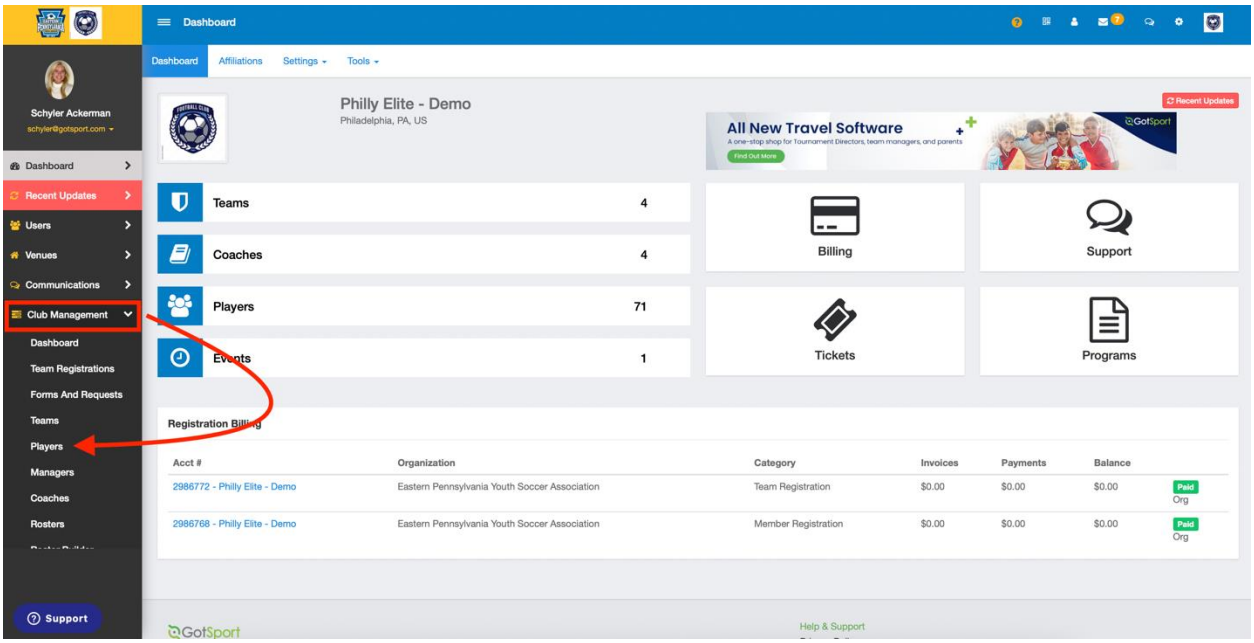
(Non-GS Affiliated) Fall Intramural Players Payment Instructions

*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.*

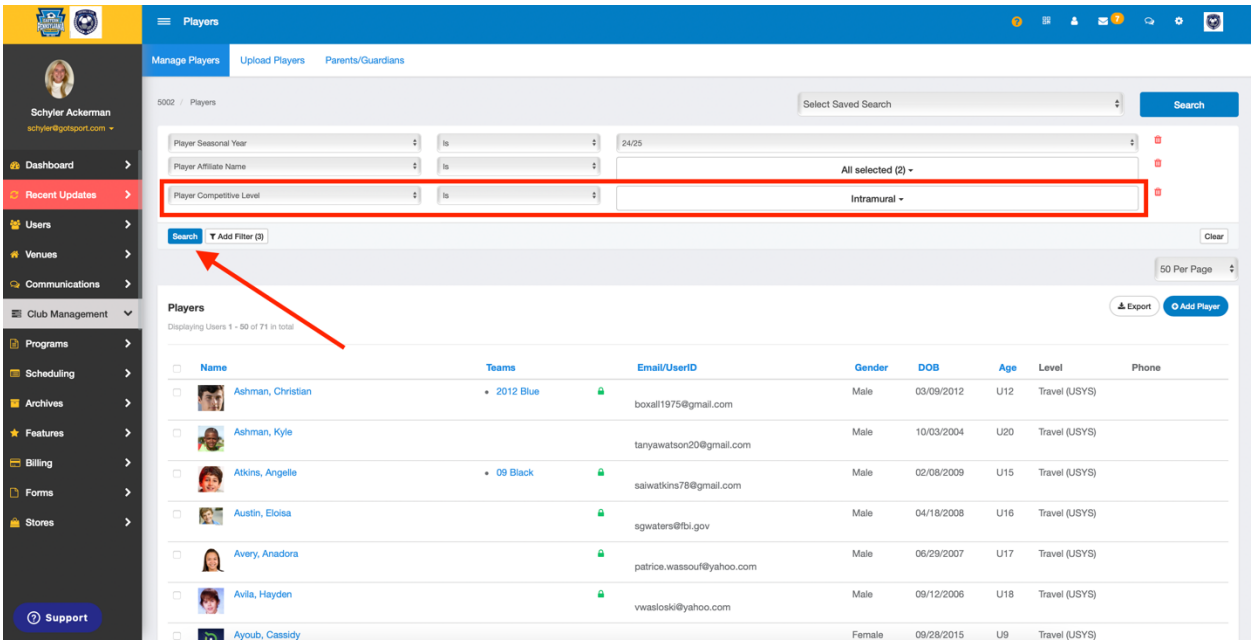
*Before submitting your intramural registrations, please ensure each player's competitive level is designated as **Intramural** within your club's system.*

