



Got Soccer Registration Guidelines for MSPSP



****Follow the below steps if the club is inputting player data***

Inputting player and team information

1. Log on to www.gotsoccer.com
2. Log on using the above club username and password
3. Click on "Club" along the top then "Players" on the blue bar
4. Click on "Upload Players" in the grey bar.
5. You will need to have an excel sheet prepared with all your player data including AT LEAST the following information: First and last name, player gender, address, date of birth date, team name (keeping consistent for all players on the same team), team gender, and team age group (age group the team WILL BE playing in MSPSP Fall 2010 ex: UXX). All players can be uploaded at the same in the same excel sheet. **The file will need to be saved as a CSV format.**

NOTE: Above is the minimum that MSPSP requires to be inputted into Got Soccer. We highly recommend that clubs begin to build their club account with email address, phone numbers, etc.

6. Select "Browse" at the bottom and find the file with your player data.
7. Leave the dropdown menu "Column Delimiter" as stated "Comma."
8. Press "Open Selected File" and it will take a moment for your data to input.
9. You will see your columns appear on the next screen and you will need to match from the dropdown menu what you information you have listed in each column.
10. At the top in the second dropdown menu select "Create Teams."
11. Hit "Import Data" at the bottom once you are finished.
12. The next page will give you a breakdown of all data inputted and data that was rejected. You can view the data rejected by selecting "Download skipped data"

Inputting Coaches and Managers

1. You will need to create a separate excel spread sheet with coach information and one with Manager (Team Official) information.
2. In the excel sheet you prepare for the coaches and team officials please be sure to add a column for Risk Management Numbers. All coaches and managers must be Risk Management approved PRIOR to registering for MSPSP.
3. Coaches and team officials can be uploaded in the same manner by selecting the "Coaches" or "Team Officials" tab in the Club account rather than "Players."

****Follow the below steps if the team is inputting player data***

Creating Teams (must be completed by club)

1. Go to www.gotsoccer.com
2. Click on "User Login" and then type the above username and password in the "Club and Organization" login area.
3. Once logged in click on the "Club" tab on the top then select the "Teams" tab in the blue bar.
4. On the top of the page under the main buttons select "Add a Team".
5. Fill in all fields with the following exceptions
 - a. Leave "Club Name" as stated
 - b. Do not fill in "Team ID" and "Position".

Login Information

Club: XXXXXX

Username XXXXX

Password XXXXX

- c. Follow MSPSP guidelines for team naming.
- d. Do not forget to fill out the "Team Login Information" section at the bottom. Make the team username and password something easy for teams to remember. Write down the username and password to distribute to teams and managers.
6. Press "Save Team Account" on the right hand side of the page.
7. Create a team account for every team you are affiliating into MSPSP

Inputting player information (if completed by teams):

1. Use the team login created above to log on to www.gotsoccer.com under the "Team Account" login.
2. Click on "Roster" on the grey bar.
3. Click on "Add Player"
4. Do not fill in "Player ID"
5. Fill in all requested information and press "Save"
6. Using the "Coach" and "Manager" tabs please also input coach and manager information. Risk Management is required before you can be officially rostered with this team. Please put Risk Management numbers in the "Notes" field.

****All teams must follow the below instructions***

Submitting teams to MSPSP Event: (MUST completed by club):

1. Click on "Events" on the main tabs and select "Search" in the grey row.
2. Type "MSPSP" in the search window and hit "Apply Filters".
3. Select the event named "MSPSP Fall 2010 Registration"
4. Click on "Apply Now" and then select "Apply to MSPSP Fall 2010 Registration"
5. Click on "Join League" and then you will be prompted to "Join League without submitting team application?" Click "Ok"
6. After you press ok click on "Manager Club" in the blue bar to get back to your club account.
7. Click on the "Club" Tab on the blue bar and select "Team" on the grey bar below it.
8. In the drop down menu that says "Select an Event" find and select "MSPSP Fall 2010 Registration."
9. Press "Select" and then a message will appear in red saying "Now showing teams NOT entered in MSPSP Fall 2010 Registration"
10. Choose the fee group that fits your team(s) from the drop down menu and select the team(s) that you want to put in MSPSP by checking the empty box.
NOTE: You will need to enter teams separately that are in differing fee groups.
11. Press "Enter Selected Teams".
12. A prompt will come up saying "Are you sure you want to enter selected team(s) in MSPSP Fall 2010 Registration". Hit "Yes"

Printing Rosters: (MUST be completed by the Club)

1. Log on to Got Soccer Club account using the above username and password
2. Click on the "Club" tab along the top and then select the "Teams" tab below.
3. In the boxes below you will see all of the teams in your club. Click on the empty box on the left-hand side of the teams that you wish to print rosters for. (Note you can print multiple rosters at the same time by simply checking multiple boxes)
4. Once you have selected the team(s) you want to print rosters for press "Print Selected Team Contacts"
5. Print three copies of the next page that appears and bring them MSPSP Registration.

There is a lot more a club can do with its free Got Soccer Club Account. To learn more about the Club Got Soccer functions go to the MSYSA website and obtain the Got Soccer Club Basic Manual.