# Table of Contents

- **HOW TO LOGIN TO YOUR ACCOUNT:** ................................................................. 3
- **HOW TO ADD USERS TO A CLUB:** ................................................................. 4
- **HOW TO CREATE A NEW PROGRAM:** ............................................................. 8
- **BASIC PROGRAM INFORMATION:** .................................................................. 9
- **CREATING THE REGISTRATION FORM IN A PROGRAM:** ............................. 14
- **CREATING PROGRAM REGISTRATION FEES:** ................................................. 18
- **CREATING A CUSTOM APPEARANCE FOR A PROGRAM:** .............................. 21
- **CREATING FEATURES IN A PROGRAM:** ......................................................... 24
- **HOW TO OPEN REGISTRATION AND SEND OUT LINK:** ............................ 27
- **VIEWING PLAYER REGISTRATIONS:** ............................................................... 29
- **HOW TO EMAIL PLAYERS WITH INCOMPLETE PROGRAM REGISTRATIONS:** ........ 33
- **HOW TO REMOVE A PLAYER FROM A PROGRAM:** ........................................ 34
- **ADDING FLAGS TO PROGRAM REGISTRATIONS:** .......................................... 35
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.
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.
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.

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.”
<table>
<thead>
<tr>
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<th>Mobile Phone Number</th>
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<tbody>
<tr>
<td>Eastern Time (US &amp; Canada)</td>
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</table>

<table>
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<table>
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<table>
<thead>
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<table>
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<th>Longitude</th>
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</thead>
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<td>-73.9856554</td>
</tr>
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**Citizenship**

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<th>Passport Expiration</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
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<td>United States</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Role**

Admin | GotSoccer Governing B

[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 1<sup>st</sup> – December 31<sup>st</sup>. The “Seasonal Year” is from August 1<sup>st</sup> – July 31<sup>st</sup>.

**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.
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.
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.
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.

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

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

Required

Save Cancel

Competitive Registration Registration Form

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

Type
Check Box

Page

Required

Save Cancel
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.
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.
**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.

<table>
<thead>
<tr>
<th>Age From</th>
<th>Age To</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>All</td>
</tr>
</tbody>
</table>

| Initial Fee | 0.00 |

<table>
<thead>
<tr>
<th>Total Available</th>
<th>After Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Deactivate</td>
</tr>
</tbody>
</table>

- 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.
Creating a Custom Appearance for a Program:

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

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.
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.
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.
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."

From the program setup page, scroll down and check "Registration Open" and click "Save" at the bottom.
After you open the registration and click save, you can scroll up to view the registration link for the program.

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.

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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
PROGRAM INFO

Name: Scott's Fall Registration
Season Year: 2021
Dates: 2020-09-01 - 2021-12-01
Description:

REGISTRATION INFO

Payment Plan: Recreational
Enrolled By: William Cameron
Created: 01/17/2021 9:59am EST
Current Step: Complete

USER INFO

Role: Player
Name: Cameron, Callum
Age: 10
Gender: Male
DOB: 2006-07-25

REGISTRATION FORM ANSWERS

Short Size: Medium
Jersey Size: Medium

What uniform size would you like?
Size: 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?
Test

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

What school do you attend?
Test

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

AGREEMENT TEXT

PLAYER CONDUCT

As a Gladstone Player, my coaches and parents can expect the following from me:

I will be committed to developing myself as a soccer player by attending every team training, understanding that regular training is the foundation for competitive success as I will notify my coaches or team manager as early as possible of any training absences.

I understand that character is as important to success as ability and will demonstrate the highest level of character at all times.

I understand that soccer is a sport, which consists of 100% physical and mental commitment to performing to the best of my ability, is more important than winning.

I will demonstrate personal accountability by accepting responsibility for my own actions and for my own performances, on and off the field.

I understand that individual training is an integral part of the development process and I will commit to regular individual training.

I will treat my coaches, other players, officials and fans with respect regardless of race, sex, creed or ability.

I will not engage in any behavior that would endanger the health, safety, or well being of a coach, parent, player, participant, league official or any other attendee.

I will not use profanity or engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, league official or any other attendee.

I will demonstrate good sportsmanship in my actions, before, during, and after the game, regardless of the result of the game and my own performance.

I will always show respect for those involved in the game, including myself, whether they are players, coaches, trainers, referees, administrators, or parents, and will not ridicule or demean another player, coach, parent, referee, trainer, administrator or parent.
From your list view, you are able to see useful information. There is the program name, the name of the player registered as well as who registered them, when the registration was created, that applicant's role, their payment plan choice as well as if they have paid, their gender and age, and finally their registration application status.

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.
How to Email Players with Incomplete Program Registrations:

From your list view of program registrations, you are able to see useful information. There is the program name, the name of the player registered as well as who registered them, when the registration was created, that applicants role, their payment plan choice as well as if they have paid, their gender and age and finally their registration application status.

Click the box next to the player(s) you want to email and click Send Message. Note: You can check the box at the very top to “Select All.”

Fill out the information for the email message and once completed, click "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.
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.

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

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

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.