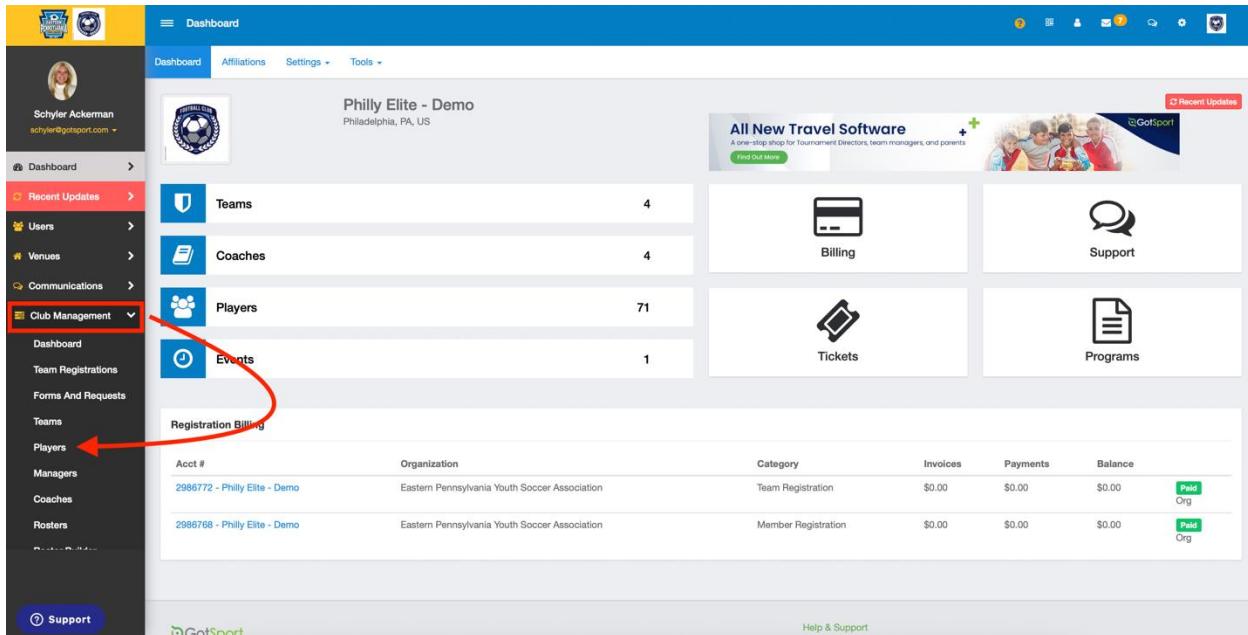


## **How to Direct Register Spring Intramural Players (GS Affiliated)**

**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.

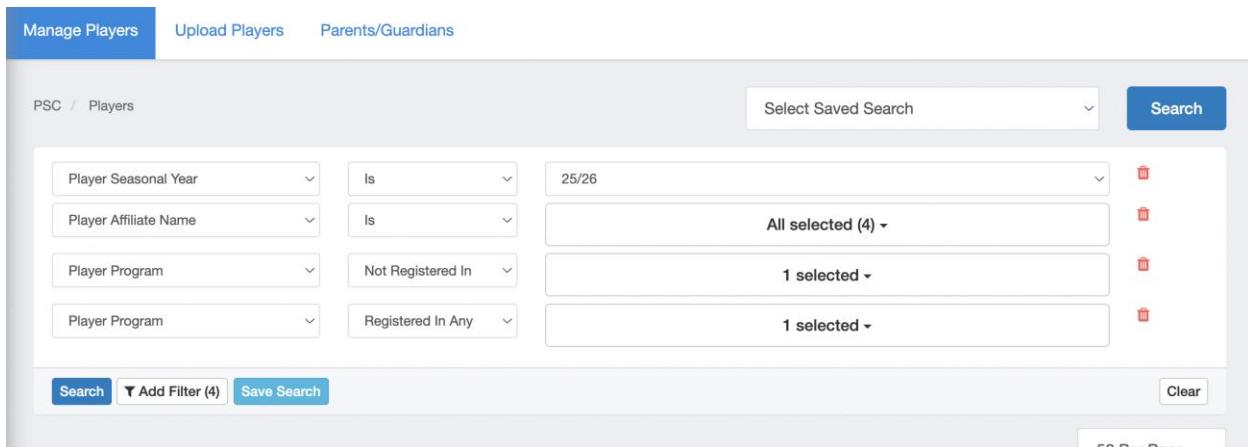


The screenshot shows the GotSport Dashboard for 'Philly Elite - Demo' in Philadelphia, PA, US. The sidebar on the left has a 'Club Management' dropdown menu with 'Players' highlighted. A red arrow points from the text in Step 1 to this 'Players' option. The main content area shows various club statistics: Teams (4), Coaches (4), Players (71), and Events (1). Below this is a 'Registration Billing' table with two entries. The table has columns for Acct #, Organization, Category, Invoices, Payments, and Balance. The first entry is for '2986772 - Philly Elite - Demo' with 'Eastern Pennsylvania Youth Soccer Association' as the organization, 'Team Registration' as the category, and '\$0.00' for all other columns. The second entry is for '2986768 - Philly Elite - Demo' with the same organization, 'Member Registration' as the category, and '\$0.00' for all other columns. Both entries have a green 'Paid' status and 'Org' label.

