## Michigan State Youth Soccer Association

## Creating a Team in GotSport

Click here to watch a video tutorial demonstrating how to add teams into GotSport.

1. From your Dashboard, select "Club Management", followed by "Teams".

|  | Dashboard | Affiliations | Settings - | Exports - | Imports - |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Ryan Theisen | MICHIGAN |  | Michigan Club Account <br> Plymouth, MI, US |  |  |  |
| 三 Club Management $\checkmark$ |  |  |  |  |  |  |
| Dashboard |  | Teams |  |  |  | 1 |
| Team Registrations |  |  |  |  |  |  |
| Forms And Requests |  | Coaches |  |  |  | 8 |
| Teams |  |  |  |  |  |  |
| Players |  | Players |  |  |  | 49 |
| Managers |  |  |  |  |  |  |
| Coaches |  | Events |  |  |  | 3 |
| Roster Builder |  |  |  |  |  |  |

2. On this page, click the "New Team" button on the right. A new screen will appear.

3. Fill out the team's information. Gender and age group* must be assigned properly. For Competitive Level, choose the level from the dropdown menu that corresponds to the type of programming in which the team will be participating. Competition Levels are defined in the MSYSA Rules (click here for more information).

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Under Team Affiliations, you MUST add the USYS affiliation to ensure the team will be linked with MSYSA. Competitive level should also be designated when creating the Team Affiliation. Ensure that both Competitive Level fields on this page match, so the team has the same level for the club and to MSYSA. Optionally, enter a Team number (which can be used for your club's internal purposes but is not used by MSYSA).

When everything looks accurate for the team, click "Save" to create your team.


Team Affiliations


## Save

*If your club intends to utilize 'Pool' teams for in-house registrations, the team age group must be OPEN and gender will likely be Coed.

