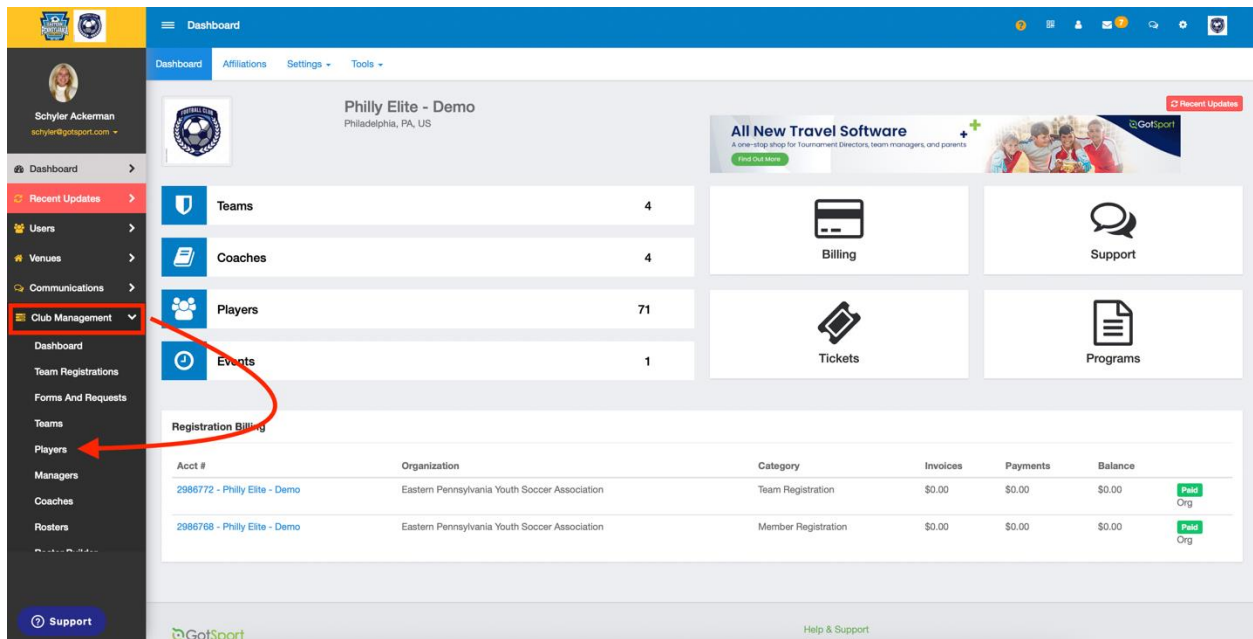


## How to Direct Register Fall Intramural Players (GS Affiliated)

**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 GoSports dashboard for a club named "Philly Elite - Demo". The left sidebar menu is expanded to "Club Management", and the "Players" option is selected. The main content area displays 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 Program** filter. When adding this filter, make sure to select your club's registration program that your club used to register your **Intramural** players from the program dropdown. Then click **Search**.

The screenshot shows the 'Players' management page with the following search filters:

- Player Seasonal Year: 24/25
- Player Affiliate Name: All selected (2)
- Player Program: 2024/2025 Intramural Player Registration (2024-07-01)

The search results table is as follows:

| 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     |           | vwasoski@yahoo.com        | Male   | 09/12/2006 | U18 | Travel (USYS) |       |
| Ayoub, Cassidy    |           |                           | Female | 09/28/2015 | U9  | Travel (USYS) |       |

You will now be provided with a list of players matching this search.

**\* THE NUMBER OF PLAYERS MUST REFLECT WHAT YOUR CLUB REPORTED ON YOUR INTRAMURAL PAYMENT FORM\***

**Step 3:** Click the bulk checkbox and then click **Select All Players that is highlighted in blue that the red arrow is pointing to below.** (If you do not click on select all players you will only be selecting the number of players that are on the first page)

The screenshot shows the 'Players' management page with the search filters from the previous image. The bulk actions bar is visible, and the 'Select All Players in collection?' button is highlighted with a red arrow.

The bulk actions bar includes the following options:

- Send Message
- Register
- Comp Level/Affiliation
- Add Flag
- Create Form Registrations
- Archive Players
- Bulk Register
- Add to Team
- Remove from Team

The search results table is as follows:

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

**Step 4:** After selecting all players from this list, click the blue **Register** button from the bulk actions list.

**\*PLEASE MAKE SURE THIS IS JUST YOUR INTRAMURAL PLAYERS. THE NUMBER OF PLAYERS SHOULD REFLECT WHAT YOUR CLUB REPORTS ON YOUR INTRAMURAL PAYMENT FORM NO TRAVEL OR REC PLAYERS\***

The screenshot shows the 'Players' management interface. The left sidebar contains navigation options like Dashboard, Recent Updates, Users, Venues, Communications, Club Management, Programs, Scheduling, Archives, Features, Billing, Forms, Stores, and Support. The main area displays a list of 71 players, with the first six visible: Ashman, Christian; Ashman, Kyle; Atkins, Angelle; Austin, Eloisa; Avery, Anadora; and Avila, Hayden. Above the list, there are search filters for Player Seasonal Year, Player Affiliate Name, Player Program, and Registered in Any. A red arrow points to the 'Register' 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     |           | vwasloski@yahoo.com       | Male   | 09/12/2006 | U18 | Travel (USYS) |       |

**Step 5:** 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 form. The form has three dropdown menus: 'Send Selected Players To' (set to 'Eastern Pennsylvania Youth Soccer'), 'Seasonal Year' (set to '24/25'), and 'Level' (set to 'Intramural'). There is a blue 'Register' button and a 'Cancel' button at the bottom right.

