



PHASE 1 MANUAL

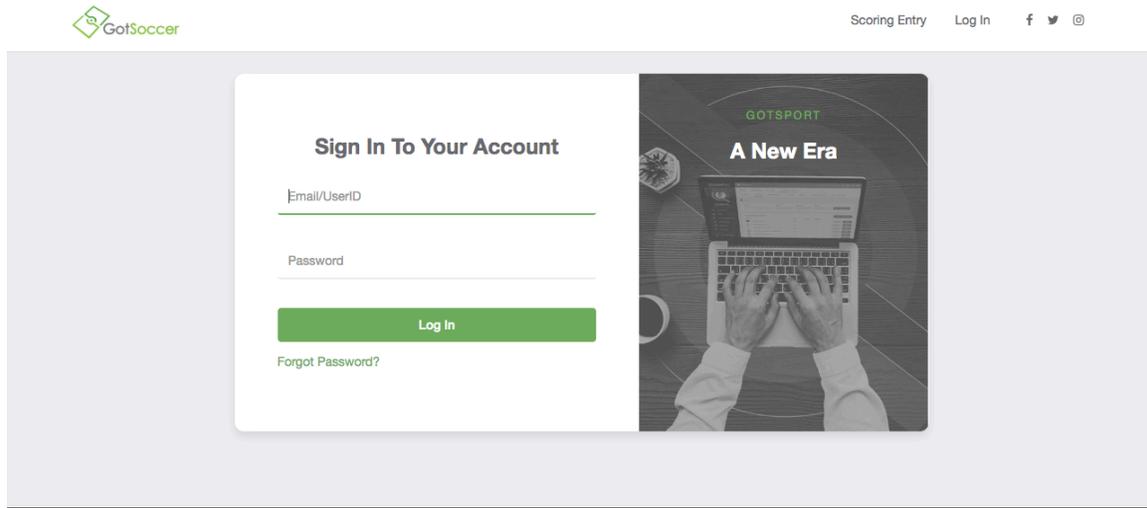


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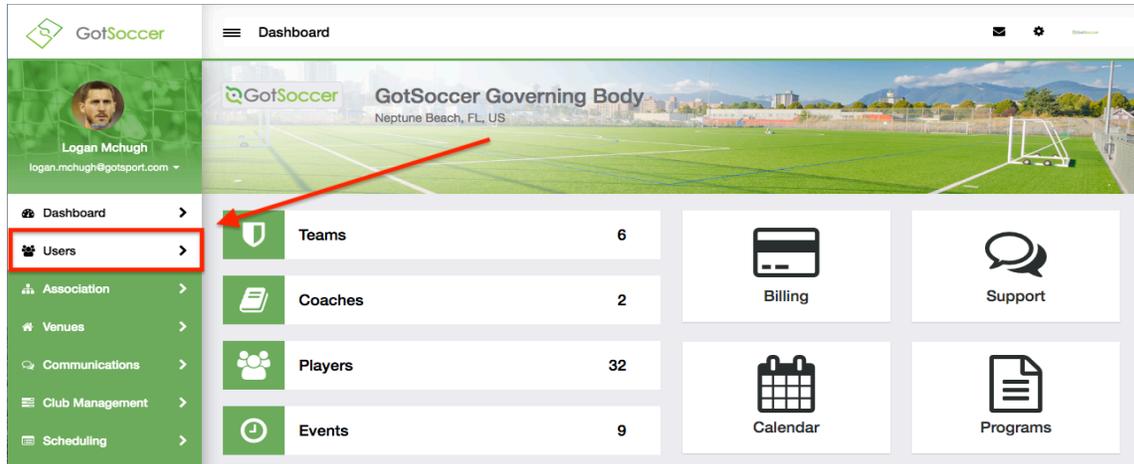
How to Login to Your Account:

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.



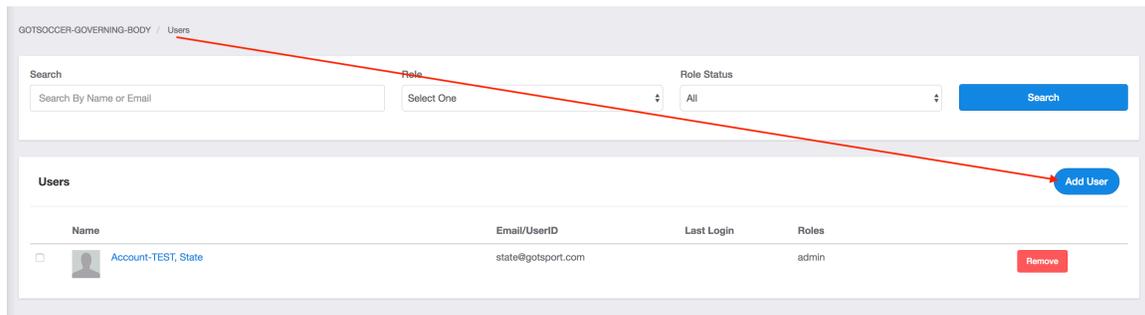
How to Add Users to a Club:

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



The screenshot shows the GotSoccer dashboard for a governing body. The left sidebar contains a navigation menu with the following items: Dashboard, Users, Association, Venues, Communications, Club Management, and Scheduling. The 'Users' item is highlighted with a red box and a red arrow points to it from the main content area. The main content area displays the governing body's name and location, followed by a grid of statistics and action buttons. The statistics are: Teams (6), Coaches (2), Players (32), and Events (9). The action buttons are: Billing, Support, Calendar, and Programs.

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



The screenshot shows the 'Users' management page. At the top, there is a search bar with the text 'Search By Name or Email', a 'Role' dropdown menu set to 'Select One', and a 'Role Status' dropdown menu set to 'All'. A blue 'Search' button is located to the right of these fields. Below the search bar, there is a table of users. The table has columns for Name, Email/UserID, Last Login, and Roles. A red arrow points from the 'Add User' button in the top right corner of the table to the 'Add User' button in the top right corner of the page.

Name	Email/UserID	Last Login	Roles
<input type="checkbox"/>  Account-TEST, State	state@gotsport.com		admin <input type="button" value="Remove"/>

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 [x]

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 [x]

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 Boc] **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



Citizenship

Country

United States ▾

Passport Number

Passport Expiration

Delete

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.

