



# FYSA GOTSPORT REGISTRATION GUIDE [CLUB ADMINISTRATORS]



**2022-2023**  
AS OF JULY 1, 2022

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# NOTE TO CLUB ADMINISTRATORS

Club Administrators-

As you prepare for your Club Registration this week, we wanted to provide you with the appropriate timeline for the Fall 2022 Registration.

## FYSA 2022/23 TIMELINE:

● MAY 1, 2022	1. Medical Release forms updated for the new season (22/23) 2. Not in Good Standing (NGS) opens for the current season (21/22)
● MAY 27, 2022	Not in Good Standing (NGS) <b>CLOSES</b>
● MAY 31, 2022	All background checks, SafeSport, and Heads Up expires for coaches and staff
● JUNE 1, 2022	1. Club Re-Affiliation Form <b>OPENS</b> 2. All coaches and staff can begin completing background checks, SafeSport, and Heads Up for the new season (22/23)
● JUNE 10, 2022	A player's registration with a club is binding for the season starting on/ or after June 10, per FYSA Rule 203.1
● JUNE 17, 2022	<b>DEADLINE</b> to apply for FYSA State or Regional Leagues
● JUNE 29, 2022	<b>DEADLINE</b> to submit any player registrations for the 2021/22 season
● JULY 17, 2022	<b>DEADLINE</b> for Club Re-Affiliation
● JULY 18, 2022	FYSA Registration Event for the new season (22/23) Rosters and passes for the 22/23 season can now be printed
● AUGUST 7, 2022	FYSA Annual General Meeting

★ Age/ Birth Verification weekly deadline: Fridays 5:00 PM EST

★ All passes for the 2021-2022 season are still valid til Aug 31





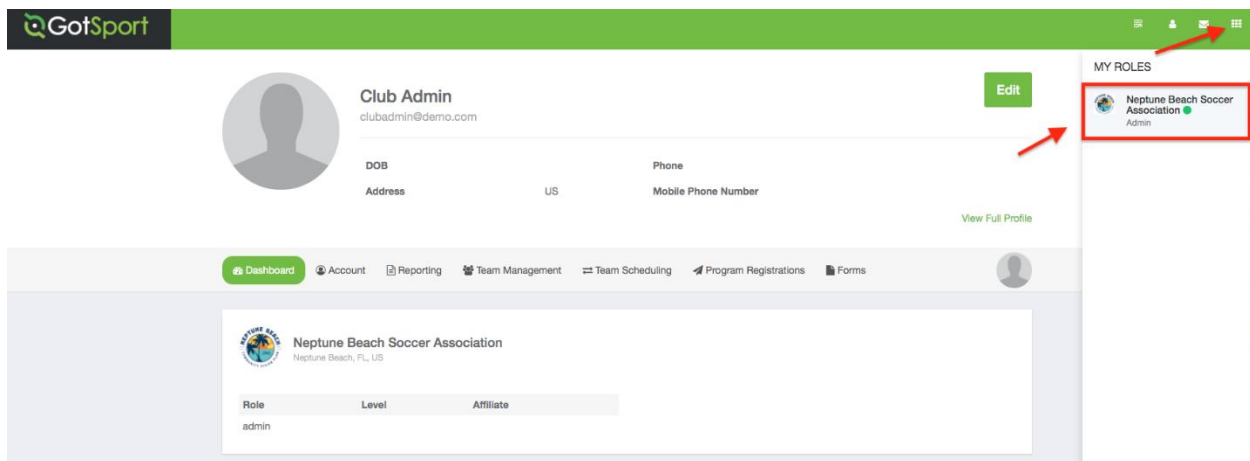
# MANAGING YOUR ORGANIZATION'S ACCOUNT

To get started we will go through some of the basics. The next sections will walk you through:

- Navigating from your personal account to your organization account
- Updating your Organization's Logo & Basic information
- Creating a Signature for IDs & Rosters
- Accessing Florida Youth Soccer Association (FYSA) Forms
- Locating your Club's FIFA ID

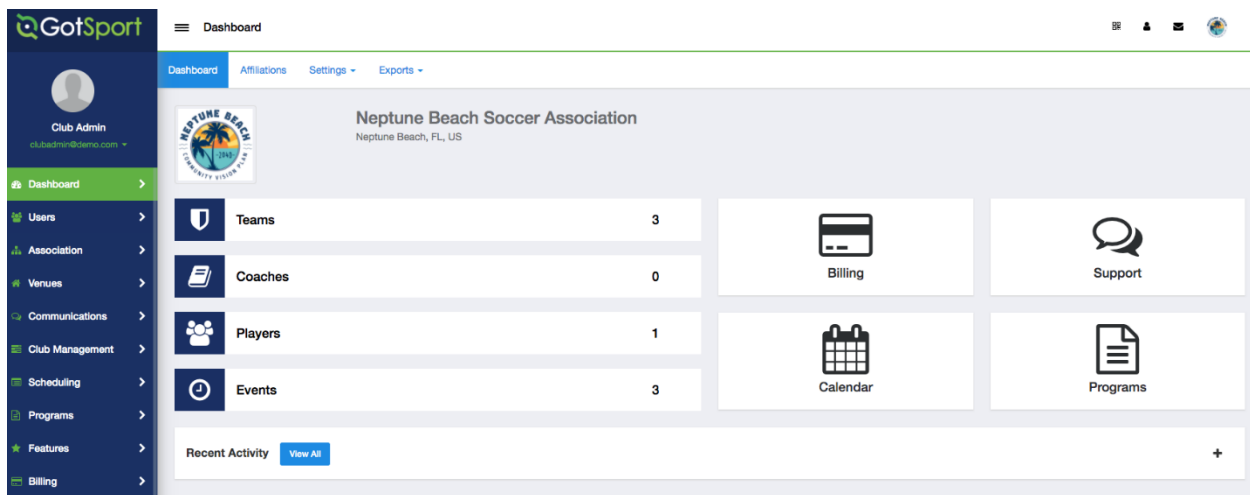
## NAVIGATE FROM YOUR PERSONAL ACCOUNT TO YOUR ORGANIZATION ACCOUNT

Step 1: From your profile, click on the GRID icon in the upper right-hand corner of the screen. If you have any organization admin roles, the organization will show in a list below the GRID icon under MY ROLES. Click the name of the organization on this list to transition to the organization account



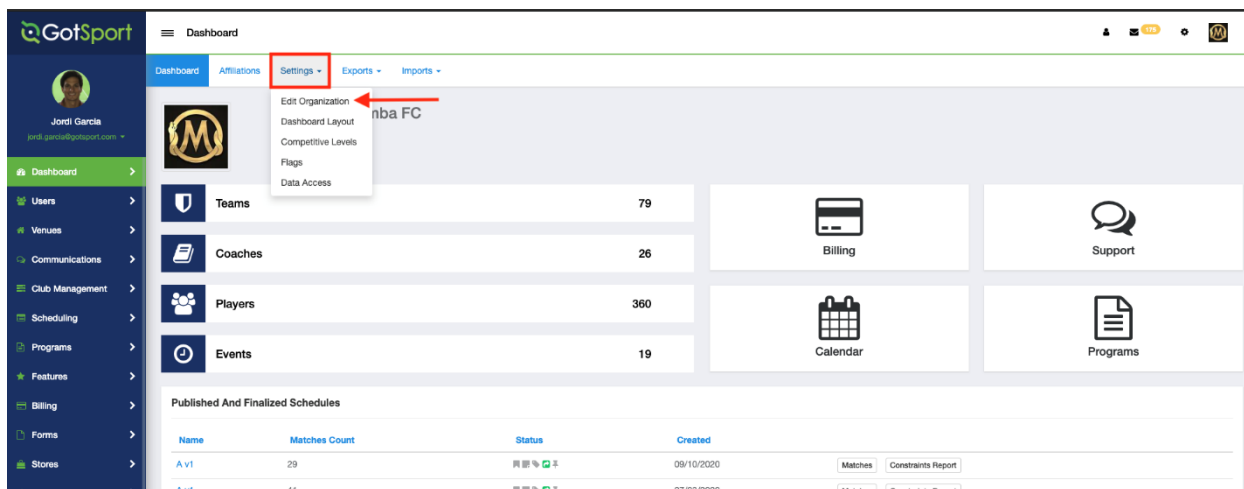
Step 2: You should now be logged into your organization's account.

Your organization's DASHBOARD will look similar to the sample below.



## UPDATE YOUR ORGANIZATION'S LOGO AND BASIC INFORMATION

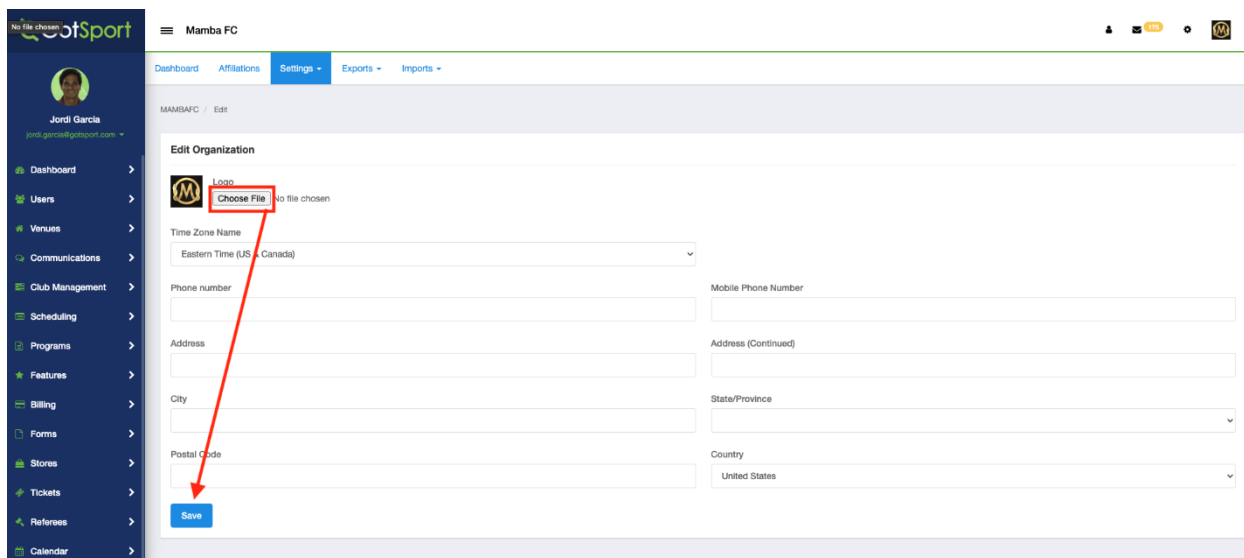
Step 1: From the DASHBOARD select “**SETTINGS**” from the menu ribbon located towards top then click “**EDIT ORGANIZATION**” from the options listed



Step 2: Add a logo by clicking “**CHOOSE FILE**” and uploading your organization’s logo. When complete click “**SAVE**” at the bottom

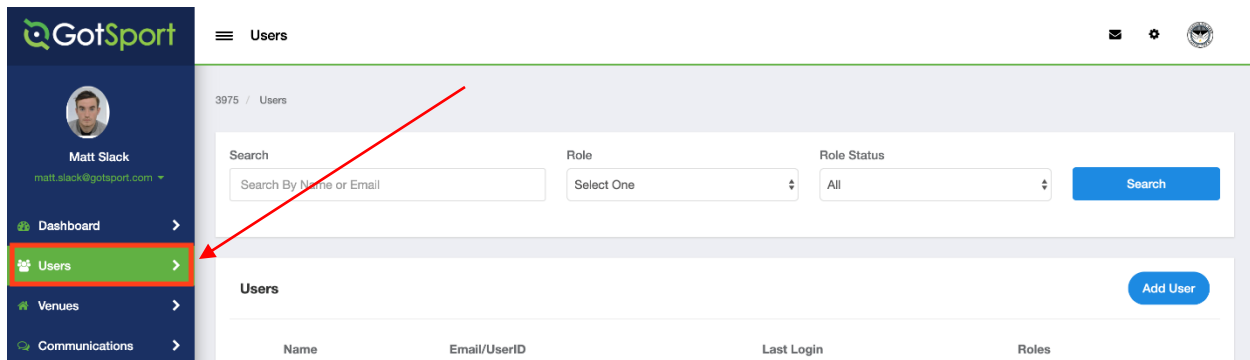
You can also update any of the basic club info (ex: address, phone number etc.) on this page.

**NOTE- Be sure to notify the office ([info@fysa.com](mailto:info@fysa.com)) of logo updates or club information changes so all listings for your organization are accurate and UpToDate across all platforms.**

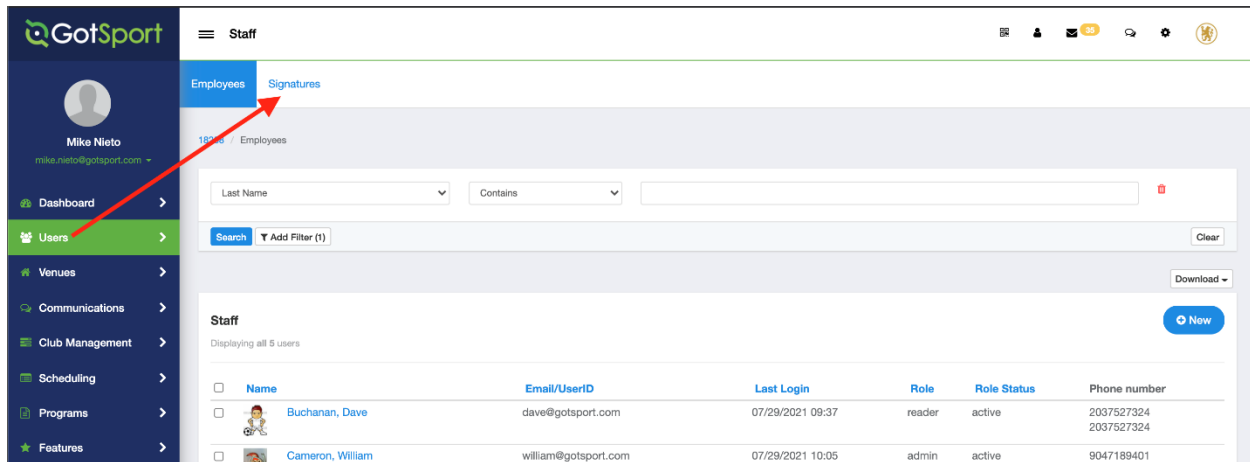


## CREATE A SIGNATURE FOR ID'S AND ROSTERS

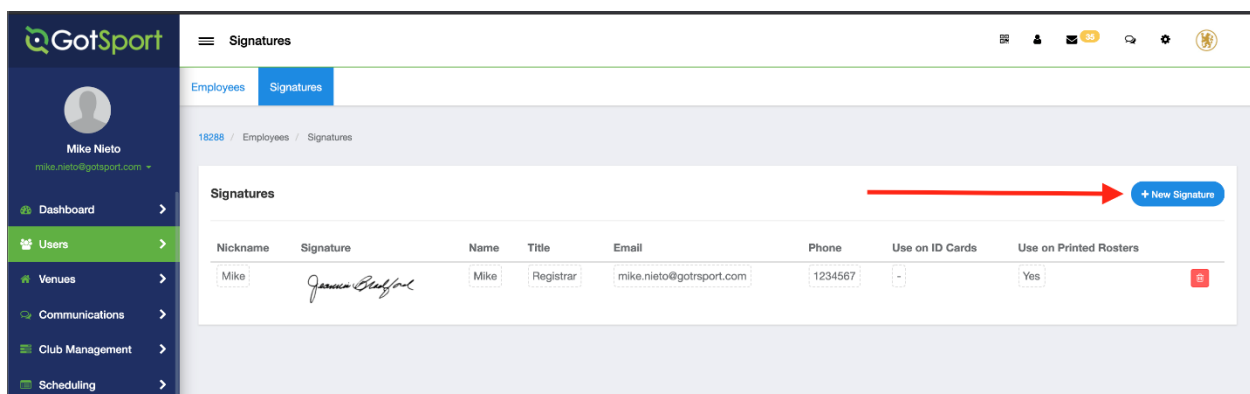
Step 1: From your DASHBOARD, select “USERS” on the left-hand menu



Step 2: While on the USERS page, click “SIGNATURES” from the menu ribbon located towards the top



Step 3: Click on the “+ NEW SIGNATURE” button on the right-hand side of the page



Step 4: Upload a signature by enabling the checkbox, upload your scanned signature, and clicking “SAVE”.

**GotSport** Signatures

Employees Signatures

18288 / Employees / Signatures

**New Signature**

Signature Nickname Your Name

Email Phone Title

☒ Upload Signature?

☐ Global Signature (Available to all admin)

☐ Use on ID Cards

☐ Use on Printed Rosters

Logo

Choose File No file chosen

Save

**NOTE-** The signature you just created will now show in the list of Signatures that you can attach to different areas of your account on emails, forms, etc.

**GotSport** Signatures

Employees Signatures

18288 / Employees / Signatures

**Signatures**

+ New Signature

Nickname	Signature	Name	Title	Email	Phone	Use on ID Cards	Use on Printed Rosters
Mike		Mike	Registrar	mike.nieto@gotssport.com	1234567	-	Yes

Step 5: **The Registrar's signature will need to be linked to passes and event rosters.** From the **DASHBOARD** select “**SETTINGS**” then select “**EDIT ORGANIZATION**”. Scroll down to **PRINTED ROSTER SIGNATURE AND ID PASSES**. From the drop down, select the signature you wish to add.

Printed Roster Signature

+JC passes

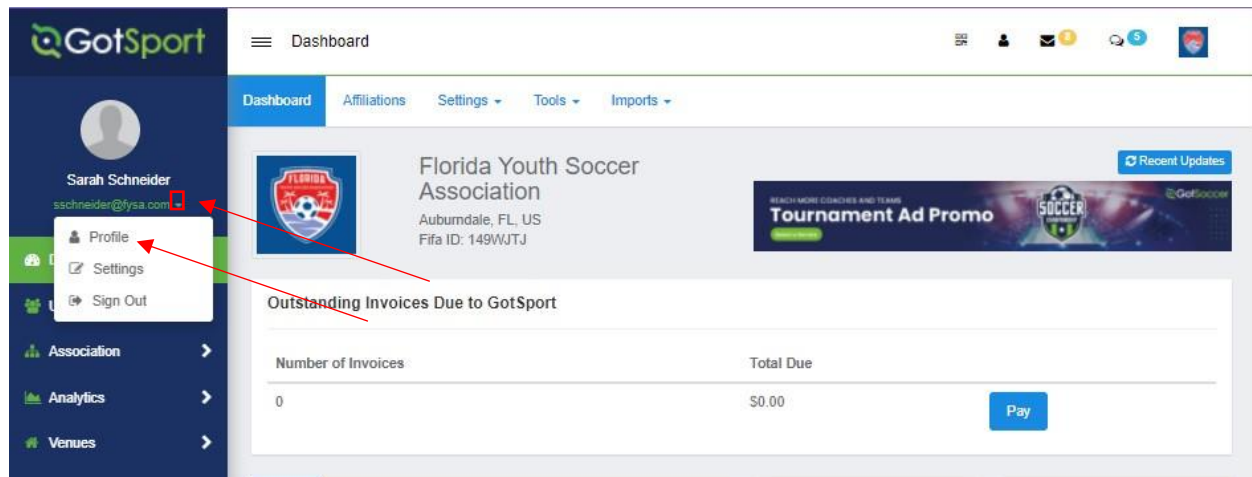
ID Card Signature

+JC passes

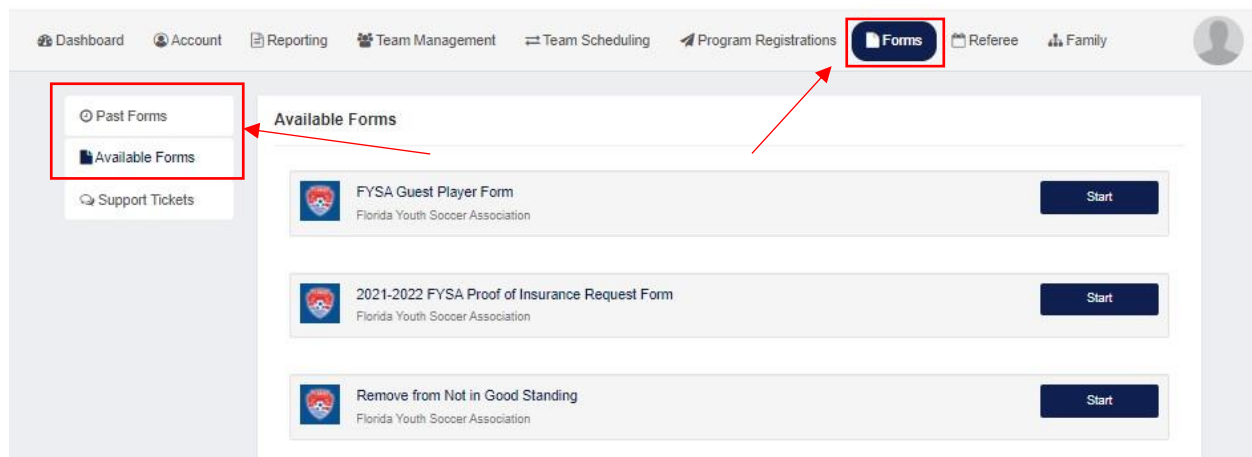


## ACCESS FYSA FORMS

Step 1: Once logged in, in the top left, select the **pointing down arrow** to the right of your email address. Once you select that, click on **“PROFILE”**. This will bring you to your Profile Dashboard.



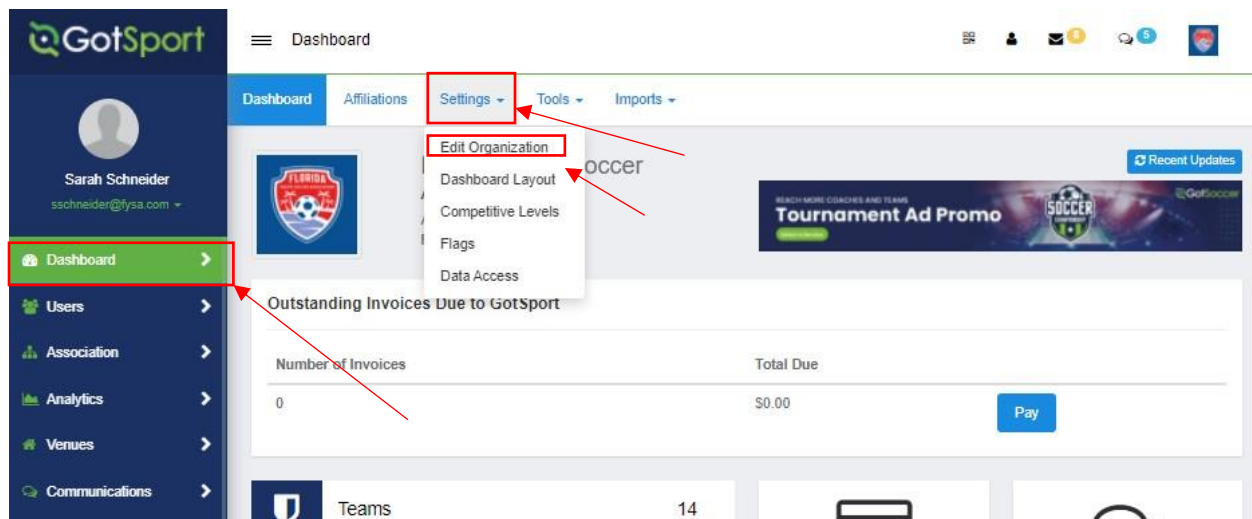
Step 2: From the **Dashboard**, click the **‘FORMS’** tab at the top of the page. From here you can navigate to all available forms and past forms that you’ve submitted by selecting **‘AVAILABLE’** or **‘PAST’** from the left side menu.



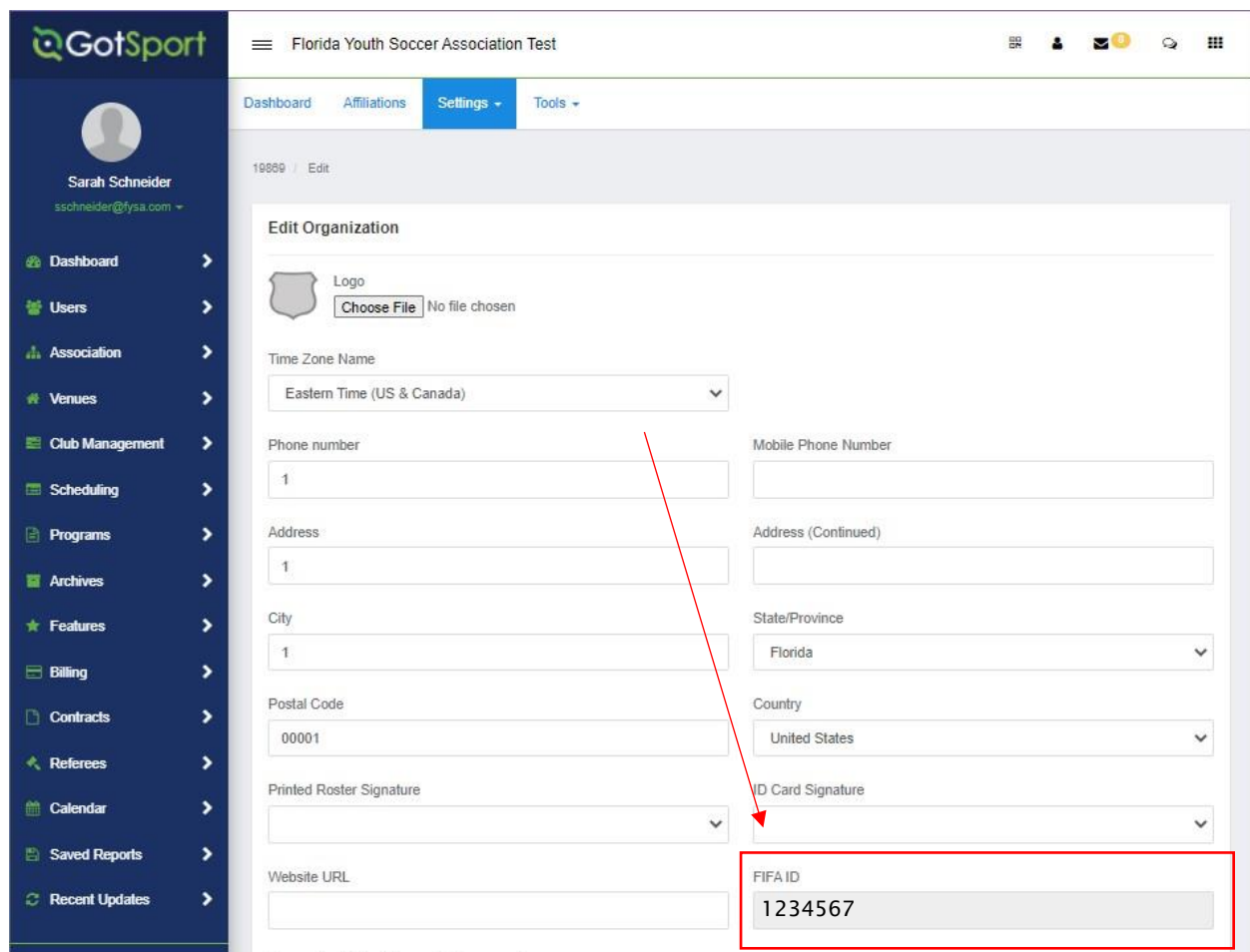
This will be where the reaffiliation form and guest player forms are located.

# LOCATE YOUR FIFA ID

Step 1: From the **Dashboard** select '**SETTINGS**' then select '**EDIT ORGANIZATION**'



Step 2: Scroll down to the FIFA ID located toward the bottom on the right of the landing page



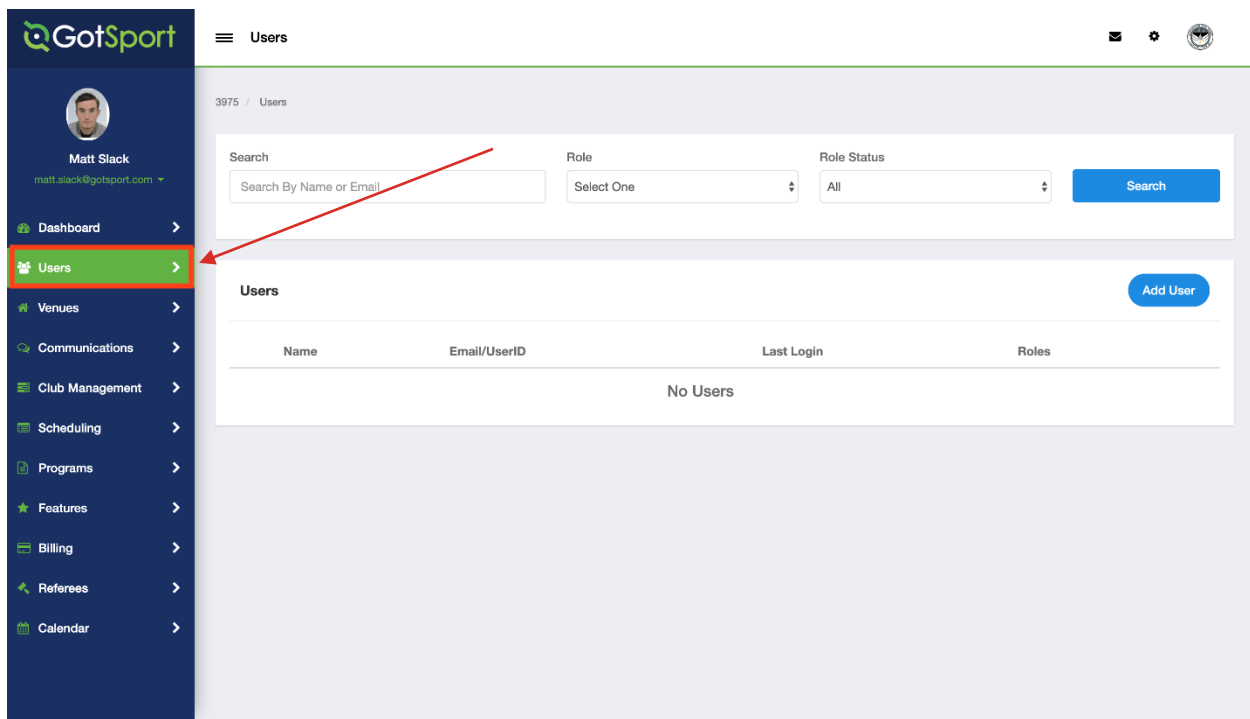
# ADDING/ MANAGING CLUB USERS

To start, you'll want to make sure you have all of the appropriate [administrators set up in your Club](#). As the primary admin on the account, you have the ability to add any, and all, additional administrators including how they are allowed to operate within your account. Each club should have the following roles assigned:

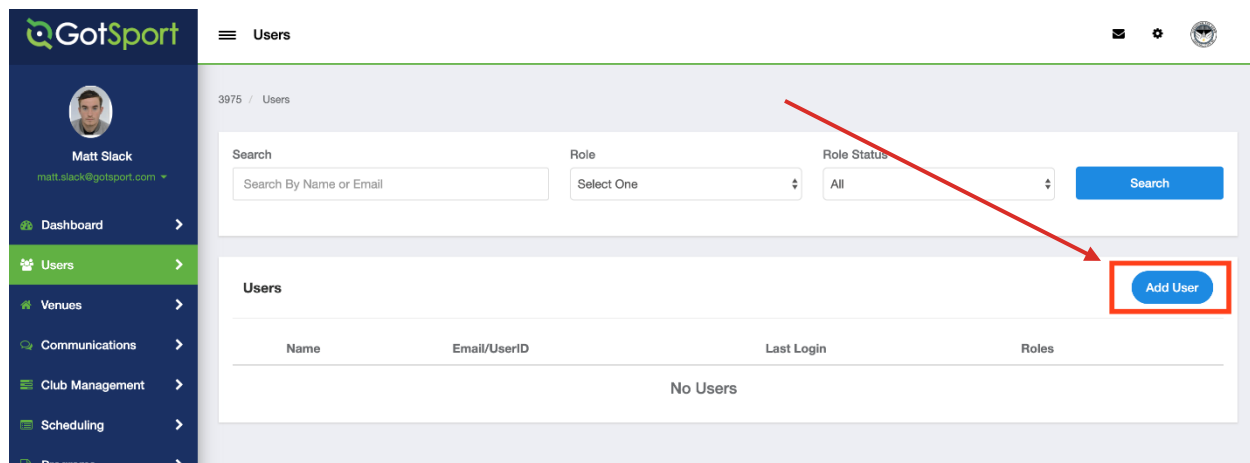
1. Agent of Record
2. Registrar
3. Referee Assignor
4. Treasurer

## HOW TO ADD USERS TO AN ORGANIZATION:

Step 1: From your Dashboard, select “USERS” on the left-hand menu



Step 2: On the USERS page, click the “ADD USER” button on the right-hand side

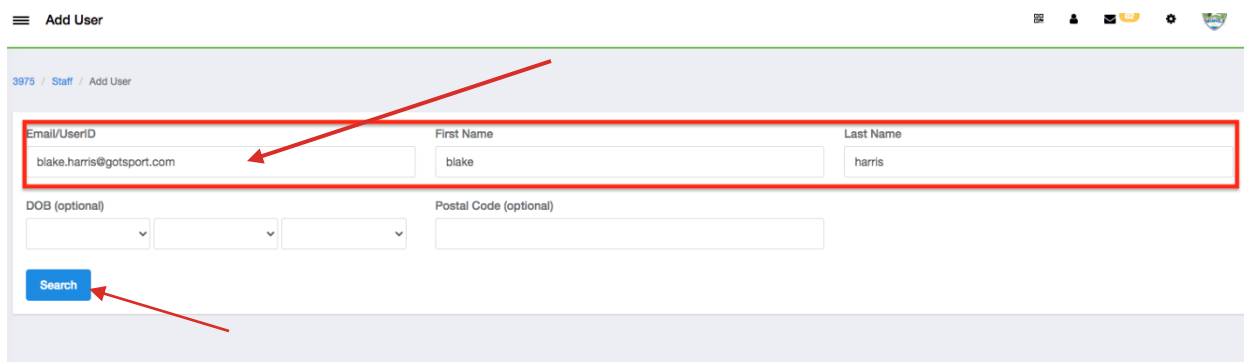


Step 3: Enter the new user's Email Address and First & Last Name into the pop-up



window. Date of Birth and zip code is optional, then click “SEARCH”

**NOTE- Their email address will be their new username for the GotSport system.**

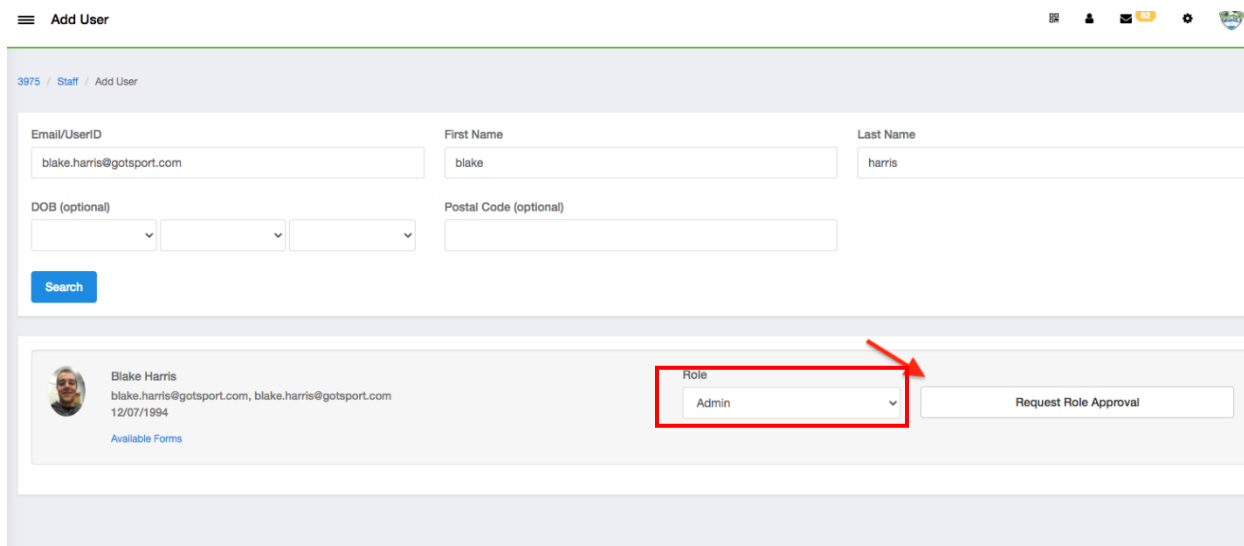


The screenshot shows the 'Add User' form. At the top, there's a navigation bar with 'Add User' and a user profile icon. Below it, a breadcrumb trail shows '3975 / Staff / Add User'. The form contains several input fields: 'Email/UserID' with the value 'blake.harris@gotsport.com', 'First Name' with 'blake', and 'Last Name' with 'harris'. There are also dropdown menus for 'DOB (optional)' and 'Postal Code (optional)'. A blue 'Search' button is at the bottom left. A red box highlights the three main input fields, and a red arrow points to the 'Search' button.

