



SOCCER'S SOFTWARE SOLUTION

Family Account Manual

family Account Manual



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Family Accounts

Overview:

GotSoccer allows parents or guardians to create an umbrella account we call a family account. With this account a parent or guardian can manage multiple players using a single user id and password. Each Player must have an individual player account with a unique user id, passwords may be common for all accounts. These player account (profiles) can be imported into the family account or created from within the family account.

Family accounts offer more than just ways to manage multiple player accounts from one login. They are the vehicle by which clubs offer multiple player discounts. You can only get multi player discounts, if offered, by registering your players through the family account.

How do I create a family account?

1. When you click the link for any Getsoccer client registration program we will offer the registrant the ability to create a family account. To do this click on the **CREATE FAMILY ACCOUNT** button.

The image displays two side-by-side screenshots of the GotSoccer registration interface. The left screenshot, titled 'New Users', shows the 'Family Registration - New Account' section with a button labeled '> Create Family Account' highlighted by a purple rectangle. Below this is the 'Individual Users - New Account' section, which includes fields for Gender (Male/Female), Date of Birth (mm/dd/yyyy), First Name, Last Name, Create a Username, Create a Password, and Confirm Password, followed by a 'Create Account' button. The right screenshot, titled 'Registered Users', shows the 'Family Registration - Existing Family Account' section with a button labeled '> Login to Family Account'. Below this is the 'Individual Users - Existing Account' section, which includes an 'Important' note, a prompt to 'Enter your Account Username & Password below:', fields for Username (containing 'gotclub') and Password (masked with dots), a 'Login' button, and a link for 'Player Password Lookup'.

Fill out all the information and click the **REGISTER** button.

Login **Register** **Password Lookup** **Cancel**

Register Your Family

First complete the form below to create a Family Account:

Family Account Information

Family Name

Your Full Name

Your Email Address

User Name

Password


Confirm Password

Additional Info/Notes (optional)

Register

- You can also create a family account from the main GotSoccer home page. This is also where you will come to login to your account after registering with your club. Click on **USER LOGIN** and then on **PLAYER & PARENT LOGIN** and then on the **CREATE YOUR FAMILY ACCOUNT** link.

Login to your GotSoccer Account



Individual Player Login

Username

Password

Login

Can't remember your password?
[▶ Player Password Lookup](#)

Family Account Login

Username

Password

Login

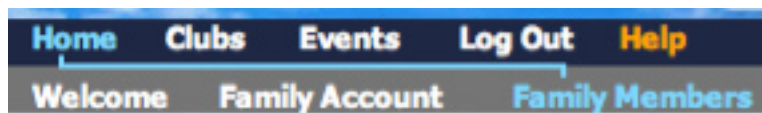
New to GotSoccer?
[▶ Create Your Family Account](#)

[▶ Family Password Lookup](#)

How do I add players to the account?

That's it, the family account has been created. In our example the account is the Poe Family. Once the account is created you're ready to add players. We recommend that you take the 5 minutes to setup your account completely and fill in all player information that way when you go to register each child, the information will pre-populate on the form and you will not have to fill it in all over again.

1. Start by clicking on the **FAMILY MEMBERS** link on the grey menu bar.



2. This will take you to the Manage Players area. Click on the **ADD PLAYER** link in the right hand corner.



3. You'll see two options **CREATE NEW PLAYER** and **IMPORT**.



Add a Registered Player to Your Family

New Player Account

Create New Player

Existing Player Account

Import an existing registered player account into this family account.

Import a Player
If you know the username and password for the player account, enter it below:

Username

Password

Import

4. If a player already has an account and you know the user name and password type it in the **IMPORT PLAYER** area. If the player does not have an account or if you cannot get the login information, click the **CREATE NEW PLAYER** button and fill in the information. If the player is already in the account some fields may be pre filled. **NOTE: players do not have**

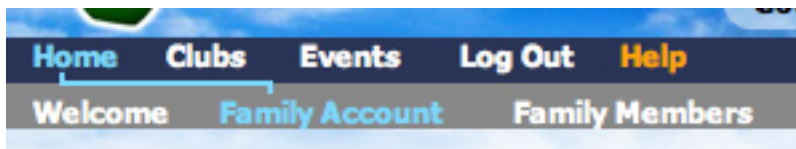
to have the same address. Again we recommend that you fill in as much information as possible and most clubs will want you to upload a picture which you will be able to do once you save the players profile.

