North Texas Soccer Association Registration Setup Manual

Contents

Introduction

North Texas Youth Soccer (NTSSA) has selected GotSoccer as the state online registration program. The following manual will outline steps NTSSA Home Associations will need to take to properly create teams, set up a registration event, generate rosters, ID cards and help teams find them in the team or club area of the program. Please check our (http://support.gotsport.com/clubsite/?p=215) North Texas Youth Soccer Documentation site for additional instruction sets.

Log into your Account

1) Go to www.GotSoccer.com
2) Click on the **Login** Link

3) Click on the **Club & Home Association** login link

4) Enter your username and password. If you do not know your login information, please contact Sanette Owen-Thomas (sanette@gotsport.com) or the NTX Soccer state office.
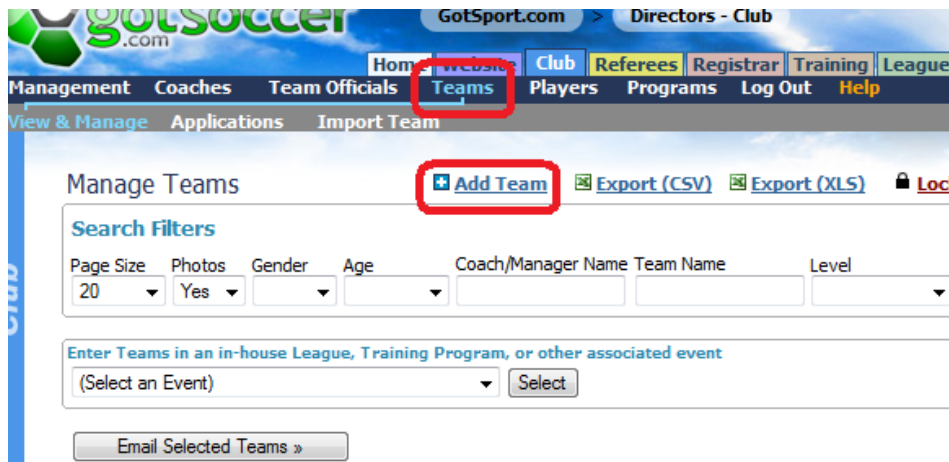

Creating Teams

In order to properly register player we must begin by creating teams.

1) Click on the **Club** tab above the dark blue menu bar.

2) Click on the **Teams** link on the dark blue menu bar. Then the **Add Team** link

3) Let's start with the *Basic Team Information*

a. *Team ID* – If you are the individual that creates team ID numbers you can enter it or create all IDs at once using out ID generator. If you do not create team numbers just leave this blank.

b. The *Club Name* should be prefilled

c. *Level* – This is very important as this will ultimately determine the billing rate for any players entered on the team. Select the appropriate team level from the dropdown menu. MYSA has defined the following team categories:

    i. Academy

    ii. Top Soccer

    iii. Recreational

    iv. Competitive

d. *Position* – This is optional and related to competitive teams with very similar names. It helps understand the difference between the top (1) team or the second team (2).

e. *Age Group* – It is very important to understand how the GotSoccer system works. We increment team and player ages on August 1st of each year. Therefore you will need to consider the team as if it were playing today. If, for example the team will be a U12 team in September 2009, buy you are creating the team before August 1, 2009, you will need to make it a U11 team as we increment it to U12 on August 1st.

f. *State* – This will be Missouri

g. *Prevent Team, Group or State change by Manager*- This is a lock that prohibits a team manager or coach from modifying team information. This can be locked or unlocked for all teams at once from the main **Teams** screen.

h. *Prevent Add/release of players by manager*. – This will prohibit a team manager or coach from adding or deleting players from the team player list.

4) Team Officials will be added using these dropdown menus. You will only be able to place coaches, managers or trainers on teams and generate ID cards, if they have completed the MYSA KidSafe review. This will be described in the **Creating Coaches and Team Officials** section.

Team Officials

Initially 3 assistant coach, manager, and trainer positions are available. If you fill all 3 assistant positions and save your changes, up to 7 additional fields will be available for each role for a maximum of 10 assistants in each role.

Coach ▼
⊞ Assistant Coaches...
Manager ▼
⊞ Assistant Managers...
Trainer ▼
⊞ Assistant Trainers...

5) Scroll down the screen and look to the right side for the *College Coach, Team Notes and Team Login* area.

Jersey   Shorts   Socks

College Coaches

☐ Show team to college coaches (applies to U15 and older only)

Note:
Teams with College-eligible players should complete the Player Profiles in full, providing as much detail as possible. Adding the player's email address will allow the player to log on and enter additional information.

How many ODP Players are in this team? [   ]

Team Notes

[   ]

Team Login Information

Username [   ]

Password [   ]

[Save] [Cancel]

a. If your team is u15 or older and you want college coaches to be able to view player information check the box
b. You can enter notes if you wish.

c. The system will automatically generate a username and password. This can be modified at a later date, but is usually a good idea to create one that will be easy to remember now. Team usernames must be unique to our system. We have over 120,000 teams registered. Therefore, your username may already be taken.

6) Finally, press **Save**. The team has now been created.

Creating Players

If you are a new club, league or association, there may not be any existing players in the account. There are three ways to get players into the gotSoccer system

1) Import teams with players already on them.
2) Upload a spreadsheet
3) Type in each player's name.

To import a team, an independent team or one that wishes to be a direct member of the league:

1) Make sure you have the team's username and password
2) Click on **Club** tab
3) Then the **Teams** link on the dark blue menu bar.
4) Next, the **Import Team** link on the gray menu bar.
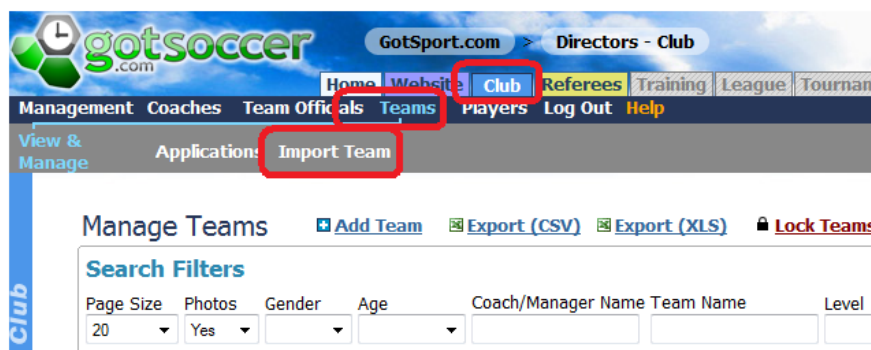
5) Enter the username and password
6) Click **Import**
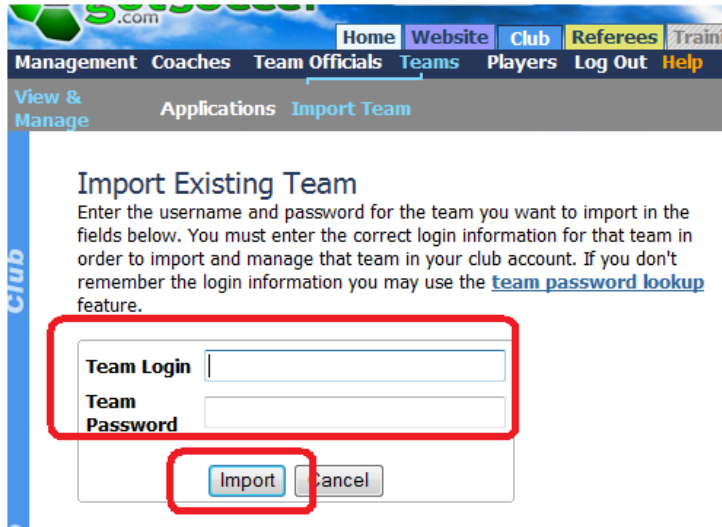
7) The team and its roster will now appear in your account and any coach or manager listed in the team account will appear in the **Coach** or **Team Official** area of the account.

If players are already in the system:

1)   Type in their last name in the Player name box

2)   Click on the **Apply Filters** button
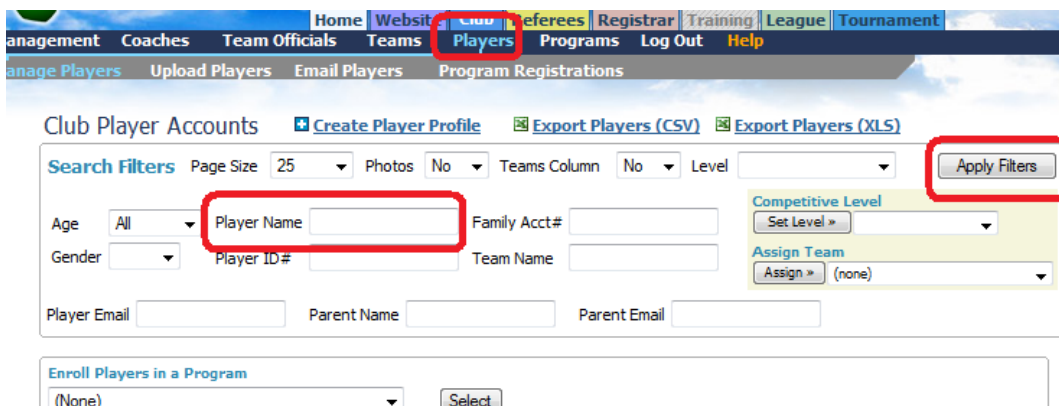
3) If the player appears in the table, click on their **ID** number, most likely an NA at this point.

5) This will open the player information screen. You can modify any information and you can assign them to a previously created team using the Assigned team dropdown.

If the Player is not found, you will need to create a new player account. To create a new player account:

1) Click on the **Players** link on the dark blue menu bar.
2) Click on the **Create Player Profile** link just below the gray menu bar

3) Fill out as much of the Player Info screen as possible and press **Save**. It is very important to enter the player or parent email address as this will allow for full communication options using our software.

4) If you want to add the player to a team at this point you can click on the **Assigned Team** drop down link at the top of the *Player Info* screen. There are other ways to assign teams and we will describe them later.

5) Once the screen is saved, you will see additional tabs appear that will allow of additional information input. These include **Parent Info, Emergency Info**, and more. Not all tabs will be

available to all players. The college recruiting tab will only be available to the player once they reach the U15 age group. Just click on any tab to access that screen.
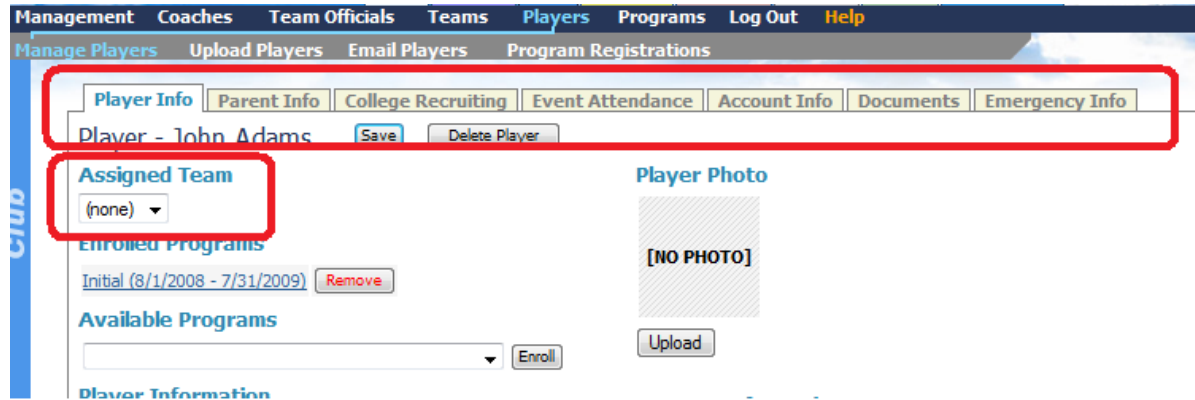
Preparing an Excel Spreadsheet to Import Players and Create Teams

Before we begin to import a player list, we must discuss the requirements of the actual player file.

