



PHASE 1 MANUAL

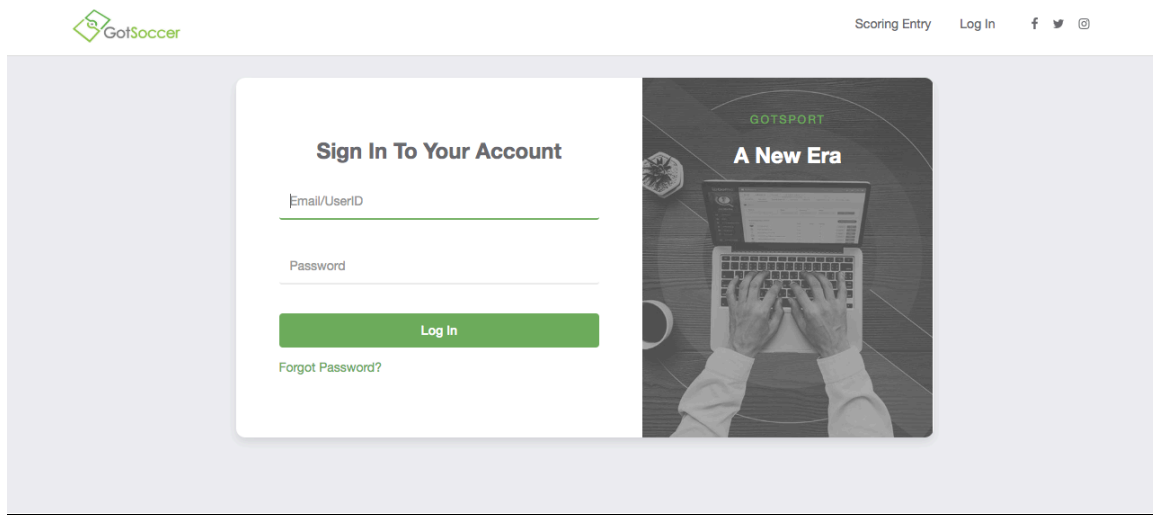


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How to Login to Your Account:

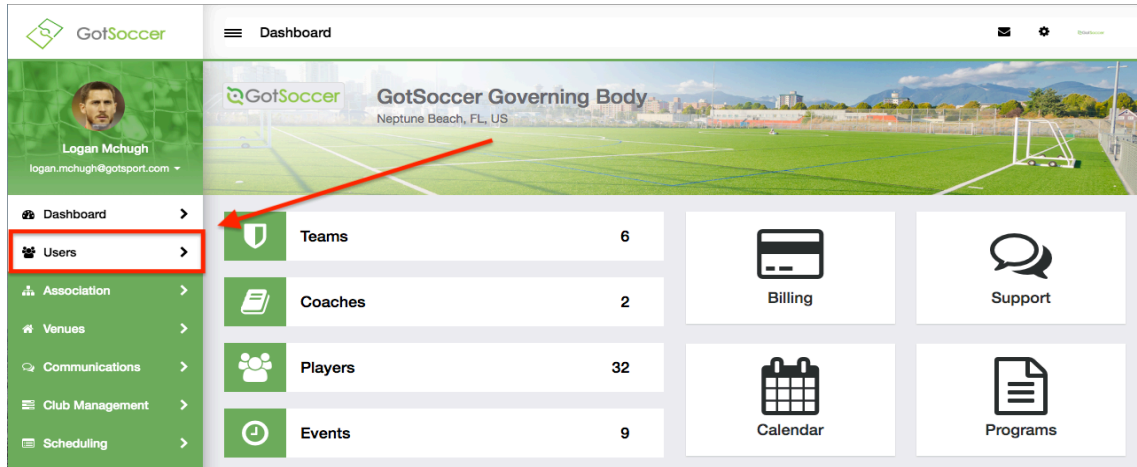
You will go to <https://system.gotsport.com>. This will prompt you to the login screen where, with your given username(email) and password, you will enter them in to login.



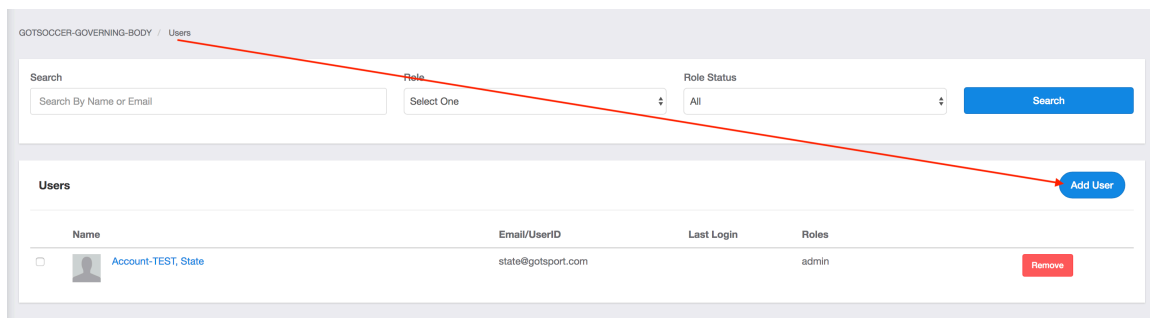
The screenshot shows the Gotsport login interface. At the top left is the 'GotSoccer' logo. At the top right are links for 'Scoring Entry', 'Log In', and social media icons for Facebook, Twitter, and Instagram. The main content area is split into two panels. The left panel, titled 'Sign In To Your Account', contains a form with two input fields: 'Email/UserID' and 'Password'. Below these fields is a green 'Log In' button and a link for 'Forgot Password?'. The right panel features a dark background with a laptop and hands typing, with the text 'GOTSPORT' and 'A New Era' overlaid.

