

# North Texas Soccer Association Registration Setup Manual

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## 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](http://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](mailto:sanette@gotsport.com)) or the NTX Soccer state office.

**got soccer**.com

GotSport.com > Director Login

Login Register Password Lookup Cancel

**Sports Directors & Staff**  
Enter your User Name and Password below:

User Name

Password

Login

New Directors [Register Here](#) to establish a master account

**Login Help**

If you are the primary user of your Sports Director account, simply enter your username and password in the fields to the left.

Sub-User accounts can login by typing their director's username first followed by a forward slash, and then their individual username in the following format:  
**DirectorUserName/SubUserName**

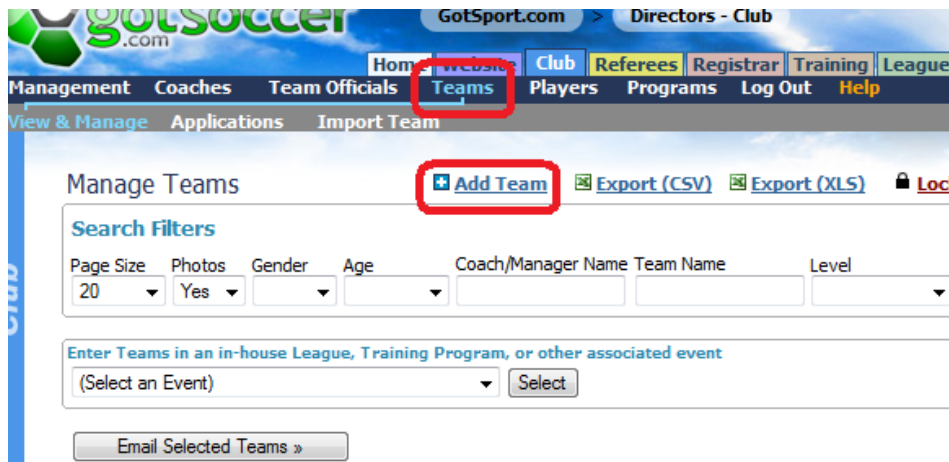
## Creating Teams

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 our ID generator. If you do not create team numbers just leave this blank.
- b. The *Club Name* should be pre-filled
- 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 1<sup>st</sup> 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, but 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 1<sup>st</sup>.
- 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 MYSAs 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 shirts 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

- If your team is u15 or older and you want college coaches to be able to view player information check the box
- 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.

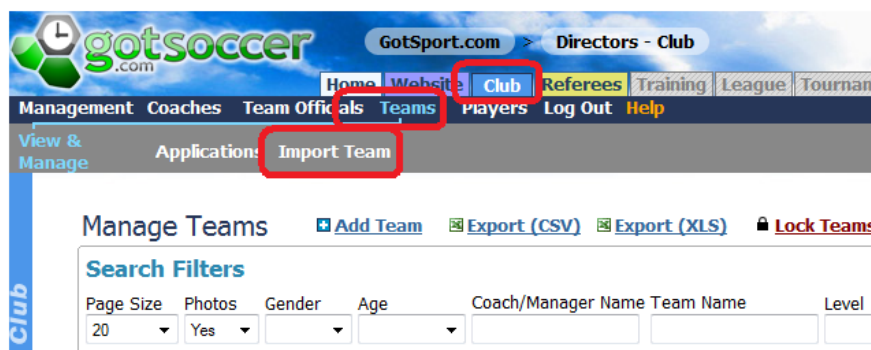
## Creating Players

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

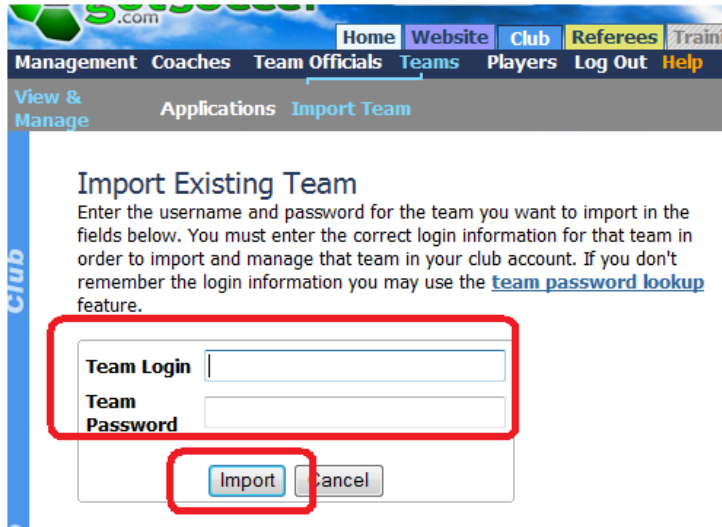
- 1) Import teams with players already on them.
- 2) Upload a spreadsheet
- 3) Type in each player's name.

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**

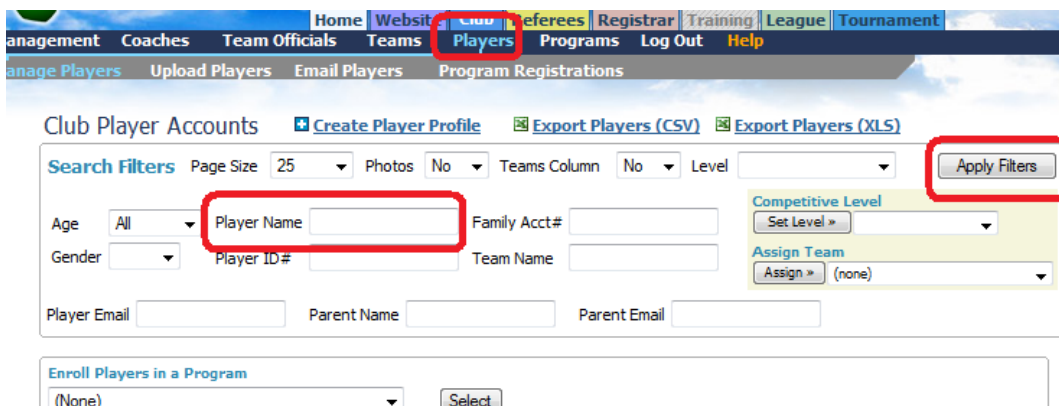


- 7) The team and its roster will now appear in your account and any coach or manager listed in the team account will appear in the **Coach** or **Team Official** area of the account.



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.

Select	ID#	Level	Fam#	Last, First Name	Family	Jrsv#	School	Zip	Sex	DOB	Group	Team	Team Age
<input type="checkbox"/>	N/A			Adams, John				99999	Boys	10/17/1992	U16		N/A
<input type="checkbox"/>	N/A			Adams, Matthew				99999	Boys	3/9/1998	U11		N/A
<input type="checkbox"/>	N/A			Adams, Sarah				99999	Girls	1/23/1998	U11	Colts	97/98

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.

Management Coaches Team Officials Teams **Players** Programs Log Out Help

Manage Players Upload Players Email Players Program Registrations

Player Info Parent Info College Recruiting Event Attendance Account Info Documents Emergency Info

Player - John Adams Save Delete Player

Assigned Team (none)

Player Photo [NO PHOTO] Upload

Enrolled Programs Initial (8/1/2008 - 7/31/2009) Remove

Available Programs Enroll

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

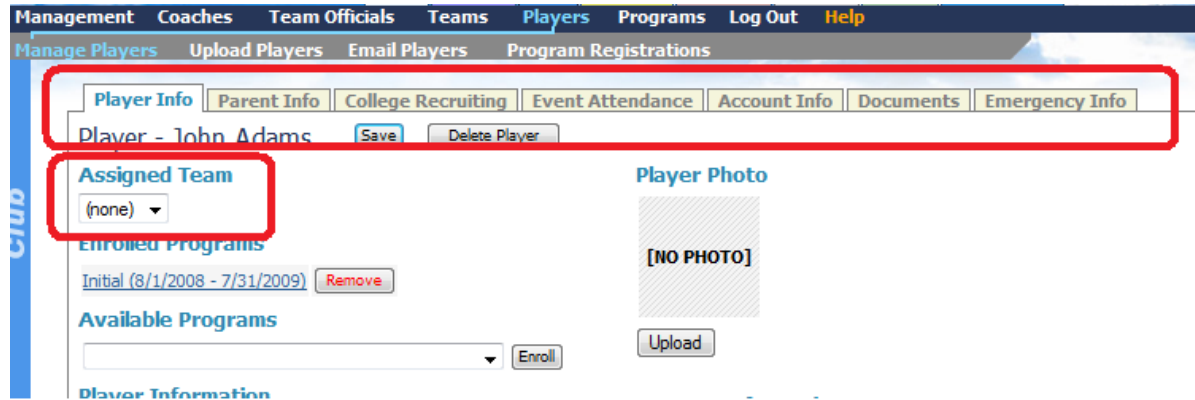


- 3) Fill out as much of the Player Info screen as possible and press **Save**. It is very important to enter the player or parent email address as this will allow for full communication options using our software.

The screenshot shows the 'Player Info' form. The form is outlined with a red border. It includes sections for 'Assigned Team', 'Player Information', 'Contact Information', and 'College Name'. The 'Save' button at the bottom is highlighted with a red box. The form includes input fields for Player ID #, Jersey #, Competition Level, Full Legal Name, Sex, Player Date of Birth, State Registered, School/District, School Grade, Grad Year, Primary Position, and Notes. There are also buttons for 'Save' and 'Save'.

- 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 parent(s) name must be in one 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 strongly 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

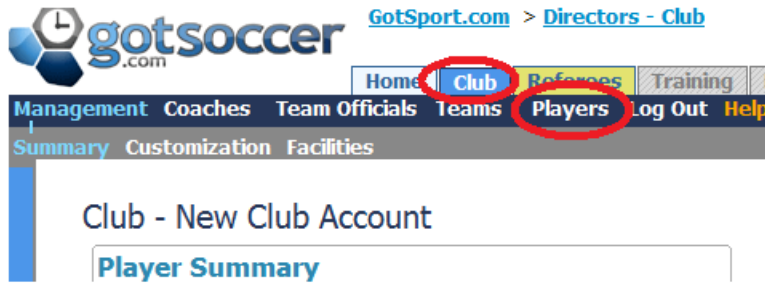
Our system can also place the players on a team. The process requires that both the player and team be imported at the same time. You cannot upload players and then upload teams. The player's team information must be in the same row as the player information. The process requires the following:

- 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.

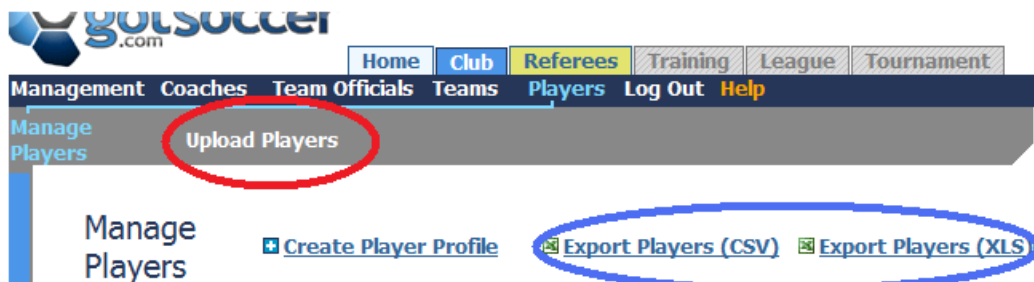
1. Log in to your club account, (see above)
2. Click on "**Club**" (**Home Association** in Texas)
3. Click on "**Players**" on the dark blue menu bar.

Screen Shot 1



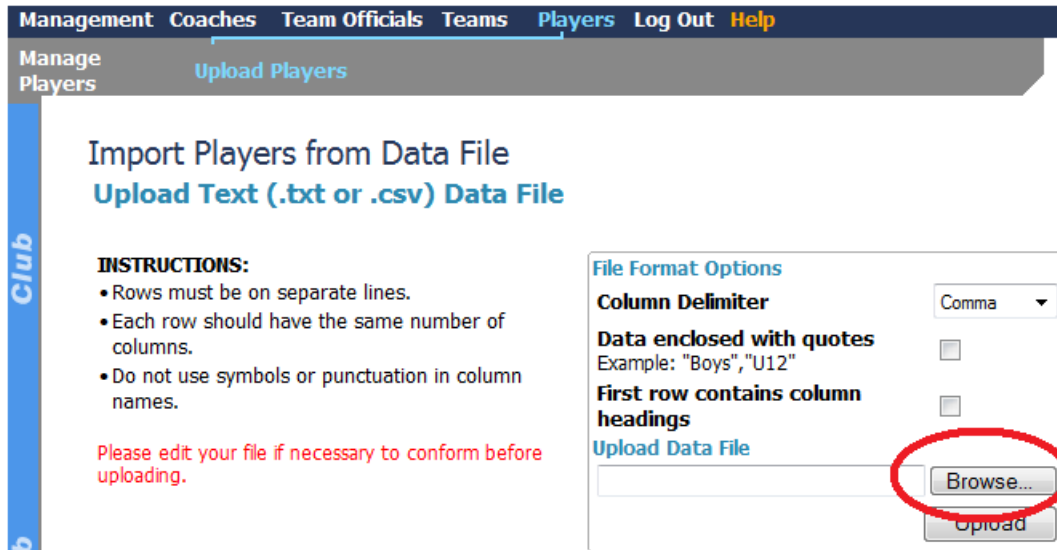
4. This will bring you to the manage players screen.
5. Click “**Upload Players**”, circled in red below, on the Gray menu bar. Also notice that you can export player lists to a CSV file and to an Excel file, the blue circle, from this page. The links are circled in blue below. (**Note:** For those of 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.