The screenshot shows a dashboard with a left-hand navigation menu. The 'Programs' menu item is highlighted with a red box, and a red arrow points to it. The main content area displays a summary of various categories: Teams (6), Coaches (2), Players (32), and Events (9). Below this, there are icons for Billing, Support, Calendar, and Programs. The 'Programs' icon is highlighted with a red arrow. Below the icons, there is a section titled 'Published And Finalized Schedules' with a table of data.

Name	Matches Count	Status	Created	Matches	Constraints Report
1	43		January 16, 2020 08:05	Matches	Constraints Report
A v1	77		November 04, 2019 13:52	Matches	Constraints Report

[View All Schedules](#)

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

The screenshot shows the 'Programs' page. At the top left, it says '393 / Programs'. Below this, there is a header 'Programs' and a blue button labeled '+ New Program' with a red arrow pointing to it. Below the header, there is a large white box with the text 'No Programs Yet!' and another blue button labeled '+ New Program' with a red arrow pointing to it.

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
<input type="text"/>	<input type="text" value="22/23"/>
Start Date	End Date
<input type="text"/>	<input type="text"/>
Program dates will normally be the seasonal year beginning Aug. 1st	
Age Method	Website URL
<input type="text" value="Select One..."/>	<input type="text"/>
Accounting Code	Merchant profile
<input type="text"/>	<input type="text" value="Select One..."/>

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 ▾ | A ▾ | **A** ▾ | Verdana ▾ | 11pt ▾ | **B** | *I* | U | ☰ ☰

☰ ☰ ☰ | *I*_x | ↶ ↷ | 🔗 | <>

Notification Emails (Separated by comma)



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.

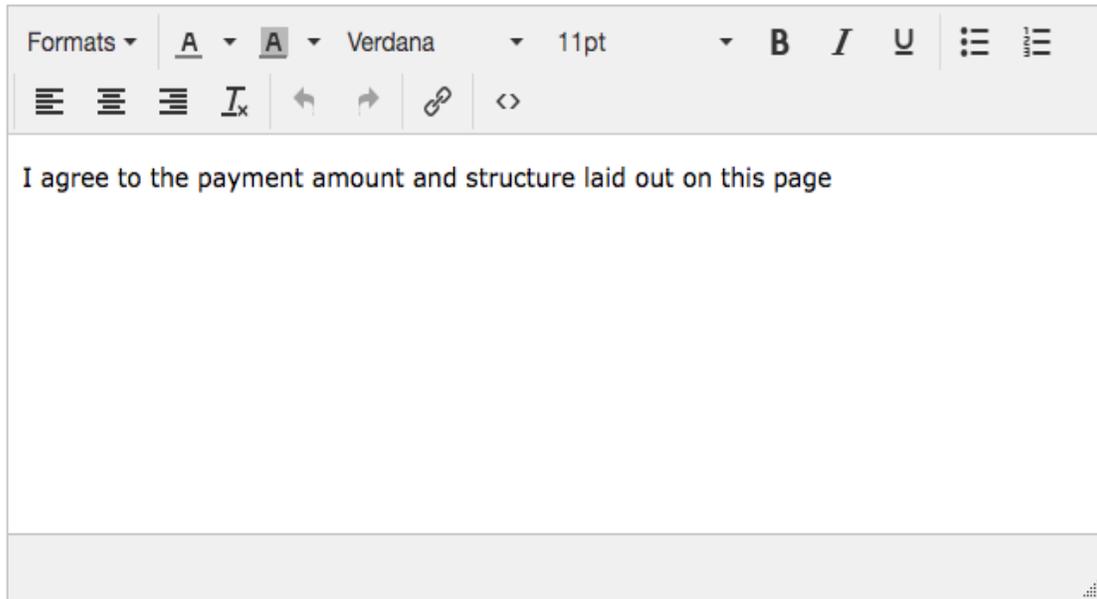
Agreement Text: If there is text entered here, the registrant will be required to agree to this text before continuing.

Payment Terms

Formats ▾ A ▾ **A** ▾ Verdana ▾ 11pt ▾ **B** *I* U | ☰ ☷

☰ ☷ ☷ I_x | ↶ ↷ | 🔗 | <>

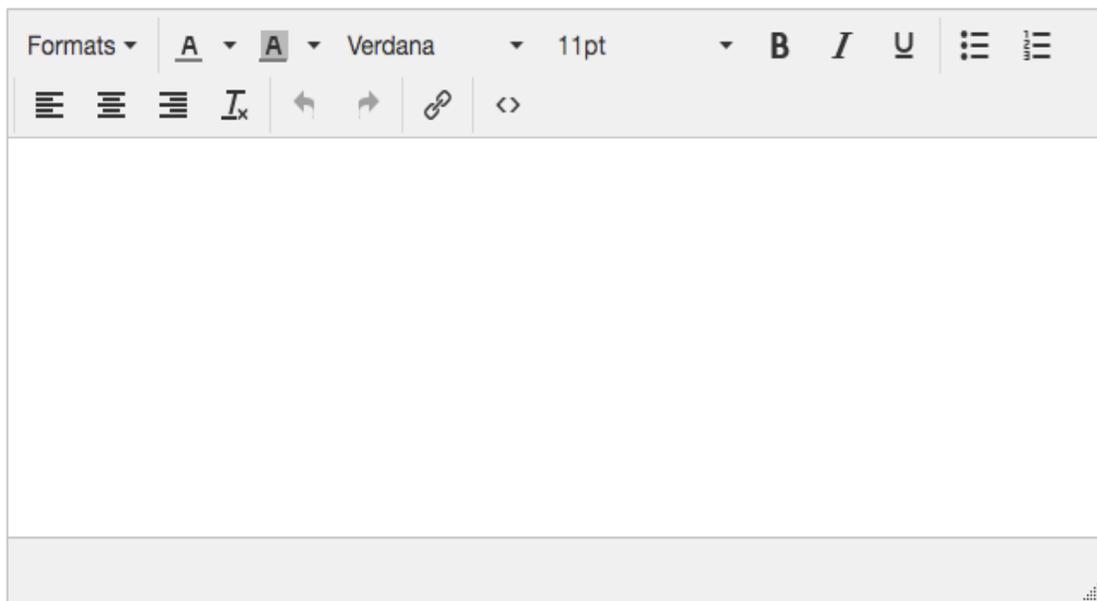
I agree to the payment amount and structure laid out on this page



Agreement Text

Formats ▾ A ▾ **A** ▾ Verdana ▾ 11pt ▾ **B** *I* U | ☰ ☷

☰ ☷ ☷ I_x | ↶ ↷ | 🔗 | <>



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

Rich text editor interface for "Printable Agreement Text". The toolbar includes options for text color, background color, font family (Verdana), font size (11pt), bold (B), italic (I), underline (U), bulleted list, numbered list, indent, outdent, link, unlink, and source code. The main text area is currently empty.