The Excel file must be converted to CSV format. CSV stands for **C**omma **S**eparated **V**alues. Each field, column if you're used to Excel, starts with a comma and ends with a comma. There are other types of delimited files including Tab, I-Beam and Quote. The good news is Excel does it all for you. Just:

a) Open an Excel File
b) Click "**Save As**"
c) You see a drop down or list of formats
d) Select "**CSV (Comma Delimited)**"
e) Press "**Save**"
f) That's it!

Before you upload you will probably want to clean up the data in the spreadsheet.

We suggest:

Player

a) Sort the data by last name, first name, and birthday. Look for duplicate players. Delete as many as you can.
b) Make sure the columns are formatted for our database
    i. Birth date should be in mm/dd/yy (m/d/yy) format

ii.   The player name is in two fields; first and last name.

iii.   The <u>parent(s)</u> name must be in <u>one</u> field. If your data has 2 fields, use the concatenate function assuming the parent's first and last names are in cells B6 and B7, insert a column and use the formula =Concatenate(B6," ",B7) the new cell would return the full name with a space between the first and last name.

iv.   The player gender cannot be "Coed". It must be boy, girl, male, female, m, f, or b, g.

c)   Save the file as a CSV file.

d)   We <u>strongly</u> suggest you create another CSV test file with just a few player records (rows). This will allow you to check the imported players and teams to insure they were imported as desired without creating a significant number of duplicate player records.

Team

Our system can also place the players on a team. The process requires that both the player and team be imported at the same time. You cannot upload players and then upload teams. The player's team information must be in the same row as the player information. The process requires the following:

i.   Team Name

ii.   Team Gender; it may be coed or c. This cannot be combined with the team age.

iii.   Team Age Group (U10 not U10B)

iv.   You may designate the team as recreational or competitive by creating a column with *Comp* or *Rec* as the designation. This is not required.

The GotSoccer database is organized in a precise fashion. Each player has their own record. Events, team, and program history are attached to the player profile. If an email address or phone number changes for the player, it will change for all programs, including those that have expired. The past programs can be used for email marketing purposes.

1. Log in to your club account, (see above)
2. Click on "**Club**" (**Home Association** in Texas)
3. Click on "**Players**" on the dark blue menu bar.
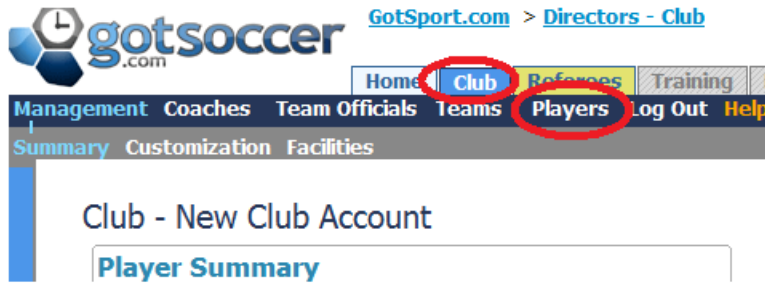
4. This will bring you to the manage players screen.
5. Click "**Upload Players**", circled in red below, on the Gray menu bar. Also notice that you can export player lists to a CSV file and to an Excel file, the blue circle, from this page. The links are circled in blue below. (**Note**: For those of you in states that use Logical Solutions, the CSV file can be uploaded directly into that software.)
6. We strongly suggest you create a small CSV test file with just a few player records (rows). This will allow you to check the players and teams to insure they were imported as desired.
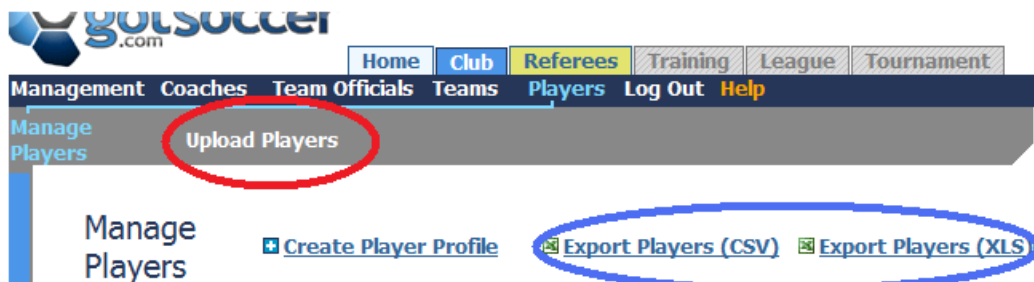
7. You will now be at our **Import** page. Before being the upload please review "Preparing an Excel Spreadsheet to Import". The file must be a CSV file and must be formatted as described above. Click on the **Browse** button. This will take you to the directory of your computer. Again, we strongly suggest you create a small CSV test file with just a few player records (rows). This will allow you to check the players and teams to insure they were imported as desired.
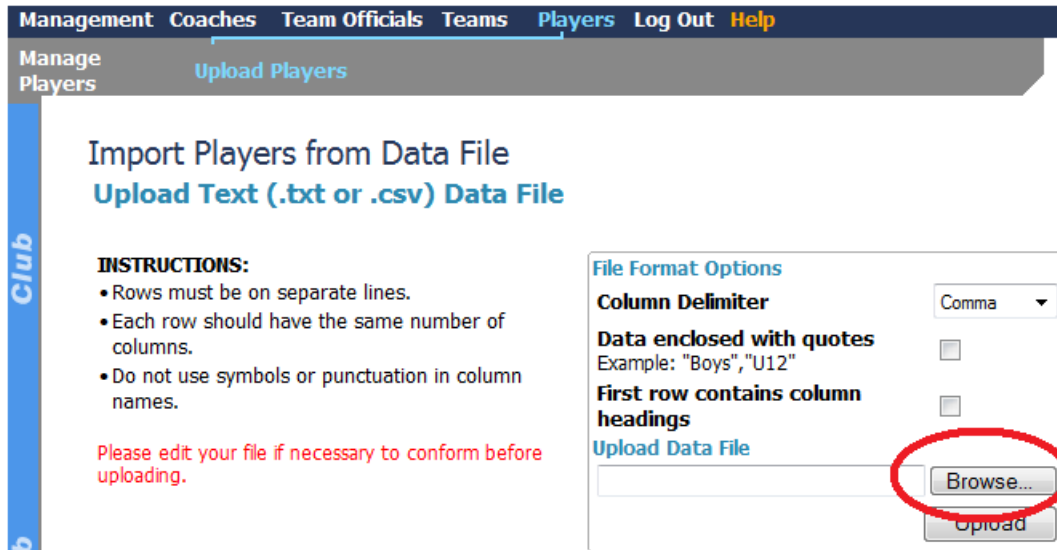
8. Find the CSV file, in this example "NCA upload" click it and press "**Open**" at the bottom of the screen
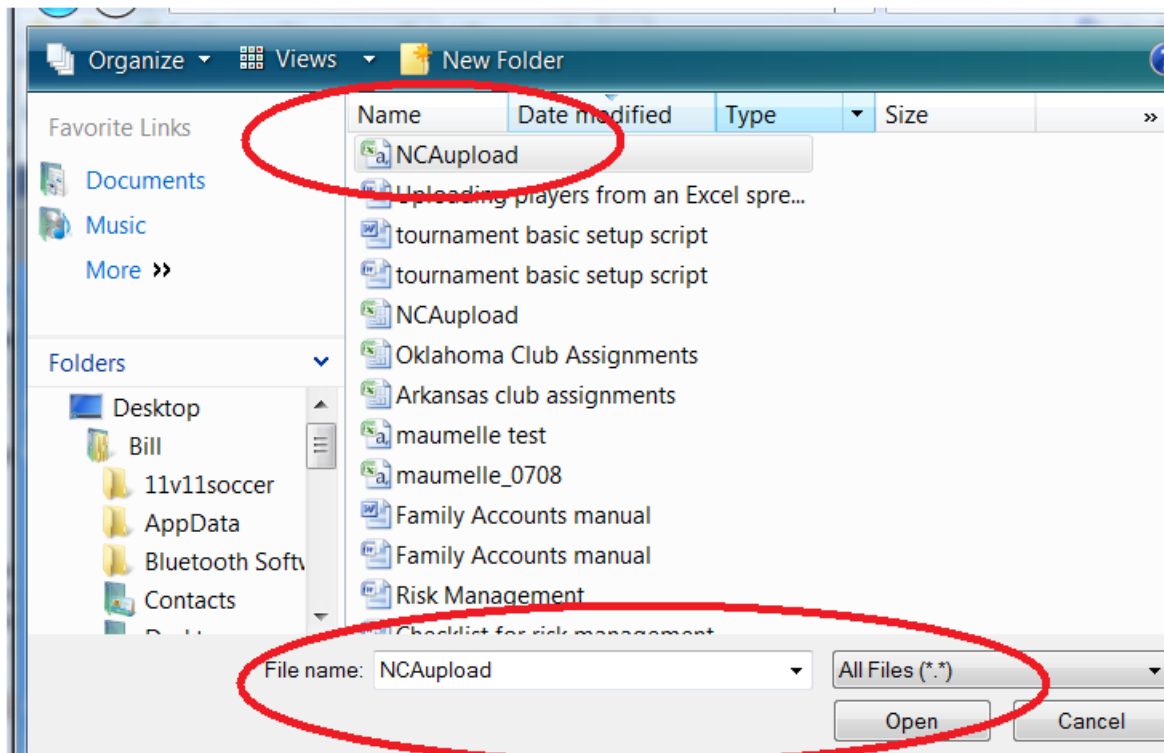
9. The system will return you to the Import page.

a. There are a few "**Format Options**". If you are using Excel and saved the file as a CSV file, you won't need to use these options.

b. If you file is formatted with quote marks or other delimiters, choose the appropriate options.

c. You can omit the header row. This will eliminate the first row of your file. Sometime it is better to leave this row in the file, as matching your file column headings with ours is easier. The only drawback to leaving your column headings is our system will create a player using the header rows. It is easy to find this player, search for your column heading that marks the player's last name, and delete the account.

d. Click on "**Upload**" at the bottom left of the screen.

Screen Shot 5

10. The system will load the file in preparation for importation. You will see three options above the player list. They are circled in red below.

a. *Teams*; creates teams and places players on the assigned team. The CSV file <u>must</u> contain columns for **Team Name**, **Team Gender** (B,G, Boy, Girl, M, F, Coed) and **Team Age** (U8, U10, …). Don't include your club name in the team name as the system will use the name of the club you created for the account.

b. *Families*; creates family accounts by grouping players with the same last name plus home phone or address or zip code. Players with different last names can be added to the family account after this process is complete, see or **Family Account** help section.

c. *Email Notification*; emails players their username and password. If you have the club extended version of our software (all Arkansas clubs and any account that has "**Messaging**" on the gray menu bar in the "**Club**" area) you can email user names and passwords at any time. If you have the free account (you will not find "**Programs**" or "**Messaging"** on the "**Club"** menu bar), this is the only opportunity to send an email using our mailer.

