

GotSport Club Resource – How to Add a Coach/Manager with an Existing GotSport Account

When adding a coach/manager to your club account who already has an account under their email address, you must match their existing account <u>exactly</u> on <u>all 5 fields</u> to add them right away. The 5 fields are Email/UserID, First Name, Last Name, DOB, and Postal Code. Note: If you're getting the 'Email/UserID has already been taken' error when trying to add a coach/manager, please review our related help video: <u>GotSport - Email/UserID Taken Error</u>.

You'll often have better luck 'finding' the existing account if you do not enter information in all 5 fields. Technically, only the 'Email/UserID' field is *required* when searching on the "Add Coach" or "Add Manager" page. However, if you match the existing account on less than 5 fields, you'll be prompted to click 'Request Role Approval' (instead of being able to add the coach/manager right away).

In the below example, GotSport found an existing account using the information entered. Since only 3 of the 5 fields were filled out, we're presented with the 'Request Role Approval' button. Be sure to choose the correct 'USYS' affiliate before proceeding with the 'Request.'

lai/OseilD	First Name (optional)		Last Name (optional)		
itc@michiganyouthsoccer.org	TestITCNEW		TestITC		
OB (optional)	Postal Code (optional)				
÷ +	÷				
Search					
Testitonew Testito		_	_ /		
itc@michiganyouthsoccer.org,	itc@michiganyouthsoccer.org	Affiliate Name			
01/01/1990		USYS	Request Role Approva		

When clicking the 'Request Role Approval' button, the person <u>is</u> added to your club account, but they are added with a 'Pending' role instead of an 'Active' role. You cannot roster the person on a team until they've been made active within your club account.

9401 General Drive, Suite 120 - Plymouth, MI 48170 Phone: (734) 459-6220 Fax: (734) 459-6242 Website: www.michiganyouthsoccer.org Email: stateoffice@michiganyouthsoccer.org





Meanwhile, the coach/manager has been sent an email from GotSport for the Role Approval Request. They should click 'Accept' within the email to change their role to Active.

Here is what the email looks like:







From the club's view, you can search for any coaches/managers whose role with your club is Pending (instead of Active). On the 'Role Status' search filter, choose 'Pending' and click Search.

