GotSport Rec. (In House) Team Registration Instructions

Use these instructions if your club/league is a **direct member** of MSYSA and you have players, coaches, and/or managers participating on **Rec. (In House)** teams that need to be registered directly with MSYSA. **TOPSoccer** and **Soccer Across America** participants should also be registered using these instructions, but those teams must be identified accordingly (by team name and competitive level). Although these instructions frequently make reference to Rec. (In House) level teams, the same steps and concepts apply for TOPSoccer level and Soccer Across Amer. level teams**.**

Submitting Rec. (In House) registrations to MSYSA must be done through MSYSA's In House 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 In House Registration event
4. Add participants to their respective team's **event roster** in GotSport

As long as your teams are enrolled in MSYSA's In House 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

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. **Teams must have the USYS affiliation assigned. Also, you MUST ensure both the *team competitive level* and *affiliation competitive level* are set to the correct level.**

When creating Rec. (In House) teams, clubs have two options. One option is to create individual teams with the assigned players for each specific team (e.g., Girls U4 Team 1, Girls U4 Team 2, Girls U4 Team 3, etc.). In that case, teams should have the correct age group and gender assigned in order to roster the players appropriately.

Another option is for clubs to utilize 'pool' teams. For pool teams, players from similar or combined age groups/genders are grouped onto a single "team." For example, a club may create a Coed U4 pool team that includes all male and female players within the U4 age group. If pool teams are utilized, the team age group must be OPEN, and team gender will often be Coed. Using the OPEN age group permits a maximum of 10 coaches and 99 players to be rostered per Rec. (In House) level team. Thus, multiple pool teams may be needed to accommodate all players and coaches, based on these limits. As a reminder, pool teams are only permitted to

be used for teams enrolled in MSYSA's In House Registration event. Pool teams are not permitted for the registration of travel teams. If using pool teams, MSYSA urges clubs to hide the team player lists. For instructions on this, please review this support article: How to Hide the Player List from Coaches/Managers/Players. For more information about using Pool Teams, click here.

Step 3: Enroll teams into the MSYSA In House Registration event
For instructions on how to enroll teams in the MSYSA In House Registration event, click here. This event is primarily intended for the registration of Rec. (In House) level teams, although TOPSoccer and Soccer Across Amer. teams should also be registered using this event. Travel teams (including NMSA teams and teams that participate in an affiliated 'scheduling league') should not be enrolled in the MSYSA In House Registration event.

Double-check team information prior to enrolling teams. **The team level, team name, team age group, team gender, etc. must be correct BEFORE the team is enrolled in the event**. Once a team is enrolled in the In House 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 In House 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 In House 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**. 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:

- 'Pool' teams must be assigned as OPEN age group. A maximum of 10 coaches and 99 players can be rostered per pool team, so multiple pool teams may be needed to accommodate all players & coaches.
- Even if using pool teams, a player may not 'play down.' For example, a U7 player is not permitted to participate within the U6 age group.
- If using traditional teams instead of pool teams, 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 Rec. (In House) players and team officials are approved on event rosters in the MSYSA In House 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.

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