

From Fall Registration to Summer Camps

A Practical Guide to Using GotSoccer to Run a Youth Soccer Club in the Capital Area

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You are a member club under Capital Area Youth Soccer Association. Congratulations! You have at your disposal one of the most efficient and easy to use online systems. Let's examine all its uses for you as registrar/club administrator and other club volunteers.

YOU THE REGISTRAR, THE KEY MASTER

USERS

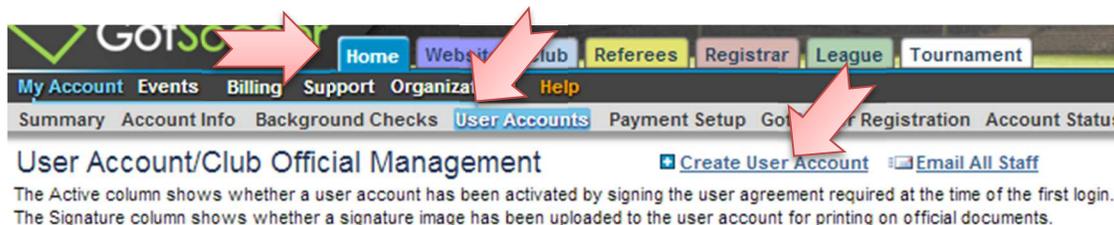
As Registrar, one of the first things you need to do is to upload your signature into GotSoccer so it will automatically sign every player card and official roster. To do so, log in, click on the registrar tab at the top, then click on "Signature" in the grey menu bar:



From there you will be able to browse your computer and choose a file. You will need to sign a white piece of paper, scan it, and save it before you upload it into the system. Going through this process will save you an inordinate amount of time later.

As Registrar, you will most likely be the one with the master account access into your club's GotSoccer account. With this access, you will be able to create other users and give them certain access to view or change data. It is highly recommended the minimum required level access is granted to each person. Each board member should have a user account created and they should run their background checks. Until they have run their required background check, **do not grant anyone access to anything!**

To create user account, log in, home tab, click on "User Accounts" in the grey menu bar, then click "Create User":



You will create an ID and password for each user and send them instructions on how to run their background check (see below). You can have users and not give them any access to anything but the following should have an account created with a valid email address so that we can use the system to communicate with your current board: President, Treasurer, Administrator, Registrar(if the registrar is not the master account holder).

To run their background check, each user should log in, click "I agree" to the "Confidentiality Agreement"(until they do, they will not have access to anything), click on "Account Info" first, to make sure their information is complete, including a TX Driver's License number. They will then click on "Background Checks" in the grey menu bar and click "Check Existing Report" and if none pop up, they will click on "Submit New Report", follow the prompts and click "Save" or "I agree". Once they have been cleared, "Approved" will show on the last column of the User Account list.

Whatever level of access you grant to anyone, **no one but you** should be given access to the "Home" tab:

Primary Role

Access Level

*Full Access users have access to nearly all features in the system and can manage other users.

User Type

Home

Website

Club Billing Extended

Referees

Registrar

League

A list of possible users is below with some examples of access granted once approved through KidSafe.

1. President: Set as President in the “Primary Role” box (see picture above), set “Basic Access” in the “Access Level” box.
2. Age Group Commissioner: Set as “Age Group Commissioner”, “Full Access”, and check the “Club” box
3. Treasurer: Set the same as President above, but change to “Treasurer” under “Primary Role”
4. League Scheduler: Set as “League Assigner”, “Full Access”, check the “League” box.
5. Tournament Director: Set as “Tournament Director”, “Full Access”, check the “Tournament” box
6. Coaches, Assistant Coaches, and Team Managers: do not get created under User Accounts. We will discuss these under Forming Teams below.

SOFTWARE FEATURES

1. Programs

A Program is an entity created to register players into: Fall season, Try-outs, Select Season, Spring Season, Winter/Spring Break, or Summer Camps. These are created in the Club tab

2. Events

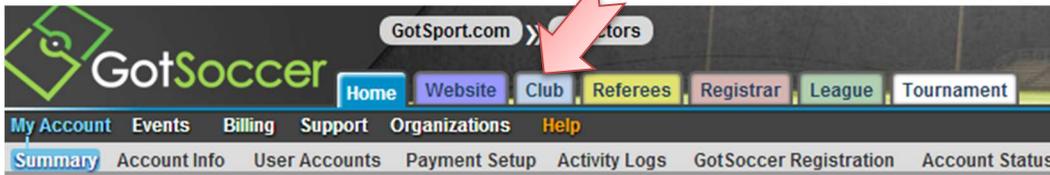
An Event is an entity created to register teams into: League, Registration Event, or Tournament.

THE FALL SEASON GUIDE

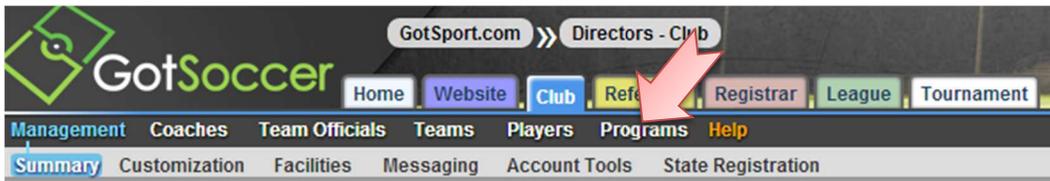
You may be a big club, you may be a small club, but the advantages of offering online registration are many. Every year, fewer and fewer clubs shy away from online registration. Why? Because even the most hardened paper registration believer will tell you the minute you go electronic, you'll be kicking yourself for not doing it sooner.

CREATING A PROGRAM

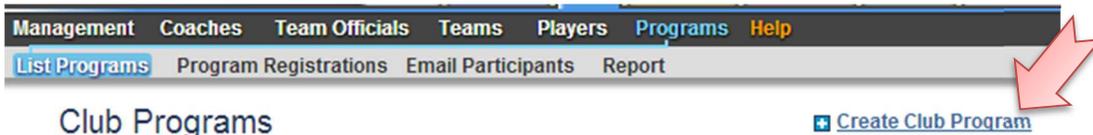
1. Log in to your [GotSoccer Director Account](#)
2. Click on the "Club" tab:



3. Click on "Programs" in the blue menu bar:



4. Click on "Create Club Program":



5. Choose a name for your new program, a short description(optional), and an Accounting code(optional):

Program Setup

General Program Information

Program Name

Description

Seasonal Year

Start/End Dates -

Program dates will normally be the seasonal year beginning August 1st

Accounting Code (optional)

6. Scroll down and click "Save" at the bottom of the page:



7. The screen from 5. will reappear with the information you typed in in each box and a series of tabs at the top. You will go through these tabs one by one to get your program ready for taking registrations:

The screenshot shows the 'Program Setup' screen with several tabs: Program Setup, Registration Fees, Registration Form, Custom Form Fields, Additional Features, Appearance, and Copy Program. The 'General Program Information' tab is active, showing fields for Program Name (Fall 2014 Recreational Season), Description (Under 5 through Under 19 Recreational Program), Seasonal Year (14/15), Start/End Dates (8/1/2014 - 7/31/2015), Accounting Code (Fall 14 Rec), and Updated date (7/10/2014 12:32:12 AM). The 'Registration Form Access' tab is also visible, showing options for Player, Coach, Manager/Team Officials, and Referee registration, along with background checks and program completion settings.