****Note*
When the club uploads players in their club's GotSport account, a GotSport profile is created for each player. **Login: How to Log in to your Account**

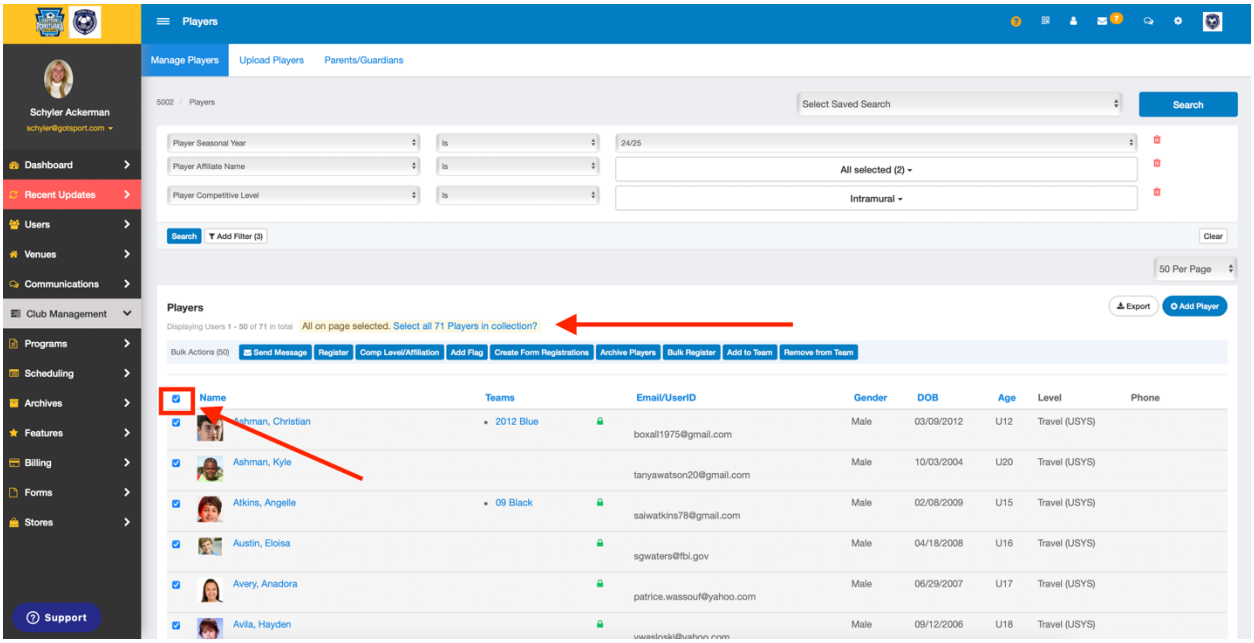
Step 1:
Archiving Past Players
From your **Dashboard**, click the **Club Management** module and then select **Players** from the dropdown.



Step 2:
Add the **Player Competitive Level** filter, select **Intramural** from the competitive level dropdown. Then click **Search**.