How to Add Users to a Club:

From your Dashboard, click on "Users" on the left-hand side.



Click "Add User" on the right-hand side.



Enter in the user's email address and first and last name while the Date of Birth and Postal Codes are optional. Then click "Search." Note: their email address will be their new username.

Add User

Email/UserID

barry@gotsoccer.com

First Name

Barry

Last Name

Burns

DOB (optional)

Postal Code (optional)

Search

If the Email/User ID is found in the system, you will get an option to send a "Request Role Approval" for that user which would then send a request to that email address for that role.

Add User

Email/UserID

barry@gotsoccer.com

First Name

Barry

Last Name

Burns

DOB (optional)

Postal Code (optional)

Search

Burns, Barry

barry@gotsoccer.com

Admin

GotSoccer Governing Bod

Request Role Approval

If that email/User ID is not in the system, you can proceed to fill out the rest of the information for this user. The only *Required* fields are the First and Last Name, Email Address, Date of Birth, and a Password. When complete, click "Save."

No Users Found



Create New User



Photo

Choose File

No file chosen

First Name

Joe

Last Name

Test

Email Address

Joe@gotsoccer.com

Contact Email

Phone

DOB

2019

November

11

Gender

Select One...

Preferred Language

English (US) (English (US))

Password

Time Zone Name

Eastern Time (US & Canada)

Phone number

Mobile Phone Number

Address

Address (Continued)

City

State/Province

Postal Code

Country

United States

Latitude

40.7484404


Longitude

-73.9856554

40°44'54.4"N 73°59'08.4"W

Directions

View larger map



Citizenship

Country

United States

Passport Number

Passport Expiration

Delete

Role

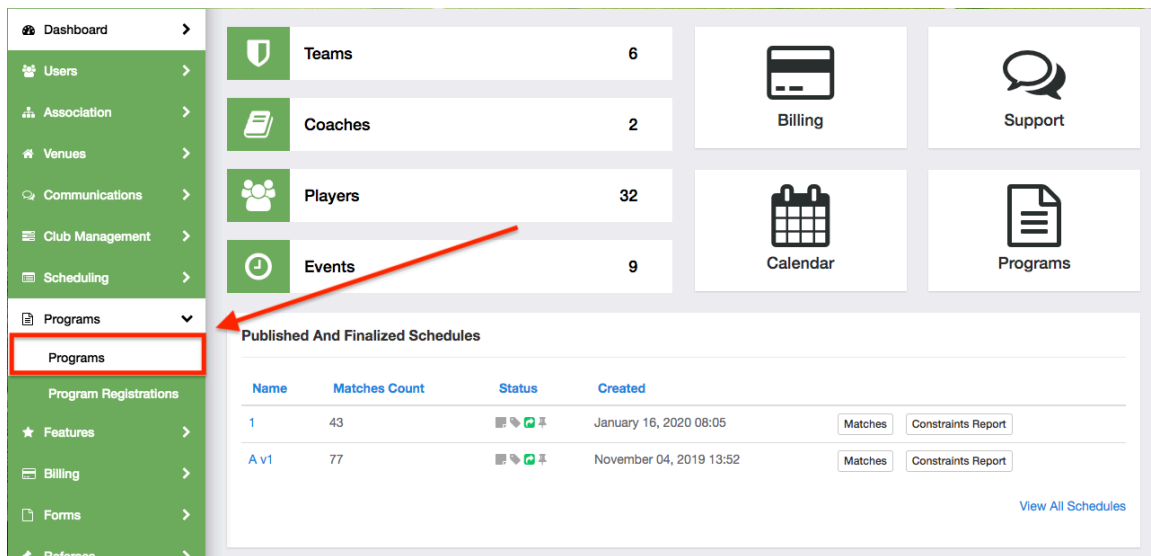
Admin

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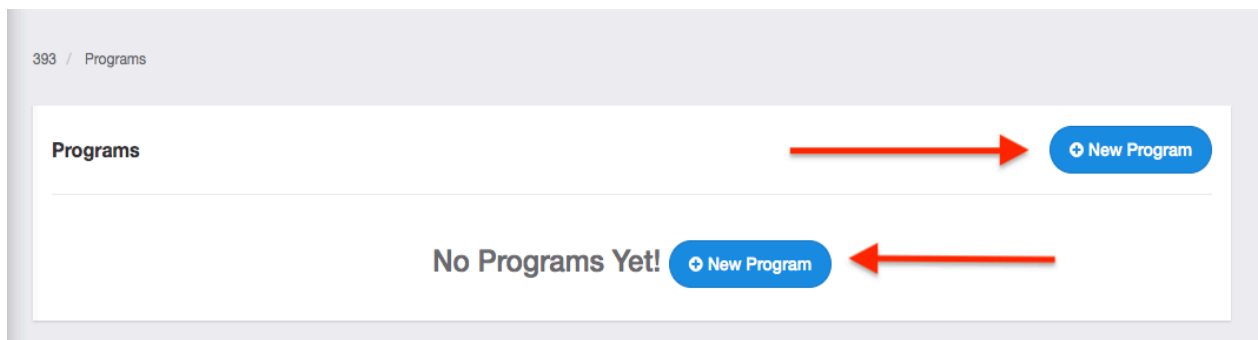
Save

How to Create a New Program:

From your dashboard, on the left-hand side click "Programs" and then select "Programs" from the drop-down menu.