Step 4: The system will search for an existing user.

Step 4A: If the user is already in the GotSport system select the role you would like to assign them within your club and click “Request Role Approval” on the right-hand side

**NOTE- by selecting the role READER a user will be included into your database but be unable to perform any administrative tasks.**



This screenshot shows the same 'Add User' form, but now it displays search results for 'Blake Harris'. The form fields are populated with his information: 'Email/UserID' is 'blake.harris@gotsport.com', 'First Name' is 'blake', and 'Last Name' is 'harris'. Below the form, there's a section for the user's details, including a profile picture, name, email, and date of birth. A red box highlights the 'Role' dropdown menu, which is currently set to 'Admin'. A red arrow points to the 'Request Role Approval' button next to it.

Step 4B: If the user is not in the GotSport system, you will be prompted to create an account for them. You can fill in all of the information for them, but the only required information to complete this is: Role, First & Last Name, Email Address/ User ID, and Password. (Name and email will auto-fill based on your search criteria from STEP 3). When complete click “SAVE”

**NOTE- Their email address will be their new username for the GotSport system.**

**NOTE- by selecting the role READER a user will be included into your database but be unable to perform any administrative tasks.**





# EDITING AN ADMIN'S MODULE PERMISSIONS

Step 1: From the dashboard, click the “USERS” tab.

Dashboard

Force Soccer Club  
FL, US

Module	Count
Teams	12
Coaches	15
Players	243
Events	8

Billing Support

Calendar Programs

Schedules As Participant

Name	Matches Count	Created
2019/2020 State League One	34	April 15, 2020 13:14

Step 2: Select the person’s Name from your USER list

3975 / Users

Search By Name or Email

Role: Select One

Role Status: All

Search

Add User

Name	Email/UserID	Last Login	Roles	
<input type="checkbox"/> Buchanan, Dave	dave@gotsport.com	December 01, 2020 09:12	admin	Remove
<input type="checkbox"/> Miller, Robert	robert.miller@gotsport.com	December 01, 2020 09:04	admin	Remove
<input type="checkbox"/> Nieto, Mike	mike.nieto@gotsport.com	November 30, 2020 13:52	admin	Remove

Step 3: Once you have selected the user, click the “EDIT” button on the right-hand side

Robert Miller

Account Requirements

Staff / Miller, Robert

Robert Miller

Edit

NAME	Miller, Robert
ID	110162
TITLE	Registrar
ROLE NAME	admin
ROLE STATUS	active



Step 4: Select the boxes next to the areas you would like this user to HAVE access to and click “SAVE”

**NOTE- Leaving all the boxes UNCHECKED will leave the user with FULL ACCESS.**

Robert Miller

Role

Status

Role

Title

Primary Contact ☐ Yes

Billing Contact ☐ Yes

Is Published to Club Directory ☐ Yes

**Module Permissions**

Leave all unchecked if user has all permissions

- ☐ Dashboard
- ☐ Users
- ☐ Association
- ☐ Registrar
- ☐ Risk Management
- ☐ Venues
- ☒ Communications
- ☒ Club Management
- ☐ Scheduling
- ☒ Programs
- ☐ Billing
- ☐ Contracts
- ☐ Tickets
- ☐ Referees
- ☐ Calendar
- ☐ Store
- ☐ Features



## ADD A TITLE TO A CLUB USER:

Step 1: From the Dashboard, select “USERS” from the left-hand menu

Dashboard

Robert Miller  
robert.miller@gotsport.com

Force Soccer Club  
FL, US

Teams 12

Coaches 15

Players 243

Events 8

Billing

Support

Calendar

Programs

Schedules As Participant

Name	Matches Count	Created
2019/2020 State League One	34	April 15, 2020 13:14
2020 FC Memorial Tournament	41	January 16, 2020 09:05
20/21 Fall League (DP use)	115	November 04, 2019 14:52

View Participant Schedules

Registration Billing

Step 2: Click on the person’s Name from your USER list that you wish to update

Users

3975 / Users

Search

Search By Name or Email

Role

Select One

Role Status

All

Search

Add User

Name	Email/UserID	Last Login	Roles
<input type="checkbox"/> Buchanan, Dave	dave@gotsport.com	December 01, 2020 09:12	admin
<input type="checkbox"/> Miller, Robert	robert.miller@gotsport.com robert.miller@gotsport.com	December 01, 2020 09:04	admin
<input type="checkbox"/> Nieto, Mike	mike.nieto@gotsport.com mike.nieto@gotsport.com	November 30, 2020 13:52	admin

Remove

Remove

Remove

Step 3: Click the “EDIT” button on the right-hand side

Robert Miller

Edit

Role

NAME	Miller, Robert
ID	110162



Step 4: Click on the TITLE Drop-down list and select the correct TITLE for this user.  
Once TITLE has been selected scroll to the bottom and click “SAVE” to make this change

Robert Miller

Role

Status: active

Role: admin

Title: 

- ✓ Administrator
- Age group commissioner
- Agent of record
- Board Member
- Board of Insurance Coordinator
- Coaching/Technical Director
- Executive Director
- Field/Scheduling Coordinator
- President
- Referee Assignor
- Registrar**
- Risk Management Coordinator
- Scorekeeper
- Staff
- Tournament Director
- Treasurer
- Vice President

Primary Contact

Billing Contact

Is Published to Club Directory

Module Permissions

Leave all unchecked if user has all permissions

☐ Risk management

☐ Venues

☐ Communications

☐ Club Management

Citizenship

Leave government ID field blank if you don't want to change it.

Country: United States

Government ID

Passport Number

Passport Expiration

Add Citizenship

Save

Cancel





# REMOVING A USER'S ROLE FROM YOUR ORGANIZATION:

Step 1: From the Dashboard, select “USERS” from the left-hand menu

GotSport Dashboard

Force Soccer Club  
FL, US

Category	Count
Teams	12
Coaches	15
Players	243
Events	8

Name	Matches Count	Created
2019/2020 State League One	34	April 15, 2020 13:14

Step 2: Click on the person's Name from your USER list that you wish to REMOVE

GotSport Users

3975 / Users

Name	Email/UserID	Last Login	Roles
<input type="checkbox"/> Buchanan, Dave	dave@gotSPORT.com	December 01, 2020 09:12	admin
<input type="checkbox"/> Miller, Robert	robert.miller@gotSPORT.com robert.miller@gotSPORT.com	December 01, 2020 09:04	admin
<input type="checkbox"/> Nieto, Mike	mike.nieto@gotSPORT.com mike.nieto@gotSPORT.com	November 30, 2020 13:52	admin

Step 3: After you've selected the user, scroll down to the bottom of the page and click the “DELETE” button

GotSport Users

Locale: English (US)  
Time Zone Name: Eastern Time (US & Canada)  
Address: Jacksonville Beach, FL 32250 US  
Phone Number:  
Citizenship: Country: US, Passport Number: , Passport Expires:  
Flags: [Flag Icon]

**Delete**



Step 4: After you've clicked DELETE a pop-up will appear asking you to confirm. Click "OK" to verify removal

The screenshot shows a user profile page for 'Jack McDonald'. A confirmation pop-up is displayed in the center, asking 'Are you sure you want to delete? This cannot be undone.' with 'Cancel' and 'OK' buttons. A red arrow points to the 'OK' button. The profile details include:

- CREATED AT
- UPDATED AT: 12/29/2021 11:54
- LAST LOGIN
- USSF
- LOCALE: English (US)
- TIME ZONE NAME: Eastern Time (US & Canada)
- ADDRESS: Jacksonville Beach, FL 32250 US
- PHONE NUMBER
- CITIZENSHIP: US
- FLAGS: [Flag icon]

At the bottom of the profile card is a red 'Delete' button. The top right of the page shows navigation icons and a notification badge with the number 34.



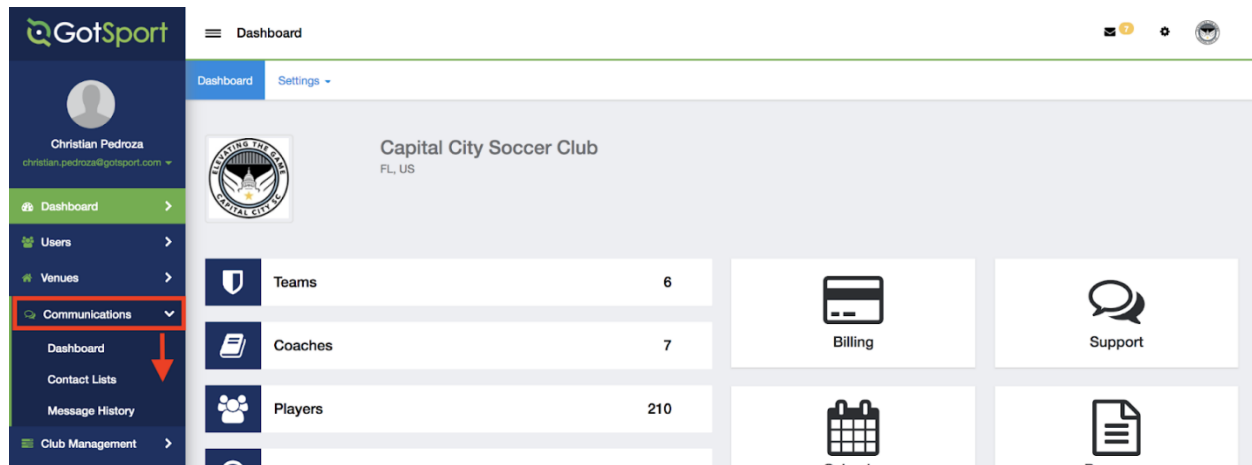
# CONTACT & COMMUNICATION LISTS

You are able to create contact lists in the system allowing you to create blocks of contacts making messaging and communication much easier and less time-consuming.

*Note: when a contact email is updated, added, or removed in a block within these contact lists, it will automatically update in your list.*

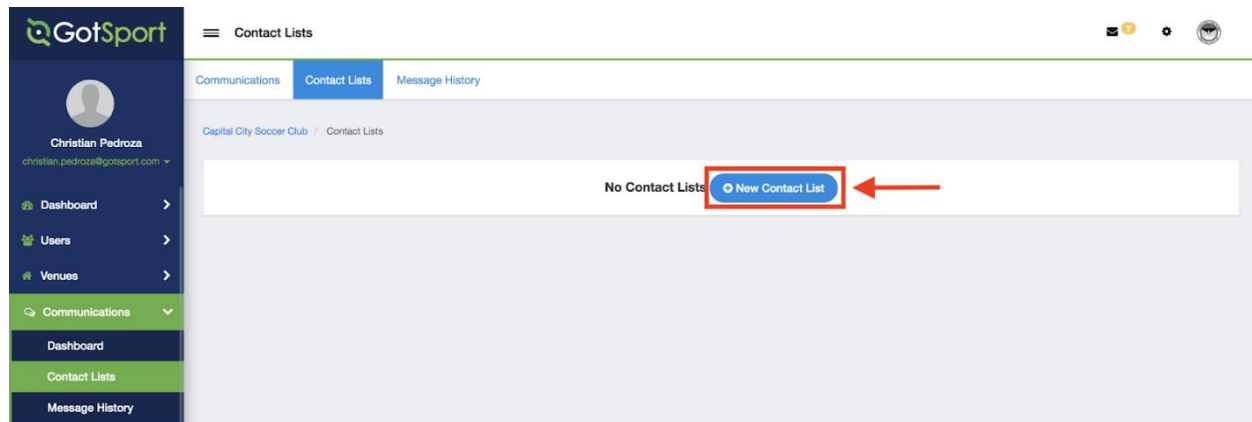
## BUILD A CONTACT LIST

Step 1: From the **Dashboard** select '**COMMUNICATIONS**' from the left hand menu then select '**CONTACT LISTS**'

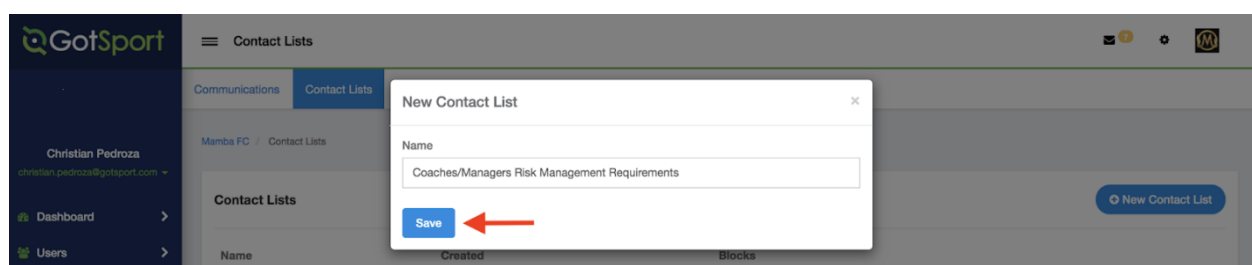


Step 2: Click '+ NEW CONTACT LIST'

*\*This page will also list all of your current contact lists once they've been created.*



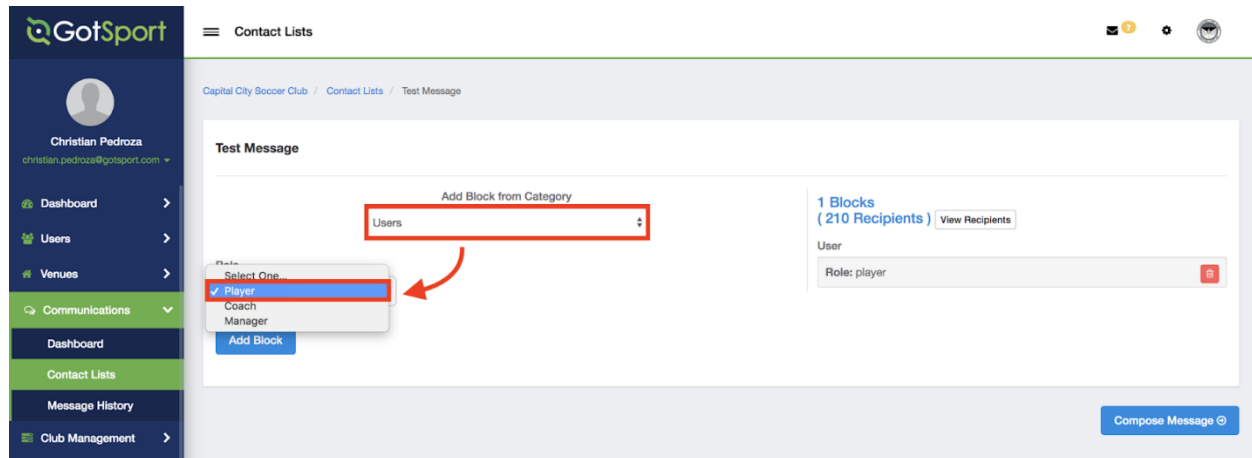
Step 3: A pop-up will appear asking for you to name your new contact list. Fill out what you would like to name the list then click '**SAVE**'



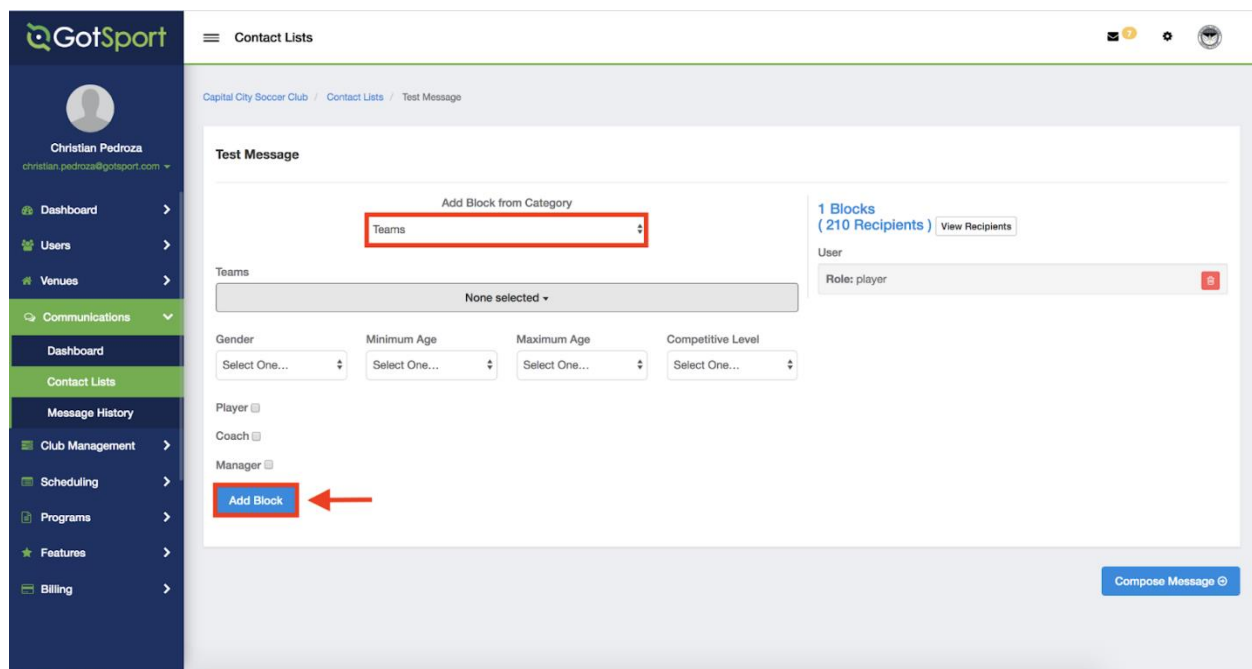
Step 4: You may now start building your list for any category within your organization. Once you have selected your lists, click '**ADD BLOCK**' then you can continue adding additional contact blocks to your contact list or select '**COMPOSE MESSAGE**' to begin writing your communication.

4A: Building a list with '**USERS**'. Users are separated by an individual's role. There are **THREE** main categories for **USERS**

1. Players
2. Coaches
3. Managers



4B: Building a list with '**TEAMS**'. Under Teams, you are able to filter through and select as many teams as you would like from your organization. Once you have selected your team(s), you are able to then select who from that team you want to message whether it be players, coaches, managers, or any combination of them. Click '**ADD BLOCK**'. Once you've added blocks, you will see on the right-hand side how many recipients are being added from these blocks and can even click View Recipients to see the specific name and emails.





4C: Build a list with '**PROGRAMS**'. Under Programs, you can filter through all or any amount of your programs. You can add as many blocks as you would like with any amount of filters. Click '**ADD BLOCK**'. Once you've added a block, you will see on the right-hand side how many recipients are being added from these blocks and can even click View Recipients to see the specific name and emails.

The screenshot shows the 'Test Message' interface in the GotSport system. On the left is a dark blue sidebar with the user's profile (Christian Pedroza) and a menu including Dashboard, Users, Venues, Communications, and various management tools. The main content area is titled 'Test Message' and shows a breadcrumb trail: Capital City Soccer Club / Contact Lists / Test Message. A red box highlights the 'Add Block from Category' dropdown menu, which currently shows 'Programs'. Below this is a 'Programs' filter section with a 'None selected' dropdown. Further down are filter fields for 'From Date', 'To Date', 'Seasonal Year', 'Program Status', 'Complete', 'Submitted', and 'Waitlist', each with a 'Select One...' dropdown. At the bottom left of the filter section, a red box highlights the 'Add Block' button, with a red arrow pointing to it. On the right side of the interface, a summary box indicates '1 Blocks (210 Recipients)' with a 'View Recipients' link. Below this, the 'User' section shows 'Role: player' with a red 'X' icon.

4D: Build a list with '**PROGRAM REGISTRATIONS**'. Under Program Registrations, you can filter through all or any amount of your programs. You can add as many blocks as you would like with any amount of filters. Click '**ADD BLOCK**'. Once you've added a block, you will see on the right-hand side how many recipients are being added from these blocks and can even click View Recipients to see the specific name and emails.

This screenshot shows the 'Test Message' interface similar to the previous one, but with 'Program Registrations' selected in the 'Add Block from Category' dropdown, which is highlighted with a red box. The 'Programs' filter section remains 'None selected'. The filter fields for 'Complete', 'Submitted', and 'Waitlist' are visible. The 'Add Block' button at the bottom left is also highlighted with a red box and a red arrow. On the right, the summary box shows '1 Blocks (210 Recipients)' with a 'View Recipients' link. The 'User' section shows 'Role: player' with a red 'X' icon. A 'Compose Message' button is visible at the bottom right of the main content area.



# CLUB MANAGEMENT

The Club Management section is your primary portal within GotSport. This is where you will manage all aspects regarding Registration including, but not limited to, Teams, Coaches, Players, Roster Builder, etc.

The next sections will walk you through:

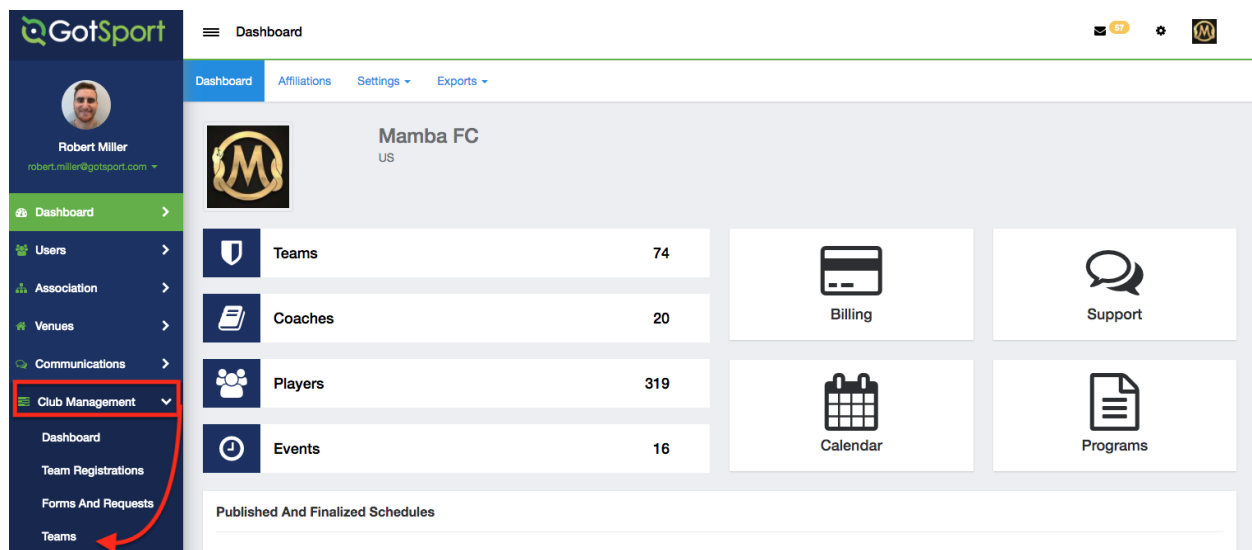
- Adding a Team
- Locking a Team Roster
- Adding Players
- Creating a Coach or Manager
  - Background Checks & Risk Management

**Note: We recommend adding your Teams first before adding any players or staff (coaches/ managers)**

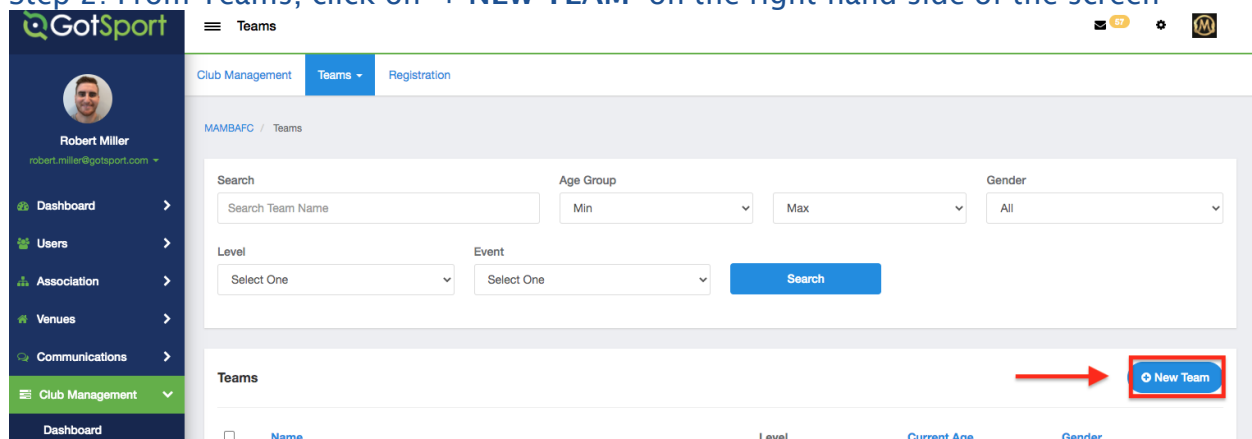
## ADD A TEAM

Step 1: From the **Dashboard**, select '**CLUB MANAGEMENT**' then click '**TEAMS**'

**Note: The Teams section is also where you will see all your teams in GotSport regardless of Affiliation once created.**



Step 2: From Teams, click on '+ NEW TEAM' on the right-hand side of the screen



Step 3: Fill in all fields (logo and colors will carry over from the club settings  
DO NOT TOUCH). Remaining fields:

1. *Short Name - you can create this or if left blank the system adds this for you*
2. *Competitive Level - Florida Youth Soccer Association and Competitive or Recreational*
3. *Gender - Coed should only be used for Recreational teams*
4. *Age Group*
5. *Country (USA or Canada)*
6. *Team Association (State Association)*
7. *Team Affiliations – USYS & Appropriate Level under Florida Youth Soccer Association. If this team participates in other affiliations, you will ‘Add Team Affiliation’*

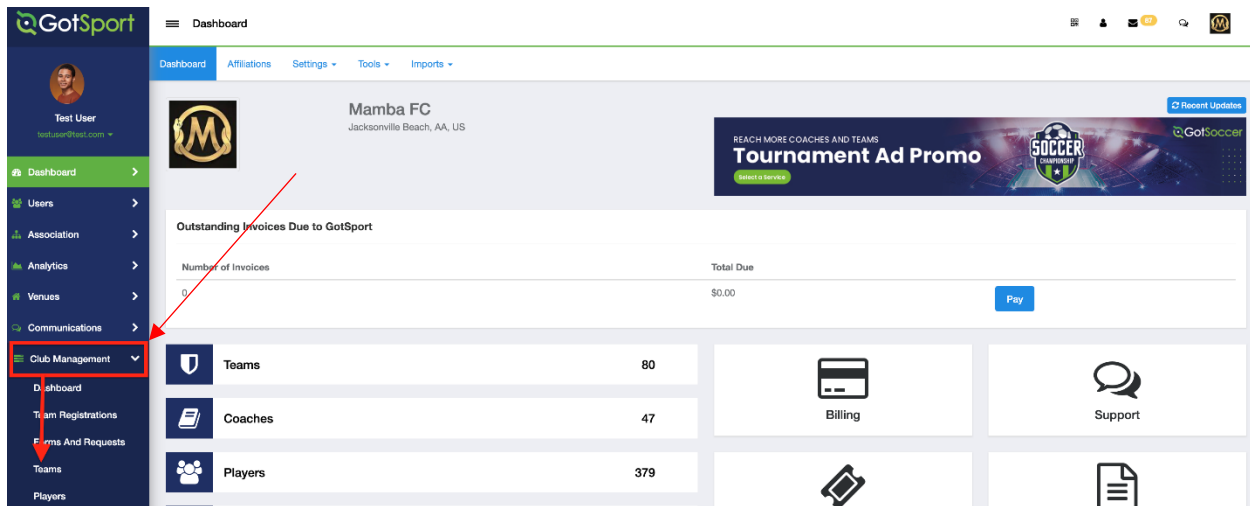
Then click ‘**SAVE**’ at the bottom

The screenshot shows a web application interface for adding a new team. The top navigation bar includes 'Club Management', 'Teams' (selected), 'Registration', and 'Match Minutes'. Below this, a breadcrumb trail reads '8217 / Teams / Add Team'. The main section is titled 'Add Team'. It contains several input fields: 'Name' (with 'Test Team' entered), 'Colors' (with two color swatches), 'Competitive Level' (dropdown menu), 'Gender' (dropdown menu), 'Age Group' (dropdown menu with 'U14 (01/01/08)' selected and a 'Switch to School Year' link), 'Sport' (dropdown menu), and 'Logo' (with a 'Choose File' button and 'No file chosen' text). Below these is a 'Team Affiliations' section with a table containing one row: 'Affiliation' (USYS), 'Team number' (empty), and 'Competitive Level' (Competitive). There is a 'Delete' link and an 'Add Team Affiliation' link. At the bottom of the form is a blue 'Save' button.

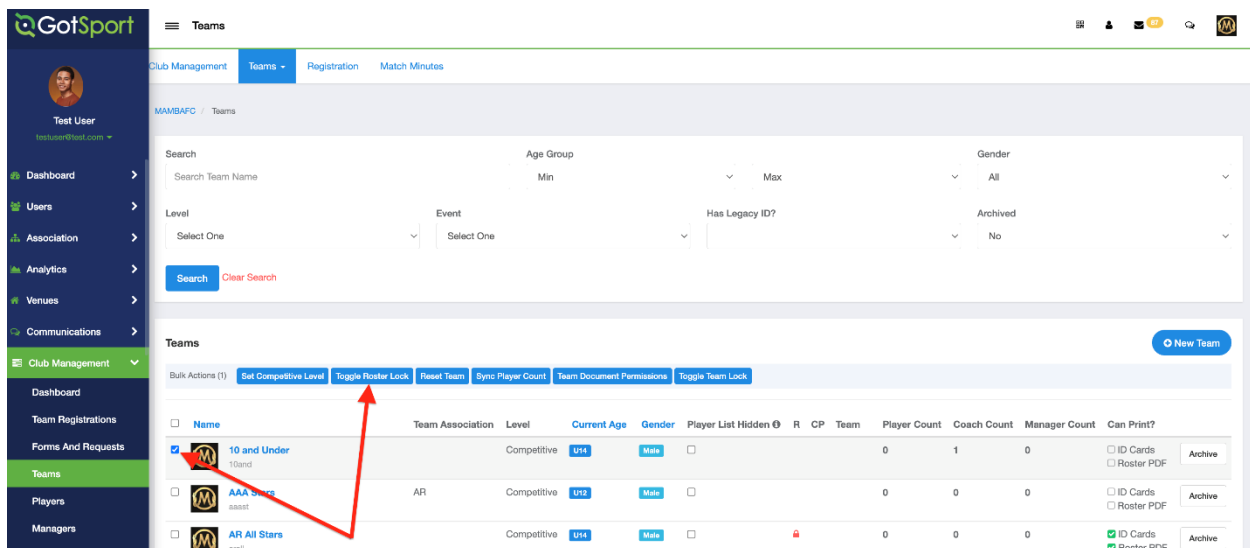


# LOCK A TEAM ROSTER

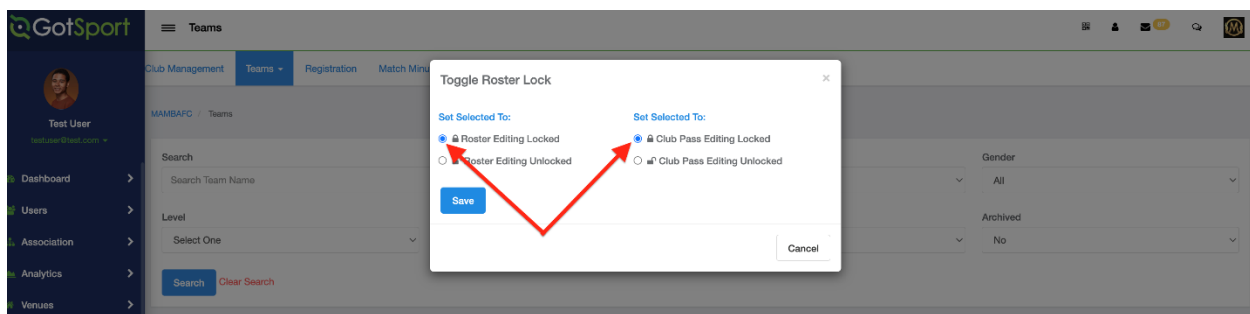
Step 1: From the **Club Dashboard**, click on '**CLUB MANAGEMENT**' then select '**TEAMS**'



Step 2: For any/all teams that need to be locked/unlocked, click on the **CHECK BOX** next to the team name and then click on '**TOGGLE ROSTER LOCK**'



Step 3: You will now have the option to lock/unlock the roster for either/both Primary and Club Pass players for the team(s) then when the settings have been selected click '**SAVE**'



Step 4: You should now see the padlock icon to indicate the team(s) on the team list that are locked or if no icon that are unlocked

The screenshot shows the 'Teams' management interface. At the top, there are filters for Search, Age Group, Gender, Level, Event, Has Legacy ID?, and Archived. Below these is a 'Search' button. The main table lists teams with columns: Name, Team Association, Level, Current Age, Gender, Player List Hidden, Team, Player Count, Coach Count, Manager Count, and Can Print?. A red box highlights the 'Player List Hidden' column, which contains padlock icons indicating locked teams. The teams listed include '10 and Under', 'AAA Stars', 'AR All Stars', 'Arkansas Stars', and 'Arsenal 08B'.

Step 6: When these settings are enabled, coaches/managers will see the 'ADD PLAYER' button greyed out within their team roster page

The screenshot shows the '10 and Under' team roster page. At the top, there are tabs for Team, Rosters, Team Registrations, and Messages. Below these is a 'Select Event Roster' dropdown and a 'Search' button. The main table lists players with columns: Name, Level, Id Number, Jersey, Position, Gender, DOB, and Status. The 'Add Player' button is greyed out, indicating that adding players is locked by the club. A message at the top states: 'Unable to add players when roster editing is locked by club'.

**Note: when this is enabled Club Admins will not be able to add players unless it is through the roster builder area for a specific event roster.**

## ADDING A PLAYER

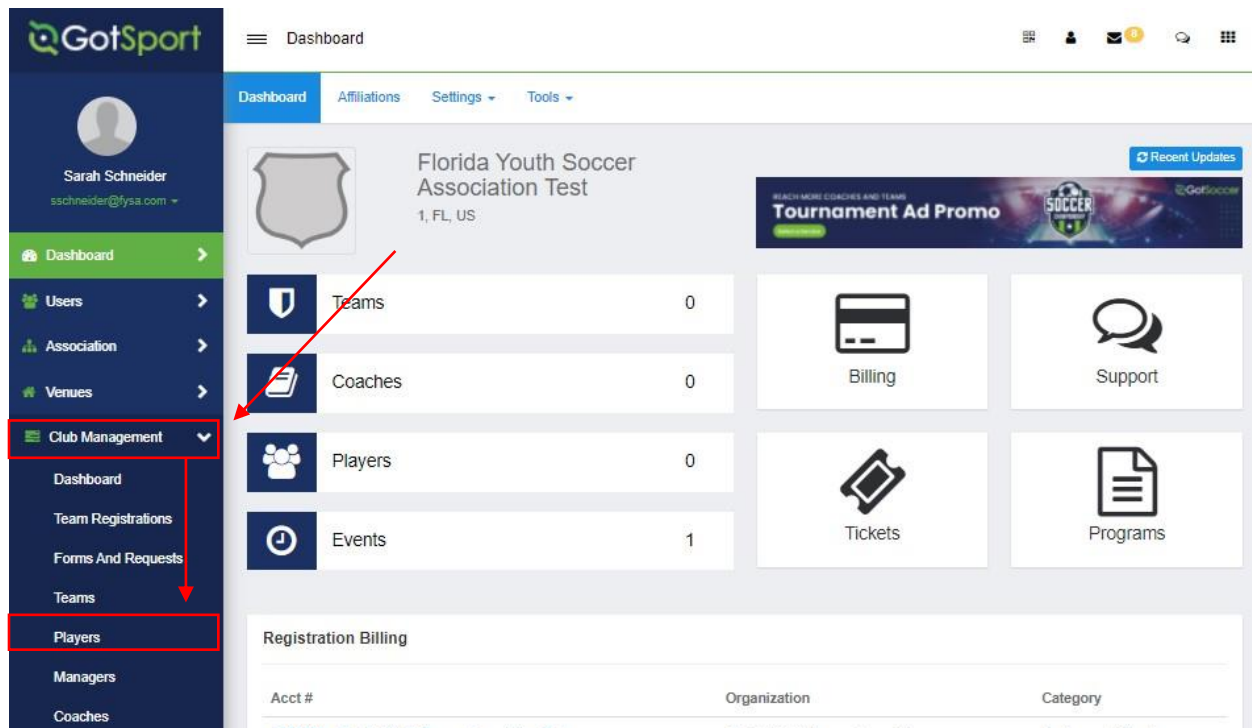
In this section we will review the TWO ways to add players onto your teams.

