FYSA GOTSPORT

CREATING, MONITORING, & SYNCING AN INVITE FROM A TRYOUT REGISTRATION

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Overview:

GotSport has introduced a new functionality enabling club administrators to invite players to enroll for the upcoming season directly from the Tryout registrations. This will link the enrolled players to their teams for the 2024 -2025 season.

Note:
For the invitation to be delivered, the player MUST have a parent/guardian listed in the Family tab of their profile. Click here for directions on how to add a family member.

The guide will cover how to:

- Create your Tryout Program.
- Bulk Register your current players to the Tryout Program. (Optional, Not Required)
- Link your teams to the Internal Roster.
- Create your competitive Registration Program and Link the tryout invitation pathway.
- Send an Invitation to Register from the Tryout Program.
- Send and monitor registration invitations after a tryout.
- Sync your Internal Roster to the team for the 2024-2025 Season.
- Sync the player pool to the team in the 2024-2025 FYSA Registration Event.

Link to watch the State Training Session hosted 04/02/2024.

Create Your Tryout Program

Step 1. Click on Programs -> Program List -> New Program. **The Tryout program must be created in the 2024/2025 seasonal year.**

Step 2. Create your Tryout Program.
- Ensure the seasonal year is 24/25.
- Start Date: when you wish to open your registration.
- End Date: when you to close your registration.
- Age Method: select Calendar Year
- Accounting code: enter as per your treasurer/CPA's guidelines.
- Only link your merchant account if you will charge a fee to attend Tryouts.
- Program Type: Registration
- **Skip Required Forms** enables the parent/guardian to bypass any required forms. The forms will be required when the player is enrolled for the upcoming season. The completed forms will be linked to the competitive season registration if this is not activated.
- Affiliation/Competitive Level – can be entered as USYS or None if you are a multi-affiliated organization.
- Ensure the confirmation email includes all the pertinent information you wish to communicate.
- Welcome message: Include all pertinent information you wish the parent/guardian to see on the landing page before completing registration.

Step 3. Open your registration and configure any other settings you want to include (the recommended settings are in the screenshot below). Review and edit, as required, the welcome message and notification/ reply to emails.

Any information collected will automatically transfer to the seasonal program registration.

Do not activate the **Invitation Required option**, which is creating an error message.

Ensure the only available role is for a player:

Step 4: Add any registration questions (Registration Form) and fees (Registration Fees), as well as your club logo (Appearance).

Note: Although you are not required to add a program fee, this is **HIGHLY RECOMMENDED**, as it will ensure that only age-appropriate players register to attend Tryouts. The age range will be for the 2024/2025 season, as this is the seasonal year selected for the event.

Step 5. Open your Tryout and submit a test registration to ensure you are happy with the settings.

Helpful links:

- Program Form Questions
- Program Fees and Payments
- Customizing a Program Appearance

Bulk Register Your Current Players to the Tryout Program

(Optional, Not Required)

Now that the Tryout program has been created and opened, if you wish to bulk enroll your existing members, you can do so via the club management -> players pathway. This will prevent parents from creating duplicate profiles and ensure that when the registration invitation is emailed, it will be linked to the correct player account.

Step 1: Set the page to 250 per page (max. number that can be bulk enrolled once). Via club management -> players -> using filters, isolate the players you wish to enroll in your Tryout event. Checkmark the box to the left of Name -> click on Bulk Register -> select your Tryout event from the Program dropdown (add the payment plan option if you have added this to your event) -> click Enroll.
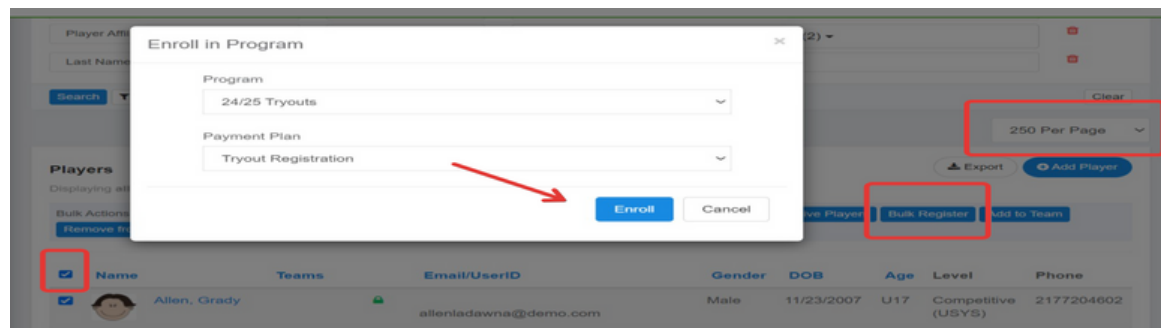

The players are now registered for the event.