From this page, select either option labeled "+ New Program."



Basic Program Information:

After clicking "New Program", the top of the page will ask basic information about your program-

Name: The full name of this program.

Seasonal Year: The seasonal year occurring when this program takes place.

Program Dates: The start and end dates for this program.

Age Method: The "Calendar Year" is from January 1st – December 31st. The "Seasonal Year" is from August 1st – July 31st.

Website URL: You can enter your websites URL and it will be accessible to click via the registration links.

Accounting Code: Enter the code you want to appear on the billing transactions for this program.

Merchant Profile: some organizations may have several merchant accounts for their different programs or events, here you can select the specific merchant profile you want for the program.

New Program

Name

Seasonal Year

Start Date

End Date

Program dates will normally be the seasonal year beginning Aug. 1st

Age Method

Website URL

Accounting Code

Merchant profile

Description: A brief description of this program.

Welcome Message: The Welcome Message is a new feature that will portray this message on the screen before the user logs in/creates new account.

Notification Emails: Any email address placed here will receive an email notification when a player registers for the program.

Reply to Email: This is the "reply to" email for registrants, leave blank if you do not want an email address registrants can reply to.

Description

Welcome Message

Formats ▾

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



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



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Notification Emails (Separated by comma)

barry@gotsoccer.com,state@gotsport.com



Reply To Email

Registration Open: Toggle this box whether or not your registration is open or not.

Require Handwritten Signature: Toggle this box to require registrants to electronically sign their application.

Ask For Parent Info: You can set the minimum and maximum required amount of parents to be attached to a player when registering.

Allow Player to Select Age Group: You are able to allow the player to select which age group they want to play in for that season. You can also control how many years up or down they can play, if you allow them.

Show Emergency Info: Toggle whether or not registrants have the ability to enter their emergency info. If toggled on, you can then require it to be entered if wanted.

Allow Player to Select Team: Toggle whether the registrant can choose which team they want to play on.

Available Roles: This will allow you to select different registrant types you wish to have register.

- ☐ Registration Open
- ☐ Require Handwritten Signature (works with mouse or touchscreen)
- ☐ Ask for parent info
- ☐ Allow player to select age group
- ☐ Show Emergency Info
- ☐ Allow player to select team

Available Roles

- ☐ Player
- ☐ Coach
- ☐ Referee

Payment Terms: Standard payment terms will be present by default, however, you can overwrite the standard text and enter your club's own payment terms, if needed.

Agreement Text: If there is text entered here, the registrant will be required to agree to this text before continuing.

Payment Terms

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I agree to the payment amount and structure laid out on this page

Agreement Text

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Printable Agreement Text: This area allows you to enter text the registrant can download and print after the registration.

Confirmation Email Text: In this area you can enter a custom confirmation email the registrant will receive after registration is complete.

After you have selected and entered all the information on this program setup page, click "Save" at the bottom to continue.

Printable Agreement Text

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Confirmation Email Text

Formats ▾

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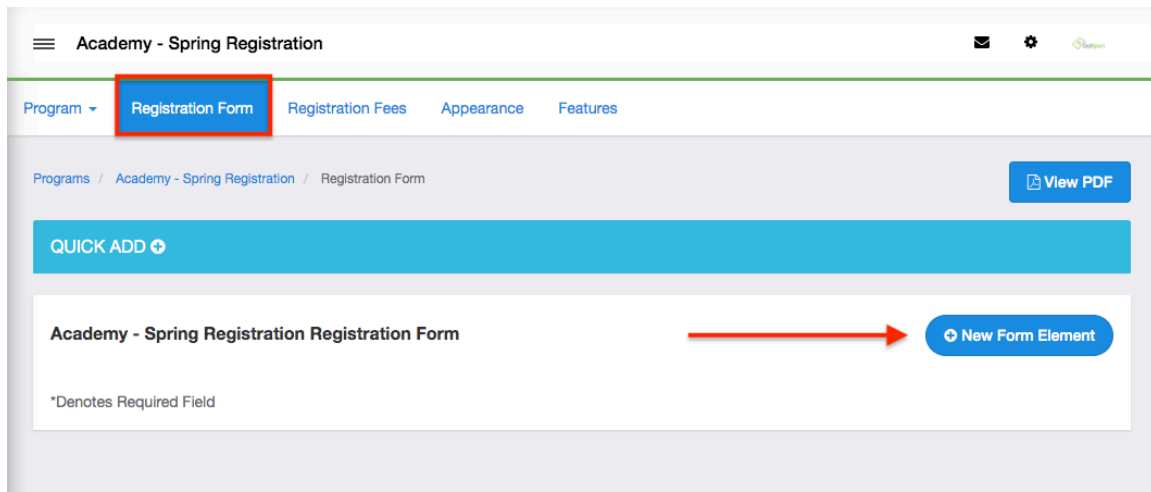
<>



Save

Creating the Registration Form in a Program:

While creating your program registration, click the "Registration Form" tab at the top of your page. To create a new form question, click "+ New Form Element" on the top right-hand side of your screen. Note: as you create form elements over time, they will populate under the "Quick Add +" drop-down so you do not need to recreate these questions each year.



