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) ***CLOSES***

MAY 31, 2022
All background checks, SafeSport, and Heads Up expires for coaches and staff

JUNE 1, 2022
1. Club Re-Affiliation Form ***OPENS***
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
DEADLINE to apply for FYSA State or Regional Leagues

JUNE 29, 2022
DEADLINE to submit any player registrations for the 2021/22 season

JULY 17, 2022
DEADLINE 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**

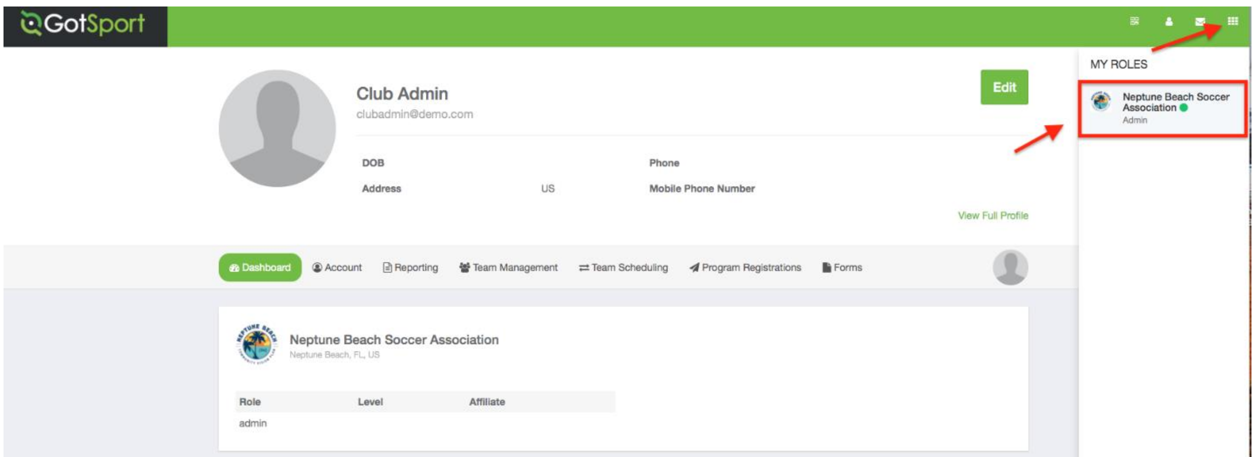
MANAGING YOUR ORGANIZATION'S ACCOUNT

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

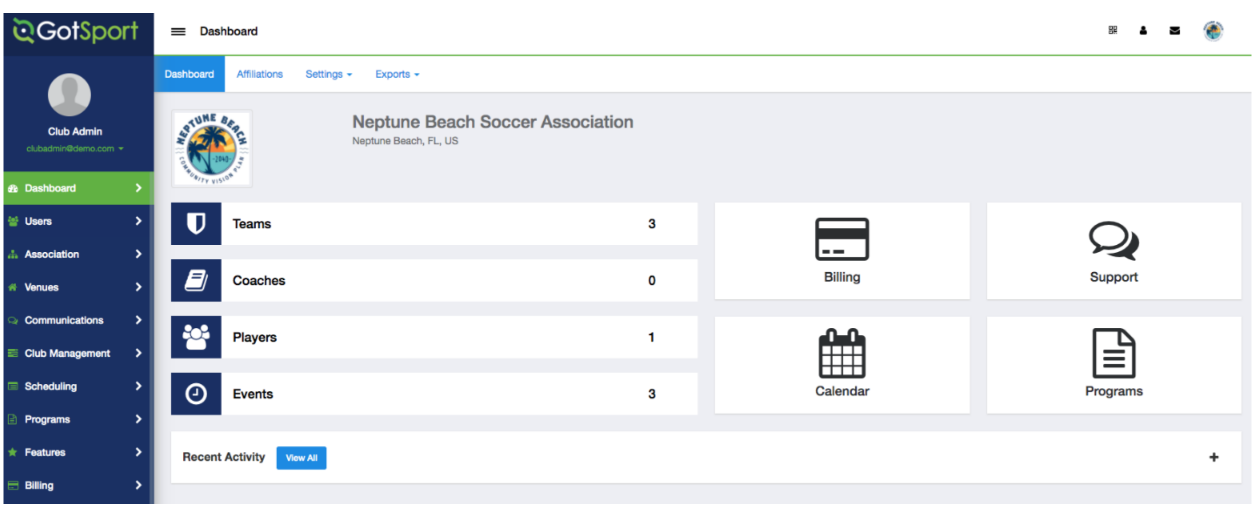
NAVIGATE FROM YOUR PERSONAL ACCOUNT TO YOUR ORGANIZATION ACCOUNT

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



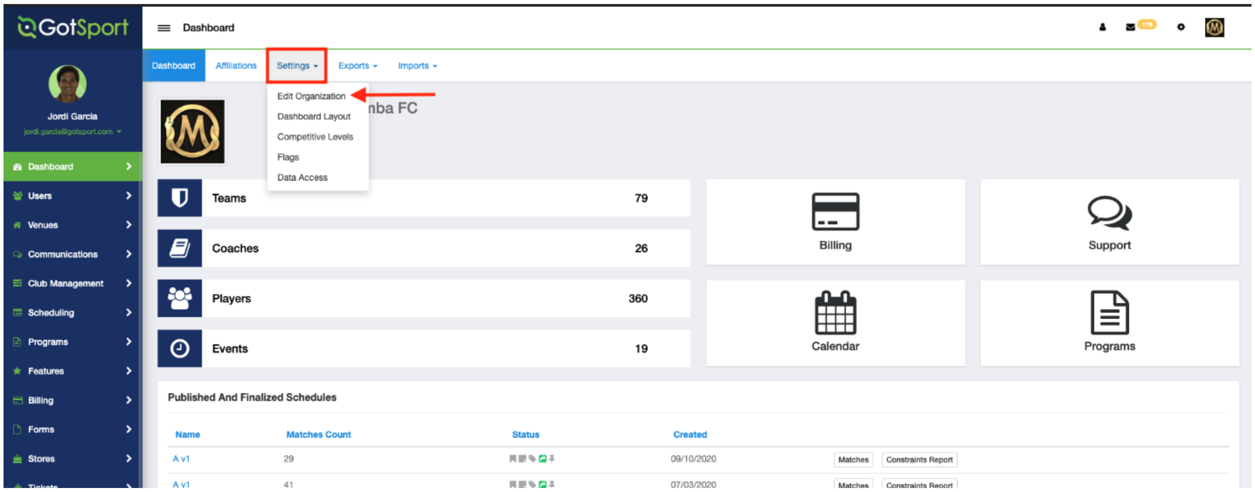
Step 2: You should now be logged into your organization's account.

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



UPDATE YOUR ORGANIZATION'S LOGO AND BASIC INFORMATION

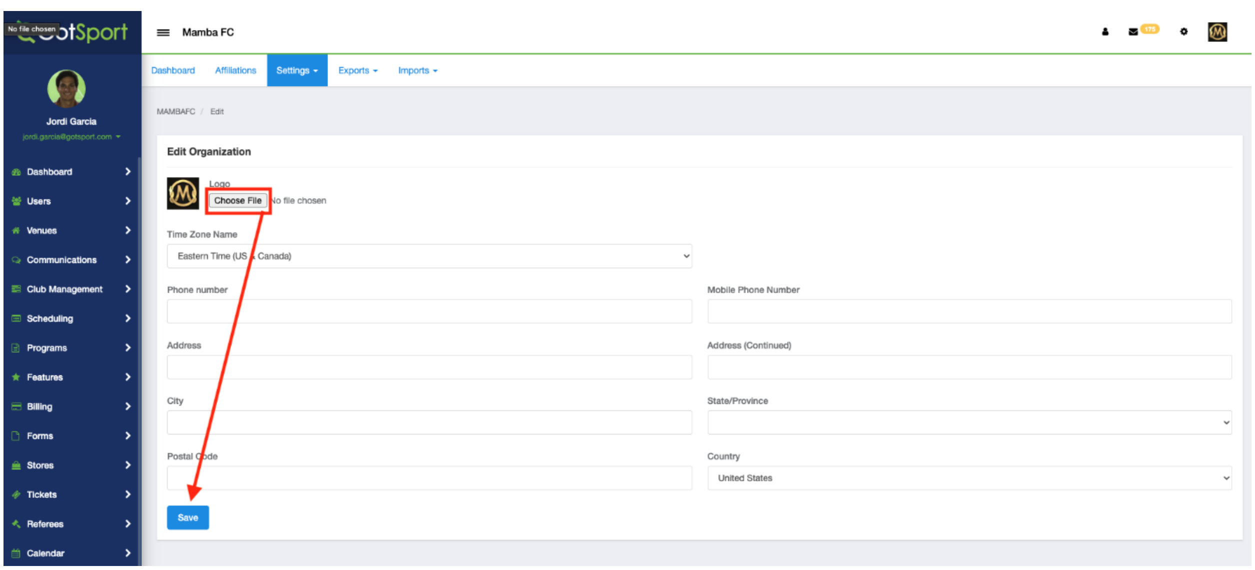
Step 1: From the DASHBOARD select "**SETTINGS**" from the menu ribbon located towards top then click "EDIT ORGANIZATION" from the options listed



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

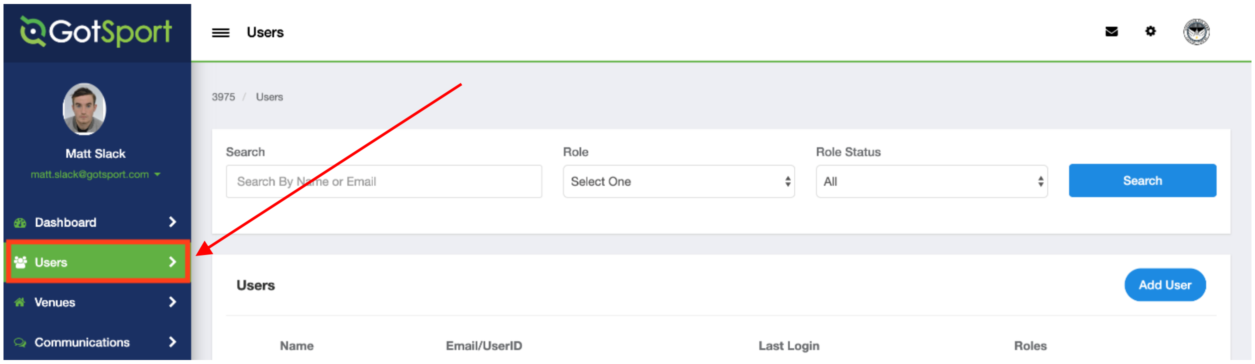
You can also update any of the basic club info (ex: address, phone number etc.) on this page.

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

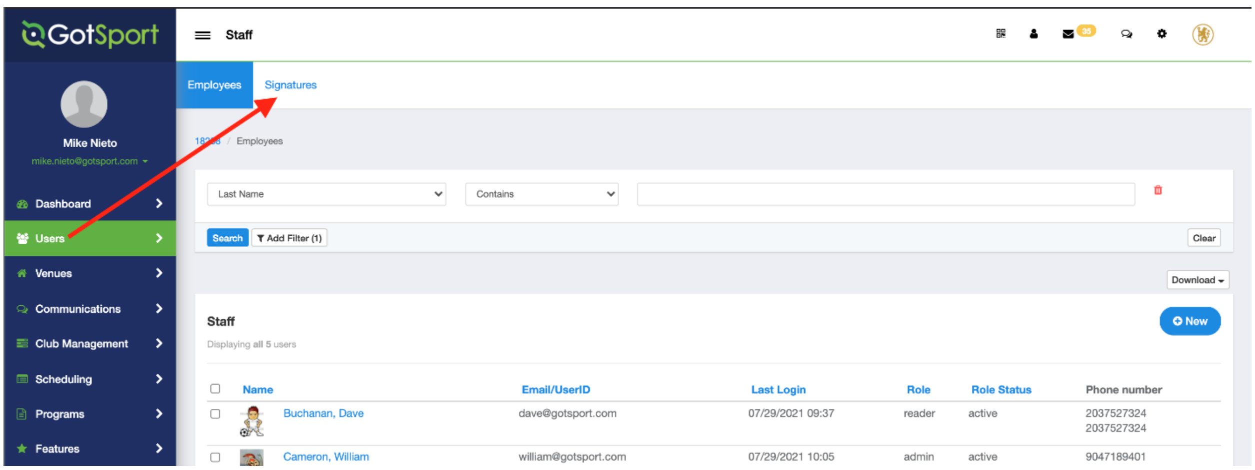


CREATE A SIGNATURE FOR ID'S AND ROSTERS

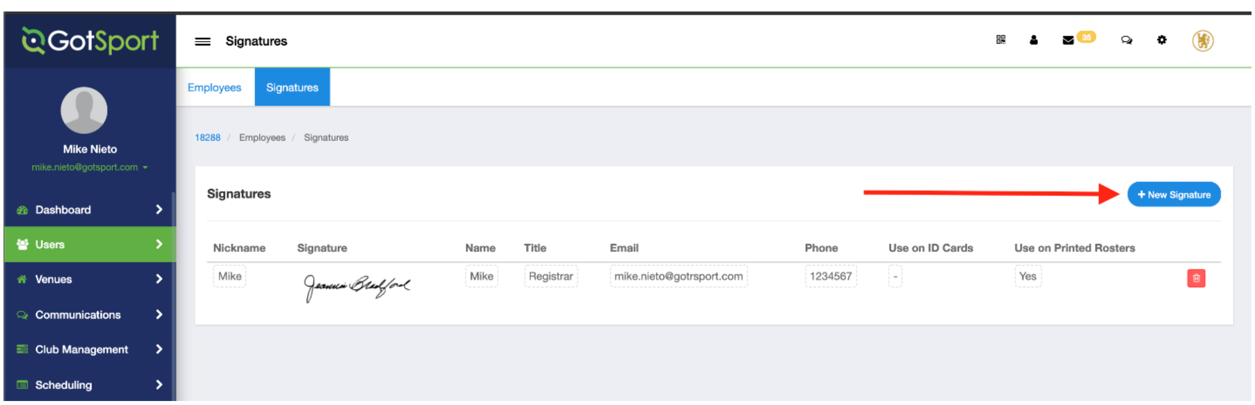
Step 1: From your DASHBOARD, select "**USERS**" on the left-hand menu



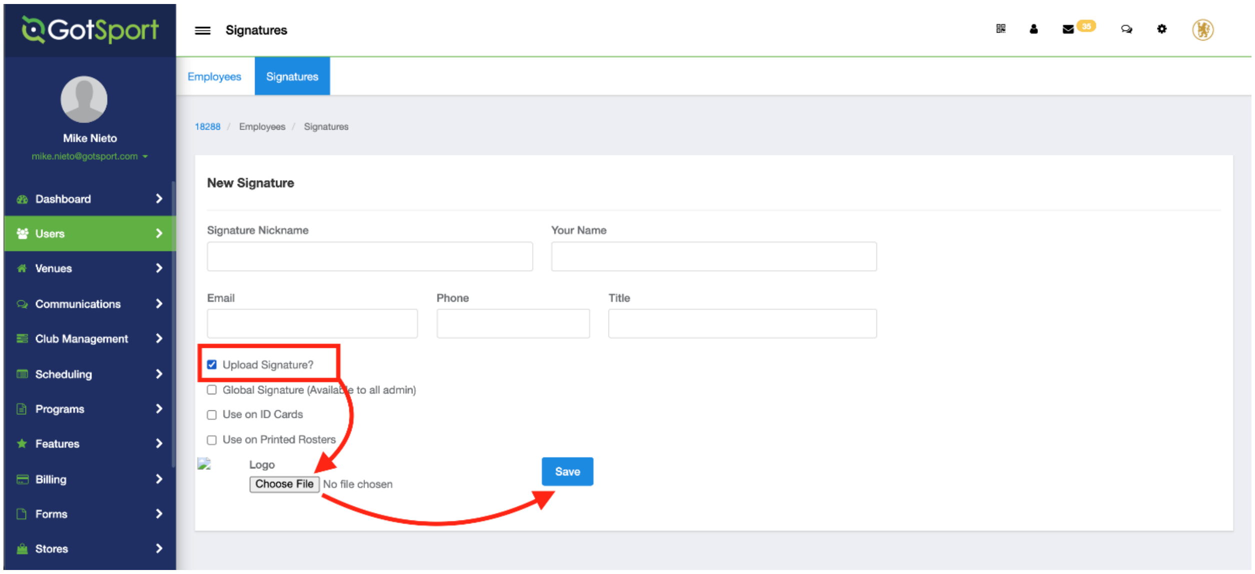
Step 2: While on the USERS page, click "**SIGNATURES**" from the menu ribbon located towards the top



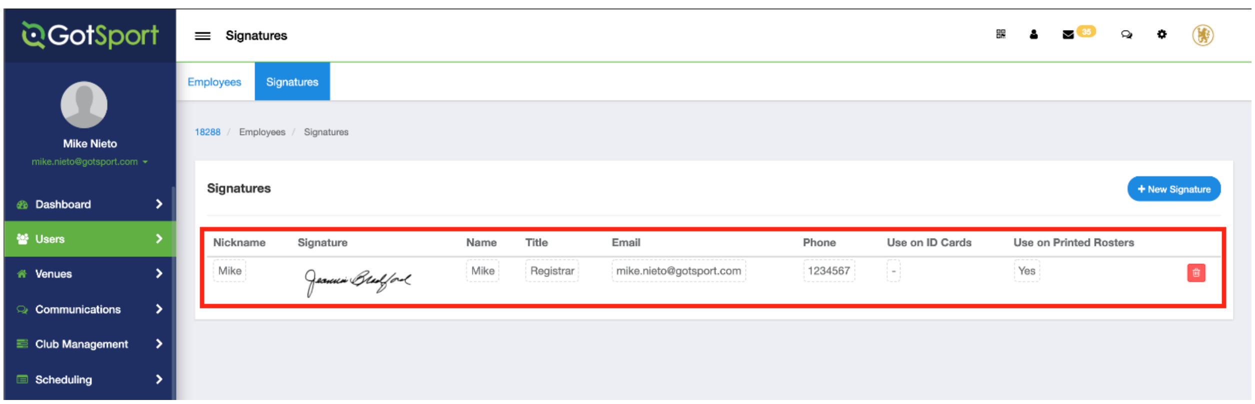
Step 3: Click on the "**+ NEW SIGNATURE**" button on the right-hand side of the page



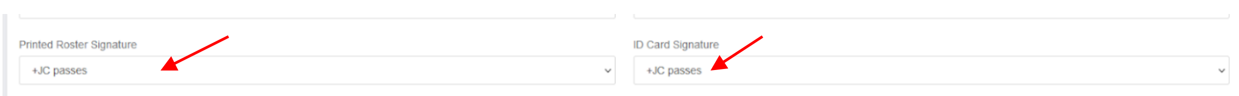
Step 4: Upload a signature by enabling the checkbox, upload your scanned signature, and clicking "**SAVE**".



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.

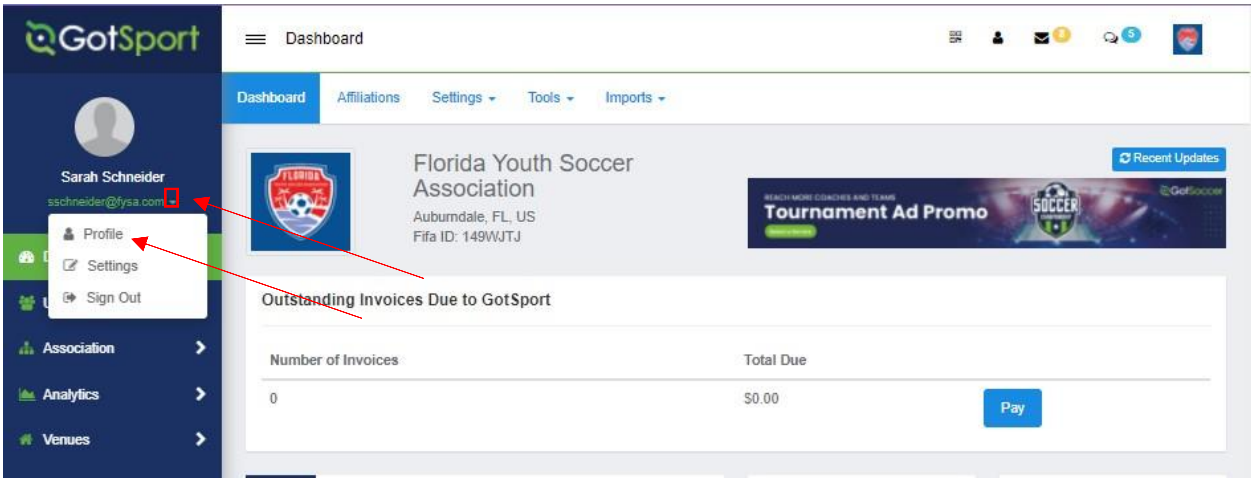


Step 5: *The Registrar's signature will need to be linked to passes and event rosters.* From the **DASHBOARD** select "**SETTINGS**" then select "**EDIT ORGANIZATION**". Scroll down to **PRINTED ROSTER SIGNATURE AND ID PASSES.** From the drop down, select the signature you wish to add.

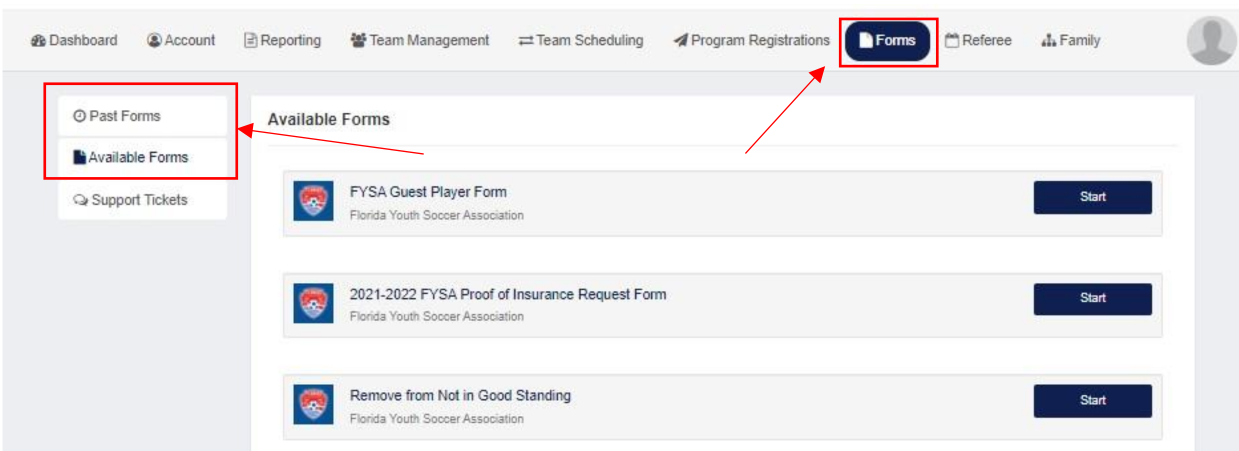


ACCESS FYSA FORMS

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.



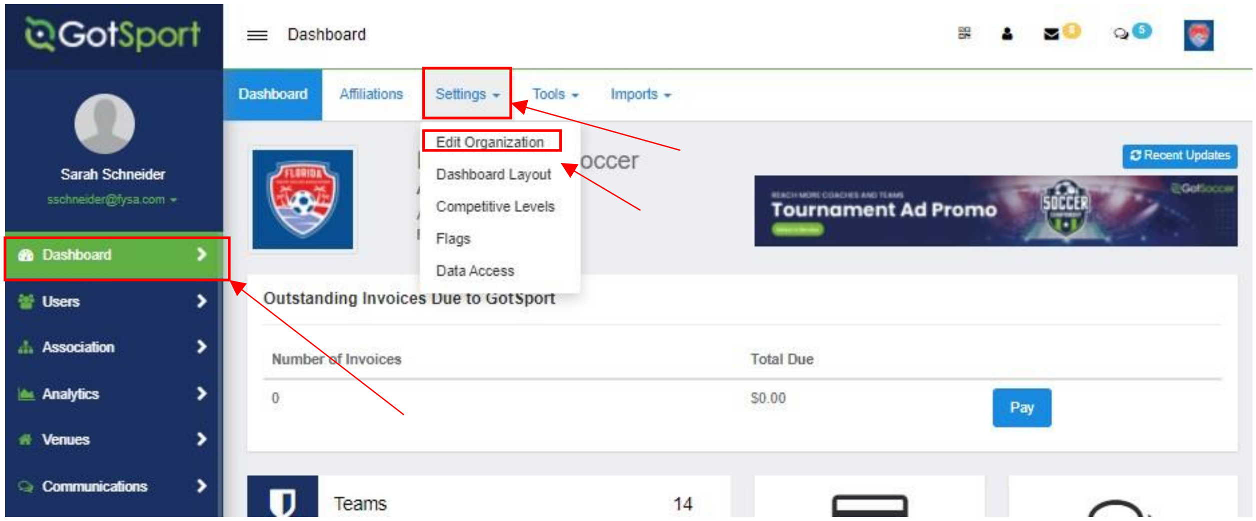
Step 2: From the **Dashboard**, click the '**FORMS**' tab at the top of the page. From here you can navigate to all available forms and past forms that you've submitted by selecting 'AVAILABLE' or 'PAST' from the left side menu.



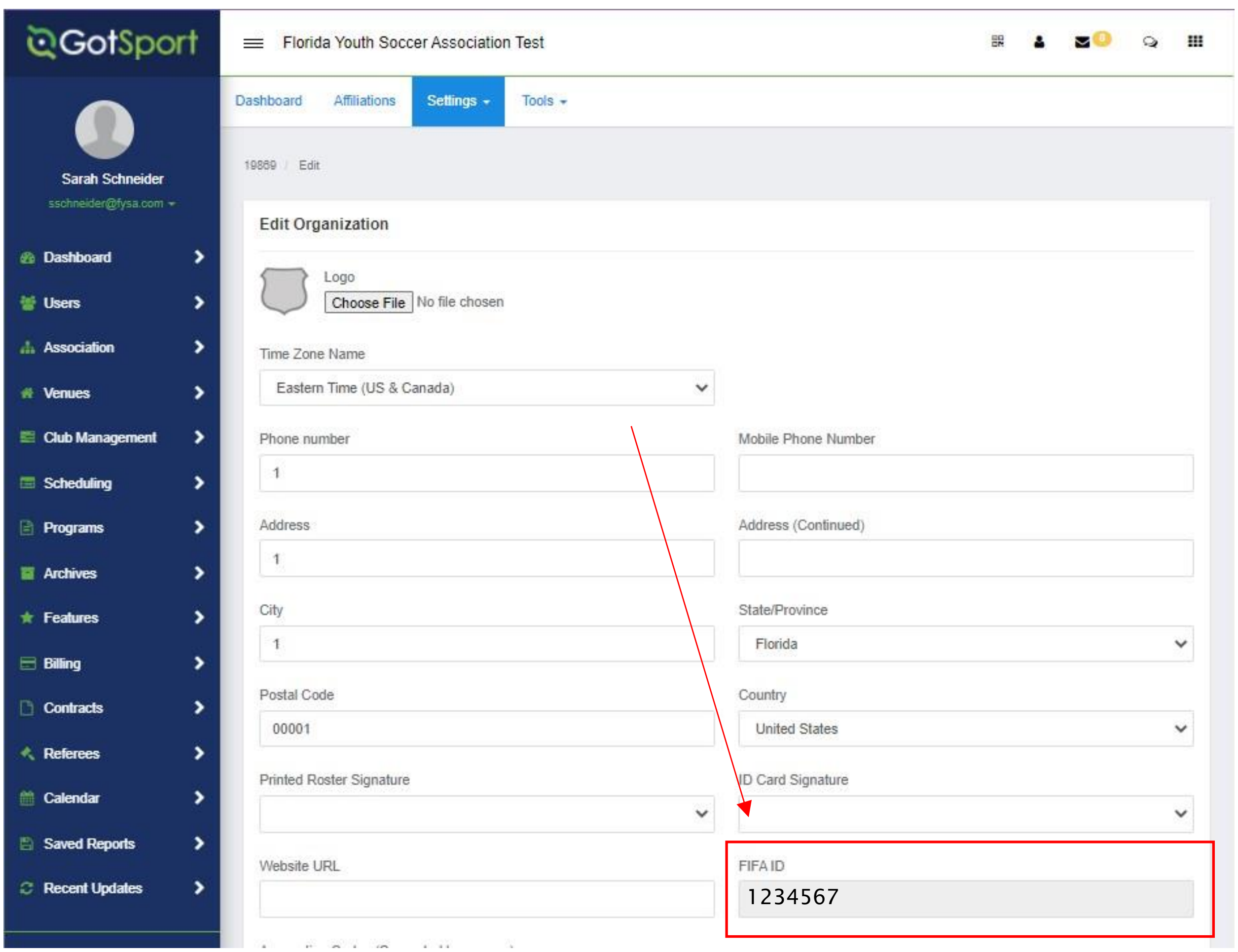
This will be where the reaffiliation form and guest player forms are located.

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



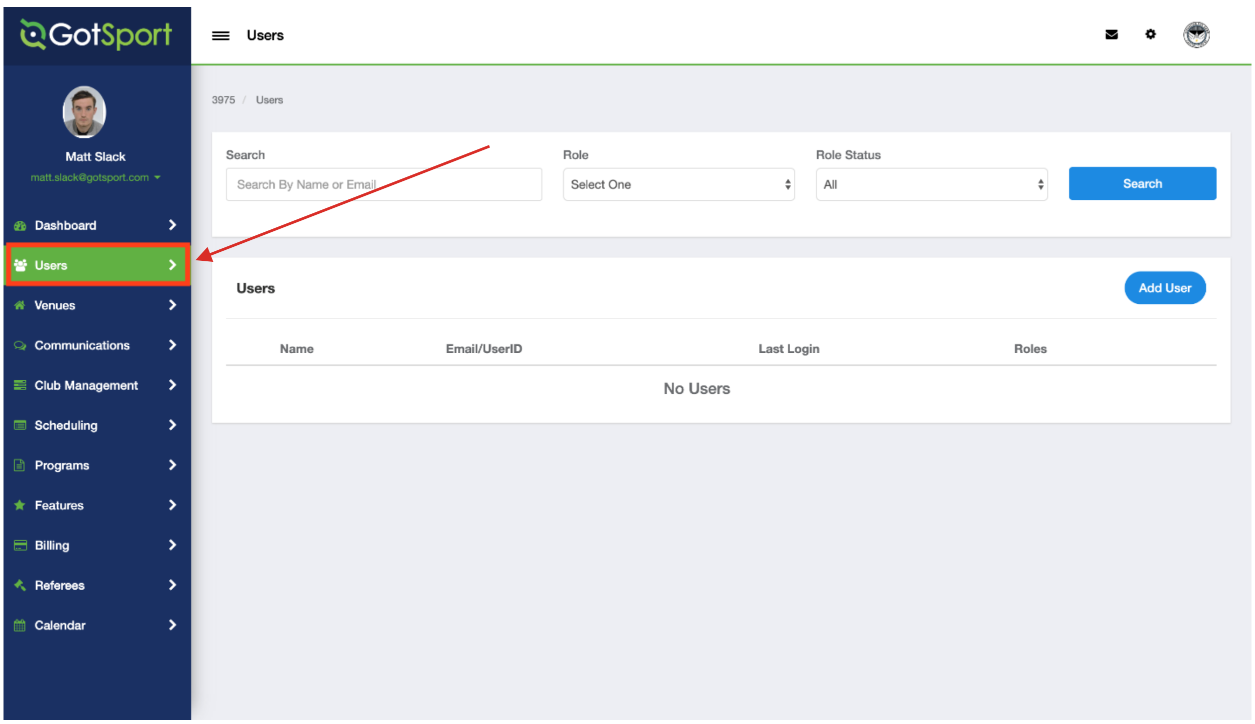
ADDING/ MANAGING CLUB USERS

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:

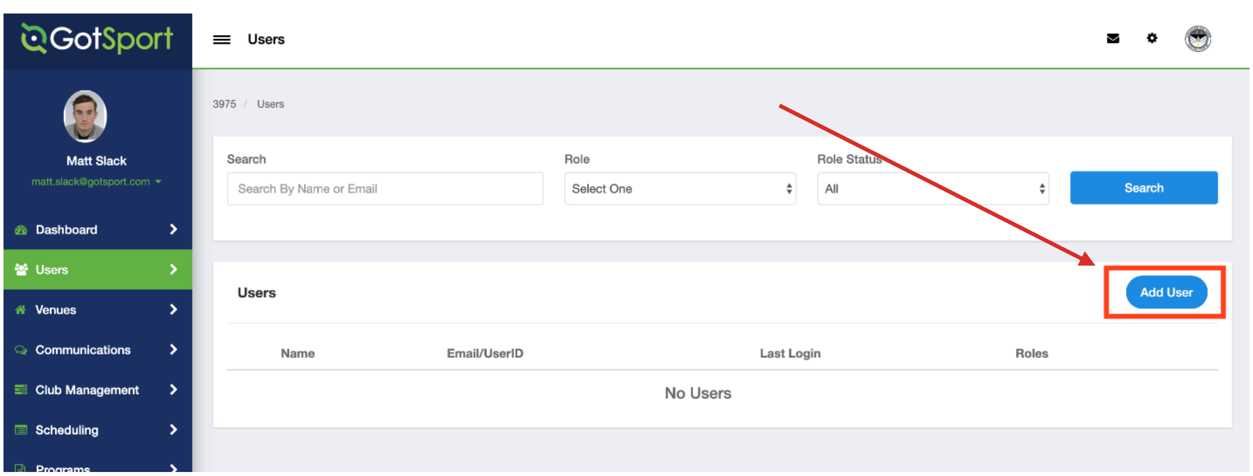
1. Agent of Record
2. Registrar
3. Referee Assignor
4. Treasurer

HOW TO ADD USERS TO AN ORGANIZATION:

Step 1: From your Dashboard, select "**USERS**" on the left-hand menu



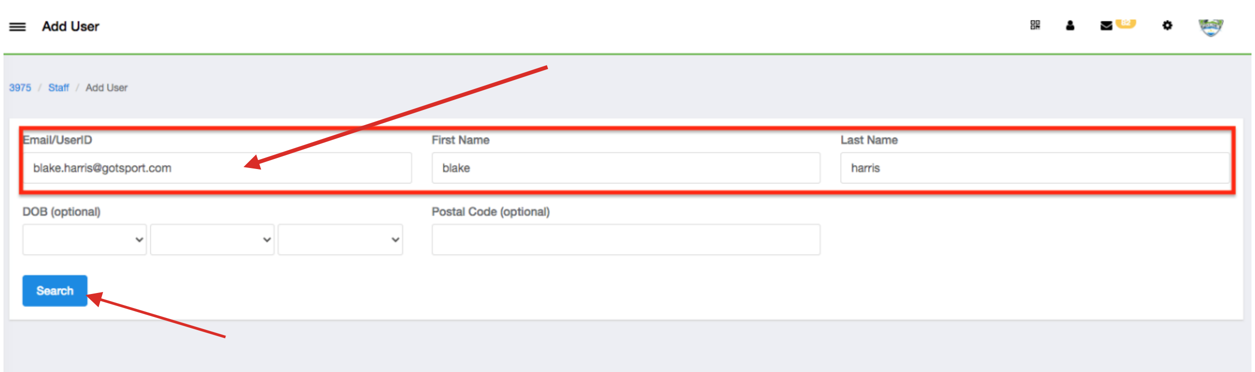
Step 2: On the USERS page, click the "**ADD USER**" button on the right-hand side



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**”

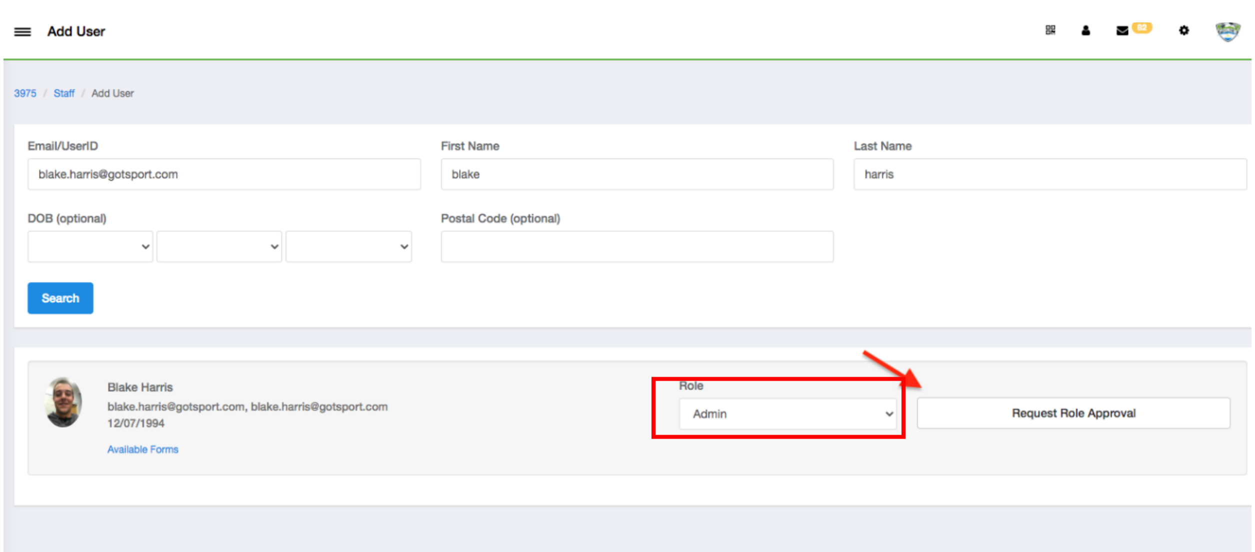
NOTE- Their email address will be their new username for the GotSport system.



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.



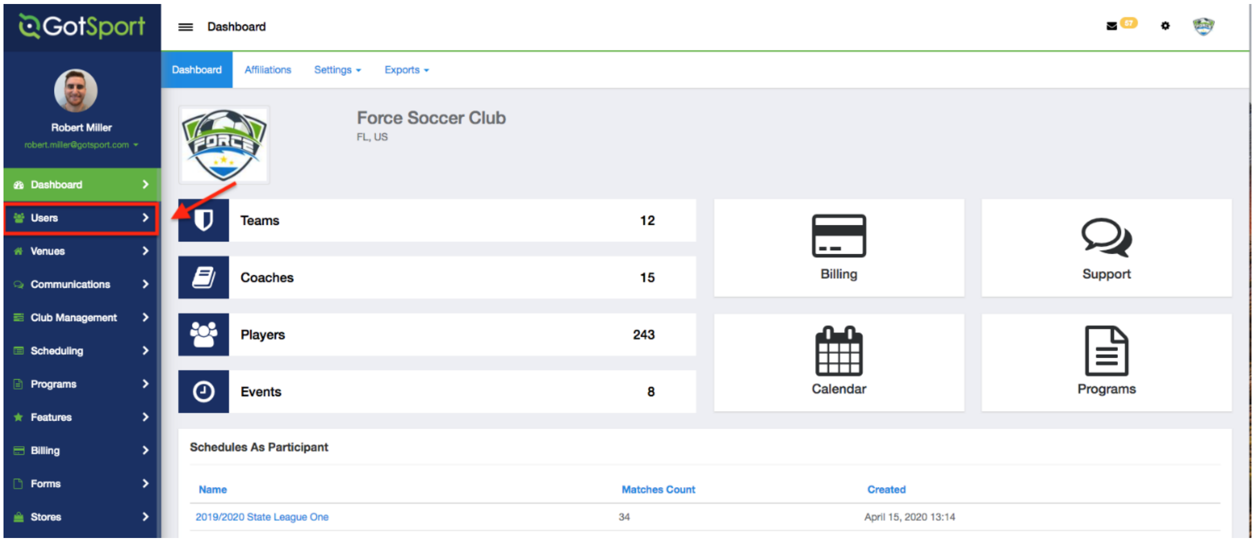
Step 4B: If the user is not in the GotSport system, you will be prompted to create an account for them. You can fill in all of the information for them, but the only required information to complete this is: Role, First & Last Name, Email Address/ User ID, and Password. (Name and email will auto-fill 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.

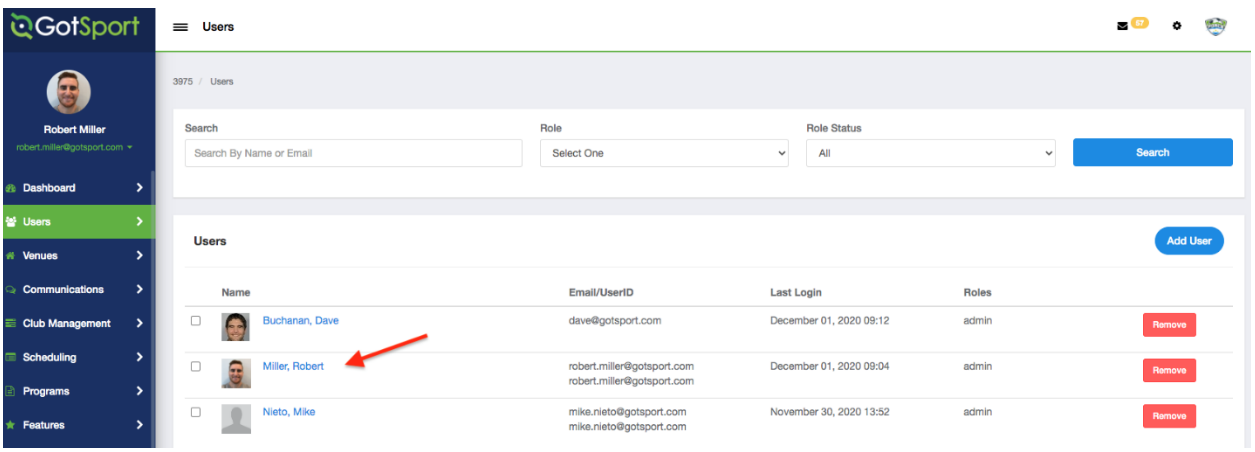
NOTE- by selecting the role READER a user will be included into your database but be unable to perform any administrative tasks.

EDITING AN ADMIN'S MODULE PERMISSIONS

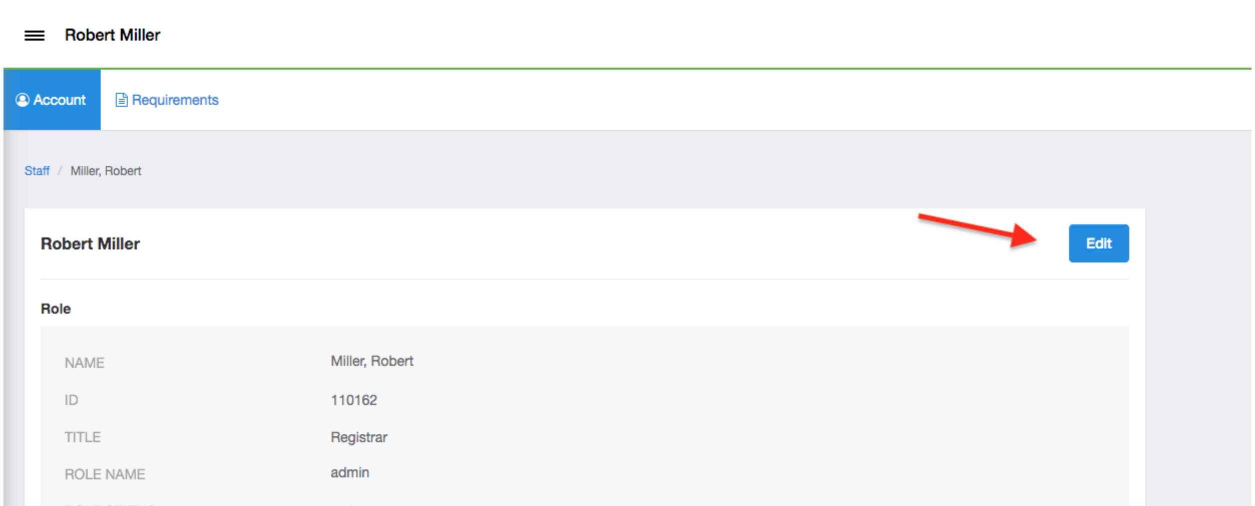
Step 1: From the dashboard, click the "**USERS**" tab.



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

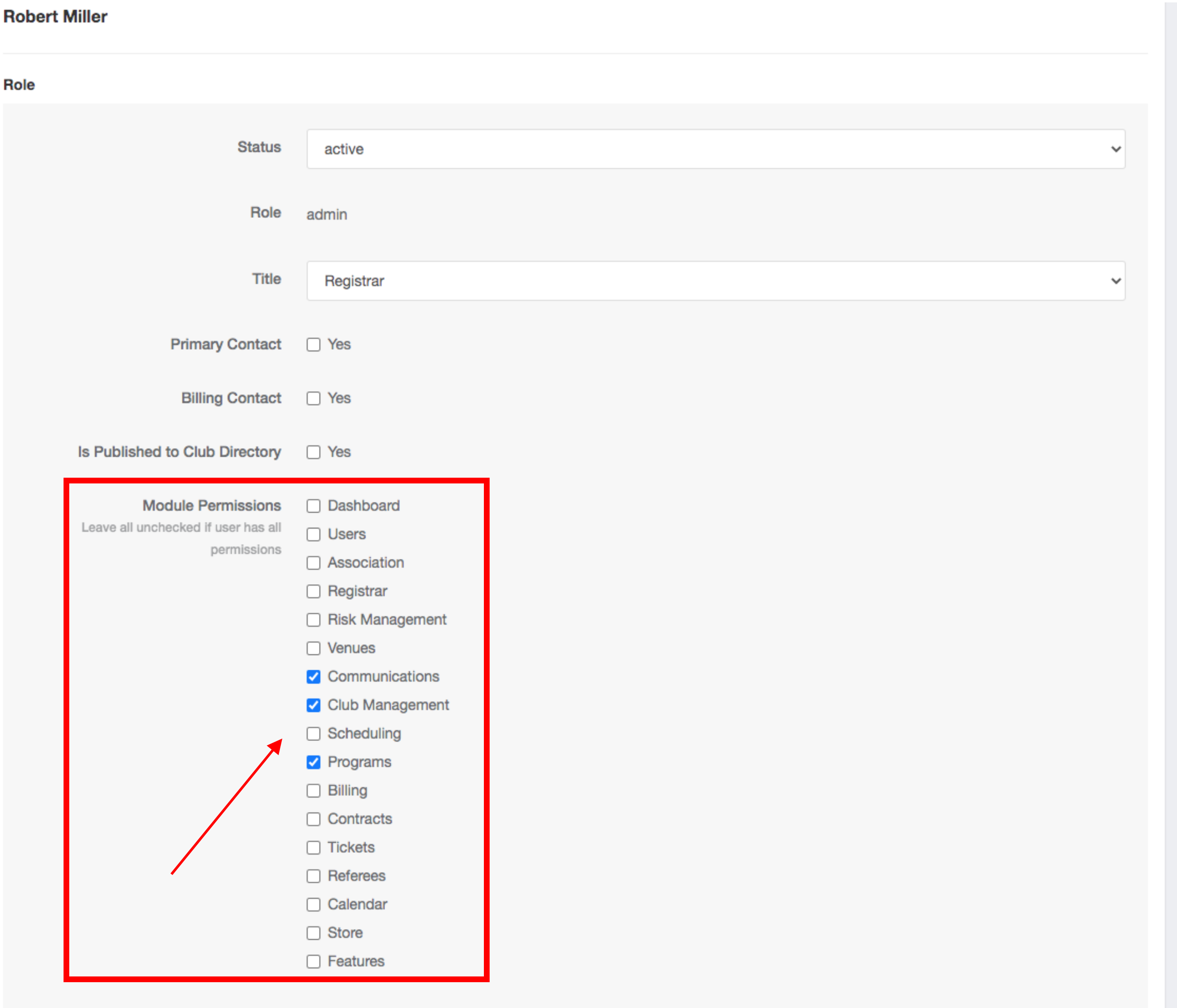


Step 3: Once you have selected the user, click the "**EDIT**" button on the right-hand side



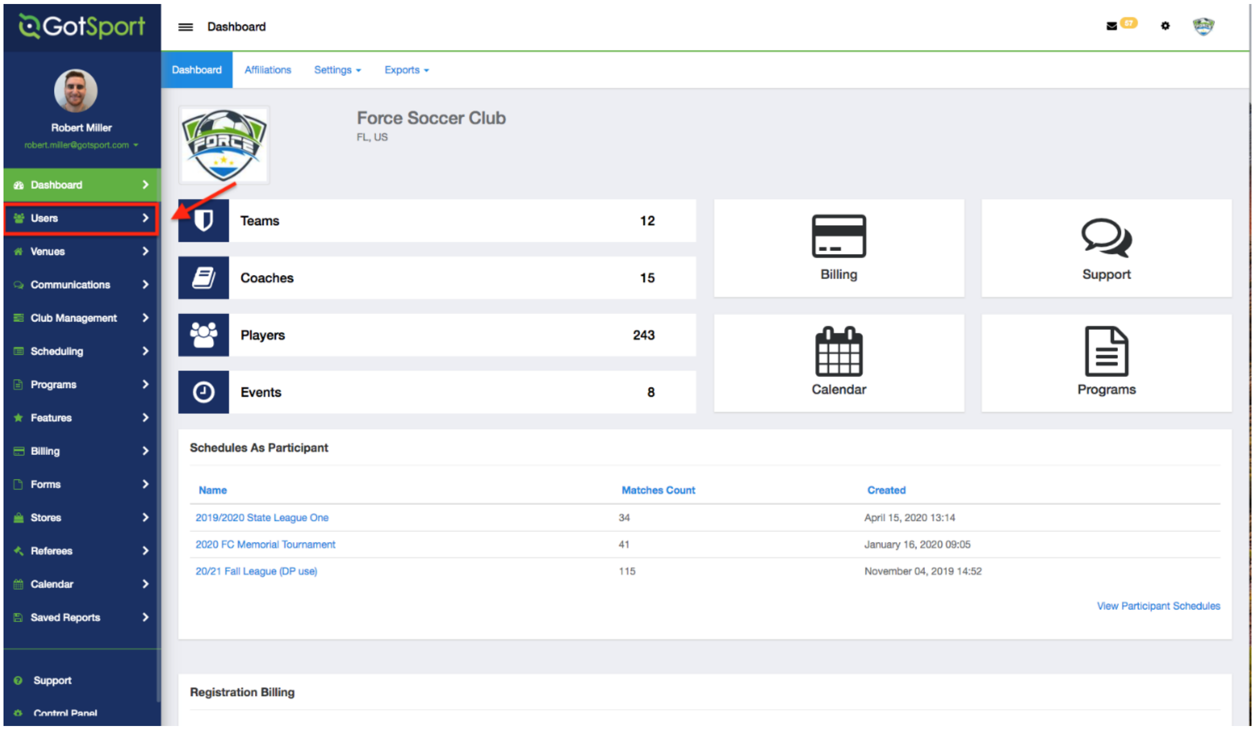
Step 4: Select the boxes next to the areas you would like this user to HAVE access to and click “**SAVE**”

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

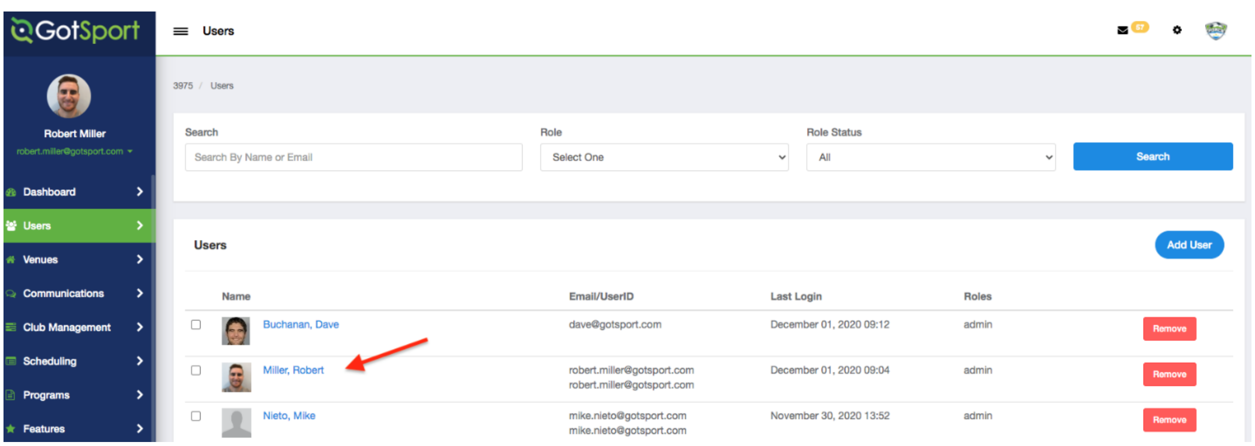


ADD A TITLE TO A CLUB USER:

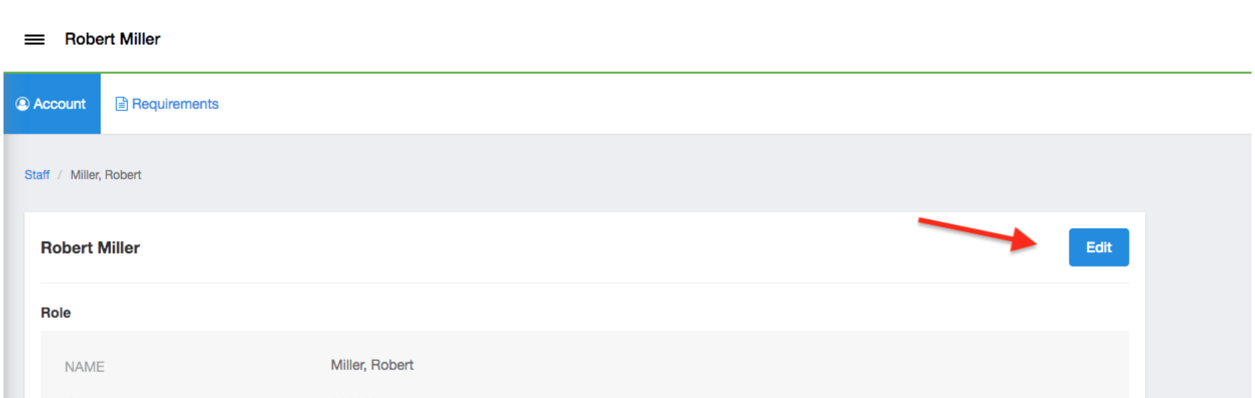
Step 1: From the Dashboard, select "**USERS**" from the left-hand menu



