

# TO DO LIST FOR EASY SPRING KICKOFF

SATURDAY, FEB 28, 2026 12:30 PM ET

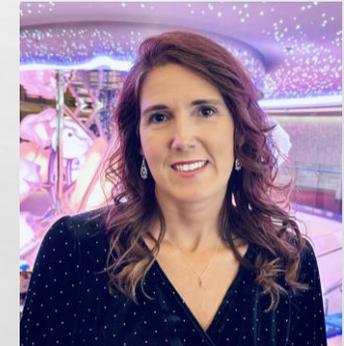
PRESENTED BY:



ANGEL HALL  
ASSOCIATE DIRECTOR



GEORGI EMENHISER  
OPERATIONS & ODP  
ADMINISTRATOR



AMBER CREMEENS  
REGISTRAR &  
ADMINISTRATIVE ASSISTANT

Staff

Employees Signatures

7701 Employees

Last Name Contains

Team Name Contains

Search Add Filter (2)

Bulk Actions

Staff

Displaying all 12 users

<input type="checkbox"/>	Name	Title	Last Login	Role	Role Status
<input type="checkbox"/>	Gonzalez, Raymundo	Coaching/Technical Director	2025/10/14 20:09	admin	active
<input type="checkbox"/>	Kirkpatrick, Adam	President	2025/10/06 11:32	reader	active
<input type="checkbox"/>	Fecteau, Joseph	Board Member	2025/06/12 19:47	reader	active
<input type="checkbox"/>	Rottinghaus, Timothy	Board Member	2025/06/12 20:48	reader	active
<input type="checkbox"/>	Milligan, Ryan	Board Member	2025/07/31 11:58	reader	active
<input type="checkbox"/>	Maggale, Bukhosibonke	Coaching/Technical Director	2025/09/04 13:23	admin	active
<input type="checkbox"/>	Mendoza, Robert	Treasurer	2025/10/12 12:10	admin	active <span>Billing Contact</span>
<input type="checkbox"/>	Garatani, Michael	Vice President	2023/09/11 17:28	reader	active
<input type="checkbox"/>	King, Bridget	Secretary	2025/10/05 11:35	reader	active
<input type="checkbox"/>	Getko, Omar	Coaching/Technical Director	2025/09/23 12:46	admin	active
<input type="checkbox"/>	Sehalixol, Mary	Registrar	2025/10/16 13:35	admin	active <span>Primary Contact</span> <span>Billing Contact</span>

## HOW CAN YOU HELP US HELP YOU?



BEST PRACTICE: KEEP THE USER LIST IN YOUR CLUB'S GOTSPORT ACCOUNT CURRENT AND ACCURATE WITH JOB TITLES.

IF ONE PERSON HAS TWO TITLES, THEY CAN HAVE TWO ENTRIES ON THIS LIST.



# WHERE CAN I FIND CLUB INVOICES?



Indiana Soccer Indiana Soccer

Payor Accounts

Angel Hall  
angel@soccerindiana.org

- Club Performance
- Scheduling
- Archives
- Features
- Billing
- Overview
- Accounts
- Payor Accounts

### Accounts

Acct #	Due Date	Organization	Category	Invoices	Payments	Balance	
<a href="#">8070101 - Indiana Soccer</a>		Indiana Soccer	Event Fees	\$0.00	\$0.00	\$0.00	<span>Paid</span> Org
<a href="#">1366335 - Indiana Soccer</a>	2022/01/14	GotSport	Registration	\$0.00	\$0.00	\$0.00	<span>Paid</span> Org
<a href="#">1366333 - Indiana Soccer</a>		GotSport	League Registration	\$0.00	\$0.00	\$0.00	<span>Paid</span> Org
<a href="#">1366332 - Indiana Soccer</a>		GotSport	Tournament Registration	\$0.00	\$0.00	\$0.00	<span>Paid</span> Org
<a href="#">974893 - Indiana Soccer</a>	2022/09/01	Indiana Soccer	Registration	\$1,876.45	\$917.50	\$958.95	<span>Due</span> Org

Help & Support



# WHAT RISK MANAGEMENT STEPS ARE REQUIRED?

ALL ADULTS (ANYONE OVER THE AGE OF 18) WHO PARTICIPATE IN ANY CAPACITY\*:

BACKGROUND CHECKS:



REQUIRED BEFORE PARTICIPATION

SAFESPORT TRAINING:



REQUIRED WITHIN 45 DAYS OF START DATE

CONCUSSION AWARENESS  
TRAINING:



REQUIRED WITHIN 45 DAYS OF START DATE

\*INCLUDING, BUT NOT LIMITED TO: COACHES, MANAGERS, TRAINERS, ADMINISTRATORS, BOARD OF DIRECTORS, GUEST COACHES, CONCESSION WORKERS, REFEREES, MENTORS, ETC.



# CLUB DUTIES & RESPONSIBILITIES FOR EARLY COMMITMENT:



- Any club offering the "early commitment" option may advertise the option when they advertise tryouts. (NOTE: it is not mandatory that clubs offer early commitment)
- The early commitment can only be offered to current year registered players.
- Early commitments can be signed beginning May 1 of each year for the next playing season.
- The complete early commitment language in the policy **MUST** appear in any/all documentation referring to the early commitment including the registration form the player/family signs.
- The early commitment information must include the language that explains the process to be released from an early commitment.
- Collect signature on registration form and a minimum deposit of \$25.00
- Be able to produce that signed document if requested.



GOAL GETTERS WEB PAGE HAS CURRENT MEETING SCHEDULE WITH LINK TO ATTEND.

ALSO POSTED IS A PDF OF EACH PRESENTATION WITH NOTES.

WE ARE IN THE PROCESS OF POSTING THE RECORDINGS OF EACH MEETING.

**GOAL GETTERS**

FOR CLUB ADMINISTRATORS:

At Indiana Soccer, we believe in the power of goals—on and off the field. Every day, we strive to serve our members with excellence, and that includes our dedicated Club Administrators. This forum is designed to be a space where we provide best in class content, share, listen, and grow together. Whether you're setting new goals or working toward existing ones, we're here to support you in your role and help you succeed within your organization.

Check back to this webpage for updates on topics, links to attend, etc!

Meeting Date	Link to Attend	Topic
Feb 28, 2026 11:00 AM ET	In Person @ Workshops	To Do List For Easy Spring Kickoff
Mar 4, 2026 12:30 PM ET	<a href="#">CLICK HERE</a>	Recreational Player Registrations – Timing and Options
Mar 18, 2026 12:30 PM ET	<a href="#">CLICK HERE</a>	TBA

Past Meeting Information:

Meeting Date	Topic	Presentation	Presentation
Oct 22, 2025	Who's Who and Why it Matters	<a href="#">PDE</a>	<a href="#">Recording</a> (posted 11/20/25)
Nov 5, 2025	What Does Sanctioned Really Mean	<a href="#">PDE</a>	<a href="#">Recording</a> (posted 1/29/26)
Nov 19, 2025	Everyone Loves a Perk	<a href="#">PDE</a>	Recording – coming soon
Dec 3, 2025	How Does Invoicing Work	<a href="#">PDE</a>	Recording – coming soon
Dec 17, 2025	More Archive = Less Clutter	<a href="#">PDE</a>	Recording – coming soon
Jan 7, 2026	Risk Management Admin: Requirements	<a href="#">PDE</a>	Recording – coming soon
Jan 21, 2026	Birth Year to School Year Change	<a href="#">PDE</a>	<a href="#">Recording</a> (posted 1/29/26)
Feb 4, 2026	Member Partnership Benefits	<a href="#">PDE</a>	Recording – coming soon
Feb 18, 2026	Early Commitments – What does that mean?	<a href="#">PDE</a>	Recording – coming soon



# Time Saving Tips for Club Admins

- Adding a Coach back to a Roster
- How to check if a player has OOS Approval
- Support Tickets- Review Status
- Coach Roles
- Moving approved players to a different team
- Updating a photo

**TIME  
SAVING  
TIPS**



# HOW TO ADD COACH/MANAGER BACK TO THE OFFICIAL ROSTER

Go into the Roster Builder and the 2025-2026 Youth Player Registration Event. Once in the roster builder find the team's name that needs the coach added back. Click the green button with the white checkmark next to the Actions button. The coach/manager will be added back if requirements are up to date.

