

Grand
Valley
Soccer
Association

Team Commitment and Registration using
GotSoccer.com

Team Commitment and Registration for Spring 2012

Introduction

The Michigan State Youth Soccer Association (MSYSA) has mandated that its member leagues, including GVSA, must do their Registration using the *GotSoccer* online system.

You are undoubtedly at least partially familiar with GotSoccer since your Club has had to use it for Risk Management and Premier Team registrations already, as well as Fall 2011 Registrations.

This past year GVSA loaded all of your 2010/2011 Teams, Players and Coaches into GotSoccer for your Club. This information is available to you for 2011/2012, which will make the registration process much easier for you, as well as GVSA.

As with anything new, there will be frustrating moments, which we hope to keep to a minimum, as well as a wealth of new resources for your Club.

You will need access to a Computer or Tablet that has internet access. A computer at a public library will work just fine. You will need access to a printer, at least on occasion. Only one printout from GotSoccer is needed by GVSA from your Club.

Please note that there is no cost to use GotSoccer - it is provided by MSYSA.

This document will simply describe the process for creating and entering teams into GVSA - nothing else. Hopefully we have kept it as simple as possible!

Differences from Fall 2011 Registration

There are several changes we have made for Spring 2012. In particular we have to deal with teams that played in Fall 2011 and those that did not.

The most obvious change is that there are two events - Registration, which is only for new teams and Commitment, which is for all teams (in the Fall they were combined, since all teams were new, but in the Spring we've had to use two separate events).

- **ALL teams playing in Spring 2012 must be entered into the GVSA Spring 2012 Team Commitment Event!**

This includes teams that played in Fall 2011. This is a very simple step. After you create any new teams for Spring play, just enter all of your teams into this event. The key items here are:

- Enter ALL teams playing in Spring
- Select the Age Group the team will be playing in and the Division requested (e.g. **U8 Boys - 1st Division**)
- You do not need to recreate Teams that played in Fall 2011 - only new teams (usually U15 and older Boys)
- GotSoccer will only allow you to enter Teams for Spring 2012 through the Commitment deadline (January 13, 2012)!

- **Make sure you create any new teams and Enter them into the GVSA 2011-2012 Team Registration Event!**

Teams that played in Fall 2011 were already entered here by you last Fall, so they do not need to be reentered! This event is only used to track who's on the teams and register them with MSYSA, which only happens once a year. Note that age groups are not asked for here.

- **Make sure you send GVSA a GVSA Team Commitment Form** and all Fees for all teams. Team Fees in Spring 2012 are:

- **\$25** for teams that played in Fall 2011
- **\$220** for new U8-U10 Teams
- **\$280** for new U11-U12 Teams
- **\$380** for new U13 and older Teams

What you Have to do and When it has to be Done

- 1. Enter your CLUB into the GVSA 2011-2012 Registration Event. Do this today, unless you already did it in Fall 2011!** It takes about five minutes. You should also set up any new Coaches, Assistants and Managers right away, so that they can apply for Risk Management.
- 2. Create your new Spring 2012 Teams.** GotSoccer will have all of your teams from this past year. You can re-name teams, add new ones, and deactivate old ones. This must be done before Step 3 can be completed. Teams that played in Fall 2011 are already created - do not enter them again!
- 3. Submit your new teams to the GVSA 2011-2012 Registration Event.** This is quick and easy, but must be done no later than **January 13, 2012.**
- 4. Submit all teams to the GVSA Spring 2012 Team Commitment Event.** Every team playing in Spring 2012 must be entered into this event no later than **January 13, 2012.** GotSoccer will not accept them after that date.
- 5. Send a GVSA Team Commitment form and money.** Send GVSA the *Team Commitment Form(s)* for your Club (the form is available at www.gvsoccer.org under *Forms*), and the commitment fee for each team. This is \$25 for any team that played in Fall 2011 or for new Teams it is: \$220 for U10 and younger, \$280 for U11-U12 or \$380 for U13 and older. Again this must be done no later than **January 13, 2012.**
- 6. Add/change/delete coaches, managers and players in GotSoccer.** This has to be done no later than **January 27, 2012.** You can add new players to existing teams, if there is room for them.
- 7. Submit all Individual Registrations, Birth Certificates and GotSoccer Team Contacts** (this replaces the old GVSA Roster Form) to GVSA. This be done no later than **January 27, 2012.**

That's it!