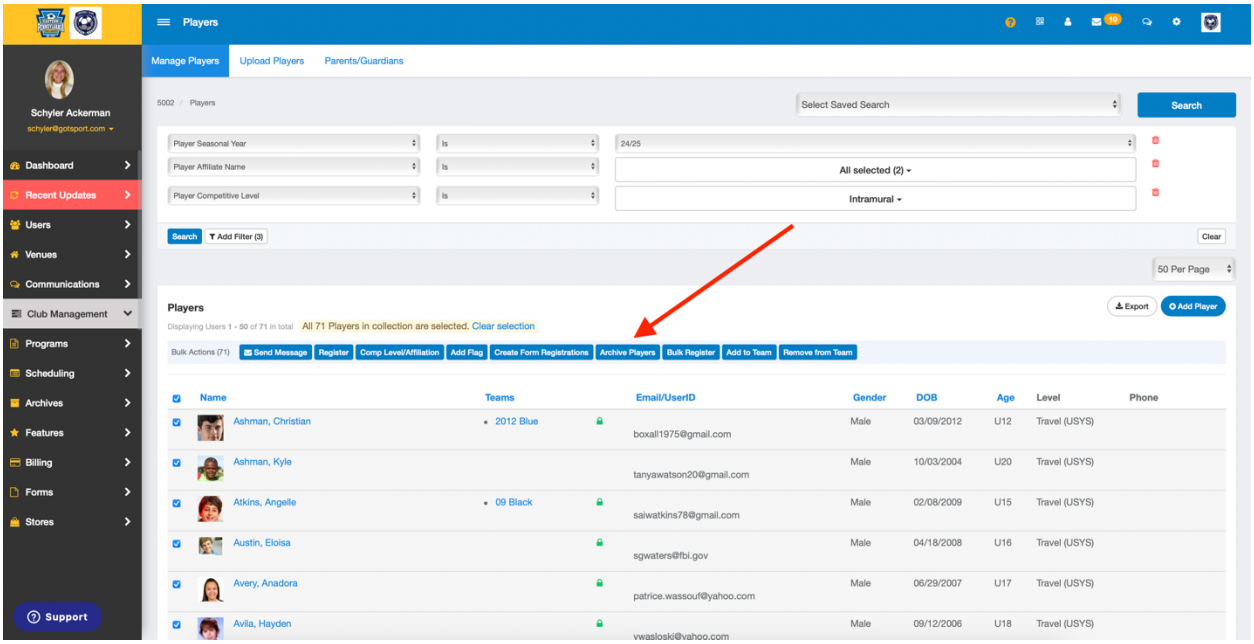


Step 3:
Click the bulk checkbox and then click **Select All Players**.

