

SOCCER'S SOFTWARE SOLUTION

Registrar Manual Kedisilal Maunai



Registration Event

League Event

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REGISTRAR MANUAL

This manual is for those who will be Generating and Printing team Official Rosters and Player/Coach/Team Official ID cards and will only be applicable to those who have the "Registrar" tab in their account. If you don't have the "Registrar" tab, please contact your State office (if your state uses GotSoccer for registration) or your GotSoccer representative to have it turned on for you.

You will first need to get your teams into the "Registrar" tab so that you can generate and print official rosters and ID cards. There are two different ways that you can get teams to appear in your "Registrar" tab and we will review both of those methods in this manual.

One method is to create a **REGISTRATION EVENT**, as this will be the vehicle to move your teams from the **CLUB/HOME ASSOCIATION** tab to the REGISTRAR tab for the purposes of rostering and carding. The REG-ISTRATION EVENT method is for those associations who will not be using GotSoccer for their league scheduling and who only need to generate Official Rosters and ID Cards.

The other method is to create a **LEAGUE EVENT** (this will require your account to have the LEAGUE tab turned on) as this is another vehicle that will move teams into your **REGISTRAR** tab for the purposes of rostering and carding. The LEAGUE EVENT is the suggested method if you need to generate/print Official Rosters and ID Cards for teams who you will also be scheduling to compete in your league matches.

REGISTRATION EVENT

As stated above, the **REGISTRATION EVENT** is a vehicle to move your teams from the CLUB/HOME ASSO-CIATION tab to the **REGISTRAR** tab for the purposes of rostering and carding.

Creating A REGISTRATION EVENT

The first step in creating a registration event is to click on the **REGISTRAR TAB**, then click on **TEAMS** in the blue menu bar, and finally click on **REGISTRATION EVENTS** in the grey menu bar.

	S.com	30000	_		-			
				Home	Club	Referees	Registr	ar 👔
Home	Coaches	Team Officials	P	layers	Tea	ms Log	Out H	elp
View &	Manage R	egistration Reg	jist	ration I	Events			

The next step is to click on the **NEW REGISTRATION EVENT** link.

Com.com		Home Club R	eferces Registrar	Training	League Tournament	
me Coaches	Team Officials	Players Team	Log Out Help			
w& Manage R	egistration R	gistration Events		¹ and the second		
Manage Re	gistration Eve	ents =		-	New Registration Event	
Search Filte	ers					
Dage Size 10	E Exact N	ame	Apply Filters			

- **EVENT NAME** Enter the name of your Registration Event (we suggest that you put the competition level as well as the season and year into the name) in the EVENT NAME box.
- **DESCRIPTION** Enter a description of the event in the DESCRIPTION box, this description will appear to teams who might search for your event from their team or club account. This field is not required.
- **DATES** This is where you will enter the USYSA calendar year, as this is how the system will know the ages of the players who will be rostered and carded. DO NOT enter the length of your season here as all of your players ages will be wrong when you generate official rosters and player cards.
- **CITY** Enter the city where your Club/League/Association is located.
- **STATE** Enter the state where your Club/League/Association is located.
- **ZIP CODE** Enter the zip code where your Club/League/Association is located.
- **REPORT REGISTRATIONS TO STATE** If you are rostering and carding players from teams who aren't directly affiliated with your association (they aren't listed under your Club/Home Association tab) but you are responsible to report these players to the state for billing purposes, you will need to select this checkbox so the state can bill you for them. This only applies to members of those states who use GotSoccer for their registration.
- OPEN REGISTRATION FORM- If you post the link to this Registration Event on your website, teams will not be able to register unless this checkbox is checked. Also, by checking this box teams and clubs will have the ability to search for the event from the "Search Events" link on their Home page.
- **SAVE** Anytime you enter a field or change a setting you must click on the Save button for it to take effect.

General Information	General Location
Event Name Fall 2010 Competitive Registration	City Discovery Bay
Description	State CA 🛟
	Zip Code 94505
	🗆 Report Registrations to State 🛛 🚽 🛶 🛶
h	🗆 Open Registration Form
Dates 8/1/2010 - 7/31/2011	
Important: For USYSA organizations the start date of registration should be	(Same) (Same)
being miscalculated.	Save Cancer

Once you Open your registration form and click on the **SAVE** button the system will create a link to your registration form. This will be the link that you will post on your website for those teams who aren't listed under your Club/Home Association tab to click on and register. There is also a **PREVIEW FORM** link that you can click on to view what your registration form will look like.