GVSA deadlines are very important - teams cannot be submitted through GotSoccer after January 13, and any missing registrations, birth certificates or players/coaches/managers not entered into GotSoccer by January 27 will result in late fees to your Club.

Getting Help

The procedures listed below are a "cookbook". If you follow the steps as described everything should be fine, but sometimes things go wrong.

There is online documentation available at <http://support.gotsport.com/clubsite/?p=2951> although you will most likely not find it useful unless you are looking for the answer to a specific questions.

If you need help please contact office@gvsoccer.org or Joel Dragan at MSYSA (jdragan@michiganyouthsoccer.org or call 734-459-6220 extension 201).

Step 1

Enter your Club into the *GVSA 2011-2012 Registration Event* and the *GVSA Spring 2012 Team Commitment Event*.

1. **On your computer browser go to www.gotsoccer.com and login to your Club's Account.** This is the same Account you have used in the past to set up your Coaches for Risk Management.

If you do not remember your Password click on *Password Lookup* and GotSoccer will EMail it to you.

If you do not remember your Username contact office@gvsoccer.org and we'll send it to you (just tell us your Club Name)

2. This will bring you to main Club Screen.

Click on the *Home* tab -> *Events* -> *Search*

Enter *GVSA* in the *Event Name* box and click on *Go*

You will see *GVSA 2011-2012 Registration*. Click on this.

The screenshot shows the Michigan State Youth Soccer Association website. The header includes the logo and navigation tabs: Home, Website, Club, Referees, Training, League, and Tournament. Below the header is a search bar with the text "Find Events" and "Enter as many or as few search criteria as desired and click Go." The search results show "GVSA 2011-2012 Registration" with a date range of "8/1/2011-7/31/2012" and a "More Info" link.

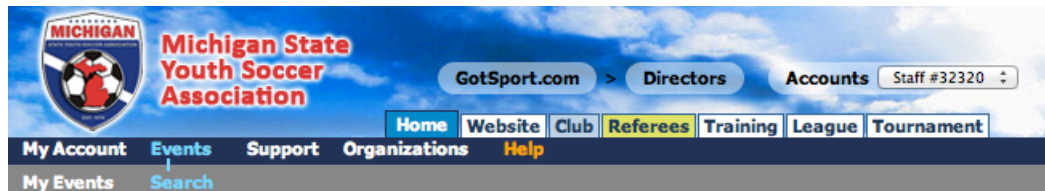
Upcoming Events

Find Events
Enter as many or as few search criteria as desired and click Go.

Date Range to **State** **Show up to** **Event Type** **Event Name**

League
[GVSA 2011-2012 Registration](#)
8/1/2011-7/31/2012 [More Info](#)

3. **Click on *Apply Now*** (next to **Club Application Form is Open**:). Do NOT submit Team Applications yet! We'll do this later in STEP 3.



League - GVSA 2011-2012 Registration 8/1/2011-7/31/2012

Event Description
Team Registration for Fall 2011/Spring 2012play in GVSA

League Application Form
Club Application Form is Open: [Apply Now](#)

League**Team** Application Form is Open

Boys U13 GRCJ '99 Premier Black

[Available Groups](#) [Fee Schedule](#)

League Director Contact Info

Amanda Whitehouse
2222 Wealthy St SE
East Grand Rapids, MI 49506
US
Phone: 616-451-0009
Fax: 616-451-8777
office@qvsoccer.org

4. **Click on *Apply to GVSA 2011-2012 Registration***



League Application Form

GVSA 2011-2012 Registration
8/1/2011-7/31/2012
Event Description
Team Registration for Fall 2011/Spring 2012play in GVSA
[Apply to GVSA 2011-2012 Registration](#)

5. Click on **Join League**



The screenshot shows the top navigation bar of the Michigan State Youth Soccer Association website. On the left is the Michigan State Youth Soccer Association logo, which features a soccer ball and the text 'MICHIGAN STATE YOUTH SOCCER ASSOCIATION'. To the right of the logo, the text reads 'Michigan State Youth Soccer Association' in a stylized font. Further right, the main heading is 'GVSA 2011-2012 Registration' with the subtitle 'Team Registration for Fall 2011/Spring 2012play in GVSA'. At the bottom of the header, there are two menu items: 'Manage Club' and 'League Info'.

