

Spring 2011 MSYSA State Registration Process:



MSYSA has simplified the state registration process within Got Soccer. To ensure that no players are paid for twice, your league will use the same Event that you invoiced for state registration in the fall. Below find detailed steps for Spring Registration depending on the type of event you used for the fall season:

If your league used a Registration Event (generally recreational leagues):

- Rename the Registration Event you used for state registration in the fall. Please name your Event in the following manner: Your Leagues Name, Fall 2010-Spring 2011 State Registration.
- Enter only new teams that didn't participate in the fall season into your Event.
- New individual players on new spring teams must be added to their proper new teams and then the new teams for spring must be entered in the Event.
- New individual players to existing fall teams must be added to their proper teams but the team is already in the event and therefore they do not need to be added again.
- When registration is complete you will simply invoice the same event to MSYSA that you used in the fall and this will ensure that no players, coaches, or managers are double billed.

If your league used a "League Event" (generally scheduling leagues) and your league does NOT use the GotSoccer Scheduling software:

- Rename the league event you used for state registration in the fall. Please name your event in the following manner: Your Leagues Name, Fall 2010-Spring 2011 State Registration.
- Leagues who have clubs and teams submit directly to their Event will want to have the clubs apply only their new teams to the renamed (same) Event from the fall season in order to get all teams (with coaches, players and managers attached) registered properly with MSYSA. Player additions (to existing teams) can be done by the club and will be reflected in the Registrar tab of the League Event.

If your league used a "League Event" (generally scheduling leagues) and your league uses the GotSoccer Scheduling software (MSPSP, Lakes Area, WSSL, Saginaw leagues):

- If your league is using the scheduling features of GotSoccer then you will need to create an additional league event for the purposes of scheduling and divisioning.
- Leagues who have clubs and teams submit directly to their Event will want to have the clubs apply only their new teams to the renamed (same) Event that from the fall season in order to get all teams (with coaches, players and managers attached) registered properly with MSYSA.
- Once all teams (fall and spring) are in the one event your league will want to copy all teams to a
- scheduling event. The process is below:
- Copy your event first by clicking "League" then click on your existing league and select "Copy League"
- On the next page your can name your new league and add a description. Press "Copy" to make a new league.
- Once your league has been copied your will need to transfer teams.
- Click on "League"/"Teams"/"Transfer Teams"
- In the "Source Event" drop down select your MSYSA registration event with all fall and spring teams.
- In the "Destination Event" dropdown select the event that you just copied.
- Leave the next two dropdowns "Method" and "Seeding" as they are, reading "Copy" and 'Retain Current Seeding." Additionally, leave the all the check boxes unchecked and press "Transfer"
- All teams will transfer to your new event and on your "Teams" tab you will want to click and "Accept" only those teams that are playing in that particular season to your new event NOTE: Only teams that are accepted into your event will populate into your divisions to schedule. Thus, extra teams in your event (fall only teams) are of no concern since you only accept the teams that are playing in the spring season.

Going forward leagues will have one event designated for MSYSA Registration for an entire calendar year. If leagues choose to use scheduling they will then create a separate event for each seasonal year that they schedule. For example, a league that uses GotSoccer to schedule will have three (3) total events in a calendar year. One for state registration (used all year long and needs to contain all teams with players, coaches and managers attached), another for fall divisioning and scheduling and a third one for spring divisioning and scheduling.