8. Click on the "Registration Fees" tab.

The screenshot shows the 'Registration Fees' tab for the 'Fall 2014 Recreational Season'. It displays a table with columns for #, Gender, Age(s), Name/Description, Initial Fee, Access/Filters, Registrations, and Payment. A red arrow points to the 'Registrations' column, which has a 'max / Then:' dropdown menu. Below the table, there are options for 'Monthly Payments - Starting:' and 'Billing Date'.

You can create as many different fees as needed for your program. Keep in mind that each fee can be put in waitlist mode. Once put in waitlist mode, the program allows registrations to still come through but whatever credit card may have been entered is not charged. Once you place the child on a team, you can charge the credit card. To place a fee in waitlist mode, you will type a number in the box above shown by the red arrow. The number should match the number of registration currently in. It will look like this:

This close-up shows the entry '79/unlimited Credit Cards' with a red arrow pointing to the '79' in the 'Registrations' column. There are 'Edit' and 'Delete' buttons next to the entry.

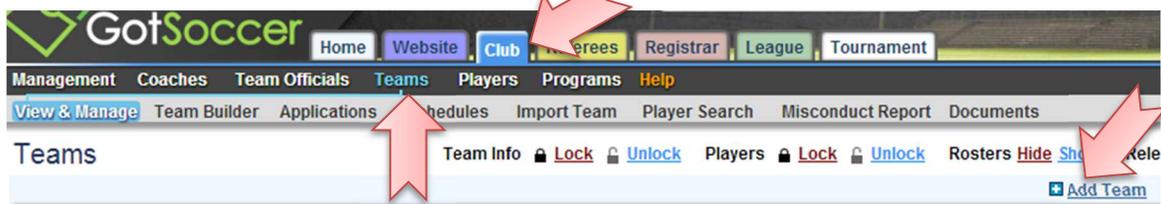
Click "Edit" then enter the max number in the box: It can be for the same amount than the number before the box or higher. Players registered after the number is maxed out will show in the player list as "Waitlist".

This close-up shows the 'Edit' dialog box for the registration fee. It has a text input field containing '79' with a red arrow pointing to it, followed by 'max / Then:'. Below this is a dropdown menu for 'Notify Applicant' and a 'Valid Payment Methods' section with checkboxes for 'Checks/MOs' and 'Credit Cards'. An 'Update' button is also visible.

- Click on the "Registration Form" Tab. This is where you will set up the required basic information needed to register players online: Parent information, school district, emergency contacts, etc. You will also be able to enter text for release of liability, as well as automatic Confirmation registration emails.
- Click on the "Custom Form Fields" tab. This is where you will set up extra information that may be useful to you as a club. This is where you may create questions such as: "Are you a returning player?", "Who was your coach last season", "How many seasons have you played?", "Buddy request", "Carpool", etc, etc. I encourage you to play with these to see what works best for you. You can make these "Required"
- Click on the "Additional Features" tab. This is where you will create options for players. You can add a monetary value, you cannot make these required. You can use these to set "Fundraiser Buy-Out", "Training T-Shirt" (with a value added, which will be added to the registration fee et the end of registration), or "Volunteer Roles" (with no value added). You can set a negative value for any of the options like "Sibling Discount" for example, or if you give a registration break to your coaches.
- Click on the "Appearance" tab. I suggest you play around with these settings until you find what you like. There are a lot of templates available, and you will be able to upload your club logo or banner here.
- The last tab, "Copy Program" is what you will use to create the following season so you won't have to start from scratch to create a registration program. Copying a program will keep all the settings, custom features and options, fees you had set. You will be able to edit, add, delete.

FORMING TEAMS

- Creating Teams:** Click on the "Club" tab, click on "Teams" in the dark menu bar, click on "Add Teams":



The "New Team" "Basic Info" page is where you will enter the following required information: "Level/ Grade", "Team Name", "Gender", "Age Group", "Team Login Information", then click "Save Team Account". Once the page refreshes, you will notice new tabs at the top of the team page:



. You will then create the Team ID by clicking on the + sign next to the Team ID box:



It is important to set the correct team division and age group because it will determine which code gets used in the Team ID number.

- Assigning Players:** There are several places you can assign players to teams but the easiest is under your program registrations.



You will pick the current program you are working in. All the teams you will have created will show up in:

Assign > (none) ▾

You will pick the team to assign players to, put a check mark in front of each player you will to assign to that team, then click the "Assign" button.

3. Staffing Teams

- a. Creating Coaching accounts: You can do this in two places; most select coaches will be created in one and most recreational coaches will be created in the other. Most new select coaches will be created from scratch:



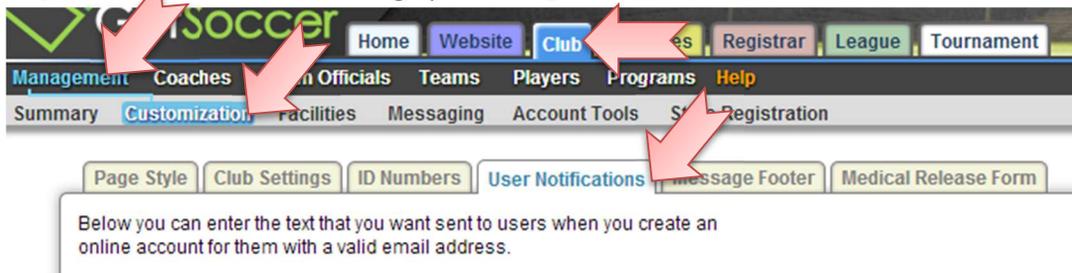
Most recreational coaches will be created from their child's program registration:



is located at the bottom of the player registration record on the right side. All you need to do is to click on either "Create Coach" or "Create Team Official" and it will pull the information from the child's account (Address, phone number, email address) which will save you a lot of time. You will not need to create a username and password, the system will do it automatically.

- [Create Coach >](#)
- [Create Team Official >](#)

- b. Kidsafe/Required BackGround Checks. It is extremely helpful to create automatic emails to be sent from the system when you create Team Manager, Coach, or Assistant Coach GotSoccer Account that include background check instructions. To do so, click on the "Club" tab, click on "Management" in the dark menu bar, click on "Customization" in the grey menu bar, then click on the "User Notification" tab.



There will be three types of "New Accounts": "New Player Account", "New Coach Account", "New Team Official Account". If you enter text into any of these boxes, every time a new account is created, that text will be sent automatically to the email address attached to that new account. Entering instructions on how to run their background check into the coach or team official accounts will save you having to send separate instructions to the individuals with their login information. All that information gets sent by the system automatically.

Sample Text: Coach,

A coach account has just been created on your behalf and a few extra steps are required. At the bottom of this email, you will find your ID, password, and a login link. Please follow the instructions below to process your state required background check so you can coach this year. If you will not be coaching this season, please reply to this email and let me know.

„« Click on the link below and log in

„« Click on "Contact Information" in the grey menu bar, check your information and make sure you Date of birth is entered and correct. Click "Save"

„« Click on "Background Check" in the grey menu bar

„« Click on "Submit New Report"

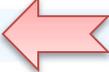
„« Follow the prompt, select "I agree" and click "Submit".

