



GVSA Online

GVSA Online

Introduction

This document describes the use of the new *GVSA Online* system, which will be used for Fall 2015 GVSA Team Commitments.

GVSA Online is an online system for use by the Registrars of GVSA's member Clubs. It is accessible through the GVSA Website and is fully integrated with the existing GVSA Database and computer software.

For Fall 2015 two new functions have been made available to Clubs in addition to *Team Commitment*. *Team and Player Registration* is available, along with *Tryout Registration*.

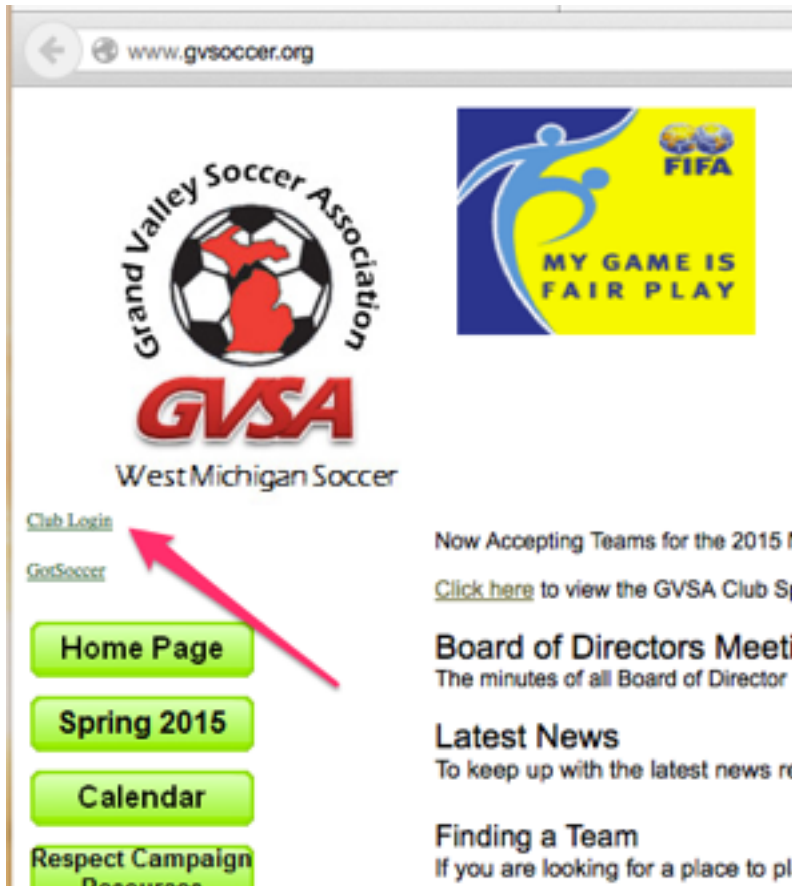
This document will take you through the steps needed to gain access to the system, and how to enter and edit Teams, Players and Commitments for Fall 2015.

It is our goal to provide a simple, yet comprehensive system, that is fully supported. As most of our Clubs do not have professional staff it is critical that volunteers be able to easily learn and use the system, as well as have access to support resources.

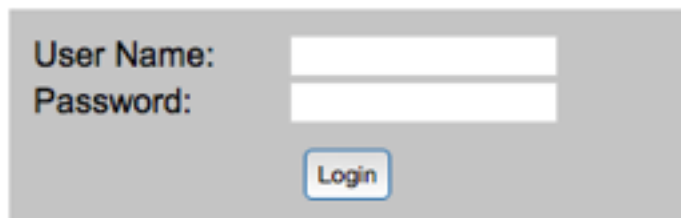
Please send your comments as well as any questions to [GVSA Online Support](#)

Logging In

Using *GVSA Online* requires that you login through the [GVSA Web Site](#). Simply click on the **Club Login** link:



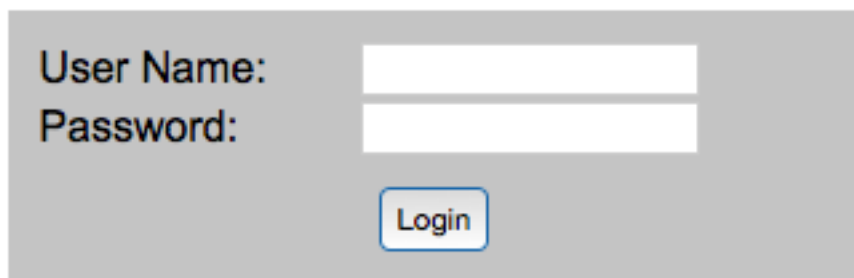
You will then be asked for your **User Name** and **Password**



A screenshot of a login form. It features two input fields: the top one is labeled "User Name:" and the bottom one is labeled "Password:". Below the password field is a blue button with the text "Login".

