



## **Registration Process 2011-2012**

- (1) Upload all players, coaches, and team managers to your club Gotsoccer account, using the CSV template provided on the VSA website ([www.vermontsoccer.org](http://www.vermontsoccer.org)). Be sure to set all of your players, coaches, and team managers from the previous season to “inactive”, otherwise they will be charged at the current fee. Directions for uploading are available on the website as well under the Administration tab – Registration.
- (2) Once your teams are set in your Club Account, register them for “Vermont Soccer 2011-2012 Registration” (step by step instructions found in the directions for Gotsoccer on our website).
- (3) Fill out the “SUBMITTAL FORM” (also found in the Registration section of our website) and send a CHECK to VSA for your registration (Coaches - \$10, Travel Players - \$20, Recreational Players - \$6).
- (4) 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).
- (5) All coaches and team managers must complete a background check through the Gotsoccer program. They cannot be named to a roster until their background check is approved. Full legal names including the middle initial AND photo help to speed up the process.
- (6) Signed Zero Tolerance Policy and Club Officers Form (found in Registration Manual).

### **Registration Checklist:**

- \_\_\_\_\_ Register all club personnel in Gotsoccer
- \_\_\_\_\_ Register teams for “Vermont Soccer 2011-2012 Registration”
- \_\_\_\_\_ Submittal Form and Check sent
- \_\_\_\_\_ Birth Certificates (or proof of age)
- \_\_\_\_\_ Background checks completed for Coaches and Team Managers
- \_\_\_\_\_ Signed Zero Tolerance Policy
- \_\_\_\_\_ Club Officers Form