



# UPLOADING DATA INTO GOTSPORT

WEDNESDAY, JUNE 10, 2026 12:30 PM ET

PRESENTED BY:



ANGEL HALL  
ASSOCIATE DIRECTOR



GEORGI EMENHISER  
OPERATIONS & ODP  
ADMINISTRATOR



AMBER CREMEENS  
REGISTRAR &  
ADMINISTRATIVE ASSISTANT

# GotSport Uploads

## Uploading Players & Staff into GotSport

If your club does not use GotSport for program registration, how do you add users?

→ All data must be uploaded directly into GotSport

## Who Can Be Uploaded?

- Players
- Coaches
- Managers

## What We Will Cover

- Preparing your club account for upload
- Formatting and organizing your data
- Step-by-step process for completing uploads in GotSport



# How to Get Your Club Account Ready For Uploads

Remove duplicates: Club management Tab – Dashboard Tab. Look for Red number of Duplicate User Suggestion.

The screenshot displays the Club Management dashboard for the user Amber Cremeens. The interface includes a sidebar with navigation options such as Dashboard, Recent Updates, Users, Association, Analytics, Venues, Communications, Club Management, and a Support button. The main content area shows a notification for "97 duplicate user suggestion" circled in purple. Below this, a table lists various categories and their counts:

Category	Count
Teams	90
Coaches	217
Players	5859
Events	75

Additional dashboard elements include "Pending Forms and Requests (50)", "Billing", "Support", "Tickets", and "Programs" sections. The footer contains contact information for GotSport and links for Help & Support, Privacy Policy, Terms of Use, and Support Center.



# Remove a Coach/Manager Role before you Archive

## Removing Inactive Coach or Manager Roles

- Navigate to the **Coach/Manager** tab
- Select the **Beta Feature**
- Use the filter to search by the **coach or manager's last name**
- Click on **Roles** to review and remove any inactive assignments

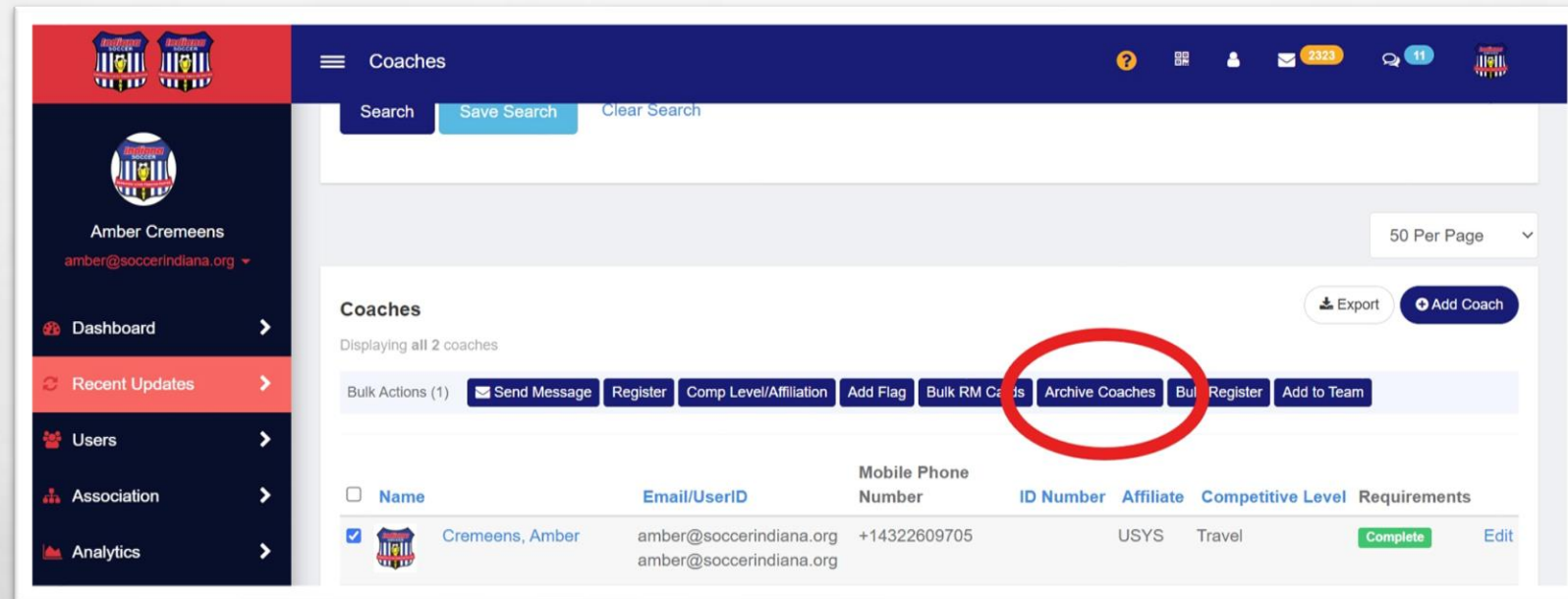
The screenshot displays the 'Roles' management page for Amber Cremeens. The page includes a navigation menu with 'Account', 'Teams', 'Forms', and 'Family'. The 'Roles' section is active, showing a table of roles. A blue oval highlights the 'Edit' and 'Remove' buttons for each role row.

