

New Jersey Youth Soccer
GotSoccer Software League Users Manual

Contents

Introduction: 2
Logging In: 3
The Confidentiality Agreement..... 4
Sub-User Account Setup: 5
Creating a League..... 10
Team Applications..... 16
Accepting and Registering Teams 18
Viewing the NJYS League Invoice 21

Introduction:

NJYS has selected GotSoccer to provide software solutions to several state programs. The primary change for NJYS sanctioned leagues is you will have to create a league application form in our system to allow NJYS teams to apply, be accepted, and then gain access to roster and player pass documents. There will be no fee to a league for use of GotSoccer's software including the ability to schedule games.

The process will be similar to what is currently done with a few significant exceptions:

- 1) There will no longer be paper registration packages. These packages will be electronic and only available to teams that are accepted by the league.
- 2) Team will not have to come to a home or office to pick up packages.
- 3) The software will count the exact number of teams accepted by each league and create a bill due NJYS based on the exact number and age of the teams.

Teams will still have to take documents to district commissioners for review and stamping. Club's will be able to see exactly which teams were accepted by a league and how much is due NJYS for each team.

Logging In:

- 1) You will need a username and password. These must be obtained directly from NJYS. Please call the office at 609-490-0725. Should you lose your login information you must contact NJYS or use our auto retrieval system. GotSoccer will not provide lost login information over the phone.
- 2) Go to www.gotsoccer.com
- 3) Click on the User Login link



- 4) Select the Organization login link



- 5) Enter your username and password. (If you do not have a username and password, please contact NJYS.)



6) Press Enter

The Confidentiality Agreement

The system will return our confidentiality agreement. In short, we require you to agree not to allow other software vendors or other individuals intending to create software into our system.

My Account	Events	Billing	Log Out	Help
Summary	Account Info	User Accounts	Payment Setup	Support Tickets

User Agreement - Digital Signature Required

CONFIDENTIALITY (Non Disclosure) AGREEMENT (rev 2.0)

This agreement covers proprietary information belonging to GotSoccer, LLC (the "Discloser") that is made available or disclosed to the party signing this agreement (the "Recipient"). This information (referred to as the "Confidential Information") includes, but is not limited to, software products (Software Products), software source code (Software Source Code), documentation, and correspondences, all rights to which are owned or controlled by Discloser, that have not otherwise be made publicly available by the Discloser. Confidential Information, however, does not include: (a) information generally available to the public; (b) widely used programming practices or algorithms, (c) information rightfully in the possession of the Recipient prior to signing this agreement; (d) content added by the Recipient and (e) information independently developed without the use of any of the

At the bottom of the Agreement, you'll find an **I Agree** button, by clicking this you agree to the terms.

This agreement shall be governed by and construed in accordance with the laws of the State of Delaware, the United States, and any applicable international law.

Name: [bill_cameron](#)

Date: [Saturday, January 31, 2009](#)

I Do Not Agree

I Agree

The screen will refresh, click the **Return to My Account Summary** link at the top of the agreement

The screenshot shows a navigation bar with the following items: Summary, Account Info, User Accounts, Payment Setup, and Support Tickets. Below the navigation bar, the text "Digital Signature: 24.129.82.199 @ 1/31/2009 10:41:25 AM ET" is displayed. A red box highlights a link labeled "Return to My Account Summary" with a small icon to its left. Below this, the text "CONFIDENTIALITY (Non Disclosure) AGREEMENT (rev 2.0)" is shown, followed by a paragraph of fine print: "This agreement covers proprietary information belonging to GotSoccer, LLC (the 'Disclo made available or disclosed to the party signing this agreement (the 'Recipient')). This i

and the system will display the main software screen. The confidentiality agreement will not appear again.

Sub-User Account Setup:

The initial username and password are what we call Master login information. The account a league uses is called a directors account. Every director's account has a master user and the ability to have sub-user accounts. We strongly urge that you set up sub user accounts as we can keep track of their usage and limit their ability to access other areas of the program. We can limit sub users and their access, but this is not a security system. We assume that by giving individuals access to the software, the master user vouches for the integrity of the sub user.

