop-antip Official Resident Industry (see				.ent
	Contraction St.	Roter Builder Interter & Annes	teen @		famel fam	of laws?			-	in the second
	dis Destinant >		All Tart		terb (Region		Per Prope		
	to term >		-					-	÷	
	di Assessed	Thereis								0
	a Martin 5	The support a funne			fauto bill Courtes Managert				100	
	a tanan 🏻 🕹	Red Date: 10/01/Wat Content		Vide Burley		Club Teems/Rosters				Addison *
	in Comparisations	Teamond New (11-7)			-	Boys Usa Bue			tood Revie road Form	
	The second se				Contract of Contract	boys Usa Blue			Core Roll	
	E Datificagement y	Displaying antinis 1 - gp and of plat				Face lists	area 1	-	Bates	
_	= totalling >		2.00	-		· i bears form	-	_		
	Il Propens >	P S OF D 1000	Gerotier	Lovel	Group DOB	at a factor from				
	O Website >	0 0 0 0 0 + 10000 Plan		Corpettion	200507.00	w strengter			P	
	1. 10. 11	A A A D Alteria Cross		And Registered		✓ a Bicheron Austri.			F	
il an	II Antides >				-	 a between ing 			×	
	in Pastern >	a a a 🖂 🔶 Apular (Inner		the Repériet	000244-07	v. & Bulturas, Challes			*	*
	the second se	a a a g Anton ton		hat hegelened	10 200 - 0-10	 Economy Cartly Economy Witness 			-	:
	1000	and a second state of the second				V & Carboll James				-
		a a a D + March Abd		Add Registered	2010-0-10	V III Downshies Carlos			-	
				Depetter	100 AND 10 A	W It Gitssoist Care				
	(1) Support				1.0	of interview				
	and the second second	a a a D Antone Acros			100 atom-oh-10					-



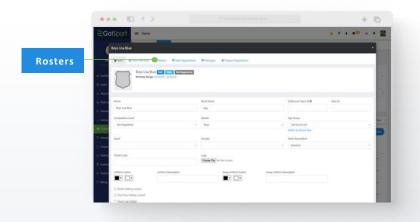


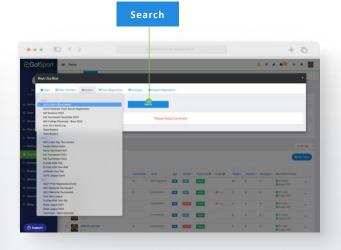
Viewing Official Team Documents (Club View)



STEP 2

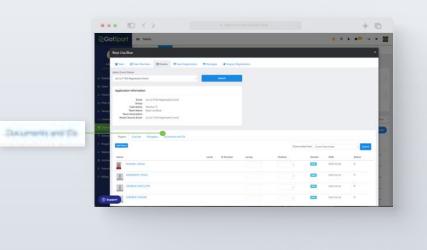
Click the **"Rosters"** tab, and **"Search"** for the roster based on the event.





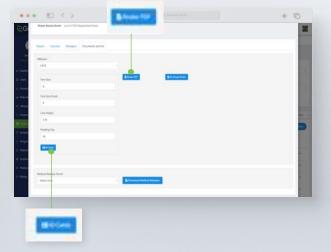
STEP 3

Click the "Documents and ID's" tab.





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



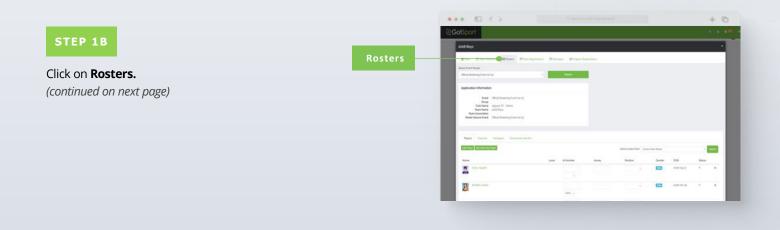
Viewing Official Team Documents (Team View)



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.

