



(Non 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: Archiving Past Players

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 has a red box around 'Club Management' and a red arrow pointing to 'Players'. The main content area displays a table with registration 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 Competitive Level** filter, select **Intramural** from the competitive level dropdown. Then click **Search**.

The screenshot shows the JSYS Players management interface. The left sidebar contains navigation links: Dashboard, Recent Updates, Users, Venues, Communications, Club Management, Programs, Scheduling, Archives, Features, Billing, Forms, and Stores. The main content area is titled 'Players' and includes tabs for 'Manage Players', 'Upload Players', and 'Parents/Guardians'. A search bar is at the top right. Below it, there are filters for 'Player Seasonal Year' (24/25), 'Player Affiliate Name' (All selected (2)), and 'Player Competitive Level' (Intramural). A red box highlights the filter area, and a red arrow points to the 'Search' button.

Name	Teams	Email/UserID	Gender	DOB	Age	Level	Phone
Ashman, Christian	2012 Blue	boxall1975@gmail.com	Male	03/09/2012	U12	Travel (JSYS)	
Ashman, Kyle		tanyawatson20@gmail.com	Male	10/03/2004	U20	Travel (JSYS)	
Atkins, Angelle	09 Black	saiwatkins78@gmail.com	Male	02/08/2009	U15	Travel (JSYS)	
Austin, Eloisa		sgwaters@fbi.gov	Male	04/18/2008	U16	Travel (JSYS)	
Avery, Anadora		patrice.wassouf@yahoo.com	Male	06/29/2007	U17	Travel (JSYS)	
Avila, Hayden		vwaskinski@yahoo.com	Male	09/12/2006	U18	Travel (JSYS)	
Ayoub, Cassidy			Female	09/28/2015	U9	Travel (JSYS)	

Step 3:

Click the bulk checkbox and then click **Select All Players**.

The screenshot shows the JSYS Players management interface. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Players' and includes tabs for 'Manage Players', 'Upload Players', and 'Parents/Guardians'. A search bar is at the top right. Below it, there are filters for 'Player Seasonal Year' (24/25), 'Player Affiliate Name' (All selected (2)), and 'Player Competitive Level' (Intramural). A red box highlights the filter area, and a red arrow points to the 'Search' button. Below the filters, there is a 'Bulk Actions' bar with buttons: Send Message, Register, Comp Level/Registration, Add Flag, Create Form Registrations, Archive Players, Bulk Register, Add to Team, and Remove from Team. The 'Archive Players' button is highlighted. A red box highlights the bulk checkbox, and a red arrow points to the 'Archive Players' button.

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

Step 4:

Click the blue **Archive Players** button to archive all current intramural players.

The screenshot shows the 'Players' management interface. The left sidebar contains 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'. The 'Upload Players' tab is selected. Below the tabs, there are search filters for 'Player Seasonal Year', 'Player Affiliation Name', and 'Player Competitive Level'. The 'Player Competitive Level' dropdown is set to 'Intramural'. A red arrow points to the 'Upload Players' tab. Below the filters, there 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 5:
 Upload Fall Intramural Players
 Click the **Upload Players** tab at the top of the page.

The screenshot shows the 'Players' management interface. The left sidebar contains 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'. The 'Upload Players' tab is selected. Below the tabs, there are search filters for 'Player Seasonal Year', 'Player Affiliation Name', and 'Last Name'. The 'Player Affiliation Name' dropdown is set to 'USYS'. A red arrow points to the 'Upload Players' tab. Below the filters, there 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 6:
 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.

Import Players

Manage Players | **Upload Players** | Parents/Guardians

Players | Import

Import Into Club

Select Affiliation: **USYS**

With this affiliation selected each row must have a Competitive Level field with one of the following competitive levels:

- Intramural
- Recreational
- Travel

Upload a .txt or .csv data file

☒ First row contains column headings

Column Delimiter: **Comma**

☐ Team Upload

File: Choose File | no file selected

Open Selected File

Instructions

Download template with only required columns

Download template

If you re-import players already in your account, the system will match on name, gender, and date of birth to update existing accounts with newly provided contact information. This also means you can upload the same data twice without creating duplicates.

- Rows must be on separate lines.
- Each row should have the same number of columns.
- Do not use punctuation or symbols in column names.
- Dates need to be in a mm/dd/yyyy, yyyy/mm/dd, or yyyy-mm-dd format
- Required fields are listed below:

First Name
Last Name
Gender
DOB
Address
City
State
Zip
Phone Number
Parent One First Name
Parent One Last Name
Parent One Email/UserID

Dates need to be in a mm/dd/yyyy, yyyy/mm/dd, or yyyy-mm-dd format

Required if player is eighteen years old or younger

Required if player is eighteen years old or younger

Required if player is eighteen years old or younger

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

Step 7:

Registering Intramural Players directly to Eastern Pennsylvania Youth Soccer.