„« Please let me know when it is done.

If you have any questions regarding this account, please contact your database administrator<enter your registrar contact information>

- c. Assigning adults: You cannot assign any adults to teams unless they have a valid background check and have completed SafeSport and the CDC training which is why you need to get as many accounts created as early as possible. To assign adults to a team, simply go to a team (Which you can do from the screen pictured in 1. Creating Teams, above.) and locate the "Approved Team Officials" box on the right side. Simply click on a down arrow and select the name.

Approved Team Officials
Initially 3 assistant coach, manager, and trainer positions are available. If you fill all 3 assistant positions and save your changes, up to 7 additional fields will be available for each role for a maximum of 10 assistants in each role.

Coach 
⊕ Assistant Coaches...

Manager
⊕ Assistant Managers...

Trainer
⊕ Assistant Trainers...

REPORTING TEAMS

1. CAYSA Registration Event. Every season, you must report your registrations to the state. This is how players get insured so **this is a very important required step**. Every single player who gets on your fields at any of your club activities **must** be applied into a GotSoccer Registration event, either the current CAYSA Registration event or WDDOA's Registration event for your SII and DI teams. You can do this with just a few clicks. Your club account should already be linked to the event. If you do not see the event in your list, please let us know and we will link you up. To apply teams into the event, click on the "Club" tab, click on "Teams" in the dark menu bar and locate the "Register Teams in" box:

Register Teams in: (Select a League/Event) 

Click on the down arrow, find the current CAYSA registration event. It will be named as follows: "CAYSA Fall <current year> – Spring <next year> Registration (8/1/<current year>)", then click the "Select" button. (Event 15/16 shown)

Register Teams in: CAYSA Fall 2015 - Spring 2016 Registration (8/1/2015) 

The team list will regenerate with only the teams not entered yet into the event:

Register Teams in:

Now showing teams NOT entered in CAYSA Fall 2015 - Spring 2016 Registration (8/1/2015)

All you need to do then is put a check mark in front of each of the currently active teams you have (after your initial season, you will end up with teams you are no longer using so be sure to only enter the teams that have current season active players) then click :”Enter Selected Teams”

✓	Quick Edit	Gdr/Age	Number	Level/Grade
<input checked="" type="checkbox"/>		Coed U6	04-124C060021	4 - Division 4

Please keep in mind that once entered into the CAYSA registration event, you will not be able to remove the team, this will need to be done by the CAYSA Registrar.

2. Generating Player Cards and Rosters: once you have entered the teams into the CAYSA registration event, you will be working from the “Registrar” tab:



where you will first need to

set your season and seasonal year, click on “Options”(if logged in to the master account for your club) or “Account”(if logged in from a registrar user account) in the grey menu bar and locate the “Registrar Account Options” box and edit the information entered like this and click the “Save” button(Seasonal year 2016-2017 shown, update for current):

Seasonal Year	<input type="text" value="2016-2017"/>	
Seasonal Year Alt.	<input type="text"/>	Optional season to display on PDF format rosters. If blank, the Seasonal Year above will be used instead.
State Description	<input type="text" value="South Texas Youth Soccer."/>	You can replace the State displayed on ID cards with the above text.
Roster Format	<input type="text" value="Texas South"/>	
USYSA Card Stock	<input type="text" value="F13NP-SPCL"/>	F13LH (rev. 8/12) is the current card stock used if (Default) is selected.

You do not have to add anything to the Seasonal Year Alt. box. Once that is done, you will be working in the current CAYSA Registration Event which you will access by clicking on the number of teams(2016-2017 event shown):

Type	Name	Start	Season	Form	Teams
Registration	CAYSA Fall 2016 - Spring 2017 Registration	8/1/2016	2016-08-01	Open	1

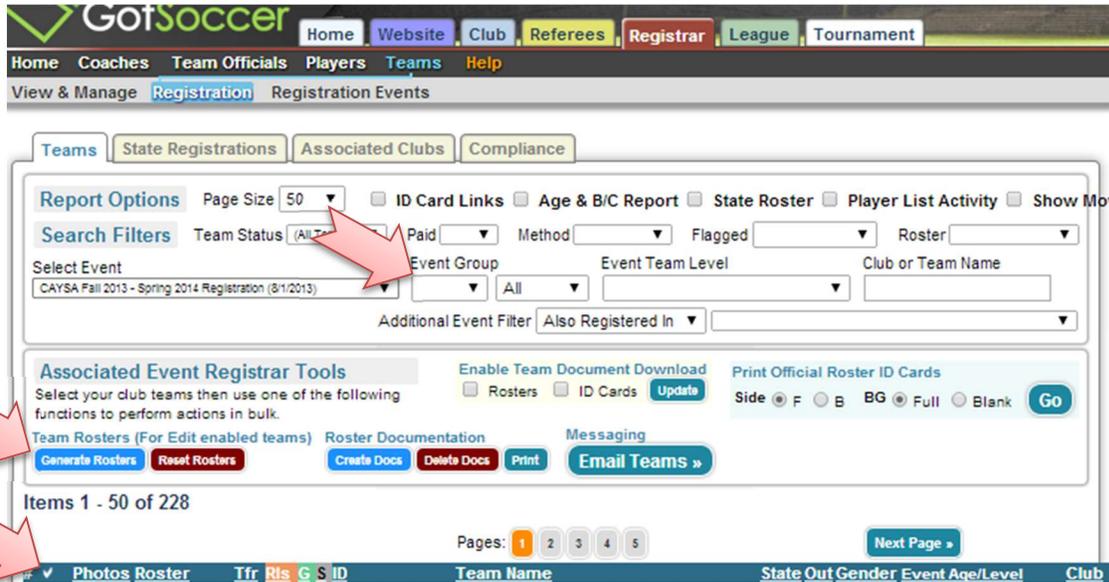
A number of your teams will be playing in inter-club leagues (CAYSA leagues are inter-club leagues and will be required to have Player Cards and Official Rosters to be checked by the referees before the games. To create these documents, click on a team in the list. The player list for that team will show at the bottom of the screen and that information is pulled from your work assigning players from your program registrations and assigning coaches from your teams list under the “Club” tab. Give it a quick check, make sure you do not have too many players listed (this tends to happen after your first season and you assigned players from the program registration but maybe had omitted to remove previous season players).

3. Deadlines

There are two kinds of deadlines: your club deadlines which you will most likely set yourself, and CAYSA deadlines. All the deadlines revolve around generating official teams. Your first CAYSA deadline is September 15th but the first day of the season is the first Saturday after Labor Day. All your teams playing in Rec+, Division 3, Division 2, and Super 2 will require properly prepared and laminated player cards and an Official Roster done and ready to go **before** the teams are able to take the field for their first game, **no exceptions!**

CHECK YOUR TEAMS: Using your filters, go through age group by age group to make sure roster limits are met. Remember, the club tab will allow you to put as many kids as you want on teams so you still need to know the rules. The Registrar tab however, will not allow you to generate rosters with too many players.

GENERATE ROSTERS: You can do this team by team or all at once. I recommend not generating more than one age group at once.



