



July 6, 2026

Dear Direct Member Representative,

This message contains important information regarding MSYSA registration in GotSport for the Fall 2026 season. Please review carefully. If someone else from your club/league should receive this information, please forward accordingly.

Please keep an eye out for an email from SportsForms on July 10th. It will ask your organization to complete a new League Affiliation Form and submit a copy of your club/league bylaws. Please note that updating this document yearly is a requirement of your organization's Direct/Associate Membership with MSYSA and is vital to ensure your organization receives important communication from MSYSA.

For registration preparation information previously sent to MSYSA Scheduling Leagues for Fall 2026, [click here](#).

Fall 2026 MSYSA Registration Events will open for your use on August 1, 2026.

Fall 2026 Registration Deadlines

- Fall 2026 Registration Data must be added and finalized in GotSport by **September 23, 2026**
- Fall 2026 Registration payment due by **October 15, 2026**

September 23, 2026: Registration data (players and team officials) must be added & finalized in GotSport

- Players, coaches, and managers must be added & rostered in GotSport by September 23, 2026. Only those participants (players, coaches, & managers) who are approved on event rosters within MSYSA affiliated events will be registered with MSYSA.
- MSYSA is responsible for submitting and invoicing registrations on behalf of all direct members. This will be done in early September (in the weeks leading up to the final registration deadline). MSYSA will send billing notifications & reminders to direct members during this process.

October 15, 2026: Final registration payment due to MSYSA

- Clubs have access in GotSport to review their invoicing and check their registration account balance, to determine the amount of final payment owed to MSYSA. Clubs will not receive a separate invoice or balance statement from MSYSA.
- To submit payment, mail a check to the MSYSA State Office, or send me an email to set up or request payment processing via ACH transfer ([ACH](#)

Form). ACH payments will not be processed unless first requested by a club/league representative.

Late fees:

- A **10%** late penalty will be added to any registrations added *within two weeks* after the deadline (i.e., for registrations added **September 24 through October 7**).
- A **20%** late penalty will be added to any registrations added *within four weeks* after the deadline (i.e., for registrations added **October 8 through October 21**).
- A **30%** late penalty will be added to any registrations added *within 6 weeks* after the deadline (i.e., for registrations added **October 22 through November 4**).
- A **40%** late penalty will be added to any registrations added *within eight weeks* after the deadline (i.e., for registrations added **November 5 through November 18**).
- A **50%** late penalty will be added to any registrations added *more than eight weeks* after the deadline (i.e., for registration added **November 19 or after**)
- A **\$100** flat Late Payment Fee for *initial* seasonal payment 1 week or more later than payment deadline. (i.e., for payments not made by **October 22**)

For a detailed list of registration fees, please review the [MSYSA 2026/2027 Fee Structure](#).

Clubs Using GotSport Programs: If your club uses GotSport Programs to register your players with your club, and you utilize the Invite option to assign players to their team rosters, you may have found that the players are only added to the internal club rosters and not the Team List. There is an easy solution to this issue. Please see this [Syncing Team List](#) resource from GotSport to make those players visible on the Team List.

Registration in GotSport:

The process to submit registrations to MSYSA in GotSport is the same for Fall 2026 as it was for Fall 2025. As a reminder, only those participants (players, coaches, & managers) who are approved on event rosters within MSYSA affiliated events will be registered with MSYSA. Teams must be enrolled in A) an event from one of MSYSA's affiliated scheduling leagues, or B) one of MSYSA's State Registration events. A club cannot use their own 'event' to submit registrations to MSYSA.

For **MSYSA 'scheduling leagues'** – Continue maintaining league event rosters for your participating teams, in your respective league events in GotSport.

For **MSYSA non-scheduling league direct members** –Below are links to updated resources for registering in MSYSA events in GotSport.

- [Overview: Registration in GotSport](#) – **general overview of how MSYSA registration is coordinated in GotSport; intended for all non-scheduling league direct members**
- [In House Registration instructions](#) – **intended for Rec. (In House), TOPSoccer, and Soccer Across Amer. teams/participants**
- [Travel Registration instructions](#) – **intended for Recreational or Select travel teams which are not already registered via an affiliated**

- **scheduling league (excludes NMSA teams)**
- **[NMSA State-Registration instructions](#) – intended for Recreational or Select travel teams participating in the Northern Michigan Soccer Alliance (NMSA)**

Registration Assistance Offer:

As we've done in past years, MSYSA is extending optional GotSport Registration Assistance to our direct members, for a nominal fee of \$0.50/participant. For more details, [please review here](#).