Screen Shot 2



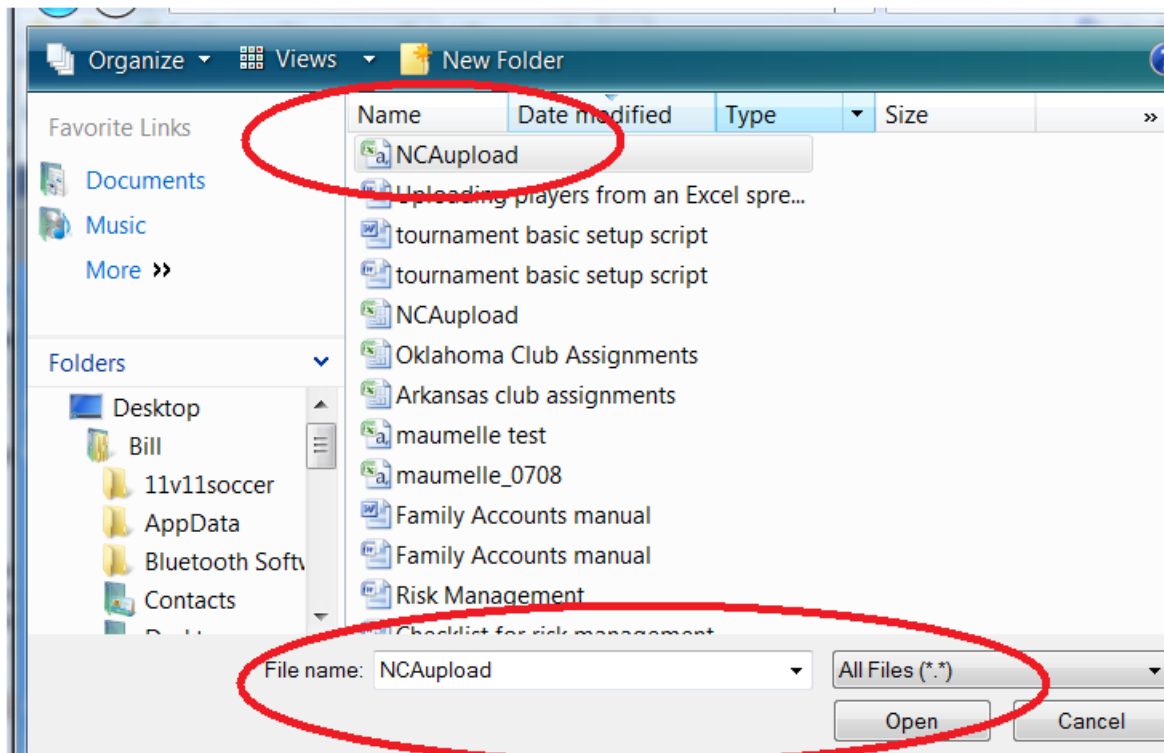
7. You will now be at our **Import** page. Before being the upload please review “Preparing an Excel Spreadsheet to Import”. The file must be a CSV file and must be formatted as described above. Click on the **Browse** button. This will take you to the directory of your computer. Again, we strongly suggest 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.

Screen Shot 3



8. Find the CSV file, in this example "NCA upload" click it and press "Open" at the bottom of the screen

Screen Shot 4



9. The system will return you to the Import page.

- 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.
- If you file is formatted with quote marks or other delimiters, choose the appropriate options.
- 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.
- Click on “**Upload**” at the bottom left of the screen.

#### Screen Shot 5

### Import Players from Data File Upload Text (.txt or .csv) Data File

#### INSTRUCTIONS:

- Rows must be on separate lines.
- Each row should have the same number of columns.
- Do not use symbols or punctuation in column names.

Please edit your file if necessary to conform before uploading.

**File Format Options**

**Column Delimiter** Comma ▼

**Data enclosed with quotes**   
Example: "Boys", "U12"

**First row contains column headings**

**Upload Data File**

C:\Users\Bill\Documents\NCAuplc

- 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.
  - Teams**; creates teams and places players on the assigned team. The CSV file must 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.
  - 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.
  - 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.

### Screen Shot 6

## 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"**

### Screen Shot 7

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.



Screen Shot 8

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

Screen Shot 9

WOODALL	AARON
CHURCHWELL	GABE
ELKED	JAMES

Click below to cancel import and upload a different file.  
[Upload Another File](#)

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

Screen Shot 10

gol soccer .com

Home Club Referees

Management Coaches Team Official **Teams** Players

Manage Players Upload Players

**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.

Screen Shot 11

Manage Teams [Add Team](#) [Export \(CSV\)](#) [Export \(XLS\)](#) [Lock Teams](#) [Unlock Teams](#)

**Search Filters** Apply Filter

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

**Items 1 - 3 of 3**

Photo	Number	Gender	Age	Club	Team	Level	Coach	Manager	Players
	N/A	Boys	U11	<a href="#">New Club Account</a>	<a href="#">United</a>				<a href="#">10</a>
	N/A	Girls	U11	<a href="#">New Club Account</a>	<a href="#">Power</a>				<a href="#">6</a>
	N/A	team gender	OPEN	<a href="#">New Club Account</a>	<a href="#">TeamName</a>				<a href="#">1</a>

**Items 1 - 3 of 3**

- 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.
- To see a list of players and the teams there’re on, Click “**Players**” on the dark blue menu bar.
- 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**”.

Screen Shot 12

**Search Filters**

Page Size: 25 Photos: No Age: All Gender: Player Name: Player ID#: Team: Level: Family Acct#

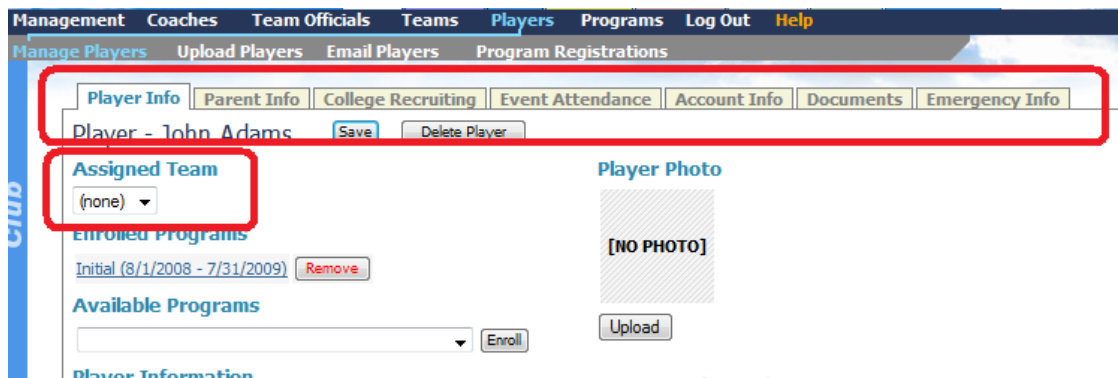
Apply Filters

**Items 1 - 24 of 24**

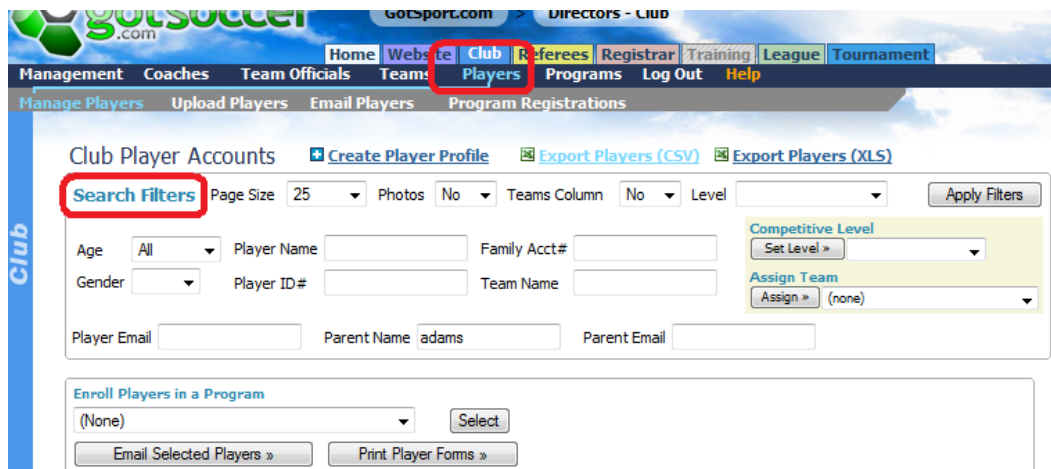
ID#	Level	Fam#	Last Name	First Name	Jrsy#	School	Zip	Sex	DOB	Group	Team
<a href="#">N/A</a>			<b>BROWN</b>	<b>ASHLEY</b>				Girls	5/2/1997	U11	<a href="#">Power</a>
<a href="#">N/A</a>			<b>CHURCHWELL</b>	<b>GABE</b>				Boys	12/10/1996	U11	<a href="#">United</a>
<a href="#">N/A</a>			<b>DAVIS</b>	<b>TOLLIVER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

## 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.

Club Player Accounts [Create Player Profile](#) [Export Players \(CSV\)](#) [Export Players \(XLS\)](#)

**Search Filters** Page Size: 25 Photos: No Teams Column: No Level:  [Apply Filters](#)

Age: All Player Name:  Family Acct#:  Competitive Level:  [Set Level >](#)

Gender:  Player ID#:  Team Name:  Assign Team:  [Assign >](#) (none)

Player Email:  Parent Name: adams Parent Email:

Enroll Players in a Program: (None) [Select](#)

[Email Selected Players >](#) [Print Player Forms >](#)

Items 1 - 3 of 3

Select	ID#	Level	Fam#	Last, First Name	Family	Jrsv#	School	Zip	Sex	DOB	Group	Team	Team Age
<input type="checkbox"/>	N/A			Adams, John				99999	Boys	10/17/1992	U16		N/A
<input type="checkbox"/>	N/A			Adams, Matthew				99999	Boys	3/9/1998	U11		N/A
<input type="checkbox"/>	N/A			Adams, Sarah				99999	Girls	1/23/1998	U11	Colts	97/98

[Teams](#)  
[Click to show teams](#)

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

Club Player Accounts [Create Player Profile](#) [Export Players \(CSV\)](#) [Export Players \(XLS\)](#)

**Search Filters** Page Size: 25 Photos: No Teams Column: No Level:  [Apply Filters](#)

Age: All Player Name:  Family Acct#:  Competitive Level: U16 [Set Level >](#)

Gender: Boys Player ID#:  Team Name:  Assign Team:  [Assign >](#) (none)

Player Email:  Parent Name: adams Parent Email:

Enroll Players in a Program: (None) [Select](#)

[Email Selected Players >](#) [Print Player Forms >](#)

Items 1 - 3 of 3

Select	ID#	Level	Fam#	Last, First Name	Family	Jrsv#	School	Zip	Sex	DOB	Group	Team	Team Age
<input type="checkbox"/>	N/A			Adams, John				99999	Boys	10/17/1992	U16		N/A
<input type="checkbox"/>	N/A			Adams, Matthew				99999	Boys	3/9/1998	U11		N/A
<input type="checkbox"/>	N/A			Adams, Sarah				99999	Girls	1/23/1998	U11	Colts	97/98

[Teams](#)  
[Click to show teams](#)

- 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

Search Filters Page Size 25 Photos No Teams Column Yes Level  Apply Filters

Age U11 Player Name Family Acct# Competitive Level  
 Gender Girls Player ID# Team Name Assign Team  
 Assign » Zenith

Player Email Parent Name Parent Email

Enroll Players in a Program  
 (None) Select  
 Email Selected Players » Print Player Forms »

Items 1 - 25 of 139

Select	ID#	Level	Fam#	Last, First Name	Family	Jrsv#	School	Zip	Sex	DOB	Group	Team	Team Age
<input checked="" type="checkbox"/>	N/A			Alfredson, Grace				99999	Girls	5/15/1998	U11	N/A	
<input checked="" type="checkbox"/>	N/A			Ciarletta, Tracey				99999	Girls	11/18/1997	U11	N/A	
<input type="checkbox"/>	N/A			Clements, Anastasia				99999	Girls	1/23/1998	U11	N/A	
<input checked="" type="checkbox"/>	N/A			Comiskey, Marlyana				99999	Girls	10/29/1997	U11	N/A	
<input checked="" type="checkbox"/>	N/A			Cox, Kelly				99999	Girls	10/2/1997	U11	N/A	
<input checked="" type="checkbox"/>	N/A			Crowell, Hayley				99999	Girls	11/15/1997	U11	N/A	
<input checked="" type="checkbox"/>	N/A			guttuso, madeleine				99999	Girls	8/18/1997	U11	N/A	
<input type="checkbox"/>	N/A			Hashemi, Hayley				99999	Girls	10/10/1997	U11	N/A	

Pages: 1 2 3 4 5 6 Next Page »

Teams

- G U11 (97/98) ZOCCKER COLTS  
Bill cameron  
Players: 9
- G U11 (97/98) ZOCCKER MUSTANG  
Brooks Spoon Cyinda Spoon  
Players: 12
- G U11 (97/98) ZOCCKER ROCKERS  
Cylinda Spoon Cyinda Spoon  
Players: 12
- G U11 (97/98) ZOCCKER Z-LEBS  
Brooks Spoon Cyinda Spoon

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.