1. Add by Uploading Players
2. Add by Individual Player

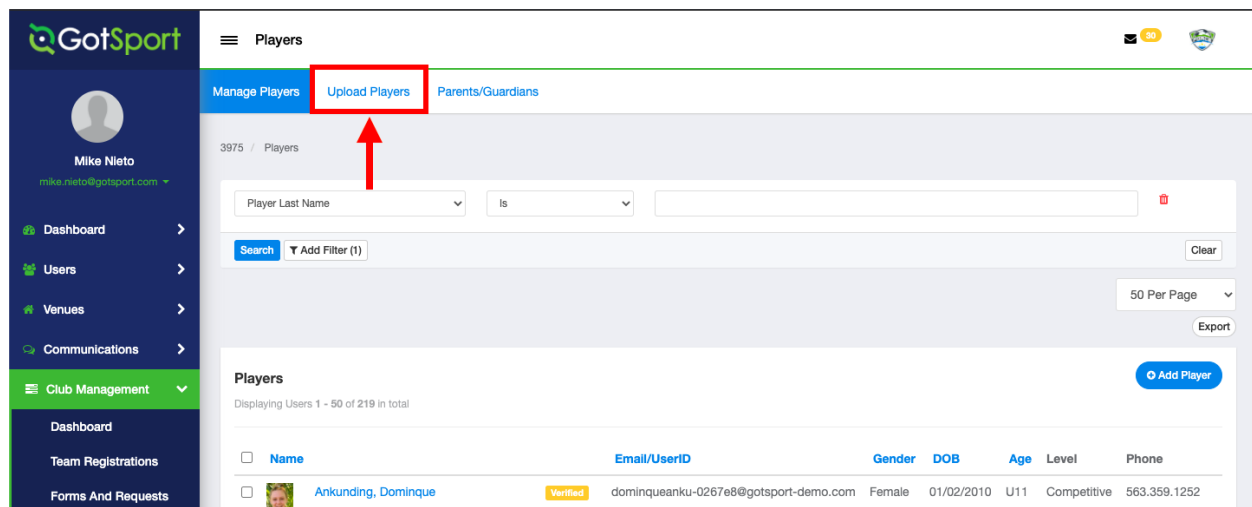
**REMINDER: Very important- A player is registered by their legal name as it appears on the birth certificate or passport. Nicknames or Middle names are not their legal name.**

### ADD BY UPLOADING PLAYERS

Step 1: From the **Dashboard** click on **Club Management** then select '**PLAYERS**'



Step 2: From the top menu ribbon select '**UPLOAD PLAYERS**'



Step 3A: Select Affiliation as 'USYS Affiliation', check the box for 'FIRST ROW' contains column headers, and select 'COMMA' in the Column Delimiter drop-down option

Step 3B: OPTIONAL- Check the box for 'TEAM UPLOAD' to automatically place players on the rosters for the teams you have already created. **TEAMS MUST ALREADY BE CREATED FOR THIS TO WORK**

**Note: There is a downloadable template (.csv file) with the required columns of information available on this step.**

**Import Players**

Players / Import

**Import Into Club**

Select Affiliation

Upload a .txt or .csv data file

☒ First row contains column headings

Column Delimiter

Comma

☐ Team Upload

File

Choose File No file chosen

Open Selected File

**Instructions**

Download template with only required columns

Download template

If you re-import players already in your account, the system will match on name, gender, and date of birth to update existing accounts with newly provided contact information. This also means you can upload the same data twice without creating duplicates.

- Rows must be on separate lines.
- Each row should have the same number of columns.
- Do not use punctuation or symbols in column names.
- Dates need to be in a mm/dd/yyyy, yyyy/mm/dd, or yyyy-mm-dd format
- Required fields are listed below:

First Name  
Last Name  
Gender  
DOB Dates need to be in a mm/dd/yyyy, yyyy/mm/dd, or yyyy-mm-dd format  
Address  
City  
State  
Zip  
Phone Number  
Parent One First Name  
Parent One Last Name  
Parent One Email/UserID

Help

Step 4: Once the player file is complete and saved in .csv format, click 'UPLOAD FILE' choose your player information file, then click 'OPEN SELECTED FILE'

**Import Players**

Not Registered  
Recreational  
Released  
Suspended  
Tops

Upload a .txt or .csv data file

☒ First row contains column headings

Column Delimiter

Comma

☐ Team Upload

File

Choose File No file chosen

Open Selected File

File

Choose File GotSport ...r Upload.csv

No file chosen

Open Selected File

**Instructions**

Last Name  
Gender  
DOB Dates need to be in a mm/dd/yyyy, yyyy/mm/dd, or yyyy-mm-dd format  
Address  
City  
State  
Zip  
Phone Number  
Parent One First Name  
Parent One Last Name  
Parent One Email/UserID

Step 5: Once the file has been opened in GotSport you will need to match up the Column Headers from your Player Information File to the matching column titles and click 'IMPORT DATA'.

**Note: The Columns 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**

Import

Please select field mappings. Required fields are marked with an asterisk.

TEAM UPLOAD SELECTED - UPLOAD MUST HAVE ADDITIONAL TEAM FIELDS: Team Name, Team Gender, Team Age

Showing first ten rows below.

Last Name (do not import)	First Name First Name*	DOB DOB*	Gender Gender*
Zoll	Nicolas	1/12/11	Male
Zipkin	Vance	3/18/11	Male
Yadagari	Kyle	11/28/11	Male
Yacono	Miguel	1/5/11	Male
Wylie	Oliver	7/18/11	Male
Williams	Daniel	4/25/11	Male
Williams	Jeffrey	8/16/11	Male
Williams	Ashton	2/4/11	Male
Williams	Chase	4/11/11	Male
Wider	Robert	2/14/11	Male

Import Data Cancel: click to upload a different file

Help

Step 6: 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. When the import is finished processing, you will now see your newly imported players in your Players List (under the Club Management tab)

**Note: Depending on the size of your import, this can take several minutes to complete.**

Manage Players Upload Players Parents/Guardians

The import has been queued. You will receive an email with the results when the import is finished processing.

Import Into Club

Select Affiliation

Instructions

Download template with only required columns

### TIPS:

- All fields must be exact information to match current profiles. Do not add any extra characters or spaces or file can't be read
- If you choose the Team Upload, you must add Team Name, Age and Gender and they must match exactly how the team is set up
- Competitive Level must be listed exactly as one of the following:
 

Competitive	Released
Inactive	Suspended
Not Registered	TOPSoccer
Recreational	



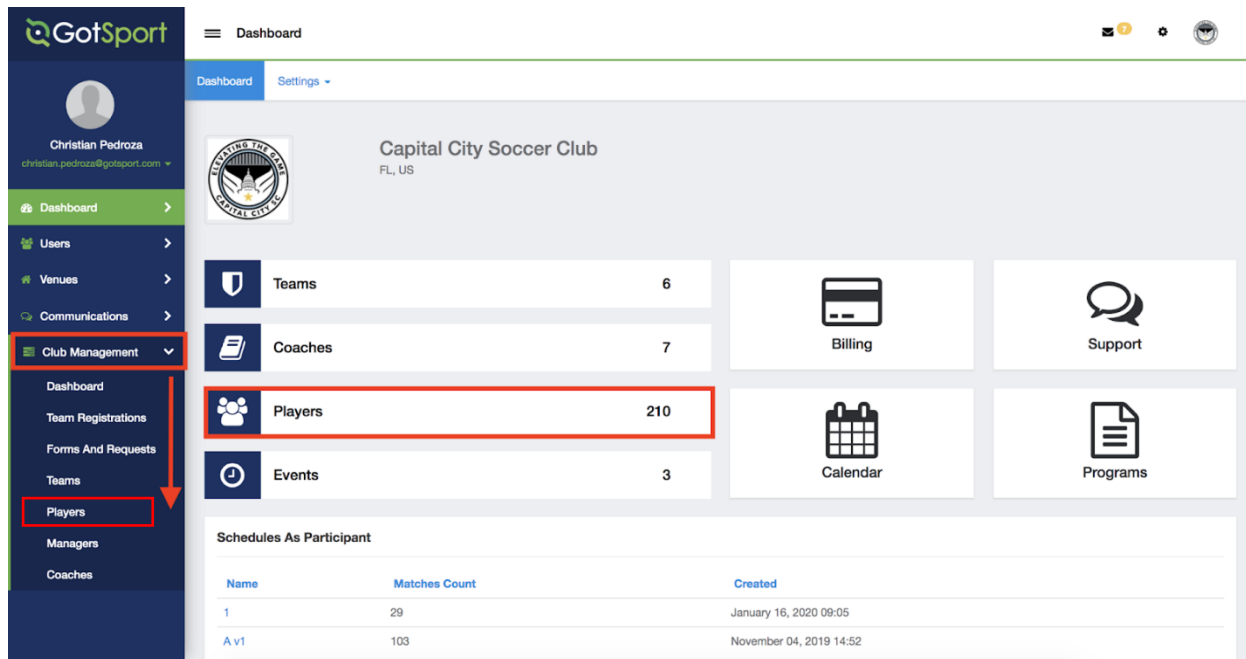


## ADD BY INDIVIDUAL PLAYER

The secondary way to add players is by an individual add. We would only recommend this if you are adding a single player and the player already has a GotSport account. Otherwise, we strongly advise to use the upload process for efficiency.

**REMINDER: Very important- A player is registered by their legal name as it appears on the birth certificate or passport. Nicknames or Middle names are not their legal name.**

Step 1: From the **Dashboard** select '**PLAYERS**' OR select '**CLUB MANAGEMENT**' then '**PLAYERS**'



Dashboard

Capital City Soccer Club  
FL, US

Icon	Category	Count
	Teams	6
	Coaches	7
	Players	210
	Events	3

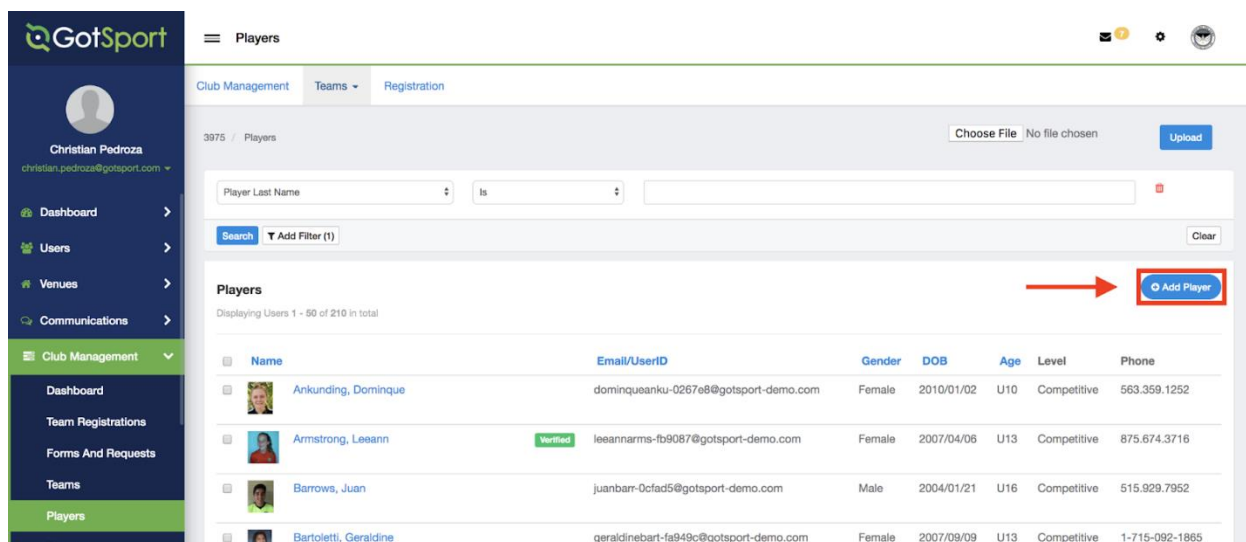
Billing Support

Calendar Programs

Schedules As Participant

Name	Matches Count	Created
1	29	January 16, 2020 09:05
A v1	103	November 04, 2019 14:52

Step 2: On the Players page, click '**ADD PLAYER**' to create a new player account



Players

3975 / Players

Choose File No file chosen Upload

Player Last Name Is

Search Add Filter (1) Clear

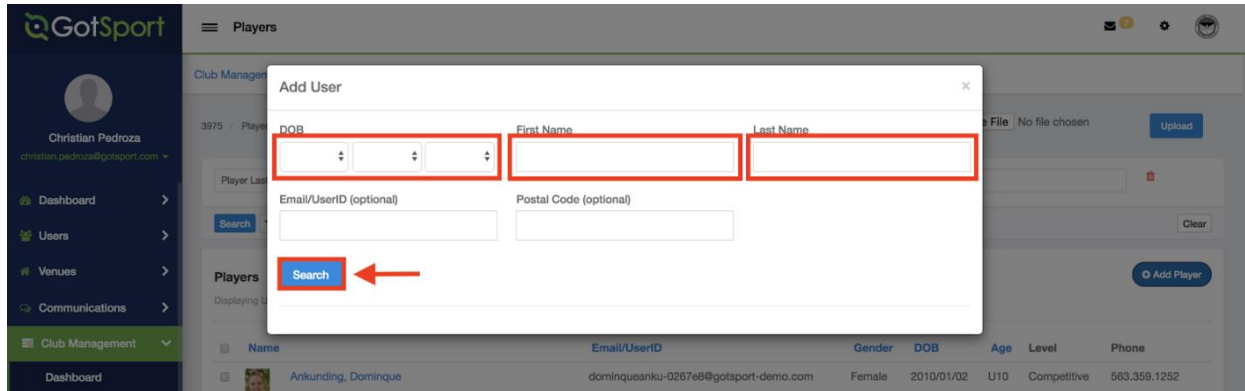
Players

Displaying Users 1 - 50 of 210 in total

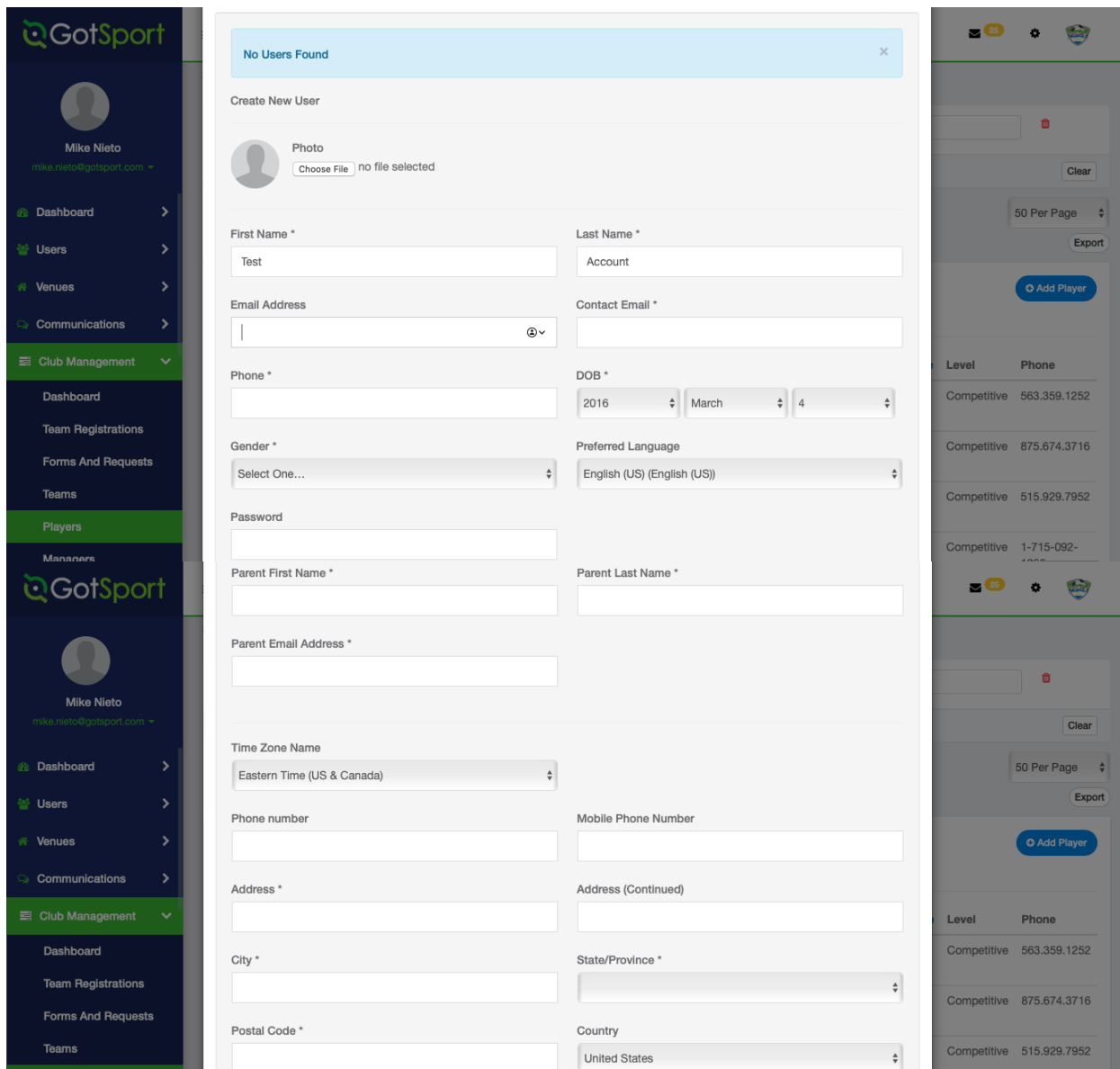
Name	Email/UserID	Gender	DOB	Age	Level	Phone
Ankunding, Dominique	dominiqueanku-0267e8@gotSPORT-demo.com	Female	2010/01/02	U10	Competitive	563.359.1252
Armstrong, Leann	leeannarms-fb9087@gotSPORT-demo.com	Female	2007/04/06	U13	Competitive	875.674.3716
Barrows, Juan	juanbar-0cfad5@gotSPORT-demo.com	Male	2004/01/21	U16	Competitive	515.929.7952
Bartoletti, Geraldine	geraldinebart-fa949c@gotSPORT-demo.com	Female	2007/09/09	U13	Competitive	1-715-092-1865

Add Player

Step 3: Before adding a new player account, you will be asked to search for any existing account with that name and date of birth (DOB). First name, last name, and DOB are all required fields.



Step 4: If there are no matching player account found, you will then finish inputting the player's general information and click 'SAVE' to create the new player user account.



**Note: From this page you also can add the Affiliate Name to the Player's account which is**



## vital to add them to Event Rosters

**Citizenship**

Country: United States

Government ID:

Passport Number:

Passport Expiration:  Delete

Role Name: Player

Affiliate Name \*: Force Soccer Club

Save

Step 5: Once all sections are filled out click **‘SAVE’** to save the new player account.

**Citizenship**

Country: United States

Government ID:

Passport Number:

Passport Expiration:  Delete

Role Name: Player

Affiliate Name \*: Force Soccer Club

Save

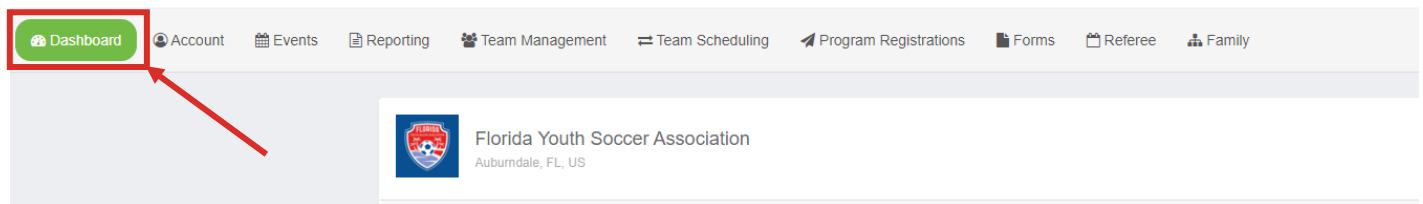


## SAFESPORT FOR 18+ PLAYERS (INCLUDES PLAYERS TURNING 18 YRS OLD BETWEEN 06/01/22- 07/31/23)

- **YES, players 18+ or turning 18 during the seasonal year HAVE to complete it.**
  - This is the first season this mandate is being put into effect. This is a Federal mandate by the [Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017](#).
- To be eligible for the 2022-23 registration year, SafeSport training must be completed on or after June 1, 2022.
- Player's account must have unique email address, not a parent's email address. A parent's email address can be in the contact email field, but the log in must be the player's email address.

Step 1: The Player will log into their GotSport Account (if they need assistance [click here](#)) at <https://system.gotsport.com/>

Step 2: Once you've logged in select DASHBOARD from your ribbon menu. All User Risk Management requirements should now be listed. Click the word DETAILS next to SAFESPORT to continue

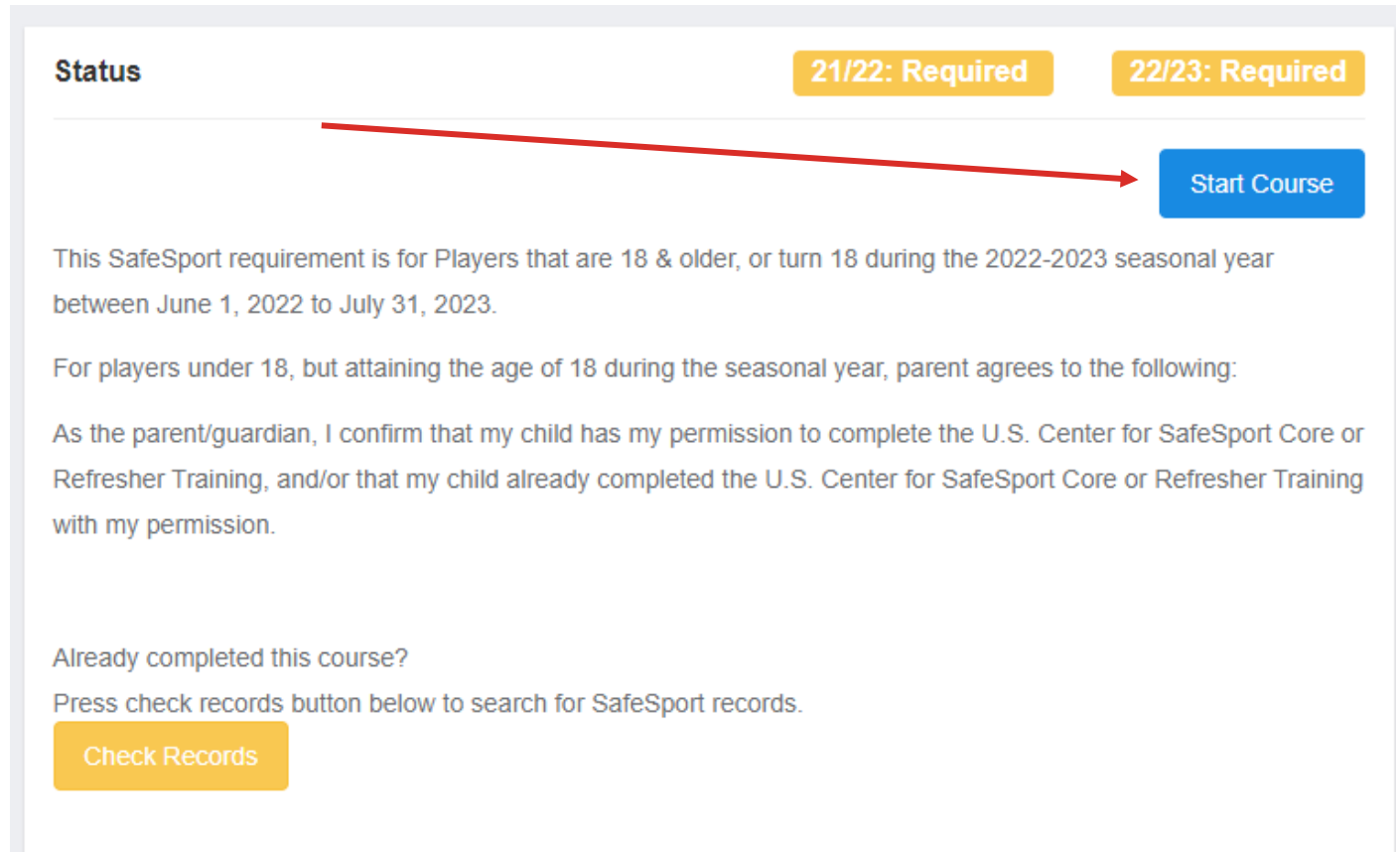


### Requirements

Requirements	Rolling	21/22	22/23
Proof Of Birth	Required	Not/Applicable	Not/Applicable
Safe Sport	Not/Applicable	Pending	Pending
			<a href="#">Details</a>



Step 3: If you are 18 and over, click on the START COURSE button *If you are a player turning 18 between June 1, 2022-July 31, 2023, a parent must sign the first screen giving parent permission you, the player to start the course. Once a parent has signed off; Go back to the dashboard and click DETAILS next to SafeSport, then the select the START COURSE button*



**Status** 21/22: Required 22/23: Required

[Start Course](#)

This SafeSport requirement is for Players that are 18 & older, or turn 18 during the 2022-2023 seasonal year between June 1, 2022 to July 31, 2023.

For players under 18, but attaining the age of 18 during the seasonal year, parent agrees to the following:

As the parent/guardian, I confirm that my child has my permission to complete the U.S. Center for SafeSport Core or Refresher Training, and/or that my child already completed the U.S. Center for SafeSport Core or Refresher Training with my permission.

Already completed this course?

Press check records button below to search for SafeSport records.

[Check Records](#)

Step 4: Once on the SafeSport Platform, register for an account using the same player email as your GotSport account and input US SOCCER under organization

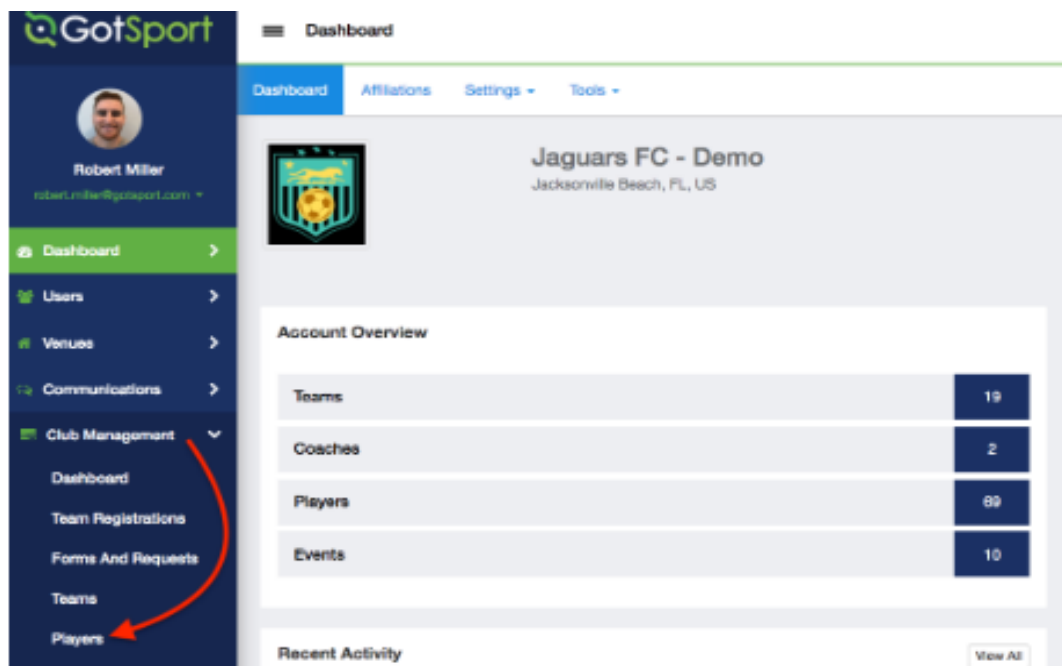
Step 5: Now that you have logged into SafeSport, enroll & complete the SafeSport Trained 90-min Course

## **DIRECT REGISTRATION FOR PLAYERS**

GotSport allows for you to submit players to your governing association without having to place those players on a team. The below instructions will demonstrate how to directly submit your players based off of the applicable Competitive Levels as required (must be completed for all recreational and competitive players - this ensures that they are correctly registered with FYSA for insurance purposes).

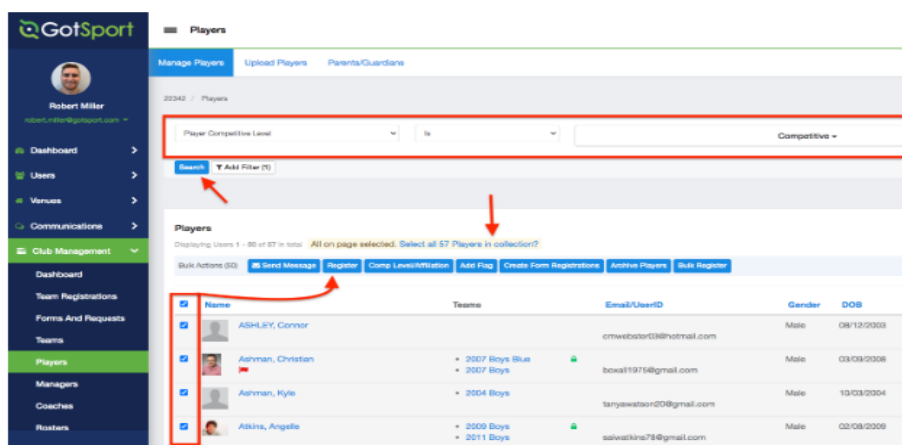
**This step will be required before you can add any player to a team under the roster builder. Ensure that you repeat this process throughout the seasonal year each time a new member is registered for any program within your club.**

Step 1: Click CLUB MANAGEMENT from the left-hand menu and then select PLAYERS



You can use the filters feature to find the players in which you want to register. Select the checkboxes next to the players you want to submit, then click the "Register" button.

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



Step 2: Once you click REGISTER, a new box will open - select the correct seasonal year, and the appropriate Competitive Level based off of who you searched for. In this example, Division 4 . Once complete you will click REGISTER and your Member Registrations will be sent in for processing.

Step 3: You will follow this same process for your remaining applicable Competitive Levels. You can go back through your Competitive Levels, search by the applicable level, and register those players based off of their appropriate Competitive Level

New Member Registration x

Page | 34

## CREATING A COACH OR MANAGER IN THE CLUB

Step 1: From the Dashboard page, click on COACHES tab of the center menu or click the CLUB MANAGEMENT drop down and select COACHES from the drop down list.

GotSport Dashboard

Force Soccer Club  
AL, US

Teams: 8  
Coaches: 11  
Players: 219  
Events: 8

Billing, Support, Calendar, Programs

Schedules As Participant

Name	Matches Count	Created
2019/2020 State League One	34	April 15, 2020 12:14
2020 FC Memorial Tournament	41	January 16, 2020 08:05

Step 2: From the Coaches overview page, click the right-hand button ADD COACH

GotSport Coaches

Manage Coaches Upload Coaches

3975 / Coaches

Affiliation, Competitive Level, Requirements, First Name, Last Name, Email/UserID, Role Status

Search Clear Search

50 Per Page

Coaches

Displaying all 10 coaches

Add Coach

Name	Email/UserID	Phone number	ID Number	Affiliate	Competitive Level	Requirements
Ackerman, Ryan	coach.ackerman@gmail.com			USYS	Competitive	Incomplete
Graham, Nicholas	nickolasgrah-99625d@ootsnet-	942-210-9410		USYS	Competitive	Incomplete

Step 3: Enter the Coach's Email/ UserID, First Name, and Last Name and select SEARCH. This will search the system to alert you if a matching coach already exists. If they show up, click SELECT.

GotSport Add Coach

Manage Coaches Upload Coaches

3975 / Coaches / Add Coach

Email/UserID, First Name, Last Name

DOB (optional), Postal Code (optional)

Search



Step 4: If there is not a Coach with matching information for those three data fields, you will be prompted to enter the information to create a new user.

**Note: You will then give the coach their email/ userID that you entered and have them 'reset their password' to complete their account set up.**

The image displays three sequential screenshots of the 'Add Coach' form in the GotSport system. The left sidebar shows the user 'Mike Nieto' with email 'mike.nieto@gotSPORT.com' and a navigation menu including Dashboard, Users, Venues, Communications, Club Management (selected), and sub-items like Team Registrations, Forms And Requests, Teams, Players, and Managers. The main form area is titled 'Add Coach' and contains the following sections:

- Role:** Fields for ID Number, Affiliate Name (dropdown), and Competitive Level (dropdown).
- Photo:** A placeholder for a profile photo with a 'Choose File' button and the text 'No file chosen'.
- General:** Fields for First Name (containing 'Test') and Last Name (containing 'Coach').
- Address:** Fields for Gender (dropdown), DOB (month/year/day), Contact Email, Preferred Date Format (dropdown), Preferred Language (dropdown), Time Zone Name (dropdown), Phone number, Mobile Phone Number, and Address.
- Address (Continued):** Fields for City, State/Province (dropdown), Postal Code (containing '12345'), and Country (dropdown).
- Gotsport User Account:** Fields for Email/UserID (containing 'mike.nieto@gotSPORT.com') and Password.

Each screenshot includes a 'Help' button in the bottom right corner of the form area.



Step 5: Once you have entered all the information, click SAVE. The coach will now appear under the Coach overview page.

**Coaches**

Displaying all 11 coaches

Name	Email/UserID	Phone number	ID Number	Affiliate	Competitive Level	Requirements
Ackerman, Ryan	coach.ackerman@gmail.com			USYS	Competitive	Incomplete Edit
Coach, Test	mike.nieto@gotssport.com.					Incomplete Edit
Graham, Nickolas	nickolasgrah-99625d@gotssport-demo.com	942.210.9410		USYS	Competitive	Incomplete Edit
Hudson, Elmira	elmirahuds-7a6345@gotssport-demo.com	554.670.6979		USYS	Competitive	Incomplete Edit

**Note:** If you need to add the Affiliate and/or Competitive Level to an Individual Coach account, click on their name to go to their Profile and click Edit

## ADD THE AFFILIATE AND/OR COMPETITIVE LEVEL TO AN INDIVIDUAL COACH

Step 1: From the DASHBOARD select CLUB MANAGEMENT from the left-hand menu, then click COACHES

**Dashboard**

Force Soccer Club  
AL, US

Teams	Coaches	Players	Events
8	11	219	8

**Schedules As Participant**

Name	Matches Count	Created
2019/2020 State League One	34	April 15, 2020 12:14
2020 FC Memorial Tournament	41	January 16, 2020 08:05

Step 2: From the coach list click the name of the coach who you want to add an affiliation or competitive level to.

**Coaches**

Displaying all 11 coaches

Name	Email/UserID	Phone number	ID Number	Affiliate	Competitive Level	Requirements
Ackerman, Ryan	coach.ackerman@gmail.com			USYS	Competitive	Incomplete Edit
Coach, Test	mike.nieto@gotssport.com.					Incomplete Edit
Graham, Nickolas	nickolasgrah-99625d@gotssport-demo.com	942.210.9410		USYS	Competitive	Incomplete Edit
Hudson, Elmira	elmirahuds-7a6345@gotssport-demo.com	554.670.6979		USYS	Competitive	Incomplete Edit

### Step 3: On the coach's profile click EDIT

The screenshot shows the GotSport web application. On the left is a dark blue sidebar with a user profile for Mike Nieto and a menu with options like Dashboard, Users, Venues, Communications, and Club Management. The main content area is titled 'Test Coach' and shows a profile card with an 'Edit' button highlighted by a red rectangle. To the right of the profile card is a 'Status' section with an 'Active' toggle and an 'Add Role' section with fields for Role Name (Coach) and Organization (Force Soccer Club).

