



PHASE 2 MANUAL



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HOW TO ADD A PLAYER

Step One:

From your Dashboard, you can click "Players" or click "Club Management" in the menu bar and then "Players".

The screenshot shows the GotSport dashboard for Capital City Soccer Club. The left sidebar menu is expanded to 'Club Management', with 'Players' highlighted. A red box highlights the 'Players' card on the dashboard, which shows a count of 210. A red arrow points from the 'Players' menu item to the 'Players' card. The dashboard also displays statistics for Teams (6), Coaches (7), and Events (3), along with buttons for Billing, Support, Calendar, and Programs.

Name	Matches Count	Created
1	29	January 16, 2020 09:05
A v1	103	November 04, 2019 14:52

Step Two:

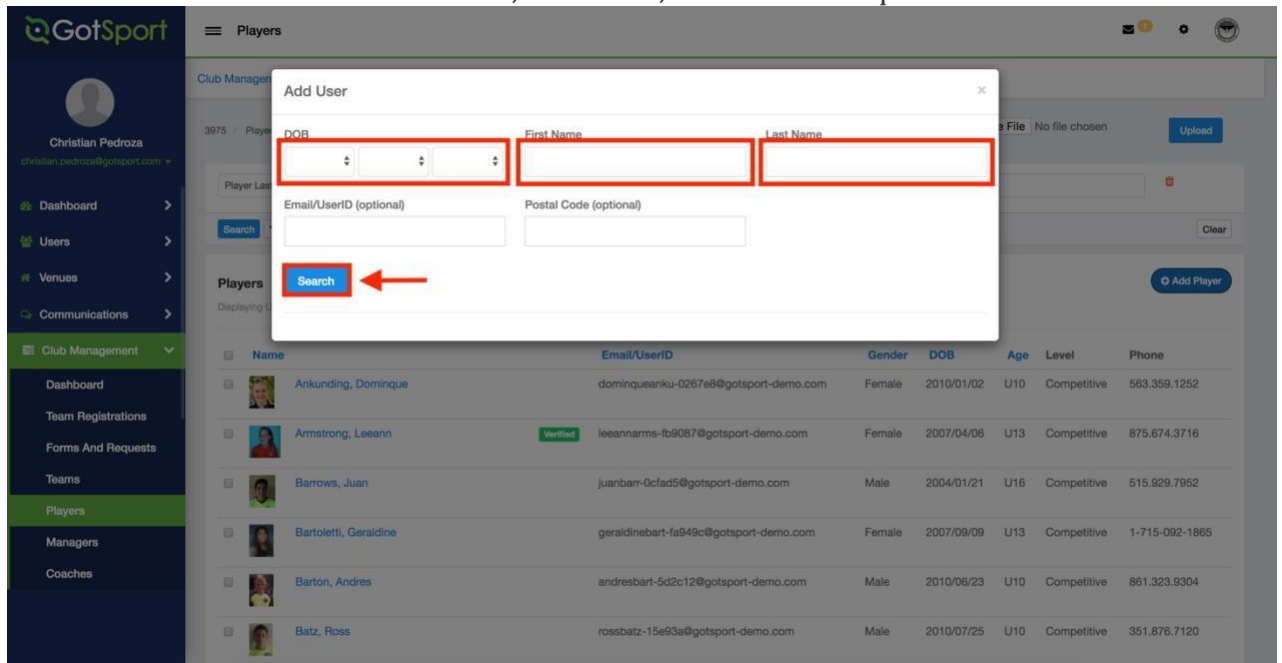
On the Players page, click "Add Player" to create a new player account.

The screenshot shows the GotSport 'Players' page. The 'Add Player' button is highlighted with a red box and a red arrow. The page displays a search bar for 'Player Last Name' and a table of existing players. The table has columns for Name, Email/UserID, Gender, DOB, Age, Level, and Phone.

Name	Email/UserID	Gender	DOB	Age	Level	Phone
Ankundung, Dominique	dominqueanku-0267e6@gotsport-demo.com	Female	2010/01/02	U10	Competitive	563.359.1252
Armstrong, Leann	leannarms-fb9087@gotsport-demo.com	Female	2007/04/06	U13	Competitive	875.674.3716
Barrows, Juan	juanbarr-0cfad5@gotsport-demo.com	Male	2004/01/21	U16	Competitive	515.929.7952
Bartoletti, Geraldine	geraldinebart-fa949c@gotsport-demo.com	Female	2007/09/09	U13	Competitive	1-715-092-1885
Barton, Andres	andresbart-5d2c12@gotsport-demo.com	Male	2010/06/23	U10	Competitive	861.323.9304
Batz, Ross	rossbatz-15e93a@gotsport-demo.com	Male	2010/07/25	U10	Competitive	351.876.7120

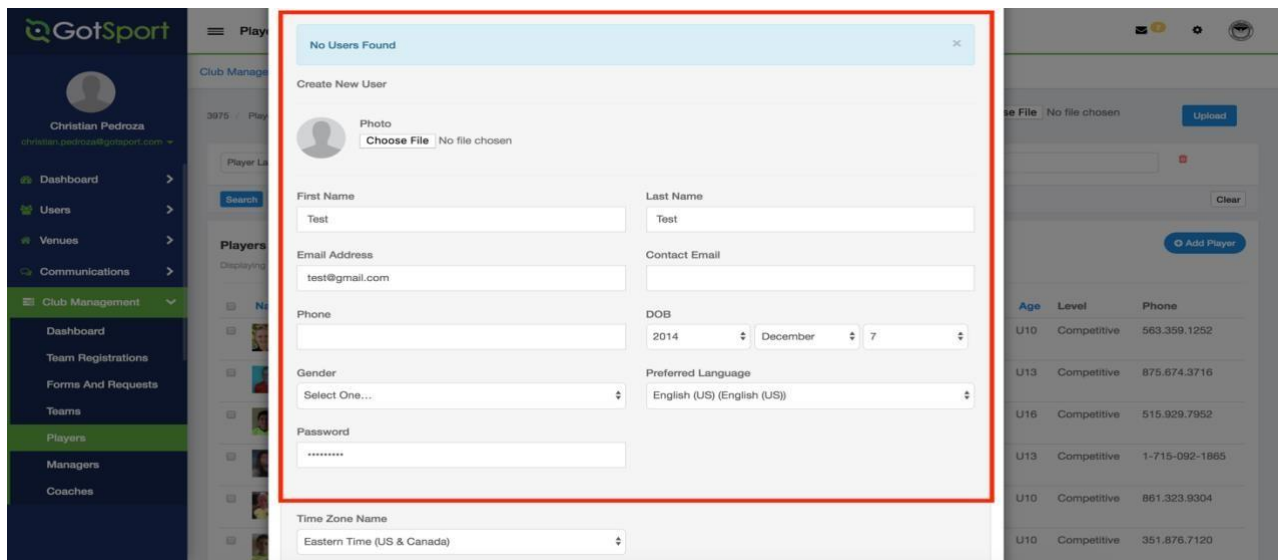
Step Three:

Before adding a new player user account, you will be asked to search for any existing account under that name and DOB. *First name, Last name, and DOB are required fields.



Step Four:

If there are no matching player user accounts found, you will then finish inputting the player's general information and click "Save" to create the new player user account.



GotSport

Christian Pedroza
christian.pedroza@gotспорт.com

- Dashboard
- Users
- Venues
- Communications
- Club Management
 - Dashboard
 - Team Registrations
 - Forms And Requests
 - Teams
 - Players
 - Managers
 - Coaches

Time Zone Name
Eastern Time (US & Canada)

Phone number
Mobile Phone Number

Address
Address (Continued)

City
State/Province

Postal Code
Country
United States

Latitude
40.7484404

Longitude
-73.9856554

40°44'54.4"N 73°59'08.4"W

View larger map

Map showing location in NYC with landmarks like H Mart, Baekjeong NYC, and The Morgan Library & Museum.

Age	Level	Phone
U10	Competitive	563.359.1252
U13	Competitive	875.674.3716
U16	Competitive	515.929.7952
U13	Competitive	1-715-092-1865
U10	Competitive	861.323.9304
U10	Competitive	351.876.7120

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- Dashboard
- Users
- Venues
- Communications
- Club Management
 - Dashboard
 - Team Registrations
 - Forms And Requests
 - Teams
 - Players
 - Managers
 - Coaches

Citizenship

Country
United States

Government ID

Passport Number

Passport Expiration

Delete

Role
Player

Capital City Soccer Club

Save

Map showing location in NYC with landmarks like H Mart, Baekjeong NYC, and The Morgan Library & Museum.

Age	Level	Phone
U10	Competitive	563.359.1252
U13	Competitive	875.674.3716
U16	Competitive	515.929.7952
U13	Competitive	1-715-092-1865
U10	Competitive	861.323.9304
U10	Competitive	351.876.7120

HOW TO UPLOAD PLAYERS:

Step One:

From your Dashboard, click 'Club Management', then 'Players'.

The screenshot shows the GotSport dashboard for 'GotSoccer Governing Body'. The left sidebar menu has 'Club Management' highlighted with a red box and a red arrow pointing to its sub-menu. The sub-menu includes 'Dashboard', 'Team Registrations', 'Forms And Requests', 'Teams', 'Players', and 'Managers'. The main content area displays statistics for Teams (5), Coaches (2), Players (35), and Events (9). It also features a 'Published And Finalized Schedules' table with columns for Name, Matches Count, Status, and Created. Two schedule entries are visible: one for '1' with 29 matches created on 2020/01/16, and another for 'A v1' with 102 matches created on 2019/11/04. Each entry has 'Matches' and 'Constraints Report' buttons.

Name	Matches Count	Status	Created	Matches	Constraints Report
1	29		2020/01/16	Matches	Constraints Report
A v1	102		2019/11/04	Matches	Constraints Report

Step Two:

Click 'Upload Players'.

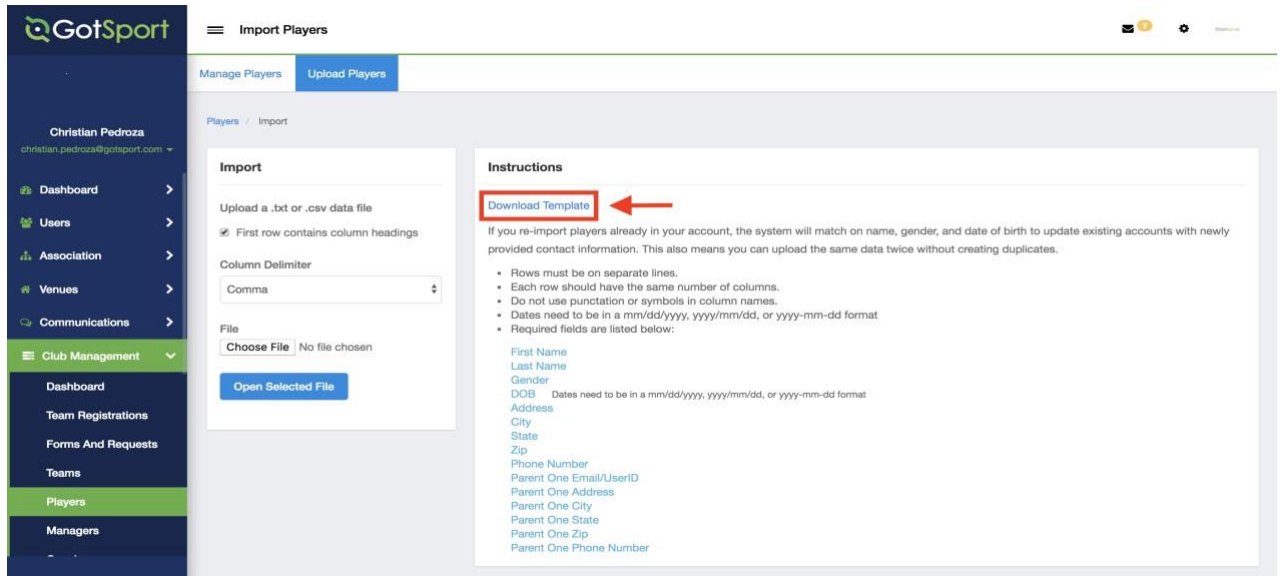
The screenshot shows the 'Players' page in the GotSport system. The top navigation bar has 'Manage Players' and 'Upload Players' tabs, with 'Upload Players' highlighted by a red box and a red arrow. Below the tabs is a search bar with 'Player Last Name' and 'Is' dropdowns, a search button, and an 'Add Filter (1)' button. The main content area is titled 'Players' and shows 'Displaying all 35 Users'. A table lists player information with columns for Name, Email/UserID, Gender, DOB, Age, Level, and Phone. The table contains five entries, each with a profile picture and a 'Verified' status.

Name	Email/UserID	Gender	DOB	Age	Level	Phone
ABBOTT, SANTIGUI	clubs@gotsoccer.com	Male	2010/02/10	U10	Competitive	(904) 746-4446
Adrian, Delaney	delaney@test.com		2005/12/21	U15	Competitive	
ALLEN, ASHLEY	clubs@gotsoccer.com	Male	2010/02/10	U10	Competitive	(904) 746-4446
ANDERS, JACOB	clubs@gotsoccer.com	Male	2010/02/10	U10	Competitive	(904) 746-4446
ANDERSON, RACHEL	jk@gotsoc.com clubs@gotsoccer.com	Male	2010/02/10	U10	Competitive	(904) 746-4446

Step Three:

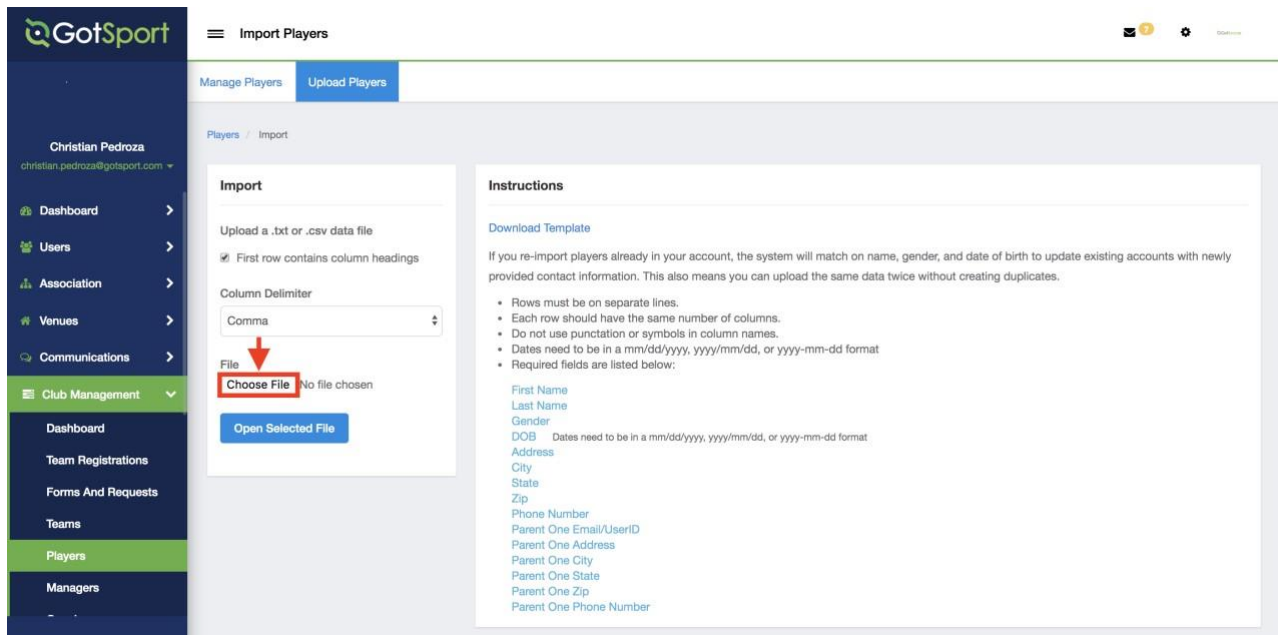
Click on 'Download Template'

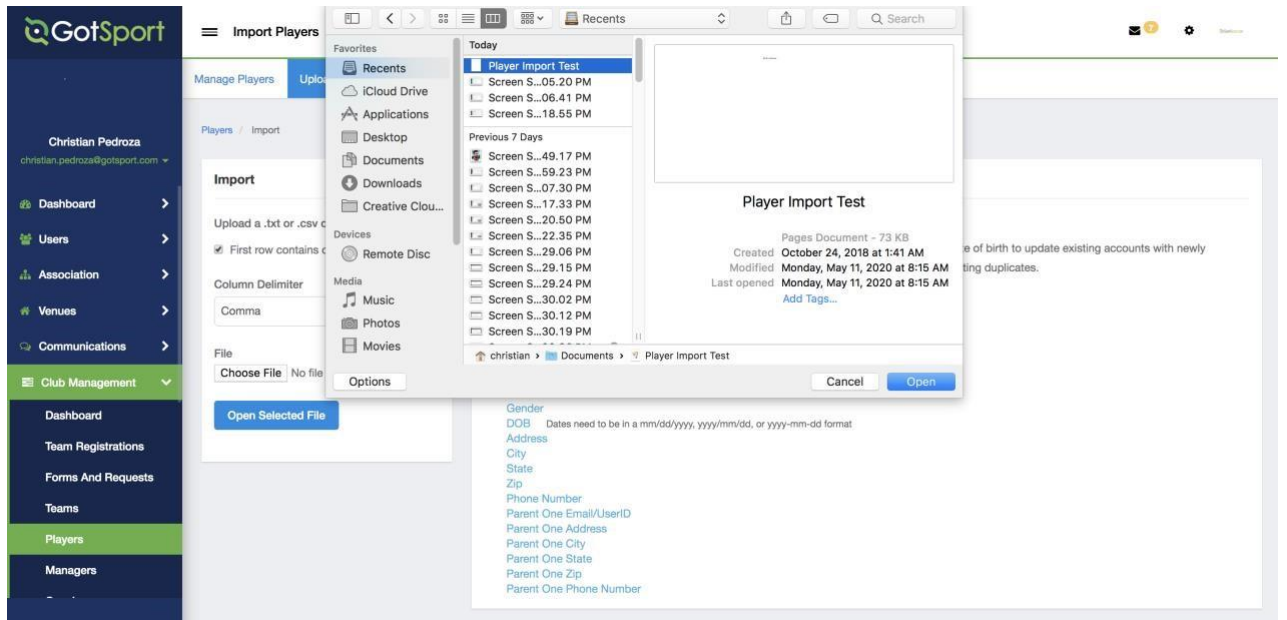
Complete instructions and ensure each column is labeled accordingly. Save the file to your desktop.



