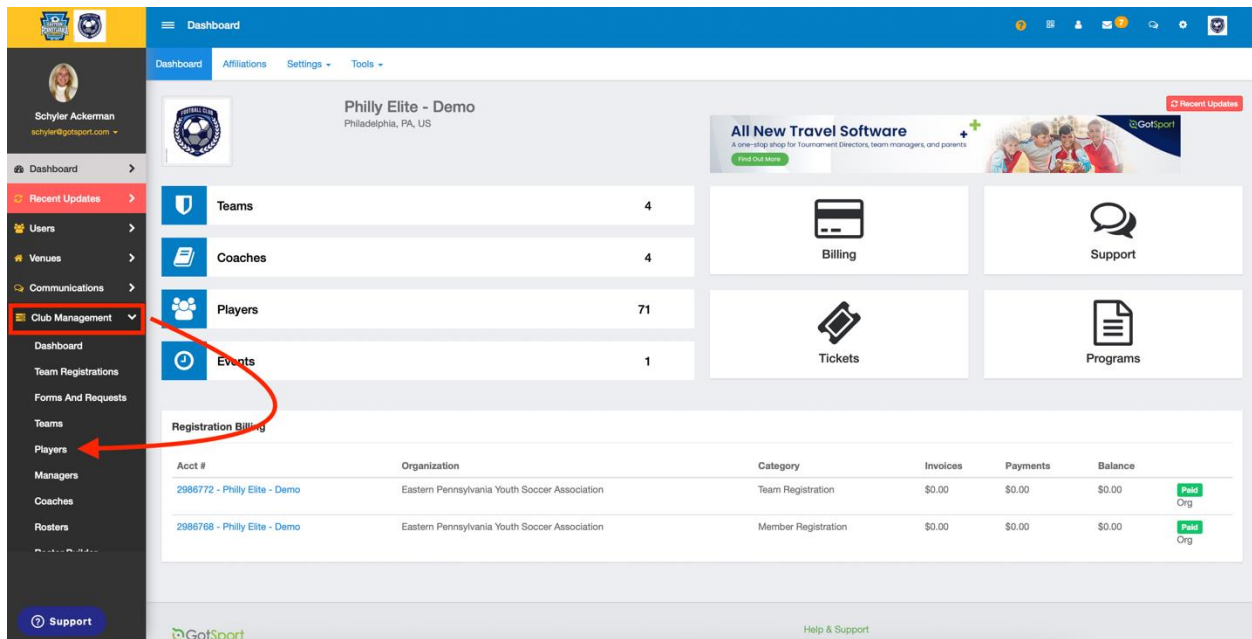


How to Direct Register Fall Intramural Players (Non GS Affiliated)

A player only needs to be registered one time with Eastern Pennsylvania Youth Soccer.

Please make sure before submitting the players to Eastern Pennsylvania Youth Soccer, the players' competitive level is set as Intramural within your club.

Step 1: From your **Dashboard**, click the **Club Management** module and then select **Players** from the dropdown.



The screenshot shows the GoSport dashboard for a club named 'Philly Elite - Demo'. The left sidebar contains a navigation menu with 'Club Management' highlighted in red. A red arrow points from the 'Club Management' menu to the 'Players' option in the main dashboard area. Below the navigation menu, there is a 'Registration Billing' table with the following data:

Acct #	Organization	Category	Invoices	Payments	Balance	
2986772 - Philly Elite - Demo	Eastern Pennsylvania Youth Soccer Association	Team Registration	\$0.00	\$0.00	\$0.00	Paid Org
2986768 - Philly Elite - Demo	Eastern Pennsylvania Youth Soccer Association	Member Registration	\$0.00	\$0.00	\$0.00	Paid Org

Step 2: Add the **Player Competitive Level** filter. When adding this filter, make sure to select **Intramural** from the competitive level dropdown. Then click **Search**.

The screenshot shows the 'Players' management page. At the top, there are tabs for 'Manage Players', 'Upload Players', and 'Parents/Guardians'. Below these are filter fields for 'Player Seasonal Year', 'Player Affiliate Name', and 'Player Competitive Level'. The 'Player Competitive Level' filter is highlighted with a red box and contains the text 'Intramural'. Below the filters is a 'Search' button and an 'Add Filter (3)' link. A red arrow points to the 'Search' button. The main content area shows a table of players with columns for Name, Teams, Email/UserID, Gender, DOB, Age, Level, and Phone. The table lists several players, including Ashman, Christian; Ashman, Kyle; Atkins, Angelle; Austin, Eloisa; Avery, Anadora; Avila, Hayden; and Ayoub, Cassidy.