### Step 4: From the Edit page, you select the Affiliate Name and/or Competitive Level for. Be sure to hit SAVE at the bottom once when you've completed making the changes.

The top screenshot shows the 'Test Coach' profile page with the 'Edit' button. The 'Affiliate Name' dropdown menu is open, showing 'USYS' as the selected option. The bottom screenshot shows the 'Successfully Saved' message at the top. The profile card now displays the updated information: 'AFFILIATE NAME' is 'USYS' and 'COMPETITIVE LEVEL' is 'Competitive'. A red arrow points from the 'Successfully Saved' message to the updated fields. The 'Add Role' section on the right now includes fields for ID Number, Affiliate Name, and Competitive Level, along with a 'Save' button and a 'Help' button.

## ADDING COACHES COMPETITIVE LEVELS IN BULK

Step 1: From the DASHBOARD select CLUB MANAGEMENT from the left-hand menu, then click COACHES

The screenshot shows the GotSport dashboard for Force Soccer Club. The left-hand menu is expanded, showing 'Club Management' with a red box around it and a red arrow pointing to 'Coaches'. The main content area shows a summary of club statistics: Teams (8), Coaches (11), Players (219), and Events (8). The 'Coaches' section is highlighted with a red box. Below this, there is a table titled 'Schedules As Participant' with columns for Name, Matches Count, and Created. The table lists two events: '2019/2020 State League One' and '2020 FC Memorial Tournament'.

Step 2: From the coach list select the check box next to the Users that you want to adjust and click BULK UPDATE COMPETITIVE LEVEL

The screenshot shows the GotSport Coaches page. The left-hand menu is expanded, showing 'Club Management' with a red box around it and a red arrow pointing to 'Coaches'. The main content area shows a search form with fields for Affiliation, Competitive Level, Requirements, First Name, Last Name, Email/UserID, and Role Status. Below the search form, there is a table titled 'Coaches' with columns for Name, Email/UserID, Phone number, ID Number, Affiliation, Competitive Level, and Requirements. The table lists three coaches: 'Ackerman, Ryan', 'Coach, Test', and 'Graham, Nickolas'. The 'Coach, Test' row is highlighted with a red box, and a red arrow points to the 'Bulk Update Competitive Level' button in the Bulk Actions (2) section.

Step 2: A pop-up prompting you to select and save a competitive level should now appear. Select the competitive level you are wanting to bulk add to the coaches you've selected and click SAVE

The screenshot shows the GotSport Coaches page with a pop-up dialog titled 'New'. The dialog has a 'Competitive Level' dropdown menu with 'Recreational' selected. A red box highlights the dropdown menu and the 'Save' button. The background shows the same search form and coaches table as the previous screenshot.

# RISK MANAGEMENT

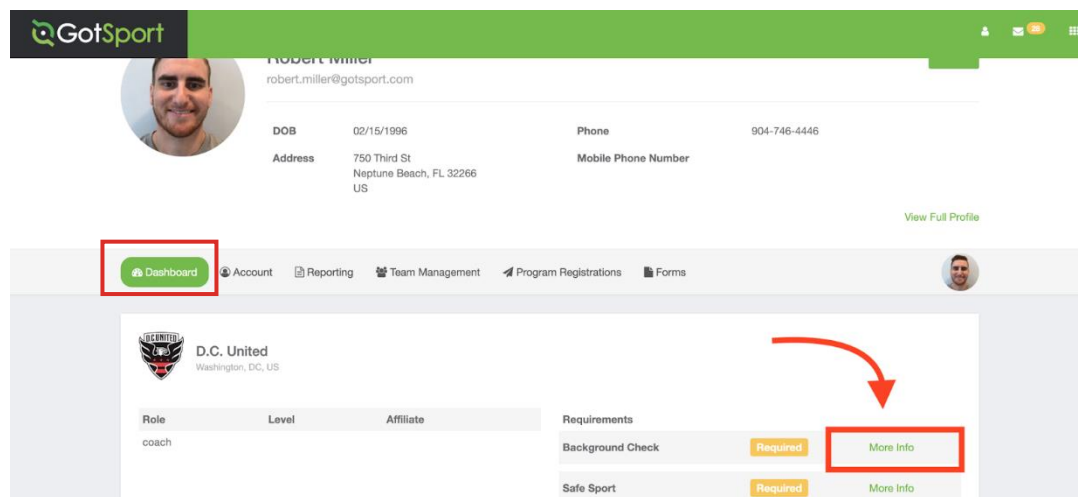
Coaches and Managers are required to complete the following requirements to be carded or rostered with FYSA. It is also required that a recent coach picture is added to the profile.

1. Background Check
2. Heads Up Concussion Protocol
3. Safesport
4. Headshot (coach's photo)

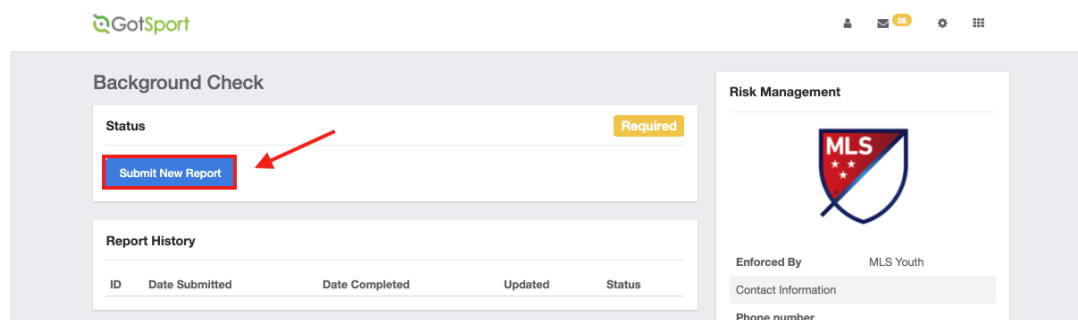
## BACKGROUND CHECK

Step 1: Log into your GotSport Account (if you need assistance [click here](#)) at <https://system.gotsport.com/>

Step 2: Once you've logged in select DASHBOARD from your ribbon menu. All User Risk Management requirements should now be listed. Click MORE INFO to the right of BACKGROUND CHECK to continue



Step 3: Click SUBMIT NEW REPORT



Step 4: Fill out the required information and click the certification checkbox. Be sure to verify your Social Security Number by typing it in a second time. Sign your name on the signature line (works with mouse or touchscreen) and save your signature. Lastly, click the submit button on the bottom of the page to submit your report.



## Background Check

## Submit New Report

First Name

Middle Name

Last Name

Affix

Gender

SSN   
[Edit](#)

Confirm SSN

DOB

## Risk Management



Type [Background Check](#)

Enforced By Mississippi Soccer Association

## Contact Information

## Phone number

Address 628 Lakeland East Drive, Ste. D  
Flowood, MS 39232  
US

Reports older than 05/15/2020 have expired

## \*Question 3 Explanation:

Start Typing...

## Signature

[Save](#) [Reset](#)

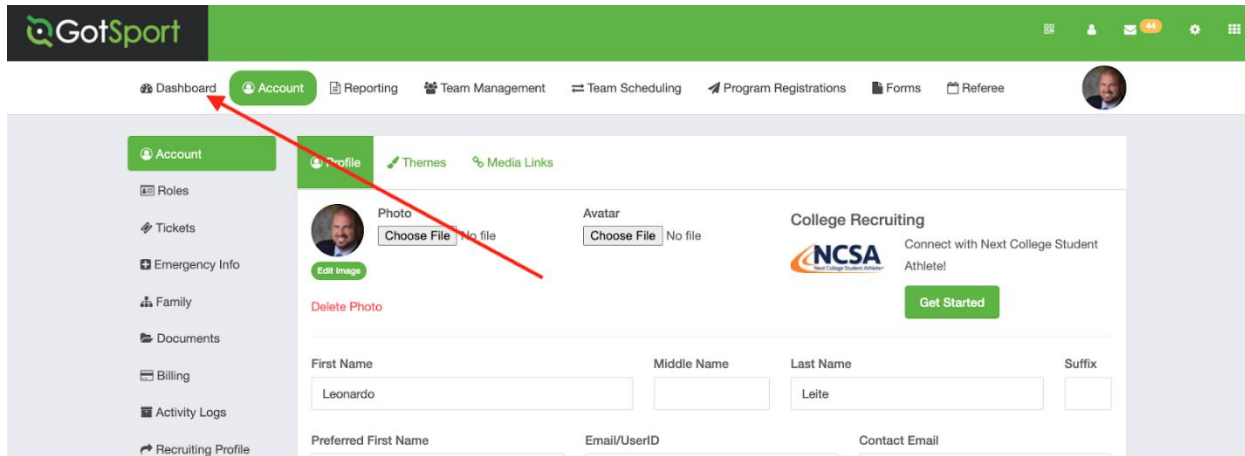
[Submit](#)

**Note:** If a coach is imported from club A to club B during the season, his/her Background check with transfer with the coach as long as you use the same credentials as the original club.

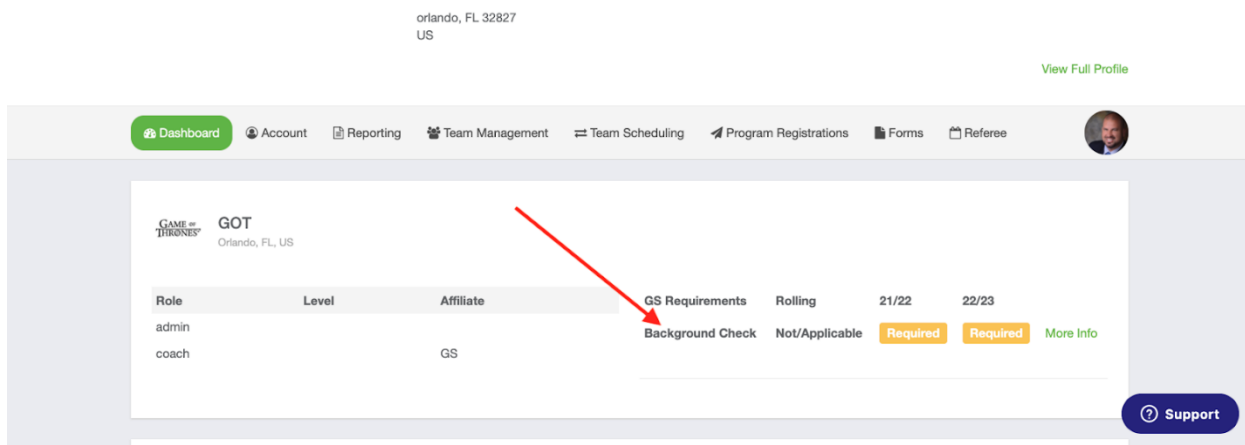
## ACCESSING YOUR RISK MANAGEMENT CARD

Step 1: Once you have completed your background check successfully, Log into your GotSport Account (if you need assistance [click here](#)) at <https://system.gotsport.com/>



Step 2: Once you've logged in select DASHBOARD from your ribbon menu.



Step 3: Click BACKGROUND CHECK and a new window will appear with your card information in a PDF format like the example below



EXAMPLE:

		<b>Florida Youth Soccer Association</b>			
<b>Risk Management Program</b>					
RM NUMBER:					
NAME:					
ADDRESS:					
CITY, STATE, ZIP:					
CLUB/LEAGUE:					
STATUS: approved					
SUBMITTED: 07/07/2021					
EXPIRATION DATE: 07/31/2022					



# HEADS UP CONCUSSION PROTOCOL

Step 1: Log into your GotSport Account (if you need assistance [click here](https://system.gotsport.com/)) at <https://system.gotsport.com/>

Step 2: Once you've logged in select DASHBOARD from your ribbon menu. All User Risk Management requirements should now be listed. Click MORE INFO to the right of HEADS UP CONCUSSION to continue

**Robert Miller**  
robert.miller@gotsport.com

DOB: 02/15/1996 | Phone: 904-746-4446  
Address: 750 Third St, Neptune Beach, FL 32266 US | Mobile Phone Number

View Full Profile

Dashboard | Account | Reporting | Team Management | Program Registrations | Forms

Role	Level	Affiliate	Requirements
coach		USYS	Safe Sport <span>Required</span> <a href="#">More Info</a>
manager		USYS	Background Check <span>Required</span> <a href="#">More Info</a>
admin		USYS	Heads Up <span>Required</span> <a href="#">More Info</a>

Help

Step 3: Click LAUNCH HEADS UP to complete the course. Complete the training by watching the video and answering the questions. This video training takes approximately 30 minutes.

**Heads Up**

Status Required

[Check Records](#) [Launch Heads Up](#) [Show Mark as Complete Form](#)

**Report History**

ID	Date Submitted	Date Completed	Updated	Status
----	----------------	----------------	---------	--------

**Risk Management**

Enforced By: State Association

Contact Information

Phone number: 9047464446

Address: 750 Third St, Neptune Beach, FL 32266 US

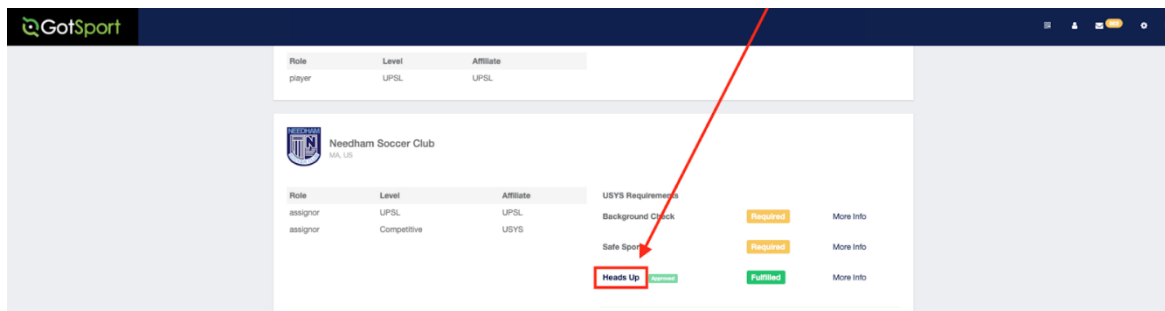
Reports older than 08/31/2018 have expired



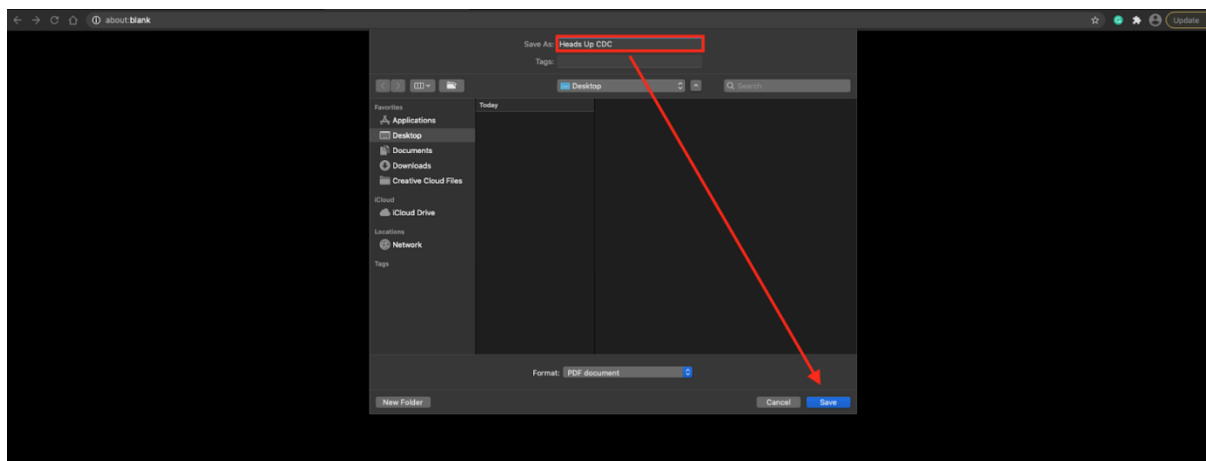
## HOW TO PRINT YOUR CDC (HEADS UP) CERTIFICATE

Step 1: Once you have completed your Heads Up Concussion Protocol successfully, Log into your GotSport Account (if you need assistance [click here](https://system.gotsport.com/)) at <https://system.gotsport.com/>

Step 2: Once you've logged in select DASHBOARD from your ribbon menu. All User Risk Management requirements should now be listed. Click HEADS UP to continue



Step 3: This will bring you to a download page where you can save it to your computer



Step 4: Now that the certificate is saved you can view your certificate. Below is a sample of what it will look like when opened.

### EXAMPLE:



## SAFESPORT

- **YES, you HAVE to complete it.**
  - ALL Coaches, Managers, Club staff/ admins, and players turning 18 and older during the seasonal year must complete this per Federal mandate by the [Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017](#).
- To be eligible for the 2022-23 registration year, SafeSport training must be completed on or after June 1, 2022.
- If you manually upload your safe sport certificate, someone at the governing body will have to manually review that. If you have something urgent, we recommend having your club admin reach out to that governing body to see if they can expedite.

Step 1: Log into your GotSport Account (if you need assistance [click here](#)) at <https://system.gotsport.com/>

Step 2: Once you've logged in select DASHBOARD from your ribbon menu. All User Risk Management requirements should now be listed. Click MORE INFO to the right of SAFESPORT to continue

GotSport

**Matt Slack**  
matt.slack@gotsoccer.com

DOB: 09/29/1992  
Address: 132 Atlantic Blvd, Jacksonville, 32225, US

Phone:   
Mobile Phone Number:

[View Full Profile](#)

Dashboard | Account | Reporting | Team Management | Program Registrations | Forms

Role	Level	Affiliate	Requirements
coach	Select		
			Safe Sport <span>Required</span> <span>More Info</span>
			Heads Up <span>Required</span> <span>More Info</span>

Step 3: Copy the access code and click START COURSE

### Safe Sport

Status Required

Already completed this course?  
Press check records button below to search for SafeSport records.

[Check Records](#)

[Show Safe Sport Upload Form](#)

[Start Course](#)

Step 4: This will take you to a third-party website: safesport.org. If this is the first time, you are



required to create a SafeSport account username and password. You are required to create the account using the same email address as in Gotsport, so that the certificate links directly to your Gotsport account. The first SafeSport training takes approximately 1-½ hours to complete. Subsequent refresher courses take approximately 30 minutes.

*Note:* *If you have previously completed Safe Sport, you can click the Check Records button below to have the completed certificate matched to your account.*



## CONNECTING A COMPLETED SAFESPORT CERTIFICATE TO YOUR PROFILE

Step 1: Log into your GotSport Account (if you need assistance [click here](https://system.gotsport.com/)) at <https://system.gotsport.com/>

Step 2: Once you've logged in select DASHBOARD from your ribbon menu. All User Risk Management requirements should now be listed. Click SAFESPORT to continue

**GotSport**

**Matt Slack**  
matt.slack@gotsoccer.com

**DOB** 09/29/1992 **Phone**

**Address** 132 Atlantic Blvd  
Jacksonville, 32225 US **Mobile Phone Number**

[View Full Profile](#)

**Dashboard** Account Reporting Team Management Program Registrations Forms

**Force Soccer Club**  
Blaine, MN, US

Role	Level	Affiliate	Requirements						
coach	Select		<table border="1"><tr><td>Safe Sport</td><td>Required</td><td><a href="#">More Info</a></td></tr><tr><td>Heads Up</td><td>Required</td><td><a href="#">More Info</a></td></tr></table>	Safe Sport	Required	<a href="#">More Info</a>	Heads Up	Required	<a href="#">More Info</a>
Safe Sport	Required	<a href="#">More Info</a>							
Heads Up	Required	<a href="#">More Info</a>							

Step 3: If you have previously completed Safe Sport, you can click the CHECK RECORDS button below to have the completed certificate matched to your account. The First Name, Last Name, and Email Address for your Safe Sport account must match for the certificate to pull over properly.

**GotSport**

**Safe Sport**

**Status** Required

**Access Code:** YC3E-6P5G-YYIL-CS2M **Start Course**

Already completed this course?

If you have already completed the course or recently completed a refresher, click the Check Records button to lookup a completed record matching your name and email address.

**Check Records**

**Risk Management**

**Enforced By** State Association

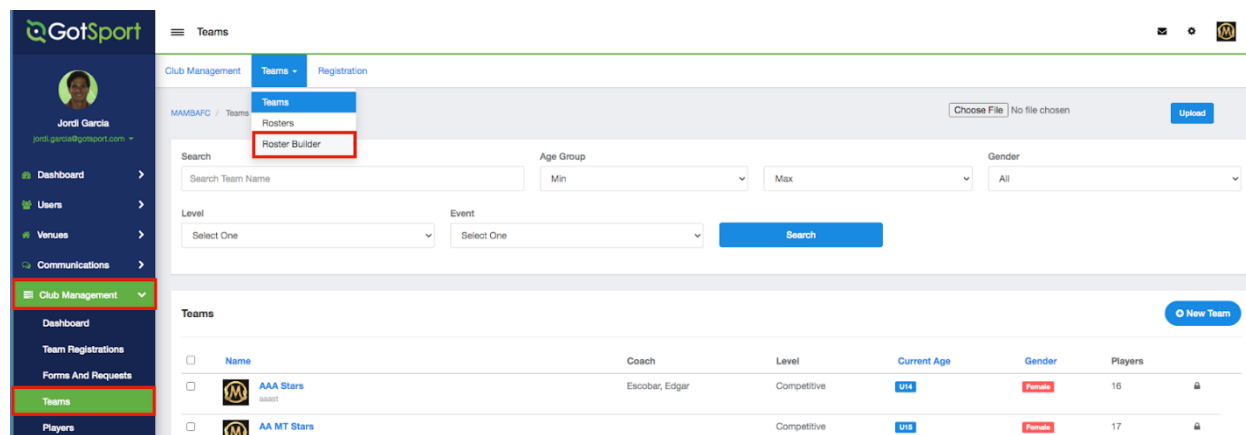
**Contact Information**

# ROSTER BUILDER

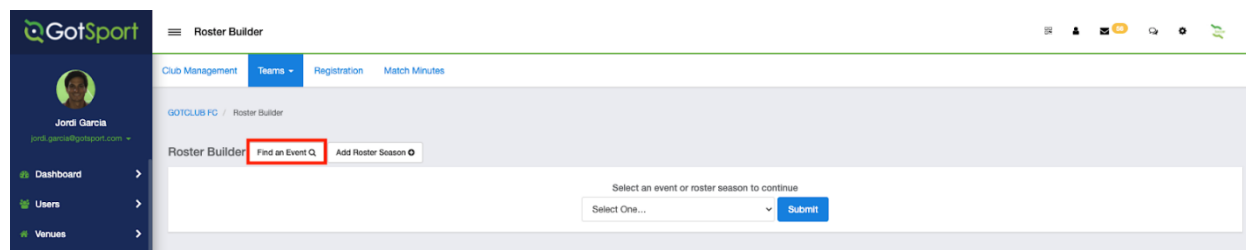
The Roster Builder is an important tool that builds your specific event rosters. Without this step, FYSA staff cannot see players and staff by roster to approve accordingly which in turn affects your Match Reports.

## REGISTERING A TEAM TO AN EVENT

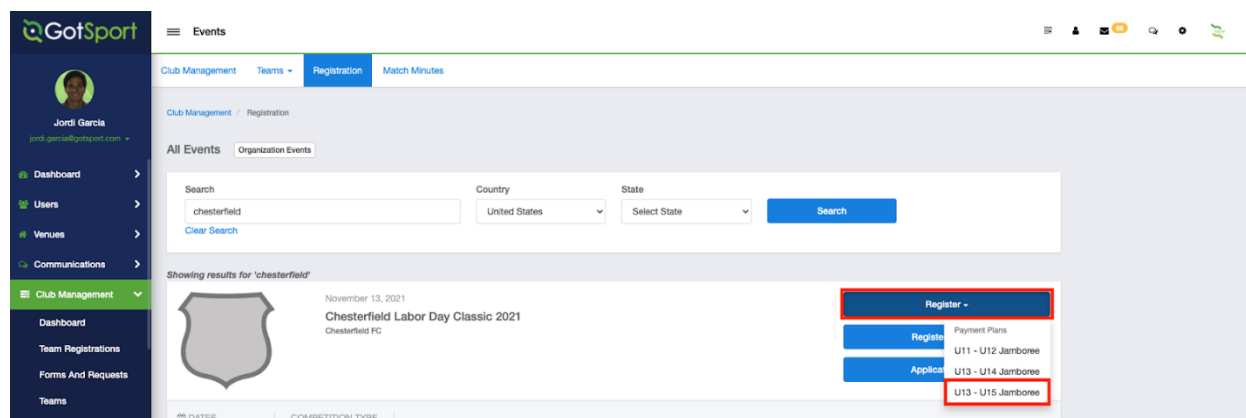
Step 1: From the Dashboard, Select CLUB MANAGEMENT then click TEAMS. While on the TEAMS page using the menu ribbon at the top select TEAMS then select ROSTER BUILDER



Step 2: From this page you will select FIND AN EVENT



Step 3: On the event list find the event you are wanting to register your team for and select the REGISTER button to the right of the event name (if there is a payment plan option, select the correct one)



Step 4: On this page, you will select the team(s) using the checkbox to the left of the team name, followed by the Preferred Division. Now you will select Register, and selected teams (#)

**Register Teams**

Registration Fee: U13 - U15 Janboree **Register**

Select All | Deselect All | **All Teams (8)** | **Selected Teams (1)**

Name	Level	Event Level	Preferred Division	Event Age	Gender	
<input type="checkbox"/> Academy Red	Competitive			U15	Male	Application Form
<input type="checkbox"/> CFC Boys U12 Blue	Competitive			U15	Male	Application Form
<input type="checkbox"/> Force 10G	Competitive			U15	Male	Application Form
<input type="checkbox"/> GotSport	Competitive			U14	Female	Application Form
<input type="checkbox"/> Test Team 123	Competitive			U15	Male	Application Form
<input type="checkbox"/> U13 Boys Competitive	Competitive			U15	Male	Application Form
<input type="checkbox"/> U13 Boys Rec	Recreational			U15	Male	Application Form
<input checked="" type="checkbox"/> U13 Girls Competitive	Competitive		Gold	U15	Female	Application Form

Step 5: You will now see a green banner verifying your team is now registered

**Team Registrations**

Club Management Teams Registration Match Minutes

Successfully registered teams to the event.

Team: Search Team Name Event: Search Event Name Coaches: Search for Coach or Manager Complete:

Submitted:  Age From: All Age To: All Gender: All

Accepted / Active:  Preferred Division: Select One... **Search**

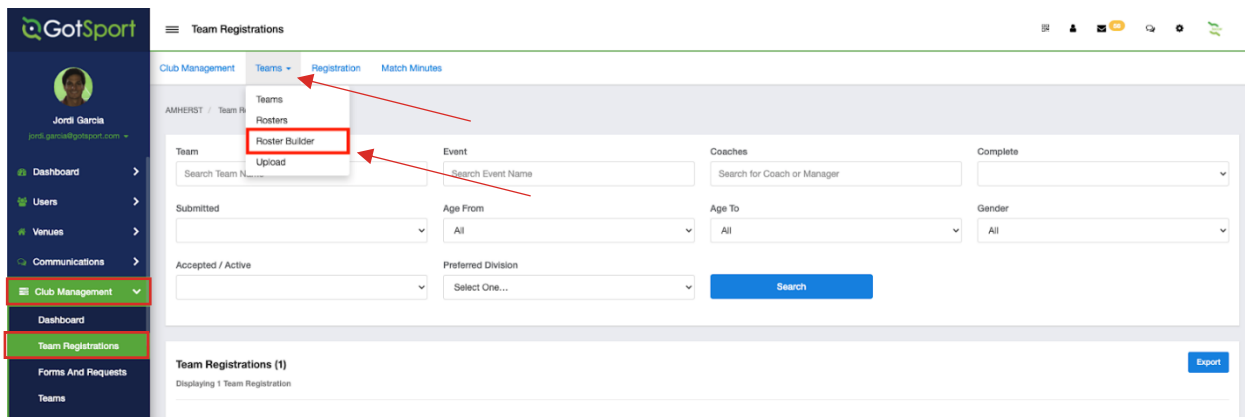
**Team Registrations (1)** **Export**

Displaying 1 Team Registration

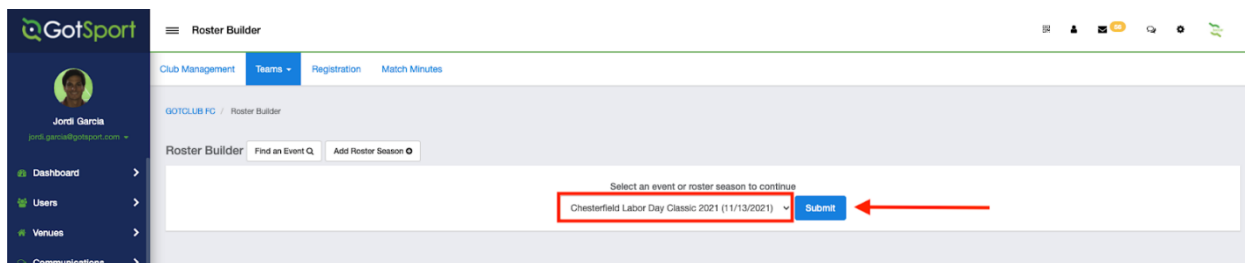
<input type="checkbox"/>	Name	Event	Created	Event Age	Gender	Preferred Division	Player Count	Coach Count	Manager Count	Complete/Submitted/Waitlist
<input checked="" type="checkbox"/>	U13 Girls Competitive Team: U13 Girls Competitive	Chesterfield Labor Day Classic 2021 Start Date: 11/13/2021	11/29/2021 1:39pm EST	U15	Female	Gold	0	0	0	✓ / ✓ /

## ADDING PLAYERS TO A TEAM IN ROSTER BUILDER

Step 1: From the Dashboard select CLUB MANAGEMENT then click TEAM REGISTRATION from the left-hand menu. Using the menu ribbon at the top select TEAMS then ROSTER BUILDER



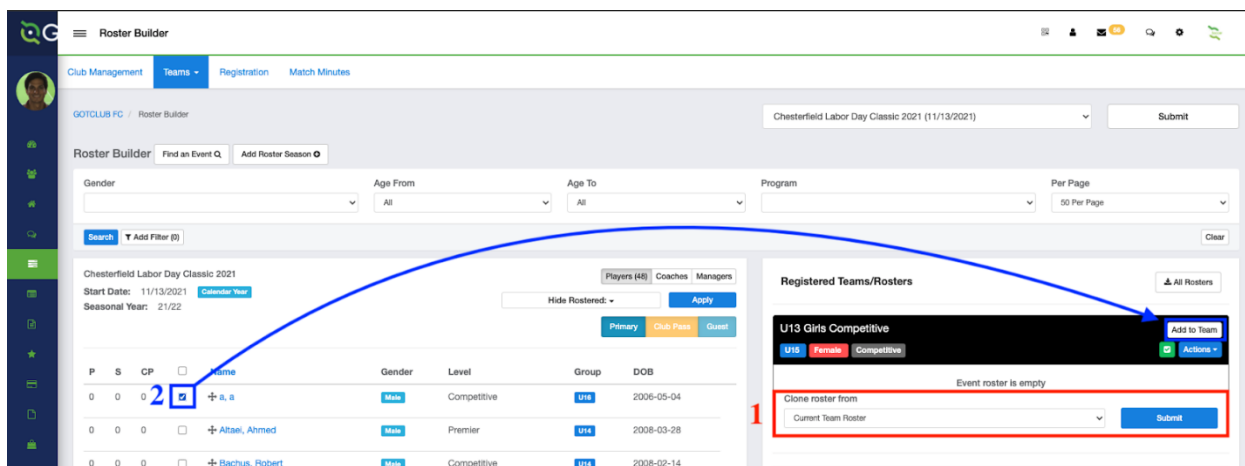
Step 2: From this page you will select the Event you would like to build the roster for



Step 3: There are two options to add players to your event roster.

Step 3A: Select the Clone Roster From "Event" you would like to copy, and CLICK SUBMIT (shown in red in the photo below)

Step 3B: Manually select the Players from the list on the left and select Add to Team. BEFORE you add a player, you must first select Primary (Blue), Club Pass (Orange), Guest (Light Blue), then either check off the player and click Add to Team: or Drag and Drop the player onto the correct team. (Shown in blue on the photo below)



Step 4B: When you drag players over a pop up will appear. Fill in the pop up screen with position, jersey number, and check status is correct

New Roster

Position

Select One

Jersey

Status

P

Add Player

### PLAYER STATUS OPTIONS:

- **Primary Players (P)** are those registered to your club and primary to this team
- **Club Pass Players (CP)** are players that are an approved Primary player to your club, that you're using to play with another team within your club.
- **Secondary Player (S)** are players from outside of your own club that are also rostered to your team for the season. **NOTE: Secondary/ Dual Rostering will only refer to Players playing in 2 different clubs.**
- **Guest Player (G)** are players from outside your own club that are guest playing for your club in a particular event. **IMPORTANT: The outside of the club guest player can only be added if the proper electronic Guest Form has been executed and approved by both clubs.**

Step 5: Here you will see a confirmation banner in the center of the page as well as what players on the roster on the right.

Roster Builder

Club Management

Teams

Registration

Match Minutes

GOTCLUB FC / Roster Builder

Chesterfield Labor Day Classic 2021 (11/13/2021)

Submit

Roster Builder

Find an Event

Add Roster Season

Gender

Age From

Age To

Program

Per Page

Search

Add Filter (2)

Clear

Results

Farnsworth, Gabrielle added to roster

Chesterfield Labor Day Classic 2021

Start Date: 11/13/2021

Seasonal Year: 21/22

Players (48)

Coaches

Managers

Hide Rostered

Apply

Primary

Club Pass

Guest

0	0	0		+ a, a	Male	Competitive	U15	2006-05-04
0	0	0		+ Altai, Ahmed	Male	Premier	U14	2008-03-28
0	0	0		+ Bachus, Robert	Male	Competitive	U14	2008-02-14
0	0	0		+ Cameron, Callum	Male	Club/Conference	U15	2007-07-25
0	0	0		+ Cameron, Carthy	Female	Competitive	U8	2014-01-01
0	0	0		+ Castillo, Chloe	Female	Recreational	U15	2007-03-31
0	0	0		+ Clark, Steven	Male	Competitive	U17	2005-05-14
0	0	0		+ Conrad, Steven	Male	Competitive	U15	2007-10-11

Registered Teams/Rosters

All Rosters

U13 Girls Competitive

U15

Female

Competitive

Actions

Player Name	Jersey	Position	Status
✓ 1. Farnsworth, Gabrielle			P

06B Volt

U15

Male

Recreational

This team is not yet registered

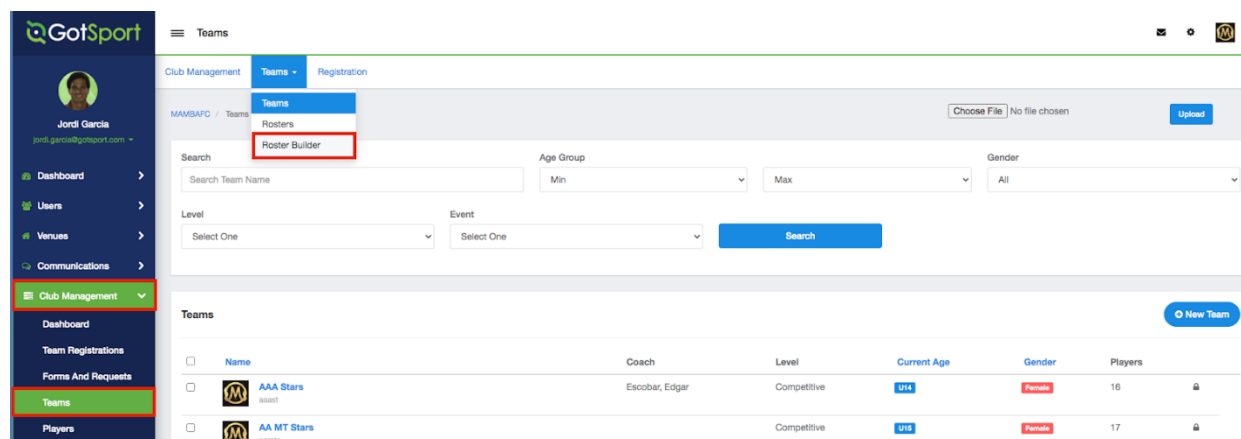




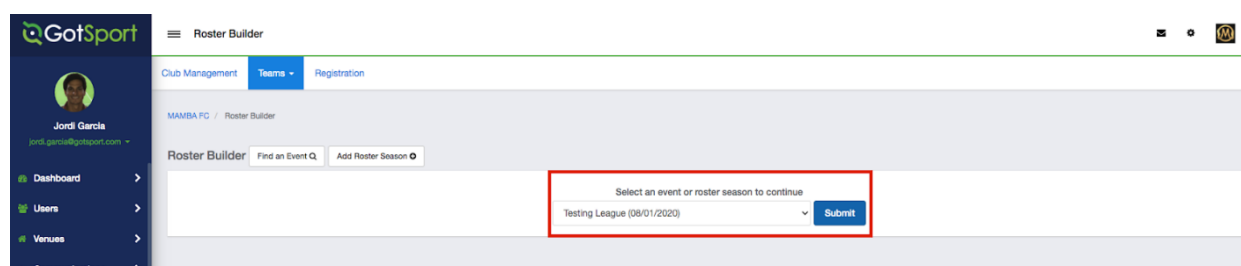
## ADDING A COACH OR MANAGER TO A TEAM IN ROSTER BUILDER

Coaches and managers cannot be added to rosters if all Risk Management requirements have not been completed successfully.

