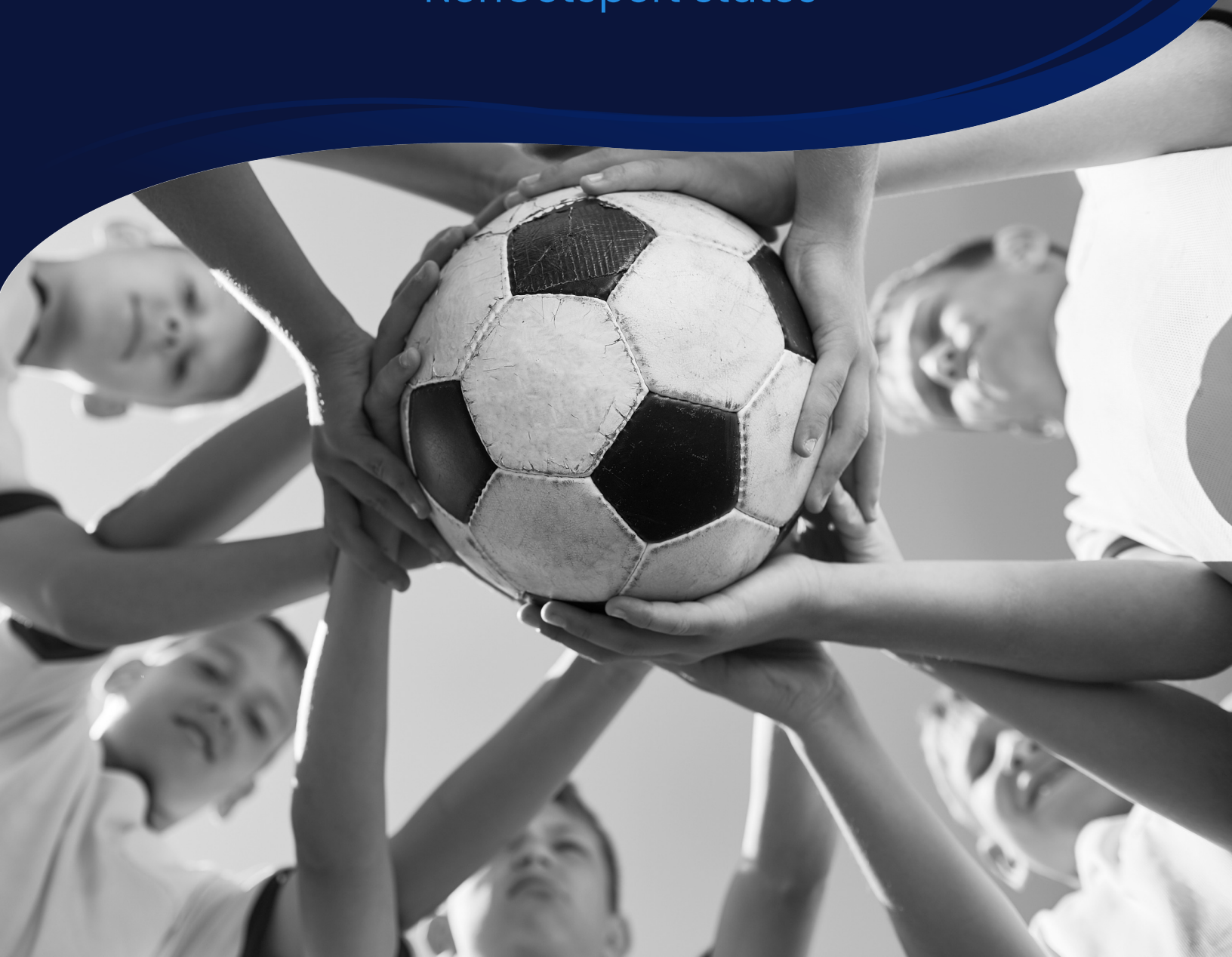




GotSport

Eastern Presidents Cup

NonGotSport States



Logging into your User Account

STEP ONE

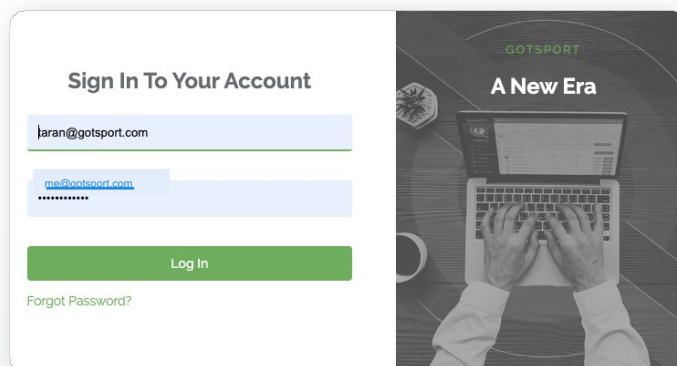
Login to GotSport

Go to system.gotsport.com and click "Log In" in the upper-right hand side.