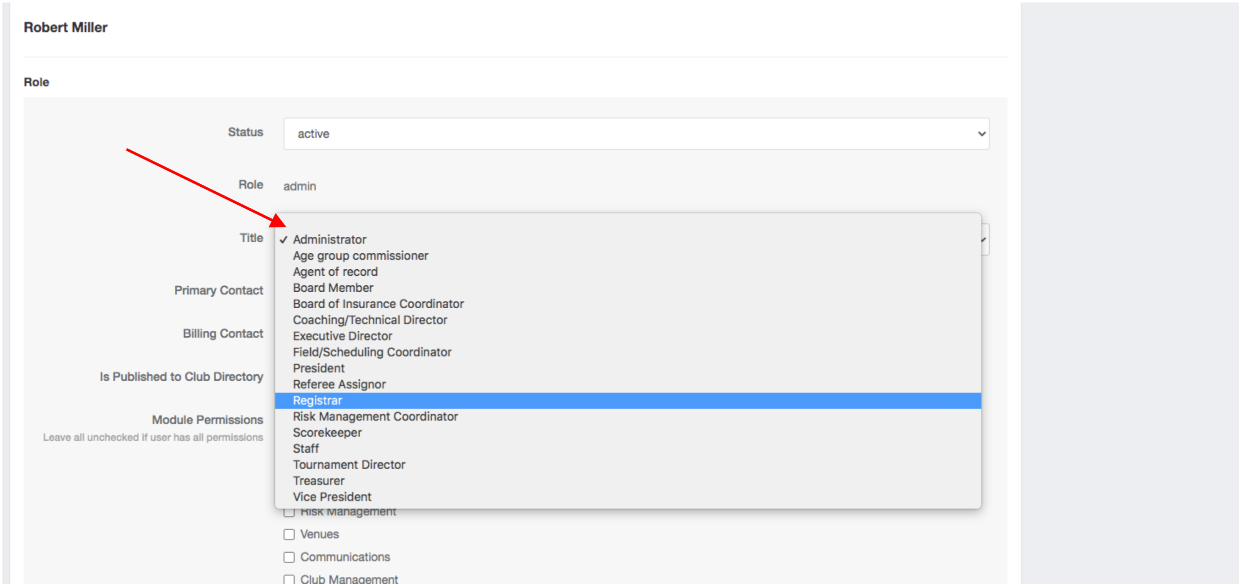
Step 2: Click on the person's Name from your USER list that you wish to update

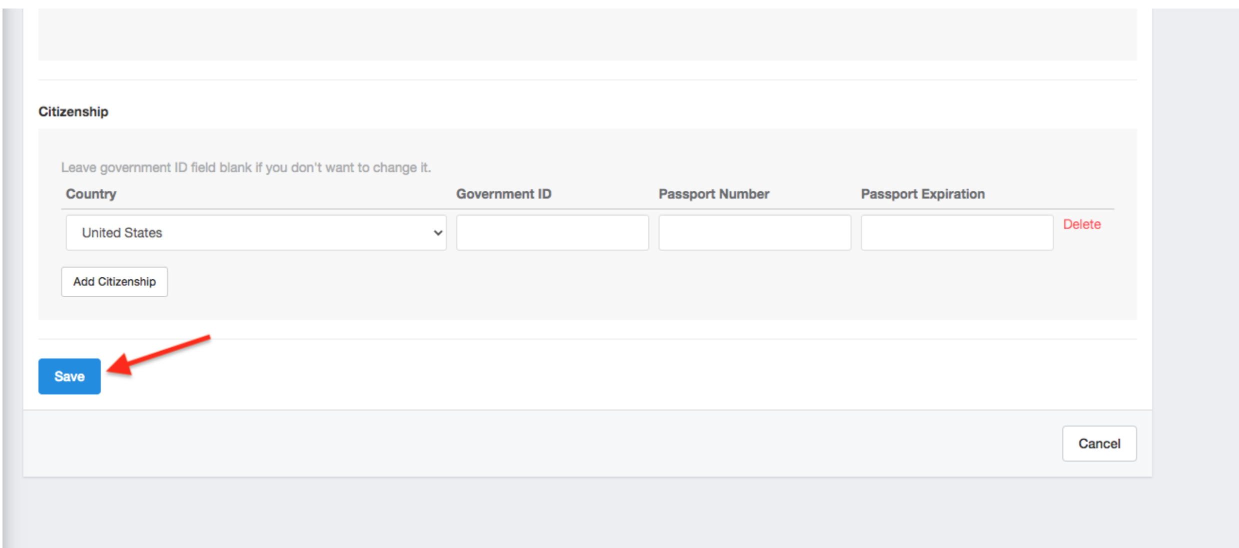


Step 3: Click the "**EDIT**" button on the right-hand side



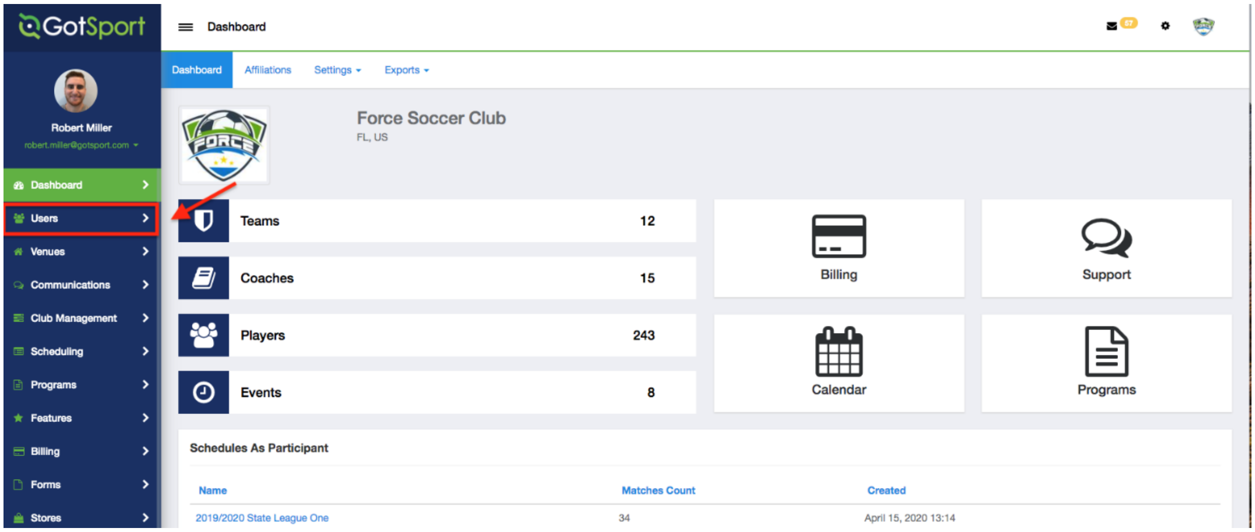
Step 4: Click on the TITLE Drop-down list and select the correct TITLE for this user. Once TITLE has been selected scroll to the bottom and click "**SAVE**" to make this change



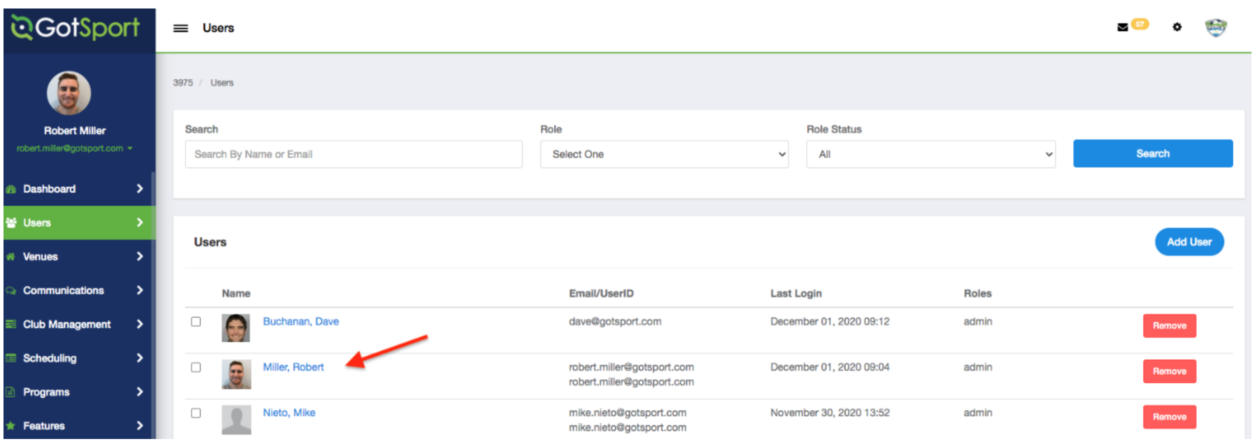


REMOVING A USER'S ROLE FROM YOUR ORGANIZATION:

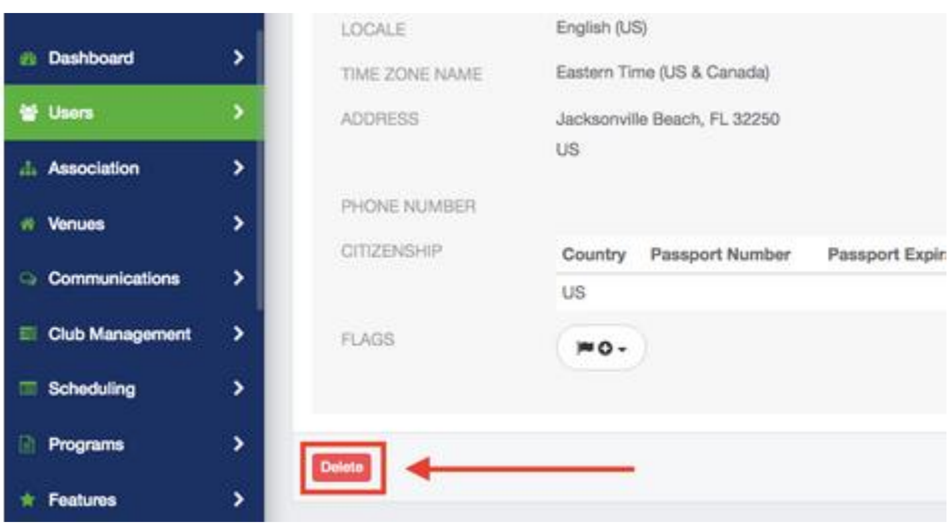
Step 1: From the Dashboard, select "**USERS**" from the left-hand menu



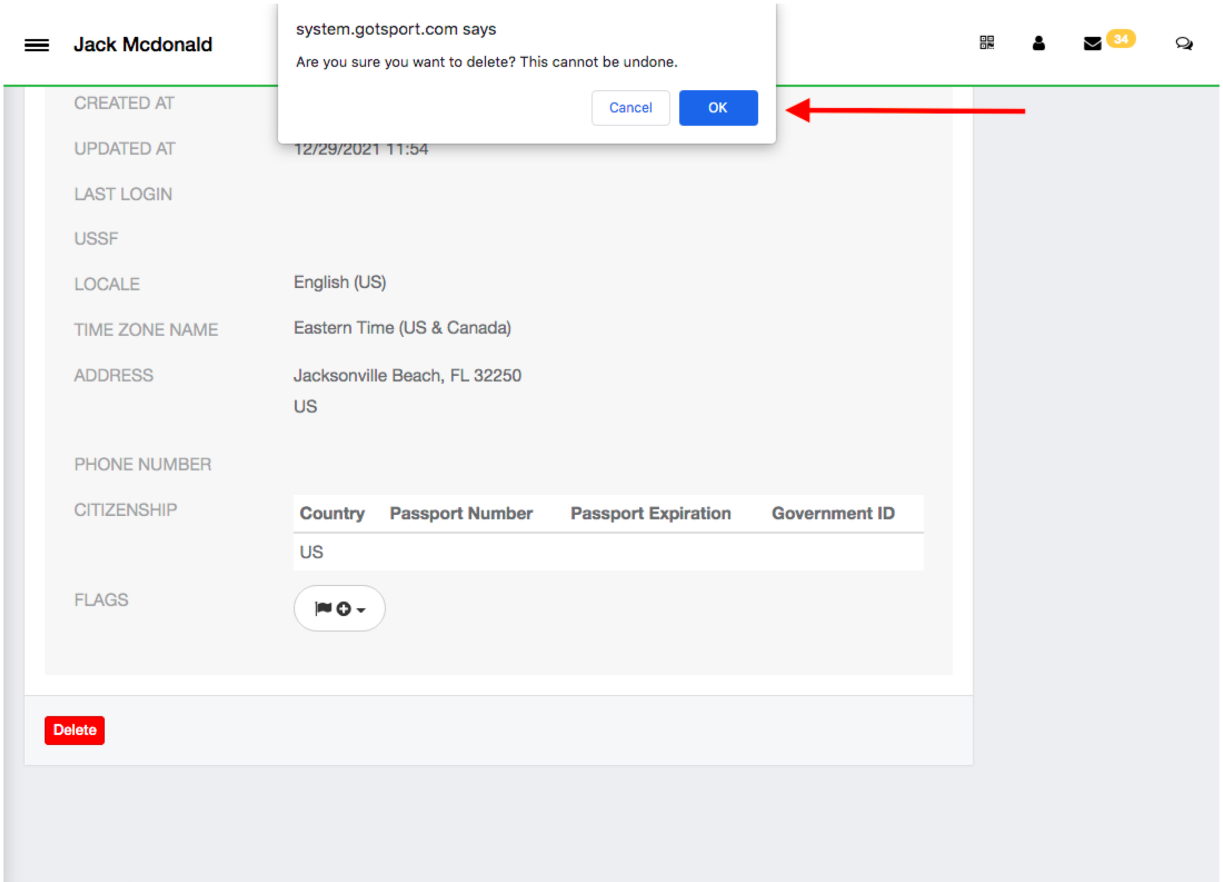
Step 2: Click on the person's Name from your USER list that you wish to REMOVE



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



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



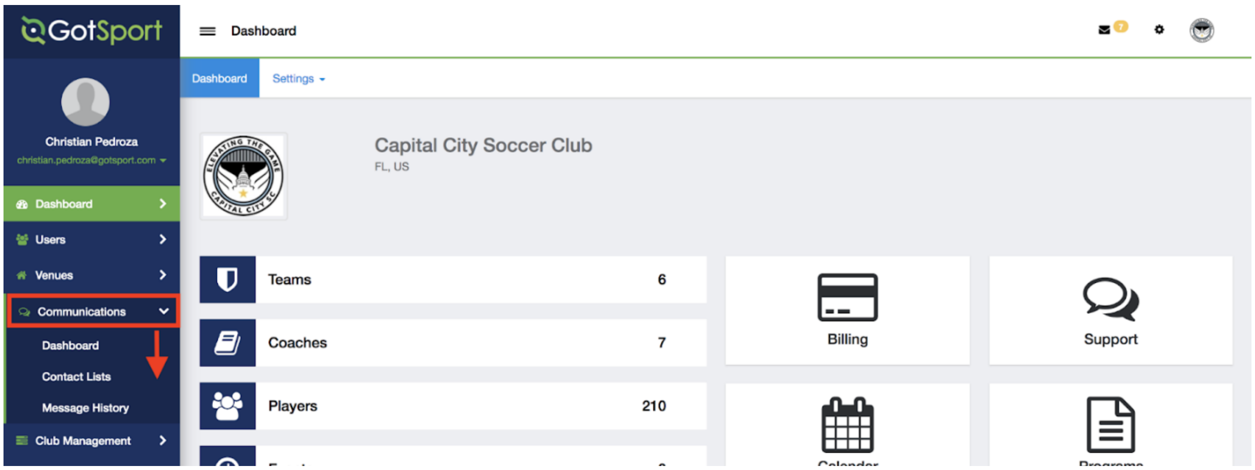
CONTACT & COMMUNICATION LISTS

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.

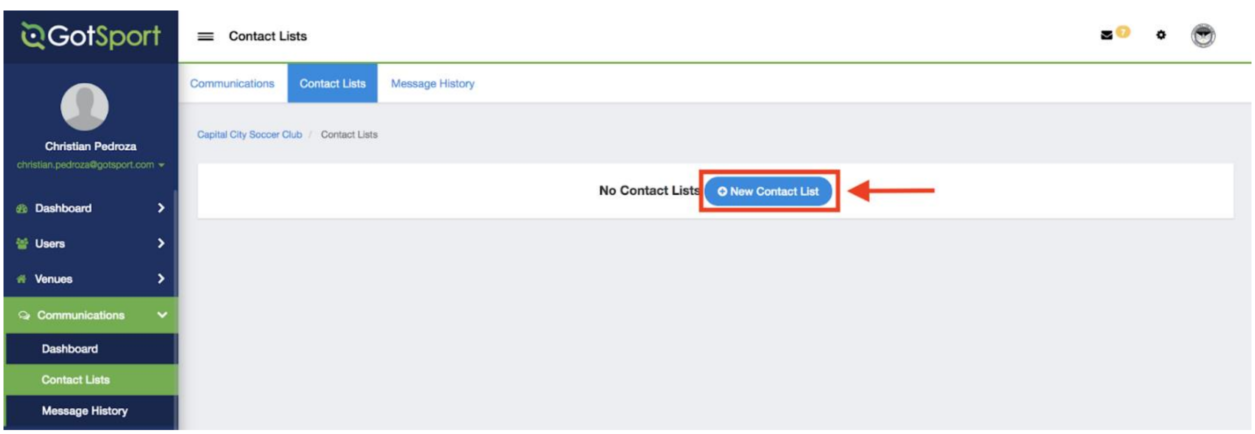
Note: when a contact email is updated, added, or removed in a block within these contact lists, it will automatically update in your list.

BUILD A CONTACT LIST

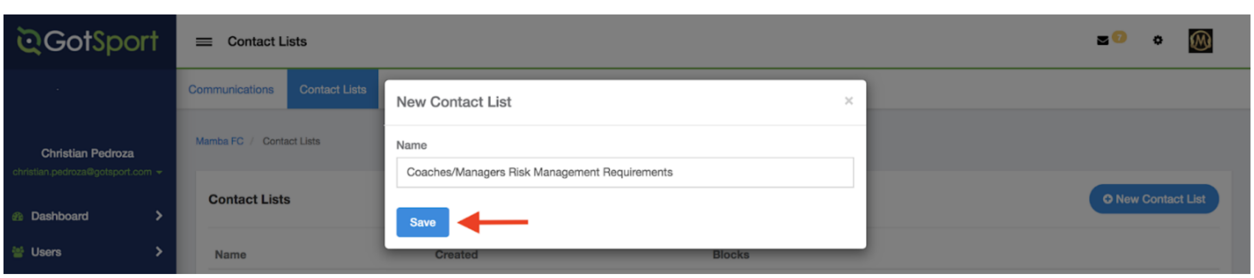
Step 1: From the **Dashboard** select '**COMMUNICATIONS**' from the left hand menu then select '**CONTACT LISTS**'



Step 2: Click '+ **NEW CONTACT LIST**'
This page will also list all of your current contact lists once they've been created.



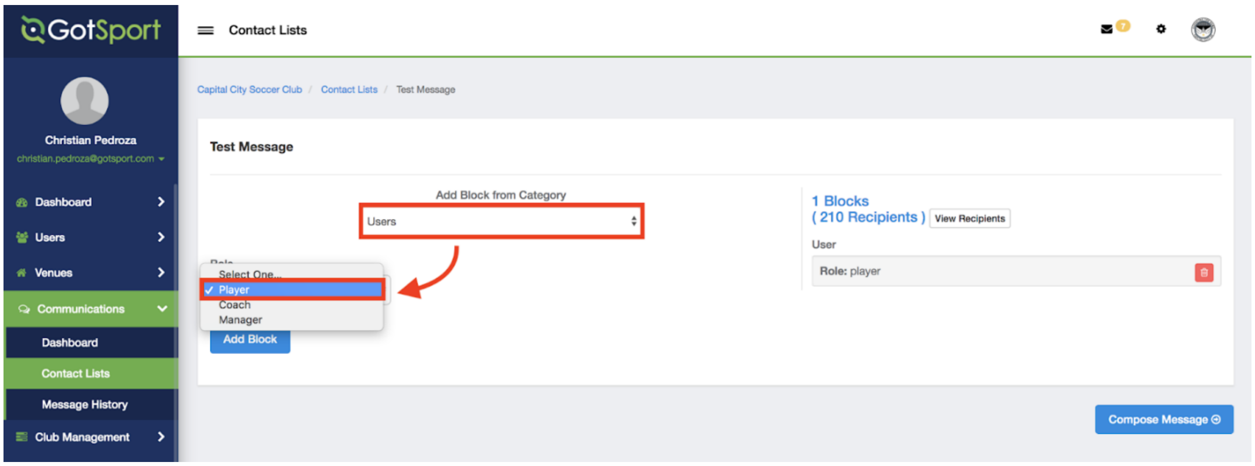
Step 3: A pop-up will appear asking for you to name your new contact list. Fill out what you would like to name the list then click '**SAVE**'



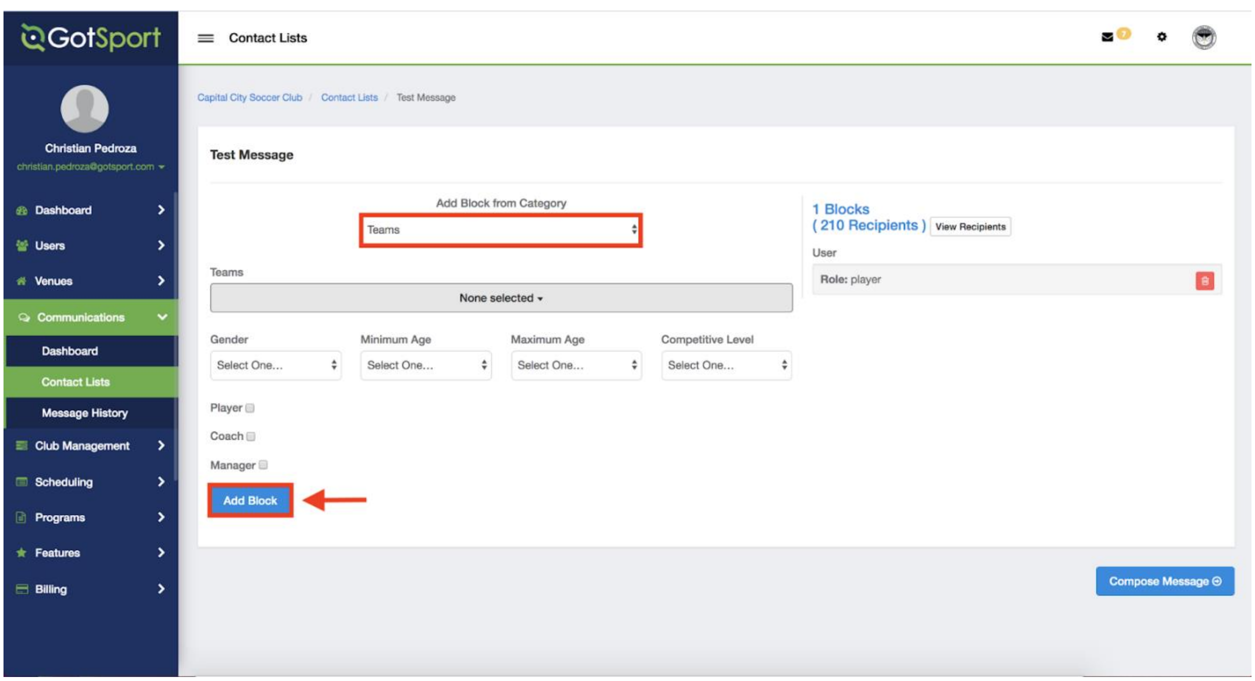
Step 4: You may now start building your list for any category within your organization. Once you have selected your lists, click '**ADD BLOCK**' then you can continue adding additional contact blocks to your contact list or select '**COMPOSE MESSAGE**' to begin writing your communication.

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

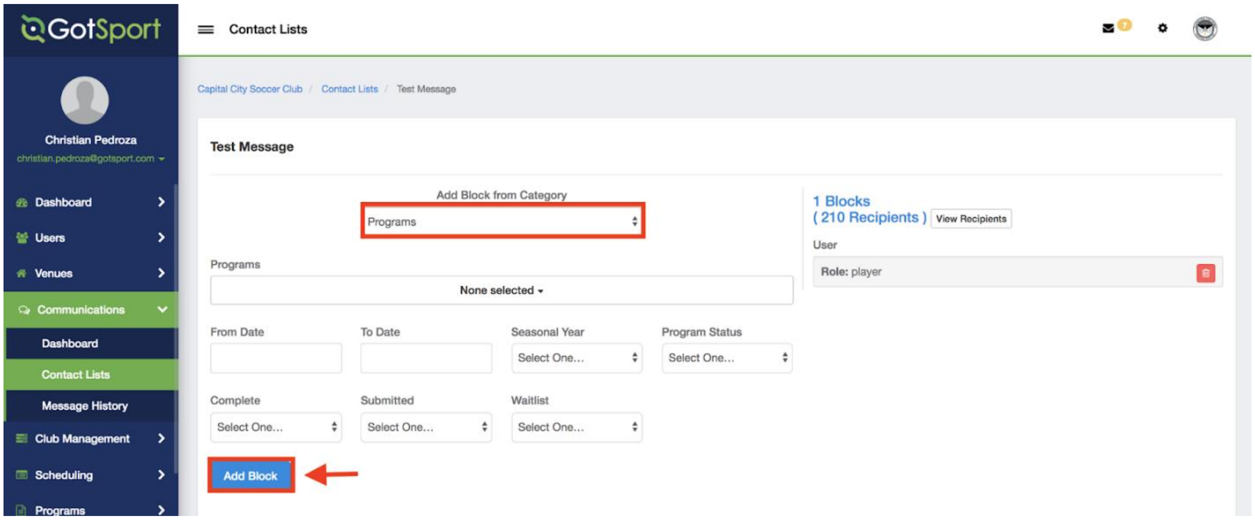
1. Players
2. Coaches
3. Managers



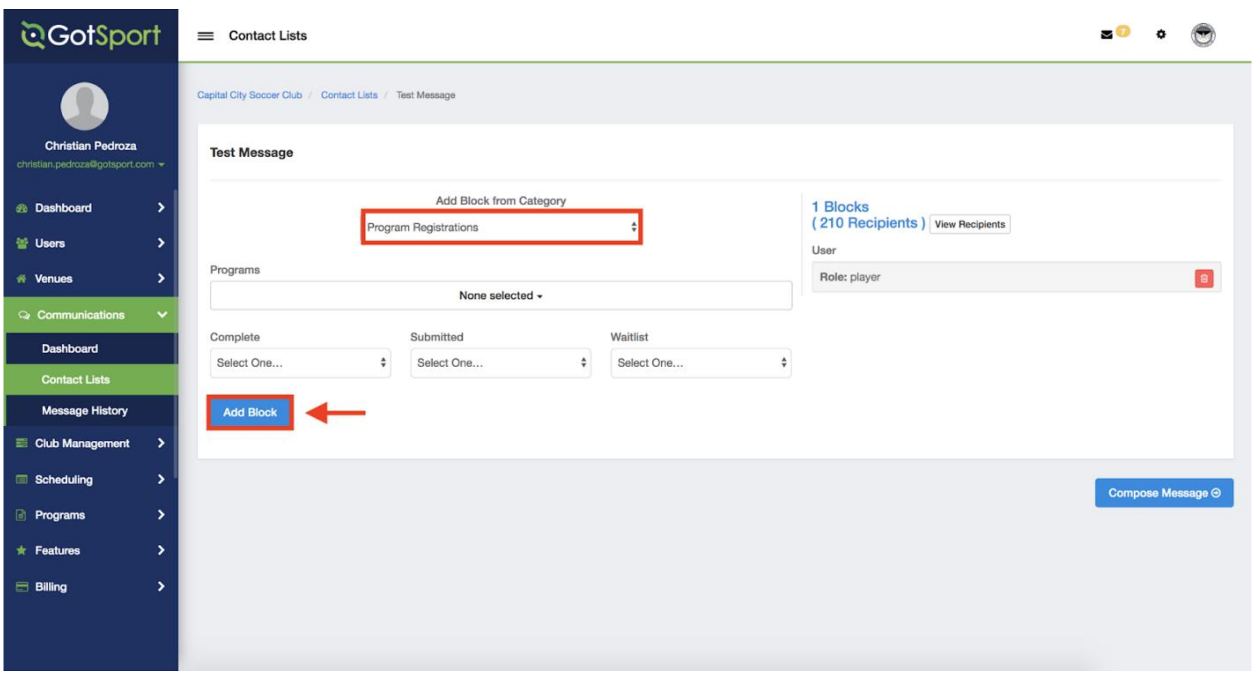
4B: Building a list with '**TEAMS**'. Under Teams, you are able to filter through and select as many teams as you would like from your organization. Once you have selected your team(s), you are able to then select who from that team you want to message whether it be players, coaches, managers, or any 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.



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.



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:

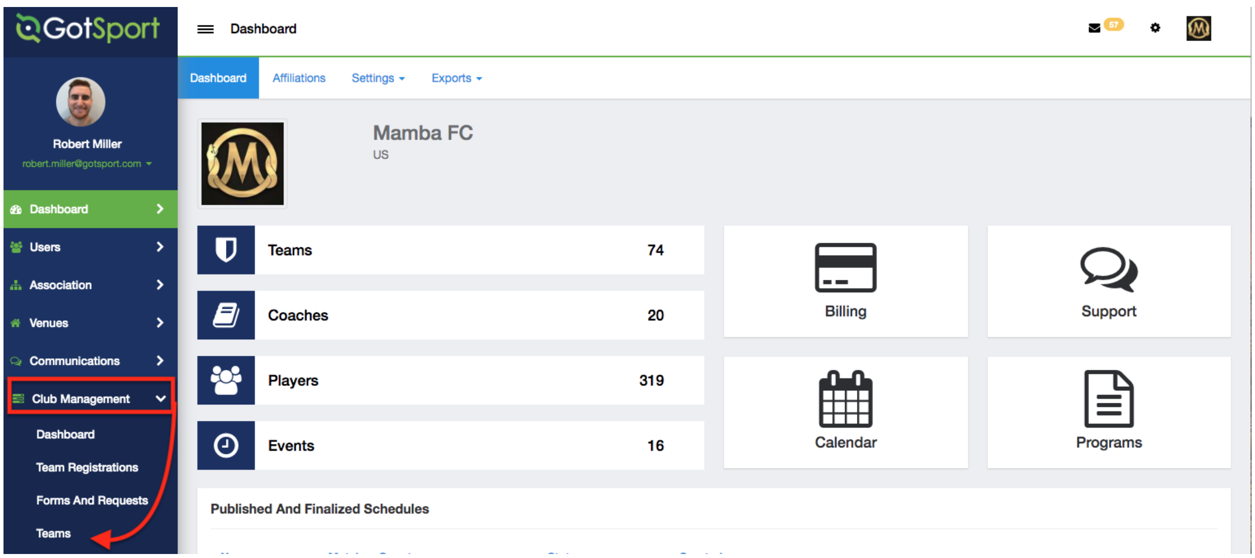
- Adding a Team
- Locking a Team Roster
- Adding Players
- Creating a Coach or Manager
    - Background Checks & Risk Management

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

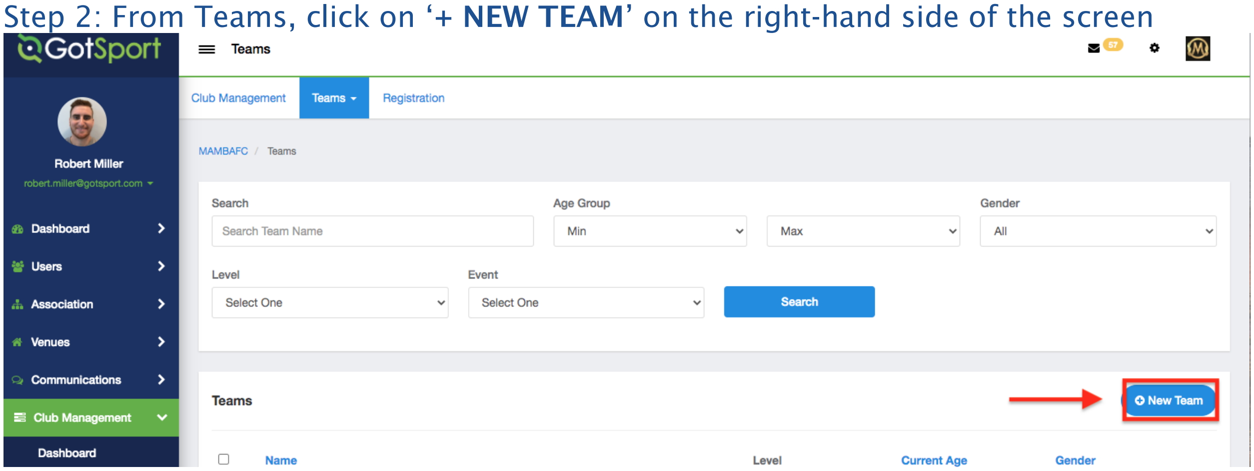
ADD A TEAM

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.



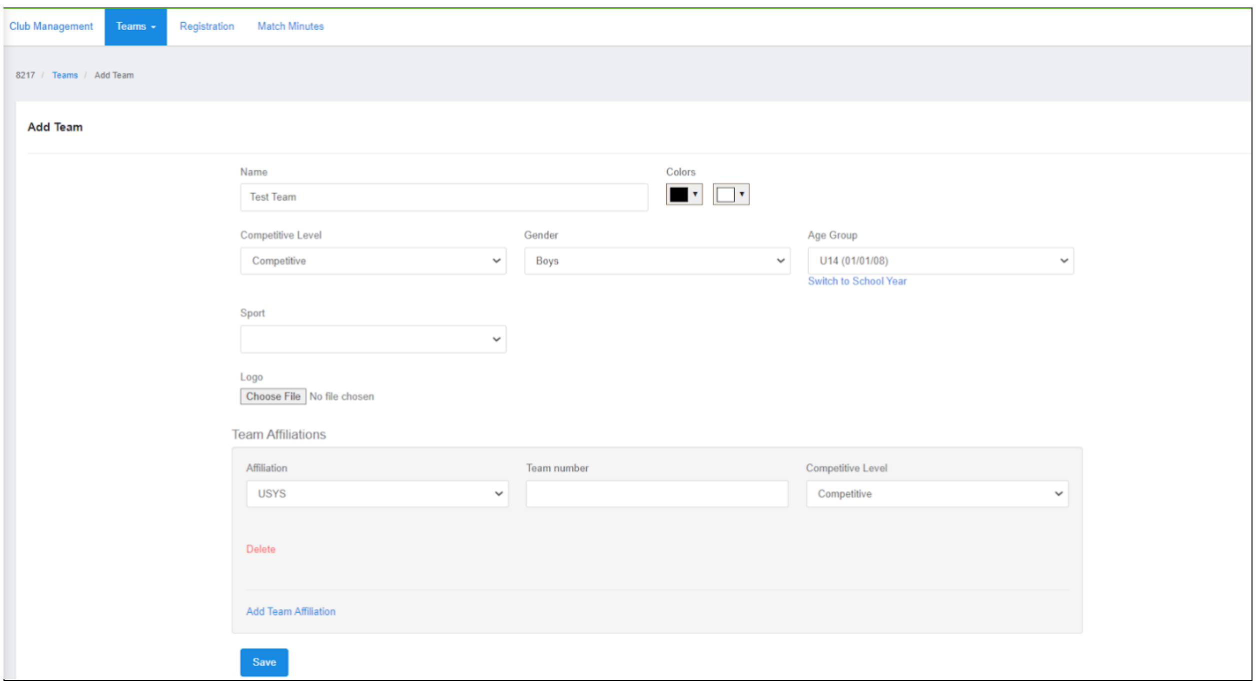
Step 2: From Teams, click on '**+ NEW TEAM**' on the right-hand side of the screen



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

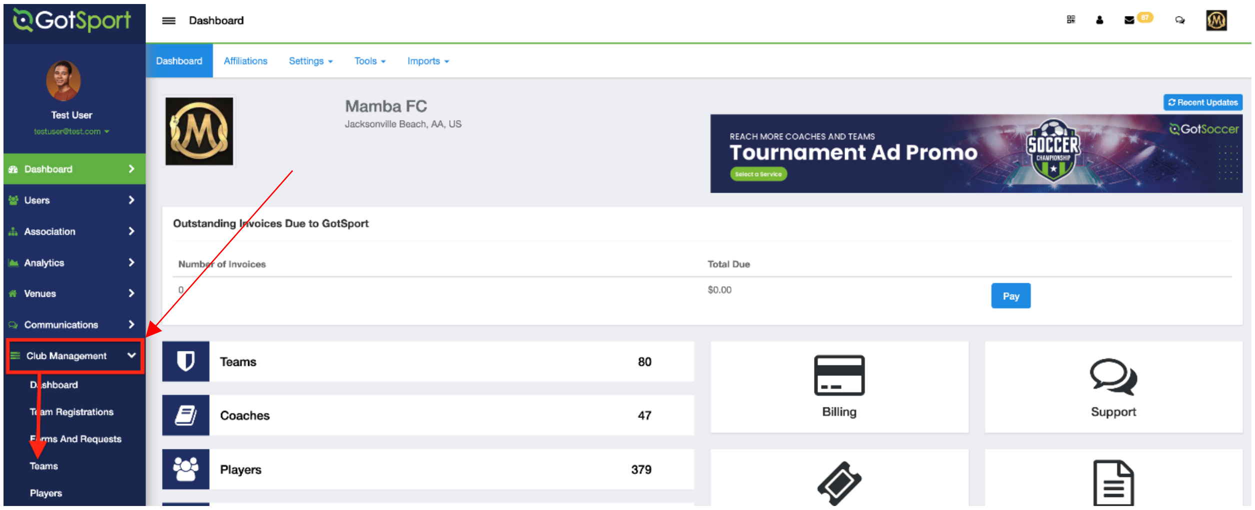
1. *Short Name - you can create this or if left blank the system adds this for you*
2. *Competitive Level - Florida Youth Soccer Association and Competitive or Recreational*
3. *Gender - Coed should only be used for Recreational teams*
4. *Age Group*
5. *Country (USA or Canada)*
6. *Team Association (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

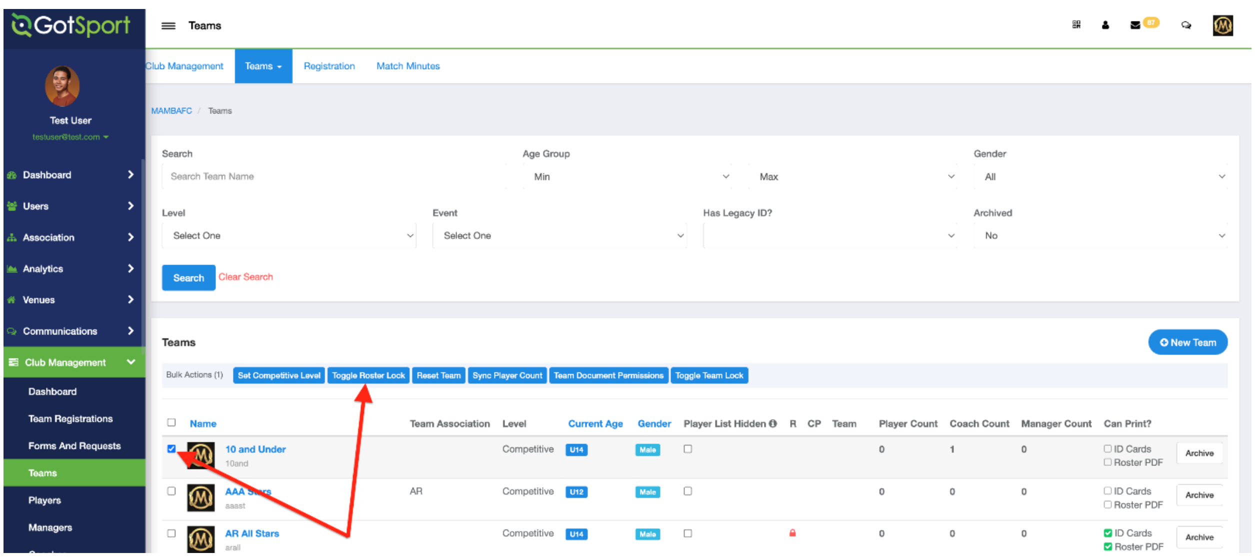


LOCK A TEAM ROSTER

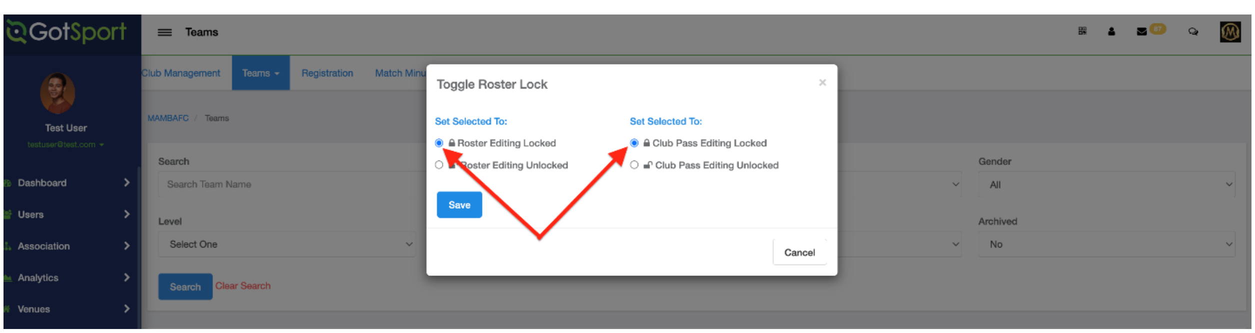
Step 1: From the **Club Dashboard**, click on '**CLUB MANAGEMENT**' then select '**TEAMS**'



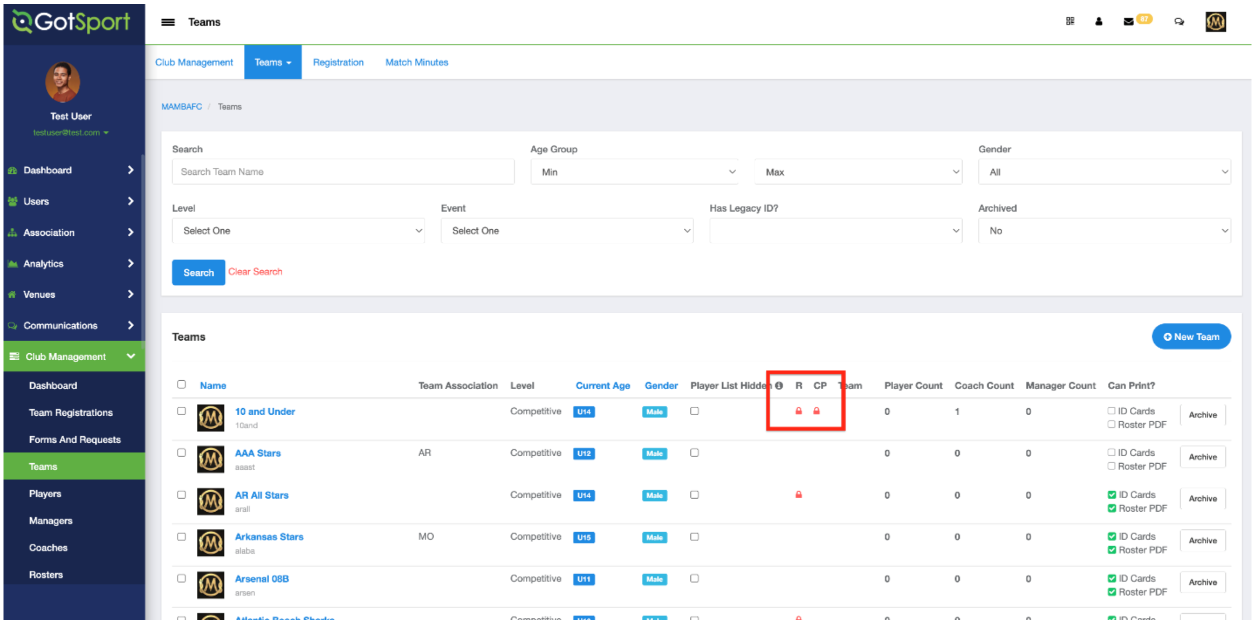
Step 2: For any/all teams that need to be locked/unlocked, click on the **CHECK BOX** next to the team name and then click on '**TOGGLE ROSTER LOCK**'



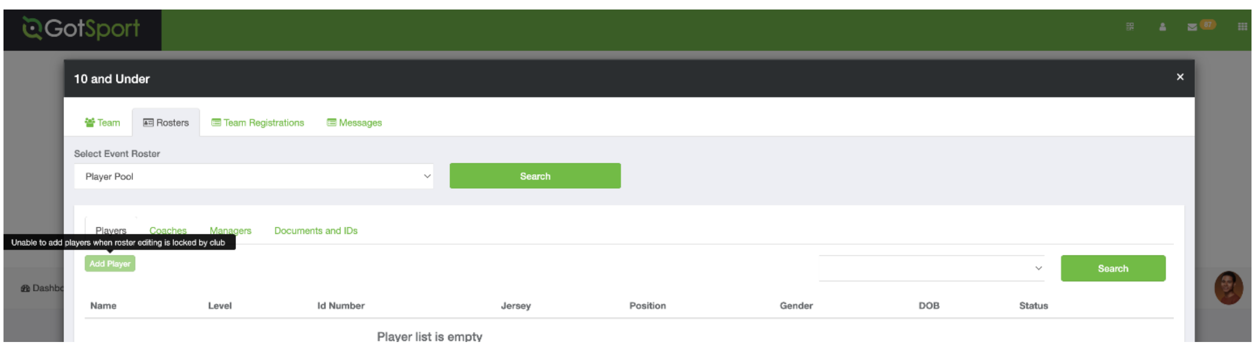
Step 3: You will now have the option to lock/unlock the roster for either/both Primary and Club Pass players for the team(s) then when the settings have been selected click '**SAVE**'



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



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



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

ADDING A PLAYER

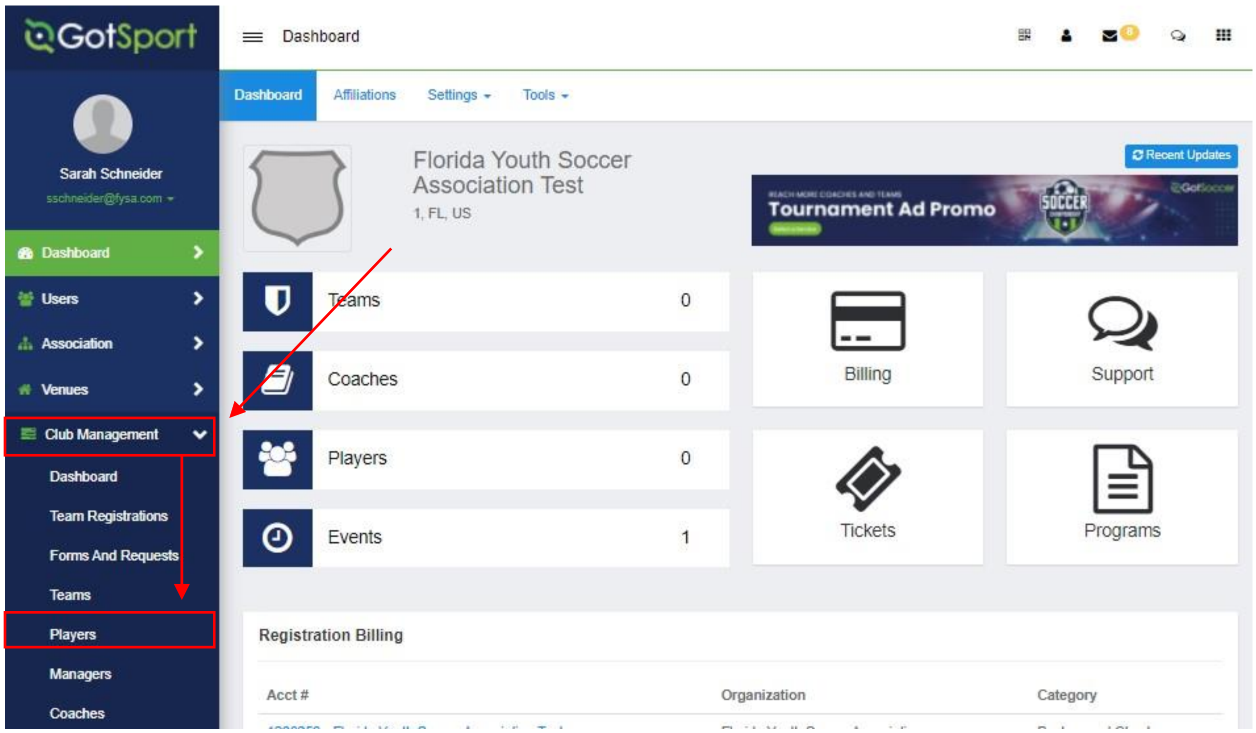
In this section we will review the TWO ways to add players onto your teams.

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

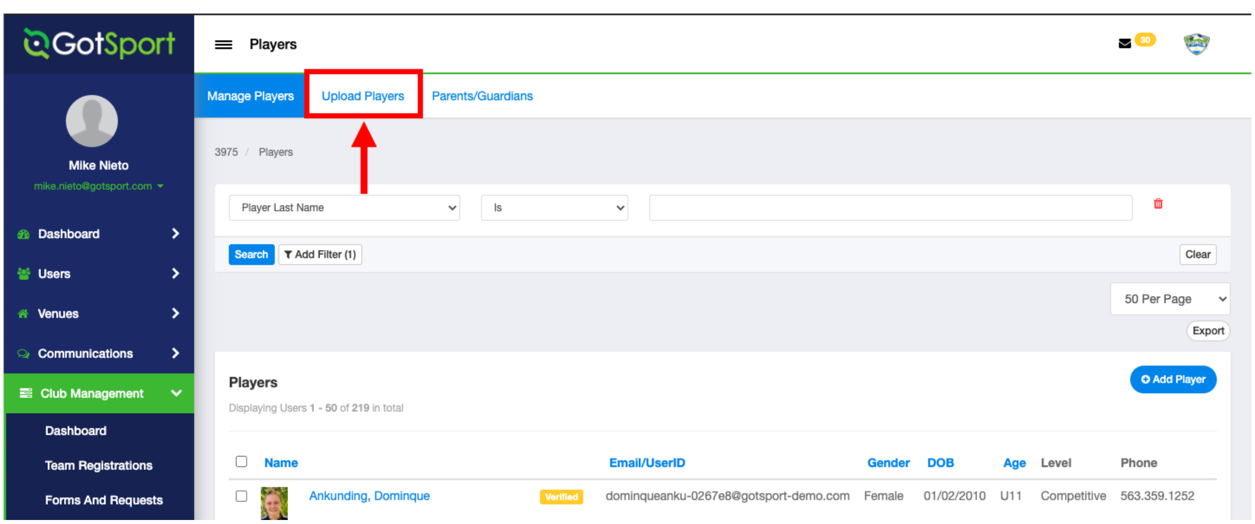
REMINDER: Very important- A player is registered by their legal name as it appears on the birth certificate or passport. Nicknames or Middle names are not their legal name.

ADD BY UPLOADING PLAYERS

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



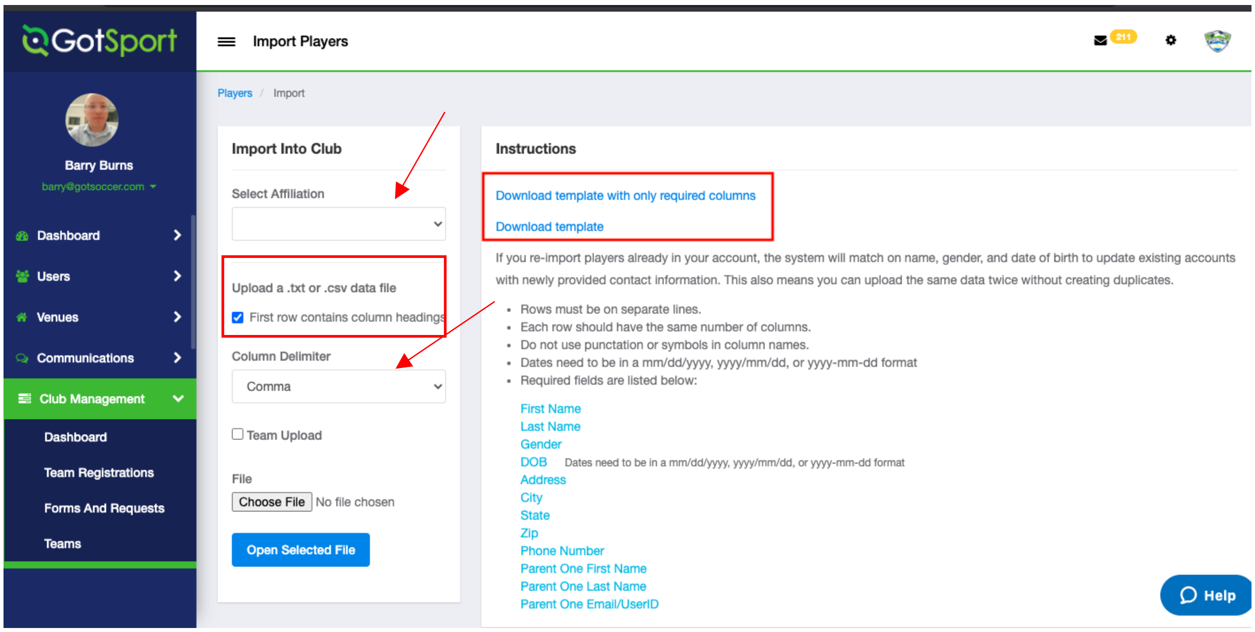
Step 2: From the top menu ribbon select '**UPLOAD PLAYERS**'



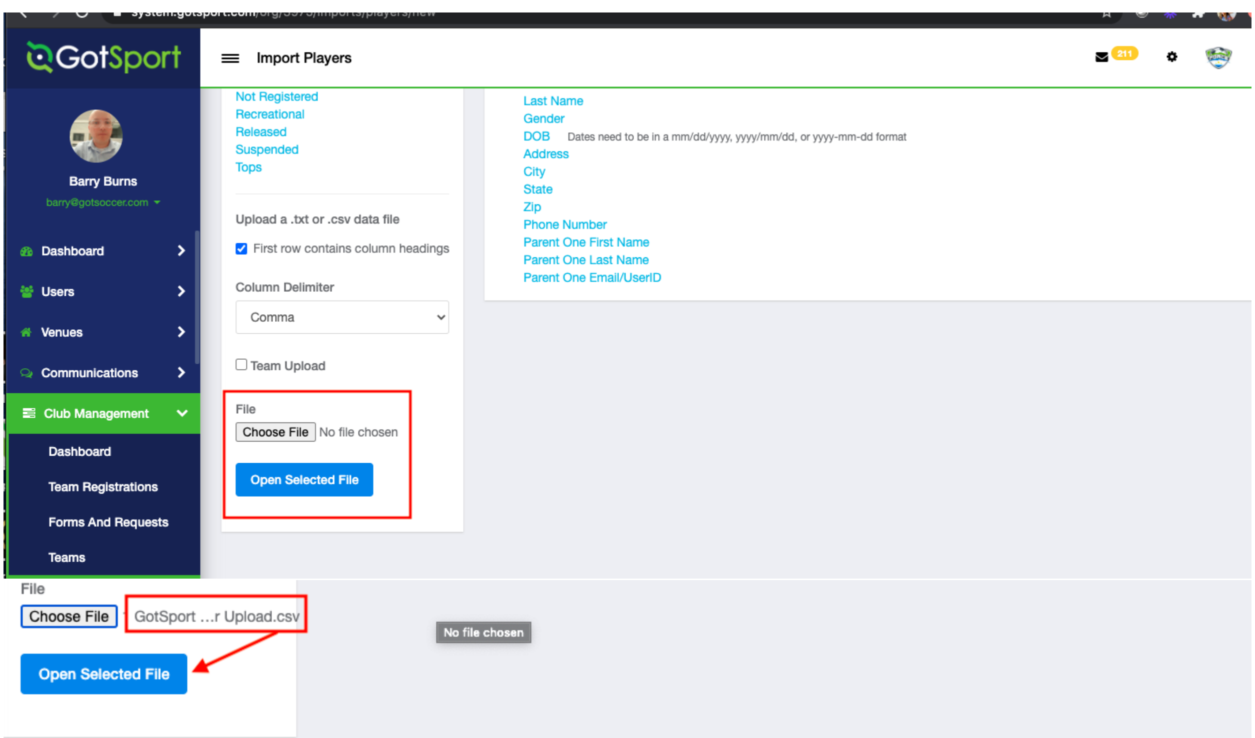
Step 3A: Select Affiliation as '**USYS Affiliation**', check the box for '**FIRST ROW**' contains column headers, and select '**COMMA**' in the Column Delimiter drop-down option

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.