The screenshot shows the 'Academy - Spring Registration' form editor. At the top, there's a navigation bar with tabs: 'Program', 'Registration Form' (highlighted with a red box), 'Registration Fees', 'Appearance', and 'Features'. Below the navigation bar, there's a breadcrumb trail: 'Programs / Academy - Spring Registration / Registration Form'. A 'View PDF' button is visible on the right. A blue 'QUICK ADD +' button is prominently displayed. Below it, the main form area is titled 'Academy - Spring Registration Registration Form'. A red arrow points from this title to a blue button labeled '+ New Form Element'. At the bottom left, there's a note: '*Denotes Required Field'.

There are different types of form elements for data collection or dissemination:

Text Input: Allows you to ask a question where the registrant can type a response.

Drop Down List: Allows for the selection of an element in a drop down list (example: jersey size, day of the week, etc.)

Radio Buttons: Allow for the selection of one element, similar to the drop down list.

Check Box: Is a single check box typical for agreement text (example: check here if you agree to...)

Check Boxes: Allows for the selection of multiple elements (example: check all that apply)

HTML: Is not responsive and allows for you to post a message with HTML editing capabilities

File Field: gives you the ability to ask and/or require the registrant to upload a document (example: birth certificate).

Note: As you make edits to these form elements, they will change live through the preview on the right-hand side so you will know exactly how this question appears.

Label: this is where you would type the question.

Available Values: you will type the available options here. Each option needs to be placed on a separate line. Of note, you would do the same for Drop Down Lists and Radio Buttons.

Page: you can separate each form element on different pages during the registration.

Required: Toggle this to make the question required to answer.

Editable: Toggle this to allow club admins to edit their answers after registration.

Office Use Only: Toggle this and the question will not appear in the registration process, but is there for the club admin to use as a tool after registration.

Below are a few more examples of form elements:

Competitive Registration Registration Form

Label

Please select all that apply:

Type

Check Boxes

Available Values (One per line)

I have played previously
I have played for Coach Smith
I have played for GotSport FC previously

Page

1

☒ Required

Save

Cancel

Preview

* PLEASE SELECT ALL THAT APPLY:

- ☒ I have played previously
- ☒ I have played for Coach Smith
- ☐ I have played for GotSport FC previously

Competitive Registration Registration Form

Label

By checking here you agree to volunteer 5 hours a season doing field maintenance

Type

Check Box

Page

1

☒ Required

Save

Cancel

Preview

*
☐ BY CHECKING HERE YOU AGREE TO VOLUNTEER 5 HOURS A SEASON DOING FIELD MAINTENANCE

Competitive Registration Registration Form

Label

Please Upload the Player's Birth Certificate

Type

File Field

Page

1

☒ Required

Save **Cancel**

Preview

*** PLEASE UPLOAD THE PLAYER'S BIRTH CERTIFICATE**

Choose File No file chosen

When on the list view of your form elements, to order them and move them around, click in the black bar of the question to use the drag and drop function.

QUICK ADD

Academy - Spring Registration Registration Form **New Form Element**

WHAT SCHOOL DO YOU ATTEND? **EDIT** **DELETE**

Start Typing...

Page: 1

WHAT UNIFORM SIZE WOULD YOU LIKE? **EDIT** **DELETE**

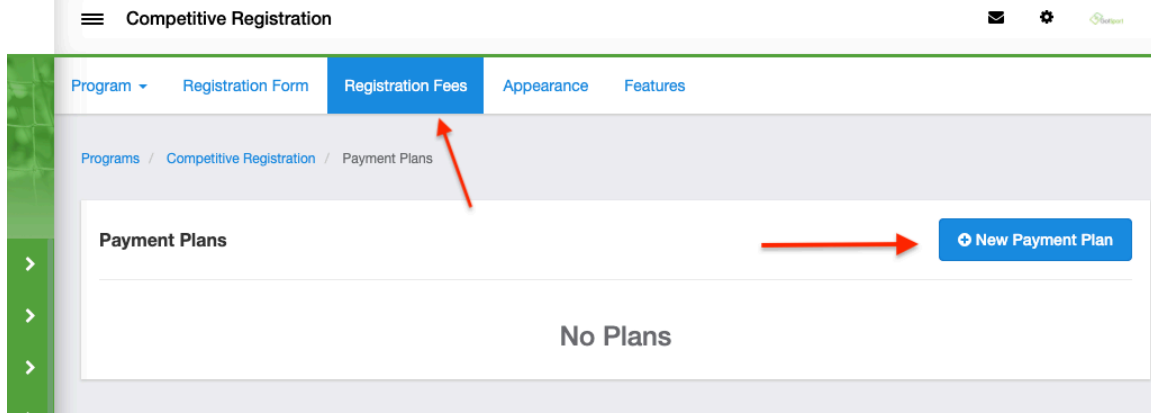
Select One...

Page: 1

*Denotes Required Field

Creating Program Registration Fees:

While creating your program registration, click the "Registration Fees" tab at the top of your page. To add a new fee, click "+ New Payment Plan."



Once you click "+ New Payment Plan," you will be prompted to enter information-

Name: The name of this fee.

Description: Optional brief description of this fee.

Gender: The genders this fee is available to.

Team: You can specify the fee to one team.

New Payment Plan

Name

Description

Gender

Select One...

Team

Select One...

Age From and **Age To:** The age this fee is available to.

Initial Fee: The fee this registrant will be charged immediately. Note: If not creating a payment plan, the initial fee is your total fee.