GVSA 2011-2012 Registration 8/1/2011-7/31/2012

Register Your Club

You can make your Club available to the league without entering a team. This will allow the league to use your fields and teams from your club who apply later can select your club from the list of associated clubs in the event.

[Join League »](#)

You may get a Popup Window asking *Join League without submitting a Team Application?* If so, Click on *OK* - teams will be submitted after they are all created (Step 2).

6. You'll see that your Application has been successfully submitted:



This screenshot is identical to the one above, showing the Michigan State Youth Soccer Association website header for the GVSA 2011-2012 Registration event.

League Application Completed

You have successfully submitted your application(s) for this event. You may now close your browser.

GVSA 2011-2012 Registration

8/1/2011-7/31/2012

Event Description

Team Registration for Fall 2011/Spring 2012play in GVSA

7. Now, repeat steps 2-7, but select the **GVSA Spring 2012 Team Commitment**

Step 1 is completed - you've now told GVSA your Club will be registering and submitting teams for play in Spring 2012.

Step 2

Create your Spring 2012 Teams

After your tryouts are completed, you will know how many teams your Club will be forming for play in Spring 2012. You will next need to create all teams in GotSoccer and submit them to GVSA. **Teams that played in Fall 2011 were already created last Fall and you can skip this step for them!**

You do NOT need to enter Coaches, Managers and Players in order to submit the teams to GVSA by the January 13, 2012 commitment date, but you will need to do this by the January 27, 2012 Individual Registration deadline.

1. Login to your Club's GotSoccer Account

2. Click on the Club tab -> Teams -> View & Manage

You will now see a list of Teams for your Club listed. These are the teams that played in GVSA (or some other league) in 2010/2011, as well as Fall 2011. This is where you can add new teams or make changes to existing ones.

To keep this as simple as possible for now, do this:

Add any new teams you may have.

Don't worry about teams that will not play in Spring 2012 - just leave them alone for now.

We suggest making sure the correct Coach and Manager are entered at this time, as this will reduce confusion. It will also alert you to any Coaches or Managers that are not current on Risk Management (since you can't add them to a Team in GotSoccer unless they are current).

Don't worry about Players yet - just get the Teams created.

3. Add New Teams

From the *Manage Team* screen **click on Add Team**. You will get the *Basic Team Information* screen (see below). You will need to fill out the fields outlined in yellow - the other are optional. We'll go through what to enter.

The screenshot shows the 'New Team' form on the GotSoccer website. The form is titled 'Basic Team Information' and includes the following fields:

- Level/Grade (dropdown)
- Team ID Number (text field)
- Club Name (text field, example: Lowell Area Select Soccer)
- Team Name (text field)
- Gender (radio buttons: Boys, Coed, Girls)
- Age Group (dropdown)
- State Registered (dropdown, example: Michigan)
- Position (dropdown)
- Colors (text fields for Jersey, Shorts, Socks)
- Alt. Colors (text fields for Jersey, Shorts, Socks)

There is also a section for 'Approved Team Officials' with the following fields:

- Coach (dropdown)
- Assistant Coaches... (checkbox)
- Manager (dropdown)
- Assistant Managers... (checkbox)
- Trainer (dropdown)
- Assistant Trainers... (checkbox)

A 'Save Team Account' button is located at the bottom right of the form. The form is powered by GotSoccer.com.

Level/Grade	Use the drop down list and pick <i>Select</i> (all GVSA teams are <i>Select</i>)
Team ID Number	Leave Blank
Club Name	This is filled in automatically for you, but can be changed
Team Name	Fill in the Team's Name. Avoid using age groups (e.g. <i>U11B</i>) as they change every year. It is better to use the Birth Year (e.g. <i>'03</i>) of the younger half of the age group.
Gender	Select <i>Boys</i> or <i>Girls</i> . If you select <i>Coed</i> GVSA will treat the team as a Boys team.
Age Group	From the first drop down list pick the Age Group of the Players (e.g. <i>02/03</i>). You will note that the Birth Years (e.g. <i>00-01</i>) appear next to the Age Group, which will help you out.
State Registered	Always <i>Michigan</i> (the default)
Username	Assign a login to the Team Account
Password	Assign a Password to the Team

Position, Colors, Alt Colors and **Notes** are optional. GVSA does not need this information, but you may find it useful within your Club

Approved Team Officials

Anyone entered here must be Risk Management approved, and will be issued a Pass Card by GVSA. There is a separate place to enter other Team Contacts.