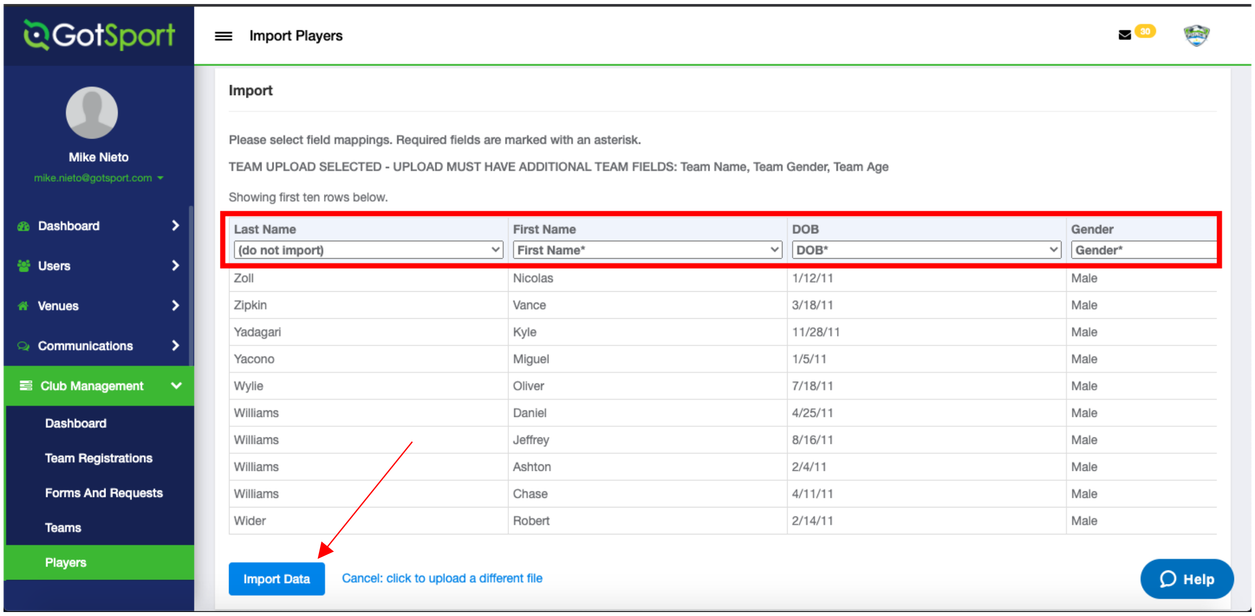


Step 4: Once the player file is complete and saved in .csv format, click '**UPLOAD FILE**' choose your player information file, then click '**OPEN SELECTED FILE**'



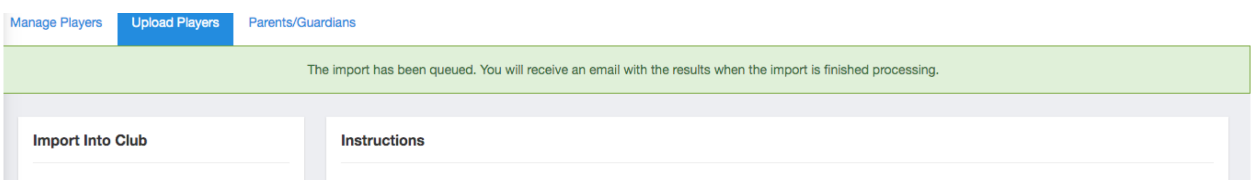
Step 5: Once the file has been opened in GotSport you will need to match up the Column Headers from your Player Information File to the matching column titles and click ‘**IMPORT DATA**’.

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



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.



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:***

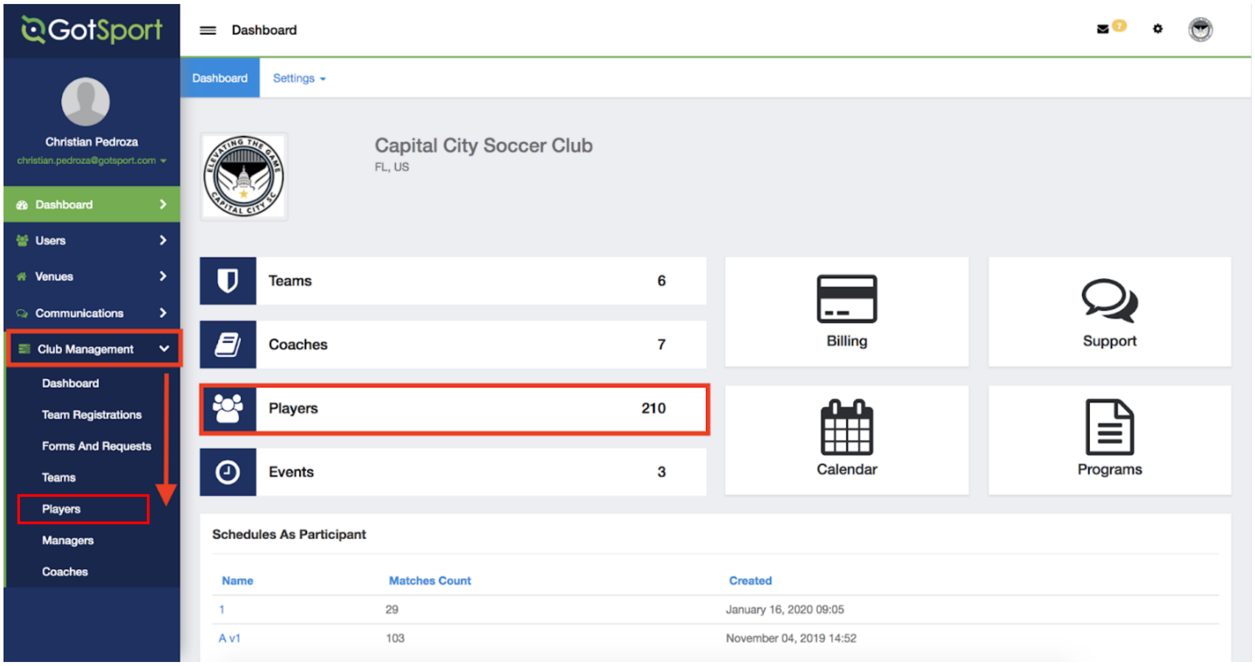
Competitive	***Released***
Inactive	***Suspended***
Not Registered	***TOPSoccer***
Recreational	

ADD BY INDIVIDUAL PLAYER

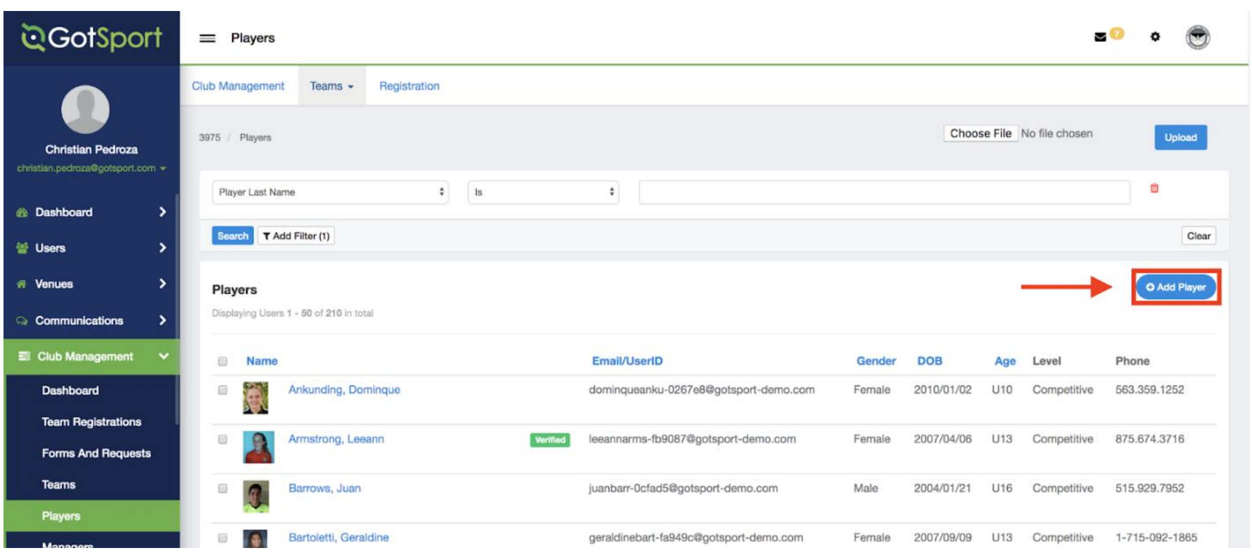
The secondary way to add players is by an individual add. We would only recommend this if you are adding a single player and the player already has a GotSport account. Otherwise, we strongly advise to use the upload process for efficiency.

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.

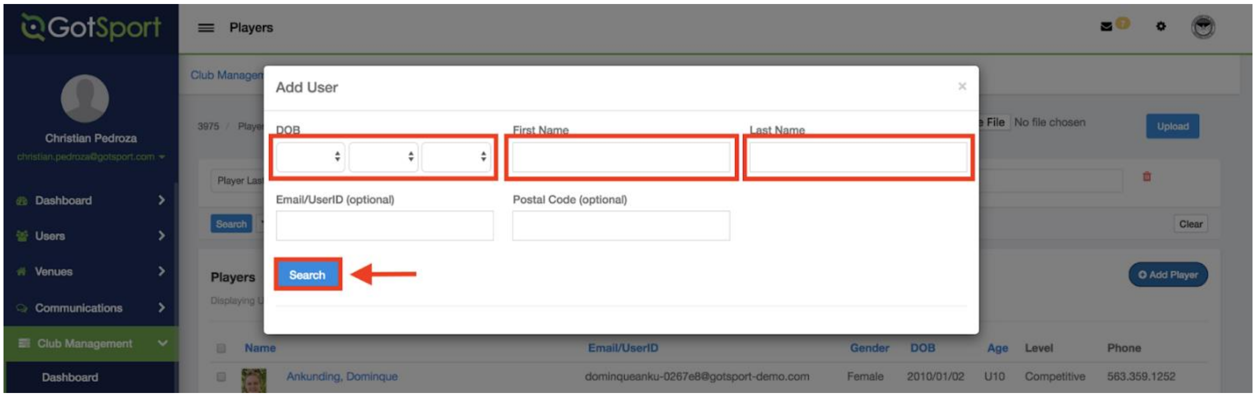
Step 1: From the **Dashboard** select '**PLAYERS**' OR select '**CLUB MANAGEMENT**' then '**PLAYERS**'



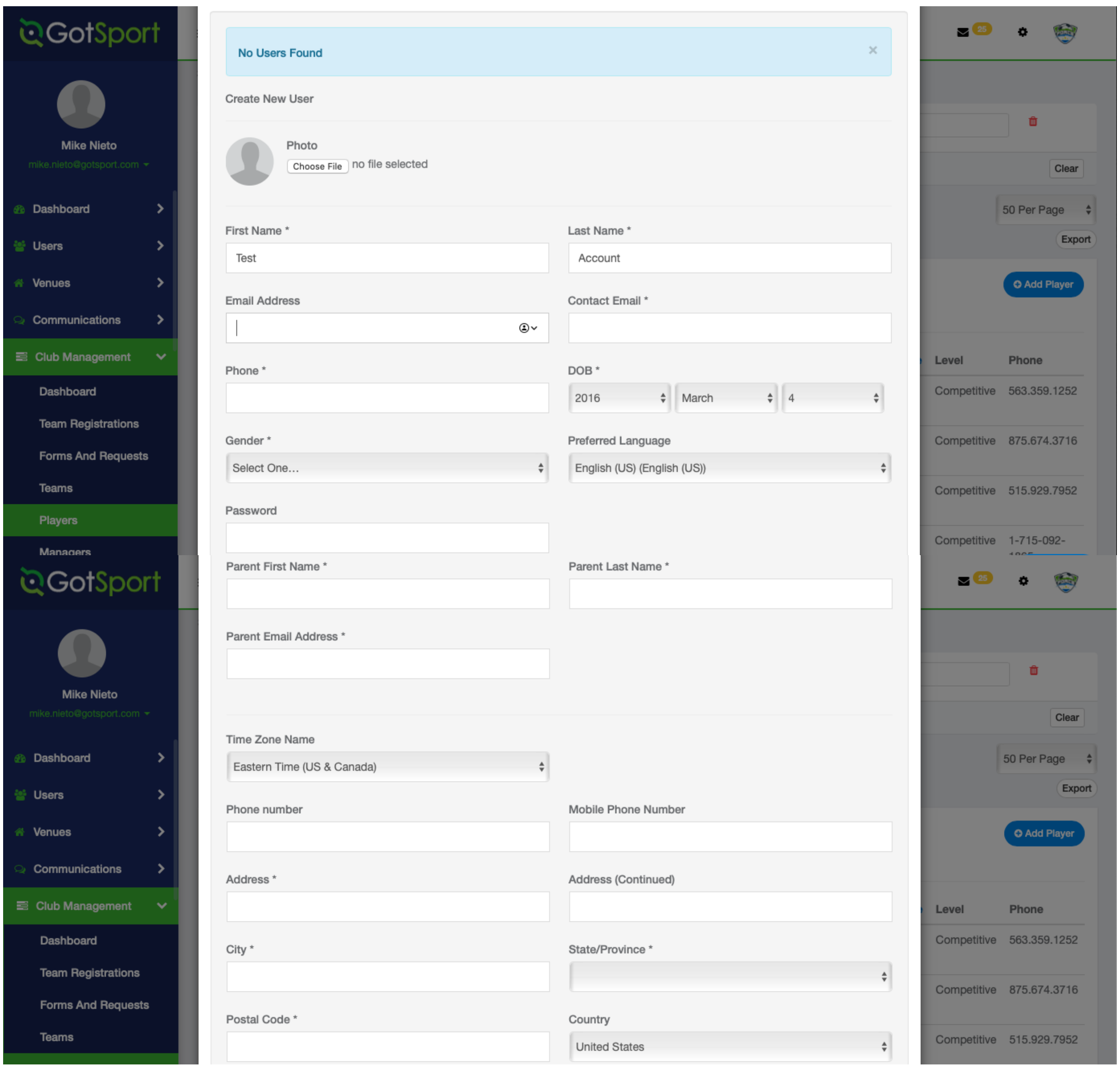
Step 2: On the Players page, click '**ADD PLAYER**' to create a new player account



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.

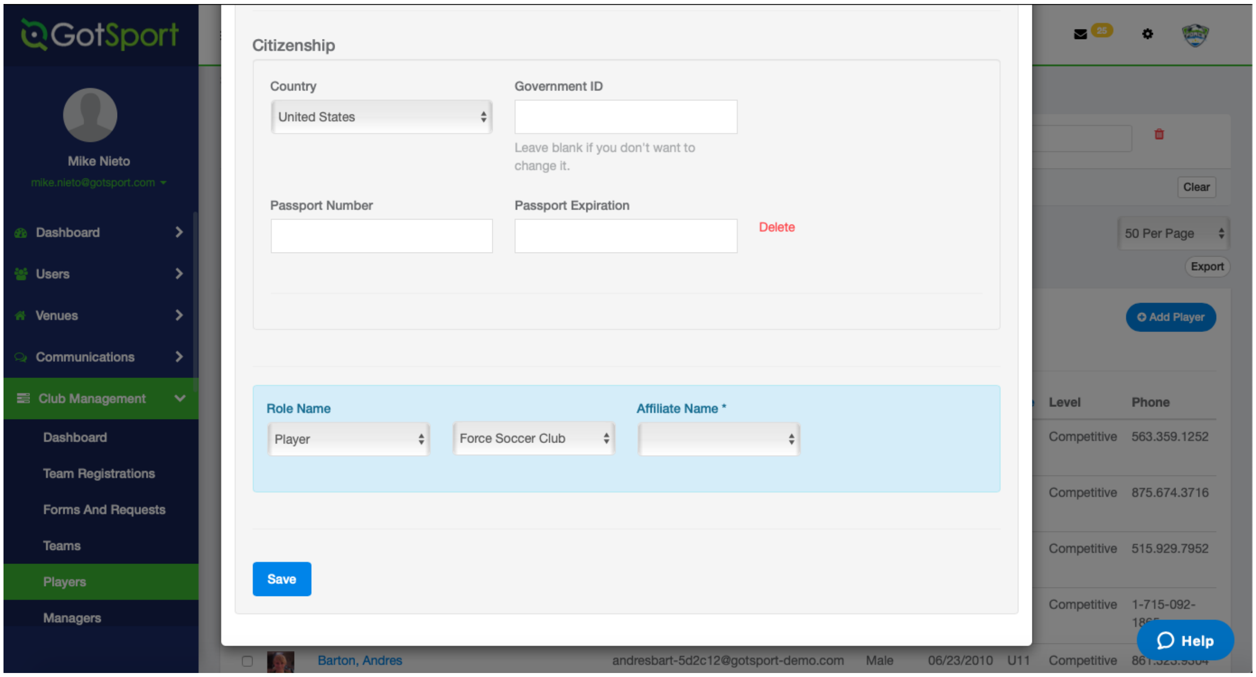


Step 4: If there are no matching player account found, you will then finish inputting the player's general information and click '**SAVE**' to create the new player user account.

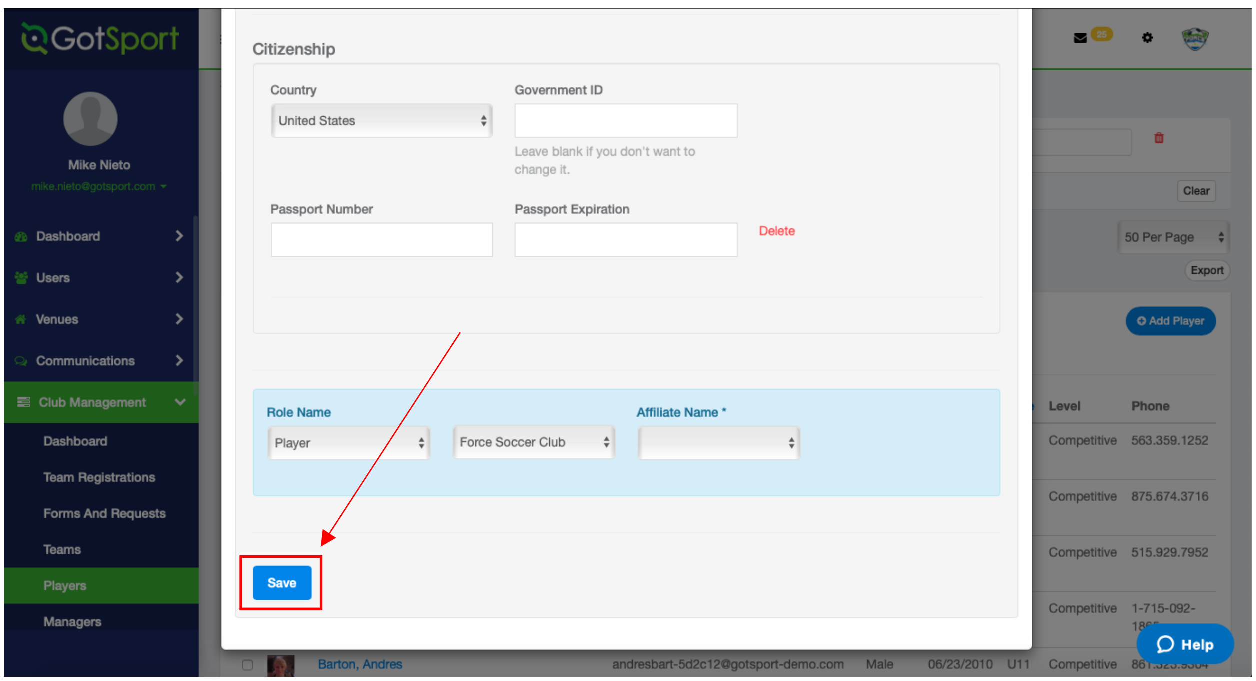


Note: From this page you also can add the Affiliate Name to the Player's account which is

vital to add them to Event Rosters



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

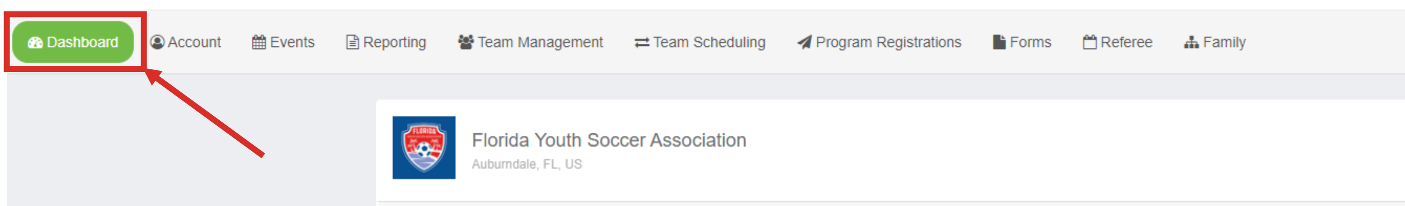


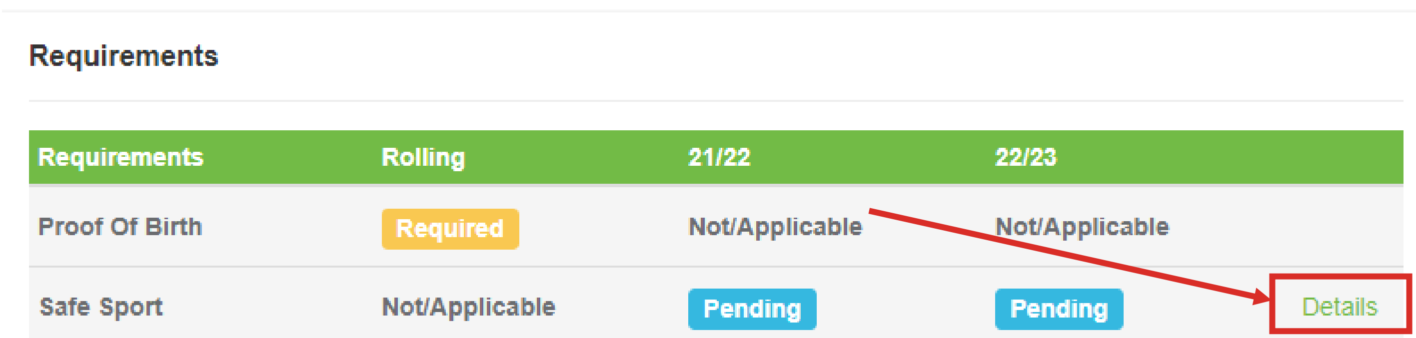
SAFESPORT FOR 18+ PLAYERS (INCLUDES PLAYERS TURNING 18 YRS OLD BETWEEN 06/01/22- 07/31/23)

- **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.

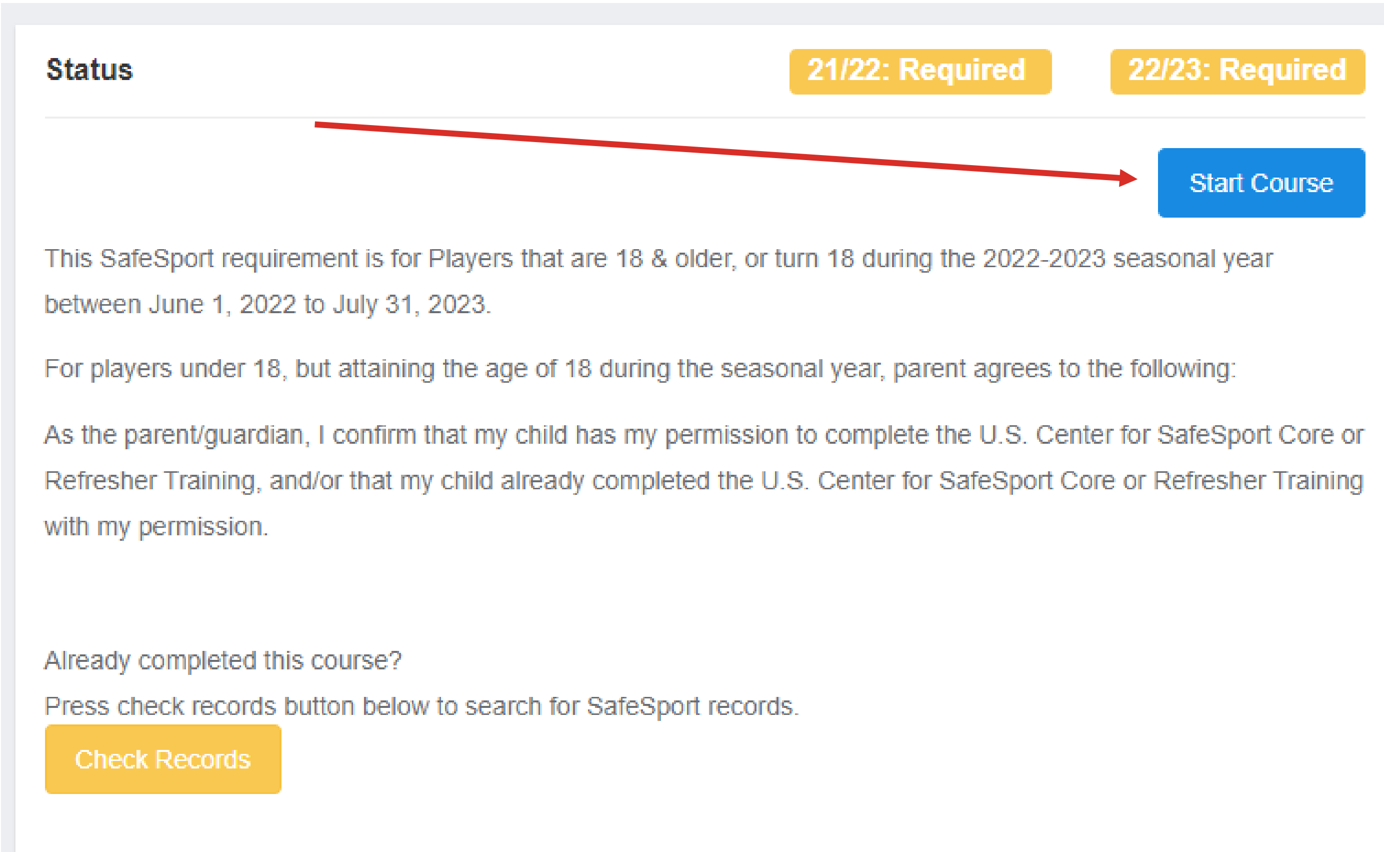
Step 1: The Player will log into their GotSport Account (if they need assistance click here) at https://system.gotsport.com/

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





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*



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

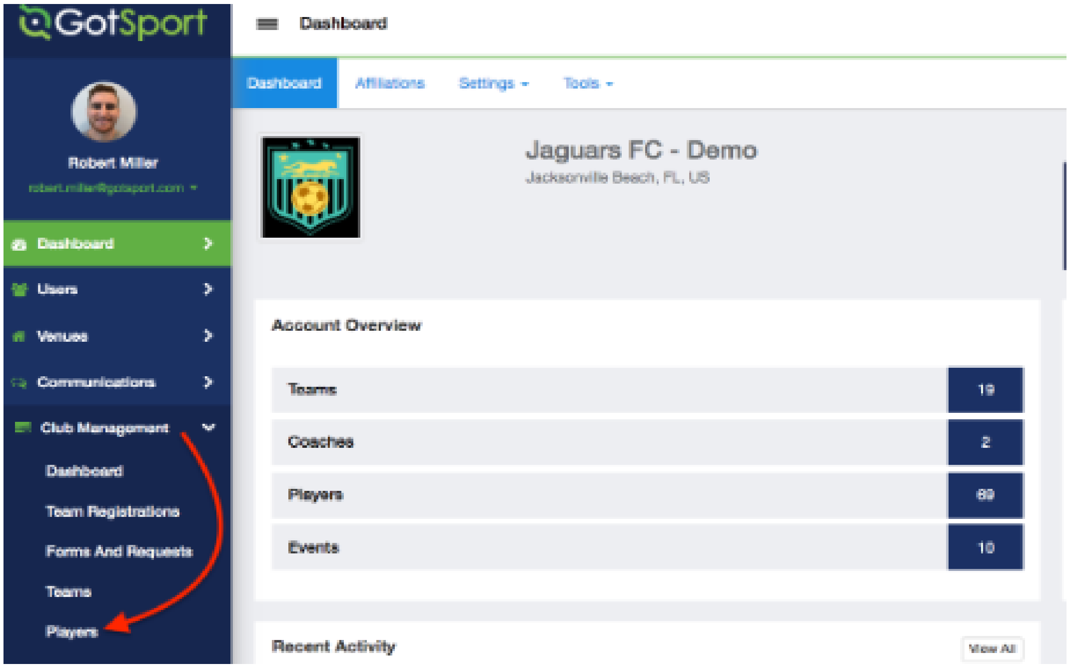
Step 5: Now that you have logged into SafeSport, enroll & complete the SafeSport Trained 90-min Course

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).

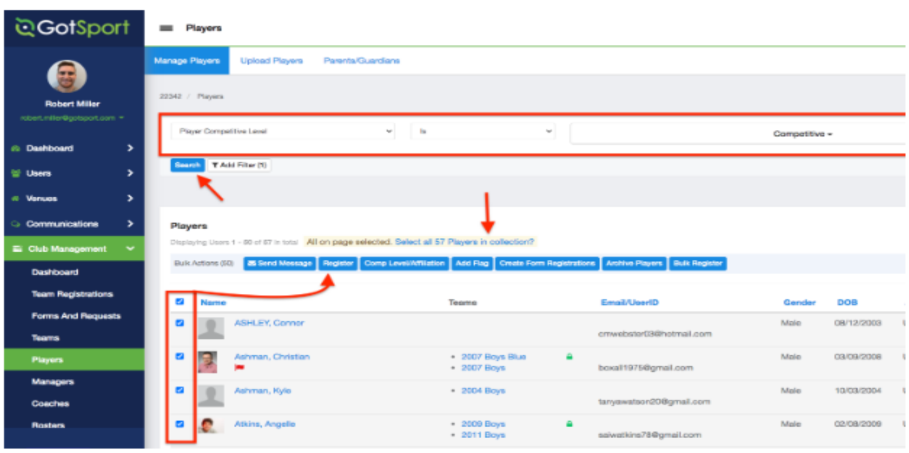
This step will be required before you can add any player to a team under the roster builder. Ensure that you repeat this process throughout the seasonal year each ti_me a new member is registered for any program within your club.

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

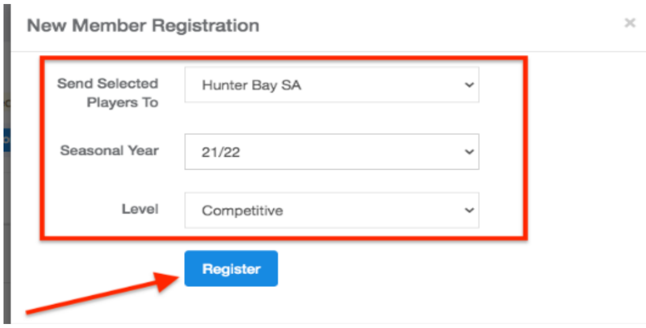


You can use the filters feature to find the players in which you want to register. Select the checkboxes next to the players you want to submit, then click the "Register" button.

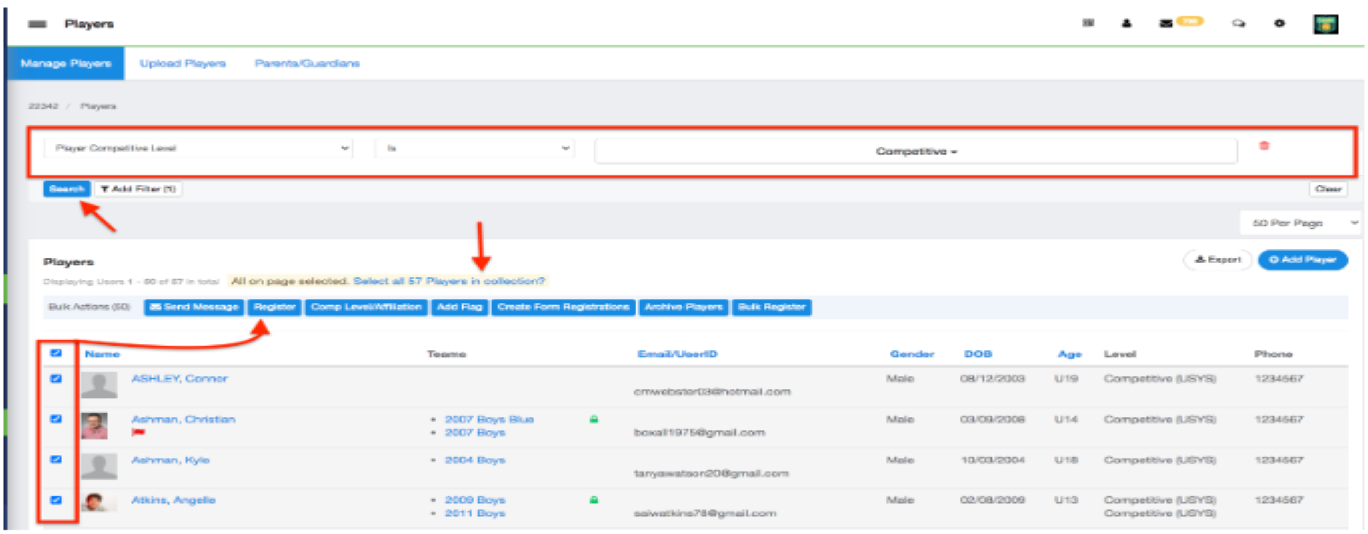
Note: you can select the box at the very top to Select All. Once you select all, you have the option to select all of the Users in the selection. If you only select the top checkbox, it will only pull the number of Users in the list on the current page (noted by the number in parentheses next to Bulk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

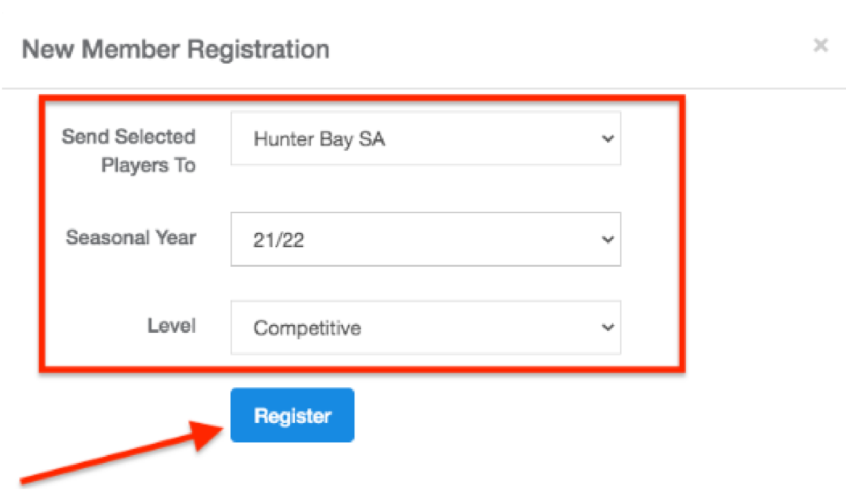


Step 2: Once you click REGISTER, a new box will open - select the correct seasonal year, and the appropriate Competitive Level based off of who you searched for. In this example, Division 4 . Once complete you will click REGISTER and your Member Registrations will be sent in for processing.



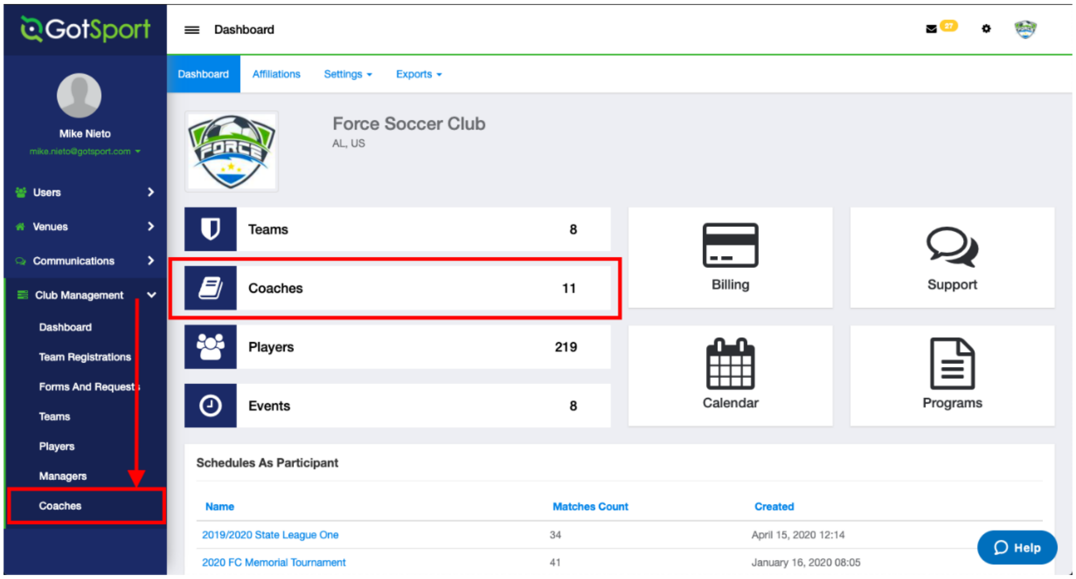
Step 3: You will follow this same process for your remaining applicable Competitive Levels. You can go back through your Competitive Levels, search by the applicable level, and register those players based off of their appropriate Competitive Level



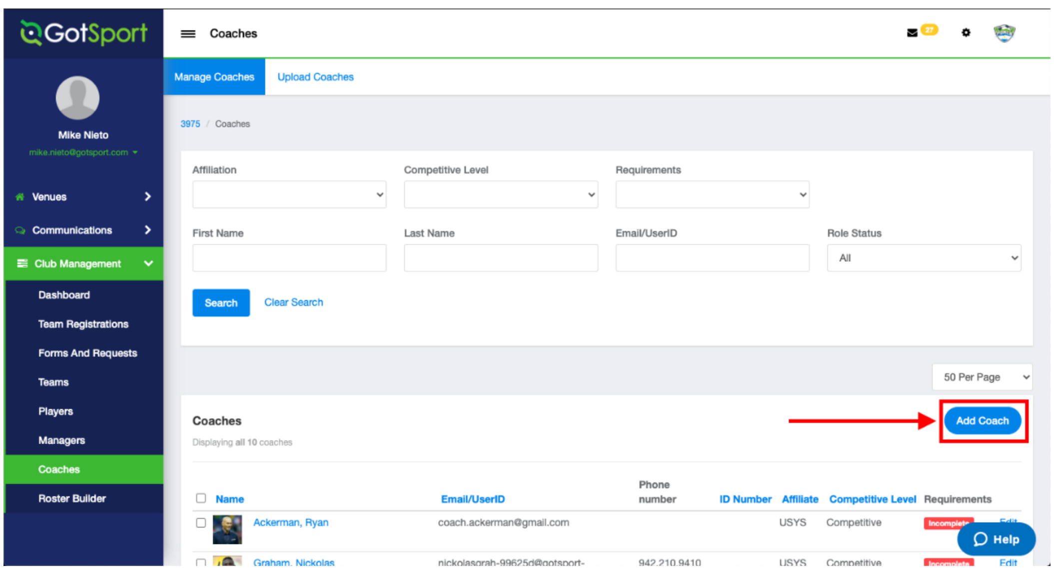


CREATING A COACH OR MANAGER IN THE CLUB

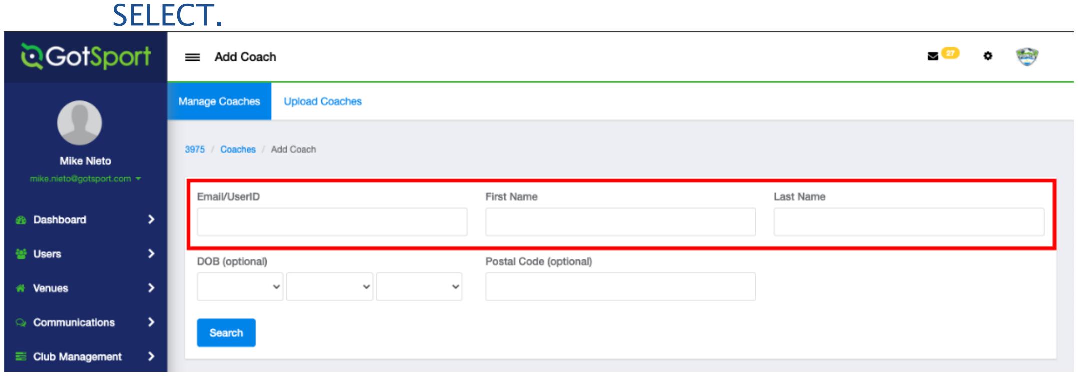
Step 1: From the Dashboard page, click on COACHES tab of the center menu or click the CLUB MANAGEMENT drop down and select COACHES from the drop down list.



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

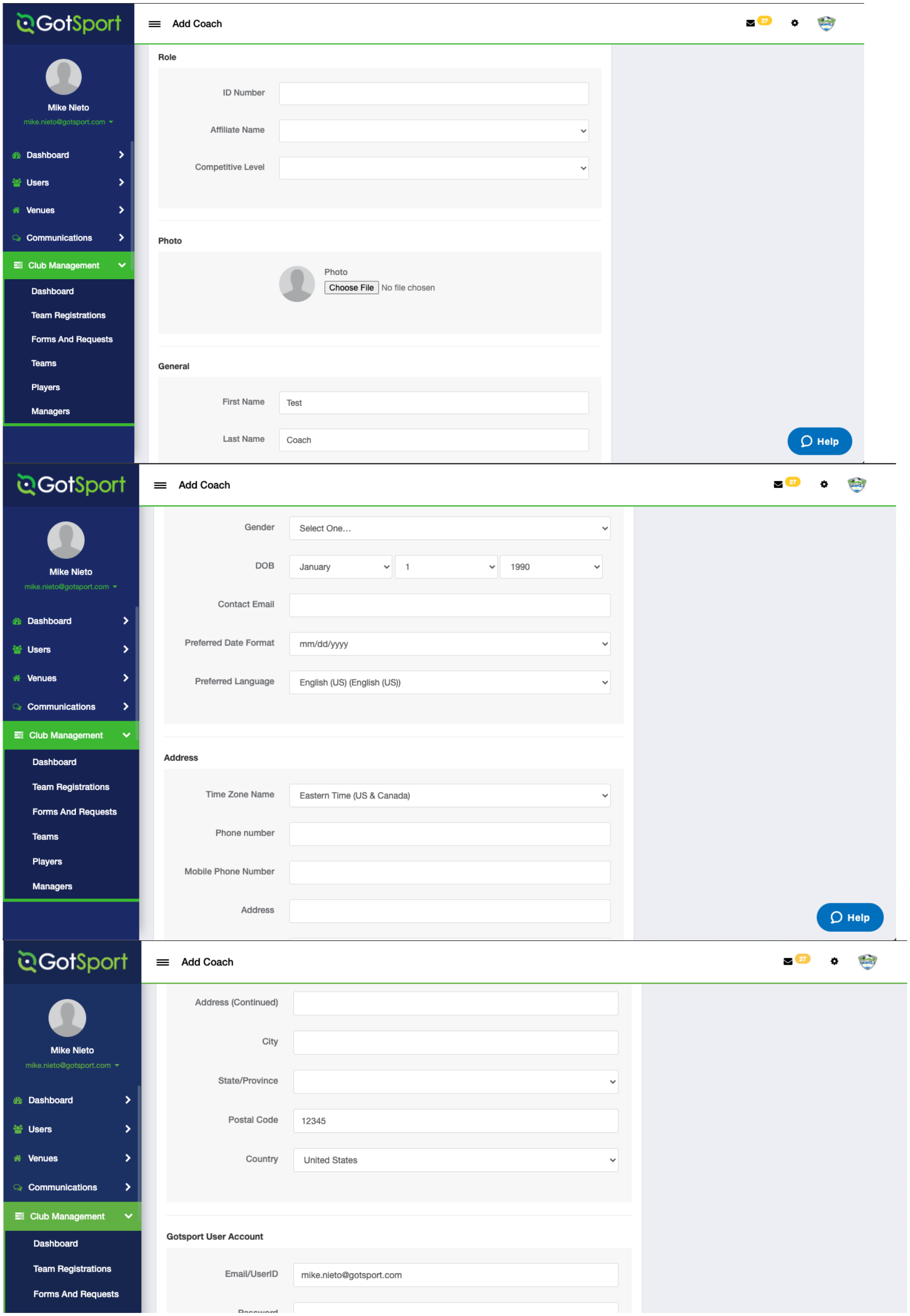


Step 3: Enter the Coach's Email/ UserID, First Name, and Last Name Dand select SEARCH. This will search the system to alert you if a matching coach already exists. If they show up, click SELECT.

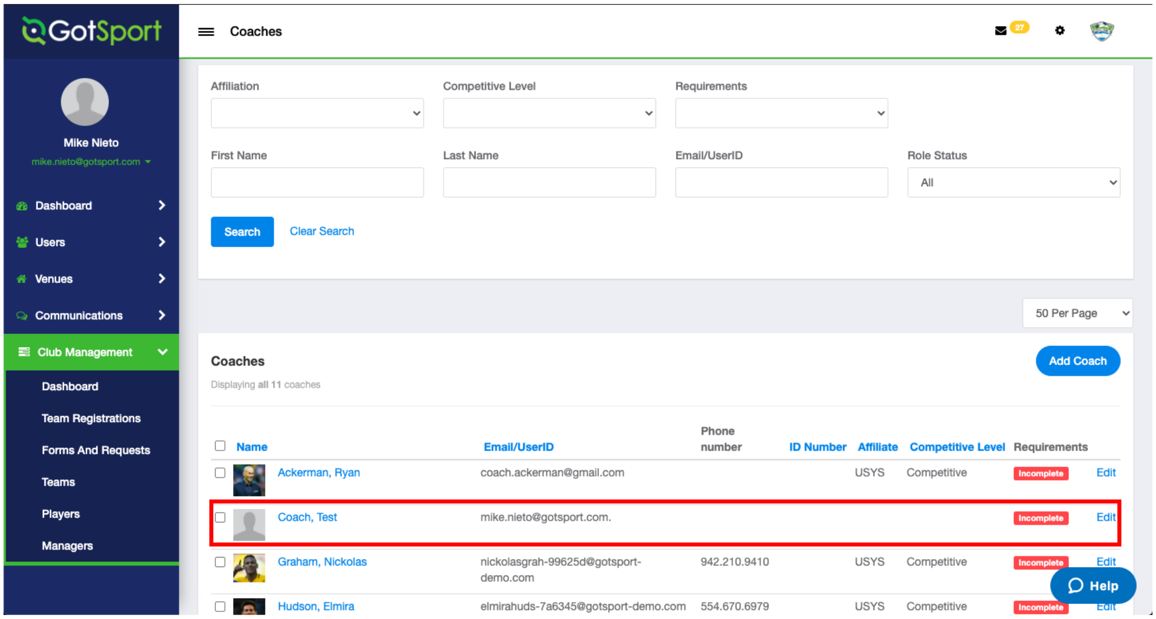


Step 4: If there is not a Coach with matching information for those three data fields, you will be prompted to enter the information to create a new user.

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.



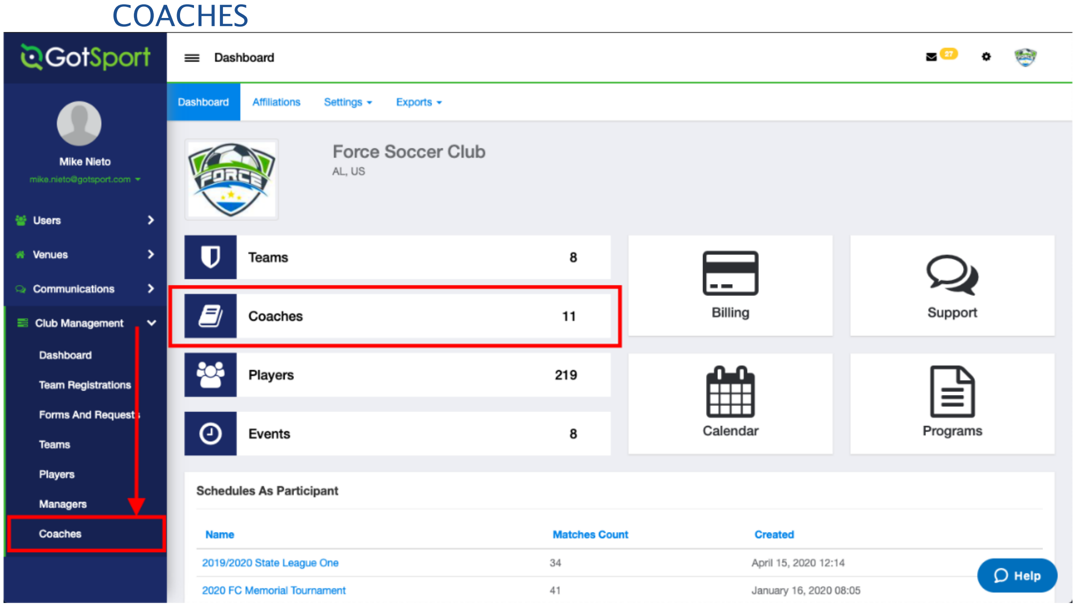
Step 5: Once you have entered all the information, click SAVE. The coach will now appear under the Coach overview page.



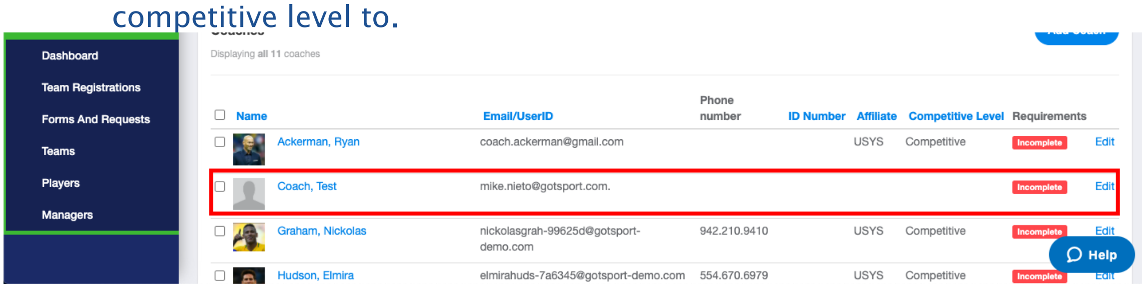
Note: If you need to add the Affiliate and/or Competitive Level to an Individual Coach account, click on their name to go to their Profile and click Edit

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

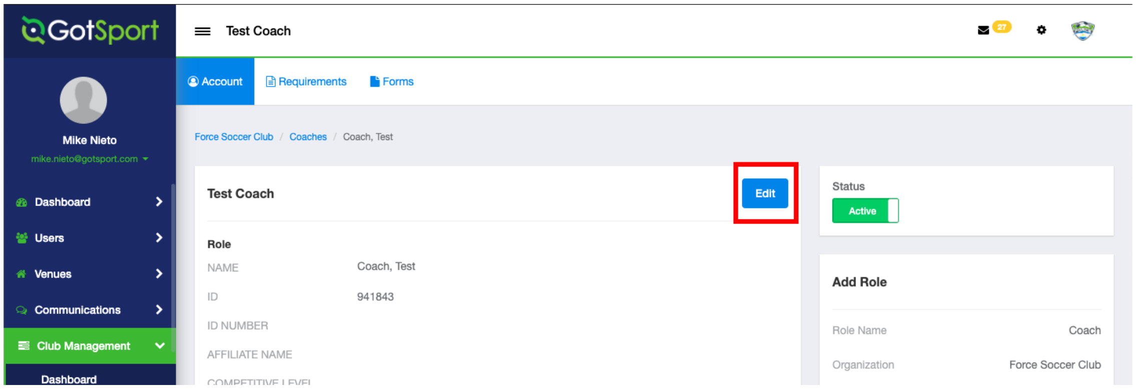
Step 1: From the DASHBOARD select CLUB MANAGEMENT from the left-hand menu, then click COACHES



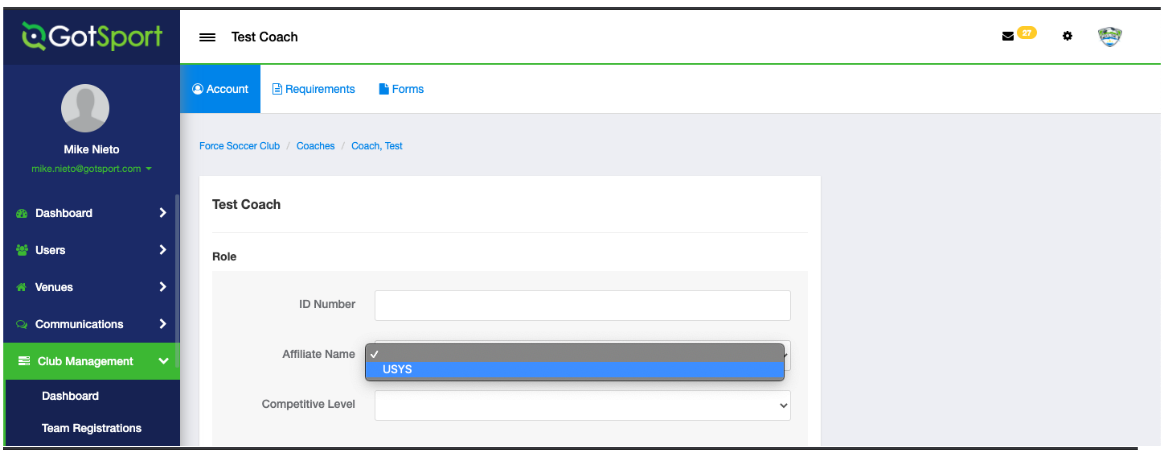
Step 2: From the coach list click the name of the coach who you want to add an affiliation or competitive level to.

