



Michigan State Youth Soccer Association

GotSoccer Recreational League Registration Instructions (Spring Season)

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

Important notes (READ FIRST):

- At the beginning of the fall season all players in your account will have their competitive level set to Inactive.
- For the spring season, there will be NO automatic change in the competitive level of your players. **You will not be billed for players who you registered in the fall season.**
- Billing to MSYSA is based on the competitive level (Level/Grade) of the players and coaches.
- All players and coaches you wish to register with MSYSA will need to have the competitive level of "Recreational" or "Rec. (in-house)".
- Leagues that put teams in a recreational scheduling league and also register players directly with MSYSA will need to label in-house players and coaches as "Rec. (in-house)". Players and coaches that participate in the scheduling league should be labeled as "Recreational".
- "Inactive" labeled players and coaches 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 assigned the "Inactive" competitive level.
- 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" or "Rec. (in-house)" in order to be registered.
- All coaches and team officials need an MSYSA background check to be properly 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 typed into GotSoccer directly.
- The competitive level of "Recreational" or "Rec. (in-house)" needs to be given to ALL active players. Competitive levels can be changed in mass by clicking the box next to the player(s) name in the Club/Players tab. Once all desired players have been selected find the box labeled "Level Grade Management" (see screenshot below).
- 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 changing competitive levels to inactive.

The screenshot shows the 'Club Player Accounts' interface. At the top, there are navigation tabs: Home, Website, State (MI), Club, Referees, Registrar, Training, League, and Tournament. Below these are sub-tabs: Management, Coaches, Team Officials, Teams, Players, Programs, and Help. A secondary row of links includes Manage Players, Upload Players, Email Players, Program Registrations, Evaluations, and Player Search.

The main content area is titled 'Club Player Accounts' and includes several filters and options:

- Buttons: Create Player Profile, Export Players (CSV), Export Players (XLS), (Aff.XLS), Team Builder
- Page Size: 25, Photos: No, Teams Column: No, Level/Grade: [dropdown], Rostered: All, Apply Filters
- Group: All, Player Name: [input], Family Acct#: [input]
- Gender: [dropdown], Rating: [dropdown], Player ID#: [input], Team Name: [input]
- Player Email: [input], Parent Name: [input], Parent Email: [input], Documents: [dropdown], Birth Cert: All, State Reg: [checkbox]
- Buttons: Email Selected Players, Print Medical Release Forms, Release Form Text

A dropdown menu for 'Level/Grade Management' is open, showing options:

- Set Level/Grade (circled in red)
- Rec. (In House)
- Recreational
- Rec. (In House)
- Assign Team
- Assign (none)
- Select Premier Tournament MRL Top Soccer Soccer Across Amer.

Below the filters is a table of player accounts, with the first column containing checkboxes (some circled in red):

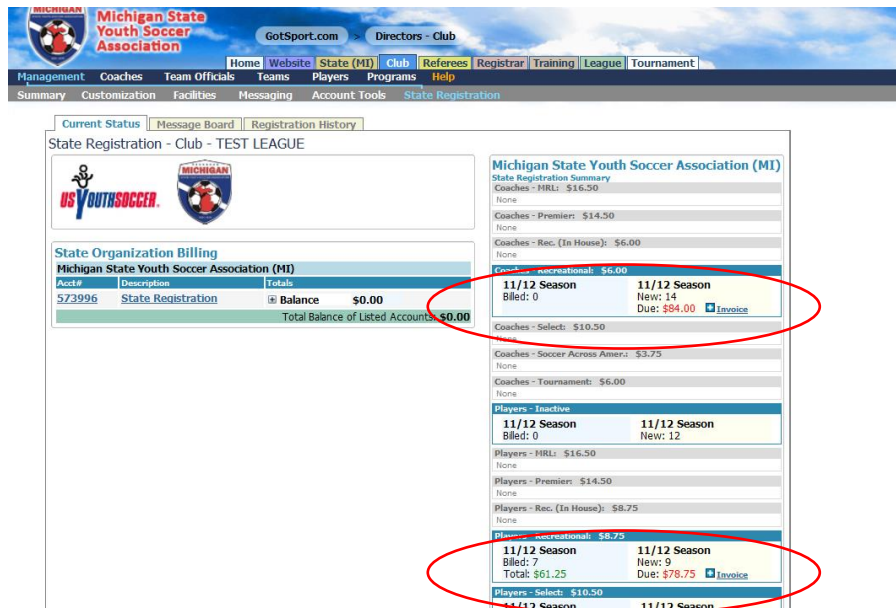
Items 1 - 22 of 22	Level/Grade	Last, First Name	Fam#	Family	School	Zip	DOB	Gdr	Group	Team	Jrsv#	Team Age	Rating
<input checked="" type="checkbox"/>	N/A	Alanzo, Juan				48170	12/12/2004	M	U7			N/A	
<input checked="" type="checkbox"/>	N/A	Beggs, Caroline				48430	6/30/1999	F	U13	Green		99/00	
<input type="checkbox"/>	N/A	Beltz, Kenton				48430	4/10/2005	M	U7	Green		99/00	
<input type="checkbox"/>	N/A	BurrellTest, Jeremy				49022	4/10/1999	M	U13			N/A	
<input checked="" type="checkbox"/>	N/A	Dragan, Joel				48170	9/11/1999	M	U12			N/A	
<input checked="" type="checkbox"/>	N/A	EdwardsTest, Mark				49022	7/18/2000	M	U12	Turtles		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). 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 "Show Current Registration Totals" in blue text.
- 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", "Players - Rec. (in-house)", "Coaches-Recreational", "Team Officials-Recreational" etc.
- Do NOT invoice for the competitive level categories of Premier, MRL, Select, etc.
- 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 press "Invoice" your player (or coach) 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 jdrgan@michiganyouthsoccer.org or 734-459-6220 ext. 201.