We use the analogy of your home. If you don't want a person to go in a certain room, you lock it, but the lock is probably not as strong as the front door lock. If you don't want the person in your home, don't give them the key to the front door. Giving a person a username and password is analogous to giving them a key to the front door.

You can find the **User Account** area by:

- 1) Clicking on the **Home** tab
- 2) Clicking on the **User Accounts** link on the gray menu bar

- 3) The first account listed in orange is the master account holder. They have access to all areas and their access cannot be limited.

The screenshot shows a web application interface with a navigation bar at the top. The 'Home' tab is highlighted in orange. Below the navigation bar, there are several menu items: 'Events', 'Billing', 'Support', 'Log Out', and 'Help'. Underneath, there are more menu items: 'Account Info', 'User Accounts', 'Payment Setup', and 'Activity Logs'. The 'User Accounts' menu item is highlighted in orange. Below the navigation bar, there is a section titled 'User Account/Club Official Management'. In this section, there is a button labeled 'Add Club Official User Account' highlighted in orange. Below the button is a table with the following data:

Role	Listed	Full Name	User Name	Access	Permissions	R/M
Director	Yes	Gavin Owen-Thomas	gotsoccer	All	Master Account	YES

- 4) To create a new sub-user, click on the **Add Club Official User Account**. The
- 5) Fill out the form:
 - a. Enter a username and a password (Required)
 - b. Enter the Full Name (Required)
 - c. Enter an Email Address (Required)

The screenshot shows a user account setup form with two main sections: 'Account Setup' and 'Contact Information'. The 'Account Setup' section includes fields for 'User Name' (gotsoccer/), 'Password', 'Created', 'Updated', 'Last Login', 'Primary Role' (Staff), and 'Access Level' (Basic Access). The 'Contact Information' section includes fields for 'Full Name', 'Address', 'City', 'State', 'Zip', 'Country' (United States), 'Phone', 'Phone (2)', 'Mobile', 'Text Messaging', 'Fax', and 'Email Address'. There is also a 'Notes' section with a text area. At the bottom, there are 'Save' and 'Cancel' buttons.

From here you must decide on:

- A Role
- An Access Level
- The User Tabs the sub-user can open
- Event Access if League or Tournament access is desired.

The screenshot shows a user configuration form. At the top, there are two dropdown menus: 'Primary Role' set to 'Staff' and 'Access Level' set to 'Full Access'. Below these is a note: '*Full Access users have access to nearly all features in the account and can manage other users.' Underneath is a section titled 'User Tabs' with a list of checkboxes and labels: State, Club, Referees, Registrar, Training, League, and Tournament. To the right of this list are three more checkboxes: Risk Management, Billing, and Extended. The 'State' and 'Tournament' checkboxes are highlighted in yellow and blue respectively.

Primary Role

The primary role is a title that can be given to the user. Most of these roles are similar with the exception of Scorekeeper. The scorekeeper can access and update scores only. You can give just about any title access to other area. For example, a director of coaching could also have access to a tournament by allowing them access to the tournament tab and assigning them events. If you are with a USYSA state organization that uses GotSoccer software, these roles (titles) can be seen by the state in your club/association account. You can hide the person from state view by clicking the *Do not show to state as club staff*

The screenshot shows a user profile information form. It includes fields for Password, Created, Updated, and Last Login. Below these is a checkbox labeled 'Do not show to state as club staff' which is highlighted with a red box. At the bottom, there is a 'Primary Role' dropdown menu set to 'Referee Assignor'.

Access Level

There are three main Access levels

- Full
- Basic
- Limited

Full Access

If you give an account *Full Access*, they will have most of the abilities of the master account. They will have the ability to create sub-user accounts and to change access levels for sub users. There are only two areas that sub-users with full access cannot access:

- 1) The password area for the master account. They cannot change the master password.
- 2) The Payment Setup area. The sub-user cannot change or input credit card account information.

Basic Access

This is the access level you should give most users. It allows them to work within the different modules, but disables the ability to modify sub-user accounts.

