

# Existing Clubs in GotSport

Log in to your account and you will see your dashboard. In the top right corner, click on your club icon, select your role with your club to take you to a page that looks similar to the page below. Click on the Teams section of your dashboard.

The screenshot shows the GotSport dashboard for the Arlington Soccer Association. The left sidebar contains a navigation menu with 'Teams' circled in red. The main dashboard area displays a summary of club statistics: 26 Teams, 37 Coaches, 7727 Players, and 1 Events. Below this is a 'Schedules As Participant' table with the following data:

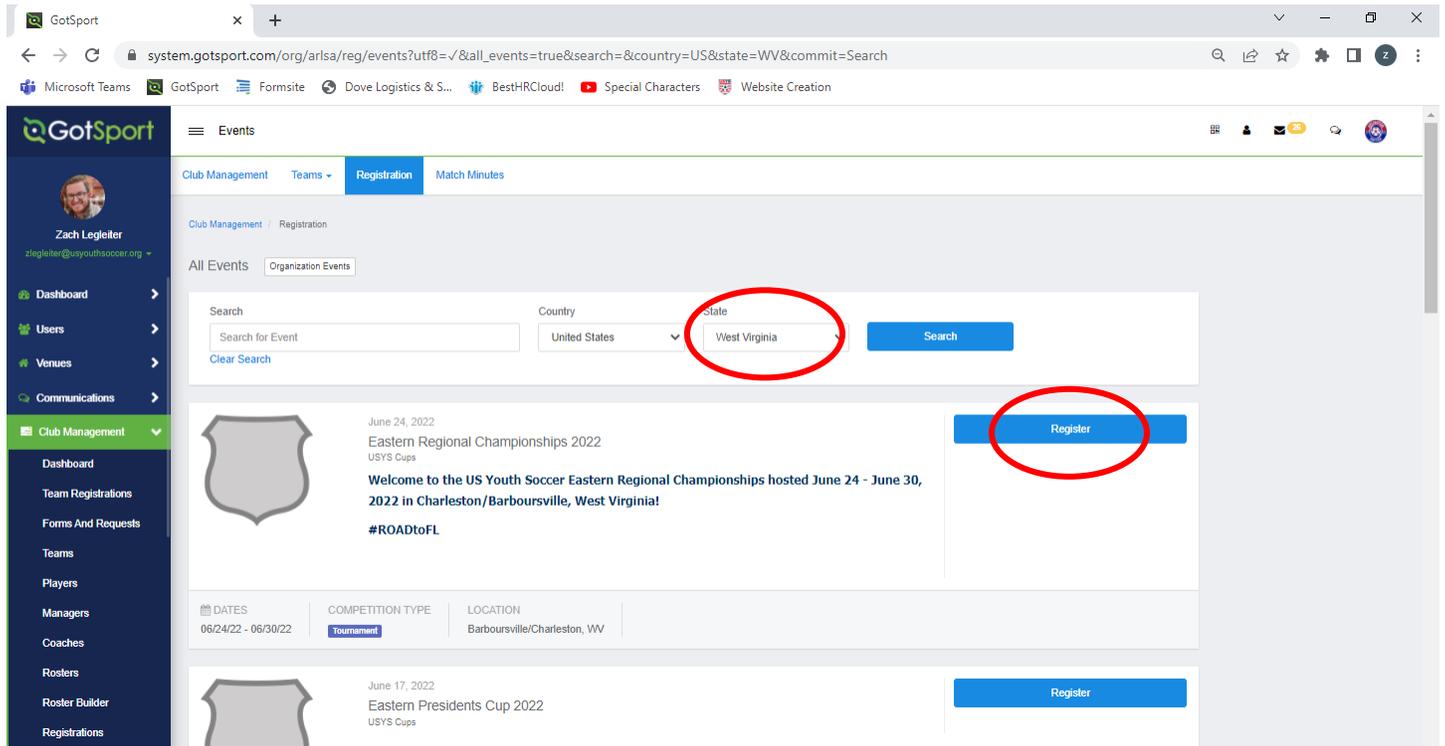
Name	Matches Count	Created
EDP League Spring 2022	11294	January 18, 2022 11:28
VA State Championships	118	October 26, 2021 08:00
GA Summer Showcase and Playoffs 2021	403	May 28, 2021 08:12
EDP League 2021-2022	8375	April 27, 2021 15:34

If your team is not listed under Teams, click New Team on the right-hand side. Input their name, Click on the Competitive level within the STATE, Gender, Age Group and Sport. Click Save and you will be taken back to the list of teams. The third tab at the top is **Registration**. Click on that.