Basic Setup	Registration Fees	Form Appearance	Form Fields	
General Info	ormation		General Lo	cation
Ivent Name	all 2010 Competitive Reg	istration	City	iscovery Bay
Description			State	ca 😜
			Zip Code 9	4505
			Updated 1/	24/2010 5:46:06 PM
		ß	Report	Registrations to State
Dates	8/1/2010 - 7/31/201	1	Ø Open Re	egistration Form
important: For US 1/1 of the current ye being miscalculated.	PSA organizations the start ear. Using an earlier month	date of registration should be may result in age groups	https://www.g	otsport.com/forms/app/?Event1D=9224 m
				(Save) Cancel (Delete)

You will also notice that when you clicked the **SAVE** button that some new tabs appeared, these tabs are Registration Fees, Form Appearance, and Form Fields.

Basic Setup	Registration Fees	Form Appearance	Form Fields

REGISTRATION FEES - This is where you will enter fees (if you desire to charge those teams who apply for Rosters and ID Cards). You can create several different fee groups if you wish. You will also need to determine whether you are going to accept credit cards, paper checks/money orders, or accept vouchers for the Registration Event. If you are going to accept paper checks/money orders, you will need to fill in the Payment Address fields then click on the Save button.

Basic Setup Registration Fees Form Appearance Form Fields	
Basic Setup Registration Fees Form Appearance Form Fields Current Application Fees / Groups Group/Name Fee More Info (optional) Available Order Image: Colspan="2">Image: Colspan="2">Image: Colspan="2">Image: Colspan="2">Colspan="2">Image: Colspan="2">Colspan="2">Image: Colspan="2">Colspan="2">Image: Colspan="2">Colspan="2" Colspan="2">Colspan="2" Colspan="2" <	Payment Setup Accept Credit Cards: Accept Checks/Money Orders: Accept Vouchers: B Create Vouchers Save Create Vouchers Payment Address Make Checks/MOs Out to: Mail to Address:
	Address: Address (2): Address (3): City: State: Zip Code: Phone:

Save

FORM APPEARANCE - This is where you can upload your logo so that it appears on your Registration Event Application. You can also customize the colors on your Registration Event application to match your logo by clicking on the Eyedropper button and drag it over your logo where you can match the colors exactly.

Colors & Fonts	Header Logo
Event Updated 1/24/2010 5:46:06 PM	
Page Background Colors Custom	Eyedropper
Secondary Color Colors Custom	[NO LOGO]
Lines/Details Colors Custom (Eyedropper
Event Name Text Colors Custom	Evedropper Upload Logo
Description Text Colors Custom	Eyedropper Logo Background Colors Custom Eyedropper
Preferred Font Tahoma Preview Font	Logo Positioning Left
Website URL	Schodulos & Posults Page Design
Event Homepage Content	Page Template Standard
	Note: Public pages are updated periodically. Your changes may not be reflected immediately. Check the timestamp at the bottom of the page to see when the public view was last updated. Use the Preview Page Style button to view the current colors and layout.
	Preview Page Style
(Save) Cancel	Preview Application Pages
	Link to your Application Form
	Use the link below to create a link from your website to the application form: https://www.ootsport.com/forms/app/?eventid=9224
	View Application Form

FORM FIELDS - This is where you can customize your application to ask any kind of question or alert those teams registering in numerous different format types.

Basic Setup Regis	stration Fees Form Appearance Form Fields
Fall 2010 Compet	titive Registration - Custom Form Fields
Preview Custom Fo	rm
You can create your own team database. There an can create up to ten diffe for that list in the "Label, separate item on its own form fields do not have a that the user provide a re	form using this editor. Each form field you add to the page will save the users input into an available column in the e a number of different columns available for different types or styles of application form questions. For example you erent questions that require the user to select from a list of answers in a drop down list format. You create the label /Text/Content* area and create all the items that appear in the dropdown list in the Available Values area. Put each line and the system will turn that into a list of options and present it to the user in the style you've selected. Some a list of available values and instead allow the user to type in their response or click a checkbox. If you want to require esponse to the question, click the Required checkbox to turn it into a required field.
*New Form Field	
Select:	
Style:	
Label/Text/Content:	
Available Values: One per line	
	1
ROW #	
Required:	0

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There are a number of different columns available for different types of styles of application form questions. To choose them click on the up/down arrows of the **SELECT** drop down menu.