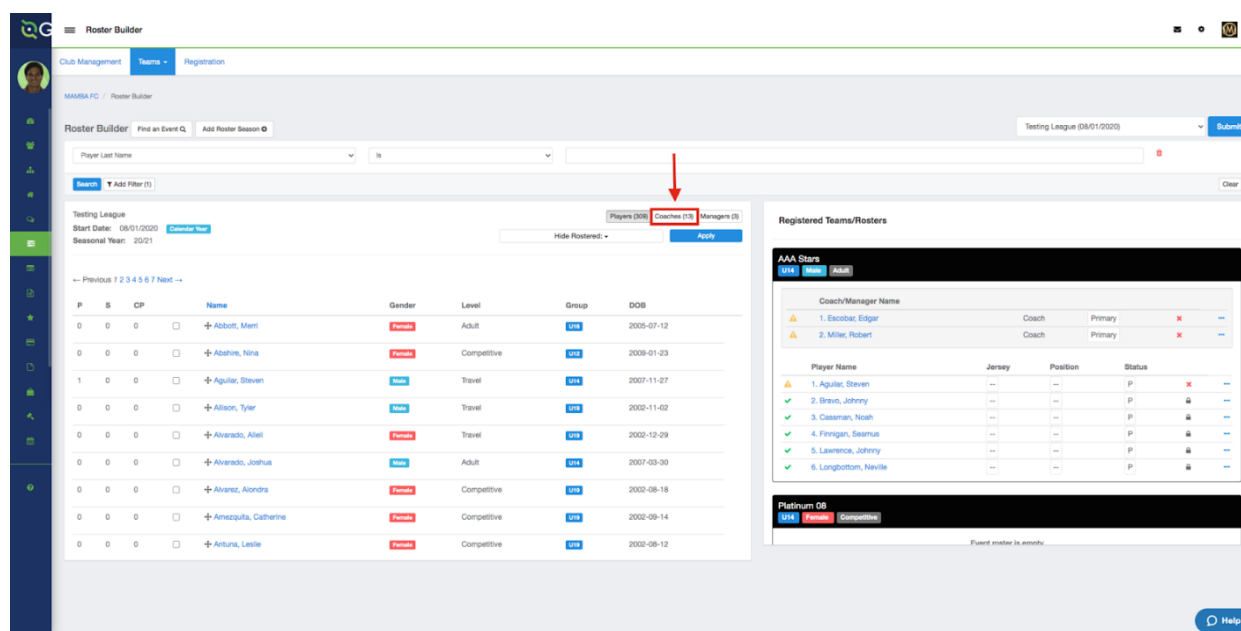
Step 1: From the Dashboard, Select CLUB MANAGEMENT then click TEAMS. While on the TEAMS page using the menu ribbon at the top select TEAMS then select ROSTER BUILDER



Step 2: Here you will select the "Event" and hit SUBMIT



Step 3: Once you get to the Roster Builder page select the COACHES Tab



Step 4: Here you will click and drag the Coach to the desired team on the right.

The screenshot shows the 'Roster Builder' interface. On the left, there's a sidebar with navigation icons. The main area has a 'Testing League' section with a 'Start Date' of 08/01/2020 and 'Seasonal Year' of 2021. A table lists players with columns for Name, Email, Phone, and Requirements. A red box highlights the 'Add Coach' button, and a blue arrow points to the 'Position' dropdown menu.

Step 5: A pop up will appear asking for the "Position" once this is selected click ADD COACH. The Coach will now appear on the team account.

The screenshot shows the 'Roster Builder' interface with a 'New Roster' pop-up window. The 'Position' dropdown is set to 'Assistant 1', and the 'Add Coach' button is highlighted with a red arrow.

*Note: All the Coaches currently have Yellow Triangles by their names since they are not approved by the event yet. They will change to Green Check Marks once the event has approved them.*

The screenshot shows the 'Roster Builder' interface. On the right, there's a 'Registered Teams/Rosters' section. A table lists coaches with columns for Coach/Manager Name, Coach, Primary, and Status. A red box highlights the 'Add Coach' button, and a blue arrow points to the 'Position' dropdown menu.

# MANAGING PLAYER PORTALS

While we covered how you can access a player's profile through the Roster Builder, there is another portal. The Player portal is where you can access all players within your club to manage their individual accounts such as adding a photo, birth verification, etc.

Step 1: From your Dashboard click on CLUB MANAGEMENT from the left-hand menu and select PLAYERS

Step 2: Click on the name of the player whose player portal you would like to view or manage

The screenshot shows the GotSport web application interface. On the left is a dark blue sidebar with a user profile for Barry Burns and a menu with options: Dashboard, Users, Venues, Communications, Club Management (expanded), Team Registrations, Forms And Requests, Teams, and Players (highlighted in green). The main content area is titled 'Players' and shows a search bar with filters for 'Player Last Name' (set to 'morgan'), 'Is', and 'morgan'. Below the search bar is a table with the following data:

	Name	Email/UserID	Gender	DOB	Age	Level	Phone
<input type="checkbox"/>	Morgan, Alex	morgan@gotsport.com	Female	04/01/2007	U14		9047464447

At the bottom right of the table area is a blue 'Help' button. The interface also includes a 'Search' button, an 'Add Filter (1)' button, a 'Clear' button, a '50 Per Page' dropdown, and an 'Export' button.

## DOCUMENTS

The Documents section is what the Admin and Players' can use to add required documents to a profile. Every Club is different, but we recommend that the admin be the ones that upload documents to ensure accuracy.

The 2 potential documents that currently exist:

1. Proof of Birth or Birth Certificate (mandatory)
2. International Transfer Certificate Approval



## BIRTH VERIFYING A PLAYER

It is the responsibility of the Club/Affiliate to properly Birth Verify Players. Effective 2022/23 Season, if players are not Birth Verified, Clubs must upload a Birth Certificate and Verify the Player. The Legacy Sync is no longer valid as it was only used for Transition into 2021/22 Season.

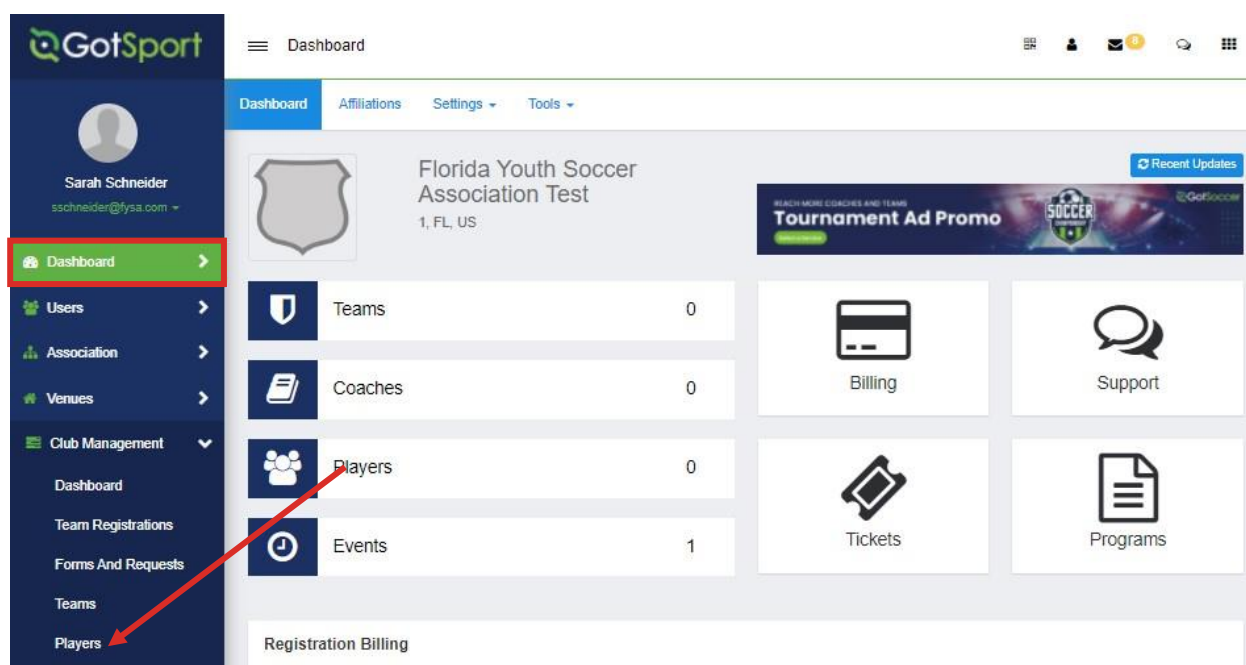
Proof of Birth (POB) must be Government issued that proves citizenship, and therefore the only applicable items are as follows:

- Birth Certificate
- Passport Book – Must Not Be Expired

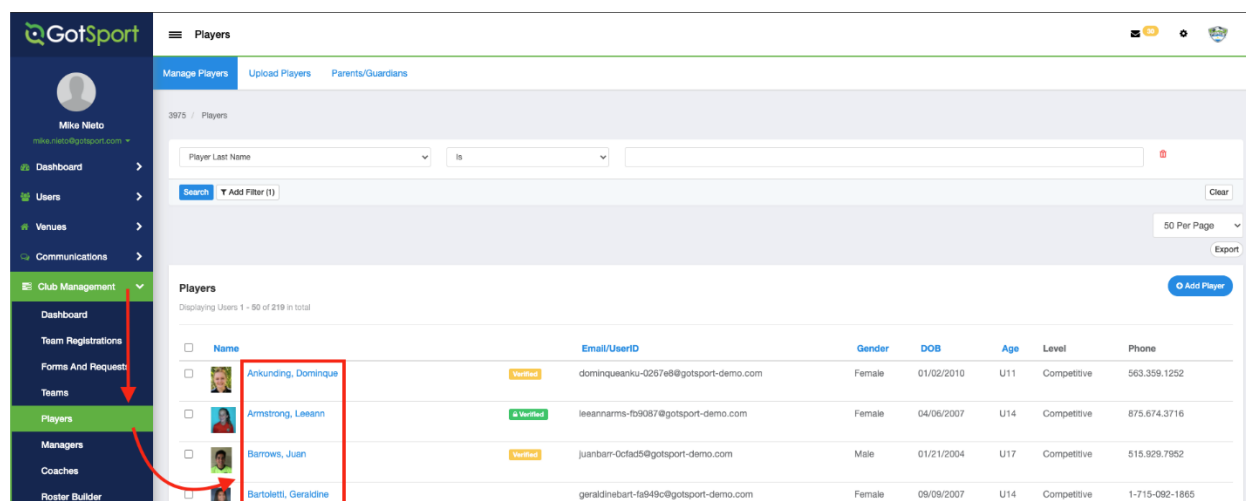
Examples of unacceptable POB:

- Driver's License
- Identification Card

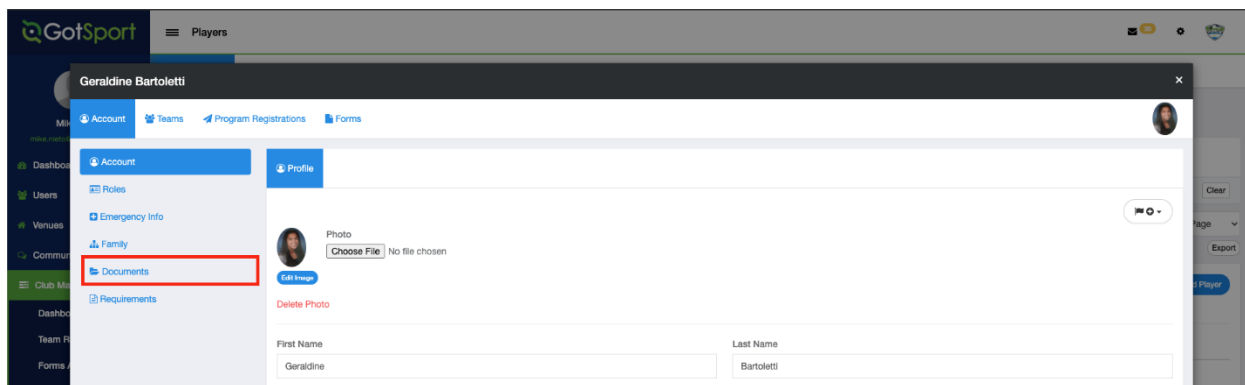
Step 1: From the **Dashboard** click on **Club Management** then select '**PLAYERS**'



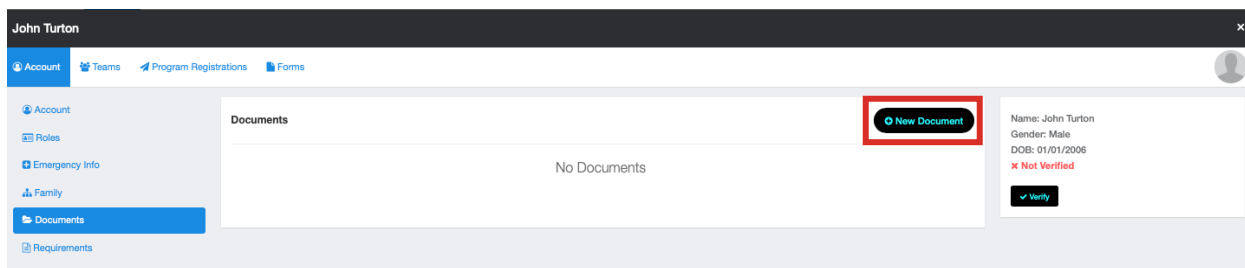
Step 2: From the Players list, click on the name of the specific player that you want to verify.



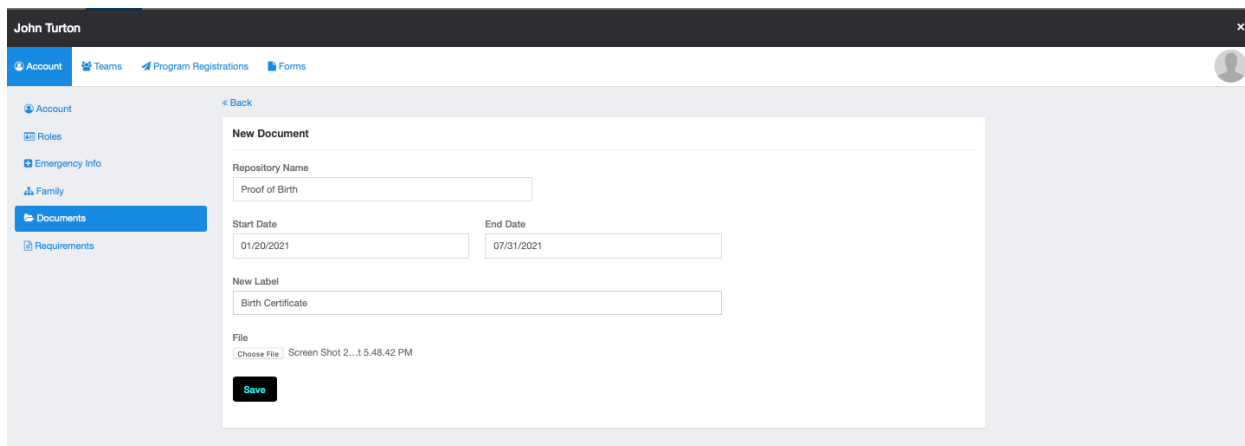
Step 3: In the player profile click on the DOCUMENTS tab on the left-hand menu.



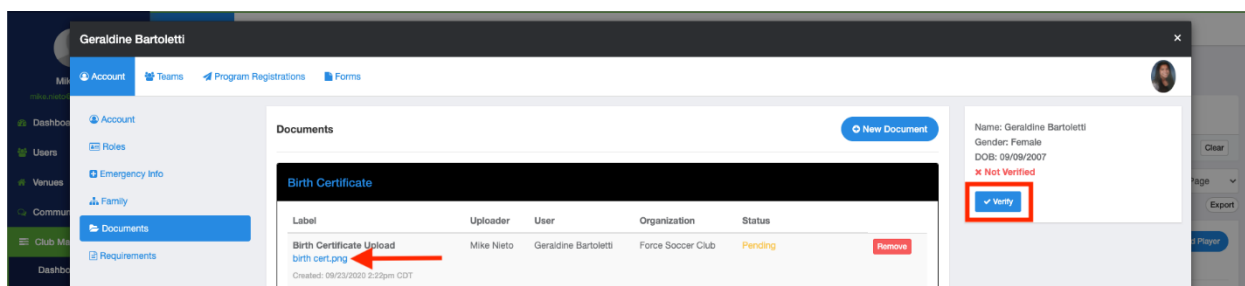
Step 4: Click on + NEW DOCUMENT



Step 5: Fill out the Repository Name as Proof of Birth, New Label as what the POB is i.e. Birth Certificate, Start date as date of submission and End date as end of season July 31st, 2021



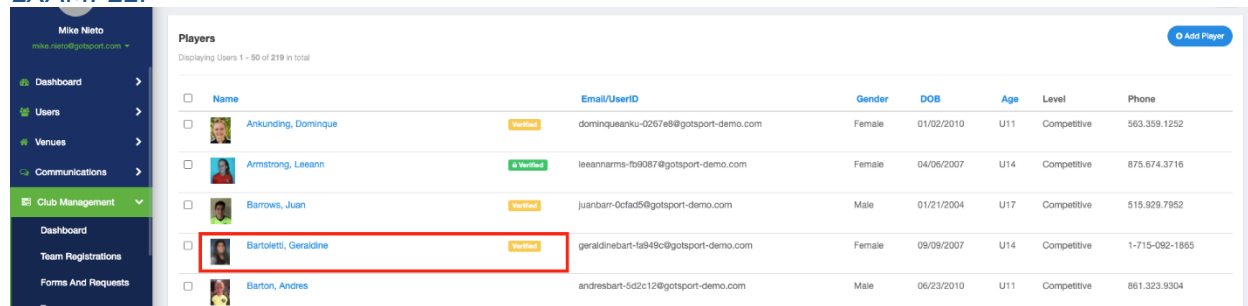
Step 6: Click CHOOSE FILE and upload the appropriate document Upload the birth certificate. Click SAVE. You can review the uploaded Document again by clicking the on the file name if needed, to verify the Player at the Organization level you will click the Verify button.



Step 7: The player will now show as Verified at the Organization level with an orange VERIFIED tag next to their name.

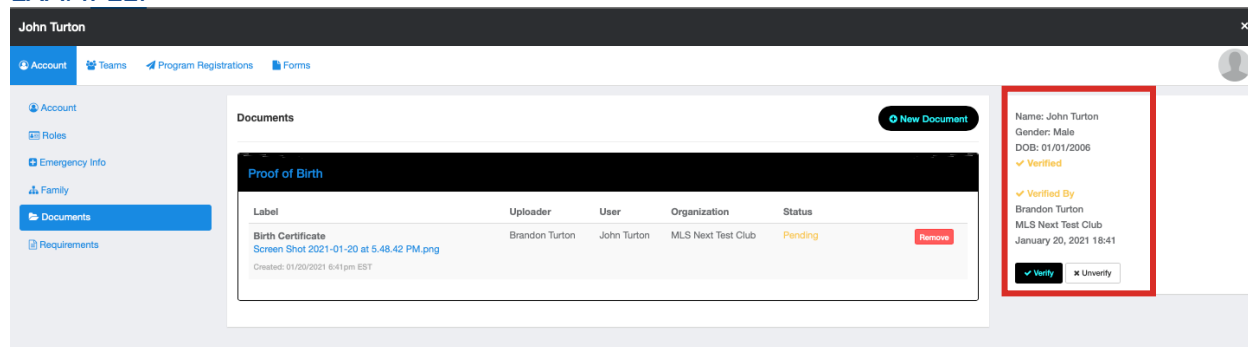
*Note: The parent association for the Organization (FYSA) will then go through and verify the Player at their level (marked by the green Verified tag with a lock)*

#### EXAMPLE:



	Name	Email/UserID	Gender	DOB	Age	Level	Phone
<input type="checkbox"/>	Ankunding, Dominique	domingueanku-0267e@gotSPORT-demo.com	Female	01/02/2010	U11	Competitive	563.359.1252
<input type="checkbox"/>	Armstrong, Leann	leannarms-f59087@gotSPORT-demo.com	Female	04/06/2007	U14	Competitive	875.674.3716
<input type="checkbox"/>	Barrows, Juan	juanbar-0cad5@gotSPORT-demo.com	Male	01/21/2004	U17	Competitive	515.929.7952
<input type="checkbox"/>	Bartolelli, Geraldine	geraldinebart-fs949c@gotSPORT-demo.com	Female	09/09/2007	U14	Competitive	1-715-092-1865
<input type="checkbox"/>	Barton, Andres	andresbart-5d2c12@gotSPORT-demo.com	Male	06/23/2010	U11	Competitive	861.323.9304

#### EXAMPLE:



Documents

New Document

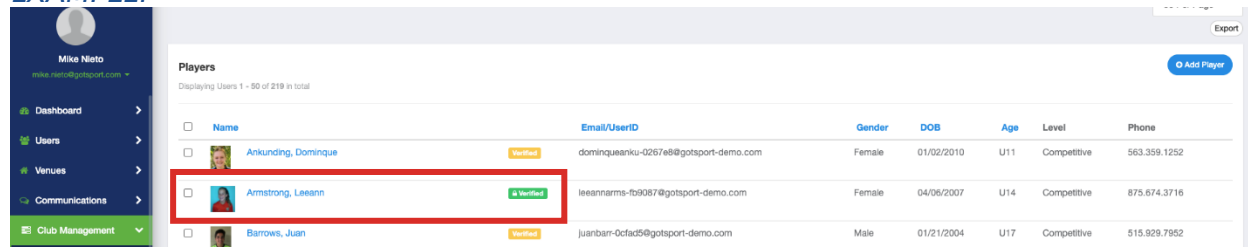
Proof of Birth

Label	Uploader	User	Organization	Status
Birth Certificate Screen Shot 2021-01-20 at 5:48:42 PM.png Created: 01/20/2021 6:41pm EST	Brandon Turton	John Turton	MLS Next Test Club	Pending

Name: John Turton  
Gender: Male  
DOB: 01/01/2006  
✓ Verified  
✓ Verified By  
Brandon Turton  
MLS Next Test Club  
January 20, 2021 18:41  
✓ Verify ✗ Unverify

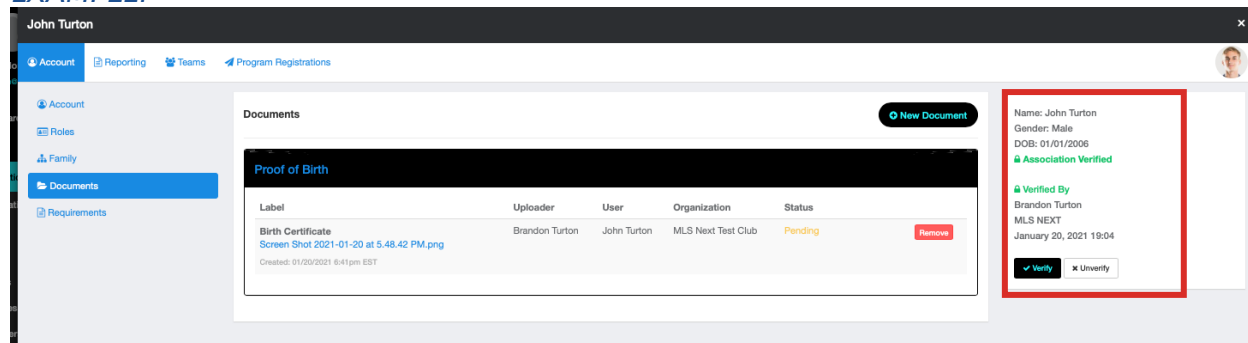
Once the State Association verifies it will be green.

#### EXAMPLE:



	Name	Email/UserID	Gender	DOB	Age	Level	Phone
<input type="checkbox"/>	Ankunding, Dominique	domingueanku-0267e@gotSPORT-demo.com	Female	01/02/2010	U11	Competitive	563.359.1252
<input type="checkbox"/>	Armstrong, Leann	leannarms-f59087@gotSPORT-demo.com	Female	04/06/2007	U14	Competitive	875.674.3716
<input type="checkbox"/>	Barrows, Juan	juanbar-0cad5@gotSPORT-demo.com	Male	01/21/2004	U17	Competitive	515.929.7952

#### EXAMPLE:



Documents

New Document

Proof of Birth

Label	Uploader	User	Organization	Status
Birth Certificate Screen Shot 2021-01-20 at 5:48:42 PM.png Created: 01/20/2021 6:41pm EST	Brandon Turton	John Turton	MLS Next Test Club	Pending

Name: John Turton  
Gender: Male  
DOB: 01/01/2006  
✓ Association Verified  
✓ Verified By  
Brandon Turton  
MLS NEXT  
January 20, 2021 19:04  
✓ Verify ✗ Unverify

## INTERNATIONAL TRANSFER CERTIFICATE (ITC)

U.S. Soccer must approve International Transfer Clearances for any foreign- born player. Any new ITC request must be processed by U.S. Soccer. As previously mentioned, this process can be lengthy depending on the responsiveness of the other Federation. We recommend reaching out to U.S. Soccer as soon as possible to initiate this process. Please email [psd@ussoccer.org](mailto:psd@ussoccer.org) for all new ITC's.

For more information:

<https://www.ussoccer.com/federation-services/international-clearance>

For players with existing ITC's, please upload U.S. Soccer Confirmation Email directly to the player's profile.

### UPLOADING DOCUMENTATION FOR PLAYER'S WITH AN EXISTING ITC

Step 1: From the **Dashboard** click on **Club Management** then select '**PLAYERS**'

The screenshot shows the GotSport Dashboard for Sarah Schneider. The left sidebar contains a menu with 'Dashboard' highlighted in red. Below it, 'Club Management' is expanded, and 'PLAYERS' is selected, indicated by a red arrow. The main content area shows 'Florida Youth Soccer Association Test' with 1 FL, US. Below this are statistics for Teams (0), Coaches (0), Players (0), and Events (1). On the right, there are buttons for Billing, Support, Tickets, and Programs. A 'Registration Billing' section is visible at the bottom.

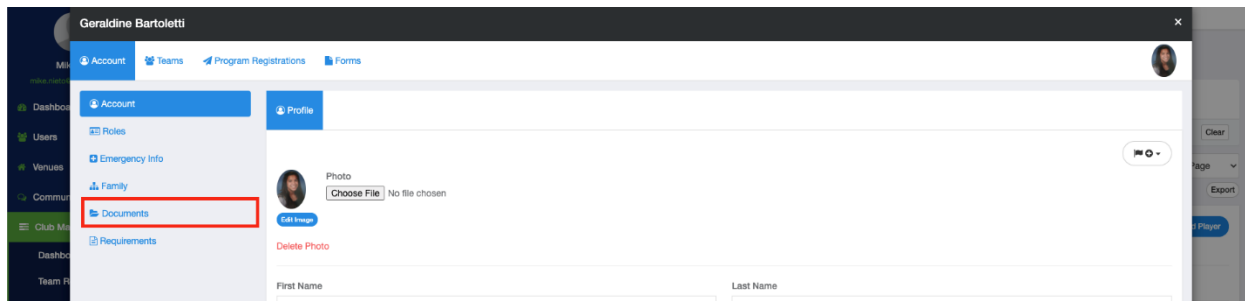
Step 2: From the Players list, click on the name of the specific player that you want to submit ITC Documentation for.

The screenshot shows the GotSport Players list for Mike Nieto. The left sidebar has 'Club Management' expanded, and 'PLAYERS' is selected, indicated by a red arrow. The main content area shows a search bar and a table of players. The table has columns for Name, Email/UserID, Gender, DOB, Age, Level, and Phone. The first three players are highlighted with red boxes: Arkundung, Dominique; Armstrong, Leann; and Barrows, Juan.

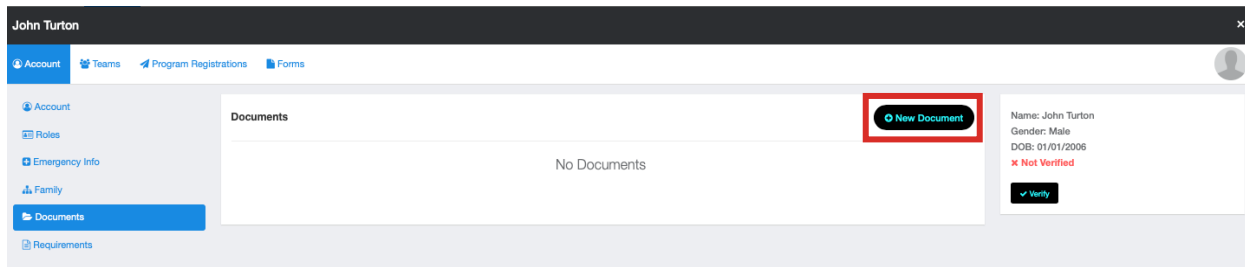
Name	Email/UserID	Gender	DOB	Age	Level	Phone
Arkundung, Dominique	domingueariku-0267e@gotSPORT-demo.com	Female	01/02/2010	U11	Competitive	563.359.1252
Armstrong, Leann	leannarms-fb9087@gotSPORT-demo.com	Female	04/06/2007	U14	Competitive	875.674.3716
Barrows, Juan	juanbar-0ctad5@gotSPORT-demo.com	Male	01/21/2004	U17	Competitive	515.929.7952
Bartoletti, Geraldine	geraldinebart-fs949c@gotSPORT-demo.com	Female	09/09/2007	U14	Competitive	1-715-092-1865



Step 3: In the player's profile click on the DOCUMENTS tab on the left-hand menu.



Step 4: Click on + NEW DOCUMENT



Step 5: Fill out the Repository Name as International Transfer Certificate, New Label as ITC Approval then upload the document and click SAVE.

**NOTE: When uploading the U.S. Soccer Confirmation Email the player's name should be visible; we recommend adding it to the Subject line of your email to USSF to ensure this.**

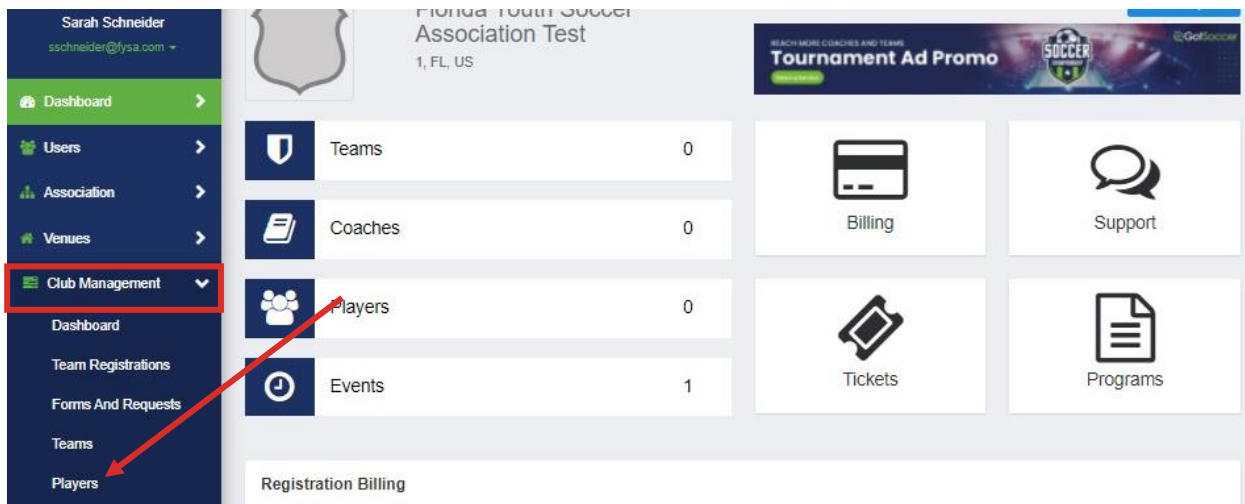
## HEADSHOT/ PLAYER PHOTO

A headshot is mandatory for all Players and Coaches for team rosters and player/coach cards. You can add this directly through the individual's profile. **As a reminder, this is mandatory to be added to the Roster Builder.**

**NOTE: Photo quality is key. The player photo should not be a full body picture or have their face covered in any way. The player should be facing forward.**

## UPLOADING A HEADSHOT FOR A PLAYER

Step 1: From the **Dashboard** click on **Club Management** then select '**PLAYERS**'



Step 2: From the Players list, click on the name of the specific player that you want to add a photo





for.

GotSport

Players

Manage Players | Upload Players | Parents/Guardians

2975 / Players

Player Last Name | is | Search | Add Filter (1) | Clear

50 Per Page | Export

Players

Displaying Users 1 - 50 of 219 in total

Name	Email/UserID	Gender	DOB	Age	Level	Phone
Ankundung, Domingue	domingueanku-0267e8@gotssport-demo.com	Female	01/02/2010	U11	Competitive	563.359.1252
Armstrong, Leann	leannarms-fb9087@gotssport-demo.com	Female	04/06/2007	U14	Competitive	875.674.3716
Barrows, Juan	juanbar-0cad5@gotssport-demo.com	Male	01/21/2004	U17	Competitive	515.929.7952
Bartoletti, Geraldine	geraldinebart-fa949c@gotssport-demo.com	Female	09/09/2007	U14	Competitive	1-715-092-1855

Step 3: Click on CHOOSE A FILE next the person icon on the profile and upload the picture

John Turton

Account | Teams | Program Registrations | Forms

Account | Profile

Photo

Choose File | No file selected

First Name | John | Last Name | Turton

Step 4: Crop the photo from the shoulders up so you can clearly see the player's face and click SAVE

GotSport

Edit Image

Save

Once the Association has verified the photo, it will appear green on the right-hand side

Verify Photos

Name: John Turton  
Gender: Male  
DOB: 01/01/2006  
Photo: ✓ Verified

Verified By  
Brandon Turton  
MLS NEXT  
January 20, 2021 19:04

Verify Photo

# VIEW AND PRINT ROSTERS & ID CARDS

There are 2 ways for a Club Admin to view and print the “FYSA Registration Event Roster”. Coaches and Managers can also view these documents inside their team account.

## VIEW AND PRINT ROSTERS & ID CARDS AS A COACH

**NOTE:** You can only print the player cards if your team roster has been approved by the event. If you do not see the option for Roster PDF you will need to contact the event as the roster most likely has not been approved.