Total Available: Set the amount of registrants who can choose this fee. Once the total amount is reached, you can choose for all future registrants to be Deactivated or Waitlisted.

Allow Credit Card Payments: Toggle this to have credit cards as a payment option.

Allow Check/MO Payments: Toggle this to allow the registrant to pay via Check/MO. Note, they will not be paying through the system.

Active: Toggle whether this fee is active to the public.

Available To: Depending on who you program is to, toggle who this fee is available to.

Age From

Age To

Initial Fee

Total Available

After Limit

✓ Deactivate
Waitlist

☒ Allows Credit Card Payments

☒ Allows Check/MO Payments

☒ Active

Available To

☒ Player

☒ Coach

☒ Referee

If you want to create a payment plan, after you fill out the above info and create an initial fee, you click "New Scheduled Payment" to setup the fee schedule. The payment plans are fully customizable and allow you to collect any amount on any date. Click "Save" once all the info has been entered.

MONTHLY PAYMENTS

PAYMENT GENERATOR

Amount

50

Payment Date

2020/03/07

Delete

Amount

75

Payment Date

2020/05/23

Delete

Amount

100

Payment Date

2020/07/12

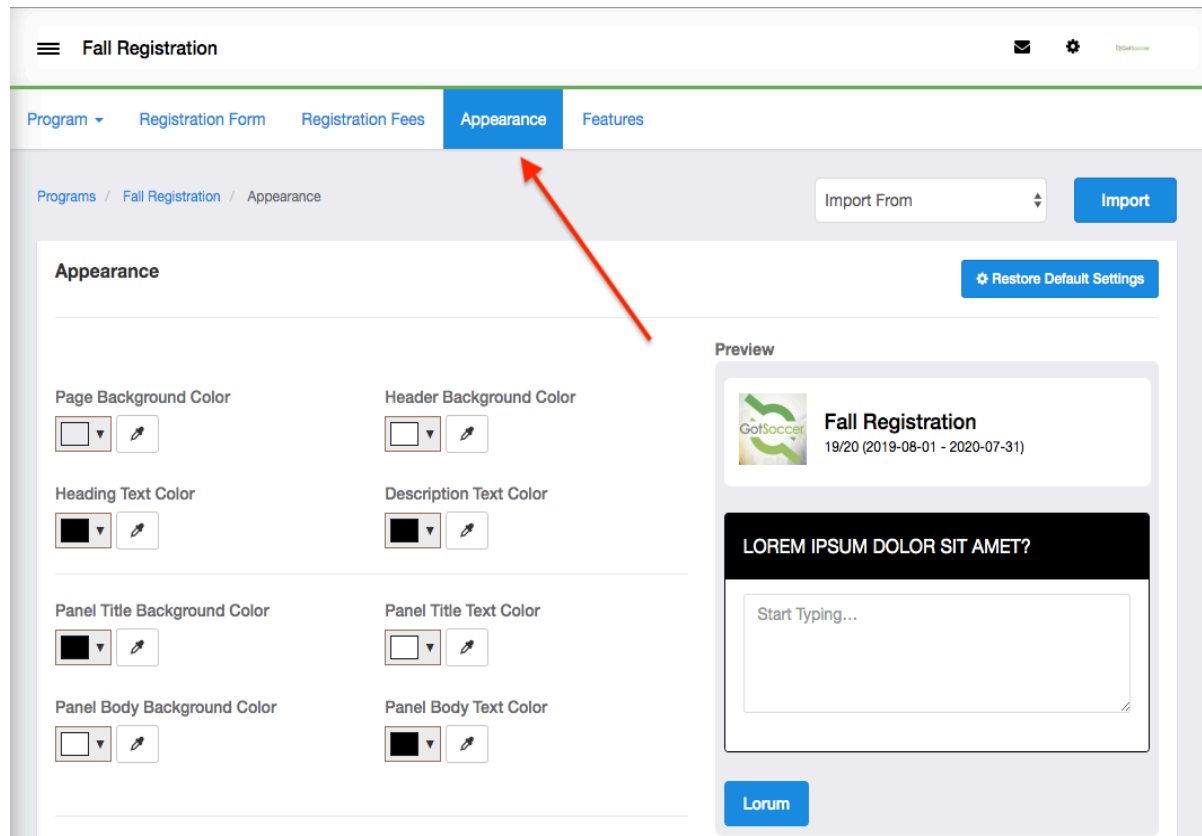
Delete

New Scheduled Payment

Save

Creating a Custom Appearance for a Program:

While creating your program registration, click the "Appearance" tab at the top of your page.



The screenshot displays the 'Fall Registration' program setup interface. At the top, there's a navigation bar with tabs: 'Program', 'Registration Form', 'Registration Fees', 'Appearance' (highlighted with a red arrow), and 'Features'. Below the navigation bar, the 'Appearance' tab is active, showing a 'Programs / Fall Registration / Appearance' breadcrumb trail. On the right, there's an 'Import From' dropdown and an 'Import' button. The main content area is titled 'Appearance' and includes a 'Restore Default Settings' button. It features eight color selection options, each with a color picker and an edit icon: Page Background Color, Header Background Color, Heading Text Color, Description Text Color, Panel Title Background Color, Panel Title Text Color, Panel Body Background Color, and Panel Body Text Color. A 'Preview' section on the right shows a live preview of the registration form with the applied settings, including a 'GotSoccer' logo, the title 'Fall Registration', dates '19/20 (2019-08-01 - 2020-07-31)', a placeholder text 'LOREM IPSUM DOLOR SIT AMET?', a text input field with 'Start Typing...', and a 'Lorum' button.