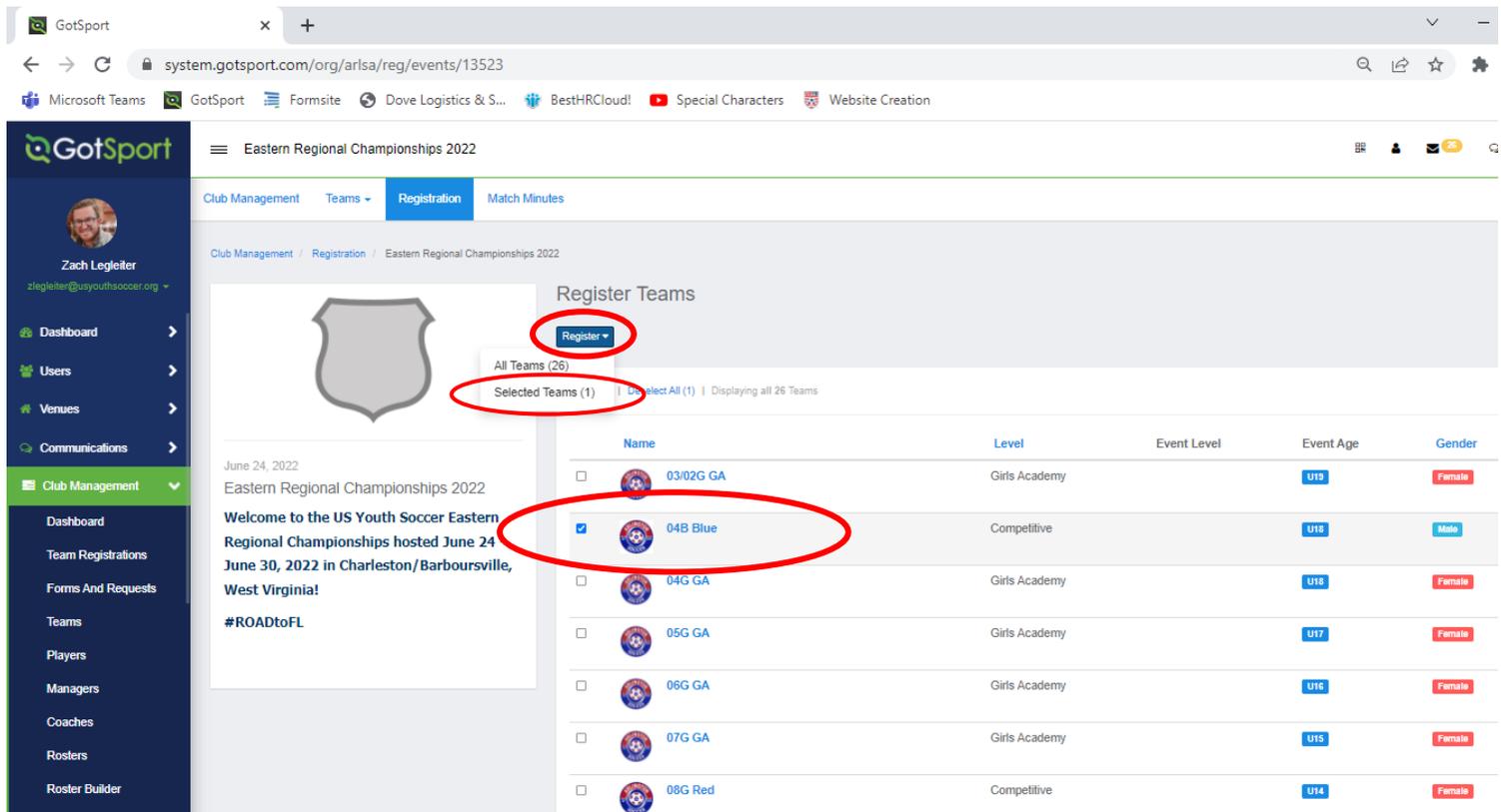
The screenshot shows the 'Teams' page in GotSport. The 'Registration' tab is circled in red. The page features a search filter for teams with the following fields: Search Team Name, Age Group (Min, Max), Gender (All), Level (Select One), Event (Select One), and Has Legacy ID? (Select One). Below the search filter is a table listing existing teams:

