



Michigan State Youth Soccer Association

MSYSA Registration & GotSport Overview for Non-scheduling League MSYSA Direct Members

MSYSA has two types of direct members. MSYSA 'scheduling leagues' are large leagues with teams participating from various clubs (but the league itself is not a club). The players & team officials who participate in a scheduling league are all registered with MSYSA by that scheduling league.

Direct members who are not scheduling leagues may be referred to as 'non-scheduling' clubs/leagues. These members register their participants *directly* with MSYSA. **This resource is intended to provide GotSport registration information for non-scheduling league MSYSA direct members.**

Note: Some non-scheduling league MSYSA direct members also have teams participating in scheduling leagues. In that instance, the only participants those direct members should register with MSYSA are the players & team officials involved in programming *outside of* scheduling league participation.

Submitting registrations to MSYSA in GotSport must be done through one of MSYSA's three State Registration events. A club cannot use its own event to submit registrations to MSYSA.

There are four key steps involved. More information on each step is included below.

1. Add participants (players & team officials) into GotSport
2. Add teams into GotSport
3. Enroll teams into a State Registration event
4. Add participants to their respective team's **event roster** in GotSport

As long as your teams are enrolled in one of MSYSA's State Registration events, and all participating players & team officials have been added to (and approved on) the teams' event rosters, those players & team officials are the participants who will be registered with MSYSA.

1. Add participants (players & team officials) into GotSport

There are three primary ways to add players, coaches, and managers into GotSport:

- Add manually, one-by-one
- Add via upload (using a .csv or .txt spreadsheet)
- Players (and optionally, team officials) are added via GotSport online registration (using "Programs" which is an optional, paid feature of GotSport)

2. Add teams into GotSport

In most cases, teams will be added into GotSport manually, one-by-one. If you want to create teams via upload instead, please contact the MSYSA State Office for assistance. When adding teams in GotSport, teams should have all of the following: USYS affiliate tag, correct competitive level, and correct age group & gender. Note: 'Pool' teams are only permitted to be used for teams enrolled in the In House Registration event, and these teams must be categorized as OPEN age group in GotSport.



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3. Enroll teams into a State Registration event

MSYSA has three State Registration events in which our non-scheduling league direct members may enroll their teams. The events are as follows:

- **MSYSA In House Registration**

- This event is primarily intended for the registration of Rec. (In House) level teams/participants. However, TOPSoccer & Soccer Across America teams/participants should also be registered using this event, and those teams must be identified accordingly (by team name & competitive level).
- Clubs may create individual teams (e.g., Girls U4 Blue, Girls U4 Red, etc.), or may utilize 'pool' teams to group similar age group/gender players onto a single team (e.g., Coed In-House U4-U6).
- Travel teams (including for NMSA) should not be enrolled in this event (see next 2 sections)

- **MSYSA Travel Registration**

- This event is intended for the registration of travel teams (that are not already registered by an affiliated scheduling league), whether Recreational level or Select level.
- Clubs should create individual teams with the correct age group and gender in order to roster their players appropriately. 'Pool' teams are not permitted.
- Non-travel teams (e.g., 'in house' teams), travel teams participating in NMSA, and tournament-only teams should not be enrolled in this event.
- Travel teams that participate in one of MSYSA's affiliated 'scheduling leagues' should not be enrolled in this event. The players & team officials who participate in a scheduling league are all registered with MSYSA by that scheduling league.

- **NMSA State-Registration**

- This event is intended for the registration of travel teams specifically participating in the Northern Michigan Soccer Alliance (whether Recreational level or Select level).
- Clubs should create individual teams with the correct age group and gender in order to roster their players appropriately. 'Pool' teams are not permitted.
- Non-NMSA teams (e.g., 'in house' teams) and tournament only teams should not be enrolled in this event.

Note: **Once a team has been enrolled into any event in GotSport, do not remove the team from your club account** (even if the team was enrolled in error and/or is no longer needed). If you enroll a team into an event by mistake, contact the event owner to remove the team from the event.

4. Add participants to their respective team's event roster in GotSport

Once your teams are enrolled in a State Registration event, use Roster Builder to add all participating players & team officials (coaches and managers) to the roster for that event. **Only the players and team officials who are approved on a State Registration event roster will be registered with MSYSA.**

When adding players, coaches, and managers to an event roster, keep the following in mind:

- Players may only be added to an event roster in accordance with MSYSA Rules. This includes ensuring each player is age-eligible (i.e., not playing down), and ensuring the team is compliant with MSYSA roster limits (roster minimums & maximums). Note: 'Pool' teams used within the In House Registration event, which must be OPEN age group, have different roster rule settings in GotSport.



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- Team Officials (coaches and managers) may only be added to an event roster if they have a valid, approved background check on file in GotSport. Team officials must also have valid, approved SafeSport & CDC Heads Up certifications synced with their GotSport account.

Once all your players and team officials are approved on event rosters for teams within MSYSA State Registration events, your registrations should be ready for processing & invoicing. MSYSA is responsible for submitting and invoicing registrations on behalf of all direct members. This will be done in the weeks leading up to each season's final registration deadline.

MSYSA will send updates each season regarding the processing and invoicing of registrations, including general registration information, invoice notifications, and payment deadline reminders.

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