PHASE 2
MANUAL
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HOW TO ADD A PLAYER

Step One:
From your Dashboard, you can click "Players" or click "Club Management" in the menu bar and then "Players".

Step Two:
On the Players page, click "Add Player" to create a new player account.
Step Three:

Before adding a new player user account, you will be asked to search for any existing account under that name and DOB. *First name, Last name, and DOB are required fields.

Step Four:

If there are no matching player user accounts found, you will then finish inputting the player's general information and click "Save" to create the new player user account.
HOW TO UPLOAD PLAYERS:

Step One:

From your Dashboard, click 'Club Management', then 'Players'.

Step Two:

Click 'Upload Players'.
**Step Three:**

Click on 'Download Template'

Complete instructions and ensure each column is labeled accordingly. Save the file to your desktop.

![Image of GotSport Import Players interface]

**Step Four:**

Click 'Choose File' to select your file.

![Image of GotSport Import Players interface]
Step Five:

Once you have uploaded your .csv / .txt file, Click 'Open Selected File'.
Step Six:

Lastly, once your file has successfully uploaded, Click 'Import Data'.

**Note:** If the column headers do not match when uploading your file, you will be able to update them accordingly before the step below.
You will now see your newly imported players in your Club Player list.

HOW TO ADD A PHOTO TO A PLAYER:

Step One:

From your dashboard, click "Club Management" on the left-hand side then select "Players" from the drop-down menu.
**Step Two:**

Click on the name of the player who you want to add/edit a photo for.

**Step Three:**

Click "Choose File" if you would like to add a photo or replace your current photo with a new one. Once uploaded, click the "Edit" button to crop or rotate this image to make it look as clear as possible.
Once you have cropped your photo, click "Save"
HOW TO ADD BIRTH DOCUMENTATION:

**Step One:**

From your dashboard, click on "Club Management" on the left-hand side then select "Players" from the drop-down menu or click on the "Players" tab on the middle of your dashboard.

**Step Two:**

On this page you can use the filters at the top to narrow down your player list. Once you have found the player you want to add a document/birth certificate for, click their name.
**Step Three:**

Once you have clicked on the player, click on "Documents" on the left-hand side.

![Image of GotSport interface with "Documents" highlighted]

**Step Four:**

Here you can click "+ New Document" and add a document/birth certificate for this player.

![Image of GotSport interface with "New Document" button highlighted]
Step Five:

Once you select this option, you can either select "+ New Contract/Document Repository" to add a new name for this document upload or select from the drop-down labeled "Existing Contract" for existing document types to choose from.

For this example, we will select "+ New Contract/Document Repository"

Step Six:

Fill in the two required text boxes prior to upload - 'Contract Name' and 'New Label'.

Select "Choose File" to upload your document.

Optional: Start/End Date text boxes indicate the date range in which documents will be valid.
Once you have uploaded your document, click "Save".

Birth Certificate has now successfully been uploaded.
HOW TO ADD A COACH:

Step One:
From the overview page, click on "Coaches" on the Dashboard or click the "Club Management" drop down then select "Coaches" from the drop down list.

Step Two:
From the Coaches overview page, click "Add Coach"
**Step Three:**

Enter all the required information and click "Search" (this will search the system to alert you if a matching coach already exists)

**Step Four:**

If no coach with the same information exists, you will be prompted to enter the information to create a new user
Once you have entered all the information, click "Save" and the coach will receive an email notifying them of the account creation. The coach will now appear under the Coach overview page.
HOW TO UPLOAD COACHES:

Step One:
From your Dashboard, click 'Club Management', then 'Coaches'.

Step Two:
Click 'Upload Coaches'.
**Step Three:**

Click on 'Download Template'

Complete instructions and ensure each column is labeled accordingly. Save the file to your desktop.

**Step Four:**

Click 'Choose File' to select your file.
Step Five:

Select the file from your computer and click “Open”.

Step Six:

Once you have uploaded your .csv / .txt file, Click 'Open Selected File'.
Step Seven:

Lastly, once your file has successfully uploaded, Click 'Import Data'.

Note: If the column headers do not match when uploading your file, you will be able to update them accordingly before the step below.
You will now see your newly imported coaches in your Club Coaches list.

**HOW TO ADD A MANAGER:**

**Step One:**

From the overview page, click the "Club Management" drop down then select "Managers" from the drop down menu.
**Step Two:**

From the Managers overview page, click "Add Manager"

![Add Manager Screen](image1)

**Step Three:**

Enter all the required information and click "Search" (this will search the system to alert you if a matching coach already exists)

![Search Screen](image2)
Step Four:

If no manager with the same information exists, you will be prompted to enter the information to create a new user.

Once you have entered all the information, click "Save" and the manager will receive an email notifying them of the account creation. The manager will now appear under the Manager overview page.
HOW TO UPLOAD MANAGERS:

Step One:

From your Dashboard, click 'Club Management', then 'Managers'.

![Dashboard screenshot showing Club Management and Managers sections]
Step Two:

Click 'Upload Managers'.