Name	Team Association	Level	Current Age	Gender	Player List Hidden	R	CP	Team	Player Count	Coach Count	Manager Count	Can Print?
03/02G GA GA03		Girls Academy	U19	Female	<input type="checkbox"/>				33	8	3	<input checked="" type="checkbox"/> ID Cards <input checked="" type="checkbox"/> Roster PDF
04B Blue GA02		Competitive	U19	Male	<input type="checkbox"/>				19	3	1	<input checked="" type="checkbox"/> ID Cards <input checked="" type="checkbox"/> Roster PDF
04G GA GA04		Girls Academy	U17	Female	<input type="checkbox"/>				24	8	2	<input checked="" type="checkbox"/> ID Cards <input checked="" type="checkbox"/> Roster PDF

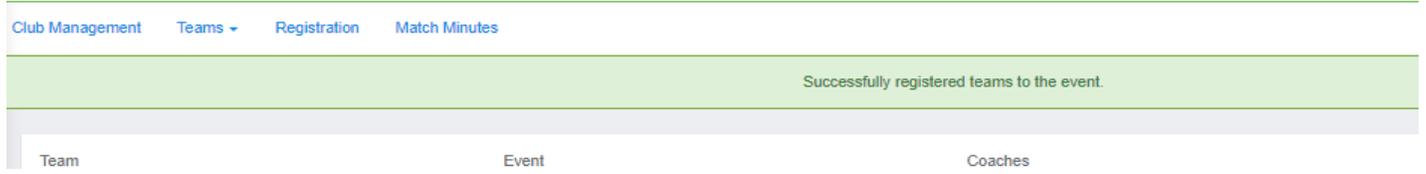
Towards the top part the list of events is a white button that says All Events. Click on that and select the hosting state for the event you are looking to register for. In this scenario, I am looking for the Easter Regional Championships, so I will find West Virginia and click search. From there, you will see the list of events hosted in the state that you searched. Scroll down to find the event you are looking to register for and click Register.



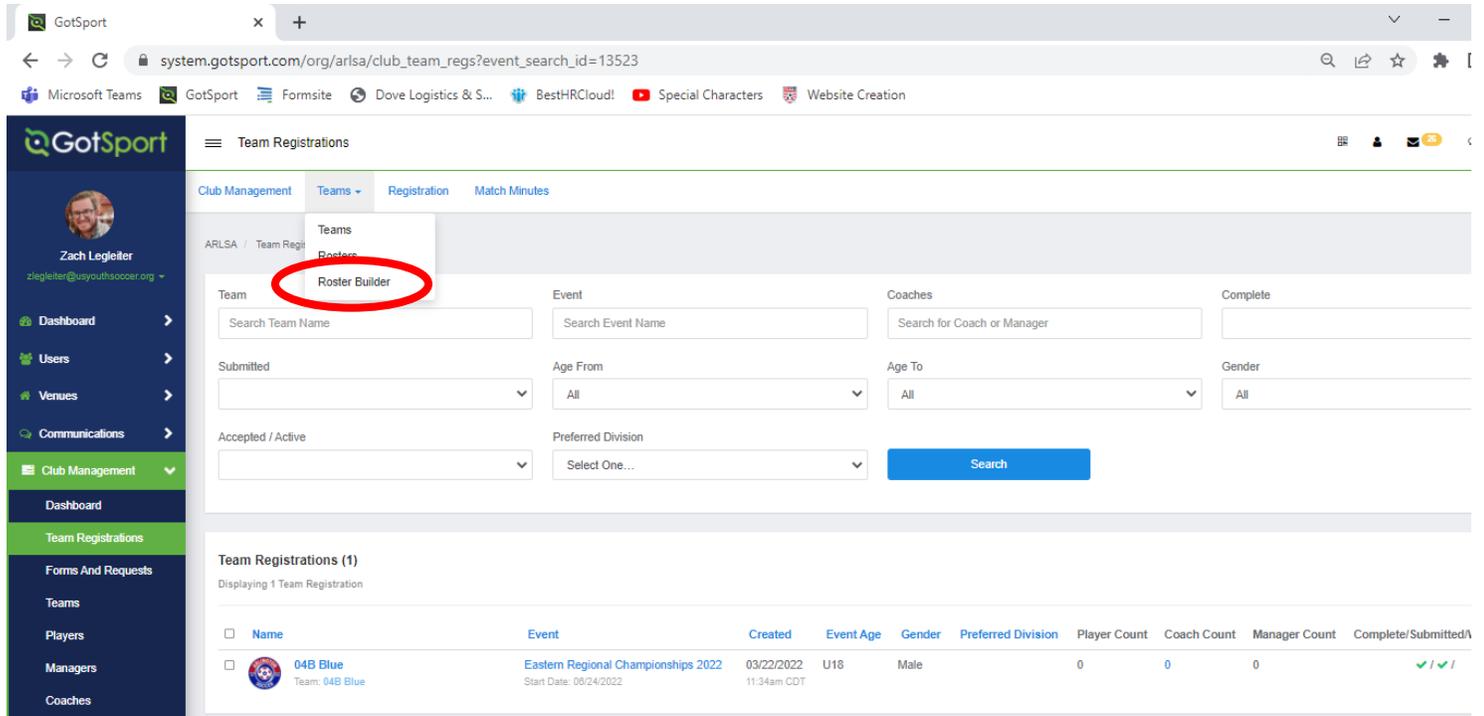
You will then see the full list of teams within your club. Select the team(s) you are trying to register for that event. Click Register and then 'Selected Teams'.