Filter for an age group and gender (top arrow), click "Apply Filter", click the check mark (bottom arrow), then click "Generate Rosters" (last arrow). Click on each team and verify everything went correctly. This first step validated each player and placed them officially on each team. You can then create the official documents which bear your signature. You can do this age group by age group from the screen above by clicking the check mark, then clicking the blue "Create Docs" button. (It is crucial you check and double check your teams before you use this option). Or you can do this team by team by clicking on each team:



and clicking on the "Generate Official Roster". After the screen refreshes, it'll look like this:



GENERATE PLAYER CARDS:

Your step 3 will be to generate official player cards. To do so you will look here and click "Plain":



All documents are created in pdf. You can then print them: rosters on plain paper, and player cards on USYS card stock. It is a good idea to develop a process to instruct your coaches/parents/team managers to upload pictures into each player account. If photos are uploaded, they will print directly on the player cards.

REPORTING ALL YOUR TEAMS:

Teams only get reported to the State when you generate your rosters (step 1). Since you have to do it to create player cards and official rosters, those do not usually get left off. However, you have to remember to go back and do

it for the rest of your teams, specifically U5 through U10 Recreational are the biggest offenders. Using the steps above, it is very easy to do as you just saw.

This concludes your Fall season in GotSoccer. The next step in your seasonal year can start as early as sometime in November. See below!

THE SELECT SPRING SEASON GUIDE

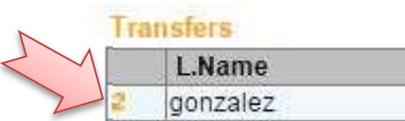
TRANSFERS AND RELEASES

Players are recorded and counted as 3 different types: Adds, Transfers, Releases. Within Transfers, there is also a second denomination called Moves; Moves refer to players who have transferred from one team to another within your own club. The system does not recognize this so you will need to remember to toggle those players so they are marked appropriately. The fee is the same for Transfers and Moves (the process is the same on the Association end) however Moves do not count towards maximum player movement according to Competition and State Registration rules.

1. Transfer/Release Forms:

Any player movement involving Division 2, Super 2, or Division 1 requires paperwork. You can find the transfer release form document at www.stxsoccer.org under Administrators in the horizontal blue menu bar, Forms and Documents. It is highly recommended you fill in the Player portion of the form and only have them sign it. Most forms completed by parents are incorrect as they tend to fill in the bottom portions too and that is the information that enables us to execute the proper player movement in the system.

Once transfers are executed within the system, if it involves a player moving between teams in the same club, you will need to go change the Transfer to a Move. To do so, log in, click on the registrar tab, select the receiving team, find the child who was transferred and click the circular arrows to the left of the child's name in the Transfer box:



	L.Name
2	gonzalez

After the refreshes, it'll look like this:



	L.Name
2	gonzalez

It is important to complete this step as there are rules regarding maximum number of transfers onto a team within a seasonal year. Anything over this number may disqualify a team.

2. Inter-Association Transfers

When a child moves between associations (From CAYSA to WDDOA, WDDOA to CAYSA, AAYSA to CAYSA, etc.), an online form is required in addition to the paper form. The links to those forms change every seasonal year

3. Recreational Player Movement

a. Updating teams on the Club tab

Note: Player Cards are not required for Under 5 through Under 8. Most programs play in-house at those age groups anyway. Player cards are not required for in-house play. Player cards are required for any league that has more than one club participating. Because of this, you can wait to generate the official roster for these in-house teams until you have finished your other rosters.

In order to update the recreational rosters, all you have to do is remove the players that did not register again from Fall to Spring. You can do this with a minimum of clicks by doing the following: Log in, go to your Club tab, and locate your **Fall** Registration program in the Current& Upcoming Club Program Box:

Current & Upcoming Club Programs		
Program	Date	Players

, click on the number to the right of your program in the Players Column:

Date	Players
8/1/2015	23
8/1/2015	
6/1/2015	26 1 Today

You will get to a list of players registered for your Fall Program. Locate the Show Additional Filters Box and click on the blue Arrow:



This box is very useful and contains many ways to filter information, but for our purpose, we want to focus on the "Not Enrolled in":

Hide Additional Filters												
Page Size	Photos	Club	Pmt Method	Pmt Status	Wait Listed	Complete	Signed	Rostered	Birth Cert			
10	No	All	All	All				All	All			
Not Enrolled in (select to enroll)								Registration Fee				
Selected Program Feature								Player Name	Team Search	Registration #	Regis	
Gender								Age	Playing Group	School Grade	Birth Year	Rating
								All	All			
Apply Filters												

Click the down arrow and select your current Spring program: You are filtering for your Fall registrants that did not come back for the Spring season:

Player Registrations	Coaches	Team Officials	R
Program: Registered in Fall 2014 Recreational Season			
Hide Additional Filters			
Page Size	Photos	Club	Pmt Method
500	No	All	All
Not Enrolled in (select to enroll)			
Spring 2015 Recreational Season (8/1/2015)			

After click "Apply Filters", the list will refresh with only the players who did not register for the spring season. Don't forget to change the page size to the maximum amount so you only have to do the next step once.

Click on the large Check mark at the top of the player list to select all players filtered:

<input checked="" type="checkbox"/>	Player ID#	Last, First Name	Current Level	S
	Gender, DOB	Signature	Reg. Level	S

It will place a checkmark in front of each player in the list.

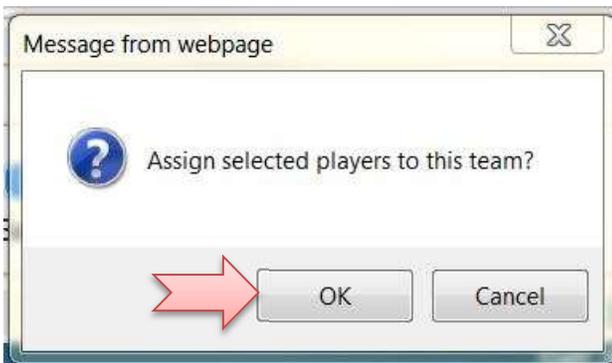
Locate the "Assign Team" button in the "Registration Tools" box and click :

Registration Tools: Select players then choose one of the following actions:

Email > CSV > XLS > Forms > Assign Team > (none) >

Set Reg. Level > Update Current Player Levels Send to State: USYSA >

You will get a warning message, click OK:



Every single non returning player will be un-assigned from their Fall team.

- b. Updating Official rosters for Recreational Teams

Recreational rosters will be reset by the CAYSA office during the winter break.

Once you have updated your rosters in the Club tab, go to the Registrar tab. Click on the CAYSA Registration Event:

Type	Name	Start	Open	Form	Teams
Registration	CAYSA Fall 2016 - Spring 2017 Registration	8/1/2016		Open	1

Once you get to the Team List, it is up to you whether you want to filter the teams, by age group, by gender, or not at all.