Note: It is highly recommended that you communicate with your members to confirm that you have bulk-enrolled the players and ask that they email you to remove their child if they do not wish to attend. This message can be sent via the event.
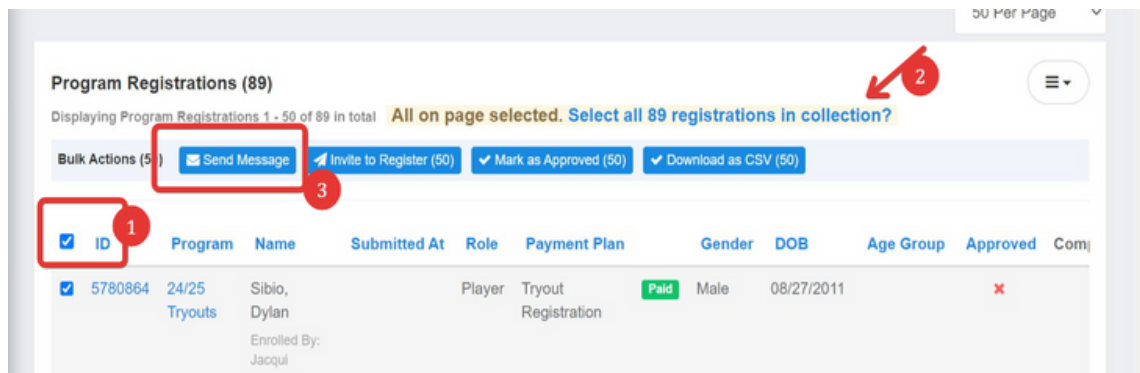
If a player wishes to be removed, locate their registration, click the three dots to the far right, and click the delete option.
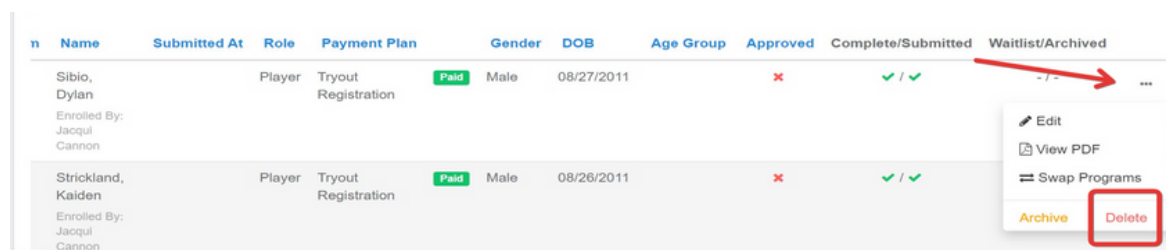
Create Your Competitive Registration Program and Link the Tryout Invitation Pathway

Before sending out invitations, you want to create your seasonal competitive registration program(s), including custom questions, forms (FYSA 2024/2025 Required Forms are already open and will link automatically), waivers, and payment programs.

Any features created for early bird discounts will automatically be linked to the registration process as they are determined by opening/closing dates and, if required, the total number available. Sibling discounts or reduced fees that are offered on an individual basis will need to be communicated directly to the recipient. This will enable them to enter the code before the check-out process.

Step 1. Create the 2024-2025 Registration Program(s). By clicking "Add Roster Season," you will create an internal rostering event that you will link to your player registration program. When you send your invitations to the player registration and your players accept and complete their registration, they will be rostered automatically to this internal rostering event; creating a pathway to sync your team members list/FYSA Official Roster from this internal rostering event (can be done in bulk).

