How To Submit a Tournament Sanctioning Application in GotSport

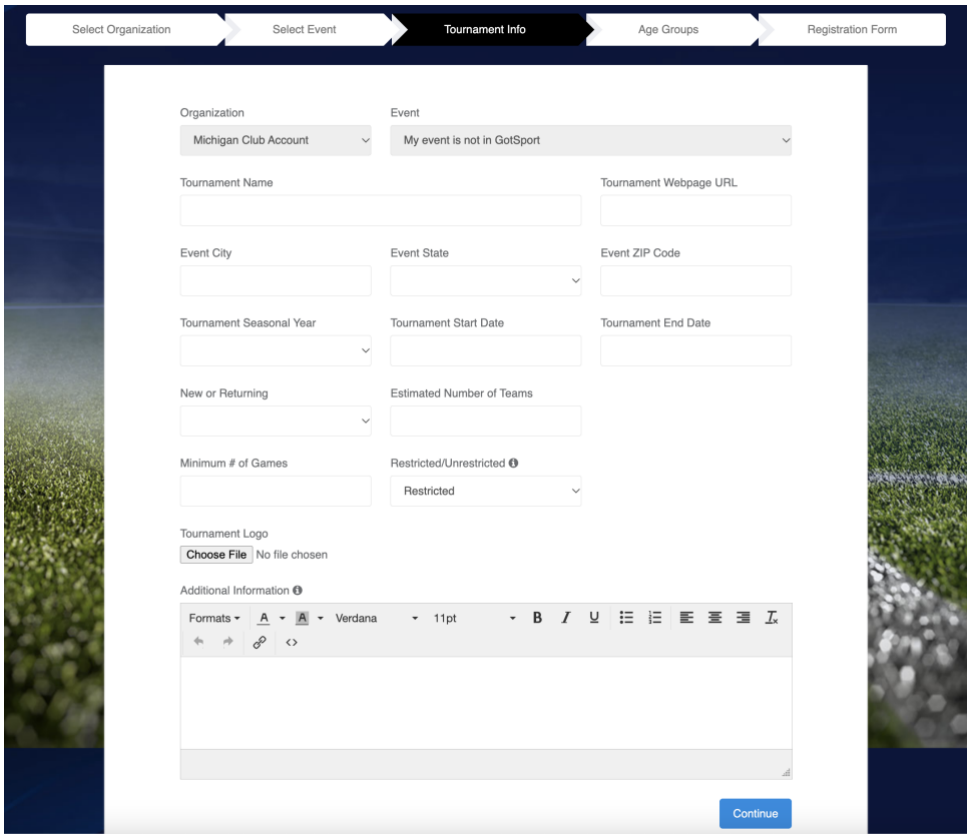
1. Go to https://system.gotsport.com/forms/62111N879

2. Login to your GotSport account. If you do not have a GotSport account click the "Create an Account" link below the login button.

3. **Select Organization**. Select the club associated with your tournament. If the club does not appear as an option, please reach out to your club administrator and have them connect your GotSport account to the club.

4. **Select Event**. If you run your tournament through GotSport you can select the event to auto populate fields. Otherwise, select that your event is not in GotSport.

5. **Tournament Info**. If your event is already in GotSport, there will just be a few fields to review/complete. If your event is not in GotSport your page should look like the below screenshot. Please complete all information fields on this page as accurately as possible.



6. **Add Age Groups**. This page should feel familiar to what you had to do on the Tournament Center website. Notes:

1. Separate age groups will need to be added for both boys and girls teams.
2. If your tournament already exists in GotSport, the page will pull over any divisions already created in the event.
3. For the "Type of Teams Accepted" box you should check the Select All option.
4. If the "Add Age Group" button disappears after editing a previous age group, refresh the page to have it reappear.

7. **Registration Form**. The information you provide in this section is used by MSYSA and may repeat some information already completed on the "Tournament Info" page. Once you click save on the 2nd page you are unable to go back and edit the application.

8. **Payment**. Your application is not complete until the $250 tournament sanctioning fee is paid. Click the blue Checkout button to proceed. Enter in your credit card information and click Pay. Once payment has been made, the application will be reviewed by MSYSA.

Please email rtheisen@michiganyouthsoccer.org with any questions.