Age U11 Player Name Family Acct# Competitive Level  
 Gender Girls Player ID# Team Name Assign Team  
 Assign » (none)

Player Email Parent Name Parent Email

Enroll Players in a Program  
 (None) Select  
 Email Selected Players » Print Player Forms »

Items 1 - 25 of 139

Select	ID#	Level	Fam#	Last, First Name	Family	Jrsv#	School	Zip	Sex	DOB	Group	Team	Team Age
<input type="checkbox"/>	F97/98ACORD			ACORD, KIRSTEN				32266	Girls	8/18/1997	U11	Colts	97/98
<input type="checkbox"/>	N/A			Adams, Sarah				99999	Girls	1/23/1998	U11	Colts	97/98
<input type="checkbox"/>	F97/98ALBRI			ALBRIGHT, GRACE ANH	4			32266	Girls	8/25/1997	U11	Rockers	97/98
<input type="checkbox"/>	N/A			Alfredson, Grace				99999	Girls	5/15/1998	U11	N/A	
<input type="checkbox"/>	F97/98ALMON			ALMOND, PAIGE				32266	Girls	11/9/1997	U11	Zephyr	97/98
<input type="checkbox"/>	F97/98ALVIS			ALVIS, STEPHANIE				32266	Girls	7/22/1998	U11	Zag	97/98
<input type="checkbox"/>	F97/98ANDER			ANDERSON, SAMANTHA				32266	Girls	10/14/1997	U11	Rockers	97/98

Pages: 1 2 3 4 5 6 Next Page »

Teams

- eams
- G U11 (97/98) ZOCCKER COLTS  
Bill cameron  
Players: 11
- G U11 (97/98) ZOCCKER MUSTANG  
Brooks Spoon Cyinda Spoon  
Players: 12
- G U11 (97/98) ZOCCKER ROCKERS  
Cylinda Spoon Cyinda Spoon  
Players: 12

## Creating a Coach or Team Official Account

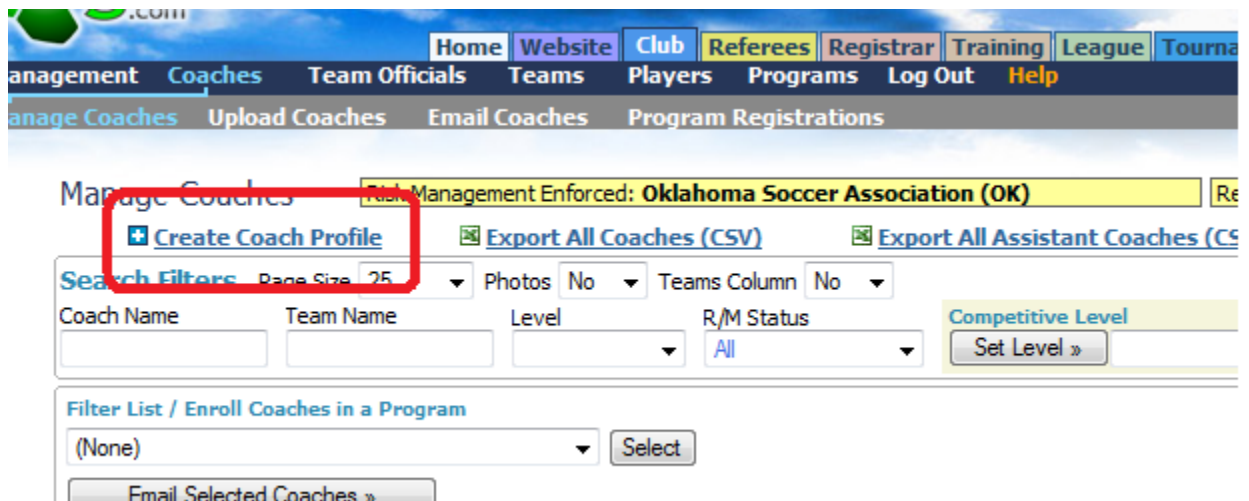
The process of creating a coach or team official account is identical. The only difference is which link you select. Select the **Coach** link to create a coach account or the **Team Official** link to create a team official account. MYSA states all individuals that come in contact with children should 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)

The image shows a web form for coach registration. The form is divided into several sections. The 'Full Legal Name' section has three input fields: 'Legal First' (containing 'William'), 'M.I.' (empty), and 'Last' (containing 'Cameron'). The 'Date of Birth' section has a date input field with the format 'MM/DD/YYYY'. The 'State Registered' section has a dropdown menu set to 'Oklahoma'. The 'Competition Level' section has a dropdown menu. The 'Primary Coach' section has a checked checkbox. The 'Assistant Coach' section has an unchecked checkbox. The 'Display Name' section has an empty text input field. The 'ID Number' section has an empty text input field. The 'Address' section has an empty text input field. The 'City' section has an empty text input field. The 'State' section has a dropdown menu. The 'Zip' section has an empty text input field. The 'Country' section has a dropdown menu set to 'United States'. The 'Email' section has a text input field containing 'billgotsport.com'. The 'Phone' section has an empty text input field. The 'Phone (2)' section has an empty text input field. The 'Mobile Phone' section has an empty text input field. The 'Mobile Text Messaging (you@yourcarrier.com)' section has an empty text input field. The 'Fax' section has an empty text input field. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. To the right of the form is a 'Notes' section with a large empty text area. Below the 'Notes' section is a 'Login Credentials' section with a heading 'Login Credentials' and a sub-heading 'Create a username and password coach to login and update their in'. Below this are two input fields: 'Username' (containing 'mysacaoch') and 'Password' (containing seven dots).

- 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 behalf of us and we will assist you along the way to make sure that your participation is both rewarding and beneficial. Please log in to the GotSoccer web account that we have created for you using the user information in this email. Update your account information and be sure to initiate the Risk Management form. The Soccer Association will perform on your behalf at no charge to you. Again, thanks for 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**.



Home Website **Club** Referees Registrar Training League Tournament  
 Management Coaches Team Officials Teams Players Programs Log Out Help  
 Summary **Customization** Facilities Messaging Forms Items Club Site Account Tools

Page Style Club Settings ID Numbers **User Notifications**

Below you can enter the text that you want sent to users when you create an online account for them with a valid email address.

**For New Player Accounts**  
 Subject: Thanks for registering with ESC!  
 Body: ESC has created an online account for you. Please log into this account using the username and password provided in this email to update and verify your personal information. ESC will use this information to create team rosters and manage league schedules. Good luck this season!

**For New Coach Accounts**  
 Subject: Thanks for Coaching at ESC!  
 Body: Thank you for becoming a coach! We appreciate your sacrifice in time and effort on behalf of the kids at ESC. We will assist you along the way to make sure that your participation is both rewarding and beneficial to the team. Now, please log in to the GotSoccer web account that we have created for you using the user name and password provided in this email. Update your account information and be sure to initiate the Risk

**For New Team Official Accounts**

- 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.

Home Website Club Referees Registrar Training League Tournament  
 Management **Coaches** Team Officials Teams Players Programs Log Out Help  
 Manage Coaches Add Coaches Email Coaches Program Registrations

Manage Coaches Risk Management Enforced: Oklahoma Soccer Association (OK) Report Expiration: 6/26/2008

Create Coach Profile Export All Coaches (CSV) Export All Assistant Coaches (CSV) Export Coaches (XLS)

Search Filters Page Size: 25 Photos: No Teams Column: No Apply Filters

Coach Name: cameron Team Name: Level: R/M Status: All Competitive Level: Set Level »

Filter List / Enroll Coaches in a Program (None) Select Email Selected Coaches »

Items 1 - 2 of 2

Select	ID#	Level	Last Name	First Name	Zip	State	R/M Status	DOB	Cert	Coach	Assistant
<input type="checkbox"/>	N/A		cameron	William	32003	OK	Approved	1/26/1958		Yes	No
<input type="checkbox"/>	N/A		cameron	William		OK	N/A			Yes	No

Items 1 - 2 of 2

- 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**.

The screenshot shows the 'Manage Coaches' interface. At the top, there are navigation tabs: Home, Website, Club, Referees, Registrar, Training, League, and Tournament. Below these are sub-tabs: Manage Coaches, Upload Coaches, Email Coaches, and Program Registrations. The main content area includes a header with 'Risk Management Enforced: Oklahoma Soccer Association (OK)' and 'Report Expiration: 6/26/2008'. There are buttons for 'Create Coach Profile', 'Export All Coaches (CSV)', 'Export All Assistant Coaches (CSV)', and 'Export Coaches (YLS)'. A 'Search Filters' section contains fields for Coach Name (cameron), Team Name, Level, R/M Status (set to All), and Competitive Level. An 'Apply Filters' button is highlighted with a red box. Below the filters is a 'Filter List / Enroll Coaches in a Program' section with a dropdown set to '(None)' and a 'Select' button. An 'Email Selected Coaches »' button is also present. A table titled 'Items 1 - 2 of 2' displays the following data:

Select	ID#	Level	Last Name	First Name	Zip	State	R/M Status	DOB	Cert	Coach	Assistant
<input type="checkbox"/>	N/A		cameron	William	32003	OK	Approved	1/26/1958		Yes	No
<input type="checkbox"/>	N/A		Cameron	William		OK	N/A			Yes	No

Below the table, it says 'Items 1 - 2 of 2'.

## 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, ...)

The screenshot shows the 'Manage Teams' interface on the GotSoccer website. The top navigation bar includes 'Home', 'Club', 'Referees', 'Registrar', 'Training', 'League', and 'Tournament'. The 'Club' tab is selected. The 'Teams' link is highlighted in the dark blue menu bar. The 'Level' dropdown menu is highlighted with a red box. The table below shows a list of teams, with the 'BHAYS U10 B' team highlighted in red.

Select	Photo	Number	Gender	Age	Years	Club	Team	Level	Coach	Manager	Players
<input type="checkbox"/>		N/A	Boys	OPEN	N/A	Zocce	BHAYS U10 B	Comp			1

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

Risk Management Enforced: **GotSoccer (ND)** Report Expiration: **7/1/2008**

Basic Info | Record | Contact | Hotel Coordinator | Roster | Applications | Documents

### Boys OPEN BHAYS U10 B

[Create Another Team Profile](#)

#### Basic Team Information

Team ID:

Club Name:

Team Name:

Level:

Position:

Sex:  Boys  Coed  Girls

Age Group:

State:   
\*Select country if other than USA.

Prevent team, group, or state change by manager.

Prevent add/release of players by manager.

#### Team Photo

#### Approved 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.

- 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

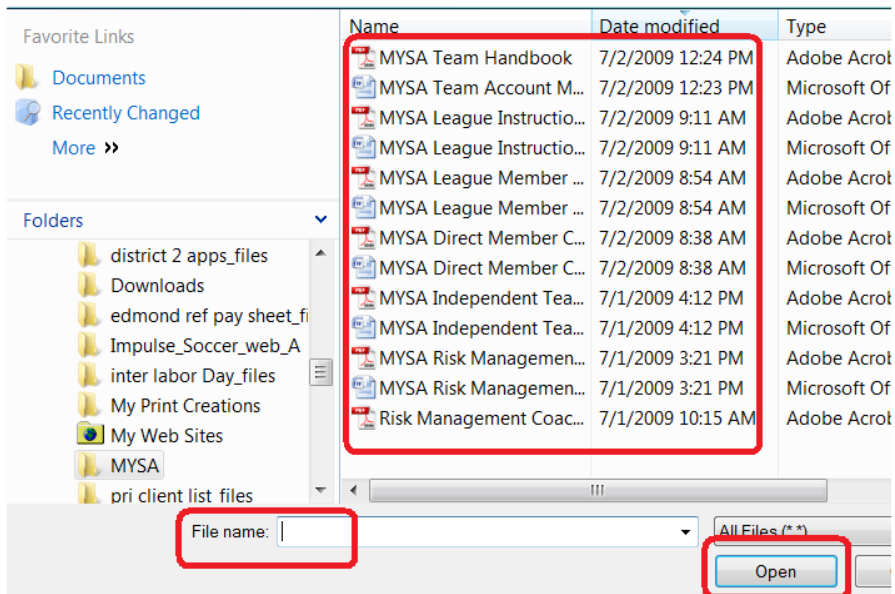
You can upload a signature, a second signature (if desired) for rosters, change the way we print the year from 2009/10 to 09/10 or 2009 -2010 and event the display of the state. We default to the two letter code MO. You can display it as Missouri or MYSA, ...