The screenshot shows the 'Roster Builder' interface. On the left is a table of players with columns for P, S, CP, Name, Gender, Level, Group, and DOB. On the right is a sidebar with a 'Goal Getters 2026' section. In this section, there are buttons for 'Open', 'Coed', and 'Rec', followed by a green checkmark icon circled in red, and an 'Actions' dropdown menu. Below this is a 'Coach/Manager Name' field containing '1. Cremeens, Amber' with a 'Coach' role and 'Primary' status. At the bottom of the sidebar, there is another 'Event roster is empty' message and a 'Clone roster from' dropdown set to 'Current Team Roster' with a 'Submit' button.

P	S	CP	Name	Gender	Level	Group	DOB
0	0	0		Male	Rec	U15	2011-11-29
0	0	0		Female	Out of State	U16	2010-06-23
1	0	0		Female	Out of State	U15	2011-07-25
0	0	0		Female	Out of State	U21	2005-10-21
0	0	0		Male	Rec	U15	2011-08-01
0	0	0		Female	Rec	U18	2008-11-09

# HOW TO CHECK IF A PLAYER HAS OOS APPROVAL

- \*Club Management Tab
- \*Players tab
- \*Filter by player's last name
- \*Click on player's name
- \*Once you are in the players account
- \*Click the Roster History tab.
- \*Look for the State Event –and the OOS team.

## Roster History

ID	Event	Seasonal Year	Organization	Team	Level	Action	Date
70825407	2025-2026 Youth Player (Rec, Rec+, Travel) Registration 06/07/25 - 07/31/26	25/26			Travel	Approval	Jan 26, 2026
70825051	MSYSA Out of State Player Registration - 25/26 06/09/25 - 07/31/26	25/26	Michigan State Youth Soccer Association	OOS Girls Team	Tournament	Approval	Jan 26, 2026

# SUPPORT TICKETS – REVIEW STATUS

- \*Go to the Affiliations Tab
- \*Find Indiana Soccer – Indiana Club Support Tickets
- \*View Completed Forms

The screenshot displays a web application interface for managing support tickets. The top header shows the user's name, Amber Cremeens, and their email address, amber@soccerindiana.org. The main content area is titled "Forms and Requests" and displays a list of 8 contract registrations. The table below shows the details of these registrations, including their ID, form name, user name, creation date, completion status, and current status. A red oval highlights the first row of the table, which is for a ticket with ID 22868863, created on 02/25/2026, and currently in "Review" status.

<input type="checkbox"/>	<b>Id</b>	<b>Forms</b>	<b>Name</b>	<b>Created</b>	<b>Complete</b>	<b>Status</b>	
<input type="checkbox"/>	22868863	Indiana Club Support Tickets	Cremeens, Amber	02/25/2026	✓	✓	Review ...
<input type="checkbox"/>	21736448	Indiana Club Support Tickets	Schalliol, Mary	09/24/2025	✓	✓	Closed ...
<input type="checkbox"/>	21736440	Indiana Club Support Tickets	Schalliol, Mary	09/24/2025	✓	✓	Closed ...
<input type="checkbox"/>	21736434	Indiana Club Support Tickets	Schalliol, Mary	09/24/2025	✓	✓	Closed ...
<input type="checkbox"/>	21736385	Indiana Club Support Tickets	Schalliol, Mary	09/24/2025	✓	✓	Closed ...
<input type="checkbox"/>	20593850	Indiana Club Support Tickets	Schalliol, Mary	08/14/2025	✓	✓	Closed ...

# COACH & MANAGER ROLES

- \*Club Management
- \*Coaches/Managers Tab
- \*Click Alternative View
- \*Find account and click on name
- \*Click Roles

The screenshot displays the 'Coaches' management interface. The sidebar on the left lists navigation options: Dashboard, Recent Updates, Users, Association, Analytics, Venues, and Communications. The main content area shows the 'Manage Coaches' tab with an 'Alternative View' button highlighted in yellow. A red arrow points to this button. Below the button are several form fields for filtering coaches, including Affiliation, User Name, Competitive Level, Seasonal Year, Email/UserID, Role Status, Completed Form, Has Not Completed Form, Requirements Completion Status, Requirements Status, Registered in Program, and Not Registered in Program.