Step 1: Log into your GotSport Coaching Account (if you need assistance [click here](https://system.gotsport.com/)) at <https://system.gotsport.com/>

Step 2: From your profile dashboard select TEAM MANAGEMENT from the top ribbon menu then scroll down to select the team name from the list

The screenshot shows the GotSport Coaching Account profile for Barry Burns. The profile includes a profile picture, name, email, and contact information. Below the profile is a navigation bar with tabs: Dashboard, Account, Reporting, Team Management (highlighted), Team Scheduling, Program Registrations, and Forms. The Team Management section displays a list of teams. A red arrow points to the '07G Bald Eagles' team. The list of teams is as follows:

Name	Coach	Level	Age	Gender
07B Bald Eagles	Buchanan, Dave	Recreational	U14	Male
07G Bald Eagles	Burns, Barry	Recreational	U14	Female
Mambacita Elite 08	Burns, Barry	Competitive	U14	Female
Mamba FC Green		Competitive	U14	Male
MS Stars	Burns, Barry	Competitive	U15	Female
MT All-Stars		Recreational	U13	Male
Predators	Anderson, David	Competitive	U14	Male
Roadrunners	Burns, Barry	Recreational	U13	Male
Test	Burns, Barry	Recreational	U18	Male
Wyoming All-Stars	Nieto, Mike	Competitive	U14	Female

Step 3: Select the ROSTERS tab from the team profile



**MS Stars**

Team | **Rosters** | Team Registrations | Messages

MS Stars **U15** **Female** **Competitive**  
 Birthday Range: 01/01/06 - 12/31/06

Name: MS Stars | Short Name: mdall | Legacy ID: | Colors: [Black] [White]

Competitive Level: Competitive | Gender: Girls | Age Group: U15 (01/01/06)  
[Switch to School Year](#)

Logo: Choose File | No file chosen

**Save**

Step 4: Choose the event that you want to print documents for and click SEARCH

**Boys Red Premier**

Team | Rosters | Team Registrations | Messages

Select Event Roster: [Dropdown Menu]

**Search**

Please Select an Event

21/22  
 2021/22 MYSA Registration Event  
 Fall League  
 State League- Phase 2  
 20/21  
**21/22 Registration Event**  
 Player Pool  
 Player Pool

Step 5: From this page select DOCUMENTS AND IDS

**MS Stars**

Team | Rosters | Team Registrations | Messages

Event: 2020-2021 MSA Registration Event | **Search**

**Application Information**

Event	2020-2021 MSA Registration Event
Group	
Club Name	Mamba FC
Team Name	MS Stars
Team Association	

Players | Coaches | Managers | **Documents and IDs**

**Add Player** **Add Club Pass Player**

Clone roster from: Current Team Roster | **Submit**

Step 6: Click the ROSTER PDF and/or ID CARDS button, and print.

Players

Coaches

Managers

Documents and IDs

Affiliation

USYS

Font Size

9

Font Size Small

8

Line Height

0.75

Padding Top

25

Roster PDF

Virtual Cards

ID Cards

**NOTE:** If you do not see your Roster PDF you will need to contact the event as the roster most likely has not been approved. You can only print a specific event roster if that roster is approved by the event itself.

## VIEW AND PRINT ROSTERS & ID CARDS AS AN ADMINISTRATOR

Club administrators now have the ability to print off individual player ID cards with multiple on a page.

Step 1: From the Club Dashboard, click on CLUB MANAGEMENT then on ROSTERS

GotSport

Dashboard

Test User

testuser@test.com

Analytics

Venues

Communications

Club Management

Dashboard

Team Registrations

Forms And Requests

Teams

Players

Managers

Coaches

Rosters

Roster Builder

Registrations

Mamba FC

Jacksonville Beach, AA, US

Recent Updates

Tournament Ad Promo

Outstanding Invoices Due to GotSport

Number of Invoices	Total Due
0	\$0.00

Pay

Teams	79	Billing	Support
Coaches	45		
Players	383	Tickets	Programs
Events	36		

Published And Finalized Schedules



Step 2: Click on the "Event" drop down list and select the event that you are wanting to print from

Step 3: Click on the check box next to the name of any/all players that you'd like to print their player ID cards for and then click the ID CARD button. This will allow you to print the cards for just those players.

Example of FYSA ID Card:



Example of an Official FYSA Roster:

Player #	Name	Jersey	Birth	DOB	Pos	Status	Assignment/Approval Date
1	Adams, Christian	42	10/10/2008	10/10/2008	FL M	PUV	08/02/21 10/08/21
2	Calderon, Juan	58	10/10/2008	10/10/2008	FL M	PUV	08/02/21 10/08/21
3	Chen, Felipe	52	10/10/2008	10/10/2008	FL M	PUV	08/02/21 10/08/21
4	Collins, Mattias	28	10/10/2008	10/10/2008	FL M	PUV	08/02/21 10/08/21
5	Correa, Martin	44	10/10/2008	10/10/2008	FL M	PUV	08/02/21 10/08/21
6	Quart, Robert	45	10/10/2008	10/10/2008	FL M	PUV	08/02/21 10/08/21
7	Reyes, Juan	58	10/10/2008	10/10/2008	FL M	PUV	08/02/21 10/08/21
8	Reyes, Roberto	58	10/10/2008	10/10/2008	FL M	PUV	08/02/21 10/08/21
9	Reyes, Roberto	58	10/10/2008	10/10/2008	FL M	PUV	08/02/21 10/08/21
10	Reyes, Roberto	58	10/10/2008	10/10/2008	FL M	PUV	08/02/21 10/08/21



## GUEST PLAYER CUSTOM TRANSFER FORM

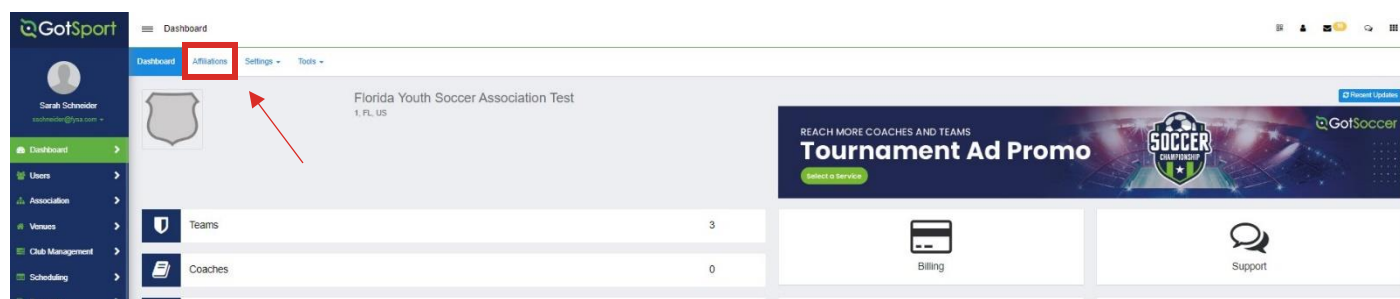
Guest player requests are completed within GotSport and must be approved by the Sending Organization and Receiving Organization prior to being considered a valid document. Paper forms are no longer accepted and are obsolete. If commencing the form as the Sending Organization , to complete the form you will require the following information:

- Tournament name and dates
- club name borrowing the player
- Team name borrowing the player

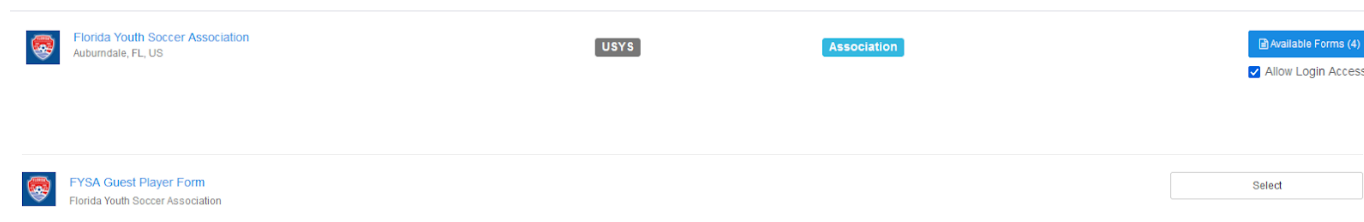
If completing the form as the Receiving Organization, you will require the following information:

- Loaning club name/ID number
- team name and ID number
- Player's name, date of birth and pass ID number
- Email linked to profile and zip code (to add to event roster as a guest player)

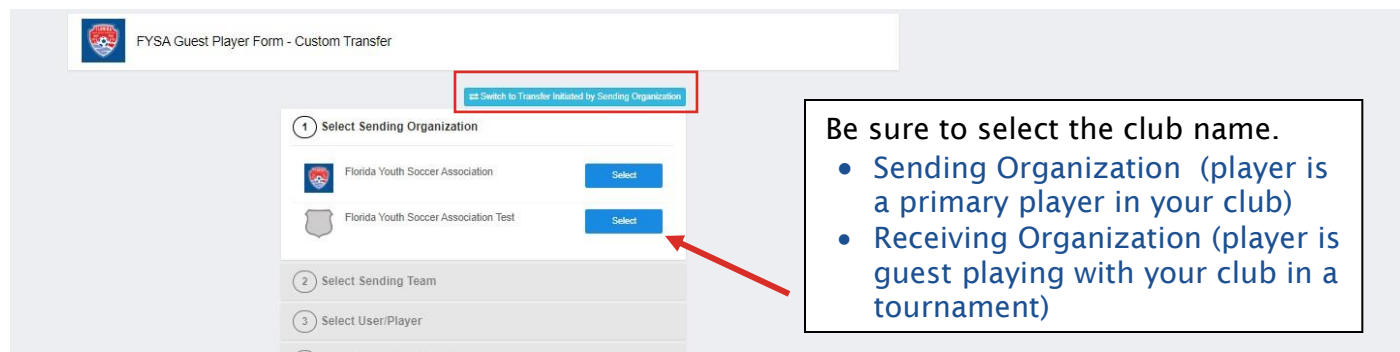
Step 1: Go to Dashboard, click on AFFILIATIONS




Step 2: Scroll down to **Florida Youth Soccer Association**, click on **Available Forms**. Scroll to FYSA Guest Player Form and click select.



Step 3: Ensure you have the correct setting (double click blue banner to change):




## Step 4: Complete each section of the form as required. Select CONTINUE


 FYSA Guest Player Form - Custom Transfer

Switch to Transfer Initiated by Sending Organization


1 Sending Organization

 Florida Youth Soccer Association Test Edit


2 Sending Team

 Purple Diamonds - Female U13 Edit


3 User

 Boey Totten Edit

4 Receiving Organization

 Florida Rush Edit

5 Receiving Team

 Black G2010 - Female U12 Edit

6 Select Role

Player

▼

Continue

Step 5: Complete the required information then digitally sign the document and click SAVE

**Guest Player Requested Event (List only one Event and one player per form)**

Border Battle Invitational

**\* Event Start Date-End Date-Please Add Approved Practice Dates**

06/24/22-06/26/22

**\* Guest Player ID Number-Date of Birth-Team Name**

ID 123456 - DOB: 06/15/2010 - Purple Diamonds

☒ By checking this box you agree to the above statement

Please Sign Above

Clear

Save (Page 1 of 1)







## Step 6: Review the summary and if correct, click RETURN

Summary


**Sending Organization**

 Florida Youth Soccer Association Test


**Sending Team**

 Purple Diamonds - Female U13


**Player**

 Boey Totten  
Enrolled By: Sarah Schneider

**Receiving Organization**

 Florida Rush

**Receiving Team**

 Black G2010 - Female U12

[Return](#)

## Step 7: Go to Club Management on the left-hand menu and select FORMS AND REQUESTS. Then **click on the ID Number** for the form you need to approve (you can also filter for 'Guest Player Form' in the drop down menu then click SEARCH)

Forms and Requests

Club Management Teams Registration Match Minutes Merge Club Users


19550 Forms and Requests

Form

[Search](#)

**Forms and Requests (1)**

Displaying 1 Contract Registration

<input type="checkbox"/>	ID	Forms	Name	Created	Complete	Status	
<input type="checkbox"/>	<b>4894055</b>	FYSA Guest Player Form Custom Transfer	Totten, Boey Enrolled By: Sarah Schneider (Florida Youth Soccer Association Test - Purple Diamonds)	06/24/2022	✓	✓	

## Step 8: To mark this player as APPROVED you will click the GREEN CHECK MARK

**Note: You will only have the action for approval by the other club. Form does not require approval from FYSA.**

FYSA Guest Player Form Totten, Boey

Info Registration Profile Documents

FYSA Guest Player Form  
2021-06-01 - 2022-07-31  
Custom Transfer

Boey Totten  
Florida Youth Soccer Association Test → Florida Rush  
Purple Diamonds - Female U13 → Black G2010 - Female U12  
Player Data: Ready

OWNER: FLORIDA YOUTH SOCCER ASSOCIATION PENDING

SENDING ORGANIZATION: FLORIDA YOUTH SOCCER ASSOCIATION TEST PENDING

RECEIVING ORGANIZATION: FLORIDA RUSH PENDING


[DETAILS](#) [DETAILS](#) [DETAILS](#)

Step 9: Once both clubs have approved which is indicated by two green check marks, you may save the guest player form as a pdf and upload for tournament check in. To access the form, click on the 3 dots on the far right, click on **view pdf**.

Forms and Requests (1)					
Displaying 1 Contract Registration					
<input type="checkbox"/>	4894055	FYSA Guest Player Form Custom Transfer	Totten, Boey Enrolled By: Sarah Schneider (Florida Youth Soccer Association Test - Purple Diamonds)	06/24/2022	✓ ✓
					⋮
					View PDF

*Example of PDF:*

1 / 1
100%


**Florida Youth Soccer Association**  
FYSA Guest Player Form - Boey Totten

---

PERMISSION TO **GUEST PLAY** SHALL ONLY BE NECESSARY AND WILL ONLY BE GRANTED BY FYSA FOR PARTICIPATION IN FYSA AND/OR YOUTH SOCCER SANCTIONED EVENTS.

**FLORIDA YOUTH SOCCER ASSOCIATION DOES NOT APPROVE THIS GUEST PLAYER FORM.**

**THIS GUEST PLAYER FORM MUST BE APPROVED BY BOTH CLUB REGISTRARS.**

If a player is guest playing out-of-state, fill out the Interstate Permission to Guest Play Form found on the FYSA website ([www.fysa.com](http://www.fysa.com)).

1. FYSA allows the use of guest players as specified by the rules of competition of the event or hosting organization and upon successful completion of this form.
2. Guest players may practice with the team on which they are participating as guest players only if the dates for the practices are included on this guest player form signed by the guest player's FYSA Club Registrar. Violators of this rule are subject to discipline under the FYSA governing use of ineligible players.
3. Guest playing is at the discretion of the Primary FYSA club, and the club is under no obligation to authorize guest play.
4. Players who guest play shall not be allowed to transfer to the team or FYSA affiliate with whom he/she has been a guest player for the remainder of the seasonal year unless written permission is granted by that player's original FYSA affiliate.
5. Guest players must be properly registered to FYSA and/or to another US Youth Soccer affiliate organization and be in possession of a US Youth Soccer pass.

---

**Guest Player Requested Event (List only one Event and one player per form)**

Border Battle Invitational

---

**Event Start Date-End Date-Please Add Approved Practice Dates**

06/24/22-06/26/22

---

**Guest Player ID Number-Date of Birth-Team Name**

ID 123456 - DOB: 06/15/2010 - Purple Diamonds

---

☐ By checking this box you agree to the above statement



Step 10: To add the player to the event roster, Add the player that you're using for the event a player role with your club by clicking **Club management** from the left-hand menu then selecting **Players**. Once on this page click ADD PLAYER. Here you will look up that player and add them to your account.

The screenshot shows the 'Players' management interface. The left-hand menu includes 'Club Management' and 'Players', both highlighted with red boxes. A red arrow points from the 'Players' menu item to the 'Add Player' button in the top right corner of the main content area. The main area displays a search bar and a table of players.

Name	Email/UserID	Gender	DOB	Age	Level	Phone
Abbott, Merri	merriabb-b3249@gotsport-demo.com	Female	07/12/2005	U17	1 - Division 1	404.381.0344
Abdou, Noah	Luis.Abakar@me.com	Male	05/12/2008	U14	Competitive	9047189401
Abshire, Nina	ninaabsh-349681@gotsport-demo.com	Female	01/23/2006	U16	Competitive	537-325-5695
Aguilar, Steven	test100@test.com	Male	11/27/2007	U15		

Step 11: Now that the player has been added you will go to Club management on the left-hand menu then click ROSTER BUILDER. Then select the EVENT, followed by the GUEST Tab. When you drag the player from the guest pool to the team's roster, a box will appear asking for the Position and Jersey number, the status will automatically be set to "G" for guest. Now you will see the player on the roster.

The screenshot shows the 'Roster Builder' interface. The left-hand menu includes 'Club Management' and 'Roster Builder', both highlighted with red boxes. A red arrow points from the 'Roster Builder' menu item to the '2022 Memorial Tournament (05/28/2022)' dropdown menu. Another red arrow points from the 'Guest' tab to the 'Registered Teams/Rosters' section.

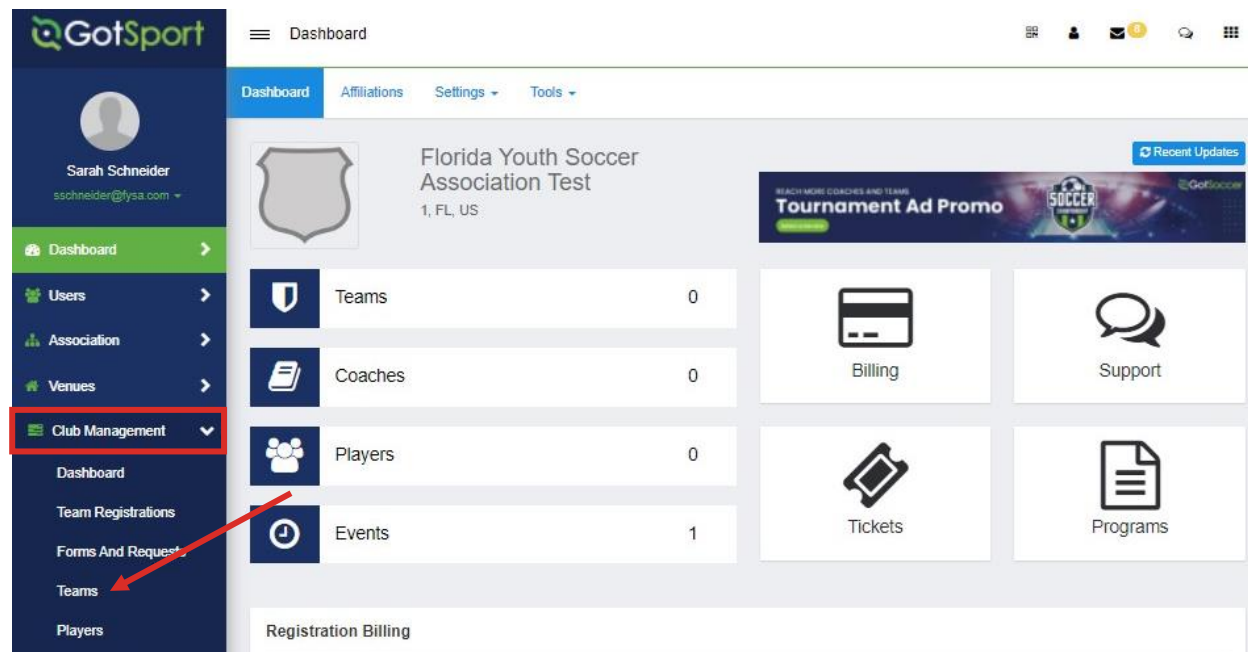
P	S	CP	Name	Gender	Level	Group	DOB
1	0	0	Abbott, Merri	Female	1 - Division 1	U16	2005-07-12
0	0	0	Abdou, Noah	Male	Competitive	U13	2008-05-12
1	0	0	Abshire, Nina	Female	Competitive	U15	2006-01-23
0	0	0	Aguilar, Steven	Male	Academy	U14	2007-11-27
1	0	0	Allison, Tyler	Male	Travel	U19	2002-11-02



## TOURNAMENT EVENT ROSTERS

The instructions below will demonstrate how to submit your teams to your state/association FYSA Tournament Rosters event. This will enable you to build an event roster which will not impact your FYSA Registration Event or League Event documents.

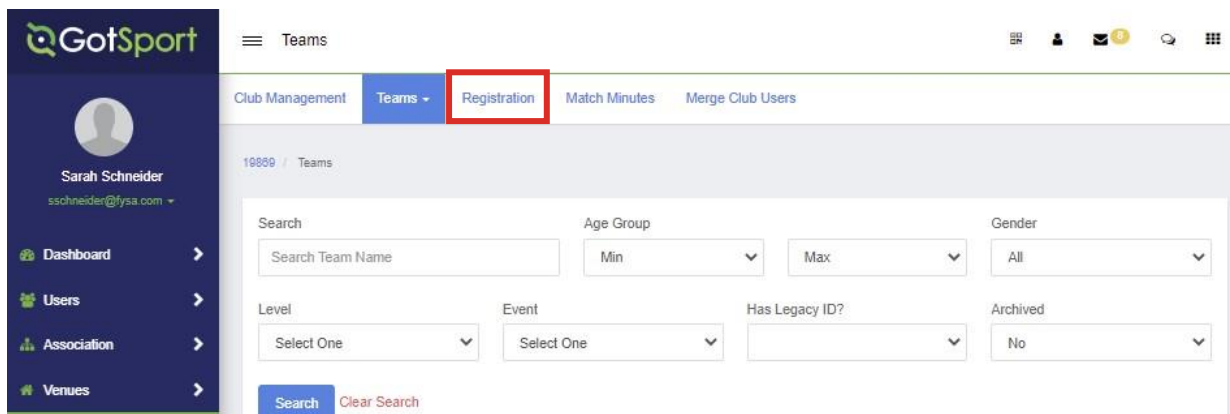
Step 1: From the Dashboard, click CLUB MANAGEMENT then select TEAMS from the left-hand menu



The screenshot shows the GotSport dashboard for Sarah Schneider (sschneider@fysa.com). The left-hand navigation menu is expanded, with 'Club Management' highlighted in a red box. A red arrow points from 'Club Management' to the 'Teams' option in the sub-menu. The main content area displays the 'Florida Youth Soccer Association Test' (1, FL, US) with a 'Recent Updates' button. Below this, there are four cards: 'Teams' (0), 'Coaches' (0), 'Players' (0), and 'Events' (1). To the right of these cards are four more cards: 'Billing', 'Support', 'Tickets', and 'Programs'. A 'Tournament Ad Promo' banner is visible at the top right of the main content area.

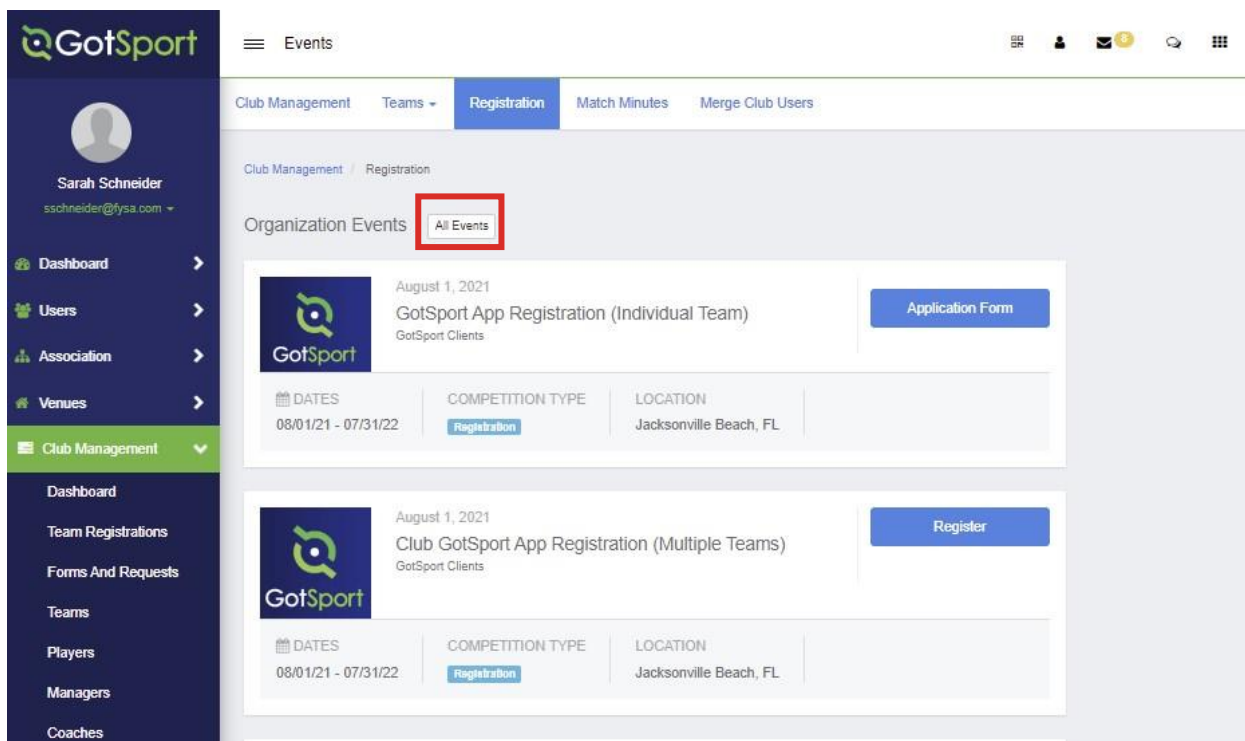
Category	Count
Teams	0
Coaches	0
Players	0
Events	1

Step 2: From the Team page select REGISTRATION from the ribbon menu at the top

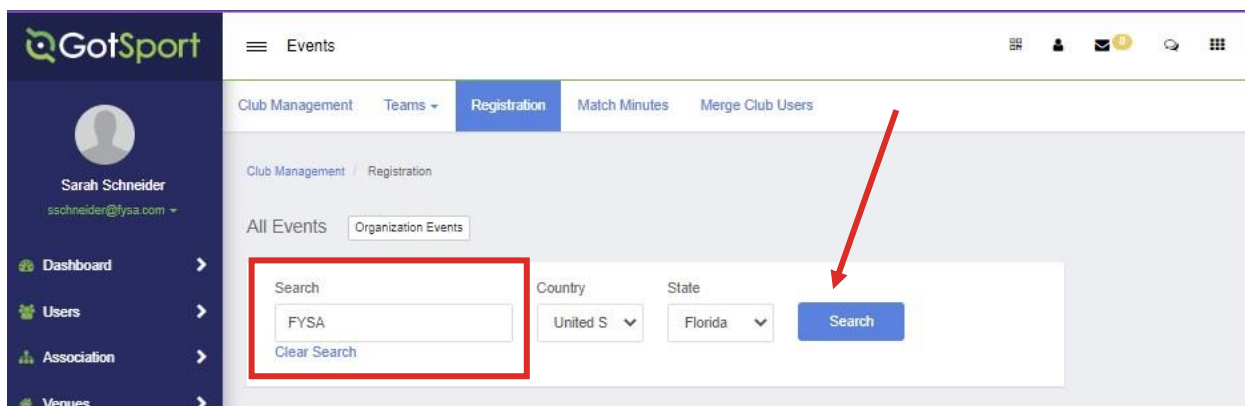


The screenshot shows the GotSport interface. On the left is a sidebar with the user profile 'Sarah Schneider' and navigation links: Dashboard, Users, Association, and Venues. The top navigation bar includes 'Teams' and a ribbon menu with 'Club Management', 'Teams', 'Registration' (highlighted with a red box), 'Match Minutes', and 'Merge Club Users'. Below the ribbon, there's a search area with filters for Search (Search Team Name), Age Group (Min, Max), Gender (All), Level (Select One), Event (Select One), Has Legacy ID?, and Archived (No). A 'Search' button and a 'Clear Search' link are at the bottom of the filter area.

Step 3: From the Organization Event page select the ALL EVENTS button, then input FYSA in the search bar and click SEARCH



The screenshot shows the GotSport Events page. The left sidebar is the same as in the previous screenshot. The top navigation bar includes 'Events' and a ribbon menu with 'Club Management', 'Teams', 'Registration' (highlighted with a red box), 'Match Minutes', and 'Merge Club Users'. Below the ribbon, there's a search area with filters for Search (Search Team Name), Age Group (Min, Max), Gender (All), Level (Select One), Event (Select One), Has Legacy ID?, and Archived (No). A 'Search' button and a 'Clear Search' link are at the bottom of the filter area.



The screenshot shows the GotSport Events page. The left sidebar is the same as in the previous screenshot. The top navigation bar includes 'Events' and a ribbon menu with 'Club Management', 'Teams', 'Registration' (highlighted with a red box), 'Match Minutes', and 'Merge Club Users'. Below the ribbon, there's a search area with filters for Search (Search Team Name), Age Group (Min, Max), Gender (All), Level (Select One), Event (Select One), Has Legacy ID?, and Archived (No). A 'Search' button and a 'Clear Search' link are at the bottom of the filter area. A red arrow points to the 'Search' button.

Step 4: Scroll down to the **2022/23 Tournament Rosters** and click the **REGISTER** button to the right

2021/22 FYSA Tournament Rosters logo

August 1, 2021  
2021/22 FYSA Tournament Rosters  
Florida Youth Soccer Association

Register

Application Form

DATES: 08/01/21 - 07/31/22

COMPETITION TYPE: Tournament

LOCATION: Auburndale, FL

Step 5: Select the appropriate team level (Recreational or Competitive) from the dropdown list then select the checkbox next to the team's name

GotSport

2021/22 FYSA Tournament Rosters

Club Management Teams Registration Match Minutes Merge Club Users

Club Management / Registration

2021/22 FYSA Tournament Rosters logo

August 1, 2021  
2021/22 FYSA Tournament Rosters

Registration Fee

Recreational Competitive Recreational

2021/22 FYSA Tournament Rosters Register

Age Group: Min Max Gender: All Level: Select One Search

Select All | Displaying all 2 Teams

Name	Level	Event Level	Event Age	Gender
Purple Diamonds	Level Not Allowed	Competitive	U13	Female
<input checked="" type="checkbox"/> Thundercats	Recreational	U8	Male	Application Form

Step 6: Once all the teams have been selected click the **REGISTER** button next to the event name and select **SELECTED TEAMS**

sschneider@fysa.com

2021/22 FYSA Tournament Rosters logo

August 1, 2021  
2021/22 FYSA Tournament Rosters

Register Teams

Registration Fee

Recreational 2021/22 FYSA Tournament Rosters Register

Age Group: Min Max Gender: All Level: Select One Search

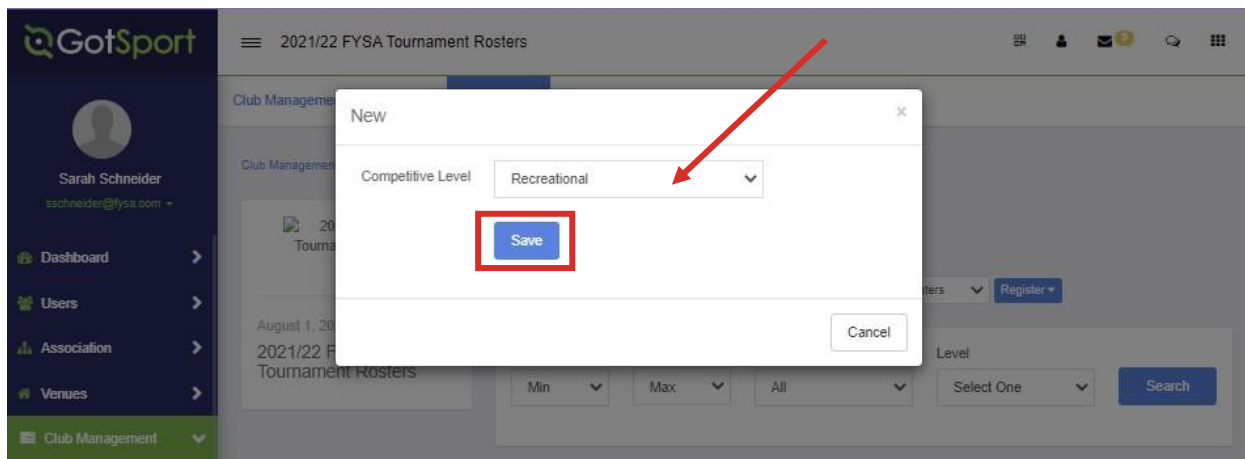
All Teams (1)  
Selected Teams (1)

Select All | Deselect All (1) | Displaying all 2 Teams

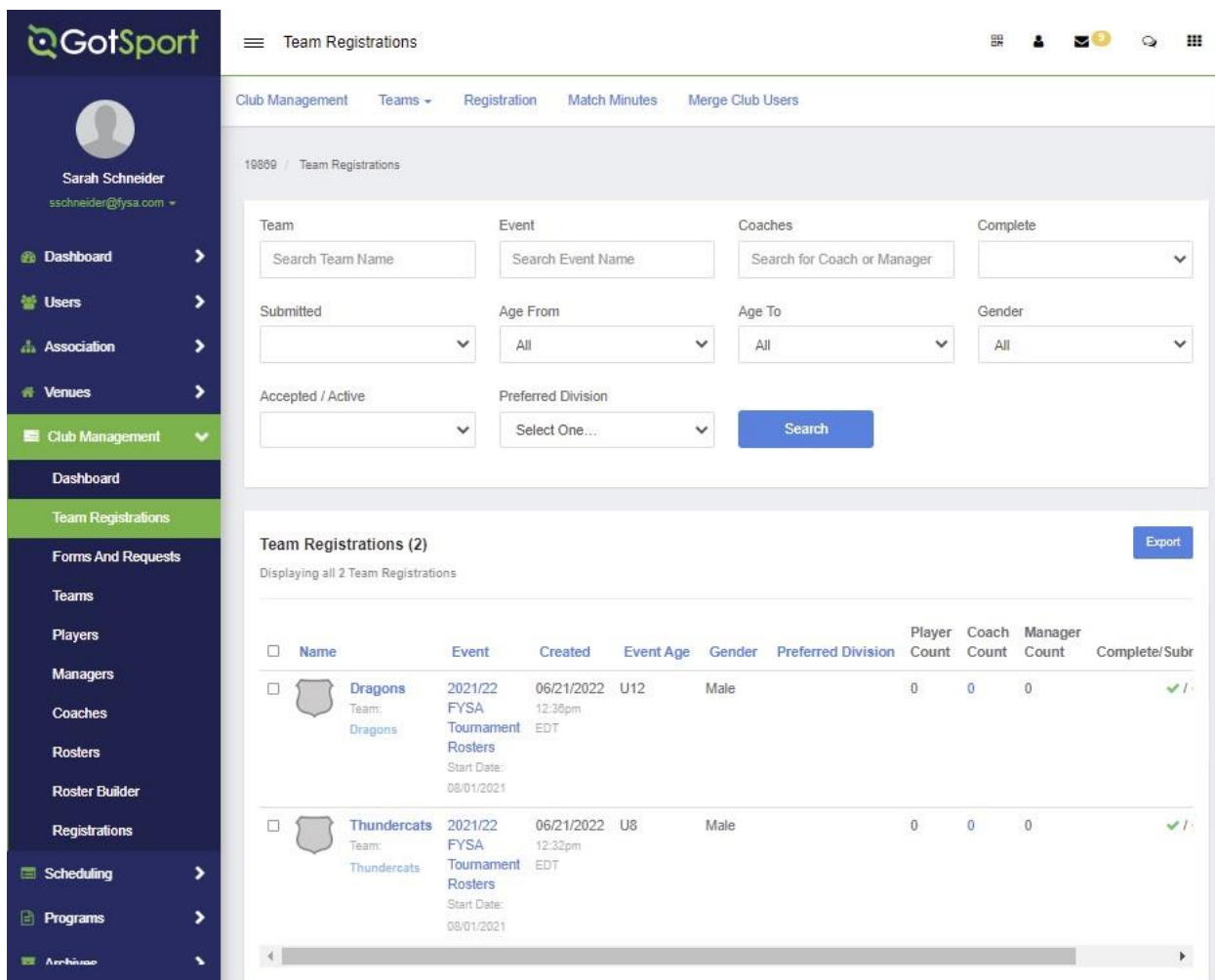
Name	Level	Event Level	Event Age	Gender
Purple Diamonds	Level Not Allowed	Competitive	U13	Female
<input checked="" type="checkbox"/> Thundercats	Recreational	U8	Male	Application Form



Step 7: A pop will appear confirming competitive level of the teams you selected. Select the appropriate level for those teams, then click SAVE



Step 8: Once you've clicked on save you will be taken to your team registrations page. All team registrations can be found here.