From the "Appearance" tab, you can fully customize the appearance of the pages, upload a logo and background image or import an appearance from a previous program. Note: as you edit colors and make changes to your appearance, they will live change on the right-hand side similar to your registration form.

Programs / Competitive Registration / Appearance

Import From

Import

Appearance

Restore Default Settings

Page Background Color

Header Background Color

Heading Text Color

Description Text Color

Panel Title Background Color

Panel Title Text Color

Panel Body Background Color

Panel Body Text Color

Button Color

Button Text Color

Preferred Font

Default

Panel Title Text Style

Normal

Background Style

Stretch

Logo

Choose File

No file chosen

Background Image

Choose File

No file chosen

Preview

Competitive Registration

19/20 (2019-08-01 - 2020-07-31)

LOREM IPSUM DOLOR SIT AMET?

Start Typing...

Lorum

While selecting colors for your appearance, be sure to note the eyedropper tool next to each color as well. This tool will allow you to pull the exact color from a logo you have uploaded, allowing you to keep this appearance as professional as possible in portraying your organization's colors.

Page Background Color



Header Background Color



Heading Text Color



Description Text Color



Panel Title Background Color



Panel Title Text Color



Panel Body Background Color



Panel Body Text Color



Button Color

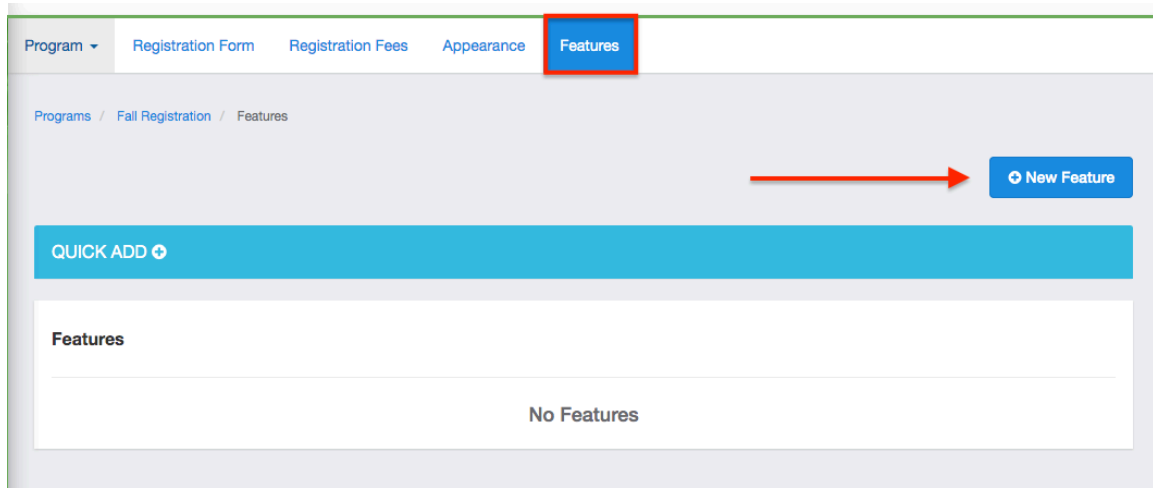


Button Text Color



Creating Features in a Program:

While creating your program registration, click the "Features" tab at the top of your page. To create a new feature, click "+ New Feature" in the top right-hand corner.



From this page, you will be prompted to enter information regarding this feature:

Name: The name of the feature.

New Category or Category: You have the ability to categorize these features. You can either create a new one when adding this feature or selecting an existing category from the drop down.

Description: Brief description of this feature.

Gender: You can control which gender this feature is applicable to.

Age From & Age To: You can control what ages this feature is applicable to.

Available After: If this feature is available after a certain amount of registrations, you can set that number here (i.e. Family Discounts).

Start Date & End Date: You can control the time frame in which this feature is available.

New Feature

×

Name

New Category

OR

Category

Select One...

⌵

Description

⌵

Gender

Select One...

⌵

Age From

All

⌵

Age To

Select One...

⌵

Available

prior registered family member(s)

Start Date

End Date

Input start, end, or both dates to make this offer available from, to, or between certain dates.

Maximum Quantity: This is the number of total times this feature can be used because it is no longer available.

Amount: This is the amount of money applied to this feature. If you wanted to apply a discount of \$25 off for this feature, then you would put "-25" in this section. If the feature is an added bonus and was for \$25, then you would put "25" in this section.

Required: With this box selected, you are requiring this applicant to select the feature.

Default Selected: With this box selected, if applicable to the registration, this item will be selected by default.

Active: With this box selected, the feature is able to be selected/applied.

Global: Checking this box off will make this feature globally accessible as a "Quick Add" feature in any program, tournament, league, contract, etc.

Click "Save" when complete.

Maximum Quantity

Maximum quantity allowed
to be selected by users

Amount

☐ **Required**

If applicable to the registration, this item will be required.

☐ **Default Selected**

If applicable to the registration, this item will be selected by default. If the item is not required, users may opt-out by unselecting it.

☐ **Active**

☐ **Global**

Makes this feature available for all programs, contracts, etc.

Save



How to Open Registration and Send Out Link:

Once you have added all elements to your program registration, you are ready to open the registration. Click the "Program" drop-down and click "Program Setup."