Step 3: Click the bulk checkbox and then click **Select All Players**.

The screenshot shows the 'Players' management page with the 'Bulk Actions' bar expanded. The 'Archive Players' button is highlighted with a red box. A red arrow points to the 'Archive Players' button. The table of players is visible below, with the first column containing checkboxes for bulk selection. The 'Bulk Actions' bar includes buttons for 'Send Message', 'Register', 'Comp Level/Affiliation', 'Add Flag', 'Create Form Registrations', 'Archive Players', 'Bulk Register', 'Add to Team', and 'Remove from Team'. The 'Archive Players' button is highlighted with a red box. A red arrow points to the 'Archive Players' button. The table of players is visible below, with the first column containing checkboxes for bulk selection.

Step 4: Click the blue **Archive Players** button to archive all current intramural players.

The screenshot shows the 'Players' management interface. At the top, there are tabs for 'Manage Players', 'Upload Players', and 'Parents/Guardians'. Below the tabs are search filters for 'Player Seasonal Year', 'Player Affiliate Name', and 'Player Competitive Level'. A search bar is on the right. Below the filters is a table of players with columns: Name, Teams, Email/UserID, Gender, DOB, Age, Level, and Phone. A red arrow points to the 'Archive Players' button in the bulk actions menu.

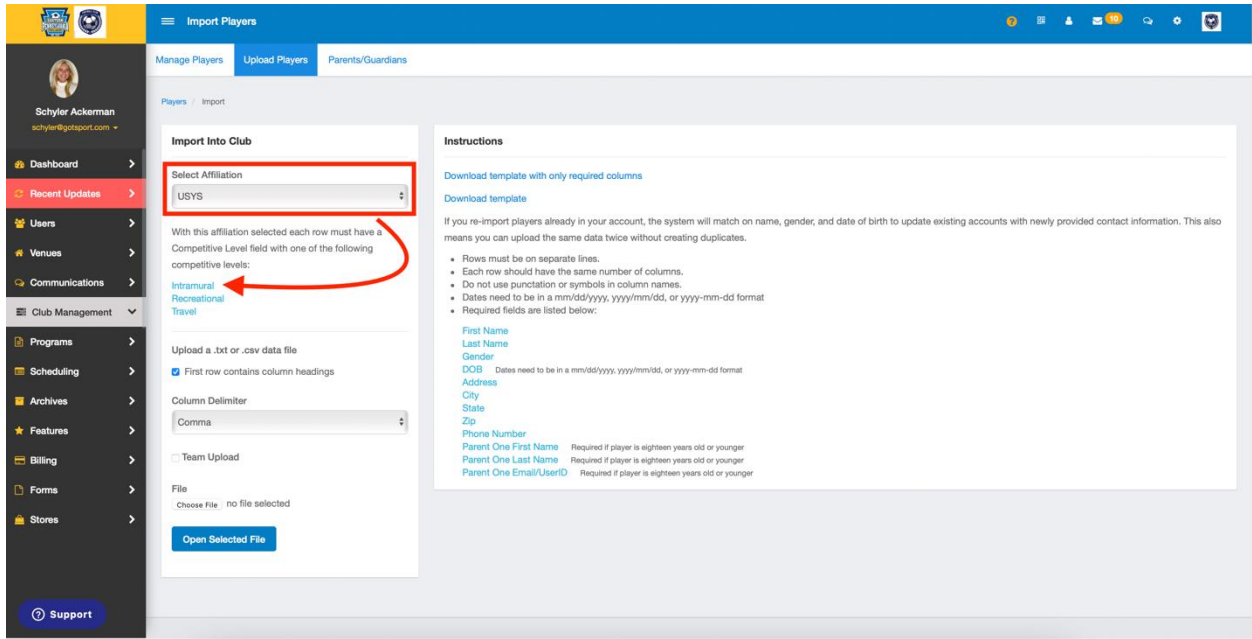
Name	Teams	Email/UserID	Gender	DOB	Age	Level	Phone
Ashman, Christian	2012 Blue	boxall1975@gmail.com	Male	03/09/2012	U12	Travel (USYS)	
Ashman, Kyle		tanyawatson20@gmail.com	Male	10/03/2004	U20	Travel (USYS)	
Atkins, Angelle	09 Black	saiwatkins78@gmail.com	Male	02/08/2009	U15	Travel (USYS)	
Austin, Eloisa		sgwaters@fbi.gov	Male	04/18/2008	U16	Travel (USYS)	
Avery, Anadora		patrice.wassouf@yahoo.com	Male	06/29/2007	U17	Travel (USYS)	
Avila, Hayden		vwatloski@yahoo.com	Male	09/12/2006	U18	Travel (USYS)	