5. Click the **CREATE PLAYER ACCOUNT** button and our system will create a player account. Several additional information tabs will appear, they are highlighted in purple below.

TIPS:

- **EMERGENCY INFO:** fill in as much information as you can, it will pre-populate on the players registration page so you do not have to fill it out again.
- **CLUB DOCUMENTS:** Depending on your club, some registrars will want you to upload a copy of your child's birth certificate as proof of age. Click on this tab and then on the **UPLOAD DOCUMENT** link.
- **COLLEGE RECRUITING:** If your player is U15 and up and playing on a team that will be traveling to college showcase events, you will want to fill out this information so that it can be printed in the college showcase books that are handed out to all the approved college scouts.

Before you register your players we recommend you finish setting up the parent contact information so that you do not have to fill it in again on the application page. To do this click on the **FAMILY ACCOUNT** link in the grey menu bar.



We recommend that you fill in as much information as possible.

Family Account Information

Account Information

Family Name
Contact Name
Contact Email

Last Updated 3/22/2011 3:53:21 PM

Notes

Change Password (optional)

Leave these fields blank unless you wish to change your password.

Current Password
New Password
Confirm Password

Save

Parent Information

Relationship
Name
Address
City
State
Zip Code
Phone
Mobile
Email Address
Mobile Text Messaging
Notes

Photo



Delete

Change

Save

Parent Information

Relationship
Name
Address
City
State
Zip Code
Phone
Mobile
Email Address
Mobile Text Messaging
Notes

Photo



Delete

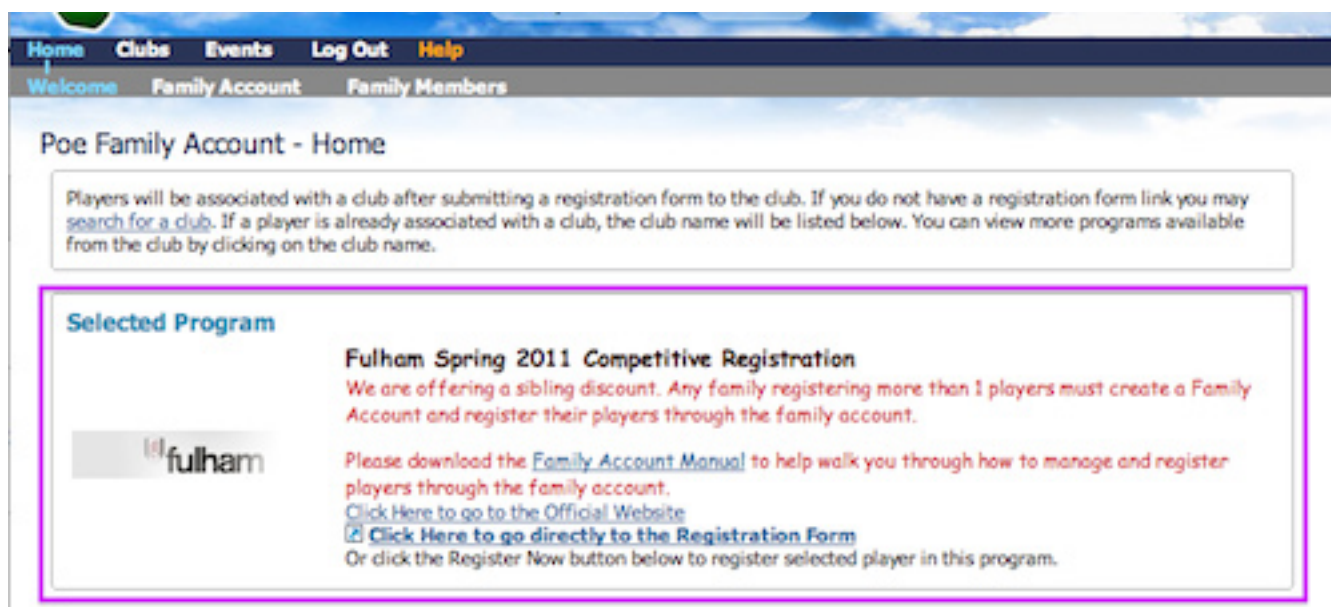
Change

Save

powered by **gotsoccer**





How do I register my players for a Club program?

