



Leagues that Do Not Schedule with GotSport


Eastern Pennsylvania Youth Soccer Official Roster Event: Open Event for Teams to Register

Official Rostering event should only have the “Allow clubs to directly enroll” setting turned on. TURN OFF “Open Application”.

Under Event Info

1. Turn on Open application form and Allow clubs to directly enroll teams in the Eastern Pennsylvania Youth Soccer official rosters event and save.
 - a. You can check this by going to scheduling and events
 - b. Select Eastern Pennsylvania Youth Soccer Official Roster
 - c. Under event info to the right under registration
 - d. Open application form and allow clubs to directly enroll teams should be checked on

Registration

- Open application form
- Allow clubs to directly enroll teams 
This will allow a club to enter teams into your league without completing an application form or entering an online payment.
- Allow club registration form
- Allow referee registration form
- Do not collect or store payment details until after team is invoiced
- Require arrival/departure dates
- Require state for teams registering

Post Registration Store

[Save](#)

Global Registration URL:
This event does not have an open application form.



Eastern Pennsylvania Youth Soccer Official Roster Event: How to Close Registration

How a League can close their event for registration for your league's Official Roster Event.

- a. Go to Scheduling and Events
- b. Select Eastern Pennsylvania Youth Soccer Official Roster Event
- c. Go to event info
- d. To the right under registration uncheck Open application form
- e. Click save.



Eastern Pennsylvania Youth Soccer Official Roster Event: Team's Competitive Level

Ensure all your teams have the correct Level of competition for your League.

1. Travel Leagues= Teams competitive level Travel
2. Rec Leagues= Teams competitive level Rec

How a league can ensure all teams in your scheduling event have the correct competitive level.

- a. Go to Association and Events
- b. Select Eastern Pennsylvania Youth Soccer Official Roster event
- c. Select all teams
- d. Select all team highlighted
- e. Bulk actions select the blue button that says Set Competitive Level
- f. Select the correct level for league Travel or Rec under Eastern Pennsylvania Youth Soccer.
- g. Click Save.



Eastern Pennsylvania Youth Soccer Official Rostering Event: Check if team's are in more than one Official Rostering Event

How a League can check if teams are in more than one official Rostering event

- Go to Association and events
- Click on Eastern Pennsylvania Youth Soccer Official Rostering event
- In the filters go to In Other Registration Event? And select yes and click search.

This will show you teams that are in other Eastern Pennsylvania Youth Soccer Official Rostering events. A team should only be in one official rostering event for a seasonal year.

If you have teams that are in more than one, please contact those teams and ask what their teams primary league is.

The screenshot shows the 'Team Registrations' filter page. The sidebar on the left includes options like Dashboard, Users, Association, Venues, Communications, Club Management, Programs, Scheduling, Activity Types, Archives, Features, and Support. The main content area has a breadcrumb trail 'Association / Events / 1'. The filter form includes fields for Team Name, Club, Complete, Submitted, Age From, Age To, Gender, Accepted / Active, Payment Status, State, Team Association, Flags, Preferred Division, Level, Only Show, Filter Days, Notified, Also registered in, Player Frozen, and Staff Frozen. The 'In Other Registration Event?' filter is set to 'Yes' and is highlighted with a red arrow. The 'Search' button is also highlighted with a red arrow.



Eastern Pennsylvania Youth Soccer Official Roster: Team is not Primary to your League but is showing in the event:

If a team is registered in your EPYSA official roster and not primary to your league, follow the below steps.

Note: This needs to be done before the team is approved/accepted in the Eastern Pennsylvania Youth Soccer official rostering event. If the team is already approved in the official rostering event the league will be billed a team fee.

- a. Go to Scheduling and Events
- b. Select your EPYSA official rostering event
- c. Click Registrations at the top
- d. Find the team you need to remove from the event
- e. Click on the team's name you need to remove from the event
- f. Click on actions drop down
- g. Click delete team registration.

This will remove the team registration from Eastern Pennsylvania Youth Soccer official rostering event.