



To All Indiana Soccer Member Clubs:

Welcome to a new soccer year! As always, Indiana Soccer staff is here to support you as you start up for the new year. Below are some of the basic registration steps to help you get started for the new year. We hope you find this helpful. If you need additional assistance, please contact the Indiana Soccer Registrar to schedule this training.

Go to www.gotsport.com

Use the Organization portal Enter

your user ID and Password

Click on CLUB tab

TRAVEL & REC+ TEAMS

Click on TEAMS to see the list of teams

1. All teams should have the same club name – identical
2. All teams should have the same (or very similar) naming convention. It is recommended that you do not use “14U” or “U15”, etc. in the team name since it changes every year. If you did use this for the team number or team name, be sure to update it if you wish to continue to use it.
3. All teams should have the competitive level set to TRAVEL, REC+, REC or ADULT set to INACTIVE if the team will not be used this year. Be sure to always save your changes!
4. All team numbers should be unique. The typical team number naming convention and the one that can be auto generated by Gotsoccer from the customization tab is NNNNNN with the first 3 digits being your club number (ex: 206) and the remaining 3 sequential numbers. If you are currently using a different naming system that is fine. No need to change. **Team numbers for new teams without a current number can be automatically assigned by going to CLUB>CUSTOMIZATION (on grey bar)>ID NUMBERS> click on assign team ID at the bottom. You can assign player and adult ID numbers here also.**
5. For returning teams, use last year’s team accounts if possible. You may change the team name if you wish. Create new teams for your club’s NEW TEAMS only. Do not reuse an existing team account for a new or different team. You will mix the team history attached to the team file.
6. **Do NOT age the teams up for the new Fall Season. The system will automatically age them up on August 1. This is VERY IMPORTANT. Set the team age for the age the team is TODAY.**
7. Click on the padlock icon at the top of the manage team’s box. This will lock the team names from being changed.

Moving/Adding Players to a team

8. You can add/move/drop multiple players from and to a team. Go to the club tab. Then the team tab. You can then filter by team name/age/gender, etc. Once it brings those players up then check gray box by the players name you are wanting to move. Then click the filter **Assign Team**. Click the down tab and find the correct team and highlight this team. Click the blue/green Assign Team button and players have now been assigned to this team.
9. Removing mass players– on the player tab, you may pull up all players on each team and then mass unassign the players that will no longer be playing on that team by clicking the select box next to their name and then press the assign players to team “none” button in the filters box. Then press the “assign” button. This will unassign any player that is checked. It will not delete the player. (do not delete any players) You can archive the player or mark as inactive.
10. Remove/merge all duplicate players by clicking on club>account tools>then club player accounts. Be sure to keep the “active account” - any account marked inactive or archive should be merged into the active account.
11. Create new player profiles for any new players by clicking on ‘create player profile’ and filling out ALL information. Players can be assigned to their team from the player profile page while you are creating it. You will need to upload a photo and birth certificate for each new player, too.

Click on the COACHES tab

12. Combine/merge all duplicate coaches keeping any accounts with approved background checks. Many coaches will need to have new background checks run this year as the two-year timeframe. If a background check expires, a coach will disappear from the roster and you will not be able to put the coach back on the roster until the coach has completed a new check.
13. Coaches must also complete the Safe Sport and CDC Concussion Certification through their Gotsoccer account. These certifications expire every two years, a coach will disappear from the roster and you will not be able to put the coach on the roster (or back on the roster) until the coach has completed both certifications. The coach must use the same first name, last name and email address for these courses that they use in their Gotsoccer account for the certifications to show up in Gotoccer.
14. Create new accounts for any new coaches; assign each a username and password and email each one instructions to log into their new coach account at www.gotsport.com, complete any missing information in their coaching profile information and then click on the words Background Check on the grey bar and fill out the disclosure and submit. Please have them also complete the Safe Sport and CDC Concussion in their Gotsoccer account. They must also upload a photo. They can find these courses under the learning center tab then courses.
15. You cannot assign coaches to teams unless they have an approved background check, Safe Sport and CDC Concussion Certification. You can check the status of background and certifications by using the R/M Status and Course Status filter on the coach's tab in Gotsoccer.
16. You have the ability to search for and link up a coach's background check from another account if a coach does not show as approved. You must have the coach's date of birth entered and SAVED in his/her profile first. In the coaching profile locate the Risk Management area and click on the button "Check Reports". If there is a current background check available for your coach (name must be spelled exactly the same) the background check will link with this new record.
17. Each coach needs only one account. They can still be assigned to multiple teams.