To upload your signature

- 1) Write it on a piece of paper, if you want a stamp to appear 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

Primary Signature **Roster Signature**

### Upload Signature Image File for Rosters

You can upload a different signature image file for rosters. If you do not wish to use a different signature image for rosters, then you do not need to upload a file for the roster as the primary signature will be used by default.

**Mimi Dake - Authorized Signature**  
Replace Current Image:

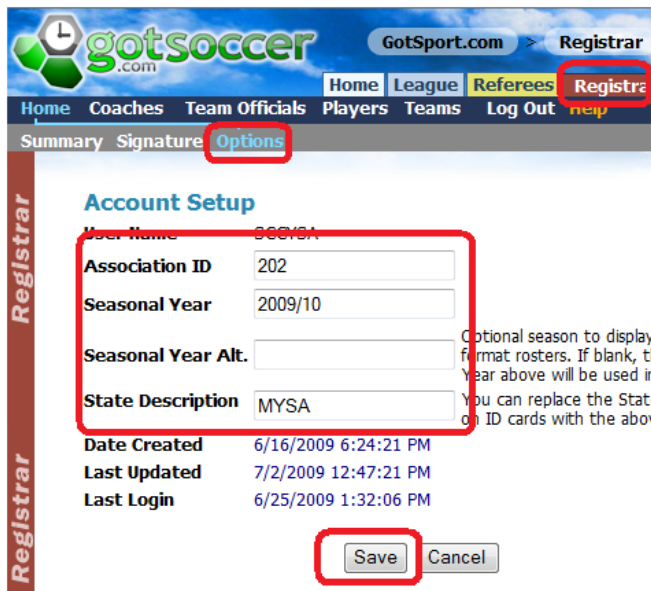


Upload a .jpg or .gif file from your computer:

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



gotsoccer.com GotSport.com > Registrar

Home League Referees **Registrar**

Home Coaches Team Officials Players Teams Log Out help

Summary Signature **Options**

### Account Setup

User Name: SCCYSA

**Association ID** 202

**Seasonal Year** 2009/10

**Seasonal Year Alt.** Optional season to display format rosters. If blank, the year above will be used in the roster.

**State Description** MYSA You can replace the State Description on ID cards with the above.

**Date Created** 6/16/2009 6:24:21 PM

**Last Updated** 7/2/2009 12:47:21 PM

**Last Login** 6/25/2009 1:32:06 PM

The ID cards will now print MYSA instead of MO



## Setting up a Registration Event / League

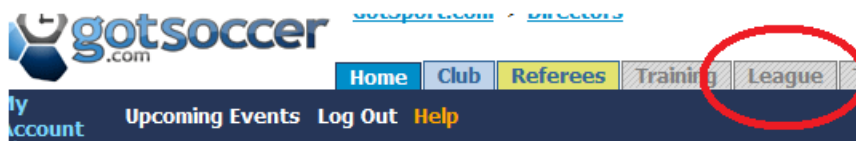
The registration organization must create a registration event or program in order to create official rosters and ID cards. Events are most often used when a club or association is entering its own teams into the registration vehicle.

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.

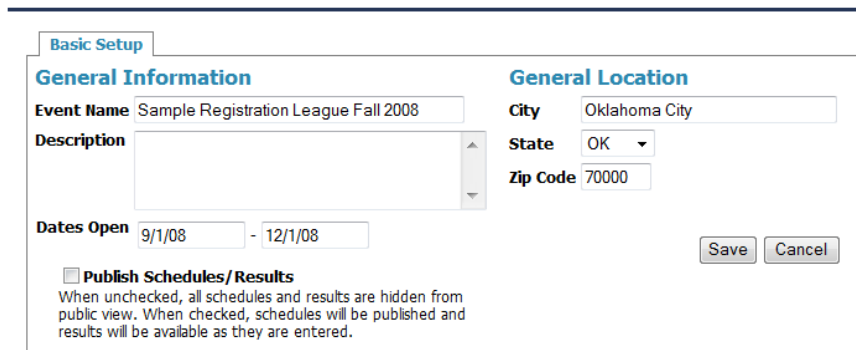
Screen Shot 14



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



## Screen Shot 16

The screenshot shows the 'Appearance' tab of a league setup page. The page title is 'Sample Registration League Fall 2008' with a date range of '9/1/2008-12/1/2008'. The 'Event Updated' timestamp is '7/3/2008 3:41:10 PM'. Under the 'Colors & Fonts' section, there are five rows of color selection options, each with a color swatch, 'Colors', 'Custom', and 'Eyedropper' buttons. The 'Header Logo' section shows a placeholder for a logo with the text '[NO LOGO]' and a message 'No logo uploaded. Event name will be used for logo.' Below this is an 'Upload Logo' button, which is circled in red. There is also a 'Logo Background' section with a color swatch and 'Colors' and 'Custom' buttons.

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

The screenshot shows the 'Application Form Options' section of the league setup page. The page title is 'Sample Registration League Fall 2008' with a date range of '9/1/2008-12/1/2008'. The 'Application Form Options' section is circled in red and contains a 'Setup Control' sub-section with the following options:  Application Open,  Accept Credit Cards,  Use Compact Form\*, and  Accept Checks/MOs. A note below the options states: '\*Compact Form does not show the Competitive Information box on the Team Information page (Preferred level, ODP players), and also removes the Team Records page.' The 'Application' menu item in the top navigation bar is also circled in red.

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:

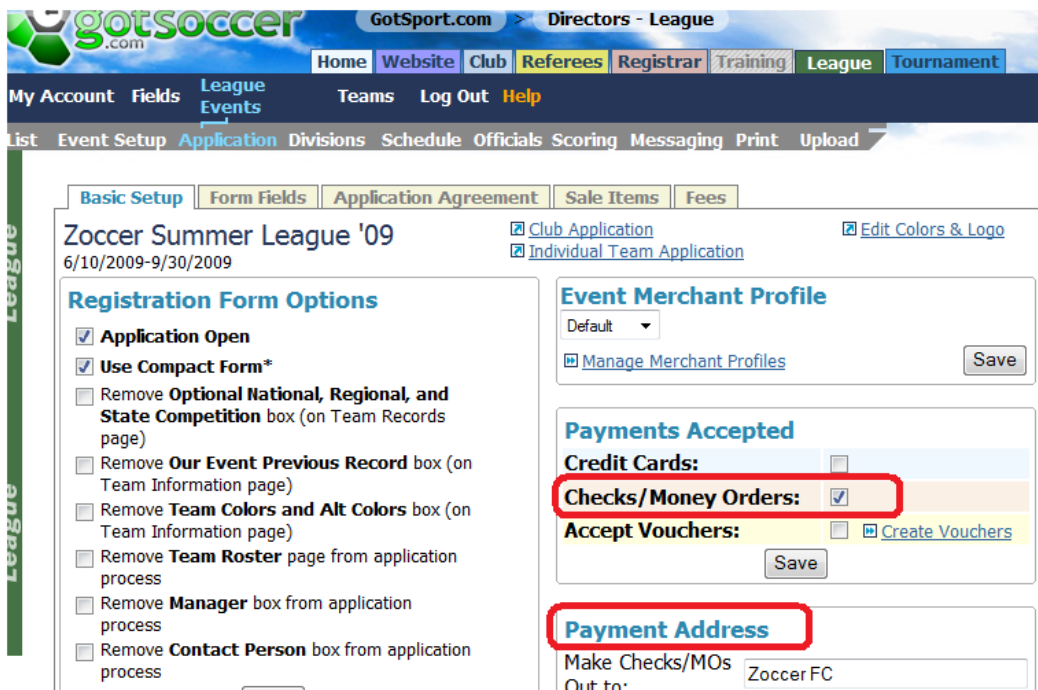
- 1) Click on the League tab
- 2) Click on the name of the registration event, here Zoccer Summer league '09



The screenshot shows the GotSoccer website interface. The top navigation bar includes links for Home, Website, Club, Referees, Registrar, Training, and League (highlighted with a red box). Below the navigation bar, there is a welcome message for Bill Cameron and a summary of leagues. The 'Next 5 Scheduled Leagues' section lists 'Zoccer Summer League '09' (highlighted with a red box) and 'Maple Soccer'. The 'Associated Clubs' table lists several clubs with their team counts.

Club	Teams	F
Cary Soccer	8	4
Garner Socccer	10	4
Inter SC Boston	4	1
Joplin Soccer Club	0	0
MAYSA	0	6

- 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.



The screenshot shows the 'Application' page for the 'Zoccer Summer League '09' event. The page is divided into several sections: 'Registration Form Options', 'Event Merchant Profile', 'Payments Accepted', and 'Payment Address'. The 'Registration Form Options' section includes checkboxes for 'Application Open', 'Use Compact Form\*', and several 'Remove' options. The 'Event Merchant Profile' section includes a 'Default' dropdown and a 'Manage Merchant Profiles' button. The 'Payments Accepted' section includes checkboxes for 'Credit Cards:', 'Checks/Money Orders:' (highlighted with a red box), and 'Accept Vouchers:'. The 'Payment Address' section includes a 'Make Checks/MOs' checkbox and an 'Out to:' field with the value 'Zoccer FC'.

- 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.

**Application Form Options**

**Preferred Division Options**

Enter as many different division names as necessary. Teams applying to your league will be able to select their preferred division level from a dropdown list. If you leave this field blank, the default options will be Most Competitive, Competitive, Least Competitive. Separate options by putting each one on a new line (press enter or return).

Preview:

**Team Scheduling Requests**

Allow teams to request days to be excluded from play.

Allow  requests per team

You can customize the maximum number of requests available to each team. If you leave this value blank, the default of 6 will be used. Enter 0 for unlimited requests.

**Club Application Form Link**  
<https://www.gotsport.com/asp/application/league/?EventID=4108>

**Individual Team Application Form Link**  
<https://www.gotsport.com/forms/app/?EventID=4108>

Save

- Next we will add a fee. Click on the fees tab near the top of the screen.
- 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.

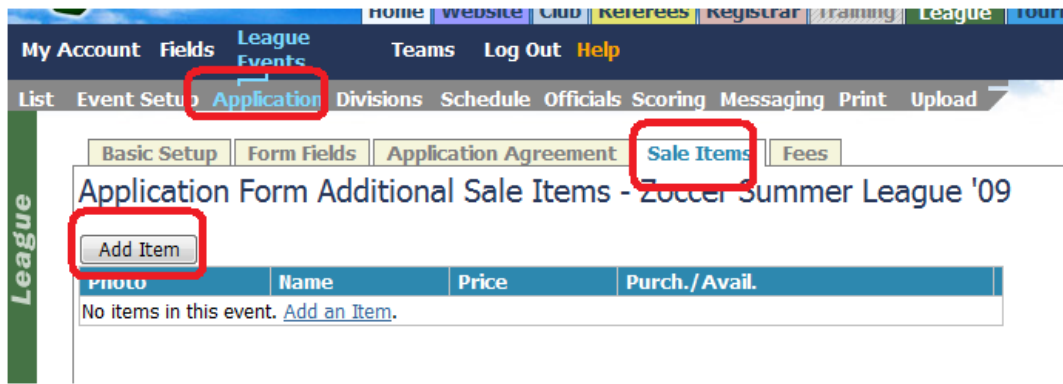
Basic Setup | Scoring Setup | **Fees** | Appearance | Coordinators | Access | Copy League | Backup/Rest

Zoccer Summer League '09  
6/10/2009-9/30/2009

**Current Application Fees / Groups**

Group/Name	Gender	Age(s)	Fee	More Info	Available	Order	
U5-U9	Either	U5-U9	\$0.00		Yes	1	Edit Delete
U10-U12	Either	U10-U18	\$300.00		Yes	2	Edit Delete
	Either	All			<input type="checkbox"/>		Add

- 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.
- If you also want to collect a player fee; Click on the **Application** link on the gray menu bar
- Then **Sale** Items
- 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

Event: Zoccer Summer League '09

**Item Name**: Zoccer Player Fee

**Description**: Zoccer charges \$20 per player in addition to the team fee. Please enter the total number of players below.

