

# Non-Existing Clubs in GotSport

1. Please send the following information to **Aaron Coloma at [acoloma@usyouthsoccer.org](mailto:acoloma@usyouthsoccer.org)**. Please allow 1-2 business days for the Club and teams to be built in GotSport. Once built, he will follow up via email to confirm the upload in the system.
  - a. State Association
  - b. Full Club Name
  - c. Club Admin First Name
  - d. Club Admin Last Name
  - e. Club Admin Email
  - f. Preferred Password
  - g. Team Name
  - h. Age
  - i. Gender
  - j. Team Contact Coach/Manager
  - k. If needing to register multiple teams in your club, repeat steps G-J.

Once built in the system, log in to your account using the email and password provided and you will be taken to 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. For future, 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 screenshot shows the GotSport dashboard for the Arlington Soccer Association. The user is Zach Legleiter. The dashboard displays various statistics and sections:

- Teams:** 26 (circled in red)
- Coaches:** 37
- Players:** 7727
- Events:** 1

Other sections include Billing, Support, Tickets, and Programs. A 'Tournament Ad Promo' banner is also visible.

**Schedules As Participant**

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

The third tab at the top is **Registration**. Click on that.

The screenshot shows the GotSport interface for the 'Teams' section. The 'Registration' tab is highlighted with a red circle. Below the navigation bar, there are search filters for 'Search Team Name', 'Age Group' (Min/Max), 'Gender' (All), 'Level', 'Event', and 'Has Legacy ID?'. A 'Search' button is present. Below the filters is a table of teams with columns: Name, Team Association, Level, Current Age, Gender, Player List Hidden, R, CP, Team, Player Count, Coach Count, Manager Count, and Can Print?.

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	04b2b	Competitive	U18	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.

The screenshot shows the GotSport interface for the 'Events' section. The 'Registration' tab is selected. Below the navigation bar, there are search filters for 'Search for Event', 'Country' (United States), and 'State' (West Virginia). A 'Search' button is present. Below the filters is a list of events. The first event is 'Eastern Regional Championships 2022' with a 'Register' button circled in red. The second event is 'Eastern Presidents Cup 2022' with a 'Register' button.

DATES	COMPETITION TYPE	LOCATION
06/24/22 - 06/30/22	Tournament	Barboursville/Charleston, WV

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'.

Eastern Regional Championships 2022

Club Management Teams Registration Match Minutes

Register Teams

All Teams (26)

Selected Teams (1) | Deselect All (1) | Displaying all 26 Teams

	Name	Level	Event Level	Event Age	Gender
<input type="checkbox"/>	03/02G GA	Girls Academy		U19	Female
<input checked="" type="checkbox"/>	04B Blue	Competitive		U18	Male
<input type="checkbox"/>	04G GA	Girls Academy		U18	Female
<input type="checkbox"/>	05G GA	Girls Academy		U17	Female
<input type="checkbox"/>	06G GA	Girls Academy		U16	Female
<input type="checkbox"/>	07G GA	Girls Academy		U15	Female
<input type="checkbox"/>	08G Red	Competitive		U14	Female

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. There are 2 ways to upload players into GotSport. The first, on the left-hand side, click the Club Management dropdown and select 'Players'. This will take you to a page where all the players will be listed to add to a roster later in the instructions. The first way to upload players is to Click "Add Player" on the right-hand side to manually upload each player. You will first search the player and if they are not in the system, you will need to add all the prompted fields to the player's profile.