Import Players from Data File
File Contents Preview

Teams:	Do not create teams
Families:	Do not create family accounts
Email Notifications:	☐

11. Select the options you want use for the upload.
12. At the top of each column on your file will be a dropdown menu of our matching fields. In databases each record must have the same exact name. Simply match your column heading to ours. In the example below. We have matched the first few columns. If you have a column that you don't want imported or there in no corresponding field on our drop down list, select "**Do not Import**"

Showing first 10 rows below.
Please select field mappings. *Required fields are marked with an asterisk.

Column 0	Column 1	Column 2	Column 3	Column 4
Last Name*	First Name*	(do not import)	Gender*	Date of Birth
PlayerLastName	PlayerFirstName	PlayerMiddleName	Gender	BirthDate
RAWLINS	KATHERINE		F	1/13/1997
PERKINS	RILEY		M	8/2/1996
SUTHERLIN	EDWIN		M	7/25/1997
UPSHAW	ROBERT	PAUL	M	10/10/1996
HARRIS	STEPHEN		M	7/16/1997
KENNARD	JACOB		M	10/21/1996
WOODALL	AARON		M	5/21/1997

a. The column for last Name in the uploaded CSV file is called *PlayerLastName*, the matching name from our dropdown list is *Last Name*.
b. Notice we decided not to import the column called *PlayerMiddleName*.
c. Certain of our fields are marked with a ***** this designates a required field. For players, we require a *Last Name*, *First Name* and *Gender*. Be aware, if you upload just the minimum information we will not be able to assign an age to the player and will not be able to contact them via email or provide other contact options.

13. If you want to our system to create teams and place the player on the team you must include the team name, age group and team gender in each player row. If the information is not there for all players those without teams will still be imported, but will not be assigned to a team.

Column 33	Column 34	Column 35	
Team Age Group ▼	Team Gender ▼	Team Name	▼
AgeGroupDesc	team gender	TeamName	
U11	B	United	
U11	B	United	
U11	B	United	
U11B	B	United	
U11	B	United	

14. Click "**Import Data**" at the bottom left side of the screen

WOODALL	AARON
CHURCHWELL	GABE
ELDRED	JAMES

Import Data

Click below to cancel import and upload a different file.
Upload Another File

15. The next screen reports the action of the import.

gotsoccer.com

Home   Club   Referees

Management   Coaches   Team Officials   Teams   Players

Manage Players   Upload Players

Club

Import Players from Data File
Data Import Complete
Total Players Imported: 17
Total Rows Skipped: 1

Click below to import another file.
Upload Another File

16. In this example we imported 17 players and placed them on a Boys U11 team called "United". The file also contained players for a Girl's U11 team call the Power. Remember the header row, we actually only imported 16 players. We also created one false team called "**Team Name**" from the file's header row. To see this click to the "**Teams**" link on the dark blue menu bar, circled in green above.

Manage Teams   ⊞ Add Team   ⊠ Export (CSV)   ⊠ Export (XLS)   🔒 Lock Teams   🔓 Unlock Te:

Search Filters   Apply Filter

Page Size	Photos	Age	Gender	Coach/Manager Name	Team Name	Level
20 ▼	Yes ▼	▼	▼			▼

Items 1 - 3 of 3

Photo	Number 🔒	Gender	Age	Club	Team	Level	Coach	Manager	Players 🔒
	N/A	Boys	U11	New Club Account	United				10
	N/A	Girls	U11	New Club Account	Power				6
	N/A	team gender	OPEN	New Club Account	TeamName				1

Items 1 - 3 of 3

17. The system place 10 players on the "**United**" and 6 players on the "**Power**". Click on a Team Name and scroll to the bottom of the screen to delete a team.
18. To see a list of players and the teams there're on, Click "**Players**" on the dark blue menu bar.

19. You can sort and email (if you have the Club Extended Account) from this page. The sort features are highlighted in red below. We have a much more powerful sort area in "**Player Registrations**".

Search Filters

Page Size	25 ▼				Player Name			Team			Apply Filters
Photos	No ▼	Age	All ▼		Player ID#			Level	▼		
Teams Column	No ▼	Gender	▼		Family Acct#						

Items 1 - 24 of 24

ID#	Level	Fam#	Last Name	First Name	Jrsy#	School	Zip	Sex	DOB	Group	Team	Te
N/A			BROWN	ASHLEY				Girls	5/2/1997	U11	Power	Cli
N/A			CHURCHWELL	GABE				Boys	12/10/1996	U11	United	
N/A			DAVIS	TOLLIVER				Boys	8/17/1996	U11	United	
N/A			ELDRED	JAMES				Boys	5/19/1997	U11	United	
N/A			HALLORAN	ELLIE				Girls	7/30/1997	U11	Power	
N/A			HARRIS	STEPHEN				Boys	7/16/1997	U11	United	
N/A			KENNARD	JACOB				Boys	10/21/1996	U11	United	
N/A			MILLER	SHILOH				Girls	8/25/1996	U11	Power	

Placing Players on a Team

As described above, you can place a player on a team from the player info screen, by using the **Assigned Team** drop down.
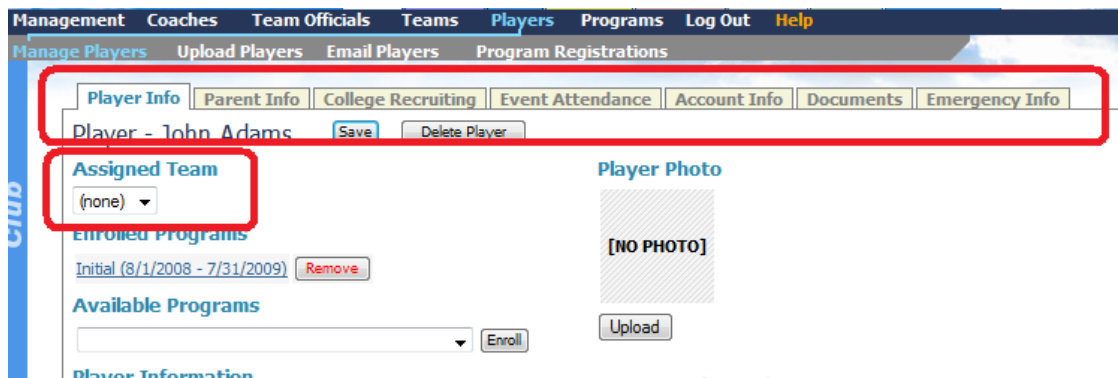
If you have entered players or they already exist you can add multiple player s to a team at once. This is done using the *Search Filter* area on the **Players** screen.
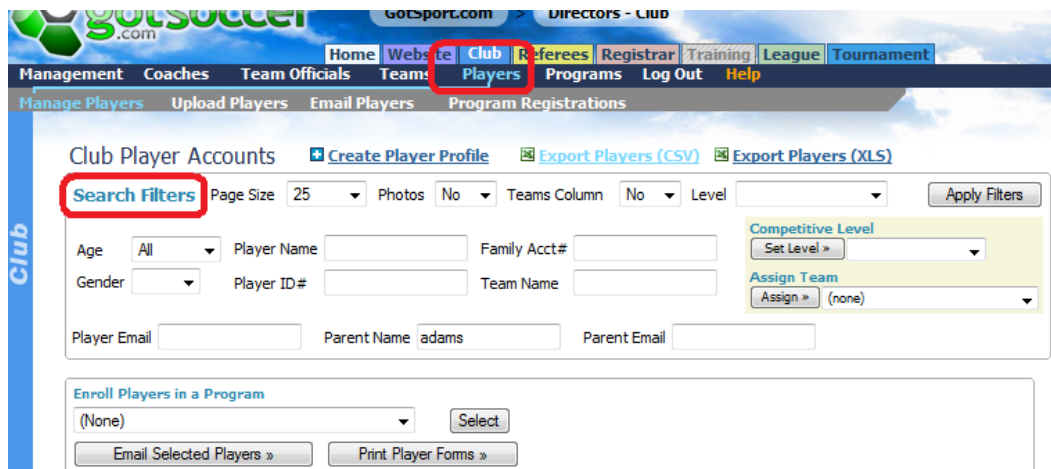
To do this:

1) Make sure you are in the **Club** and **Players** area
2) Click on the **Click to Show teams** link on the right side of the player table. This will display all teams.

3) Select a *Gender*, *Age* and *Competition Level* (optional) and press Apply Filters.

4) The system will return all players that match the settings and reduce the team list to the appropriate gender, age plus one age group higher. Our system assumes the most likely place for a player is on a team that matches the player's age group, or one up. You can still place the player on a team two or more years higher. But this is done using the *Assigned Team* dropdown in the Player Info area described above.
5) You can then select individual players by check the box at the far left of each player
6) Then selecting the team from the **Assign Team** dropdown box

7) And finally, clicking the **Assign** button.

You can also drag and drop individual players by:

1) Placing your cursor over the player's name
2) Press and hold the left mouse button
3) Drag the icon to the team box on the right side of the page. The team box border will turn red. Let go of the mouse button. The page will refresh and show the team name in the Team column of the player table.

Creating a Coach or Team Official Account

The process of creating a coach or team official account is identical. The only difference is which link you select. Select the **Coach** link to create a coach account or the **Team Official** link to create a team official account. MYSA states all individuals that come in contact with children should have a background check. If you have board members, trainers, or any other club official that need to have a background check, create their account as a **Team Official**.

1

In this example, we will create a coach account.

1) Click on the **Coach** link on the dark blue menu bar.
2) Click on the **Create Coach Profile** link
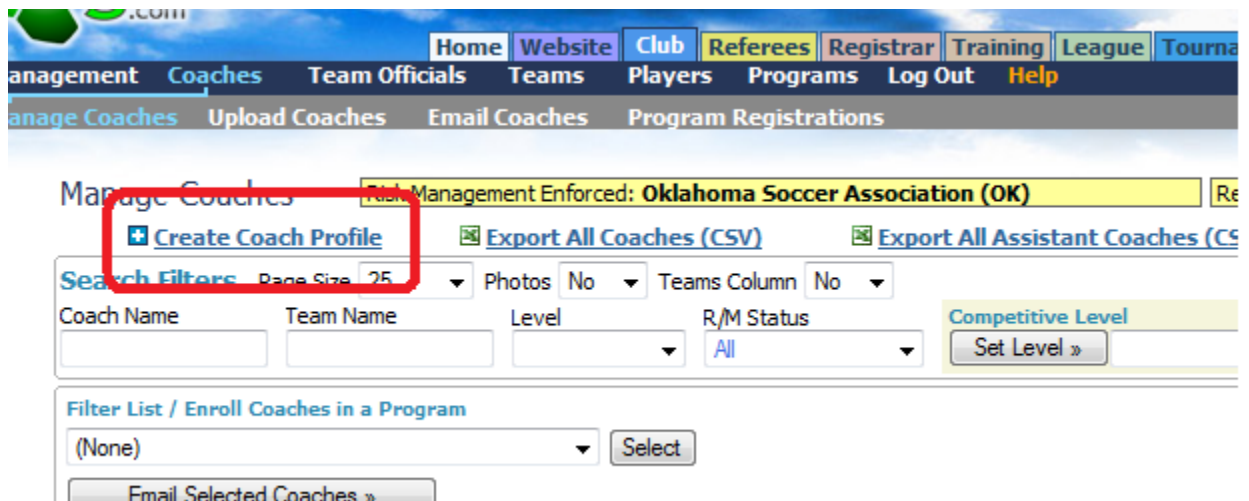
3) You will have to type in the following information:
   a. The coaches (team officials) name

b. Email address
c. Username (recommended but not required)
d. Password (recommended but not required)

Risk Status   N/A

Full Legal Name   [William] [ ] [Cameron]
                           Legal First   M.I.   Last

Date of Birth   [ ] MM/DD/YYYY

State Registered   Oklahoma ▼

Competition Level   ▼

Primary Coach   ☑

Assistant Coach   ☐

Display Name   [ ]

ID Number   [ ]

Address   [ ]

City   [ ]

State   ▼

Zip   [ ]

Country   United States ▼

Email   billgotsport.com

Phone   [ ]

Phone (2)   [ ]

Mobile Phone   [ ]

Mobile Text Messaging   [ ]
(you@yourcarrier.com)

Fax   [ ]

[Save] [Cancel]

Notes

Login Credentials
Create a username and password
coach to login and update their in

Username   mysacaoch

Password   ●●●●●●

4) Press **Save**. At this point the GotSoccer system will automatically send an email to the coach using the email address listed. If you do not know the coach's email address, please enter a club address and contact the coach in another manner to give instructions on how to log into their account to submit a background check. We have created a short instruction document (pdf file) that you can place on your website giving detailed instructions to coaches and team official on how to complete the risk management process.

