



GotSoccer Recreational League Registration Instructions

MSYSA Recreational Leagues are permitted to register their players and coaches directly from the club tab in GotSoccer. Team formation will not be required but is still recommended. Events will not need to be created unless passcards or MSYSA certified rosters are needed. Only recreational leagues are permitted to register using the following instructions.

Important notes:

- At the beginning of the fall season all players in your organization will have their competitive level set to inactive.
- All players that you wish to register with MSYSA will need to have the competitive level of “Recreational” identified (or “Rec. In House”).
- For those leagues that put teams in a recreational scheduling league or a recreational travel league and also register players directly with MSYSA, you will want to label all of your in-house players as “Rec. In House”. Players that go to the scheduling league should be labeled as “Recreational”.
- Inactive competitive level players will not be billed for and thus will not be registered with MSYSA.
- If your players are on a team you can change the competitive level for the team and all players will be updated with that level as well.
- Similar to players, your coaches and team officials will also need to be given a competitive level of “Recreational” in order to be registered.
- All coaches and team officials will need to be Risk Management certified in order to be registered with MSYSA.

Steps to Register:

- Ensure all players, coaches, and team officials are inputted in your organization’s club account. New players can be uploaded or entered individually.
- The competitive level of “Recreational” or “Rec. (In House)” needs to be given to ALL active players. You can change player’s competitive level individually or in mass by clicking the box next to the player(s) name in the Club/Players tab. Once all the desired players have been selected find the box labeled “Level Grade Management”.
- Select the desired level from the dropdown menu (Recreational/ Rec in-house) and press the “Set Level Grade” button. All selected players will be changed to this level. Conversely, this also works when making players inactive.

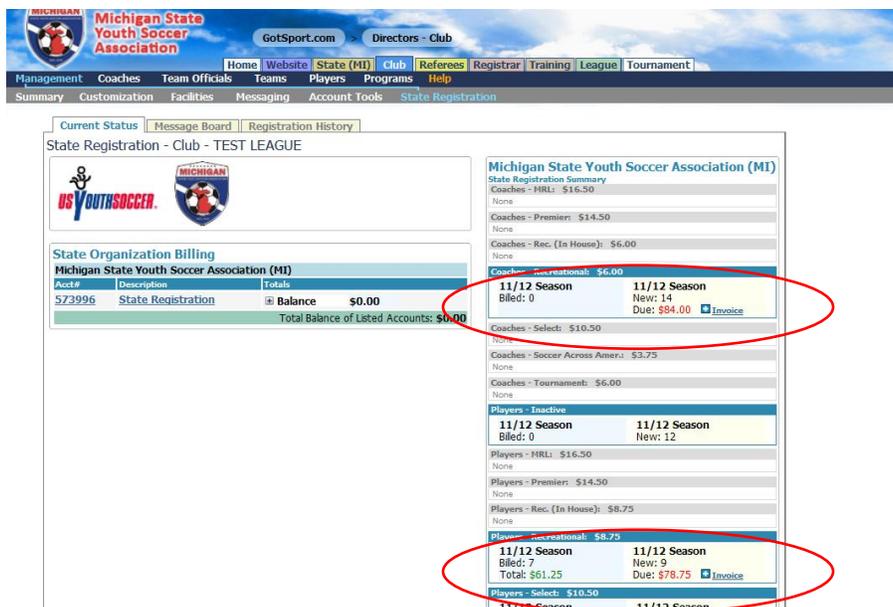
The screenshot shows the 'Club Player Accounts' management interface. At the top, there are navigation tabs for 'Home', 'Website', 'State (MI)', 'Club', 'Referees', 'Registrar', 'Training', 'League', and 'Tournament'. Below these are sub-tabs for 'Management', 'Coaches', 'Team Officials', 'Teams', 'Players', 'Programs', and 'Help'. The main content area includes search filters for 'Group', 'Player Name', 'Family Acct#', 'Gender', 'Rating', and 'Player ID#'. A 'Level/Grade Management' dropdown menu is open, showing options: 'Set Level/Grade', 'Rec. (In House)', 'Assign Team', 'Assign', '(none)', 'Recreational', 'None (In House)', 'Select', 'Premier', 'Inactive', 'Tournament', 'MRL', 'Top Soccer', and 'Soccer Across Amer.'. Below the filters is a table of player accounts with columns for 'ID#', 'Level/Grade', 'Last, First Name', 'Fam#', 'Family', 'School', 'Zip', 'DOB', 'Glr', 'Group', 'Team', 'Insv#', 'Team Age', and 'Rating'. The first six rows of the table are circled in red, indicating the players to be updated.

ID#	Level/Grade	Last, First Name	Fam#	Family	School	Zip	DOB	Glr	Group	Team	Insv#	Team Age	Rating
11/1	Inactive	Alanzo, Juan				48170	12/12/2004	M	U7			N/A	
11/1	Inactive	Beggs, Caroline				48430	6/30/1999	F	U13	Green		99/00	
11/1	Inactive	Beltz, Kenton				48430	4/10/2005	M	U7	Green		99/00	
11/1	Inactive	BurrelkTest, Jeremy				49022	4/10/1999	M	U13			N/A	
11/1	Inactive	Dragan, Joel				48170	9/11/1999	M	U12			N/A	
11/1	Inactive	EdwardsTest, Mark				49022	7/18/2000	M	U12	Turtles		97/98	
11/1	Inactive	KellyTest, Devin				49022	10/27/2000	M	U11	Season Test		97/98	

- Repeat the above steps for coaches and team officials. Remember you will be billed for all players, coaches and team officials that have the competitive level of Recreational or Rec. (in-house) (one or the other). Only those individuals will be considered registered with MSYSA.

Once all players, coaches and team officials have the proper competitive level given...

- Click on “Club” and then “State Registration” in the grey bar.
- On the right side press the blue button for “Show Current Registration Totals”
- This will bring up a breakdown of your players, coaches, and team officials at each competitive level.
- Be sure to click the blue invoice button for ONLY the billing levels that you used. Example: “Players-Recreational”, “Coaches-Recreational” and “Team Officials-Recreational” (or Rec. in-house).
- The players that you billed for last season will be listed in green and you will only be able to invoice for the new players (listed in red).



- Once you click Invoice your player data will be sent to MSYSA and an invoice will be generated.
- View the amount due to MSYSA by clicking on “Club” and then find the “State Organization Billing” box on the right side of the page.
- Click on your account number to view a detailed breakdown of the payments and data received by MSYSA.

If you need assistance with your spring GotSoccer set up contact Joel Dragan, MSYSA Programs Manager, at jdragan@michiganyouthsoccer.org or 734-459-6220 ext. 201.