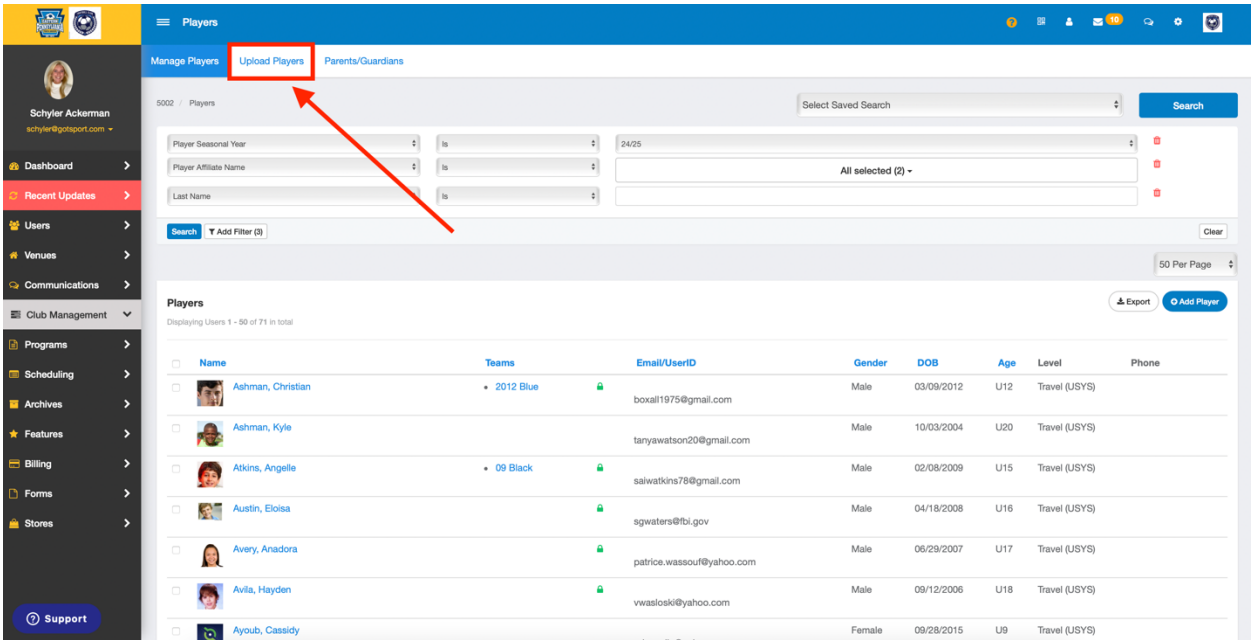


Step 4:

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

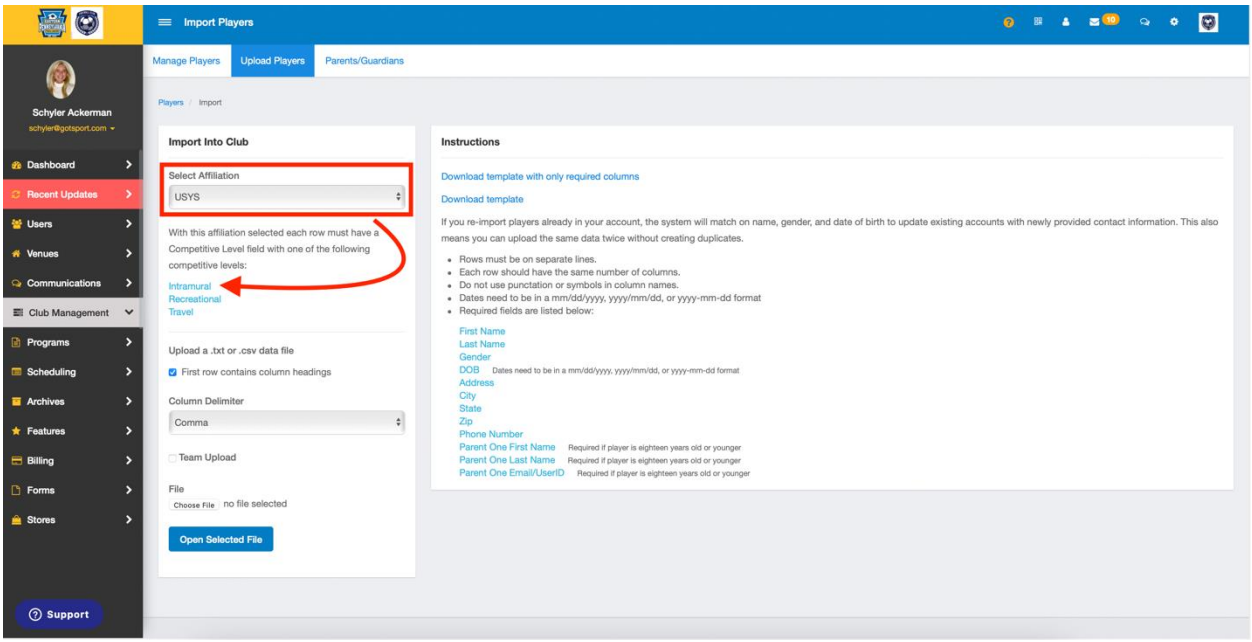


Step 5:
Upload Fall Intramural Players
Click the **Upload Players** tab at the top of the page.



