

Soccer Rhode Island
GotSoccer Training July 2014
Updated August 2015
Agenda

I Program Registrations

- Club Tab
- New Payment Plan setup

II Create Team Accounts:

- Leave Team ID area blank
- Team must have at least 1 head coach with age appropriate License
- Click SAVE
- Now click the blue + next to the Team ID. This will generate the proper team ID for this team

III Add players to teams:

- DO NOT ADD PREMIER PLAYERS TO TEAMS ON THE CLUB TAB.
- Club Tab -> Players -> Manage Players
- Select page size of 250
- Select Team Gender
- Select Team Age Group (from & to)
- Select the Team Name in pull-down next to the Assign button
- Click the box in front of each player name for the selected team
- Click the Assign button next to the team name

IV Check your Registrar's Tab

- MUST BE Master User to Adjust these settings
- Make sure your account is setup for rostering:
 - Registrar Tab -> Home -> Options
 - Seasonal Year should be blank
 - Roster Format must be Rhode Island
 - Passes will need to be F13NP-SPCL
- Click Save

V Add teams to the Event:

- Club Tab -> Teams -> View Manage
- Select the proper "Registration Event" listed in the "Select an Event" pull-down, then click "Select".
 - Note a new button has appeared at the top of the team list labeled -- Enter Selected Teams.*
- Next click the check box next to the team(s) you want to add to the event
- Click Enter Selected Teams.

VI Add Secondary Players

Registrar's Tab

Click the number in the "teams" column of your Registration Event

Click on the team name

You will be on the Roster & ID cards Tab

At the bottom of the page should be all of the players who were added on your club tab

First click the bright blue "Generate Roster" button

Click the + Secondary Players bar

Select the Age Group & Gender of the player (such as a U13 for a U14 team)

In the Pull-down labeled : "Filter by Program"

Select the program in which the player is registered.

Click – Search

Click "Add" next your secondary player(s)

Note your Secondary Players have a at the end of their information.

DO NOT TOUCH this button.

VII Review Team:

In your team list look at the DOB column

(V) = SRI has verified proof of age.

No (V) = Proof of age required

12/13/2000 (-2) (V) -- The (-2) means the player is playing up 2 years.

8/19/2004 (+1) (V) – the player is too old for this team.

Click on the "Matching Player Report" – This will tell you if any players are playing somewhere else.

Players on Premier rosters do not need a release

Players on other SRI travel teams will need to complete the Player Transfer Form

OR for Tournaments a Guest Player Form

VIII Print Rosters & Passes

At the top of the page click the "Update Team/Staff IDs"

Click the "Generate Official Roster" button

Click the "Generate Plain Cards" button

Look to the left 3 files are now listed

Official Roster

Player Cards (plain front)

~~Player Cards (plain back)~~

Click on each of these to print your documents.

Rosters are printed on plain white paper

Passes are printed on US Youth Soccer cardstock. You may pick-up the cardstock during normal business hours in early August.

IX Add NEW players to your Team

If the player belongs to your club:

On the Club Tab -> Players -> Manage Players

Select page size of 250

Select Team Gender

Select Team Age Group (from & to)

Select the Team Name in pull-down next to the Assign button

Click the box in front of each player name for the selected team

Click the Assign button next to the team name

If the player is a Premier Player see Add Secondary Players above.

X Add NEW players to Roster:

Registrar's Tab

Click the number in the "teams" column of your Registration Event

Click on the team name

You will be on the Roster & ID cards Tab

Scroll down the page – below your Player List, your newly added player will be there with a ADD button at the end of their row. Click the add button.

Print Rosters:

At the top of the page click the "Update Team/Staff IDs"

Click the "Generate Official Roster" button

Look to the left a new roster file is now listed

Click the new Official Roster to print

Print Passes:

If you have only added new players to this team you may print the new cards right from this page.

If you have added new players to several teams:

Go to Registrar's Tab, Players, select a large page size and Apply Filters:

Click the check box next to the name of each player you want to print a pass

Under "Print Multiple Passes" Select

Front

Blank

Then click Download – Print your cards

The process is the same for Coaches and Team Managers

XI Transferring players between teams:

Once a player has been added to a team on the Registrar's Tab, ID & Roster page if you need to move that player permanently to another team, use the "Transfer" button.

Once you click the Transfer button a new window will open with a pull-down of the other teams available in the event. Select the team to which the player is moving then click "Transfer".