Step Four:

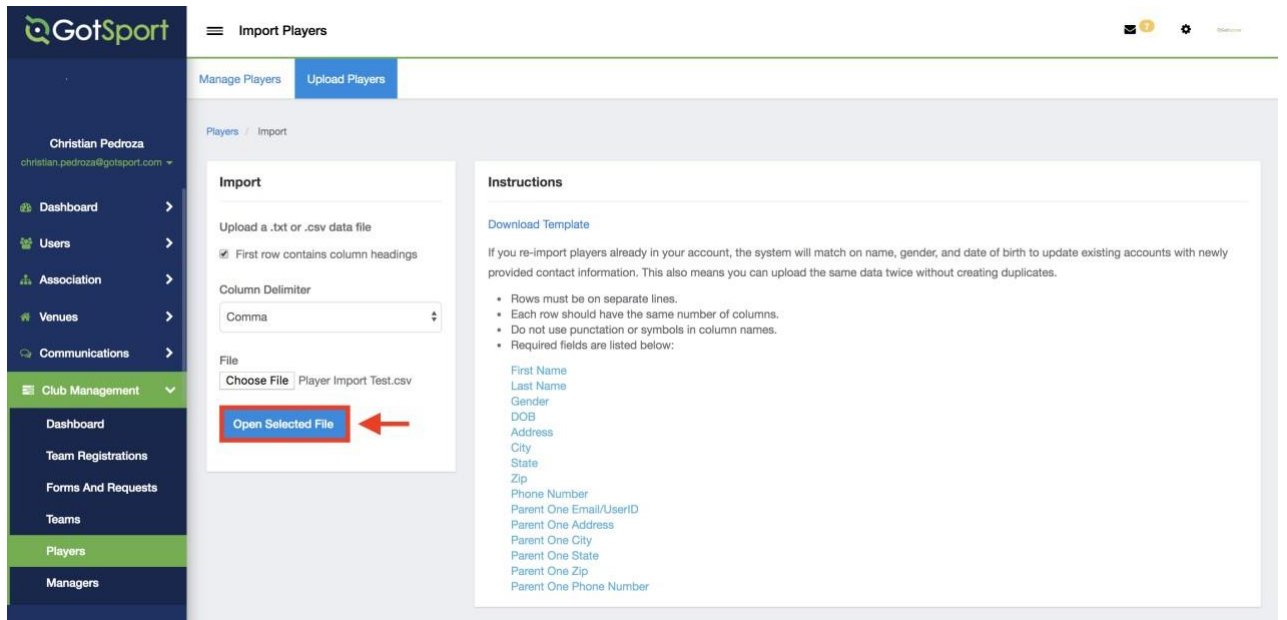
Click 'Choose File' to select your file.





Step Five:

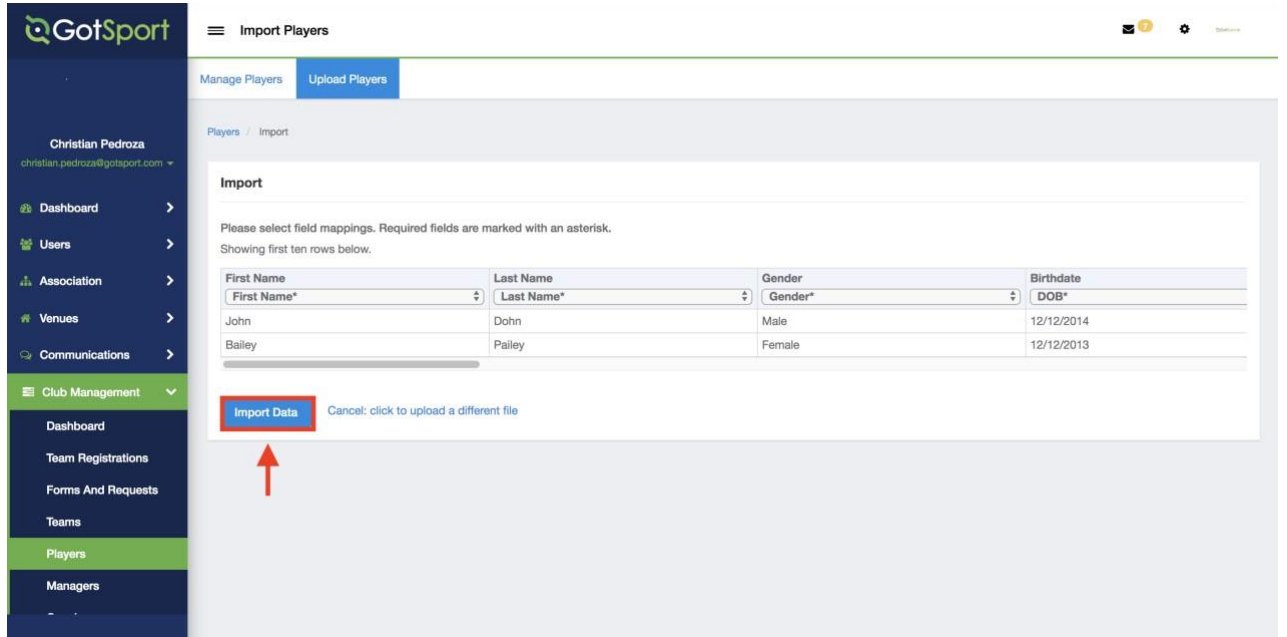
Once you have uploaded your .csv / .txt file, Click 'Open Selected File'.



Step Six:

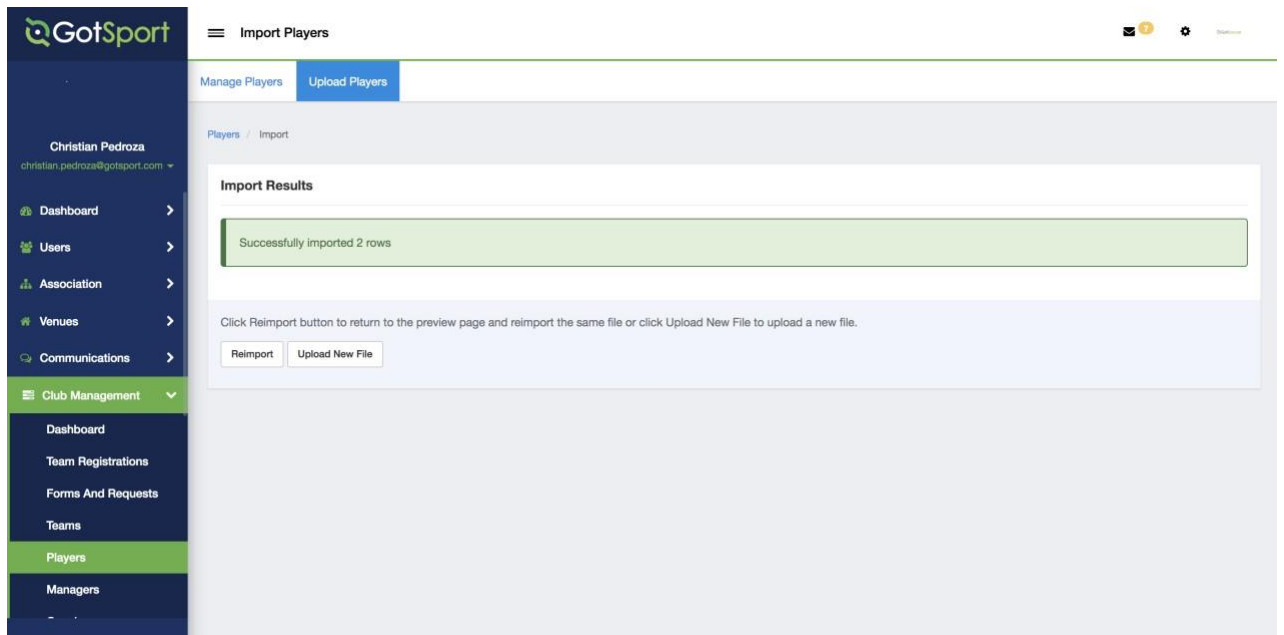
Lastly, once your file has successfully uploaded, Click 'Import Data'.

Note: If the column headers do not match when uploading your file, you will be able to update them accordingly before the step below.



The screenshot shows the 'Import Players' page in the GotSport system. The left sidebar contains a navigation menu with 'Players' highlighted. The main content area is titled 'Import' and includes a table for field mappings. Below the table, there is a red-bordered 'Import Data' button with a red arrow pointing to it. A 'Cancel' link is also present.

First Name	Last Name	Gender	Birthdate
First Name*	Last Name*	Gender*	DOB*
John	Dohn	Male	12/12/2014
Bailey	Pailey	Female	12/12/2013



The screenshot shows the 'Import Results' page in the GotSport system. The left sidebar is the same as in the previous screenshot. The main content area displays a green success message: 'Successfully imported 2 rows'. Below this message, there are two buttons: 'Reimport' and 'Upload New File'.

You will now see your newly imported players in your Club Player list.

Name	Email	Gender	Birth Date	Age	Phone Number
Dohn, John	demo@gotsport.com	Male	2014/12/12	U6	904000000
DRAEB, ALEXIS	clubs@gotsoccer.com	Male	2010/02/10	U10	Competitive (904) 746-4446
DUFF, NOELLE	clubs@gotsoccer.com	Male	2010/02/10	U10	Competitive (904) 746-4446
Edgar, Edgar	edgar@gotsport.com	Male	2010/02/10	U10	Competitive
ELGES, ALEXANDER	clubs@gotsoccer.com	Male	2010/02/10	U10	Competitive (904) 746-4446
Kuhn, Colin	colin.kuhn@gotsport.com colin.kuhn@hotmail.com	Male	2018/04/01	U2	Competitive 555555555
Logan, Emilia	emilia@gotsport.com	Female	2008/02/24	U12	Competitive 1234
McHugh, Emilia	emilia@gotsoccer.com	Female	2011/02/14	U9	Competitive 4108583640
McHugh, Emilia	logan@gotsoccer.com		2006/02/14	U14	Competitive 123456789 123456789
Pailey, Bailey	demo@gotsport.com	Female	2013/12/12	U7	9040000001
Spangler, Derek		Male	2005/09/10	U15	Competitive
Test, Test	test1234@gotsoc.com		2011/02/04	U9	Competitive 2342342

HOW TO ADD A PHOTO TO A PLAYER:

Step One:

From your dashboard, click "Club Management" on the left-hand side then select "Players" from the drop-down menu.

GotSport Support Training US

Teams	16	Billing	Support
Coaches	12	Calendar	Programs
Players	32		
Events	7		

Step Two:

Click on the name of the player who you want to add/edit a photo for.

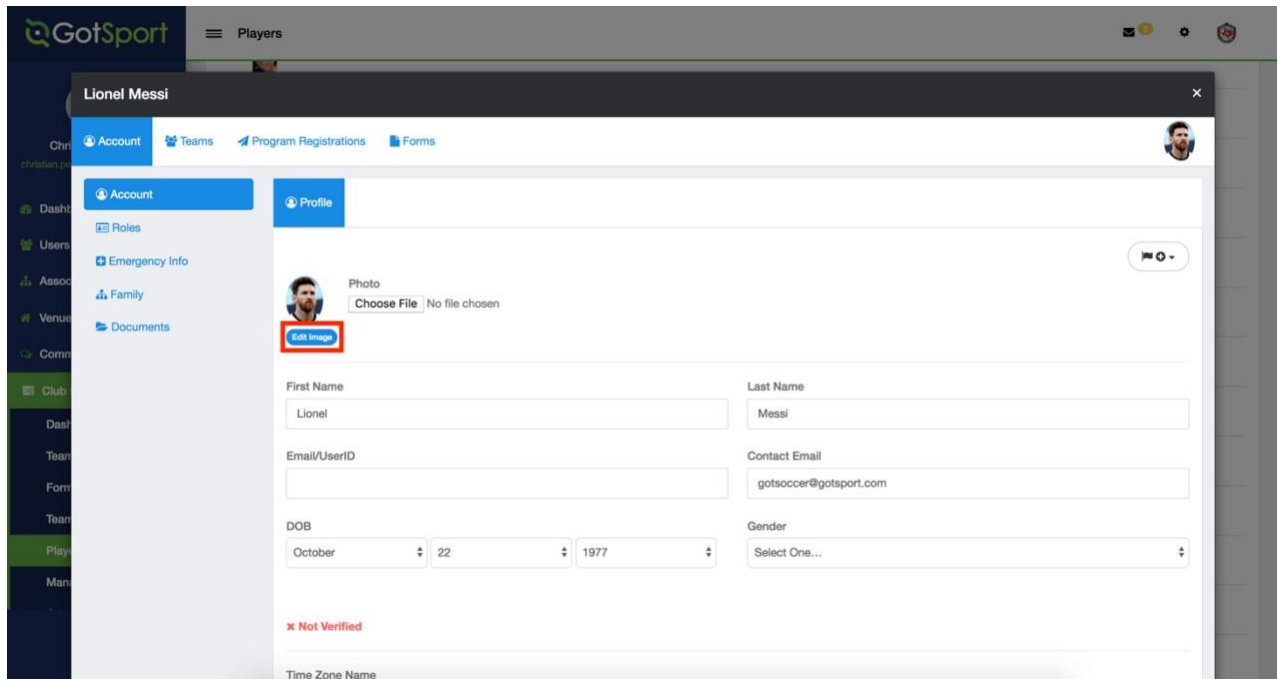
The screenshot shows the 'Players' management interface in GotSport. The left sidebar contains navigation options like Dashboard, Users, Association, Venues, Communications, Club Management, and Managers. The main area displays a table of players. The 'Bridge, Wayne' row is highlighted with a red box. Above the table, there is a search bar and a 'Choose File' button. The table columns are: Name, Email/UserID, Gender, DOB, Age, Level, and Phone.

Name	Email/UserID	Gender	DOB	Age	Level	Phone
Bridge, Wayne	waynebridge@gotsport.com		2010/01/02	U10	Competitive	
Busquets, Sergio	sergiobusquets@gmail.com gotsoccer@gotsport.com		1976/06/15	Open	Competitive	9049305115 9049305115
Chalstrom, David	david.chalstrom@gotsport.com david.chalstrom@gotsport.com	Male	1969/10/22	Open	Competitive	9044128005
Crouch, Peter	mmatt.slack@gotsport.com	Male	2010/01/01	U10	Competitive	
Day, Jason	jason@gotsport.com	Male	2010/04/04	U10	Competitive	9043122354
Forlan, Diego	diego@gotsport.com	Male	2010/01/03	U10	Competitive	

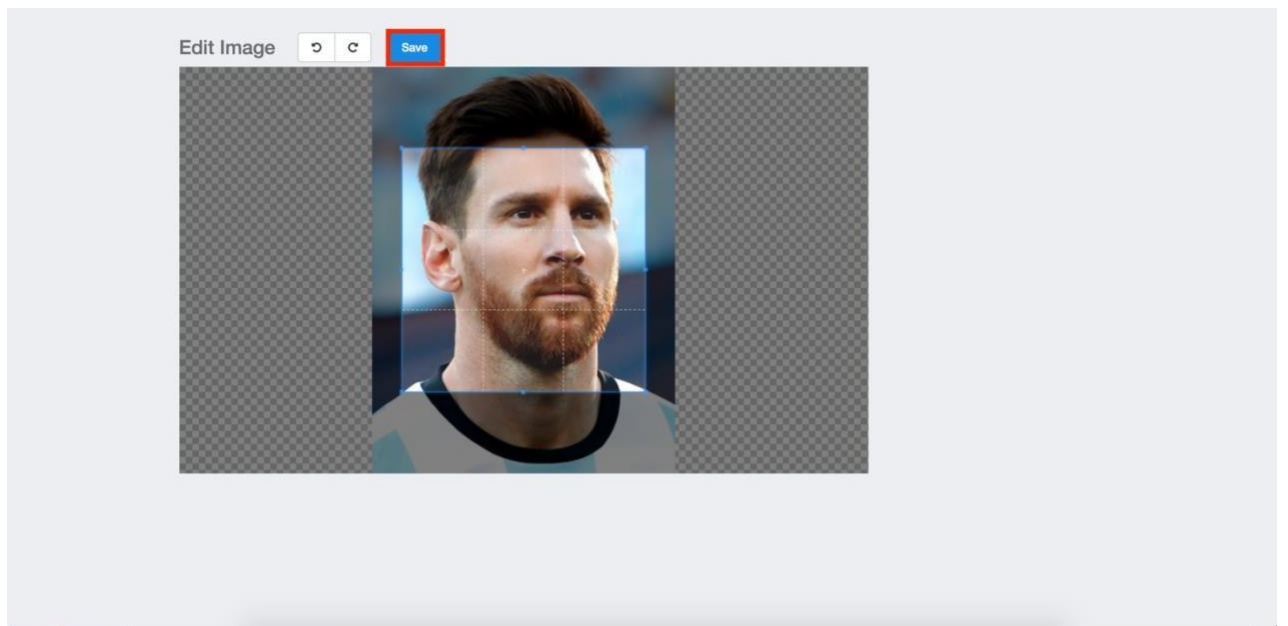
Step Three:

Click "Choose File" if you would like to add a photo or replace your current photo with a new one. Once uploaded, click the "Edit" button to crop or rotate this image to make it look as clear as possible.

The screenshot shows the 'Profile' page for Lionel Messi in GotSport. The page has a dark header with the GotSport logo and navigation tabs for Account, Teams, Program Registrations, and Forms. The main content area is a form for editing the profile. The 'Photo' field is highlighted with a red box and contains the text 'Choose File' and 'No file chosen'. Other fields include First Name (Lionel), Last Name (Messi), Email/UserID, Contact Email (gotsoccer@gotsport.com), DOB (October 22, 1977), Gender (Select One...), and Time Zone Name.