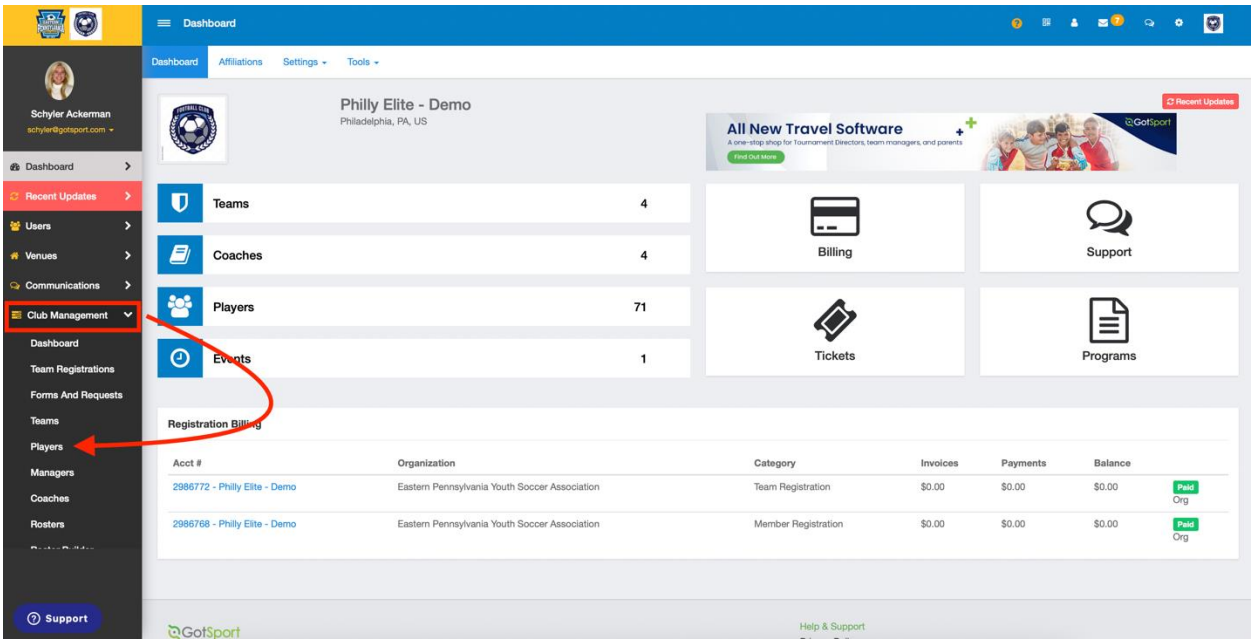
Step 6:

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.