Age Grouping Change and Age up August 1:

Team ages do not need to be changed manually. When the new season begins on August 1, all team ages will update automatically in the system. If a team age is manually changed, the system will then have the team "age up" again on August 1 and the age will be incorrect. [Click here for a GotSport resource specifically designed to help your club understand how GotSport is helping with the season change](#). In particular, we feel this will help clubs understand how the GotSport system will automatically adjust team ages and groupings for the upcoming seasonal year.

Pool Teams:

If using pool teams MSYSA recommends that clubs hide the team player lists. For instructions on this, please review this support article: [How to Hide the Player List from Coaches/Managers/Players](#)

REMINDER: Player Account Minimum Required Fields:

The minimum required fields to add a player into GotSport are: First Name, Last Name, Gender, DOB, Address, City, State, Zip, Phone Number, Parent First Name, Parent Last Name, Parent Email/UserID, and Competitive Level. MSYSA is required to provide player data to US Youth Soccer and US Soccer, but we cannot do so if these fields are incomplete.

Player Account Locks:

Once a player has been approved on a roster, their account info (name, DOB, and gender) will be locked from editing. If that happens and you realize you need to make a change to the account, you can email the impacted league (for example, Tyler Zbik if it's for Premier), or myself, Elizabeth (esatterley@michiganyouthsoccer.org), if it's for in-house, and the appropriate change can be made on the player account.

Other GotSport Resources for Clubs:

- **[GotSport 'Competitive Levels'](#) – provides definitions of Competitive Levels used in GotSport**
- **['Getting Started'](#) GotSport Resource for Clubs**
- **['Removing Teams & Users'](#) GotSport Resource for Clubs**
- **['Archiving Players'](#) GotSport Resource for Clubs**
- **['Archive Coaches'](#) GotSport Resource for Clubs**
- **['Archive Managers'](#) GotSport Resource for Clubs**
- **['Archive Teams'](#) GotSport Resource for Clubs**
- **['Resetting the team player list'](#) GotSport Resource for Clubs**
- **['Duplicate Coach, Manager, and Player User Check'](#) GotSport Resource for Clubs**

***Note Regarding Duplicates-** When merging duplicate player accounts be sure to choose the account with the **USSF number** or save that number and add it to the remaining account after the merge is complete.

Risk Management Resources:

The [Risk Management Resources page](#) of the MSYSA website includes help guides pertaining to Risk Management in GotSport, including [MSYSA RM FAQs](#). Also, the SafeSport Training instructions have been updated to reflect a change in the training platform website (SafeSportTrained.org). As a reminder, all participating adults must maintain the following Risk Management certifications (known as “Requirements” in GotSport):

- Background check (annually)
- SafeSport training (annually)
- CDC Heads Up (every 3 years)

Adult Athlete Risk Management: Adult athletes (aged 18 and up) must also complete the three Risk Management Requirements. For more information, [please review here](#).

Any questions pertaining to Risk Management can be emailed to rtheisen@michiganyouthsoccer.org.

International Transfer Clearance (ITC): In preparation for the Fall 2025 season, MSYSA ITC policies apply to all leagues/clubs, regardless of their pro-affiliation status. For more detailed information regarding ITC, please see the [ITC page of the MSYSA website](#).

League Affiliation Updates:

MSYSA uses SportsForms to collect all League Affiliation updates. Emails will be sent to board members of your organization with a link to the form beginning July 10, 2026. Be sure your organization is updating your league affiliation (board member list) online **each year** to ensure compliance with MSYSA Bylaws. For questions, please contact myself, Elizabeth Satterley (esatterley@michiganyouthsoccer.org).

Insurance & COIs:

Please review the [Insurance page](#) of our website for more information.

Thank you,

Elizabeth Satterley
Member Services Manager
esatterley@michiganyouthsoccer.org



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