Your **User Name** is your Email address. Your initial **Password** is assigned by GVSA. If you do not have a Login assigned please contact [GSVA Online Support](#).

If you enter an incorrect Password you will be prompted to reenter it. If you have forgotten your Password, click on **Forgot your login/password?**. You may then enter your Email address and a temporary password will be sent to you.

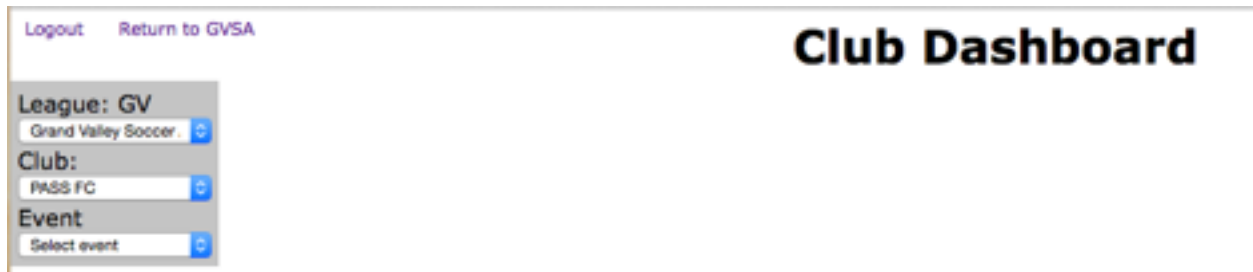


A screenshot of a login form, identical to the one above. It features two input fields: the top one is labeled "User Name:" and the bottom one is labeled "Password:". Below the password field is a blue button with the text "Login".

User name or password is incorrect!
[Forgot your login/password?](#)

Club Dashboard

Once you have successfully logged in you will see the *Club Dashboard*. This presents you with several options:



Logout Logs you out. This will prevent another user of your computer from using GVSA *Online* if you are done using the application.

Return to GVSA Returns you to the main GVSA Web Page.

There are three drop down windows shown, which are used to select an Event to view:

League The only choice is *Grand Valley Soccer Association*.

Club For most users you can only choose your own Club. If you are a Registrar for more than one Club, you can pick from the list shown.

Event Pick an Event. You can pick old Events and view team information, but cannot change anything. To commit a Team to an Open Event (e.g. *Fall 2015*), pick that event and you will see a list of all Teams you have entered.



you have entered into the Event. Initially there will be no Teams:

Three actions are available:

- Club Error Report** This will display a list of all teams you have entered into the Event and any issues with them (e.g. Overage or Underage players, insufficient number of Players, no Coach, etc.)

- Add New Team** This will create a new Team within the Event. Enter Teams using this button, if they did not play the previous season. In the case of Fall 2015 this means any team that did not play in Spring 2015 or Fall 2014.

- Add Existing Team** Use this button for teams that played in the previous season.

You do not need to add all of your teams at once. You can also modify a Team's information or remove them from the Event, as long as the Event is still Open, and the Division the Team is in has not been scheduled. This is explained in more detail below.

Add New Team

Click on this button to Enter a Team into the Event that did not play the previous season.

Only a bare minimum of information needs to be entered here. Note that Player and Coach information is now entered here - not in GotSoccer.

The screenshot shows a web form for adding a new team. At the top, there are two dropdown menus. The first is set to 'U14B' and the second is set to 'U14 Boys 2nd Division'. Below these are several input fields and dropdowns:

- Team Name:** An empty text input field.
- Email:** A text input field with the placeholder text 'Optional'.
- Team Conflicts:** A dropdown menu with the selected option 'Select a weekend for Team Cor'.
- Conflict Reason:** A text input field with the placeholder text 'Optional Conflict Note'.
- Field 1 ID:** A dropdown menu with the selected option 'Select Field'.

At the bottom of the form, there are two buttons: 'Back' on the left and 'Save Team' on the right.