Step 5: Click the **Upload Players** tab at the top of the page.

The screenshot shows the 'Players' management interface with the 'Upload Players' tab selected. The search filters are the same as in the previous screenshot. The table of players is now empty, and the text 'Displaying Users 1 - 50 of 71 in total' is visible above the table. A red arrow points to the 'Upload Players' tab.

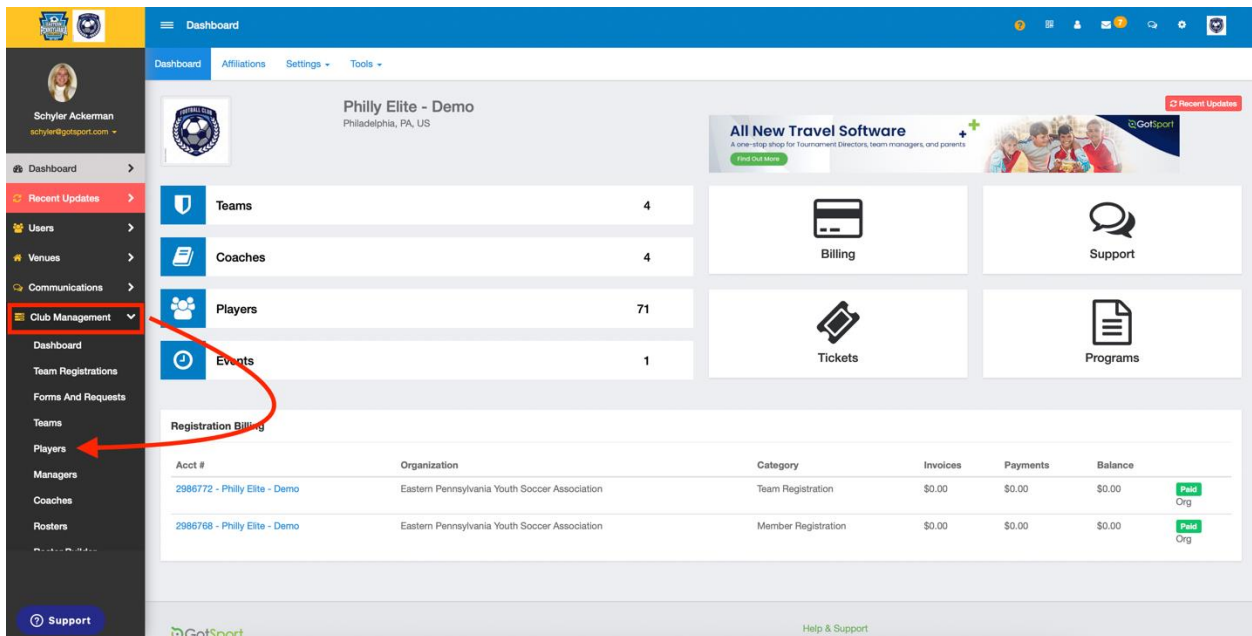
Name	Teams	Email/UserID	Gender	DOB	Age	Level	Phone
Ashman, Christian	2012 Blue	boxall1975@gmail.com	Male	03/09/2012	U12	Travel (USYS)	
Ashman, Kyle		tanyawatson20@gmail.com	Male	10/03/2004	U20	Travel (USYS)	
Atkins, Angelle	09 Black	saiwatkins78@gmail.com	Male	02/08/2009	U15	Travel (USYS)	
Austin, Eloisa		sgwaters@fbi.gov	Male	04/18/2008	U16	Travel (USYS)	
Avery, Anadora		patrice.wassouf@yahoo.com	Male	06/29/2007	U17	Travel (USYS)	
Avila, Hayden		vwatloski@yahoo.com	Male	09/12/2006	U18	Travel (USYS)	
Ayoub, Cassidy			Female	09/28/2015	U9	Travel (USYS)	

Step 6: Select the affiliation as USYS and upload a csv file with the required columns listed on the right-hand side along with the Intramural competitive level.