Click on TEAM OFFICIALS

18. Combine all duplicate managers. Each adult needs only one account. They can still be assigned to multiple teams.
19. Again – you cannot assign managers to teams until the risk management, Safe Sport and CDC Concussion have been completed and approved – exact some process as the coaches listed above. If the manager is also a coach and already has a valid background check in the system, there is a way that you can connect the two if you know the adults date of birth. If you know the birthdate then fill it in and then SAVE the info. Also, make sure that the name of the manager is exactly the same as the coach profile. Once the manager account is saved. Then you can click the "Check Reports" to see if they have a current background check on file.
20. Please put in a support ticket if this feature isn't working for you and the state registrar can link up the background check that is already approved to the new account. The same would be true for an adult that is a member of one club with an approved background check and now is also participating your club. We can link them up. No need to do another background check. You can also create a coaches account from the team official account. Go into the team officials account and then click the blue/green create a coach button. You can also create a team official account for a coach. Go into the coaches account and click the blue/green create team official button.

Team Submission for registration

21. Once you have placed all players, coaches and managers on teams for the team, click on each team and then click on the word **Contacts** which appears at the top right of each team basic info tab. This will produce a contact list of all the players and adults that you have added. Make sure that all contact information for each player, coach and manager is complete. If you find missing information, please access the player or adult account and complete. **No roster will be released until all players and coaches/managers have complete contact information.**
22. Now, you are ready to submit the teams for registration/cards/official rosters. To do this easily, click on CLUB, TEAMS and then select the event...**Indiana Player Registration 20XX-20XX** in the box entitled
[Enter Teams in an in-house League, Training Program, or other associated event](#)

directly below the filters box and above the list of teams.... Press the select button. Once you do this you will see a message in red print... **Now showing teams NOT entered in Indiana Player Registration 20xx-20XX**
You will now see a list of your club teams that have NOT been submitted for registration.
Select the teams you are ready to submit by clicking the box to the left of each team and then press the **submit** Button which reads: enter selected teams.

23. The last step is to notify the state office that you have submitted these teams. You must submit a support ticket listing the teams that you need processed. The Support ticket is found under Home then the support tab.
24. Please be sure that any players on your roster that DO NOT RESIDE IN INDIANA have received a release from their

- home state and that the release has been uploaded into the players account under the documents tab.
25. All Travel players must have a recent photo (similar to passport photo) uploaded and a birth certificate.
 26. Once the support ticket is completed a note will be left from the administrator stating any issues or if the team(s) were processed. Player cards will be posted under the team documents for printing. Only the club administrator has access to the player cards. The roster will be posted under team documents and the club admin/coach/manager will have access and printing capabilities of the roster.
 27. Each club in good standing now has the opportunity to print team player and coach cards themselves. This is a big help and timesaver especially for clubs that need a quick turnaround. The following must be done for all players in order for a team to be approved to be printed by the club registrar.
 - **Every player** must have a legal birth certificate (passport or driver's license will work for this also) uploaded in their player profile.
 - **Every player AND every coach and manager on the roster must have a clear close up PHOTO (similar to passport photo) uploaded** into their profiles. Pictures from the waist up... or from very far away, or with other people or action shots will be deleted. Please crop pictures before uploading. The state registrar will be very strict on this. We may come back to you and ask you to crop photos or replace a photo before cards can be printed.
 - Once all photos and proof of date of birth for all players have been uploaded and then verified by Indiana Soccer, the players birthdate cannot be changed by the club or the player. You will see a yellow highlighted **V** next to the player name in the player list indicating the birthdate has been verified. Birth certificates then can be removed from the player profiles as they are no longer needed.
 - If a parent refuses to put this document in the player account, they may bring or mail the document to Indiana Soccer.
 - Once all players are verified and all photos are acceptable, the player cards will be posted in the documents tab of the team account that the club registrar can access. (teams cannot). Cards are to be printed in COLOR and on WHITE CARD STOCK. NO BLACK AND WHITE CARDS!!! You will then have to cut them and then laminate them. Because we have verified the date of birth, the cards DO NOT HAVE TO BE SIGNED by the club registrar. In fact, the Indiana Soccer Registrar's signature will appear preprinted on the card as verification.
 28. After the initial team submission, you may add additional players, coaches, and managers to any team. You do not have to submit the team to the registration program again... but you must enter a support ticket to let Indiana Soccer know the player, manager, and or coach is ready to be added, changed, or deleted. If you add a coach or manager, please be sure to tell us the NAME of the adult. We cannot distinguish new adults on rosters.
 29. Jersey Numbers: Please have all the jersey numbers updated in each player's profile prior to submittal. If you add or change jersey numbers after the roster is generated, you will have to let Indiana Soccer know through a support ticket or the new number will not show up on the roster and game cards. The state registrar can update and regenerate the roster easily, but you must notify us in a support ticket.
 30. Rosters
To have a roster posted in the team account the number of players on the team must be at least the number of players on the field for that team's age group. If the team doesn't reach this number, then a roster will not be posted only the player cards. Please see age group chart for level or play
[https://www.soccerindiana.org/assets/58/6/age_chart_2_\(10_march_16\)_1.pdf](https://www.soccerindiana.org/assets/58/6/age_chart_2_(10_march_16)_1.pdf)
 31. Clubs will be billed the first week of every month for all registration that has been processed. The invoice can be found under the CLUB tab at the bottom right of the page.

