



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 will still be responsible for reporting players, coaches, and managers that they are registering. This is now done by loading teams in a Got Soccer event.
- Leagues will now generate their own invoice from their event within Got Soccer. This process will ensure that your league registration totals are accurate and you're invoiced for the proper amounts.
- Each affiliating league 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 competitive level for all teams in your event to the proper level (Select or Competitive).
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.