Coach	You may select the Coach from the drop down list. If a Coach does not show up either he/she is not Risk Management approved or is only allowed to be an Assistant (you can click on the <i>Coaches</i> tab to view all of your coaches).
Assistant Coaches	Click on the plus (+) sign and enter up to two Assistant Coaches. GotSoccer allows more, but GVSA will only allow two per team.
Manager	You may select a Manager from the drop down list. Note that anyone selected here must have passed Risk Management. We recommend you use the <i>Team Officials</i> section (see below) and create a <i>Team Parent</i> instead.
Assistant Manager, Trainer, Assistant Trainers	leave these blank.

Click on *Save Team Account!*

You can add as many teams as you like. You can also make changes as you get them (e.g. Add a new Coach, change the Team Name, etc.)

Once you have created all your teams you can now submit them to GVSA. Do not wait to enter the players - do it now!

Step 2 is completed - you've created all the Teams that will be playing in GVSA during the Spring 2012 season.

Step 3

Submit your teams to the GVSA 2011-2012 Registration Event and the GVSA Spring 2012 Team Commitment Event.

This is a two step process. First you'll submit any new teams (didn't play in Fall 2011). This will allow GVSA to register them with MSYSA and to issues Pass Cards and Rosters.

After doing this you'll enter each team playing this Spring into the *GVSA Spring 2012 Team Commitment Event*. You'll enter Division Request and Scheduling Conflicts for each team individually. This replaces the old *GVSA Team Division and Scheduling Request* form.

In addition, you will need to send the GVSA paper *Team Commitment* form, along with full payment for all teams committed. GVSA uses the paper form as a double check to make sure you have properly entered all teams in Got Soccer.

1. Assuming you are logged in to your Club Account, **click on Club -> Teams**
2. **Using the drop down list for (Select an Event) pick GVSA 2011-2012 Registration.** The screen will "repaint" and show you all teams NOT entered yet. If this event does not show up in the drop down list it is because you did not do STEP 1 (above)!
3. **Check off the new teams that you will be entering.** Just click on the little box under the ✓ mark.
4. **Click on Enter Selected Teams.** This will submit the teams to GVSA.
5. **Using the drop down list for (Select an Event) pick GVSA Spring 2012 Team Commitment.** The screen will "repaint" and show you all teams NOT entered yet. If this event does not show up in the drop down list it is because you did not do STEP 1 (above)!
6. **Select a Fee group from the drop down list.** This is so that GVSA will know how much to expect your Club to pay. Teams that played in Fall 2011 are all \$25. For new teams U8-U10 teams are in one group (\$220), U11-U12 teams are \$280 and U13 and older teams are \$380.
7. **Check off the teams** that belong to the appropriate Fee Group. Just click on the little box under the ✓ mark for each one.
8. **Repeat Steps 5-7 for the other Fee Groups.** Note that each time you submit a group of teams that the list shrinks. When you're done you should only be left with teams not playing in GVSA this Spring.

You do not need to submit all the teams at once (e.g. your Club might decide to add another team next week).

If you submitted any teams in error just contact GVSA and we'll remove them for you.

GVSA will accept the Teams when payment is received (see Step 4 below).

Enter the Preferred Division and any Scheduling Requests for each Team

After Teams have been submitted to GVSA, you still need to let GVSA know which Divisions you want them in ([this is very important](#)), and if there are any Scheduling Conflicts (which is not critical, but helps to cut down on rescheduled games).

You have a choice at this point: You can collect the information and enter it as you get it, or you can hand out the Team Username/Password to each Coach/Manager and hope that they'll take care of it. This Fall we recommend you collect the information and do it yourself.