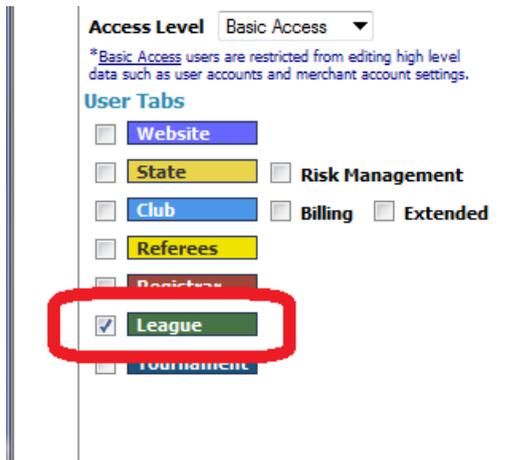
Limited Access

Limited Access is mostly a viewing only access. We are constantly adding new features and we do not guarantee an individual with limited access has only viewing privileges. They will have access to certain areas of the program. Never give login credentials to individuals you do not know and trust.

User Tabs

GotSoccer has many software modules. Each major module is identified by a tab. Not every account will have access to all modules. Overall permission is given by GotSoccer. This is the main way to limit user access.

If you have a person that runs your tournament but should not see club or association programs, only turn on the tournament module.



When the person logs in using the sub-user login info, they will only see league tab. You will need to give sub-users access to specific events. You do this by selecting the event (league) in the drop down box on the right side of the screen. Please note there will only be a list of leagues if the league has been created.

Created 3/3/2010 11:39:04 AM
Updated 3/25/2010 11:25:03 AM
Last Login 3/3/2010 11:39:51 AM
 Do not show to state as club staff

Primary Role Registrar

Access Level Basic Access
*Basic Access users are restricted from editing high level data such as user accounts and merchant account settings.

User Tabs
 Website
 State Risk Management
 Club Billing Extended
 Referees
 Registrar
 League
 Tournament

City _____
State _____
Zip _____
Country United States
Phone _____
Phone (2) _____
Mobile _____
Text Messaging _____
Fax _____
Email Address bill@gotsport.com

Notes

Access for Scheduling & Seeding Tasks
Events Allowed
 No Event Access Allowed or No Events Available
Other Events
 09-10 season comp (8/1/2009)

Age Group Access

You can limit access to certain age groups in the league area by selection an age group from the list of league divisions, or select **All Groups** if you want to allow access to all age groups. Make sure you press **Save** to set the preferences.

Contact Information
Full Name William Cameron
Address _____
City _____
State _____
Zip _____
Country United States
Phone _____
Phone (2) _____
Mobile _____
Text Messaging _____
Fax _____
Email Address bill@gotsport.com

Notes

Club Age Group Access
 Current Club Age Group Access
 None Configured
 Add Access to an Age Group

Access for Scheduling & Seeding Tasks
Events Allowed

09-10 season comp
 8/1/2009-7/31/2010
 Select Groups All Groups

Zoccer Summer League '09
 9/6/2009-12/3/2010
 Select Groups All Groups

Boys	Girls
<input checked="" type="checkbox"/> U7 Gold	<input checked="" type="checkbox"/> U7 Gold
<input checked="" type="checkbox"/> U7 Silver	<input checked="" type="checkbox"/> U7 Gold (copy)
<input type="checkbox"/> U17 Gold	<input type="checkbox"/> U11 Gold
	<input type="checkbox"/> U11 Silver

Other Events
 Azteca Competitive (8/1/2009)

Creating a League

This is a critical step as it is the way GotSoccer can track what league a team has entered, whether or not they have been accepted and the name of the league responsible for paying NJYS.

Note: if you have already used our software for a previous season, you can copy the event and the affiliated club list. This is a very quick method and automatically hooks up the previously affiliated clubs to the new season.

Leagues typically take team application in three ways.