The email will look something like this:

```
From:        GotSport Support [support@gotsport.com]
To:          Bill Cameron
Cc:
Subject:     Thanks for Coaching at ESC!

Thank you for becoming a coach!  We appreciate your sacrifice in time and effort on beh
assist you along the way to make sure that your participation is both rewarding and ben
please log in to the GotSoccer web account that we have created for you using the user
this email.  Update your account information and be sure to initiate the Risk Managemen
Soccer Association will perform on your behalf at no charge to you.  Again, thanks for
to seeing you on the pitch!


To edit your profile go to http://www.gotsport.com/asp/coaches/

Your username is: lcsacoach and your password is: demo12.

You can change your password once in the administration page of your profile.
```

Notice it has the coach's username and password attached and the link for them to sign in and complete their risk management form.

5) This email can be customized by your club or league, just

    a. Click on the **Club** or **Home Association** tab
    b. Then **Customization**
    c. Look for the **User Notification** tab
    d. Type in the message to be included in the automatic email in the **New Coach** or **Team Official** box and press **Save**.

6) If you click back to the Coach link on the gray menu bar and type in the name of the coach, you will see a column giving it's Risk Management status. The initial status is N/A for Not Applied.

7) As soon as the coach submits his/her risk management form to MYSA, the status will change from N/A to *Pending*. Once the account has been approved, the status will change to *Approved*.
8) You can follow the progress of your coaches risk management status by using the Search Filters area on the Coah or team Official screen. Just select the *R/M Status* level you want to see (N/A, Pending, Approved or denied) and press **Apply Filters**.

Risk Management (KidSafe) Discussion

Coaches and managers cannot be placed on a team, cannot be listed on an official roster and cannot receive an ID card until they have a MYSA approved background check (KidSafe).

Risk management also known as background checks or KidSafe, is an integrated element in the GotSoccer system. Our system automatically hooks up to an outside background check vendor. When a person submits a background check request, our system will:

1) Look at the answers to the Volunteer Disclosure questions.
2) Look at the response from the background check vendor.

If the answers to the volunteer disclosure questions are No and there are no "hits" from the outside check, the system will automatically approve the person. Our system runs every 30 minutes. The result is that the majority of individuals will be approved in less than an hour.

If the individual answers *Yes* to the volunteer disclosure questions or the outside check comes back with "hits" the application will have to be reviewed by MYSA. The amount of time to approve this

application is a function of MYSA's review process. Please remember that many common names like John Smith or Juan Gonzales will likely come back with hits. It is therefore prudent to submit an application as soon as possible.

Placing a Coach or Manager on a Team

Once the coach or manager's risk management status has changed to *Approved*, they will be able to be placed on a team. To do this:

1) Click on the **Club** tab
2) Then the **Teams** link on the dark blue menu bar
3) Click on the name of the team you want to work with. Remember you can filter by teams type (Recreation, Academy, Competitive, …)

4) Look for the Coach drop down list. The list is sorted by first name not last.

5) Click on the desired coach's name (Remember if the name does not appear it means the person does not have their KidSafe approval from MYSA.
6) Press **Save**
7) You can add additional coaches, assistant coaches, managers, … using the other drop downs and **+** buttons

Setting up your Registrar Account

You can upload a signature, a second signature 9if desired0 for rosters, change the way we print the year from 2009/10 to 09/10 or 2009 -2010 and event the display of the state. We default to the two letter code MO. You can display it as Missouri or MYSA, …

To upload your signature

1) Write it on a piece of paper, if you want a stamp to apprea make sure you stamp the piece of paper.
2) Scan the file as a jpeg file and upload it to your computer.
3) Click on the **Registrar** tab
4) Click on **Signature** on the gray menu bar.
5) The **Browse**

6) Find the file on your computer
7) Click on the file name, it will appear in the *File Name* box at the bottom of the screen
8) Press the **Open** button
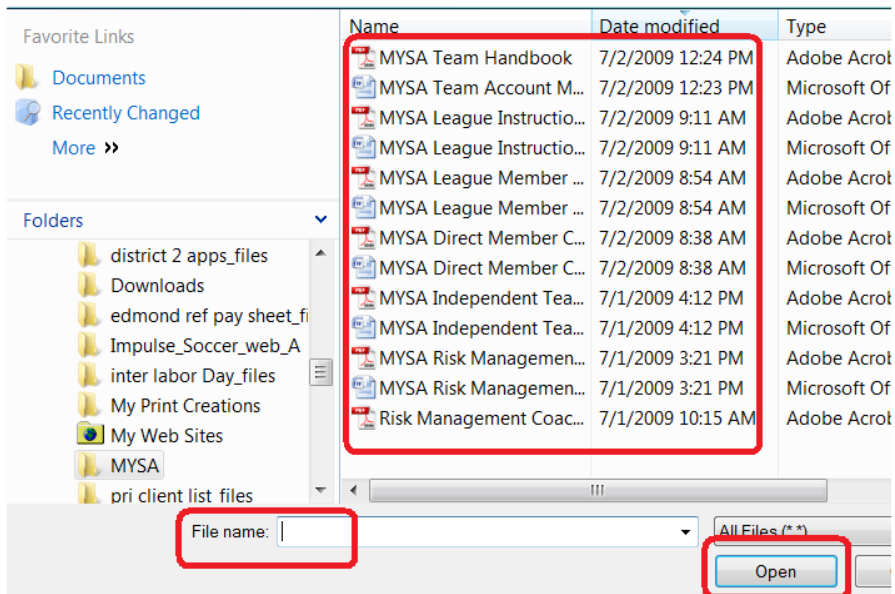
9) The signature will now be in the system and automatically placed on ID cards and official rosters. If you want a different signature to appear on official rosters, click the roster Signature button and follow the same instructions
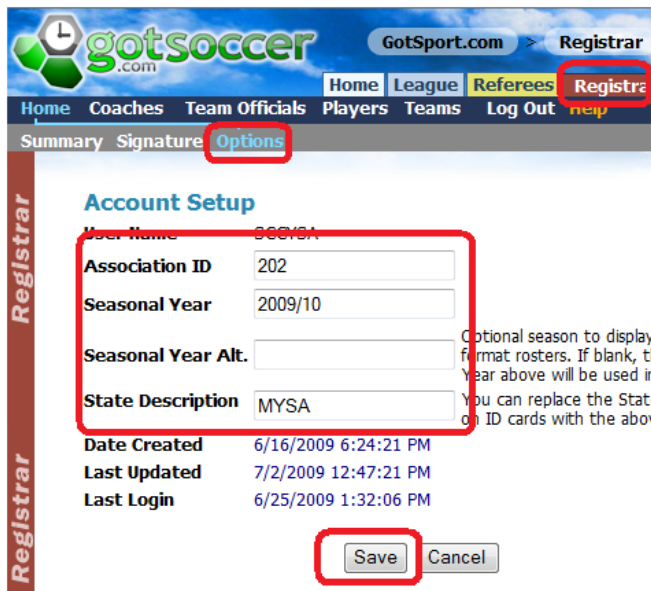
To modify the way the seasonal year or state appears on ID cards:

1) Click on the registrar tab
2) Click on **Options** on the gray menu bar
3) Make the changes you desire
4) Press **Save**
5) Click on Options on the gray menu bar

The ID cards will now print MYSA instead of MO

Setting up a Registration Event / League

The registration organization must create a registration event or program in order to create official rosters and ID cards. Events are most often used when a club or association is entering its own teams into the registration vehicle.

We recommend naming the events descriptively. This will help if you allow club teams to register through your home Association.

1) **YOURASSOCIATION Competitive Team Registration 2009/2010** [Where YOURCLUB is something like BAYFA, CFBSA, …]
2) **YOURCLUB Recreational Team Registration 2009/2010**
3) **YOURCLUB Academy Registration 2009/2010**

If the **League** tab is not active it will have to be turned on by GotSoccer. If the League function is active, the tab will be green. In the example below, the **League** function is off.

Screen Shot 13
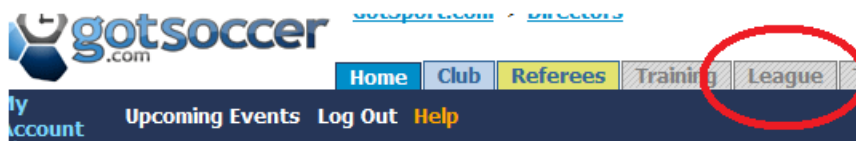
The registration league is designed only to create official rosters and cards. It can be used to schedule league games, but that is not required. Click on the **League** tab and then the **Add Leagues** link.

Enter the league name, please be descriptive as described above.

Enter the location and state and press **Save**. In this example we'll call it **Sample Registration League.**

Screen Shot 15
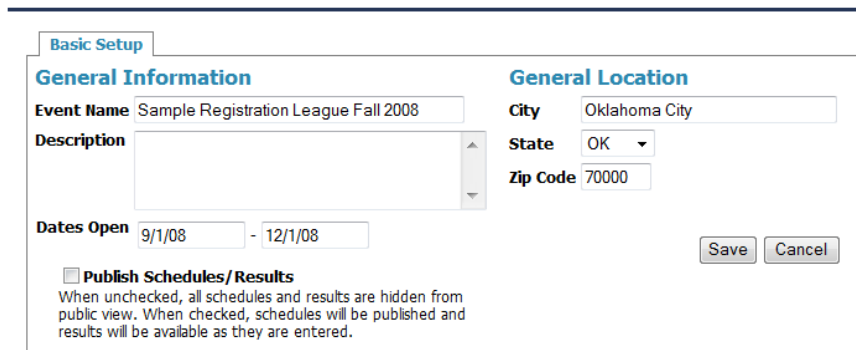
Once the league is saved, additional tabs will appear. You may want to upload your logo from the **Appearance** tab

What is critical is that you open the application for this league. If the application is not open, clubs will not be able to search for or find the league. To open the application, click on Application on the gray menu bar. Remember to click **Save** at the bottom of the screen

Screen Shot 17

That's it. A registration league has been created.

You may want to create multiple registration leagues for different types of teams, recreational and competitive, for example.