Step 9: From this page select CLUB MANAGEMENT then ROSTER BUILDER from the left-hand menu

**Team Registrations**

Club Management Teams Registration Match Minutes Merge Club Users

19869 / Team Registrations

Team: Search Team Name Event: Search Event Name Coaches: Search for Coach or Manager Complete: [Dropdown]

Submitted: [Dropdown] Age From: All Age To: All Gender: All

Accepted / Active: [Dropdown] Preferred Division: Select One... Search

**Team Registrations (2)** Export

Displaying all 2 Team Registrations

<input type="checkbox"/>	Name	Event	Created	Event Age	Gender	Preferred Division	Player Count	Coach Count	Manager Count	Complete/Subr
<input type="checkbox"/>	<b>Dragons</b> Team: Dragons	2021/22 FYSA Tournament Rosters Start Date: 08/01/2021	06/21/2022 12:35pm EDT	U12	Male		0	0	0	✓ /
<input type="checkbox"/>	<b>Thundercats</b> Team: Thundercats	2021/22 FYSA Tournament Rosters Start Date: 08/01/2021	06/21/2022 12:32pm EDT	U8	Male		0	0	0	✓ /

Step 10: Select the correct event (For this you we did FYSA TOURNAMENT ROSTER) that you have just registered teams in and click SUBMIT

**Roster Builder**

Club Management Teams Registration Match Minutes Merge Club Users

FLORIDA YOUTH SOCCER ASSOCIATION TEST / Roster Builder Filters

Affiliation: Select One... Competition Type: Select One... Seasonal Year: Select One... Apply

Roster Builder Find an Event Q Add Roster Season

Select an event or roster season to continue

2021/22 FYSA Tournament Rosters (08/01/2021) Submit



Step 11: There are two options to add players to your event roster.

Step 11A: Select the Clone Roster From "Event" you would like to copy, and CLICK SUBMIT (shown in red in the photo below)

Step 11B: Manually select the Players from the list on the left and select Add to Team. BEFORE you add a player, you must first select Primary (Blue), Club Pass (Orange), Guest (Light Blue), then either check off the player and click Add to Team: or Drag and Drop the player onto the correct team. (Shown in blue on the photo below)

The screenshot shows the 'Roster Builder' interface for the 'Chesterfield Labor Day Classic 2021'. On the left, a list of players is shown with columns for Position (P, S, CP), Name, Gender, Level, Group, and DOB. A blue box highlights the 'CP' column header, and a blue arrow points from it to the 'Add to Team' button in the 'Registered Teams/Rosters' section on the right. The 'Registered Teams/Rosters' section shows 'U13 Girls Competitive' with an 'Add to Team' button. Below this, a red box highlights the 'Clone roster from' dropdown menu and the 'Submit' button.

Step 4B: When you drag players over a pop up will appear. Fill in the pop up screen with position, jersey number, and check status is correct

The 'New Roster' pop-up form contains the following fields:

- Position: A dropdown menu with 'Select One' as the current selection.
- Jersey: A text input field.
- Status: A dropdown menu with 'P' as the current selection.
- Buttons: 'Add Player' (green) and 'Cancel' (grey).

### PLAYER STATUS OPTIONS:

- **Primary Players (P)** are those registered to your club and primary to this team
- **Club Pass Players (CP)** are players that are an approved Primary player to your club, that you're using to play with another team within your club.
- **Secondary Player (S)** are players from outside of your own club that are also rostered to your team for the season. **NOTE: Secondary/ Dual Rostering will only refer to Players playing in 2 different clubs.**
- **Guest Player (G)** are players from outside your own club that are guest playing for your club in a particular event. **IMPORTANT: The outside of the club guest player can only be added if the proper electronic Guest Form has been executed and approved by both clubs.**

Step 5: Here you will see a confirmation banner in the center of the page as well as what players on the roster on the right.

**Roster Builder**

Club Management | Teams | Registration | Match Minutes

GOTOLUB FC / Roster Builder

Chesterfield Labor Day Classic 2021 (11/13/2021) [Submit]

**Roster Builder** Find an Event Q Add Roster Season O

Gender: [All] Age From: [All] Age To: [All] Program: [ ] Per Page: [50 Per Page]

[Search] + Add Filter (0) [Clear]

### Results

Farnsworth, Gabrielle added to roster

---

Chesterfield Labor Day Classic 2021  
Start Date: 11/13/2021 [Calendar View]  
Seasonal Year: 21/22

[Players (16)] [Coaches] [Managers]

Hide Rostered: [v] [Apply]

[Primary] [Club Pass] [Guest]

#	U	B	S	+	A	N	M	E										
0	0	0	0	+	a	.												
0	0	0	0	+	Ahsai,	Ahmed												
0	0	0	0	+	Bachus,	Robert												
0	0	0	0	+	Cameron,	Callum												
0	0	0	0	+	Cameron,	Carthy												
0	0	0	0	+	Castillo,	Chloe												
0	0	0	0	+	Clark,	Steven												
0	0	0	0	+	Conrad,	Steven												

**Registered Teams/Rosters** [All Rosters]

**U13 Girls Competitive**

[U13] [Female] [Competitive] [Actions]

Player Name	Jersey	Position	Status
✓ 1. Farnsworth, Gabrielle			P X -

06B Volt

[U16] [Male] [Recreational]

This team is not yet registered

# REVIEWING THE REQUIREMENTS

The longest process for approvals is often the back and forth of missing Player or Coach requirements. The process is most efficient with a pro-active approach to checking Requirements. There are TWO ways to check requirements, as an administrator or as a user (player or coach).

## REVIEWING REQUIREMENTS AS AN ADMINISTRATOR

Step 1: From the Dashboard, select Player or Coach from the left-hand menu depending on the role of the person you are wanting to review requirements for. For this example, we are going to look at a player profile.

The screenshot shows the GotSport web application interface. On the left, a dark sidebar contains a menu with items like Dashboard, Users, Association, Venues, Club Management, and Players. The 'Players' item is highlighted with a red arrow. The main area is titled 'Players' and includes filter boxes for 'Player Seasonal Year', 'Is', and '21/22'. Below these is a search bar and a table of players. The table has columns for Name, Teams, Email/UserID, Gender, DOB, Age, Level, and Phone. A red arrow points to the name 'Totten, Boey' in the first row of the table.

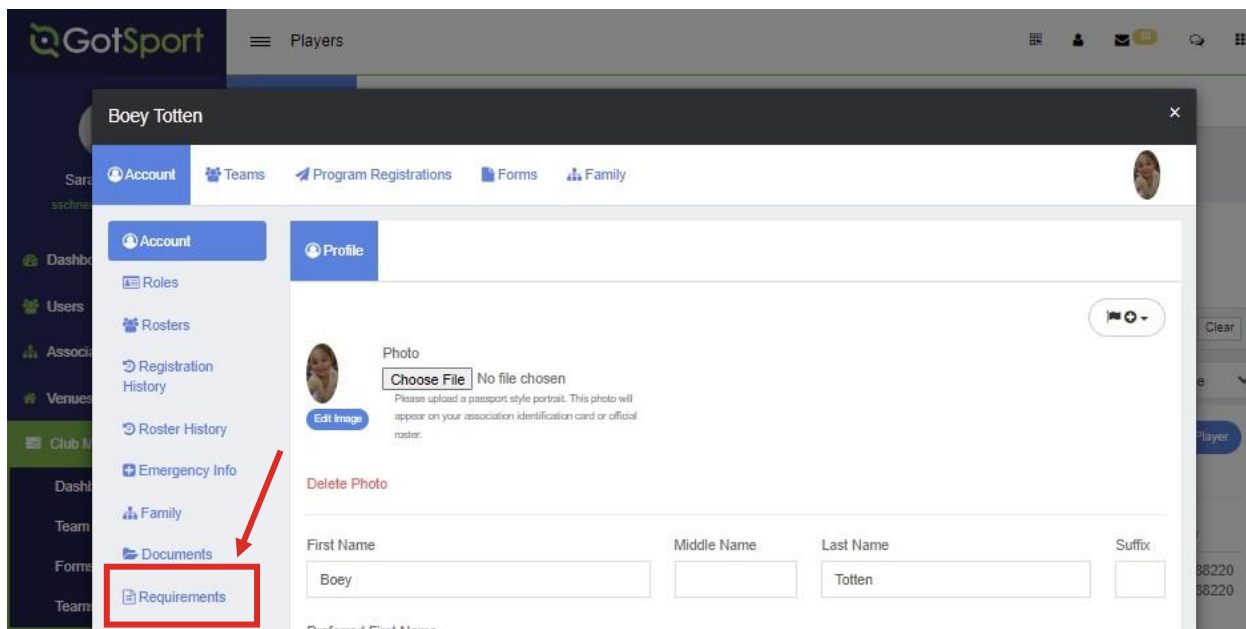
Name	Teams	Email/UserID	Gender	DOB	Age	Level	Phone
Totten, Boey		sschneider@fysa.com	Female	06/15/2010	U12	Competitive (USYS)	8632688220

Step 2: Click the name of the player who you would like to review requirements for

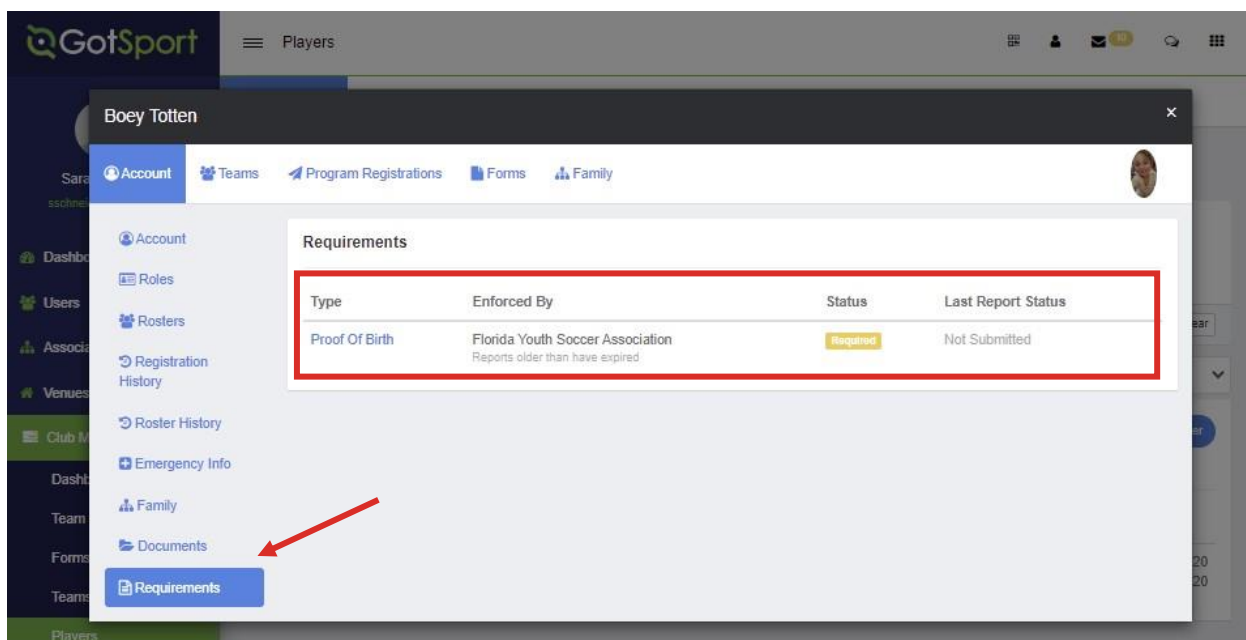
This screenshot is identical to the previous one, showing the GotSport 'Players' management page. A red arrow points to the name 'Totten, Boey' in the first row of the player table, indicating the next step in the process.

Name	Teams	Email/UserID	Gender	DOB	Age	Level	Phone
Totten, Boey		sschneider@fysa.com	Female	06/15/2010	U12	Competitive (USYS)	8632688220

Step 3: While in the player's profile portal select REQUIREMENTS tab from the left-hand menu



Step 4: On this page you will see all requirements and their status



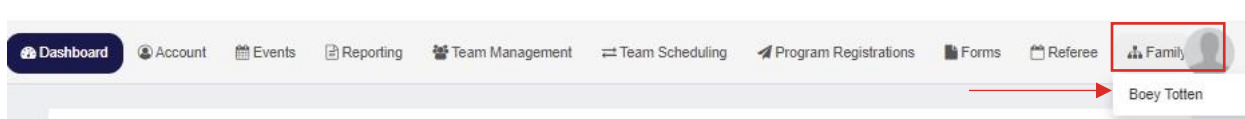
From this page you can click on the title of each requirement and submit any applicable documents.

## REVIEWING REQUIREMENTS AS A USER (PLAYER OR COACH)

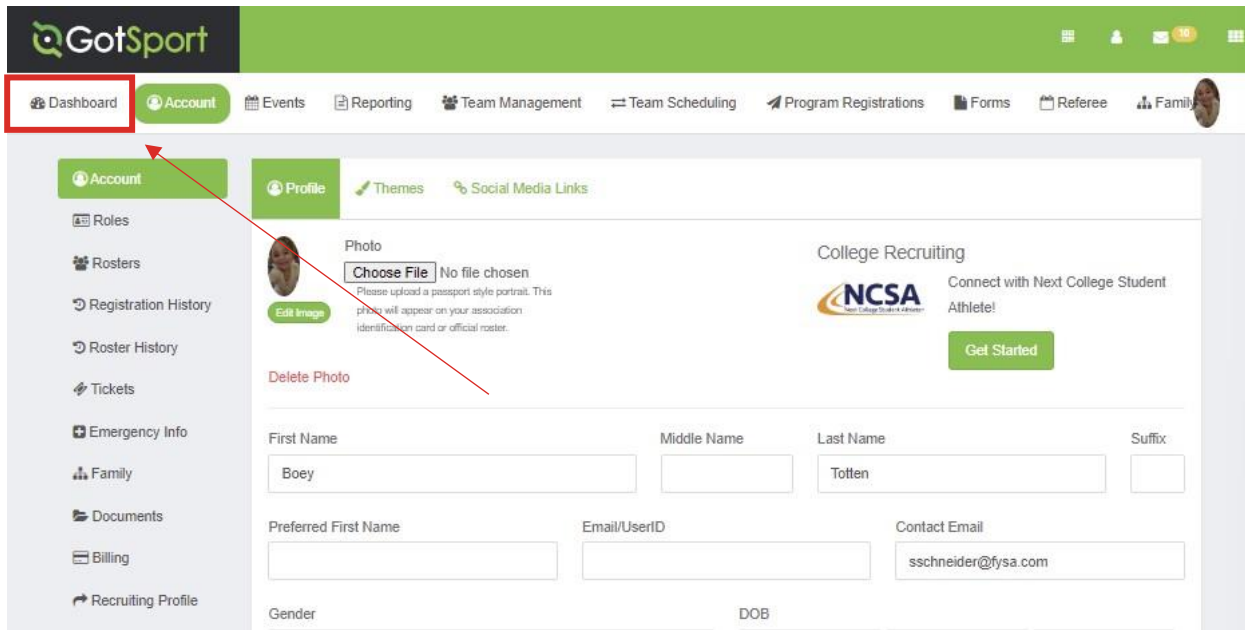
Step 1: As a parent or coach (depending on your role), log into your GotSport Account (if you need assistance [click here](#)) at <https://system.gotsport.com/>

**NOTE:** If you are a coach you should see your risk management status for all required fields on your Dashboard.

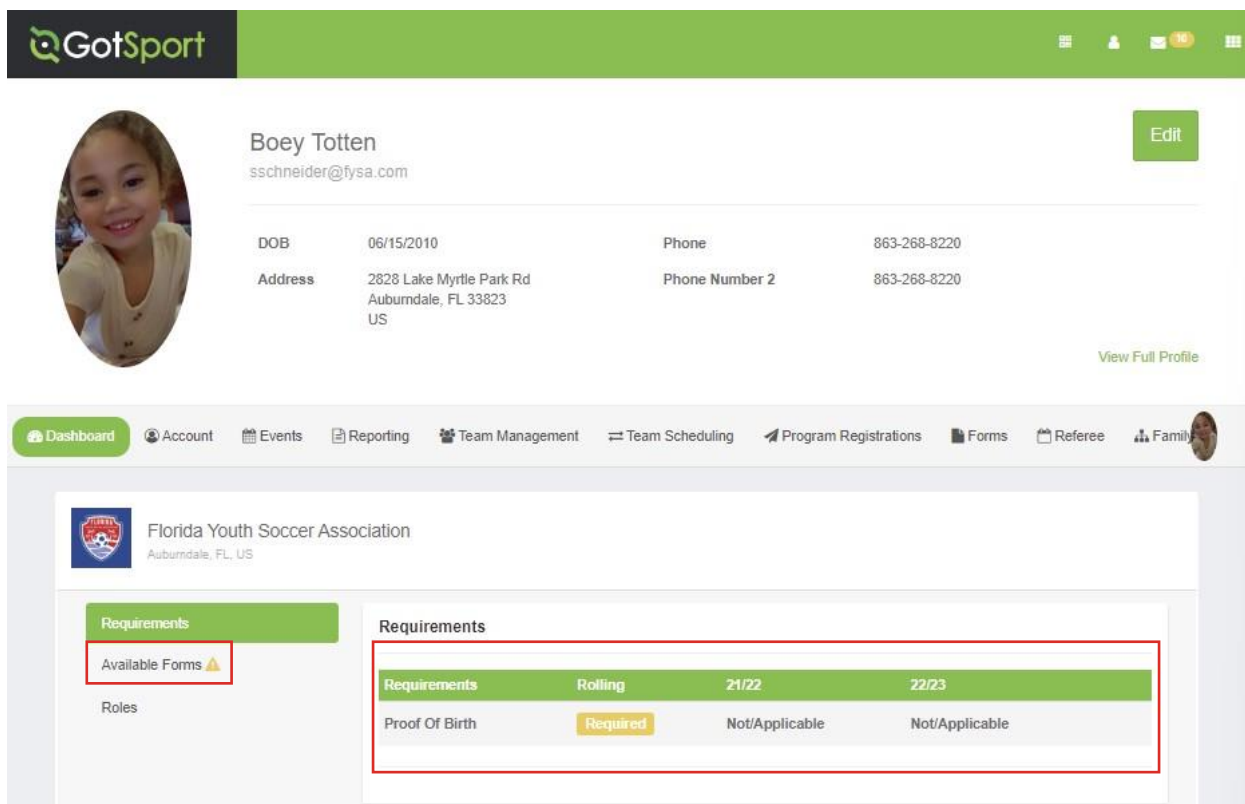
Step 2: If you are a parent, select FAMILY from the menu ribbon at the top and click your player's name



Step 3: Once you have clicked on your players name you will arrive on their profile page. From here select DASHBOARD from the menu ribbon at the top



Step 4: You are now in your player's dashboard. All requirements and their status should now be visible.

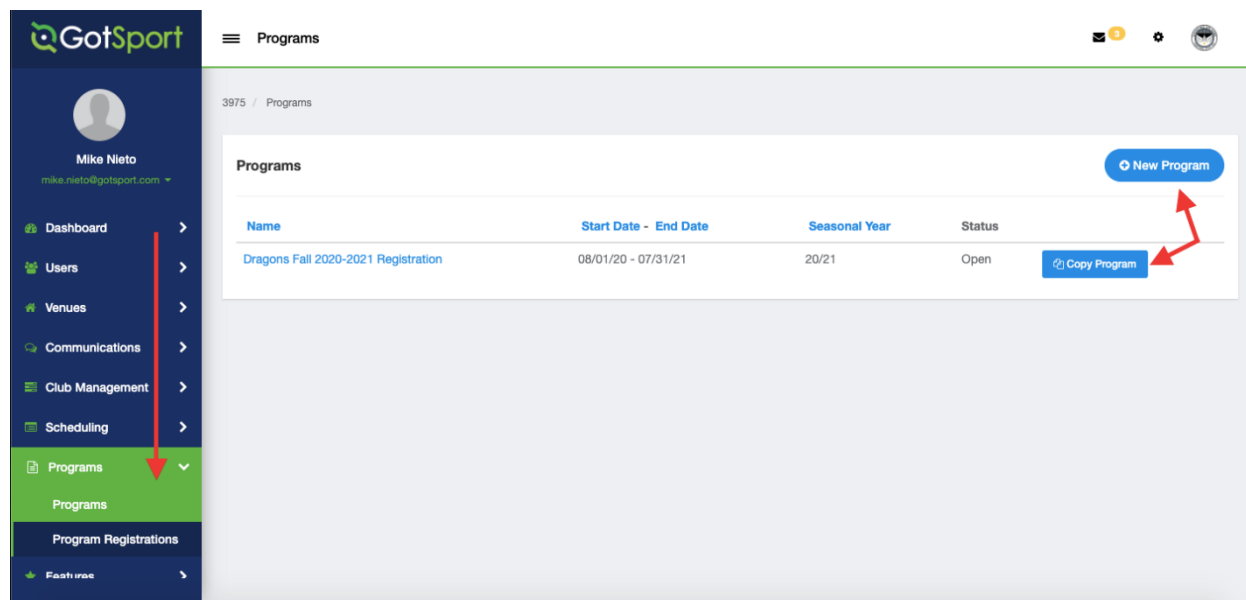


# ADDING A PROGRAM

This section is for clubs that also use GotSport for registration of their players/coaches/team managers/referees and may be ignored if the software is not used by your club. The instructions below will guide you through building your clubs online program registration.

## HOW TO CREATE YOUR PROGRAM

Step 1: From the Dashboard click PROGRAMS from the left-hand menu and select PROGRAMS. Then click NEW PROGRAM



**NOTE:** If you wish to duplicate a program from the previous season, simply click COPY PROGRAM (remember to update your information: seasonal year, start/end date, confirmation email text etc. An accounting code must be entered into the program you wish to copy. Add 123 if your club does not use this feature). If the copied program included any "FEATURES", ensure this option is still available.

If you wish to archive your program, click Archive (information will still be visible when selecting "archive" as a search filter).

Step 2: The top of the page will ask basic information about your program: program name, seasonal year, program dates, age method, website URL, accounting code, and merchant profile.

The screenshot shows the 'Edit Program' form. The form has the following fields:

- Name: Dragons Fall 2020-2021 Registration
- Seasonal Year: 20/21
- Start Date: 08/01/2020
- End Date: 07/31/2021
- Age Method: Calendar Year
- Website URL: (empty)
- Accounting Code: (empty)
- Merchant profile: GotSoccer State Demo - TA329682

There is also a section for Registration URLs:

Global Registration URL: <https://system.gotsport.com/programs/35091413C>

Player Registration URL: [https://system.gotsport.com/programs/35091413C7?reg\\_role=player](https://system.gotsport.com/programs/35091413C7?reg_role=player)



**These are all required fields to create your program successfully. Items highlighted in blue below are recommended. This will also create your registration URLs in embed in your website, social media for example.**

The screenshot shows the 'Edit Program' interface in the GotSport system. The user 'Mike Nieto' is logged in. The program being edited is 'Dragons Fall 2020-2021 Registration'. The form includes the following fields:

- Name:** Dragons Fall 2020-2021 Registration
- Seasonal Year:** 20/21
- Start Date:** 08/01/2020
- End Date:** 07/31/2021
- Age Method:** Calendar Year
- Website URL:** (empty)
- Accounting Code:** (empty)
- Merchant profile:** GotSoccer State Demo - TA329682

A 'Registration URLs' box on the right displays the following links:

- Global Registration URL:** <https://system.gotsport.com/programs/35091413C>
- Player Registration URL:** [https://system.gotsport.com/programs/35091413C?reg\\_role=player](https://system.gotsport.com/programs/35091413C?reg_role=player)

**Description:** text-box that allows you to input a general description of your program

**Welcome Message:** this is a dialog box that will pop up to users on the program registration screen before they begin the registration process

**Notification Emails:** any email address placed here will receive an email notification when a player registers for the program.

**Reply to Email:** this is the "reply to" email for registrants, leave blank if you do not want an email address registrants can reply to.

The dialog boxes below provide you with the option to require basic information from the registrant. It also allows for you to open the registration for up to three different roles, including Player, Coach, and Referee.

**Require Handwritten Signature:** This will require a handwritten signature acknowledging the user has understood the registration and cannot proceed to the payment without signing.

**Ask For Parent Information:** If you require parental information you can also require more than one parent's information.

**Allow player to select team:** A player can select the team (you will need to create the teams first).

**Affiliation:** The registrant will have the selected Affiliate name attached to their User account automatically when they complete a Program Registration through your Organization.

**Competitive Level:** The registrant will have the selected Competitive Level attached to their user account automatically when they complete a Program Registration through your Organization.

**Photo Required For:** If you want a player photo or not.

**Payment Terms:** standard payment terms will be present by default, however, you can overwrite the standard text and enter your club's own payment terms if needed.

**Agreement Text:** this area allows you to enter text the registrant will acknowledge when completing the registration.

**Printable Agreement Text:** this area allows you to enter text the registrant can download and print after the registration.



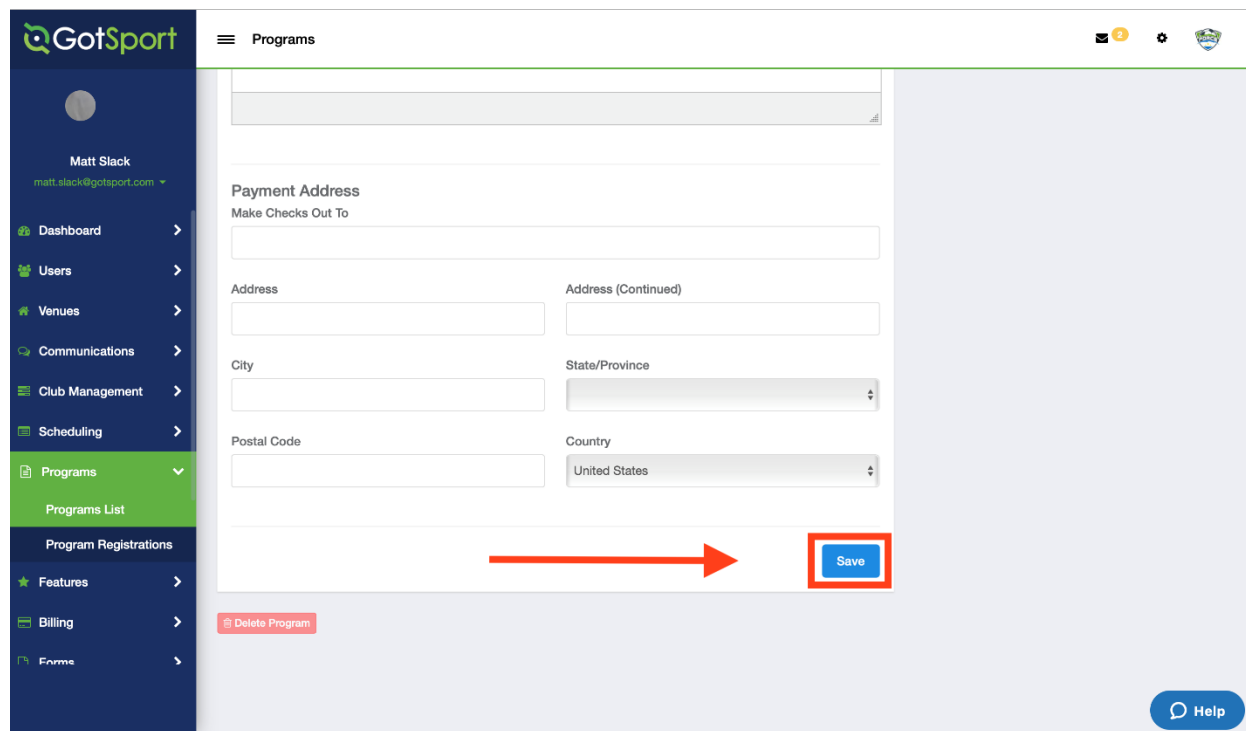


**Confirmation Email Text:** In this area, you can enter a custom confirmation email the registrant will receive after registration is complete.

**College Profile Referral:** A third-party College profile (Default will publish/ None will not show this to the user).

**Registration Insurance:** A third-party insurance for parents to ensure the registration (Default will publish/ None will not show this to the user).

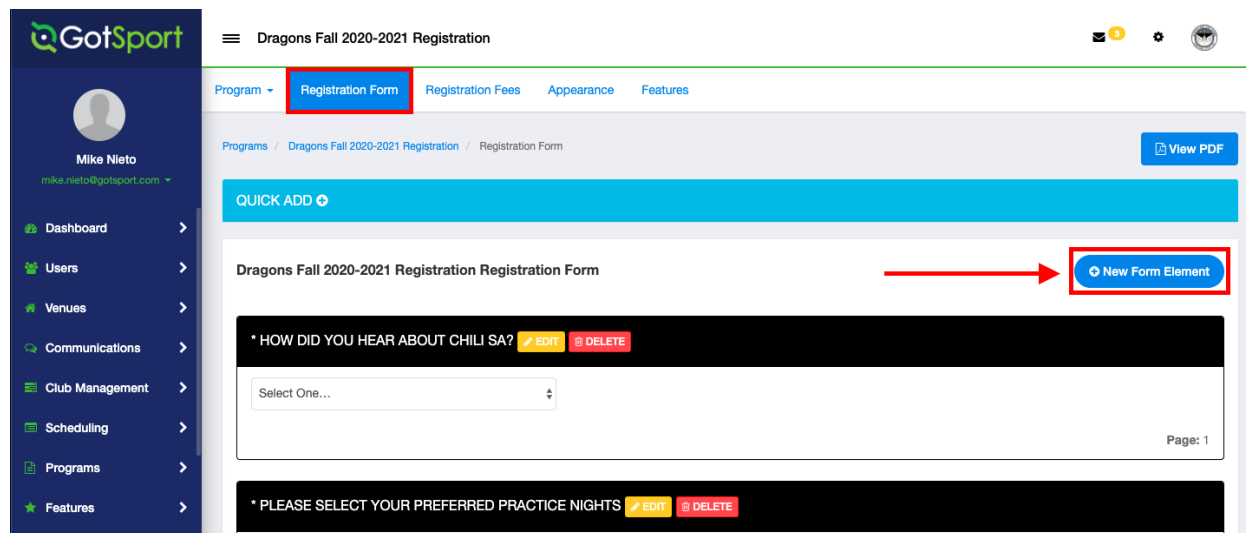
Step 3: After selecting and entering the information on the program setup page, click SAVE at the bottom to continue



The screenshot shows the 'Programs' section of the GotSport dashboard. The left sidebar lists various management tools, with 'Programs' highlighted. The main content area displays a 'Payment Address' form with fields for 'Make Checks Out To', 'Address', 'Address (Continued)', 'City', 'State/Province', 'Postal Code', and 'Country'. A red arrow points to the 'Save' button at the bottom right of the form. A 'Delete Program' button is visible below the form.

## CREATING THE REGISTRATION FORM

Step 1: While creating your program registration, click the REGISTRATION FORM tab at the top of your page. To create a new question on the form, click + NEW FORM ELEMENT on the top right-hand side of your screen.



The screenshot shows the 'Registration Form' editor for 'Dragons Fall 2020-2021 Registration'. The top navigation bar includes tabs for 'Registration Form', 'Registration Fees', 'Appearance', and 'Features'. The 'Registration Form' tab is selected. The main content area shows a list of form elements, including a question 'HOW DID YOU HEAR ABOUT CHILI SA?'. A red arrow points to the '+ NEW FORM ELEMENT' button in the top right corner. The bottom of the screen shows a question 'PLEASE SELECT YOUR PREFERRED PRACTICE NIGHTS'.



Step 2: There are different types of form elements to choose from for data collection or dissemination:

- Text Input allows you to ask a question where the registrant can type a response;
- Drop Down List allows for the selection of an element in a drop-down list (example: jersey size, day of the week, etc.);
- Radio Buttons allow for the selection of one element, similar to the drop-down list;
- Check Box is a single check box typical for agreement text (example: check here if you agree to...);
- Check Boxes allow for the selection of multiple elements (example: check all that apply)
- HTML is not responsive and allows for you to post a message with HTML editing capabilities;
- File Field gives you the ability to ask and/or require the registrant to upload a document

The screenshot shows the GotSport web application interface for creating a registration form. On the left is a dark blue sidebar with the user's profile (Mike Nieto) and a list of navigation options: Dashboard, Users, Venues, Communications, Club Management, Scheduling, Programs, Features, and Billing. The main content area is titled 'Dragons Fall 2020-2021 Registration Registration Form'. It contains a 'Label' text box, a 'Type' dropdown menu with options like Text Input, Drop Down List, Radio Buttons, Check Box, Check Boxes, HTML, and File Field, and checkboxes for 'Required', 'Editable', and 'Office Use Only'. A 'Preview' window on the right shows a live preview of the selected form element. At the bottom are 'Save' and 'Cancel' buttons.

Once you select your form element, you may to customize it:

- **Label:** this is where you would type the question.
- **Available Values:** you will type the available options here. Each option needs to be placed on a separate line. Of note, you would do the same for Drop-Down Lists and Radio Buttons.
- **Page:** you can separate each form element on different pages during the registration.
- To the right, you will see a live preview of the form element while you create it. After you have finished, you can make it required and click "Save" to create your next form element.
- **Required:** This stop's the user from moving on to the next question without answering.
- **Editable:** making a form field editable, allows a user a chance to change or upload a form at a later date.

**NOTE:** As you make edits to these form elements, they will change live through the preview on the right-hand side so you will know exactly how this question appears.

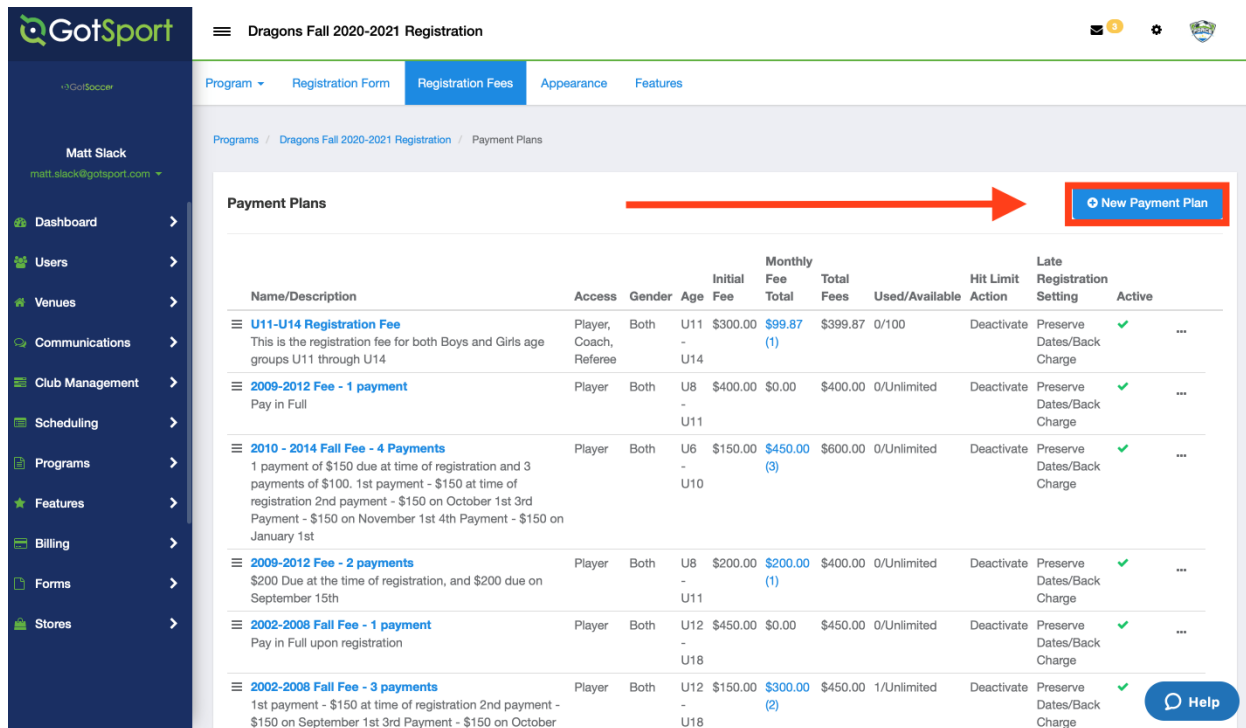
## REGISTRATION FEES

Now that we have created the program and added required questions, you must add your membership fees.



Step 1: From the Dashboard select PROGRAMS from the left-hand menu then click PROGRAMS. On this page you will select the Name of your program.

Step 2: Now that you are in event program select the Registration Fees tab, followed by + New Payment Plan



The screenshot shows the GotSport interface for 'Dragons Fall 2020-2021 Registration'. The left sidebar contains a navigation menu with options like Dashboard, Users, Venues, Communications, Club Management, Scheduling, Programs, Features, Billing, Forms, and Stores. The main content area has tabs for Program, Registration Form, Registration Fees (selected), Appearance, and Features. Below the tabs, there's a breadcrumb trail: Programs / Dragons Fall 2020-2021 Registration / Payment Plans. The 'Payment Plans' section displays a table of existing payment plans. A red arrow points to a 'New Payment Plan' button in the top right corner of this section.