- a) In bulk directly from a club
 - b) An individual team application
 - c) A combination of a and b
- 1) Click on the **League** tab (if you do not have a league tab or it is grayed out contact NJYS) and then the **Add League** (if you have created a league in the past and want to copy it, click on the league's name then look for the copy tab.)
 - 2)



- 3) Fill out the *Basic Setup* form and press **Save**

The screenshot shows the 'Basic Setup' form for a league. The form is divided into two sections: 'General Information' and 'General Location'. The 'Event Name' field is filled with 'Fall 2008 GotSoccer League'. The 'Description' field is empty. The 'Dates Open' field is filled with '9/1/08' and '12/31/08'. The 'City' field is filled with 'jacksonville', the 'State' field is filled with 'FL', and the 'Zip Code' field is filled with '32003'. The 'Save' button is circled in red. There is also a checkbox for 'Publish Schedules/Results' which is unchecked.

Important Note: GotSoccer uses the USYSA seasonal year 8/1 to 7/31. Therefore a team's age does not change until after that date. So a U13 team in the spring of 2010 will see U14 fees if the event starts on and after 8/1/2010. It will see fees for U13 if the league starts prior to 8/1/2010. Applications are open when a check box is selected, see below, not based on the dates the event runs. Make sure the league dates correspond to your opening weekend and not the start of applications.

- 4) Make sure you click the **Report Registrations to the State** box and press save

The screenshot shows the 'NJYS Sanctioned Demonstration League' setup page on GotSoccer.com. The page is divided into several sections: 'General Information', 'General Location', 'Event Sanctioning', and 'Dates Open'. The 'Report Registrations to State' checkbox is highlighted with a red box. The 'Save' button is also highlighted with a red box. The 'Save' button is located at the bottom right of the page, next to 'Cancel' and 'Delete' buttons.

General Information

Event Name: NJYS Sanctioned Demonstration League

Description: [Empty text area]

Dates Open: 3/6/2010 - 6/30/2010

Publish Schedules/Results
When unchecked, all schedules and results are hidden from public view. When checked, schedules will be published and results will be available as they are entered.

Report Registrations to State

General Location

City: Boston

State: MA

Zip Code: 02210

Created: 1/16/2010 9:31:10 PM

Updated: 4/14/2010 2:03:28 PM

Event Sanctioning

USYSA **Region 1**
Connecticut
Delaware

AYSO

SAY

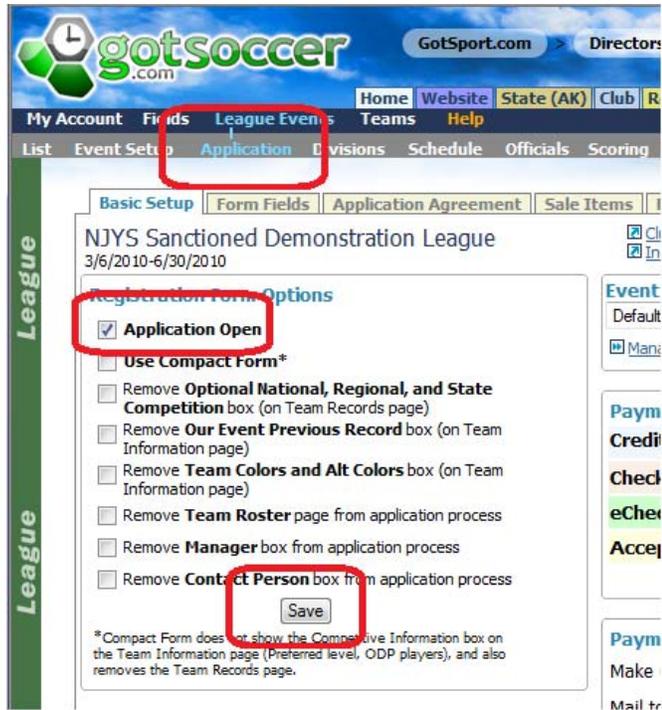
USClub

USSF

Allowing Bulk Team Applications Directly from a Club

If your league only accepts teams directly from a club you will need to do two things:

- 1) Open your application. To open your application
 - a. Click on the Application link on the Gray menu bar
 - b. Click on the **Application Open** check box (remember an application is open if this box is checked and saved not based on the dates for the league.)
 - c. Press **Save**