Confirmation Email Text

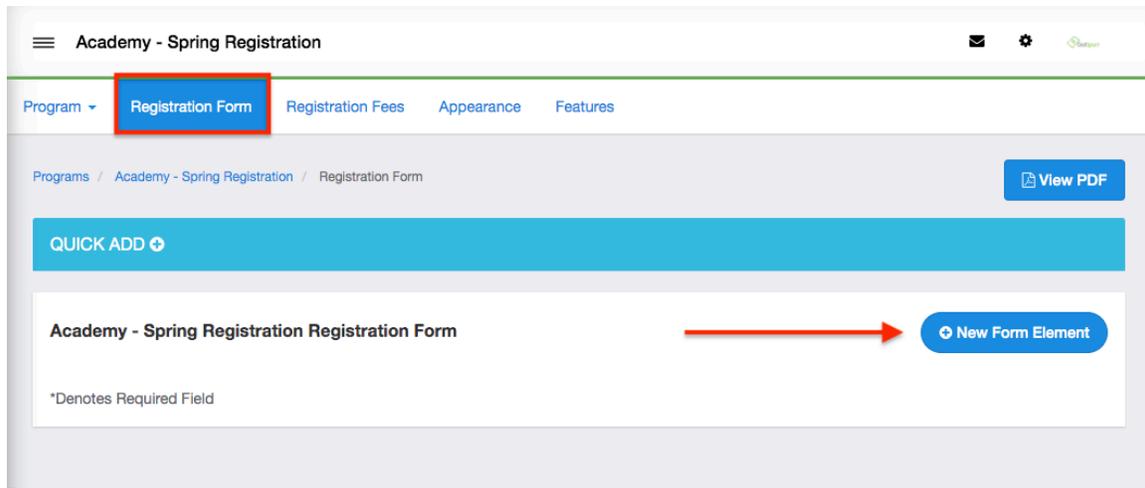
Rich text editor interface for "Confirmation Email Text". The toolbar includes options for text color, background color, font family (Verdana), font size (11pt), bold (B), italic (I), underline (U), bulleted list, numbered list, indent, outdent, link, unlink, and source code. The main text area is currently empty.



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.



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).

Programs / Competitive Registration / Registration Form View PDF

QUICK ADD +

Competitive Registration Registration Form

Label

Type

- Text Input
- Drop Down List
- Radio Buttons
- Check Box
- Check Boxes
- HTML
- File Field

Required

Save Cancel

Preview

Start Typing...

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](#)

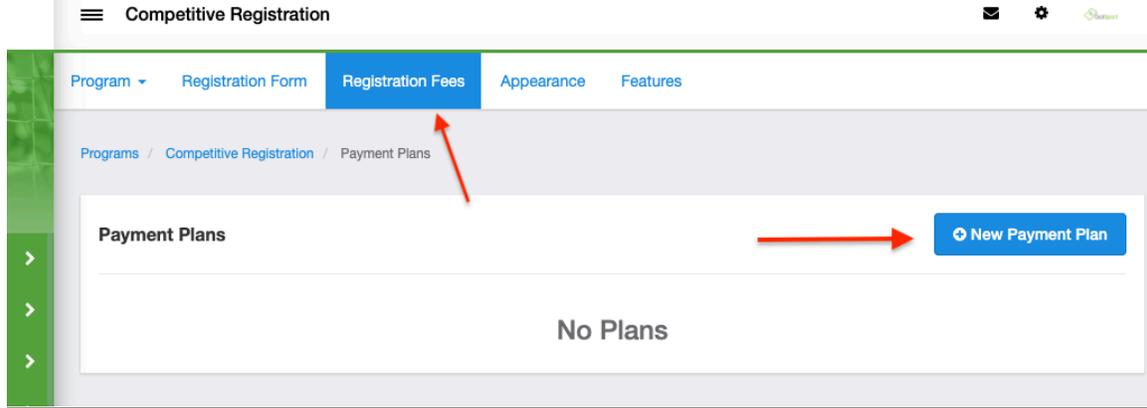
Select One...

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 Team

Select One... 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 your 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