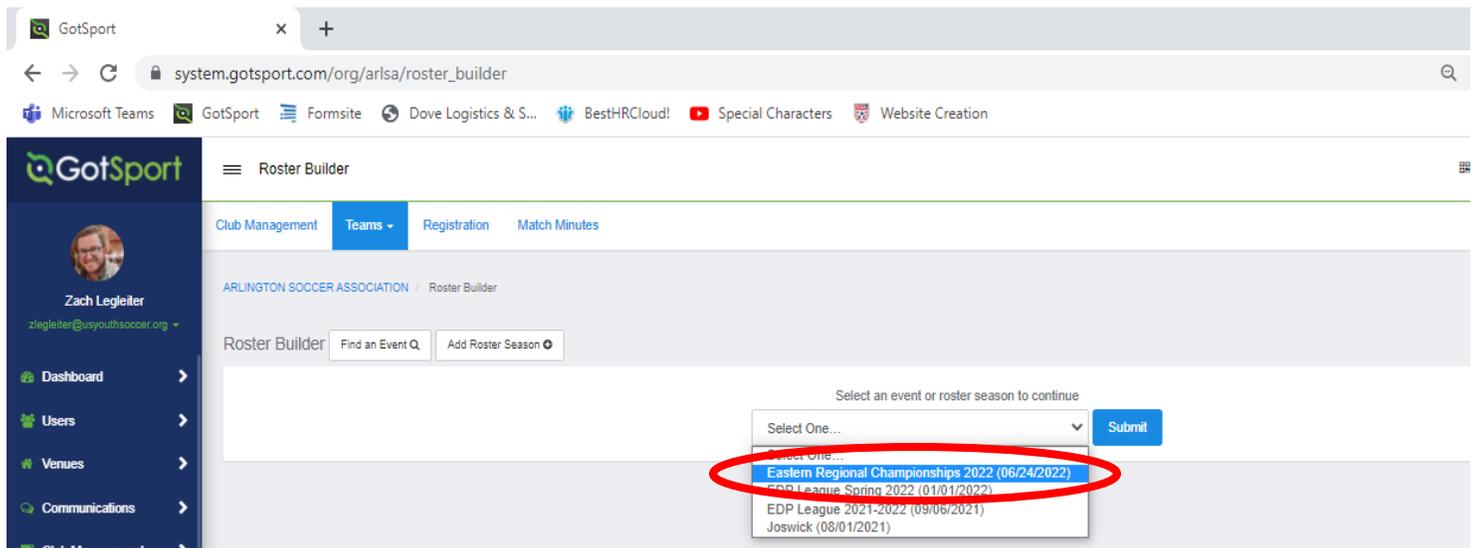
Once you click register, you will be notified towards the top of the screen that you have successfully registered those teams for the event.



