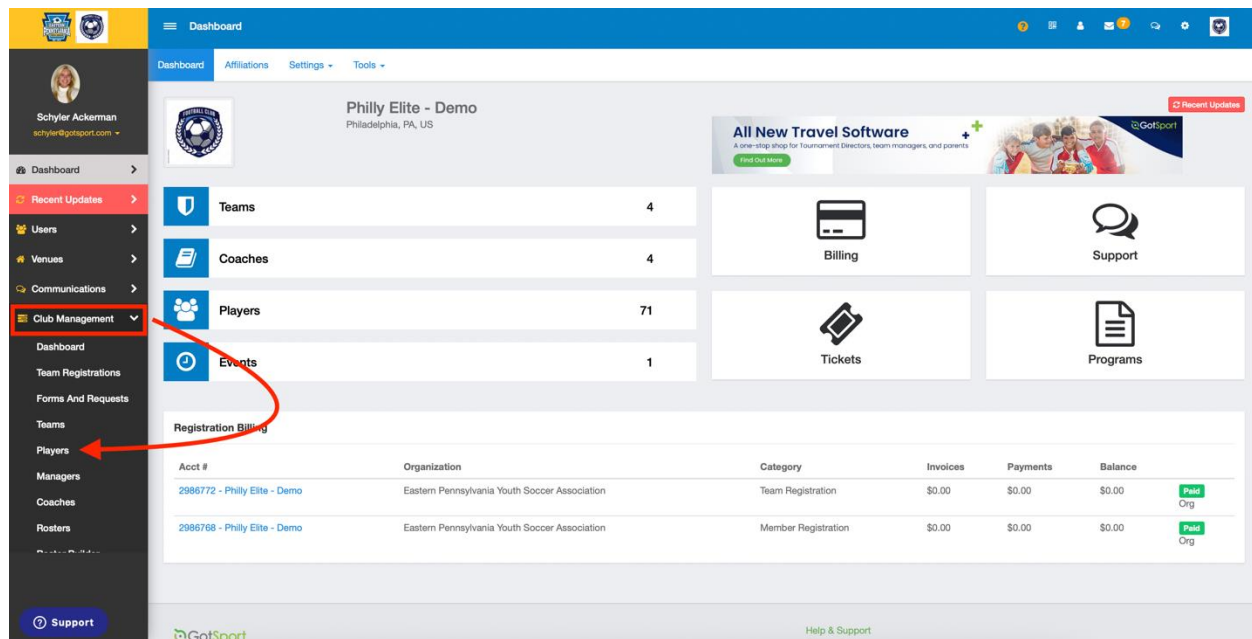


## **How to Direct Register Spring Intramural Players (GS Affiliated)**

Please read prior to uploading your players into your Club's GotSport account.

1. Only **NEW** Spring intramural players who have not yet been registered with Eastern Pennsylvania Youth Soccer for the 2025–2026 season need to be submitted for payment by the club. Please do not include players who have already registered with Eastern Pennsylvania Youth Soccer from the fall season.
2. Clubs may allow players to participate in both travel and intramural programs or rec and intramural, however, if a player is primarily travel or primarily rec meaning they are rostered on an official travel or rec roster team in a league **do not include them in your intramural registration numbers**. These players are already officially registered through their travel or rec team.
3. Please ensure that any player who has been upgraded from intramural to recreational or travel has their competitive level updated in your club's GotSport account. Kindly refer to the link below for instructions on how to update a player's competitive level. [As a Club Admin - How to Update a Player's Competitive Level/Affiliation](#)