Creating a Registration Link for Club Teams

If your association allows individual club teams to registrar through the association you will have to create a registration link. The link is available once the registration event is created, see *Setting up a registration Event* above. Just:
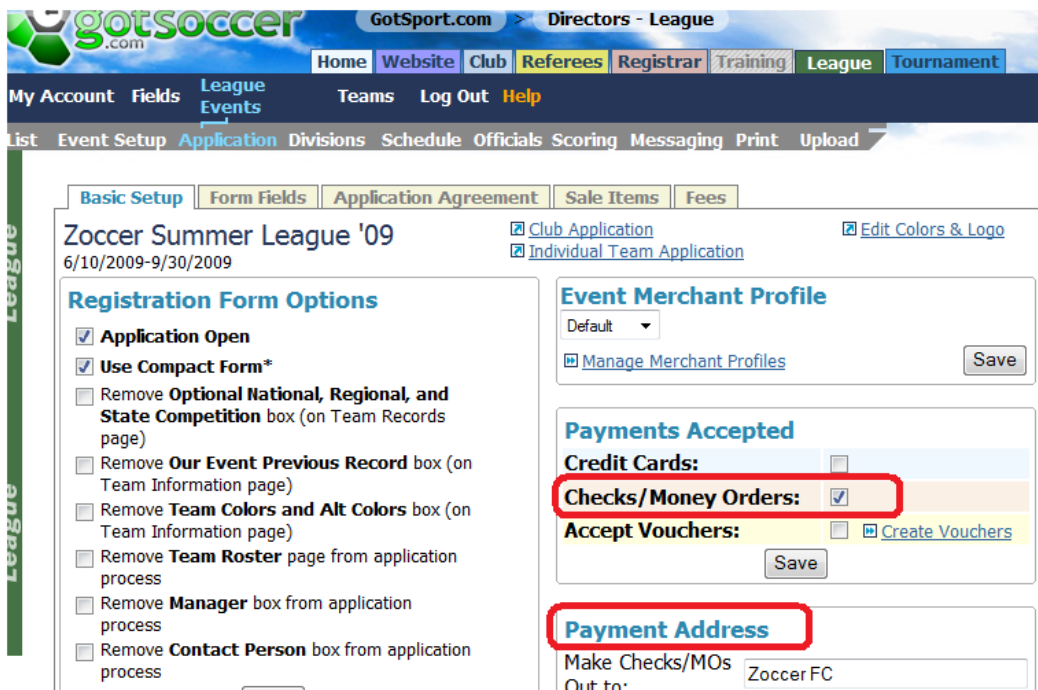
1) Click on the League tab
2) Click on the name of the registration event, here Zoccer Summer league '09

3) Click on the **Application** link on the gray menu bar.
4) You'll need to decide on a payment method even if there is no charge. If you do not want to bill during the registration process, just fill out the Payment Address and select pay by check. We will enter a $0 dollar fee in the next step and the team will not see a payment option when they register.

5) If you look at the bottom left of this screen you will see the *Individual Team Registration* link. This is what you will place on your association website when we finish creating the application.

6) Next we will add a fee. Click on the fees tab near the top of the screen.
7) Input your fee. If there are different fees for different age groups, you can create a range of ages and associate one fee. Here we have created two fee structure; $0 for U5 to U9 and $300 for U9 to U18. You can create as many levels as necessary. Teams will only see fees that apply to their specific age group. If you do not want to charge a fee, just stop here and post the *Individual Team Registration* link shown above.

8) If you would like to upload a logo click on **Appearance** and follow the directions. This is very similar to uploading a registrar's signature above.
9) If you also want to collect a player fee; Click on the **Application** link on the gray menu bar
10) Then **Sale** Items
11) Next the **Add Item** button
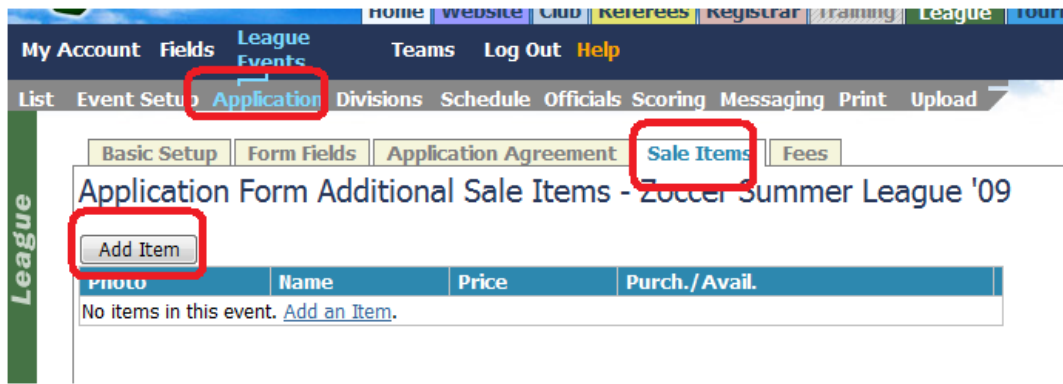
12) Next fill out the *Item Information* and *Units/ Pricing* area.
     a. *Item Name* should be descriptive
     b. Enter a *Description* if you want
     c. List Priority is the order the item will appear if you have more than one item for sale. The lowest number will appear first.
     d. The *Unit Type* in this example is Per Player
     e. The Unit Price is $20

13) Click **Save**
14) We also have the ability to add Form Fields that might include
     a. Liability waiver (Checkbox)
     b. Parent code of conduct (checkbox)
     c. Competition level question and more (Dropdown or radio Button)
15) Click on the **Form Field** tab

16) Select the type of form from the *Data Field Mapping* dropdown
17) Enter the information
18) Decide if you want it to be a required field and press **Save**

19) Post the *Individual Team Registration* link on your website and notify your club teams..

Submitting Teams to the Registrar for Official Rostering and Carding

In the GotSoccer world the word registrar means the person responsible for creating the official roster and or generation ID cards. There are several ways to submit teams to a Registrar. This manual assumes you are a direct member club with no other affiliated clubs or independent teams registering through you. If are a league with non-member clubs registering through you then you will need to see the MYSA League Instruction set.

Once the registration event is created:

1) Click back to the Club account by pressing the **Club** tab
2) Next click on the **Teams** link
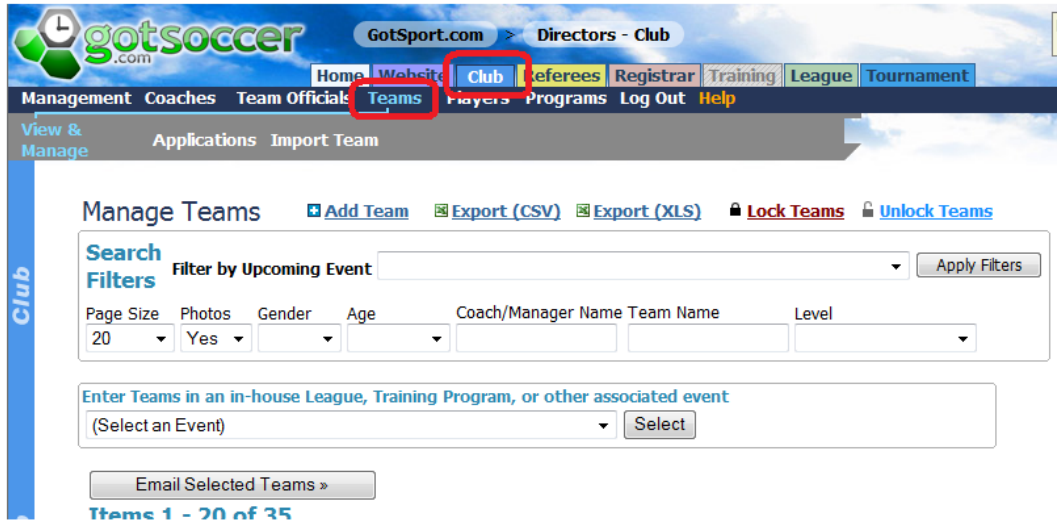
3) If, when you created your teams you, you gave them a Level (Competitive, Recreation, Academy, Top Soccer, …) you will be able to filter the team list by these levels. If you have more than 20 teams in a level make sure the *Page Size* is set to **Infinite**.

4) Click **Apply Filters**
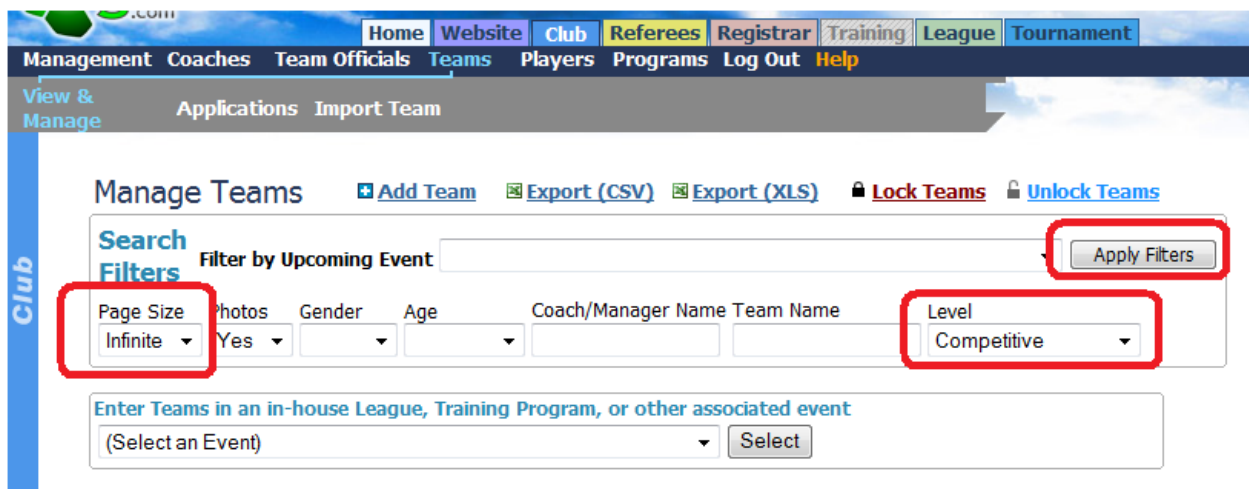
5) This will sort the list to just your competitive teams.

6) Next, we will select the registration event we created earlier in the **League** module (See *Setting up a registration Event / League* above) from the drop down list in the *Enter teams in an in-house league, Training Program*, or other associated event. In this example the event is called *Lake Country Competitive Registration 09/10*. The name in your list will most likely be different.

7) Press **Select**

8) The system will refresh and show team NOT in the registration event. This keeps you from duplication team entries.

9) Click on the **Select** link at the top left of the team table. This will select all teams on the current screen. You can deselect any individual team, for example a team not forming this season, by clicking their *Select* box individually.

10) Then click the Enter Selected Teams button. (A common mistake is to press the Email Selected teams.) A box will appear asking you to confirm the action. Click **OK**

11) When the screen refreshes it will again show the teams not entered in the league. That's it the teams are now available in the registrar area and you can create official rosters and ID cards.

Freezing Rosters

There are two distinct areas the registrar may have to work in:

a) The *Registration Event* area. This is where clubs can enter teams in bulk.
b) The *Registration Program* area. This is where individual teams can apply.

The *Registration Event / League*

Once teams have been entered into a registration league, they will show up in the **Registrar** module home page. The registrar has the option of opening each team individually and reviewing the player list before freezing the roster, or to freeze all or most of the rosters in a batch manner.

To Review teams individually:

Click on the **Registrar** tab and you will see the associated events / leagues.

Click on the league you want to work with, here *Sample State Registration 2008 / 2009*

The screen will refresh and you will see the teams associated with this registration event. You can sort the teams by age group and gender. You can search by club or team name and you can sort the table by clicking on the underlined column headings.