**List Priority**: # 1 List items from lowest to highest.

**Units/Pricing**

**Unit Type**: Per Player Optional. Example: Each or Per Dozen

**Unit Price**: \$ 20 0 = No charge.

**Limit Per Team**: 18 Leave Blank for No limit. 0 = None available.

**Minimum Order**: Leave Blank for No Minimum.

**Stock for This Event**: Leave Blank for No limit. 0 = None available.

Buttons: Save, Cancel, Delete

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**

Basic Setup **Form Fields** Application Agreement Sale Items Fees

Zoccer Summer League '09 - Custom Form Fields

[Preview Custom Form](#)

**Select you preferred Division**

**Data Field Mapping** Radio Buttons

**Data Type** Radio Button Group

**Label/Text/Content** Select you preferred Division

**Preview**

Premier

Gold

Silver

**Row #** 2

**Required** Yes

[Edit](#) [Delete](#)

**\*New Form Field**

**Data Field Mapping** [Dropdown]

**Data Type** \*

**Label/Text/Content** [Text Input]

**Available Values** [Dropdown]

One per line

**Row #** 2

**Required**

[Save](#)

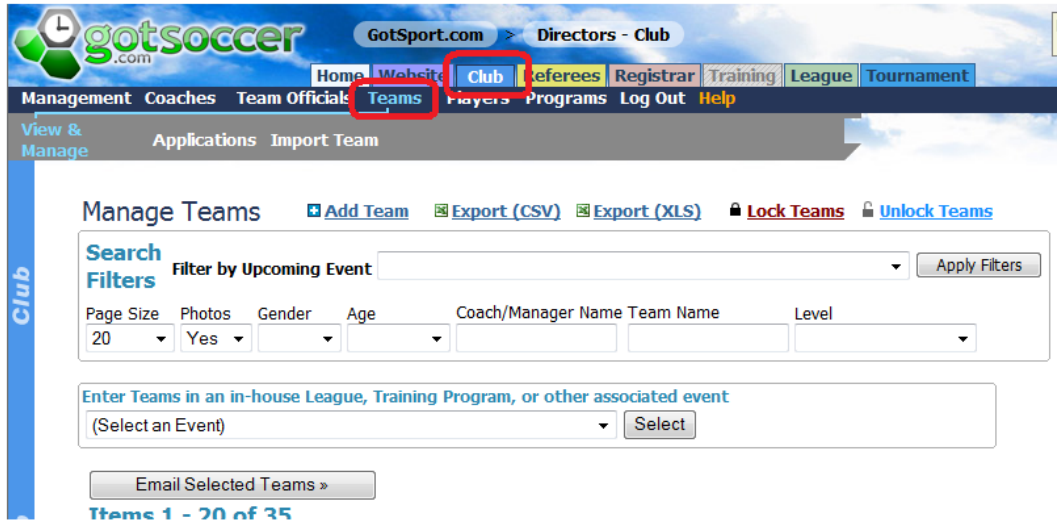
- 19) Post the *Individual Team Registration* link on your website and notify your club teams..

## Submitting Teams to the Registrar for Official Rostering and Carding

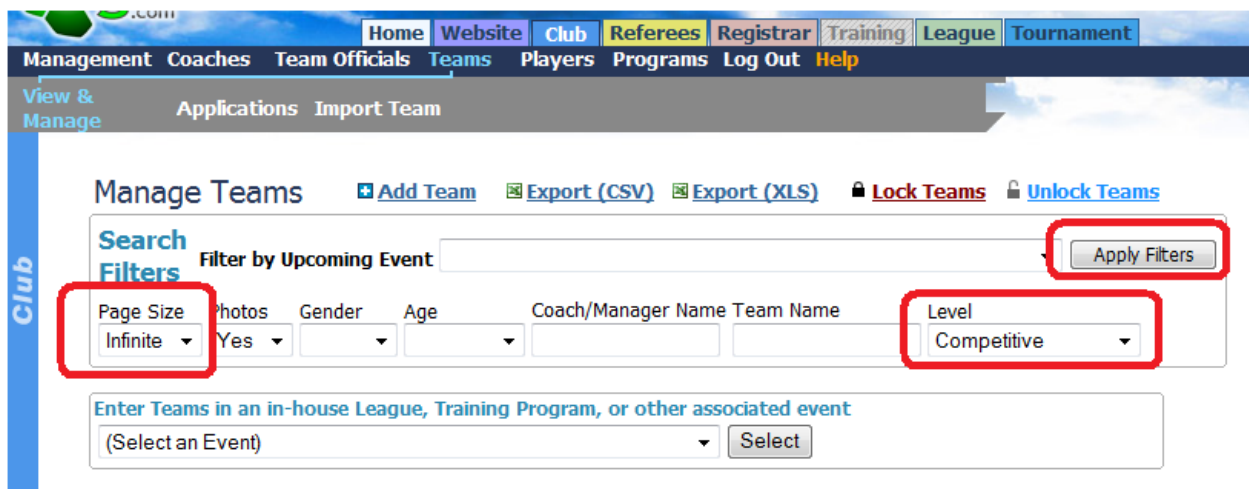
In the GotSoccer world the word registrar means the person responsible for creating the official roster and or generation ID cards. There are several ways to submit teams to a Registrar. This manual assumes you are a direct member club with no other affiliated clubs or independent teams registering through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

Manage Teams [Add Team](#) [Export \(CSV\)](#) [Export \(XLS\)](#)

**Search Filters** Filter by Upcoming Event

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

Enter Teams in an in-house League, Training Program, or other associated event  
 Lake Country SA Competitive Registration 09/10 (8/1/2009)

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

Manage Teams [Add Team](#) [Export \(CSV\)](#) [Export \(XLS\)](#) [Lock Teams](#) [Unlock Teams](#)

**Search Filters** Filter by Upcoming Event

Page Size: Infinite Photos: Yes Gender: Age: Coach/Manager Name: Team Name: Level: Competitive

Enter Teams in an in-house League, Training Program, or other associated event  
 Lake Country SA Competitive Registration 09/10 (8/1/2009)

Now showing teams NOT entered in Lake Country SA Competitive Registration 09/10 (8/1/2009)  
 [Click Here to view team applications](#)

**Items 1 - 4 of 4**

Select	Photo	Number	Gender	Age	Years	Club	Team	Level	Coach	Manager	Players
<input type="checkbox"/>		N/A	Boys	OPEN	N/A	Zoccer	BHAYS U10 B	Comp			<a href="#">1</a>
<input type="checkbox"/>		N/A	Boys	U6	02/03	Zoccer	BHAYS U6 B	Comp			<a href="#">1</a>
<input type="checkbox"/>		N/A	Boys	U6	02/03	Zoccer	BHAYS U6 C	Comp			<a href="#">1</a>
<input type="checkbox"/>		N/A	Boys	U6	02/03	Zoccer	BHAYS U6 F	Comp			<a href="#">1</a>

- 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.

Enter Teams in an in-house League, Training Program, or other associated event

Lake Country SA Competitive Registration 09/10 (8/1/2009)

Now showing teams NOT entered in Lake Country SA Competitive Registration 09/10 (8/1/2009)

[Click Here to view team applications](#)

Items 1 - 4 of 4

Select	Photo	Number	Gender	Age	Years	Club	Team	Level	Coach
<input checked="" type="checkbox"/>		N/A	Boys	OPEN	N/A	Zoccer	BHAYS U10 B	Comp	
<input checked="" type="checkbox"/>		N/A	Boys	U6	02/03	Zoccer	BHAYS U6 B	Comp	
<input checked="" type="checkbox"/>		N/A	Boys	U6	02/03	Zoccer	BHAYS U6 C	Comp	
<input checked="" type="checkbox"/>		N/A	Boys	U6	02/03	Zoccer	BHAYS U6 F	Comp	

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**

Page Size: Infinite | Photos: Yes | Gender: | Age: | Coach/Manager Name: | Team Name: | Level: Competitive

Enter Teams in an in-house League, Training Program, or other associated event

Lake Country SA Competitive Registration 09/10 (8/1/2009)

Now showing teams NOT entered in Lake Country SA Competitive Registration 09/10 (8/1/2009)

[Click Here to view team applications](#)

Items 1 - 4 of 4

Windows Internet Explorer

Are you sure you want to enter selected teams in Lake Country SA Competitive Registration 09/10 (8/1/2009)?

Select	Photo	Number	Gender	Age	Years	Club	Team	Level	Coach	Manager	Players
<input checked="" type="checkbox"/>		N/A	Boys	OPEN	N/A	Zoccer	BHAYS U10 B	Comp			1
<input checked="" type="checkbox"/>		N/A	Boys	U6	02/03	Zoccer	BHAYS U6 B	Comp			1
<input checked="" type="checkbox"/>		N/A	Boys	U6	02/03	Zoccer	BHAYS U6 C	Comp			1
<input checked="" type="checkbox"/>		N/A	Boys	U6	02/03	Zoccer	BHAYS U6 F	Comp			1

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:

- The *Registration Event* area. This is where clubs can enter teams in bulk.
- 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 screenshot shows the GotSport Registrar module interface. At the top, the GotSport logo is on the left, and the breadcrumb "GotSport.com > Registrar" is on the right. Below the logo is a navigation bar with tabs for Home, Club, Referee, Registrar, and Tra. The Registrar tab is highlighted with a red box. Below the navigation bar is a sub-navigation bar with links for Home, Coaches, Team Officials, Players, Teams, Log Out, and Help. Below this is a vertical sidebar with the word "Registrar" written vertically. The main content area displays a welcome message for William Cameron, followed by a "Club Summary" box showing 14 players on team rosters, 18 unassigned players, and 32 total registered players, with a "Manage Players" link. Below that is an "Upcoming Leagues" section with two entries: "Sample State Registration 2008/2009" (8/1/2008 - 7/31/2009) and "Sample State Registration 2009 / 2010" (8/1/2009 - 7/31/2010). The first entry is highlighted with a red box.

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.

**League & Event Registrations**

**Search For Teams in your Leagues & Registration Events**

Select Event: Sample State Registration 2008/2009 (8/1/2008-7/31/2009) Filter by Group: All

Schedule Status: (All Teams) Enter Club or Team Name: Apply Filters

**Search Results**

Select teams to include then use one of the following functions to generate your report.

Detailed Report on Selected Teams Previous Report Date Export Player Data to CSV

#	Select	Photos	Roster	ID	Team Name	Gender	Curr. Age	Event Age	Club	Players
1	<input type="checkbox"/>	-	-	-	ZOCCKER ZEPHYR	Girls	U11	U11	Zoccer	[F] [B]
2	<input type="checkbox"/>	-	-	-	ZOCCKER ZEAL	Boys	U11	U11	Zoccer	[F] [B]
3	<input type="checkbox"/>	-	-	-	XOCCKER TEAMNAME	Coed	OPEN	OPEN	Xoccer	[F] [B]

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.

**Overview Team Information Roster & ID Cards**

**Girls U11 ZOCCKER ZEPHYR**

Select a League/Event

Sample State Registration 2008/2009 (8/1/2008) Go

Update Team/Staff IDs Regenerate Team/Staff

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

**Overview Team Information Roster & ID Cards**

**Girls U11 ZOCCKER ZEPHYR**

Select a League/Event

Sample State Registration 2008/2009 (8/1/2008) Go

Update Team/Staff IDs Regenerate Team/Staff

**Team Details - This Event**

Group: Girls U11

Association: Zoccer Futbol

Playing League: Spring 2009

Team Level/Division: Recreational Update

**Document Generation** **Generated Documents** Show Printing Tip

You may generate the following documents for teams to print: No documents to list.

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.

**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.

	Photo	L.Name	F.Name	ID#	Jrsy#	Sex	DOB	State	Updated		ID Card
1		<a href="#">ALBRIGHT</a>	<a href="#">GRACE ANN</a>	F97/98ALBRI	✕ 4	Girls	8/25/1997		2/3/2009	Add Transfer	[F][B]
2		<a href="#">BENSON</a>	<a href="#">KAYLEE</a>	F97/98BENSO	✕ 14	Girls	9/3/1997		2/3/2009	Add Transfer	[F][B]
3		<a href="#">CALDWELL</a>	<a href="#">LINDSEY</a>	F97/98CALDW	✕ 2	Girls	6/6/1998		2/3/2009	Add Transfer	[F][B]
<b>Matching Player Alert</b> <b>Team:</b> AUMELLE SC PETERS (AR) <b>Event:</b> Arkansas Soccer 2008 2009 Rec L2 (8/1/											
4		<a href="#">CHANDLER</a>	<a href="#">MADELINE</a>	F97/98CHAND	✕ 9	Girls	1/10/1998		2/3/2009	Add Transfer	[F][B]
5		<a href="#">CLARK</a>	<a href="#">MEGHAN</a>	F97/98CLARK	✕ 18	Girls	1/26/1998		2/3/2009	Add Transfer	[F][B]

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	<input checked="" type="checkbox"/>	Boys	10/22/1997		N/A	N/A	[F][B]	[F][B]
2		AUD	HAYDEN	M97/98AUD	<input checked="" type="checkbox"/>	Boys	10/8/1997		N/A	<input type="button" value="Add"/> <input type="button" value="Transfer"/>	[F][B]	[F][B]

This means that the club (Association) or team manger has specifically 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.

Navigation: Home | Club | Referees | Registrar | Training | League | Tournament

Team Officials | Teams | **Players** | Programs | Log Out | Help

Program Registrations

Player Info | Parent Info | College Recruiting | **Event Attendance** | Acc

**Player - SHANE ALMOND**

**Event Attendance - Upcoming Events**

Not registered to play at any upcoming events.

**Your team is also attending the events listed below:**

Sample State Registration 2008/2009: 8/1/2008-7/31/2009

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.

