

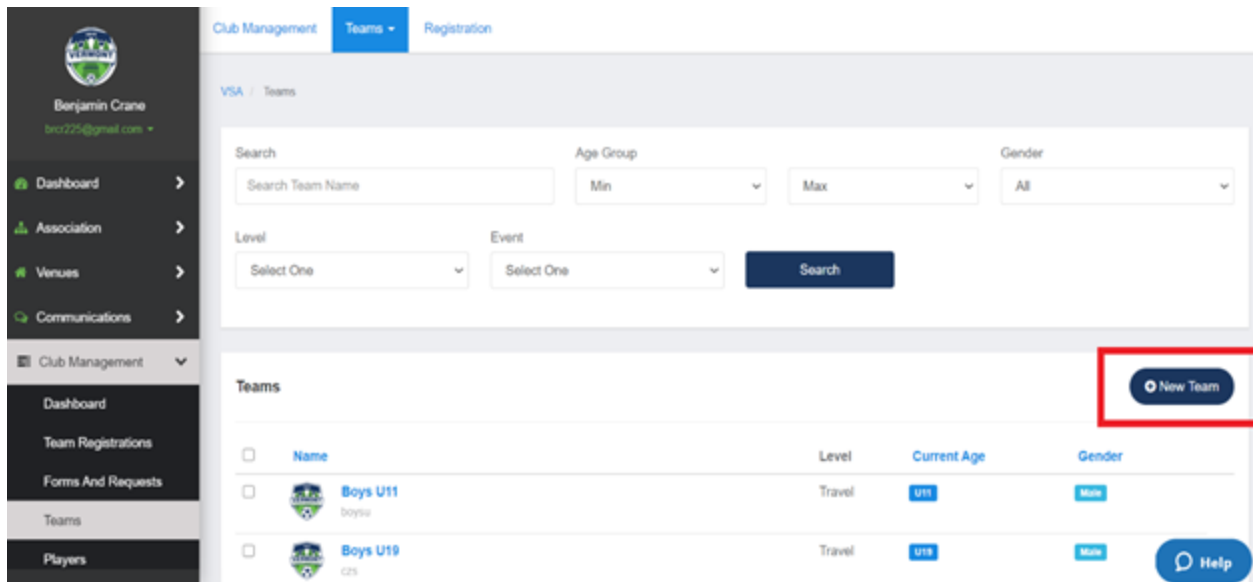
REGISTERING TEAMS IN THE VERMONT SOCCER LEAGUE (VSL)

First, create or update the teams that you wish to enter in the VSL. You can do this by following the steps below from the GotSport Dashboard within your Club account.

The screenshot shows the GotSport dashboard for the Vermont Soccer Association. The user is Benjamin Crane, with email brcr225@gmail.com. The dashboard includes a sidebar with navigation options: Dashboard, Association, Venues, Communications, Club Management, Scheduling, Programs, Features, and Billing. The main content area shows the association's logo and name, followed by a list of team categories:

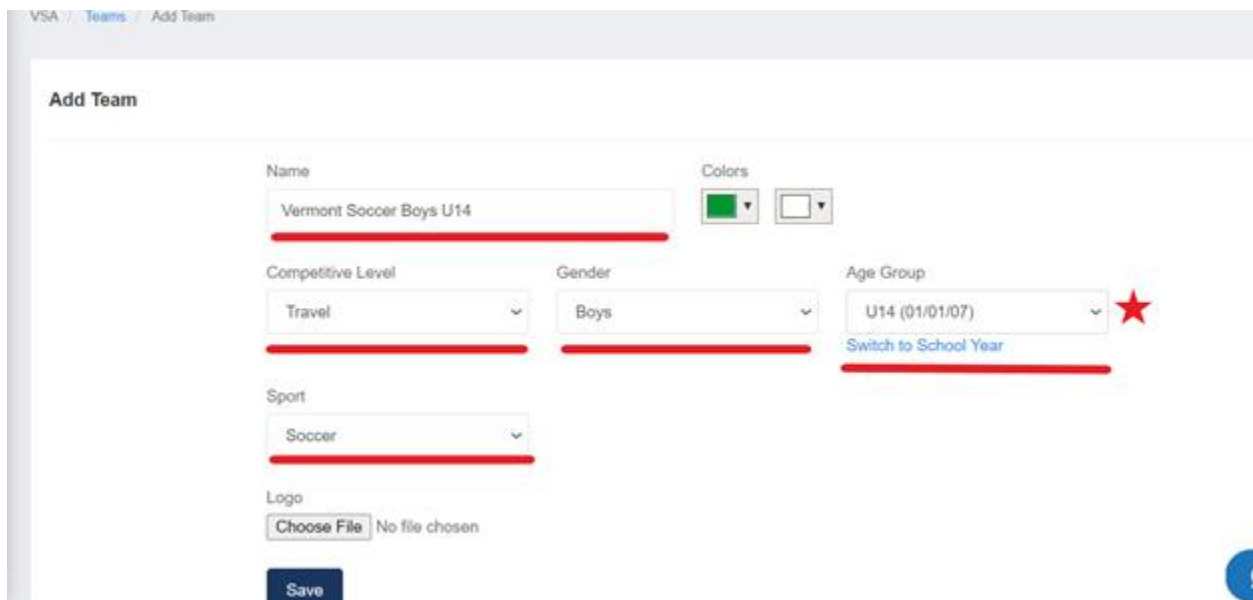
| Category | Count |
|----------|-------|
| Teams | 4 |
| Coaches | 1 |
| Players | 0 |
| Events | 4 |

At the bottom, there is a 'Recent Activity' section with a 'View All' button.



When creating your team or updating a team, please ensure that the right correct group is assigned and that you are using the **calendar year**. If the date shown is the first of August, you need to change the date format to calendar year

From the three options for competitive level, please select TRAVEL. You will choose the Division later in the registration.



TEAM REGISTRATION

Registering your teams for VSL League Play is a two-step process.

In your GotSport Club Account, select CLUB MANAGEMENT from the left menu bar.

Select TEAMS

From the Top Menu Bar, select REGISTRATION

Find the VSA 22/23 Registration Event and select REGISTER (blue box)

The screenshot displays the GotSport web interface. On the left is a dark sidebar menu with options: Dashboard, Recent Updates, Users, Venues, Communications, Club Management (expanded), Scheduling, Programs, Archives, Features, and Billing. The main content area shows a list of events under the heading 'Events'. The first event is 'VSA tournament Rosters 22/23' with dates 08/01/22 - 07/31/23 and a 'Registration' button. The second event is 'VSA 22/23 Registration Event' dated July 1, 2022, with dates 07/01/22 - 06/30/23 and a 'Registration' button circled in red. The third event is 'Vermont Soccer League Spring 2023' dated October 1, 2022, with dates 10/01/22 - 06/30/23 and buttons for 'Register' and 'Registered As Club'. The browser's address bar shows 'https://system.gotsport.com/org/6158/reg/events'. The Windows taskbar at the bottom shows the date as 12/21/2022 and the time as 10:33 AM.

Under “Registration Fee”, select TRAVEL TEAMS in the drop-down box

Click on the box for each team you wish to register. (Teams already registered will show “Registered” highlighted in green.)

When all boxes are checked for the teams you are registering. Select REGISTER and choose “Selected Teams”.