STEP TWO

Enter your account email and password, and then click "Log In."

Note: If this is your first time logging in or you cannot remember your password, click on "**Forgot Password**", you can then enter your email to have your login credentials sent to you.

A screenshot of the GotSport login interface. The page is titled "Sign In To Your Account" and features a "GOTSPORT A New Era" banner on the right. The login form includes two input fields: one for the email address (containing "jaran@gotsport.com") and one for the password (containing "ma@gotsport.com" and masked with dots). Below the fields is a green "Log In" button and a link for "Forgot Password?".

STEP THREE

If your email is not recognized by the system, please reach out to your regional program manager to find out who can add you a user account.





Logging into Clubs

STEP 1

Click the **Associations** module on the left-hand side of your Dashboard, then Select **Organizations**.

Name	Matches Count	Status	Created
A-434 v1	24	📅 📊 🟢	02/10/2022
A-182 v1	32	📅 📊 🟢	11/05/2021
A v1	5	📅 📊 🟢	08/25/2021
A v1	12	📅 📊 🟢	02/19/2021

STEP 2

Click the three dots on the right-hand side of the screen lining up with the correct organization. Then select **Log In as Organization**.

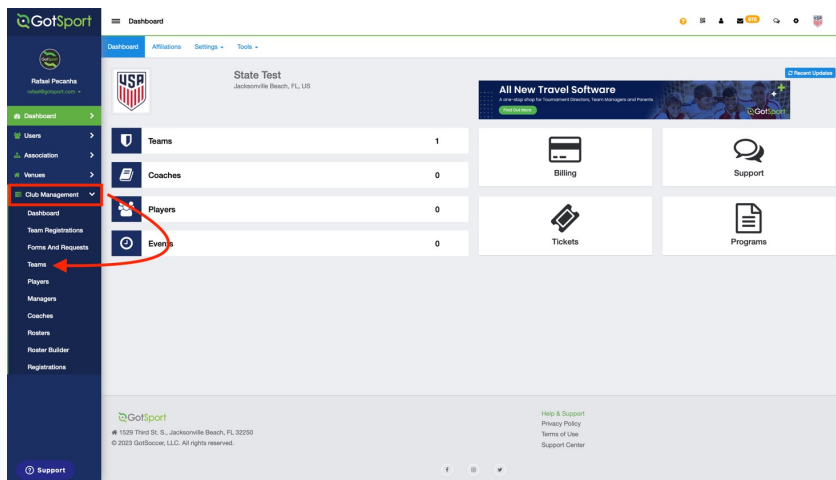
Name	Affiliation	Type	State	Updated At	Created At
Hunter Bay SA	USYS	Association	AA	04/25/2023 14:27	07/09/2021 22:42
Lancaster County YSL	USYS	League	FL	02/03/2023 19:17	06/28/2022
Lancaster Soccer Club	USYS	Club	FL	04/03/2023 15:15	05/28/2022
Mamba FC	USYS	League Association	AA	11/29/2022 11:48	02/07/2020
Palm Valley SC	USYS	Club	FL	05/03/2023 14:50	05/03/2023
State Test	USYS	Club	FL	04/28/2023 15:21	04/28/2023 15:19



Locate Teams and Players

STEP 3

Click on the **Club Management** module on the left-hand side of the club's Dashboard, and then select **Teams** from the dropdown

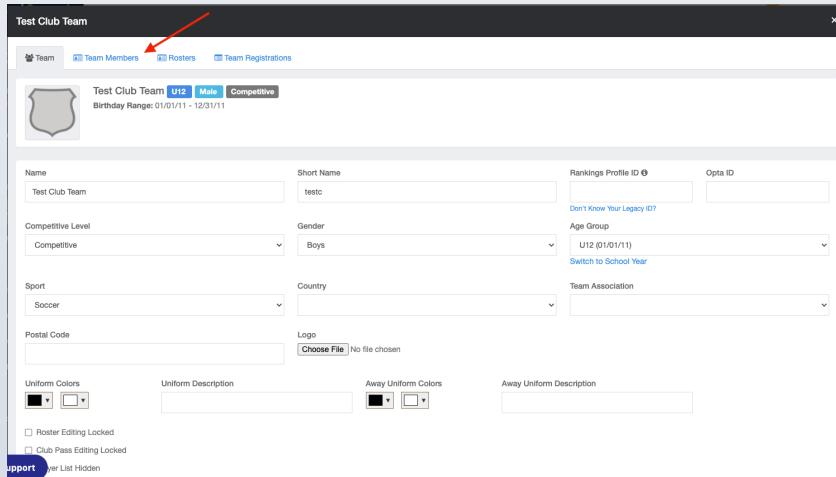
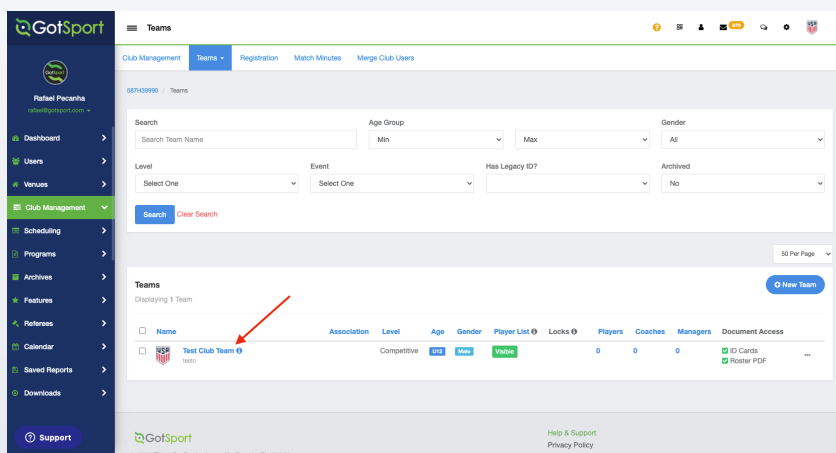


