



## Intramural Instructions

For the 2023-24 season, **ALL** Intramural player data must be in GotSport. Fall payments are due on **September 15<sup>th</sup>**. Spring 2024 payments are due on **March 15<sup>th</sup>**.

Clubs that run an in-house (Intramural) program (ie: Pee wee Soccer, Little Kickers, Preschool soccer, anything done within your own club with only your players for games and practices) must register their Intramural players.

**Please complete the two-step process below as it relates to your club:**

1. Player Data Registration in GotSport
2. Submit Payment with invoice

### 1. Player Data Registration in GotSport

#### GotSport Clients

- a. Your club does not have to upload player data as it is already in the GotSport system.
- b. Create a new program for the Fall 2023 season. If your club had an intramural program in GotSport last year, you may clone the program and edit it accordingly.
  - a. [How to Clone a Program](#)
  - b. [Create a New Program](#)
- c. Provide each intramural player with the program registration link.
- d. The competitive level must be marked as **Intramural**

#### Non-GotSport Clients

- a. All player data must be uploaded and utilizing the *PLAYER DATA TEMPLATE*:  
[https://www.epysa.org/assets/55/6/intramural\\_player\\_template\\_2021.csv](https://www.epysa.org/assets/55/6/intramural_player_template_2021.csv)
- b. Please reference the following link on how to upload player data:  
<https://gotsport.zendesk.com/hc/en-us/articles/360047405994>
- c. The Competitive Level must be marked as **Intramural**

### 2. Submit Payment

#### Check

- a. Complete the Intramural Payment Form and send via mail with check payment.  
Payable to: Eastern Pennsylvania Youth Soccer  
Address: Eastern Pennsylvania Youth Soccer  
Attn: Intramural Payment  
4070 Butler Pike, Suite 100  
Plymouth Meeting, PA 19462

If you have any questions regarding the Intramural process, please contact Meghan Petroski at [mpetroski@epysa.org](mailto:mpetroski@epysa.org)