The screenshot shows the 'VSA 22/23 Registration Event' page in the GotSport system. The interface includes a sidebar with navigation options like Dashboard, Users, Venues, and Club Management. The main content area features a 'Register Teams' form with the following fields: Registration Fee (Travel Teams), Event (VSA 22/23 Registration Event), Group (U10), Gender (Boys), and Level (Travel). A table below the form lists teams for registration, with columns for Name, Level, Event Level, Event Age, Gender, and an Application Form button. The table shows five teams, with 'Mansfield United - MUSC U10 BOYS NAVY indoor' checked and highlighted in green, indicating it is already registered.

| Name | Level | Event Level | Event Age | Gender | Action |
|--|--------|-------------|-----------|--------|------------------|
| <input checked="" type="checkbox"/> Mansfield United - MUSC U10 BOYS NAVY indoor | Travel | | U10 | Male | Application Form |
| <input checked="" type="checkbox"/> MUSC U10 BOYS COLUMBIA | Travel | | U10 | Male | Application Form |
| <input checked="" type="checkbox"/> MUSC U10 BOYS NAVY | Travel | Travel | U10 | Male | Application Form |
| <input type="checkbox"/> MUSC U10 BOYS SILVER | Travel | | U10 | Male | Application Form |
| <input type="checkbox"/> MUSC U10 BOYS WHITE | Travel | | U10 | Male | Application Form |

Your Teams are now registered to the VSA 22/23 Registration Event. Primary players and coaches approved to these teams will be registered with the State.

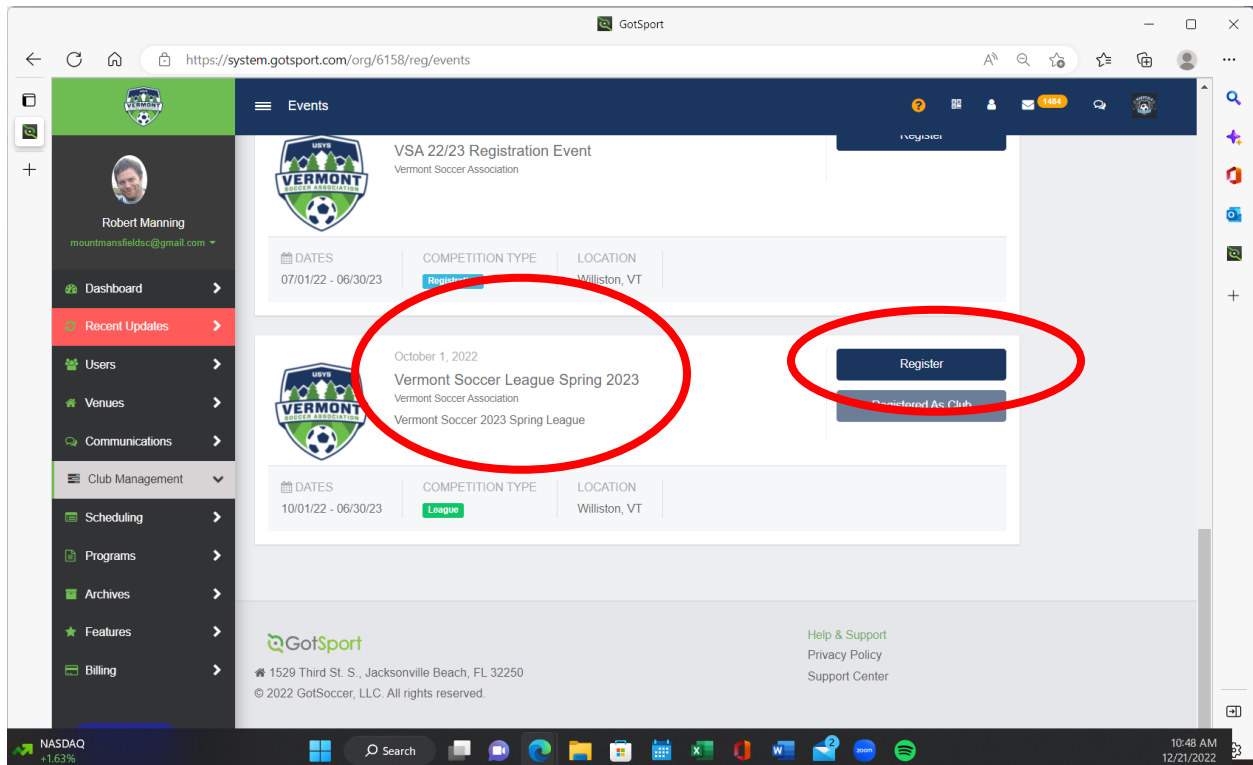
Next, Registering the Teams in the VSL Spring League

In your GotSport Club Account, select CLUB MANAGEMENT from the left menu bar.