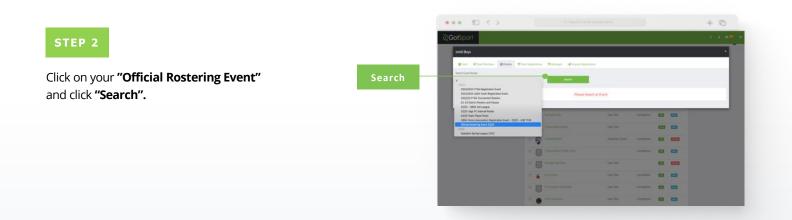
©GotSport	III Roder Builder				8			۰.
(2)	Datesprint Name Space	un tean térsine té	inger Dade Uniert					
Joseph Taylor	sense - hand and				antip-atta (Mcai Rasar International			5.0
Designed and the	Roter Builder Interbertit Ante	and the second second second		famil fam	of lasers?			-
(in Dashboard)	Sente	Aprilian		5	hight		The Page	
to them >		-					and	
di Assession 🔹 🕨	Thereas							
m Martin >	max and other house		100	an the Courter Managert	1 22200200			1000
in terms >	Root Date: 10/15//Max. Education		Hile Redend		Club Teams/Rosters			As
- Communications >	and and			Entre 1	Boys Usa Blue			most Roman must Roman
E DAlfertentert V					SAL MAR			Core Roller
	Displaying antivies 1 - gp and of plat		- 1 1 3 4	3.8.7.8	Pager Name	Jacory	Perior	Bata
The further have a second seco					at 1 Beggins Foots			
 Extending 3	P S OF D 1000	Gentler	inst 4	mag 008				
Popula	P S OF D Name	e 📼		DOB 2015-0710	 ✓ a facture forum ✓ a facture forum ✓ a facture forum 			
)) Propans — 3 () Website — 3		• 📼	Corpolite 6	1005-07 M	af is freeher farvar			
Popula		• 📼	Corpolite 6		 a thermal forum a thermal term 			
)) Propans — 3 () Website — 3		• 📼	Corpellies (1005-07 M	 c being bee 			
E Propans > 0 Weeks > E Acchae > 0 Feature >		• 📼	Corpellies	2 2000, 47 10 2 2000, 47 10	el tentec Enve c. Envers, Ann c. El Envers, Ann c. El Envers, Ann c. El Envers, Ann c. El Envers, Comp c. El Canvan, Camp			
E Propans - 2 O Wester - 2 E Accident - 2	0 0	• 📼	Competition C Not Texpolenal C Not Texpolenal C	2000-07-00 2000-07-00 2000-07-00	el sense bree el bernes bre el bernes bre el bernes han el bernes han el bernes han el bernes han el bernes bree el bernes bree el bernes bree el bernes bree			
E Propans > 0 Weeks > E Acchae > 0 Feature >		• 📼	Competition Competence	2002-06-07	el tentec Enve c. Envers, Ann c. El Envers, Ann c. El Envers, Ann c. El Envers, Ann c. El Envers, Comp c. El Canvan, Camp			
E Propans > 0 Weeks > E Acchae > 0 Feature >	0 0	• • •	Competition Compet	2000-07-00 2000-07-00 2000-07-00	electra Den electra Den electran Ane electran Ane			





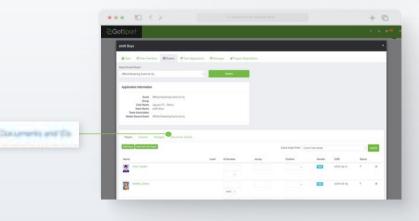
Viewing Official Team Documents (Team View)





STEP 3

Click on the "Documents and IDs" tab.