These following steps may be completed by your member clubs if they are familiar with GotSport or have these instructions.

STEP 4

First check to see if the team exists. If **YES**, check the team's **Team Members** list and manually add any additional players that are not listed.

To check the list, click on the team name, and then select the **Team Members** tab.

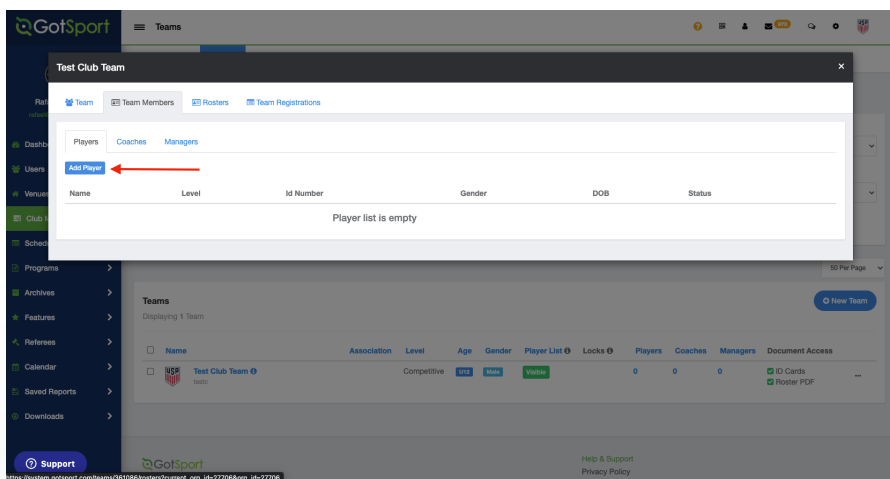




Locate Teams and Players

STEP 4

Click the blue **Add Player** button to add any additional players.



***If no team is found, you will upload the players and teams by following the steps on the next page



Uploading Players and Teams

STEP 1

If your team is not listed, you will need to create the team along with the players. To do this, go to **Club Management**, select **Players**, then click on the **Upload Players** tab.

Step 1: Select your **Affiliation** from the dropdown

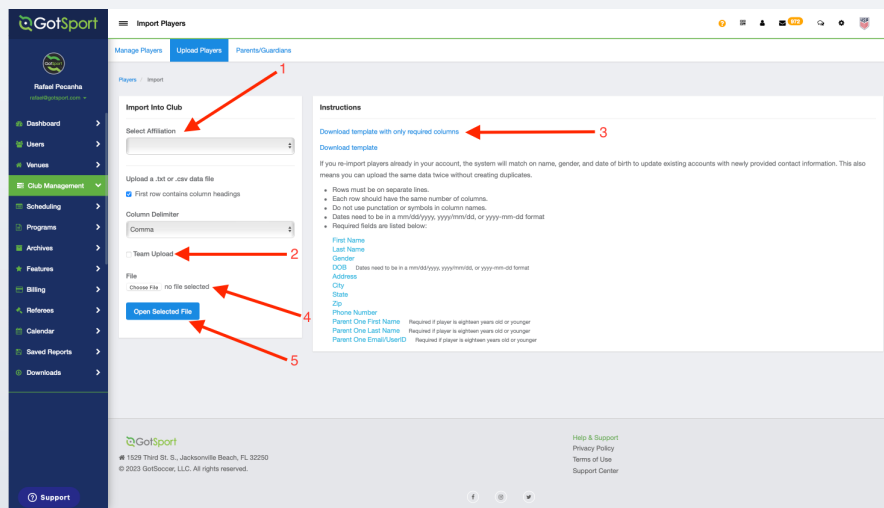
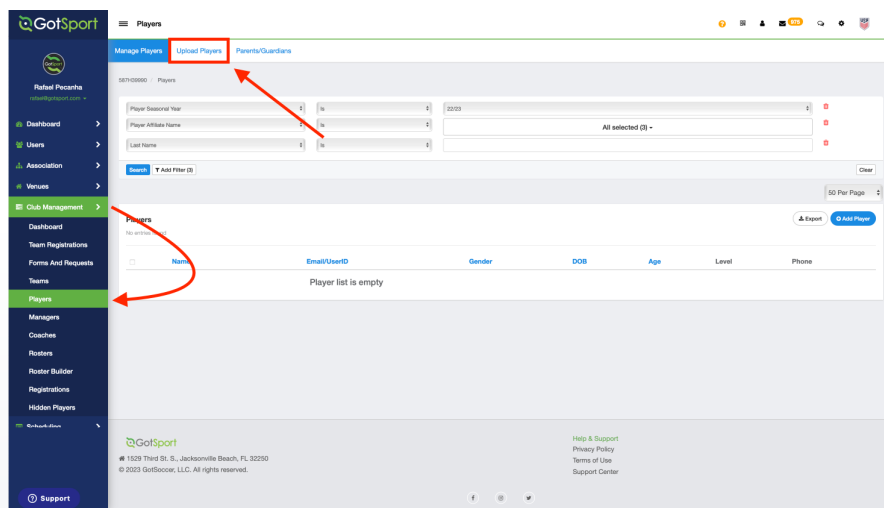
Step 2: Click the checkbox next to **Team Upload**