Select all the teams you wish to update by putting a checkmark in the box in the first column in front of the recreational teams you need to regenerate. Once the teams are selected, click the "Generate Rosters" button:



And click "OK" in the Generate Rosters" warning message:



Once done, go back and check your rosters individually so you can identify if there were issues. Most of the issues you will find are from players on different club roster. In order to identify those, let me introduce you to your best friend:



After clicking this button, the system will refresh the player list with a list of Events players might have participated in with the name of the team they participated with. What you want to look for, if the report shows Events (Sometimes it will show nothing, which is great news for you, you can move on to other teams), are Registration Events. If a child shows enrolled in a Registration Event, that means he has not been released from his other team. Your first action should be to contact the other club registrar and ask what level the team listed for the child is. If it is a D2 and up team, you will need a Transfer Release form. If it is D4 or D3 and so is yours, ask them if the child has also registered for their Spring season. If she hasn't then the other registrar will need to remove the child from their player list and reset and regenerate that roster in the Registration event so you may add the child on your official roster. Occasionally, you will find a parent that didn't realize they couldn't have their child registered for 2 teams. The first team the child is rostered to will be the team the child gets to stay on if the parent cannot decide which team to pick.

Note: There are warnings when a child is officially rostered to another team:



10					Boys	9/20/2000 (v)	TXS	7/22/2015	<input type="button" value="Add"/>	<input type="button" value="Transfer"/>
----	---	---	---	---	------	---------------	-----	-----------	------------------------------------	---

When a player remains on the Team player list at the bottom of the screen when you generate the roster, still shows the "Add" button, and especially has a little orange triangle in the very first column of the player list, that is a sure fire sign he is rostered somewhere else. You will need to click the "Matching Player Report" Button. The report will look like this:

10					Boys	9/20/2000 (v)	TXS	7/22/2015	<input type="button" value="Add"/>	<input type="button" value="Transfer"/>	<input type="button" value="Print"/>	<input type="button" value="Print"/>	N/A	<input type="button" value="Ok"/>
Matching Player Alert Team: 										Event: GVSA 2014-2015 Registration (8/1/2014)				

The best scenario for you is when the report comes back and lets you know the child is rostered to one of your teams. If it comes back to a different club team and event, you have a couple of options: contact the club registrar if you know them, or ask the CAYSA Registrar for guidance.

YOUR SPRING PLAYER CARDS

Returning players from the Fall do not need new Player Cards. The only Player Cards you will need to print in the Spring will be for brand new players and players who might have changed teams. Since there are 8 cards to a page of USYS cardstock and we don't want to be wasteful, here's a handy trick.

Log in, click on Club, Click on the number of players listed after your Spring Registration program

Expand the number of registrations per page:



Player Registrations Coaches Tea

Program: Registered in Spring 2015 F

Hide Additional Filters

Page Size	Photos	Club	Pmt M
10	No	All	All

Not Enrolled in (select to enroll)

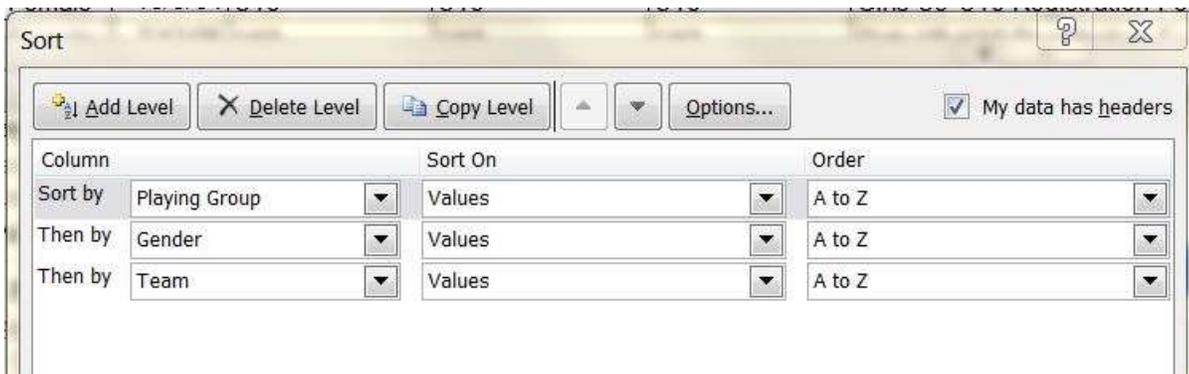
Then in the "Not Enrolled in (select to enroll) box, enter your Fall Registration program:



Click Apply Filters. These are the players that will need new player cards. My recommendation is to export that list to an excel spreadsheet by clicking the large checkmark at the top of the player list then clicking the XLS button:



Once your excel file is ready, Save it as "Spring <year> New Spring Registrants", then sort the data by team. I usually sort first by Age Group, then Gender, then Team Name:



That way you have a list of names you can go down to print all your new players at once. I also like to filter my data:



Then click on the Team Column at the top and select all my U11 boys teams, for example.

Once you have your data in order, log in, click on the Registrar tab, then click on "Players" in the dark menu bar:

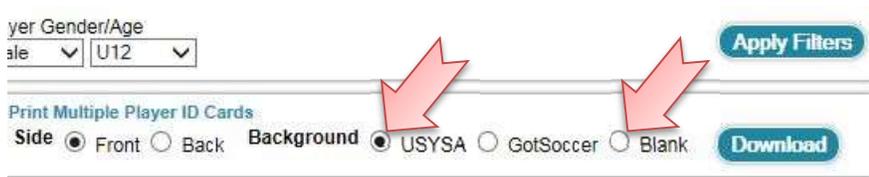


Select your Spring Registration program in "Enrolled in Program" and the CAYSA Registration Event under "Filter by Event/Registration":



Don't forget to increase the page size to maximum, 100, then click "Apply Filters".

From there, you will be able to select players and print them regardless of which team they are on. You can also filter by team and go one team at a time. Be sure to switch from USYSA and select "Blank" under "ID Cards"(USYSA is default):



Then click "Download":

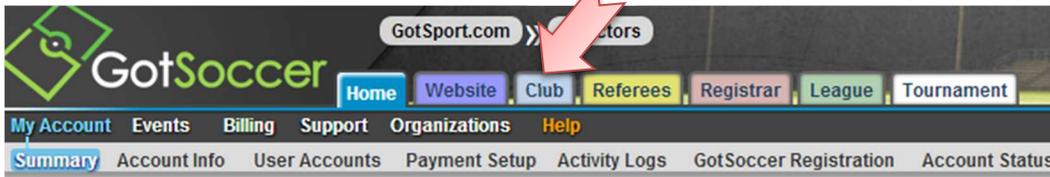


The system will create a pdf file you will be able to print over your USYS Player card stock.

YOUR RECREATIONAL SPRING SEASON GUIDE

COPYING YOUR PROGRAM

1. Log in to your GotSoccer Director Account
2. Click on the "Club" tab:



3. Click on "Programs" in the blue menu bar:



4. Click on your Fall program
5. Click on the "Copy Program" tab



6. Enter a name for your season, verify the dates, and click "Copy"

A screenshot of the 'Copy Program' form. The 'New Program' section is highlighted with a red arrow. The 'Copy' button is also highlighted with a red arrow. The form shows fields for Program Name, Description, Dates Open, Seasonal Year, and Start/End Dates.

7. The system will move to the setup tab of the new spring program, look through and update all that is necessary, Accounting Code, Dates, all check boxes as you did in the Fall:

A screenshot of the 'Program Setup' tab. The 'General Program Information' and 'Registration Form Access' sections are highlighted with red arrows. The form shows fields for Program Name, Description, Seasonal Year, Start/End Dates, and Accounting Code.

8. In the same fashion you used to create your Fall program, go tab by tab and update all relevant information.

- You do not need to do anything in the payment settings. If entered for the Fall program so you can take online payments, it will automatically work for your spring season.