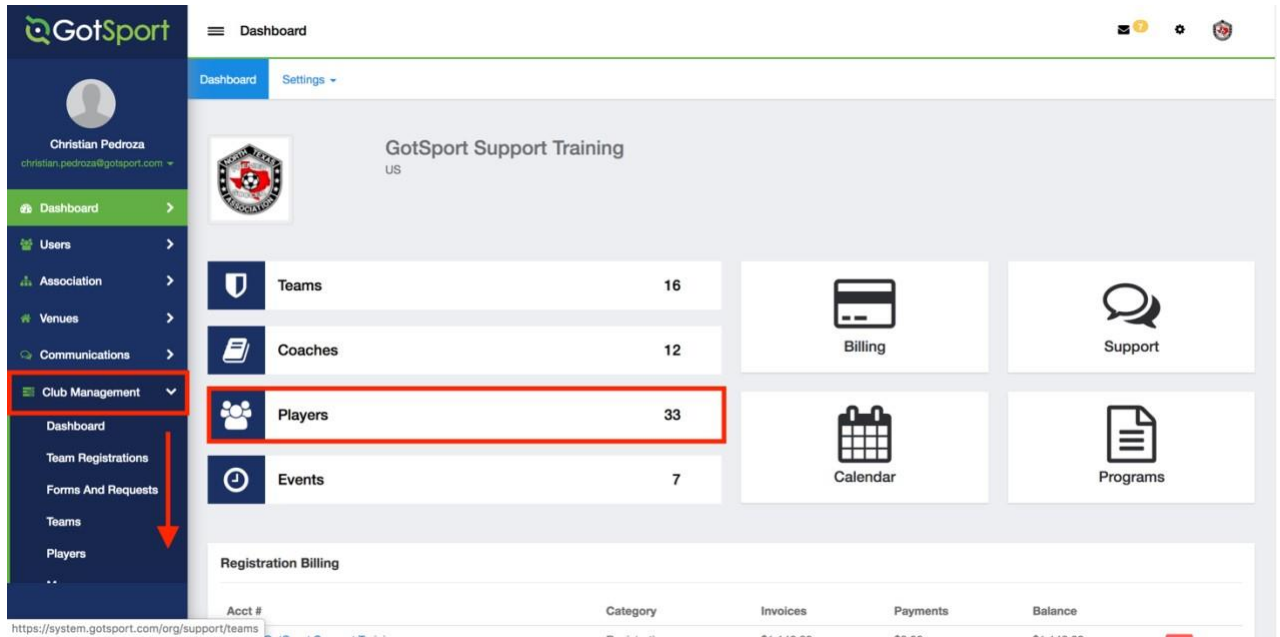
Once you have cropped your photo, click "Save"



HOW TO ADD BIRTH DOCUMENTATION:

Step One:

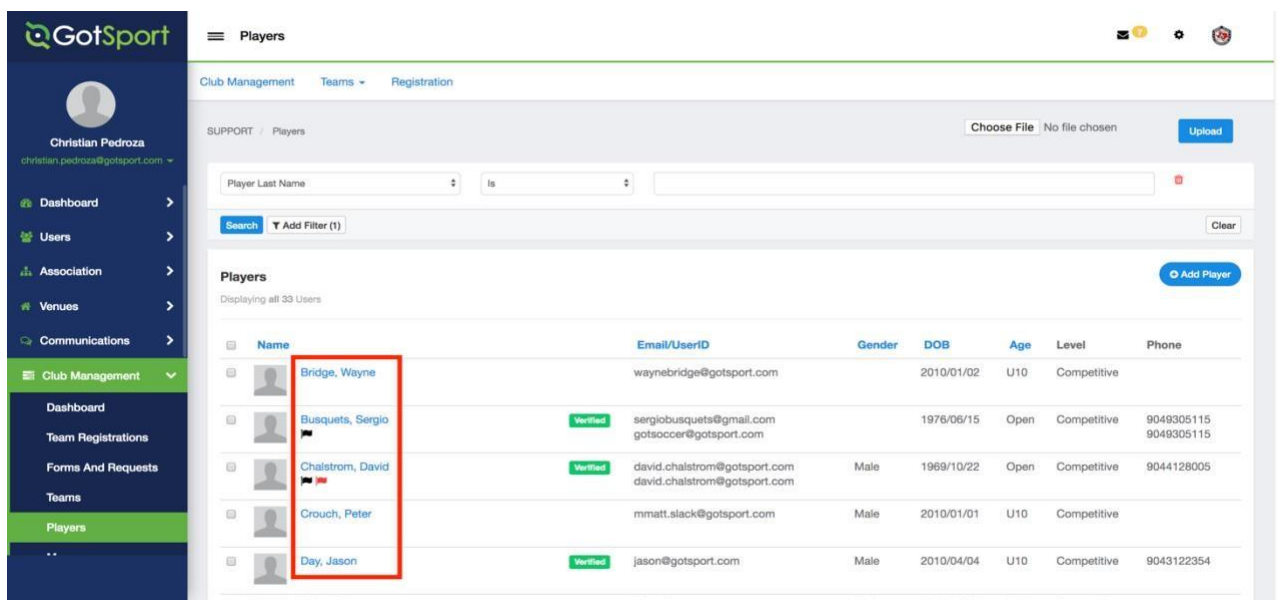
From your dashboard, click on "Club Management" on the left-hand side then select "Players" from the drop-down menu or click on the "Players" tab on the middle of your dashboard.



The screenshot shows the GotSport dashboard for 'GotSport Support Training US'. The left-hand navigation menu is open, and 'Club Management' is selected, with a red box around it and a red arrow pointing to the 'Players' sub-option. In the main dashboard area, the 'Players' tab is also highlighted with a red box. The dashboard displays statistics for Teams (16), Coaches (12), Players (33), and Events (7). There are also buttons for Billing, Support, Calendar, and Programs. At the bottom, there is a 'Registration Billing' table with columns for Acct #, Category, Invoices, Payments, and Balance.

Step Two:

On this page you can use the filters at the top to narrow down your player list. Once you have found the player you want to add a document/birth certificate for, click their name.

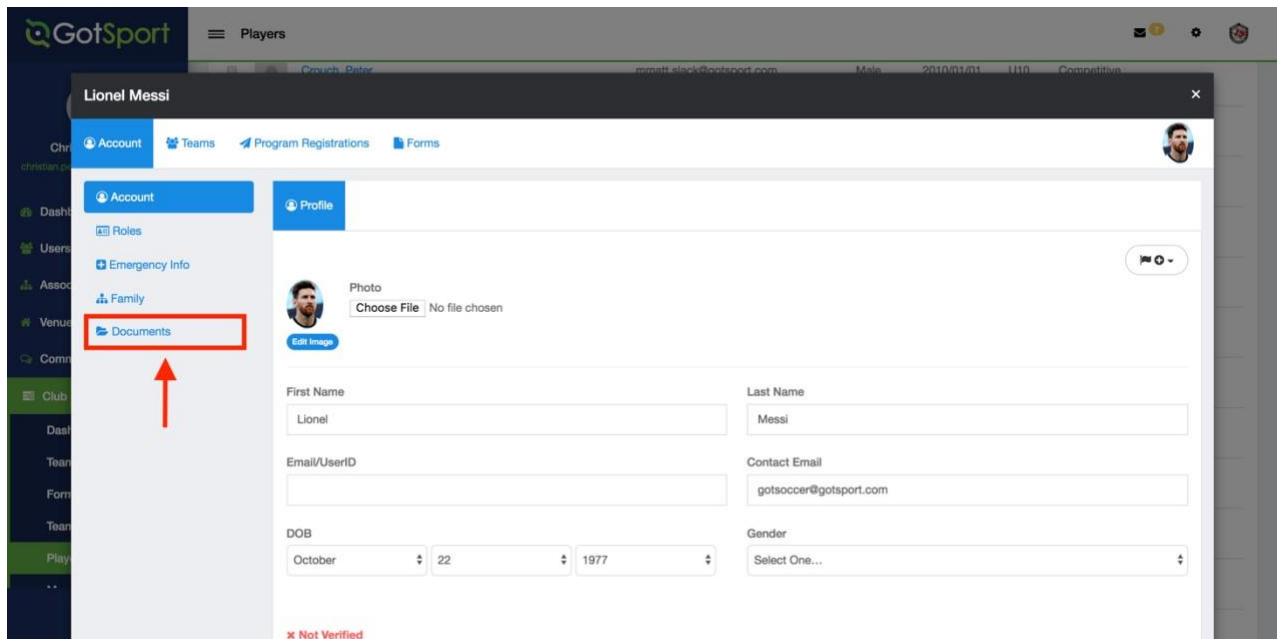


The screenshot shows the 'Players' page in the GotSport system. The left-hand navigation menu is open, and 'Players' is selected. The main area shows a search bar with 'Player Last Name' and 'is' filters. Below the search bar, there is a table of players. The first row, 'Bridge, Wayne', is highlighted with a red box. The table has columns for Name, Email/UserID, Gender, DOB, Age, Level, and Phone. There are also buttons for 'Choose File', 'No file chosen', 'Upload', 'Add Player', and 'Clear'.

Name	Email/UserID	Gender	DOB	Age	Level	Phone
Bridge, Wayne	waynebridge@gotsport.com		2010/01/02	U10	Competitive	
Busquets, Sergio	sergiobusquets@gmail.com gotsoccer@gotsport.com		1976/06/15	Open	Competitive	9048305115 9048305115
Chalstrom, David	david.chalstrom@gotsport.com david.chalstrom@gotsport.com	Male	1969/10/22	Open	Competitive	9044128005
Crouch, Peter	mmatt.slack@gotsport.com	Male	2010/01/01	U10	Competitive	
Day, Jason	jason@gotsport.com	Male	2010/04/04	U10	Competitive	9043122354

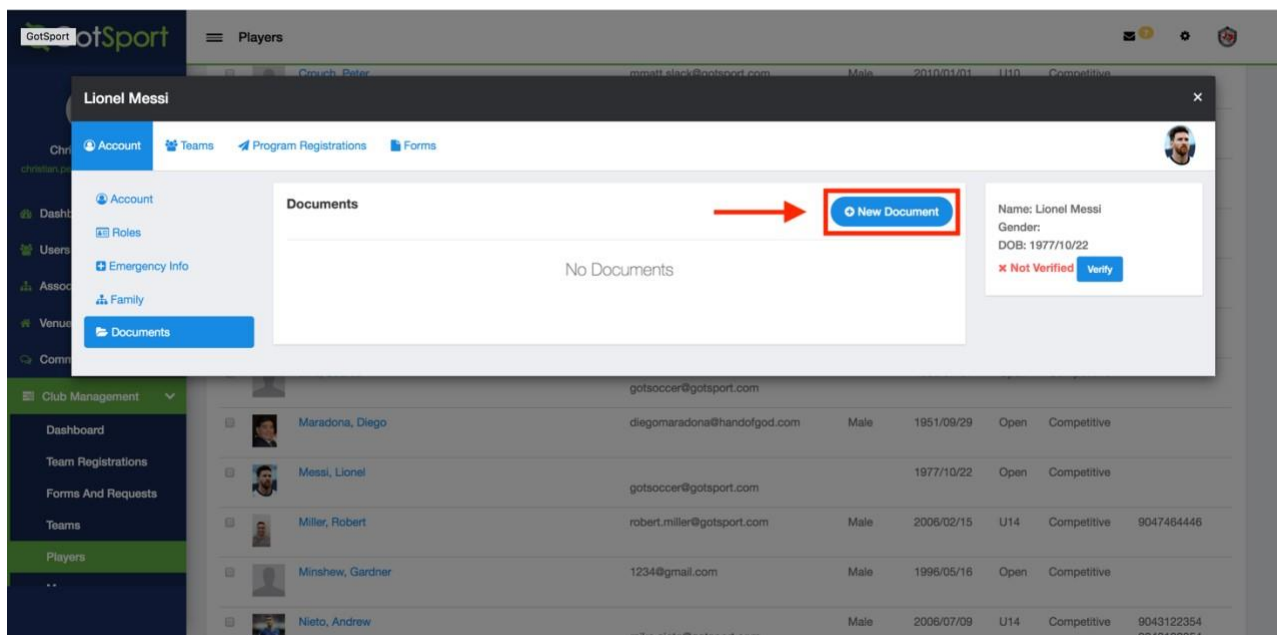
Step Three:

Once you have clicked on the player, click on "Documents" on the left-hand side.



Step Four:

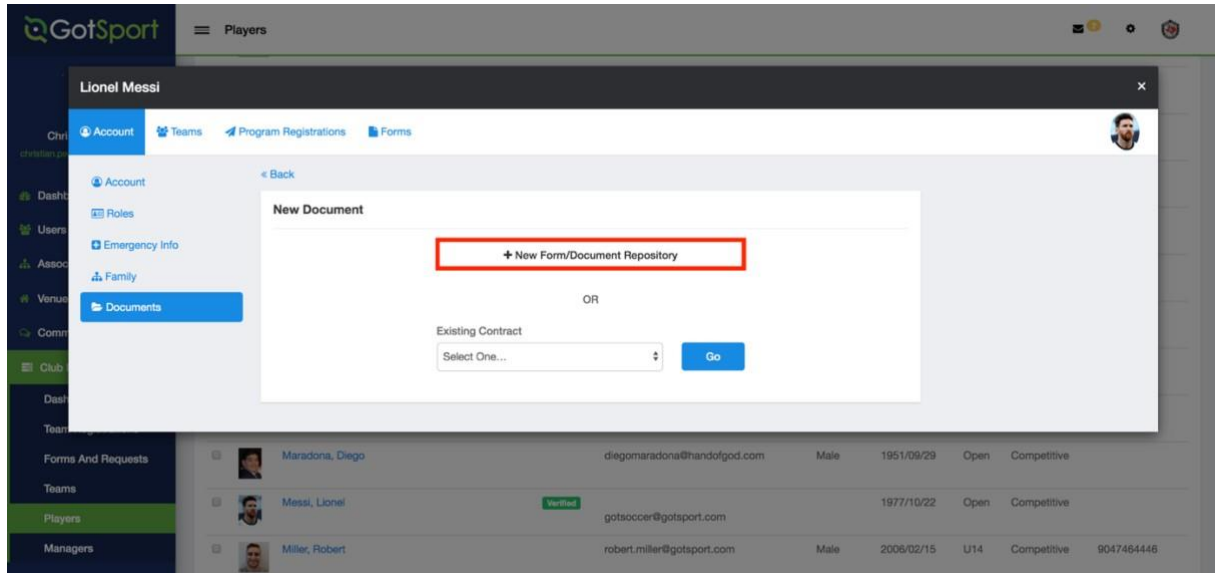
Here you can click "+ New Document" and add a document/birth certificate for this player.



Step Five:

Once you select this option, you can either select "+ New Contract/Document Repository" to add a new name for this document upload or select from the drop-down labeled "Existing Contract" for existing document types to choose from.

For this example, we will select "+ New Contract/Document Repository"

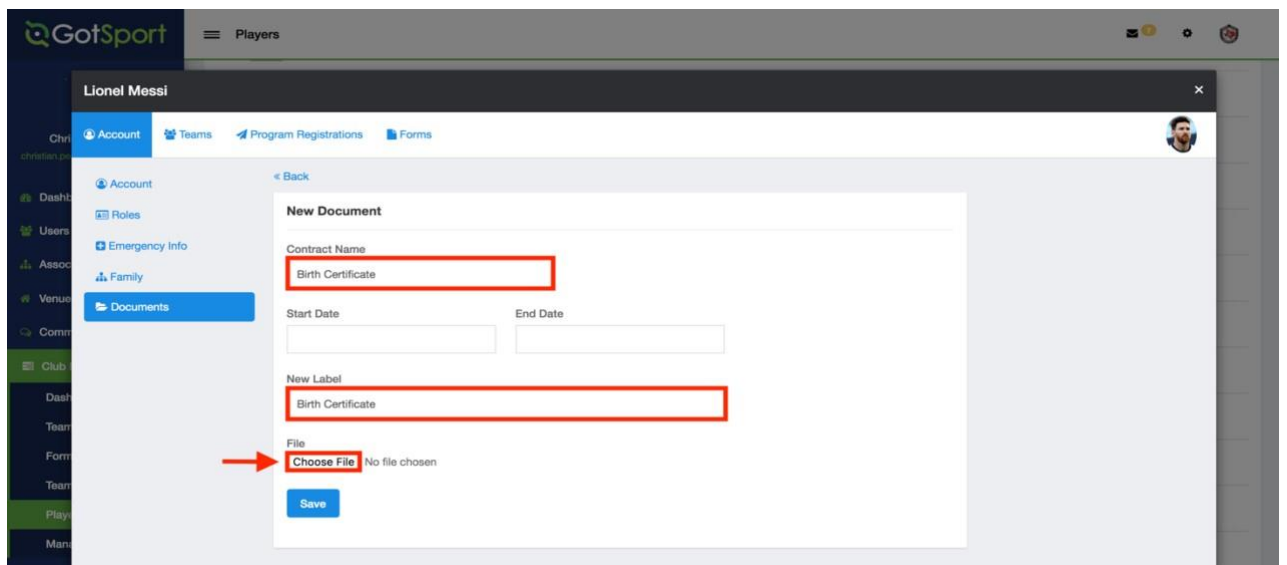


Step Six:

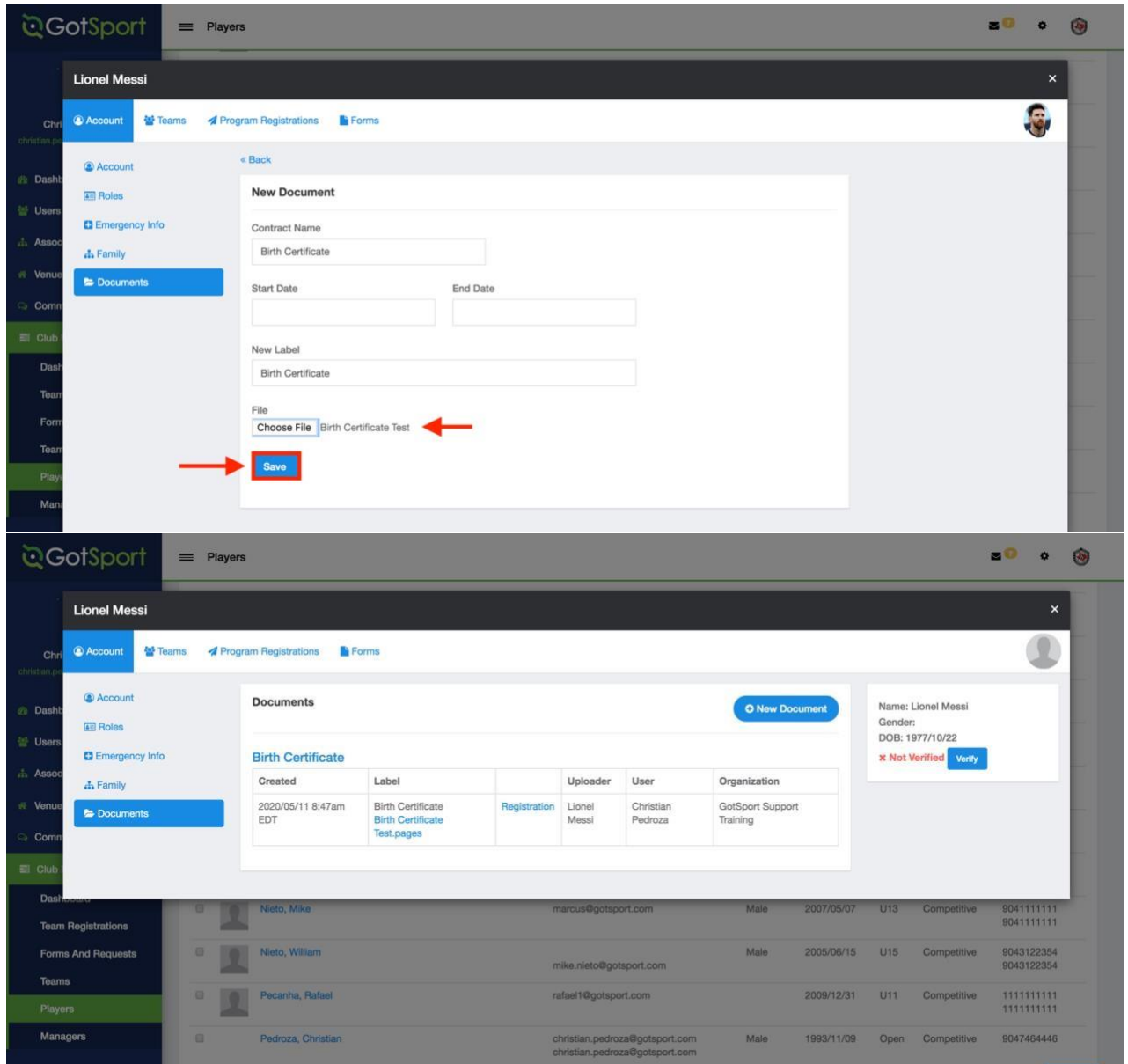
Fill in the two required text boxes prior to upload - 'Contract Name' and 'New Label'.

