

GotSoccer Uploading Instructions

Create Your Roster for Upload:

- (1) Use the GotSoccer Excel Roster Template (which can be found on our website under *Administration - Forms*, www.vermontsoccer.org) to create two rosters (one for players and one for coaches):
 - a. Please be sure each column in the roster is in the format shown.
 - b. **IMPORTANT:** Be sure to save the file as a CSV file. When you are saving the file and type in the file name, you'll see "save as type" under the file name. Click the drop-down menu and choose CSV. GotSoccer will only accept a CSV formatted file.

Upload Your Roster:

- (2) Log into your Club Account.
- (3) Click on the **Club** tab.
- (4) Under **Club**, click on **Players** then **Upload Players**.
- (5) Click on **Browse** and choose the file to upload. Check the box above **Browse** that says "First row contains column heading". Click **Open Selected File**.
- (6) Under "File Contents Preview", you'll see "Teams". Click on the dropdown menu to the right of it and choose **Create Teams**.
- (7) Assign each data column its respective title from each dropdown.
- (8) Click **Import Data**.
- (9) To upload your next file, click **Upload Another File** at the bottom of the page.
- (10) To upload coaches, Click **Club** tab, **Coaches**, **Upload Coaches** and repeat steps 5-9.

***When uploading the coaches, check the box for **Email Notification**. This will send each coach being uploaded an email regarding the background check to be filled out online, including login name and password.
- (11) Assign ID Numbers:
 - Under **Club** tab, go to **Management**, and then **Customization**.
 - Click on the **ID Numbers** tab, scroll down and under "ID Numbers For This Club" click "Add Player ID Numbers". This will apply ID numbers to every player in your system. Follow the same process for Team ID #'s, Coach ID #'s, and Manager ID #'s.

Send Your Rosters To VSA to Complete Registration Process:

- (12) Go to **Club** tab, then **Teams** tab, and click on **View & Manage**.
- (13) Under **View & Manage**, you will see all of your imported teams. From here, click the drop-down menu under "Enter Teams in an in-house League, Training Program, or other associated event" and select **Vermont Soccer 2009-2010 Registration** and click Select.
- (14) Now check off each team that you would like to send to VSA for Registration, scroll back up to the top, and click **Enter Selected Teams**. This is the vehicle that sends the rosters in your club account to VSA for registration.