FORMING TEAMS

Forming Teams in the spring season is strictly a **Recreational exercise**. You won't reform all your Division 2 teams in the Spring. A team cannot change from D3 to D2 or higher in the Spring.

It is recommended you come up and publish a date by which returning players should be registered so you can start team formation in time and do not run into issues with players returning late and trying to shuffle kids around to place late returning players to Spring teams after team formation has started.

As a club administrator I always had a published date by which Spring players returning from the Fall had to be registered by in order to retain their slot on their Fall team. The only exception to that date was if a team had done too well in the Fall league to be able to return as a whole but you can always give them an option to play in a higher league if they want to stay together. (you are supposed to have a set of guidelines for team formation and an even league is one of the goals you must have). Once the returning to fall team deadline passed, I would go to my player list, filter for my Fall program registrations then also filter for "not registered in" my Spring program. I would open the screen to show all registrations on one page, then select all of them and assign to "None" in the team assignment box. This way, you keep all the same teams, they are already registered in the registration event, and you are only updating with registered players. It also helps with sanity. As a bonus, you will also know exactly how many openings you have on each team! Go to your program registrations, export to Excel and you will have a list of teams with the returning players assigned. As a bonus, it motivates parents to register on time so you can do your job hopefully without pulling all your hair out.

You should also come up with a system to keep up with the changes you make on your Fall rosters. Releases do not cost anything, but you need to be aware of adding players, where they came from, moving players from team to team within your club or coming from other clubs.

We have already talked about how to quickly remove non-returning players off rosters. For a quick reminder, check section 3.a. under Transfer and Releases / Your Spring Season Guide. To add players to teams, all you have to do is log in, click on the Club tab, click on the number behind your Spring Registration Program, select a team name in the "Assign Team" box in the "Registration Tools" box, put a checkmark in front of the appropriate players and click "Assign Team":

Not sure if you've assigned all your new players? Click on "Primary Team" twice, and the list of players will be sorted by team name, starting with the players with no team name:

	Curr. Age	Primary Team	#	Reg. Age	Date	Wait	Complete	Flag Info
	U13		#12					
00)	U13			2/20/2015		Wait	Complete	
	U8							
	U8			3/3/2015		Wait	Complete	
	U16							

You must click "Primary Team" twice, not double-click!

You may also create new teams if your player count has increased. It is highly recommended you keep using the same teams before you create new ones.

REPORTING TEAMS

1. CAYSA Registration Event

a. Enrolling New Teams in the CAYSA Registration Event.

To make sure all your active teams are enrolled in the CAYSA Registration event, you can follow a few easy steps: log in, click on the Club tab, click on "Teams" in the dark menu bar:



Select the CAYSA Registration Event in the "Register Teams in" and click "Select":



The list of teams will refresh to show only the teams not yet registered in the Event:



If you have properly removed players from teams when you were cleaning up your rosters, you will quickly be able to identify which teams that are not in the Registration Event need to be enrolled by looking at the column that shows the number of players on the teams:

Players
5
5
5
4
5
8
7
9

Put a checkmark in front of the teams you need to enroll and click "Enter Selected Teams":



b. Checking and Updating Previously Enrolled Teams

As previously discussed in the Transfer/Release Section of Your Spring Season Guide, you will need to check all your teams in the CAYSA Registration Event. A few places to check to make sure your teams are in order: log in, click on the Registrar tab, click on the CAYSA Registration Event and click "Apply Filters":



The first thing you should look at is the partial number in the Roster Count column:

#	✓	Photos	Roster
1	<input type="checkbox"/>		9
2	<input type="checkbox"/>		0
3	<input type="checkbox"/>	(18)	18
4	<input type="checkbox"/>	(2)	9
5	<input type="checkbox"/>	(8)	13
6	<input type="checkbox"/>	(2)	10
7	<input type="checkbox"/>	(1)	4/6
8	<input type="checkbox"/>		6/7
9	<input type="checkbox"/>	(2)	6
10	<input type="checkbox"/>	(3)	8
11	<input type="checkbox"/>		7
12	<input type="checkbox"/>	(1)	5/6
13	<input type="checkbox"/>	(2)	6
14	<input type="checkbox"/>	(9)	10/14

Those are a great place to start. Those numbers are a sign that you have players in the player list that are not rostered to the official roster.

Your best bet is to give each and every roster a look to make sure everything is correct.

- c. Make sure all your teams are generated

As you go through each roster, make sure every player is rostered and that you have generated a pdf of each roster: you can do this as you check each team by clicking the “Generate Official Roster” button:



When the screen refreshes, the document will show up here:



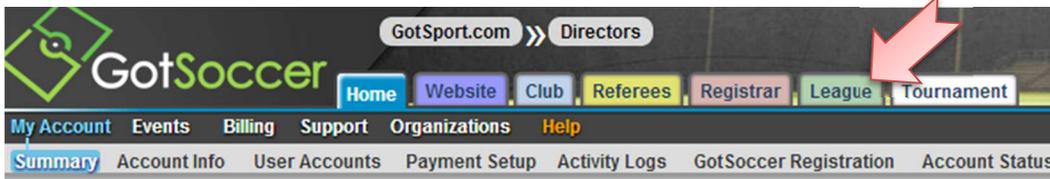
2. Deadlines: Your Spring Reconciliation is published on the CAYSA website and due by 5pm on deadline day. Please make sure all your teams are in the CAYSA Registration Event, all rosters generated in that event, and every player assigned to the Official roster list.

IN HOUSE SCHEDULING

Not feeling challenged enough? No? Fine, let's talk scheduling!

CREATING AN IN HOUSE LEAGUE

1. Log in, click on the League Tab:



2. Click "Add League":



3. Enter Event Name, Brief description (Optional), Start and End, Season, then click "Save":

Basic Setup

New Event

General Information

Event Name: Leander Fall 2015 League

Description: Games at Robin Bledsoe Park in Leander on Saturday mornings

Start/End: 9/1/2015 - 12/15/2015

Accounting Code: (optional)

Season: 15/16

General Location

City: Leander

State: TX

Zip Code: 78641

Event Sanctioning

Use Member Registrations for Roster Building

USYSA Tennessee Texas North Texas South

AYSO SAY USClub USSF

Urgent Alert Message Board

Publish Schedule

Publish Schedules/Results

Team Registration

Report Registrations to State

Team Rosters

Enable Club Pass for Registrars

Enable Club Pass for Clubs

Save **Cancel**

4. New tabs will appear at the top, and we will go tab by tab to build the event:



5. Scoring Setup: You will only update this if you are keeping score in any age group. If your in-house league does not keep any score, you can move on to the next tab
6. Fees: this only comes into play if this isn't an in-house league only and you are charging the other teams participating for scheduling services
7. Appearance: This is where you will upload your logo if available. You can also play with the templates and see what you like best.
8. Homepage: same as above, play with it and see if you like what it does for you
9. Coordinators: defaults to the main account in your club account

10. Access and options: This is where you will make your schedule public and set it up so you can print gamecards if needed. If you do need gamecards you will need to check the following:

Leander Fall 2015 League

9/1/2015-12/15/2015

Phone-In & Mobile Services

Allow Phone-In & Mobile Input of Game Results

Event ID

4-Digit PIN

Allow Input of Misconduct cards via Phone-In, Mobile & Web scoring system.