Select Age Group

Using the drop down list select the Team's Age Group. This is the actual age group for the team. A team's Age Group is determined by the age of the oldest player on the Team. It has nothing to do with the Age Group of the Division the team will play in, which may possibly be older.

Unlike GotSoccer, you can simply enter the Team's age for the Fall 2015 season. There is no "rollover" and none of the confusion it has created.

Select Division

You must select a Division you would like to request to have the team placed in. You will only see Divisions displayed in the Drop Down list that the team is potentially allowed to play in, based on the Team's Age Group. The list shown is in accordance with *GVSA Rules* and only the League Board can make an exception.

Team Name

Enter the Team's Name exactly as you would like to see it display on the *Schedule* and *Results&Standings* web pages, as well as the *GVSA Game Reports*. **Please make sure to include your Club's Name as part of the Team Name!**

If you enter **Blue** that's what you'll get. The Club Name is not automatically included.

We suggest using your Club Name or Abbreviation followed by a Name (e.g. **PASS Blue**). To denote the Team's Age use the Birth Year of the Age Group (e.g. **04**), not the current Age Group, (e.g. **U12B**) as this is very confusing when teams play up out of their Age Group.

Using a Coach Name as part of a Team Name (e.g. **PASS Smith**) is not recommended, as Coaches frequently are replaced.

Email

This is optional and strictly informational.

Team Conflicts

You may (this is optional) designate one weekend in the season for a Team Conflict, typically a tournament. The Drop Down list shows the weekends on which games are normally scheduled (no games are scheduled on Memorial Day or Labor Day weekend).

Conflict Reason

If you designate a conflict, enter a reason (e.g. **Tournament**).

Field 1 ID

Select the team's primary field from the drop down list (it can be left blank if you do not know, but expect a call from the League Scheduler, who cannot do schedules without it). The order of the fields you specify is how they will be scheduled.

You can specify up to 10 fields. If a specific field is preferred list it first. Many clubs use different fields for different teams. Field 1 ID is the primary field. Field 2 ID is their secondary field, etc.

Note that the League Scheduler is constrained by Field Availability.

This is all that's required to create and enter a Team in the Event. Be sure to click on **Save Team**. If you exit out without doing this or click on **Back** the team will not be in the Event.

After Saving the Team you will be taken back to the Club Dashboard, and the Team's information will be shown, along with the information for any other teams you've entered into the Event:

Logout Return to GVSA

Club Dashboard

League: **GV**
Grand Valley Soccer

Club: **Grand Rapids Crew**

Event: **Spring 2015**

Select a Team

Team Id	Team Name	Team Age	Coach Name	Number of Players	Division	Team Fee	Amount Paid	Status
7126	Test Team	U14B	X	0	U14 Boys 2nd Division	\$380		X

Club Error Report	Add New Team	Add Existing Team	Number of Teams	Team Fees	Fees Paid
			1	\$380	

The **Team ID** is assigned automatically by the GVSA Computer System.

The **Team Name** and **Team Age** are what you just entered.

The **Red X** under **Coach Name** simply tells you the Team does not yet have a Coach assigned.

The **Number of Players** initially shows zero. The Number in Green indicates how many players the team has that are validated (Signed Registration Form, Correct Age, Legal Proof of Age and Identity on Record). The Number in Black is the total number of players, including those with incomplete information, or who are not allowed to play in the Selected Division, due to their age or gender.

The **Team Fee** is the Commitment Fee you must pay to GVSA to enter this team into the Event.

The **Status** will display one of four symbols:

- A **Green Check Mark** means the team has no problems whatsoever and meets all GVSA guidelines fro Team Size, Coach Risk Management, etc.
- A **Blue Triangle** means the team has enough valid players to qualify as a full team, but 1 or more problems exist.
- A **Yellow Triangle** means the team does not have enough valid players to qualify as a full team. This error is less severe than a red X, usually will go away when players turn in their registration form and birth certificates.
- A **Red X** means the team cannot play as it is presently is constituted (e.g. not enough Players or No Coach).

Clicking on the symbol will display a PDF file showing you what the problems (if any) are for the selected team.

*** **IMPORTANT NOTE** ***

For Fall 2015 you must enter all Team, Player, Manager and Coach Information in *GVSA Online*. After teams are frozen (July 20) we will transfer all of your information to GotSoccer, and it will update Got Soccer.