It is highly recommended that you do not name the Internal Roster as Tryouts. Indicate this is the list of players and teams for the upcoming competitive season.
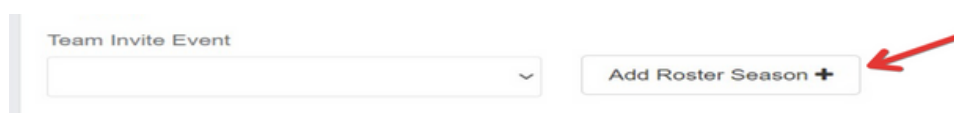
Helpful links:

[8 Steps to Create a Program Registration](#)

[Creating a Form](#)
[Create Features in a Program*](#)
[Create Features For a Program*](#)
[Creating a Sibling Discount Feature](#)
[Edit an Existing Feature*](#)
[How to Include a Percentage Fee in a Player or Team Registration](#)

Link Your Teams to the Internal Roster

Once registration has been completed, the player will be automatically linked to their 2024-2025 team. Teams must be enrolled in the Internal Roster event via the Roster Builder to create the pathway.

Note: It is highly recommended that team names include the birth year rather than the age division (2008 rather than U16 or 16U, for example). Seeing the age division may create confusion when a parent receives the invitation, as it will show the current seasonal year age. Updating the teams' names will not impact the current season in any event the team is enrolled.
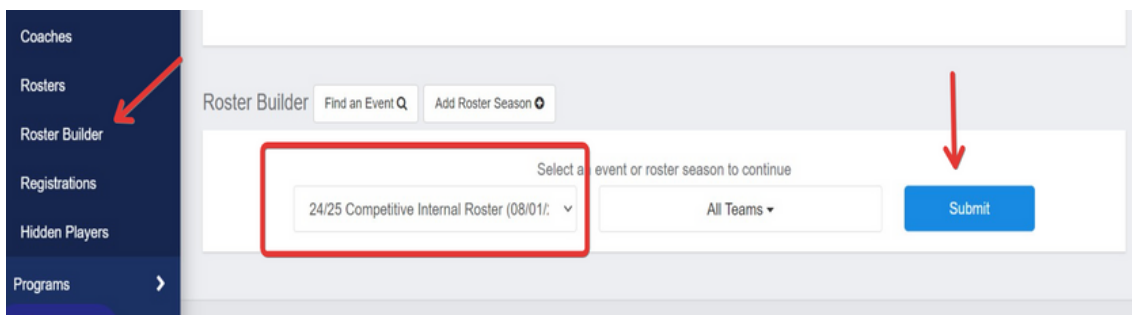
Not recommended:

Recommended:
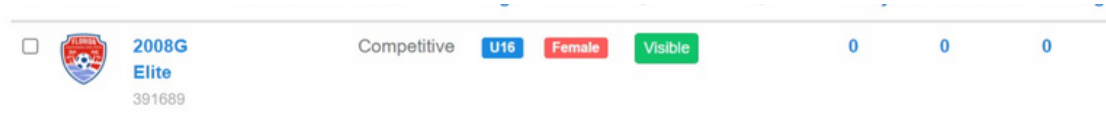
Step 1. If necessary, create and/or change the team names via the club management -> teams' pathway.

Helpful Links:
As a Club Admin - How to Create a Team and Lock the Roster

Step 2. Link your teams to the event via club management -> roster builder -> Internal Roster -> submit.

Step 3. Click Register to link the team.
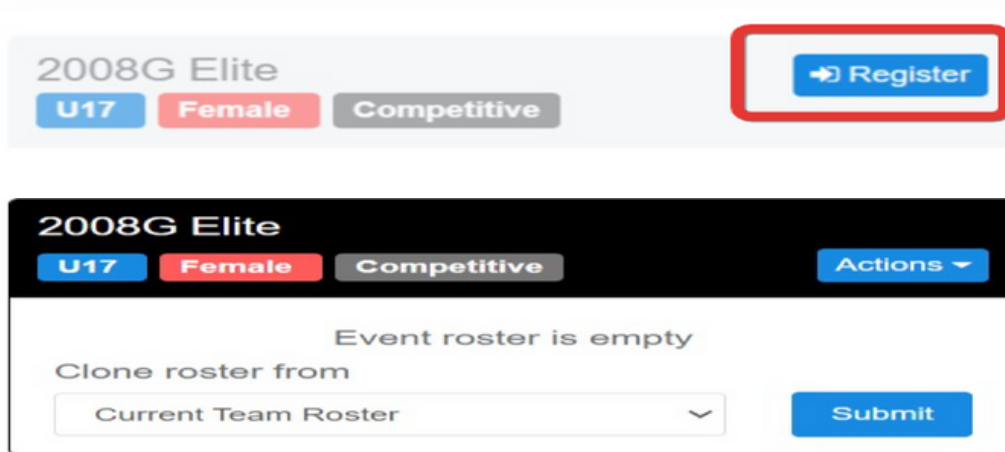
An Internal Roster created in error can be deleted if no players are registered.