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

Dashboard

Dashboard | Affiliations | Settings | Tools

Philly Elite - Demo
Philadelphia, PA, US

All New Travel Software
A one-stop shop for Tournament Directors, team managers, and parents.

12 Recent Updates

Teams: 4

Coaches: 4

Players: 71

Events: 1

Registration Billing

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

Help & Support

Step 8:

Add the **Player Competitive Level** filter, select **Intramural** from the competitive level dropdown. Then click **Search**.

The screenshot shows the 'Players' management page. The left sidebar contains navigation links: Dashboard, Recent Updates, Users, Venues, Communications, Club Management, Programs, Scheduling, Archives, Features, Billing, Forms, Stores, and Support. The main content area has tabs for 'Manage Players', 'Upload Players', and 'Parents/Guardians'. Below the tabs, there are filter fields: 'Player Seasonal Year' (set to 24/25), 'Player Affiliate Name' (set to 'All selected (2)'), and 'Player Competitive Level' (set to 'Intramural'). A red box highlights the 'Player Competitive Level' filter. Below the filters is a 'Search' button and a link to 'Add Filter (3)'. A red arrow points to the 'Search' button. The table below shows a list of players with columns: Name, Teams, Email/UserID, Gender, DOB, Age, Level, and Phone. The table displays 7 players, with the first 6 being male and the last one being female.

Name	Teams	Email/UserID	Gender	DOB	Age	Level	Phone
Ashman, Christian	2012 Blue	boxal1975@gmail.com	Male	03/09/2012	U12	Travel (JSYS)	
Ashman, Kyle		tanyawatson20@gmail.com	Male	10/03/2004	U20	Travel (JSYS)	
Atkins, Angelle	09 Black	ssiwatkins79@gmail.com	Male	02/08/2009	U15	Travel (JSYS)	
Austin, Eloisa		sgwaters@fbi.gov	Male	04/18/2008	U16	Travel (JSYS)	
Avery, Anadara		patrice.wassouf@yahoo.com	Male	06/29/2007	U17	Travel (JSYS)	
Avila, Hayden		vwastokii@yahoo.com	Male	09/12/2006	U18	Travel (JSYS)	
Ayoub, Cassidy			Female	09/28/2015	U9	Travel (JSYS)	

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

Step 9:

Select the bulk checkbox, then click Select All Players (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.

Players

Manage Players Upload Players Parents/Guardians

5002 / Players

Select Saved Search Search

Player Seasonal Year 24/25

Player Affiliate Name All selected (2)

Player Competitive Level Intramural

Search Add Filter (3)

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

Name	Teams	Email/UserID	Gender	DOB	Age	Level	Phone
Ashman, Christian	2012 Blue	boxall1975@gmail.com	Male	03/09/2012	U12	Travel (JSYS)	
Ashman, Kyle		tanyawatson20@gmail.com	Male	10/03/2004	U20	Travel (JSYS)	
Atkins, Angelle	09 Black	saiwatkins78@gmail.com	Male	02/08/2009	U15	Travel (JSYS)	
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Avery, Anadora		patrice.wassouf@yahoo.com	Male	06/29/2007	U17	Travel (JSYS)	
Avila, Hayden		vvassloski@yahoo.com	Male	09/12/2006	U18	Travel (JSYS)	

Step 10:

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.

Players

Manage Players Upload Players Parents/Guardians

5002 / Players

Select Saved Search Search

Player Seasonal Year 24/25

Player Affiliate Name All selected (2)

Player Competitive Level Intramural

Search Add Filter (3)