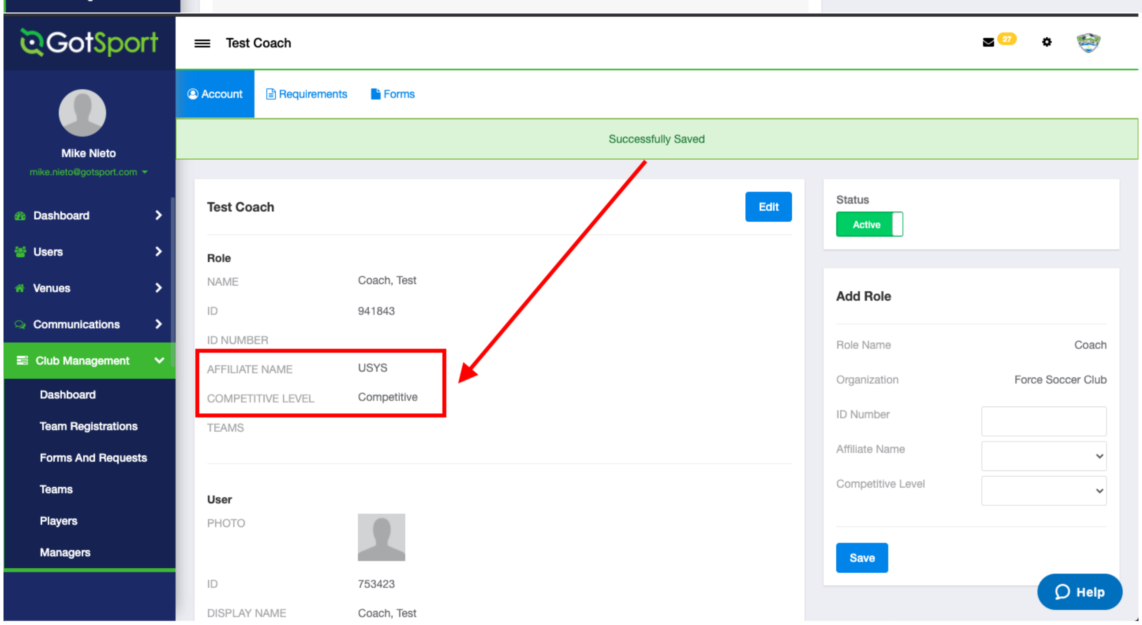


Step 3: On the coach's profile click EDIT



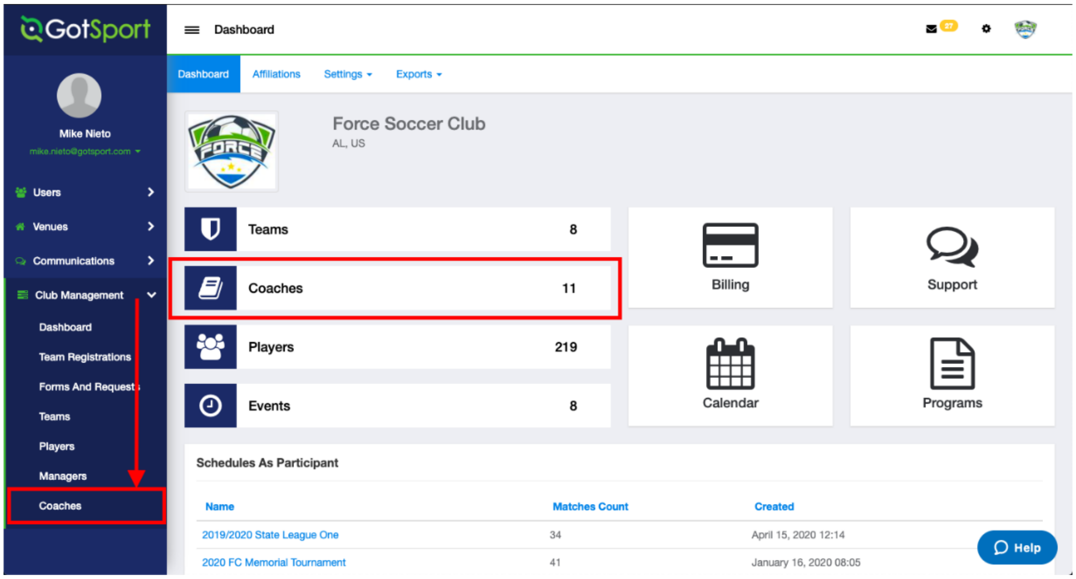
Step 4: From the Edit page, you select the Affiliate Name and/or Competitive Level for. Be sure to hit SAVE at the bottom once when you've completed making the changes.



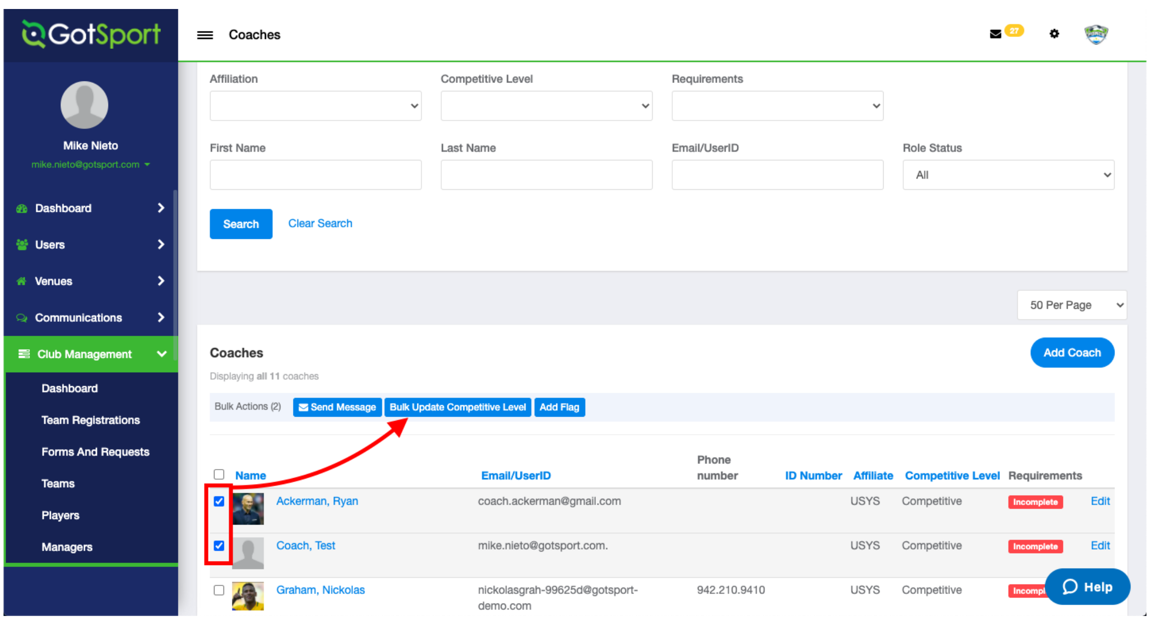


ADDING COACHES COMPETITIVE LEVELS IN BULK

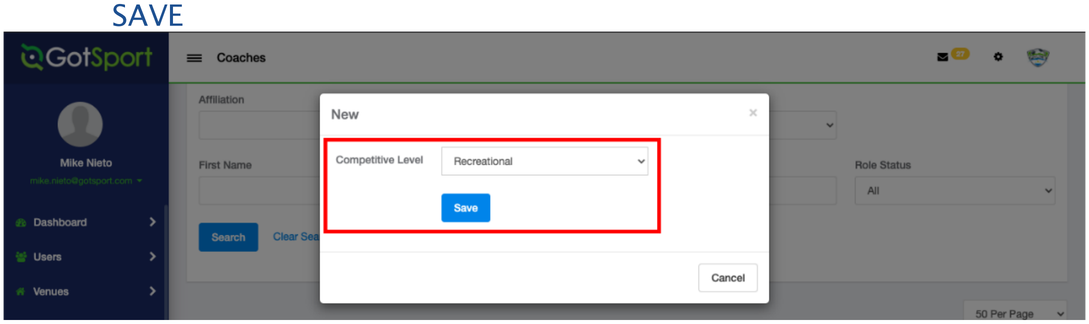
Step 1: From the DASHBOARD select CLUB MANAGEMENT from the left-hand menu, then click COACHES



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



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



RISK MANAGEMENT

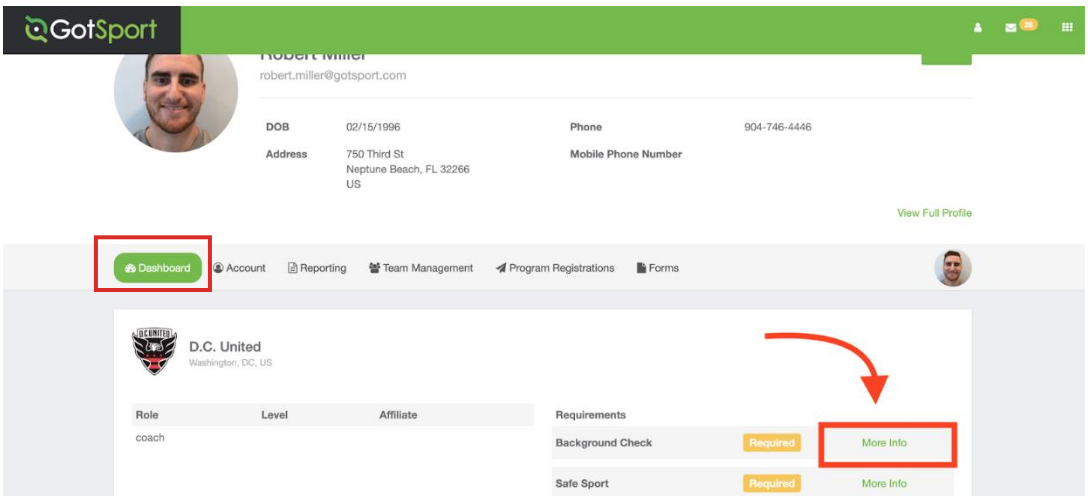
Coaches and Managers are required to complete the following requirements to be carded or rostered with FYSA. It is also required that a recent coach picture is added to the profile.

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

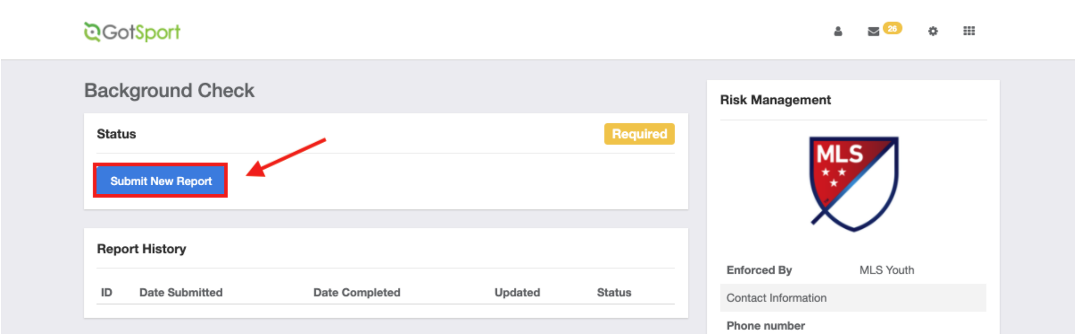
BACKGROUND CHECK

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

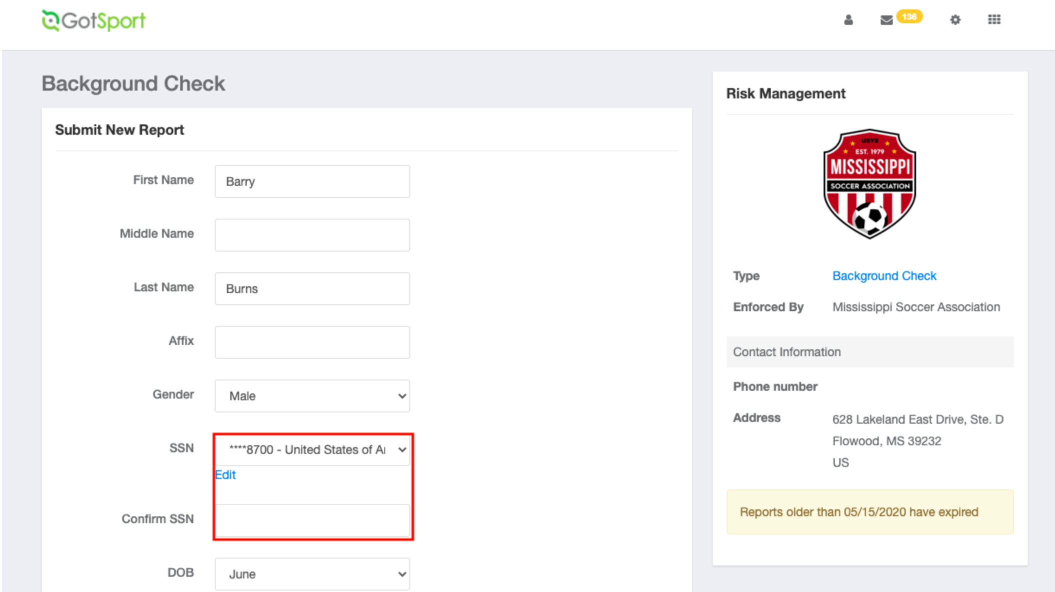
Step 2: Once you've logged in select DASHBOARD from your ribbon menu. All User Risk Management requirements should now be listed. Click MORE INFO to the right of BACKGROUND CHECK to continue

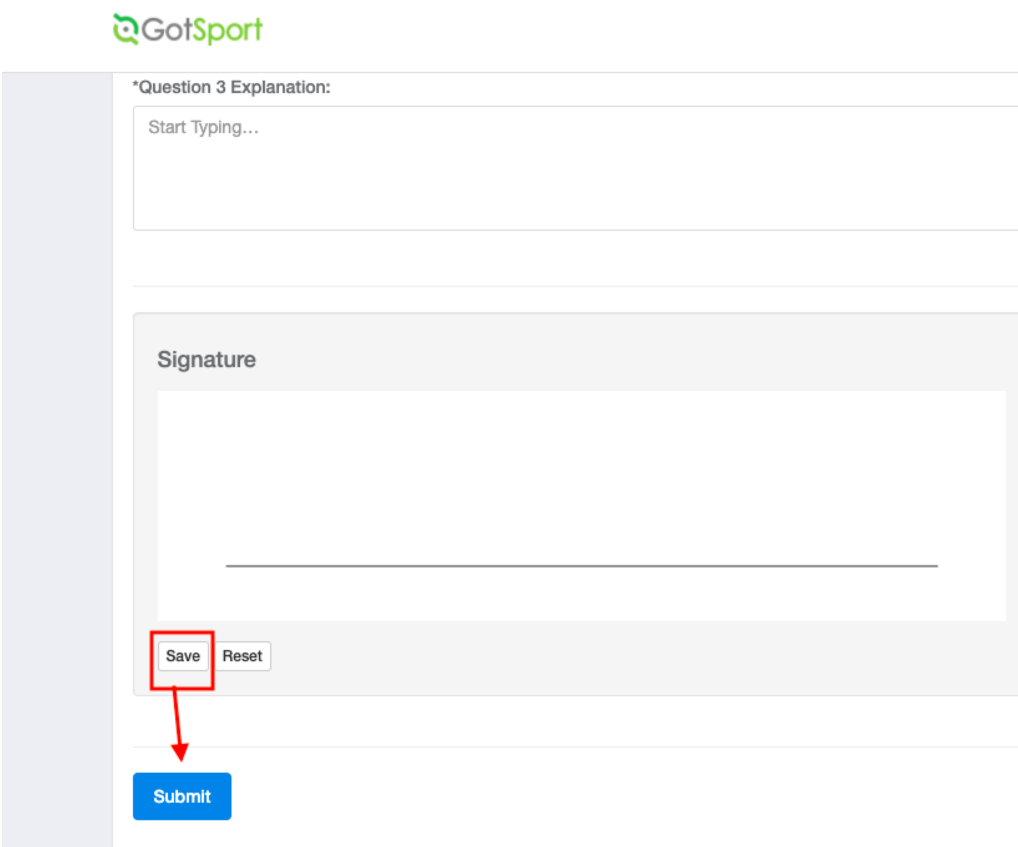


Step 3: Click SUBMIT NEW REPORT



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.



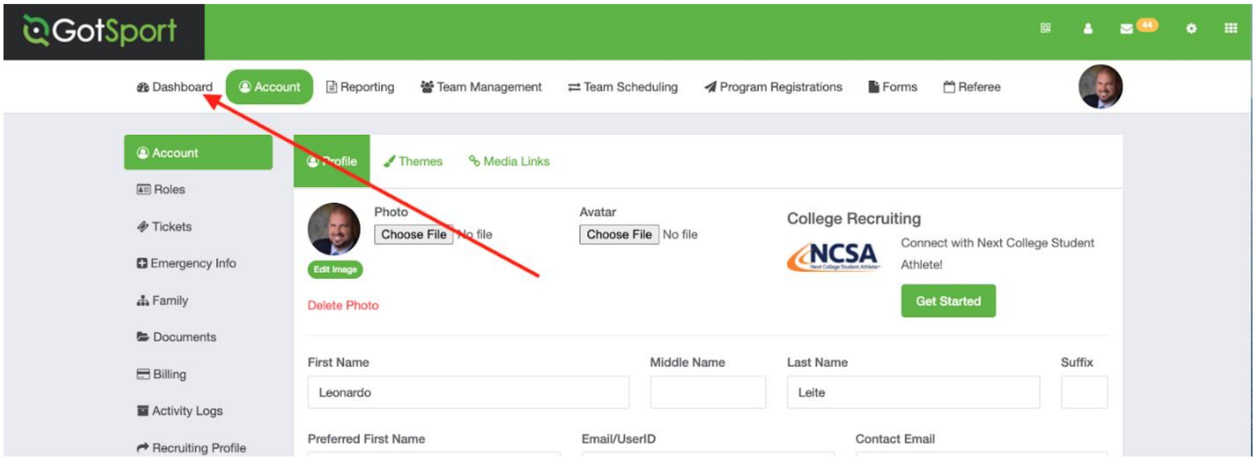


Note: If a coach is imported from club A to club B during the season, his/her Background check with transfer with the coach as long as you use the same credentials as the original club.

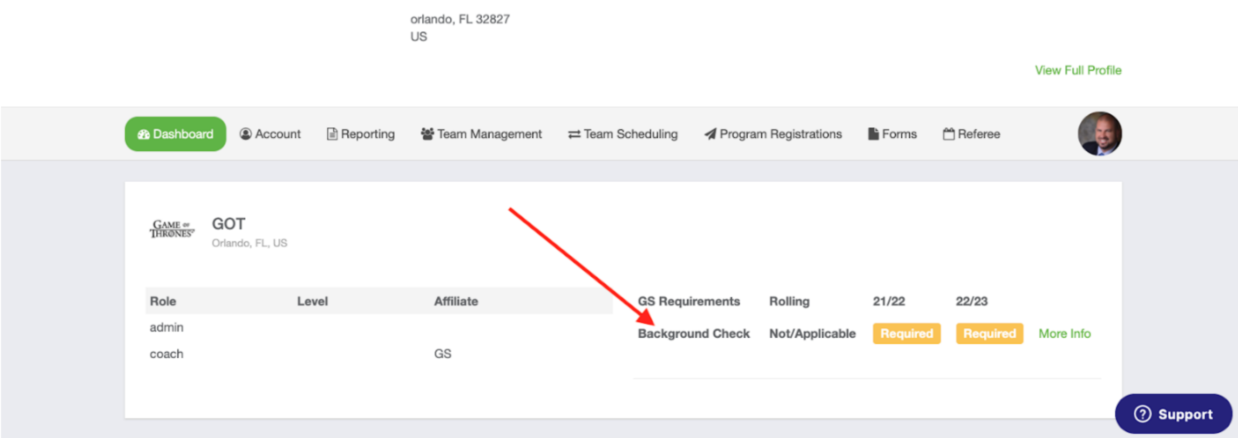
ACCESSING YOUR RISK MANAGEMENT CARD

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:

Florida Youth Soccer Association

Risk Management Program

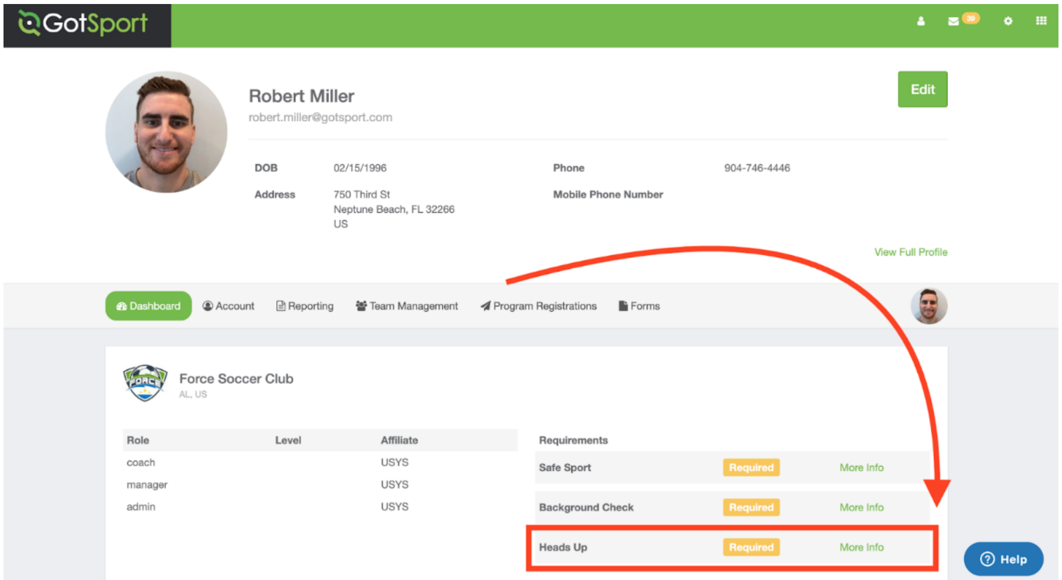
US YOUTH SOCCER

RM NUMBER:
NAME:
ADDRESS:
CITY, STATE, ZIP:
CLUB/LEAGUE:
STATUS: approved
SUBMITTED: 07/07/2021
EXPIRATION DATE: 07/31/2022

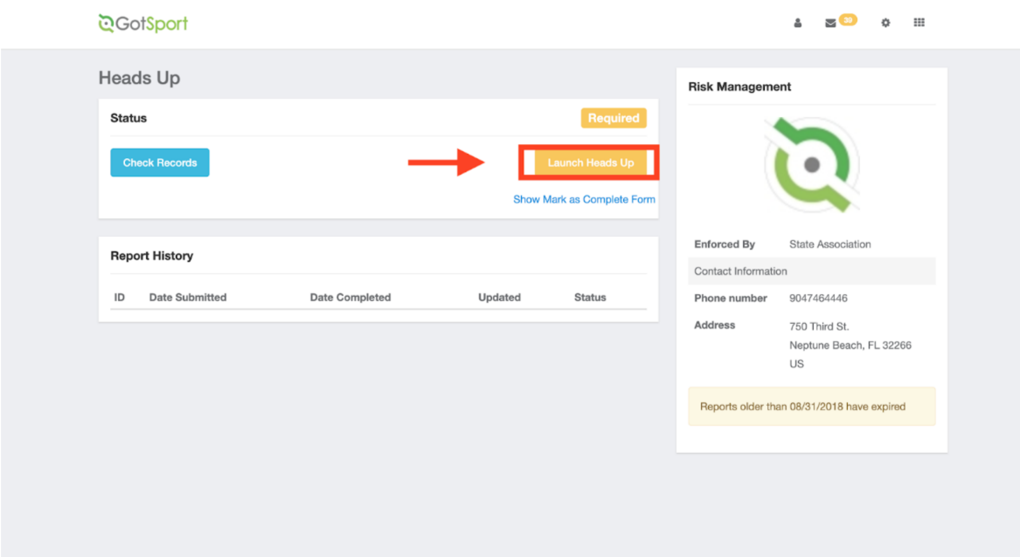
HEADS UP CONCUSSION PROTOCOL

Step 1: Log into your GotSport Account (if you need assistance click here) 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



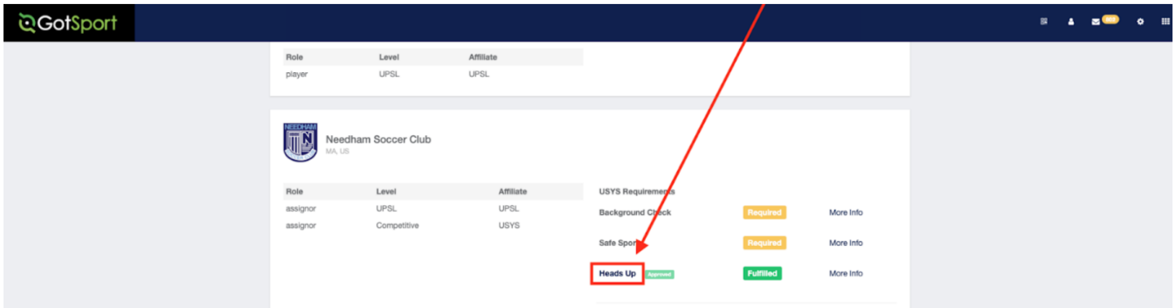
Step 3: Click LAUNCH HEADS UP to complete the course. Complete the training by watching the video and answering the questions. This video training takes approximately 30 minutes.



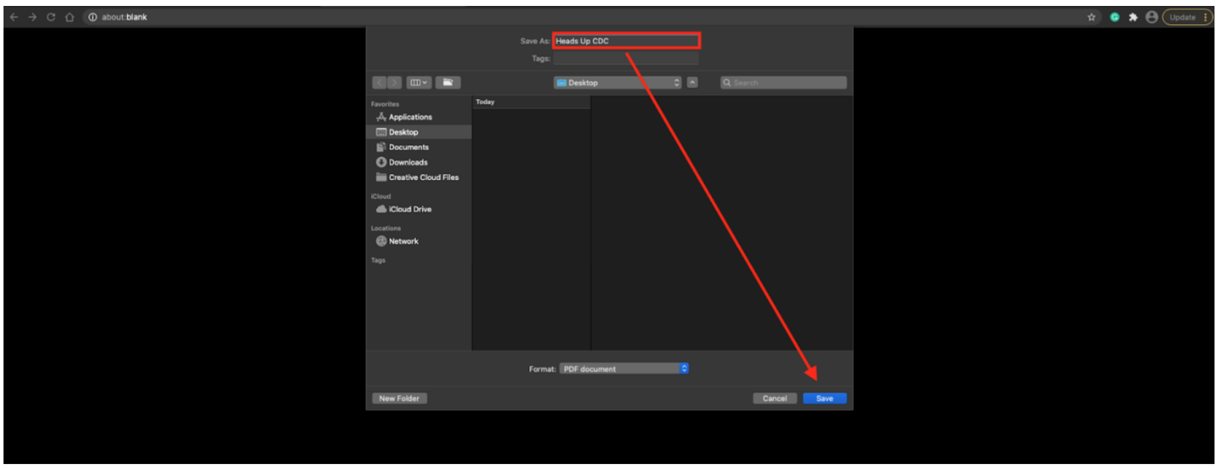
HOW TO PRINT YOUR CDC (HEADS UP) CERTIFICATE

Step 1: Once you have completed you're your Heads Up Concussion Protocol 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. 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.

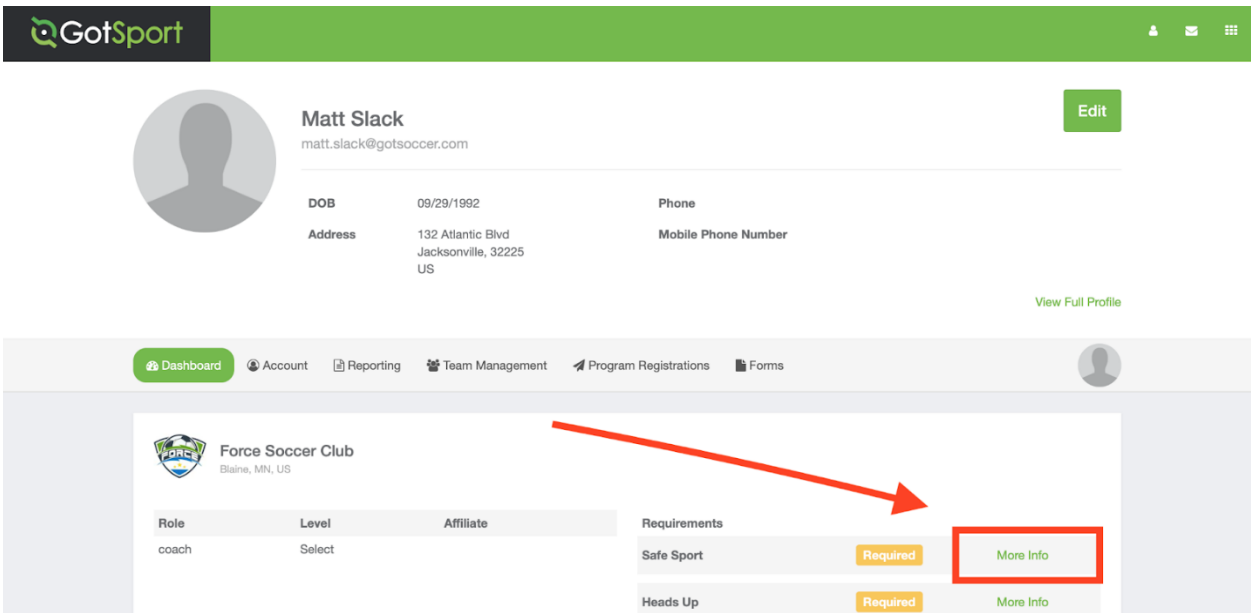
EXAMPLE:

SAFESPORT

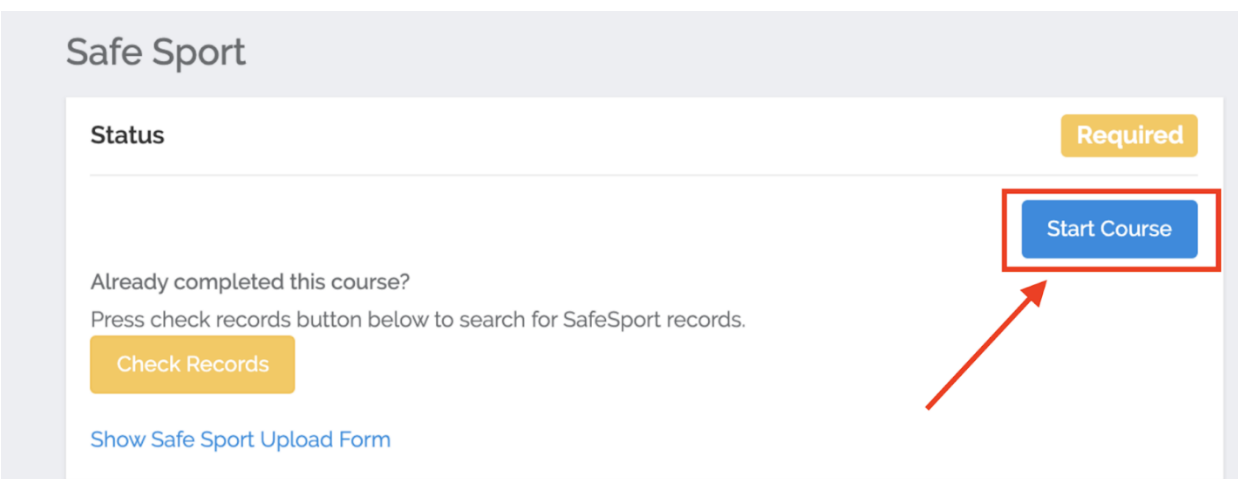
- **YES, you HAVE to complete it.**
  - ALL Coaches, Managers, Club staff/ admins, and players turning 18 and older during the seasonal year must complete this per Federal mandate by the Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017.
- To be eligible for the 2022-23 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



Step 3: Copy the access code and click START COURSE



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

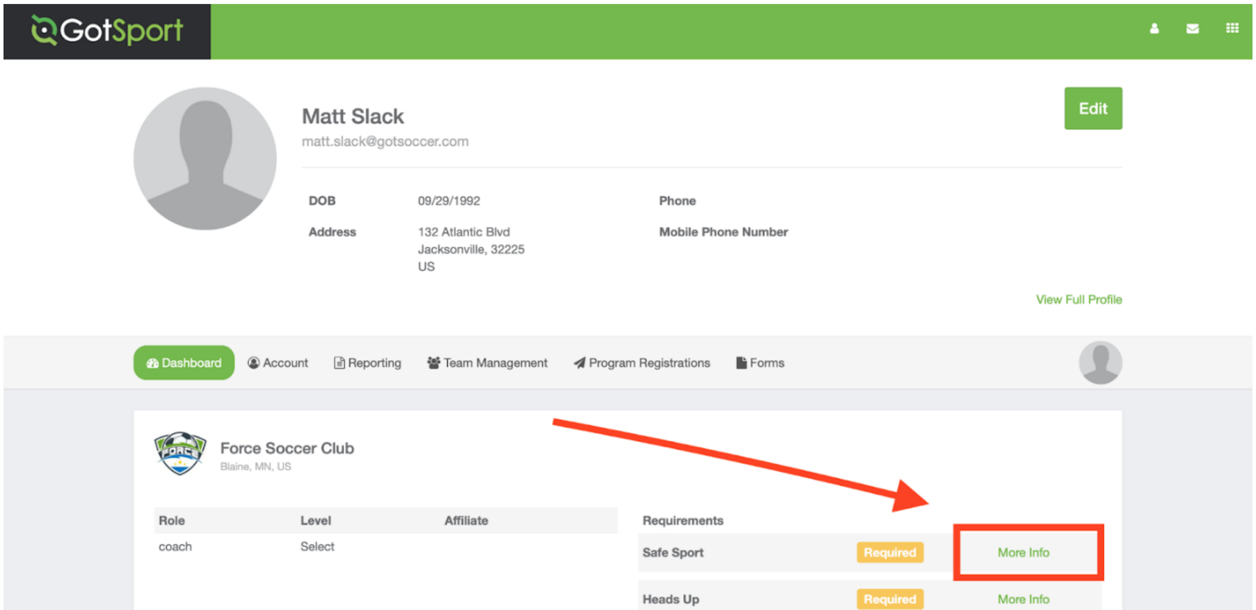
required to create a SafeSport account username and password. You are required to create the account using the same email address as in Gotsport, so that the certificate links directly to your Gotsport account. The first SafeSport training takes approximately 1-½ hours to complete. Subsequent refresher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

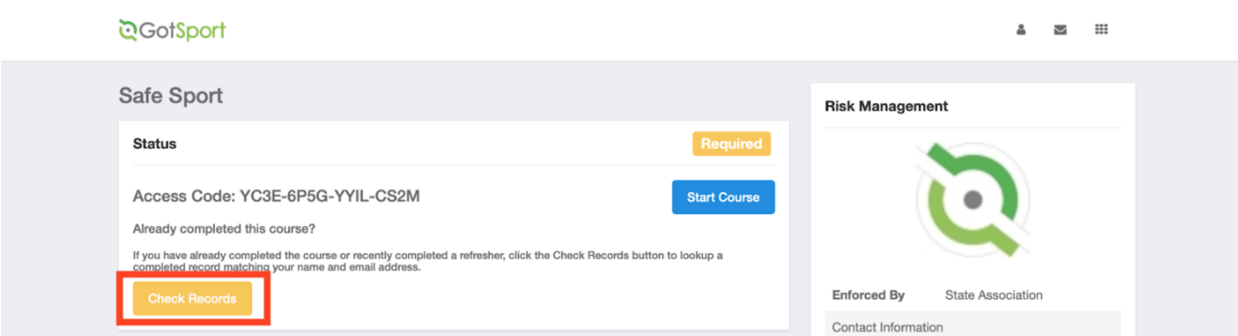
CONNECTING A COMPLETED SAFESPORT CERTIFICATE TO YOUR PROFILE

Step 1: Log into your GotSport Account (if you need assistance [click here]) 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



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.

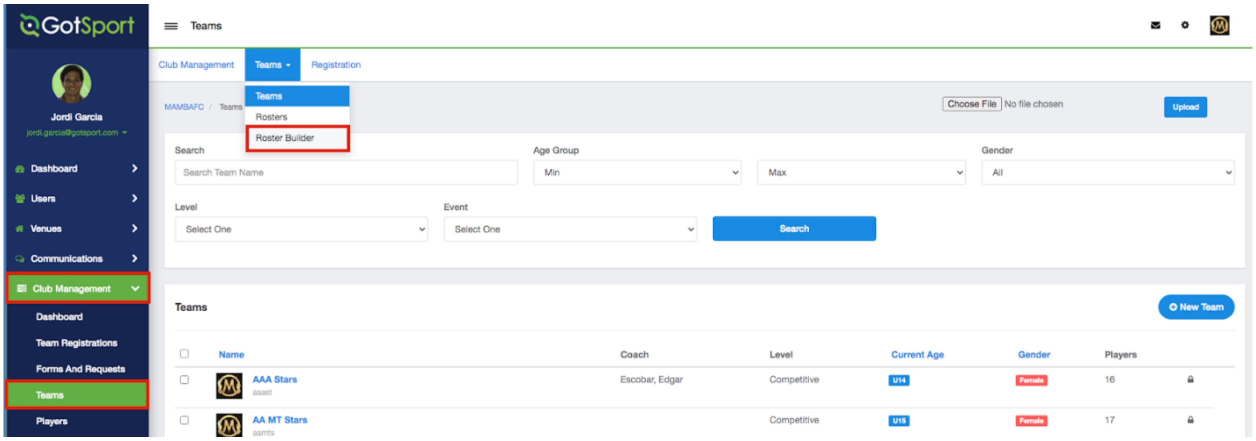


ROSTER BUILDER

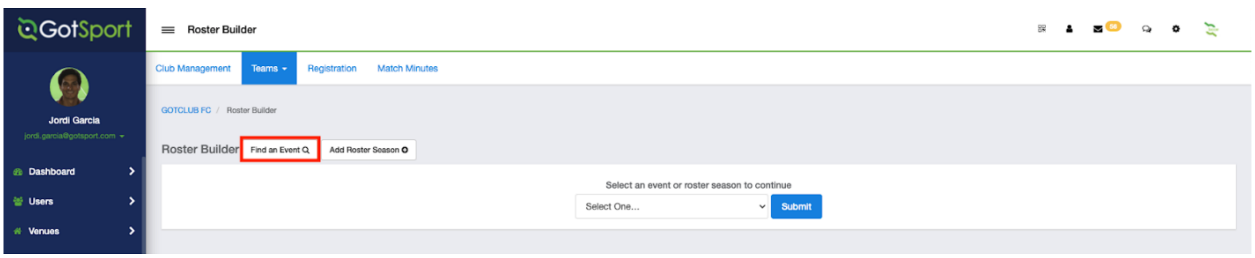
The Roster Builder is an important tool that builds your specific event rosters. Without this step, FYSA staff cannot see players and staff by roster to approve accordingly which in turn affects your Match Reports.

REGISTERING A TEAM TO AN EVENT

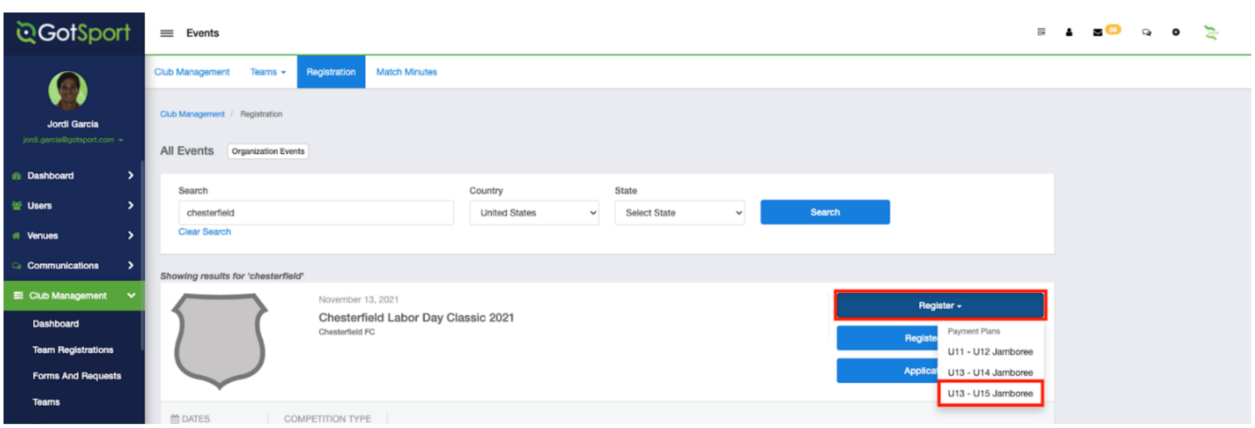
Step 1: From the Dashboard, Select CLUB MANAGEMENT then click TEAMS. While on the TEAMS page using the menu ribbon at the top select TEAMS then select ROSTER BUILDER



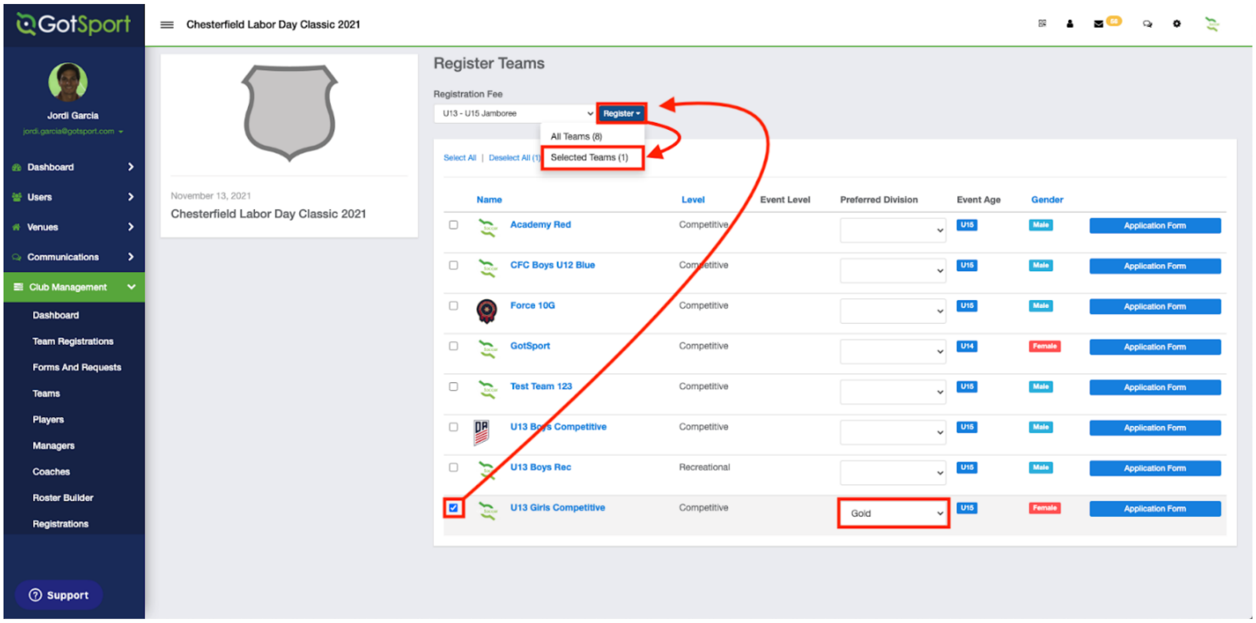
Step 2: From this page you will select FIND AN EVENT



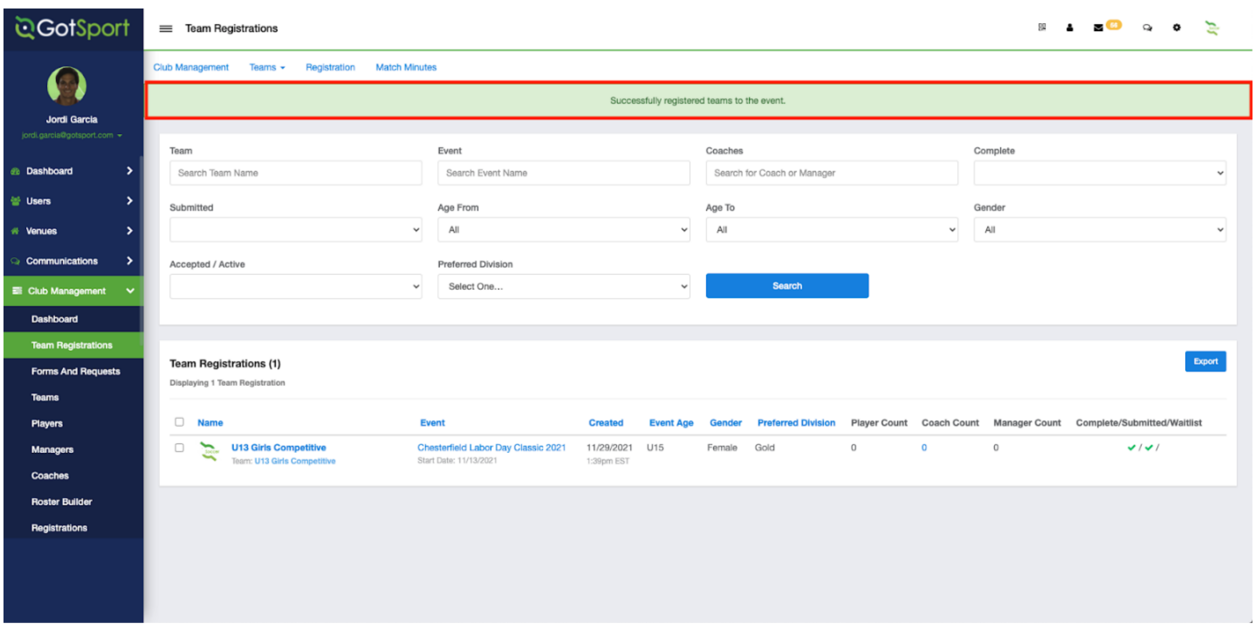
Step 3: On the event list find the event you are wanting to register your team for and select the REGISTER button to the right of the event name (if there is a payment plan option, select the correct one)



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 (#)

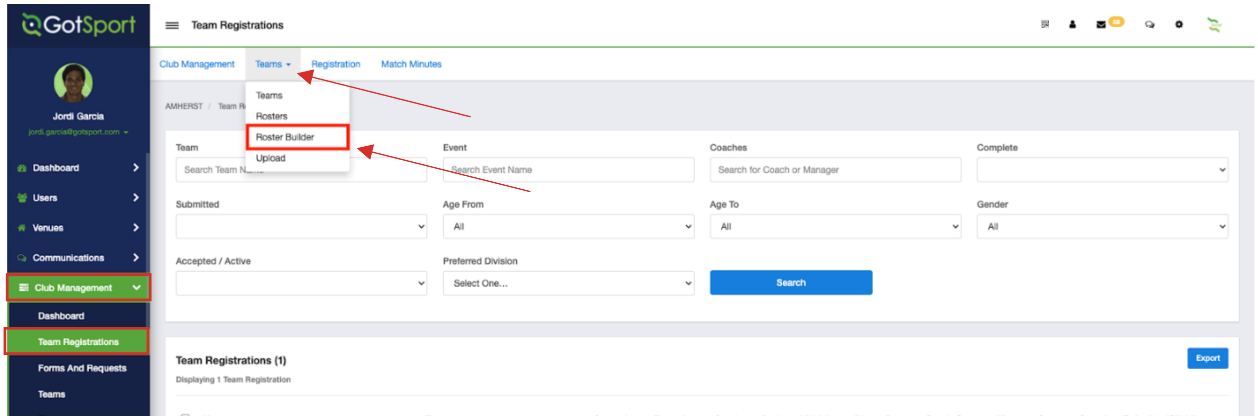


Step 5: You will now see a green banner verifying your team is now registered

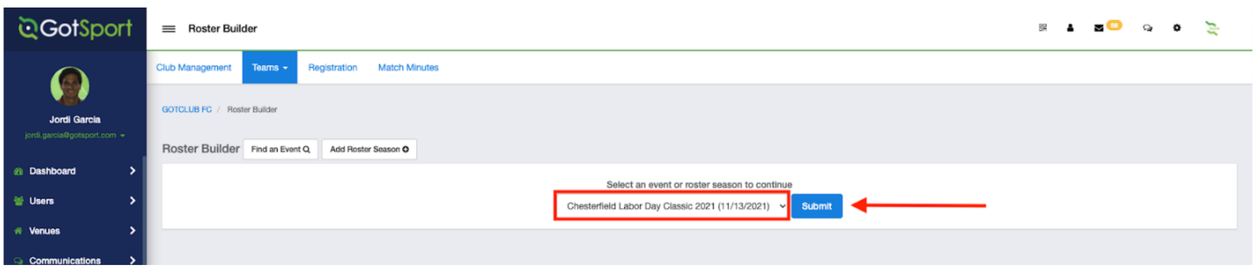


ADDING PLAYERS TO A TEAM IN ROSTER BUILDER

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



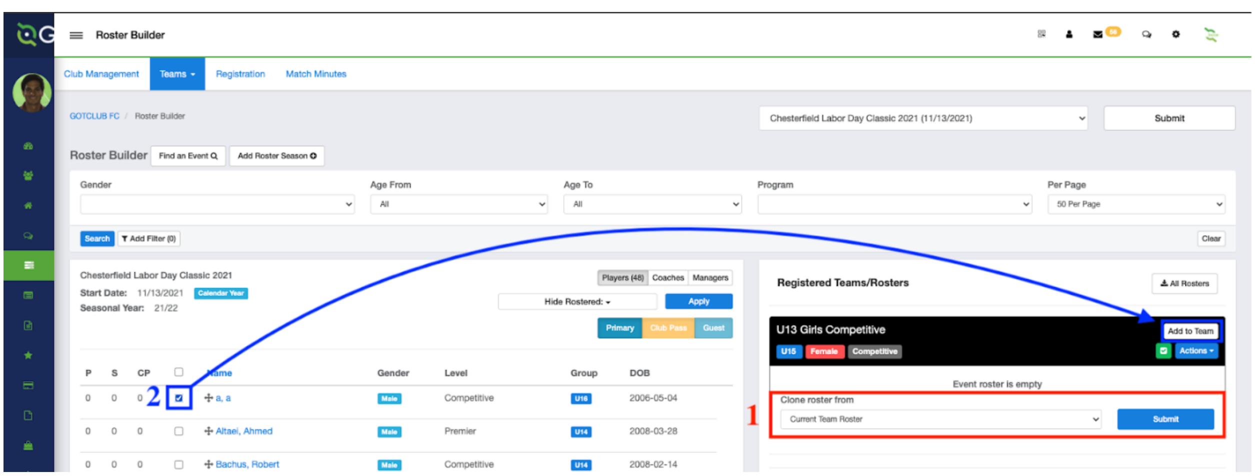
Step 2: From this page you will select the Event you would like to build the roster for



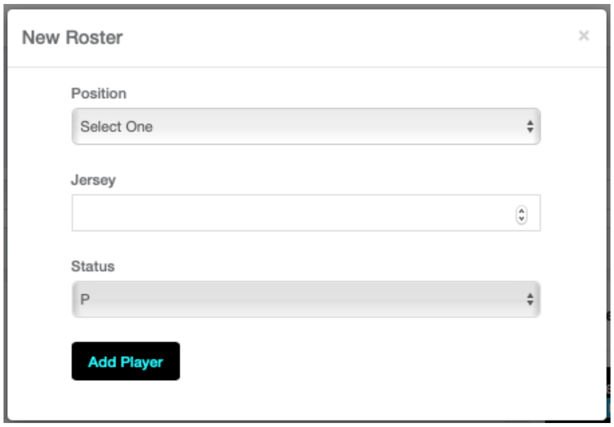
Step 3: There are two options to add players to your event roster.

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)



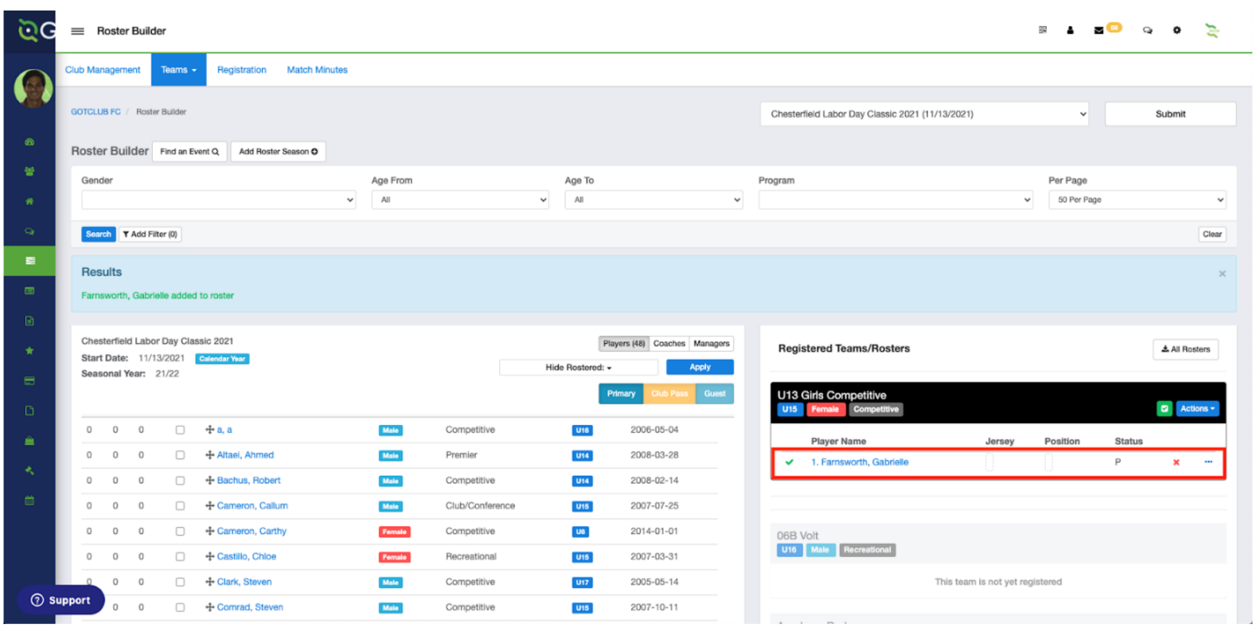
Step 4B: When you drag players over a pop up will appear. Fill in the pop up screen with position, jersey number, and check status is correct



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.*

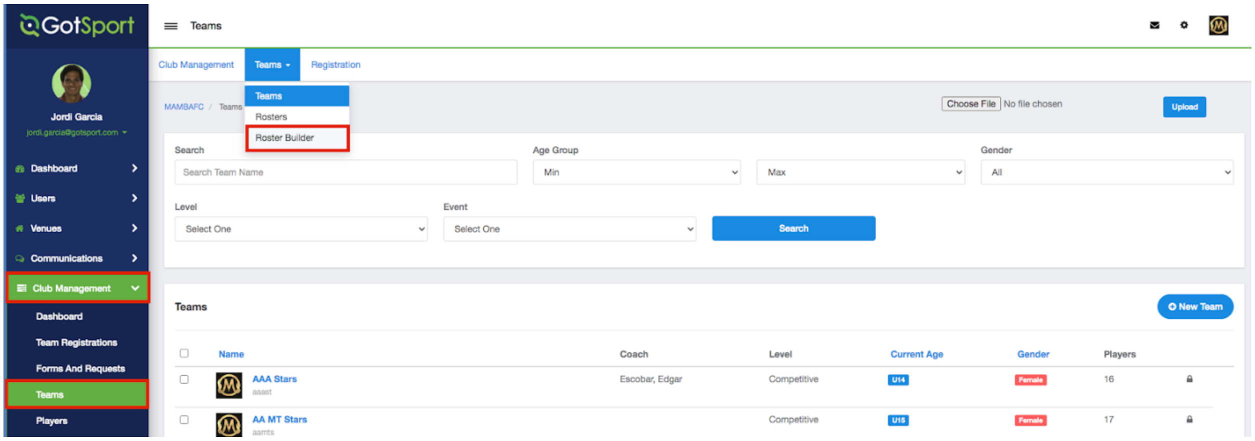
Step 5: Here you will see a confirmation banner in the center of the page as well as what players on the roster on the right.