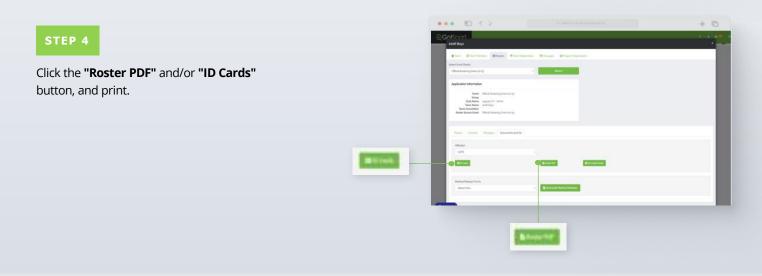
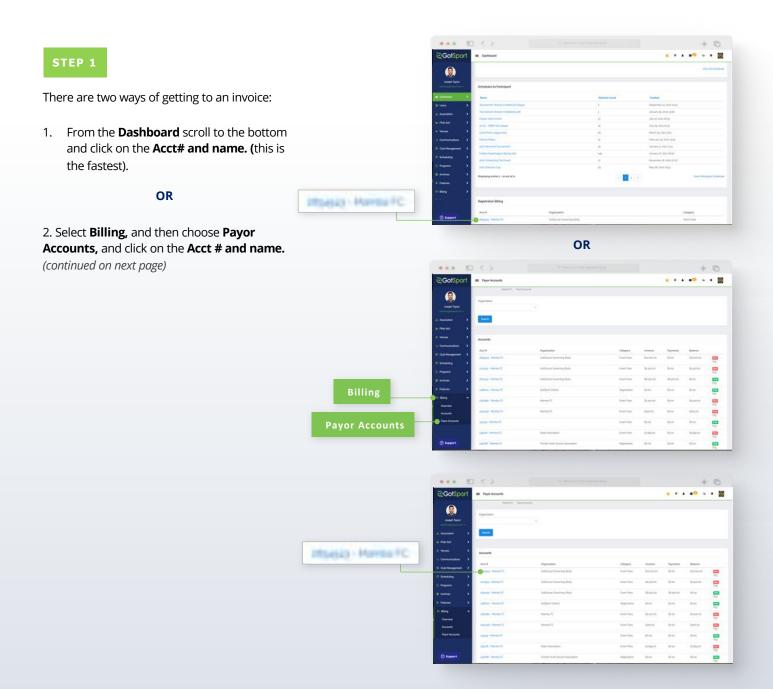


Table of Contents

GotSport | Viewing Official Team Documents - Team View (Post Bill) Non-Clients

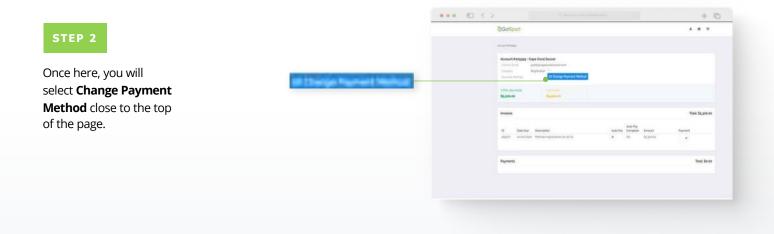
Paying Invoice for Registered Players





Paying Invoice for Registered Players



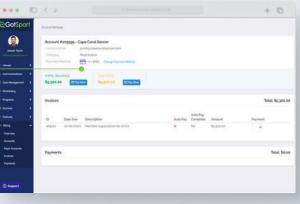


STEP 3

Here you will be brought to a new page where you will enter your credit card information and select Change **Payment Method.**

Select payment method		(2GotSport	8 4 8 <mark>0</mark> 0 8
		tion fail + Annual Minister - Stream Report Parlies	
Credit Cant		Select payment minimal	
		Owell Card	
		Credit Carti Information	
Gredit Cartl Informatio	n .	Credit Card Namban	
Owell Card Marrison		Carltante	
CARD CREMATOR		Regension Date Col Colle	
Card Nutrition		ana/wer two	
	1.000		
Expression Date	De Dela	The second secon	
amprove	446		
		DGotloot	
		# tars Ther Is S. Jackson-Hie Seach FL stops	Printy Policy Second Center
Change Report Formed		@ anta Datherone LLC All rights reserved.	
Concerta American			1





STEP 4

Once that is done you will be brought back to your billing page, and you will now see the card on file as well as Pay Now buttons.