Select "Choose File" to upload your document.

Optional: Start/End Date text boxes indicate the date range in which documents will be valid.



Once you have uploaded your document, click "Save".



Birth Certificate has now successfully been uploaded.

HOW TO ADD A COACH:

Step One:

From the overview page, click on "Coaches" on the Dashboard or click the "Club Management" drop down then select "Coaches" from the drop down list.

The screenshot shows the GotSport dashboard for Capital City Soccer Club. The left sidebar contains a navigation menu with 'Club Management' highlighted. A red box highlights the 'Coaches' menu item in the main dashboard area. A red arrow points to the 'Coaches' option in the 'Club Management' dropdown menu. The main content area shows a summary of club statistics: Teams (6), Coaches (6), Players (210), and Events (2). There are also buttons for Billing, Support, Calendar, and Programs. Below this is a table titled 'Schedules As Participant' with columns for Name, Matches Count, and Created.

Name	Matches Count	Created
1	29	January 16, 2020 09:05
A v1	103	November 04, 2019 14:52

Step Two:

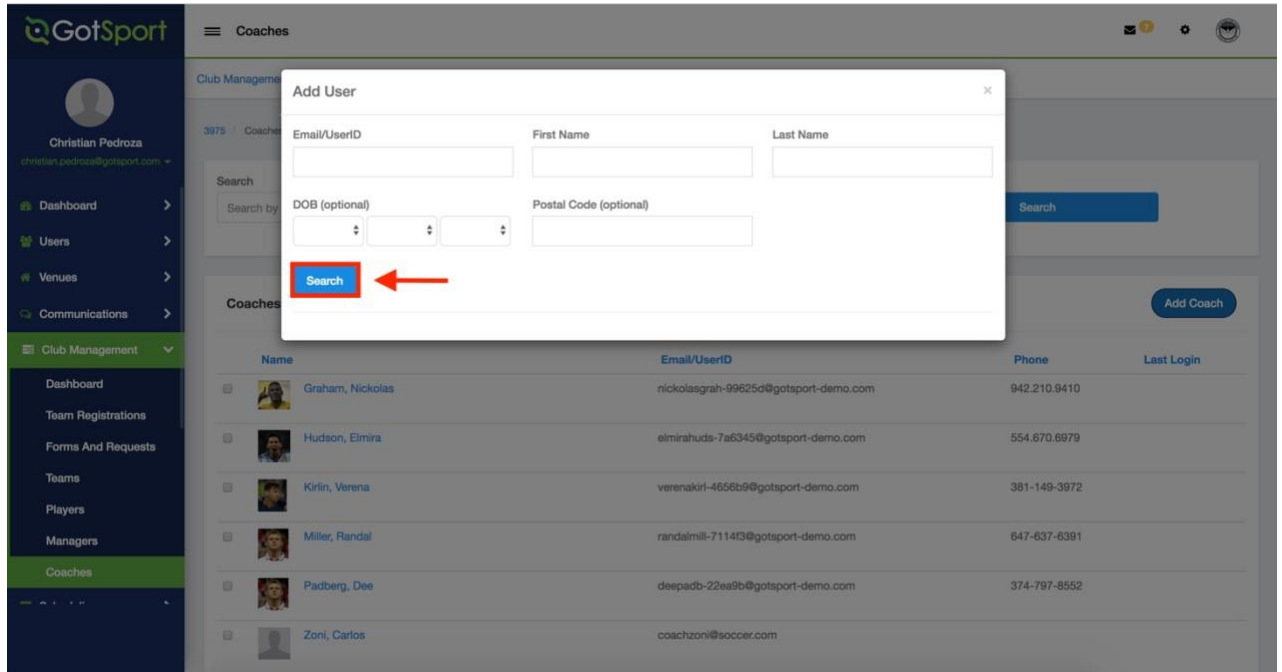
From the Coaches overview page, click "Add Coach"

The screenshot shows the GotSport Coaches overview page. The left sidebar is the same as in the previous screenshot. The main content area has a search bar and a 'Role Status' dropdown menu. Below this is a table of coaches with columns for Name, Email/UserID, Phone, and Last Login. A red box highlights the 'Add Coach' button in the top right corner, with a red arrow pointing to it.

Name	Email/UserID	Phone	Last Login
Graham, Nickolas	nickolasgrah-99625d@gotSPORT-demo.com	942.210.9410	
Hudson, Elmira	elmirahuds-7a6345@gotSPORT-demo.com	554.670.6979	
Kirlin, Verena	verenakiri-4656b9@gotSPORT-demo.com	381-149-3972	
Miller, Randal	randalmil-7114f3@gotSPORT-demo.com	647-637-6391	
Padberg, Dee	deepadb-22ea9b@gotSPORT-demo.com	374-797-8552	
Zoni, Carlos	coachzoni@soccer.com		

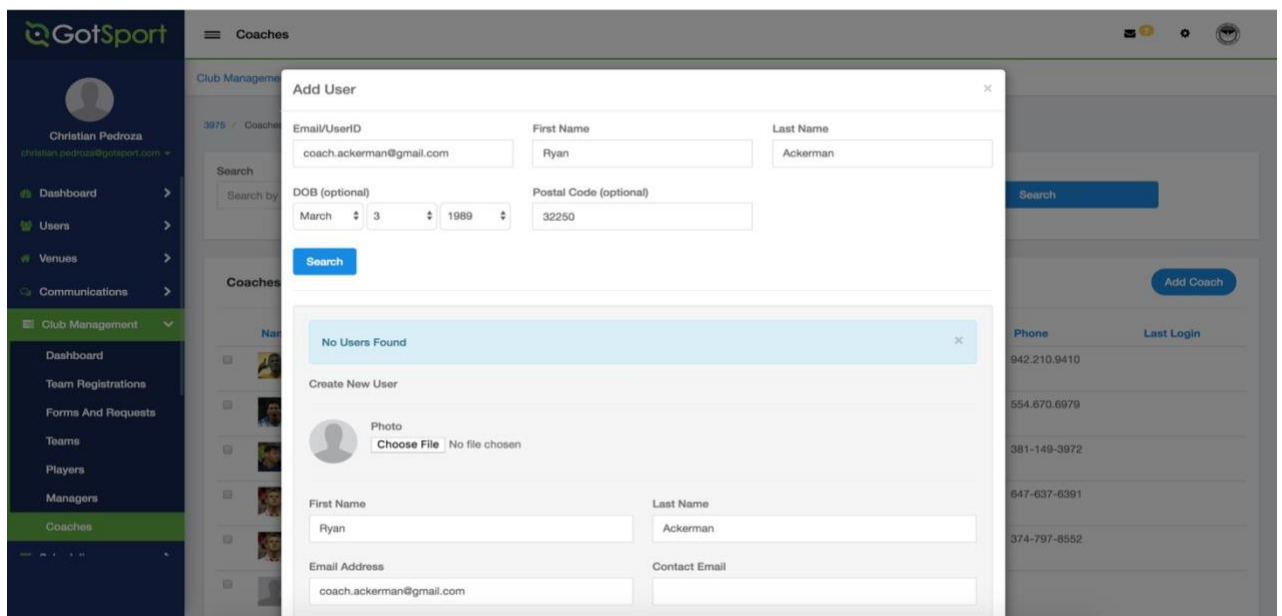
Step Three:

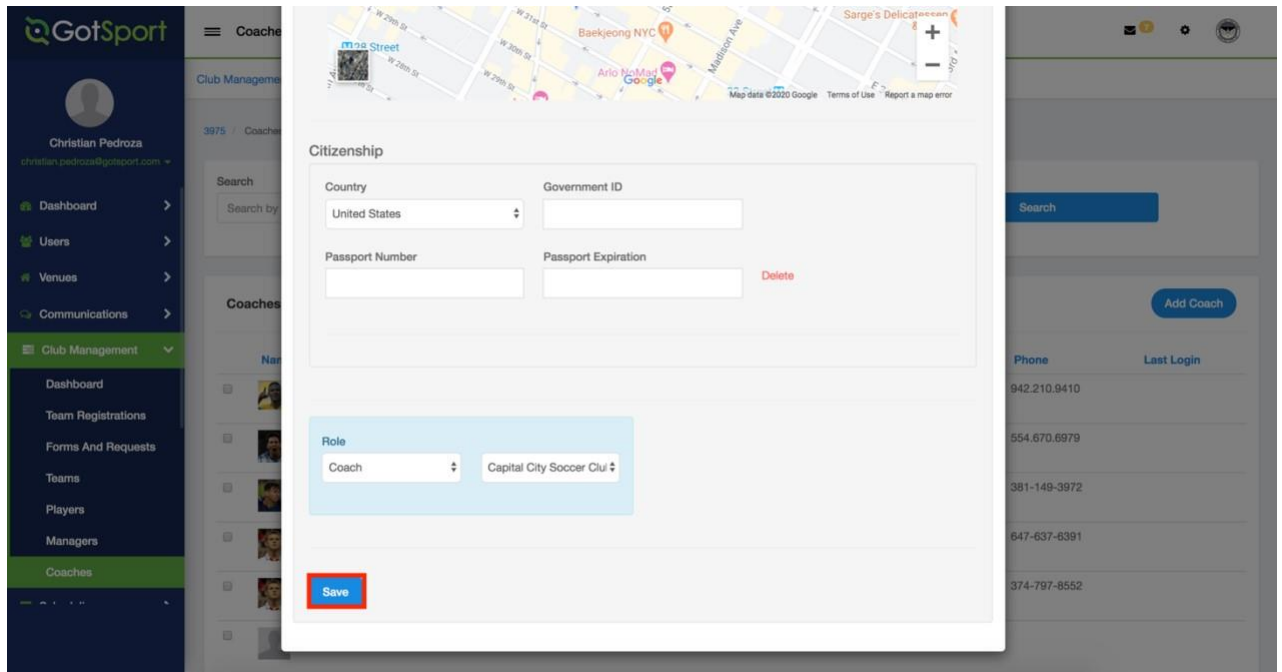
Enter all the required information and click "Search" (this will search the system to alert you if a matching coach already exists)



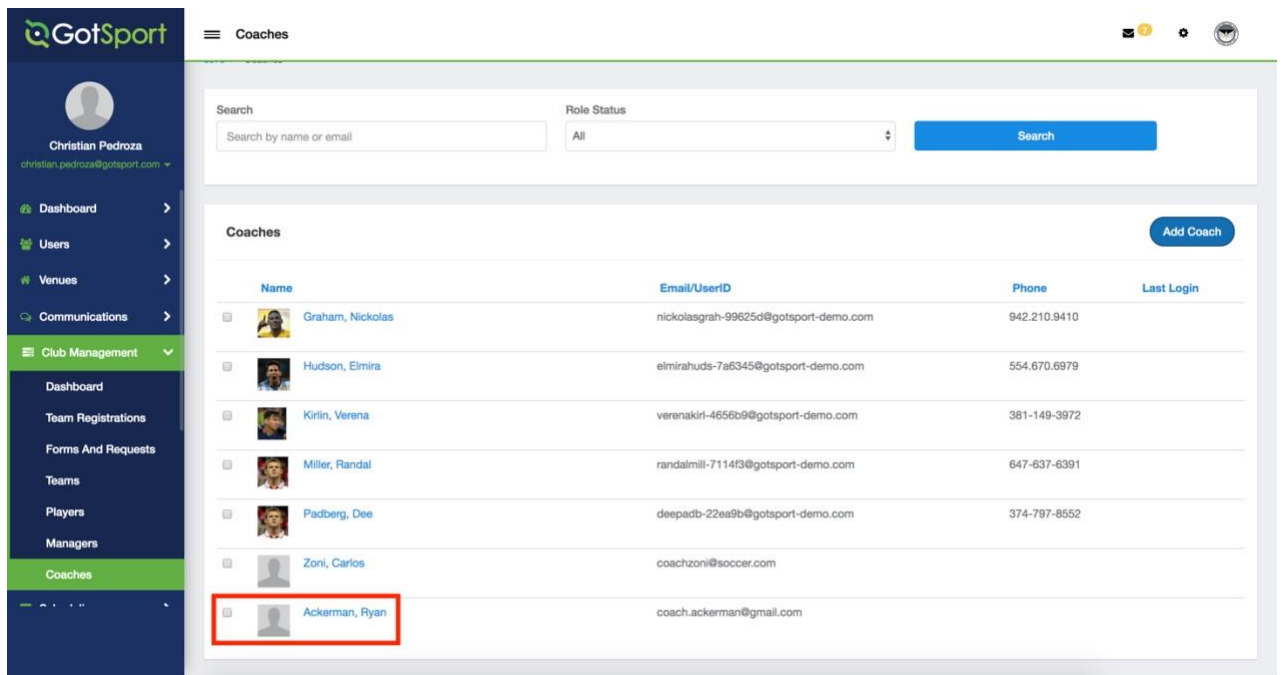
Step Four:

If no coach with the same information exists, you will be prompted to enter the information to create a new user





Once you have entered all the information, click "Save" and the coach will receive an email notifying them of the account creation. The coach will now appear under the Coach overview page.



HOW TO UPLOAD COACHES:

Step One:

From your Dashboard, click 'Club Management', then 'Coaches'.

The screenshot shows the GotSport dashboard for 'GotSoccer Governing Body'. The left sidebar contains a navigation menu with 'Club Management' highlighted in blue and a red arrow pointing to 'Coaches'. The main content area displays a summary of club statistics: Teams (5), Coaches (2), Players (37), and Events (9). Below this are icons for Billing, Support, Calendar, and Programs. A table titled 'Published And Finalized Schedules' lists two entries:

Name	Matches Count	Status	Created	Matches	Constraints Report
1	29		2020/01/16	Matches	Constraints Report
A v1	102		2019/11/04	Matches	Constraints Report

Step Two:

Click 'Upload Coaches'.

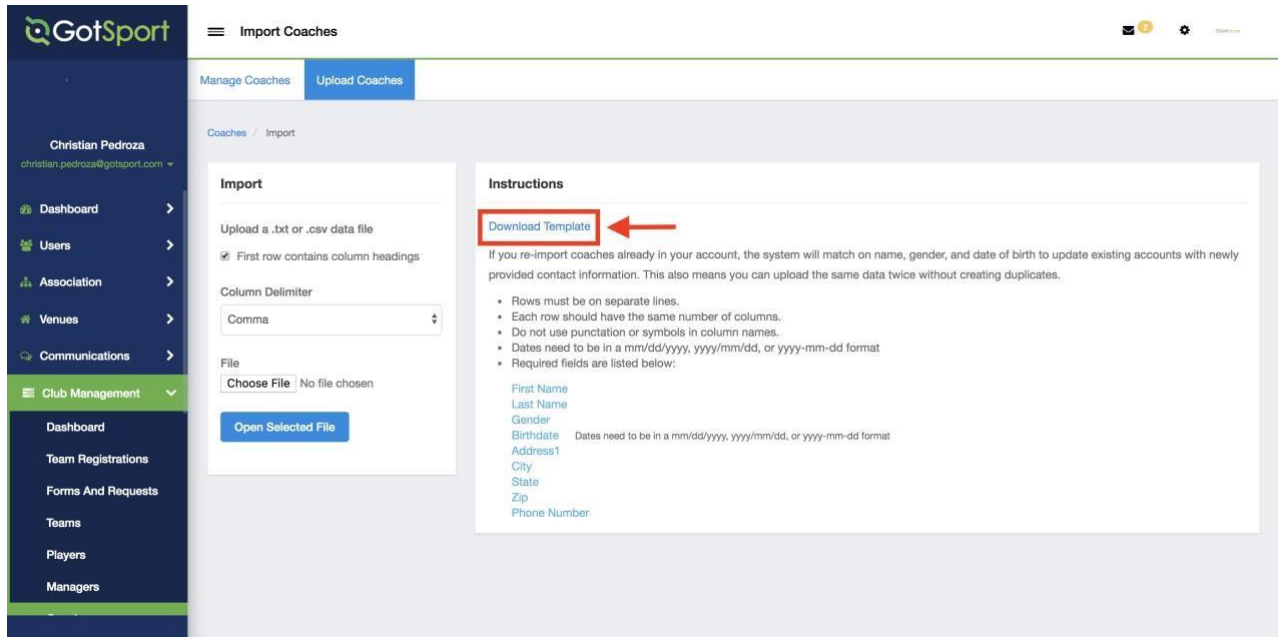
The screenshot shows the 'Coaches' management page. The top navigation bar has 'Upload Coaches' highlighted in red with a red arrow pointing to it. Below the navigation bar is a search section with a text input field labeled 'Search by name or email', a dropdown menu for 'Role Status' set to 'All', and a 'Search' button. The main content area is titled 'Coaches' and features an 'Add Coach' button. Below this is a table listing existing coaches:

Name	Email/UserID	Phone	Last Login
Burns, Barry	barry@gotsoccer.com barry@gotsoccer.com	9047464446	May 11, 2020 08:56
Demo, Demo	demo@gotsport.com		April 27, 2020 15:12

Step Three:

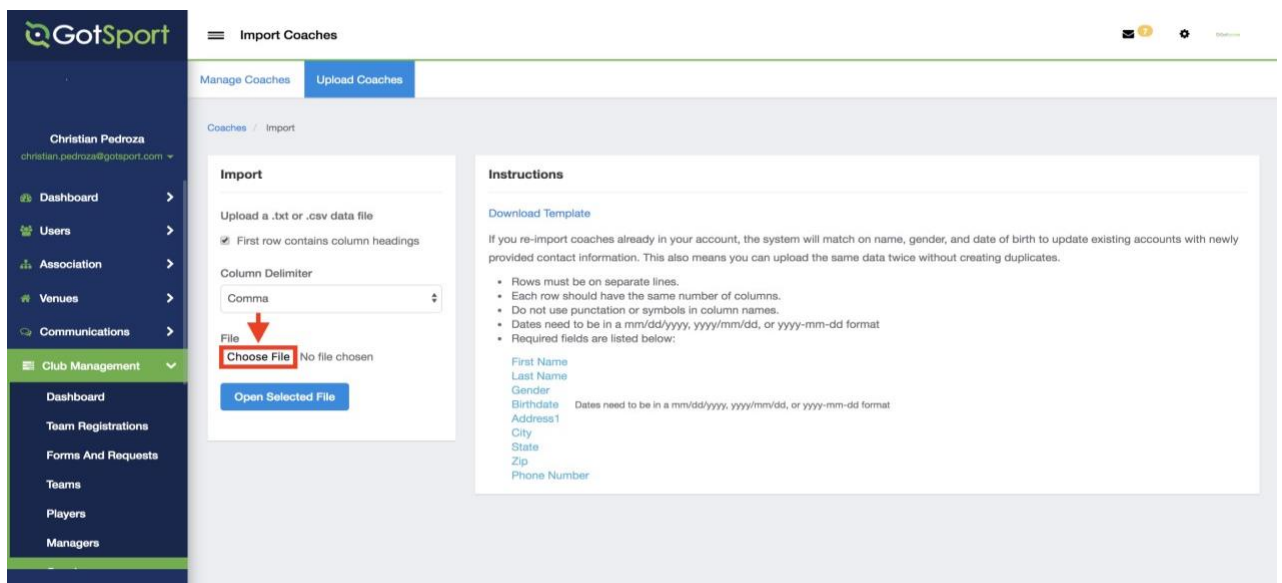
Click on 'Download Template'

Complete instructions and ensure each column is labeled accordingly. Save the file to your desktop.