Step 3: Select the **Download template with only required columns** option.

This is where you will input all player information as well as adding three additional columns; **Team Name**, **Team Gender**, and **Team Age**

Step 4: Once you have saved the file with all information, go back to your GotSport account and click **Choose File**

Step 5: Click **Open selected File**

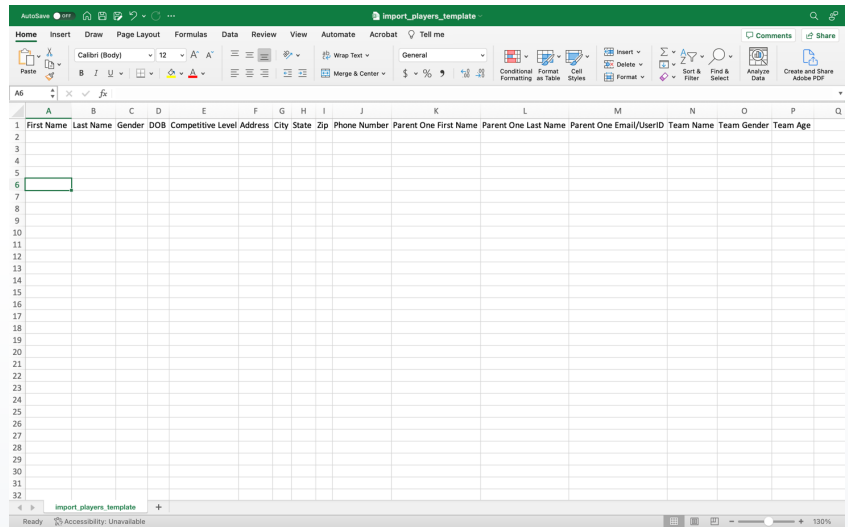




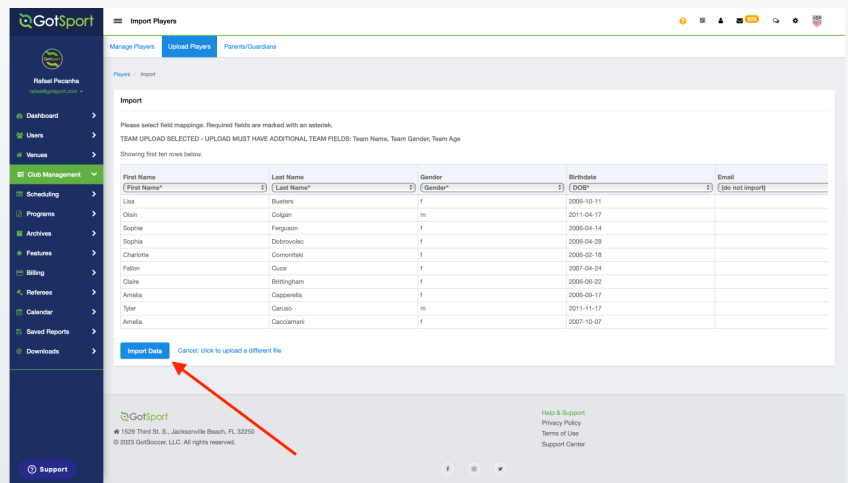
Uploading Players and Teams

Your file should match the columns on the right.

****Note:** Team Name, Age AND Gender must be exactly the same for all players on the team



On this page, you will match up the columns with the required fields. Once complete, click **Import Data**.