*New Form Field	
Select:	•

* * * Support Tip * * *

The first Custom Form Field Row # should be set to 10, with the second one being 20, the third one being 30 ... etc. We suggest this so that you don't have to move them around when making additions, editing or adjusting your custom form field questions. .

Need to know for Form Field Content:

- The question for each value choice will go in the LABEL/TEXT/CONTENT box.
- For Items that the registrant much choose such as Drop Down menus or Radio buttons, each answer must be put on it's own individual line in the Available Values box.
- You only have a certain number of available questions for each option. The number of Questions that you have used will be shown next to the option. For example, when you choose your first Drop Down menu question you will choose the first DROP DOWN LIST option.

Drop Down List

- Drop Down List Drop Down List (2) Drop Down List (3) Drop Down List (4)
- The second drop down menu question you want to create you will choose DROP DOWN LIST (2) as it is your second Drop Down List question. You have 10 total.

Drop Down List Drop Down List (2) Drop Down List (3) Drop Down List (4) Drop Down List (5) Drop Down List (6) Drop Down List (7)

 In our manual we have some example questions checked REQUIRED. Obliviously it is entirely up to you if you want to make a question required or not.

Form Field Options:

TEXT/HTML CONTENT is there for the Club/Home Association to inform the registering persons of anything they might need to know. This format cannot be made into a required field as it is only something the registering person can see, they cannot respond too or confirm.



CHECKBOX is for a statement that you want someone to confirm that they have read and agreed too. A typical question for the Check box is "I understand that my child may be required to play soccer on a Sunday" or "I agree not to use any profanity at the soccer fields". Creating a check box and making it a requirement will force someone to agree to whatever it is before moving forward in the application. Thus you can use it at a later date to hold someone accountable.



TEXT INPUT (250 CHARACTERS MAX) is used for creating a question you wish to have the registrant write a response too in 250 Characters or less.

*New Form Field	
Select:	Text Input
Style:	Text (250 Chars Max.)
Label/Text/Content:	Tell us about your previous soccer experience. If you have never played soccer before type NONE.
Available Values: One per line	/
Row #	15
Required:	₫ 🚽 ———
Save	

LARGE TEXT BOX is used for creating a question you wish to have the registrant write a response to in an infante amount of characters.

*New Form Field	
Select:	Large Text Box 🔹 🗲
Style:	Long Text
Label/Text/Content:	Tell us why you want to play for the Scorpions Soccer Club.
Available Values:	
One per line	//
Row #	20
Required:	
Save	-

DROP DOWN LIST is for questions where you want the registrant to choose from a list of options. The questions will go in the LABEL/TEXT/CONTENT box while each answer value must be listed on it's own individual line in the AVAILABLE VALUES section.

*New Form Field		
Select:	Drop Down List 📫 🗧	
Style:	Drop Down List	-
Label/Text/Content:	What team would you like to on?	o be primary
Available Values: One per line	Raiders Kickers Dragons Broncos	Each value MUST be on it's own line.
Row # Required:	25	
Save Save		

RADIO BUTTONS are the same as Drop Down List options just in a different style. Instead of the registrant choosing an answer from a drop down list they will select it as a radio button option.



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If you need to edit one of your custom form fields just click the **EDIT** button at the bottom of the item box.

What team would y	ou like to be primary on?
Select:	Drop Down List
Style:	Drop Down List
Label/Text/Content:	What team would you like to be primary on?
Preview:	•
Row #	25
Required	Yes
Edit Delete	

Moving Teams From The Registrar Tab or the Club/Home Association Tab Into Your Registration Event

There are 2 ways you can move your teams into your registration event.

The first way:

 Once you have created the registration event click on TEAMS in the blue menu bar and VIEW & MAN-AGE in the grey menu bar.

	e.con	n		1000		No.			4000	1
				Home	Website	State (ND)	Club	Referees	Registrar	T
Home	Coaches	Team Offici	als	Players	Teams	Log Out	Help			
View &	Manage	Registration	Reg	istration I	Events				and the second	

2. From the **ENTER TEAMS IN AN IN-HOUSE LEAGUE OR REGISTRATION EVENT** drop down menu, choose your registration event and click the **SELECT** button. This will pull up all the teams in your account that are NOT enrolled in your registration or league event.