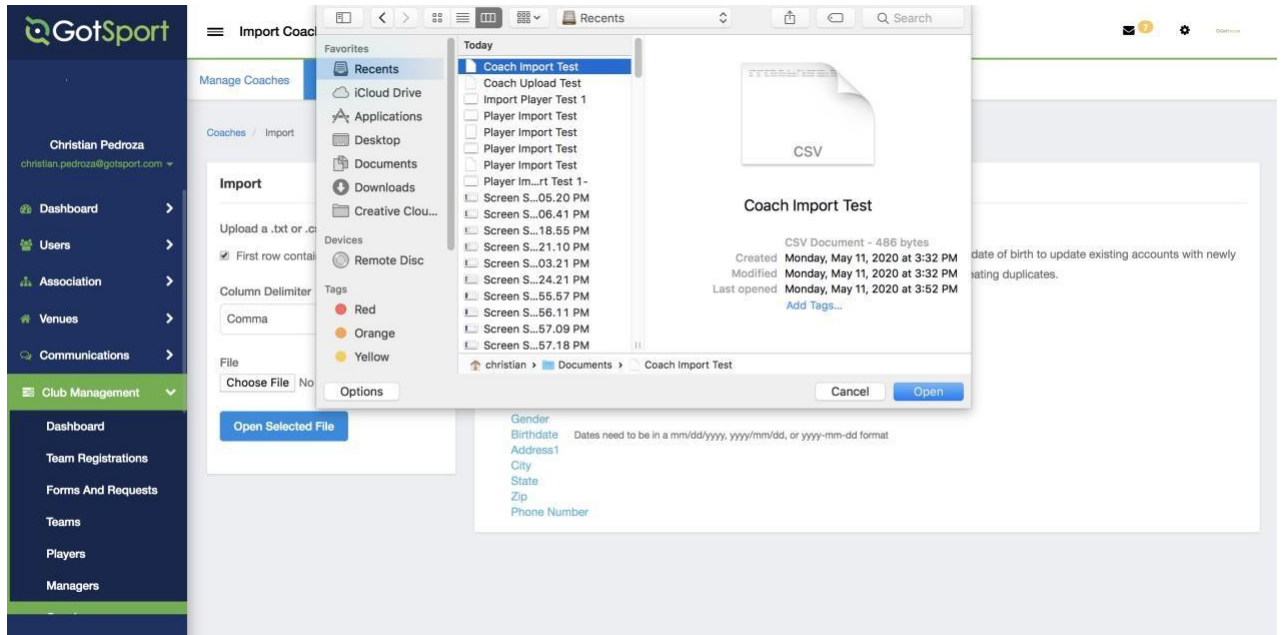
Step Four:

Click 'Choose File' to select your file.



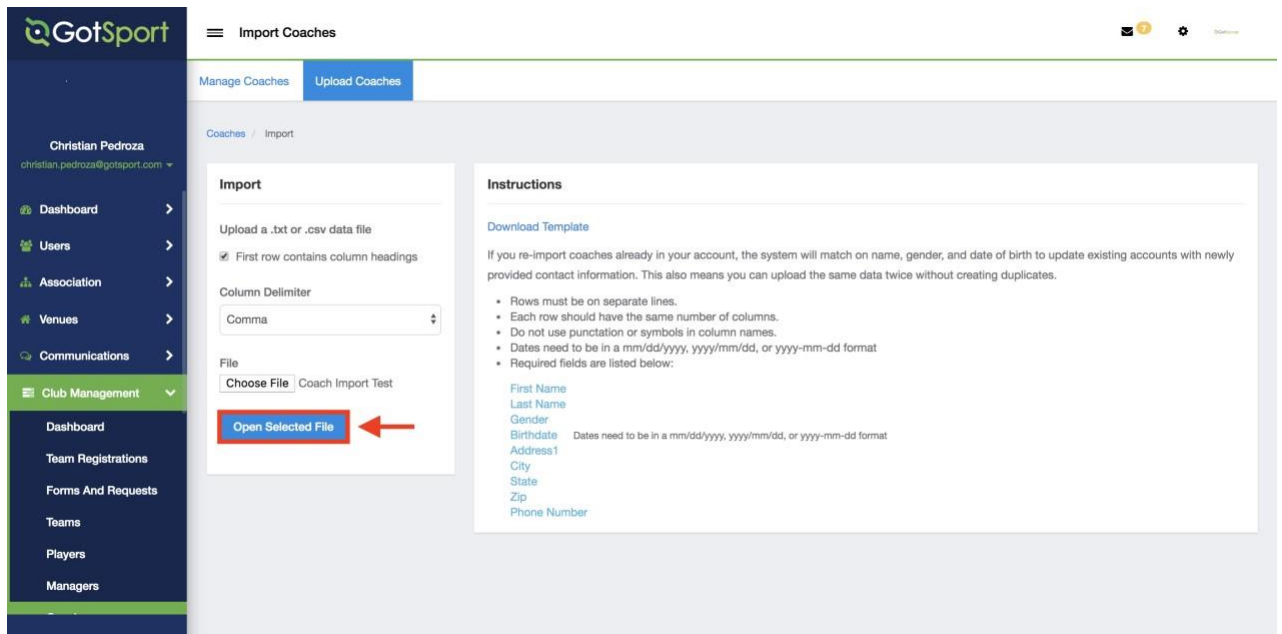
Step Five:

Select the file from your computer and click “Open”.



Step Six:

Once you have uploaded your .csv / .txt file, Click 'Open Selected File'.



Step Seven:

Lastly, once your file has successfully uploaded, Click 'Import Data'.

Note: If the column headers do not match when uploading your file, you will be able to update them accordingly before the step below.

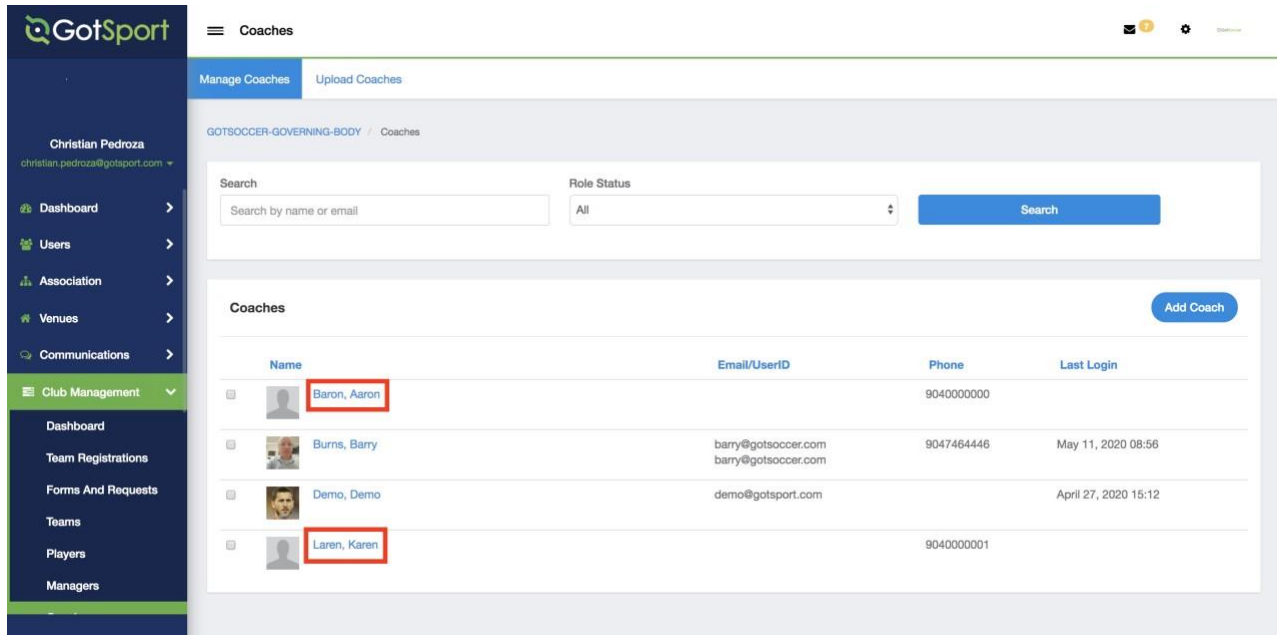
The screenshot shows the 'Import Coaches' interface in the GotSport system. The user is Christian Pedroza. The interface is divided into a sidebar menu and a main content area. The sidebar menu includes options like Dashboard, Users, Association, Venues, Communications, and Club Management. The main content area has tabs for 'Manage Coaches' and 'Upload Coaches'. The 'Upload Coaches' tab is active, showing an 'Import' section. Below the 'Import' section, there is a table with the following data:

First Name*	Last Name*	Gender*	Birthdate*	Address*	City*	State*	Zip*
Aaron	Baron	Male	12/12/2000	750 Third St	Neptune Beach	FL	32266
Karen	Laren	Female	12/12/2001	750 Third St	Neptune Beach	FL	32266

Below the table, there is a red box around the 'Import Data' button, with a red arrow pointing to it. The text 'Cancel: click to upload a different file' is visible next to the button.

The second screenshot shows the 'Import Results' section of the 'Import Coaches' interface. A green message box displays the text 'Successfully imported 2 rows'. Below the message box, there is a light blue box with the text 'Click Reimport button to return to the preview page and reimport the same file or click Upload New File to upload a new file.' Below this text are two buttons: 'Reimport' and 'Upload New File'.

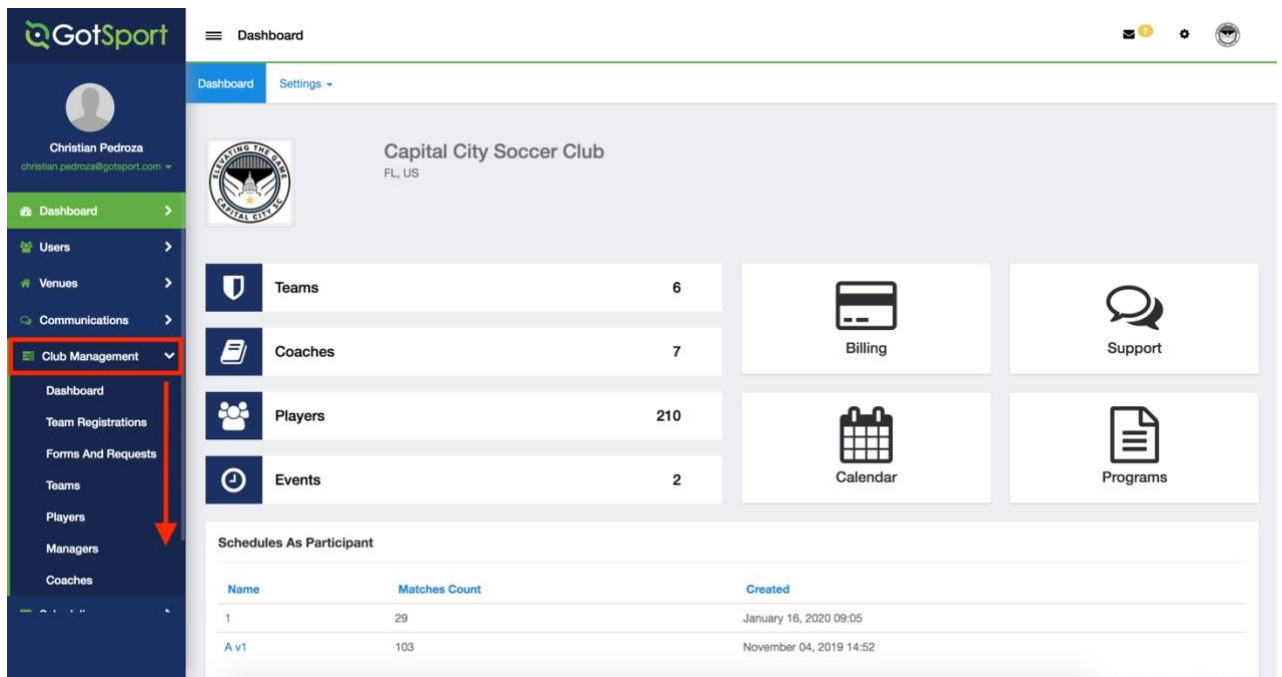
You will now see your newly imported coaches in your Club Coaches list.



HOW TO ADD A MANAGER:

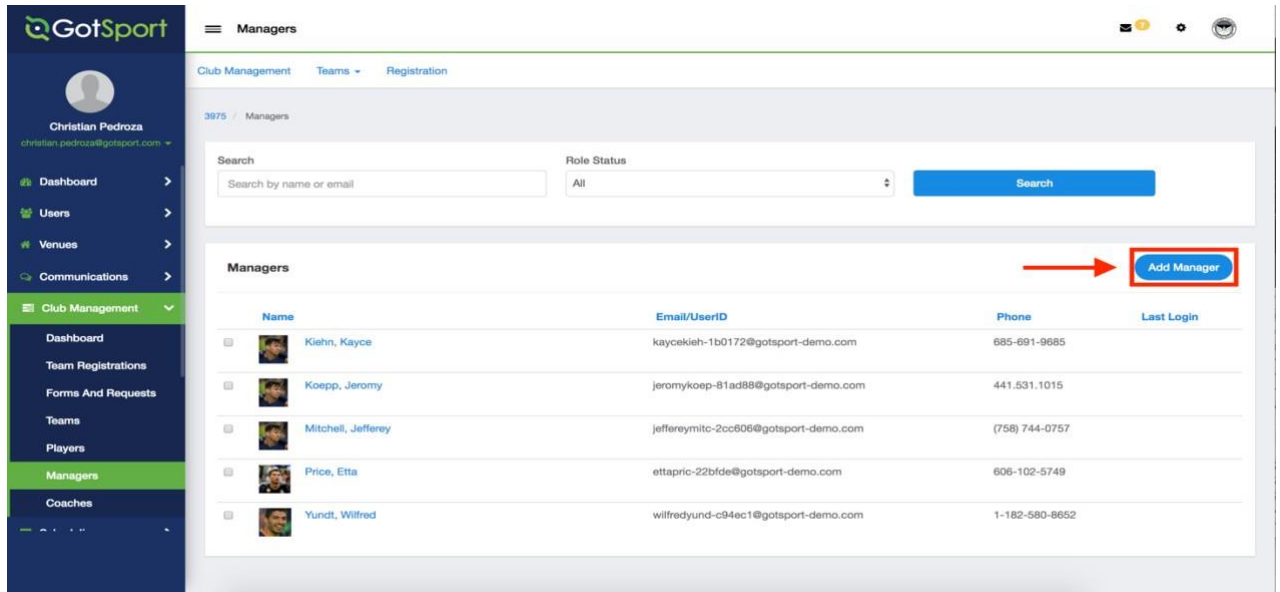
Step One:

From the overview page, click the "Club Management" drop down then select "Managers" from the drop down menu.



Step Two:

From the Managers overview page, click "Add Manager"

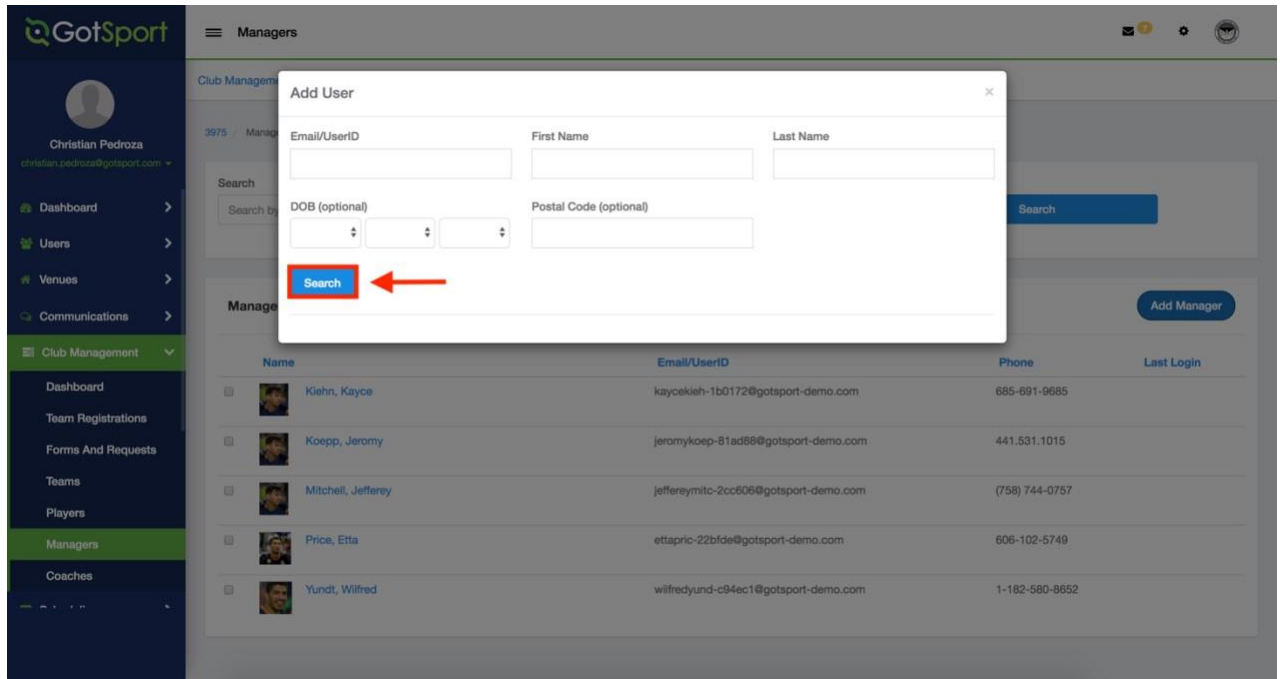


The screenshot shows the GotSport web interface. On the left is a navigation sidebar with the user profile of Christian Pedroza. The main content area is titled 'Managers' and includes a search bar and a 'Role Status' dropdown. Below these is a table of managers with columns for Name, Email/UserID, Phone, and Last Login. A red arrow points to the 'Add Manager' button located in the top right corner of the table area.

