



(GS Affiliated) Fall Intramural Players Payment Instructions

Players only need to be registered once with **Eastern Pennsylvania Youth Soccer**.

Clubs may allow players to participate in both travel and intramural programs, or rec and intramural programs. However, players who are rostered on an official travel or recreation team should **not** be included in your intramural registration totals, as they are already registered through their travel or recreation program with Eastern Pennsylvania Youth Soccer.

Before submitting your intramural registrations, please ensure each player's competitive level is designated as **Intramural** within your club's system.

Step 1:

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

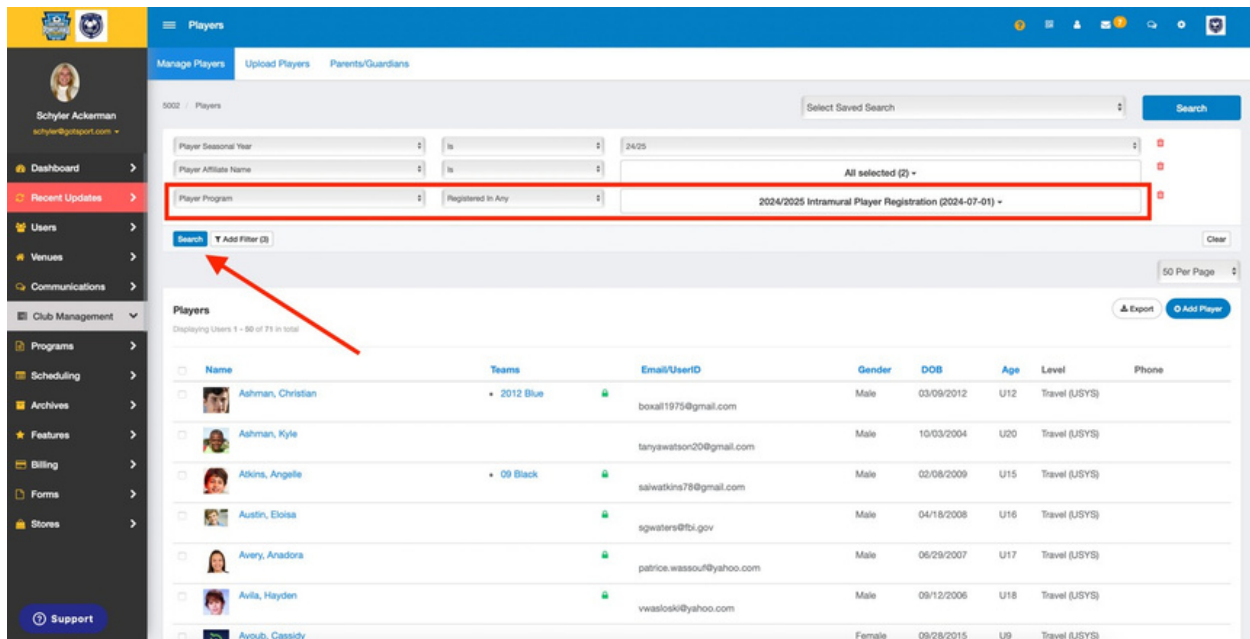
The screenshot shows the GotSport dashboard for a club named 'Philly Elite - Demo'. The left sidebar contains a menu with 'Club Management' highlighted. A red arrow points from 'Club Management' to the 'Players' option in the main content area. The 'Players' section shows a count of 71. Below this, the 'Registration Billing' table is displayed with the following data:

Acct #	Organization	Category	Invoices	Payments	Balance	Status
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 and select the registration program your club used to register its intramural players from the Program dropdown menu. Then click **Search**.

