

Registration Steps

1. Complete Gotsoccer Template.
2. Log into your Club Account
3. Upload Players, Coaches, and Team Managers (Officials) into Gotsoccer. (This section includes information on completing background checks).
4. Assign Team, Player, Coach, and Manager ID #'s.
5. Assign Coaches and Managers to teams.
6. Enter TEAMS into the Vermont Soccer 2010-2011 Registration.
7. Notify VSA that you have completed your registration. VSA will then Invoice your club WITHIN the Gotsoccer system. (You will NOT be mailed a bill).
8. Once your payment is received, VSA will print your passes and roster and distribute accordingly. ***Please note: no rosters/player passes will be distributed until payment is received.**
9. Once you have your player passes, you can obtain signatures and photos (if necessary).
10. Bring/send passes back to VSA for stamping and lamination and the registration process is complete!

1) Gotsoccer Template:

- a. The Gotsoccer Roster Template can be found on our website under *Administration - Forms*, www.vermontsoccer.org
- b. You will need to create 3 spreadsheets - one for all of your Players, one for Coaches, and one for Team Managers (as they are uploaded into different sections)
- c. Please be sure each column in the spreadsheet is in the format shown in the Template (ex. State MUST be VT...**NOT** Vermont)
- d. Be sure to include a middle initial for each coach and manager, as this will expedite the background check process.
- e. Delete Row 2 of the spreadsheet once it is no longer needed before saving your file.
- f. **IMPORTANT:** Be sure to save the file as a CSV file. When you are saving the file and type in the file name, you will see "Save as Type" under the file name. Click the drop-down menu and choose CSV (comma delimited). GotSoccer will only accept a CSV formatted file.

2) Logging into GotSoccer:

1. Go to www.gotsport.com.
2. Click on "User Login" on the right hand side of the page.
3. Please note: username & password are case sensitive. If you are unsure of your username and password, please contact VSA.
4. If you are logging into a Club Account, click on "Club & Organization Login"
5. If you are a logging into a Team or Coach Account, click on "Login" under "Teams: Coaches & Managers"
6. If you are a logging into a Player Account, click on "Login" under "Players: Players & Parents"

3) **Coach/Manager & Player Upload:**

***Make sure players and coaches from the previous year are set to “Inactive”, otherwise the system will charge you for those players.

Coach/Manager Upload -

- a. Once you are logged into your Club account, you will see 3 main toolbars at the top of the page. They will be referred to in this way: the Main Toolbar - the top bar where you see the tabs “Home”, “Rosters”, “Club”, “Referees”. The Navy Blue Toolbar is the next toolbar down directly below the Main Toolbar. The Gray Toolbar is the last toolbar and is directly below the Navy Blue Toolbar.
 1. Click on the “Club” tab in the Main Toolbar
 2. Click on “Coaches” or ”Officials” in the Navy Blue Toolbar
 3. Click on “Upload Coaches” or “Upload Officials” in the Gray Toolbar
- b. You will be brought to a new page that reads “Import Coaches/Officials from Data File”
 1. Go to the box in the lower right
 2. Click on the check box that reads “First row contains column headings”
 3. Click on “Browse” and choose your saved CSV file for upload
 4. Click “Upload”
- c. Once the next page opens, ignore the first two drop-down menu options (“Coaches/Managers” and “Teams”) but DO tick the box for Email Notification. This is very important as it is the step that will generate an automatic email from the Gotsoccer system to the coaches/team officials. This email will include their username and password to log into their account and submit their background check.
- d. Now you’ll need to title each column you see. Click on the drop-down menu at the top of each column and choose the title you see assigned already from the 1st row (derived from the header row in your CSV file). This is a tedious but necessary step to direct the system as to where to place all of the information.
- e. Click “Import”
- f. You should inform your coaches that they will be receiving an automatically generated email from Gotsoccer/Vermont Soccer Association with their username and password (be sure to tell them to check their spam folder if their settings are of high security).
- g. The coaches will then go to www.gotsport.com, click “User Login” on the right, then under “Teams” they’ll click “Login” and fill out their username and password under “Individual Coach” or “Individual Manager”.
- h. Once into their account, they will click on “Background Check” in the Gray Toolbar (last one in that row). Then click on “Submit New Report”. This will bring up their background check form to fill out. Once they’ve filled out all of the mandatory fields and answered the 3 questions, they will click submit.
- i. If these coaches do not have a record, or their name does not match someone else in the country with the record (which is why putting their middle initial is helpful to expedite the process), their background check should get approved immediately.
- j. You will be able to check the status of their background check in your Club account.

Player Upload:

- a. Follow steps A & B listed above.
- b. Once you have uploaded the player file, Under the second drop-down menu titled “Teams”, choose “Create Teams”
- c. Now you will need to title each column you see. Click on the drop-down menu at the top of each column and choose the title you see assigned already from the 1st row (derived

from the header row in your CSV file). This is a tedious but necessary step to direct the system as to where to place all of the information.

- d. Click "Import".
- e. Your players are now in the system and have been assigned to their proper team.

4) Assign ID Numbers:

- a. Once all of your players, coaches, and managers are uploaded, you will need to add ID #'s for each.
- b. Go to the "Club" tab.
- c. "Management" Tab in the Navy Blue Toolbar.
- d. "Customization" Tab in the Gray Toolbar.
- e. Click on the 3rd sub-tab labeled "ID Numbers" and scroll down to find the individual buttons for "Teams", "Coaches", "Players", "Managers" to apply the ID #'s to each.

5) Assigning Coaches and Managers to Teams:

- a. Once the Coaches and Managers background checks are "Approved" you can assign them to their respective teams.
- b. "Club" tab – "Teams" tab, choose specific team by clicking on their ID#
- c. Under "Approved Team Officials", you can choose the appropriate Coaches, Asst Coaches, and Managers to assign.
- d. Be sure to click "Save"

6) Enter Teams to send your Rosters to VSA:

- a. "Club" tab – "Teams"
- b. Click on the drop-down menu that reads "Select an Event" and choose "Vermont Soccer 2010-2011 Registration"
- c. Select the teams you would like to register with VSA by clicking the box in the left column.
- d. Once all of your teams are selected, go to the drop-down menu under "Enter Teams in an in-house League, Training Program, or other associated event" and choose the event you are registering for ("Vermont Soccer 2010-2011 Registration").

7) Invoicing:

- e. Once your registration is complete, you will notify the Vermont Soccer Association. VSA will then invoice your club via the Gotsoccer System. You can locate this invoice directly through your Club Account.
- f. To find your club invoice: Go to the "Club" tab – "Management" tab – "State Registration" tab.
- g. From here, you'll see your "Current Status" and can click on the Account Number to find a Printable Account Statement.
- h. ***Please note that the system will automatically charge \$20/travel player, \$6/recreational player, \$10/coach, and \$25 for any late player registrations.