



Michigan State Youth Soccer Association

GotSport Club Resource – How to Add a Coach/Manager with an Existing GotSport Account

When adding a coach/manager to your club account who already has an account under their email address, you must match their existing account exactly on all 5 fields to add them right away. The 5 fields are Email/UserID, First Name, Last Name, DOB, and Postal Code.

Note: If you're getting the 'Email/UserID has already been taken' error when trying to add a coach/manager, please review our related resource: [GotSport - Email/UserID Taken Error](#).

You'll often have better luck 'finding' the existing account if you do not enter information in all 5 fields. Technically, only the 'Email/UserID' field is *required* when searching on the "Add Coach" or "Add Manager" page. However, if you match the existing account on less than 5 fields, you'll be prompted to click 'Request Role Approval' (instead of being able to add the coach/manager right away).

In the below example, GotSport found an existing account using the information entered. Since only 3 of the 5 fields were filled out, we're presented with the 'Request Role Approval' button. Be sure to choose the correct 'USYS' affiliate before proceeding with the 'Request.'

When clicking the 'Request Role Approval' button, the person is added to your club account, but they are added with a 'Pending' role instead of an 'Active' role. You cannot roster the person on a team until they've been made active within your club account.



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Meanwhile, the coach/manager has been sent an email from GotSport for the Role Approval Request. They should click 'Accept' within the email to change their role to Active.

Here is what the email looks like:

ACTION REQUIRED: Approve Role Request



GotSport <no_reply@gotsoccer.com>

Today at 8:17 AM

To: MSYSA ITC



Hello Testitcnew Testitc,

Ryan Test Club has requested to add you as a member with role of: manager. Click 'Accept' below to approve this request, or click 'Decline' to remove it. Note: Clicking 'Accept' will allow Ryan Test Club to view and edit your profile.

Accept

Decline

-The GotSport Team



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From the club's view, you can search for any coaches/managers whose role with your club is Pending (instead of Active). On the 'Role Status' search filter, choose 'Pending' and click Search.

Managers

Manage Managers Upload Managers

18828 / Managers

Affiliation User Name Competitive Level Seasonal Year

Email/UserID **Role Status** Completed Form Has Not Completed Form

Requirements

Eligibility Status Is Invoiced

Search Clear Search

50 Per Page

Managers Export Add Manager

Displaying 1 managers

☐	Name	Email/UserID	Phone number	ID Number	Affiliate	Competitive Level	Requirements
☐	TestITC, TestITCNEW	itc@michiganyouthsoccer.org itc@michiganyouthsoccer.org	5555555555		USYS		Incomplete Edit



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If you do not want to wait for the coach/manager to respond to the request, you have the option to 'override' the request (i.e., change the person's role within your club from Pending to Active). To do so, click into the person's account. On the right-side of the screen, there is an option to 'Add Role.' Be sure to choose the correct 'USYS' affiliate and the appropriate Competitive Level, and then click 'Save.' The person's role should be updated to Active.

The screenshot shows the web application interface for the Michigan State Youth Soccer Association. The top navigation bar includes a menu icon, the user name 'Testitcnew Testitc', and several utility icons. Below the navigation bar, there are tabs for 'Account', 'Requirements', and 'Forms'. The main content area displays the user profile for 'Testitcnew Testitc' with an 'Edit' button. The profile details include:

Testitcnew Testitc	
Role	
NAME	TestITC, TestITCNEW
ID	10687688
ID NUMBER	
AFFILIATE NAME	USYS
COMPETITIVE LEVEL	
TEAMS	

Below the profile details is a 'User' section with a 'PHOTO' placeholder. To the right of the profile is the 'Add Role' form, which includes fields for 'Role Name' (Manager), 'Organization' (Ryan Test Club), 'ID Number', 'Affiliate Name' (USYS), and 'Competitive Level' (Select). A blue 'Save' button is at the bottom of the form, with an orange arrow pointing to it. The 'Affiliate Name' and 'Competitive Level' fields are highlighted with an orange box.

Updated 09/15/26