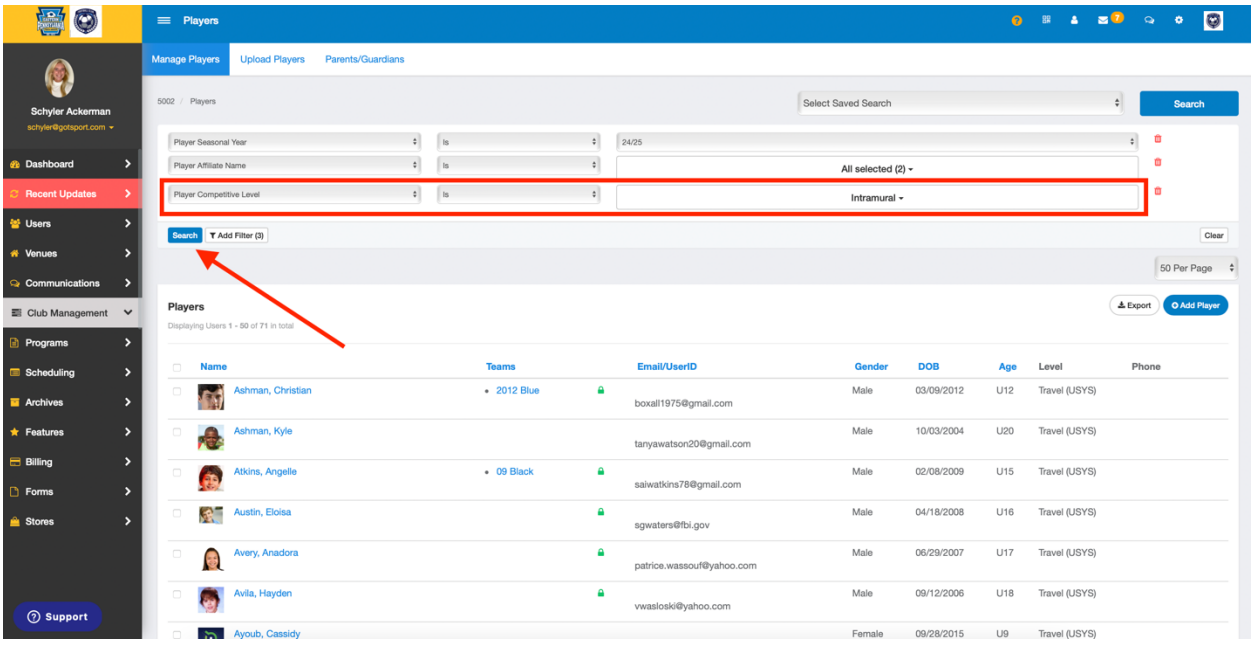


To see full instructions on how to upload players, please click here.

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.



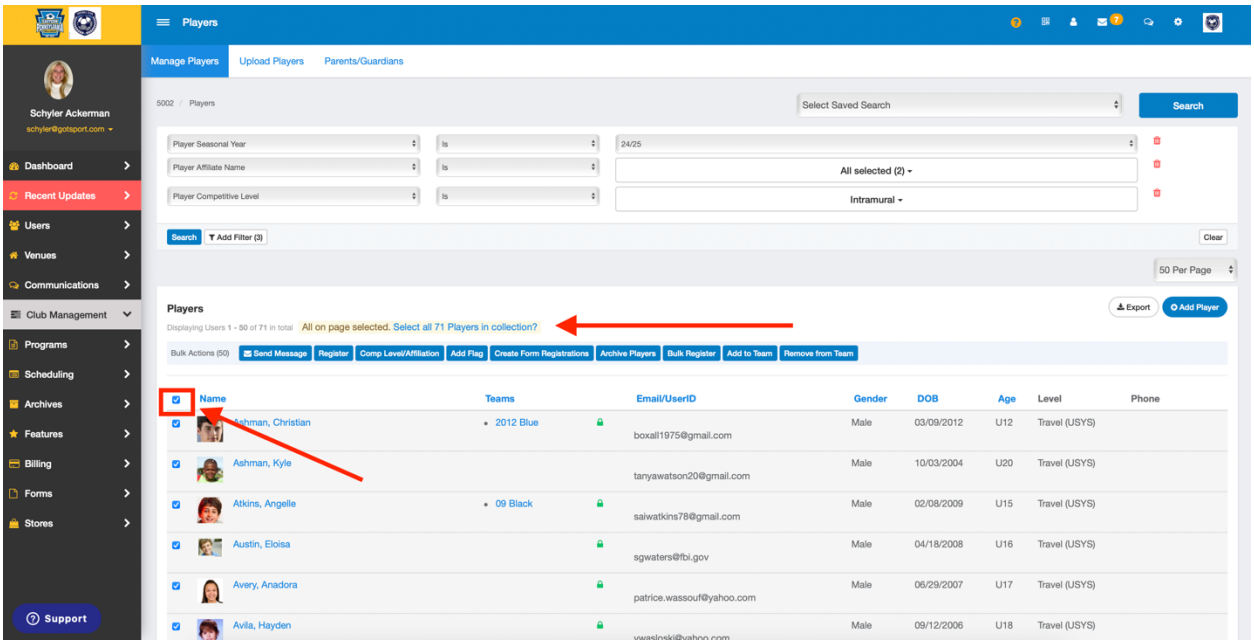
Step 8:
Add the **Player Competitive Level** filter, select **Intramural** from the competitive level dropdown. Then click **Search**.