Note that you still need to create accounts in Got Soccer for anyone new requiring Risk Management (Coaches and Managers), as this function is still handled through Got Soccer.

Add Existing Team

Teams that played the previous season must be entered by clicking on **Add Existing Team**. This will display a drop down window listing The Previous years events (Fall 2014 and Spring 2015). From here you can choose the team you wish to add to the Current Event. Choose which division you wish the team to play for as well as making any changes to the Team Name or Field preference.

You can also designate a Conflict. Then click on **Add**.

That's it. You can edit the information for the team from the Dashboard (see below - *Changing Team Information*).

Now the Dashboard shows two teams:

Logout | Return to GVSA

Club Dashboard

League: GV
Grand Valley Soccer
 Club: Grand Rapids Crew
 Event: Spring 2015

Select a Team

Team Id	Team Name	Team Age	Coach Name	Number of Players		Division	Team Fee	Amount Paid	Status
6795	GRCJ 08 BLACK	U07B	John Burnett	8	8	U8 Boys 2nd Division	\$25		✗
7126	Test Team	U14B	✗	0	0	U14 Boys 2nd Division	\$380		✗

Club Error Report	Add New Team	Add Existing Team	TOTALS	Number of Teams	Team Fees	Fees Paid
				2	\$405	

Changing Team Information

As long as an Event is open, you can add more teams, modify a teams' information, or drop it from the event.

Just double click on a **Team's ID, Name** or **Division** in the Dashboard.

This will display the Team's Roster (in the case of a new team it will be blank):

Logout Return to GVSA

Club Dashboard

League: GV
 Grand Valley Soccer
 Club: Grand Rapids Crew
 Event: Spring 2015

Select a Team

Team ID	Team Name	Team Age	Coach Name	Number of Players		Division	Team Fee	Amount Paid	Status
6795	GRCJ 08 BLACK	U07B	John Burnett	8	8	U8 Boys 2nd Division	\$25		✗
7126	Test Team	U14B	✗	0	0	U14 Boys 2nd Division	\$380		✗

Club Error Report Add New Team Add Existing Team	TOTALS Number of Teams: 2	Team Fees: \$405 Fees Paid:
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Grand Valley Soccer Assoc. Team Roster Spring 2015

Team ID:	7126	Club:	Grand Rapids Crew Juniors
Name:	Test Team	Age Group:	U14B
		Number of Players:	0

[Remove Team From Event](#)
 [Modify Team](#)
 [Add Player to Team](#)

Coach
 Assistant Coach
 Team Manager
 Team Roster

Remove Team from Event

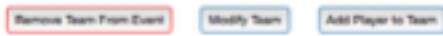
will remove the team from the Event. If the team is new (No Players or Coaches) it will also be removed from the system entirely (to prevent clutter).

Modify Team

Allows you to change a Teams' **Age Group, Division** and/or **Fields**. Make sure to click **Save Team** when you're done.

Add Players, Coaches, and Managers

To add players to a team, first Click the Team you wish to add a player to, Followed by the *Add Player to Team* button.



**Grand Valley Soccer Assoc.
Team Roster
Fall 2015**

If the Player/Coach has played for any Club in GVSA in the past you can select *Add Existing Player/Coach* from the dropdown. You can search for the Player or Coach by ID number, or Name and Birthday.

Form fields and buttons for 'Add Existing Player/Coach':

- Dropdown: Add Existing Player/Coach
- Player/Coach ID: [input field] Search by ID
- First Name: [input field]
- Last Name: [input field]
- Birthdate: [input field] Search by Name/Birthdate
- Back

To add a new player or coach Select *Add New Player/Coach* from the dropdown. If you are adding a new Coach make sure you change the Player dropdown to say *Team Coach*. After you fill out the form click *Add Player*.

NOTE: We will need an email address for the player in order to send out electronic registration forms.

Form fields and buttons for 'Add New Player/Coach':

- Dropdown: Add New Player/Coach
- Player/Coach: [dropdown menu with options: Player, Team Coach, Team Assistant Coach, Team Manager, Other League Official]
- First Name: [input field]
- Last Name: [input field]
- Gender: [input field]
- Address: [input field]
- Address2: [input field]
- City: [input field]
- State: [input field]
- Zip code: [input field]
- Phone: [input field]
- Birthdate: [input field]
- Email: [input field]
- Back
- Add Player

*** Important Note ***

It is extremely important to use **Legal Names** (not nicknames) so GVSA Online can identify individuals who have played in GVSA before! Otherwise we will need a birth certificate and coaches will need new Risk Management!