Name	Email/UserID	Phone	Last Login
Kiehn, Kayce	kaycekieh-1b0172@gotSPORT-demo.com	685-691-9685	
Koepf, Jeromy	jeromykoepf-81ad88@gotSPORT-demo.com	441.531.1015	
Mitchell, Jefferey	jeffereymitc-2cc606@gotSPORT-demo.com	(758) 744-0757	
Price, Etta	ettapric-22bfcde@gotSPORT-demo.com	606-102-5749	
Yundt, Wilfred	wilfredyund-c94ec1@gotSPORT-demo.com	1-182-580-8652	

Step Three:

Enter all the required information and click "Search" (this will search the system to alert you if a matching coach already exists)



The screenshot shows the same GotSport web interface as in Step Two, but with an 'Add User' modal form open in the center. The modal contains several input fields: 'Email/UserID', 'First Name', and 'Last Name' (all required), and 'DOB (optional)' and 'Postal Code (optional)' (both optional). A red arrow points to the 'Search' button located at the bottom left of the modal.

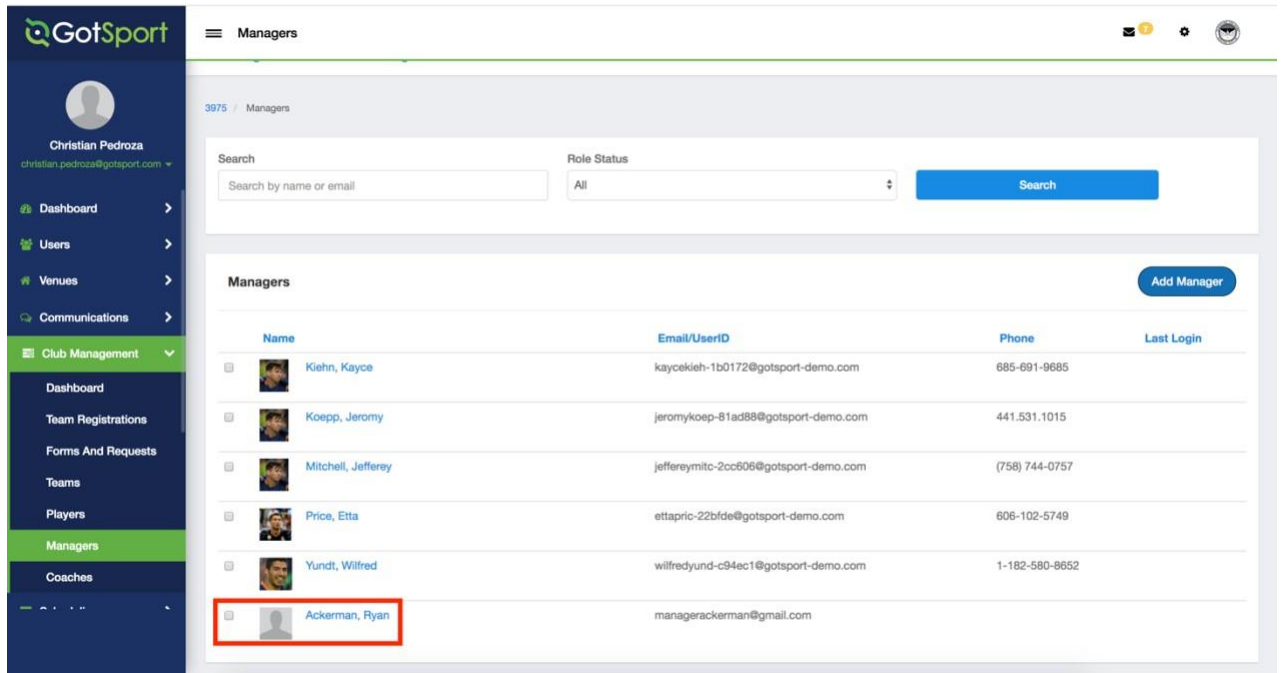
Step Four:

If no manager with the same information exists, you will be prompted to enter the information to create a new user.

The screenshot displays the 'Add User' form in the GotSport application. The form is divided into several sections:

- Search Section:** Contains fields for Email/UserID (managerackerman@gmail.com), First Name (Ryan), Last Name (Ackerman), and a 'Search' button. Below this, a message states 'No Users Found'.
- Create New User Section:** Includes a 'Photo' field with a 'Choose File' button, and fields for First Name (Ryan), Last Name (Ackerman), Email Address (managerackerman@gmail.com), and Contact Email.
- Map Section:** A map showing the location of the user, with markers for 'Baekjeong NYC' and 'Sarge's Delicatessen'.
- Citizenship Section:** Contains fields for Country (United States), Government ID, Passport Number, and Passport Expiration, along with a 'Delete' button.
- Role Section:** Includes a 'Role' field with a dropdown menu set to 'Manager' and a 'Capital City Soccer Club' dropdown.
- Save Button:** A blue 'Save' button is highlighted at the bottom of the form.

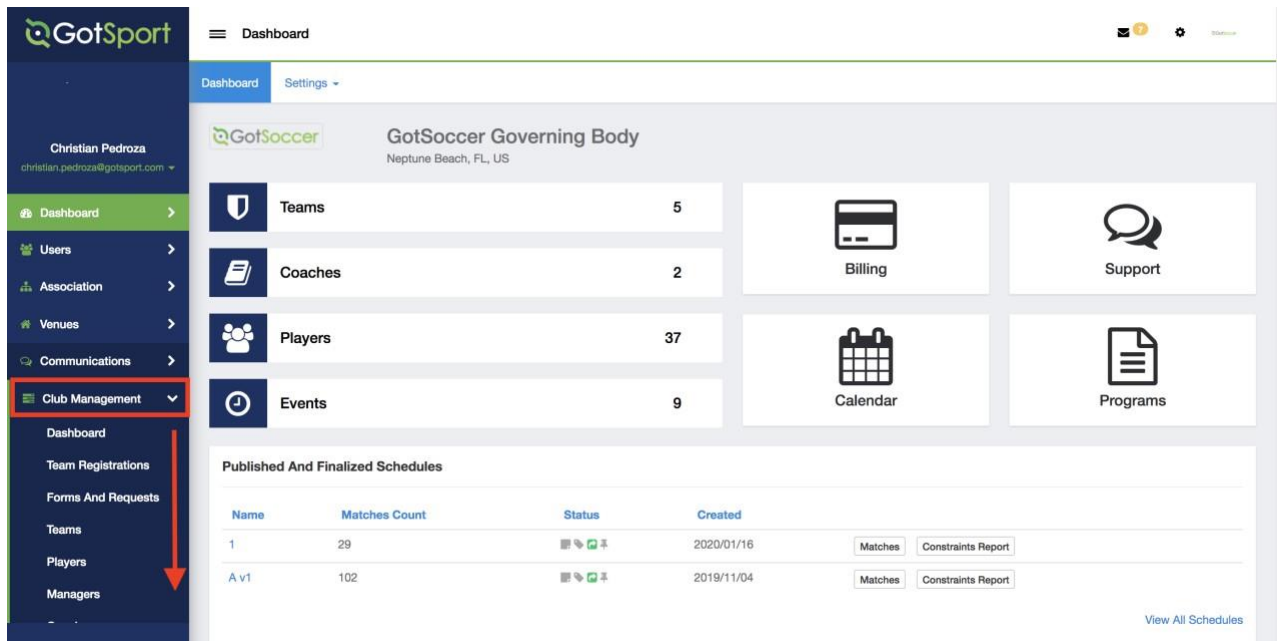
Once you have entered all the information, click "Save" and the manager will receive an email notifying them of the account creation. The manager will now appear under the Manager overview page.



HOW TO UPLOAD MANAGERS:

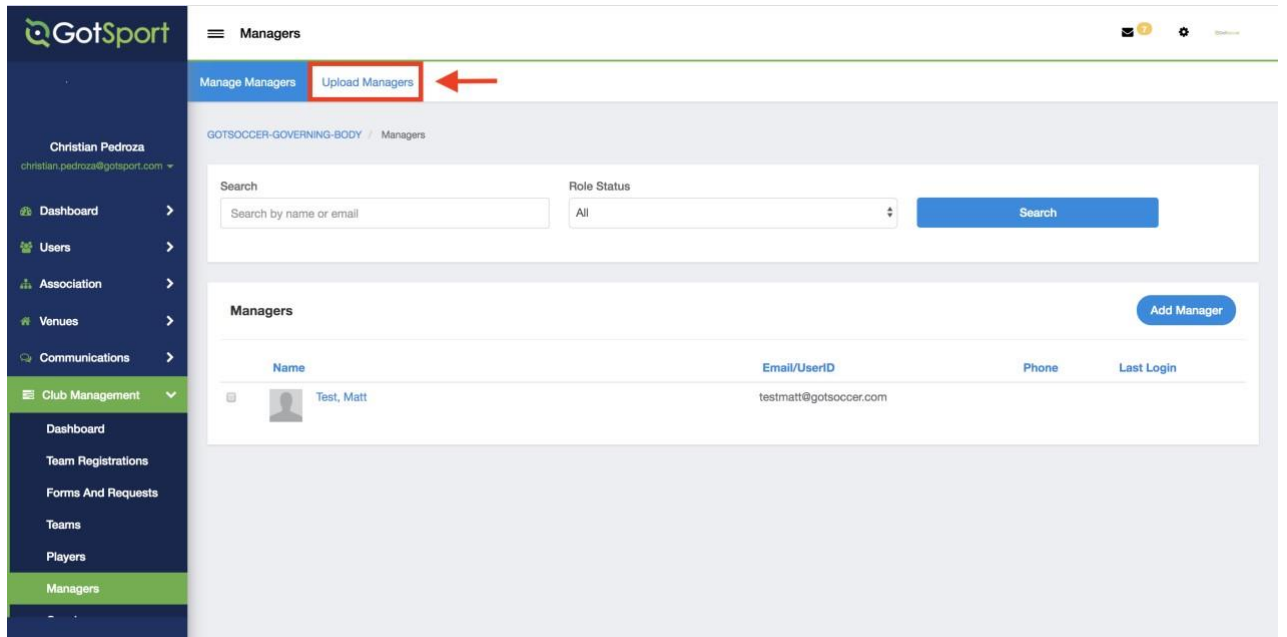
Step One:

From your Dashboard, click 'Club Management', then 'Managers'.



Step Two:

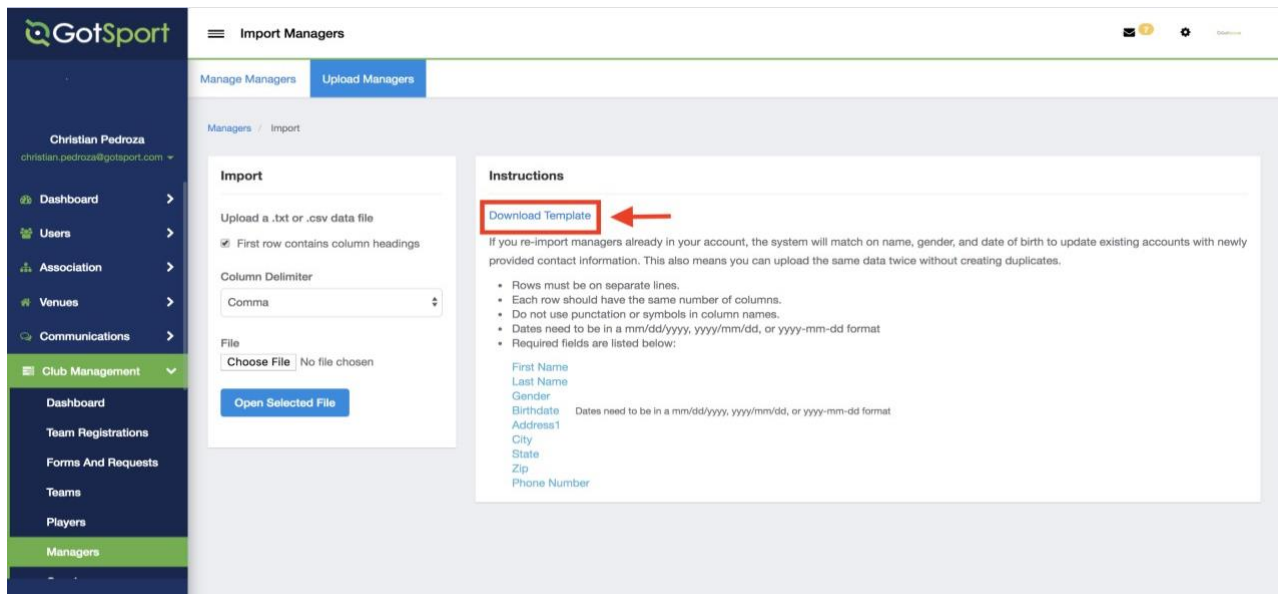
Click 'Upload Managers'.



Step Three:

Click on 'Download Template'

Complete instructions and ensure each column is labeled accordingly. Save the file to your desktop.



Step Four:

Click 'Choose File' to select your file.

The screenshot displays the 'Import Managers' interface in the GotSport application. The left sidebar shows the user's profile (Christian Pedroza) and navigation options. The main content area is titled 'Import Managers' and has two tabs: 'Manage Managers' and 'Upload Managers'. The 'Upload Managers' tab is active, showing an 'Import' section with the following options:

- Upload a .txt or .csv data file
- First row contains column headings
- Column Delimiter: Comma
- File: Choose File (highlighted with a red box and arrow) No file chosen
- Open Selected File

To the right of the 'Import' section is an 'Instructions' box with a 'Download Template' link. The instructions state: "If you re-import managers already in your account, the system will match on name, gender, and date of birth to update existing accounts with newly provided contact information. This also means you can upload the same data twice without creating duplicates." Below the instructions is a list of required fields: First Name, Last Name, Gender, Birthdate (with a note: "Dates need to be in a mm/dd/yyyy, yyyy/mm/dd, or yyyy-mm-dd format"), Address1, City, State, Zip, and Phone Number.

A file selection dialog is overlaid on the screen, showing a list of files in the 'Today' section. The file 'Manager Import Test' is selected. The dialog also shows a preview of the CSV file, which is a 'CSV Document - 486 bytes'. The file was created, modified, and last opened on Monday, May 11, 2020 at 3:32 PM. The dialog has 'Cancel' and 'Open' buttons.

Step Five:

Once you have uploaded your .csv / .txt file, Click 'Open Selected File'.

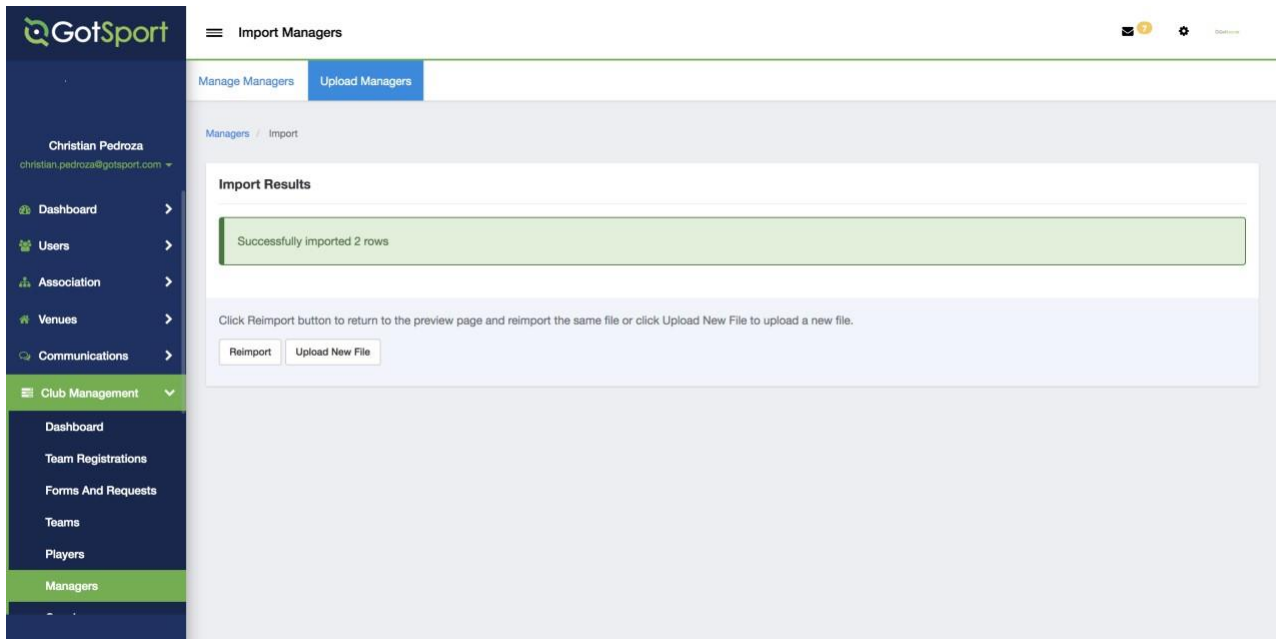
The screenshot shows the 'Import Managers' page in the GotSport application. On the left is a dark blue sidebar with navigation options: Dashboard, Users, Association, Venues, Communications, Club Management (expanded), and Managers (highlighted). The main content area has a top navigation bar with 'Manage Managers' and 'Upload Managers' tabs. Below this, there's a breadcrumb 'Managers / Import'. The 'Import' section includes a file upload area with a 'Choose File' button and a file named 'Manager Import Test'. The 'Open Selected File' button is highlighted with a red box and a red arrow. To the right, an 'Instructions' panel provides details on file formatting and required fields: First Name, Last Name, Gender, Birthdate (with date format instructions), Address1, City, State, Zip, and Phone Number.

