



Michigan State Youth Soccer Association

GotSoccer New Seasonal Year Preparation Updating Player/Team Information

Important Notes:

- At the beginning of the fall season, all players, coaches and teams in Michigan GotSoccer accounts will be automatically changed to an "Inactive" competitive level.
- Leagues are billed based on a player/coach/manager competitive level (Recreational, Rec. (In-House), Select, Premier, Top Soccer, etc.)
- On August 1st GotSoccer will automatically age up (roll over) player and team age groups. Until August 1st all of your teams and players should appear as the age group prior to that of which they will play in the fall season.

Below find four recommended ways of getting your player data updated for the fall season:

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.

- In order import your player data you will need the following items in separate columns of a CSV Excel file.
 - Player first name
 - Player last name
 - Player date of birth
 - Player gender
 - Player address
 - City
 - State
 - Zip Code
 - Team Name (if formed)
 - Team Age Group (if formed)
 - Team Gender (if formed)
- If you do not have a separate database for your player data then a good starting point is to export the data you already have in GotSoccer and update the fields.
- To export your current data in GotSoccer click on your "Club"/"Players" tab and then "Export Players (XLS)" at the top of the page.
- Don't forget if you are uploading player data BEFORE August 1st all of your team information should be for the age group prior to what they will play for the fall season.
- To upload your player database 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 CSV 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.





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- You will see your columns appear on the next screen. From there, match what is in your columns to one of the GotSoccer features in the dropdown menu (ex. your column beginning with Adam should have the dropdown selected "First Name").
- At the top, find the second dropdown menu and select "Create Teams" **if you are importing players directly to 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.

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.

Club Player Accounts

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

Age: All | To: | Player Name: | Family Acct#: | Level/Grade Management: Set Level/Grade...
 Gender: | Player ID#: | Assign Team: Assign (none) (none) Boys U10
 Player: | Parent: | Parent: | Rating: | Birth Cert: | State Reg:

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

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ID#	Level/Grade	Last, First Name	Fam#	Family	School	Zip	DOB	Gdr	Group	Team
<input checked="" type="checkbox"/>	N/A	Alanzo, Juan				48170	12/12/2004	M	U6	
<input checked="" type="checkbox"/>	Recreational	Beggs, Caroline				48430	6/30/1999	F	U12	Season Test II
<input checked="" type="checkbox"/>	Recreational	Beltz, Kenton				48430	4/10/1999	M	U12	Season Test II
<input checked="" type="checkbox"/>	Recreational	BurrelkTest, Jeremy				49022	4/10/1999	M	U12	Season Test
<input checked="" type="checkbox"/>	Recreational	Ciattia, Alan				48176	3/10/2001	M	U10	Season Test III
<input checked="" type="checkbox"/>	Recreational	EdwardsxTest, Mark				49022	7/18/2000	M	U11	Season Test
<input checked="" type="checkbox"/>	Recreational	KellyxTest, Devin				49022	10/27/2000	M	U10	Season Test
<input checked="" type="checkbox"/>	Recreational	erson. test				49085	1/1/2000	M	U11	Season Test





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- 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.

Club Player Accounts

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

Age: U11 | To: | Player Name: | Family Acct#: | Level/Grade Management: Set Level/Grade »

Gender: | Player ID#: | Team Name: | 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

ID#	Level/Grade	Last, First Name	Fam#	Family	School	Zip	DOB	Gdr	Group	Team	Jrsv#	Team Age	Rating
N/A	Recreational	EdwardsTest, Mark				49022	7/18/2000	M	U11	web team		99/00	
N/A	Recreational	person, 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	

Items 1 - 3 of 3

Teams [Show Teams](#) [Team Builder](#)

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- 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.





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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
 Gender Player ID# Team Name 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

ID#	Level/Grade	First Name	Fam#	Family	School	Zip	DOB	Gdr	Group	Team	Jrny#	Team Age	Rating
N/A	Recreational	Edward, 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 taken 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.





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- 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.

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