Allow Input of Game Reports via Web/Tablet scoring system.

On printed game cards, include: for scoring input.

You must create a PIN to allow access to this event via Phone-In Services. The phone number for this service is:
804-758-0875

11. Turn on Application Form so you can enroll your teams(keep in mind you should turn that off once you have entered your teams so teams do not get added without your knowledge):

Team Registration

Application Form Open

Accept Credit Cards

Accept Checks/Money Orders

[Manage Credit Card options](#)

[Payment Address info](#)

Allow Only In-State Club Associated Teams to Apply*

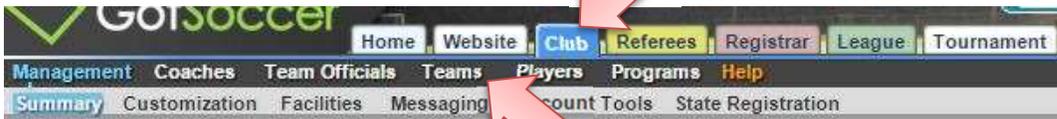
*Note: This will disable the New Account option.

Allow Clubs to Directly Enroll Teams**

12. Click Save at the bottom of the page

ENROLLING TEAMS

1. Go To the Club Tab and Teams in the dark menu bar:



2. Put the League name in the "Register Teams In" box and click "Select":

Register Teams in:

3. Select the teams and click "Enter Selected Teams":

Register Teams in:

Now showing teams NOT entered in Leander Fall 2015 League (9/1/2015)
 [Click Here to view team applications](#)

Items 1 - 48 of 48

<input checked="" type="checkbox"/>	Quick Edit	Gdr/Age	Number	Level/Grade	Club / Team Name
-------------------------------------	------------	---------	--------	-------------	------------------

SET UP YOUR GAMES

1. FIELDS

Complete the field info:

Field Info

Field Information		Field Address	
Type	Field	Address	
Location/Name		City	
Number (Letters ok)		State	
Size	L: <input type="text"/> X W: <input type="text"/>	Zip Code	
Condition		Country	United States
<input type="checkbox"/> Lighted Facility		Phone	
		Phone (2)	
		Mobile Phone	
		Fax	

Save **Cancel**

After you click Save, more tabs will appear:

Field Info | **Availability** | **Valid Event Types** | **Transfer Field**

Field Information | **Field Ad**

You will need to check each tab but to start, the only tab you need to concern yourself with is the availability tab: be sure to set which age groups the particular field you are setting up is for. This'll prevent you from scheduling games of the wrong age group on particular fields.

2. DIVISIONS

Your next move is to set up your age groups: Click on the "League" tab then click on "Divisions" under your league:

Add Divisions:

Enter information next to each of the arrows below:

Basic Setup

New Division or Group

Basic Division Setup

Division Name

Chart Color

Priority in ascending order

Sex Boys Coed Girls

Age *If OTHER, enter description:

Team Size

Referees

Total Needed Per Game Required AYSO Level

Scheduling Setup

This is the default setting. You can size the format for each day.

Total Game Length Minutes

Games Per Day/Team

Simultaneous Games

Earliest Start Time HH:MM AM/PM

Latest End Time HH:MM AM/PM

Hide Scores & Results from Public Pages

Publish Coach & Manager Info on Public Pages

Save
View All Divisions

A few things to remember when you are filling the spaces above:

- Not all team sizes (formats: 3v3, 4v4, 6v6, etc) are available so you do not have to enter that
- The "Total Game Length" stands for your timeslots, not just the game length: for example, if you are entering a U6 division playing four 8 minute quarters for a total of 32 minutes, you wouldn't enter 32 minutes, you would enter the total length of your timeslot: maybe 60 minutes, maybe 75, whichever works for your fields.
- "Games Per Day" should be set to 1. 2 would mean the system will try and schedule 2 games per team er day
- "Simultaneous Games" stands for how many games per division in one day. If you have 8 teams, you need a minimum of 4 simultaneous games. To be safe, you can just set this to 20.
- "Earliest Start Time" stands for when games start for this particular age group
- "Latest End Time" needs to be late enough that all games will be automatically get assigned by the program. I usually set it as 19:00, which will automatically update for 7:00 PM.
- Be sure to click the Save button when you are done.

Once you have set up your divisions, it will look like this:

Divisioning
Auto-Fill Seeding
Match Creation
Automatic Scheduling
Scheduling Setup
Division Reports

Leander Fall 2015 League - 9/1/2015

+ Add Division
Download Roster

Coed U6
Coed U8
Coed U10

Accepted Teams: 0 Total Applications: 0 Group Capacity: 0 Auto-Fill Seeding

Under 6

Scores Hidden

	Max Teams	Min Games
Division	0	0

Sub Divisions: + Add

3. ENROLLING AND ACCEPTING TEAMS

Click on the "Club" tab then "Teams" in the dark menu bar:



Enter your league name in the "Register Teams In" box and click "Select":

The screenshot shows a dropdown menu with the text "Register Teams in:" followed by a selected option "Leander Fall 2015 League (9/1/2015)". To the right of the dropdown is a blue "Select" button. Below the dropdown, there is a red text message: "Now showing teams NOT entered in Leander Fall 2015 League (9/1/2015)" and a link that says "Click Here to view team applications".

Select your teams and click "Enter Selected Teams" (For ease of use, your teams should be the same age group and gender as the Divisions you set up in your league. Otherwise you will have to edit each team in the League itself so you can assign them into each division. You may have reasons to do it other ways though, this is YOUR program):

The screenshot shows a table titled "Enter Selected Teams" with a green header bar. The table has columns: "Quick Edit", "Gdr/Age", "Number", "Level/Grade", and "Club / Team". There are five rows of data, each with a checked checkbox in the "Quick Edit" column. Red arrows point to the "Enter Selected Teams" button above the table and the first row of data.

Quick Edit	Gdr/Age	Number	Level/Grade	Club / Team
<input checked="" type="checkbox"/>	Coed U6	04-354C060013	4 - Division 4	Leander YSA
<input checked="" type="checkbox"/>	Coed U6	04-354C060010	4 - Division 4	Leander YSA
<input checked="" type="checkbox"/>	Coed U6	04-354C060007	4 - Division 4	Leander YSA
<input checked="" type="checkbox"/>	Coed U6	04-354C060012	4 - Division 4	Leander YSA
<input type="checkbox"/>	Coed U6	04-354C060008	4 - Division 4	Leander YSA

Next you will accept your teams and place them in divisions: Click on the "League" tab and click on "Teams" in your League (you can do this age group by age group or wait until all your teams are enrolled):



You can accept all your teams at once by clicking "Accept Listed Teams":