1. Assuming you are logged in to your Club Account, **click on Club -> Teams -> Applications**
2. **Pick a Team.** You will be presented with a list of all Team Applications. There will be older ones (which you don't care about), as well as the ones you just submitted to GVSA (*GVSA Fall 2011 Team Commitment & Registration*).
3. **Click on Application & Team Info.** You will see a screen like this one:

The screenshot shows the Michigan State Youth Soccer Association website interface. The main content area displays the 'Application & Team Info' form for a team named 'Boys U8 GRAND RAPIDS CREW JUNIORS GRCJ '04 BLACK (MI) - GVSA Spring 2012 Team Commitment'. The form is divided into several sections:

- Application Information:**
 - Event: GVSA Spring 2012 Team Commitment (12/1/2011-1/13/2012)
 - Group: Boys U8
 - Club Name: Grand Rapids Crew Juniors
 - Team Name: GRCJ '04 Black
 - Team State: MI
 - Prev Year Record: Wins Losses Ties
 - Preferred Division: (Dropdown menu)
 - Confirmation: L22720-T465757C6899-40905D614525463
 - Date Applied: 12/28/2011 2:44:55 PM
 - Last Updated: N/A
- Coach Information:**
 - Coach Name: Matt Roberts
 - Address: 4584 Crosswinds Dr. SE
 - City: Kentwood
 - State: MI
 - Zip: 49508
 - Country: US
 - Email: aqsoccer4@hotmail.com
 - Phone: 616-821-3115
 - Phone (2):
 - Mobile: 6168213115
 - Mobile Text: 6168213115
 - Fax:
- Contact Information:**
 - Contact Name:
 - Address:
 - City:
 - State:
 - Zip:
 - Country:
 - Email:
 - Phone:
 - Phone (2):
 - Mobile:
 - Mobile Text:
 - Fax:
- Manager Information:**
 - Manager Name: Kirsten Myers
 - Address: 4704 Catalpa
 - City: Grand Rapids
 - State: MI
 - Zip: 49546
 - Country: US
 - Email: kmymers@rockfordschools.org
 - Phone: 616-262-4371
 - Phone (2):
 - Mobile: 616-262-4371
 - Mobile Text:
 - Fax:

4. **Select the Preferred Division from the drop down list, then click Save.** GVSA has multiple Divisions per age group, depending on the number of teams that enter. For U12-U19 teams the Top Division is called Elite and will

include some Kalamazoo area teams from WMYSA. For U8-U11 teams the top division is the 1st Division. The Division selected is the one the team wishes to play in, if possible.

- If a team has any **Scheduling Conflicts for Soccer Tournaments** click on **Exception Requests**. This will show a Calendar which allows you to choose "Blackout" dates.

Michigan State Youth Soccer Association
 GotSport.com > Directors - Club

Home Club Referees Training League Tournament
 Management Coaches Team Officials Teams Players Help
 View & Manage Applications Import Team Player Search

Application & Team Info Payment & Status Schedule **Exception Requests** Misconduct Cards Player Passes

Boys U9 LOWELL AREA SELECT SOCCER LASSO RED (MI) - GVSA Fall 2011 Team Commitment & Registration
 You are free to make as many exception requests as you wish.
 No requests have been made.

Requests/Notes/Etc
 Director's Comments (none)

Save

GVSA Fall 2011 Team Commitment & Registration
 6/15/2011-7/9/2011

«May July»

June 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 No Games	2 No Games	3 No Games	4 No Games
5 No Games	6 No Games	7 No Games	8 No Games	9 No Games	10 No Games	11 No Games
12 No Games	13 No Games	14 No Games	15 No Games	16 No Games	17 No Games	18 No Games
19 No Games	20 No Games	21 No Games	22 No Games	23 No Games	24 No Games	25 No Games
26 No Games	27 No Games	28 No Games	29 No Games	30 No Games		

Requested Exception Date
 Past Dates
 Today
 Upcoming Dates
 Dates Closed

- Enter the names of the tournaments the team is attending in the **Requests/Notes/Etc** area and click on **Save**.
- Using the **Calendar** navigate to the month of the conflict (**September or October**) and click on the **X** on the **conflict date**. The box will be displayed with Red lines to show the Requested Exception Date and the **X** changes to a **+** sign. You can click it again to remove the Requested Exception.

The only conflicts GVSA will make allowance for are one or two tournaments per season - not personal conflicts.

You do not have to enter conflicts on Labor Day weekend or in August or November - no games will be scheduled then.

If a team has no conflicts you can skip steps 5-7, but make sure you enter the Requested Division.

Once you've finished one team, click on **View & Manage** and do the rest of your teams the same way you just did the first one.

Step 3 is completed - you've entered all Division and Scheduling Requests.