View Associated Teams	Lock Selected Teams	E Unleck	Selected Teams	
Export Event Coaches (CSV)	Export Event Assistant Co.	aches (CSV)	Export Event Team Official	s (CSV)
Search Filters Entered in		0		
Page Size Photos Gender Age	Team Name/Number	Level	Coach/Manager Name	(Apply Filters)
Enter Teams in an in-house league or reg	istration event			
New showing teams NOT entered in New Hamp	shire Rog. (W 1/2/29)			
Items 1 - 20 of 181				

3. Set your page size to **INFINITE** if you plan on putting all your teams into the registration event, otherwise filter your list accordingly. Then click the **SELECT** column heading to select all the teams on the page or check the box next to teams you want to put into the event and click the **ENTER SELECTED TEAMS** button.

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: (5	elect	Clear								
shire Reg. (8/1/2	009)									
	0	Pa 12345	ges: 6 Z 8 9 10			Next Page				
Gende	r Age	Club	Name	Level	Ceach	Manager	Players	-	Cards	
Boys	OPEN	Cooper City Cobras	COOPER CITY COBRAS		Richard McBride	Richard McBride	<u>0</u>		(F)(8)	
Boys	OPEN	Turnbull Park	TURNBULL PARK '87		Mark McWilliam		0		(F)(B)	
Boys	OPEN		DALLAS TEXANS 87 RED		David Hudgell	Karen Olive	19		(#)(8)	
	Sends Boys Boys	Select shire Reg. (8/1/2009) Shire Reg. (8/1/2009) Sender Age Boys OPEN Boys OPEN	Select Clear shire Reg. (8/1/2009) Pa I 2 3 4 5 II 2 3 4 5 <th< td=""><td>Select Clear shire Reg. (8/1/2009) Pages: 1 2 3 4 5 6 7 8 9 10 Boys OPEN Cooper City Cobras COOPER CITY COBRAS Boys OPEN Turnbull Park PARK '87 Boys OPEN Turnbull Park PARK '87 Boys OPEN TEXANS 87 RED</td><td>Select Clear shire Reg. (8/1/2009) Pages: 1 2 3 4 5 6 7 8 9 10 Page</td><td>Select Clear shire Reg. (8/1/2009) Pages: Pages: 1 2 3 4 5 5 7 8 9 10</td><td>Image: Select Clear Pages: 1 2 3 4 5 6 7 8 9 10 Next Page Next Page Image: Select Select Name Level Coach Managet Image: Select Select Select Clear Select Select</td><td>Image: Select Clear Select Clear Select Clear Pages: 1 2 3 4 5 5 7 8 9 10 Next Page = Next Page =</td><td>Image: Select Clear Select Clear Select Clear Page: 12345678910 Next Page :: 12345678910 <th cols<="" td=""></th></td></th<>	Select Clear shire Reg. (8/1/2009) Pages: 1 2 3 4 5 6 7 8 9 10 Boys OPEN Cooper City Cobras COOPER CITY COBRAS Boys OPEN Turnbull Park PARK '87 Boys OPEN Turnbull Park PARK '87 Boys OPEN TEXANS 87 RED	Select Clear shire Reg. (8/1/2009) Pages: 1 2 3 4 5 6 7 8 9 10 Page	Select Clear shire Reg. (8/1/2009) Pages: Pages: 1 2 3 4 5 5 7 8 9 10	Image: Select Clear Pages: 1 2 3 4 5 6 7 8 9 10 Next Page Next Page Image: Select Select Name Level Coach Managet Image: Select Select Select Clear Select Select	Image: Select Clear Select Clear Select Clear Pages: 1 2 3 4 5 5 7 8 9 10 Next Page = Next Page =	Image: Select Clear Select Clear Select Clear Page: 12345678910 Next Page :: 12345678910 <th cols<="" td=""></th>	

4. There you go, now all of your teams have been entered into the event and are ready for carding and rostering.

The second way:

Enter teams into your registration or league event is from your Club/Home Association tab as the Registration Event will be added to the ENTER TEAMS IN AN IN-HOUSE LEAGUE, TRAINING PROGRAM, OR OTH-ER ASSOCIATED EVENT drop-down menu. To enter your teams into the Registration Event you will simply click on your CLUB/HOME ASSOCIATION tab, then click on TEAMS in the blue menu bar. From here you will select your Registration Event from the drop-down menu and click on the SELECT button, as this will bring up a list of all the teams that haven't yet registered with the Registration Event. Next, you will select the teams that you wish to enter into the Registration Event by checking the appropriate checkboxes, then click on the ENTER SELECTED TEAMS button and those teams will now appear in the Registration Event.

