

## **How to Direct Register Spring Intramural Players (Non 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](#)
4. When players are uploaded into the club's GotSport account, a GotSport profile is automatically created for them. Please inform your parents that an account has been created and that they may access it. The link below provides step-by-step instructions on how parents can access their player's account. Note that the email address the parent provides is the UserID/Email the parent needs to login. [Login: How to Log in to your Account](#)
5. Parents can login to complete Eastern Pennsylvania Youth Soccer Player/Participant Waiver of Liability Form.

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

**Dashboard**

Philly Elite - Demo  
Philadelphia, PA, US

All New Travel Software  
A one-stop shop for tournament directors, team managers, and parents

Recent Updates

Teams 4

Coaches 4

Players 71

Events 1

Registration Billing

Acct #	Organization	Category	Invoices	Payments	Balance	Paid Org
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:** Click the **Upload Players** tab at the top of the page. Note: You will be uploading your **NEW** Spring Intramural Players **ONLY**

**Players**

Manage Players Upload Players Parents/Guardians

5002 Players

Select Saved Search Search

Player Seasonal Year is 24/25

Player Affiliate Name is All selected (2)

Last Name is

Search Add Filter (3) Clear

50 Per Page

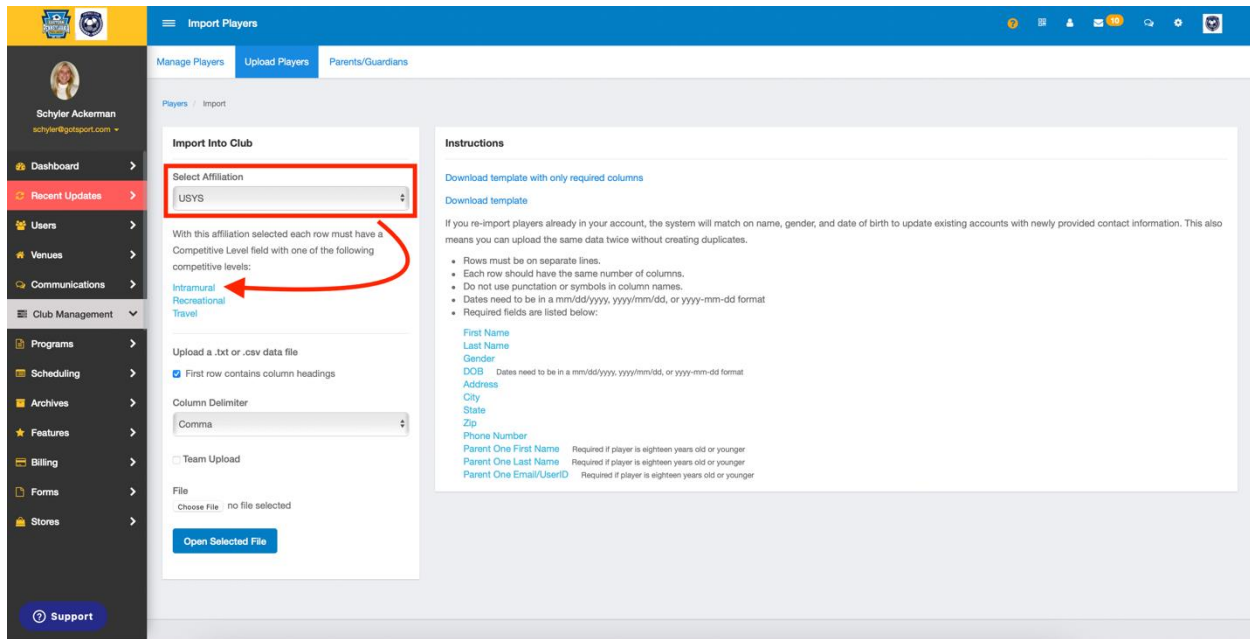
Export Add Player

Players

Displaying Users 1 - 90 of 71 in total

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		taryawatson20@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		vwaslcski@yahoo.com	Male	09/12/2006	U18	Travel (USYS)	
Ayoub, Cassidy			Female	09/28/2015	U9	Travel (USYS)	