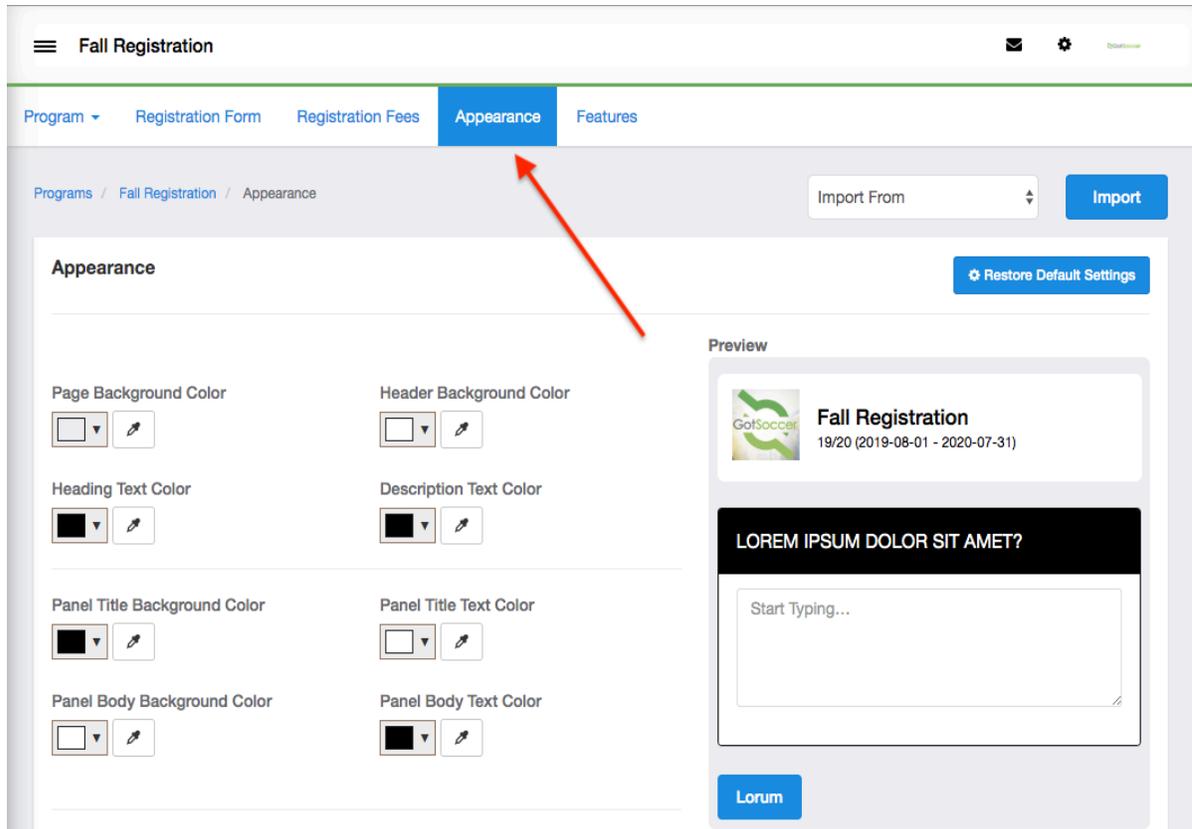
Amount	Payment Date	 Delete
<input type="text" value="50"/>	<input type="text" value="2020/03/07"/>	
Amount	Payment Date	 Delete
<input type="text" value="75"/>	<input type="text" value="2020/05/23"/>	
Amount	Payment Date	 Delete
<input type="text" value="100"/>	<input type="text" value="2020/07/12"/>	

[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 shows the 'Appearance' tab selected in a program registration interface. The top navigation bar includes 'Program', 'Registration Form', 'Registration Fees', 'Appearance', and 'Features'. The 'Appearance' tab is highlighted in blue. Below the navigation bar, there is a breadcrumb trail 'Programs / Fall Registration / Appearance', an 'Import From' dropdown menu, and an 'Import' button. The main content area is titled 'Appearance' and features a 'Restore Default Settings' button. The interface is divided into two columns of color selection options, each with a color swatch 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
- Panel Body Text Color

On the right side, there is a 'Preview' section showing a registration form with a 'GotSoccer' logo, the title 'Fall Registration', dates '19/20 (2019-08-01 - 2020-07-31)', a black header with the text 'LOREM IPSUM DOLOR SIT AMET?', a text input field with the placeholder 'Start Typing...', and a blue 'Lorum' button. A red arrow points from the 'Appearance' tab in the navigation bar to the 'Appearance' section of the main content area.

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.

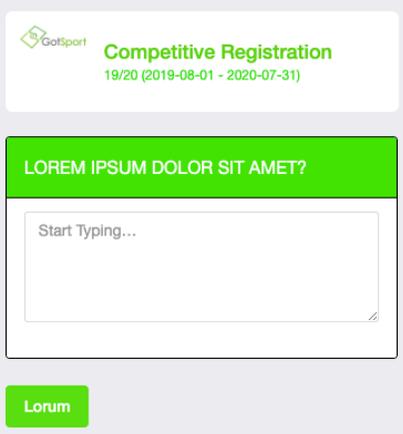
Programs / Competitive Registration / Appearance

Import From

Appearance

Page Background Color <input type="color" value="#cccccc"/> <input type="button" value="Eyedropper"/>	Header Background Color <input type="color" value="#cccccc"/> <input type="button" value="Eyedropper"/>
Heading Text Color <input type="color" value="#008000"/> <input type="button" value="Eyedropper"/>	Description Text Color <input type="color" value="#008000"/> <input type="button" value="Eyedropper"/>
Panel Title Background Color <input type="color" value="#008000"/> <input type="button" value="Eyedropper"/>	Panel Title Text Color <input type="color" value="#cccccc"/> <input type="button" value="Eyedropper"/>
Panel Body Background Color <input type="color" value="#cccccc"/> <input type="button" value="Eyedropper"/>	Panel Body Text Color <input type="color" value="#000000"/> <input type="button" value="Eyedropper"/>
Button Color <input type="color" value="#008000"/> <input type="button" value="Eyedropper"/>	Button Text Color <input type="color" value="#cccccc"/> <input type="button" value="Eyedropper"/>
Preferred Font Default	Panel Title Text Style Normal
Background Style Stretch	
Logo  <input type="button" value="Choose File"/> No file chosen	Background Image  <input type="button" value="Choose File"/> No file chosen

Preview



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

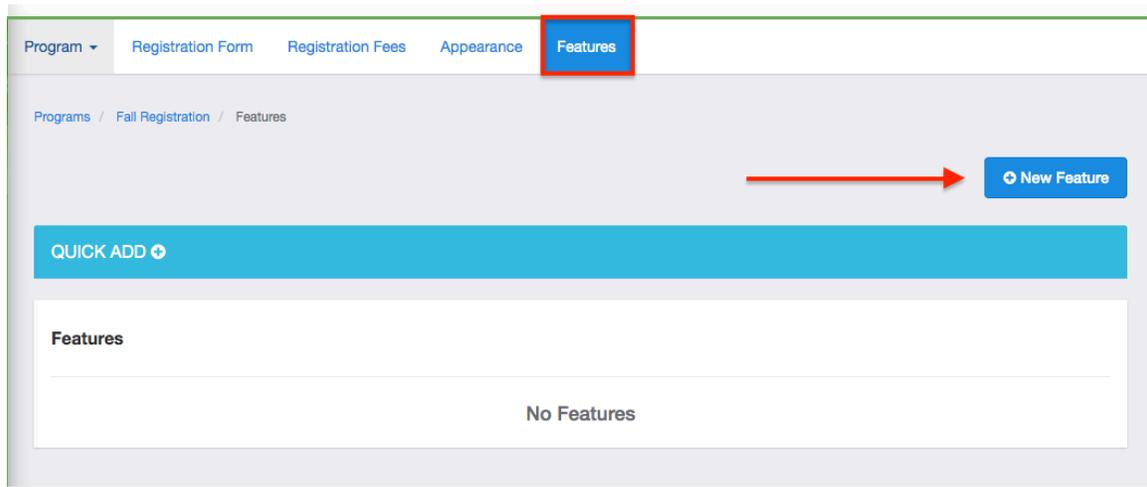
Page Background Color



#9dc064 [Apply](#)

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**

Description

Gender

Age From **Age To**

Available After **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."