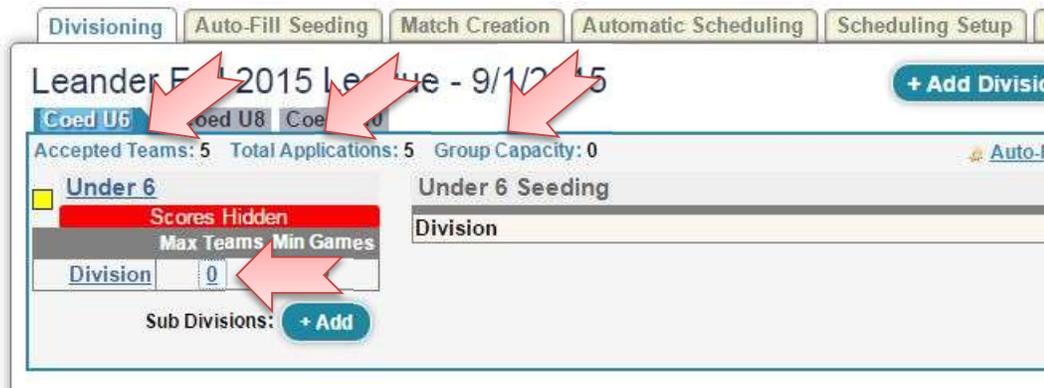
Next you can go back to League set up by clicking the little arrow next to the league name at the top of that same page:

The screenshot shows the league setup filters. At the top, there are tabs for "Team Registrations" and "Roster Compliance". Below the tabs, there is a "Page Size" dropdown set to "50", an "Event" dropdown set to "Leander Fall 2015 League (9/1/2015)", and a "Season" dropdown. To the right of the "Event" dropdown is a small blue arrow icon. Below these are several other filters: "Fee (No fees available)", "Group", "All", "Paid", "Method", "Club/Team Name", "Division (Any Division)", "Accepted", "Notes", and "Coach/Manager". A red arrow points to the small blue arrow icon next to the "Event" dropdown.

Click on "Divisions" in the grey menu bar:



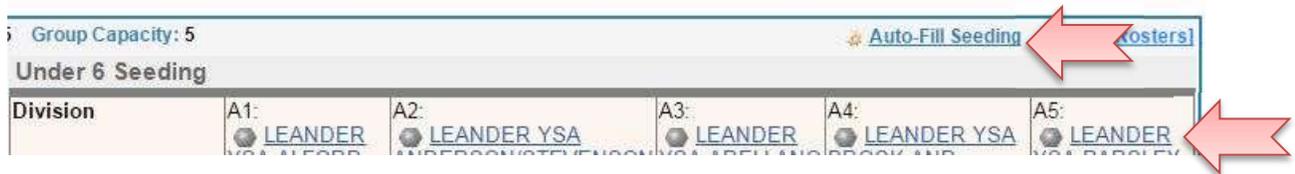
Now you will need to expand the group size by the number of teams. Look below at "Accepted", "Total", and "Group Capacity":



Click on the 0 under "Max Teams" and change it to the number of teams accepted and click "Save":



Click "Auto-Fill Seedings" and your teams will appear in the Division:



4. RUN GAMES

Before you start pushing buttons and creating games, you will need to open your dates:

Leander Fall 2015 League
9/1/2015-12/15/2015

Automatic Scheduling Controls
Schedule Changed: 7/23/2015 9:16:30 AM

Public Schedule View
Master Status: UNPUBLISHED [\[Publish\]](#)

« 2015 »

« August September 2015 October »

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 No Games Visibility: Normal	2 No Games Visibility: Normal	3 No Games Visibility: Normal	4 No Games Visibility: Normal	5 No Games Visibility: Normal
6 No Games Visibility: Normal	7 No Games Visibility: Normal	8 No Games Visibility: Normal	9 No Games Visibility: Normal	10 No Games Visibility: Normal	11 No Games Visibility: Normal	12 No Games Visibility: Normal
13 No Games Visibility: Normal	14 No Games Visibility: Normal	15 No Games Visibility: Normal	16 No Games Visibility: Normal	17 No Games Visibility: Normal	18 No Games Visibility: Normal	19 No Games Visibility: Normal

Click on “Schedule” in the grey menu bar then start opening Saturdays by clicking the little s. A Good rule of thumb is to open two more weekends than you think is needed.

Now let’s push some buttons: go back to “Divisions” and click on the “Match Creation” tab:

Event Setup Application **Divisions** Officials Export

Divisioning Auto-Fill Seeding **Match Creation**

Leander Fall 2015 League - 9/1/2015

Coed U6 Coed U8 Coed U10

The system automatically sets up regular single round robin games. The only exception is when you are copying a league from one season to the other, the existing bracket size template comes with it. Now is when you would decide how many games you will give each team for the season. Our 5 team example is an easy double round robin 8 game season. Here is how to proceed: Click on . Then click again:

Entire League **Coed U6** Coed U8 Coed U10

Create Matches for: Under 6 Set Name Set 1 Dates 9/1/2015 to 12/15/2015 **Create**

Since we are doing a double round robin in this case, you will do this twice and end up with this:

Entire League **Coed U6** Coed U8 Coed U10

Under 6 Standard Template **Create Matches**

Division 5 Teams

Set Name	Match Count	First Date	Last Date	
Set 1	10 (10 Unscheduled)	9/12/2015	10/10/2015	<input checked="" type="checkbox"/> Schedule <input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Exch.Sides <input checked="" type="checkbox"/> Delete
Set 2	10 (10 Unscheduled)	10/17/2015	11/14/2015	<input checked="" type="checkbox"/> Schedule <input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Exch.Sides <input checked="" type="checkbox"/> Delete

I recommend clicking “Exch. Sides” with switches the home and away teams in the second set of games although until you get to older age groups, it really doesn’t matter, just good habit.

5. LET IT ROLL!

The next step is found under “Automatic Scheduling”, our next tab: Select the division you wish to schedule, the sets of games you just created will appear and let it roll by clicking the Schedule button at the bottom!

If you have set everything up correctly, this will happen:

Lather, rinse, repeat for all divisions!

PUBLISH YOUR SCHEDULE

You are almost there!!

After you check your schedules, you need to locate your schedule link. To do so, click on the “League” tab, your league, then click on the “Access & Options” tab:

In the right column at the bottom, check the “Allow teams to view their schedule” box and click Save:

Access Control

- Allow teams to view their schedule (publish)**
<http://www.gotsport.com/events/?EventID=47514>
[Preview Public Pages](#)
- Publish unscheduled games**
- Allow teams to view other applicants in this event**
- Allow college coaches to search for players in this event**
- Show link to list of college coaches attending from all public event pages (including application form)**
- Open the Get Scores service to public (lists flights, teams and sends scores to mobile phones and pagers)**
- Show Team Rankings box on public schedule pages**
- Allow referees and assignors to view and register for this event**

The link right below that is your schedule link:

Access Control

- Allow teams to view their schedule (publish)**
<http://www.gotsport.com/events/?EventID=47514>
[Preview Public Pages](#)

It can be emailed to the teams or added straight to an article on your website, or if you want to be fancy, add it as a hyperlink like so:

- Copy the link above
- Type :“CLICK HERE FOR YOUR FALL 2015 SCHEDULE”
- Use your cursor to highlight all of it and right click on it (click the right button on your mouse) and go to “Hyperlink”
- Add the link at the bottom and click OK

Insert Hyperlink

Link to: Text to display: ScreenTip...

Look in: 15 Registrar CD

- Current Folder
- Browsed Pages
- Recent Files

Address:

Buttons: OK, Cancel, Bookmark..., Target Frame...

- Ta DAH!: [CLICK HERE FOR YOUR FALL 2015 SCHEDULE](http://www.gotsport.com/events/?EventID=47514)