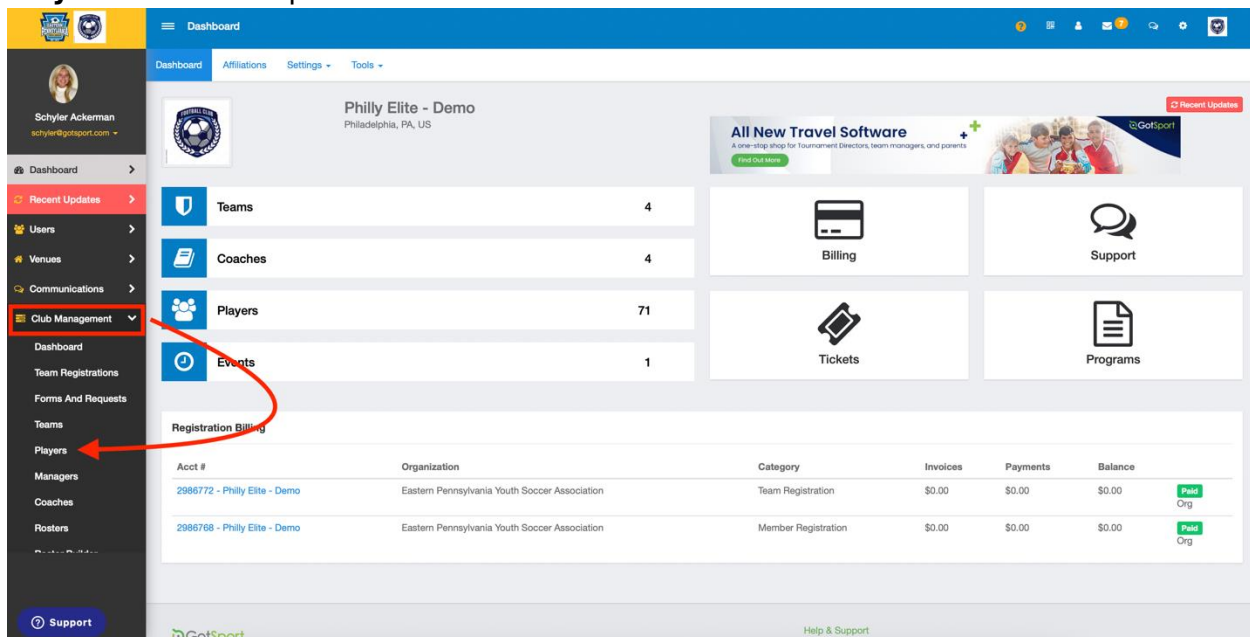
**Step 3:** Select the affiliation as USYS and upload a csv file with the required columns listed on the right-hand side along with the Intramural competitive level.



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

**\*Note this creates a GotSport account for the player, please notify the parents that the player will have a GotSport account\***

**Step 4:** From your **Dashboard**, click the **Club Management** module and then select **Players** from the dropdown.



**Step 5:** 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 with the following search filters:

- Player Seasonal Year: 24/25
- Player Affiliates Name: All selected (2)
- Player Competitive Level: Intramural

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	02/09/2009	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)	
Ayoub, Cassidy			Female	09/28/2015	U9	Travel (USYS)	

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

### Step 6: Select ONLY your **NEW** Spring Intramural Players.

The screenshot shows the 'Players' management page with the search filters from the previous step. The search results table has checkboxes selected for all players:

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	02/09/2009	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		vwasloski@yahoo.com	Male	09/12/2006	U18	Travel (USYS)	

The bulk actions list includes: Send Message, Register, Comp Level/Affiliation, Add Flag, Create Form Registrations, Archive Players, Bulk Register, Add to Team, Remove from Team.

**Step 7:** After selecting only your **NEW** Spring Intramural players from this list, click the blue **Register** button from the bulk actions list.

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, and Stores. The main area has tabs for 'Manage Players', 'Upload Players', and 'Parents/Guardians'. Below these are search filters for 'Player Seasonal Year' (24/25), 'Player Affiliates Name', and 'Player Competitive Level' (Intramural). A 'Search' button is present. Below the filters, there's a 'Bulk Actions (7)' menu with options: Send Message, Register, Comp Level/Affiliation, Add Flag, Create Form Registrations, Archive Players, Bulk Register, Add to Team, and Remove from Team. A red arrow points to the 'Register' button. Below this is a table of players with columns: 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; and Avila, Hayden.

**Step 8:** 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. It 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. The background shows the same 'Players' management interface as the previous screenshot, but it is dimmed.

**Step 9:** Once your player data is uploaded, please notify Eastern Pennsylvania Youth Soccer at [registration@epysa.org](mailto:registration@epysa.org).