Step Six:

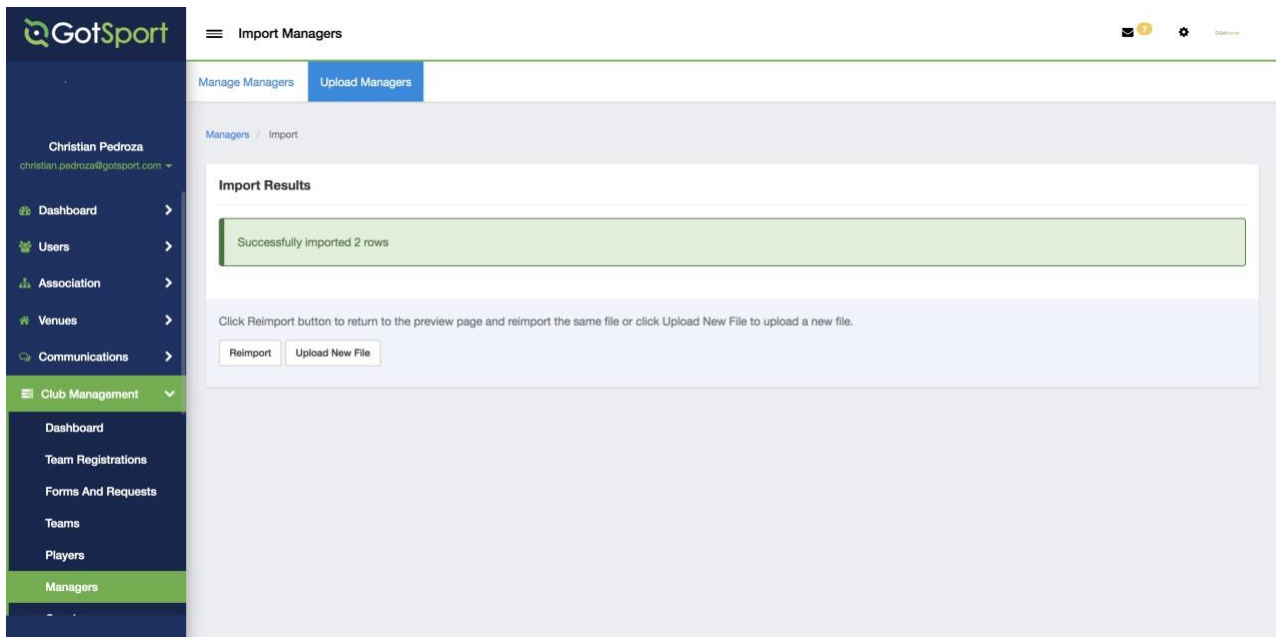
Lastly, once your file has successfully uploaded, Click 'Import Data'.

Note: If the column headers do not match when uploading your file, you will be able to update them accordingly before the step below.

This screenshot is identical to the one above, showing the 'Import Managers' page. The 'Open Selected File' button is highlighted with a red box and a red arrow. The interface elements, including the sidebar, navigation tabs, and instructions panel, are the same as in the previous image.



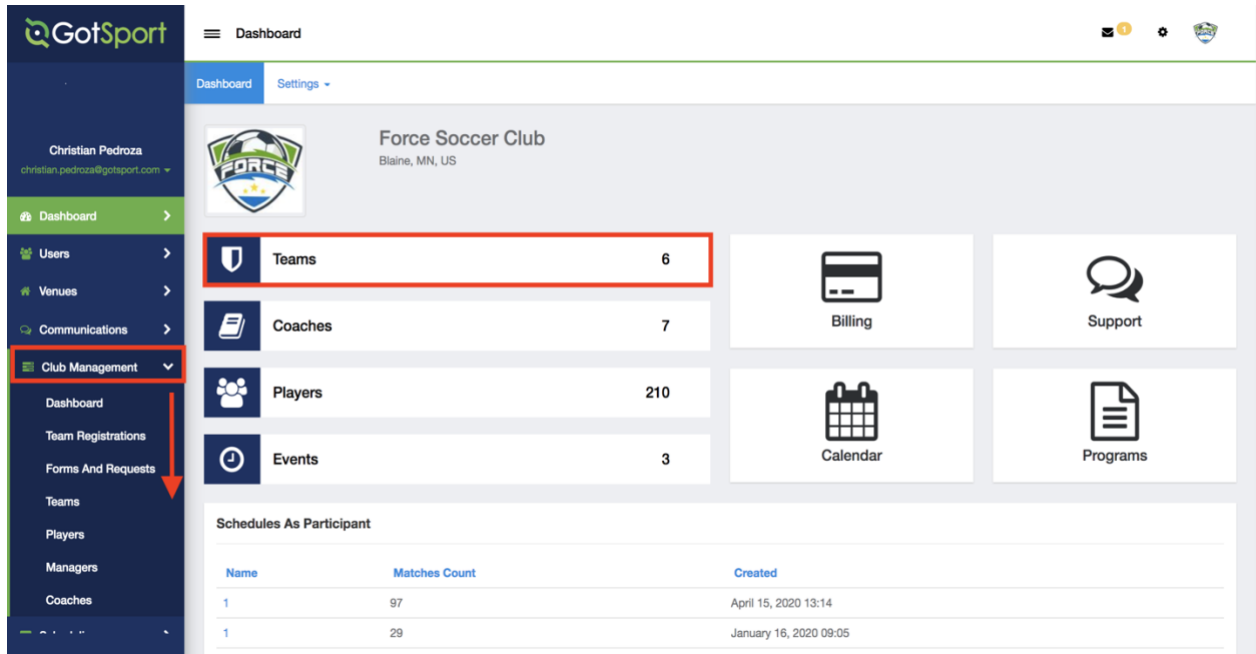
You will now see your newly imported managers in your Club Managers list.



HOW TO ADD A TEAM:

Step One:

From your dashboard, either select "Club Management" then "Teams" from the dropdown or just click "Teams" on your dashboard homepage.

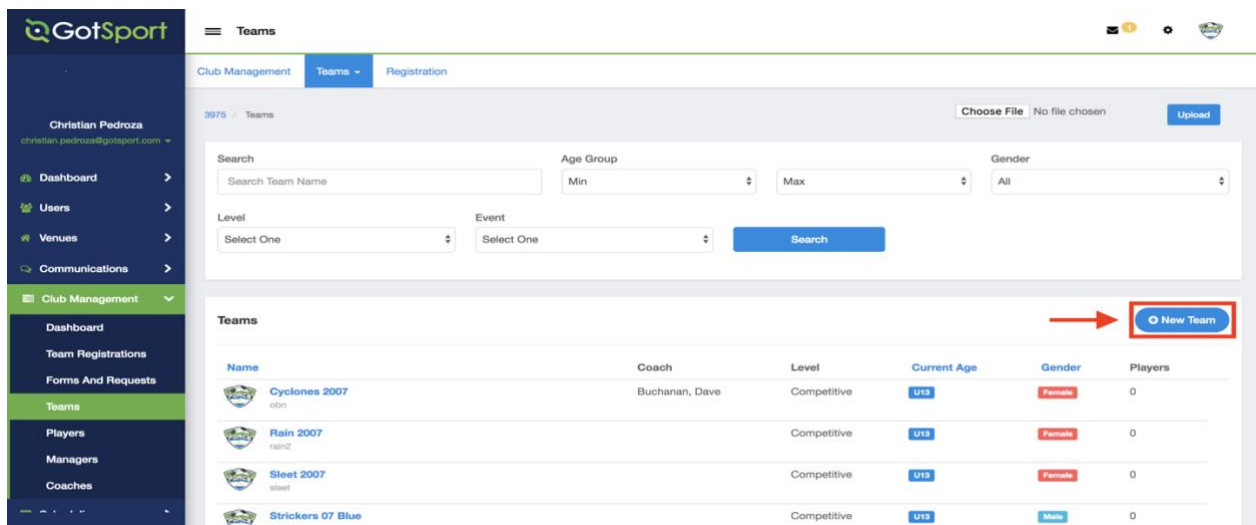


The screenshot shows the GotSport dashboard for the Force Soccer Club. The left sidebar contains a navigation menu with 'Club Management' highlighted in red, and a sub-menu where 'Teams' is also highlighted in red with a red arrow pointing to it. The main content area shows a summary of club statistics: Teams (6), Coaches (7), Players (210), and Events (3). The 'Teams' card is highlighted with a red border. To the right are cards for Billing, Support, Calendar, and Programs. Below this is a table titled 'Schedules As Participant' with columns for Name, Matches Count, and Created.

Name	Matches Count	Created
1	97	April 15, 2020 13:14
1	29	January 16, 2020 09:05

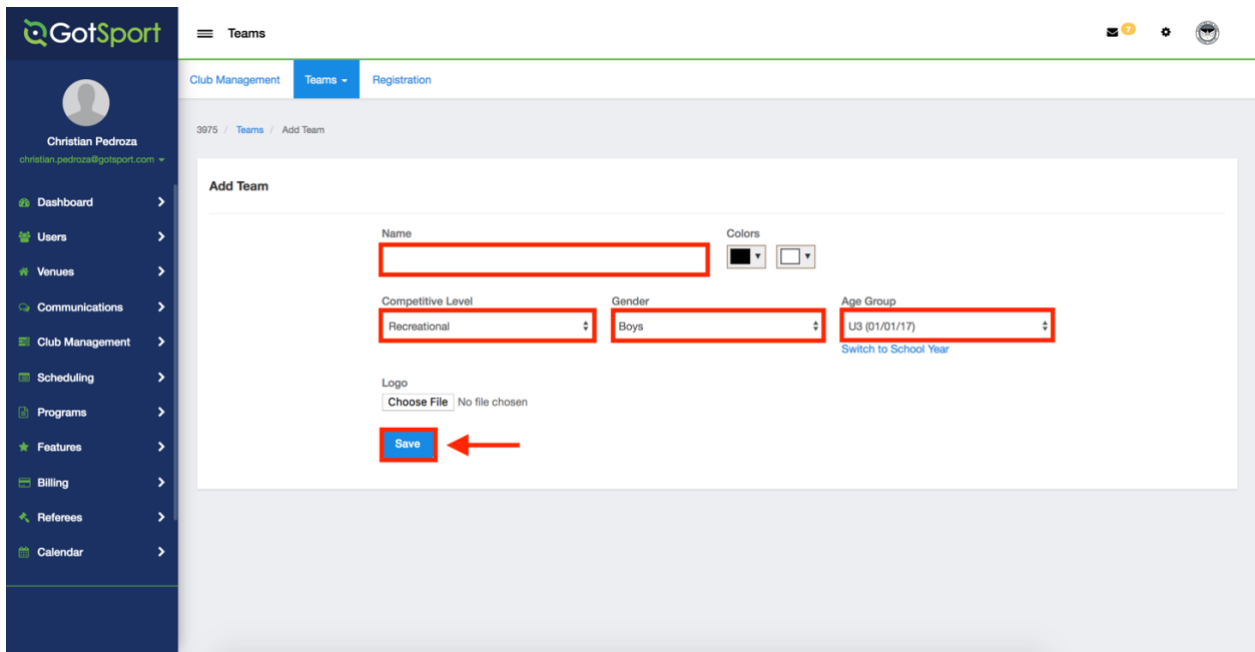
Step Two:

From your team's overview page, click "+ New Team" to create a new team account. From this page you will be prompted to enter the basic team information such as the team name, their competitive level, their gender, and their age group. You also have the ability to add their logo (if you do not add a logo, it will default to your club's logo)



The screenshot shows the GotSport Teams overview page. The top navigation bar includes 'Club Management', 'Teams', and 'Registration'. The main content area has search filters for Team Name, Age Group (Min/Max), Gender, Level, and Event. A 'Search' button is present. Below the filters is a table of existing teams. The '+ New Team' button is highlighted with a red box and a red arrow.

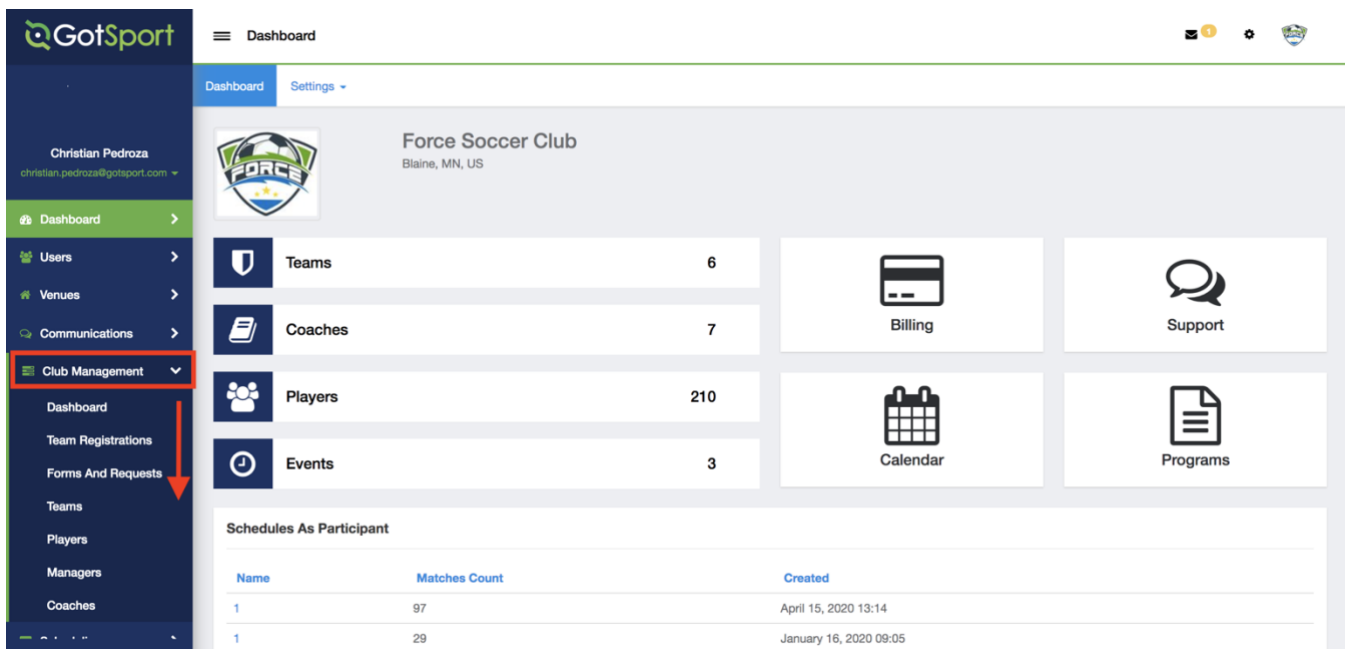
Name	Coach	Level	Current Age	Gender	Players
Cyclones 2007 ctn1	Buchanan, Dave	Competitive	U13	Female	0
Rain 2007 rain2		Competitive	U13	Female	0
Sleet 2007 sleet		Competitive	U13	Female	0
Strickers 07 Blue newyo		Competitive	U13	Male	0



HOW TO REGISTER TEAMS TO EVENT AND ADD PLAYERS TO EVENT ROSTERS:

Step One:

Click on 'Club Management', then 'Teams'



Step Two:

Click the 'Teams' tab, then 'Roster Builder' from the drop down

The screenshot shows the 'Teams' management interface. The left sidebar contains navigation options like Dashboard, Users, Venues, and Club Management. The main content area has a top navigation bar with 'Teams' selected. A dropdown menu is open, with 'Roster Builder' highlighted. Below the dropdown, there are search filters for Age Group, Gender, Level, and Event. A table of teams is visible below the filters.

Name	Coach	Level	Current Age	Gender	Players
Cyclones 2007 obn	Buchanan, Dave	Competitive	U13	Female	0
Rain 2007 rain2		Competitive	U13	Female	0
Sleet 2007 sleet		Competitive	U13	Female	0
Strickers 07 Blue newyo		Competitive	U13	Male	0

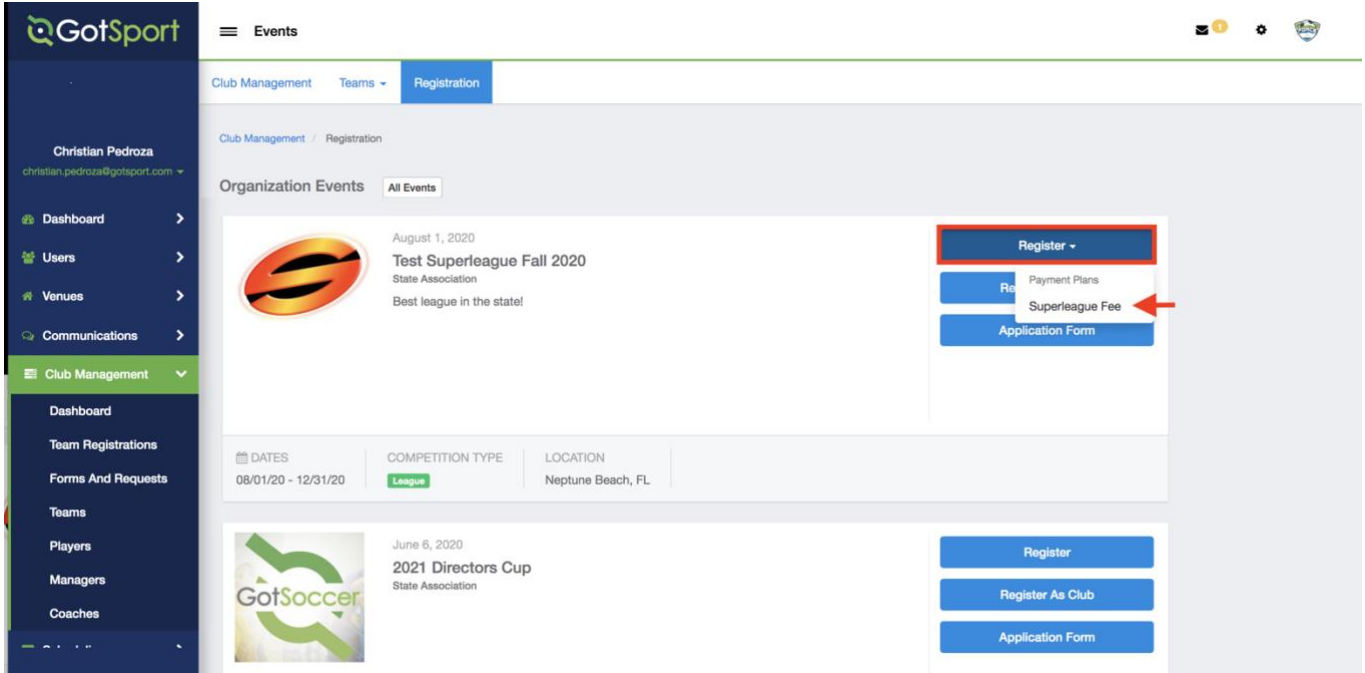
Step Three:

Click 'Find an Event'

The screenshot shows the 'Roster Builder' interface. The left sidebar contains navigation options like Dashboard, Users, Venues, and Club Management. The main content area has a top navigation bar with 'Roster Builder' selected. A red box highlights the 'Find an Event' button, with a red arrow pointing to it. Below the button, there is a dropdown menu labeled 'Select an event or roster season to continue' and a 'Submit' button.