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Manag	e Tear	ns					-							
_	_	_	_	_	-			id Team 🛎 Expor	t (CSV) 🛎 Expor	t (XLS)	Lock 1	feams	Unlock
Page Si	2e 20	0	Photo	s Yes	5) Fi	Iter by U	pcoming Ev	ent [0	(Apply I
Gender	Age		Coact	Manager	Name	Team	Varme	Level	Compet	itive Level M	magement			
		199							Set Le	vel + 1	191			
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Now sho	010 Compe wing tear	titive Regi ns NOT er	thatic teres	d in Fall 2	010 Co	mpetiti	ve Registrat	tion (8/1/2010)						
Email 2 Items	Selected Te 1 - 20	titive Regi ns NOT er nams +) of 28	terei Prir	d in Fall 2	010 Co Team (mpetiti Contacts	ve Registrat	tion (8/1/2010)						
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Enter Select	Selected Tr Selected Tr Selected Tr Photo	titive Regi ns NOT er sams +) of 28 eams +) Number N/A N/A		Cander Boys Boys Boys	Age U14 U14 U16	Years 95/96 93/94	re Registrat	es: 2 Team Buildogs Rascals Environmentalists	Level Comp Comp	Ne Coach Bobby Flay	<u>xt Page =</u> Manager	Players 1 14	•	

LEAGUE EVENT

A **LEAGUE EVENT** (this will require your account to have the **LEAGUE** tab turned on) is another vehicle that will move teams into your **REGISTRAR** tab for the purposes of rostering and carding. The **LEAGUE EVENT** is the suggested method if you need to generate/print Official Rosters and ID Cards for teams who you will also be scheduling to compete in your league matches.

Creating a LEAGUE EVENT

The first step in creating a League Event is to click on the **LEAGUE** tab, then click on the **ADD LEAGUE** link.



Now, you will need to enter all of the basic setup information for the league.

- EVENT NAME- Enter the name, competition level, and the season into this field.
- **DESCRIPTION** Enter a description of the league in the DESCRIPTION box, this description will appear to teams who might search for your league from their team or club account. This field is not required.
- **Dates Open-** This is where you will enter the dates that the event is going to be open, enter the date where registration starts through to the date of the very last game.
- CITY- Enter the city where your League is located.
- **STATE** Enter the state where your League is located.
- ZIP CODE- Enter the zip code where your League is located.
- EVENT SANCTIONING- Select the sanctioning body and affiliated state organization of the league.
- PUBLISH SCHEDULES/RESULTS- When this box is checked, schedules will be published and results will be available as they are entered.
- REPORT REGISTRATIONS TO STATE- If you are rostering and carding players from teams who aren't
 directly affiliated with your association (they aren't listed under your Club/Home Association tab) but you
 are responsible to report these players to the state for billing purposes, you will need to select this checkbox so the state can bill you for them. This only applies to members of those states who use GotSoccer
 for their registration.
- SAVE- Anytime you enter a field or change a setting you must click on the Save button for it to take effect.

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eneral Information	General Location
Count Name Fall 2010 Competitive League	City Discourse Ray
Description	Chata Ca
rescription	state of .
	Zip Code 94505
	Event Sanctioning
	Event sanctioning
Dates Open 8/1/10 - 11/26/10	Alaska Arizona
Publish Schedules/Results	California North
When unchecked, all schedules and results are hidden from public view.	California South
When checked, schedules will be published and results will be available as	AYSO 🗆
they are entered.	SAY 🖯
🗆 Report Registrations to State 🛛 🚽	USClub
	USSF 🖂

FOR MORE INSTRUCTION ON SETTING UP YOUR LEAGUE EVENT PLEASE REVIEW OUR LEAGUE SCHEDULING MANUAL THAT IS POSTED ON OUR SUPPORT WEBSITE LOCATED AT HTTP://SUPPORT. GOTSPORT.COM AS IT WILL WALK YOU THROUGH THE PROCESS IN A HIGHLY DETAILED MANNER.