Select TEAMS

From the Top Menu Bar, select REGISTRATION

Find – **Vermont Soccer League Spring 2023**. Click on Register (blue box)



You will now enter your Teams by age group.

Choose the age group you are working with and check on the box next to the teams in that age bracket.

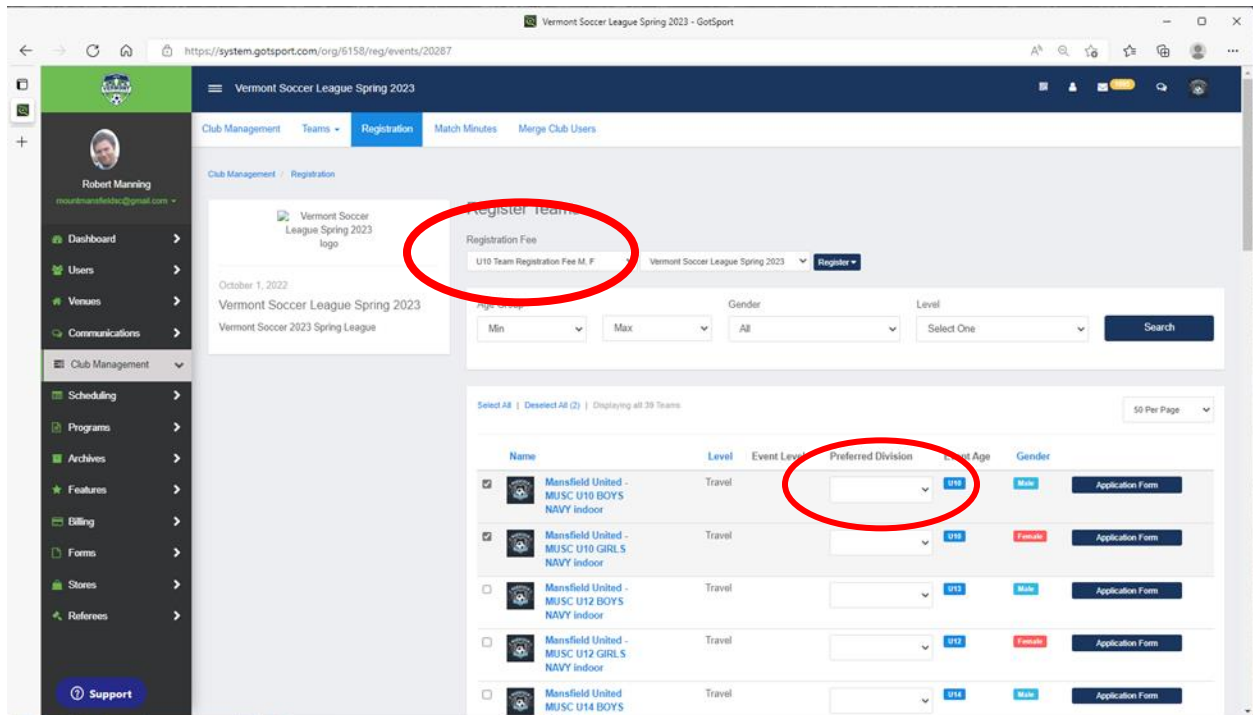
Division: at this time, indicate the preferred Division from the drop down box D1, D2, D3.

Doublecheck that the Age Event and gender shown are correct.

When all teams are set for that age group, select REGISTER and choose “Selected Teams”

Window will open to select Competition Level, select TRAVEL.

Those teams are now successfully registered to the League. Move on to your next age group and repeat for those teams.



*Clubs that roll teams forward from a previous season should double check the AGE EVENT, you may need to adjust this in your team’s profile before registering-

*Note as well to make sure preferred division is selected correctly, D1,D2,D3.