



GotSoccer Seasonal Year Transition

Between seasons your organization will have several options to get your data inputted and updated in GotSoccer. Much of this will depend on how much player turnover your organization has. At the beginning of the fall season, all players in your account will be automatically changed to an “Inactive” competitive level.

On August 1st all teams will be rolled forward and the age group will reflect the newest seasonal year. Team accounts should be reused year after year whenever possible. All players will need to have a competitive level of Recreational, Select, Premier, MRL, TopSoccer, or Soccer Across Amer. in order to be registered with MSYSA. Below find five recommended ways of getting your player data updated for the fall season.

Individual Change Method:

This method is recommended for organizations that have a moderate to small amount of player turnover. This is the simplest way to update your players for the fall season.

- New players to the organization can be uploaded (imported) or manually added by clicking on the “Create Player Profile” button.
- If your organization has any totally new teams they need to be created in the “Teams” tab prior to assigning new players to the team.
- In your “Club”/”Players” tab utilize your filters to view one or several age groups at a time.
- Select the players that will be moving teams or need to be assigned to a new team by checking the box next to their name.
- In the filters box find the dropdown labeled “Assign Team”. In the dropdown box you will find all the teams that you have created. You can assign the selected players to any of the teams either individually or several at a time by selecting the team and then pressing the “Assign” button next to the dropdown.

The screenshot shows the 'Club Player Accounts' management interface. At the top, there are navigation tabs: Manage Players, Upload Players, Email Players, Program Registrations, Evaluations, and Player Search. Below these are buttons for 'Create Player Profile', 'Export Players (CSV)', 'Export Players (XLS)', '(Aff.XLS)', and 'Team Builder'. A search and filter section includes 'Page Size' (25), 'Photos' (No), 'Teams Column' (No), 'Level/Grade' (dropdown), 'Rostered' (All), and 'Apply Filters'. The 'Level/Grade Management' section has a 'Set Level/Grade' dropdown. The 'Assign Team' dropdown is highlighted with a red circle and shows a list of teams: Boys U10, Boys U11, Coed U9 - Recreational, Coed OPEN - Recreational, Coed U6 - Recreational, Coed U9 - Recreational, Coed U13 - Recreational, Coed U14 - Recreational, Boys U9 - Select, Boys U11 - Select, and Teams 3 Webinar. Below this is a table of players with columns for ID#, Level/Grade, Last, First Name, Fam#, Family, School, Zip, DOB, Gdr, Group, and Team. The first few rows are: Alanzo, Juan (U6); Beggs, Caroline (U12); Beltz, Kenton (U12); BurrelkTest, Jeremy (U12); Ciattia, Alan (U10); EdwardsTest, Mark (U11); KellyTest, Devin (U10); and erson. test (U11). Checkboxes are visible to the left of the player list, and some are checked.



- If a player is not returning to the organization you should assign them to the blank field at the top of the “Assigned Team” list.
- Once all players are assigned to the proper teams you will want to change the competitive level of the teams to Recreational, Select, Premier, MRL, TopSoccer or Soccer Across Amer. This will also change the competitive level of all players on the team. You can change the level of the teams using the box labeled “Level/Grade Management” in the “Club”/“Teams” tab.

Individual Drag and Drop Method:

This method is similar to the Individual Change method but utilizes a different tool to assign players. It would be beneficial for leagues that have a fair amount of player turnover. This method can be very quick way to update your player information.

- Click on your “Club”/”Player” tab.
- New players to your organization can be uploaded or manually added by clicking on the “Create Player Profile” button.
- Using the filters, filter by one or two specific ages at a time.
- All players in that age group will appear as well as their current team assignment.
- On the right side next to the player list click on “Show Teams.” This will bring up the teams in the age range of the filtered players.