Arrage Managers Upload Managers 18828 / Managers Affiliation User Name Competitive Level Seasonal Year Affiliation User Name Competitive Level Seasonal Year Email/UserID Role Status Completed Form Has Not Completed Form Pending + + + Requirements @ + + + Eligibility Status Is Invoiced + + Search Clear Search 50 Per Page + Managers	≡ Managers					82	. 2(<u>s</u> c	» III
B825 / Managers Affiliation User Name Competitive Level Seasonal Year Final/UserID Pending Requirements Ferall/UserID Pending Sourch Clear Search So Per Page Sourch Clear Search So Per Page Phone number ID Number Affiliate Competitive Level Requirements Competitive Level Requirements Sourch Clear Search Codd Managers Codepting 1 managers Codepting 1 managers Sourch Clear Search Codemicing anyouth soccer.org Sourch Clear Search Codemicing anyouth soccer.org Codestript Clear Search Codestript Clear Se	nage Managers Upload Mana	gers							
Affiliation User Name Competitive Level Seasonal Year Image: Completed Form Has Not Completed Form Has Not Completed Form Pending Image: Completed Form Has Not Completed Form Requirements Image: Completed Form Has Not Completed Form Eligibility Status Is Invoiced Image: Completed Form Image: Clear Search S0 Per Page Managers Image: Completed Form Deplaying 1 managers Phone Image: TestTCC, MitcBmitchiganyouthsoccercorg ID Number Affiliate Competitive Level Requirements Image: TestTCC, MitcBmitchiganyouthsoccercorg USYS Image: Edit	3828 / Managers								
Penali/UserID Role Status Pending Completed Form Has Not Completed Form Pending Pending </th <th>Affiliation</th> <th>User Name</th> <th>Co</th> <th>mpetitive Leve</th> <th>H</th> <th>Seaso</th> <th>onal Year</th> <th></th> <th></th>	Affiliation	User Name	Co	mpetitive Leve	H	Seaso	onal Year		
Email/UserID Rele Status Completed Form Has Not Completed Form Pending	\$					•			¢
Pending + Requirements @ + Eligibility Status ts Invoiced + <t< td=""><td>Email/UserID</td><td>Role Status</td><td>Co</td><td>mpleted Form</td><td></td><td>Has N</td><td>lot Comple</td><td>ted Form</td><td></td></t<>	Email/UserID	Role Status	Co	mpleted Form		Has N	lot Comple	ted Form	
Requirements Image: is Invoiced Eligibility Status is Invoiced Image: Image: Search Clear Search Clear Search S0 Per Page Managers S0 Per Page Displaying 1 managers Image: Image: Phone Image: Phone Image: Image:		Pending	•			\$			\$
Image: Search Is Invoiced Search Clear Search Clear Search 50 Per Page Managers 50 Per Page Deplaying 1 managers	Requirements 0								
Eligibility Status Is Invoiced Eligibility Status Is Invoiced Search Clear Search Clear Search So Per Page Managers Deplaying 1 managers Phone number ID Number Affiliate Competitive Level Requirements Deplaying 1 managers Email/UserID Phone number ID Number Affiliate Competitive Level Requirements Displaying 1 managers Email/UserID S555555555 USYS Ecompetite Level Requirements Displaying 1 managers	\$								
Search Clear Search Search Clear Search Sourch S0 Per Page Managers S0 Per Page Displaying 1 managers	Eligibility Status	Is Invoiced							
Search Clear Search S0 Per Page Managers Displaying 1 managers Name Email/UserID Phone number ID Number Affiliate Competitive Level Requirements Image: Interminichiganyouthsoccer.org 555555555 USYS Ecomplete Edit	¢		\$						
Search Clear Search S0 Per Page S0 Per Page Managers Displaying 1 managers Name Email/UserID Phone number ID Number Affiliate Competitive Level Requirements Itc@michiganyouthsoccer.org 555555555 USYS Incomplete Edit	_								
Managers 50 Per Page Displaying 1 managers • Add Manager Name Email/UserID Phone number ID Number Affiliate Competitive Level Requirements TestITC, TestITCNEW Itc@michiganyouthsoccer.org itc@michiganyouthsoccer.org 555555555 USYS USYS Eccomplete Edit	Search Clear Search								
S0 Per Page Managers Displaying 1 managers Name Email/UserID Phone number ID Number Affiliate Competitive Level Requirements USYS Itc@michiganyouthsoccer.org 5555555555 USYS Itcomplete									
Managers Export O Add Manager Displaying 1 managers Phone number ID Number Affiliate Competitive Level Requirements Image: TestITC, TestITC, TestITC, TestITCNEW itc@michiganyouthsoccer.org 555555555 USYS tecomplete Edit								50 Per Pa	ige ;
Managers C Add Manager Displaying 1 managers Phone number ID Number Affiliate Competitive Level Requirements Name Email/UserID number ID Number Affiliate Competitive Level Requirements TestITC, TestITC, TestITCNEW itc@michiganyouthsoccer.org 555555555 USYS Iscomplete Edit									
Displaying 1 managers Name Email/UserID Phone number ID Number Affiliate Competitive Level Requirements Image: TestITC, TestITC, TestITCNEW itc@michiganyouthsoccer.org 555555555 USYS Incomplete Edit	Managers					(4	Export		nager
Name Email/UserID Phone number ID Number Affiliate Competitive Level Requirements Image: TestITC, TestITCNEW itc@michiganyouthsoccer.org 555555555 USYS Incomplete Edit	Displaying 1 managers								
TestITC, itc@michiganyouthsoccer.org 5555555555 USYS Incomplete Edit	□ Name	Email/UserID	Phone number	ID Number	Affiliate C	Competitive L	evel Reg	uirements	3
	TestITC, TestITCNEW	itc@michiganyouthsoccer.org itc@michiganyouthsoccer.org	5555555555	i	USYS		linco	mplete	Edit





If you do not want to wait for the coach/manager to respond to the request, you have the option to 'override' the request (i.e., change the person's role within your club from Pending to Active). To do so, click into the person's account. On the right-side of the screen, there is an option to 'Add Role.' Be sure to choose the correct 'USYS' affiliate and the appropriate Competitive Level, and then click 'Save.' The person's role should be updated to Active.

=	Testitcnew Test	iitc			333	Q	
🔍 Acı	count 🗎 Require	ements 📑 Forms					
Ryan	Test Club / Managers	/ TestITC, TestITCNEW					
Т	estitcnew Testito		Edit	Add Role			
R	ole			Role Name		Manage	er
N	AME	TestITC, TestITCNEW		Organization	Ryan	Test Clu	ıb
ID		10687688		ID Number			
ID	NUMBER			ID Number			
A	FILIATE NAME	USYS		Affiliate Name	USYS	4	;
C	OMPETITIVE			Competitive Level	Select	;	
TI	EAMS			Save			
-	ser						
PI	НОТО	2					

Updated 04/13/2022