**Document Generation**  
 You may generate the following documents for teams to print:

**Generated Documents**  
 No documents to list.

**Event Player List**  
 Players highlighted in orange are not attending this event and may not be added to the official roster. This is

	Photo	L.Name	F.Name	ID#	Jrjy#	Sex	DOB	State	Updated
1		<a href="#">ALBRIGHT</a>	<a href="#">GRACE ANN</a>	F97/98ALBRI	<input checked="" type="checkbox"/> 4	Girls	8/25/1997		2/3/2009

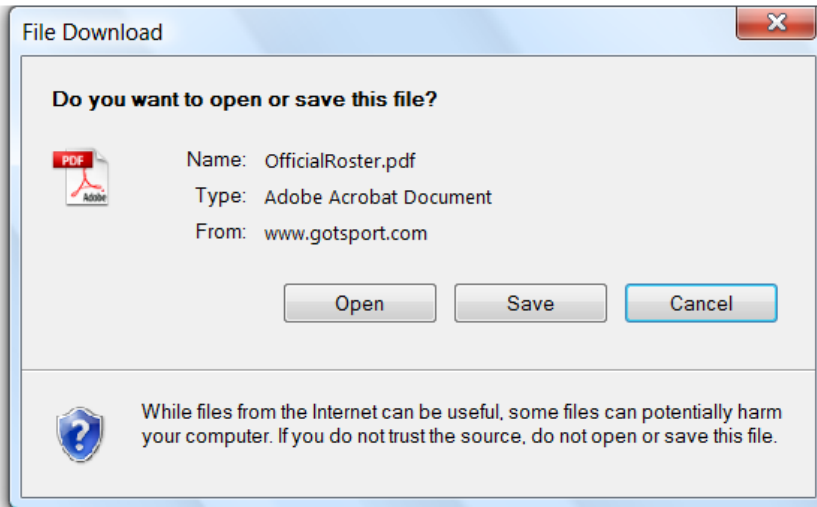
Notice there are no *Generated Documents* and no links above the player list table.

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

**Official Roster:** [Download](#) [State Cup Roster](#) **ID Cards:** [Full \[Front\]](#) [Full \[Back\]](#) [Plain \[Front\]](#)

	Photo	L.Name	F.Name	ID#	Jrjy#	Sex	DOB	Date Frozen	ID Card
1		ALBRIGHT	GRACE ANN	F97/98ALBRI	4	Girls	8/25/1997	2/3/2009 9:56:35 AM	<input type="button" value="Release"/> <input type="button" value="Transfer"/> <a href="#">[Front]</a> <a href="#">[Back]</a>
2		BENSON	KAYLEE	F97/98BENSO	14	Girls	9/3/1997	2/3/2009 9:56:35 AM	<input type="button" value="Release"/> <input type="button" value="Transfer"/> <a href="#">[Front]</a> <a href="#">[Back]</a>

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 generate 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:

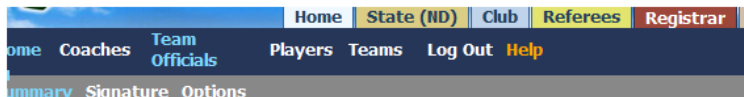
Click on the **Overview** tab at the top of the screen

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

The screenshot shows the 'Overview' tab for a team named 'Girls U11 ZOC CER ZEPHYR'. The 'Basic Team Information' section includes fields for 'Team ID', 'Club Name' (Zoccer), 'Team Name' (Zephyr), 'Group' (Girls U11), and 'State' (AL). Two sections, 'Enable Club Document Generation/Download' and 'Enable Team Document Generation/Download', each have checkboxes for 'Rosters' (checked) and 'ID Cards' (unchecked), along with an 'Update' button. The 'Overview' tab is highlighted with a red box, and the document generation options are also highlighted with a red box.

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



Welcome, Gavin Owen-Thomas

Below is a summary of your account.

**Club Summary**  
Players on Team Rosters 61 Unassigned Players 33  
Total Registered Players 94  
[Manage Players](#)

**Upcoming Leagues**  
**Test Upload**  
9/1/2007 - 4/14/2009  
**No Fee League**  
3/22/2008 - 9/10/2009  
**Florida State League Successor**  
9/1/2008 - 7/4/2010  
**MSSL League**  
2/1/2009 - 7/31/2009  
**Florida State League**  
3/1/2009 - 7/4/2009

- 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

w & nage Registration Registration Events

### League & Event Registrations

**Search For Teams in your Leagues & Registration Events**

Select Event: Florida State League (3/1/2009-7/4/2009) Filter by Group:  All Schedule Status: (All Teams) Enter Club or Team Name:  Apply Filters

[\\* Official Roster \(PDF\)](#)

**Search Results**

Select teams to include then use one of the following functions to generate your report or perform actions in bulk.

#	Select	Photos	Roster	ID	Team Name	Gender	Curr.Age	Event Age	Club
1	<input type="checkbox"/>	-	-		<a href="#">AJAX AMERICA</a>	Boys	U12	U10	GotSoccer
2	<input type="checkbox"/>	-	-		<a href="#">CLASH</a>	Boys	U12	U10	Cartersville Bartow YSA Clash

- 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 first 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.

**Search Results**

Select teams to include then use one of the following functions to generate your report or perform actions in bulk.

#	Select	Photos	Roster	ID	Team Name	Gender	Curr.Age	Event Age	Club	Players	Coaches	Managers	Trainers
1	<input checked="" type="checkbox"/>		3		<a href="#">ZOCCER CARDINALS</a>	Boys	U12	U12	Zoccer	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>
2	<input checked="" type="checkbox"/>		11		<a href="#">ZOCCER COLTS</a>	Girls	U11	U11	Zoccer	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>
3	<input checked="" type="checkbox"/>		-		<a href="#">ZOCCER MUSTANG</a>	Boys	U11	U7	Zoccer	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>
4	<input type="checkbox"/>		-		<a href="#">ZOCCER PONY EXPRESS</a>	Boys	U8	U7	Zoccer	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>
5	<input checked="" type="checkbox"/>		12		<a href="#">ZOCCER ROCKERS</a>	Girls	U11	U11	Zoccer	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>
6	<input checked="" type="checkbox"/>	(1)	12		<a href="#">ZOCCER Z-LEBS</a>	Girls	U11	U11	Zoccer	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>
7	<input checked="" type="checkbox"/>		11		<a href="#">ZOCCER ZAG</a>	Girls	U11	U11	Zoccer	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>
8	<input checked="" type="checkbox"/>	(2)	13		<a href="#">ZOCCER ZAMY</a>	Girls	U11	U11	Zoccer	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>
9	<input checked="" type="checkbox"/>	(10)	11		<a href="#">ZOCCER ZEAL</a>	Boys	U11	U11	Zoccer	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>
10	<input checked="" type="checkbox"/>		8		<a href="#">ZOCCER ZEBRAS</a>	Boys	U7	U7	Zoccer	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>
11	<input checked="" type="checkbox"/>		11		<a href="#">ZOCCER ZENITH</a>	Girls	U11	U11	Zoccer	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>	<a href="#">[F]</a> <a href="#">[B]</a>



## 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

gotSPORT.com

Home Club Referees **Registrar** Tra

Home Coaches Team Officials Players Teams Log Out Help

Summary Signature Options

Welcome, William Cameron  
Below is a summary of your account.

**Club Summary**  
Players on Team Rosters 14 Unassigned Players 18  
Total Registered Players 32  
[Manage Players](#)

**Upcoming Leagues**

**Sample State Registration 2008/2009**  
8/1/2008 - 7/31/2009

**Sample State Registration 2009 / 2010**  
8/1/2009 - 7/31/2010

then clicked on the team name.

**Registrar**

**Search Results**

Select teams to include then use one of the following functions to generate your report.

Detailed Report on Selected Teams » Previous Report Date

#	Select	Photos	Roster	ID	Team Name	Gender	Curr. Age
1	<input type="checkbox"/>	(12)	12		<b>ZOC CER ZEPHYR</b>	Girls	U11
2	<input type="checkbox"/>		-		ZOC CER ZEAL	Boys	U11
3	<input type="checkbox"/>		-		ZOC CER ZANY	Girls	U11

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.

# Girls U11 ZOCGER ZEPHYR

## Select a League/Event

Sample State Registration 2008/2009 (8/1/2008)

### Team Details - This Event

Group: Girls U11  
 Association: Zoccer Futbol  
 Playing League: Spring 2009  
 Team Level/Division: Recreational

### Document Generation

You may generate the following documents for teams to print:

- 
- 
- 
- 

### Generated Documents

Document	Event	From	Created	Accessed
<a href="#">Official Roster</a>	Sample State Registration 2008/2009 (8/1/2008)	<a href="#">William Cameron</a>	2/4/2009 11:38:21 AM	N/A

[Delete](#)

### Search for Secondary Players

Official Roster:

ID Cards:

Photo	L.Name	F.Name	ID#	Jrsy#	Sex	DOB	Date Frozen	ID Card	Plain Card	P/S	
	ALBRIGHT	GRACE ANN	F97/98ALBRI	4	Girls	8/25/1997	2/3/2009 9:56:35 AM	<input type="button" value="Release"/> <input type="button" value="Transfer"/>	<a href="#">[Front][Back]</a>	<a href="#">[Front][Back]</a>	P
	BENSON	KAYLEE	F97/98BENSO	14	Girls	9/3/1997	2/3/2009 9:56:35 AM	<input type="button" value="Release"/> <input type="button" value="Transfer"/>	<a href="#">[Front][Back]</a>	<a href="#">[Front][Back]</a>	P

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.

<p><b>MEMBER PASS</b></p> <p>STATE: FL MEMBER: PLAYER</p> <p>NAME: GRACE ANN ALBRIGHT BIRTHDATE: 8/25/1997</p> <p>TEAM: ZOCGER ZEPHYR TEAM #: AGE GROUP: U11</p> <p>SEASONAL YEAR: I.D.#: F97/98ALBRI</p> <p><b>The Game for All Kids!</b></p>	<p><b>MEMBERSHIP CARD</b></p> <p>STATE: FL MEMBER: PLAYER</p> <p>NAME: GRACE ANN ALBRIGHT BIRTHDATE: 8/25/1997</p> <p>TEAM: ZOCGER ZEPHYR TEAM #: AGE GROUP: U11</p> <p>SEASONAL YEAR: I.D.#: F97/98ALBRI</p> <p><b>The Game for All Kids!</b></p>	 <b>MEMBER PASS</b>
<p><b>MEMBER PASS</b></p> <p>STATE: FL MEMBER: PLAYER</p> <p>NAME: KAYLEE BENSON BIRTHDATE: 9/3/1997</p> <p>TEAM: ZOCGER ZEPHYR TEAM #: AGE GROUP: U11</p> <p>SEASONAL YEAR: I.D.#: F97/98BENSO</p> <p><b>The Game for All Kids!</b></p>	<p><b>MEMBERSHIP CARD</b></p> <p>STATE: FL MEMBER: PLAYER</p> <p>NAME: KAYLEE BENSON BIRTHDATE: 9/3/1997</p> <p>TEAM: ZOCGER ZEPHYR TEAM #: AGE GROUP: U11</p> <p>SEASONAL YEAR: I.D.#: F97/98BENSO</p> <p><b>The Game for All Kids!</b></p>	 <b>MEMBER PASS</b>

**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.



**FIFA FAIR PLAY**  
*please!*



MEMBER SIGNATURE



Arkansas Youth 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

Team Level/Division: **REC/REG/UNID**

### Document Generation Show Printing Tip

You may generate the following documents for teams to print:

<input type="button" value="Generate ID Cards"/>	<b>Document</b>	<b>Event</b>	<b>From</b>	<b>Created</b>	<b>Accessed</b>	
<input type="button" value="Generate Plain Cards"/>	<a href="#">Player ID Cards (front)</a>	( )	<a href="#">William Cameron</a>	2/4/2009 12:05:46 PM	N/A	<a href="#">Delete</a>
<input type="button" value="Generate Official Ros"/>	<a href="#">Player ID Cards (back)</a>	( )	<a href="#">William Cameron</a>	2/4/2009 12:05:46 PM	N/A	<a href="#">Delete</a>
<input type="button" value="Generate Cup Roster"/>	<a href="#">Official Roster</a>	Sample State Registration 2008/2009 (8/1/2008)	<a href="#">William Cameron</a>	2/4/2009 11:38:21 AM	N/A	<a href="#">Delete</a>

- 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 ZOCER ZEPHYR

### Basic Team Information

Team ID

Club Name

**Zoccer**

Enable Club Document Generation/Download

Rosters

ID Cards

Team Name

**Zephyr**

Enable Team Document Generation/Download

Rosters

ID Cards

Group

**Girls U11**

State

**AL**

**Team**

**Role N**

**All Ev**

Sample

Fall 200

**Sampl**

11v11 |

## 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

Girls U11 ZOCCKER ZEPHYR

**Basic Team Information**

Team ID  
[Input Field]

Club Name  
**Zoccer**

Enable Club Document Generation/Download  
 Rosters  ID Cards   
2/4/2009 12:16:00 PM

Team Name  
**Zephyr**

Enable Team Document Generation/Download  
 Rosters  ID Cards

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

**Team Staff Members**

Role	Name	ID Number	
Coach	<a href="#">Karen Gantt</a>	KGANTZCR01	<input type="button" value="x"/>
Asst.Coach	<a href="#">Joshua Poe</a>	JPOEZ01	<input type="button" value="x"/>
Manager	<a href="#">William Cameron</a>	WCAMERZ01	<input type="button" value="x"/>

**All Events**

[Sample State Registration 2009 / 2010 \(8/1/2009\)](#)  
[Fall 2008 Xoccer League \(9/1/2008\)](#)  
**[Sample State Registration 2008/2009 \(8/1/2008\)](#)**  
[11v11 league test 4 \(2/1/2008\)](#)

- 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.