Modify/Remove Players To modify or remove a player, you can click on their name in the Club Dashboard.

Team Roster

ID	Name	Address	City	ST	Zip	Phone	Birthdate
29247	Keegan Cater	3322 BLOOMINGTON HILLS AVE	ADA	MI	49301		10-19-03
38391	Leo Đujakovic	3440 QUEENSTON DR	KENTWOOD	MI	49512	(616) 581-4229	9-14-05
29149	Aiden Foley	2521 CHASSELL ST SW	WYOMING	MI	49519		8-8-03

First Name:	<input type="text" value="Keegan"/>
Last Name:	<input type="text" value="Cater"/>
Gender:	<input type="text" value="M"/>
Address:	<input type="text" value="3322 BLOOMINGTON H"/>
Address2:	<input type="text"/>
City:	<input type="text" value="ADA"/>
State:	<input type="text" value="MI"/>
Zip code:	<input type="text" value="49301"/>
Phone:	<input type="text"/>
Birthdate:	<input type="text" value="10/19/03"/>
Email:	<input type="text"/>
<input type="button" value="Back"/> <input type="button" value="Save Changes"/> <input type="button" value="Remove Player"/>	

Invite players from the Club Dashboard

Invitations After you add a player to your team, you will now have the option to send the player an invitation to join your team. This is done in the **Club Dashboard**. Players who provided an email address and have not yet filled out a registration form can now do so online. By clicking the checkbox under the Invite column of the Team Roster table you can send players a registration form. You may also check the Invite box next to Invite to select all players on the team to send mass invitations at once. After you check the players you wish to invite to the team simply click the Send Player Invitations button and an email will be sent out. The players can fill out the form and submit it online to be instantly verified. **Note:** If this is a new player they will still need to provide a birth certificate before being eligible to play. (The Send Player Invitations button will be disabled until June 17th)

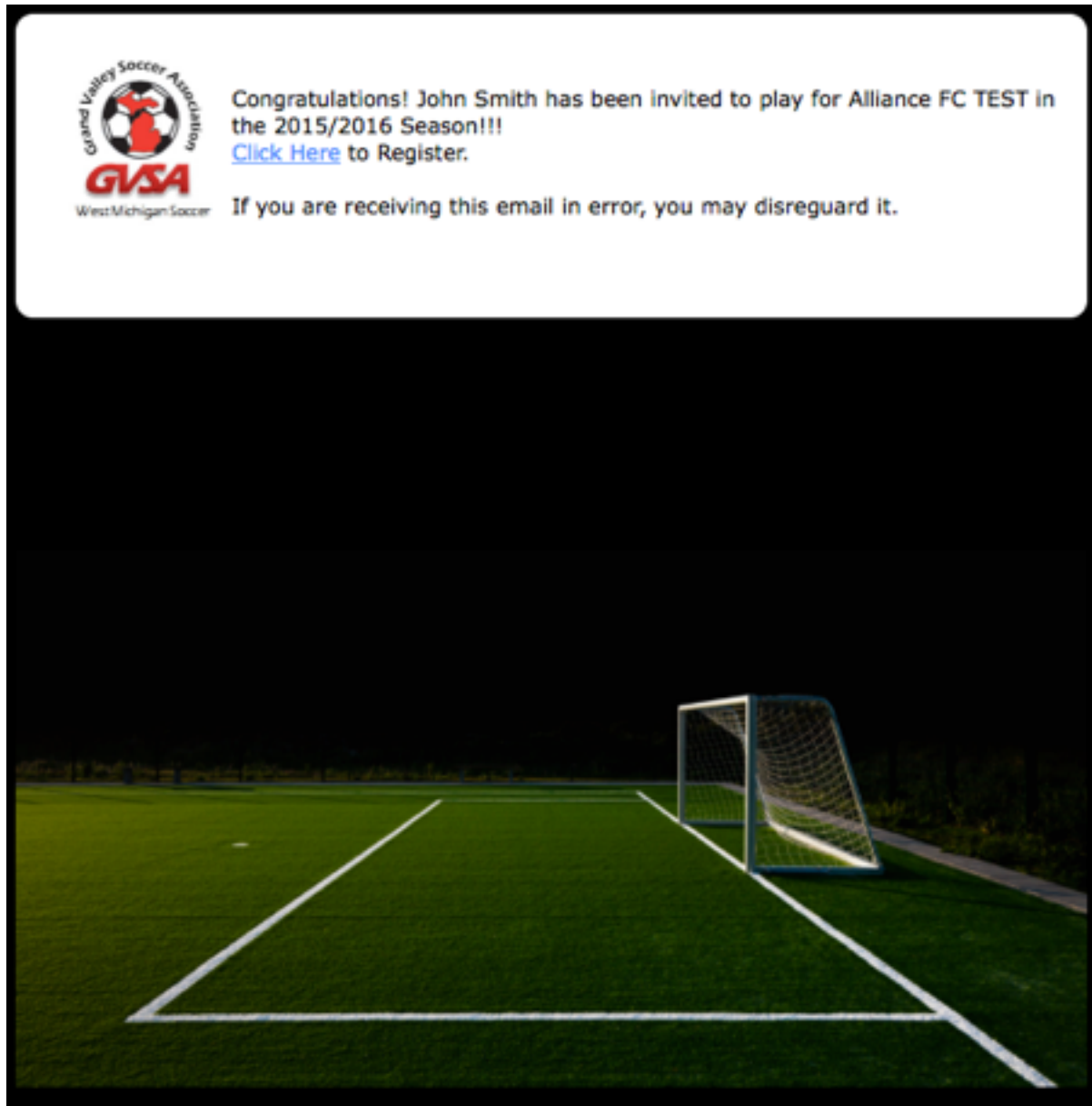
This feature will save you and the players a great deal of paperwork.