The screenshot displays the 'Club Player Accounts' interface. At the top, there's a navigation bar with 'Club' selected. Below it, a secondary menu includes 'Management', 'Coaches', 'Team Officials', 'Teams', 'Players', 'Programs', and 'Help'. The main section is titled 'Club Player Accounts' and features several functional buttons: 'Create Player Profile', 'Export Players (CSV)', 'Export Players (XLS)', '(Aff.XLS)', and 'Team Builder'. A search and filter area includes dropdowns for 'Page Size' (set to 25), 'Photos' (No), 'Teams Column' (No), 'Level/Grade', and 'Rostered' (All). There are also input fields for 'Age' (U11), 'Player Name', 'Family Acct#', 'Gender', 'Player ID#', 'Team Name', 'Player Email', 'Parent Name', and 'Parent Email'. A 'Show State Reg' checkbox is present. Below the filters is an 'Enroll Players in a Program' section with a dropdown set to '(None)', a 'Select' button, and links for 'Email Players', 'Print Medical Release Forms', and 'Release Form Text'. The main data area shows a table with 3 items. The table headers are: ID#, Level/Grade, Last, First Name, Fam#, Family, School, Zip, DOB, Gdr, Group, Team, Jrsy#, Team Age, Rating. The rows contain: 1) ID# N/A, Level/Grade Recreational, Last, First Name Edwards, Test, Mark, Fam# , Family , School , Zip 49022, DOB 7/18/2000, Gdr M, Group U11, Team web team, Jrsy# , Team Age 99/00, Rating ; 2) ID# N/A, Level/Grade Recreational, Last, First Name person, test, Fam# , Family , School , Zip 49085, DOB 1/1/2000, Gdr M, Group U11, Team Season Test II, Jrsy# , Team Age 96/97, Rating ; 3) ID# N/A, Level/Grade Recreational, Last, First Name Test, Webinar, Fam# , Family , School , Zip 49085, DOB 1/1/2000, Gdr M, Group U11, Team Season Test, Jrsy# , Team Age 97/98, Rating . To the right of the table, there are buttons for 'Show Teams' (circled in red) and 'Team Builder'. At the bottom, there is a 'powered by got soccer' logo and a 'Contact' button.

- Drag and drop players to teams by clicking and holding the symbol next to the players name and them dragging it to the appropriate team.



Management Coaches Team Officials Teams Players Programs Help

Manage Players Upload Players Email Players Program Registrations Evaluations Player Search

Club Player Accounts

Create Player Profile Export Players (CSV) Export Players (XLS) (Aff.XLS) Team Builder

Page Size 25 Photos No Teams Column Yes Level/Grade Rostered All Apply Filters

Age U11 To Player Name Family Acct# Level/Grade Management
Set Level/Grade >

Gender Player ID# Assign Team
Assign > (none)

Player Email Parent Name Parent Email Rating Birth Cert All Show State Reg

Enroll Players in a Program
(None) Select Email Players Print Medical Release Forms Release Form Text

Items 1 - 3 of 3

ID#	Level/Grade	First Name	Fam#	Family	School	Zip	DOB	Gdr	Group	Team	Jrsv#	Team Age	Rating
N/A	Recreational	Edwards, Test, Mark				49022	7/18/2000	M	U11	Season Test		97/98	
N/A	Recreational	erson, test				49085	1/1/2000	M	U11	Season Test II		96/97	
N/A	Recreational	Test, Webinar				49085	1/1/2000	M	U11	Season Test		97/98	

Teams Hide Teams

- B U11 (99/00) Silver
Coach: Joel Dragan
Recreational Players: 1
- B U11 (99/00) Test Team 3 Webinar
Coach: Joel Dragan
Select Players: 0
- B U11 (99/00) web team
Recreational Players: 0
- C OPEN (N/A) Turtles
Coach: Gilbert Urban
Recreational Players: 0

- Players will be placed on the new team and take off of their previously assigned team.
- Once all players are assigned to the proper teams you will want to change the competitive level of the teams to Recreational, Select, Premier, MRL, TopSoccer or Soccer Across Amer. This will also change the competitive level of all players on the team. You can change the level of the teams using the box labeled “Level/Grade Management” in the “Club”/“Teams” tab.