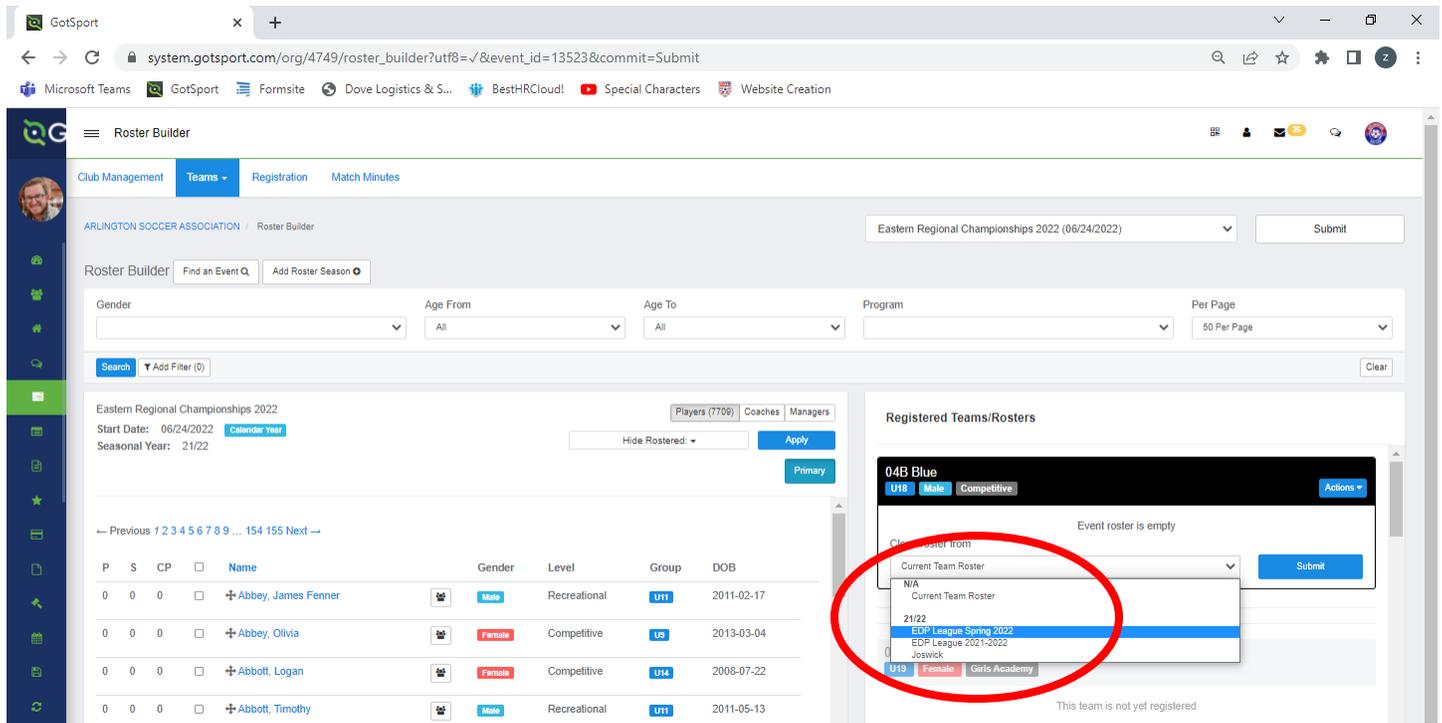
Once registered, you can now build the roster for that event. The second tab on the top labelled Teams, click that and select Roster Builder from the dropdown. If you need to add players to the team before building your roster, you will need to go to Club Management, Players tab and manually add the new players to GotSport.



Select from the dropdown the event that you would like to build the roster for.



On the right-hand side, you will see the highlighted teams from your club that have registered for Regionals. There are two ways that you can build the roster for approval of your team. The first way, you can clone a roster from your State Cup roster, if State Cup was through GotSport.



The second way is to highlight players from the pool in the main section of the page and when all are selected, click 'Add to Team' on the right-hand side under the team they are rostered to. Once all the players are added, the team is now registered and rostered for that event. You will need to add their jersey and position either as you move them from the pool of players to the team or once all the players are in the Registered Team/Rosters section. Once all players are moved over, the state can now see the players and approve the roster. No further action is currently needed on your part. If you have to make any changes once the roster is approved/locked, please work with your state on any minor changes.