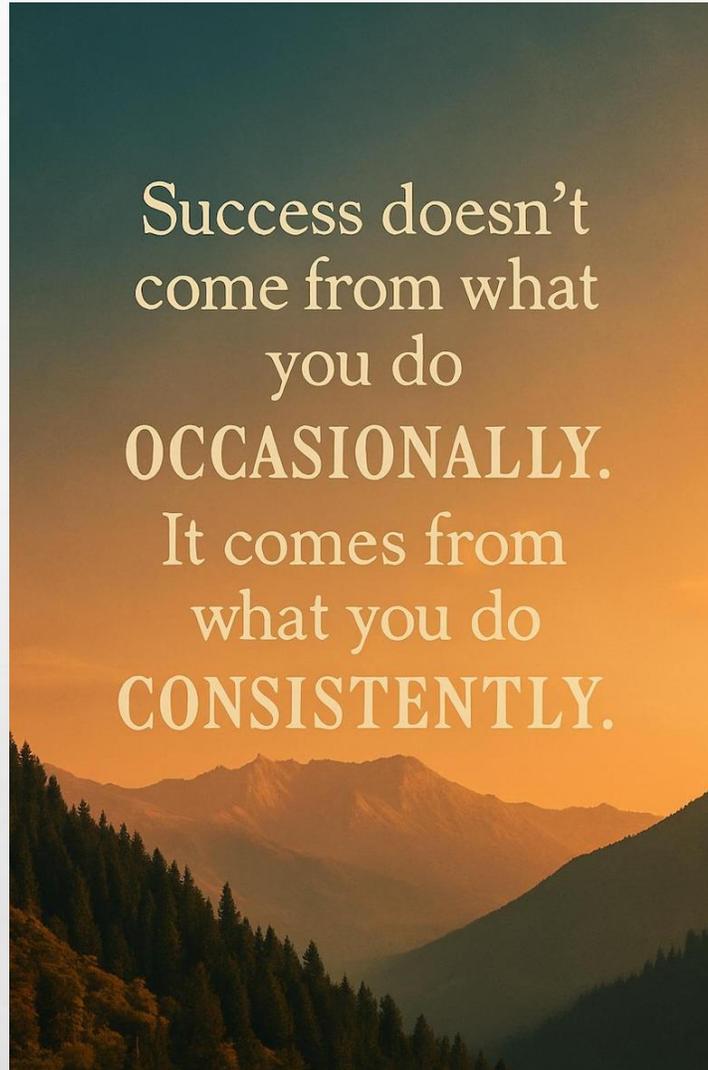


# **MOVING APPROVED PLAYERS TO A DIFFERENT TEAM**

**ADD THE PLAYER TO THE NEW TEAM AS A CP PLAYER. THEN PUT IN A  
SUPPORT TICKET WITH YOUR REQUEST.**



**THIS WEEK'S  
GOAL GETTER  
MINDFUL  
MINUTE:**



# GOAL GETTER CHAMPIONS



ADA QUINOY  
CARMEL FC

MORGAN PARKHURST  
COLUMBUS EXPRESS

RANA HOFFBAUER  
NAPTOWN UNITED



ANNIKA ARSENAULT  
INDY ELEVEN NORTH



AMY MAXWELL  
BOILERS

MEG STROTHKAMP  
HOOSIER FC

LISA MACDONALD  
INDY ELEVEN ACADEMY

AMY MARINE  
KOMETS SC

SCOTT HANKINS  
NWI LIONS UNITED

GOLD – ATTENDED ALL 9 MEETINGS HELD PRIOR TO TODAY.

SILVER – ATTENDED 8 OF THE 9 MEETINGS.

BRONZE – ATTENEDED 7 OF THE 9 MEETINGS.



SHOULDN'T THERE BE **Perks** FOR ATTENDING THE  
GOAL GETTER MEETINGS? ABSOLUTELY!

EVERYONE IN ATTENDANCE TODAY WILL  
RECEIVE A SPECIAL THANK YOU GIFT FROM  
INDIANA SOCCER.