Team Account Method:

This method allows the club to have a team representative (manager/coach/asst. coach) build each team individually. This would be valuable for organizations that have a small to moderate amount of player turnover and have a person affiliated with the team willing to make the changes.

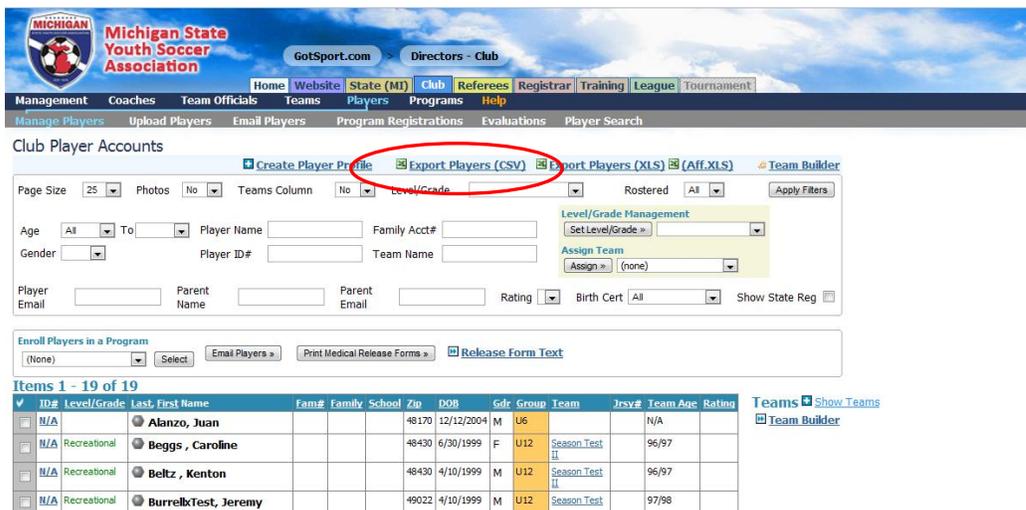
- Distribute to your teams the username and password for the team account they will be affiliated with. For new teams you will need to first create them a team account in your club.
- The username and password for the team account can be found in the “Club”/“Teams” tab by clicking on the team name. The username and password is in the lower right corner.
- Once logged into the team account click on “Roster” in the grey bar.
- From the next screen, new players can be added by clicking on “Add New Player”. Players can be taken off the team by clicking on the players name and pressing the “Delete Player” button.
- Players who are deleted from the team account will not be deleted from the club account. They will simply be removed from their team.
- If players are simply being assigned a new team from within the club, the change should be made from the club account and not the team account. Only new players to the organization should be added via the team account.
- Coaches should not be added in the team account as they will not officially be on the team until they have submitted Risk Management. The organization should add the coaches to the team in the club account once they are Risk Management certified.
- New players that are added via the team account will appear in the club tab.
- Once all players are assigned to the proper teams you will want to change the competitive level of the teams to Recreational, Select, Premier, MRL, TopSoccer or Soccer Across Amer. This will also change the competitive level of all players on the team. You can change the level of the teams using the box labeled “Level/Grade Management” in the “Club”/“Teams” tab.



Import Method:

This method is recommended for those organizations with a high turnover rate in players. Be advised that this method has the most potential pitfalls and could be time consuming.

- Click on your “Club”/”Players” tab and then “Export Players (XLS)” at the top of the page.



