



FOR CLUB ADMINISTRATORS: HOW TO SUBMIT A PLAYER EXCEPTION APPLICATION FORM

- Log in to GOTSPORT.
- Go to the DASHBOARD for your club account.
- Click on AFFILIATION on the top menu bar.
- To the far right of the screen, click on AVAILABLE FORMS for Indiana Soccer.
- To the far right of the screen, click on SELECT for the PLAYER EXCEPTION APPLICATION FORM.
- Select your Club as the “sending organization”
- Select the Sending Team (the team the player is currently assigned to)
- Start typing the player’s name and a list will appear – select the player from the list.
- Select the Receiving Team” which is the team you wish to club pass this player to.
- Select the role of PLAYER then CONTINUE
- CONTINUE again
- Click CHOOSE FILE and select the form to be uploaded the SAVE
- To view the forms you have submitted, go to CLUB MANAGEMENT
- Click on FORMS AND REQUESTS
- Click on the ID NUMBER to view the request and check the processing status.

You will receive an automated email stating the form has been received. If the message is not in your inbox, please check “clutter” or your junk mail. Please note that the automated email will call this transaction a “transfer.” We are working with GOTSPORT to change that language to “club pass” since that is the actual transaction that is happening.

Once the form has been processed, you will receive a second email stating that it has been completed.

RECOMMENDATION: if Gotsport emails are going to your junk mail, it might be a good idea to set an email rule to accept these messages to your inbox so you don’t miss any information.

NOTE: The players approved to play up will appear as club pass players on your state roster. These players will now automatically appear on your league rosters as well. You will not have to take any additional steps to club pass these players for invitational tournaments and/or cup play. This “play up” approval is for all sanctioned activity.