The screenshot displays the 'Edit Program' interface. At the top, there is a navigation bar with 'Programs' and a hamburger menu icon. Below this is a sub-navigation bar with 'Program' (selected), 'Registration Form', 'Registration Fees', 'Appearance', and 'Features'. A dropdown menu is open under 'Program', with 'Program Setup' highlighted and a red arrow pointing to it. The main content area is titled 'Edit Program' and contains several form fields: 'Name' (Fall Registration), 'Seasonal Year' (19/20), 'Start Date' (2019/08/01), 'End Date' (2020/07/31), 'Age Method' (Calendar Year), and 'Website URL'. A note states: 'Program dates will normally be the seasonal year beginning Aug. 1st'. There is also a 'Description' text area and a 'Welcome Message' section with a rich text editor. On the right side, there is a 'Registration URLs' box showing the '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 categories like 'communications', 'scheduling', 'programs', 'features', 'referees', 'calendar', and 'emos'. The main content area is titled 'Reply To Email' and contains a text field with '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), and 'Show Emergency Info' (checked). Under 'Ask for parent info', there are two input fields: 'Minimum Parents Required' with the value '1' and 'Maximum Parents Allowed' with the value '4'. A red arrow points to the 'Registration Open' checkbox.

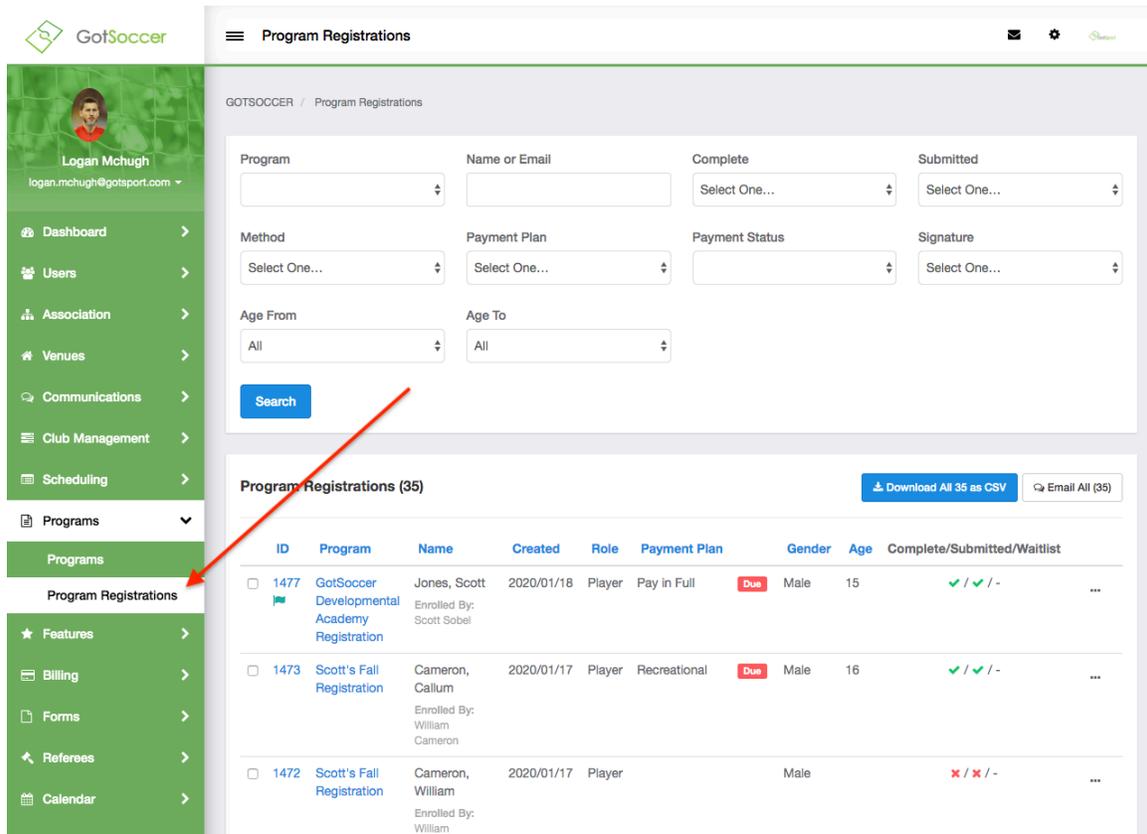
After you open the registration and click save, you can scroll up to view the registration link for the program.

This screenshot shows the 'Edit Program' page for 'Competitive Registration'. The page has tabs for 'Program', 'Registration Form', 'Appearance', and 'Features'. The breadcrumb trail is '0425 / Programs / Competitive Registration / Edit'. The 'Edit Program' form includes 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 note states: 'Program dates will normally be the seasonal year beginning Aug. 1st'. On the right, the 'Registration URLs' section displays: 'Global Registration URL: <https://system.gotsport.com/programs/46767793N>' and 'Player Registration URL: https://system.gotsport.com/programs/46767793N?reg_role=player'. A red arrow points to the Player Registration URL.

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.



The screenshot displays the GotSoccer web interface for viewing program registrations. The sidebar on the left contains a user profile for Logan McHugh and a list of navigation options: Dashboard, Users, Association, Venues, Communications, Club Management, Scheduling, Programs, Program Registrations (highlighted with a red arrow), Features, Billing, Forms, Referees, and Calendar. The main content area is titled "Program Registrations" and includes a search filter section with dropdown menus for Program, Name or Email, Complete, Submitted, Method, Payment Plan, Payment Status, Signature, Age From, and Age To. Below the filters is a "Search" button. The main content area also features a "Program Registrations (35)" header with buttons for "Download All 35 as CSV" and "Email All (35)". A table lists the registrations with columns for ID, Program, Name, Created, Role, Payment Plan, Gender, Age, Complete/Submitted/Waitlist, and a menu icon. The table contains three rows of data.