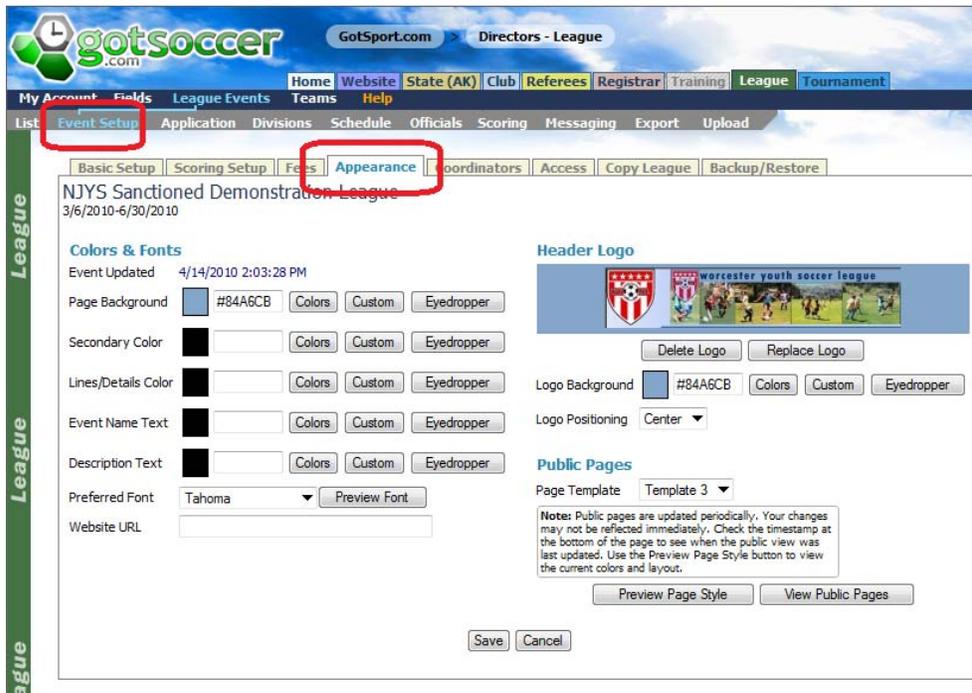
2) Tell your clubs the name of your league. This is the name you typed in as the event name above.

It is now up to the clubs to enter teams. You can see how this is done by reviewing the NJYS Club manual. If this is the only way you allow teams to enter your league please skip to **Accepting and Registering Teams** below.

Adding Logos for an Application

You will need your logo saved on your computer as a jpg file.

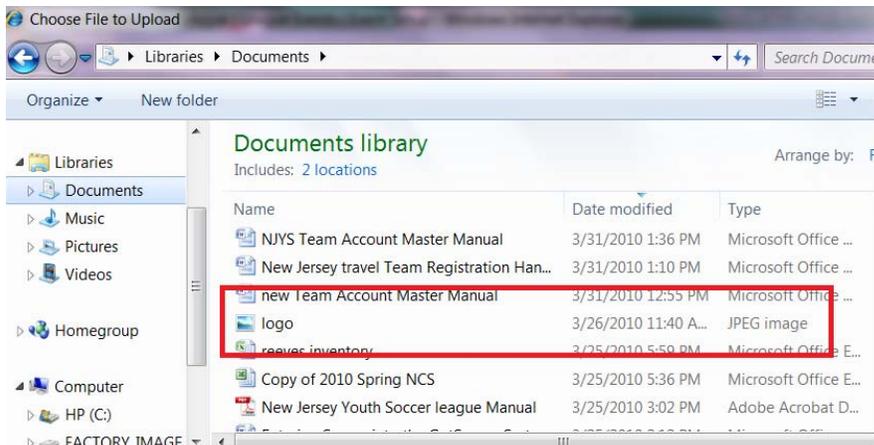
- 1) Click on the **Event Setup** link on the Gray menu bar.
- 2) Click on the **Appearance** tab to upload your logo and make modifications to the public pages.



