

GotSoccer Registration via Registration Event

The following instructions are for clubs that wish to send a link to their players/coaches and have them upload all of their information into their accounts on their own.

Your club must have the club extended version of GotSoccer in order to do this. This version of GotSoccer will be made available to all member clubs starting in the 2013-2014 season. To get your club extended version set up please contact Meg Munson at admin@vermontsoccer.org or 802-859-9601.

A. Player/Coach Registration

1. Go to www.gotsoccer.com
2. Click "User Login" on top right of page
3. Under organizations click "Login"
4. Enter your club's username and password
5. Click the "Club" tab
6. Click "Players"
7. **Set the level/grade of all players from previous year to "Inactive"**
8. Click the "Club" tab
9. Under "Current & Upcoming Club Programs" click "Manage Club Programs"
10. Click your registration program from the previous year
11. Click the "Copy Program" tab
12. Rename the program
13. Change the seasonal year
14. Change the years on the start/end dates
15. Click "copy"
16. Under "Registration Form Access" check the box next to "Player Registration Open"
17. Click "save"
18. Copy the link under "Universal Registration Form"
19. Send the link to all players
 - a. Advise them to use their existing username and password if they have previously registered with the club. You can look this information up for them if they have forgotten it.
 - b. Advise them to select "Player" for "Account Type"
 - c. **Advise them that name, birthdate, address, phone number, email, and uploading a photo are all mandatory information**
20. Send the same link to all **NEW** coaches
 - a. Advise them to select "Coach" for "Account Type"
 - b. **After they have registered, they must log back into their account and submit a background check.** Please note that having middle initial and photo uploaded expedite this process.

B. Assign Players/Coaches to Teams

1. Under the "Club" tab click "Teams"
2. GotSoccer will automatically update the age of your teams from the previous year on September 1. If you need to, update the names of your teams and create any new teams that you might need.
3. Under the "Club" tab click "Players"

4. Select all the players you want to add to a particular team
5. Under "Assign Team" select the team you want from the dropdown menu and click "Assign"
6. To remove players from a particular team:
 - a. Under the "Club" tab click "Teams"
 - b. Click the team you wish to remove the player from
 - c. Click the "Players" tab
 - d. Click the player you wish to remove
 - e. Under "Assigned Team" select "none" from the dropdown menu
 - f. Click "Save Player Profile"
7. To add a coach to a team:
 - a. Under the "Club" tab click "Teams"
 - b. Click the team you wish to add the coach to
 - c. Under "Approved Team Officials" select the coach you wish to add from the dropdown menu. Please note that if a coach's background check has not been **approved** he/she will not appear in the dropdown menu
 - d. Click "Save Team Account"
8. Set all teams to appropriate competition level:
 - a. Under the "Club" tab click "Teams"
 - b. Select all teams for a particular level
 - c. Under "Level/Grade Management" select the appropriate level from the dropdown menu
 - d. Click "Set Level/Grade"
 - e. **Please note that this changes the level of all players/coaches assigned to the teams. This is very important for accurate invoicing from VSA.**

C. Assign ID Numbers

Once all of your players and coaches are uploaded, you will need to add ID numbers for each

1. Go to the "Club" tab
2. Click "Management"
3. Click "Customization"
4. Click "ID Numbers"
5. Under "ID Numbers for This Club" click all four buttons to assign IDs to Teams, Players, Coaches, Managers

D. Submittal to VSA

1. Enter your teams in the "Vermont Soccer 2017-2018 Registration" event
 - a. Under the "Club" tab click "Teams"
 - b. Under "Enter Teams in an in-house League, Training Program or other associated event" select "Vermont Soccer 2017-2018 Registration"
 - c. Click "Select"
 - d. Put check marks next to all teams you wish to register
 - e. Click "Enter Selected Teams"
2. **Fill out the Registration Submittal Form and send it along with a check to VSA for your total registration fee (\$6/rec player, \$25/travel player, \$10/coach, \$10/manager)**
3. **Send in Birth Certificates for new players, or any players in your account that are not "verified"** (all verified players show a yellow highlighted lock next to their name).

4. Send signed Zero Tolerance Policy and Club Officers Form to VSA.
5. If your teams require player passes and rosters, VSA will notify you when your passes are ready to be picked up. **Please allow 2-3 weeks for this process.**