GotSoccer Recreational League Registration Instructions

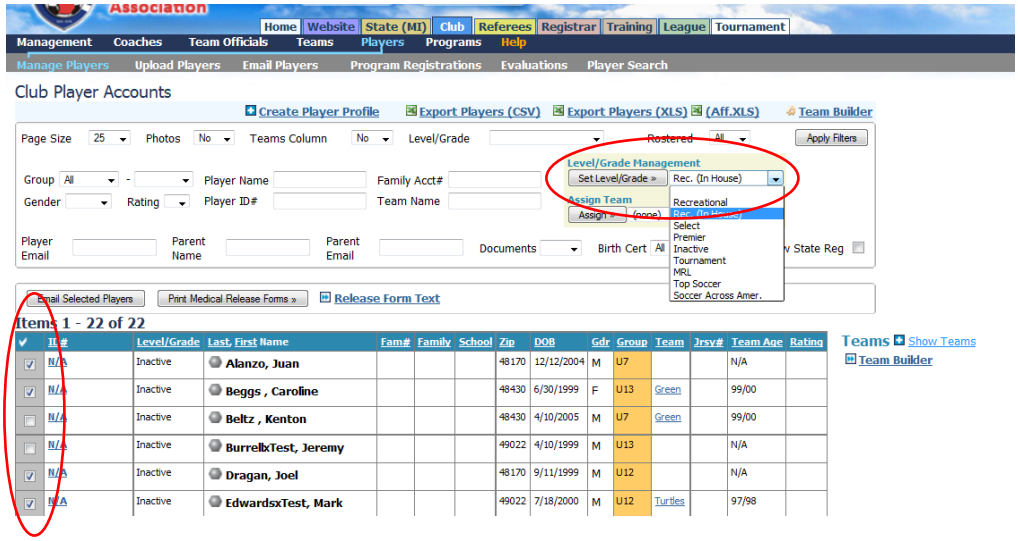
MSYSA Recreational Leagues are permitted to register their players and coaches directly from the Club tab in GotSoccer. **Team formation will not be required but is still recommended**. Events will not need to be created unless passcards or MSYSA certified rosters are needed.

Important notes:

- At the beginning of the fall season all players in your account 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 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 labeled players will not be billed for and thus will not be registered with MSYSA.
- Players or coaches with no competitive level given (blank) will be billed as Recreational. Be sure all inactive players and coaches are labeled as such.
- If you change the competitive level for a team, all players on the team will be updated with that level.
- 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 need a Risk Management background check to be registered with MSYSA.

Steps to Register:

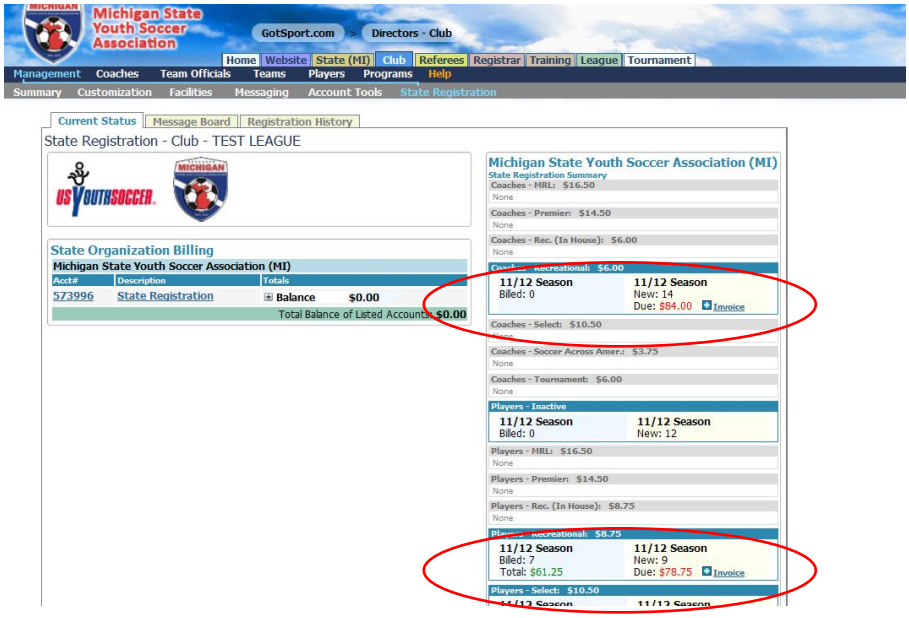
- Ensure all players, coaches, and team officials are inputted in your organization's club account. New players can be uploaded or entered individually.
- The competitive level of "Recreational" or "Rec. (in-house)" needs to given to ALL active players. You can change player's competitive level individually 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.



- 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 "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).



- 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 GotSoccer set up contact Joel Dragan, MSYSA Director of Member Services, at jdragan@michiganyoutsoccer.org or 734-459-6220 ext. 201.