The screenshot shows the Michigan State Youth Soccer Association website interface. The top navigation bar includes 'Home', 'Website', 'State (MI)', 'Club', 'Referees', 'Registrar', 'Training', 'League', and 'Tournament'. Below this is a secondary bar with 'Management', 'Coaches', 'Team Officials', 'Teams', 'Players', 'Programs', and 'Help'. A third bar contains 'Manage Players', 'Upload Players', 'Email Players', 'Program Registrations', 'Evaluations', and 'Player Search'. The main content area is titled 'Club Player Accounts' and features several options: 'Create Player Profile', 'Export Players (CSV)', 'Export Players (XLS)', and '(Aff.XLS)'. The 'Export Players (XLS)' option is circled in red. Below these options are various filters and search criteria, including 'Page Size', 'Photos', 'Teams Column', 'Level/Grade', 'Age', 'Gender', 'Player Name', 'Family Acct#', 'Player ID#', 'Team Name', 'Player Email', 'Parent Name', 'Parent Email', 'Rating', and 'Birth Cert'. There are also buttons for 'Enroll Players in a Program', 'Email Players', 'Print Medical Release Forms', and 'Release Form Text'. At the bottom, there is a table titled 'Items 1 - 19 of 19' with columns for 'ID#', 'Level/Grade', 'Last, First Name', 'Fam#', 'Family', 'School', 'Zip', 'DOB', 'Glr', 'Group', 'Team', 'Jrsy#', 'Team Age', and 'Rating'. The table contains four rows of player data.

ID#	Level/Grade	Last, First Name	Fam#	Family	School	Zip	DOB	Glr	Group	Team	Jrsy#	Team Age	Rating
N/A		Alanzo, Juan				48170	12/12/2004	M	U6			N/A	
N/A	Recreational	Beggs, Caroline				48430	6/30/1999	F	U12	Season Test II		96/97	
N/A	Recreational	Beltz, Kenton				48430	4/10/1999	M	U12	Season Test II		96/97	
N/A	Recreational	BurrellTest, Jeremy				49022	4/10/1999	M	U12	Season Test II		97/98	

- In the excel file that is generated you will want to add all of your new players to your organization at the bottom of the list and update all fields.
- Update your existing players in the file with new team assignments in the “Team” column. “Team Age” (ex U13) will be automatically rolled over on August 1st to the proper age group for the upcoming seasonal year so you should not update this column with the new age group. NOTE: All players who are the same team need to have the SAME “Team Age” regardless of what their natural age is.
- New teams can be created by entering the team information (Team Age, Team Name, Team Gender) of the new team for all individual players on the team.
- Players who are not returning will need to be unassigned from their current team in the system. By deleting not returning players from the excel sheet you WILL NOT be removing them from their team. You can unassign players several at a time by following the below instructions for the Mass Change Method (Note: only unassign those players who are no longer in your organization, not all players). MSYSA recommends that you remove all players from your account that are not active in your organization.
- Once your excel file is complete with all new players added and new team assignments given you will want to save the file as a “CSV” file type. Once saved you will re-import in the file to your GotSoccer club account.
- Click on “Club” along the top then “Players” in the blue bar
- Click on “Upload Players” in the grey bar.
- Select “Browse” at the bottom and find the file with your player data.
- Leave the dropdown menu “Column Delimiter” as stated “Comma.”
- Press “Open Selected File” and it will take a moment for your data to import.
- 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.
- At the top, find the second dropdown menu and select “Create Teams.”
- Hit “Import Data” at the bottom once you are finished.



- 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.”
- Once all players are assigned to the proper teams you will want to change the competitive level of the teams to Recreational, Select, Premier, MRL, TopSoccer or Soccer Across Amer. This will also change the competitive level of all players on the team. You can change the level of the teams using the box labeled “Level/Grade Management” in the “Club”/“Teams” tab.

Mass Change Method:

This method is basically the same as the above Individual Change Method but you can unassign all players from teams and start over with no players assigned to teams. This method would be helpful for those leagues that reassign most players to new teams.

- Click on “Club”/“Players.” Change your filter “Page Size” to 250 and press “Apply Filters.”
- Click the check mark above the checkboxes on the left side above the player list to select all players on the page.
- In the dropdown labeled “Assign Team” select the “none” option and press “Assign.” This will removed all selected players from their team. Repeat this process for all pages of players.
- Follow the above instructions for Individual Change Method or the Individual Drag and Drop method to reassign all players to teams.

If you have any questions regarding updating your players and teams between seasons please contact
Joel Dragan: jdragan@michiganyouthsoccer.org

Or visit the MSYSA GotSoccer League Asset Page:
http://www.michiganyouthsoccer.org/leagues/Got_Soccer_Asset_Page.htm