Rostering And Carding Teams In Your Registration Or League Event

Once teams have been entered into or have joined your Registration or League Event you will be able to view them from your **REGISTRAR** tab. Simply click on your **REGISTRAR** tab and you will see a list of all the Registration and/or League Events in your account. To view the teams in the Registration Event you can either click on the name of the event, or you can click on the number in the **TEAMS** column.

	Coaches	Team Officials	Players	Teams	Log Cut He		ning Leas	ue Tour	sament		
mar	y Signat	ure Options									
W	elcome,	Poe Josh mary of your leagues	and registrat	ion events.	ssy aa	Insec ce			1		
									- 40		0
Se	earch Filte	ers Name		1	×		Apply Filters				8
Se Pa Ite	earch Filte	of 1		Tw	*		Apply Filters	,			8
Se Pa Ite	errch Filte ige Size 10 erns 1 - 1	of 1	,	110	xe (Apply Filters	Teems	Report.	Guins	Support Tickets

This will bring you to a screen that lists all of those teams in your Registration or League Event. From this list you have the ability to remove teams from the event, as well as email them. To do these things you will need to select the team by checking the appropriate teams **CHECKBOX** and then click on the **REMOVE SELECT-ED TEAMS** or **EMAIL** checkbox. You also have the ability to export all of the teams registration data to Excel by clicking on the **EXPORT REGISTRATION DATA** link.

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Teams Ch	to Basistant	laine					
_ reams [] Str	ite Registrat	sona .					
Search Filb	ers	Show ID Card Do	wnload Column	15	Team Status	(All Teams)	(Apply Fil
Select Event:		P	vent Group:	Event Team	Level: Club or Team	Name:	
Fall 2010 Com	petitive Registra	tion (8/1/2010)	All		•		
Official Rosts	er (PDF)						
Remove Select	ed Teams	Edit Registration	Event 3	Export Registratio	n Data		
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Rostering And Carding An Individual Team

If you wish to print an Official Roster and ID Cards for a specific team in the list you will need to click on the name of the team.

Search Filt	ters	Show ID Card Down	load Colum	ns	Team Status	(All Teams)	Apply Filter
Select Event: Fall 2010 Cor	mpetitive Registra	Even	t Group:	Event Team	Level: Club or Team	Name:	
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Once you have clicked on their team name you will see the teams player list. This is just a player list and not a roster, in GotSoccer terms a team list doesn't become a roster until the roster is **FROZEN** (this means that the roster is locked and the only person who can make changes to the Official Team roster after it is frozen is the Registrar). You will notice that there is a **FREEZE ROSTER** button above the list of players, you will need to click this button to Freeze the roster so that you can print the Official Roster and ID Cards. You will also notice that there are different buttons for **DOCUMENT GENERATION**, these buttons are to generate a copy of the teams Official Roster, Player Cards, State Cup Roster, or Region IV roster into the team account if you wish for them to have the ability to print these documents. If you want your teams to have the ability to print these documents will need to give them permission by checking the appropriate checkboxes from the **OVERVIEW** tab.

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Once you have **FROZEN** the roster you will see a new group of buttons appear above the player list. The **DOWNLOAD** link is what you will use to print a copy of the teams Official Roster. The **USYSA(F)** link will print the front side and the **USYSA(B)** will print the back side of all the team's ID Cards with the USYSA logo and watermark, these are to be used if you are printing on plain card stock. The **PLAIN(F)** link will print the front side and the **PLAIN(B)** will print the back side of all the team's ID Cards with only the text (and the players photo if it has been uploaded, these are to be used if you are printing on pre printed USYSA card stock. If you wish to Unfreeze the roster, you will simply click on the **RESET ROSTER** button (remember, when a roster is frozen anything that is changed in any of the players accounts will not change on the frozen roster, so if you change players jersey numbers and the roster is frozen, you will need to Reset the roster for those changes to be reflected then you will need to Freeze the roster again).