50 Per Page

Export Add Player

Players

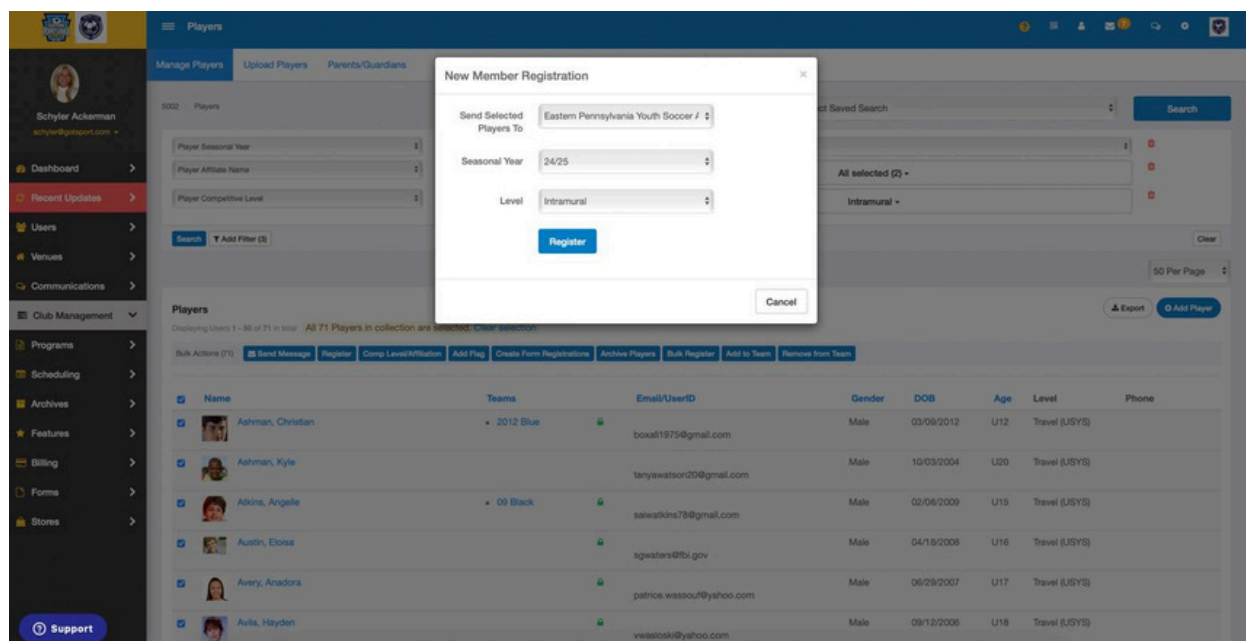
Displaying Users 1 - 50 of 71 in total All 71 Players in collection are selected. Clear selection

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 (JSYS)	
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Atkins, Angelle	09 Black	saiwatkins78@gmail.com	Male	02/08/2009	U15	Travel (JSYS)	
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Avery, Anadora		patrice.wassouf@yahoo.com	Male	06/29/2007	U17	Travel (JSYS)	
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Step 11:

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.



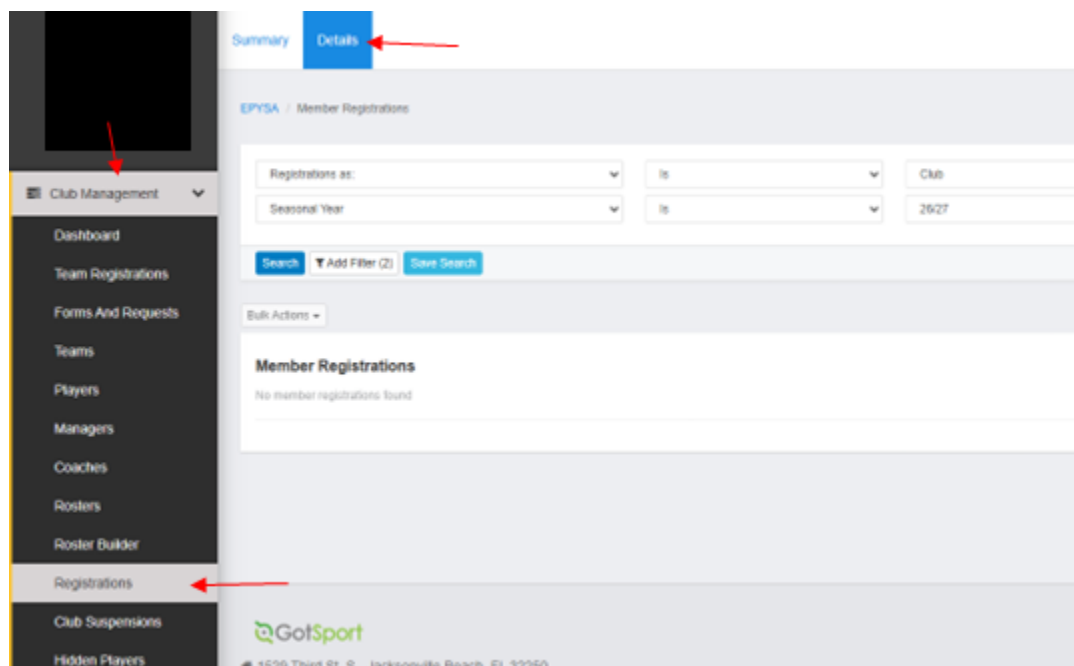
Step 12:

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.



Registrations as:	Is	Club
Seasonal Year	Is	26/27
Registration Type	Is	Player
Team Level	Contains	Intramural
Registration Status	Is	Initial

Search Add Filter (5) Save Search

Step 13:

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](#)