Send Player Invitations

Form	Signature	Email	<input type="checkbox"/> Invite
✓	✓	test@gmail.com	<input type="checkbox"/>
✗	✗		<input type="checkbox"/>
✗	✗		<input type="checkbox"/>

Electronic Registration

An email will be sent to players upon clicking the "Send Player Invitations" button.



Registration When players Click the link in the email they will be able to fill out the registration form online. Most of the form will auto fill since the Club is sending the invitations we will already know the Players age, Club and Team they are registering for. As soon as the the Parent enters their name and signature and Submits the form, the player will be immediately registered with that team.

GVSA Player/Coach Registration - 2015/2016

Club Name ALLIANCE
Team Name TEST

BOYS GIRLS

Age Group Team will PLAY in: U10B

Legal First Name John
Legal Last Name Smith
Address 123 Soccer road
City, State, Zip Code Grand Rapids, MI, 49505
Phone Number (616) 555-1122
Date of Birth 10/10/2005
EMail Address _____

Players who have not registered with GVSA before must submit a copy of a LEGAL proof of Name and Birthdate (e.g. Birth Certificate). Hospital and Baptismal certificates are not acceptable.

I, the player/coach/manager listed above (or parent if player is under 18), agree that I will abide by the rules of MSYSA, its affiliated organizations and sponsors. Recognizing the possibility of physical injury associated with soccer, and in consideration for MSYSA accepting me for its soccer program, I hereby release, discharge, and/or otherwise indemnify the MSYSA, its affiliated organizations and sponsors, their employees and associated personnel, including the owners of the fields and facilities utilized for the programs, against any claim by or on behalf of myself as a result of my participation in the programs and/or being transported to or from the same, which transportation I hereby authorize. I also agree that good sportsmanship and a sense of fair competition will govern my conduct on the field. I understand that players/coaches who are guilty of major transgressions (violence, racial abuse, abuse of a referee, etc.) will be referred to the GVSA board for suspension and/or loss of pass card. ALL TEAM OFFICIALS AND PARENTS (IF A PLAYER IS UNDER 18) MUST SIGN BELOW TO ACKNOWLEDGE HAVING READ AND UNDERSTOOD THE ABOVE