The pathway is Scheduling -> Events -> locate your Internal Roster event -> scroll to the bottom of the landing page -> delete.

Note: This Pathway is only available if your organization utilized GotSport for scheduling (Tournaments, or In House Leagues)

If you wish to remove a team from the Internal Roster event, click on the submitted teams' hyperlink -> locate the team you want to remove -> click on the team's name -> click on the actions box -> click Delete Team Registration.

Note: You can also change the team's name once enrolled in the Internal Roster Event.
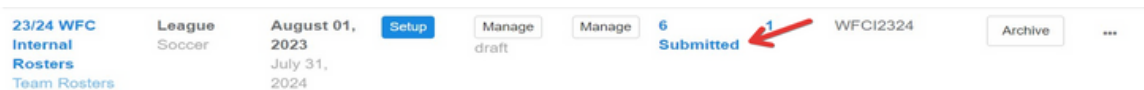
Send an Invitation to Register from the Tryout Program

Step 1. You can use the GotSport template for the registration invitation or create your own. Copy and paste the GotSport Template into your message to combine both options.

Option 1: GotSport Template only.

Option 2: Club Template. Create the template via the competitive program -> edit program -> Invite Text -> save pathway. To add the players' name, team name, and the program they are being invited to register for, click Available Variables (click 'insert' to add the variable in the sentence). Note: To add the GotSport default text, followed by a personalized message, copy and paste the default text into the Invite Text, followed by the personalized information.

Step 2. **Open the program** and send any personalized invitations to families that will receive customized registration discounts.

Send and Monitor Registration Invitations after a Tryout

Before creating any invitations, ensure that your Competitive Program(s) is/are open and has been tested. Ensure that any early bird discounts have been created correctly and that any required club forms or waivers are correctly linked. Reread the invitation text to ensure that it is correct.

Review the team names (under the Club Management pathway) to ensure they are correct for the upcoming season and that any divisional ages have been removed to avoid confusion (U16, for example, should read 2008).

Step 1. Click Programs -> Program Registrations -> use the Program filter to locate your Tryout registrations -> search.

Step 2. Use the filters to narrow the list of players to mirror those you wish to invite to register for a specific team. If a team is relatively unchanged from the current season, select the Teams filter to populate the current players who will be invited to return.

Or

Step 3: Use bulk action to select all players (if they are invited to register for an age division player pool) or checkmark individual players to invite them to a specific team. After selecting the users, click the Invite to Register Button.
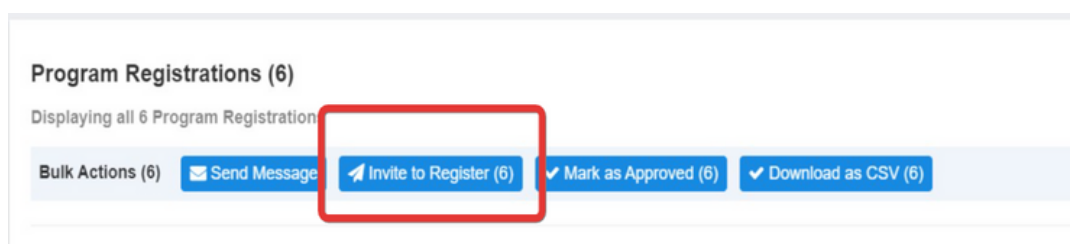
Step 4: A new window will open. If you have multiple registration programs, select the one you wish to invite the players to enroll in and the team on which they have been placed. **Note: If the program does not populate**, ensure your competitive programs are open and the Internal Roster has been linked to the respective programs. (See Step 1 on page 10)

Add an expiration date to the invitation (required field).