1. If you created your family account via your clubs registration link (you clicked on the **CREATE FAMILY ACCOUNT BUTTON** from the registration page) then once you are done setting up your player profiles click on the **HOME** link in the blue menu bar. You will see your club's registration program listed in a box above your list of players.




NOTE: If there is no program listed here, please go to page 12 of this manual.

2. Each player must be registered individually so this is why we recommend that you build their player profiles completely in advance. To register your first child click the **REGISTER NOW** button.

Current Family Members					
Photo	Name	Gender	Birthday	Club	Current Programs
	Dinah Poe	Female	9/2/2001	Fulham Futbol Club (DEMO) View Available Programs	Spring REGistration 2010 8/1/2010-7/31/2011 Fulham Fall 2010 Competitive Registration 8/1/2010-7/31/2011 Register Now
	Kingston Poe	Male	4/25/2002	Fulham Futbol Club (DEMO) View Available Programs	Fulham Fall 2010 Competitive Registration 8/1/2010-7/31/2011 SSA Recreational Fall 2010 Season 8/1/2010-7/31/2011 Register Now
	River Poe	Female	3/2/1999	Fulham Futbol Club (DEMO) View Available Programs	Spring REGistration 2010 8/1/2010-7/31/2011 Fulham Fall 2010 Competitive Tryouts 8/1/2010-7/31/2011 Fall 2011 Recreational Registration 8/1/2010-7/31/2011 Register Now
	Sebastian Poe	Male	3/2/2002	Fulham Futbol Club (DEMO) View Available Programs	Fulham Fall 2010 Competitive Tryouts 8/1/2010-7/31/2011 Fulham Fall 2010 Competitive Registration 8/1/2010-7/31/2011 Register Now

- This will bring you to the first page of the application where you would typically fill in all the player contact information. If you have already done this in the account setup you will see that the information has carried over.



fulham

Fulham Spring 2011 Competitive Registration

We are offering a sibling discount. Any family registering more than 1 players must create a Family Account and register their players through the family account.

Please download the [Family Account Manual](#) to help walk you through how to manage and register players through the family account.

Player Registration (Step 2 of 4)

Player Information*

Full Legal Name	Dinah Poe	Payment Voucher#	<input type="text"/>
Gender	Female	Experience	<input type="text"/> (years)
Date of Birth	9/2/2001	Notes	<div></div>
Address	<input type="text" value="44 VALADE RD"/>		
City	<input type="text" value="Bend"/>		
State	<input type="text" value="OR"/>		
Zip Code	<input type="text" value="05408"/>		
Phone	<input type="text" value="555-1212"/>		
Mobile	<input type="text"/>		
Email Address	<input type="text" value="Sanette11@mac.com"/>		
Mobile Text Messaging	<input type="text"/> <input type="text"/>		
	Needed for on-site schedule updates and weather delays.		

Parent Information*

Relationship	<input type="text" value="Mother"/>	Email Address	<input type="text" value="Sanette@gotSPORT.com"/>
Name	<input type="text" value="Sanette Owen-Thomas"/>	Mobile Text	<input type="text" value="904-412-22 @txt.att.net"/>
Address	<input type="text" value="street"/>	Messaging	Needed for on-site schedule updates and weather delays.
City	<input type="text" value="Burlington"/>	Notes	<div></div>
State	<input type="text" value="VT"/>		
Zip Code	<input type="text" value="05408"/>		
Phone	<input type="text" value="555-1212"/>		
Mobile	<input type="text"/>		

Completing Registration

Your registration is NOT complete until you have clicked the **FINISH & SUBMIT APPLICATION** button at the bottom of the payment page of the application. You will click this button after checking the I AGREE box and entering in the name of the person completing the registration. Taking a screen shot of the final page and mailing that in does not count as complete registration.

Registration Agreement

Enter Your Full Name:

☐ By checking this box I agree to the following terms:

SOCCER PARENT/COACH CODE OF CONDUCT

1. I will not force my child to participate in soccer.
2. I will remember that my child participates in soccer to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disabilities or ailment that may affect the safety of my child or the safety of others.
4. I will learn the Laws of the Game and the policies of the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, referees, assistant referees, and spectators at every game and practice.
6. I (and my guests) will not engage in any kind of unsporting conduct with any referee, assistant referee, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
7. I will not encourage, authorize or permit any actions that would endanger the health and well being of the athletes.