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

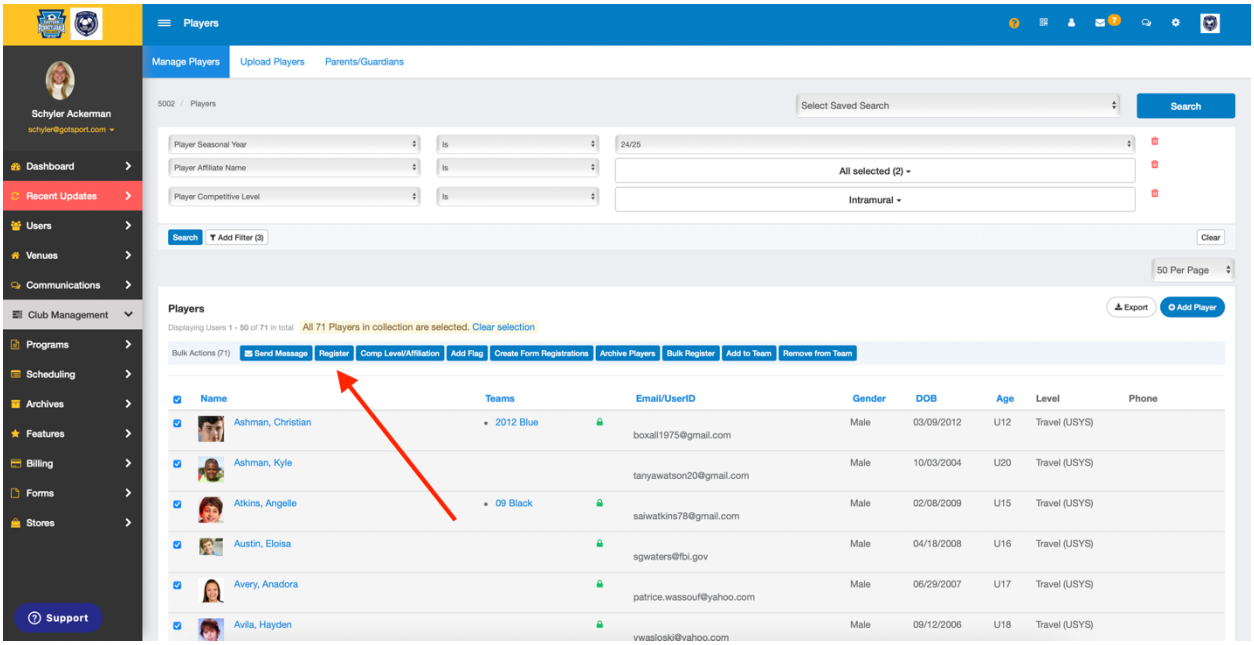
Step 9:
Select the bulk checkbox, then click Select All Players (highlighted in blue and indicated by the red arrow below).

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



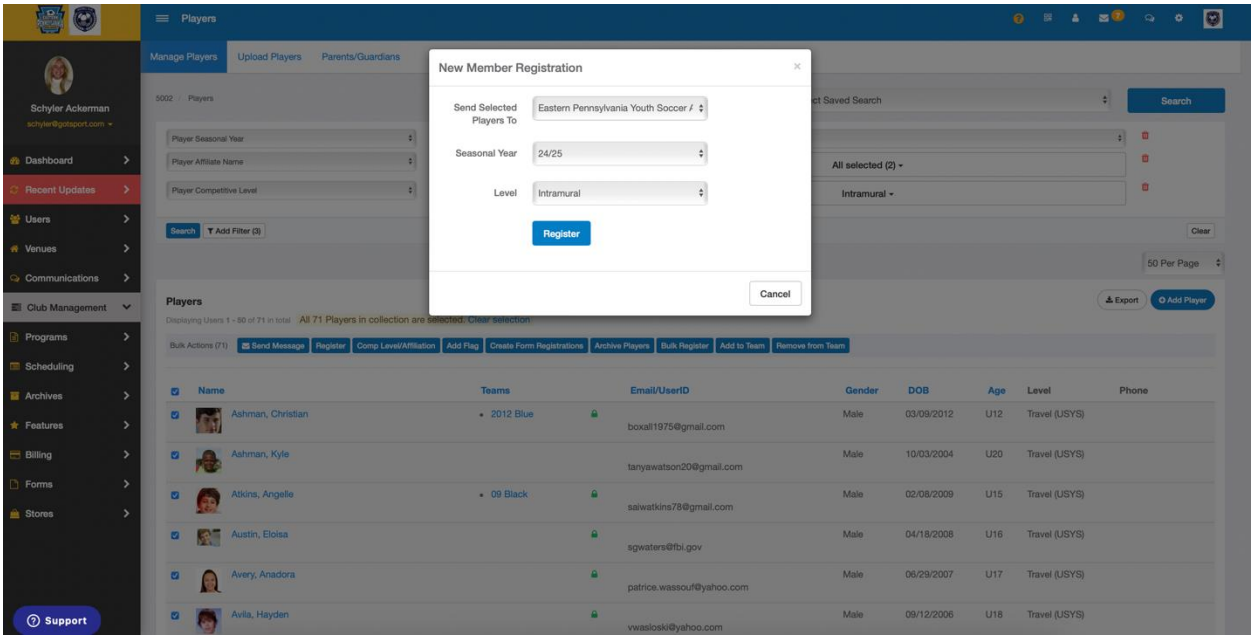
Step 10:
After selecting all players from this list, click the blue **Register** button from the bulk actions list.