Manage Players Upload Players Parents/Guardians

TESTUTD / Players

Player Last Name Is

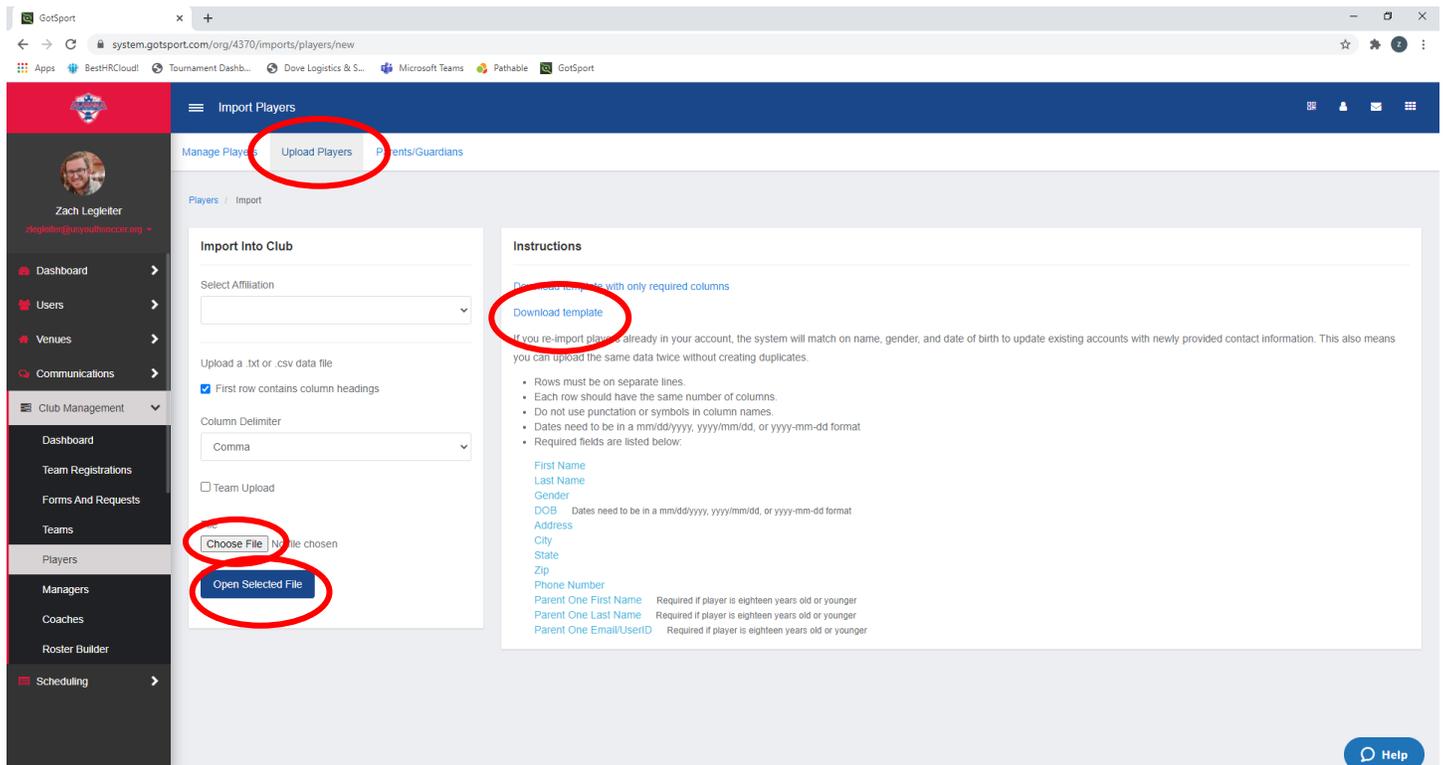
Search Add Filter (1) Clear

50 Per Page

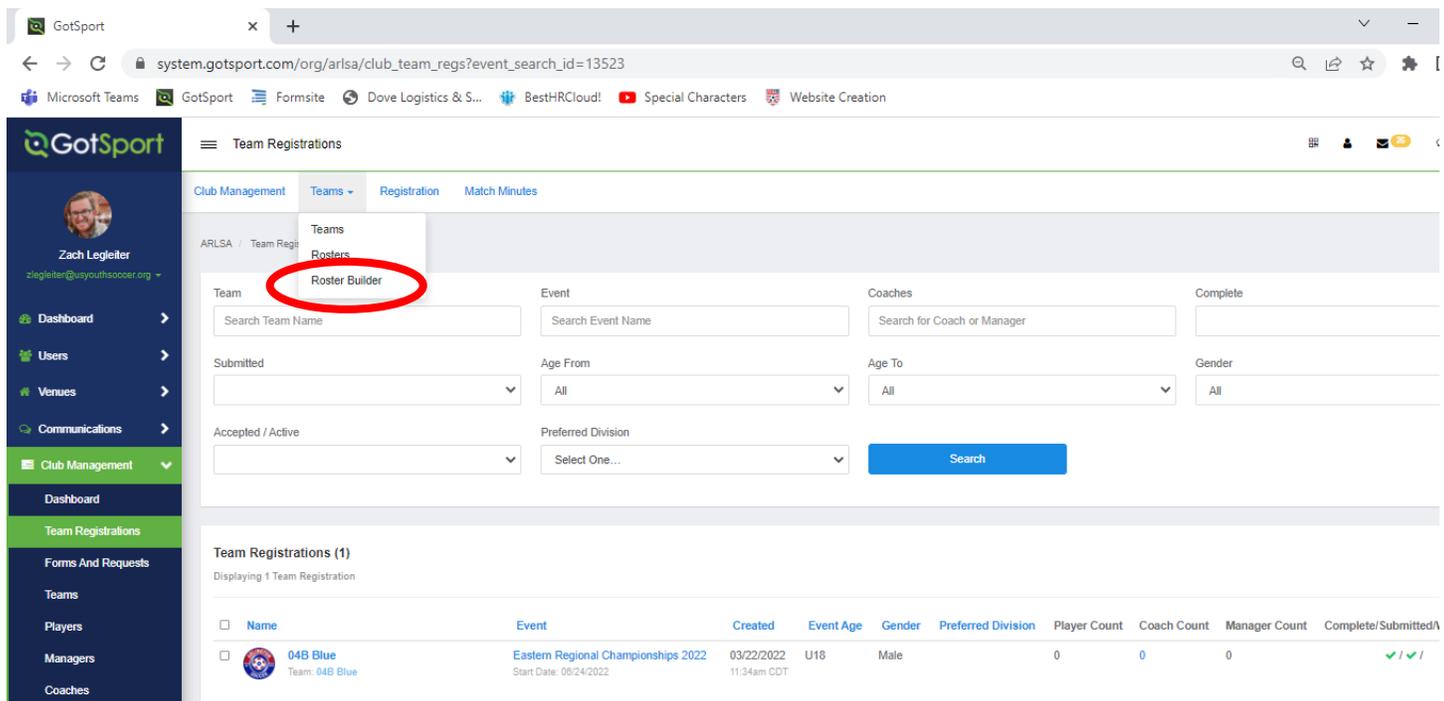
Export Add Player

	Name	Email/UserID	Gender	DOB	Age	Level	Phone
<input type="checkbox"/>	Anderson, Robert	wiltonian@outlook.com	Male	08/08/2001	U20	Academy	(208) 336-5256
<input type="checkbox"/>	Bassett, Mike	wiltonian@outlook.com	Male	08/08/2009	U12	Competitive	1234567890 1234567890
<input type="checkbox"/>	Biddy, John	wiltonian@outlook.com	Male	08/04/2009	U12	Competitive Competitive	(208) 555-5555