Step 5: Click the Send Invite(s) button to send the invitations. Communicate to parents to review their email (including their spam files) and click on the link to complete the Program Registration for the 2024/2025 season.


The email layout will include the template message and the following options (login is not required to complete registration):

Accept Invite to Gunners R US for 24/25 Academy
Decline

To monitor the invite status, click Programs -> Team Invites, and if you have more than one registration program for the upcoming season, select the program you wish to review from the filter dropdown. Click search to show the results.
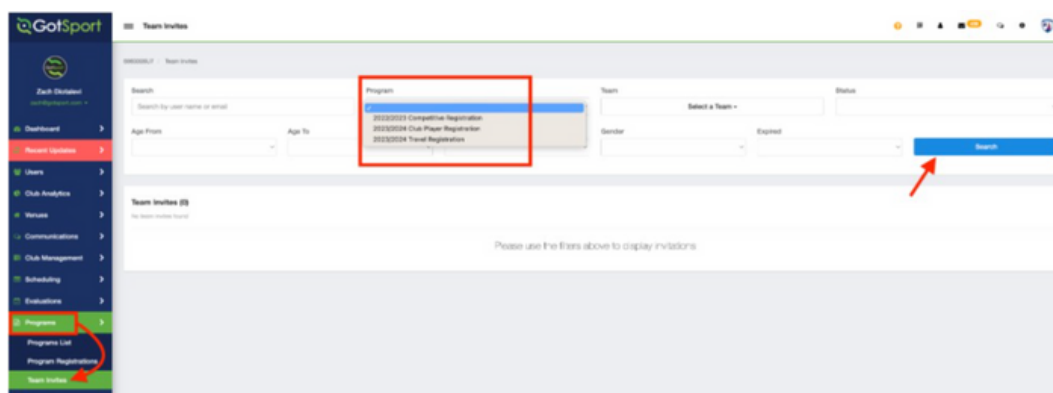
You will now see your invitations and whether they have been accepted, denied, or pending (check the parents' email in the player profile to ensure it is correct). Parents can enter why they declined the invitation and hover over the 'i' to see.

- Pending—The invitation to register has not been accepted or declined. To resend it, place a checkmark next to the players' names and click resend.
- Accepted –
  - Shows two green checkmarks – the player is registered with a credit card linked.
  - Shows one green checkmark followed by a red x – the player has accepted and partially completed registration but has not linked a credit card to the payment wallet.
  - Shows two red x's – the player has accepted the invitation to join the team but has not commenced enrollment.
- Declined – will not be returning. If the player changes their mind, you can click the trash can icon across from their name and resend the invitation via the Tryout program.

You can also use your filters to export specific team information.

Sync Your Internal Roster to the Team for the 2024-2025 Season

Step 1. Navigate to your teams via club management -> teams. Use your filters to select the teams you wish to sync to your 2024/2025 Internal Roster -> checkmark the box next to Name -> click Sync Team List -> select your Internal Roster from the event dropdown -> click Sync Team List.

Note: This process can be repeated multiple times as late registrations are received. Coaches can be added via the club management -> coaches -> checkmark the coach you wish to link to the team -> click add to team -> select the team from the dropdown.

Sync the Player Pool to the Team in the 2024-2025 FYSA Registration Event

Step 1. Register the teams for the 2024-2025 FYSA Registration Event, which will open on July 1st, 2024 (click here for directions or email jcannon@fysa.com for assistance).

Step 2. Once all the players have registered for the upcoming season and have been synced to the team, click club management -> roster builder -> select 2024-2025 FYSA Registration Event from the drop-down -> choose the team you wish to sync from the team drop-down (optional) -> submit.

Step 3. Click Submit to import the current player pool. Click Refresh or Purchase to link roster rules and submit to purchase memberships (full directions can be found in the Pre-Bill Manual – email jcannon@fysa.com for a copy).

Questions? Email jcannon@fysa.com or submit a support ticket.