Step 4

Send Money and the *GVSA Team Commitment Form(s)*

This leaves only one other thing to do by January 13 - send money and the *Team Commitment* form! That's the next step.

GVSA must receive the full fee for each of your teams no later than January 13, 2012.

The fee per team is:

Any Team that played in Fall 2011	\$25
U8-U10 (New Team)	\$220
U11-U12 (New Team)	\$280
U13-U18 (New Team)	\$380

Your Club needs to send a check to:

GVSA
2222 Wealthy St SE
East Grand Rapids, MI 49506-3016

GVSA will post receipt of the check, and then accept your teams using GotSoccer. If you then look at a Teams' *Applications* you'll see that each team has been accepted and paid for.

Step 4 is completed - The Team Commitment Process is finished.

Step 5

Add/Change/Delete Coaches, Managers and Players in GotSoccer

The next two steps are entering your Coaches, Managers and Players into GotSoccer, then submitting the Registration Form and Birth Certificates to GVSA.

1. Login to your Club's GotSoccer Account

2. Click on the Club tab -> View & Manage -> Click on a Team's Number, Club or Team Name

You will now see a list of Teams for your Club listed. These are all of your teams, including the ones you just created. You now need to enter the Coaches and Managers, if you have not done so already, then Add/Delete players on each team.

3. Click on Basic Info then enter any Coaches, Assistant Coaches and Managers. This is explained under STEP 2 (see above). Remember that only Coaches, Assistants and Managers who have current Risk Management credentials can be added.

You can also set options to allow (or not allow) the Team Manager to make changes. This lets you either keep control at the Club Level, or distribute it to the Managers.

4. Click on Roster. You will now see a Team Roster:

Michigan State Youth Soccer Association

GotSport.com > Directors - Club

Home Club **Referees** Training League Tournament

Management Coaches Team Officials Teams **Players** Help

View & Manage Applications Import Team Player Search

Basic Info Record Contact Hotel Coordinator **Roster** Applications Documents

Boys U9 LASSO Red
Current Team Roster

L.Name	F.Name	ID#	Jrsy#	Gender	DOB	Updated	Last Reg.*
Campos	Carlos	MSYSA02M0003		Boys	8/29/2002	9/20/2010	N/A
Chambers	Taylor	MSYSA01M0001		Boys	8/15/2001	9/20/2010	N/A
Diekevers	Bernie			Boys	2/1/2002	2/9/2011	N/A
Ellsworth Bristol	Tristan	MSYSA02M0004		Boys	4/10/2002	9/20/2010	N/A
Mast	Kobie	MSYSA02M0005		Boys	9/24/2002	9/20/2010	N/A
Mika	Nigel	MSYSA01M0002		Boys	12/27/2001	9/20/2010	N/A
Patrick	John	MSYSA02M0001		Boys	9/30/2002	9/20/2010	N/A
Rogers	Cade			Boys	4/1/2002	2/9/2011	N/A
Thompson	Benjamin	MSYSA03M0001		Boys	5/8/2003	9/20/2010	N/A
Venema	Malcolm	MSYSA02M0007		Boys	1/6/2002	9/20/2010	N/A
Wade	Justin	MSYSA02M0002		Boys	4/30/2002	9/20/2010	N/A

*Date of latest program registration.
Add New Player

Secondary Roster - Upcoming Events

Team Player List History

Last Name	First Name	Action	Date
Diekevers	Bernie	Added	2/9/2011 10:41:58 AM
Rogers	Cade	Added	2/9/2011 10:40:32 AM
Pollock	Alexander	Removed	1/20/2011 11:24:04 AM

- 5. Click on Add New Player** if any players need to be added to the Team (which will almost certainly be the case). You then to add some information about the player.

You can use the *Player Search* tab to find existing players either that are already in your Club or who played for a different Club last year and have been deactivated, which will allow you to import the player into your Club. It is preferable to do this (instead of typing in a player's information) as it avoids creating duplicate player records, which you will eventually find very annoying!