Make sure the Select event box is set to the registration event you want to work with. If you come to the Roster & ID Card screen and you do not see add/release or the Freeze roster buttons, it is because you have not selected an event.

When the screen refreshes, you may be able to customize the roster.

For example, if we want the Association or Club name to appear at the top of the roster, type in the name in the *Association* text box. If you want the roster to display a particular name for the season or event type it in the *Playing League* text box.

Next, select a team by clicking on the team's name, here the Zephyr. This is a large screen so let's break it down. Scroll down to the Event Player List area. You see the list of players associated with the team.

You will see:

a) A photo if one has been uploaded,
b) The player name,
c) ID number, the small x next to the id number allows you to modify it.
d) The jersey number
e) Gender
f) Date of birth

Notice the **Add** and **Transfer** buttons, they are live but are usually not used at this point as the roster has yet to be frozen.

Also notice player 3, Lindsey Caldwell, the system shows a *Matching Player Alert.* There is another Lindsay Caldwell born on the same date on another team in our system. This could be just coincidence or it could be a dually registered player.

You may also come across a player highlighted in orange.

Event Player List
Players highlighted in orange are not attending this event and may not be added to the official roster. This is a team or player account setting.

	Photo	L.Name	F.Name	ID#		Jrsy#	Sex	DOB	State	Updated		ID Card	Plain Card
1		ALMOND	SHANE	M97/98ALMON ☒			Boys	10/22/1997		N/A	N/A	[F][B]	[F][B]
2		AUD	HAYDEN	M97/98AUD	☒		Boys	10/8/1997		N/A	Add Transfer	[F][B]	[F][B]

This means that the club (Association) or team manger has <u>specifically</u> determined that this player should be excluded from rosters relative to the registration event. If they want this play included, they will have to log into the team account, directly or from the club/association account, click on **Roster**, click on the player' name, then the **Event Attendance** tab and Add the event back into the player's account.

Once you have reviewed and approved the player list it's time to generate to official roster. Take a look at the area just above player 1.

Notice there are no *Generated Documents* and no links above the player list table.

Click on the **Freeze Roster** link and the screen will refresh displaying a series of links and a **Reset Roster** button.

Also notice that the **Add** button to the right of each player name has changed to a **Release** button. If we click the word **Download** just to the right of *Official Roster*, we will be prompted to open a PDF file.
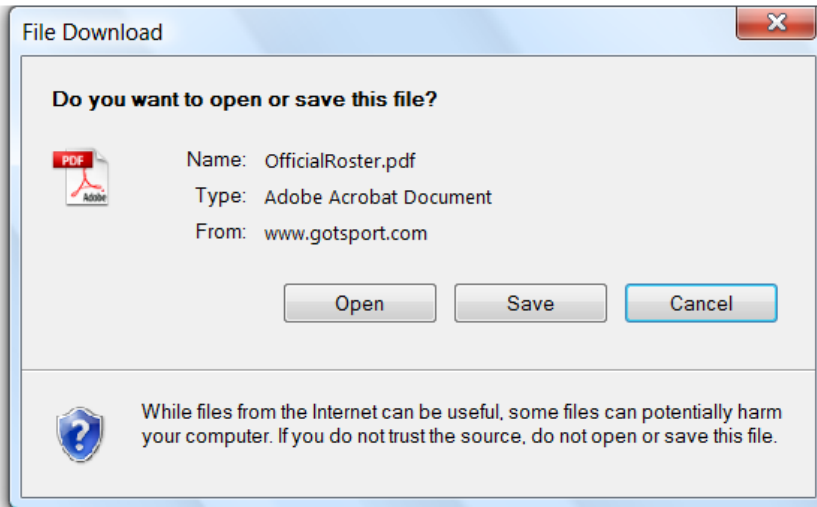
Click on the **Open** button and the official roster will open.

At the bottom of the Official Roster you'll find the signature. This is the format for the Arkansas State Soccer Association. We do create different roster formats to conform to state needs.

Now that the roster is frozen, we can generate official time stamped documents. Look toward the top of the screen for the *Document Generation* area, click on the **Generate Official Roster** button and the system will generated a time stamped Official Roster.

This roster will not change even if you add, release or transfer players. To modify it, you have to delete it and regenerate it. This allows the registrar to make changes without them going live to the team immediately. This document is available in the registrar account but cannot be downloaded by teams, clubs or associations.

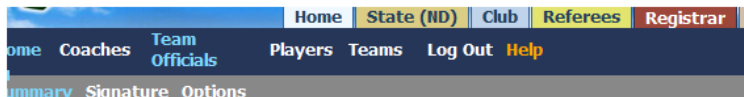To allow direct access to the official roster:

Click on the **Overview** tab at the top of the screen

Click the check boxes to give permission to download the roster to the club and or team and click **Update**.

To Freeze several or all rosters at once:

1) Click on The **Registrar** tab
2) Click on the event / league you want to work with

3) The system will refresh and show all teams in the event.
4) Use the *Search for Teams* area to refine a team search. You can sort by:
   a. Gender
   b. Age
   c. Club
   d. Schedule Status (Accepted or Unaccepted)
5) Click Apply Filters after you input the search parameters

6) The system will refresh displaying those teams that meet the requirement. Remember, if you want to freeze all rosters regardless of gender, age, status, … You can skip the *Search for Teams* area.
7) Click on the **Select** link, the fist column heading in the team table. You can deselect a particular team by unclick its elect box, here the Pony Express.
8) The Click the Freeze Rosters Button, on the far right side of the screen above the table. Note: You can reset frozen roster in the same way.

Player ID Cards

When Rosters are frozen the system also creates pdf files that generate USYSA player passes.

As a quick review to get to the ID card screen, you clicked on the **Registrar** tab, selected the event you want to work in

then clicked on the team name.

The team page will open to the roster & ID Card tab. Scroll down a bit and you will see PDF links for roster and ID cards. (This assumes you've already frozen the roster. If these links do not appear, it is because the roster has not been frozen. If there is no Freeze roster button it is because you have not Selected a League Event.

There are two sets of ID card links:

Full [Front] and Full [Back] these links are used with plain card stock and will print the USYSA ID card background.

CODE OF CONDUCT
- Play the game for the game's sake.
- Be generous when you win.
- Be graceful when you lose.
- Be fair always no matter what the cost.
- Obey the laws of the game.
- Work for the good of your team.
- Accept the decisions of the officials with good grace.
- Believe in the honesty of your opponents.
- Conduct yourself with honor and dignity.

U S SOCCER

FIFA FAIR PLAY *please!*

MEMBER SIGNATURE

ARKANSAS STATE SOCCER ASSOCIATION

CODE OF CONDUCT
- Play the game for the game's sake.
- Be generous when you win.
- Be graceful when you lose.
- Be fair always no matter what the cost.
- Obey the laws of the game.
- Work for the good of your team.
- Accept the decisions of the officials with good grace.
- Believe in the honesty of your opponents.
- Conduct yourself with honor and dignity.

Plain [Front] Plain [Back], these links are meant to be used with the preprinted USYSA card stock

FL
   PLAYER

GRACE ANN ALBRIGHT
   8/25/1997

ZOCCER ZEPHYR
            U11

F97/98ALBRI

FL
   PLAYER

GRACE ANN ALBRIGHT
   8/25/1997

ZOCCER ZEPHYR
            U11

F97/98ALBRI

FL
   PLAYER

KAYLEE BENSON
   9/3/1997

ZOCCER ZEPHYR
            U11

F97/98BENSO

FL
   PLAYER

KAYLEE BENSON
   9/3/1997

ZOCCER ZEPHYR
            U11

F97/98BENSO

To make these cards available for printing by the club, association or team:

1) Generate the documents by clicking the appropriate **Generate ID Card** button

2) To allow clubs, associations or teams to download and print the cards, click on the **Overview** tab at the top of the screen and check the appropriate permission boxes. In this example, we've only allowed the club to download ID Cards. If neither box is checked, only the registrar has the ability to print cards.

Overview | Team Information | Roster & ID Cards

Girls U11 ZOCCER ZEPHYR

Basic Team Information

Team ID

Club Name
Zoccer

Enable Club Document Generation/Download
☐ Rosters   ☑ ID Cards   [Update]

Team Name
Zephyr

Enable Team Document Generation/Download
☐ Rosters   ☐ ID Cards   [Update]

Group   **Girls U11**
State   **AL**

Team
Role N

All Ev
Sample
Fall 200
Sample
11v11 I

Coach, Assistant Coach, and Team Manager Cards

These cards are generated at the same time player cards are generated. In our example we have one coach, one assistant coach and one manager. Our system has room for twelve coaches and other team officials per team. To view these cards:

1) Click on the Overview tab from the team area

2) Scroll down and look for the Coach, Manager and Trainer ID Card area.
3) Click on the Front or Back link to generate a PFD with all coaches, managers or trainers.

4) Print the cards or send the PDF file to the club.

Finding Roster and ID Cards in the Club, Association or Team Account

Once the registrar has generated the roster and ID cards and given permission for a club, association or team to download and print the documents the documents can be accessed from:

The club account by:

1) Logging into the Club or Association account
2) Clicking on the **Club** or **Association** tab
3) Clicking on the **Teams** link
4) Clicking on the team name

5) Click on the Documents tab
6) Click on the document they want to print. Printer setup instructions for printing ID cards are also listed here.

Teams can access the documents, if the registrar has given permission, by;

1) Logging into their team account

1. This is what the home page of a team account looks like.

2. Click on the **Team Profile** link on the gray menu bar.

3. Click on the **Documents** tab. If the league has created a roster and id cards, and allows teams to download them from the team account, you will find the documents on the right hand side of the opening screen. They are pdf files. You will need Adobe Acrobat Reader to view and print the files. This is a free download, just search Google for underline adobe acrobat reader.

4.

If you cannot see these documents, it may be because the league does not allow teams to download official rosters or id cards. Check with your club or league administrator for the specific rules.

Modifying Rosters (Add, Release, and Transfer)

Once rosters are frozen the may need to be modified. The most common of these is adding an additional player.

This process starts when a club official or team manager adds a player to the team player list. In this example the Zoccer club has requested to add Amanda Strack to the Zephyr for the Sample State Registration 2008/2009 .

1) Click on the **Registrar** tab
2) Click on the registration event, here Sample State Registration 2008/2009.
3) Then click on the team name.
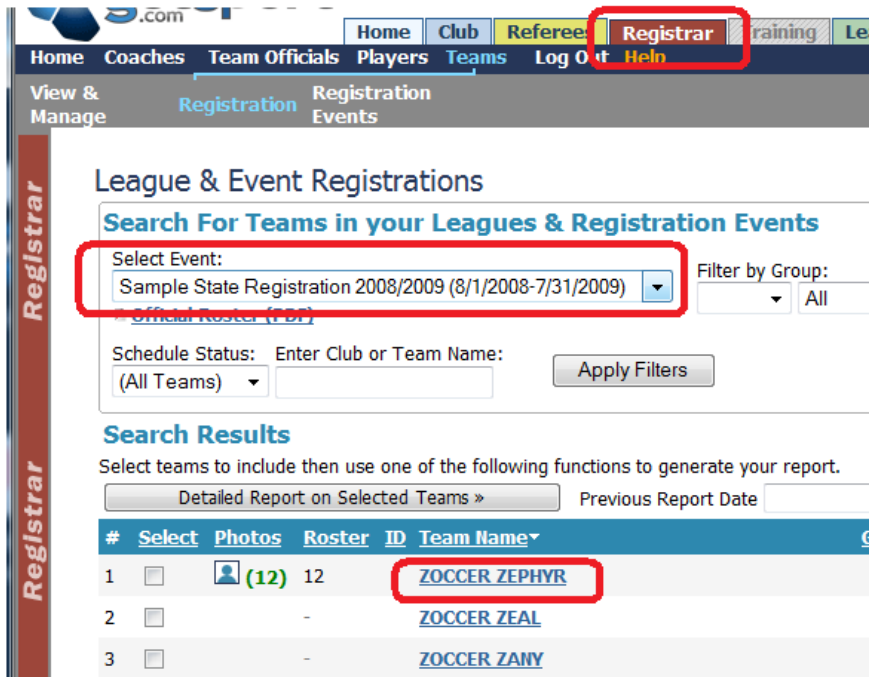
4) Scroll down below the frozen roster and look at the team player list. Thos players already in the official event roster will not have an Add button, those not on the official Roster will have an add button

5) Click on the **Add** button the Add button will disappear and if you look above to the official roster area you will see the player, here Amanda Stack.

