



Michigan State Youth Soccer Association

Club/League Administrator Resource for International Transfer Clearance (ITC) Questionnaire and GotSport

- To complete the ITC Questionnaire in GotSport, a player's parent/guardian will need to log into their GotSport account. If they do not know their login or have never logged in on their own (not unusual if your club/ league does not use GotSport Programs for registration) they can simply go to system.gotsport.com and use the Forgot Password tool to get a link to create a new password for the account.
- If the Forgot Password tool does not work, please have the parents follow [these instructions](#) for getting help directly from GotSport. They can send them login information and connect them to their player's account if necessary.
- If the player does not have a parent or the correct parent connected to their account, or just to check if they are asking, got to Club Management > Players > click into desired player account > click the 'Family' tab on the left. There you should see the parent(s) associated with the player in GotSport. Then you can add a parent, remove a parent or share with a questioning parent, what account they are connected with.
- Detailed instructions for logging in and completing the form can be found [here](#) and can be shared with your players' families.
- If a family cannot access the questionnaire or your club would prefer to complete it on the family's behalf, Go to Club Management> Players > click on the player's name > click 'Requirements' on the left > click 'Details' next to the ITC Questionnaire requirement > click 'Submit New Report' > provide the player information including their contact email (available in the profile) answer the questions, sign and 'Submit'.
- If the family has mistakenly identified their player as needing ITC but truly does not, you can reach out to MSYSA (itc@michiganyouthsoccer.org) or approve that player's requirement yourself. To approve their requirement, go to Club Management > Players > click into player profile > Click into 'Requirements' on the left > click 'Details' next to the questionnaire requirement > click on the blue ID number under report history > use the dropdown to choose 'Approved' and click 'Update'. **Please be reminded that it is the club's responsibility to ensure that players are eligible for competition.**

Update Decision Status

Review ▾

Update

- As an administrator, your club/league may want to filter for players with their requirement in 'review' or for those with an approved ITC status. Under Club Management > Players:
To search for players that have completed their questionnaires that need ITC, filter like this:

Player Seasonal Year ▾	Is ▾	23/24 ▾	
Player Affiliate Name ▾	Is ▾	All selected (2) ▾	
Player International Transfer Clearance (ITC) Questionn ▾	Is ▾	Review ▾	



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- To search for players that have already been approved for ITC, filter like this:

Player Seasonal Year	Is	23/24	
Player Affiliate Name	Is	All selected (2) ▼	
Player ITC Status	Is	Approved	

- Players that have not yet completed the ITC Questionnaire will show as 'Required' under the Requirements in their profile.

Requirements	Organization	Expiration Date	23/24	24/25	
International Transfer Clearance (ITC) Questionnaire	Michigan State Youth Soccer Association		Required	Required	Details

- Players that have completed the ITC Questionnaire and may require an ITC will show as 'Review' under the Requirements in their profile.

Requirements	Organization	Expiration Date	23/24	24/25	
International Transfer Clearance (ITC) Questionnaire	Michigan State Youth Soccer Association	None	Review	Review	Details



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- Players that have completed the ITC Questionnaire and either do not require ITC or have been approved for ITC will show as 'Fulfilled' under the Requirements in their profile.

Requirements	Organization	Expiration Date	23/24	24/25	
International Transfer Clearance (ITC) Questionnaire	Michigan State Youth Soccer Association	None	Fulfilled	Fulfilled	Details

- Players with an approved ITC will also appear with a blue ITC next to their name in the Club Management > Players area of GotSport.

Name	Teams	Email/UserID	Gender	DOB	Age	Level	Phone
Tester, Tester		buck59@gotsoccer.com	Male	01/01/2015	U9	Recreational (USYS)	12334

- When completing ITC forms, your club will need its FIFA ID number. That can be found on your club account dashboard directly under the club name as seen in the screenshot below.



Michigan State Youth Soccer Association

Michigan Club Account
Plymouth, MI, US
Fifa ID: 14ADK7D

Recent Activity

Activity	Event	Date/Time	IP Address
Role	77924	07/02/2024 01:16 PM EDT	96.76.233.124

Registration Billing

Acct #	Organization	Category	Invoices	Payments	Balance	
1198416 - Michigan Club Account	Michigan State Youth Soccer Association	Registration	\$0.00	\$0.00	\$0.00	Paid Org
563077 - Michigan Club Account	Michigan State Youth Soccer Association	Background Check	\$638.00	\$750.00	\$-112.00	Paid Org