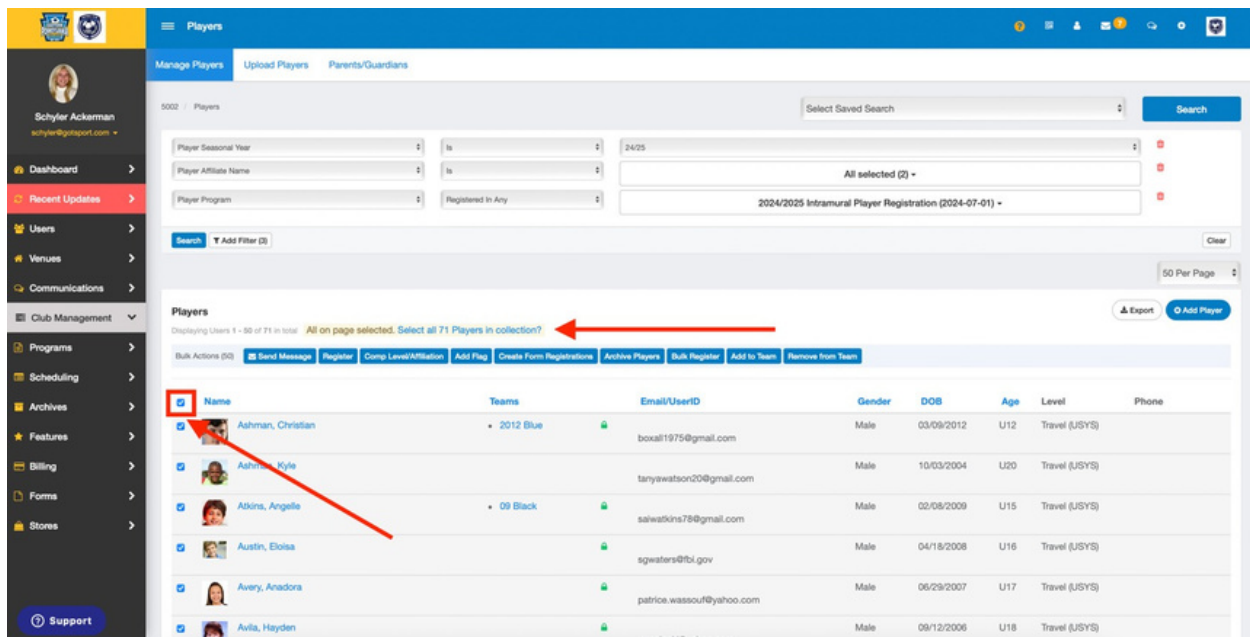
You will now be provided with a list of players matching this search.



Step 3:

Select the bulk checkbox, then click Select AllPlayers (highlighted in blue and indicated by the red arrow below).

Important: If you do not click Select All Players, only the players displayed on the first page will be selected.



Step 4:

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

Important: Please make sure this is just your intramural players only. Travel and rec players should not be included.

The screenshot shows the 'Players' management page. On the left is a sidebar with navigation links: Dashboard, Recent Updates, Users, Venues, Communications, Club Management, Programs, Scheduling, Archives, Features, Billing, Forms, and Stores. The main content area has tabs for 'Manage Players', 'Upload Players', and 'Parents/Guardians'. Below the tabs are search filters for 'Player Seasonal Year', 'Player Affiliate Name', and 'Player Program'. A search bar is on the right. Below the filters is a table of players. A red arrow points to the 'Register' button in the bulk actions bar. The table has columns: Name, Teams, Email/UserID, Gender, DOB, Age, Level, and Phone. The players listed are 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	salwaatkins78@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		vvasloski@yahoo.com	Male	09/12/2006	U18	Travel (USYS)	

Step 5:

In the pop-up window, select Eastern Pennsylvania Youth Soccer as the registration destination, choose the **correct seasonal year**, and set the competitive level to **Intramural**. Once completed, click Register to submit the member registrations to Eastern Pennsylvania Youth Soccer.

The screenshot shows the 'New Member Registration' pop-up window. It has fields for 'Send Selected Players To' (Eastern Pennsylvania Youth Soccer), 'Seasonal Year' (24/25), and 'Level' (Intramural). There is a 'Register' button and a 'Cancel' button. The background shows the same 'Players' management page as the previous screenshot.

