



MICHIGAN STATE YOUTH SOCCER ASSOCIATION

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MSYSA Got Soccer League Registration Instructions

The below instructions will walk you through the process to register your players, coaches and managers with MSYSA.

Important Dates:

August 25th - 80% payment of last fall registration is due.

August 25th - Leagues may begin invoicing and sending player data to MSYSA.

September 25th - All data and invoicing must be completed and sent to MSYSA.

September 26th - Late fees assessed.

Notes:

- Leagues are responsible for reporting players, coaches, and managers that they are registering. This must be done by using the GotSoccer club/league account.
- Recreational Leagues who do not require passcards or rosters may now use a more simplified GotSoccer procedure to register their players with MSYSA (See GotSoccer Recreational League Registration Instructions). Select leagues must create an event, enter all participating teams and follow the below instructions to invoice.
- Select leagues will generate their own invoice from within Got Soccer. This process will ensure that your league registration totals are accurate and you've invoiced for the proper amounts.
- Each affiliating league (Select or Recreational if passcards are required) will need to have an "Event" within Got Soccer (see the Got Soccer Event Creation document for instructions on how to create a League or Registration Event in Got Soccer).
- It is ideal to have all teams completely assembled when you invoice but the reality is there will be missing pieces of information (late players, coach additions etc). Therefore, you can generate a partial invoice at anytime and then generate additional invoices within the same event when missing information is added. It is essential that you generate an invoice, even if partial, by September 25th so the majority of your registrations are not considered late and your players/coaches are insured.
- Once you have an event created and all teams are in the event, follow the below steps to invoice.

Registration Invoicing Instructions:

1. In the "Registrar" tab select the event that you are going to invoice (register) by clicking on the event name.
2. On the next page you will see all of the teams that you have in the event. Be sure in the "Roster" column that all numbers are in green. Any roster numbers that appear in the format "xx/xx" are not ready to be invoiced yet. * All valid players must be added to the team before you can invoice. Additionally, all Dual Registered players must be added to the teams before you can invoice.
3. Set the competitive level for all teams in your event to the proper level (Select, Recreational, Rec. In-House).
4. Once all team rosters numbers are in green for those teams you are currently registering click the "State Registrations" tab at the top of the page.
5. On the next page you will see a breakdown of your entire player, coach, and team official data from the event you selected. Be sure none of your coaches, managers, or players are appearing an "Inactive" row.
6. At the bottom, find the "Invoice all" button and press it. The system will then ask "Generate Invoices for all Registrations in this event?" Select "Ok."
7. On the next page you will see in the "Amount Billed" column all of your registration dollar totals have appeared in green. Also you will see at the bottom in the "Totals" row the final amount that is due for MSYSA fall registration. Your payment due will be that total less your 80% initial registration payment.
8. Once you have invoiced your event, MSYSA will receive you player data and your balance for registration.
9. Print your invoice via the "Club" tab under "State Organization Billing" box near the bottom right.
10. Select (click on) the description and the hit the button on the top left "Printable Account Statement." Print a copy of your invoice to submit to MSYSA with payment.

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



* If your roster size column is currently appearing as “0/15” or anything but a solid green number, then you need to freeze/generate your rosters before you can invoice. Only the players frozen to the roster (appearing in green) will be invoiced and registered to MSYSA. You can freeze/generate your rosters for all teams at once by checking all the boxes in the event and pressing the “Generate Rosters” button. You can also freeze/generate rosters team by team by clicking on the team name in your registrar tab and then half way down the page press the “Generate Rosters” button.

After freezing/generating, if some of your rosters still show as a fraction (ex. 14/15) then there is still a problem with one or more of the players on the roster. Most commonly, this means that you have a player who is too old to be on the team. You can view what player is not on the roster by clicking on the team name in the registrar tab. The player who is not on the roster will be in the second list of players under the heading “Full Team Player List”. You can click the add button next to their name to add them to the frozen roster. View the roster limits for your competitive level at the top of the team page in the register tab once you click on team.