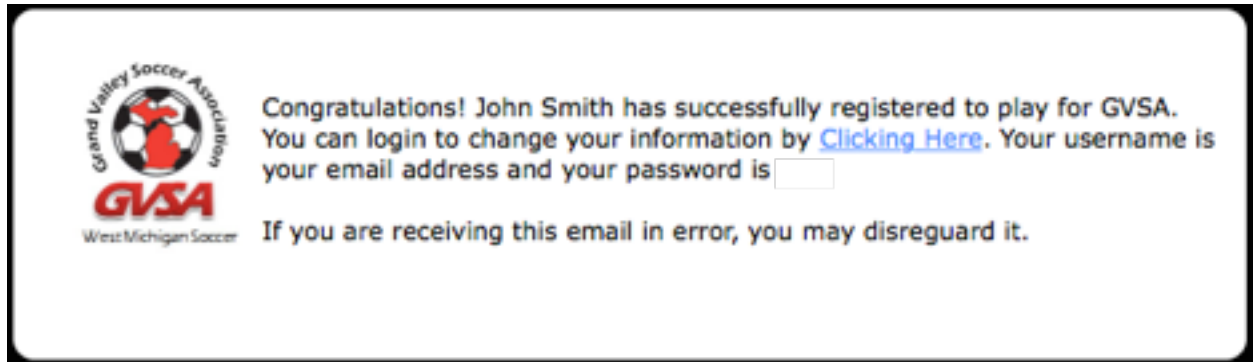
Signatures
The person named above must sign below if 18 or older. If the player is less than 18 years old on the day this form is filled out, a parent's signature is required. Forms may not be signed prior to June 18, 2014

Signature of person named above, if 18 or older _____ Date: 06/11/2015

Parent's/Guardian's Name (print) MOMS NAME
Parent's/Guardian's Signature MOMS NAME
Date 06/11/2015

Late Registrations require two business days (minimum 48 hours) for processing!

Registration After the form is submitted, the player will receive a confirmation email. The player may then log in to change their personal information e.g. (phone number, address, etc.)



Individual Login

Players can login to the Individual Dashboard with their email and password they receive after registering. The login can be found on the homepage “Individual Login” right under the Club Login.



[Club Login](#)

[Individual Login](#)



[Get Soccer](#)

After logging in players can modify their personal information.

TEST

First Name:	<input type="text" value="John"/>
Last Name:	<input type="text" value="Smith"/>
Gender:	<input type="text" value="M"/>
Address:	<input type="text" value="123 Soccer road"/>
Address2:	<input type="text"/>
City:	<input type="text" value="Grand Rapids"/>
State:	<input type="text" value="MI"/>
Zip code:	<input type="text" value="49505"/>
Phone:	<input type="text" value="(616) 555-1122"/>
Birthdate:	<input type="text" value="10/10/05"/>
Email:	<input type="text" value="j.galloway@whiteware.cc"/>

Once GVSA has verified a name and birthdate it can no longer be changed here.

Other Dashboard Features

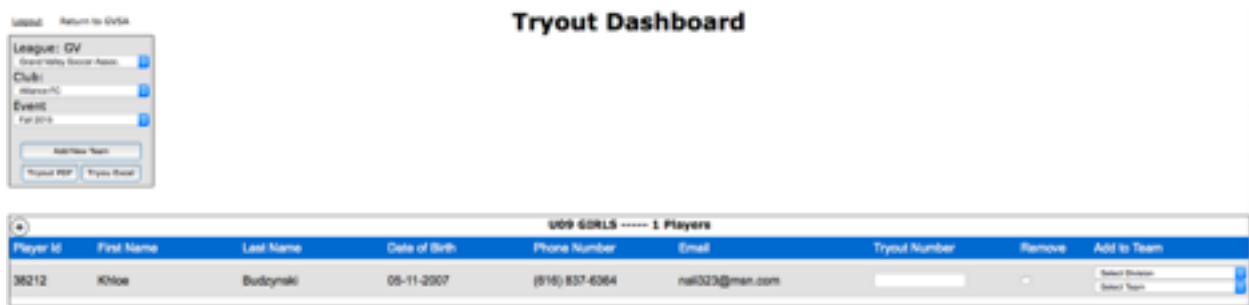
When two or more teams are displayed you can sort them on the screen by clicking on any of the headings (**Team ID, Team Name, Team Age, Coach Name, Number of Players, Division, Team Fee, Amount Paid, Status**).

A arrow (▼) will appear next to the heading in the column you selected. This tells you the teams are now displayed in order by that heading. If you click the same heading again the arrow will reverse direction (▲) and the display order will be reversed.

This lets you view teams in by Team ID, Coach Name or Age Group, which is useful when your Club has many teams.

Tryout Dashboard

The Tryout Dashboard shows you how many players you can expect for upcoming tryouts.



The Tryout Dashboard will open in a new tab so you have the ability to work in the Club Dashboard and Tryout Dashboard at the same time.