STEP 2

Once you have uploaded your players and teams, you will receive an email of your imported results. You should see all information reflect on the player list and team list in the club account



Your import finished processing. Click on the link below to view the results.
[Import Results](#)

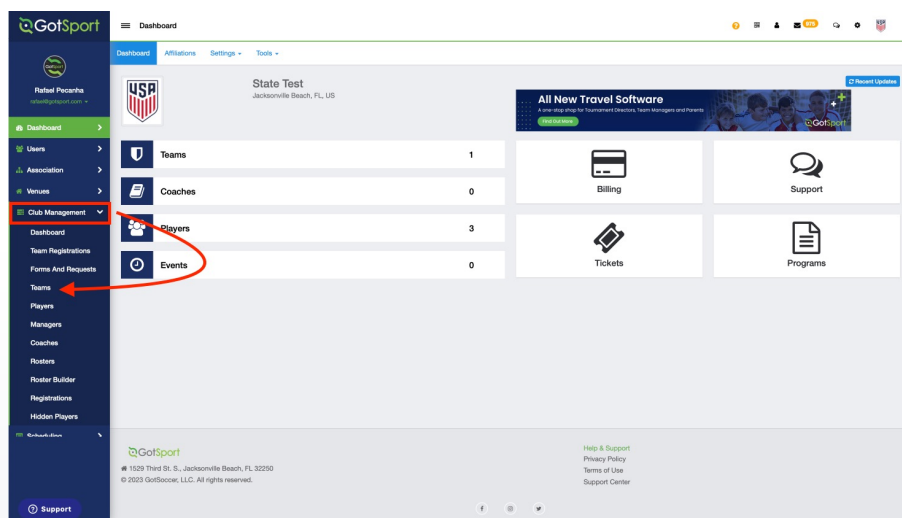
Copyright © 2022 GotSport. All rights reserved.



Registering Teams to an Event

STEP 1

From the **Dashboard**, click the **Club Management** module on the left-hand side, and then select **Teams**.

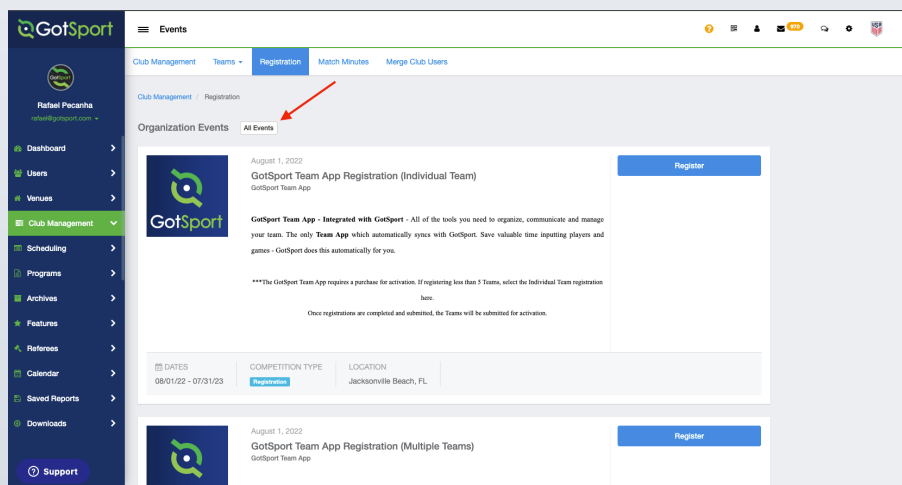
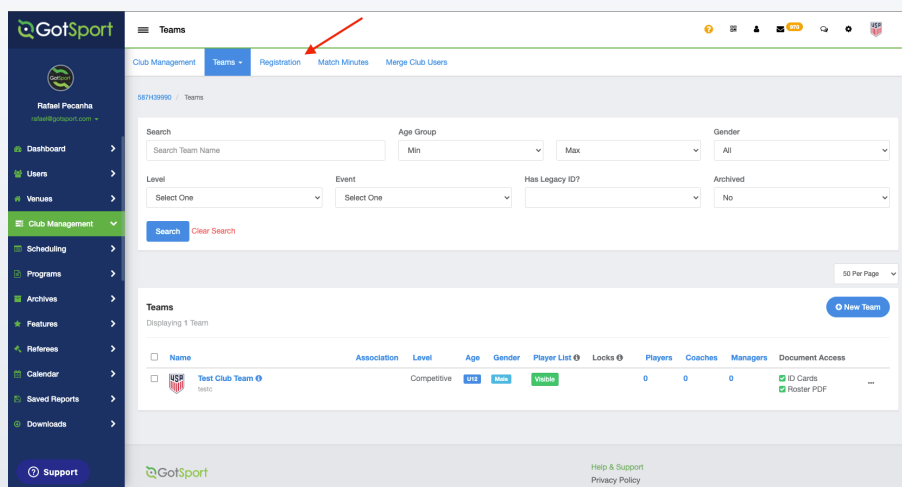


STEP 2

Here you will click **Registration** and find the event you are registering to.

*Note: You can select **All Events** and filter to a specific state the event is being held in

Once you have found the event, click **Register** next to the event name (if there is a payment plan option, select the correct one).