The screenshot shows the 'Player - New' form on the Michigan State Youth Soccer Association website. The form is titled 'Player - New' and has a 'Save Player' button in the top right corner. It is divided into three main sections:

- Assigned Team:** A dropdown menu is set to 'LASSO Red', with a 'View Team Page' link below it.
- Player Information:** This section contains several fields:
 - Level/Grade: A dropdown menu.
 - Player ID Number: A text input field with a help icon.
 - Full Legal Name: Three text input fields for first, middle, and last names, with a 'Legal' label and 'First', 'M.I.', 'Last' sub-labels.
 - Gender: Radio buttons for 'Male' and 'Female'.
 - Date of Birth: A text input field with a placeholder '(mm/dd/yyyy)'.
 - State Registered: A dropdown menu set to 'Michigan'.
 - Primary Jersey #: A text input field.
 - Rating: A text input field.
 - School/District: A text input field.
 - School Grade: A dropdown menu.
 - Grad Year: A text input field.
 - Primary Position: A dropdown menu.
 - Notes (optional): A text area.
- Contact Information:** This section contains several text input fields:
 - Address
 - City
 - State: A dropdown menu.
 - Zip Code
 - Phone
 - Mobile
 - Email
 - Mobile Text

There is a 'Save Player' button at the bottom of the 'Player Information' section and a larger 'Save Player' button at the bottom right of the entire form.

Level/Grade	Always <i>Select</i>
Player ID Number	Not needed
Full Legal Name	Enter the Player's Name as shown on his/her Birth Certificate (or legal name change). Do not use nicknames!
Gender	Choose <i>Male</i> or <i>Female</i>
Date of Birth	Enter as Month/Day/Year (e.g. 02/02/2002)
State Registered	Always <i>Michigan</i>
Address	Player's Home Address
City	
State	
Zip Code	
Phone, Mobile	Optional
Email Address	Player's Email Address. GotSoccer has the annoying feature that it will not allow this field to left empty, but you may not have an EMail address. In this case we suggest using an address such as unknown@ourclub.com , although it is sorely tempting to use admin@gotsoccer.com

Click on Save Player!

- 6. Continue to Add Players until all new players for the team have been added.**
- 7. When you are done go back to the Teams' *Roster* tab and click on the last or first name of any player you need to remove. Click on *Remove Player* to remove the player from the Teams' Roster. Do this for all the players you need to remove.**

Note that you can also use the *Player Info* screen to enter changes of address, school information and any notes you like. Your Club, or the Team, may find this useful.

- 8. Repeat Steps 2-7 for all of your teams playing in GVSA during Spring 2012.**

You can go back and make corrections or add/delete players as needed. Once you submit your registrations (by January 27, 2012 to GVSA then GVSA will check the team and if everything is in order it will be "frozen" and you cannot change it unless you submit a Drop/Transfer/Dual Registration or Late Add form to GVSA.

Step 5 is completed - All Coaches, Managers and Players are Entered

Step 6

Submit all Individual Registrations, Birth Certificates and GotSoccer Team Contacts to GVSA

The final step will be to send the Player/Coach/Manager Registrations to GVSA by January 27, 2012, along with Birth Certificates for new players.

This step is one your Club has always done. GVSA requires Individual Registration Forms for all Players, Coaches and Managers.

In addition, a Legal Proof of Age and Identity (e.g. Birth Certificate, Passport, Driver's License) has to be submitted for each new player. Hospital Birth Certificates and Baptismal Certificates are not acceptable.

There is one change. Instead of filling out a GVSA *Team Roster* form you simply need to print a GotSoccer *Team Contact Report* for each team. This is very easy and will save you time instead of filling out a form by hand. It is also more accurate.

1. Login to your Club's GotSoccer Account

2. Click on the **Club** tab -> **Teams** -> **View & Manage**. **Check all Teams entered into GVSA** then **click on Print Selected Team Contacts**

Your Web Browser will display the Report in a separate window. Just print it out (**Ctrl+P** on a PC or **Command+P** on a Mac).

Send or deliver all forms and *Team Contact Lists* to:

GVSA

2222 Wealthy St SE

East Grand Rapids, MI 49506-3016

no later than 5PM on January 27, 2012.

All Forms that are received after the deadline, forms which are missing signatures or players with missing Birth Certificates are considered late and subject to the published late fee (\$10 per form, which goes up to \$20 a week before the season starts). The late fee also applies to any forms submitted for players your Club has not entered in GotSoccer.

Step 6 is completed - All Coaches, Managers and Players are Registered with GVSA

So there's nothing to do until June unless of course someone registers his or her child late ...