RECREATIONAL TEAMS

1. Clubs may elect not to create individual teams in Gotsoccer for their rec players. It is up to each club how they wish to use the program to suit their needs. However, teams may be created each year and players and coaches can be assigned each season just like travel/rec+ teams.
2. If your club does not wish to use the team feature, you must still assign all kids to one single team each season in order to submit the teams to the registration program. It is recommended that you create a single REC team with a coed gender assignment and an OPEN age group. Then you can assign all players to that single team and submit the team once a season. (Example of team name: "Fall 2019 REC Players")

3. Follow the written steps above that apply to players. All players can be unassigned quickly from the players tab by selecting all players and then assigning them to "none" in the filter box labeled: [Assign Team](#)

Choose the default "none" and then press the ASSIGN button directly to the left of the box. This will unassign all selected players.

4. Players will age up one year on August 1, so if you are creating players or using existing players, do not touch their age group. The age group will appear as the age group the player is in TODAY. If today's date is before August 1. After August 1, the age group should be correct and will remain as shown through July 31 of the following year.
5. Once all players are entered for the fall season, you can create one team. Fall 20XX Recreational Players... (or similar) and assign them all using the method described in #3 above and choose the correct team name.
6. The last step to the process is to submit your team(s) to the Registration program. You can do this easily by following the steps above under the heading Team Submission for Registration... **and choose the Indiana Soccer 20XX=20XX Player Registration ONLY** choice.
7. If you need assistance in loading the information into Gotsoccer, an excel spreadsheet with player information can be emailed to Indiana Soccer Registrar and the registrar will upload the players for your club. Just put in a support ticket asking for guidance on how to do this.

Other Preliminary step instructions for ALL clubs:

Click on HOME tab

1. Click on ACCOUNT INFO and correct all this data
2. Click on USER ACCOUNT and remove, add, or update the users and their access level. Leaving someone access that is no longer with your club is a liability and risk. They still have access to your player information.
3. List the CURRENT club board members in this account, especially the club president, club registrar, and club treasurer.

Click on CLUB tab

4. Click on CUSTOMIZATION
5. on PAGE STYLE – correct website address, state registered, and club city - then SAVE
6. on CLUB SETTINGS – should have Club name, Indiana state registered, Club, Indiana Rosters, be sure club code is correct, and check the box to handle support from teams - then SAVE
7. on ID NUMBERS – use ADD ID NUMBERS once data is complete. Click team ID's coach, manager and player ID's to have the IDs added according to the state template.
8. on USER NOTIFICATIONS – these are automated messages that are sent to each of these 3 types of registrations. You can enter custom/specific information you want each of these people to receive as they register and accounts are opened for them. This is a great place to put wording that will inform the families of the yearlong commitment for travel players once the registration is completed, commitments are signed, and fees are paid.
9. On Facilities – make sure your field address is entered correctly on the Facility Info Tab. This is very important for league scheduling. If your fields are not available for certain hours, you may indicate that on the Availability tab.