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

Info
Registration
Billing
Profile

PROGRAM INFO

Name	Scott's Fall Registration
Seasonal Year	20/21
Dates	2020-04-01 - 2021-12-01
Description	

REGISTRATION INFO

Payment Plan	Recreational
Enrolled By	William Cameron
Created	01/17/20 3:16pm EST
Current Step	Complete
Complete	✓
Submitted	✓

⌵

USER INFO

Role	Player
Name	Cameron, Callum
Age	16
Gender	Male
DOB	2005-07-25

⌵

Scott's Fall Registration Callum Cameron ✕

Info
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?

AGREEMENT TEXT

PLAYER CONDUCT

As a GotSoccer 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 and 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 is ability and will demonstrate the highest level of character at all times.
- I understand that striving to win, 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 abilities.
- 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.

ridicule or demean another player, coach, parent, referee, trainer, administrator or parent.
 I will not use alcohol or illegal drugs.
 I will respect the facilities on which I train and compete, and will leave them clean and in good condition.
 It is my responsibility to have all my equipment for practices and games, not my parents' responsibility to provide for me.
 I will take responsibility for my participation on the team, and direct my questions or concerns to my coach.

SIGNATURE



Scott's Fall Registration :: Callum Cameron

Info Registration **Billing** Profile

Account #1380 - William Cameron
 william@gotSPORT.com
 Scott's Fall Registration
 Check/MO [Change Payment Method](#)

TOTAL BALANCE: **\$85.00** [Pay Now](#) **DUE NOW:** **\$85.00** [Pay Now](#)

Invoices Total: \$85.00

ID	Date Due	Description	Auto Pay	Auto Pay Complete	Amount
3324	2020/01/17	Program Registration - Callum Cameron - Player	<input checked="" type="checkbox"/>	No	85.00

Payments [+ New Payment](#) Total: \$0.00

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:

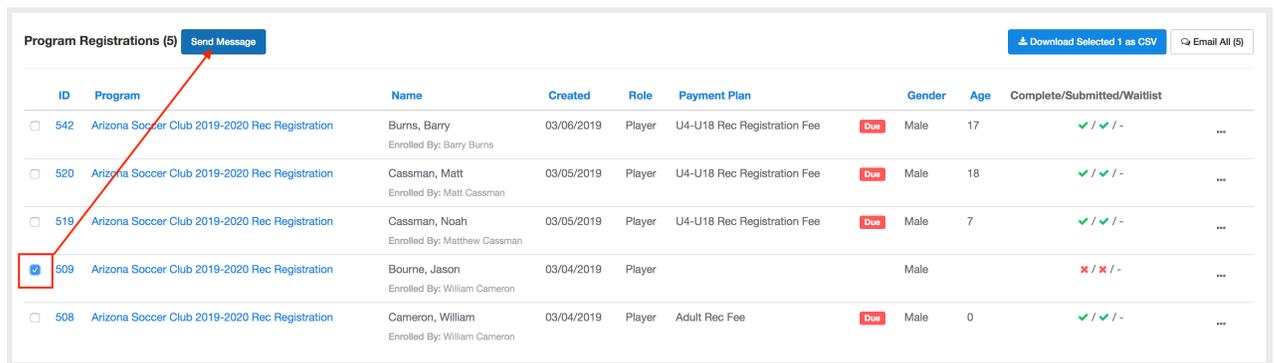


These tools are very useful when there are any questions pertaining to the status of a registration. You can then use the tools in the next step to contact these applicants based on their registration status.

How to Email Players with Incomplete Program Registrations:

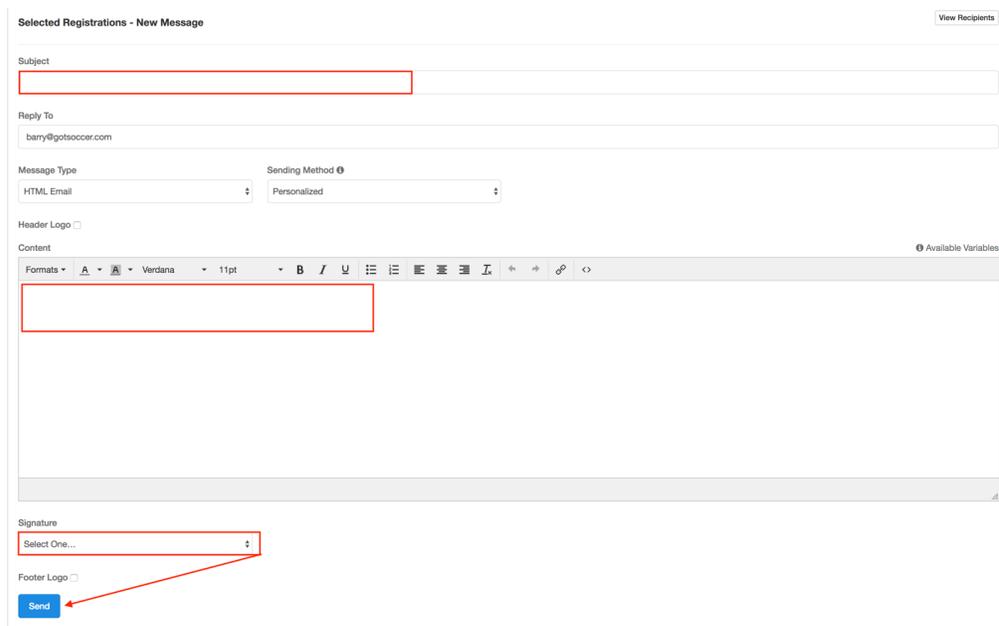
From your list view of program registrations, you are able to see useful information. There is the program name, the name of the player registered as well as who registered them, when the registration was created, that applicants role, their payment plan choice as well as if they have paid, their gender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