Player list view will look like this;

11		KITA	KATIE	F97/98KITA	☒	10	Girls	5/1/1998		2/3/2009	[F][B]
12		LIU	ELIZABETH	F97/98LIU	☒	5	Girls	11/14/1997		2/3/2009	[F][B]
13		STRACK	AMANDA	F00/00STRAC	☒		Girls	12/18/1997		2/4/2009	[F][B]

Official Roster view (above the player list) will look like this;

| 12 | | LIU | ELIZABETH | F97/98LIU | 5 | Girls | 11/14/1997 | 2/3/2009 9:56:35 AM | Release Transfer | [Front][Back] | [Front][Ba |
| 13 | | STRACK | AMANDA | F00/00STRAC | | Girls | 12/18/1997 | 2/4/2009 1:38:15 PM | Release Transfer | [Front][Back] | [Front][Ba |

Adds

| | L.Name | F.Name | ID# | Jrsy# | Sex | DOB | Date Transferred |
| ⇅ | STRACK | AMANDA | F00/00STRAC | | Girls | 12/18/1997 | 2/4/2009 1:38:15 PM |

If you click on the *Official Roster* **Download** link

Official Roster: 🅐 Download   🅐 State Cup Roster   **ID Cards:**   🅐 Full [Front]

	Photo	L.Name	F.Name	ID#	Jrsy#	Sex	DOB	Date Fro
1		ALBRIGHT	GRACE ANN	F97/98ALBRI	4	Girls	8/25/1997	2/3/2009 9
2		BENSON	KAYLEE	F97/98BENSO	14	Girls	9/3/1997	2/3/2009 9
3		CALDWELL	LINDSEY	F97/98CALDW	2	Girls	6/6/1998	2/3/2009 9

And open the PDF file, you will see that the player has been added, and in this Arkansas roster shows as an "Add".

North Dakota Youth Soccer Association
Zoccer Futbol
Zoccer Zephyr

Season:						U- 11	Gender: G	Level: R		
Division: U98GR			Association:			Color:				
Team Number:						Playing League: Spring 2009				

	Name	Reg#				Address	Town	St	Zip	Phone
Coach:	Gantt, Karen	KGANTZCR01								
Assistant:	Poe, Joshua	JPOEZ01								
Manager:	Cameron, William	WCAMERZ01								

	Name	Reg#	Birth	Age	Sex	Num	Address	Town	St	Zip	Phone
1	Albright, Grace ann	F97/98ALBRI	08/25/1997	10	F	4	2000 1st St	Neptune Beach	FL	32266	(904) 555-1212
2	Benson, Kaylee	F97/98BENSO	09/03/1997	10	F	14	2000 1st St	Neptune Beach	FL	32266	(904) 555-1212
3	Caldwell, Lindsey	F97/98CALDW	06/06/1998	10	F	2	2000 1st St	Neptune Beach	FL	32266	(904) 555-1212
4	Chandler, Madeline	F97/98CHAND	01/10/1998	10	F	9	2000 1st St	Neptune Beach	FL	32266	(904) 555-1212
5	Clark, Meghan	F97/98CLARK	01/26/1998	10	F	18	2000 1st St	Neptune Beach	FL	32266	(904) 555-1212
6	Faulkner, Rachel	F97/98FAULK	11/27/1997	10	F	7	2000 1st St	Neptune Beach	FL	32266	(904) 555-1212
7	Green, Julia	F97/98GREEN	10/19/1997	10	F	12	2000 1st St	Neptune Beach	FL	32266	(904) 555-1212
8	Grider, Gabrielle	F97/98GRIDE	03/11/1998	10	F	3	2000 1st St	Neptune Beach	FL	32266	(904) 555-1212
9	Horton, Lauren	F97/98HORTO	04/01/1998	10	F	17	2000 1st St	Neptune Beach	FL	32266	(904) 555-1212
10	Janssen, Jordan	F97/98JANSS	08/29/1997	10	F	11	2000 1st St	Neptune Beach	FL	32266	(904) 555-1212
11	Kita, Katie	F97/98KITA	05/01/1998	10	F	10	2000 1st St	Neptune Beach	FL	32266	(904) 555-1212
12	LIU, Elizabeth	F97/98LIU	11/14/1997	10	F	5	2000 1st St	Neptune Beach	FL	32266	(904) 555-1212
				Adds							
13	Strack, Amanda	F00/00STRAC	12/18/1997	10	F		2000 1st St	Neptune Beach	FL	32266	(904) 555-1212

To make the new roster available to the club, association or team,:

1) Delete the old Official roster

2) Click **the Generate Official Roster** button and click OK.

If you have previously allowed the club, association or team access to the document they can now download it.

Note: Sometimes an "Add" might actually be a transfer. A player may have come from an out of state team and is not in our system. In this case the player will show as an add, but after you add the player you can change the designation from "Add" to "Transfer" by clicking on the exchange icon
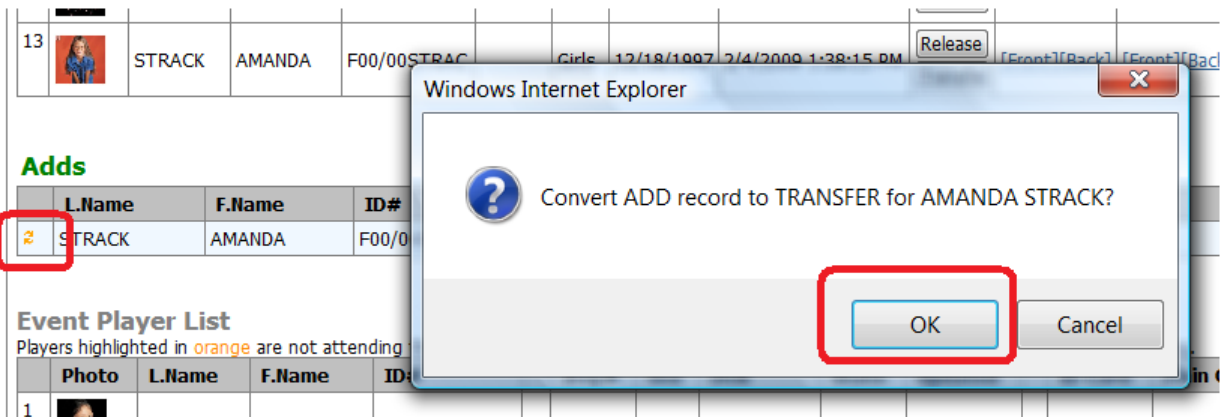
toggling the player from an add to a transfer. The roster will now show the player as a "Transfer" and not an "Add"

The roster will also reflect the change.

Season:

Division: U98GR   Association:

Team Number:

	Name	Reg#					Address	To
Coach:	Gantt, Karen	KGANTZCR01						
Assistant:	Poe, Joshua	JPOEZ01						
Manager:	Cameron, William	WCAMERZ01						

	Name	Reg#	Birth	Age	Sex	Num	Address	To
1	Albright, Grace ann	F97/98ALBRI	08/25/1997	10	F	4	2000 1st St	Neg
2	Benson, Kaylee	F97/98BENSO	09/03/1997	10	F	14	2000 1st St	Neg
3	Caldwell, Lindsey	F97/98CALDW	06/06/1998	10	F	2	2000 1st St	Neg
4	Chandler, Madeline	F97/98CHAND	01/10/1998	10	F	9	2000 1st St	Neg
5	Clark, Meghan	F97/98CLARK	01/26/1998	10	F	18	2000 1st St	Neg
6	Faulkner, Rachel	F97/98FAULK	11/27/1997	10	F	7	2000 1st St	Neg
7	Green, Julia	F97/98GREEN	10/19/1997	10	F	12	2000 1st St	Neg
8	Grider, Gabrielle	F97/98GRIDE	03/11/1998	10	F	3	2000 1st St	Neg
9	Horton, Lauren	F97/98HORTO	04/01/1998	10	F	17	2000 1st St	Neg
10	Janssen, Jordan	F97/98JANSS	08/29/1997	10	F	11	2000 1st St	Neg
11	Kita, Katie	F97/98KITA	05/01/1998	10	F	10	2000 1st St	Neg
12	LIU, Elizabeth	F97/98LIU	11/14/1997	10	F	5	2000 1st St	Neg
			Transfers					
13	Strack, Amanda	F00/00STRAC	12/18/1997	10	F		2000 1st St	Neg

Releasing Players

Releasing players can only be done after rosters are frozen. Go to the **Registrar** tab, click on the event you want to work in and click on the team name, see above. Let's assume we want to release Grace Ann Albright, click on the release button to the right of the players name

⊞ **Search for Secondary Players**

Official Roster: 📄 Download   📄 State Cup Roster   **ID Cards:**   📄 Full [Front]   📄 Full [Back]   📄 Plain [Front]

	Photo	L.Name	F.Name	ID#	Jrsy#	Sex	DOB	Date Frozen		ID Card
1		ALBRIGHT	GRACE ANN	F97/98ALBRI	4	Girls	8/25/1997	2/3/2009 9:56:35 AM	Release / Transfer	[Front][Back]
2		BENSON	KAYLEE	F97/98BENSO	14	Girls	9/3/1997	2/3/2009 9:56:35 AM	Release / Transfer	[Front][Back]
3		CALDWELL	LINDSEY	F97/98CALDW	2	Girls	6/6/1998	2/3/2009 9:56:35 AM	Release / Transfer	[Front][Back]
		Matching Player Alert	**Team:** MAUMELLE SC PETERS (AR)				**Event:** Arkansas Soccer 2008 2009 Rec L2 (8/1			
4		CHANDLER	MADELINE	F97/98CHAND	9	Girls	1/10/1998	2/3/2009 9:56:36 AM	Release / Transfer	[Front][Back]

Scroll down and look below the official roster and you will see an area the details the released players.

| 11 | | LIU | ELIZABETH | F97/98LIU | 5 | | Girls | 11/14/1997 | 2/3/2009 9:56:35 AM | Release Transfer | [Front][Back] | [Front][Back] | P |
| 12 | | STRACK | AMANDA | F00/00STRAC | | | Girls | 12/18/1997 | 2/4/2009 1:38:15 PM | Release Transfer | [Front][Back] | [Front][Back] | P |

Transfers

	L.Name	F.Name	ID#	Jrsy#	Sex	DOB	Date Transferred
⤭	STRACK	AMANDA	F00/00STRAC		Girls	12/18/1997	2/4/2009 1:38:15 PM

Releases

	L.Name	F.Name	ID#	Jrsy#	Sex	DOB	Date Released	P/S	
✖	ALBRIGHT	GRACE ANN	F97/98ALBRI	4	Girls	8/25/1997	2/5/2009 2:56:24 PM	P	Add

If you go back up to the Official Roster Download link and open the PDF file you'll see Albright listed as a release.