- 3) Click on the **Upload Logo or Replace Logo** button and use the browse feature to find the jpg file you're your league's logo.
- 4) Click on the Browse button



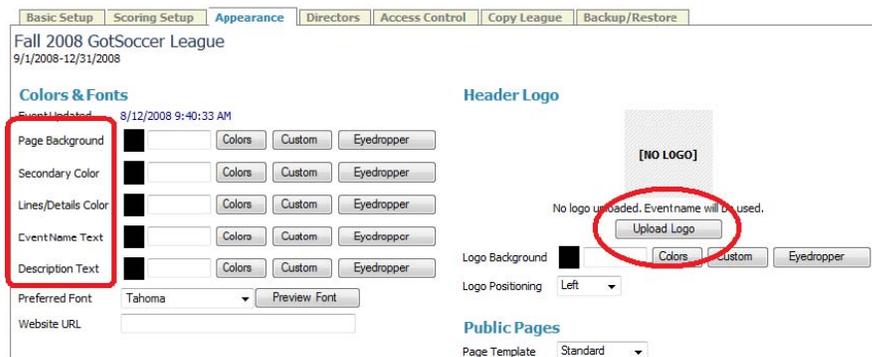
5) The system will open your computer's search function. Find the file and click on it



6) You should see the name of the file in the browse window. If you do click on **Upload Image**



- 7) Once the logo is loaded, you can click on the **Eyedropper** to create custom background colors directly from your logo. Just move the cursor over the color you want to use in the logo, click the mouse, close the eyedropper window and press save. One note, please watch the contrast levels



You can click on the **Preview Page Style** or **View Public Pages** link to see how the page will be displayed to users.

Team Applications

There are two ways teams can enter the league:

- a) Individually using a team account (usually done by team managers or coaches)
- b) In bulk (usually done by a club administrator)

Individual Team Applications

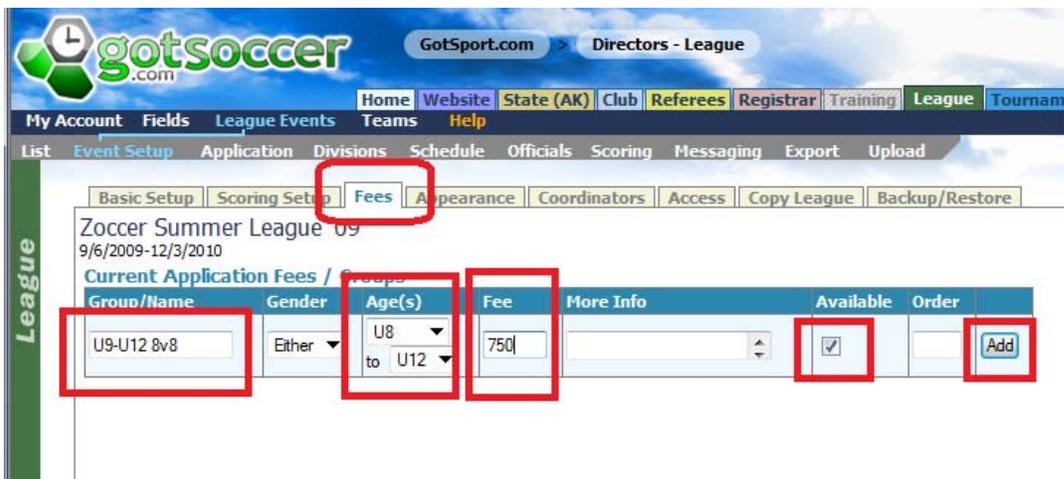
If all teams are entered directly by clubs and you bill each club for multiple teams, you do not have to create an application. All you have to do is make sure your application is "Open" and the clubs are affiliated with the league. (Clubs can affiliate with multiple leagues.)

We will start by creating an application that has a fee attached.

- 1) Click on the League tab then click on the name of your league. In this example, *Zoccer Summer League '09*



- 2) Click on the **Fees** tab
- 3) Fill in the first fee box. Note the second age group in the range (here U9 and U12) only appears after you have selected the first age group.
- 4) Press **Add**



- 5) The system will refresh and you can add another age group or range. Age group ranges are important because teams will only see fee relevant to their age group. In the above example, a U13 team would not see a fee for a U12 team, reducing errors.