<input type="checkbox"/>	Buchanan, Christine	dave@gotSPORT.com	Male	04/07/2009	U12	Recreational Recreational	9047464446 9047464446
<input type="checkbox"/>	Crush, Bobby		Male	01/01/2007	U14	Competitive	2086556000

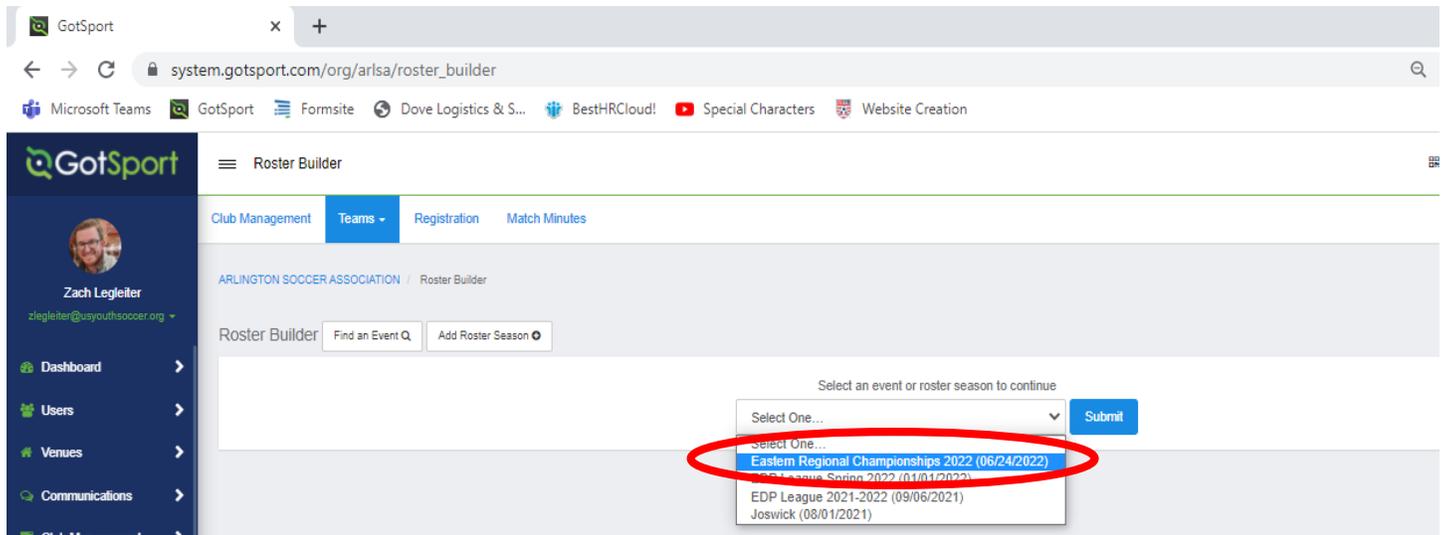
The second way to input new players is to click on the Upload Players tab at the top of the 'Players' page. You can utilize their player roster template and can upload all the players at one time, but will need to ensure all the fields are completed on the template before uploading. Under Instructions, download the template, save and upload under 'Import Into Club'. The file MUST BE A CSV to upload. When importing, ensure Affiliation is set to USYS.