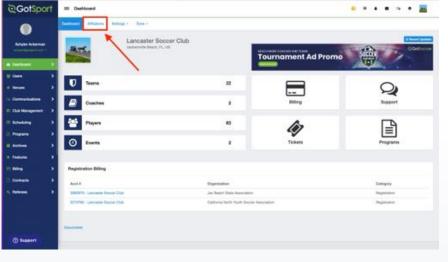
Submitting Support Ticket To State Association

From Club, to State, to GotSport

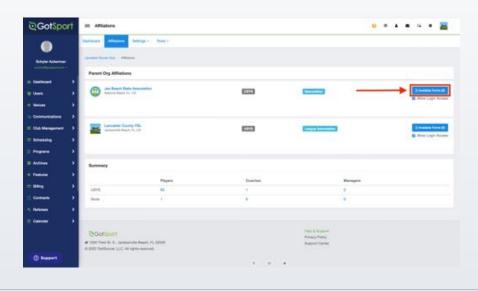


STATE SUPPORT TICKET Submitting Support Ticket

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



STATE SUPPORT TICKET 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.

Professed Language		Dinoly	
Crypter A/G (Drypter SATE)	8	White New Heateries	
Sime Zone Name			
Battern Time (JB & Canadia	*		
Mobile Phone Number		Phone Humber 2	
1254547490			
Address		Admin (Omlined)	
1529 Three Direct &			
City		Balafinites	
Jacksonville Beech		Portee	1
Postal Gode		Gourty	
82090		(Joined Status	T

Then choose your club from the dropdown and click Continue

Looke Marke	100	_				
Pulla Human	Select Organization/Team	-	Pagatratise Parro		Percent Pae	
	Test Account					
	Select Your Organization					
	Organization			-		
				1971		
				Continue		



STATE SUPPORT TICKET Submitting Support Ticket



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

	as Beach SA Club Support Tickets bit house me Today Annual
	Nikovaka Sand Dgeletiterhan Registatorhan Asmerika
	* Describe the latue you are expension;
	Why we had by the sets in radie balls (*
	*Platon provide the URLs of orders you're all in the systems. Hyputhysters private private polycological substrict URLs / Secret , gl = (11) Second - Outer 0
	File Liptons #1 - Liptons any sources short or document that will help with this support inquiry Over the Statem limit 10.34.31 AM
	File Spoked R2 - Spoked any screen shot or document that with help with this reaport inputy . Doces the not file selected
	Decesting All Restanced
	File Lpload #3 - Lpload any screen shot or document that will help with this support inquiry (Insection will insteaded)
	CO NOT UPLCAD ANYTHING IN THIS FIELD J05A will use this area to upload accentions that will help assist in your request
	Decestion of the infected
	CO NOT UPCAD ANYTHING IN THIS FIELD. JISA will use this area to uplicad accessibility that will help assist in your request (bases the write whereas)
NGOTSCOT DP Tred D. S. Japhanesile Beach, V. 2010 20 Definition Luff, Al spile reserved.	they & Busyns Monae Publy Busyns Comm

. . .

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

Jax Beach SA Club Support Tickets	
Your support fictual have automated	
Account, Test	Balandiad Jan 16, 500 10.5kerr
REDISTRATION FORM ANSWERS	
Describe the taxos provides equivalencing Why are (getting this error in matter sublar?	
Plages provide the URLs of where you're of in the system. Hype: Taylor galagest converge 2020/name Suttion fully of Annal (10-218188,convert-duality)	
File Uphasi H - Optical any screen shell or descenari flad will help with this support insulty Screen that 2023-21-15 of 10,35 35 AM ang President	
Pite Uphanel 12 - Uphanel any screen short or descenant lited will help with this support impairy	
File Uphrait KI - Uphrait any system shot or document that will help with this support legality	
00 907 UPLOAD ANYTHING IN THIS FIELD: JEEA will use this area to optical accessibility that will be	to assist in your request
DO NOT UPLOAD ARYTHING IN THIS FELC. 2004 will use this area in uplical screenship that will her	to anothin prove magaziti







www.gotsport.com

1529 Third St. S. Jacksonville Beach, FL 32250

+1 (904) 746-4446

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