**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**.

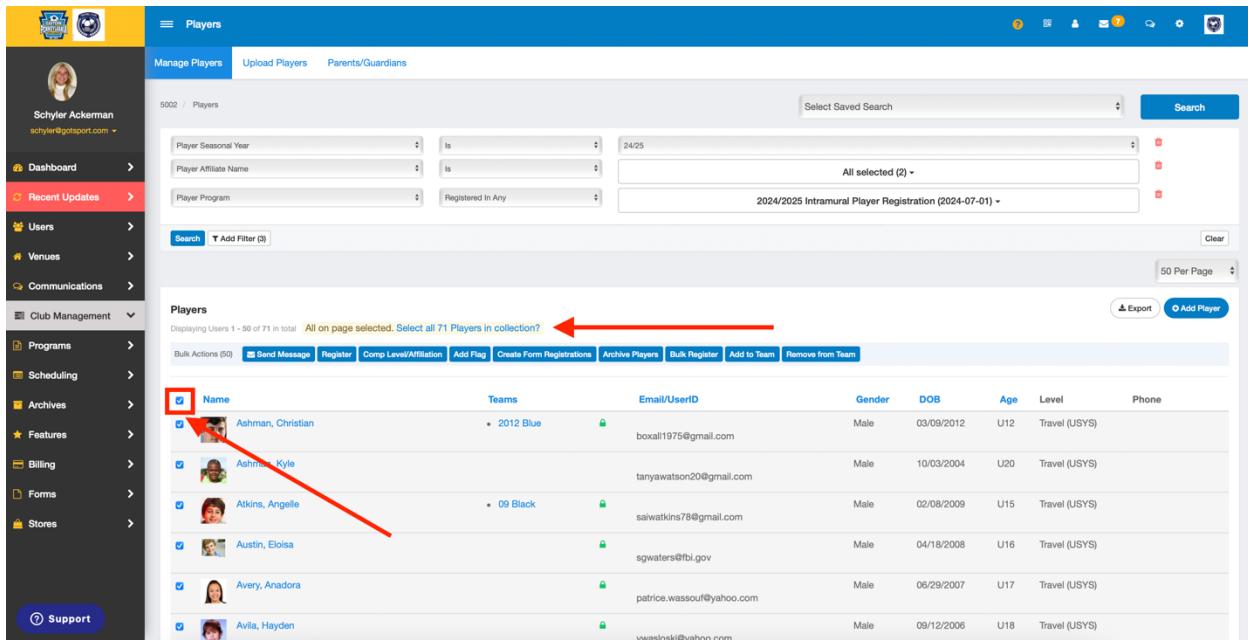


The screenshot shows the 'Manage Players' search interface. At the top, there are tabs for 'Manage Players', 'Upload Players', and 'Parents/Guardians'. Below the tabs, the path 'PSC / Players' is shown. On the right, there is a 'Select Saved Search' dropdown and a 'Search' button. The main area contains four filter rows. The first row has 'Player Seasonal Year' set to 'Is' and '25/26'. The second row has 'Player Affiliate Name' set to 'Is' and 'All selected (4)'. The third row has 'Player Program' set to 'Not Registered In' and '1 selected'. The fourth row has 'Player Program' set to 'Registered In Any' and '1 selected'. At the bottom, there are buttons for 'Search', 'Add Filter (4)', 'Save Search', and 'Clear', along with a '50 Per Page' dropdown.

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 Gotsport software interface. The left sidebar is dark with various menu items. The main area is titled 'Players' and shows a list of 71 players. At the top of the list, there is a header with a 'Select All' checkbox. A red arrow points to this checkbox, which is highlighted in blue. Below the header, there is a table with columns for Name, Teams, Email/UserID, Gender, DOB, Age, Level, and Phone. Each player row has a checkbox in the 'Name' column and a small profile picture. The table lists several players, including Ashman, Christian, Ashman, Kyle, Atkins, Angelle, Austin, Eloisa, Avery, Anadora, and Avila, Hayden.

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		wwweloski@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\***

Players

Manage Players Upload Players Parents/Guardians

5002 / Players

Player Seasonal Year: Is 24/25  
Player Affiliate Name: Is [empty]  
Player Program: Registered In Any

Search All selected (2) 2024/2025 Intramural Player Registration (2024-07-01)

Search Add Filter (3) Clear 50 Per Page Export Add Player

**Players**  
Displaying Users 1 - 50 of 71 in total. All 71 Players in collection are selected. Clear selection

Bulk Actions (71): [Send Message](#) [Register](#) [Comp Level/Affiliation](#) [Add Flag](#) [Create Form Registrations](#) [Archive Players](#) [Bulk Register](#) [Add to Team](#) [Remove from Team](#)

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, Angelie	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 (current season), and the appropriate competitive level (Intramural). Once complete, click **Register** and your member registrations will be sent to Eastern Pennsylvania Youth Soccer.

Players

Manage Players Upload Players Parents/Guardians

5002 / Players

Player Seasonal Year: Is 24/25  
Player Affiliate Name: Is [empty]  
Player Program: Registered In Any

Search All selected (2) 2024/2025 Intramural Player Registration (2024-07-01)

Search Add Filter (3) Clear 50 Per Page Export Add Player

**New Member Registration**

Send Selected Players To: Eastern Pennsylvania Youth Soccer

Seasonal Year: 24/25

Level: Intramural

Register Cancel

**Players**  
Displaying Users 1 - 50 of 71 in total. All 71 Players in collection are selected. Clear selection

Bulk Actions (71): [Send Message](#) [Register](#) [Comp Level/Affiliation](#) [Add Flag](#) [Create Form Registrations](#) [Archive Players](#) [Bulk Register](#) [Add to Team](#) [Remove from Team](#)

Name	Teams	Email/UserID	Gender	DOB	Age	Level	Phone
Ashman, Christian	2012 Blue	boxall1975@gmail.com	Male	03/09/2012	U12	Travel (USYS)	
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Atkins, Angelie	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)	