ID	Program	Name	Created	Role	Payment Plan	Gender	Age	Complete/Submitted/Waitlist			
<input type="checkbox"/>	542	Arizona Soccer Club 2019-2020 Rec Registration	Burns, Barry Enrolled By: Barry Burns	03/06/2019	Player	U4-U18 Rec Registration Fee	Due	Male	17	✓ / ✓ / -	...
<input type="checkbox"/>	520	Arizona Soccer Club 2019-2020 Rec Registration	Cassman, Matt Enrolled By: Matt Cassman	03/05/2019	Player	U4-U18 Rec Registration Fee	Due	Male	18	✓ / ✓ / -	...
<input type="checkbox"/>	519	Arizona Soccer Club 2019-2020 Rec Registration	Cassman, Noah Enrolled By: Matthew Cassman	03/05/2019	Player	U4-U18 Rec Registration Fee	Due	Male	7	✓ / ✓ / -	...
<input checked="" type="checkbox"/>	509	Arizona Soccer Club 2019-2020 Rec Registration	Bourne, Jason Enrolled By: William Cameron	03/04/2019	Player			Male		x / x / -	...
<input type="checkbox"/>	508	Arizona Soccer Club 2019-2020 Rec Registration	Cameron, William Enrolled By: William Cameron	03/04/2019	Player	Adult Rec Fee	Due	Male	0	✓ / ✓ / -	...

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



Selected Registrations - New Message View Recipients

Subject

Reply To

Message Type Sending Method

Header Logo

Content Available Variables

Formats

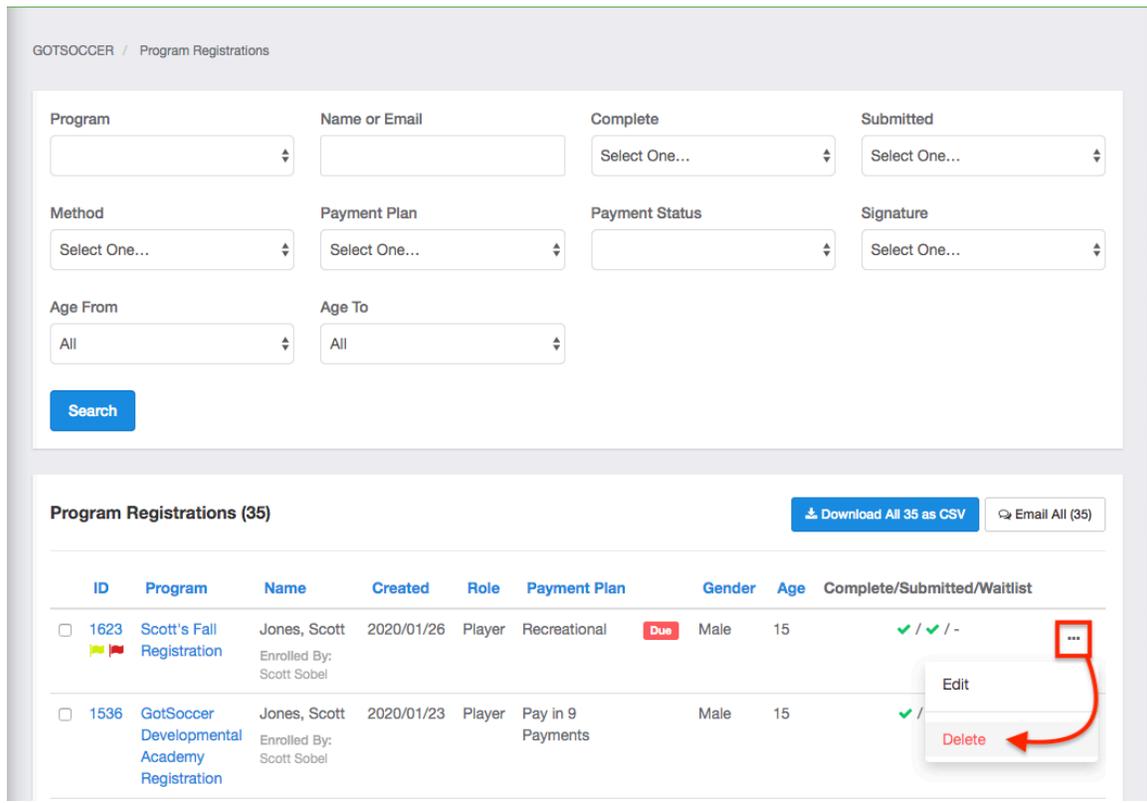
Signature

Footer Logo

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.



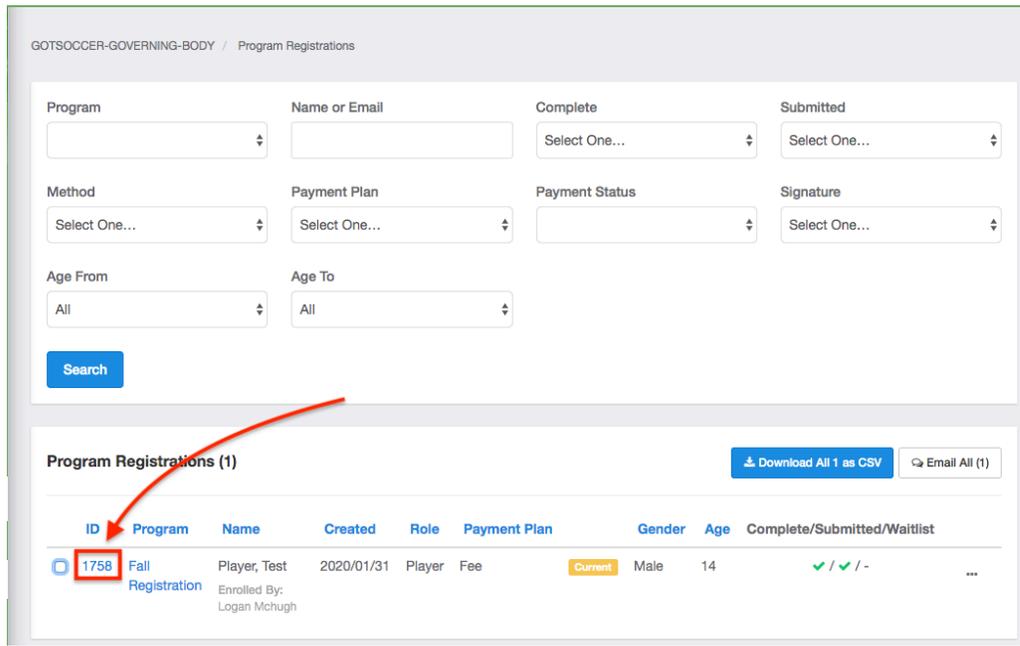
The screenshot shows the GOTSOCGER / Program Registrations page. At the top, there are several filter dropdowns: Program, Name or Email, Complete, Submitted, Method, Payment Plan, Payment Status, Signature, Age From, and Age To. A blue Search button is located below the filters. Below the filters, the page displays "Program Registrations (35)" with two buttons: "Download All 35 as CSV" and "Email All (35)". A table lists the registrations with columns for ID, Program, Name, Created, Role, Payment Plan, Gender, Age, and Complete/Submitted/Waitlist. Two registrations are visible: ID 1623 for "Scott's Fall Registration" and ID 1536 for "GotSoccer Developmental Academy Registration". A red box highlights the three dots menu icon for the first registration, and a red arrow points to the "Delete" option in the dropdown menu.