Registering Teams to an Event

STEP 3

On this page, you will select the **team(s)** playing in this event by checking off the checkbox next to each team name. Now you will select **Register**, and then choose **Select Teams (#)**.

Click **Register** again on the next pop up.

*You will now see a green banner verifying the team(s) have been registered

The screenshot shows the 'Events' page in the GotSport interface. The left sidebar contains navigation options like Dashboard, Recent Updates, Users, Association, Venues, Club Management, etc. The main content area displays event details for the 'Eastern Presidents Cup 2023' in Valley Forge, PA. A 'Register' button is highlighted with a red box, and a red arrow points to it from the right side of the page.

The screenshot shows the 'Register Teams' page. It includes a search form with fields for Age Group, Gender, and Level. Below the form is a table with columns for Name, Level, Event Level, Event Age, and Gender. A red arrow points to the 'Register' button in the top right of the form area, and another red arrow points to the 'Register' button in the table row for 'Test Club Team'.

The screenshot shows a 'Bulk Register Teams' pop-up dialog. The dialog contains the text 'Eastern Presidents Cup 2023' and a question: 'Are you sure you want to enroll all of the selected teams into the event?'. There are 'Register' and 'Cancel' buttons at the bottom. A red arrow points to the 'Register' button.



Registering Teams to an Event

STEP 4

Now you will click on the tool in the top-right corner of your screen to log back into your state account.

Once back in your state account, follow these steps for each club that has teams playing in each event.

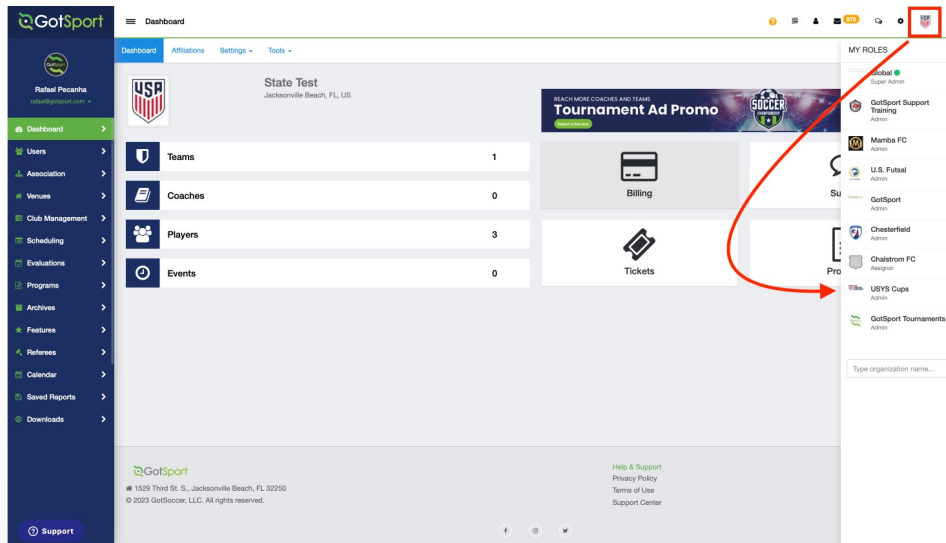
The screenshot displays the 'Team Registrations' page in the GotSport system. The page title is 'Team Registrations' and the breadcrumb trail is 'Club Management > Teams > Registration > Match Minutes > Merge Club Users'. A green banner at the top of the main content area states 'Successfully registered teams to the event.' Below this is a search form with fields for 'Team' (Search Team Name), 'Event' (Search Event Name), 'Coaches' (Search for Coach or Manager), and 'Complete'. There are also dropdown menus for 'Submitted', 'Age From', 'Age To', and 'Gender'. A 'Search' button is located below the form. Below the search form is a table titled 'Team Registrations (1)' with columns: Name, Event, Created, Event Age, Gender, Preferred Division, Player Count, Coach Count, Manager Count, and Complete/Submitted/Waitlist. The table contains one entry for 'Test Club Team' registered for the 'Eastern Presidents Cup 2023' on '05/04/2023' at 'U12' age, 'Male' gender, with 0 players, 0 coaches, and 0 managers. The status is 'Complete/Submitted/Waitlist' with a green checkmark. A red arrow points to a small icon in the top right corner of the page, which is likely the tool mentioned in the text for logging back into the state account.



