



Got Soccer Event Creation

Every MSYSA league will need to create an event in order to register players, coaches and managers with MSYSA. First you will need to determine what type of event you need to create; there are two types:

League Event- This type of event will be used more frequently and should be created by any league who accepts teams from multiple clubs or if you're utilizing the scheduling features of Got Soccer.

Registration Event- This will be used by members who only register players directly into their league (in-house leagues) and do not use the Got Soccer scheduling features.

If you are confused as to what type of event your league should be creating please do not hesitate to contact the MSYSA State Office for assistance. Below are detailed instructions on how to setup each event.

League Event Setup Instructions:

- Once you're logged into Got Soccer select the "League" tab on the top right side.
- In the body of the next page find and press the "Add League" button in the box on the left.
- On the next page name your league: For example "Your League Name Fall 2010 Season."
- In the "Dates Open" field use the dates "8/1/2010-7/31/2011."
- Make sure you check the box "Report Registrations to State."
- Fill in the "City" and "State" fields and hit "Save" in the bottom right corner.
- Once your event is saved you will see many more tabs appear for the event. If you are not using the scheduling features of Got Soccer all you will need to do is click "Application" and click the box for "Application Open". If using scheduling refer to the "Scheduling Setup Instructions" (next page).
- Once your League Event is created either: A) you have entered team data directly into your Got Soccer "Club" tab then follow the "Direct Team Submission" instructions -or- B) your clubs are submitting teams to your league then follow the "Club Team Submission" instructions (next page).
- Only after all teams have been entered into your league and rosters are frozen can you report your registration and invoice to the state.

Registration Event Setup Instructions:

- Once you're logged into Got Soccer click on the "Registrar" tab on the top right.
- Click on "Teams" in the blue bar.
- Click on "Registration Events" in the grey bar then click on "New Registration Event" on the top right.
- On the next page name your league: For example "Your League Name Fall 2010 Season."
- In the "Dates Open" field use the dates "8/1/2010-7/31/2011."
- Make sure you check the boxes "Report Registrations to State" and "Open Registration Form."
- Fill in the "City" and "State" fields and press "Save."
- Once the Registration Event has been created go to your "Club" tab and select the "Teams" tab in the blue bar.
- Find the event you just created in the drop down box under the wording "Enter Teams in an in-house League, Training Program, and or associated event" then press "Select."
- Select the teams to be registered with MSYSA by clicking the boxes next to the teams on the far left side.
- Click "Enter Selected Teams" and hit "Ok" when system prompts you.
- Only after all teams have been entered into your league and rosters are frozen can you report your registration and invoice to the state.



Scheduling Setup Instructions:

- You will want to customize your league according to your own rules and competition guidelines. Scoring Setup, Fees, Appearance, and Coordinators should all be updated to reflect your specific leagues preferences.
- In the “Access” tab you will need to pay close attention to several features.
 - Depending on if you intend to use Got Soccer for scheduling, game card (sheet) printing, stat keeping, or payment processing you will need to check or uncheck several of the option boxes.
 - In the second column of options make sure that the “Application Form Open” button is checked once you’re ready to accept teams.
- In the “Application” tab you will be able to customize what questions teams must answer while applying to your league.
- In the “Divisions” tab you will create all the divisions in your league and begin the scheduling process.
- The “Schedule” tab allows you view the entire schedule for your league but schedule creation is mostly done in the “Divisions” tab.
- As teams are registering for your event you will need to accept them either as they are applying or all together at the end. This is done in the “League” tab under “Teams”. Make sure you select your event and then check the boxes for all teams you wish to accept. Press the “Accept Listed Teams” button with the teams selected and they will be added to your league.

Direct Team Submission Instructions:

- Once the Registration Event has been created go to your “Club” tab and select the “Teams” tab in the blue bar.
- Find the event you just created in the drop down box under the wording “Enter Teams in an in-house League, Training Program, and or associated event” then press “Select.”
- Select the teams to be registered with MSYSA by clicking the boxes next to the teams on the far left side.
- Click “Enter Selected Teams” and hit “Ok” when system prompts you.

Club Team Submission Instructions:

- Once your League Event is created if clubs are submitting teams to you via Got Soccer, clubs will follow the below instructions from their own club account:
 1. Click on “Events” on the main tabs and select “Search” in the grey row.
 2. Type “*Your League Name*” in the search window and hit “Apply Filters”.
 3. Select the event named “*Your League*”
 4. Click on “Apply Now” and then select “Apply to *Your League*”
 5. Click on “Join League” and then you will be prompted to “Join League without submitting team application?” Click “Ok”
 6. After you press ok click on “Manager Club” in the blue bar to get back to your club account.
 7. Click on the “Club” Tab on the blue bar and select “Team” on the grey bar below it.
 8. In the drop down menu that says “Select an Event” find and select “*Your league.*”
 9. Press “Select” and then a message will appear in red saying “Now showing teams NOT entered in “*Your League*”
 10. Choose the fee group that fits your team(s) from the drop down menu and select the team(s) that you want to put in *Your League* by checking the empty box.

NOTE: You will need to enter teams separately that are in differing fee groups.
 11. Press “Enter Selected Teams”.
 12. A prompt will appear saying “Are you sure you want to enter selected team(s) in *Your League*”. Hit “Yes”



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in leading, educating, and serving the soccer community.**