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



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.



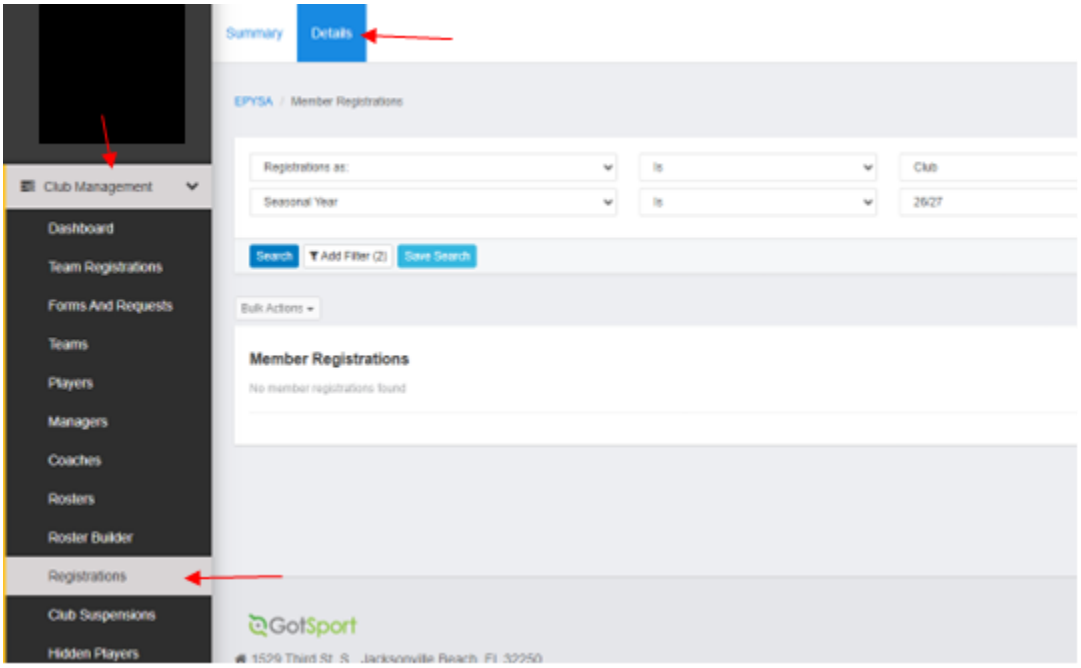
Step 12:

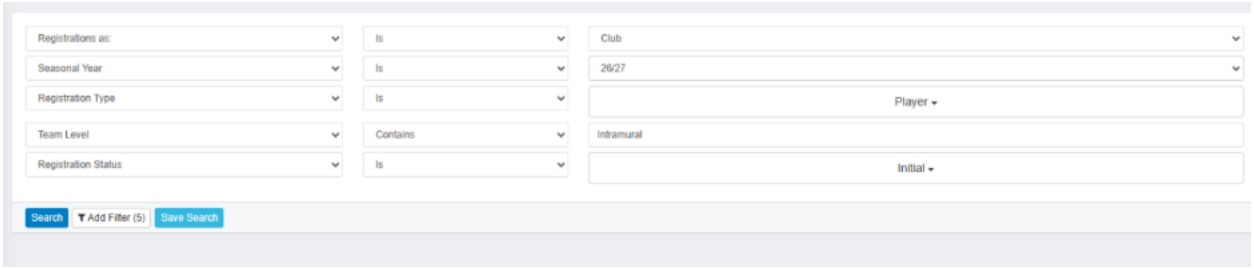
Review Your Intramural Registration Totals

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.





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