Programs [Email] [Settings] [Download]

Program ▾ Registration Form Registration Fees Appearance Features

Program Setup (selected) Program Registrations

Edit Program

Name: Fall Registration Seasonal Year: 19/20

Start Date: 2019/08/01 End Date: 2020/07/31

Program dates will normally be the seasonal year beginning Aug. 1st

Age Method: Calendar Year Website URL:

Description:

Welcome Message

Formats ▾ A ▾ A ▾ Verdana ▾ 11pt ▾ B I U [List Icons]

[Rich Text Editor Icons]

Registration URLs

Global Registration URL:
<https://system.gotsport.com/programs/264J26585>

From the program setup page, scroll down and check "Registration Open" and click "Save" at the bottom.

This screenshot shows a sidebar menu on the left with options like 'communications', 'scheduling', 'programs', 'features', 'referees', 'calendar', and 'emos'. The main content area is titled 'Reply To Email' and shows the email address 'Matt@gotsport.com'. Below this, there are several checkboxes: 'Registration Open' (checked), 'Require Handwritten Signature (works with mouse or touchscreen)' (checked), 'Ask for parent info' (checked), 'Allow player to select age group' (unchecked), 'Show Emergency Info' (checked), and 'Require Emergency Info' (checked). A red arrow points to the 'Registration Open' checkbox. Below the checkboxes, there are two input fields: 'Minimum Parents Required' with the value '1' and 'Maximum Parents Allowed' with the value '4'.

After you open the registration and click save, you can scroll up to view the registration link for the program.

This screenshot shows the 'Edit Program' form. The form has tabs for 'Program', 'Registration Form', 'Appearance', and 'Features'. The 'Program' tab is selected. The form contains fields for 'Name' (Competitive Registration), 'Seasonal Year' (19/20), 'Start Date' (2019/08/01), 'End Date' (2020/07/31), 'Age Method' (Calendar Year), and 'Website URL' (www.GotSport.com). A red arrow points to the 'End Date' field. To the right of the form, there is a section titled 'Registration URLs' which contains two links: 'Global Registration URL: https://system.gotsport.com/programs/46767793N' and 'Player Registration URL: https://system.gotsport.com/programs/46767793N?reg_role=player'.

Copy and Paste this full link to send out to potential registrants for this program.

Viewing Player Registrations:

From the dashboard, select "Programs" and then "Program Registrations" from the drop down.

Program Registrations

GOTSOCCKER / Program Registrations

Program: [Select One...] Name or Email: [Select One...] Complete: [Select One...] Submitted: [Select One...]

Method: [Select One...] Payment Plan: [Select One...] Payment Status: [Select One...] Signature: [Select One...]

Age From: [All] Age To: [All]

[Search](#)

Program Registrations (35) [Download All 35 as CSV](#) [Email All \(35\)](#)

ID	Program	Name	Created	Role	Payment Plan	Gender	Age	Complete/Submitted/Waitlist
<input type="checkbox"/> 1477	GotSoccer Developmental Academy Registration	Jones, Scott Enrolled By: Scott Sobel	2020/01/18	Player	Pay in Full	Male	15	✓ / ✓ / -
<input type="checkbox"/> 1473	Scott's Fall Registration	Cameron, Callum Enrolled By: William Cameron	2020/01/17	Player	Recreational	Male	16	✓ / ✓ / -
<input type="checkbox"/> 1472	Scott's Fall Registration	Cameron, William Enrolled By: William	2020/01/17	Player		Male		✗ / ✗ / -

Step Two:

From this page, you are able to use the filters at the top of the page to search for what you are looking for. If you were to click on the ID number next to a program registration, you are able to view their information.

Info: basic program and player information.

Registration: answers to registration form questions and agreement text signature

Billing: all billing information pertaining to the player with the ability to add payments

Profile: standard player profile

Scott's Fall Registration

Registration

Billing

Profile

REGISTRATION FORM ANSWERS

Short Size

Medium

Jersey Size

Medium

What uniform size would you like?

Medium

What role would you like to volunteer for with the club?

Field Manager

What school do you attend?

Test

Check this box if you are a returning player?

true

Do you have a coach you would like to play for?

NA

What school do you attend?

Do you have a friend from the club you would like to play with?

The status of the registration for this program is a very useful tool that can notify you of some very useful information. The use of checkmarks and x's will show you the status of this player's application.

This means the applicant is in the registration process and not to the checkout page yet. If you hover your mouse over the "x," it will notify you of which page they stopped:



This means the applicant has completed the application process, but stopped on the checkout page and has not paid:



This means the applicant has completed the application process and has fully checked out and paid:



These tools are very useful when there are any questions pertaining to the status of a registration. You can then use the tools in the next step to contact these applicants based on their registration status.

Selected Registrations - New Message

View Recipients

Subject

Reply To

barry@gotsoccer.com

Message Type

HTML Email

Sending Method ⓘ

Personalized

Header Logo

Content

Available Variables

Format ▾ A ▾ Verdana ▾ 11pt ▾ B / U List Bulleted Numbered Indent Decrease Indent Increase Link Unlink Source Code

Signature

Select One... ▾

Footer Logo

Send

How to Remove a Player From a Program:

From your dashboard, click "Programs" on the left-hand side then "Program Registrations" from the drop-down menu.