Please click only once and do not re-submit or this may result in multiple charges.

[« Go Back](#) [Finish & Submit Application](#)

Once you have registered you will be brought to the final page where you can download the Medical Release Form (if your club has created one) by clicking on the **PRINTABLE REGISTRATION FORM** link (if you paid by check you will need to download this and send it in with your check). Once you have downloaded the document click on the **CLICK HERE** link to return to your family account and register the next child.

Player Registration Complete (Step 4 of 4)

Registration Submitted!

If you are paying by check, please print this page and send it along with your check. You may wish to print this page for your records.

Printable Documents:

☒ Printable Registration Form

Club Website:

☒ <http://www.fulhamfc.com/home.aspx>

Registration Details

Registration # 987981

Date & Time 3/22/2011 7:29:29 PM

Player Dinah Poe

Parent Sanette Owen-Thomas

Parent Joshua Poe

Make Check/Money Orders Out To:

Fulham Futbol Club

44 Valde Rd.

Bend, OR 97708

Phone: 904-412-2203

Poe Family Account

[Click Here](#) to return to the Family page and update your profile information or create additional family member profiles.

The payment amount must be for: \$600.00

Logging into a Family Account from a Registration Link

Click on the **LOGIN TO FAMILY ACCOUNT** button from the main registration page and enter in your username and password.

New Users

Family Registration - New Account

[» Create Family Account](#)

Individual Users - New Account

If you are new to the GotSport system, enter your desired username and password below and an account will be created for you.

Gender ☐ Male ☐ Female
Date of Birth (mm/dd/yyyy)
First Name
Last Name
Create a Username
Create a Password
Confirm Password

[Create Account](#)

Registered Users

Family Registration - Existing Family Account

[» Login to Family Account](#)

Important: You must create a new player account for each individual player. Create a [Family Account](#) to manage multiple player accounts.

Individual Users - Existing Account

Enter your Account Username & Password below:

Username
Password

[Login](#)

Forgotten your username or password?

[Player Password Lookup](#)

Once logged in you should see your clubs program listed in a box above your list of players, this means you are properly connected to your clubs registration page.

GotSport.com > Families

[Home](#) [Clubs](#) [Events](#) [Log Out](#) [Help](#)


Welcome [Family Account](#) [Family Members](#)

Poe Family Account - Home

Players will be associated with a club after submitting a registration form to the club. If you do not have a registration form link you may [search for a club](#). If a player is already associated with a club, the club name will be listed below. You can view more programs available from the club by clicking on the club name.

Selected Program

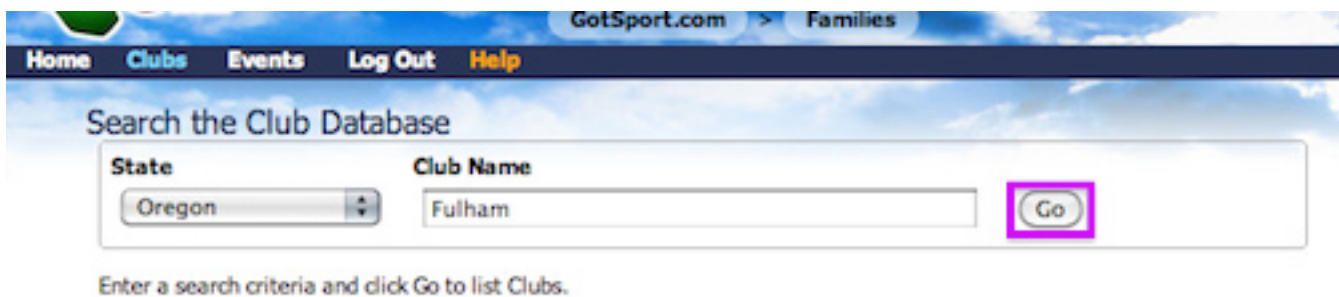
Fulham Spring 2011 Competitive Registration
We are offering a sibling discount. Any family registering more than 1 players must create a Family Account and register their players through the family account.

 Please download the [Family Account Manual](#) to help walk you through how to manage and register players through the family account.
[Click Here to go to the Official Website](#)
[Click Here to go directly to the Registration Form](#)
Or click the Register Now button below to register selected player in this program.

Searching for Open Club Registrations

While we recommend that you register with a club program via the registration link that your club will post on their website, you can now search for your club within your family account and register for any programs that they have open.

