GotSport Travel Team Registration Instructions

Use these instructions if your club/league is a **direct member** of MSYSA and you have players, coaches, and managers participating on **Recreational and/or Select** travel teams that need to be registered directly with MSYSA. This is only for travel teams that are *not otherwise registered* by a different affiliated league (e.g., CASL, MSYSA DA, GLCSL, GVSA, MSDSL, MYSL, MMYSL, MSPSP, USYS NLC, WSSL, or WMYSA). For NMSA travel teams, please see the NMSA Registration Instructions.

Submitting travel team registrations to MSYSA must be done through MSYSA's Travel Registration event in GotSport. You must use MSYSA's event. A club cannot use its own event to submit registrations to MSYSA. There are four* key steps involved. Instructions for each step are included below.

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

*An optional fifth step, which some direct members may utilize for travel teams, is to download official rosters & passcards (once event rosters are finalized).

As long as your teams are enrolled in MSYSA's Travel Registration event, 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.

Step 1: Add participants into GotSport
Make sure your players, coaches, and managers are in GotSport (via one of 3 ways)

- Manually add or update each individual player, coach, and/or manager account in GotSport (not recommended for a large number of registrations)
- Upload a .csv or .txt (spreadsheet) file containing your player, coach, or manager registration data ([see separate resource/instructions for using uploads to create accounts)](#)
- Add players (and optionally, team officials) via GotSport online registration (i.e., "Programs") which is an optional, paid feature of GotSport ([see separate GotSport resource/instructions regarding Club Programs](#))

Step 2: Add teams into GotSport
For instructions on how to add teams into GotSport, [click here](#). 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. Clubs should create individual teams with the correct age group and gender in order to roster their participating players and team officials appropriately. 'Pool' teams are not permitted for travel team registration. **Teams must have the USYS affiliation assigned. Also, you MUST ensure both the *team competitive level* and *affiliation competitive level* are set to either Recreational or Select, whichever is applicable for your travel team(s).**

Step 3: Enroll teams into the MSYSA Travel Registration event
For instructions on how to enroll teams in the MSYSA Travel Registration event, [click here](#). This event is intended for the registration of travel teams (that are not already registered by an affiliated scheduling league), whether

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Recreational level or Select level. NMSA travel teams should not be enrolled in this event. Non-travel teams (e.g., 'in house' teams) and tournament-only teams should not be enrolled in the MSYSA Travel Registration event.

Double-check team information prior to enrolling teams. **The team level, team name, team age group, team gender, etc. must be correct <u>BEFORE</u> the team is enrolled in the event**. Once a team is enrolled in the Travel Registration event, only MSYSA can change the team's information (e.g., age group, gender, competitive level, etc.). If changes are needed, you must contact MSYSA. 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 the MSYSA Travel Registration event by mistake, contact MSYSA to remove the team from the event.

Step 4: Add participants to their respective team's event roster in GotSport
Once your teams are enrolled in the MSYSA Travel Registration event, use Roster Builder to add your players & team officials (coaches and managers) to the roster for that event. **Only the players and team officials who are <u>approved</u> on a <u>State Registration event roster</u> will be registered with MSYSA.** For instructions on how to use Roster Builder, click here.

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).
- 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 travel players and team officials are approved on event rosters in the MSYSA Travel Registration event, 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.

Step 5 (optional): Download official rosters & passcards
Many travel teams may utilize rosters and/or passcards for matches against teams from other affiliated clubs. These may be obtained once a team's event roster is finalized (meaning the players, coaches, and managers are approved on the event roster). For instructions on how to download official rosters & passcards, click here.

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