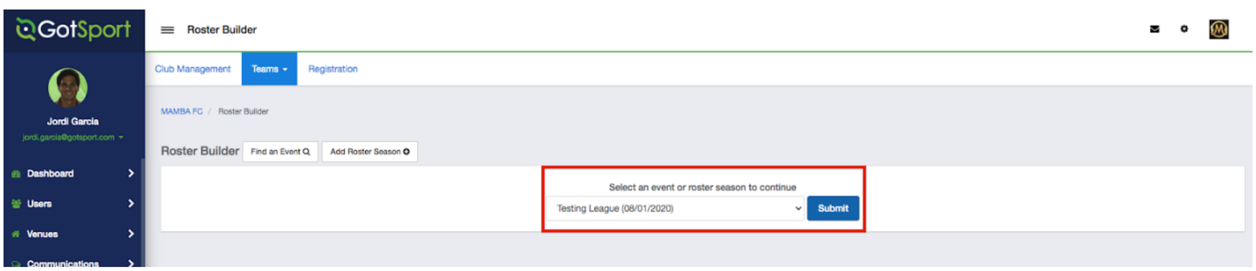
ADDING A COACH OR MANAGER TO A TEAM IN ROSTER BUILDER

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

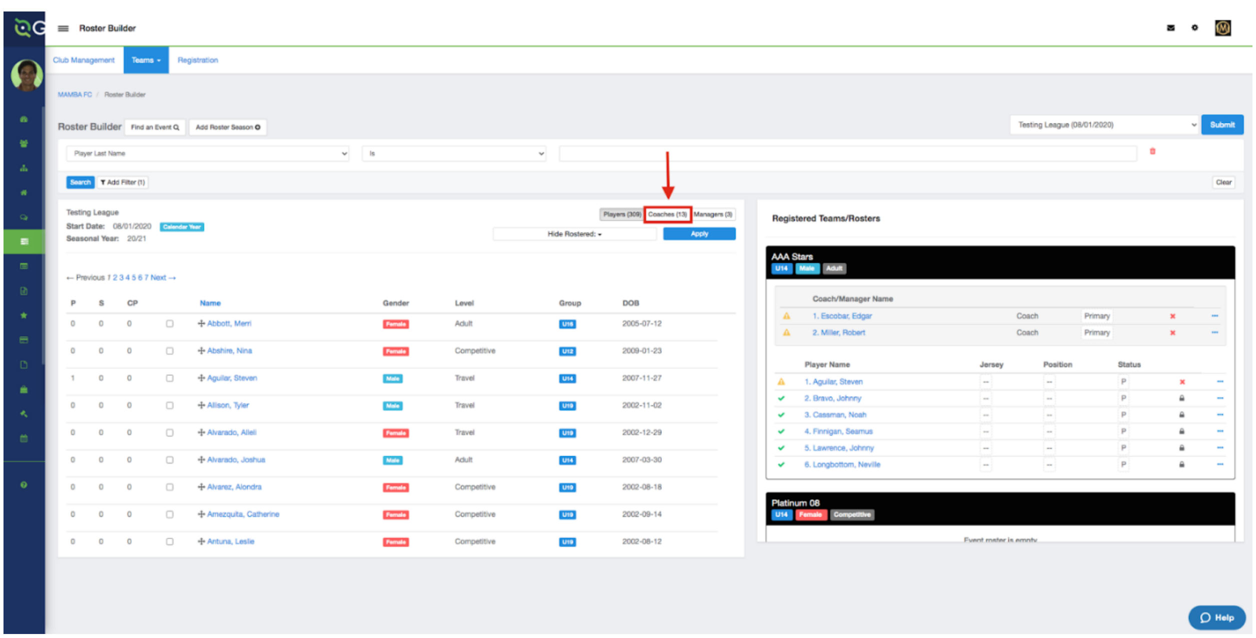
Step 1: From the Dashboard, Select CLUB MANAGEMENT then click TEAMS. While on the TEAMS page using the menu ribbon at the top select TEAMS then select ROSTER BUILDER



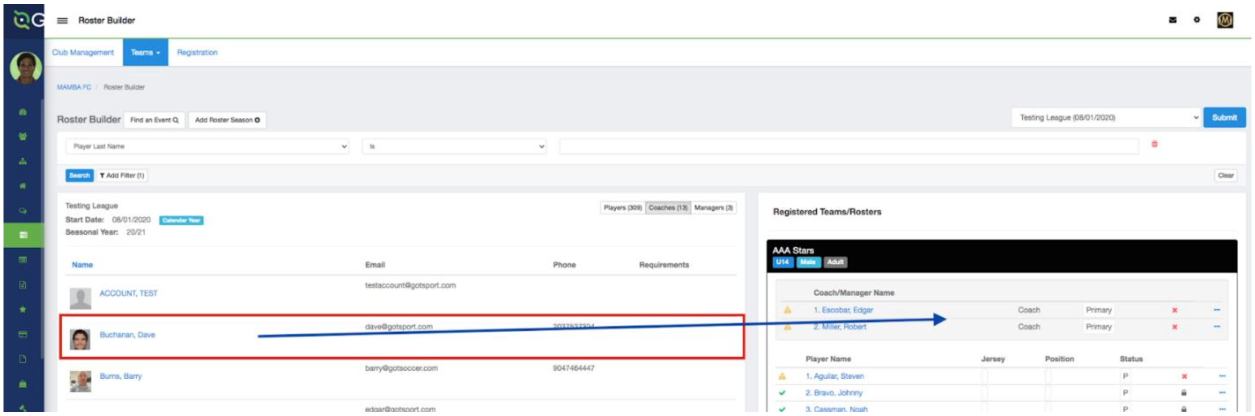
Step 2: Here you will select the "Event" and hit SUBMIT



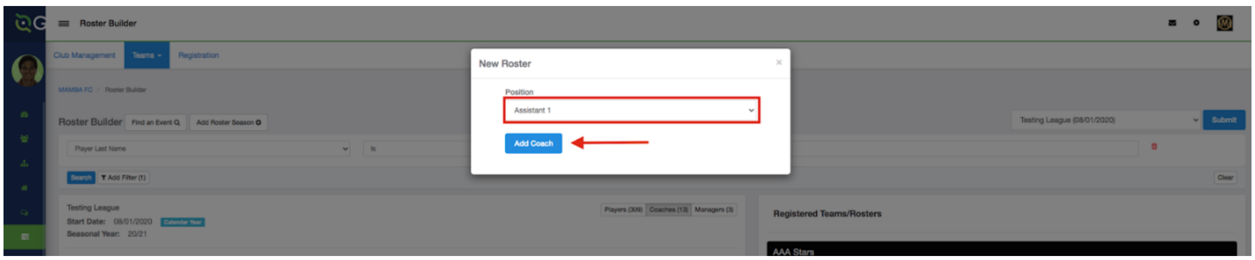
Step 3: Once you get to the Roster Builder page select the COACHES Tab



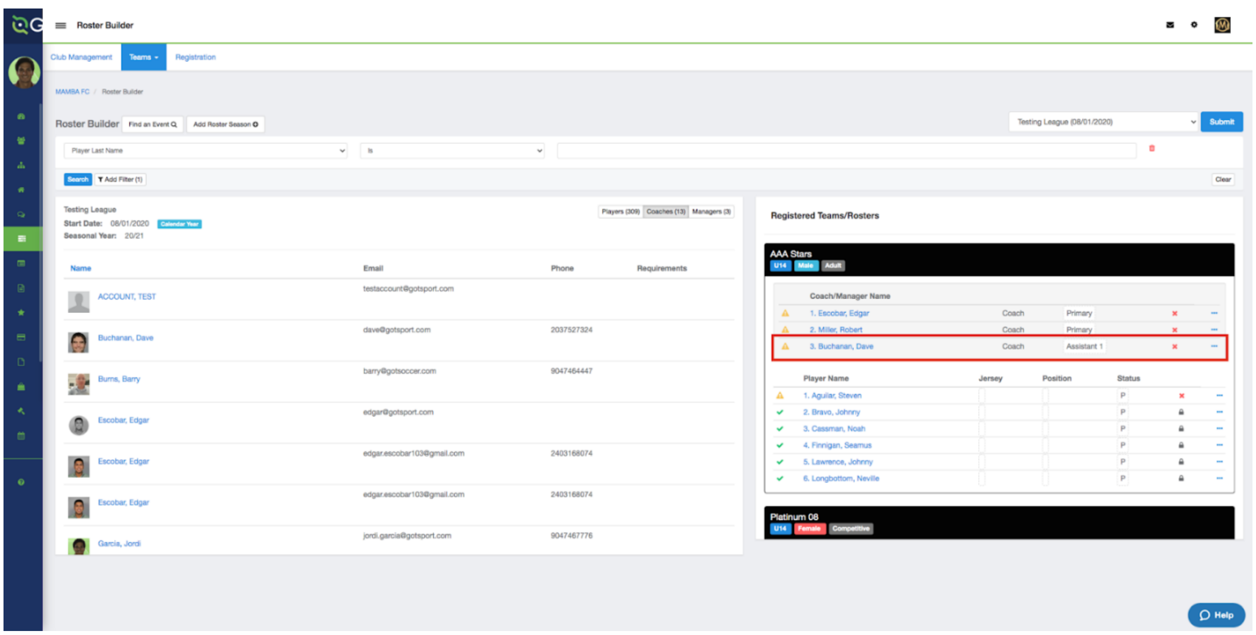
Step 4: Here you will click and drag the Coach to the desired team on the right.



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.



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.

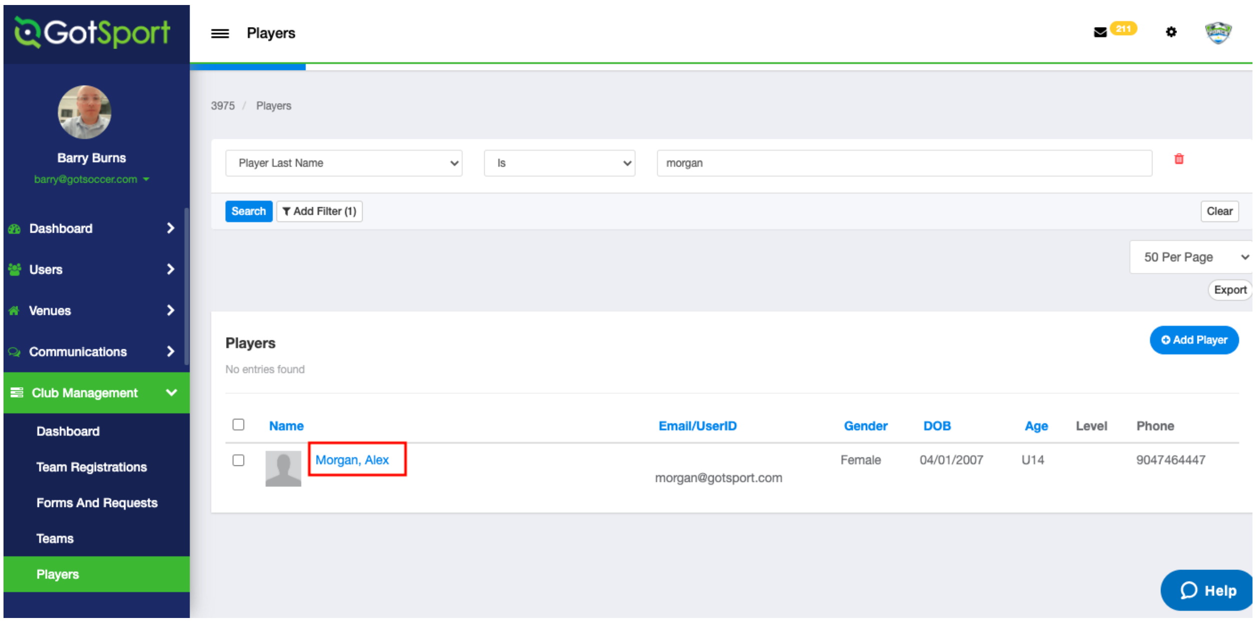


MANAGING PLAYER PORTALS

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



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.

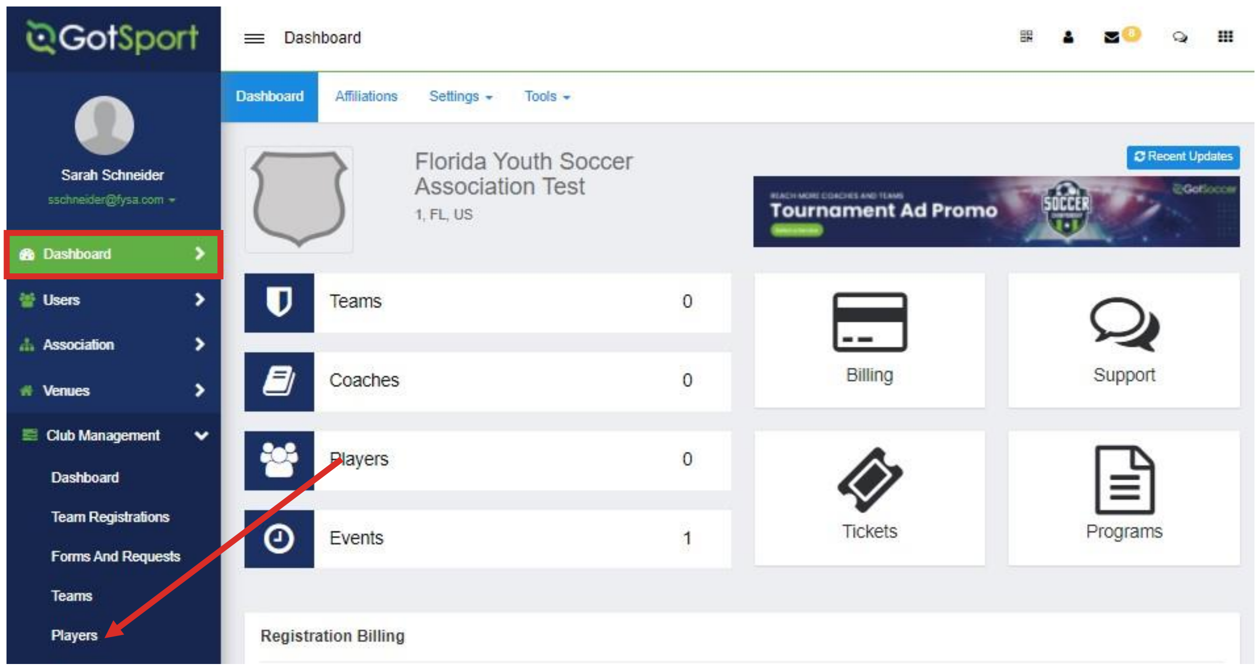
Proof of Birth (POB) must be Government issued that proves citizenship, and therefore the only applicable items are as follows:

- Birth Certificate
- Passport Book – Must Not Be Expired

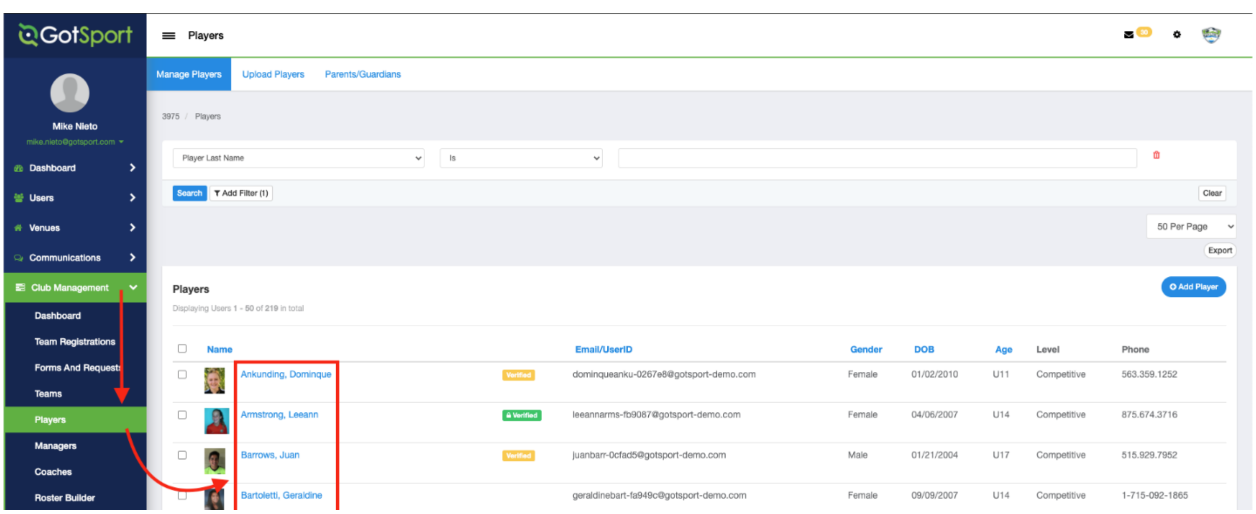
Examples of **unacceptable POB**:

- Driver's License
- Identification Card

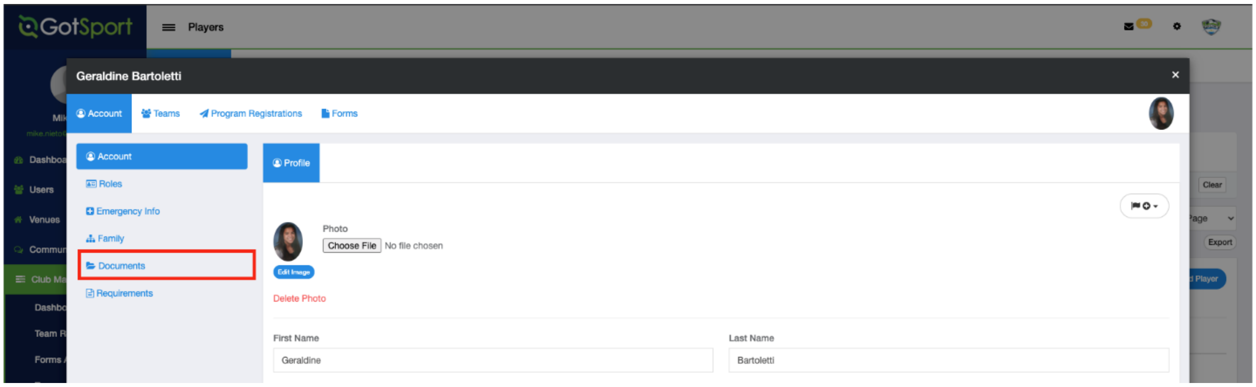
Step 1: From the **Dashboard** click on **Club Management** then select '**PLAYERS**'



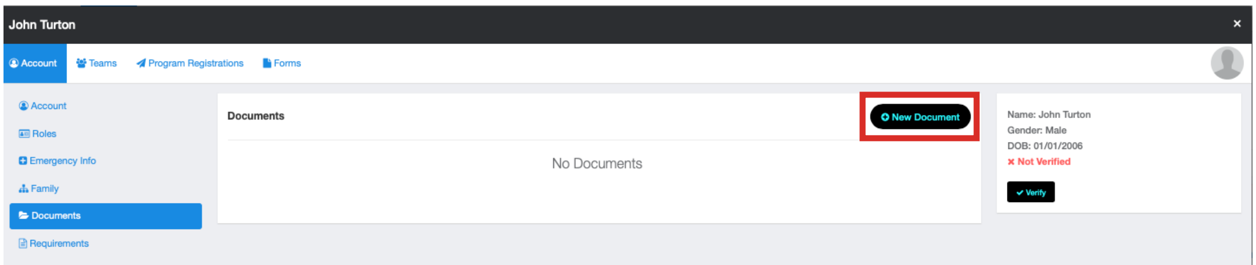
Step 2: From the Players list, click on the name of the specific player that you want to verify.



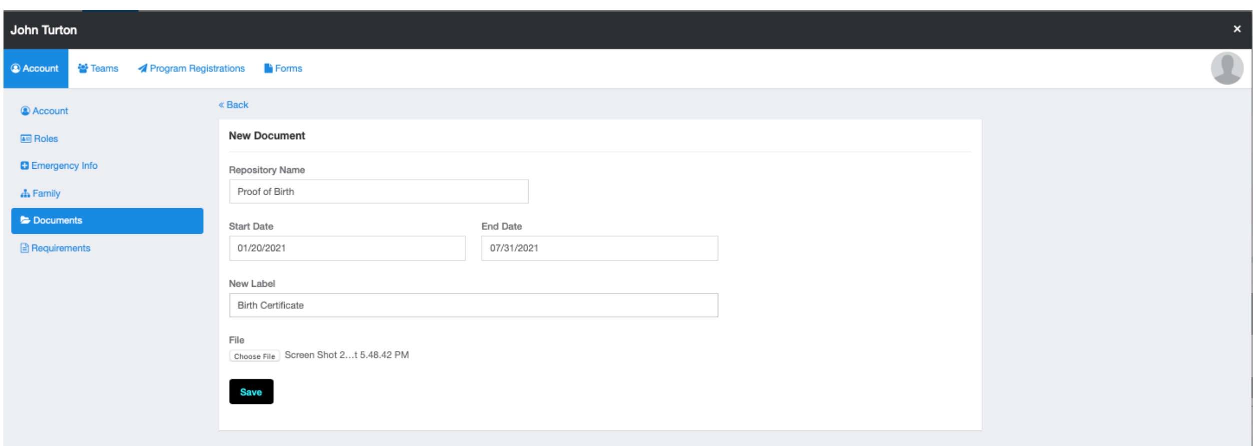
Step 3: In the player profile click on the DOCUMENTS tab on the left-hand menu.



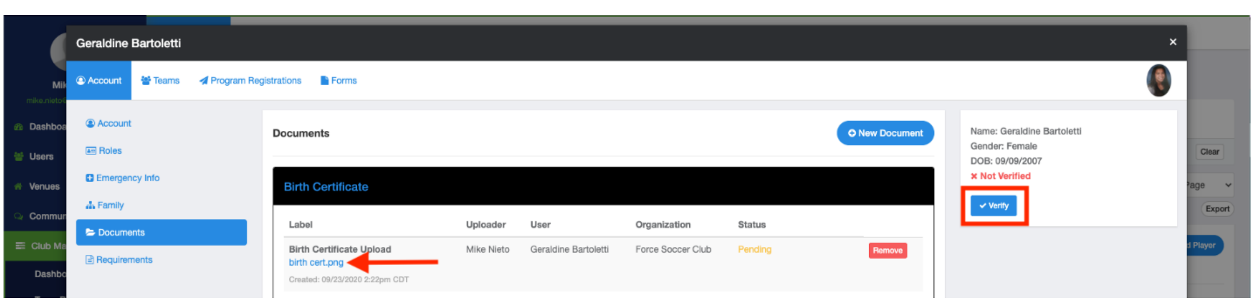
Step 4: Click on + NEW DOCUMENT



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



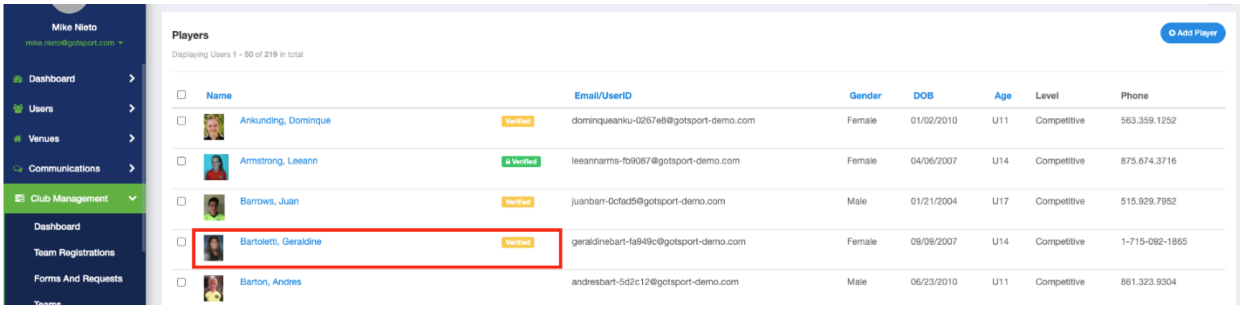
Step 6: Click CHOOSE FILE and upload the appropriate document Upload the birth certificate. Click SAVE. You can review the uploaded Document again by clicking the on the file name if needed, to verify the Player at the Organization level you will click the Verify button.



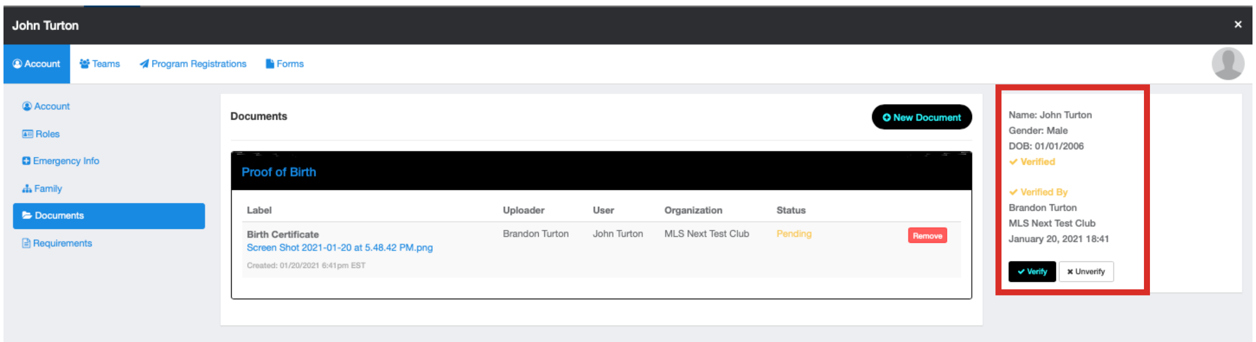
Step 7: The player will now show as Verified at the Organization level with an orange VERIFIED tag next to their name.

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:

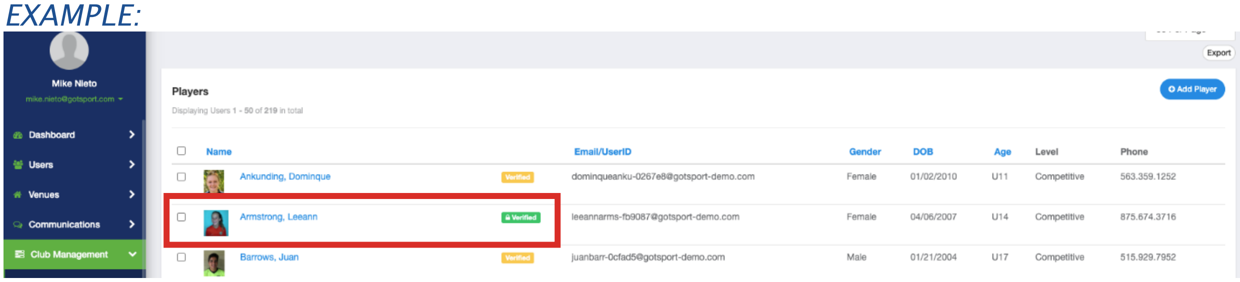


EXAMPLE:

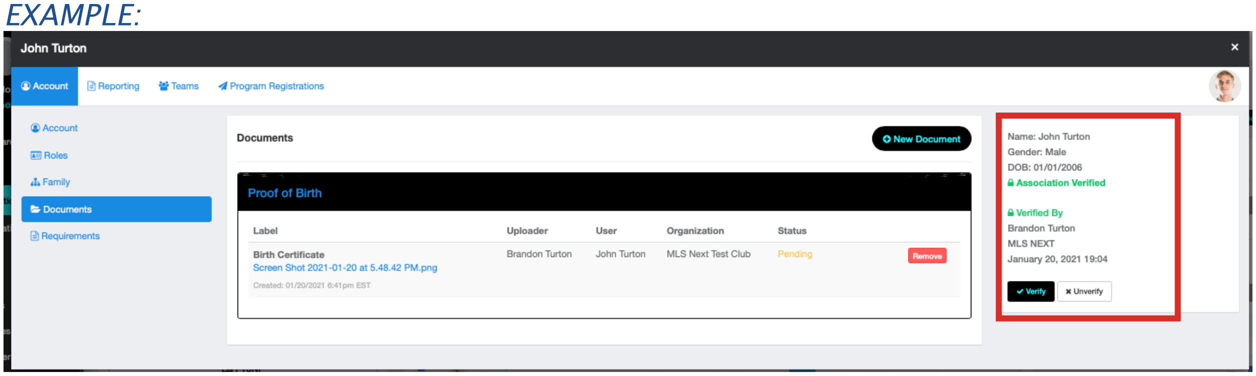


Once the State Association verifies it will be green.

EXAMPLE:



EXAMPLE:



INTERNATIONAL TRANSFER CERTIFICATE (ITC)

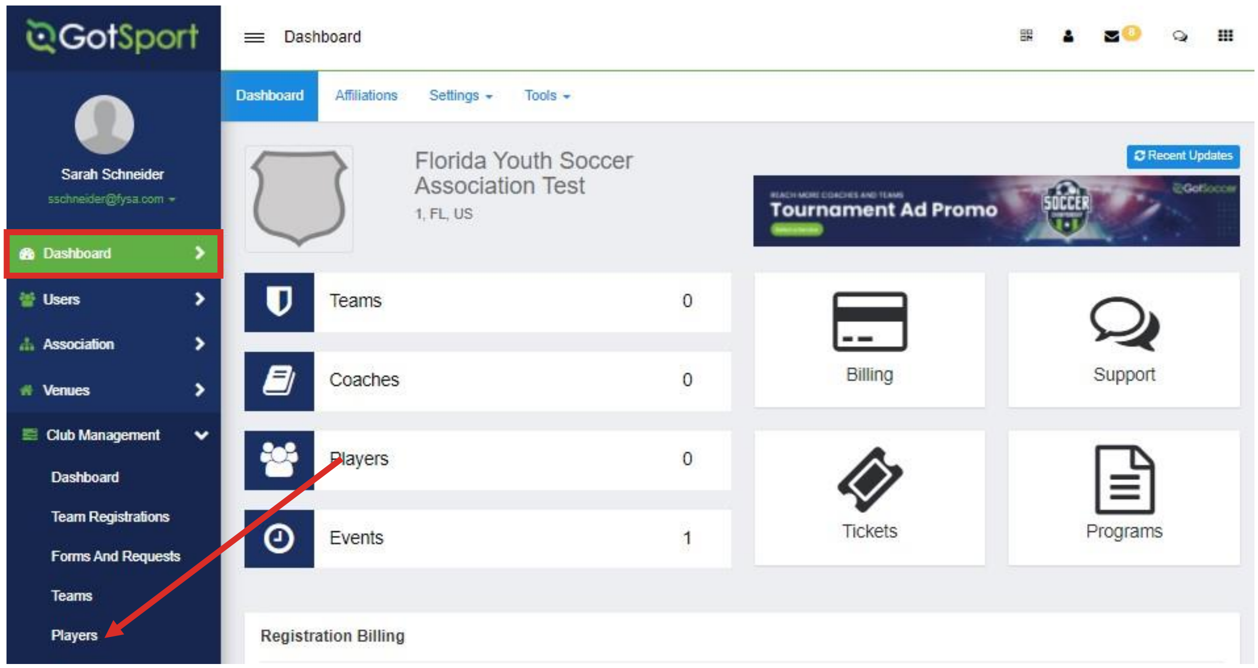
U.S. Soccer must approve International Transfer Clearances for any foreign- born player. Any new ITC request must be processed by U.S. Soccer. As previously mentioned, this process can be lengthy depending on the responsiveness of the other Federation. We recommend reaching out to U.S. Soccer as soon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

For more information:
https://www.ussoccer.com/federation-services/international-clearance

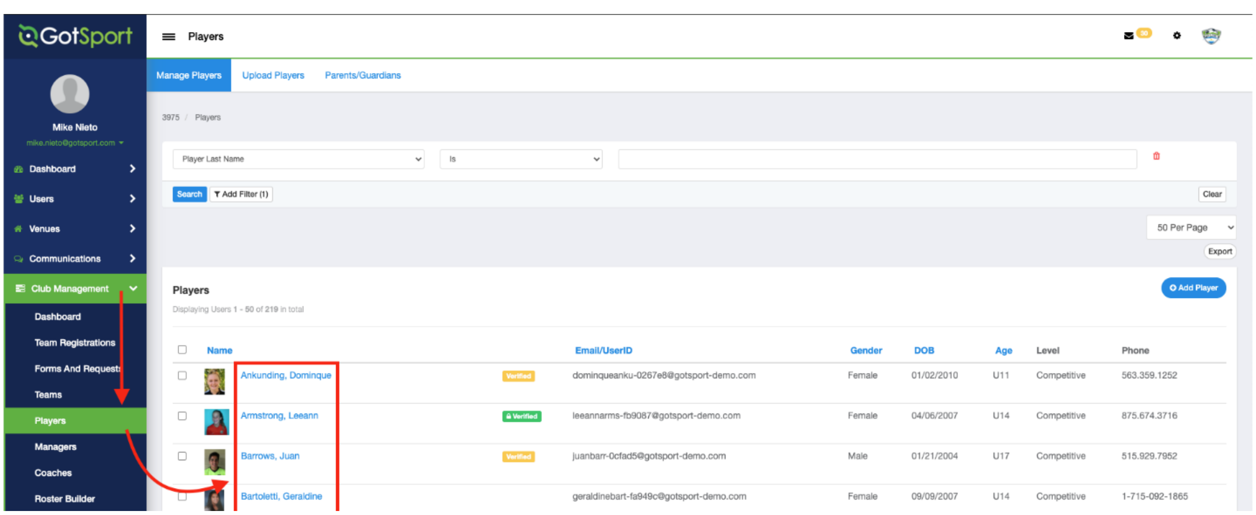
For players with **existing ITC's**, please upload U.S. Soccer Confirmation Email directly to the player's profile.

UPLOADING DOCUMENTATION FOR PLAYER'S WITH AN EXISTING ITC

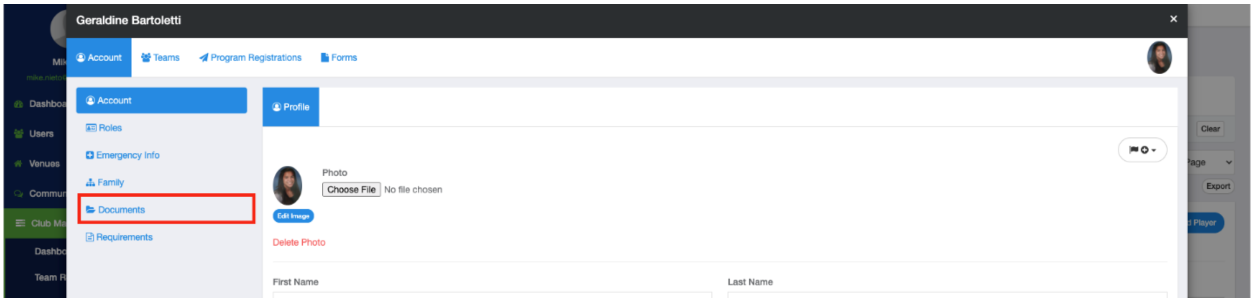
Step 1: From the **Dashboard** click on **Club Management** then select '**PLAYERS**'



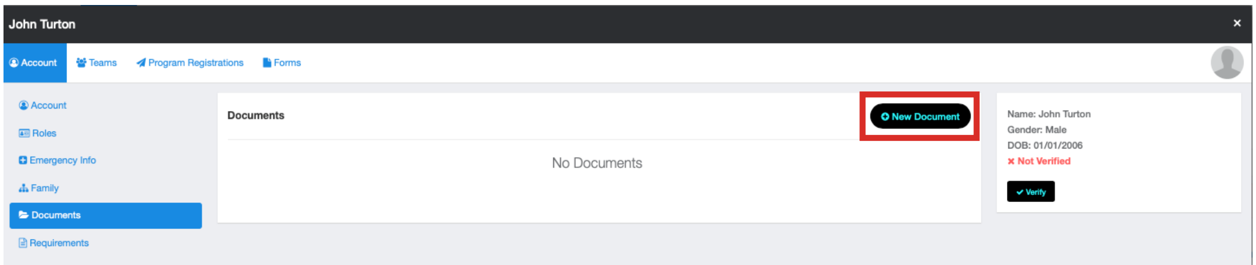
Step 2: From the Players list, click on the name of the specific player that you want to submit ITC Documentation for.



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.

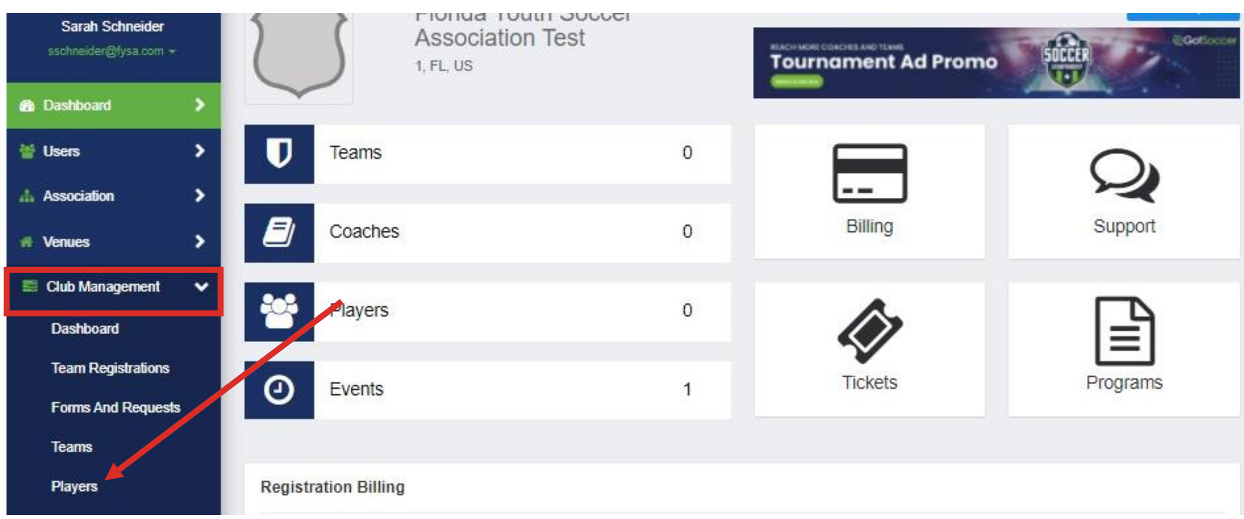
HEADSHOT/ PLAYER PHOTO

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.

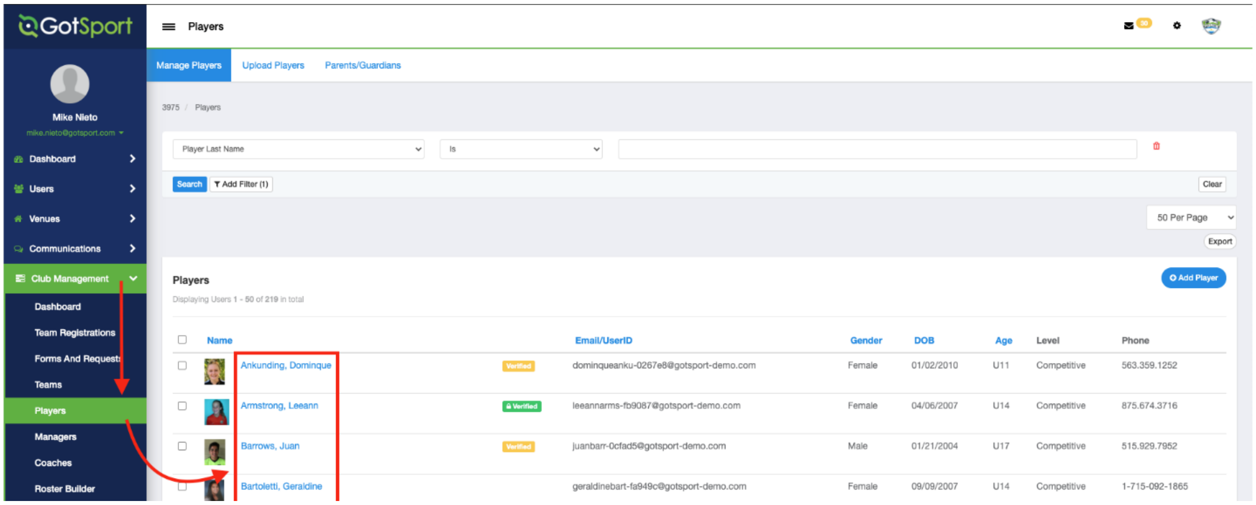
UPLOADING A HEADSHOT FOR A PLAYER

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

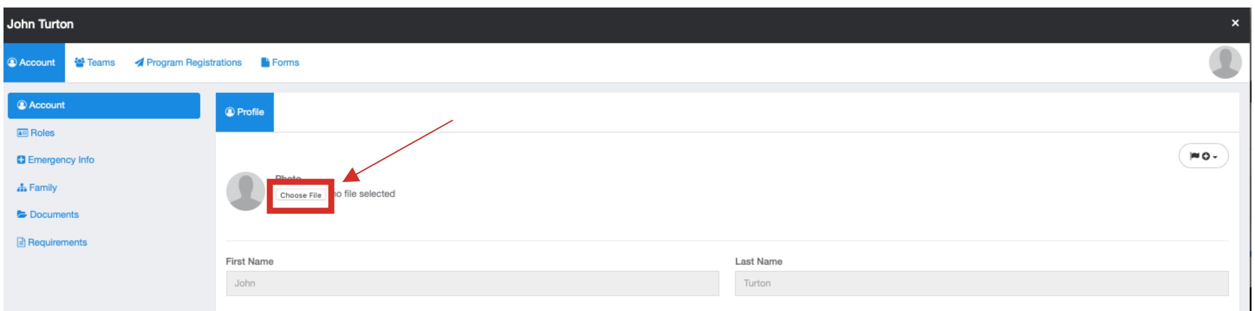


Step 2: From the Players list, click on the name of the specific player that you want to add a photo

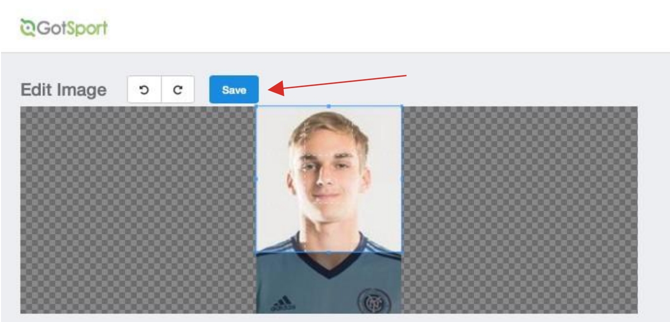
for.



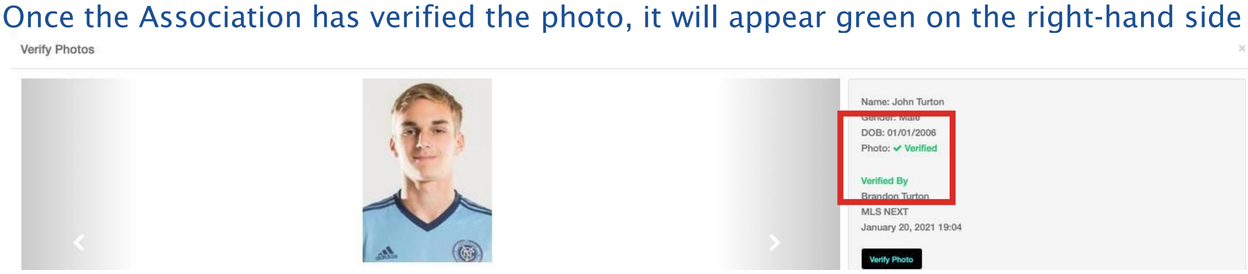
Step 3: Click on CHOOSE A FILE next the person icon on the profile and upload the picture



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



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



VIEW AND PRINT ROSTERS & ID CARDS

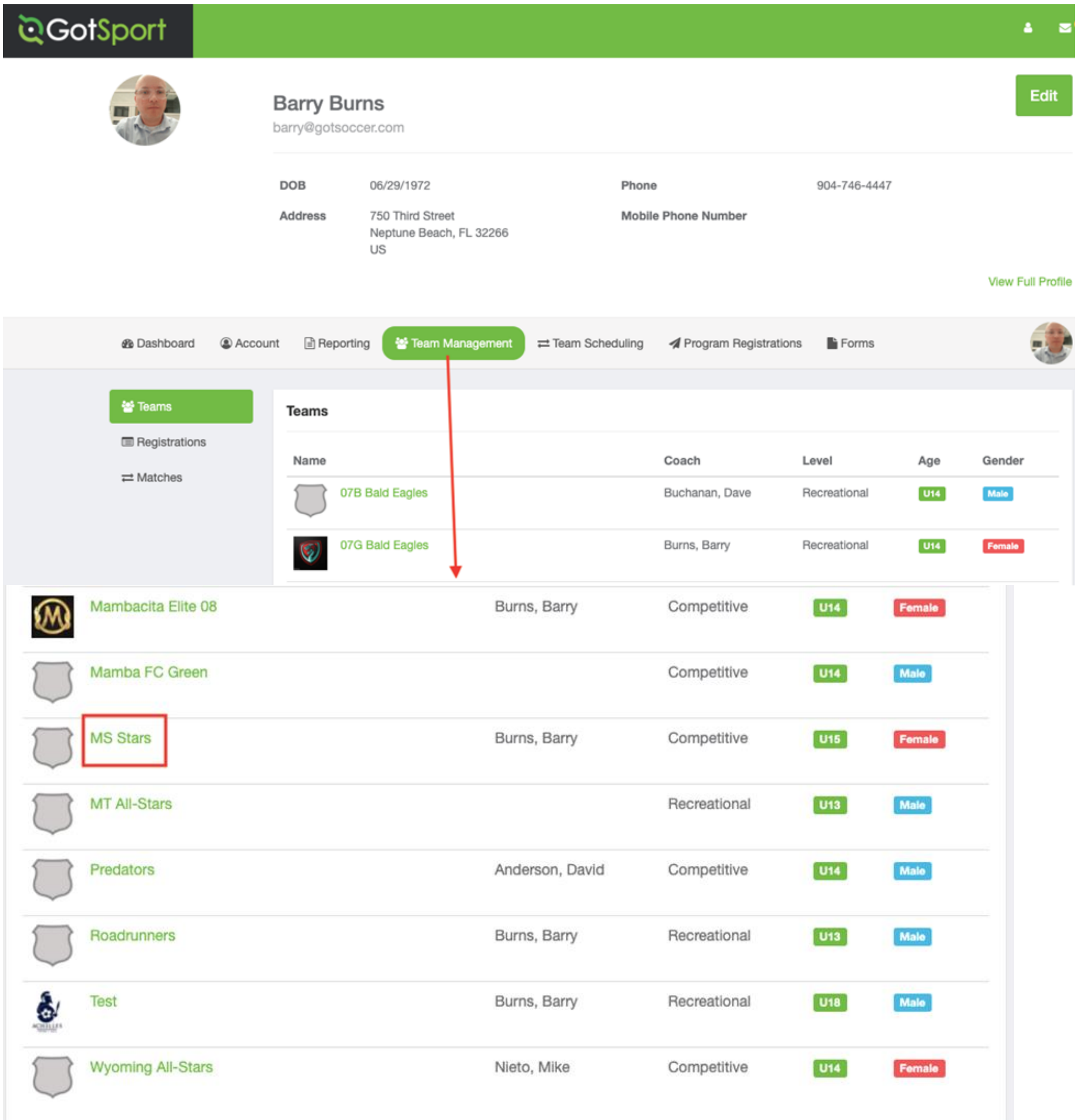
There are 2 ways for a Club Admin to view and print the "FYSA Registration Event Roster". Coaches and Managers can also view these documents inside their team account.

VIEW AND PRINT ROSTERS & ID CARDS AS A COACH

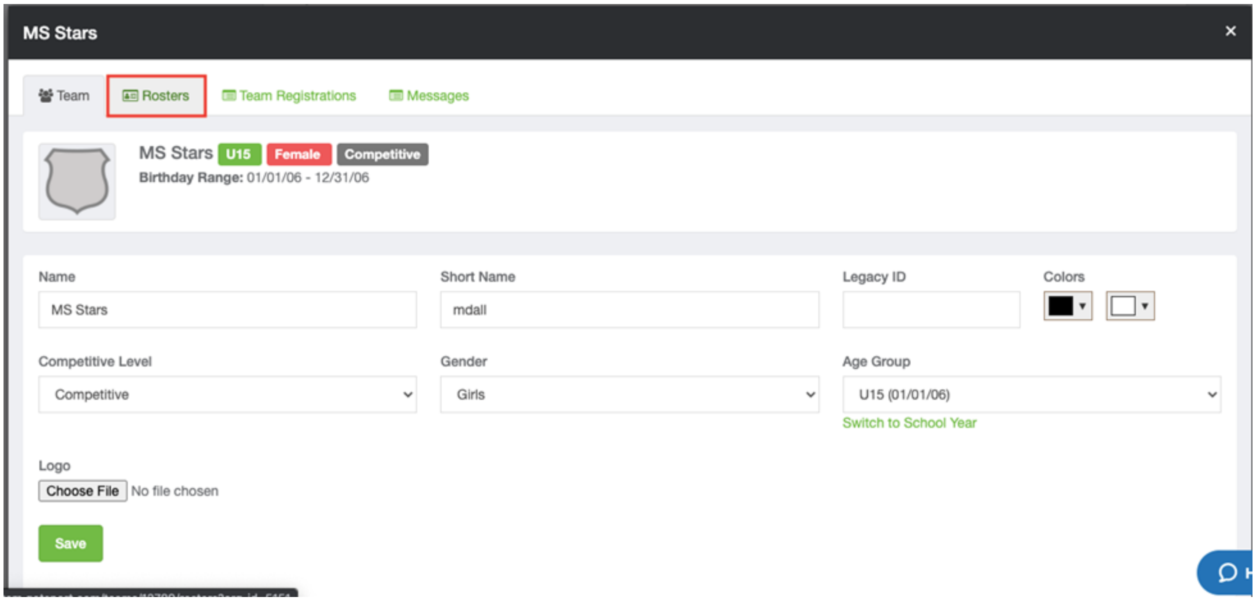
NOTE: You can only print the player cards if your team roster has been approved by the event. If you do not see the option for Roster PDF you will need to contact the event as the roster most likely has not been approved.