Click on **CLUBS** in the blue menu bar and then choose your state from the **STATE** drop down menu and then enter in your clubs name in the **CLUB NAME** box. Keep in mind that it has to be exact so we recommend not entering abbreviations or the entire clubs name but make just one of the words for example if your clubs name is Fulham Futbol Club, just type in "Fulham" and click the **GO** button. If you still cannot find it by name then don't type anything in the **CLUB NAME** field and just search via the state filter.



GotSport.com > Families

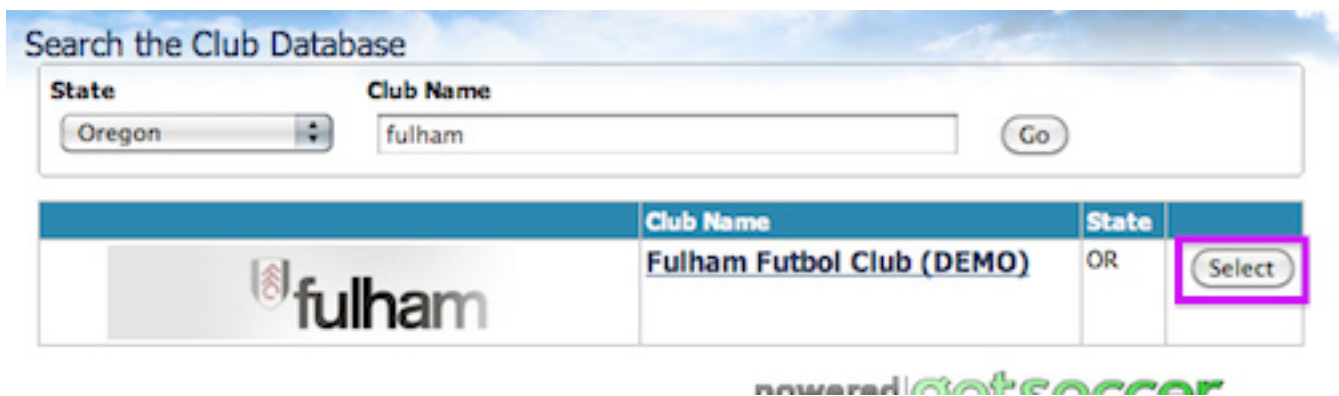
Home Clubs Events Log Out Help

Search the Club Database

State: Oregon Club Name: Fulham Go


Enter a search criteria and click Go to list Clubs.

Once you have located the club click on the **SELECT** button.



Search the Club Database

State: Oregon Club Name: fulham Go

Club Name	State	
 Fulham Futbol Club (DEMO)	OR	Select

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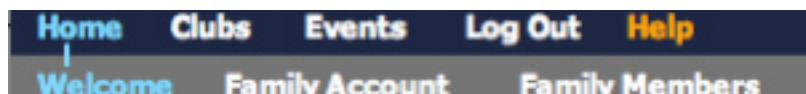
Once you have clicked the select button it will pull up all programs that are currently open for applications by this club. Click the **SELECT** button next to the program you want to register for. This will bring you to the main page where you will then click the **REGISTER NOW** button.

Current Programs

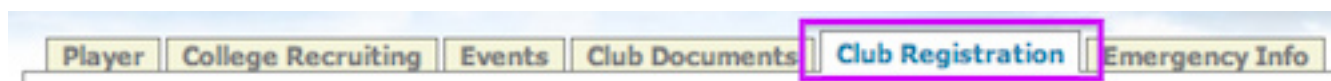
Fulham Spring 2011 Competitive Registration 8/1/2010-7/31/2011 Select

How do I see what I have paid for?

1. To view your payment history, click on **HOME** in the blue menu bar.




2. Your list of players will be there, click on the player's name whose history you want to view, in this case we are choosing Kingston. This will bring you to the player profile. Click on the **CLUB REGISTRATION** tab.



3. Here you will see what club your child is primary to (also found next to the player name on the home page) and what club programs your child is registered for (also found on the home page). In the example below Kingston has registered for the Fulham Fall 2010 Competitive Registration and still has a remaining balance of \$580.00 because we opted to pay by check when we registered him.

NOTE: if you pay by check and have mailed your check in, only a club representative with access to the club account can set your payment as received and your balance to \$0. Please contact the club if this has not happened in a timely fashion.