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Secondary or Dual Rostered Players

If your state association allows dual rostered players you can look for players to add to your team by clicking on the **SEARCH FOR SECONDARY PLAYERS LINK**. Keep in mind that a player can only be primary on one team. For example if you have a player on the Sparrows and you add that same player to the Bulldogs, they will be pulled off of the Sparrows team and placed on the Bulldogs unless they are added to the Bulldogs as a secondary player.

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Once you locate the secondary player that you wish to add, you will simply click on the **ADD** button next to their name and they will be added to the team.

from the	event. To avoid	d this, reset the roster before removing a to	iam. Or you ca	n safely ignore a	ny matching	player allert	s you determine an	e not relevant.	an derune uner	warn was norroww
E Sea	rch for Sec	condary Players							_	6.0
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me	Lord	Last, First Name	Jruyil	School	Zip	Sex	DOB	Group	Team	processory.
911	Comp	Abdullah, Majed	2		19147	Boys	4/12/1994	U16	Rascals	Add

Once the player has been added as a Secondary Player you will notice that they show up with a grey letter S in the P/S column which means Primary/Secondary. If you click on the letter S it will change the player to Primary on this team and Secondary on their other team.

	Photo	LName	F.Name	ID#	Jrsy#	Gender	DOB*	Date Frozen		ID Card	Plain Card	P/S
1	J	Abdullah	Majed	911	2	Boys	4/12/1994	1/24/2010 8:12:10-091	(Release) (Transfer)	123 (98)	1010	s 2
2		Blitzer	Wolf	916	12	Boys	4/3/1994	1/24/2010 7:47:38 PM	Release Transfer	F	(E) (8)	•
3	9	Dean	James	912	94	Boys	5/16/1994	1/24/2010 7:47:38 PM	Release	1F) (8)	DED (18)	P

Rostering And Carding Teams In Bulk

If you want to Freeze rosters and print Official Rosters and ID Cards in bulk we give you that option as well. You will do this from your list of teams entered into the Registration Event. To select the teams that you want to freeze and print rosters for you will check the appropriate checkboxes. After you have selected your teams click on the FREEZE button to freeze the roster and if you want to print all of their official rosters, click on the OFFICIAL ROSTER (PDF) button. If you wish to generate rosters for the teams accounts where the coach or manager can print them just click on the CREATE DOCS button and the rosters will then appear in the teams account.

Team	State F	legistrati	ons				
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Understanding The List Of Teams For Your Event

THE ROSTER COLUMN - If a team's roster has not yet been frozen the number will read O/number of players in the player list. If all of the players on the team's player list have been frozen, this number will be the color Green. If a team's roster has been frozen and a player has been added by the club administrator but not yet added by the registrar, the first number will reflect the number of players frozen on the roster and the second number will be the number of players on the player list for that team. If there is a PDF symbol in this column, it represents that there has been an Official Roster generated in the team account for them to be able to print.

Searc	h Filters		Show ID Card Downlo	ad Column	s	Team Status	(All Teams)	Apply Filter
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lect tea	ims to include	then use one	of the following functions to ger	nerate your rep	port or perform actions in	bulk.	(Set Level +)	•
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Uploading Your Signature To Print On The Official Rosters And ID Cards

If you need your signature to print on the Official Roster and ID Cards, you have the ability to upload your signature. To do this simply click on the **REGISTRAR** tab, then click on **SIGNATURE** in the grey menu bar where you will be able to upload your signature from a file in your computer.

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			H	lome	Club	Refe	rees	Reg	istrar	Ű.
Home	Coaches	Team Officials	Pla	yers	Tea	ms	Log	Out	Help	
Summar	y Signatu	re Options								

Registrar Tab Options

If you want your Official Rosters to print the Seasonal Year, you will need to enter that information. To do this you will need to click on the **REGISTRAR** tab, then click on **OPTIONS** in the grey menu bar. From this page you can enter your Association ID (if you have one), the seasonal year, an alternate seasonal year, or you can replace the state description (EX: VT can be changed to read Vermont). The roster format will be setup for you, so don't change it if it is (you might not be a North Texas association, but North Texas has a roster format that is used by numerous states and yours might be one of them).

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2	User Name	josh				
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	Last Updated	1/24/2010 8:59:49	5 PM			
<u> </u>	Last Login	1/21/2010 12:15:3	38 PM			
La			Save	(Cancel)		

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