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

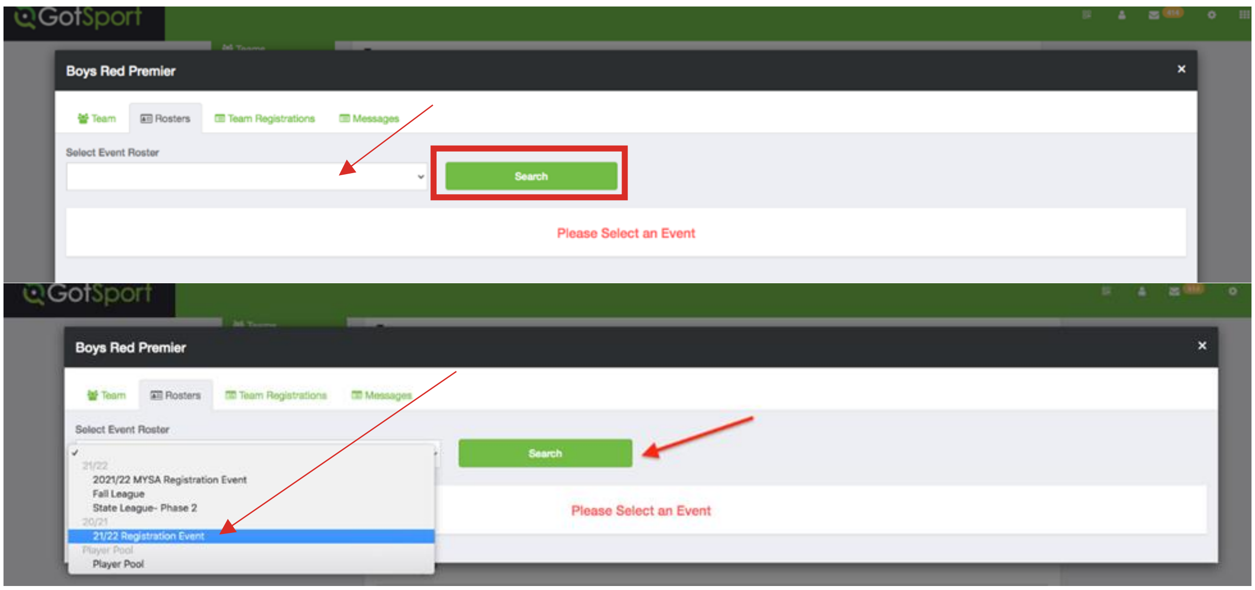
Step 2: From your profile dashboard select TEAM MANAGEMENT from the top ribbon menu then scroll down to select the team name from the list



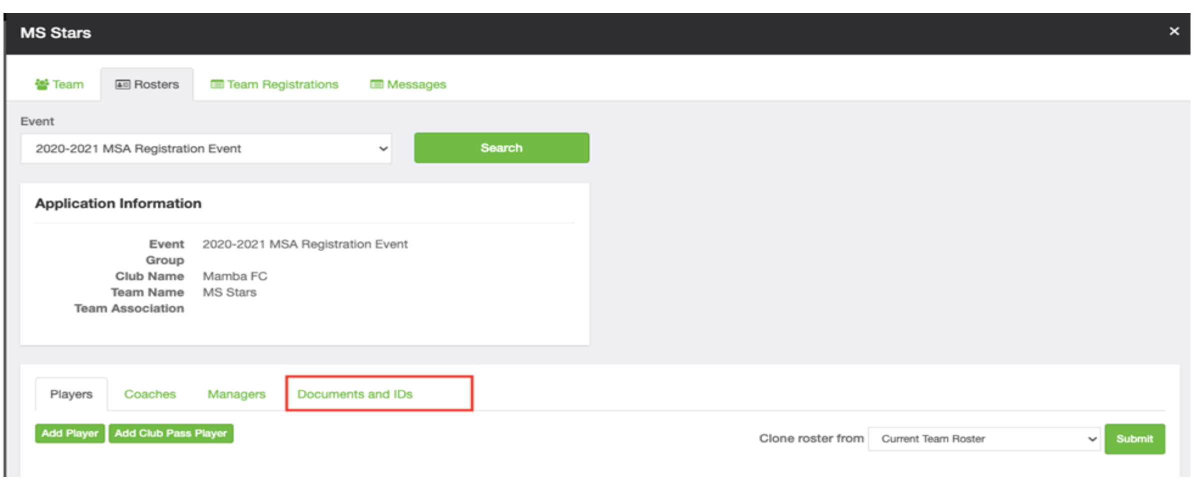
Step 3: Select the ROSTERS tab from the team profile



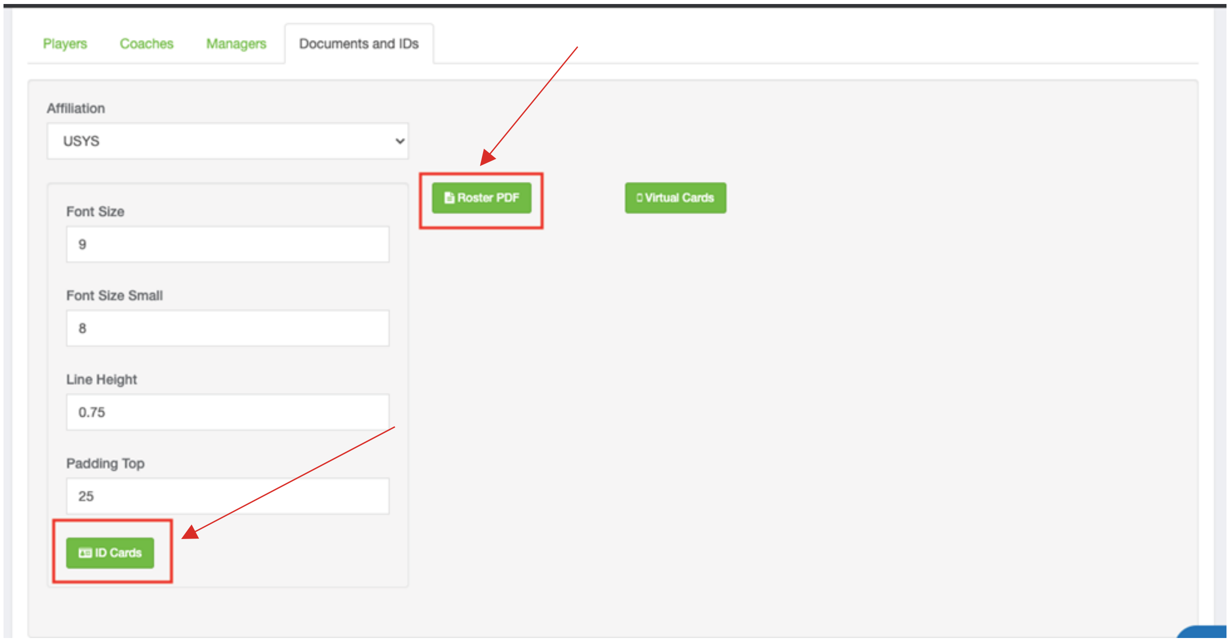
Step 4: Choose the event that you want to print documents for and click SEARCH



Step 5: From this page select DOCUMENTS AND IDS



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

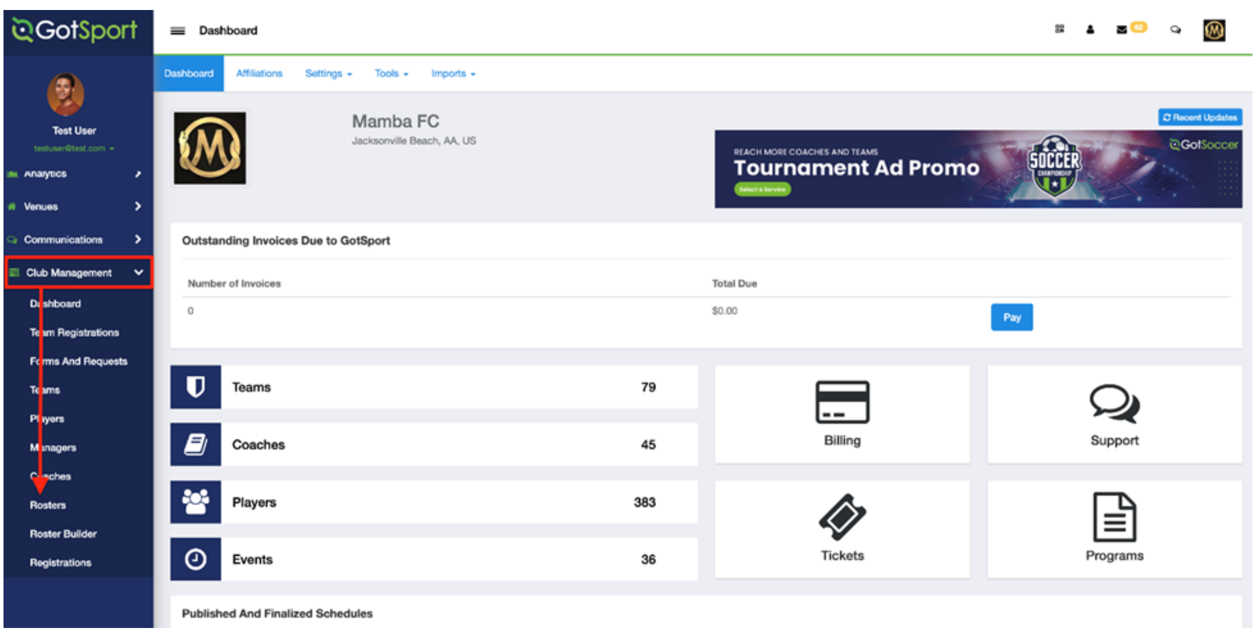


NOTE: If you do not see your Roster PDF you will need to contact the event as the roster most likely has not been approved. You can only print a specific event roster if that roster is approved by the event itself.

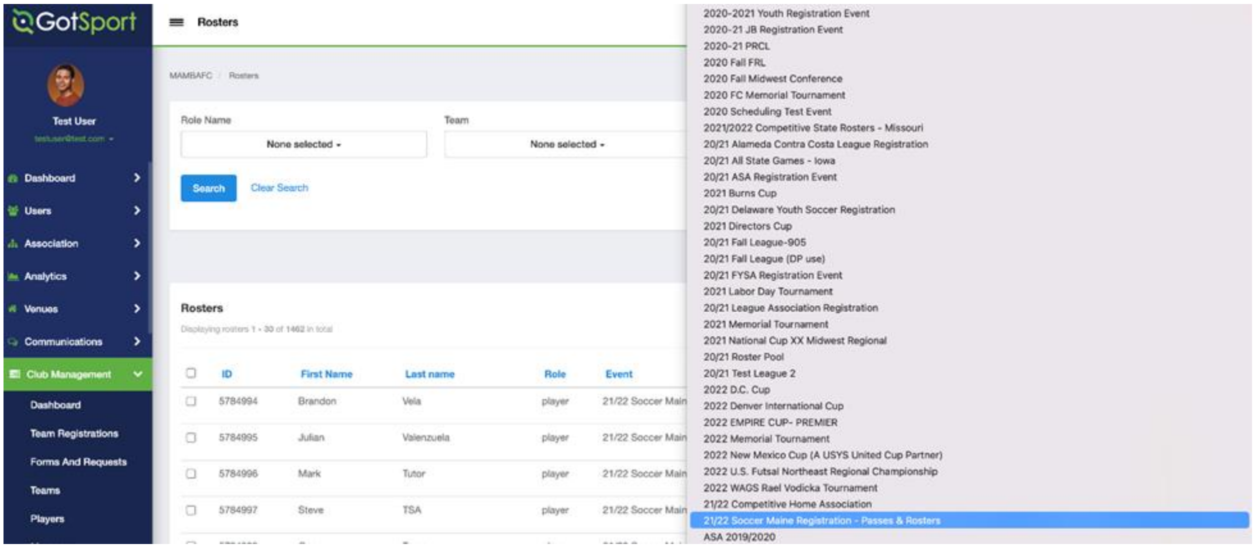
VIEW AND PRINT ROSTERS & ID CARDS AS AN ADMINISTRATOR

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

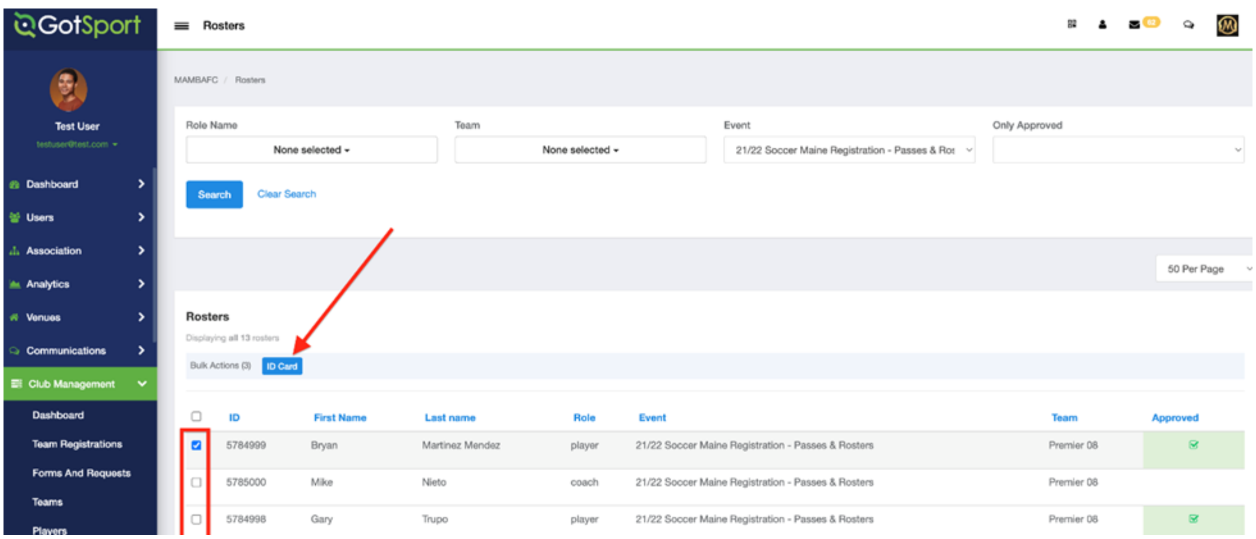
Step 1: From the Club Dashboard, click on CLUB MANAGEMENT then on ROSTERS



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

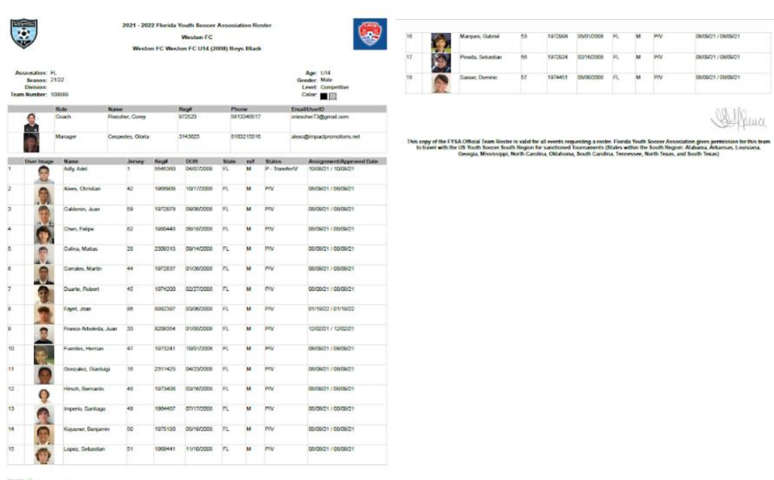


Step 3: Click on the check box next to the name of any/all players that you'd like to print their player ID cards for and then click the ID CARD button. This will allow you to print the cards for just those players.



Example of FYSA ID Card:

Example of an Official FYSA Roster:



GUEST PLAYER CUSTOM TRANSFER FORM

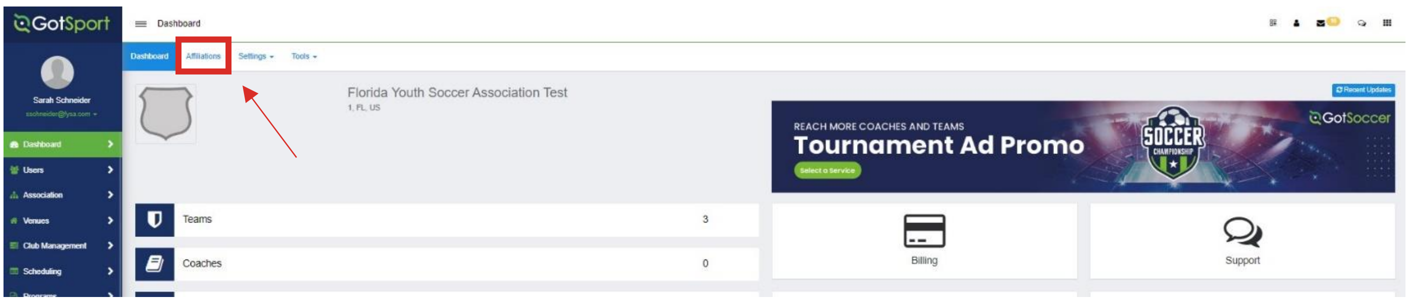
Guest player requests are completed within GotSport and must be approved by the Sending Organization and Receiving Organization prior to being considered a valid document. Paper forms are no longer accepted and are obsolete. If commencing the form as the Sending Organization , to complete the form you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

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

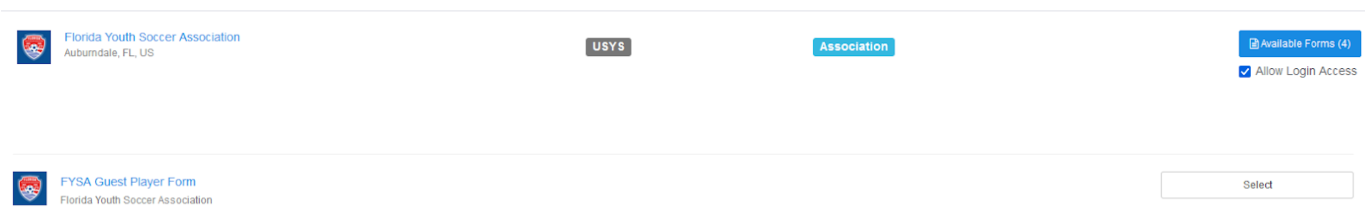
If completing the form as the Receiving Organization, you will require the following information:

- 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)

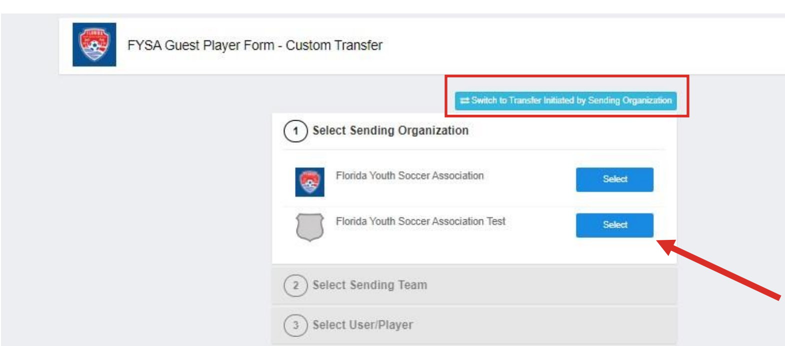
Step 1: Go to Dashboard, click on AFFILIATIONS



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



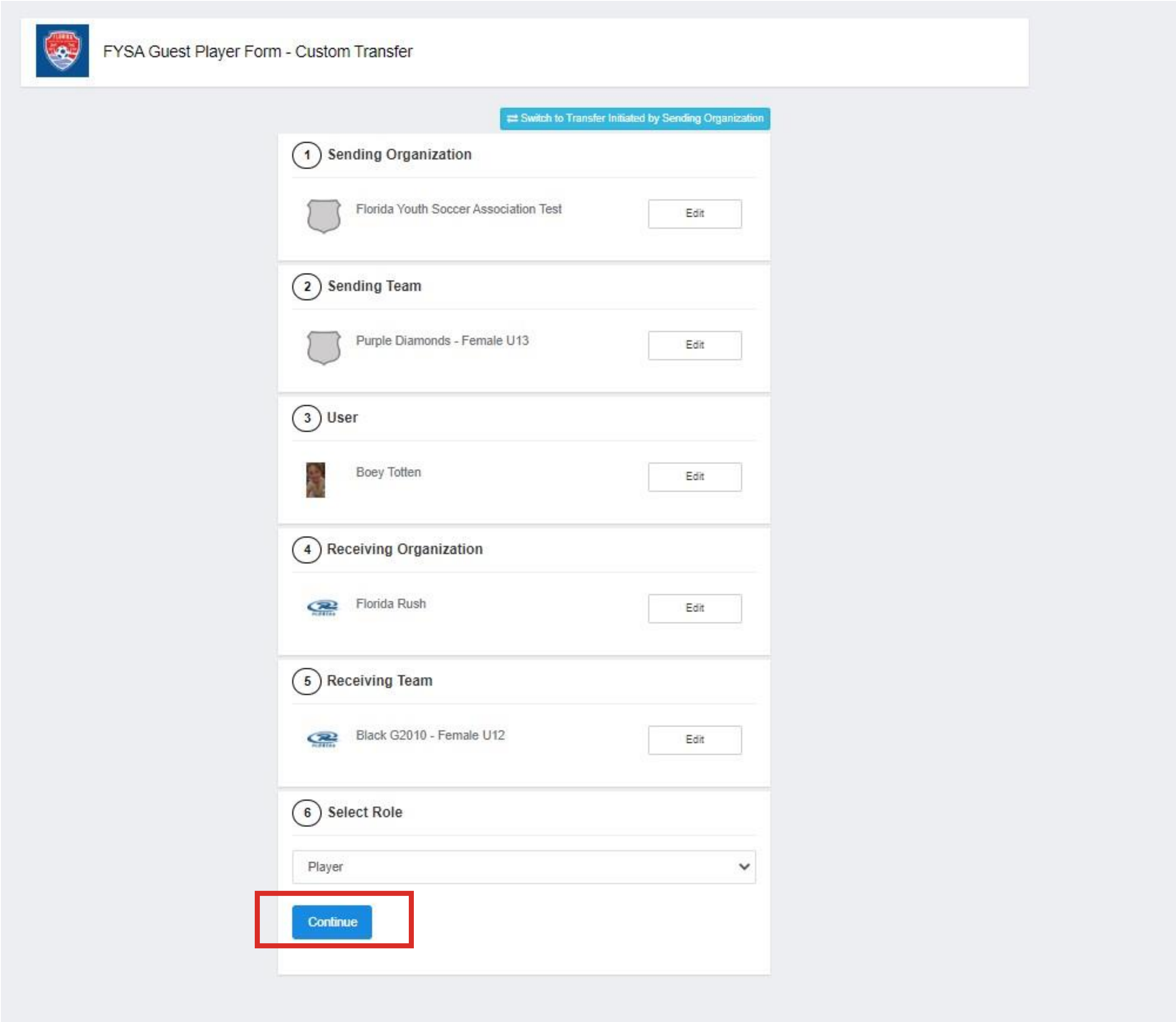
Step 3: Ensure you have the correct setting (double click blue banner to change):



Be sure to select the club name.

- Sending Organization (player is a primary player in your club)
- Receiving Organization (player is guest playing with your club in a tournament)

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

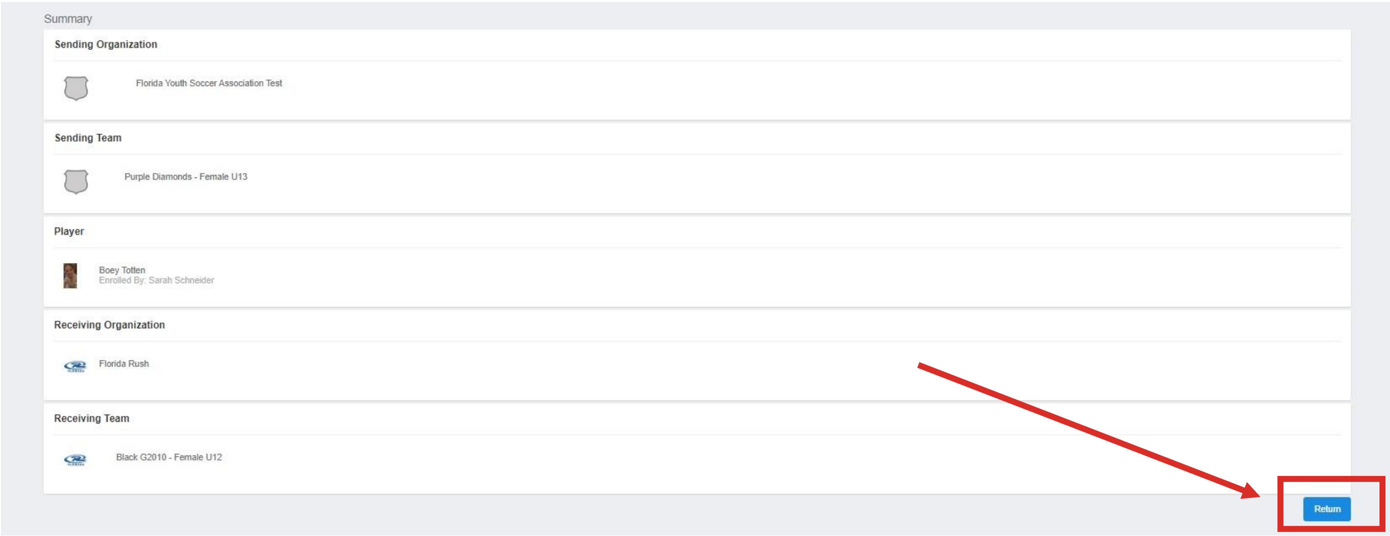
* ☑ By checking this box you agree to the above statement

Please Sign Above

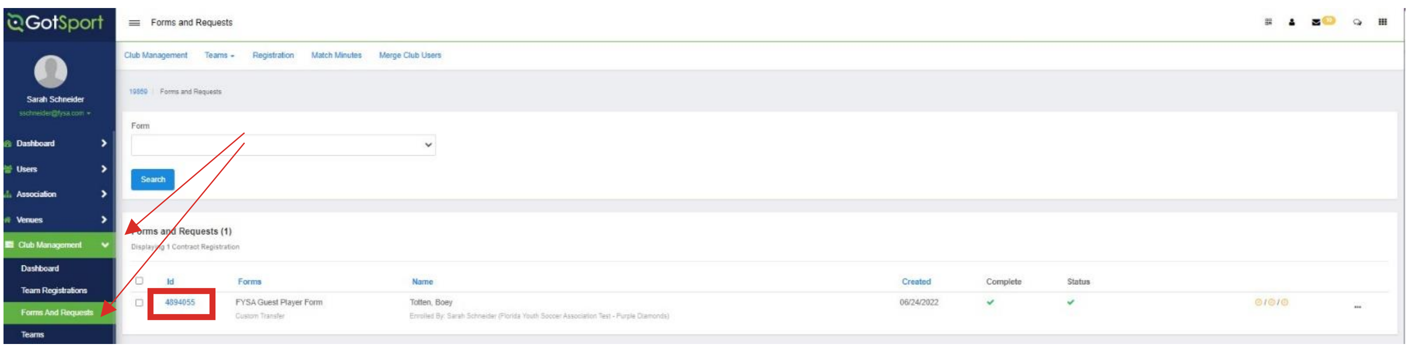
Clear

Save (Page 1 of 1)

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

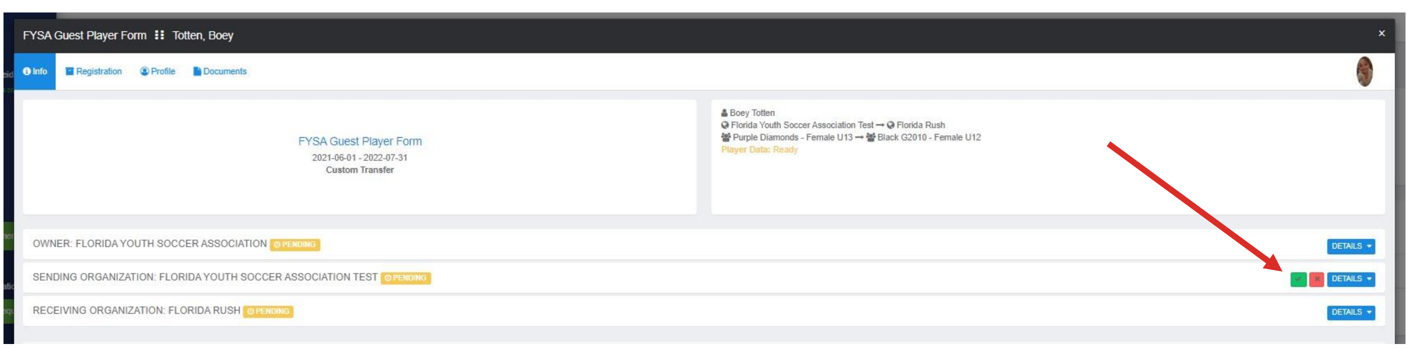


Step 7: Go to Club Management on the left-hand menu and select FORMS AND REQUESTS. Then **click on the ID Number** for the form you need to approve (you can also filter for 'Guest Player Form' in the drop down menu then click SEARCH)

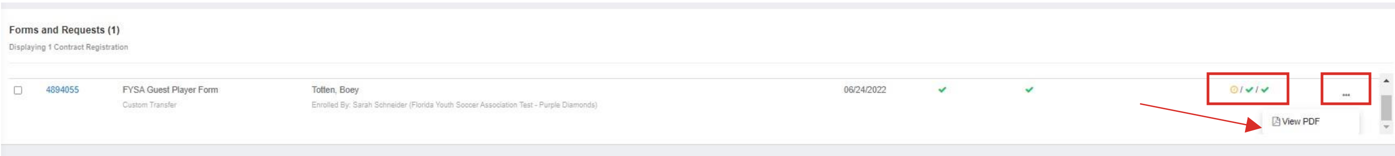


Step 8: To mark this player as APPROVED you will click the GREEN CHECK MARK

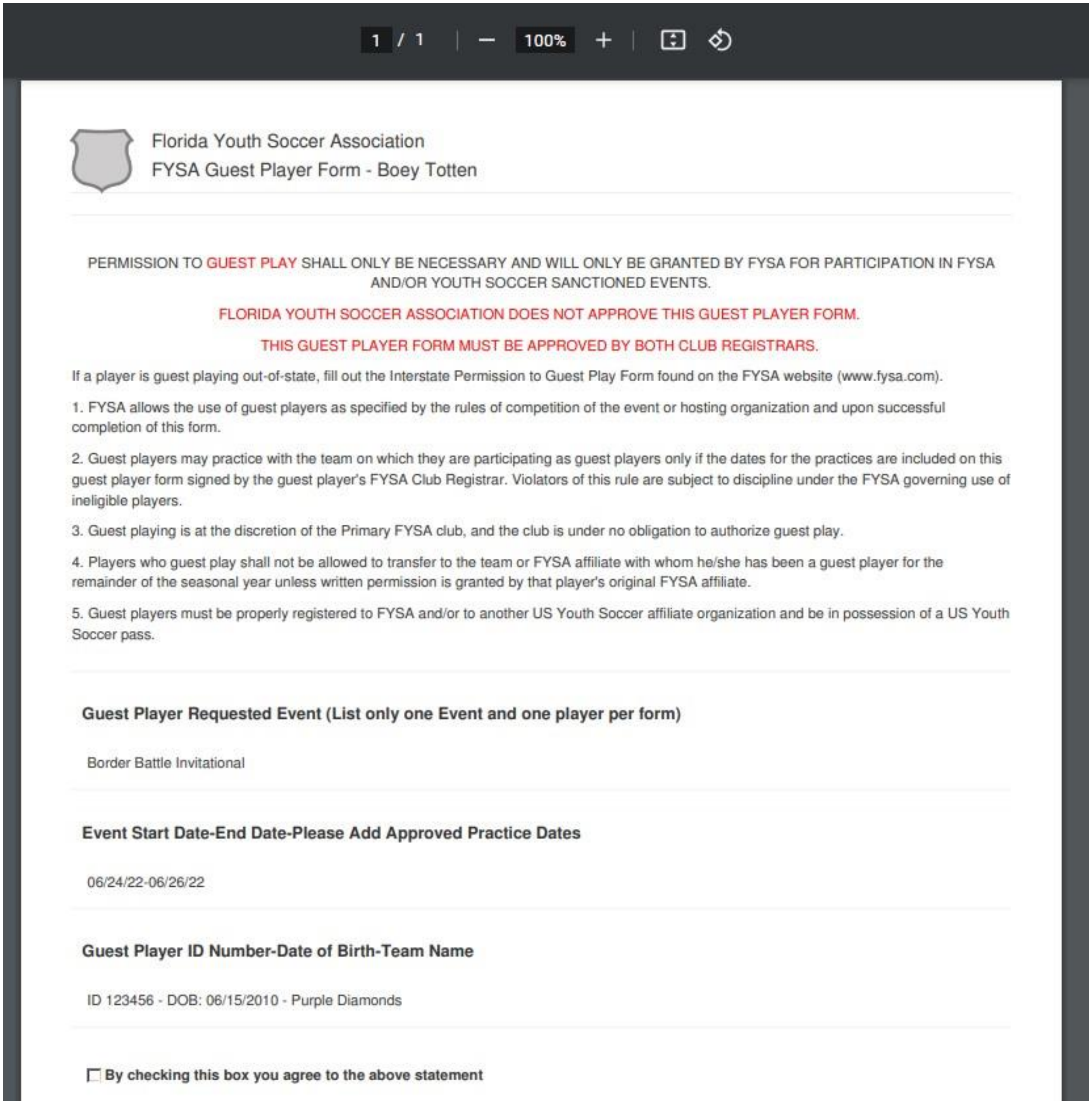
==Note: You will only have the action for approval by the other club. **Form does not require approval from FYSA.**==



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.**



Example of PDF:



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).

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

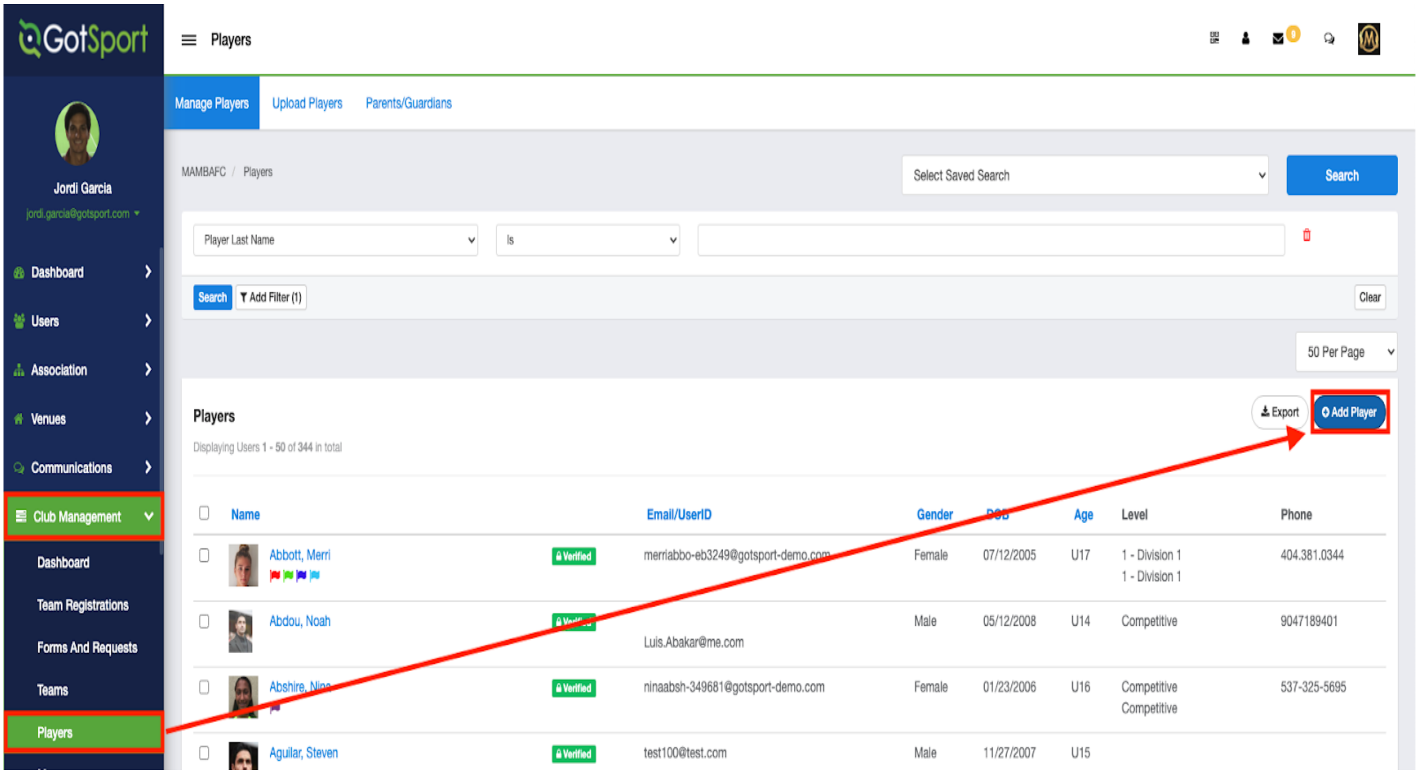
06/24/22-06/26/22

Guest Player ID Number-Date of Birth-Team Name

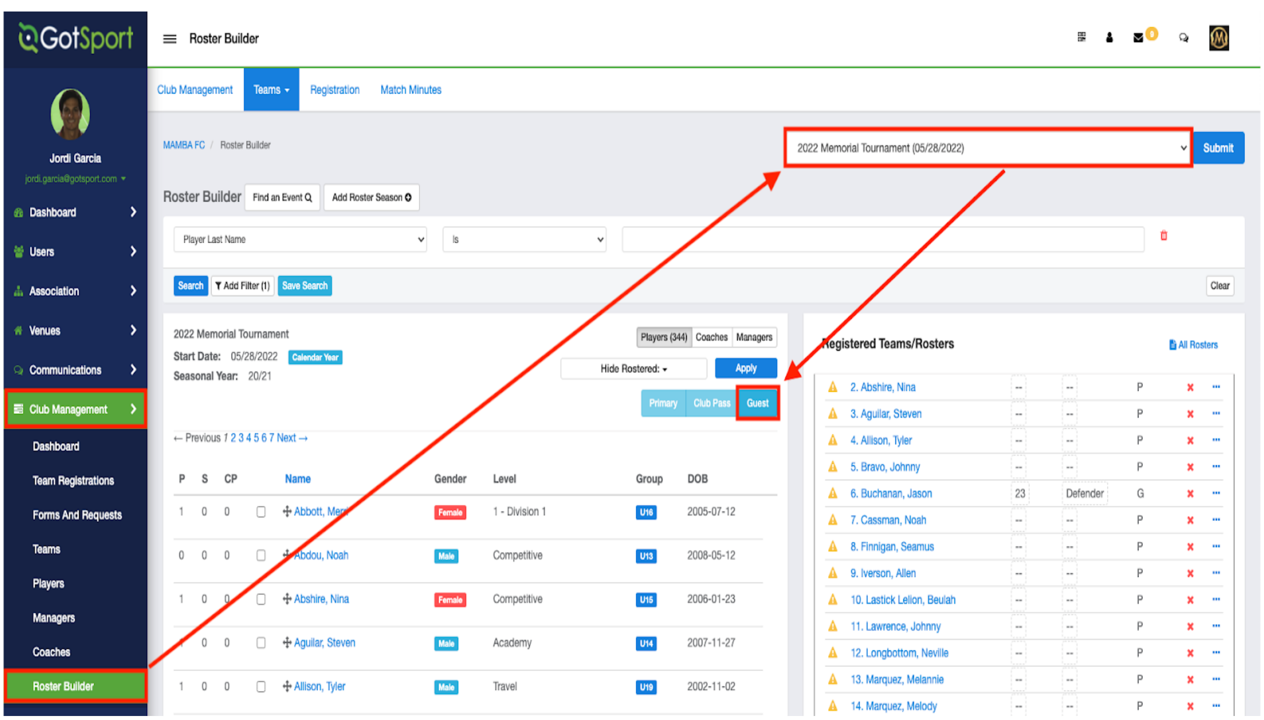
ID 123456 - DOB: 06/15/2010 - Purple Diamonds

☐ **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.



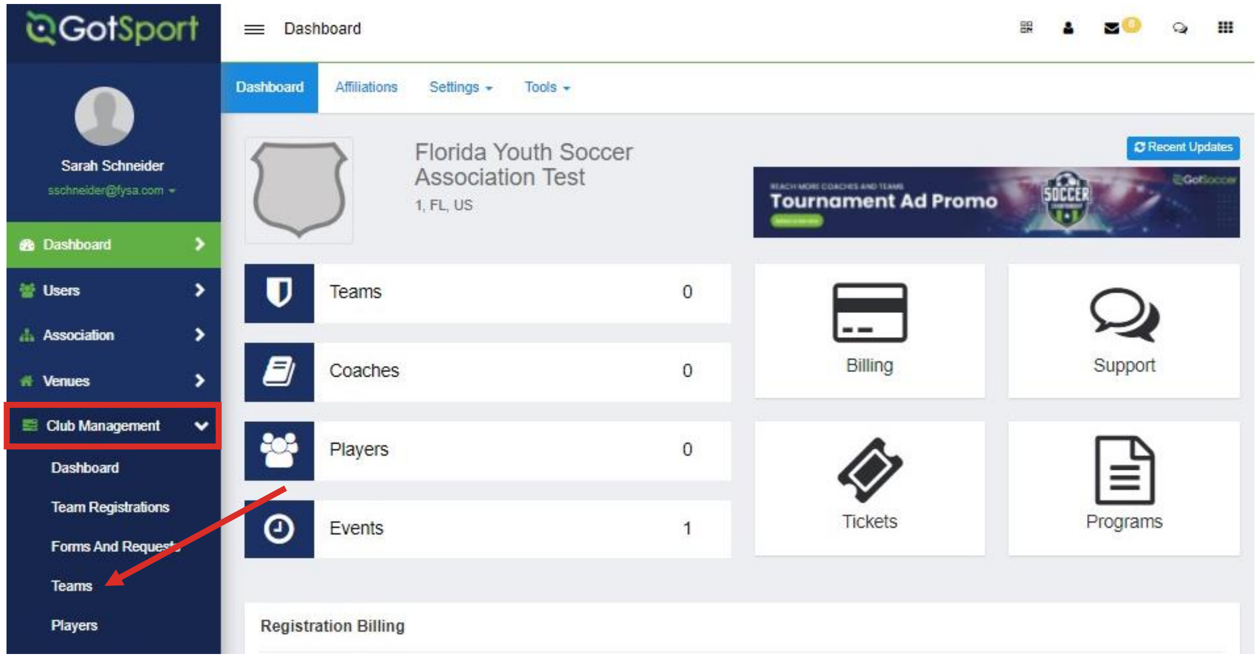
Step 11: Now that the player has been added you will go to Club management on the left-hand menu then click ROSTER BUILDER. Then select the EVENT, followed by the GUEST Tab. When you drag the player from the guest pool to the team's roster, a box will appear asking for the Position and Jersey number,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



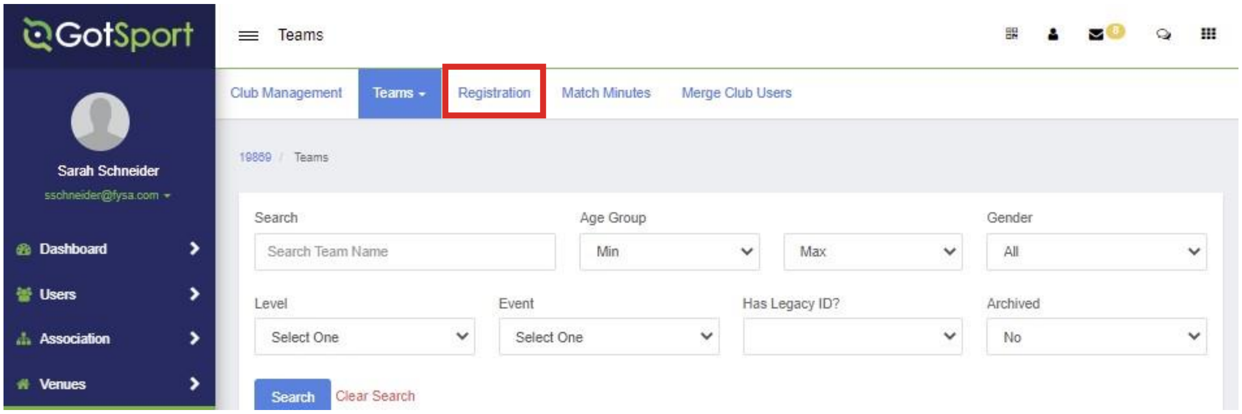
TOURNAMENT EVENT ROSTERS

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.

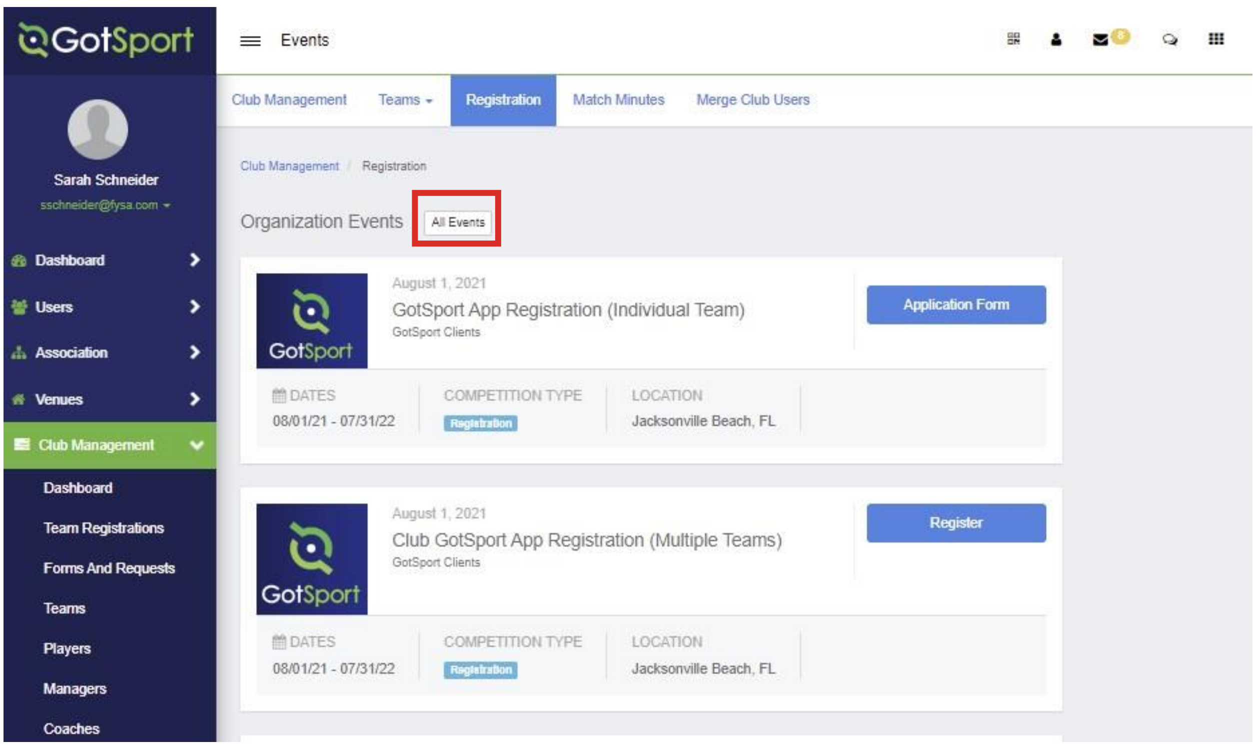
Step 1: From the Dashboard, click CLUB MANAGEMENT then select TEAMS from the left-hand menu

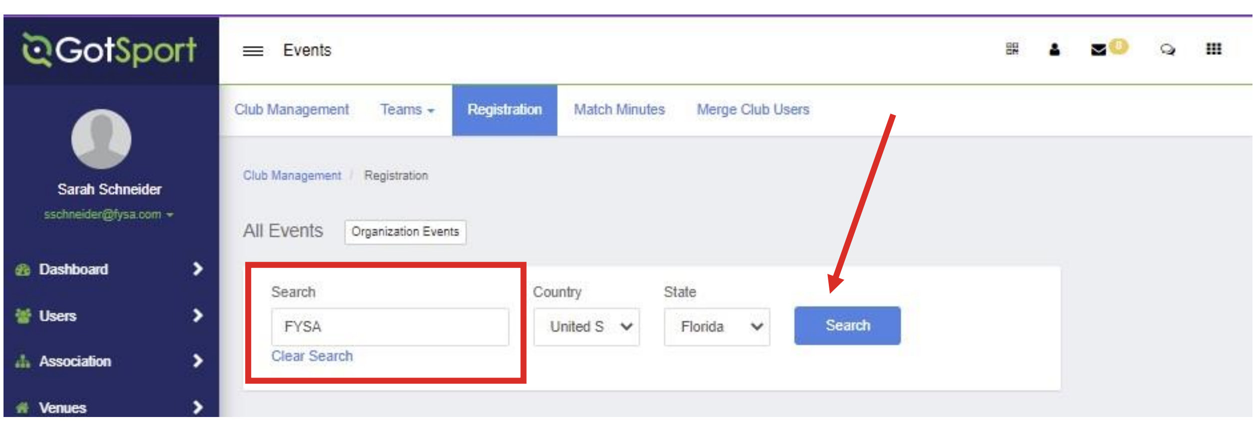


Step 2: From the Team page select REGISTRATION from the ribbon menu at the top

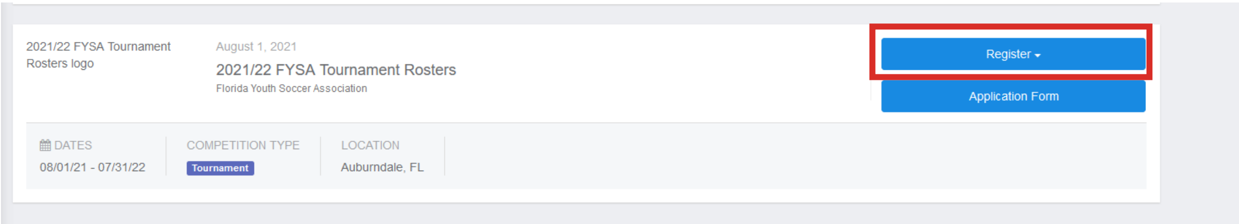


Step 3: From the Organization Event page select the ALL EVENTS button, then input FYSA in the search bar and click SEARCH

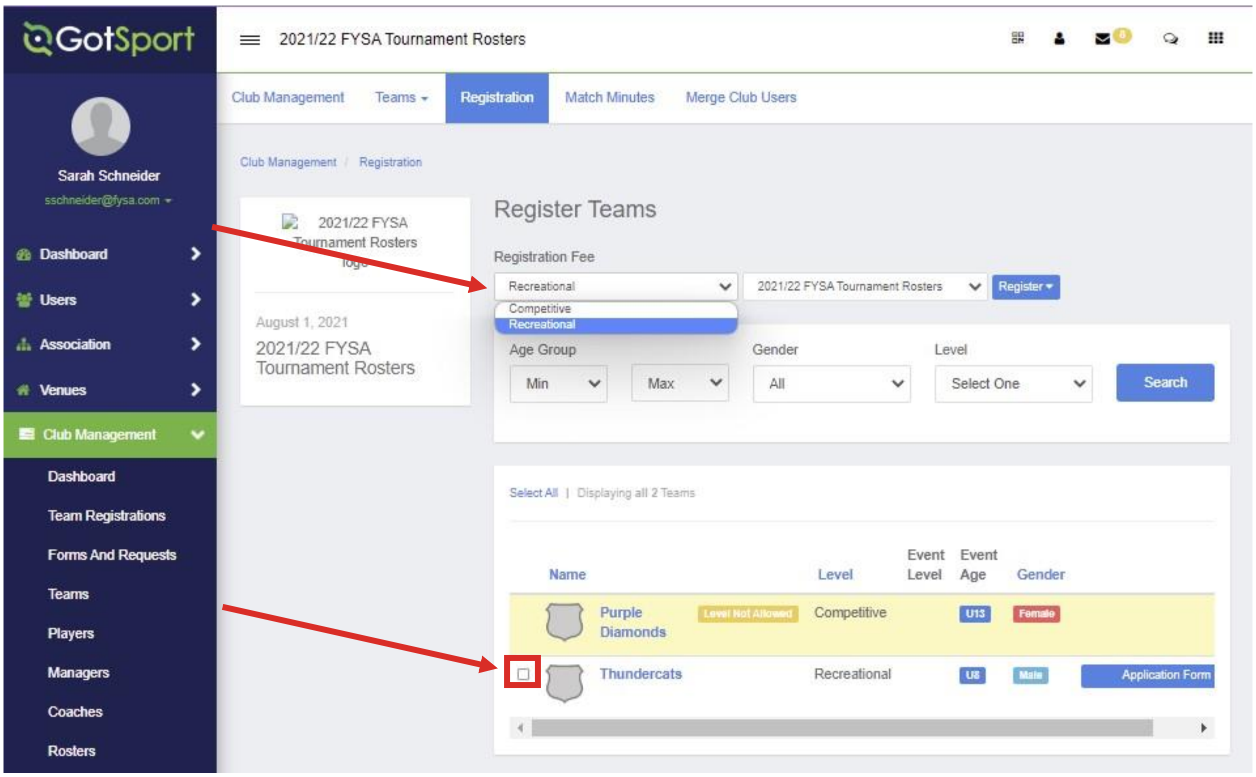




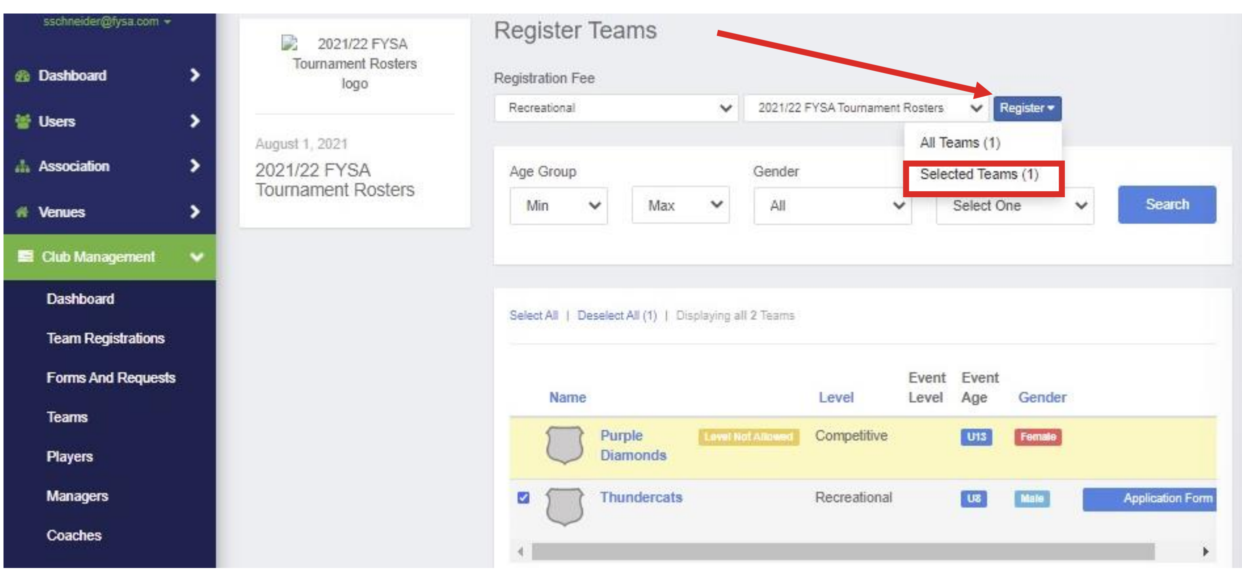
Step 4: Scroll down to the **2022/23 Tournament Rosters** and click the **REGISTER** button to the right



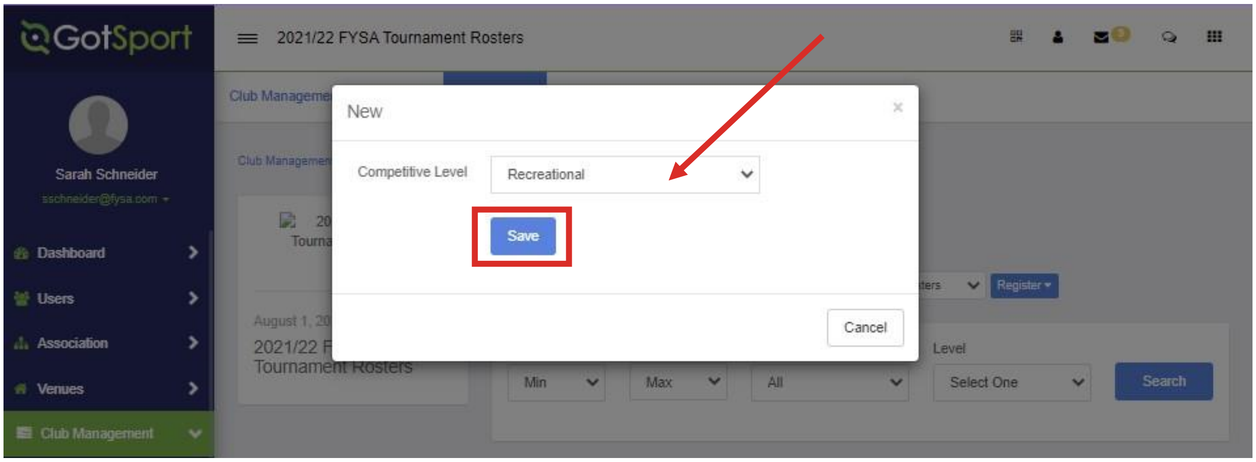
Step 5: Select the appropriate team level (Recreational or Competitive) from the dropdown list then select the checkbox next to the team's name