Resource	Role	Title	Published	Level	Affiliate Name	Actions
Indiana Soccer Organization	admin	Administrator			USYS	<a href="#">Edit</a> <a href="#">Remove</a>
Indiana Soccer Organization	player			Out of State	USYS	<a href="#">Edit</a> <a href="#">Remove</a>
Indiana Soccer Organization	coach			Travel	USYS	<a href="#">Edit</a> <a href="#">Remove</a>
Indiana Soccer Organization	manager			Travel	USYS	<a href="#">Edit</a> <a href="#">Remove</a>
Indiana Soccer 2022-2023 Out of State Play Team	manager			Travel		<a href="#">Remove</a>




# Archive Players/Coaches/Managers

Go to the Club Management Tab– go to the Players/Coaches/Managers Tab.  
Find the last name- checkmark the box beside their name- Click Archive button



The screenshot shows the 'Coaches' management page in the Soccer Indiana system. The interface includes a sidebar with navigation options like Dashboard, Recent Updates, Users, Association, and Analytics. The main content area displays a list of coaches with columns for Name, Email/UserID, Mobile Phone Number, ID Number, Affiliate, Competitive Level, and Requirements. A 'Bulk Actions (1)' menu is visible above the table, containing options such as Send Message, Register, Comp Level/Affiliation, Add Flag, Bulk RM Cards, Archive Coaches, Bulk Register, and Add to Team. The 'Archive Coaches' button is highlighted with a red circle.

<input type="checkbox"/>	Name	Email/UserID	Mobile Phone Number	ID Number	Affiliate	Competitive Level	Requirements
<input checked="" type="checkbox"/>	 Cremeens, Amber	amber@soccerindiana.org amber@soccerindiana.org	+14322609705		USYS	Travel	<span>Complete</span> <a href="#">Edit</a>

\*You can bring back a Player/Coach/Manager from Archive by clicking the Archive Tab and searching by user roles



# Information you will need to Upload

Go to the Player/Coach/Manager Tab- Go to the top of the Page and click Upload.  
Download the template with only required columns and save file as a CSV (Comma Delimited)

## Required-

First Name  
Last Name  
Gender  
DOB  
Address  
City  
State  
Zip  
Phone Number  
Parent One First Name  
Parent One last Name  
Parent One Email/userid  
Competitive Level- (Rec, Travel, etc)



# How to Upload

Once you have the upload go to the *Upload Tab* at the top of the page.

Select Affiliation - USYS

Choose file

Then click Open Selected File

Make sure the column title matches the field mappings

### Import Into Club

Select Affiliation

USYS

Upload a .txt or .csv data file

First row contains column headings

Column Delimiter

Comma

Team Upload

File

Blue Rive Fall Rec 25.csv

### Instructions

[Download template with only required columns](#)

[Download template](#)

If you re-import players already in your account, the system will match on name, gender, and date of birth to update existing accounts with newly provided contact information. This also means you can upload the same data twice without creating duplicates.

- Rows must be on separate lines.
- Each row should have the same number of columns.
- Do not use punctuation or symbols in column names.
- Dates need to be in a mm/dd/yyyy, yyyy/mm/dd, or yyyy-mm-dd format
- Required fields are listed below:

First Name  
Last Name  
Gender  
DOB Dates need to be in a mm/dd/yyyy, yyyy/mm/dd, or yyyy-mm-dd format  
Address  
City  
State  
Zip  
Phone Number  
Parent One First Name Required if player is eighteen years old or younger  
Parent One Last Name Required if player is eighteen years old or younger

### Import Players

Players / Import

#### Import

Please select field mappings. Required fields are marked with an asterisk.

Showing first ten rows below.

Last Name	First Name	Gender	DOB
First Name*	First Name*	Gender*	DOB*
Abel	Kyler	Male	7/19/2019



# AMBER'S TIP OF THE WEEK



## Preparing for Player Uploads

Before uploading new player data, update the competitive level of existing players to Inactive.

Once the upload is complete, you can apply filters by the relevant competitive level to review and verify the number of players successfully uploaded.



# ANGEL'S TIP OF THE WEEK

If all else fails, just send your spreadsheets to Amber!



THIS WEEK'S  
GOAL GETTER  
MINDFUL  
MINUTE:

Write it down. Written goals have a way of transforming wishes into wants; can't's into cans; dreams into plans; and plans into reality. Don't just think it - ink it!

— *Michael Korda* —