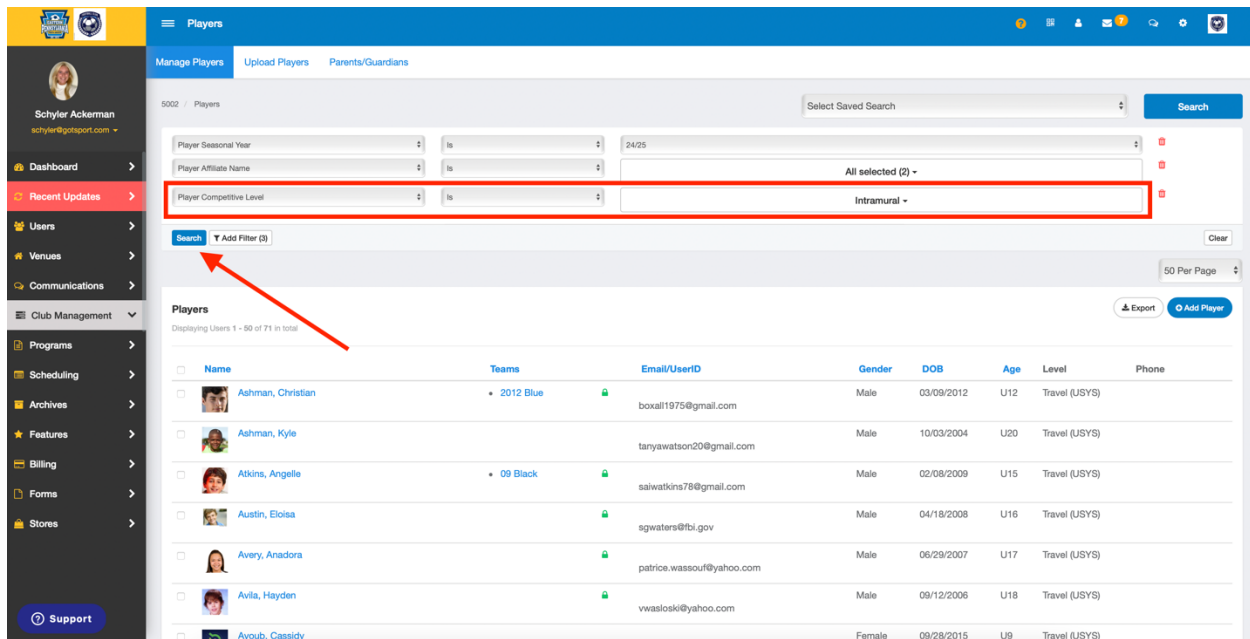


To see full instructions on how to upload players, please [click here](#).

Step 7: From your **Dashboard**, click the **Club Management** module and then select **Players** from the dropdown.