Button to freeze rosters

Check all teams to freeze rosters in mass

Rosters not ready to be invoiced

#	Photos	Roster	Transfers	ID	Team Name	State	Out	Gender	Team Age/Level	Event Age/Level	Club	Method	Paid	Edit
1		0			MSPSP TEST SEASON TESTING 1	MI		Coed	U13 Inactive	U14 Recreational	MSPSP Test Club	None		
2		0			MSPSP TEST SEASON TESTING 2	MI		Coed	U13 Inactive	U14 Recreational	MSPSP Test Club	None		
3		0/17			MSPSP TEST TEST TEAM 54	MI		Coed	U13 Inactive	U14 Recreational	MSPSP Test Club	None		
4		0/2			TEST PINK	MI		Coed	U13 Inactive	U14 Recreational	TEST LEAGUE	None		
5		0/6			TEST SEASON TEST	MI		Coed	U13 Inactive	U14 Recreational	TEST LEAGUE	None		
6		0/4			TEST SEASON TEST II	MI		Coed	U13 Inactive	U14 Recreational	TEST LEAGUE	None		
7		0/1			TEST SEASON TEST III	MI		Coed	U13 Inactive	U14 Recreational	TEST LEAGUE	None		
8		0/1			TEST SILVER	MI		Coed	U13 Inactive	U14 Recreational	TEST LEAGUE	None		
9		0/2			TEST SUBLE	MI		Coed	U13 Inactive	U14 Recreational	TEST LEAGUE	None		

Players who will not be added to the roster are signified by an “Add” button next to their name in the team account of the registrar tab.

Photo	LName	FLName	ID#	Jrsy#	Gender	DOB	State	Updated	ID Card	Plain Card	Last Reg.
	Adams	Samuel			Boys	1/4/1998	MI	6/1/2011	[P] [B]	[P] [B]	N/A
	BurrellTest	Jeremy			Boys	4/10/1999 (-11)	MI	6/1/2011	[P] [B]	[P] [B]	N/A
	Sammons	Jeffrey	MSYSA97M0002		Boys	10/17/1997	MI	6/1/2011	[P] [B]	[P] [B]	N/A
	Dragan	Joel			Boys	9/1/1979	MI	6/1/2011	Add	[P] [B]	N/A
	EdwardsTest	Mark			Boys	7/18/2000 (-2)	MI	6/1/2011	[P] [B]	[P] [B]	N/A
	KellyxTest	Devin			Boys	10/27/2000 (-3)	MI	6/1/2011	[P] [B]	[P] [B]	N/A
	Limpki	Jason	MSYSA97M0004		Boys	10/17/1997	MI	6/1/2011	[P] [B]	[P] [B]	N/A
	Loonly	Lance	MSYSA97M0009		Boys	10/17/1997	MI	6/1/2011	[P] [B]	[P] [B]	N/A
	mysl	test			Boys	9/1/1999 (-2)	MI	6/1/2011	[P] [B]	[P] [B]	N/A
	Samsonite	Steve	MSYSA97M0005		Boys	10/17/1997	MI	6/1/2011	[P] [B]	[P] [B]	N/A
	SanderxTest	Ken			Boys	6/6/2001 (-3)	MI	6/1/2011	[P] [B]	[P] [B]	N/A
	Sheenser	William	MSYSA97M0006		Boys	10/17/1997	MI	6/1/2011	[P] [B]	[P] [B]	N/A
	TourneauxTest	Andrew			Boys	3/21/2001 (-3)	MI	6/1/2011	[P] [B]	[P] [B]	N/A
	Twikle	Tom	MSYSA97M0007		Boys	10/17/1997	MI	6/1/2011	[P] [B]	[P] [B]	N/A
	Winston	Leon	MSYSA97M0008		Boys	10/17/1997	MI	6/1/2011	[P] [B]	[P] [B]	N/A
	Yong	Pat			Boys	10/17/1997	MI	6/1/2011	[P] [B]	[P] [B]	N/A



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