



(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 '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. Below this, the 'Registration Billing' table is visible.

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

Step 2:

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

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, Stores, and Support. The main content area has tabs for 'Manage Players', 'Upload Players', and 'Parents/Guardians'. Below the tabs, there are filter criteria: 'Player Seasonal Year' (24/25), 'Player Affiliate Name' (All selected (2)), and 'Player Competitive Level' (Intramural). A red box highlights these filter criteria. Below the filters, there is a 'Search' button and a link to 'Add Filter (3)'. A red arrow points to the 'Search' button. The 'Players' section displays a list of 10 players with 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; Avila, Hayden; and Ayoub, Cassidy.

Step 3:

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

The screenshot shows the 'Players' management interface with the bulk actions menu open. The left sidebar is the same as in the previous screenshot. The main content area shows the same filter criteria and player list. A red box highlights the bulk checkbox in the 'Bulk Actions (50)' section. A red arrow points to the 'Archive Players' button in the bulk actions menu. The bulk actions menu includes options: Send Message, Register, Comp Level/Affiliation, Add Flag, Create Form Registrations, Archive Players, Bulk Register, Add to Team, and Remove from Team.

Step 4:

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

Players

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

5002 / Players

Select Saved Search [] Search

Player Seasonal Year: 24/25

Player Affiliates: All selected (2)

Player Competitive Level: Intramural

Search [] Add Filter []

50 Per Page

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

Step 5:
Upload Fall Intramural Players
Click the **Upload Players** tab at the top of the page.

Players

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

5002 / Players

Select Saved Search [] Search

Player Seasonal Year: 24/25

Player Affiliates: All selected (2)

Last Name: []

Search [] Add Filter []

50 Per Page

Players

Displaying Users 1 - 50 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		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		vwasloski@yahoo.com	Male	09/12/2006	U18	Travel (USYS)	
Ayoub, Cassidy			Female	09/28/2015	U9	Travel (USYS)	

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.

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

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. A red box highlights the filter section where 'Player Competitive Level' is set to 'Intramural'. A red arrow points to the 'Search' button. The table below shows a list of players.

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		vwaskoski@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 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.

The screenshot shows the 'Players' management page. On the left is a sidebar with navigation 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', 'Player Affiliate Name', and 'Player Competitive Level'. A 'Search' button is present. Below the filters, a message states 'All on page selected. Select all 71 Players in collection?'. A red arrow points to the 'Register' button in the 'Bulk Actions (50)' menu. The table below lists players with columns: Name, Teams, Email/UserID, Gender, DOB, Age, Level, and Phone. The first few players are Ashman, Christian; Ashman, Kyle; Atkins, Angelle; Austin, Eloisa; Avery, Anadora; and Avila, Hayden.

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.

This screenshot is similar to the previous one, but the 'Bulk Actions (71)' menu is expanded, and a red arrow points directly to the 'Register' button. The message above the menu now says 'All 71 Players in collection are selected. Clear selection'. The table of players remains the same.

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.

Name	Teams	Email/UserId	Gender	DOB	Age	Level	Phone
Ashman, Christian	2012 Blue	boxal1975@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	seiwatkins79@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		ywasloski@yahoo.com	Male	09/12/2006	U18	Travel (USYS)	

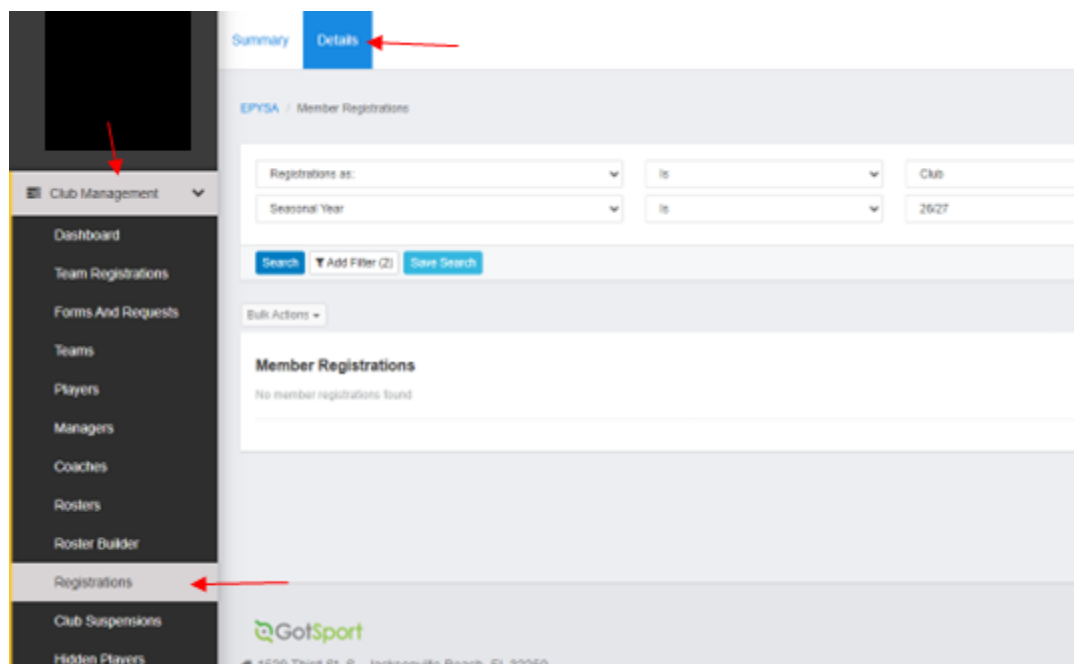
Step 12:

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:

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](#)