Important Note: GotSoccer uses the USYSA seasonal year 8/1 to 7/31. Therefore a team's age does not change until after that date. So a U13 team in the spring of 2010 will see U14 fees if the event starts on and after 8/1/2010. It will see fees for U13 if the league starts prior to 8/1/2010. Applications are open when a check box is selected, see below, not based on the dates the event runs.

gotssoccer.com GotSport.com > Directors - League

My Account Fields League Events Teams Home Website Stats (AK) Club Referees Registrar Training League Tournament

List Event Setup Application Divisions Schedule Officials Scoring Messaging Export Upload

Basic Setup Scoring Setup Fees Appearance Coordinators Access Copy League Backup/Restore

Zoccer Summer League '09
9/6/2009 - 12/3/2010

Current Application Fees / Groups

Group/Name	Gender	Age(s)	Fee	More Info	Available	Order	
U9-U12 8v8	Either	U8-U12	\$750.00		Yes	99	Edit Delete
U13-U19	Either	U13 to U19	1000		<input checked="" type="checkbox"/>		Add

Existing Divisions
B U7 Gold
B U7 Silver
B U17 Gold
G U7 Gold
G U7 Gold (Copy)
G U11 Gold
G U11 Silver

6) You can edit or delete fees if necessary

Basic Setup Scoring Setup Fees Appearance Coordinators Access Copy League Backup/Restore

Zoccer Summer League '09
9/6/2009 - 12/3/2010

Current Application Fees / Groups

Group/Name	Gender	Age(s)	Fee	More Info	Available	Order	
U9-U12 8v8	Either	U8-U12	\$750.00		Yes	99	Edit Delete
U13-U19	Either	U13-U19	\$1,000.00		Yes	99	Edit Delete
	Either	All			<input type="checkbox"/>		Add

Accepting and Registering Teams

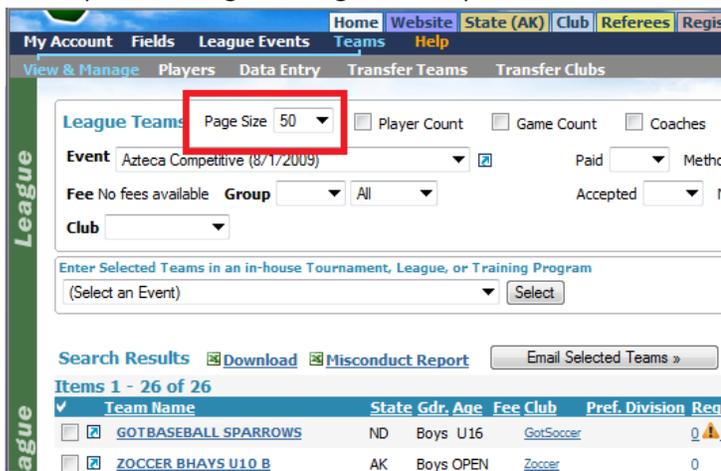
When a team applies to your league you have the choice to accept the team or not to accept the team. Accepting teams creates a billable event by NJYS. This is precisely the same as handing a team manager a package. Every time you accept a team, a document will appear in the team account with Player passes and a roster form that can be printed and brought to a District Commissioner. Teams that are not accepted by your league will not have access to registration document and are not billed by the state.

To accept a team:

- 1) Click on the League tab
- 2) Click on the **List Teams** link just below the league name



- 3) The screen will open to the team page. You can filter by gender/age group and more.
- 4) Please note the page only displays 50 teams at a time. If you are working with more than 50 teams please change the Page Size dropdown to Infinite.



- 5) To Accept and register individual teams click the **Accept** box and the **State Reg** box.