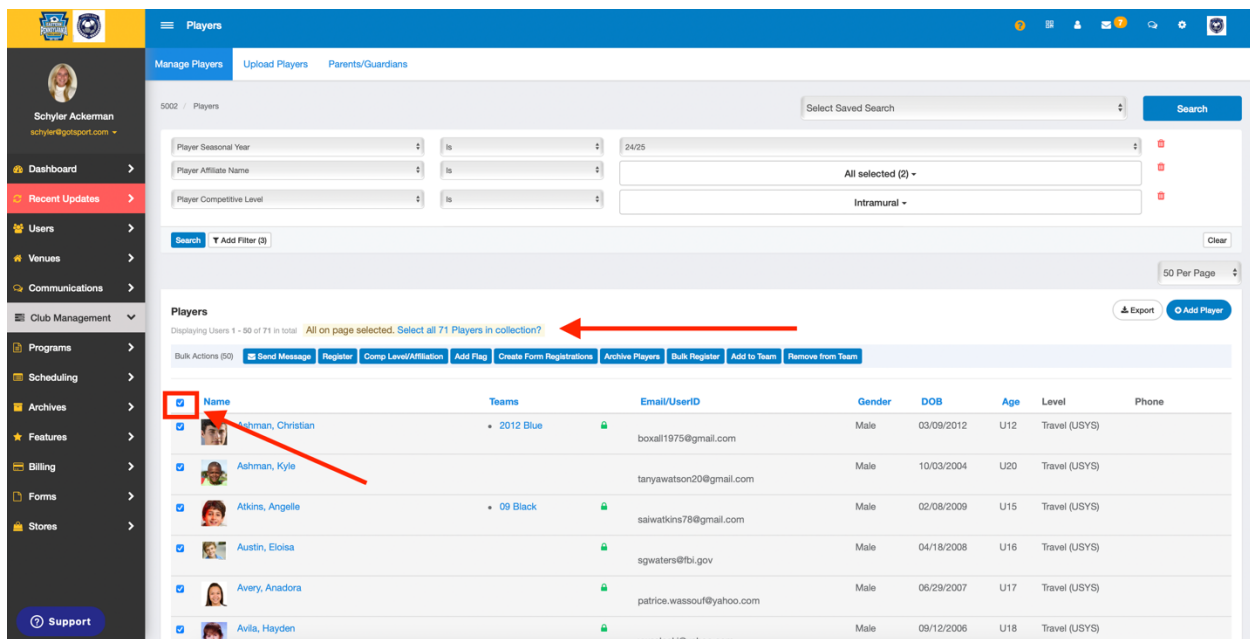


Step 8: Add the **Player Competitive Level** filter. When adding this filter, make sure to select **Intramural** from the competitive level dropdown. Then click **Search**.



You will now be provided with a list of Intramural level players in your club.

Step 9: Click the bulk checkbox and then click **Select All Players**.



Step 10: After selecting all players from this list, click the blue **Register** button from the bulk actions list.

PLEASE MAKE SURE THE NUMBER OF PLAYERS REFLECTS TO WHAT YOUR CLUB PUT ON YOUR INTRAMURAL PAYMENT FORM

The screenshot shows the 'Players' management page. On the left is a navigation sidebar with options like Dashboard, Recent Updates, Users, Venues, Communications, Club Management, Programs, Scheduling, Archives, Features, Billing, Forms, Stores, and Support. The main content area has tabs for 'Manage Players', 'Upload Players', and 'Parents/Guardians'. Below the tabs are search filters for 'Player Seasonal Year' (24/25), 'Player Affiliate Name', and 'Player Competitive Level' (Intramural). A 'Search' button is present. Below the filters, there are bulk action buttons: 'Send Message', 'Register', 'Comp Level/Affiliation', 'Add Flag', 'Create Form Registrations', 'Archive Players', 'Bulk Register', 'Add to Team', and 'Remove from Team'. A table lists 71 players with columns for Name, Teams, Email/UserID, Gender, DOB, Age, Level, and Phone. A red arrow points to the 'Register' button.

Name	Teams	Email/UserID	Gender	DOB	Age	Level	Phone
Ashman, Christian	2012 Blue	boxall1975@gmail.com	Male	03/09/2012	U12	Travel (USYS)	
Ashman, Kyle		tanyawatson20@gmail.com	Male	10/03/2004	U20	Travel (USYS)	
Atkins, Angelle	09 Black	saiwatkins78@gmail.com	Male	02/08/2009	U15	Travel (USYS)	
Austin, Eloisa		sgwaters@fbi.gov	Male	04/18/2008	U16	Travel (USYS)	
Avery, Anadora		patrice.wassouf@yahoo.com	Male	06/29/2007	U17	Travel (USYS)	
Avila, Hayden		vwaskoski@yahoo.com	Male	09/12/2006	U18	Travel (USYS)	

Step 11: In this pop-up, select where the registrations are being sent to (EPYSA), the correct seasonal year (25/26), and the appropriate competitive level (Intramural). Once complete, click **Register** and your member registrations will be sent to EPYSA.

The screenshot shows the 'New Member Registration' pop-up window. It has a title bar with a close button. Inside, there are three dropdown menus: 'Send Selected Players To' (Eastern Pennsylvania Youth Soccer), 'Seasonal Year' (24/25), and 'Level' (Intramural). At the bottom of the pop-up are 'Register' and 'Cancel' buttons. The background shows the same 'Players' management interface as the first screenshot, but it is dimmed.