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	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.



GOTSOCCKER-GOVERNING-BODY / Program Registrations

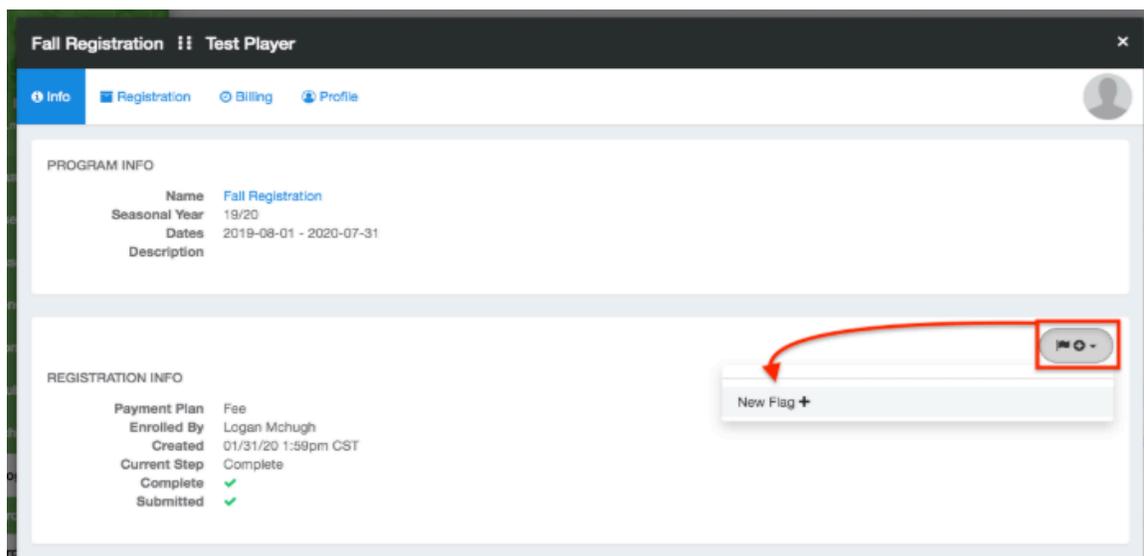
Program: [Select One...]
Name or Email: [Text Field]
Complete: [Select One...]
Submitted: [Select One...]
Method: [Select One...]
Payment Plan: [Select One...]
Payment Status: [Select One...]
Signature: [Select One...]
Age From: [All]
Age To: [All]

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 Enrolled By: Logan Mchugh	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

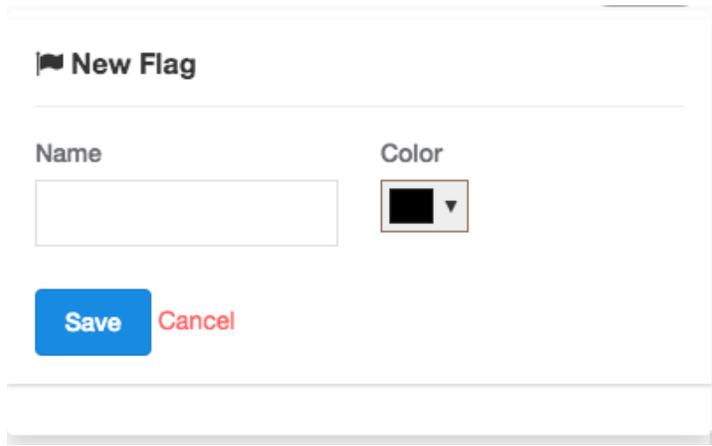
Name: Fall Registration
Seasonal Year: 19/20
Dates: 2019-08-01 - 2020-07-31
Description:

REGISTRATION INFO

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

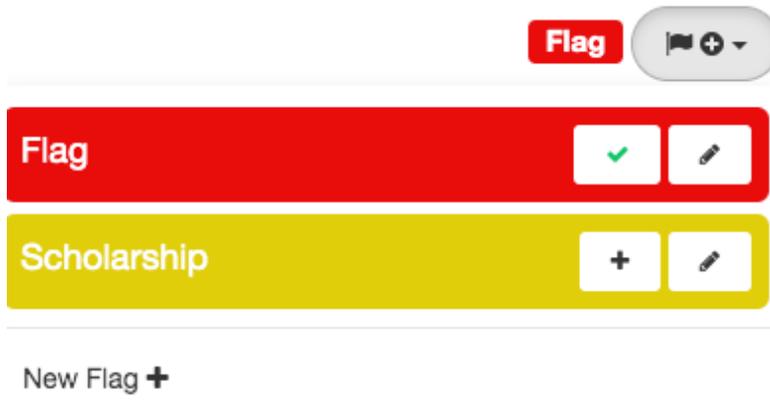
Flag icon in dropdown menu → New Flag +

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



The image shows a dialog box titled "New Flag". It has a header with a flag icon and the text "New Flag". Below the header, there are two input fields: "Name" and "Color". The "Name" field is an empty text box. The "Color" field is a color picker showing a black square with a downward arrow. At the bottom of the dialog, there 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.



The image shows a flag management interface. At the top right, there is a "Flag" button and a drop-down menu with a flag icon, a plus sign, and a downward arrow. Below this, there 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 sign icon, and a pencil icon. At the bottom, there is a "New Flag +" button.