State **AL**

Team Colors  
Alt. Colors  
ODP Players

**Coach ID Cards**

Full Cards [\[Front\]](#) [\[Back\]](#) Plain for Pre-Printed Cards [\[Front\]](#) [\[Back\]](#)

**Manager ID Cards**

Full Cards [\[Front\]](#) [\[Back\]](#) Plain for Pre-Printed Cards [\[Front\]](#) [\[Back\]](#)

**Trainer ID Cards**

Full Cards [\[Front\]](#) [\[Back\]](#) Plain for Pre-Printed Cards [\[Front\]](#) [\[Back\]](#)

- 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

Manage Teams [Add Team](#) [Export \(CSV\)](#) [Export \(XLS\)](#) [Lo](#)

**Search Filters**

Page Size: 20 Photos: Yes Age: U11 Gender: Girls Coach/Manager Name: Team Name:

Enter Teams in an in-house League, Training Program, or other associated event  
(Select an Event) [Select](#)

Email Selected Teams »

**Items 1 - 4 of 4**

Select	Photo	Number	Gender	Age	Years	Club	Team	Level	Coach
<input type="checkbox"/>		N/A	Girls	U11	97/98	Zoccer	Zag		
<input type="checkbox"/>		N/A	Girls	U11	97/98	Zoccer	Zany		
<input type="checkbox"/>		N/A	Girls	U11	97/98	Zoccer	Zephyr	Rec	
<input type="checkbox"/>		N/A	Girls	U11	97/98	Zoccer	Zig		

- 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.

Basic Info Record Contact Hotel Coordinator Roster Applications **Documents**

Girls U11 Zephyr

Document	Event	From	Created	Accessed
<a href="#">Player ID Cards (front)</a>	Not Available	<a href="#">William Cameron</a>	2/4/2009 12:05:46 PM	N/A
<a href="#">Player ID Cards (back)</a>	Not Available	<a href="#">William Cameron</a>	2/4/2009 12:05:46 PM	N/A
<a href="#">Official Roster</a>	Sample State Registration 2008/2009 (8/1/2008)	<a href="#">William Cameron</a>	2/4/2009 11:38:21 AM	N/A

**Important Printing Tip**  
For correct alignment of ID card fields, make sure the **Page Scaling** setting in Adobe Acrobat is set to **None**.

Page Scaling: None

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.

gotsoccer.com Soccer > Teams

Home Events Game History Email Team College Search Help Log Out

Overview **Team Profile** Manager Coach Roster Account Assistance

Team Manager Boys U13 Broncos

**Your GotSport Account**  
How to get the most out of it.  
Turn on your audio to view the Flash demonstrations  
[DEMO: Teams U15 and Older - How to add players to your Roster](#)  
[Click Here](#) to access the roster page.

**Account Merge Tool is Now Available!**  
[Click Here](#) to get started.

Online Registrat

Want to see h  
GotSoccer to

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 [adobe acrobat reader](#).



4.

Home Events Game History Email Team College Search Help Log Out

Overview Team Profile Manager Coach Roster Account Assistance

Basic Team Info Team Record Contact Person Hotel Coordinator Documents

Boys U13 Broncos

Document	Event	From	Created	Accessed
<a href="#">Official Roster</a>	Not Available	Gavin Owen-Thomas	10/28/2008 1:56:03 PM	10/28/2008 1:56:06 PM
<a href="#">Official Roster</a>	Not Available	Gavin Owen-Thomas	10/28/2008 1:55:45 PM	10/28/2008 1:55:48 PM
<a href="#">Official Roster</a>	Not Available	Gavin Owen-Thomas	8/15/2008 8:47:11 AM	10/28/2008 1:55:57 PM

**Important Printing Tip**  
For correct alignment of ID card fields, **Page Scaling** setting in Adobe Acrobat

Print: Samsung ML160 Series PCL6  
Page Scaling: None

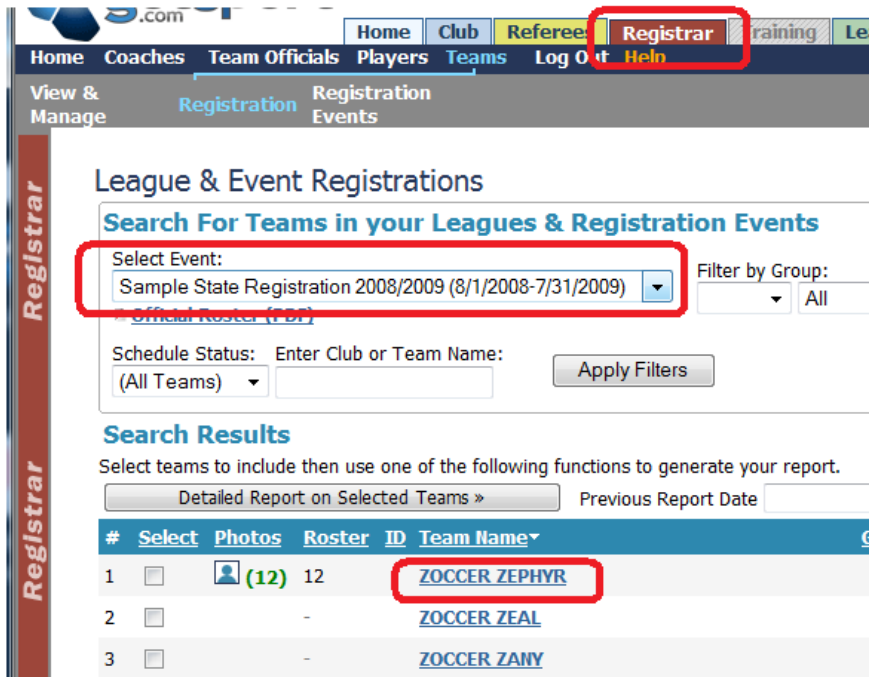
If you cannot see these documents, it may be because the league does not allow teams to download official rosters or id cards. Check with your club or league administrator for the specific rules.

## Modifying Rosters (Add, Release, and Transfer)

Once rosters are frozen they 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. Those players already in the official event roster will not have an Add button, those not on the official Roster will have an add button



9		<a href="#">HORTON</a>	<a href="#">LAUREN</a>	F97/98HORTO	<input checked="" type="checkbox"/>	17	Girls	4/1/1998	2/3/2009	<a href="#">[F]</a> <a href="#">[B]</a>
10		<a href="#">JANSSEN</a>	<a href="#">JORDAN</a>	F97/98JANSS	<input checked="" type="checkbox"/>	11	Girls	8/29/1997	2/3/2009	<a href="#">[F]</a> <a href="#">[B]</a>
11		<a href="#">KITA</a>	<a href="#">KATIE</a>	F97/98KITA	<input checked="" type="checkbox"/>	10	Girls	5/1/1998	2/3/2009	<a href="#">[F]</a> <a href="#">[B]</a>
12		<a href="#">LIU</a>	<a href="#">ELIZABETH</a>	F97/98LIU	<input checked="" type="checkbox"/>	5	Girls	11/14/1997	2/3/2009	<a href="#">[F]</a> <a href="#">[B]</a>
13		<a href="#">STRACK</a>	<a href="#">AMANDA</a>	F00/00STRAC	<input checked="" type="checkbox"/>		Girls	12/18/1997	2/4/2009	<a href="#">[F]</a> <a href="#">[B]</a> Add Transfer

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		<a href="#">KITA</a>	<a href="#">KATIE</a>	F97/98KITA		10	Girls	5/1/1998		2/3/2009	<a href="#">[F]</a> <a href="#">[B]</a>
12		<a href="#">LIU</a>	<a href="#">ELIZABETH</a>	F97/98LIU		5	Girls	11/14/1997		2/3/2009	<a href="#">[F]</a> <a href="#">[B]</a>
13		<a href="#">STRACK</a>	<a href="#">AMANDA</a>	F00/00STRAC			Girls	12/18/1997		2/4/2009	<a href="#">[F]</a> <a href="#">[B]</a>

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	<a href="#">Release</a> <a href="#">Transfer</a>	<a href="#">[Front]</a> <a href="#">[Back]</a>	<a href="#">[Front]</a> <a href="#">[Ba]</a>
13		STRACK	AMANDA	F00/00STRAC		Girls	12/18/1997	2/4/2009 1:38:15 PM	<a href="#">Release</a> <a href="#">Transfer</a>	<a href="#">[Front]</a> <a href="#">[Back]</a>	<a href="#">[Front]</a> <a href="#">[Ba]</a>

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 ?
2		BENSON	KAYLEE	F97/98BENSO	14	Girls	9/3/1997	2/3/2009 ?
3		CALDWELL	LINDSEY	F97/98CALDW	2	Girls	6/6/1998	2/3/2009 ?

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:  
Division: U98GR  
Team Number:

Association:

U- 11 Gender: G Level: R  
Color:  
Playing League: Spring 2009

Name	Reg#	Address		Town	St	Zip	Phone
Cosch: 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
<b>Adds</b>										
13 Strack, Amanda	F00/00STRAC	12/18/1997	10	F		2000 1st St	Neptune Beach	FL	32266	(904) 555-1212

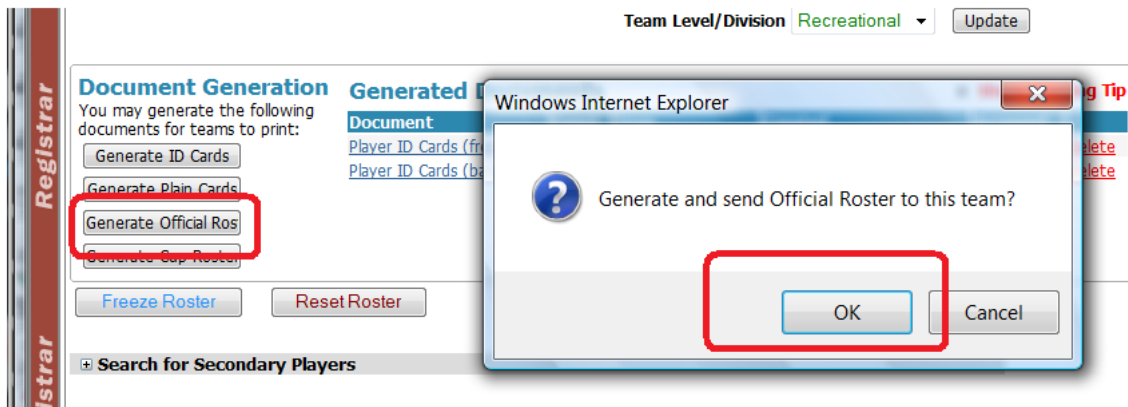
To make the new roster available to the club, association or team,:

- 1) Delete the old Official roster

The screenshot shows the Registrar software interface. On the left is a vertical sidebar with the word 'Registrar'. The main area is titled 'Document Generation' and contains a list of actions: 'Generate ID Cards', 'Generate Plain Cards', 'Generate Official Ros', and 'Generate Cup Roster'. Below these are buttons for 'Freeze Roster' and 'Reset Roster'. To the right is a 'Generated Documents' table with columns: Document, Event, From, Created, Accessed, and a 'Delete' button. The table contains three entries: 'Player ID Cards (front)', 'Player ID Cards (back)', and 'Official Roster'. The 'Official Roster' entry is highlighted, and its 'Delete' button is circled in red.

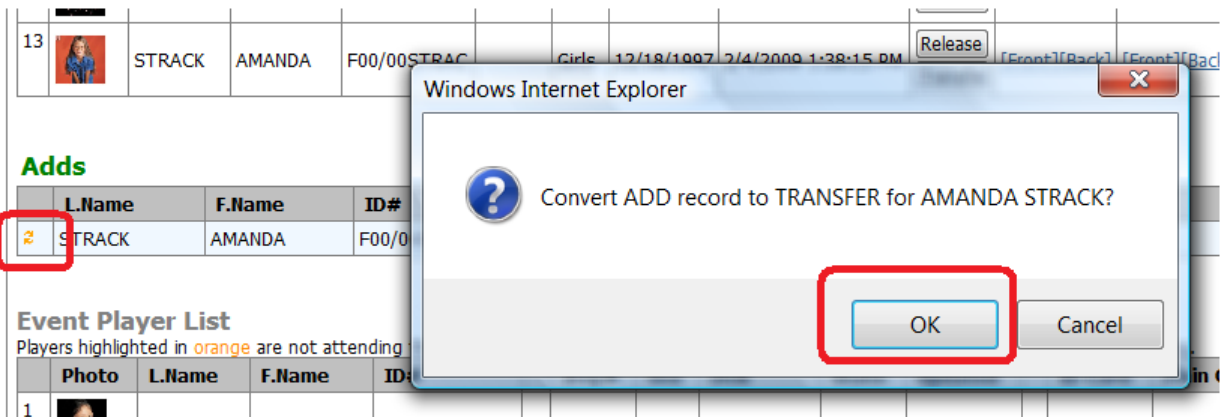
Document	Event	From	Created	Accessed	
Player ID Cards (front)	()	William Cameron	2/4/2009 12:05:46 PM	N/A	Delete
Player ID Cards (back)	()	William Cameron	2/4/2009 12:05:46 PM	N/A	Delete
Official Roster	Sample State Registration 2008/2009 (8/1/2008)	William Cameron	2/4/2009 11:38:21 AM	N/A	Delete

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

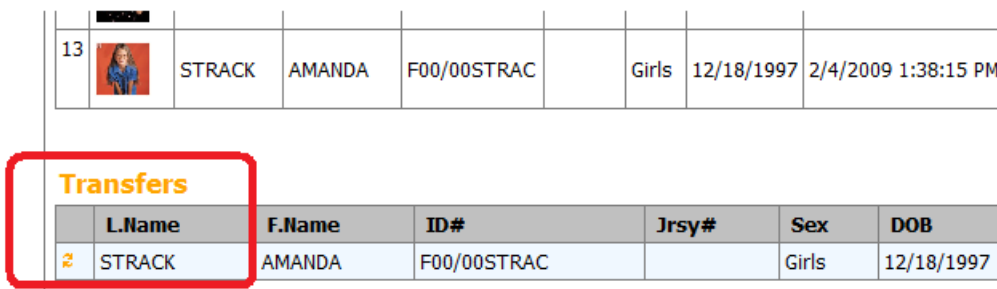


If you have previously allowed the club, association or team access to the document they can now download it.