Create a Saved Search (Optional)

STEP 1

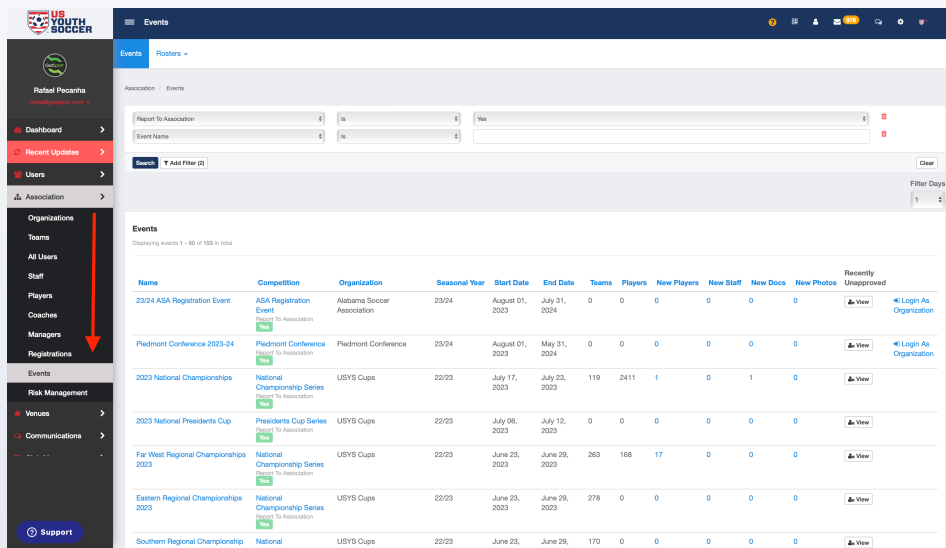
To easily access your club team list for the regional event, you have the ability to create a **Saved Search**. First log in to your USYS Cups account by clicking on the logo in the top-right corner, and selecting your USYS Cups role.



STEP 2

Click on **Association**, and select **Events** from the dropdown. Then click on the name of your event,

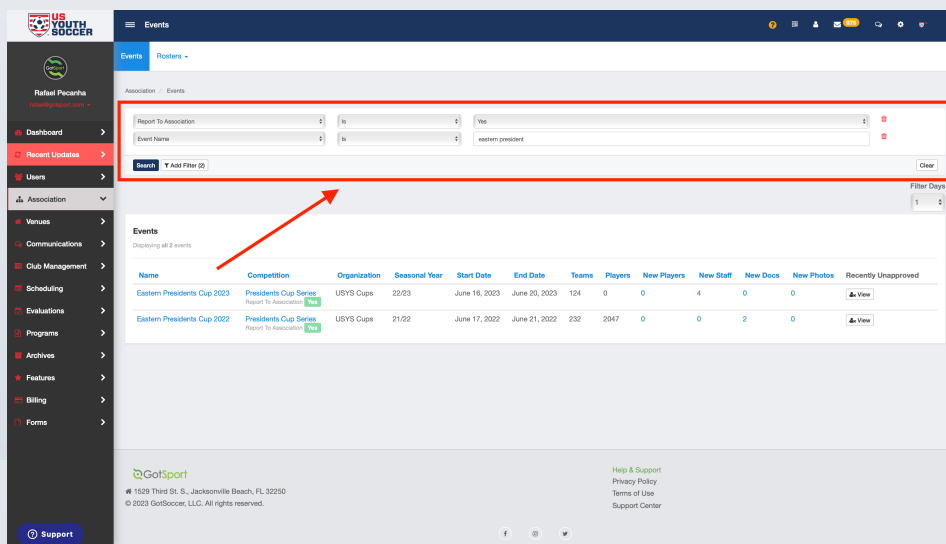
In this case, you will search for Eastern Presidents Cup.



*Note: You can narrow your search by using two filters:

1. Report To Association
2. Event Name

If you do not see your event listed, change the top filter labelled Report to Association from "Yes" to "No"





Create a Saved Search (Optional)

STEP 3

You will see all teams currently registered to the regional event. Use the **State** filter and the **Club** multi-select filter to select the club(s) you registered in your state account. Then click **Search**.

The screenshot shows the 'State/League Reg Event Test' search page. The 'Club' dropdown is set to 'None selected' and the 'State' dropdown is set to 'None selected'. A red arrow points from the 'Search' button to the 'Club' dropdown.

STEP 4

This new list shows you the teams registered for the regional event **ONLY** from your state. Now, click **Save Search**.

The screenshot shows the 'State Cup Spring 2023' search results page. The 'Club' dropdown is set to '1 selected' and the 'State' dropdown is set to 'Florida'. A red arrow points to the 'Save Search' button.

Name	Club Name	Registered	Event Age	Gender	Accepted	Players Frozen	Staff Frozen	Roster Source Event	Approved Players	Pending Players
<input type="checkbox"/>	Test Club Team Team: Test Club Team	State Test Level: Competitive	05/02/2023 10 Years (0)	Male	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	State Cup Spring 2023	0	0



Create a Saved Search (Optional)

Name this search as (Your State) Regional Teams and click Save.

Save Search [X]

Name: (Your State) Regional Teams

Share with Child Organizations: No

[Save] [Cancel]

Now, every time you go into this event, you can easily access your team's list by using the Saved Search you created.