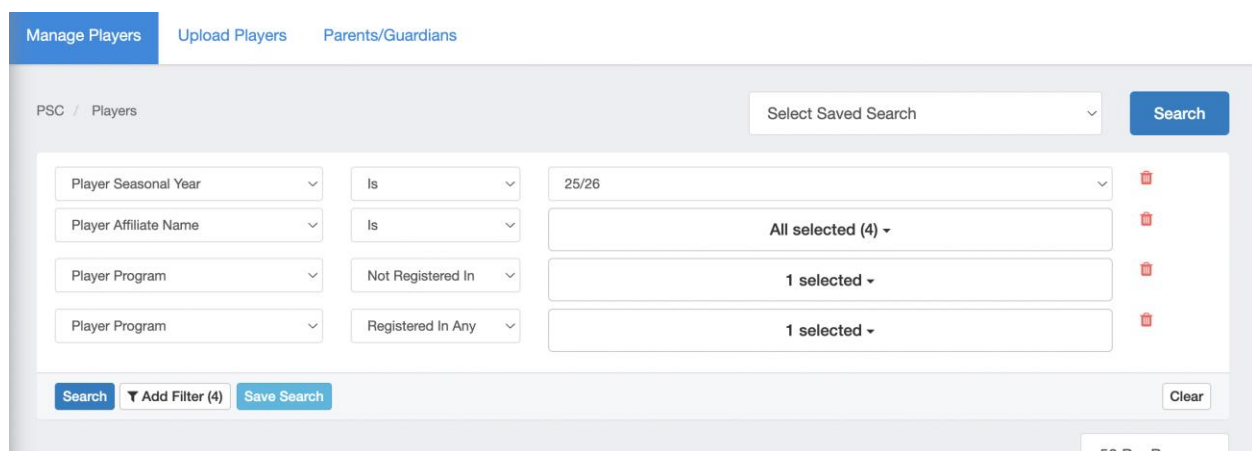
**Step 1:** From your **Dashboard**, click the **Club Management** module and then select **Players** from the dropdown.



**Step 2:** Add the **Player Program** filter. When adding this filter, select your club's **Spring registration program** and set the status to **Registered in Any**.

Next, add the **Player Program** filter again, selecting your **Fall registration program** and set the status to **Not Registered in**, as shown in the image below. This will display players who are new to your club and were not registered during the Fall season.

Once both filters are applied, click **Search**.



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)

5002 / Players

Select Saved Search

Search

Player Seasonal Year Is 24/25

Player Affiliates Name Is All selected (2)

Player Program Registered in Any 2024/2025 Intramural Player Registration (2024-07-01)

Search Add Filter (2)

Clear

50 Per Page

Export Add Player

Players

Displaying Users 1 - 50 of 71 in total All on page selected. Select all 71 Players in collection?

Bulk Actions (50) Send Message Register Comp Level/Affiliation Add Flag Create Form Registrations Archive Players Bulk Register Add to Team Remove from Team

<input type="checkbox"/>	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		varelsinski@ushon.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 page in the EPYSA system. The left sidebar contains navigation links for Dashboard, Recent Updates, Users, Venues, Communications, Club Management, Programs, Scheduling, Archives, Features, Billing, Forms, and Stores. The main content area displays a list of 71 players. Above the list, there are filters for Player Seasonal Year, Player Affiliate Name, and Player Program. The 'Register' button in the bulk actions menu is highlighted with a red arrow.

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	saawatkins78@gmail.com	Male	02/08/2009	U15	Travel (USYS)	
Austin, Eloisa		sgwaters@fbi.gov	Male	04/18/2008	U16	Travel (USYS)	
Avery, Anadora		patrice.wassou@yahoo.com	Male	06/29/2007	U17	Travel (USYS)	
Avila, Hayden		vwassloski@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 (current season), and the appropriate competitive level (Intramural). Once complete, click **Register** and your member registrations will be sent to Eastern Pennsylvania Youth Soccer.

The screenshot shows the 'New Member Registration' pop-up window. The pop-up contains fields for 'Send Selected Players To' (Eastern Pennsylvania Youth Soccer), 'Seasonal Year' (24/25), and 'Level' (Intramural). A 'Register' button is at the bottom of the pop-up.