Inside the Tryout Dashboard there are three drop down windows shown, which are used to select an Event to view:

League The only choice is Grand Valley Soccer Association.

Club For most users you can only choose your own Club. If you are a Registrar for more than one Club, you can pick from the list shown.

Event Pick an Event. The event you choose will show all of the players who registered for tryouts for that event. If a player has been added to a team you will see the division and team the player is on under the Add to Team column. If a player has already registered for another team you will be unable to add them to a different team. Initially the list will be blank, until players register for tryouts.

Four actions are available:

Tryout Number This is for the clubs only to help keep track of players. After you enter a tryout number for a player that number is automatically saved.

Remove This will remove the player from the tryout list only. The player will not be removed from a team.

Add to Team There will be 2 dropdowns in this column. First you will select a division from a list of divisions the player is eligible to play for. Second you will choose a team from a list of teams the club has in the selected division. If there are no teams available you have the option to add a new team by clicking the **Add New Team** button.

Tryout PDF You have the option to print out a report of all of the players trying out for your club by clicking either the Tryout PDF button or Tryout Excel button.

Tryout Registration



GVSA News - I

NEW!! REGISTER PLAYERS FOR CLUB TRYOUTS [Tryout Registration](#)

On the GVSA home page (www.gvsoccer.org) players will now be able to register for your Club's tryouts by clicking the Tryout Registration button.

Registration To register for a club tryout simply select the club you wish to try out for (Players may tryout for multiple clubs).

In some cases Players will be redirected to your Club's Tryout Registration website. We can set this up for any Club that prefers to use their own website, Just send us the name of your Club and the link (web address).

If a player has ever played for any club in GVSA they should register as an existing player, no matter what Club(s) they have played for in the past or how along they last played. A player can search for their registration information by entering their player ID (if they know it - it is on the Player's Pass Card) or by entering their Legal First and Last Name and Birthday.

Player Tryout Registration 2014/2015

Alliance FC

Register Existing Player

Player ID: Search by ID

First Name:

Last Name:

Birthdate: Search by Name/Birthdate

Back

If there are multiple players with the same name/birthday the results will give a list of partial matches with the same given birthday. The player can then select the option that matches their person.



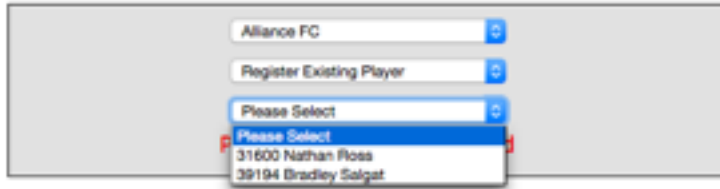
Alliance FC

Register Existing Player

Please Select

Partial Player Match Found

Player Tryout Registration 2014/2015



A screenshot of a web form. At the top, there is a dropdown menu with "Alliance FC" selected. Below it is another dropdown menu with "Register Existing Player" selected. A third dropdown menu is open, showing "Please Select" at the top, followed by two options: "31600 Nathan Ross" and "39194 Bradley Salgat".

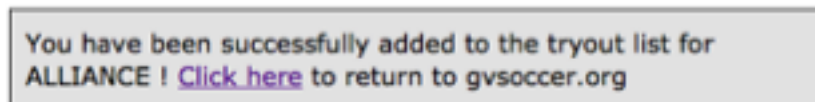
New Players If a player has never played for any Club in GVSA they must register as a New Player. When the player fills out the form they may click the *Register Player* button to complete tryout registration.

Player Tryout Registration 2014/2015



A screenshot of a web form for registering a new player. At the top, there is a dropdown menu with "Alliance FC" selected. Below it is another dropdown menu with "Register New Player" selected. Below the dropdowns is a red instruction: "Please Enter Full Name as it Appears on Birth Certificate". The form contains several input fields: "Legal First Name:", "Legal Last Name:", "Gender:" (with "M/F" text next to it), "Address:", "Address2:", "City:", "State:", "Zip code:", "Phone:", "Birthdate:", and "Email:". At the bottom left is a "Back" button and at the bottom right is a "Register Player" button.

If the player registered successfully They will see this message. Clubs will immediately see the registered player in the Tryout Dashboard.



A screenshot of a success message box. The text inside reads: "You have been successfully added to the tryout list for ALLIANCE ! [Click here](#) to return to gvsoccer.org".