Step Three:

Click on 'Download Template'

Complete instructions and ensure each column is labeled accordingly. Save the file to your desktop.
Step Four:

Click 'Choose File' to select your file.
Step Five:

Once you have uploaded your .csv / .txt file, Click 'Open Selected File'.

Step Six:

Lastly, once your file has successfully uploaded, Click 'Import Data'.

**Note:** If the column headers do not match when uploading your file, you will be able to update them accordingly before the step below.
You will now see your newly imported managers in your Club Managers list.
HOW TO ADD A TEAM:

Step One:
From your dashboard, either select "Club Management" then "Teams" from the dropdown or just click "Teams" on your dashboard homepage.

Step Two:
From your team's overview page, click "+ New Team" to create a new team account. From this page you will be prompted to enter the basic team information such as the team name, their competitive level, their gender, and their age group. You also have the ability to add their logo (if you do not add a logo, it will default to your club's logo)
HOW TO REGISTER TEAMS TO EVENT AND ADD PLAYERS TO EVENT ROSTERS:

Step One:
Click on 'Club Management', then 'Teams'
**Step Two:**
Click the 'Teams' tab, then 'Roster Builder' from the drop down

![Teams tab and Roster Builder](image)

**Step Three:**
Click 'Find an Event'

![Find an Event](image)
Step Four:
Click 'Register' then select a fee to register your teams. Please note that if you do not see your league event that means it has not yet been opened and you should contact your league administrator for more details.

Step Five:
Select your teams, then click 'Register'.
In the drop down select 'All Teams' or 'Selected Teams'
**Step Six:**

Your teams have now been registered for the event.

Next, to update your team rosters:

Click the 'Teams' dropdown, then 'Roster Builder'

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**Step Seven:**

Select your event from the drop down to modify your roster.
Step Eight:
To update your team's event roster:
Select the players from within the player list, then click 'Add to Team' next to your respective team.

Step Nine:
Your team's roster has now been updated.
HOW TO ADD A COACH TO A TEAM:

**Step One:**

From your club overview, click "Club Management" and then "Teams".

![Image of Club Management menu](image1)

**Step Two:**

Click on the "Teams" drop down and then "Roster Builder"

![Image of Roster Builder](image2)
Step Three:

From the roster builder view, select the event in the "Rosters For" filter and click "Search".

Step Four:

Once you have selected the event, you will then select the "Coaches" option to bring up the list of coaches.
**Step Five:**

On the left you will see the list of available coaches and to the right you will see your teams list, including players/coaches/managers already on the selected event roster. You will need to click (and hold) the coach’s name and drag it to the desired team.

You will then see the coach(s) placed on the team for the selected event.
HOW TO ADD A MANAGER TO A TEAM:

Step One:
From your club overview, click "Club Management" and then "Teams".

Step Two:
Click on the "Teams" drop down and then "Roster Builder"
Step Three:

From the roster builder view, select the event in the "Rosters For" filter and click "Search".

Step Four:

Once you have selected the event, you will then select the "Managers" option to bring up the list of managers.
Step Five:

On the left you will see the list of available managers and to the right you will see your teams list, including players/coaches/managers already on the selected event roster. You will need to click (and hold) the managers name and drag it to the desired team.

You will then see the manager(s) placed on the team for the selected event.
HOW TO EMAIL COACHES & MANAGERS TO SUBMIT R/M REQUIREMENTS:

You are able to create contact lists in the system allowing you to create blocks of contacts making messaging people that much easier and less time-consuming. You will be emailing all your coaches and managers from here to start the season letting them know how to gain access to their account and complete all PA Risk Management criteria. Note: when a contact email is updated, added or removed in a block within these contact lists, it will automatically update in your list. To add a new contact list, follow the steps below:

**Step One:**

From your dashboard, select "Communications" on the left-hand side then "Contact Lists" from the drop-down menu.

**Step Two:**

This page will list all of your current contact lists. To add a new list, click "+ New Contact List."
Step Three:

You will first be prompted to Name the Contact List then click "Save."

Step Four:

Select 'Users'
Select the 'Role' dropdown and click 'Coach'.

**Note:** This is interchangeable to include managers as well or they could also be added to the recipient list.

Click on 'View Recipients' to see who will be receiving your email.
Step Five:

Click ‘Compose Message’ to create your new email.
Click 'Send'

Your email has now been delivered to your recipients.
HOW TO APPROVE RISK MANAGEMENT DOCUMENTATION

Step One:

Go to the Club Management, Coaches page, and then click on the “Coaches”

Step Two:

Then go to “Requirements” in that coach’s profile:
Step Three:

Click the Requirement you want to check.

Step Four:

Click on the ID number of the report submission:
This next part is OPTIONAL. If you choose, there is an Expiration Date area, where you can fill in the expiration date of the coach’s document, and then plug in 60 months and click Save. The system will automatically update the Report Submitted date to 60 months prior to the expiration date, in accordance with the Eastern Pennsylvania Youth Soccer Association.

**Step Five:** After confirming document, you then update the status of the documentation and click Update:
You will then see the “Status” of the report change to what was selected within the drop down.