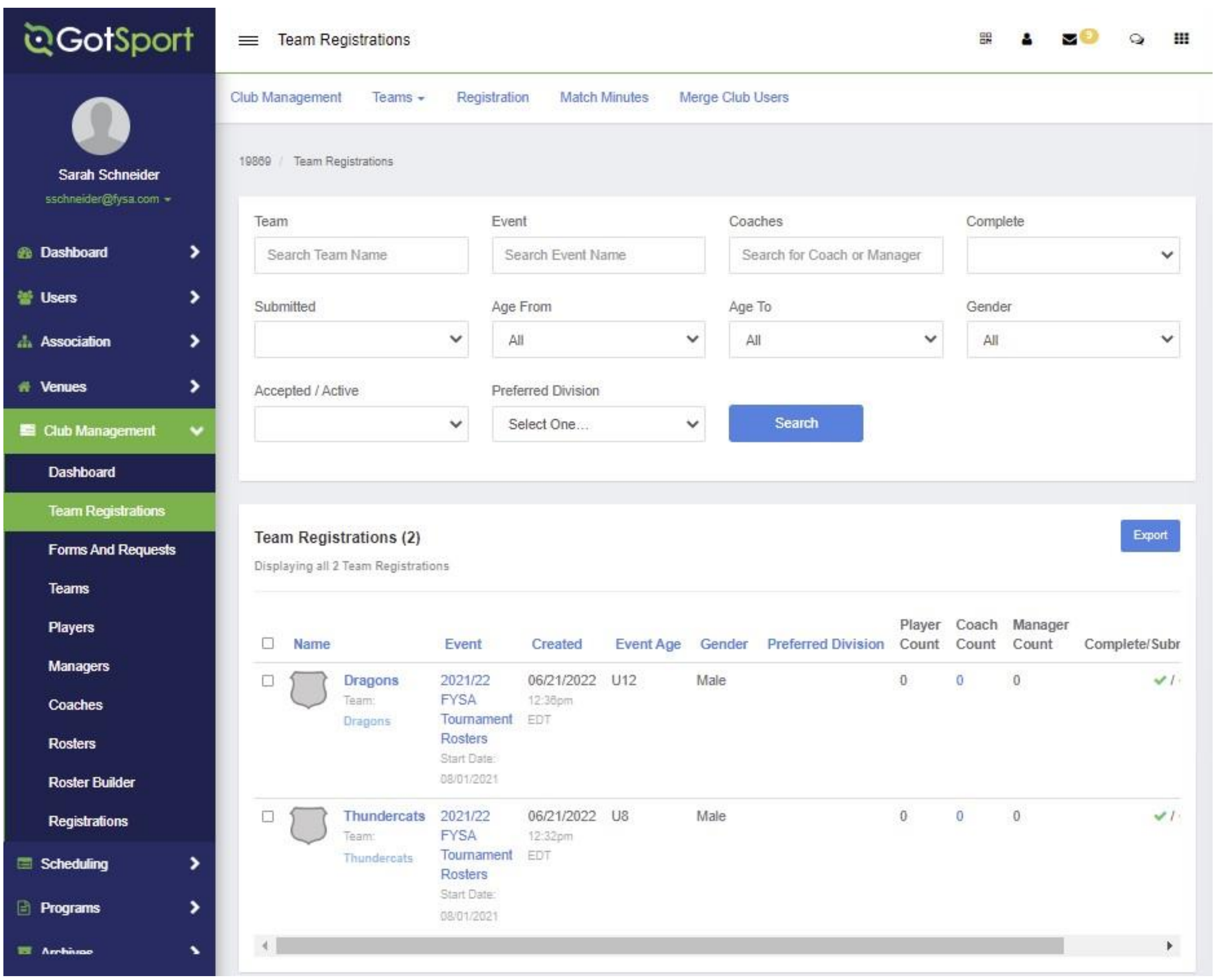
Step 6: Once all the teams have been selected click the REGISTER button next to the event name and select SELECTED TEAMS



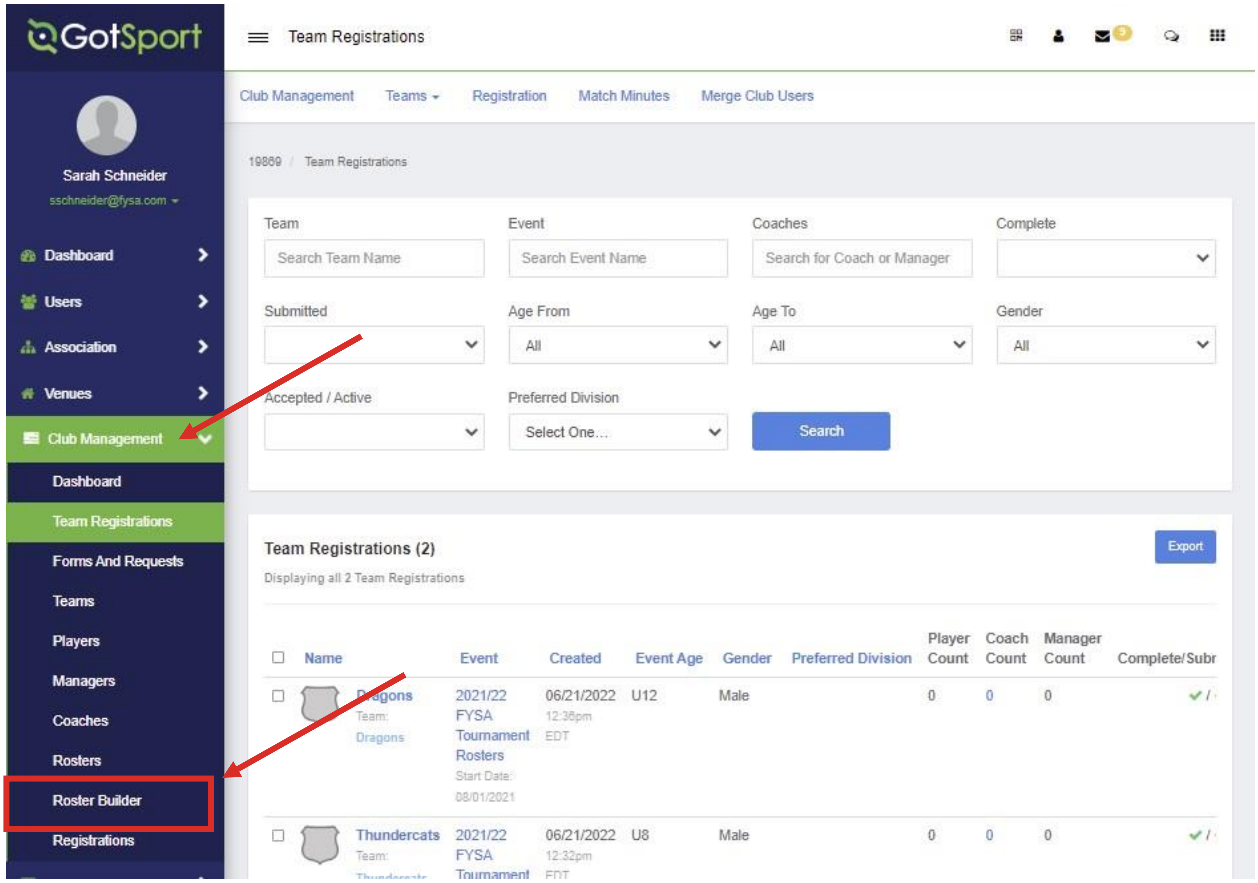
Step 7: A pop will appear confirming competitive level of the teams you selected. Select the appropriate level for those teams, then click SAVE



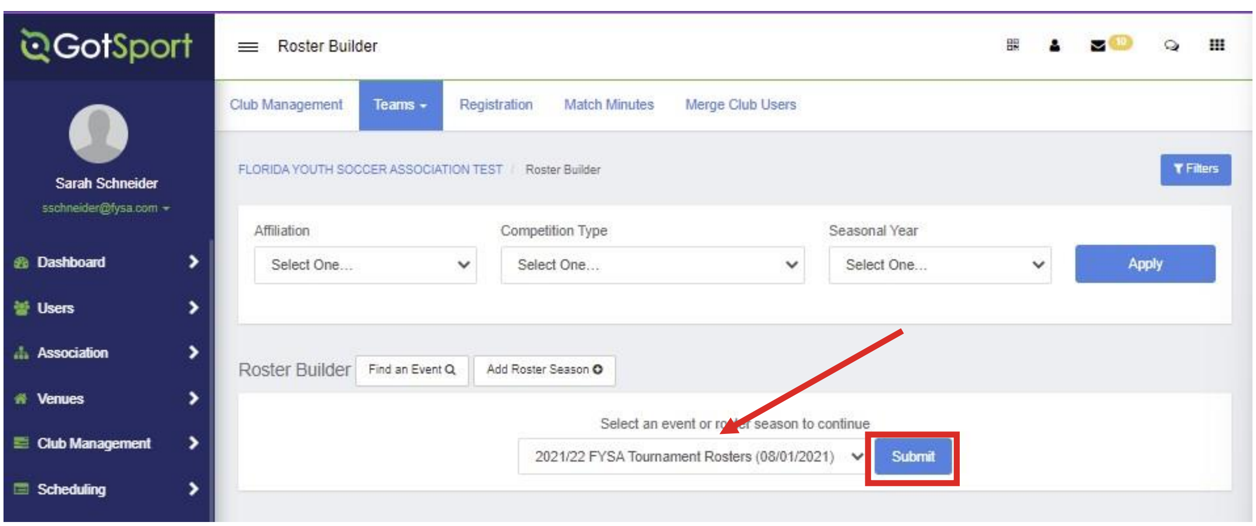
Step 8: Once you've clicked on save you will be taken to your team registrations page. All team registrations can be found here.



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



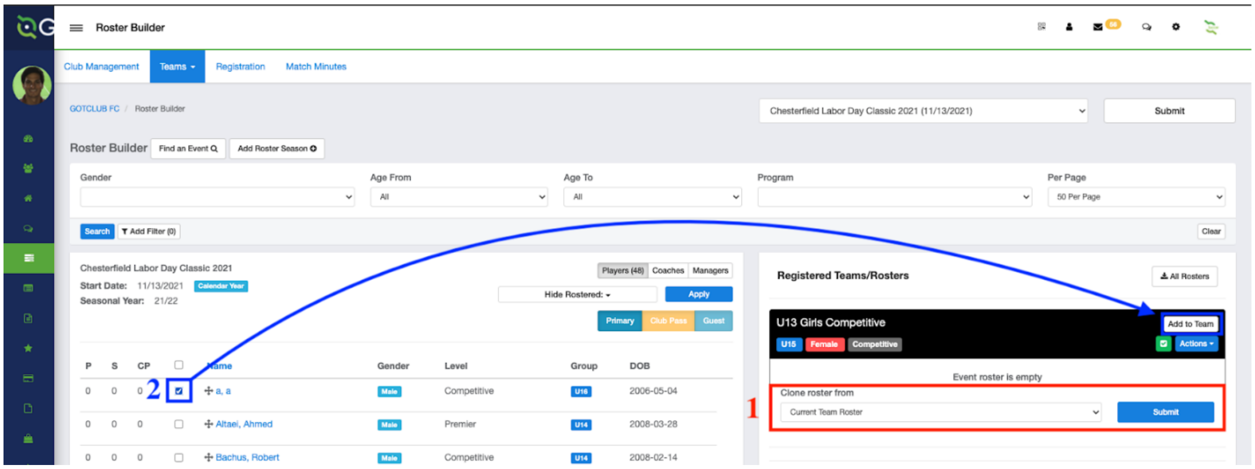
Step 10: Select the correct event (For this you we did FYSA TOURNAMENT ROSTER) that you have just registered teams in and click SUBMIT



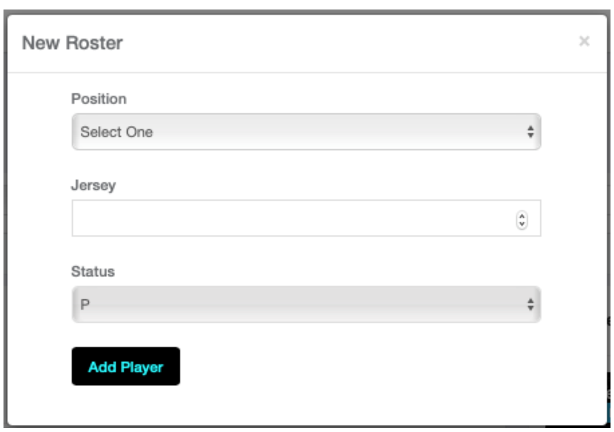
Step 11: There are two options to add players to your event roster.

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)



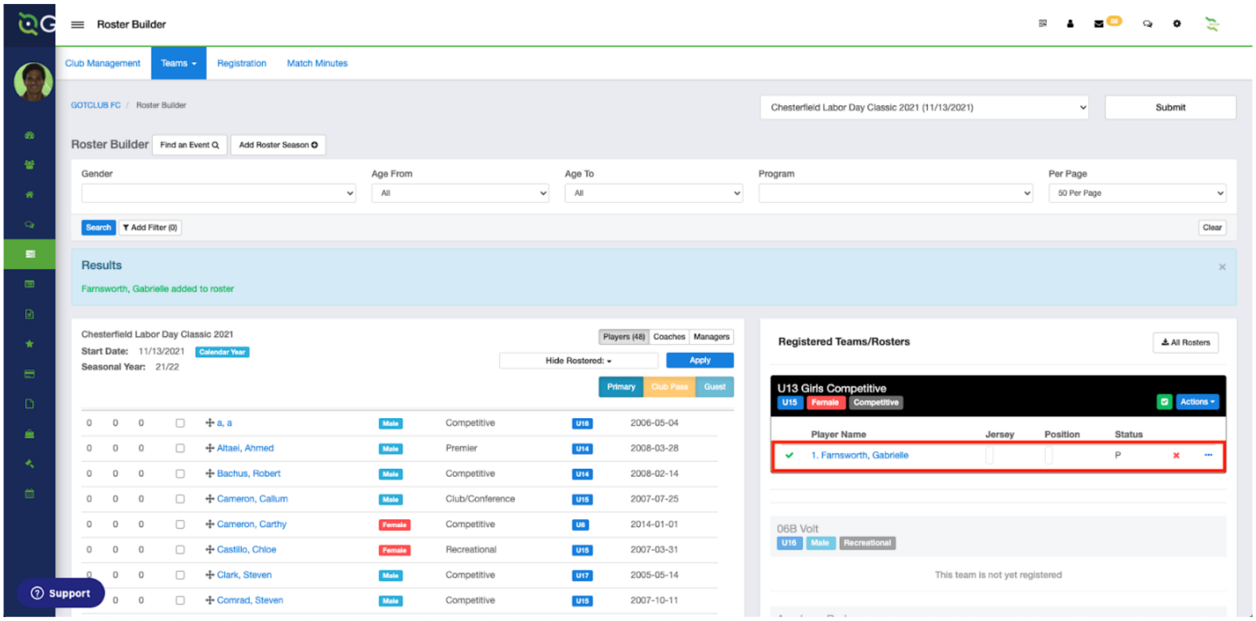
Step 4B: When you drag players over a pop up will appear. Fill in the pop up screen with position, jersey number, and check status is correct



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.



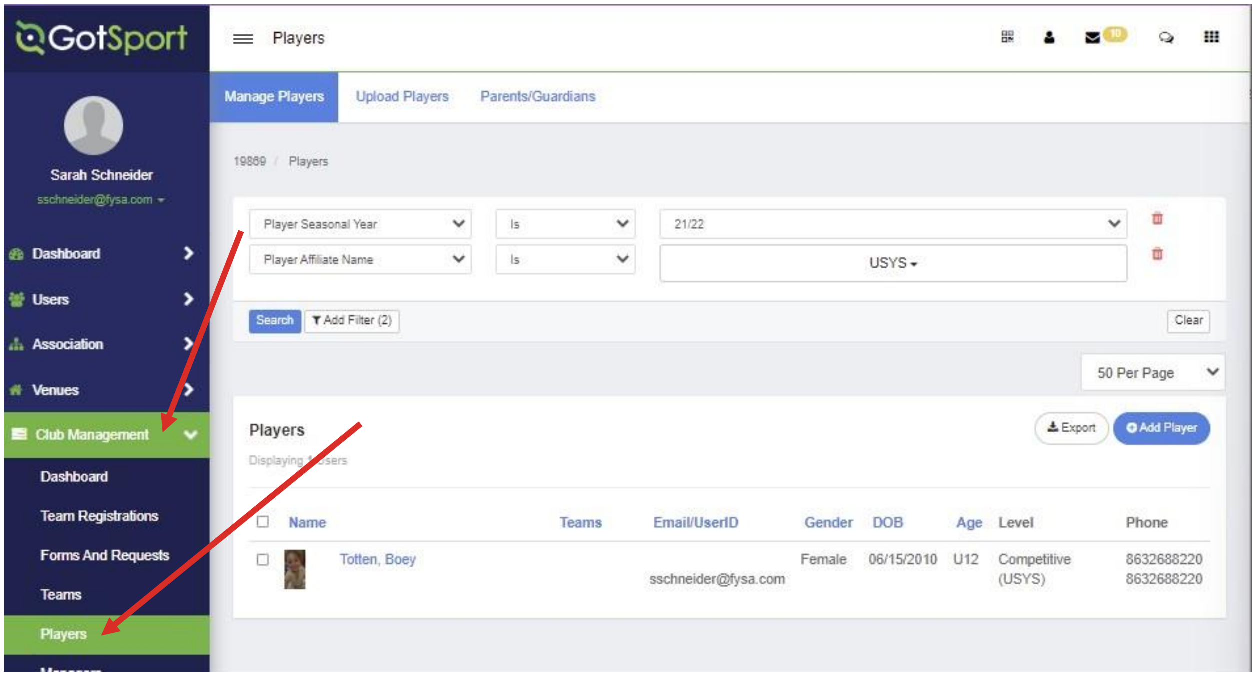
Your players have now been added!

REVIEWING THE REQUIREMENTS

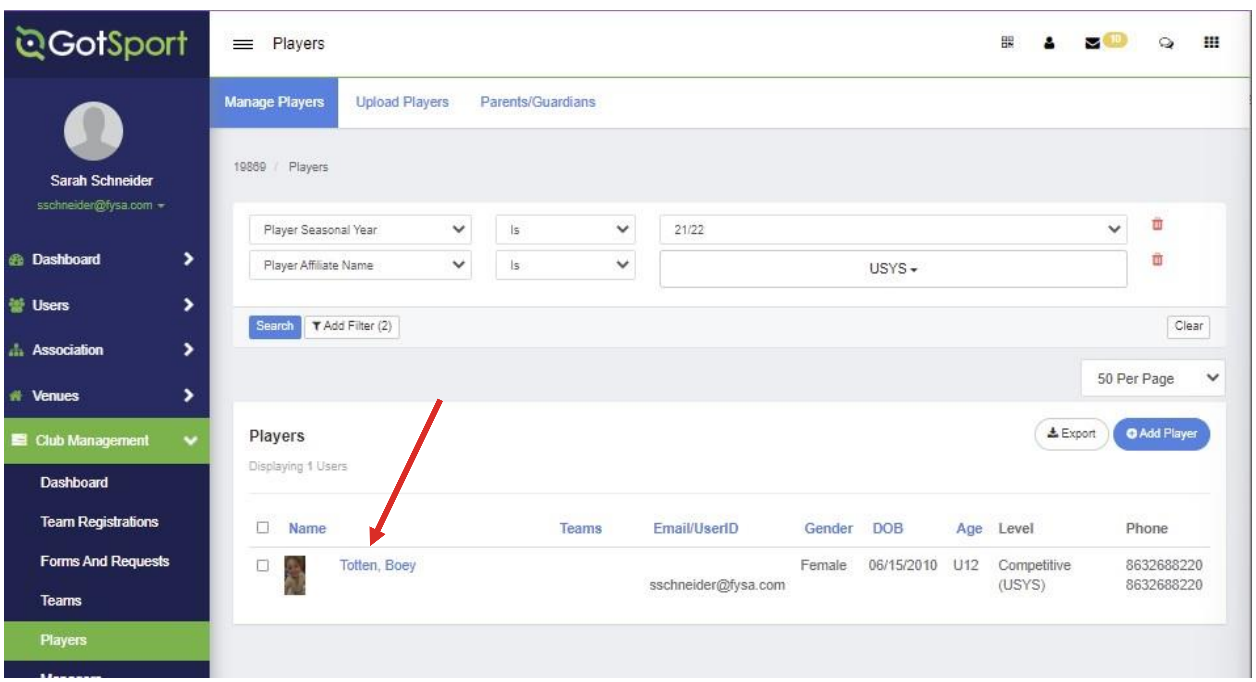
The longest process for approvals is often the back and forth of missing Player or Coach requirements. The process is most efficient with a pro-active approach to checking Requirements. There are TWO ways to check requirements, as an administrator or as a user (player or coach).

REVIEWING REQUIREMENTS AS AN ADMINISTRATOR

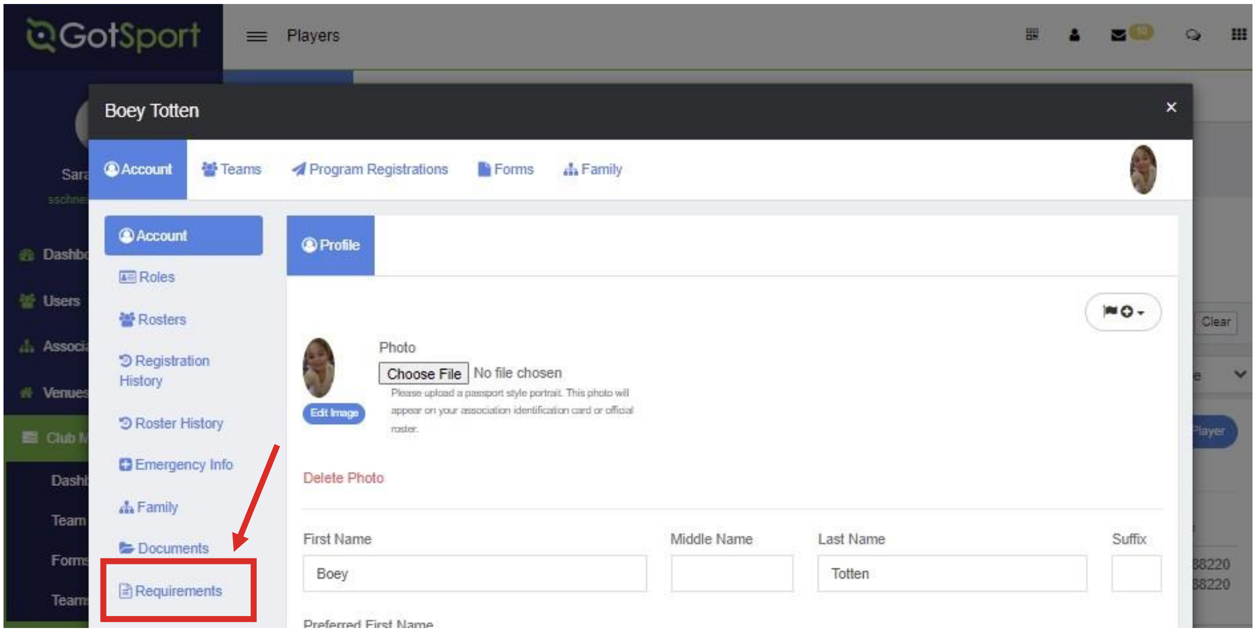
Step 1: From the Dashboard, select Player or Coach from the left-hand menu depending on the role of the person you are wanting to review requirements for. For this example, we are going to look at a player profile.



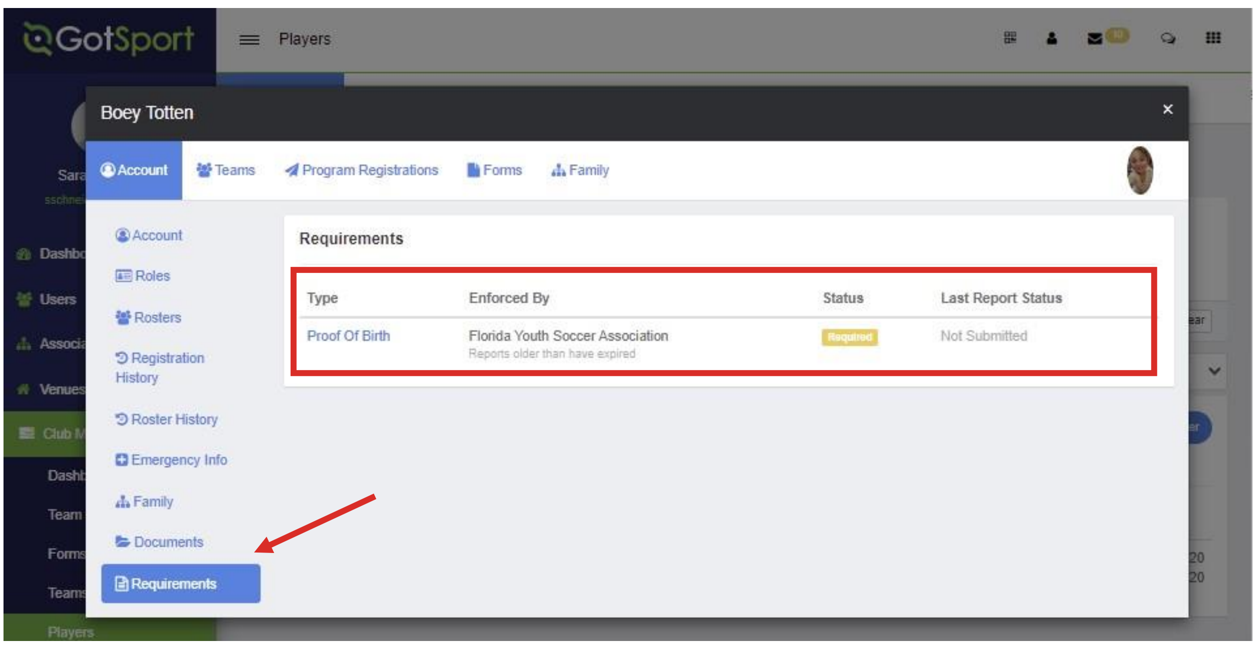
Step 2: Click the name of the player who you would like to review requirements for



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



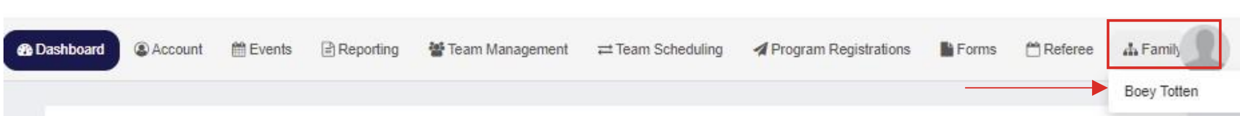
From this page you can click on the title of each requirement and submit any applicable documents.

REVIEWING REQUIREMENTS AS A USER (PLAYER OR COACH)

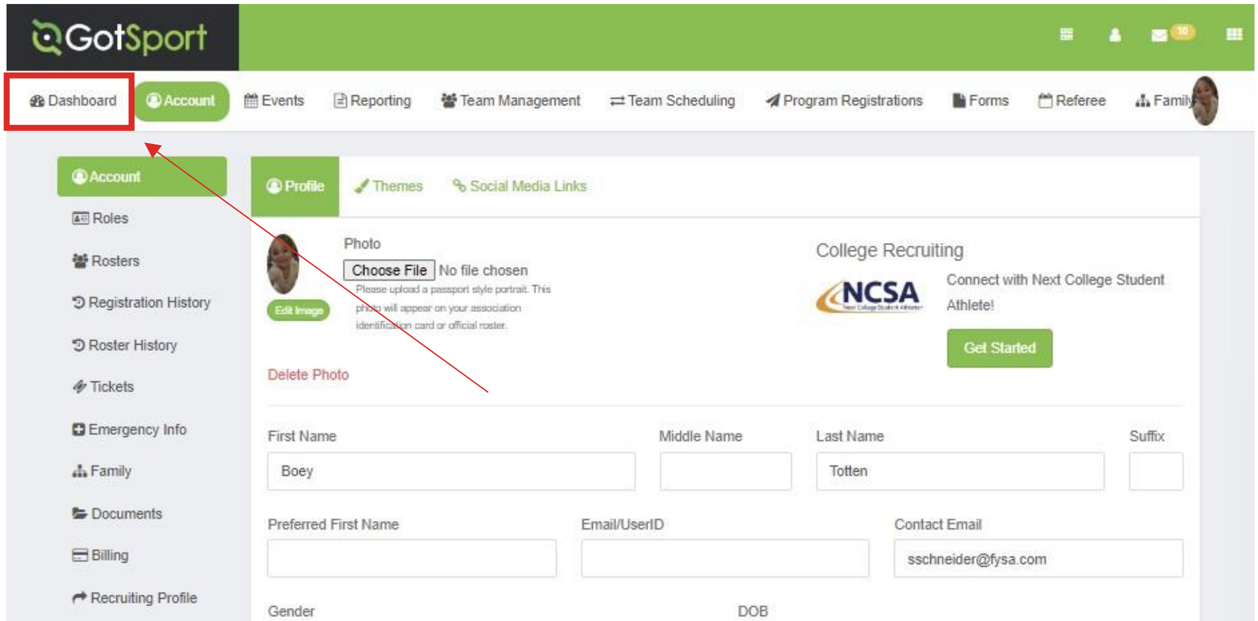
Step 1: As a parent or coach (depending on your role), log into your GotSport Account (if you need assistance click here) at https://system.gotsport.com/

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

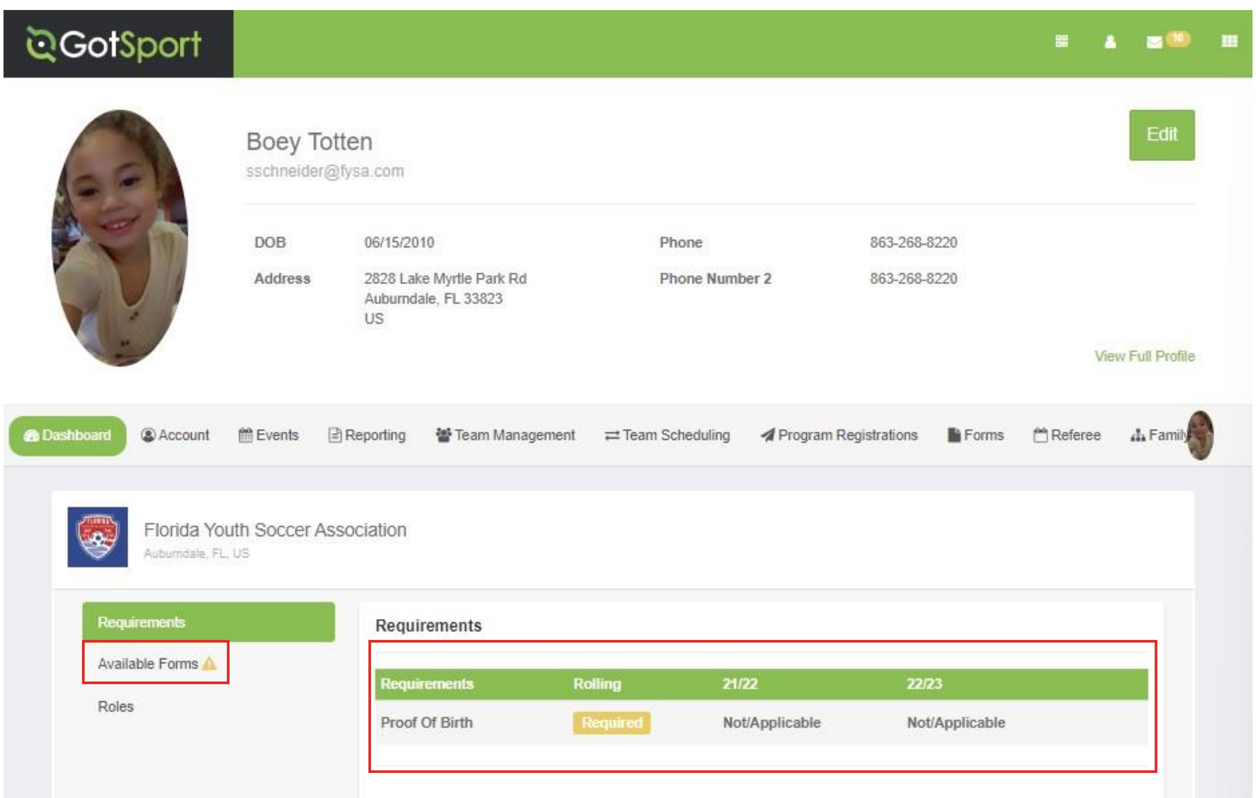
Step 2: If you are a parent, select FAMILY from the menu ribbon at the top and click your player's name



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.

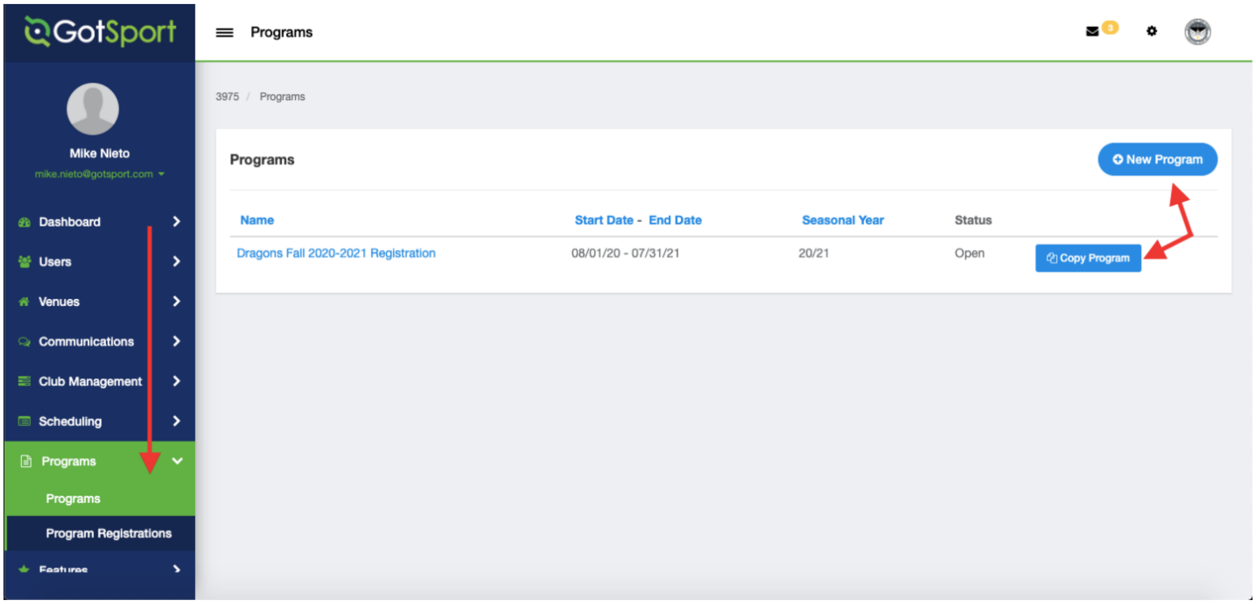


ADDING A PROGRAM

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

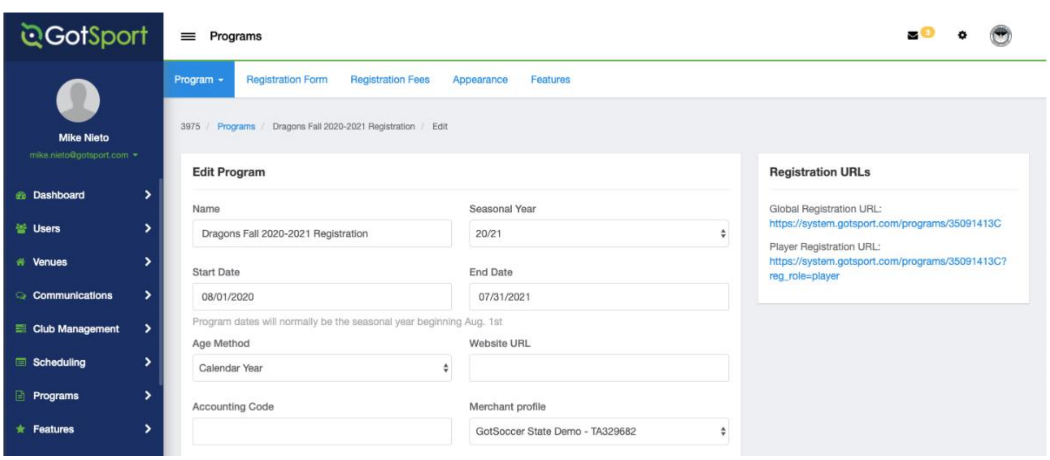
Step 1: From the Dashboard click PROGRAMS from the left-hand menu and select PROGRAMS. Then click NEW PROGRAM



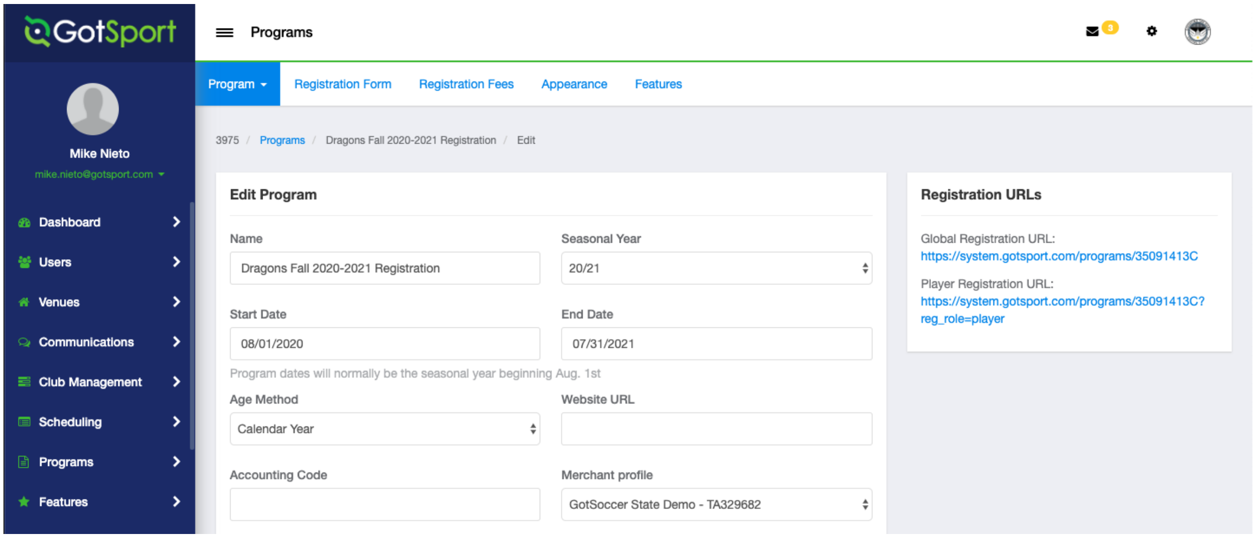
NOTE: If you wish to duplicate a program from the previous season, simply click COPY PROGRAM (remember to update your information: seasonal year, start/end date, confirmation email text etc. An accounting code must be entered into the program you wish to copy. Add 123 if your club does not use this feature).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



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.



***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.*

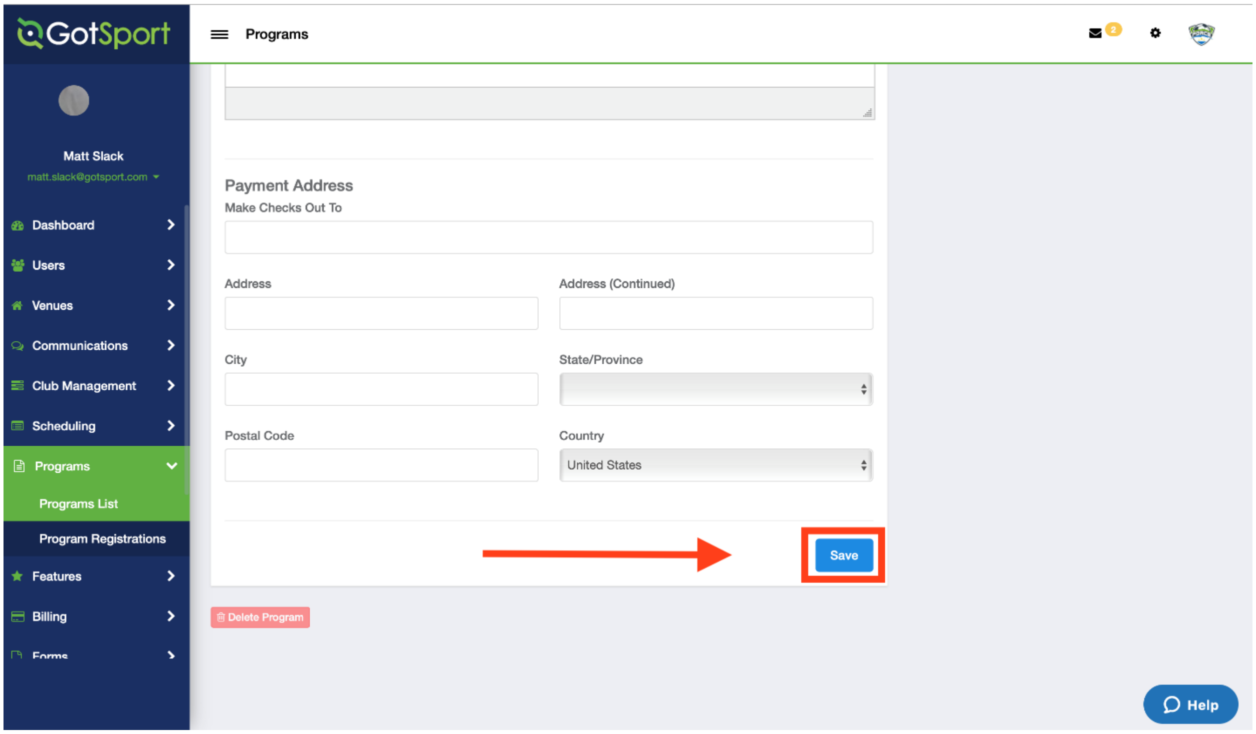
***Printable Agreement Text:** this area allows you to enter text the registrant can download and print after the registration.*

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).*

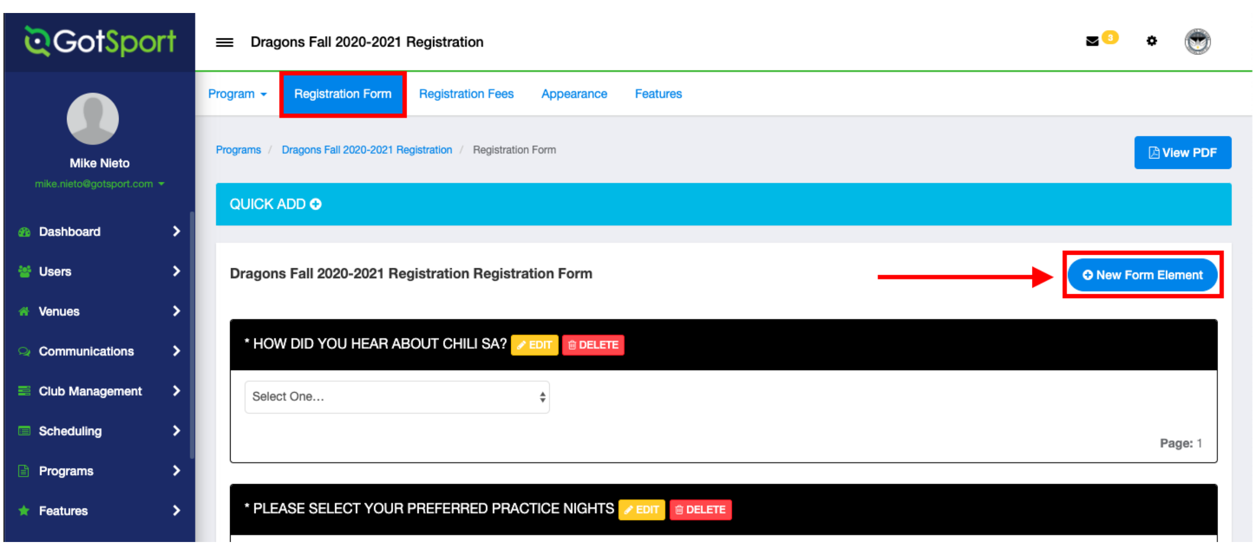
Registration Insurance: *A third-party insurance for parents to ensure the registration (Default will publish/ None will not show this to the user).*

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



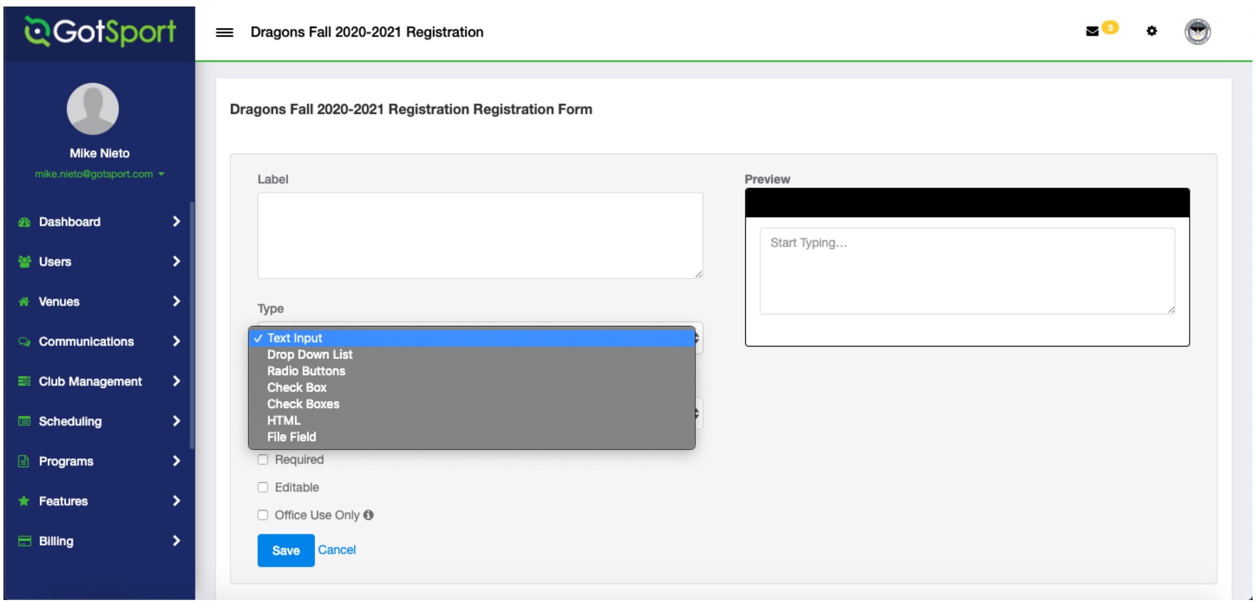
CREATING THE REGISTRATION FORM

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.



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



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.

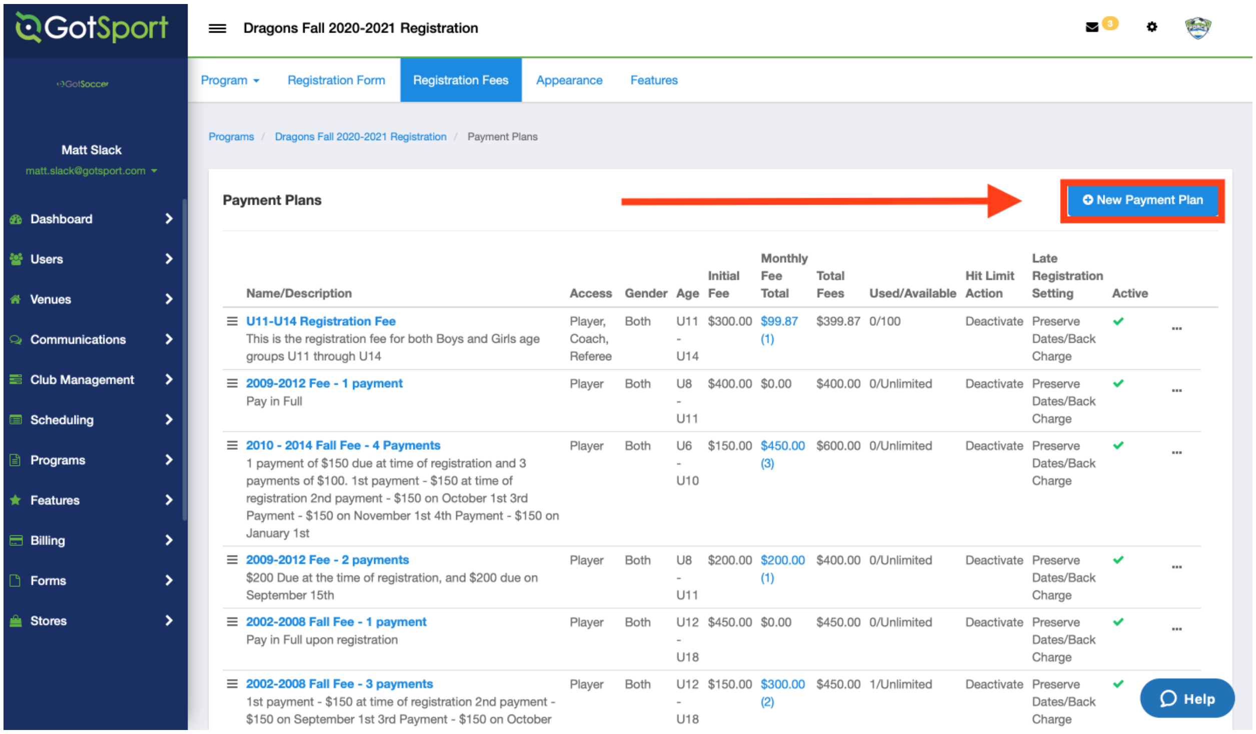
NOTE: As you make edits to these form elements, they will change live through the preview on the right-hand side so you will know exactly how this question appears.

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



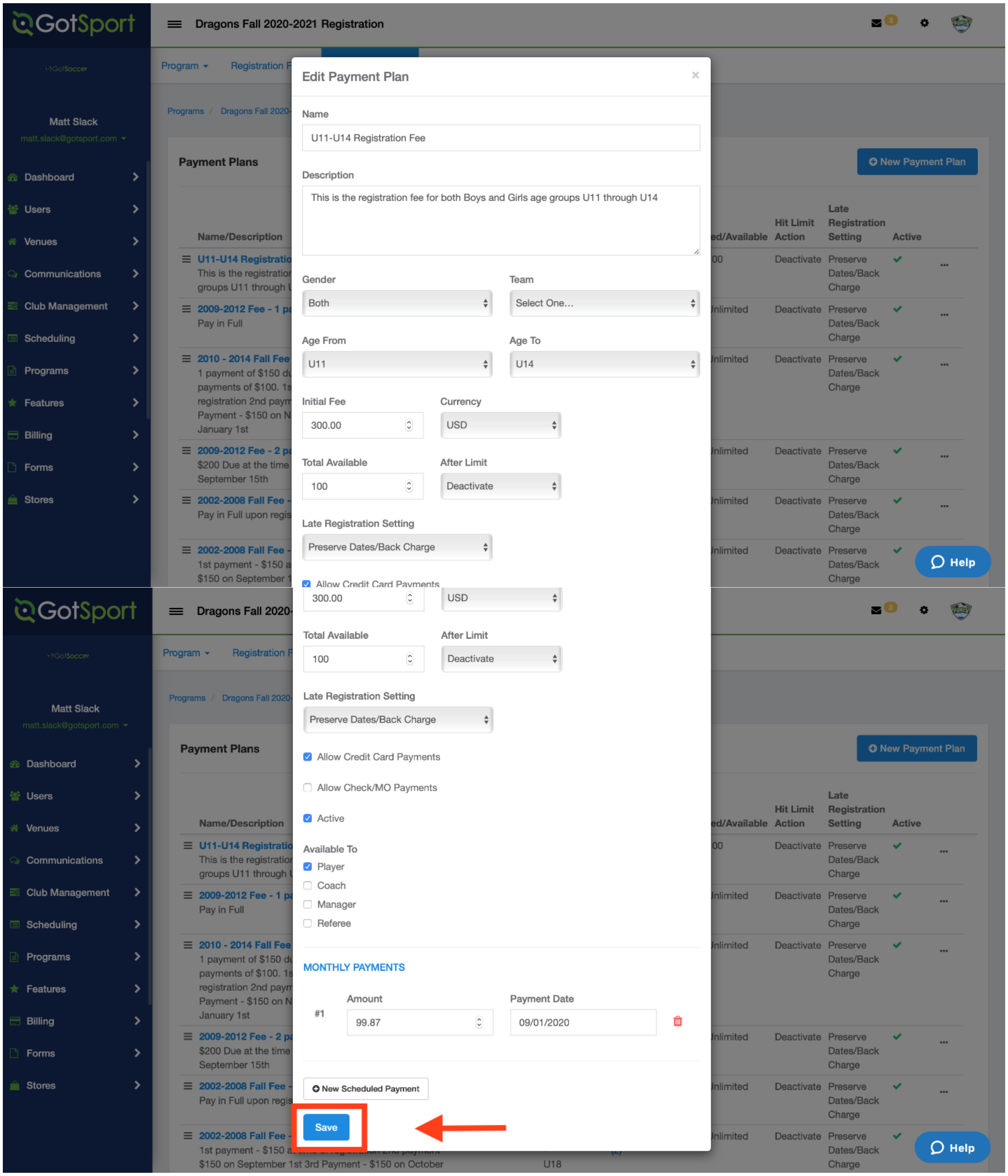
Step 3: In the New Payment Plan popup, You will be able to build your payment plan.

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.