Your Assigned Club
Fulham Futbol Club (DEMO)



Club Website
<http://www.fulhamfc.com/home.aspx>

Contact Information
Sanette Owen-Thomas
44 Valade RD.
Bend, OR 05408

Phone 555-1212
Email Sanette@fulhamfc.org

Current Club Offers No current offers or special forms available.

Enrolled Programs

BSSSA Sebastian Soccer Club (Florida)	
SSA Recreational Fall 2010 Season (8/1/2010)	
Printable Documents: <input checked="" type="checkbox"/> Printable Registration Form	

Fulham Futbol Club (DEMO) (Oregon)	
Fulham Fall 2010 Competitive Registration (8/1/2010)	
<input checked="" type="checkbox"/> Details	Balance \$580.00
Printable Documents: <input checked="" type="checkbox"/> Printable Registration Form	

Trial Demo (Florida)	
Classic Registration 2009/2010 (8/1/2009)	
<input checked="" type="checkbox"/> Details	Balance \$225.00

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Changing your payment from Check to Credit Card

If you originally chose to pay by paper check but would now like to pay by CC or want any recurring monthly payments to be made on your CC you can do that here by following the previous steps and then clicking on the **DETAILS** link.

Enrolled Programs

B5SSA Sebastian Soccer Club (Florida)	
SSA Recreational Fall 2010 Season (8/1/2010)	
Printable Documents:	
Printable Registration Form	
Fulham Futbol Club (DEMO) (Oregon)	
Fulham Fall 2010 Competitive Registration (8/1/2010)	
Details	Balance + \$580.00
Printable Documents:	
Printable Registration Form	
Trial Demo (Florida)	
Classic Registration 2009/2010 (8/1/2009)	
Details	Balance + \$225.00

Enter in your Credit Card information and click the **UPDATE BILLING INFORMATION** button.

Credit Card / Billing Information

Card Issuer	<input type="text"/>
Card Number	<input type="text"/>
Expiration Month/Year	<input type="text"/> <input type="text"/>
Cardholder's Name	<input type="text"/>
Billing Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Country	<input type="text" value="United States"/>
Receipt/Contact Email	<input type="text" value="demo@demo.com"/>
<input type="button" value="Update Billing Information"/>	

You will then need to contact the club and let them know that you updated your account and that you would like them to change your account to credit card. We have made changes so that it is now up to the club to charge your credit card so if you want it charged that day you will need to let them know otherwise they will just set a due date and your card will be automatically charged. Either way, when you are done updating your billing account you will need to contact the club.

If your program has setup a payment plan in which the payment for the program is broken up into several payments, you will see those payments listed here as well as the billing date. Depending on how the registration was setup by the club, for a payment plan you will either be charged on the **first of every month**, on the **sign-up date** for your registration or on the **15th of every month**. Again, these future payments will be found here and the date of billing will be listed:

Player: Poe, Sebastian - Classic DEMO League 2009/2010

Credit Card / Billing Information

Card Issuer
 Card Number
 Expiration Month/Year
 Cardholder's Name
 Billing Address
 City
 State
 Zip Code
 Country United States
 Receipt/Contact Email demo@demo.com

[Update Billing Information](#)

Invoices

ID	Description	AutoPay	Amount	Due
168404	PAYMENT PLAN INSTALLMENT FOR MONTH 4	No	\$25.00	10/1/2009
168403	PAYMENT PLAN INSTALLMENT FOR MONTH 3	No	\$25.00	9/1/2009
168402	PAYMENT PLAN INSTALLMENT FOR MONTH 2	No	\$25.00	8/1/2009
168401	PAYMENT PLAN INSTALLMENT FOR MONTH 1	No	\$25.00	7/1/2009
168400	INITIAL PLAYER REGISTRATION FEE	No	\$205.00	6/25/2009
Total Invoices			\$305.00	10/1/2009

Payments

No Payments

Remaining Balance \$305.00

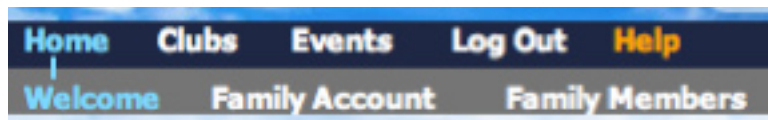
Transaction History

No logs available for this account.

Initial Payment that needs to be paid by check.
 Once payment is recieved by the club this number
 will turn to \$0 until the next payment is due.