You can use the filters at the top of the page to find the program registration you are seeking. Once you have found the program registration you want to delete, on the right-hand side click the 3 dots followed by "Delete" in the drop-down. This will delete this player's registration.

GOTSOCER / Program Registrations

Program
Select One...

Name or Email
Select One...

Complete
Select One...

Submitted
Select One...

Method
Select One...

Payment Plan
Select One...

Payment Status
Select One...

Signature
Select One...

Age From
All

Age To
All

Search

Program Registrations (35)

Download All 35 as CSV

Email All (35)

ID	Program	Name	Created	Role	Payment Plan	Gender	Age	Complete/Submitted/Waitlist	
<input type="checkbox"/> 1623	Scott's Fall Registration	Jones, Scott Enrolled By: Scott Sobel	2020/01/26	Player	Recreational	Due	Male	15	✓ / ✓ / -
<input type="checkbox"/> 1536	GotSoccer Developmental Academy Registration	Jones, Scott Enrolled By: Scott Sobel	2020/01/23	Player	Pay in 9 Payments		Male	15	✓ /

Adding Flags to Program Registrations:

From your dashboard, click "Programs" on the left-hand side and then click "Program Registrations" from the drop-down menu.

After using the filters to find the program registration you are looking for, click the ID# next to that registration.

GOTSoccer-GOVERNING-BODY / Program Registrations

Program: [Select One...] Name or Email: [Select One...] Complete: [Select One...] Submitted: [Select One...]

Method: [Select One...] Payment Plan: [Select One...] Payment Status: [Select One...] Signature: [Select One...]

Age From: [All] Age To: [All]

Search

Program Registrations (1) [Download All 1 as CSV] [Email All (1)]

ID	Program	Name	Created	Role	Payment Plan	Gender	Age	Complete/Submitted/Waitlist	
1758	Fall Registration	Player, Test	2020/01/31	Player	Fee	Current	Male	14	✓ / ✓ / -

On the right-hand side next to Registration Info, click the flag icon in the drop-down menu then click "New Flag +."

Fall Registration :: Test Player

Info Registration Billing Profile

PROGRAM INFO

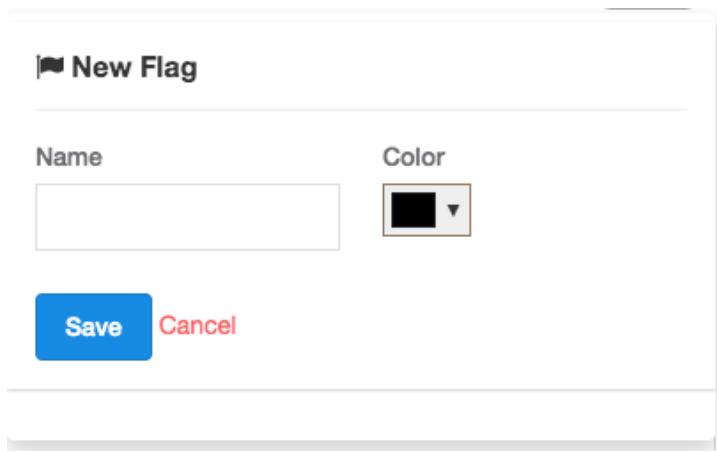
Name: Fall Registration
Seasonal Year: 19/20
Dates: 2019-08-01 - 2020-07-31
Description:

REGISTRATION INFO

Payment Plan: Fee
Enrolled By: Logan Mchugh
Created: 01/31/20 1:59pm CST
Current Step: Complete
Complete: ✓
Submitted: ✓

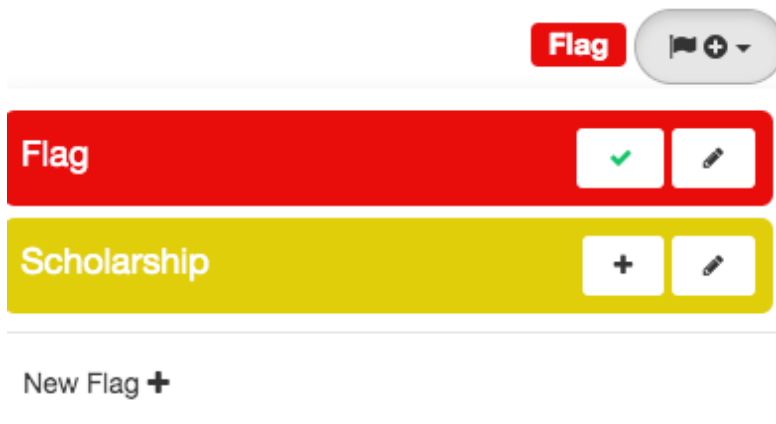
New Flag +

You will be prompted to enter the Name of the flag and the Color of the flag. Once you have entered both, click "Save."



A dialog box titled "New Flag" with a flag icon. It contains two input fields: "Name" (a text box) and "Color" (a color picker showing black). Below the fields are two buttons: "Save" (blue) and "Cancel" (red).

Note: Once you create a flag, when you select the drop-down in the top right-hand corner that previously created flag will be available to be selected. Select the "+" to add the flag or select the pencil icon to edit the flag.



A user interface for managing flags. At the top right is a "Flag" button and a dropdown menu with a flag icon, a plus sign, and a downward arrow. Below this is a list of flags. The first flag is "Flag" with a red background, a green checkmark icon, and a pencil icon. The second flag is "Scholarship" with a yellow background, a plus icon, and a pencil icon. At the bottom is a "New Flag +" button.