GotSport | State Cup Spring 2023

Team Registrations | Rosters | Audit | Registration Billing

Select Saved Search: (Your State) Regional Teams

Search

Name	Club Name	Registered	Event Age	Gender	Accepted	Players Frozen	Staff Frozen	Roster Source Event	Approved Players	Pending Players
Test Club Team	State Test	05/02/2023	10-13yrs E07	Male	X	X	X	State Cup Spring 2023	0	0



Build Team Rosters

STEP 1

If you find a team's roster has not been built, click the team name and then click on their **Player List**.

The screenshot shows the 'State Cup Spring 2023' event page. The left sidebar contains navigation options like Dashboard, Users, Association, Organizations, Teams, All Users, Staff, Players, Coaches, Managers, Registrations, Events, Risk Management, and Support. The main content area displays a table of team registrations. A red arrow points to the 'Test Club Team' link in the table.

Name	Club Name	Registered	Event Age	Gender	Accepted	Players Frozen	Staff Frozen	Roster Source Event	Approved Players	Pending Players
<input type="checkbox"/> Test Club Team	State Test Level: Competitive	05/02/2023 10:33am EDT	U12	Male	X	X	X	State Cup Spring 2023	0	0

The screenshot shows the 'Test Club Team' page. The left sidebar is the same as in the previous screenshot. The main content area displays the team's details and options. A red arrow points to the 'Player List' section.

Team Registrations | Rosters | Audit | Registration Billing

Association / Events / State Cup Spring 2023 / Test Club Team

State Cup Spring 2023 | TEST account

Test Club Team
State Test | Test Club Team

U12 Male Competitive

Clone Roster From

No Rosters Found

Event Roster

Coaches And Managers

Name	Email/UserID	Phone number	State/Province	Requirements
No Coaches				

Players (2)

Name	Photo	ID Number	State/Province	Gender	DOB	BC	Jersey	Status	Last Access (count)
Player list is empty									

Player List (3)

Name	Photo	Gender	DOB	BC	
<input type="checkbox"/> hass, Steele		X	Male	09/15/2014	X
<input type="checkbox"/> Nieto, Mat		✓	Male	12/27/2010	✓
<input type="checkbox"/> Slack, Ivy		X	Male	12/24/2007	X



Build Team Rosters

STEP 2

Select the top checkbox, and then select **Generate Roster**.

The screenshot shows the 'Test Club Team' page in the GotSport system. The 'Player List' table is visible, and the top checkbox is selected. A red arrow points to the 'Generate Roster' button in the bulk actions menu.

<input checked="" type="checkbox"/>	Name	Photo	Gender	DOB	BC
<input checked="" type="checkbox"/>	hass, Steele		Male	09/15/2014	X
<input checked="" type="checkbox"/>	Nieto, Mat		Male	12/27/2010	
<input checked="" type="checkbox"/>	Stack, Ivy		Male	12/24/2007	X

The screenshot shows the 'Test Club Team' page in the GotSport system. The 'Player List' table is visible, and the top checkbox is selected. A red arrow points to the 'Generate Roster' button in the bulk actions menu.

<input checked="" type="checkbox"/>	Name	Photo	Gender	DOB	BC
<input checked="" type="checkbox"/>	hass, Steele		Male	09/15/2014	X
<input checked="" type="checkbox"/>	Nieto, Mat		Male	12/27/2010	
<input checked="" type="checkbox"/>	Stack, Ivy		Male	12/24/2007	X

***Once rosters have been cloned/generated, it is important to tell the club administrators of this update. If they need to make any changes to the event roster, they can do so through **Roster Builder**.



Approving Rosters

STEP 1

Select the top checkbox, and then select **Approve Roster**.

The screenshot shows the 'Event Roster' page for the 'State Cup Spring 2023' event. The page includes a sidebar with navigation options like Dashboard, Users, Association, Venues, etc. The main content area shows a table of players with columns for Name, Photo, ID Number, State/Province, Gender, DOB, BC, Jersey, Status, and Last Access (count). The first player is 'hass, Steele' with a checked checkbox in the first column. Above the table, there are buttons for 'Approve Roster', 'Approve Photos', 'Add Flag', and 'M Certs'. A red arrow points to the top checkbox of the first player row, and another red arrow points to the 'Approve Roster' button.

STEP 2

Additionally, you can use filters on the event list page to only see teams with new/pending players. This filter is the **New Players** column.

By clicking on the New Player number, you will be redirected to a page only showing you all teams who have new players added to their roster, waiting to be approved.

The screenshot shows the 'Events' page with a search filter for 'state cup spring'. The table below shows one event: 'State Cup Spring 2023'. The columns are: Name, Competition, Organization, Seasonal Year, Start Date, End Date, Teams, Players, New Players, New Staff, New Docs, New Photos, and Recently Unapproved. The 'New Players' column for this event has the value '1', which is highlighted with a red box and a red arrow pointing to it.



Support Articles

- [How to Build an Event Roster as a Coach / Manager](#)
- [Creating an Event Roster as a Club Admin](#)
- [How to Add a Player to an Event Roster as a Club Admin](#)



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Contact your State Administrator or
Login to Your GotSport Account to Access Chat
With A GotSport Representative