Season:
Division: U98GR
Team Number:

Association:

U-11 Gender: G Leve
Color:
Playing League: Spring 200

	Name	Reg#				Address	Town	St	Zip
Coach:	Gantt, Karen	KGANTZCR01							
Assistant:	Poe, Joshua	JPOEZ01							
Manager:	Cameron, William	WCAMERZ01							

	Name	Reg#	Birth	Age	Sex	Num	Address	Town	St	Zip
1	Benson, Kaylee	F97/98BENSO	09/03/1997	10	F	14	2000 1st St	Neptune Beach	FL	32266
2	Caldwell, Lindsey	F97/98CALDW	06/06/1998	10	F	2	2000 1st St	Neptune Beach	FL	32266
3	Chandler, Madeline	F97/98CHAND	01/10/1998	10	F	9	2000 1st St	Neptune Beach	FL	32266
4	Clark, Meghan	F97/98CLARK	01/26/1998	10	F	18	2000 1st St	Neptune Beach	FL	32266
5	Faulkner, Rachel	F97/98FAULK	11/27/1997	10	F	7	2000 1st St	Neptune Beach	FL	32266
6	Green, Julia	F97/98GREEN	10/19/1997	10	F	12	2000 1st St	Neptune Beach	FL	32266
7	Grider, Gabrielle	F97/98GRIDE	03/11/1998	10	F	3	2000 1st St	Neptune Beach	FL	32266
8	Horton, Lauren	F97/98HORTO	04/01/1998	10	F	17	2000 1st St	Neptune Beach	FL	32266
9	Janssen, Jordan	F97/98JANSS	08/29/1997	10	F	11	2000 1st St	Neptune Beach	FL	32266
10	Kita, Katie	F97/98KITA	05/01/1998	10	F	10	2000 1st St	Neptune Beach	FL	32266
11	LIU, Elizabeth	F97/98LIU	11/14/1997	10	F	5	2000 1st St	Neptune Beach	FL	32266
				Transfers						
12	Strack, Amanda	F00/00STRAC	12/18/1997	10	F		2000 1st St	Neptune Beach	FL	32266
				Releases						
	Albright, Grace ann	F97/98ALBRI	08/25/1997	10	F	4	2000 1st St	Neptune Beach	FL	32266

If you want to update the documents in the club, association or team accounts, delete the old official roster

And generate a new official roster.

Transferring Players

Transfers are usually done to and from teams within the registration league. Sometimes you'll need to "Add" a player that is really a transfer. We can handle this by toggling the Add to Transfer, see the Add player area above for details.

If the player is moving from team to team:

1) Click on the Transfer button to the right of the player's name and click OK

2) Open the *New Team* drop down list and select the new team

3) Click **Transfer** and **OK** the screen will refresh and you can view either team

4) The player will show as a release on the old team

Transfers

	L.Name	F.Name	ID#	Jrsy#	Sex	DOB	Date Transferred
⇄	STRACK	AMANDA	F00/00STRAC		Girls	12/18/1997	2/4/2009 1:38:15 PM

Releases

	L.Name	F.Name	ID#	Jrsy#	Sex	DOB	Date Released	P/S	
☒	BENSON	KAYLEE	F97/98BENSO	14	Girls	9/3/1997	2/5/2009 4:35:33 PM	S	Add
☒	ALBRIGHT	GRACE ANN	F97/98ALBRI	4	Girls	8/25/1997	2/5/2009 2:56:24 PM	P	Add

5) And a **Transfer** on the new team

Official Roster: 🔺 Download 🔺 State Cup Roster   **ID Cards:** 🔺 Full [Front] 🔺 Full [Back] 🔺 Plain [Front] 🔺 Plain [Back]

	Photo	L.Name	F.Name	ID#	Jrsy#	Sex	DOB	Date Frozen		ID Card	Plain Card	P/S
1		BENSON	KAYLEE	F97/98BENSO	14	Girls	9/3/1997	2/5/2009 4:35:33 PM	Release Transfer	[Front][Back]	[Front][Back]	P

Transfers

	L.Name	F.Name	ID#	Jrsy#	Sex	DOB	Date Transferred
⇄	BENSON	KAYLEE	F97/98BENSO	14	Girls	9/3/1997	2/5/2009 4:35:33 PM

6) Remember to deleted the old official roster and regenerate the newofficial rosters if you want the club, association or team to be able to download the revised roster

Document Generation

You may generate the following documents for teams to print:

[Generate ID Cards]
[Generate Plain Cards]
[Generate Official Ros]
[Generate Cup Roster]

[Freeze Roster]   [Reset Roster]

Generated Documents   ⊞ **Show Printing Tip**

Document	Event	From	Created	Accessed	
Official Roster	Sample State Registration 2008/2009 (8/1/2008)	William Cameron	2/5/2009 3:00:08 PM	N/A	Delete
Player ID Cards (front)	()	William Cameron	2/4/2009 12:05:46 PM	N/A	Delete
Player ID Cards (back)	()	William Cameron	2/4/2009 12:05:46 PM	N/A	Delete

⊞ **Search for Secondary Players**

Official Roster: 🔺 Download   🔺 State Cup Roster   **ID Cards:**   🔺 Full [Front]   🔺 Full [Back]   🔺 Plain [Front]   🔺 Plain [Ba

Secondary Players

The GotSoccer registration software allows you to place the same player on more than one team.

1) In the Registrar area click on a league
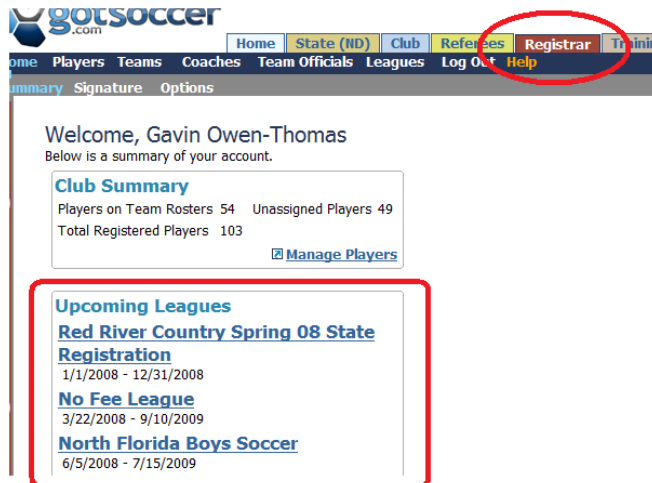
2) This will take you to the Teams page. Here you can search for teams by name, or sort age and gender.
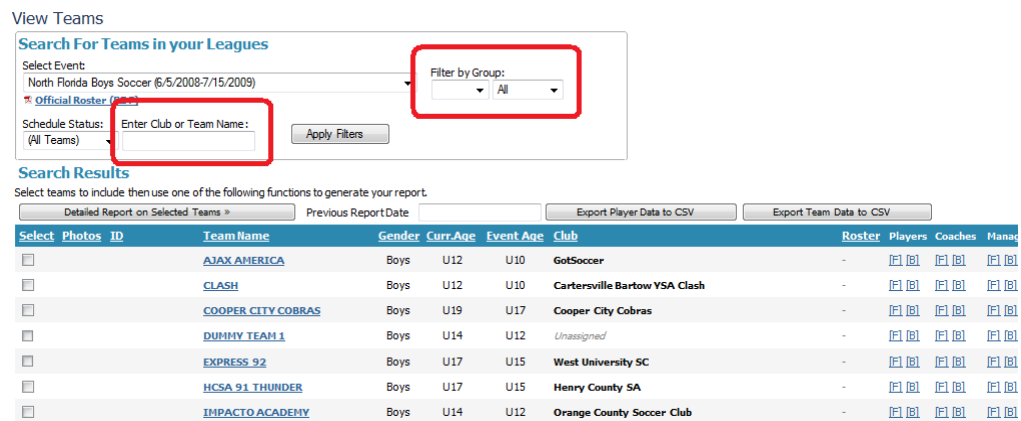
3) Click on a team name and the team page will open. Click on the **Search for Secondary Player** link.

4) Once open a sort box will appear. You can search for players by name, id number, team, level and more. Once the player is found, they can be added onto the new team.

5) If we want to play Chris Armas onto a roster, just click the add button. The system will add him to the roster and automatically designate him as a secondary player.

⊞ **Search for Secondary Players**

	Official Roster:	🔺 Download	🔺 State Cup Roster			**ID Cards:**	🔺 Full [Front]		🔺 Full [Back]			🔺 Plain [Front]		🔺 Plain [Back]	
Photo	**L.Name**	**F.Name**	**ID#**	**Jrsy#**	**Sex**	**DOB**	**Date Frozen**			**ID Card**	**Plain Card**	**P/S**
	Alesi	Jon			Boys	8/7/1987	11/5/2007 2:20:09 PM	Release / Transfer		[Front][Back]	[Front][Back]	P
	Armas	Chris		13	Boys	2/1/1997	8/14/2008 6:21:38 PM	Release / Transfer		[Front][Back]	[Front][Back]	S 2
	Matching Player Alert		**Team:** GOTSOCCER MUSTANGS (FL)				**Event:** North Florida Boys Soccer (6/5/2008)				⤢ View	
	Matching Player Alert	**Team:** GOTSOCCER EAGLES (ND)		**Event:** Red River Country Spring 08 State Registration (1/1/2008)							⤢ View	
	Giggs	Ryan		1	Boys	2/1/1997	6/26/2008 9:27:32 AM	Release / Transfer		[Front][Back]	[Front][Back]	P
	Grant	Ulysses		18	Boys	2/1/1998	10/24/2007 6:06:38 PM	Release / Transfer		[Front][Back]	[Front][Back]	P
	Lincoln	Abe		16	Boys	1/1/1998	6/26/2008 10:40:28 AM	Release		[Front][Back]	[Front][Back]	P

6) The roster will list the player as a secondary player.

Assoc Name: **GotSoccer** Assoc Id: **GOT** Team Level: * Team No: **GOTMU11DRA**
Name of Team: **Dragons** Age Group: **U10B** Division:

Coaches and Managers:

Position	Last Name	First Name	Id#	Lic		Home Phone
Coach:	MCHUGH	KEITH	C-KEMC0000			

Players:

ID#	Last Name	First Name	Gdr	Age	Jersey	Transfer	Birth Date	Reg Date	Reg Type
	ALESI	JON	M	20		TRANSFER	08/07/1987	11/05/2007	
	ARMAS	CHRIS	M	11	13		02/01/1997	08/14/2008	Secondary
	GIGGS	RYAN	M	11	1		02/01/1997	06/26/2008	
	GRANT	ULYSSES	M	10	18		02/01/1998	10/24/2007	
	LINCOLN	ABE	M	10	16		01/01/1998	06/26/2008	
	MATTHEWS	STANLEY	M	10	65		02/01/1998	10/24/2007	
	MCGUIGAN	FRANKIE	M	11	11		05/18/1997	10/24/2007	
	MCNISH	JOHN	M	9			09/08/1998	10/24/2007	Secondary
	MURRY	DAVID	M	9	11		12/24/1998	10/24/2007	Secondary
	PETTY	KYLE	M	10	45		07/08/1998	10/24/2007	Secondary

7) The list of players includes every player in any club in the state.