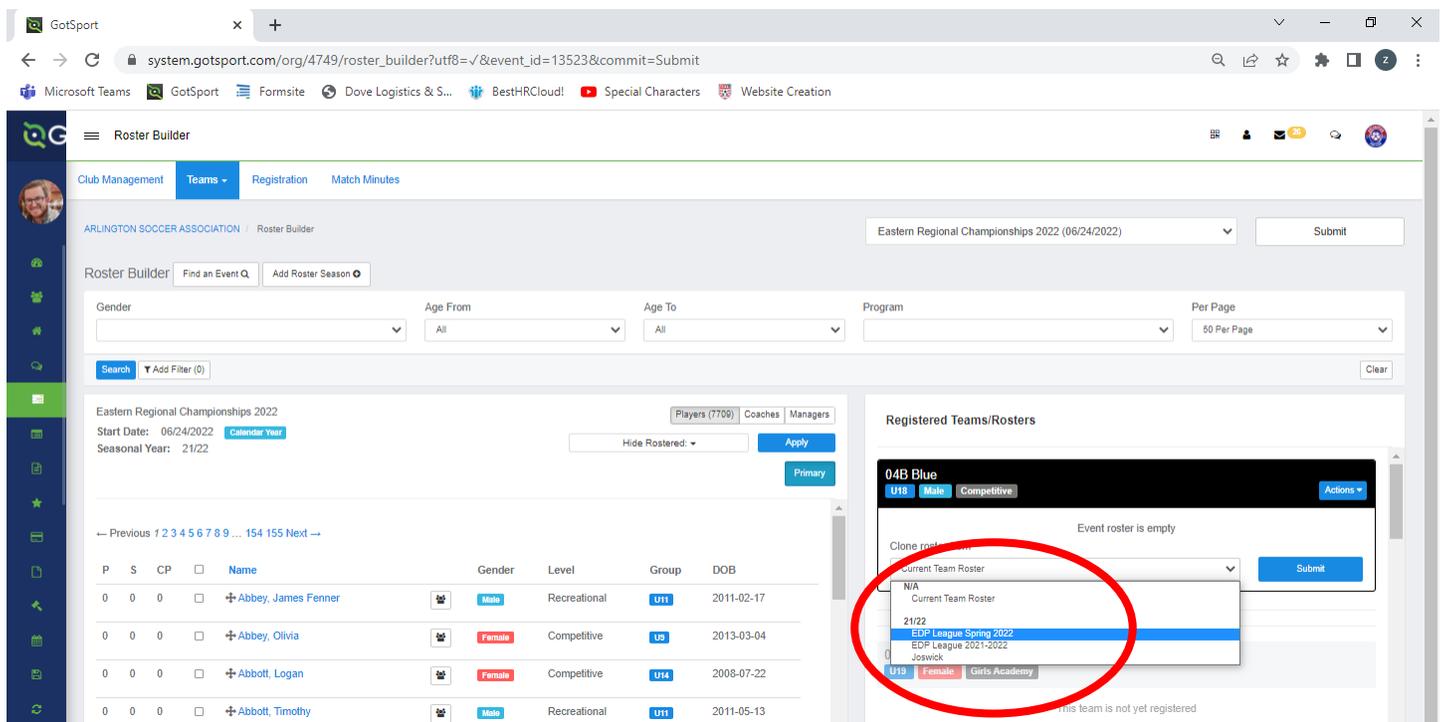
Once all the players have been added to GotSport, you can now build the roster for the event you have registered for. On the left-hand side, under the Club Management tab, click on the Team Registrations section. The second tab on the top labelled Teams, click that and select Roster Builder from the dropdown.



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.

