



# Michigan State Youth Soccer Association

## GotSport Club Resource – How to Add a Player with an Existing GotSport Account

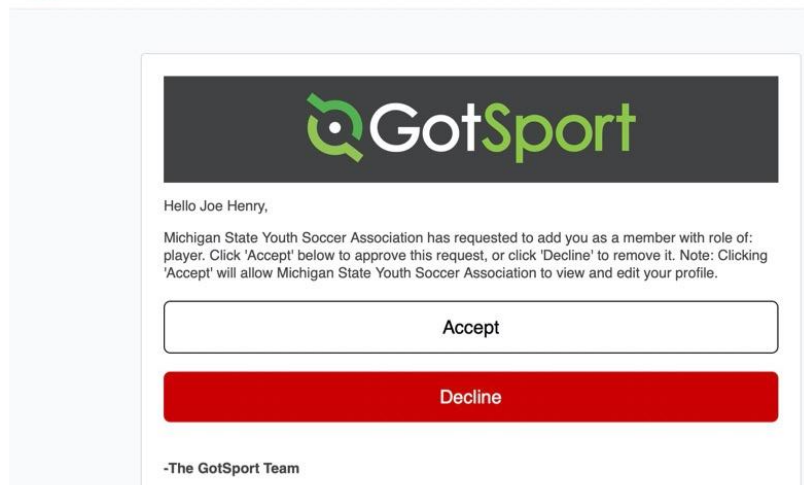
If you are manually adding a player in GotSport who has an existing account, and can match their existing account exactly on all 5 fields (first, last, DOB, zip, email), then you should be able to add the player right away. In other words, you won't have to request any 'approval' to add the player.

When manually adding an existing player in GotSport, if you cannot match the existing account on all 5 fields, but you *can* find the existing account by typing in only the 3 required fields (first, last, and DOB), then you'll be prompted to send a 'role approval' request to the email associated with the player's account. This email is an automated message from GotSport, asking them to approve the request so the player can be properly added to your club.

### **ACTION REQUIRED: Approve Role Request**



GotSport <no\_reply@gotsoccer.com>  
To: Danielle Henry



In the interim, the player will be added to your club account, but the player's role with your club will be 'pending' instead of 'active.' Clubs cannot view the full profile of pending players, and cannot roster pending players on teams.



Henry,  
Joe

Select  
(USYS)

Pending

In order to approve the request, players/parents simply need to click the 'Accept' button in the email received. This should change the player's role with your club from 'pending' to 'active'.

Note: The player/parent does not need to log in to GotSport in order to approve the request.



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## Match existing player account on 3 required fields only → 'Request Role Approval'

**Add User**

DOB: February 2 2010

First Name: Joe

Last Name: Henry

Email/UserID (optional):


Postal Code (optional):

**Search**

Henry, Joe **Select**

**Joe Henry**

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 Joe Henry  
02/02/2010

Role Name: Player

Michigan State Youth S

Comp Level\*: Select

**Request Role Approval**

## Match existing player account on all 5 fields → Can "Add User" right away

**Add User**

DOB: February 2 2010

First Name: Joe

Last Name: Henry

Email/UserID (optional): dhenry@michiganyouthsoccer.org


Postal Code (optional): 48170

**Search**

Henry, Joe **Select**

**Joe Henry**

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 Joe Henry  
02/02/2010

Role Name: Player

Michigan State Youth S

Comp Level\*: Select

**Add User**



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One option to avoid the 'role approval' request entirely is to instead add the player via upload. When completing a player upload, you must match the existing player account on first name, last name, and DOB, in order to have that existing account added as a player to your club. However, in order to upload a player, you must include *all required fields* on your spreadsheet used for upload. The required fields for a player upload are: First Name, Last Name, Gender, DOB, Address, City, State, Zip Code, Phone Number, Parent First Name, Parent Last Name, Parent Email, and Competitive Level. For more information on player uploads, review our [GotSport Upload Instructions resource](#).