League Teams Page Size 50 Player Count Game Count Coaches Managers Report Basic Status Report

Event Azteca Competitive (8/1/2009) Paid Method Club/Team Conf#

Fee No fees available Group All Accepted Notes Coach/Manager

Club

Enter Selected Teams in an in-house Tournament, League, or Training Program
(Select an Event)

Search Results

Items 1 - 26 of 26

Team Name	State	Gdr.	Age	Fee	Club	Pref. Division	Reg. Accepted	Paid	Check#	Check Date	State Reg	Level
<input type="checkbox"/> GOTBASEBALL SPARROWS	ND	Boys	U16	GotSoccer	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>				<input checked="" type="checkbox"/> G345TBGOTMU16SPA	
<input type="checkbox"/> ZOCCER BHAYS U10 B	AK	Boys	OPEN	Zoccer	0	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> 21CB00TP	
<input type="checkbox"/> ZOCCER BHAYS U10 D	AK	Boys	U11	Zoccer	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>				<input checked="" type="checkbox"/> 21RB11TP	
<input type="checkbox"/> ZOCCER BHAYS U14 B	AK	Boys	U15	Zoccer	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>				<input checked="" type="checkbox"/> 21TB15TP	
<input type="checkbox"/> ZOCCER BHAYS U6 B	AK	Boys	U7	Zoccer	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> 21RB07TP	
<input type="checkbox"/> ZOCCER BHAYS U6 B	AK	Girls	U7	Zoccer	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>				<input checked="" type="checkbox"/> 21RG07TP	
<input type="checkbox"/> ZOCCER BHAYS U6 C	AK	Boys	U7	Zoccer	0	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> 21RB07TP	

- 6) Press Update values at the bottom of the page to save the changes.
- 7) You can accept and register all teams at one time by clicking the **Accept Listed Teams** link and the small **Green Check Mark** next at the top of the *State Reg* column.

League Teams Page Size 50 Player Count Game Count Coaches Managers Report Basic Status Report

Event Azteca Competitive (8/1/2009) Paid Method Club/Team Conf#

Fee No fees available Group All Accepted Notes Coach/Manager

Club

Enter Selected Teams in an in-house Tournament, League, or Training Program
(Select an Event)

Search Results

Items 1 - 26 of 26

Team Name	State	Gdr.	Age	Fee	Club	Pref. Division	Reg. Accepted	Paid	Check#	Check Date	State Reg	Level
<input type="checkbox"/> GOTBASEBALL SPARROWS	ND	Boys	U16	GotSoccer	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>				<input checked="" type="checkbox"/> G345TBGOTMU16SPA	
<input type="checkbox"/> ZOCCER BHAYS U10 B	AK	Boys	OPEN	Zoccer	0	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> 21CB00TP	
<input type="checkbox"/> ZOCCER BHAYS U10 D	AK	Boys	U11	Zoccer	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>				<input checked="" type="checkbox"/> 21RB11TP	
<input type="checkbox"/> ZOCCER BHAYS U14 B	AK	Boys	U15	Zoccer	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>				<input checked="" type="checkbox"/> 21TB15TP	
<input type="checkbox"/> ZOCCER BHAYS U6 B	AK	Boys	U7	Zoccer	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> 21RB07TP	
<input type="checkbox"/> ZOCCER BHAYS U6 B	AK	Girls	U7	Zoccer	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>				<input checked="" type="checkbox"/> 21RG07TP	
<input type="checkbox"/> ZOCCER BHAYS U6 C	AK	Boys	U7	Zoccer	0	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> 21RB07TP	

Our system will allow each accepted team to create rosters, player passes and certain coach passes. These documents will still have to be reviewed and approved by a district commissioner before becoming "Official NJYS" documents.

Viewing the NJYS League Invoice

Each time a team is accepted, your league's account is updated in the NJYS state account for billing purposes. You can see the real time invoice totals by:

- 1) Clicking the **Club** tab
- 2) Click the **State Registration** link on the gray menu bar.



State Registration - Club - GotSoccer

North Dakota Youth Soccer
State Registration Summary
No registration fees found.

State Organization Invoices

GotSoccer (ND)		
Acct#	Description	Totals
198115	Registration: GotSoccer	+ Balance \$8,757.25
		Total Balance of Listed Accounts: \$8,757.25

This total will increase each time a team is accepted until the state bills you. At that point the invoice total will be set. Any teams you accept after the billing date will be totaled in a new invoice.