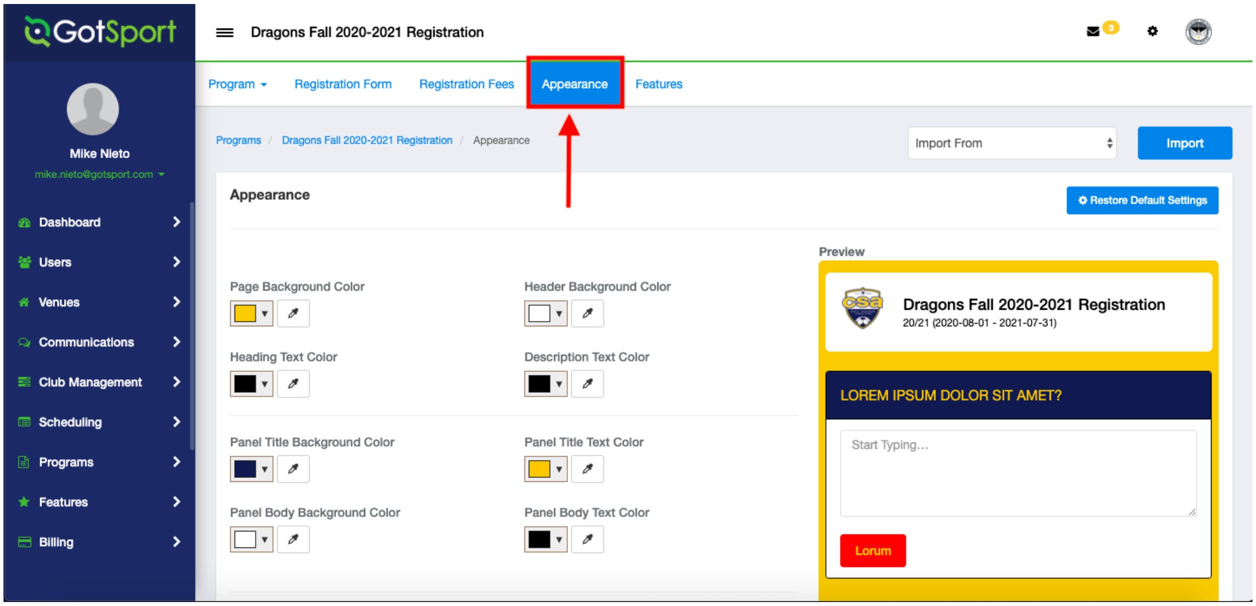
Step 4: Then click SAVE

CREATING A CUSTOM APPEARANCE FOR A PROGRAM

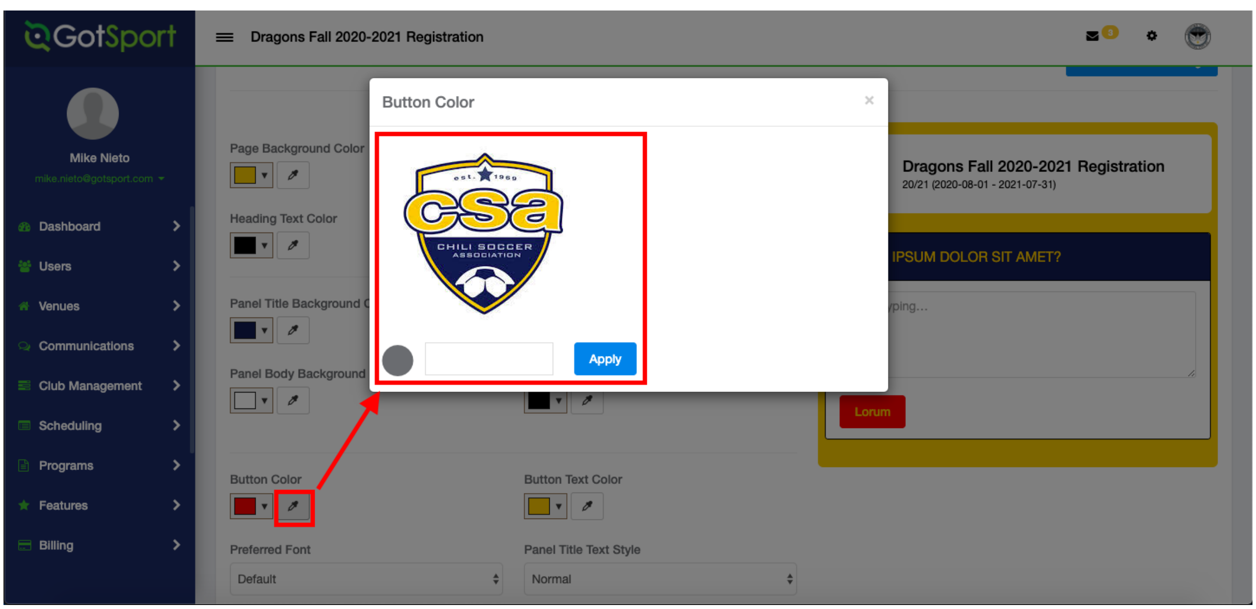
Step 1: While creating your program registration, click the APPEARANCE tab at the top of your page. This will enable you to add the club logo and adjust the appearance of the program landing page.

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.



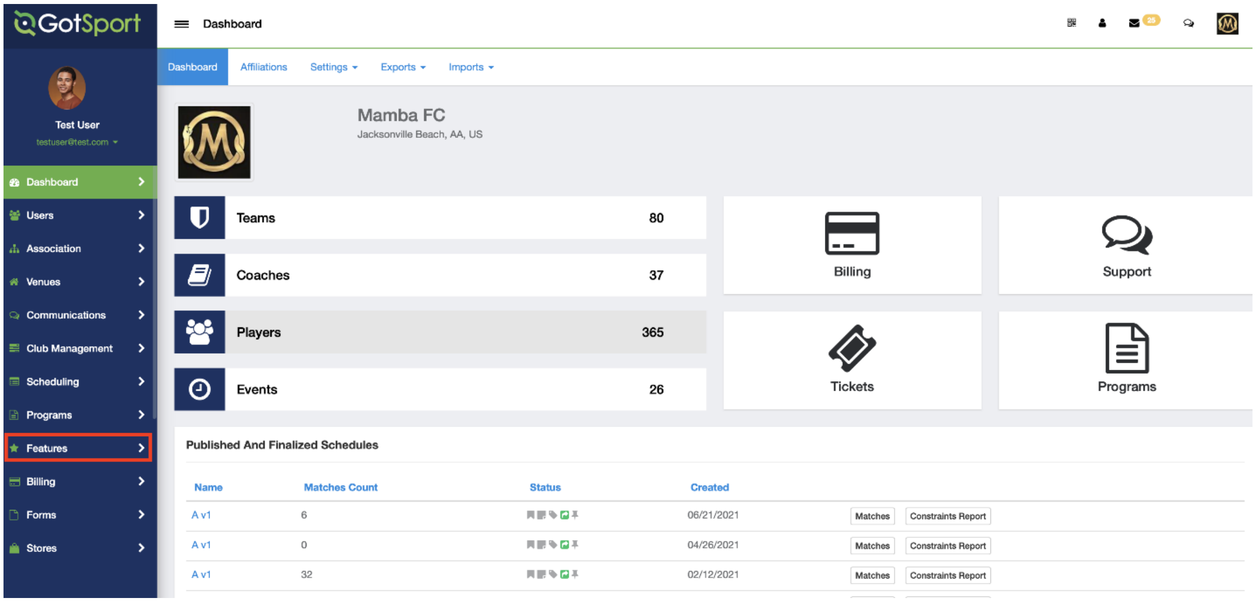
While selecting colors for your appearance, be sure to note the eyedropper tool next to each color as well. This tool will allow you to pull the exact color from a logo you have uploaded, allowing you to keep this appearance as professional as possible in portraying your organization's colors.



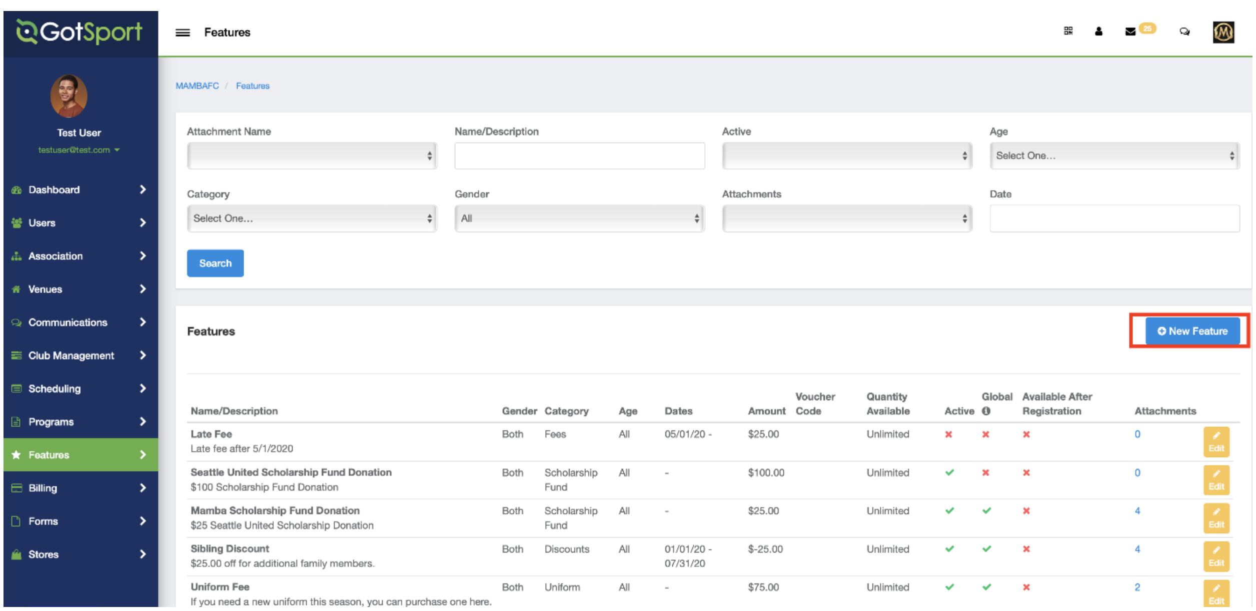
CREATE FEATURES

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



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



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.

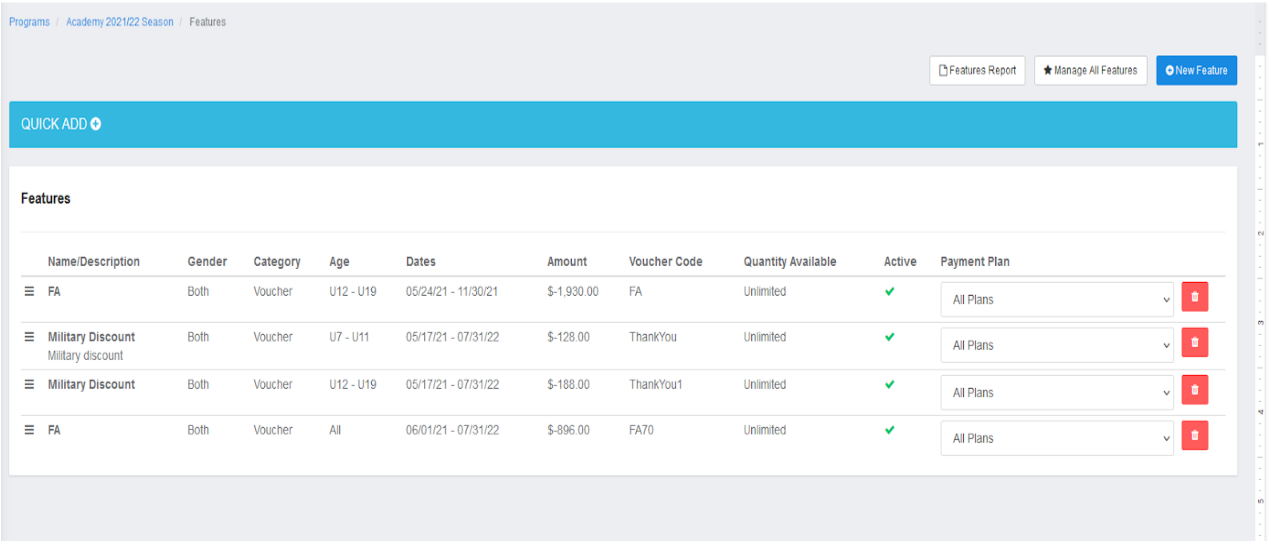
Active- With this box selected, the feature is able to be selected/applied.

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.

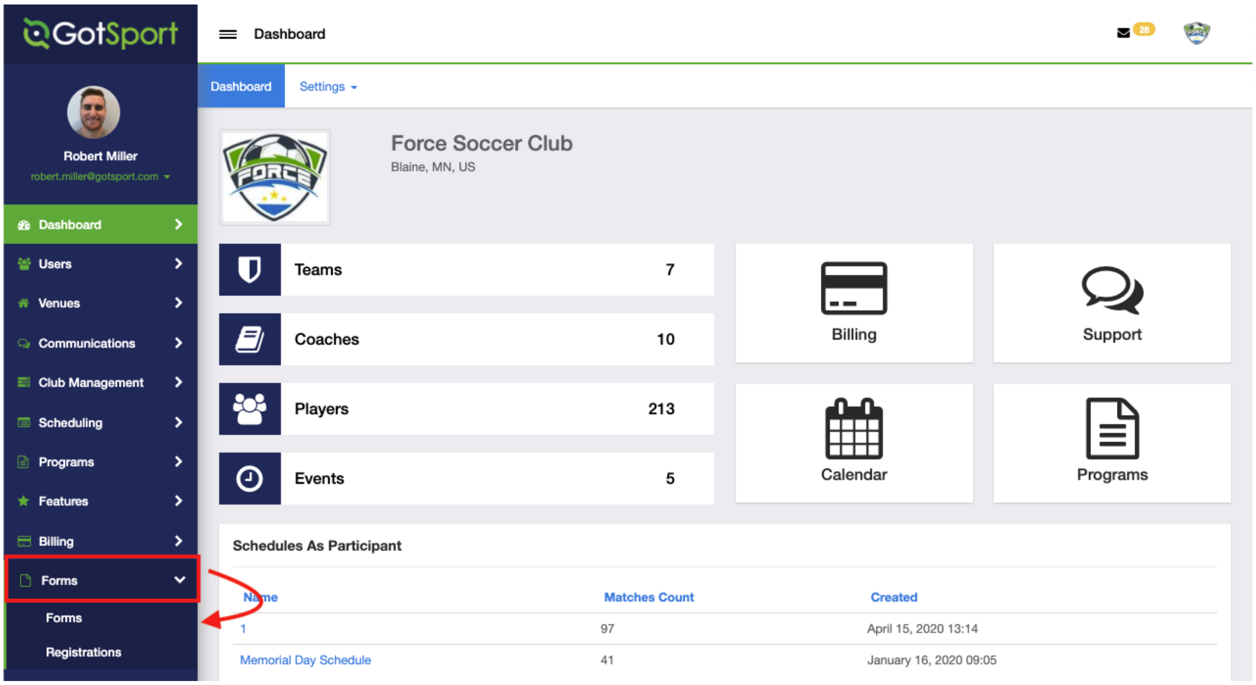


ADDING/ CREATING A BIRTH CERTIFICATE DOCUMENT REPOSITORY

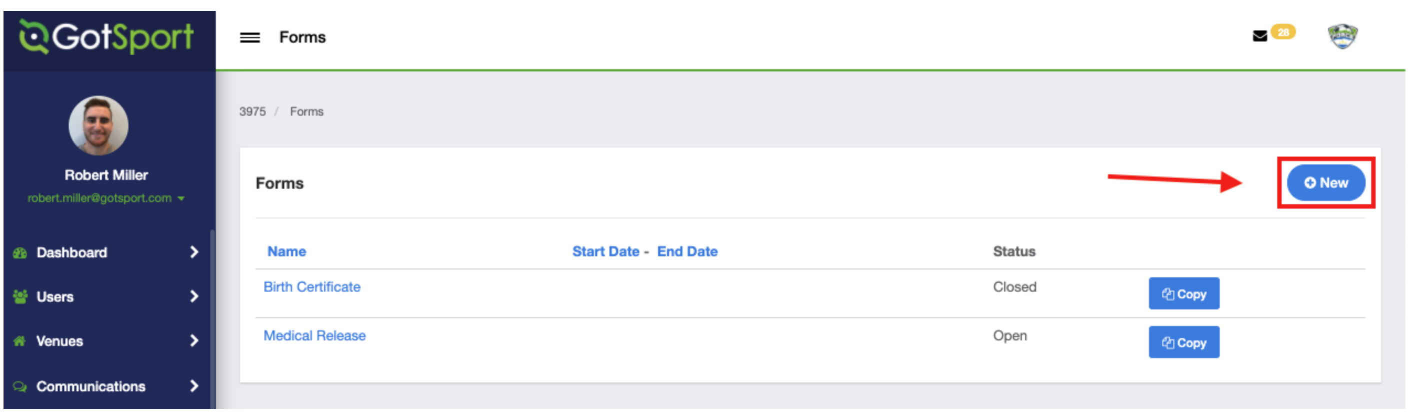
A document repository acts as a folder, which stores all of the signed forms for this type of document. For example, if you had a club waiver, instead of adding it into that one program as a custom question, you can add a document repository for "Club Waiver" and then add that form into all programs. 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**

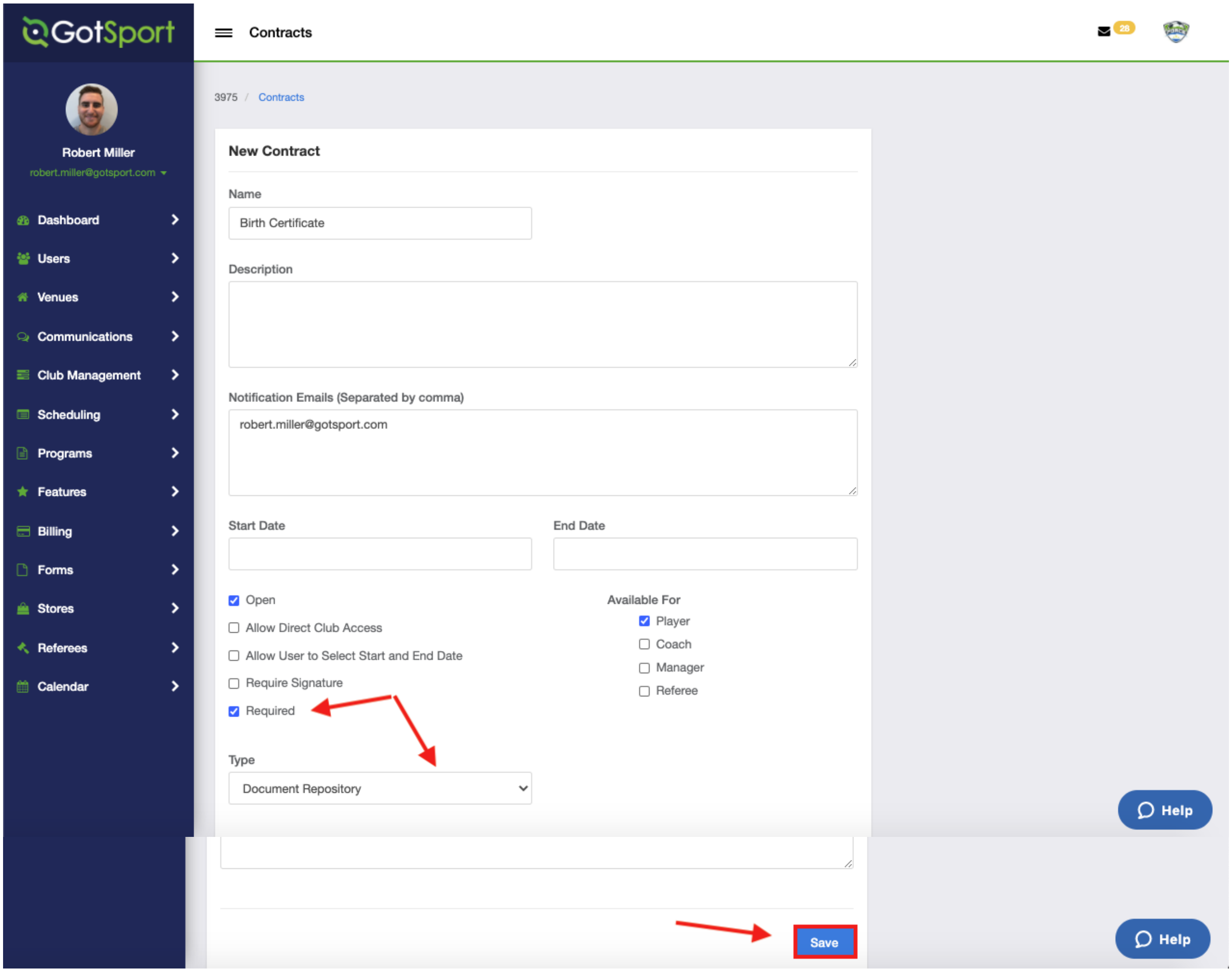


Step 2: Click **New** to create a form

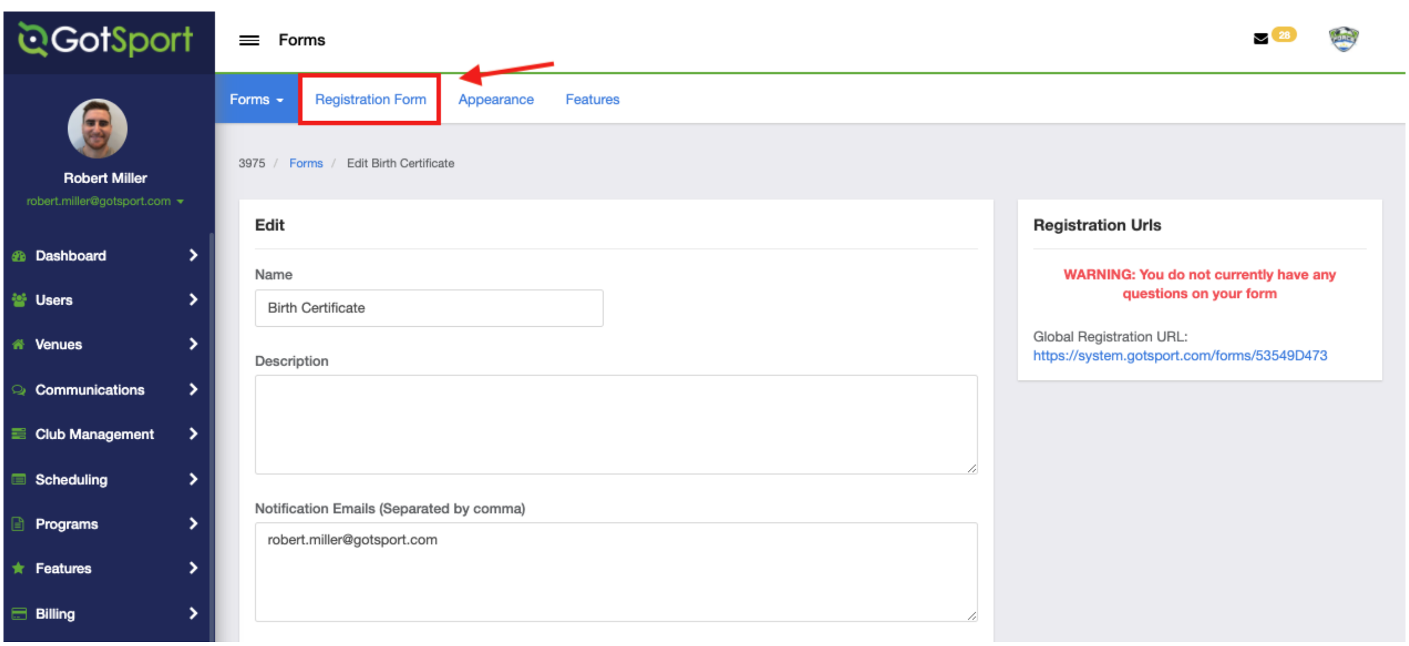


Step 3: Build out your form. Make sure to make the form **TYPE a Document Repository.** Scroll to the bottom and click **Save.**

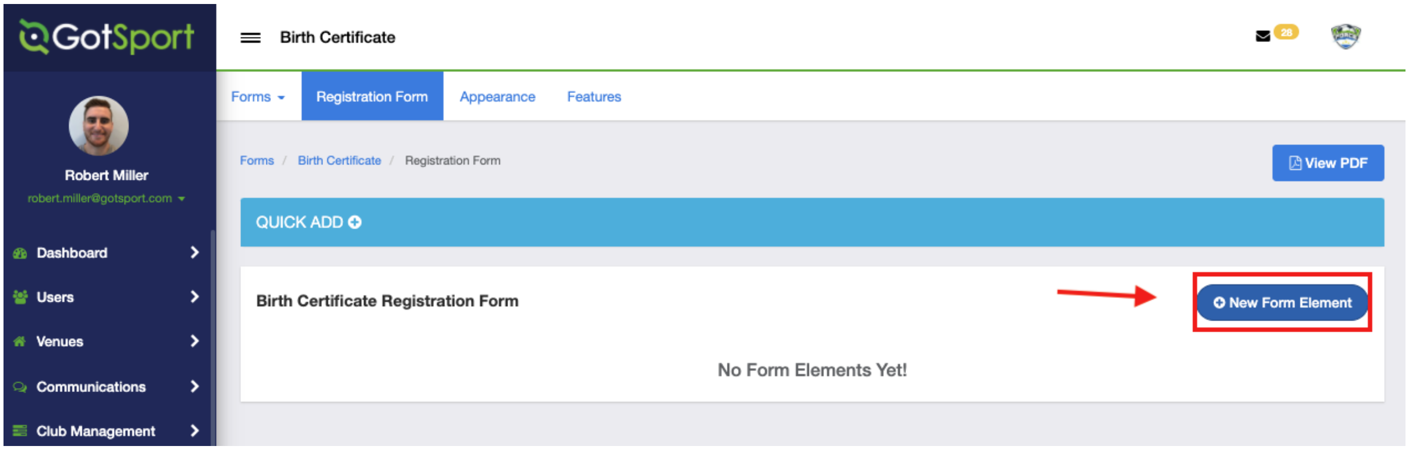
NOTE: *If you are using GotSport for registering players, you can make this form* ***required*** *and it will automatically be included within all of your programs. Once a player completes the form once, they will not be asked to complete the form again during future program registrations with your club.*



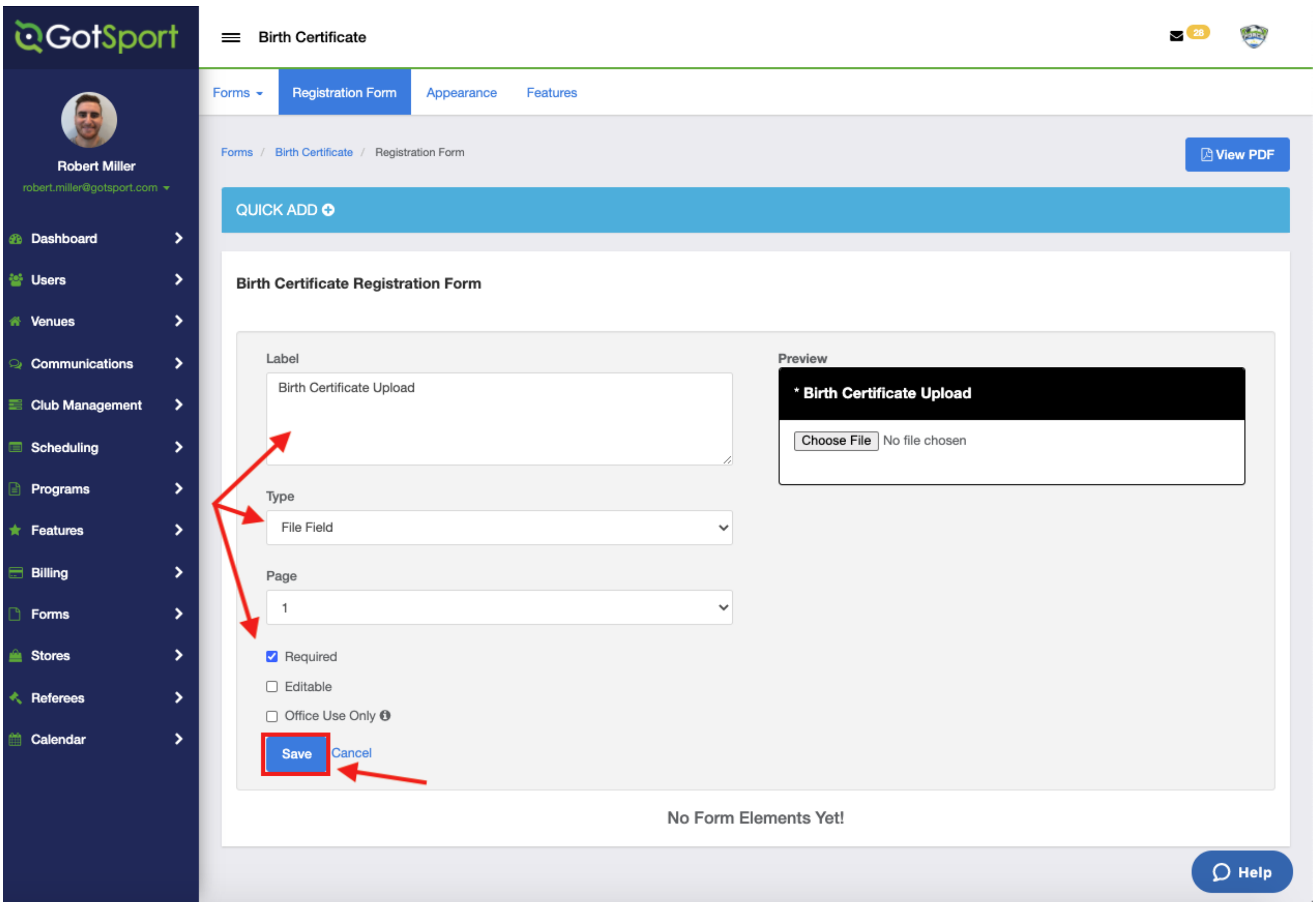
Step 4: Click **Registration Form** at the top of your screen.



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

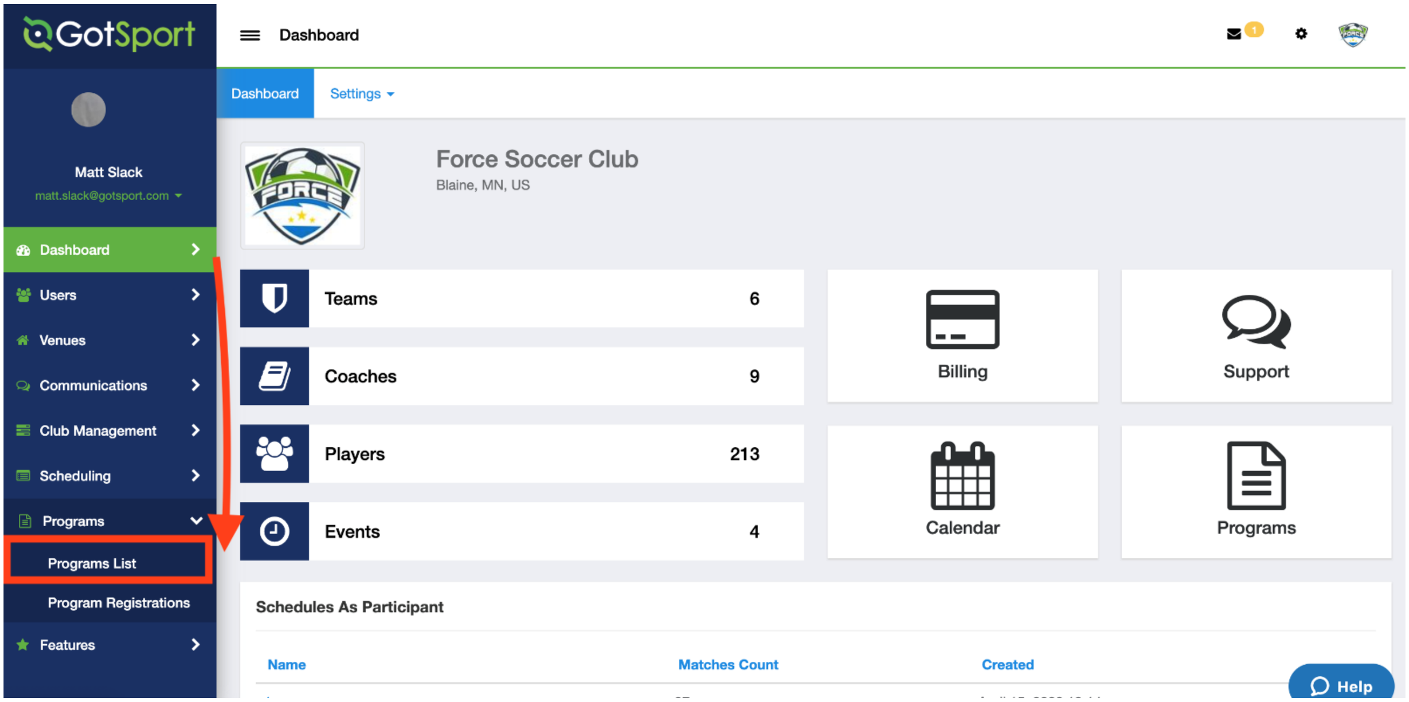


Step 6: Build out your form element (question) and click SAVE. Repeat as necessary.

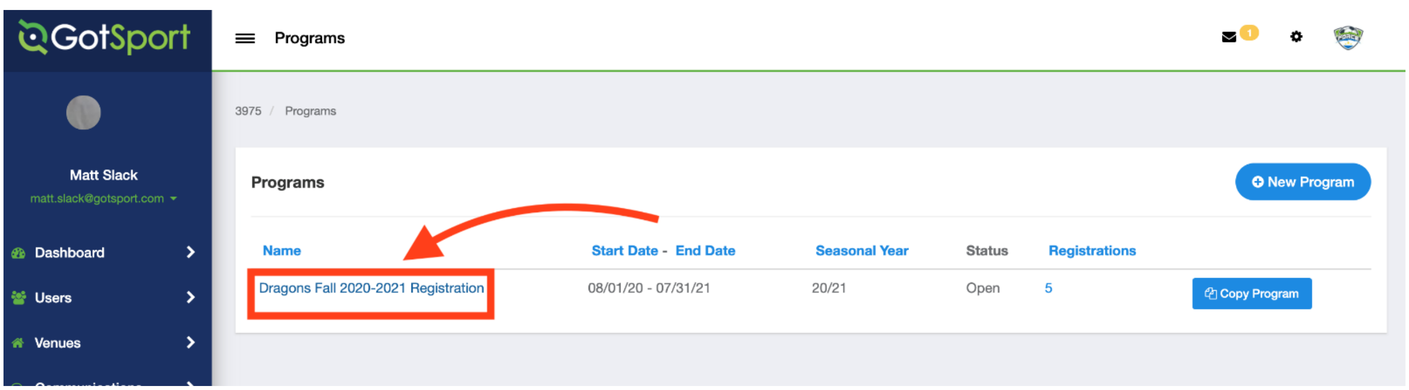


OPENING A PROGRAM REGISTRATION

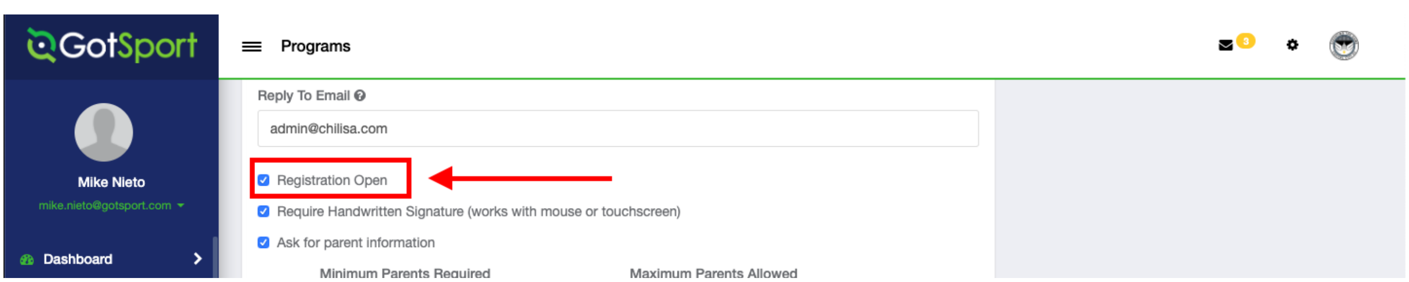
Step 1: Opening your registration allows your members to register. From the **Dashboard**, scroll down to the left and click on **Programs** Now click **Program List.**



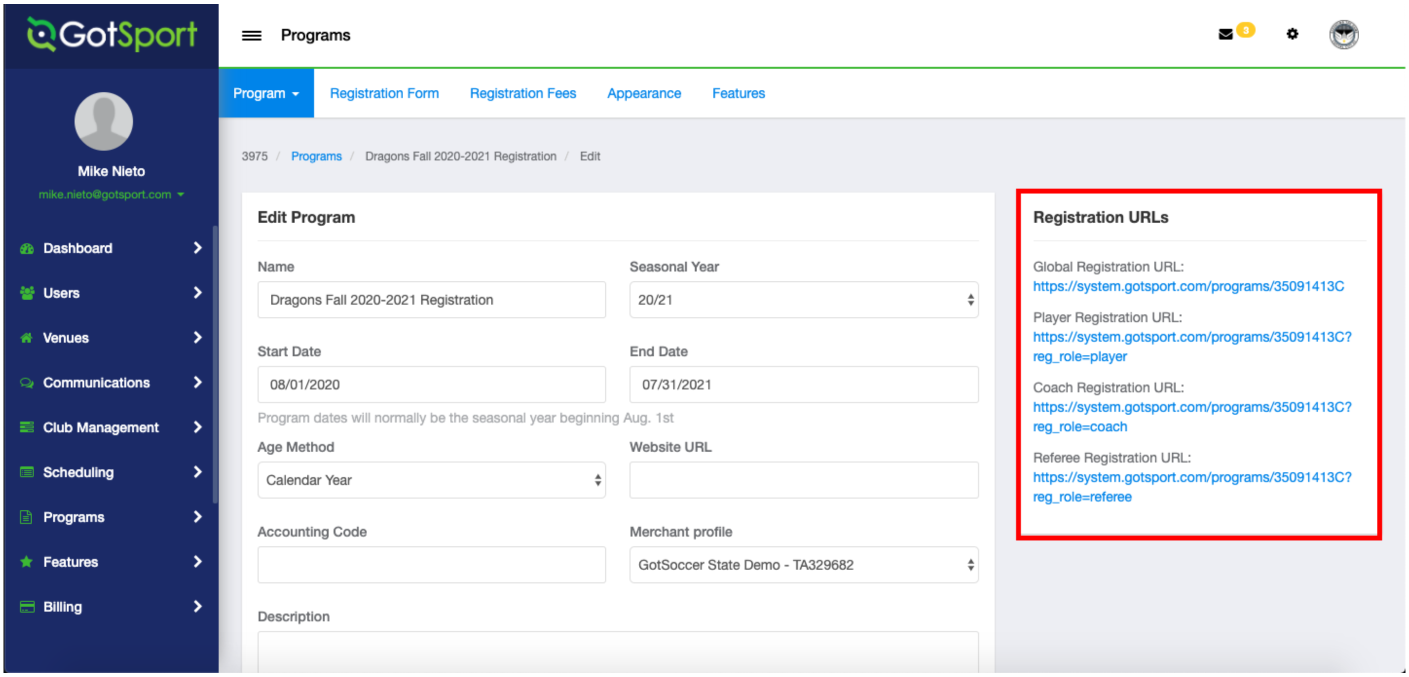
Step 2: From the program list, you will see the list of programs you have. Now click on the Name of the program you want to open.

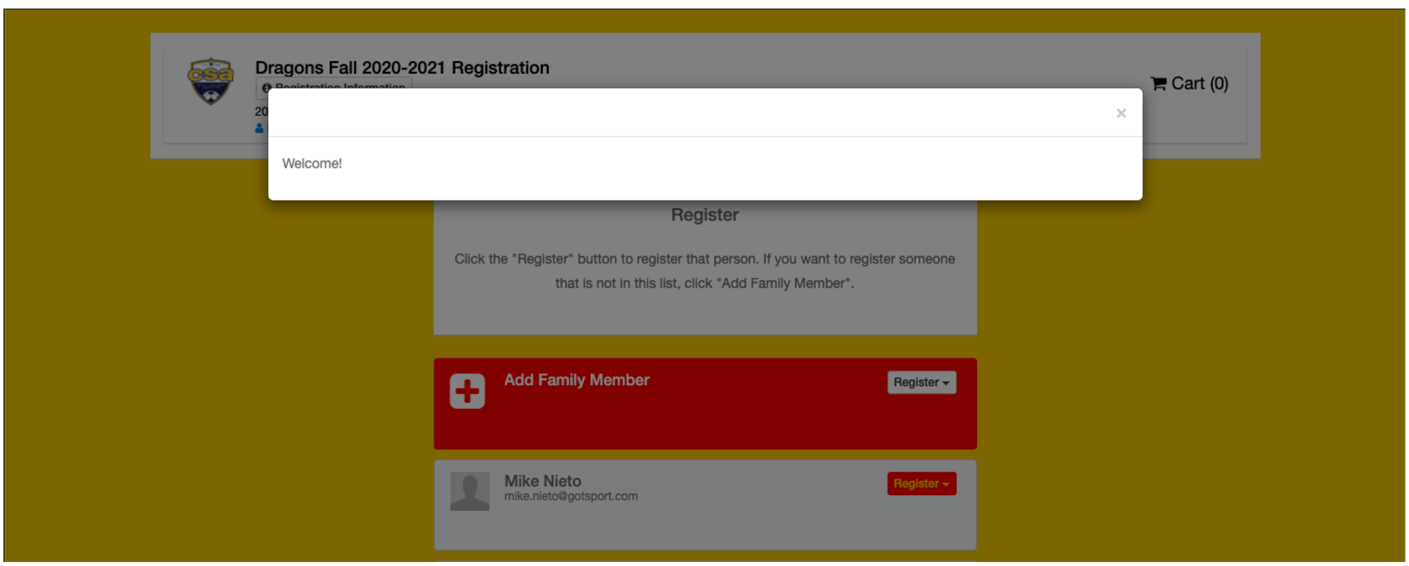


Step 3: From the Setup page, scroll down and check the Registration Open box and click Save at the bottom.

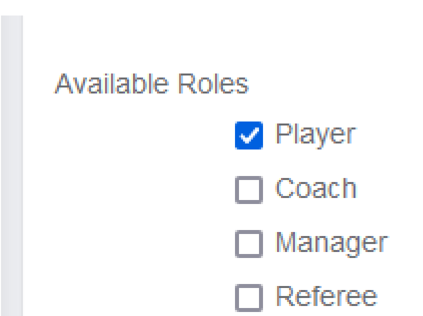


NOTE: After you open the registration and click save, you can scroll up to view the registration links for the program. If you click the link, it will bring you to the first page of the Program Registration process.





*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**)*



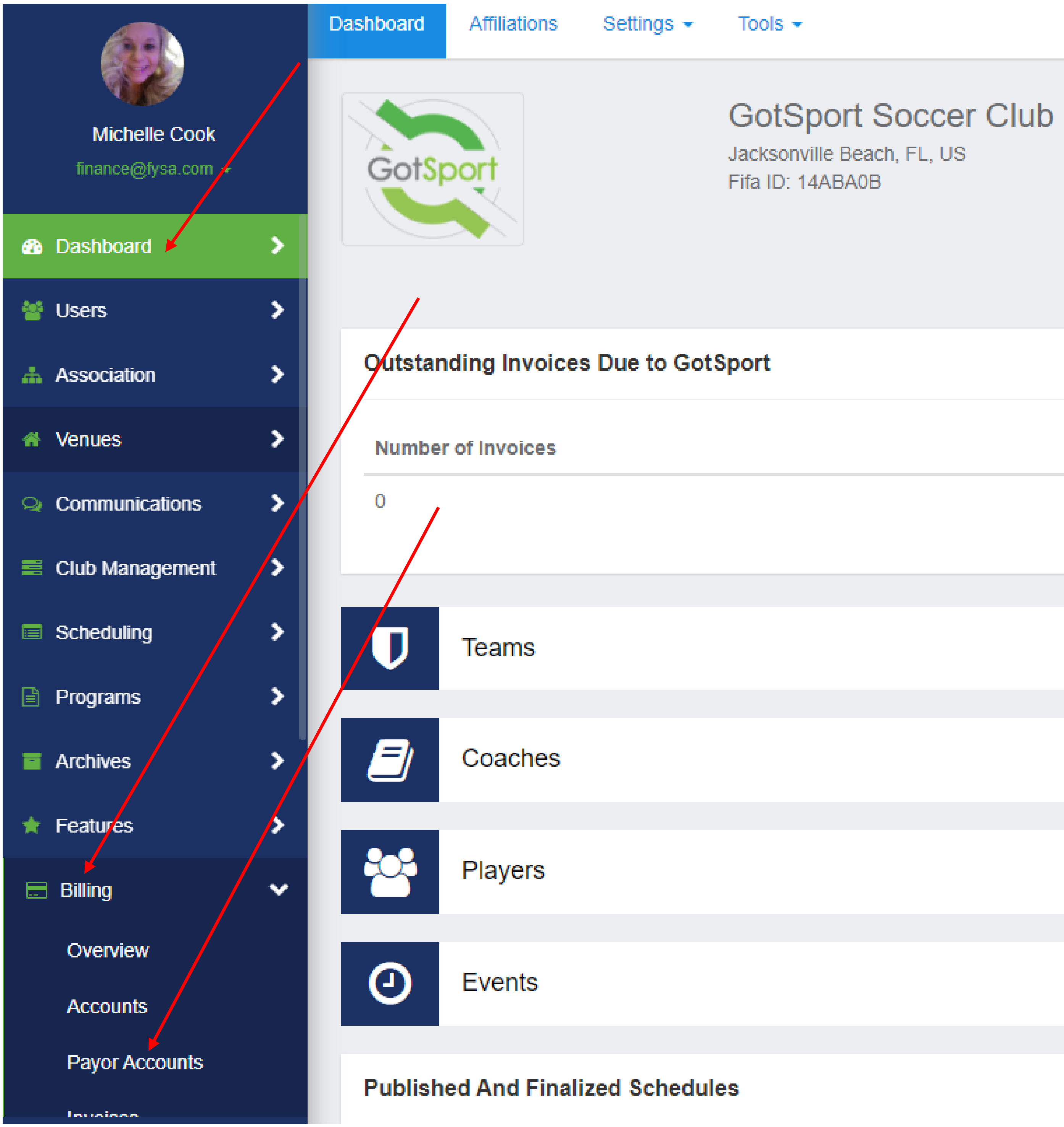
BILLING/ FINANCIAL INFORMATION

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.

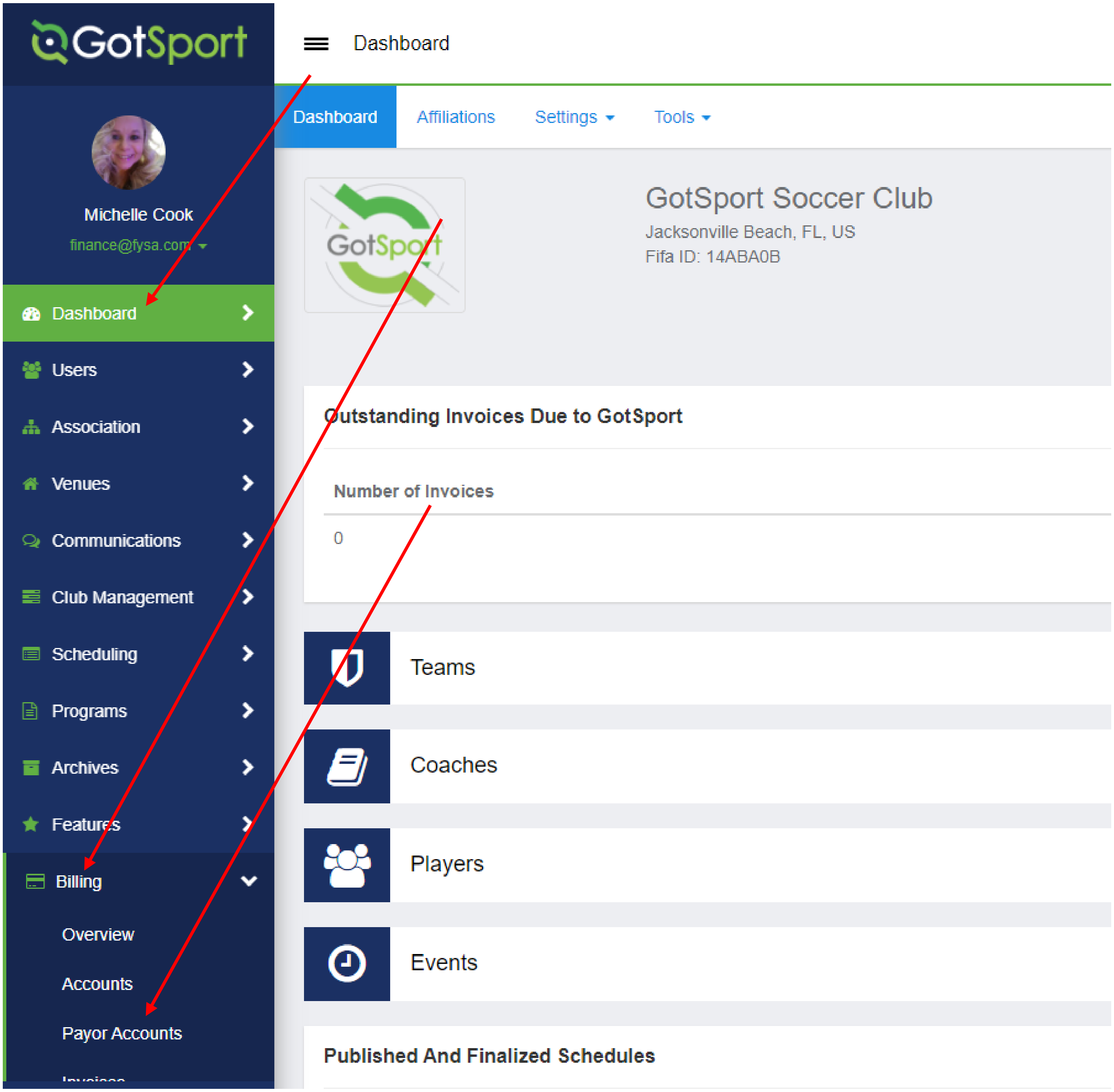
If you have any questions, please contact Michelle Garno-Quick by email at Finance@fysa.com

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

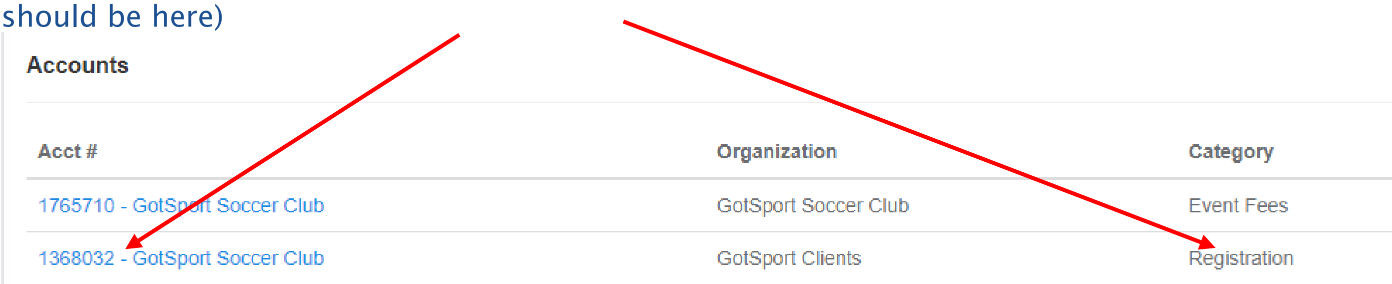


EXPORTING AN EXCEL SPREADSHEET OF YOUR REGISTERED PLAYERS

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



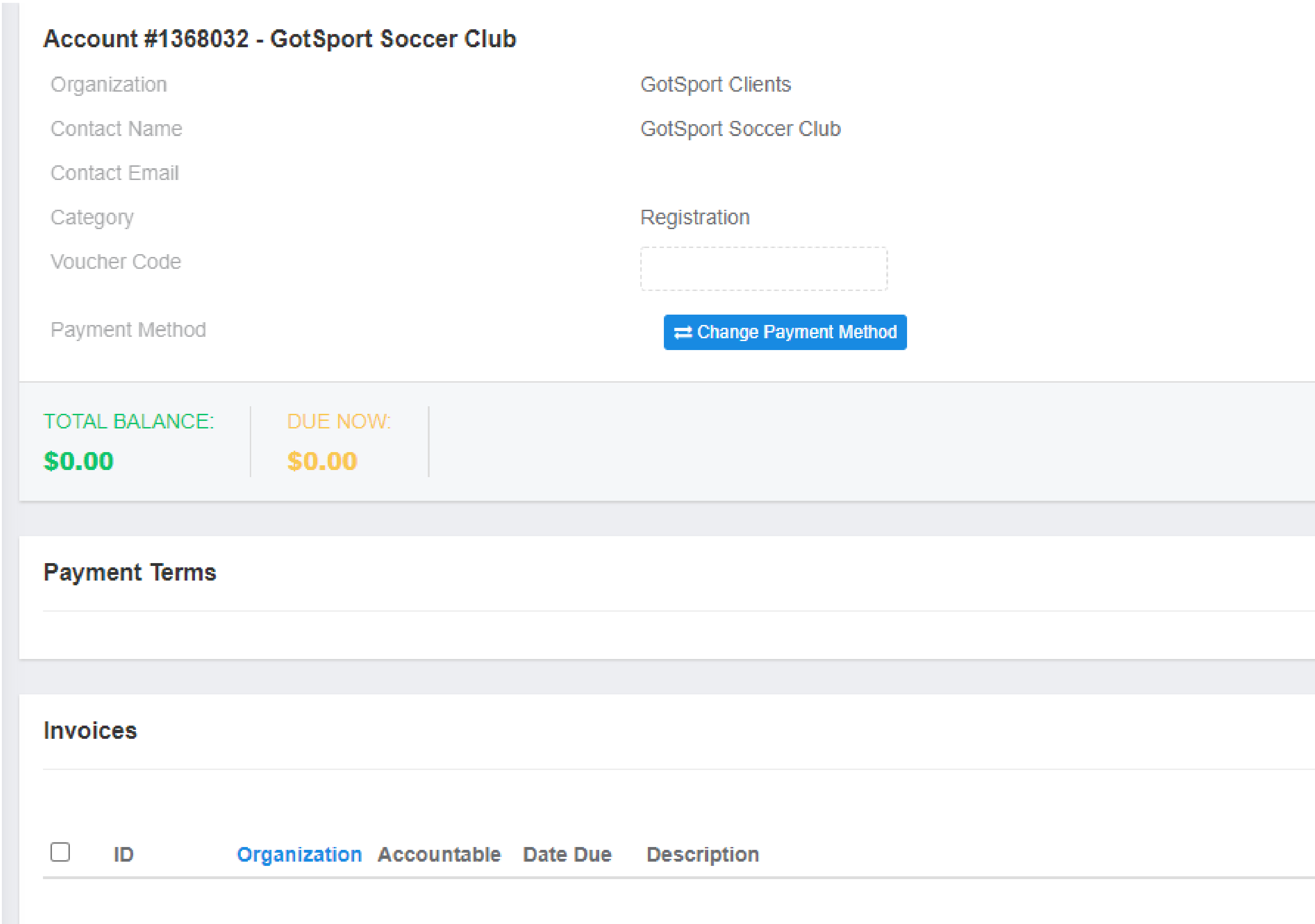
Step 2: Click on the **FYSA Registration Billing Account** (this is an example-Your clubs name should be here)



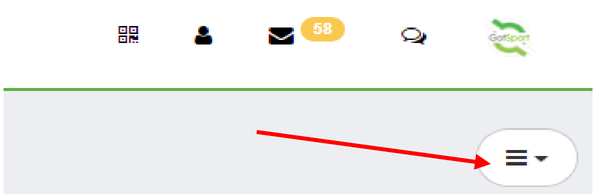
Accounts

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

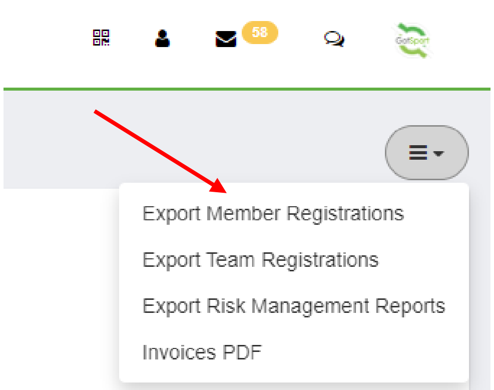
Step 3: After you click on the account number -this screen comes up (in this example it is 1368032)



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