How do I remove a player from an upcoming event that his/her team has registered for?

1. From **HOME** click on **WELCOME**



2. Click on the player name you want to edit:

A screenshot of a web page titled 'Poe Family - Home'. It features a table with columns: Photo, Name, Gender, Birthday, Club, and Programs. The 'Name' column contains links to individual player pages. The link 'Dinah Poe' is highlighted with a red rectangle.

Photo	Name	Gender	Birthday	Club	Programs
	Dinah Poe	Girls	3/2/1995	Vermonters SC (VT)	Classic DEMO League 2009/2010 8/1/2009-7/31/2010
	Kingston Poe	Boys	3/2/1995	Vermonters SC (VT)	Classic DEMO League 2009/2010 8/1/2009-7/31/2010
	River Poe	Girls	3/2/1995	Vermonters SC (VT)	Classic DEMO League 2009/2010 8/1/2009-7/31/2010
	Sebastian Poe	Boys	3/2/1995	Vermonters SC (VT)	Classic DEMO League 2009/2010 8/1/2009-7/31/2010

3. Click on the **EVENTS** tab



4. Click the **REMOVE** button next to the event you do not want your child attending.



How to print your Medical Release forms for a Program

Once you have registered your players online there is a link on the final page to print off the medical release form. In case you miss the link you can print this form off at a later date from within your account.

To do this click on the **HOME** link in the blue menu bar and then on the players **NAME** or on the **PROGRAM NAME**.

GotSport.com > Families

Home Clubs Events Log Out Help

Welcome Family Account Family Members

Poe Family Account - Home

Players will be associated with a club after submitting a registration form to the club. If you do not have a registration form link you may [search for a club](#). If a player is already associated with a club, the club name will be listed below. You can view more programs available from the club by clicking on the club name.

[Add Player to Family](#)

Current Family Members

Photo	Name	Gender	Birthday	Club	Current Programs
	Dinah Poe	Female	10/11/1989	Fulham Futbol Club (DEMO) View Available Programs	Fulham 2011/2012 Competitive Registration 8/1/2011-7/31/2012 Spring REGistration 2010 8/1/2010-7/31/2011 Fulham 2010/2011 Competitive Registration 8/1/2010-7/31/2011

If you clicked on the **PLAYER NAME** you will then need to click on the **CLUB REGISTRATION** tab and then on the **DETAILS** link of the program you want to work with.

Player College Recruiting Events Club Documents Club Registration Emergency Info

Your Assigned Club

Fulham Futbol Club (DEMO)

Club Website
<http://www.fulhamfc.com/home.aspx>

Contact Information
Sanette Owen-Thomas
44 Valade RD.
Bend, OR 05408
Phone 555-1212
Email Sanette@fulhamfc.org

Current Club Offers No current offers or special forms available.

Enrolled Programs

Fulham Futbol Club (DEMO) (Oregon)

Fulham 2011/2012 Competitive Registration (8/1/2011)
[Details](#) Balance \$0.00

Fulham 2010/2011 Competitive Registration (8/1/2010)
[Details](#) Balance \$530.00

GotSoccer (North Dakota)

Spring REGistration 2010 (8/1/2010)
[Details](#) Balance \$0.00

Trial Demo (Pennsylvania East)

Classic Registration 2009/2010 (8/1/2009)
[Details](#) Balance \$225.00

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If you clicked on the **PROGRAM NAME** you will already be on this tab and pre-sorted to the program you want to work with. Once on the correct screen click on the **PRINTABLE REGISTRATION FORM** link to download your medical release form.

Player: Poe, Dinah - Fulham 2010/2011 Competitive Registration

Last Modified: 1/31/2011 8:16:49 PM

Additional Forms

Printable Documents:

☒ Printable Registration Form

Additional Offers Selected

Family Discount

2nd Sibling Discount (\$15.00)

3rd Sibling Discount (\$20.00)

Uniforms

Fulham Soccer Ball \$15.00

Volunteers

Manager \$0.00

Total (\$20.00)

Invoices

ID	Description	AutoPay	Amount	Due
639904	INITIAL PLAYER REGISTRATION FEE	No	\$530.00	8/20/2010
<i>Total Invoices</i>			\$530.00	8/20/2010

Payments

No Payments

Remaining Balance \$530.00

Transaction History

No logs available for this account.