



MSYSA Player Uploading and Team Creation Instructions

Inputting player and team information

1. Log on to www.gotsoccer.com
2. Log on using your club/league username and password
3. Click on “Club” along the top then “Players” on the blue bar
4. Click on “Upload Players” in the grey bar.
5. You will need to have an excel sheet prepared with all your player data. All players can be uploaded at the same in the same excel sheet. **The file will need to be saved as a CSV format.** The file should include AT LEAST the following information:
 - First and last name
 - Player gender
 - Address
 - Date of birth date
 - Team name (keeping consistent for all players on the same team),
 - Team gender
 - Team age group

NOTE: Above is the minimum required to be inputted into Got Soccer. MSYSA highly recommend that clubs begin to build their club account with email address, phone numbers, etc.

6. Select “Browse” at the bottom and find the file with your player data.
7. Leave the dropdown menu “Column Delimiter” as stated “Comma.”
8. Press “Open Selected File” and it will take a moment for your data to input.
9. You will see your columns appear on the next screen and you will need to match from the dropdown menu what you information you have listed in each column.
10. At the top in the second dropdown menu select “Create Teams.”
11. Hit “Import Data” at the bottom once you are finished.
12. The next page will give you a breakdown of all data inputted and data that was rejected. You can view the data rejected by selecting “Download skipped data”