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.

North Dakota Youth Soccer Association  
Zoccer Futbol  
Zoccer Zephyr

Season: 1  
 Division: U98GR Association: 1  
 Team Number: 1

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

## 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	Release	ID Card
	ALBRIGHT	GRACE ANN	F97/98ALBRI	4	Girls	8/25/1997	2/3/2009 9:56:35 AM	Release Transfer	<a href="#">Front</a> <a href="#">Back</a>
	BENSON	KAYLEE	F97/98BENSO	14	Girls	9/3/1997	2/3/2009 9:56:35 AM	Release Transfer	<a href="#">Front</a> <a href="#">Back</a>
	CALDWELL	LINDSEY	F97/98CALDW	2	Girls	6/6/1998	2/3/2009 9:56:35 AM	Release Transfer	<a href="#">Front</a> <a href="#">Back</a>
<b>Matching Player Alert</b> Team: MAUMELLE SC PETERS (AR) Event: Arkansas Soccer 2008 2009 Rec L2 (8/1									
	CHANDLER	MADELINE	F97/98CHAND	9	Girls	1/10/1998	2/3/2009 9:56:36 AM	Release Transfer	<a href="#">Front</a> <a href="#">Back</a>

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	Add
ALBRIGHT	GRACE ANN	F7/98ALBRI	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: U- 11 Gender: G Lev:   
 Division: U98GR Association: Color:   
 Team Number: 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

**Document Generation** You may generate the following documents for teams to print:

**Generated Documents** + Show Printing Tip

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

And generate a new official roster.

**Document Generation** You may generate the following documents for teams to print:

**Generated Documents**

Document	Event	From
<a href="#">Official Roster</a>	Sample State Registration 2008/2009 (8/1/2008)	<a href="#">William</a>
<a href="#">Player ID Cards (front)</a>	()	<a href="#">William</a>
<a href="#">Player ID Cards (back)</a>	()	<a href="#">William</a>

## 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



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
	BENSON	KAYLEE	F97/98BENSO	14	Girls	9/3/1997	2/3/2009 9:56:36 AM	<a href="#">Release</a> <a href="#">Transfer</a>	<a href="#">[Front]</a> <a href="#">[Back]</a>	<a href="#">[Front]</a> <a href="#">[Back]</a>	P
	CALDWELL	LINDSEY	F97/98CALDW	2	Girls	6/6/1998	2/3/2009 9:56:35 AM	<a href="#">Release</a> <a href="#">Transfer</a>	<a href="#">[Front]</a> <a href="#">[Back]</a>	<a href="#">[Front]</a> <a href="#">[Back]</a>	P
<b>Matching Player Alert</b> Team: MAUMELLE SC PETERS (AR) Event: Arkansas Soccer 2008 2009 Rec L2 (8/1/2008)											
	CHANDLER	MADELINE	F97/98CHAND	9	Girls	1/10/1998	2/3/2009 9:56:36 AM	<a href="#">Release</a> <a href="#">Transfer</a>	<a href="#">[Front]</a> <a href="#">[Back]</a>	<a href="#">[Front]</a> <a href="#">[Back]</a>	P
	CLARK	MEGHAN	F97/98CLARK	18	Girls	1/26/1998	2/3/2009 9:56:35 AM	<a href="#">Release</a> <a href="#">Transfer</a>	<a href="#">[Front]</a> <a href="#">[Back]</a>	<a href="#">[Front]</a> <a href="#">[Back]</a>	P
	FAULKNER	RACHEL	F97/98FAULK	7	Girls	11/27/1997	2/3/2009 9:56:36 AM	<a href="#">Release</a> <a href="#">Transfer</a>	<a href="#">[Front]</a> <a href="#">[Back]</a>	<a href="#">[Front]</a> <a href="#">[Back]</a>	P
	GREEN	JULIA	F97/98GREEN	12	Girls	10/19/1997	2/3/2009 9:56:35 AM	<a href="#">Release</a> <a href="#">Transfer</a>	<a href="#">[Front]</a> <a href="#">[Back]</a>	<a href="#">[Front]</a> <a href="#">[Back]</a>	P

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

Overview Team Information **Roster & ID Cards**

### Girls U11 ZOCCER ZEPHYR

#### Transfer Player

Selected Player

Photo	L.Name	F.Name	ID#	Jrsy#	Sex	DOB
	<a href="#">BENSON</a>	<a href="#">KAYLEE</a>	F97/98BENSO	14	Girls	9/3/1997

[View Player Details](#)

League **Sample State Registration 2008/2009 (8/1/2008-7/31/2009)**

Current Team **Girls U11 ZOCCER ZEPHYR (AL)**

New Team  [List All Teams](#)

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

Overview Team Information **Roster & ID Cards**

### Player Transfer Complete

Photo	L.Name	F.Name	ID#	Jrsy#	Sex	DOB
	<a href="#">BENSON</a>	<a href="#">KAYLEE</a>	F97/98BENSO	14	Girls	9/3/1997

[View Player Details](#)

**Where would you like to go next?**

Previous Team **Girls U11 ZOCCER ZEPHYR (AL)**  
[View Previous Team](#)

Current Team **Girls U11 ZOCCER ZANY (AL)**  
[View New Team](#)

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

**Transfers**

	L.Name	F.Name	ID#	Jrsy#	Sex	DOB	Date Transferred
2	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	
<input checked="" type="checkbox"/>	BENSON	KAYLEE	F97/98BENSO	14	Girls	9/3/1997	2/5/2009 4:35:33 PM	S	Add
<input checked="" type="checkbox"/>	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	<a href="#">[Front][Back]</a>	<a href="#">[Front][Back]</a>	P

**Transfers**

	L.Name	F.Name	ID#	Jrsy#	Sex	DOB	Date Transferred
2	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** **Generated Documents** Show Printing Tip

You may generate the following documents for teams to print:

Document	Event	From	Created	Accessed	
<a href="#">Official Roster</a>	Sample State Registration 2008/2009 (8/1/2008)	<a href="#">William Cameron</a>	2/5/2009 3:00:08 PM	N/A	<input checked="" type="button" value="Delete"/>
<a href="#">Player ID Cards (front)</a>	( )	<a href="#">William Cameron</a>	2/4/2009 12:05:46 PM	N/A	<input type="button" value="Delete"/>
<a href="#">Player ID Cards (back)</a>	( )	<a href="#">William Cameron</a>	2/4/2009 12:05:46 PM	N/A	<input type="button" value="Delete"/>

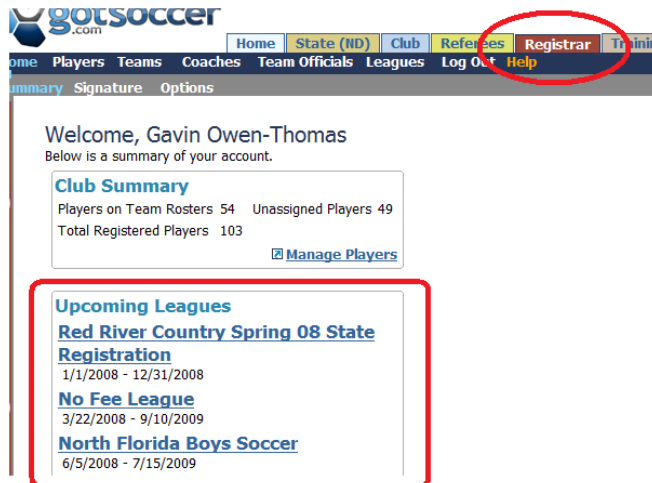
**Search for Secondary Players**

Official Roster: [Download](#) [State Cup Roster](#) ID Cards: [Full \[Front\]](#) [Full \[Back\]](#) [Plain \[Front\]](#) [Plain \[B...](#)

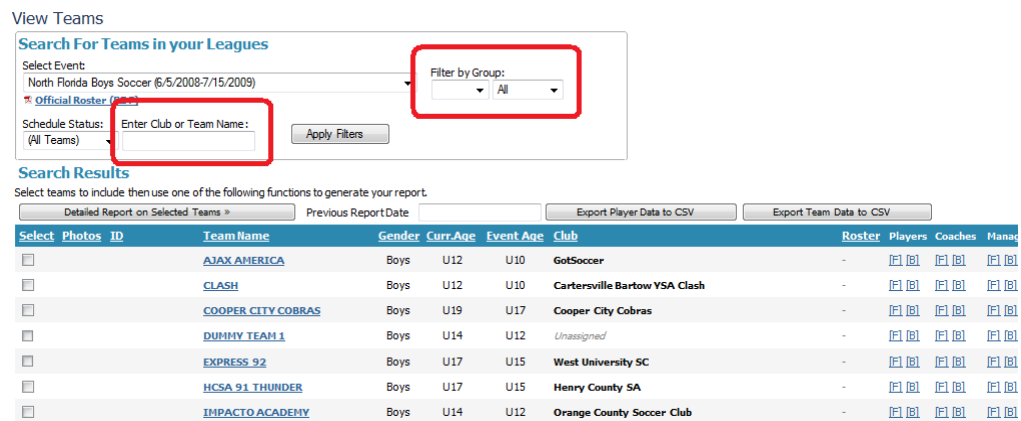
## Secondary Players

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.

Freeze Roster    Reset Roster

**Search for Secondary Players**

Official Roster:    Download    State Cup Roster    ID Cards:

Photo	L.Name	F.Name	ID#	Jrsy#	Sex	DOB	Dat
	Alesi	Jon			Boys	8/7/1987	11/
	Giggs	Ryan		1	Boys	2/1/1997	6/2
	Grant	Ulysses		18	Boys	2/1/1998	10/2

- 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.

**Search for Secondary Players**

Age U12    Gender Boys    Level    Name    ID#    Team

ID#	Level	Last, First Name	Jrsy#	School	Zip	Sex	DOB	Group	Team	
N/A	Competitive/Cla	<b>Arantes do Nascimento, Edson</b>	99	Duval	32266	Boys	2/1/1997	U12	Dragons	Add
N/A	Competitive/Cla	<b>Armas, Chris</b>	13	Cooper	32003	Boys	2/1/1997	U12		Add
N/A		<b>AUSTIN, GENE</b>			32003	Boys	6/2/1997	U12		Add
N/A	Rec	<b>Beasley, Demarcus</b>	19	Cooper	32266	Boys	2/1/1997	U12	Barons	Add
N/A	Rec	<b>Bergkamp, Dennis</b>	00	Davis	32266	Boys	2/1/1997	U12	Barons	Add
N/A	Rec	<b>Bouche, Jeb</b>		Duval	32003	Boys	2/1/1997	U12	Barons	Add
N/A		<b>BUCKLEY, GRIFFIN</b>			32003	Boys	7/28/1997	U12		Add
N/A		<b>CAMPER, BRAYLON</b>			32003	Boys	3/20/1997	U12		Add
N/A	Rec	<b>Charlton, Bobby</b>	9	Cooper	32266	Boys	2/1/1997	U12	Barons	Add
N/A	Rec	<b>Charlton, Bobby</b>	12	Dodd	32266	Boys	2/1/1997	U12		Add

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
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- 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	Release/Transfer	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]	<b>S 2</b>
<b>Matching Player Alert Team: GOTSOCER MUSTANGS (FL) Event: North Florida Boys Soccer (6/5/2008) [View]</b>											
<b>Matching Player Alert Team: GOTSOCER EAGLES (ND) Event: Red River Country Spring 08 State Registration (1/1/2008) [View]</b>											
	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	06/26/2008 10:40:00 AM	[Release/Transfer]	[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: **GO1MU11DRA**  
 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
	BETTY	KYLE	M	10	45		07/09/1998	10/24/2007	Secondary

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