Name/Description	Access	Gender	Age	Initial Fee	Monthly Fee Total	Total Fees	Used/Available	Hit Limit	Action	Late Registration Setting	Active
<b>U11-U14 Registration Fee</b> This is the registration fee for both Boys and Girls age groups U11 through U14	Player, Coach, Referee	Both	U11	\$300.00	\$99.87 (1)	\$399.87	0/100	Deactivate		Preserve Dates/Back Charge	✓
<b>2009-2012 Fee - 1 payment</b> Pay in Full	Player	Both	U8 - U11	\$400.00	\$0.00	\$400.00	0/Unlimited	Deactivate		Preserve Dates/Back Charge	✓
<b>2010 - 2014 Fall Fee - 4 Payments</b> 1 payment of \$150 due at time of registration and 3 payments of \$100. 1st payment - \$150 at time of registration 2nd payment - \$150 on October 1st 3rd Payment - \$150 on November 1st 4th Payment - \$150 on January 1st	Player	Both	U6 - U10	\$150.00	\$450.00 (3)	\$600.00	0/Unlimited	Deactivate		Preserve Dates/Back Charge	✓
<b>2009-2012 Fee - 2 payments</b> \$200 Due at the time of registration, and \$200 due on September 15th	Player	Both	U8 - U11	\$200.00	\$200.00 (1)	\$400.00	0/Unlimited	Deactivate		Preserve Dates/Back Charge	✓
<b>2002-2008 Fall Fee - 1 payment</b> Pay in Full upon registration	Player	Both	U12 - U18	\$450.00	\$0.00	\$450.00	0/Unlimited	Deactivate		Preserve Dates/Back Charge	✓
<b>2002-2008 Fall Fee - 3 payments</b> 1st payment - \$150 at time of registration 2nd payment - \$150 on September 1st 3rd Payment - \$150 on October	Player	Both	U12 - U18	\$150.00	\$300.00 (2)	\$450.00	1/Unlimited	Deactivate		Preserve Dates/Back Charge	✓

Step 3: In the New Payment Plan popup, You will be able to build your payment plan.

**Name:** Name of the payment plan. **Description:** Any Info about the payment plan.

#### Late Registration Setting:

- No Late Registration - No payments will be allowed past the start date of the monthly payment.
- Preserve Dates/Back Charges - If anybody registers late, The payments they miss will be charged on payment. (I.e payments should start in August but they joined in September, the month they missed will be added to September's 1st payments.)
- Preserve Spaces/Push Dates - If anybody registers late, Monthly payments missed, will be pushed to the end. (I.e payments should start in August but they joined in September, the month they missed will be added to the end.)

**Active:** Make the payment plan available to be selected for the Registrant when completing your Program Registration.

**GotSport** Dragons Fall 2020-2021 Registration

Program ▾ Registration F

Programs / Dragons Fall 2020

**Payment Plans**

Name/Description

- U11-U14 Registration Fee
- 2009-2012 Fee - 1 p
- 2010 - 2014 Fall Fee
- 2009-2012 Fee - 2 p
- 2002-2008 Fall Fee
- 2002-2008 Fall Fee

**Edit Payment Plan**

Name: U11-U14 Registration Fee

Description: This is the registration fee for both Boys and Girls age groups U11 through U14

Gender: Both Team: Select One...

Age From: U11 Age To: U14

Initial Fee: 300.00 Currency: USD

Total Available: 100 After Limit: Deactivate

Late Registration Setting: Preserve Dates/Back Charge

☒ Allow Credit Card Payments 300.00 USD

Total Available: 100 After Limit: Deactivate

Late Registration Setting: Preserve Dates/Back Charge

☒ Allow Credit Card Payments

☐ Allow Check/MO Payments

☒ Active

Available To: ☒ Player ☐ Coach ☐ Manager ☐ Referee

**MONTHLY PAYMENTS**

#	Amount	Payment Date
#1	99.87	09/01/2020

[New Scheduled Payment](#)

**Save**

Step 4: Then click SAVE

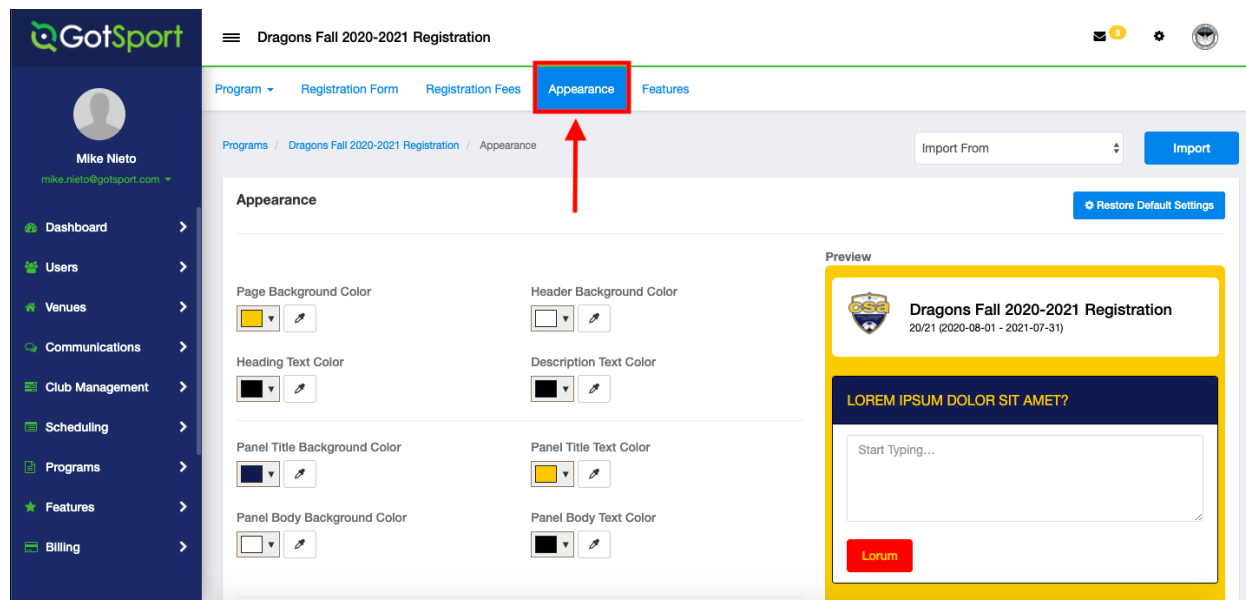


## CREATING A CUSTOM APPEARANCE FOR A PROGRAM

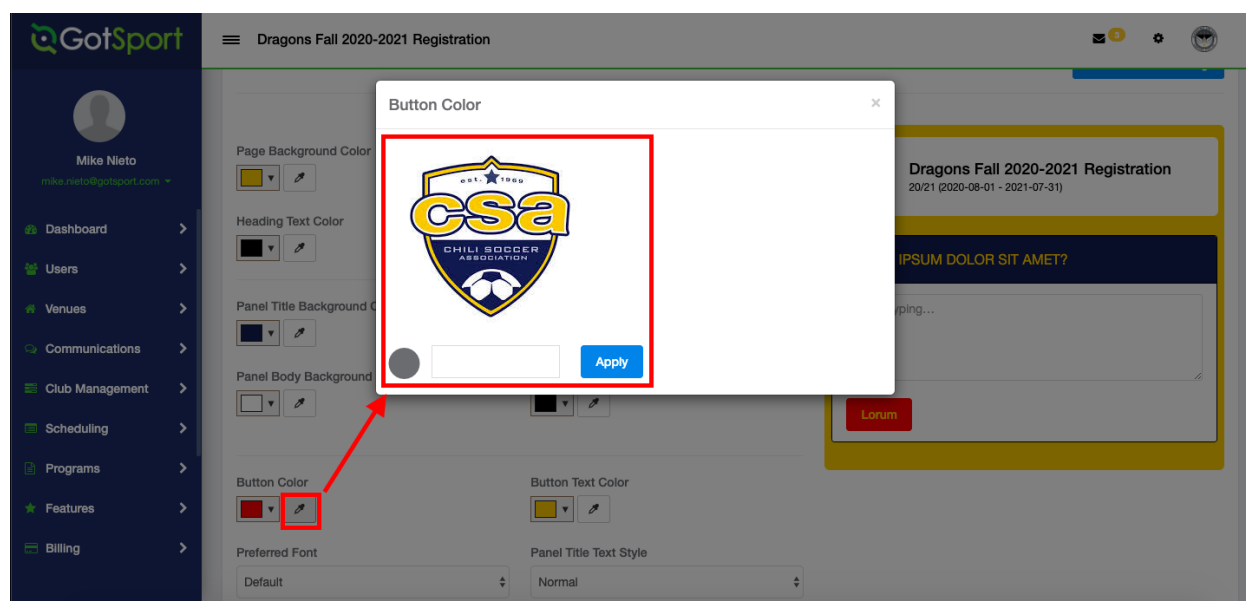
Step 1: While creating your program registration, click the **APPEARANCE** tab at the top of your page. This will enable you to add the club logo and adjust the appearance of the program landing page.

From the Appearance tab, you can fully customize the appearance of the pages; upload a logo and background image or import an appearance from a previous program.

*Note: as you edit colors and make changes to your appearance, they will change live on the right-hand side similar to your registration form.*



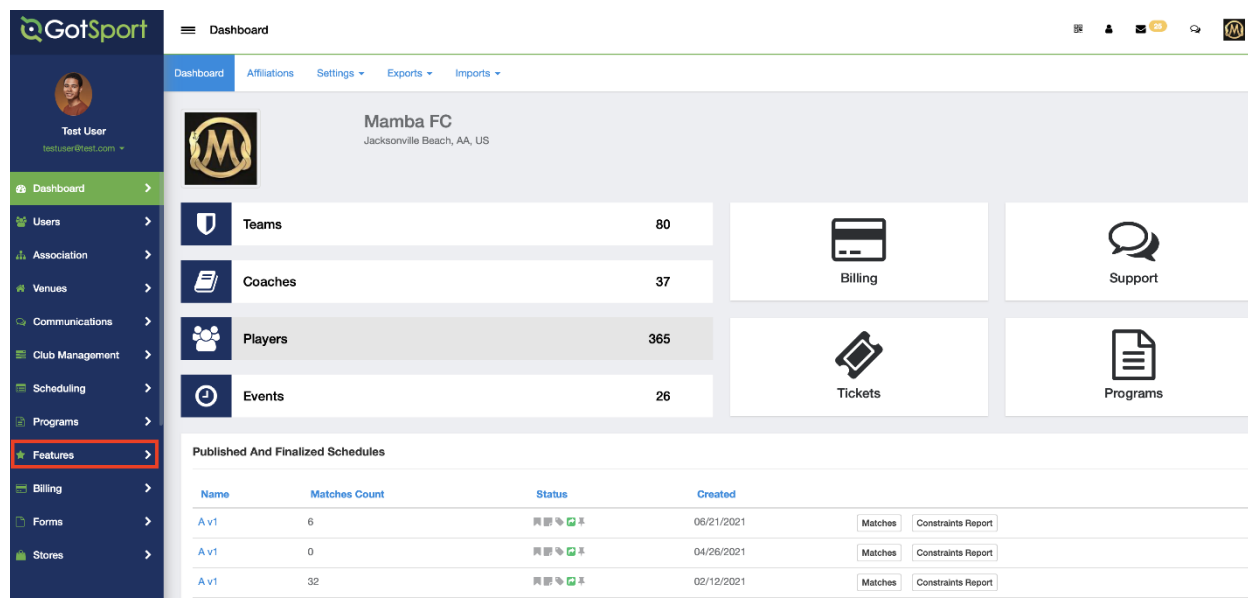
While selecting colors for your appearance, be sure to note the eyedropper tool next to each color as well. This tool will allow you to pull the exact color from a logo you have uploaded, allowing you to keep this appearance as professional as possible in portraying your organization's colors.



## CREATE FEATURES

In your admin account, you have the capability of creating features. These features can be globally created to be accessed for programs, tournaments, leagues, contracts, etc., or just created for one-time use. Once a feature has been created and set to GLOBAL, you may add it to any future program by clicking the ADD FEATURE option during the process of creating any new registration option.

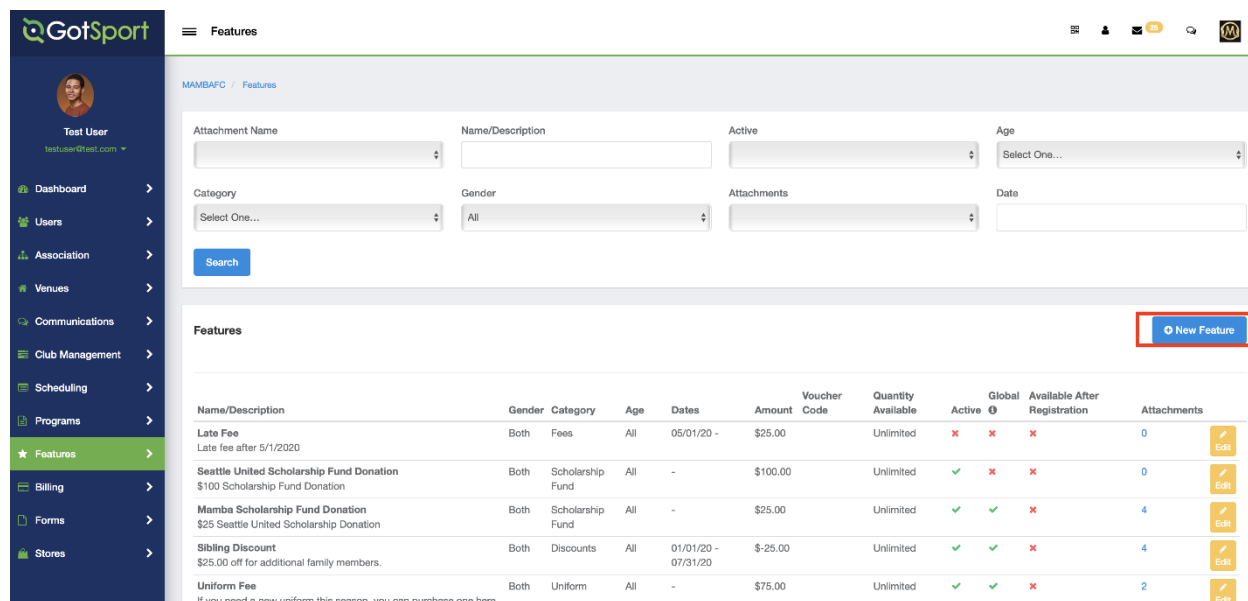
Step 1: From the Dashboard select FEATURES from the left-hand side menu



The screenshot shows the GotSport Dashboard for Mamba FC. The left sidebar contains a menu with options: Dashboard, Users, Association, Venues, Communications, Club Management, Scheduling, Programs, **Features** (highlighted with a red box), Billing, Forms, and Stores. The main content area displays the club's logo, name, and location, followed by statistics for Teams (80), Coaches (37), Players (365), and Events (26). There are also buttons for Billing, Support, Tickets, and Programs. Below this, a section titled 'Published And Finalized Schedules' shows a table of schedules.

Name	Matches Count	Status	Created	Matches	Constraints Report
A v1	6	Active	06/21/2021	Matches	Constraints Report
A v1	0	Active	04/26/2021	Matches	Constraints Report
A v1	32	Active	02/12/2021	Matches	Constraints Report

Step 2: This page will list all features you have created in the past, with the ability to filter through them with the use of the filters at the top of the page. To create a new feature, click + NEW FEATURE



The screenshot shows the GotSport Features page. The left sidebar is the same as in Step 1, with 'Features' highlighted. The main content area has a filter section at the top with fields for Attachment Name, Name/Description, Active, Age, Category, Gender, Attachments, and Date. Below the filters is a 'Search' button. The main section is titled 'Features' and contains a table of existing features. A red box highlights the '+ New Feature' button in the top right corner of the table.

Name/Description	Gender	Category	Age	Dates	Amount	Voucher Code	Quantity Available	Active	Global	Available After Registration	Attachments	Edit
Late Fee Late fee after 5/1/2020	Both	Fees	All	05/01/20 -	\$25.00		Unlimited	✗	✗	✗	0	Edit
Seattle United Scholarship Fund Donation \$100 Scholarship Fund Donation	Both	Scholarship Fund	All	-	\$100.00		Unlimited	✓	✗	✗	0	Edit
Mamba Scholarship Fund Donation \$25 Seattle United Scholarship Donation	Both	Scholarship Fund	All	-	\$25.00		Unlimited	✓	✓	✗	4	Edit
Sibling Discount \$25.00 off for additional family members.	Both	Discounts	All	01/01/20 - 07/31/20	\$-25.00		Unlimited	✓	✓	✗	4	Edit
Uniform Fee If you need a new uniform this season, you can purchase one here.	Both	Uniform	All	-	\$75.00		Unlimited	✓	✓	✗	2	Edit

Step 3: From this page, you will be prompted to enter information regarding this feature. Click SAVE at the bottom of the page once completed

**Name-** The name of the feature.

**New Category or Category-** You have the ability to categorize these features. You can either create a new one when adding this feature or selecting an existing category from the drop-down.

**Description-** Brief description of this feature.

**Gender-** You can control which gender this feature is applicable to.

**Age From & Age To-** You can control what ages this feature is applicable to.

**Available After-** If this feature is available after a certain amount of registrations, you can set that number here (i.e. Family Discounts).

**Start Date & End Date-** You can control the time frame in which this feature is available.

**Maximum Quantity-** This is the number of total times this feature can be used before it is no longer available. For Example, if you only wanted 100 people to use this, you would type "100" in the Maximum Quantity box.

**Amount-** This is the amount of money applied to this feature. If you wanted to apply a discount of \$25 off for this feature, then you would put "-25" in this section. If the feature is an added bonus and was for \$25, then you would put "25" in this section. You may also select the button for PERCENT instead of amount. Once selected, there will be a text box that pops up to enter a percentage rather than dollar amount. [Click here for more information](#)

**Required-** With this box selected, you are requiring this applicant to select the feature.

**Default Selected-** With this box selected, if applicable to the registration, this item will be selected by default.

**Active-** With this box selected, the feature is able to be selected/applied.

**Global-** Checking this box off will make this feature globally accessible as a "Quick Add" feature in any program, tournament, league, contract, etc.

**Available After Registration-** This will allow you to offer the feature both during and after the registration has been submitted. This is only applicable to a team registration and will allow a charge (insurance, uniforms, equipment etc.) to be implemented after an application has been filled out for an event.



Step 4: Under **PROGRAMS**, click on **PROGRAM LIST**, locate the name of the program you wish to add the **FEATURE** to, click on the program name, click on the **FEATURES TAB**.

Click on the **QUICK ADD** option, click on the **FEATURE** you wish to add. If you wish to add a **FEATURE** to one program only, you may do so by clicking on the **NEW FEATURE** option.

Programs / Academy 2021/22 Season / Features

Features Report

Manage All Features

New Feature

QUICK ADD

Features

Name/Description	Gender	Category	Age	Dates	Amount	Voucher Code	Quantity Available	Active	Payment Plan
FA	Both	Voucher	U12 - U19	05/24/21 - 11/30/21	\$-1,930.00	FA	Unlimited	✓	All Plans
Military Discount Military discount	Both	Voucher	U7 - U11	05/17/21 - 07/31/22	\$-128.00	ThankYou	Unlimited	✓	All Plans
Military Discount	Both	Voucher	U12 - U19	05/17/21 - 07/31/22	\$-188.00	ThankYou1	Unlimited	✓	All Plans
FA	Both	Voucher	All	06/01/21 - 07/31/22	\$-896.00	FA70	Unlimited	✓	All Plans



## ADDING/ 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. For example, if you had a club waiver, instead of adding it into that one program as a custom question, you can add a document repository for "Club Waiver" and then add that form into all programs. This tool is also very useful for clubs to collect birth certificates from players/parents.

Follow the steps below to set up a document repository.

Step 1: Click the **Forms** dropdown in the Dashboard menu and select **Forms**

GotSport Dashboard

Force Soccer Club  
Blaine, MN, US

Teams	7
Coaches	10
Players	213
Events	5

Schedules As Participant

Name	Matches Count	Created
1	97	April 15, 2020 13:14
Memorial Day Schedule	41	January 16, 2020 09:05

Step 2: Click **New** to create a form

Forms

3975 / Forms

**Forms**

Name	Start Date - End Date	Status
Birth Certificate		Closed
Medical Release		Open

Step 3: Build out your form. Make sure to make the form **TYPE a Document Repository**. Scroll to the bottom and click **Save**.

**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.





**GotSport** Contracts

3975 / Contracts

### New Contract

Name  
Birth Certificate

Description

Notification Emails (Separated by comma)  
robert.miller@gotSPORT.com

Start Date End Date

☒ Open  
☐ Allow Direct Club Access  
☐ Allow User to Select Start and End Date  
☐ Require Signature  
☒ Required

Available For  
☒ Player  
☐ Coach  
☐ Manager  
☐ Referee

Type  
Document Repository

Save

Step 4: Click **Registration Form** at the top of your screen.

**GotSport** Forms

3975 / Forms / Edit Birth Certificate

Forms **Registration Form** Appearance Features

### Edit

Name  
Birth Certificate

Description

Notification Emails (Separated by comma)  
robert.miller@gotSPORT.com

### Registration Urls

**WARNING: You do not currently have any questions on your form**

Global Registration URL:  
<https://system.gotSPORT.com/forms/53549D473>



Step 5: Click New Form Element to add questions to your form.

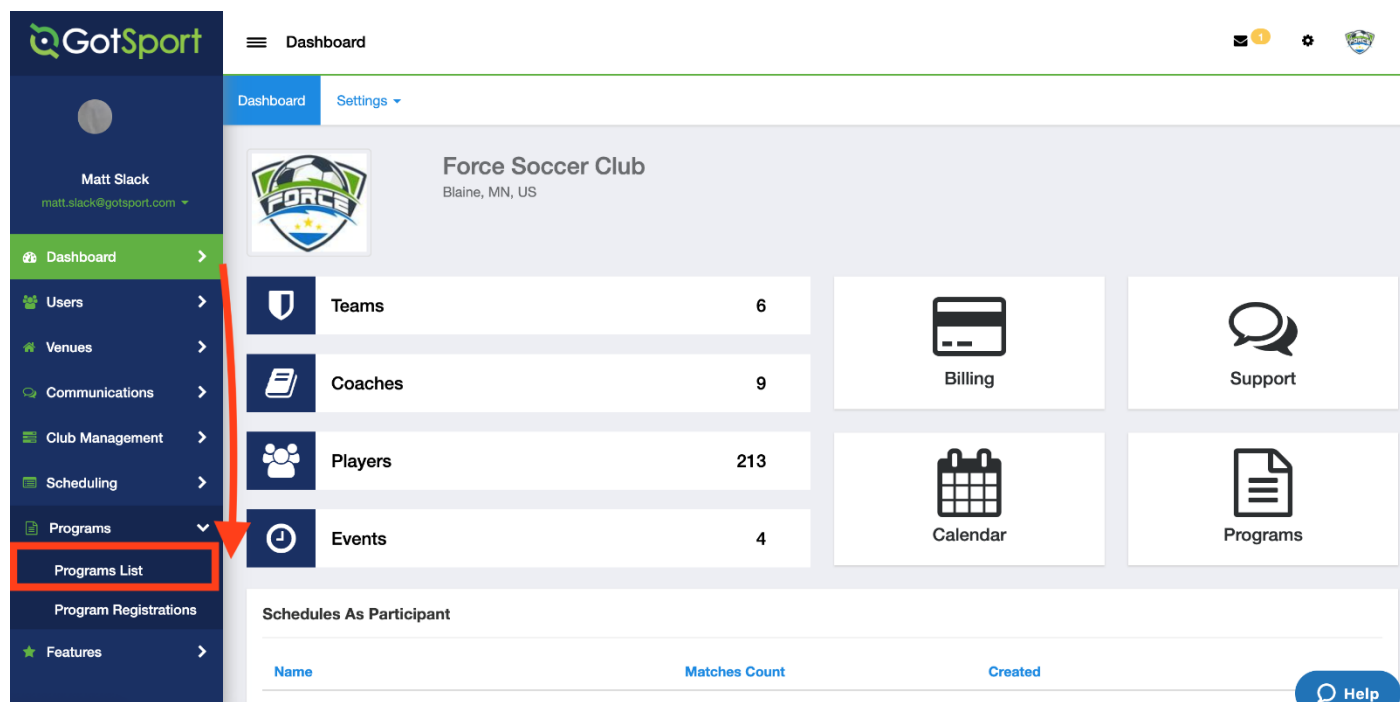
The screenshot shows the GotSport web application interface. On the left is a dark blue sidebar with the user's profile (Robert Miller) and a list of navigation items: Dashboard, Users, Venues, Communications, Club Management, Scheduling, Programs, Features, Billing, Forms, Stores, Referees, and Calendar. The main content area is titled 'Birth Certificate' and has tabs for 'Forms', 'Registration Form', 'Appearance', and 'Features'. The 'Registration Form' tab is active. Below the tabs, there's a breadcrumb trail 'Forms / Birth Certificate / Registration Form' and a 'View PDF' button. A blue 'QUICK ADD +' button is at the top of the form editor. The main area shows the 'Birth Certificate Registration Form' with the text 'No Form Elements Yet!'. A red arrow points to a blue 'New Form Element' button in the top right corner of the form editor area.

Step 6: Build out your form element (question) and click SAVE. Repeat as necessary.

This screenshot shows the same GotSport interface as the previous one, but now a new form element is being created. The 'Label' field contains 'Birth Certificate Upload'. The 'Type' dropdown is set to 'File Field'. The 'Page' dropdown is set to '1'. There are three checkboxes: 'Required' (checked), 'Editable' (unchecked), and 'Office Use Only' (unchecked). A preview window on the right shows the form element as it will appear: a black header with 'Birth Certificate Upload' and a white box with a 'Choose File' button and the text 'No file chosen'. At the bottom of the form element configuration area, the 'Save' button is highlighted with a red box and an arrow, and the 'Cancel' button is next to it. The text 'No Form Elements Yet!' is still visible at the bottom of the main form area.

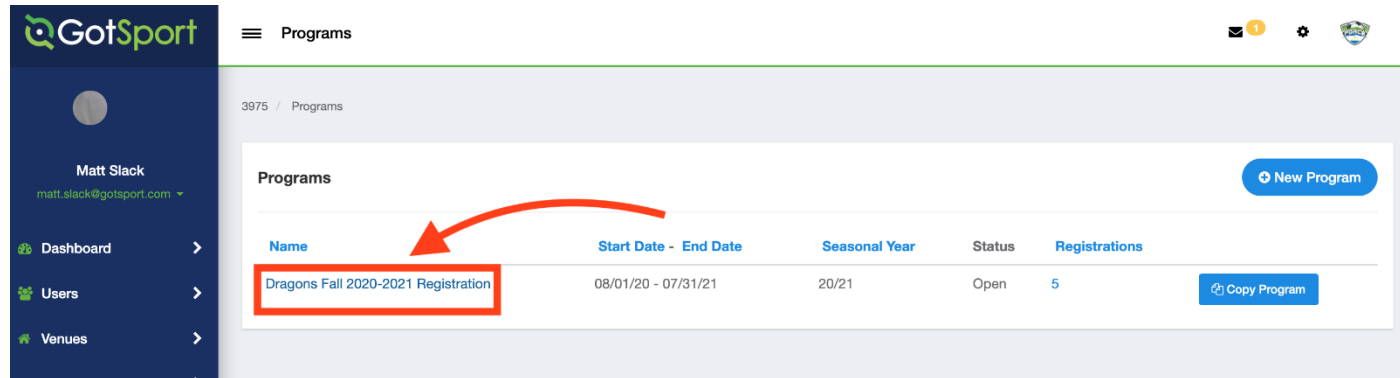
## OPENING A PROGRAM REGISTRATION

Step 1: Opening your registration allows your members to register. From the **Dashboard**, scroll down to the left and click on **Programs** Now click **Program List**.



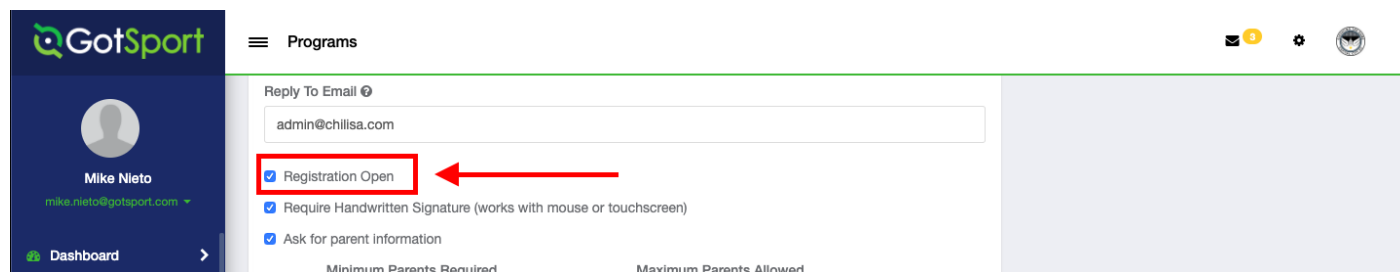
The screenshot shows the GotSport Dashboard for Force Soccer Club. The left sidebar has a menu with 'Programs' expanded, and 'Programs List' is highlighted. The main content area displays club statistics: Teams (6), Coaches (9), Players (213), and Events (4). It also includes buttons for Billing, Support, Calendar, and Programs. Below this is a section titled 'Schedules As Participant' with a table header: Name, Matches Count, Created. A red arrow points from the 'Programs List' menu item to the 'Programs List' section in the main content area.

Step 2: From the program list, you will see the list of programs you have. Now click on the Name of the program you want to open.



The screenshot shows the GotSport Programs page. A table lists programs with columns: Name, Start Date - End Date, Seasonal Year, Status, and Registrations. The first row is 'Dragons Fall 2020-2021 Registration' with a status of 'Open' and 5 registrations. A red arrow points to the 'Name' column header, and another red arrow points to the 'Dragons Fall 2020-2021 Registration' row. A 'New Program' button is visible in the top right corner.

Step 3: From the Setup page, scroll down and check the Registration Open box and click Save at the bottom.



The screenshot shows the GotSport Programs Setup page. The 'Registration Open' checkbox is checked and highlighted with a red box. A red arrow points to the checkbox. Other options include 'Require Handwritten Signature (works with mouse or touchscreen)' and 'Ask for parent information'. The page also shows fields for 'Reply To Email' (admin@chilisa.com) and 'Minimum Parents Required' and 'Maximum Parents Allowed'.

**NOTE: After you open the registration and click save, you can scroll up to view the registration links for the program. If you click the link, it will bring you to the first page of the Program Registration process.**

**GotSport** Programs

Mike Nieto  
mike.nieto@gotsport.com

3975 / Programs / Dragons Fall 2020-2021 Registration / Edit

### Edit Program

Name	Seasonal Year
Dragons Fall 2020-2021 Registration	20/21
Start Date	End Date
08/01/2020	07/31/2021
Program dates will normally be the seasonal year beginning Aug. 1st	
Age Method	Website URL
Calendar Year	
Accounting Code	Merchant profile
	GotSoccer State Demo - TA329682
Description	

**Registration URLs**

Global Registration URL:  
<https://system.gotsport.com/programs/35091413C>

Player Registration URL:  
[https://system.gotsport.com/programs/35091413C?reg\\_role=player](https://system.gotsport.com/programs/35091413C?reg_role=player)

Coach Registration URL:  
[https://system.gotsport.com/programs/35091413C?reg\\_role=coach](https://system.gotsport.com/programs/35091413C?reg_role=coach)

Referee Registration URL:  
[https://system.gotsport.com/programs/35091413C?reg\\_role=referee](https://system.gotsport.com/programs/35091413C?reg_role=referee)

**Dragons Fall 2020-2021 Registration**

Welcome!

**Register**

Click the "Register" button to register that person. If you want to register someone that is not in this list, click "Add Family Member".

**Add Family Member** Register

Mike Nieto  
mike.nieto@gotsport.com Register

**NOTE: If you do not see the **REGISTRATION URL** you require, circle back and check mark the box of the missing link (Programs/Program List/Click on name of program/scroll to **AVAILABLE ROLES**, check mark required role, scroll down to bottom of the page and click **SAVE**)**

**Available Roles**

- ☒ Player
- ☐ Coach
- ☐ Manager
- ☐ Referee



## BILLING/ FINANCIAL INFORMATION

The billing is processed on the first of each month

FYSA does not send invoices; however, we do send out a mass email to all clubs stating the billing has been completed. At that time, you can log in to see the details of your invoices.

If you have any questions, please contact Michelle Garno-Quick by email at [Finance@fysa.com](mailto:Finance@fysa.com)

- To see your FYSA account balances- please go to **DASHBOARD** then click **BILLING** from the left-hand menu then select **PAYOR ACCOUNTS**

The screenshot displays the GotSport Soccer Club dashboard. The top navigation bar includes 'Dashboard', 'Affiliations', 'Settings', and 'Tools'. The left sidebar shows the user profile 'Michelle Cook' with email 'finance@fysa.com' and a list of menu items: Dashboard, Users, Association, Venues, Communications, Club Management, Scheduling, Programs, Archives, Features, Billing, Overview, Accounts, and Payor Accounts. The main content area shows the club's logo, name 'GotSport Soccer Club', location 'Jacksonville Beach, FL, US', and FIFA ID '14ABA0B'. Below this, a section titled 'Outstanding Invoices Due to GotSport' shows 'Number of Invoices' as '0'. A list of team management options includes Teams, Coaches, Players, and Events. At the bottom, a section for 'Published And Finalized Schedules' is visible. Red arrows highlight the path from the 'Dashboard' menu item to the 'Billing' menu item, and then to the 'Payor Accounts' sub-item.

## EXPORTING AN EXCEL SPREADSHEET OF YOUR REGISTERED PLAYERS

Step 1: go to **DASHBOARD** then click **BILLING** from the left-hand menu then select **PAYOR ACCOUNTS**

GotSport

Dashboard

Michelle Cook  
finance@fysa.com

Dashboard > Users > Association > Venues > Communications > Club Management > Scheduling > Programs > Archives > Features > Billing > Overview > Accounts > Payor Accounts

GotSport Soccer Club  
Jacksonville Beach, FL, US  
Fifa ID: 14ABA0B

Outstanding Invoices Due to GotSport

Number of Invoices  
0

Teams  
Coaches  
Players  
Events

Published And Finalized Schedules

Step 2: Click on the **FYSA Registration Billing Account** (this is an example-Your clubs name should be here)

Accounts		
Acct #	Organization	Category
1765710 - GotSport Soccer Club	GotSport Soccer Club	Event Fees
1368032 - GotSport Soccer Club	GotSport Clients	Registration



Step 3: After you click on the account number -this screen comes up (in this example it is 1368032)

**Account #1368032 - GotSport Soccer Club**

Organization

GotSport Clients

Contact Name

GotSport Soccer Club

Contact Email

Category

Registration

Voucher Code

Payment Method

[Change Payment Method](#)

TOTAL BALANCE:

\$0.00

DUE NOW:

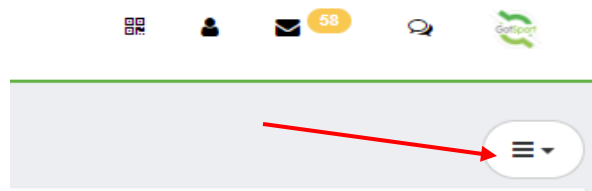
\$0.00

**Payment Terms**

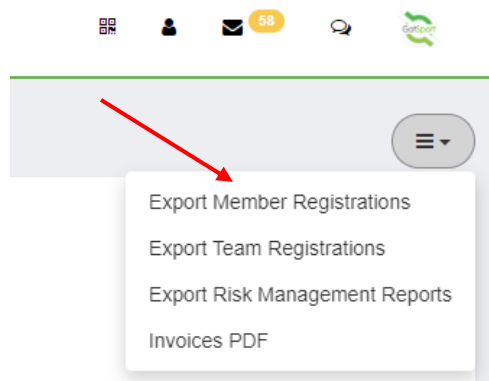
**Invoices**

☐ ID Organization Accountable Date Due Description

Step 4: Look **up** to the right-hand side of your screen below your logo-click on the three lines



Step 5: Click Export Member Registrations- An excel spreadsheet will populate with your players information.



## CONTACTS

- GOT system questions can be answered using [GotSport Zendesk](#)