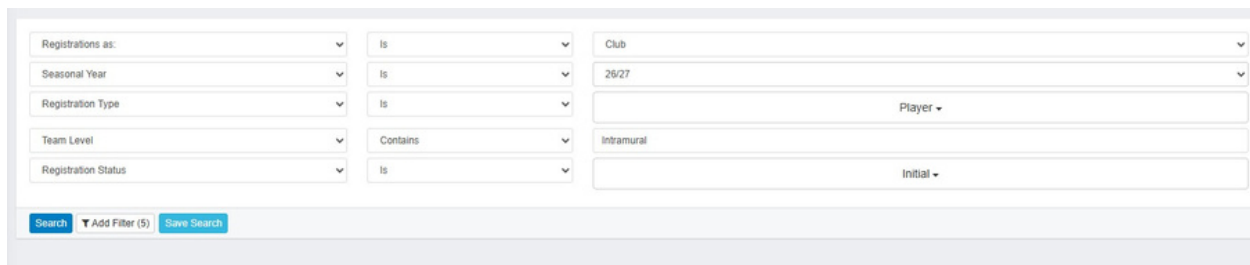
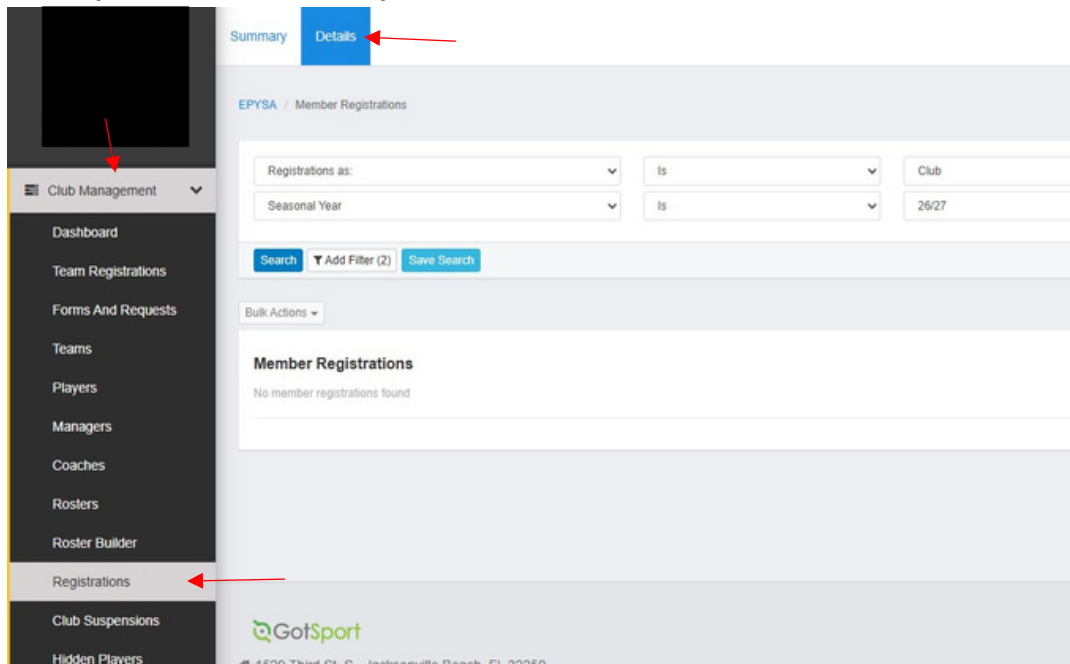
Steps 6:

Review Your Intramural Registration Totals

To review the total number of intramural players your club has registered directly with Eastern Pennsylvania Youth Soccer:

1. Go to **Club Management > Registration > Details.**
2. Apply the following filters:
 - a. **Seasonal Year:** Current season
 - b. **Registration Type:** Player
 - c. **Registration Status:** Initial
 - d. **Team Level:** Intramural
 - e. **Registration Organization:** Eastern Pennsylvania Youth Soccer Association
3. Click **Search.**

The results will display the total number of intramural players your club has registered directly with Eastern Pennsylvania Youth Soccer.



Step 7: Payment

Online Payment

Once your intramural players have been registered in GotSport, email **Meghan Petroski** at mpetroski@epysa.org and request that an invoice be created in GotSport for online payment.

Pay by Check

Once your intramural players have been registered directly with Eastern Pennsylvania Youth Soccer, please complete the payment form below and mail your check to:

Fall Intramural Payment Form

Payable To:

Eastern Pennsylvania Youth Soccer

Attn: Intramural Payment

4070 Butler Pike, Suite 100

Plymouth Meeting, PA 19462

Please ensure that your payment corresponds to the total number of registered intramural players.

Step 14:

Intramural Coaches and Managers Uploaded

All Coaches/ Managers are required to be in the club's GotSport account with all required clearances.

Please see the links below on how to upload/ create coach's account.

[As a Club Admin- How to Coach Upload via Bulk or Spreadsheet](#)

[As a Club Admin - How to Create or Add a Coach into a Club](#)