Step Four:

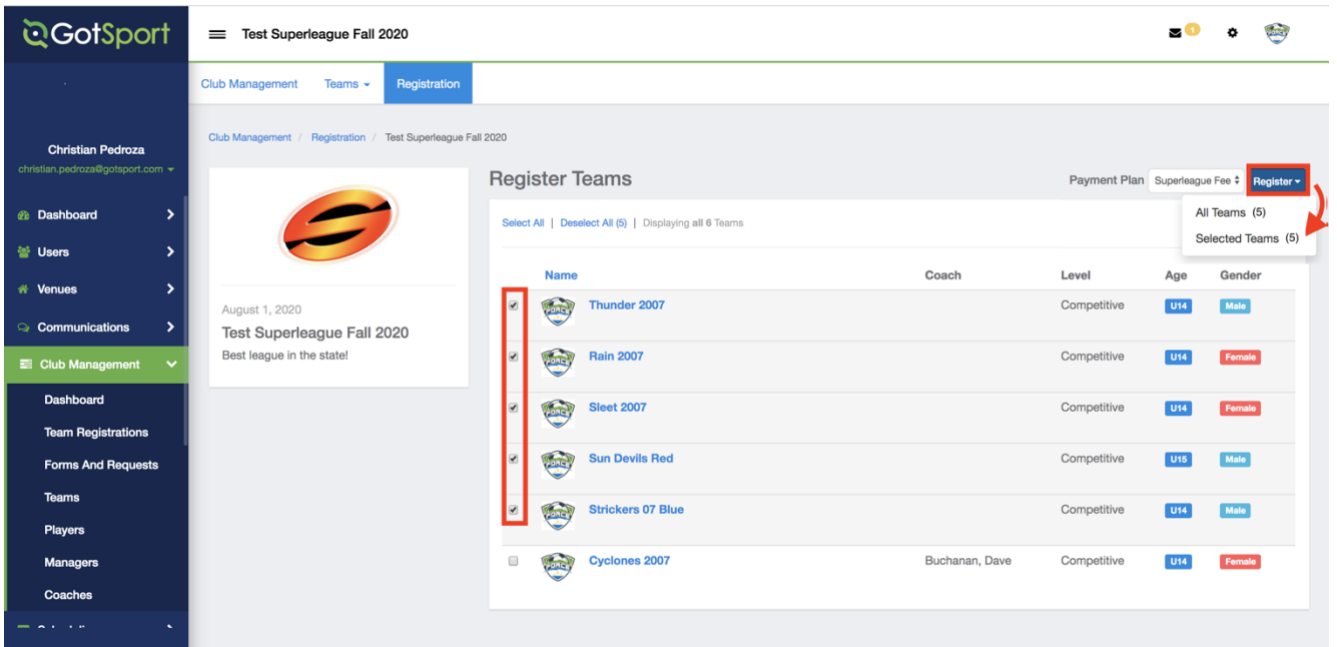
Click 'Register' then select a fee to register your teams. Please note that if you do not see your league event that means it has not yet been opened and you should contact your league administrator for more details.



Step Five:

Select your teams, then click 'Register'.

In the drop down select 'All Teams' or 'Selected Teams'

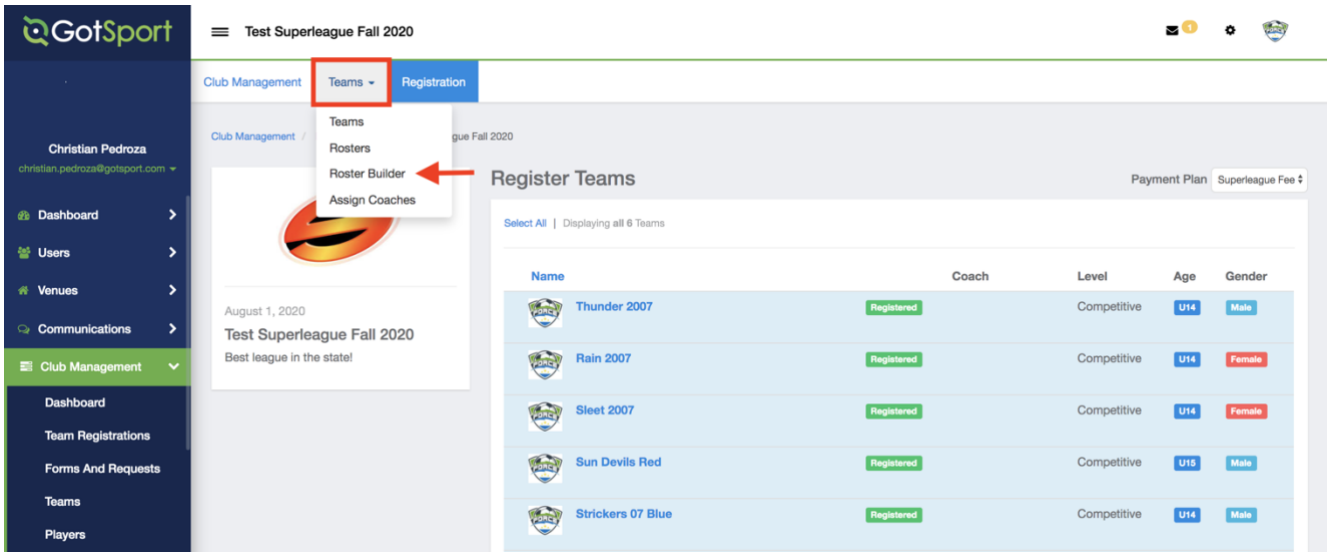


Step Six:

Your teams have now been registered for the event.

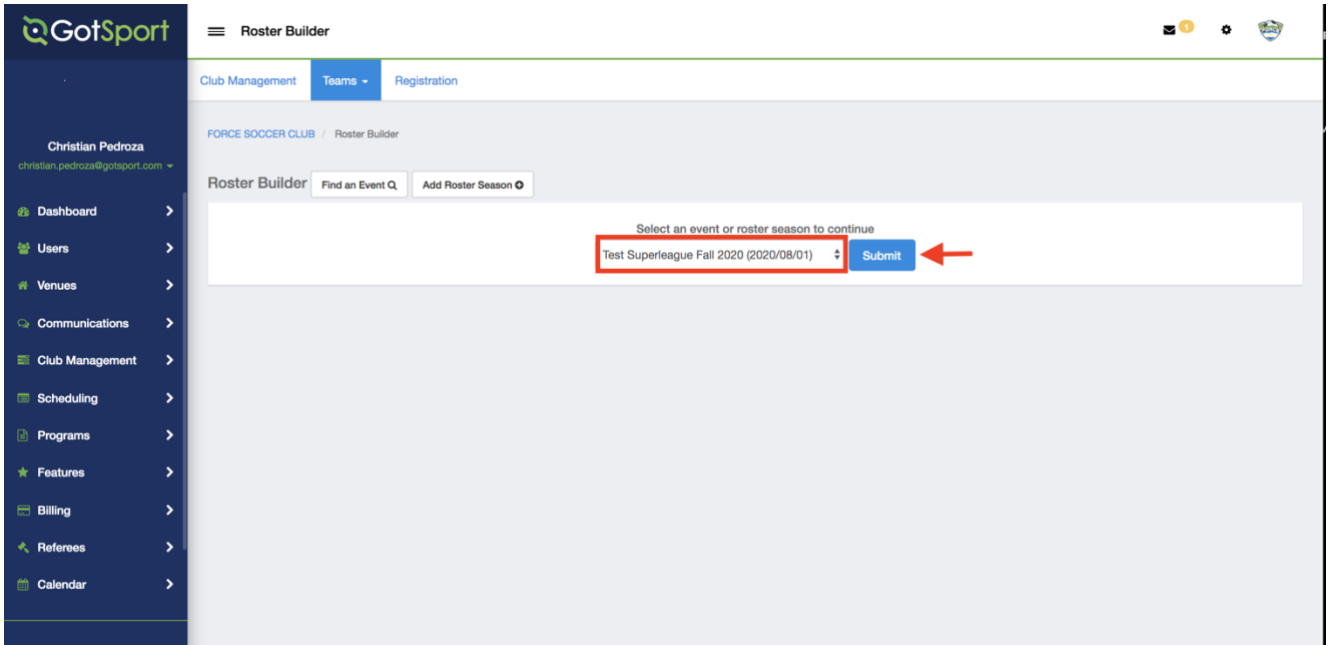
Next, to update your team rosters:

Click the 'Teams' dropdown, then 'Roster Builder'



Step Seven:

Select your event from the drop down to modify your roster.



Step Eight:

To update your team's event roster:

Select the players from within the player list, then click 'Add to Team' next to your respective team

The screenshot shows the GotSport Roster Builder interface. On the left is a navigation sidebar with options like Dashboard, Users, Venues, etc. The main area is titled 'Roster Builder' and shows details for 'Test Superleague Fall 2020'. A search bar is present. Below it is a table of players with columns for P, S, CP, Name, Gender, Level, Group, and DOB. Two players, 'Armstrong, Leann' and 'Bartoletti, Geraldine', have their selection checkboxes checked and are highlighted with red boxes. To the right, a 'Registered Teams/Rosters' panel shows three teams: 'Rain 2007', 'Sleet 2007', and 'Strickers 07 Blue'. Each team has an 'Add to Team' button. A red arrow points to the 'Add to Team' button for the 'Rain 2007' team.

Step Nine:

Your team's roster has now been updated.

This screenshot shows the same GotSport Roster Builder interface, but now the 'Registered Teams/Rosters' panel for 'Rain 2007' displays a list of players. The table has columns for Name, Jersey, Position, and Status. Two players are listed: '1. Armstrong, Leann' and '2. Bartoletti, Geraldine', both with a 'P' in the Position column and a red 'x' in the Status column. The other teams, 'Sleet 2007' and 'Strickers 07 Blue', still show 'Player list is empty'.

HOW TO ADD A COACH TO A TEAM:

Step One:

From your club overview, click "Club Management" and then "Teams".

The screenshot shows the GotSport dashboard for Force Soccer Club. The left sidebar has 'Club Management' expanded, with 'Teams' highlighted. The main content area shows a summary of club statistics: Teams (6), Coaches (7), Players (210), and Events (3). There are also buttons for Billing, Support, Calendar, and Programs. Below this is a 'Schedules As Participant' table.

Name	Matches Count	Created
1	97	April 15, 2020 13:14
1	29	January 16, 2020 09:05

Step Two:

Click on the "Teams" drop down and then "Roster Builder"

The screenshot shows the GotSport Teams page. The 'Teams' dropdown menu is open, and 'Roster Builder' is highlighted with a red arrow. The page features a search form with fields for Search Team Name, Age Group (Min/Max), Gender, Level, and Event. Below the search form is a table of existing teams.

Name	Coach	Level	Current Age	Gender	Players
Cyclones 2007 c0n	Buchanan, Dave	Competitive	U13	Female	0
Rain 2007 rain2		Competitive	U13	Female	0
Sleet 2007 sleet		Competitive	U13	Female	0
Strickers 07 Blue navyo		Competitive	U13	Male	0

Step Three:

From the roster builder view, select the event in the "Rosters For" filter and click "Search".

The screenshot shows the GotSport Roster Builder interface. The left sidebar contains navigation options: Dashboard, Users, Venues, Communications, Club Management, and a sub-menu for Club Management including Dashboard, Team Registrations, Forms And Requests, Teams (highlighted), Players, Managers, and Coaches. The main content area is titled 'Roster Builder' and shows 'CAPITAL CITY SOCCER CLUB / Roster Builder'. The 'Rosters For' filter is set to 'Weekend Tournament', and the 'Search' button is highlighted with a red box. The 'Weekend Tournament' section displays a table of players with columns for P, S, CP, Name, Gender, Level, Group, and DOB.

P	S	CP	Name	Gender	Level	Group	DOB
0	0	0	+ Ankunding, Dominique	Female	Competitive	U11	2010-01-02
0	0	0	+ Armstrong, Leeann	Female	Competitive	U14	2007-04-06
0	0	0	+ Barrows, Juan	Male	Competitive	U17	2004-01-21
0	0	0	+ Bartoletti, Geraldine	Female	Competitive	U14	2007-09-09
0	0	0	+ Barton, Andres	Male	Competitive	U11	2010-06-23
0	0	0	+ Batz, Ross	Male	Competitive	U11	2010-07-25
0	0	0	+ Bauch, Karisa	Female	Competitive	U16	2005-06-26
0	0	0	+ Baumbach, Tamara	Female	Competitive	U13	2008-09-24

Step Four:

Once you have selected the event, you will then select the "Coaches" option to bring up the list of coaches.

The screenshot shows the GotSport Roster Builder interface with the 'Coaches' option selected in the 'Weekend Tournament' section. The 'Rosters For' filter remains 'Weekend Tournament'. The 'Coaches' section displays a list of coaches with columns for Name, Email, and Phone.

Name	Email	Phone
Randal Miller	randalmilli-7114f3@gotSPORT-demo.com	647-637-6391
Kirin, Verena	verenakiri-4656b9@gotSPORT-demo.com	381-149-3972
Hudson, Elmira	elmirahuds-7a6345@gotSPORT-demo.com	554.670.6979
Graham, Nickolas	nickolasgrah-99625d@gotSPORT-demo.com	942.210.9410

Step Five:

On the left you will see the list of available coaches and to the right you will see your teams list, including players/coaches/managers already on the selected event roster. You will need to click (and hold) the coach's name and drag it to the desired team.

The screenshot shows the 'Roster Builder' interface for 'CAPITAL CITY SOCCER CLUB'. The main content area is titled '19/20 Player Registration' with a start date of 2020/08/01 and a seasonal year of 20/21. A table lists available coaches:

Name	Email	Phone
Miller, Randal	randalmil-7114f3@gotSPORT-demo.com	647-637-6391
Kirlin, Verena	verenakiri-4656b9@gotSPORT-demo.com	381-149-3972
Hudson, Elmira	elmirahuds-7a6345@gotSPORT-demo.com	554.670.6979
Graham, Nickolas	nickolasgrah-99625d@gotSPORT-demo.com	942.210.9410

On the right, the 'Teams/Rosters' section shows three teams: 'Cyclones 2007', 'Rain 2007', and 'Sleet 2007'. A red arrow indicates the action of dragging the 'Miller, Randal' coach from the table to the 'Cyclones 2007' team card.

You will then see the coach(s) placed on the team for the selected event.

The screenshot shows the 'Roster Builder' interface for 'CAPITAL CITY SOCCER CLUB' with the event set to 'Weekend Tournament'. The table of available coaches remains the same. In the 'Teams/Rosters' section, the 'Cyclones 2007' team card now displays 'Coach: Miller, Randal' with a small 'x' icon next to the name, indicating the coach has been assigned to that team.

HOW TO ADD A MANAGER TO A TEAM:

Step One:

From your club overview, click "Club Management" and then "Teams".

The screenshot shows the GotSport dashboard for Force Soccer Club. The left sidebar contains a navigation menu with 'Club Management' expanded, and 'Teams' highlighted with a red box. The main content area displays the club's name and location, followed by a grid of management tools: Teams (6), Coaches (7), Players (210), and Events (3). Below this is a 'Schedules As Participant' table.

Name	Matches Count	Created
1	97	April 15, 2020 13:14
1	29	January 16, 2020 09:05

Step Two:

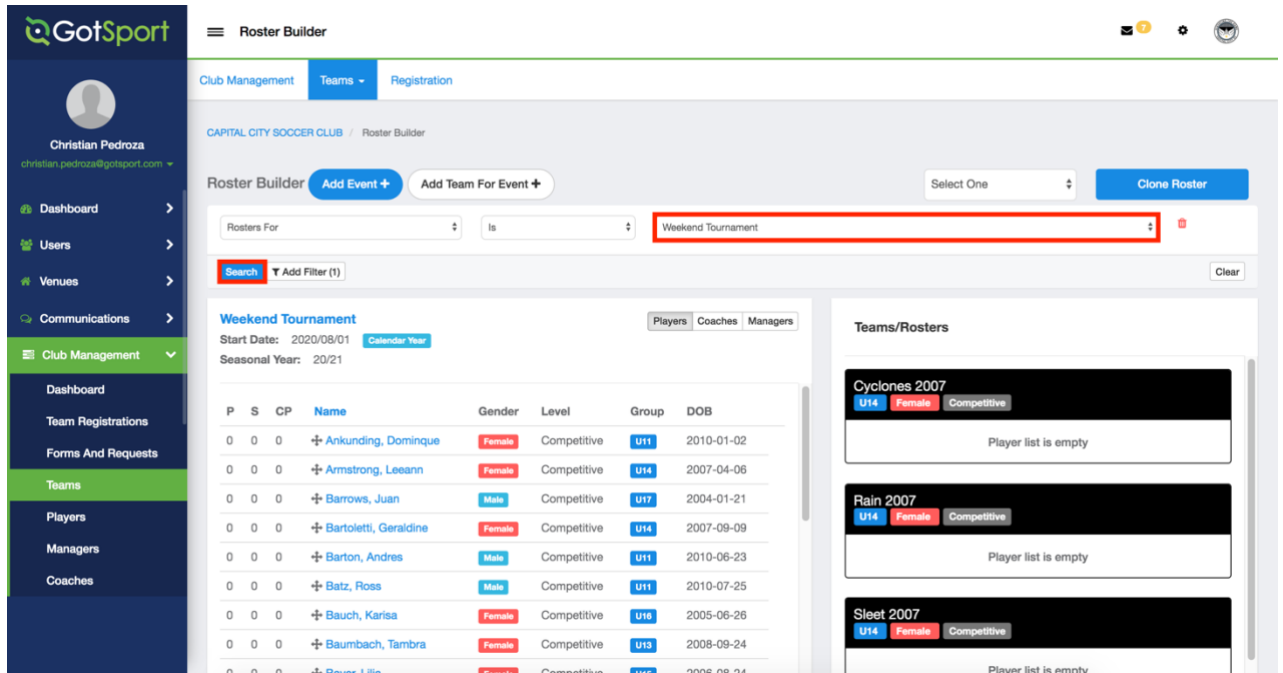
Click on the "Teams" drop down and then "Roster Builder"

The screenshot shows the GotSport Teams page. The 'Teams' dropdown menu is open, and 'Roster Builder' is highlighted with a red arrow. The page includes search filters for Team Name, Age Group, Gender, Level, and Event. Below the filters is a table listing existing teams.

Name	Coach	Level	Current Age	Gender	Players
Cyclones 2007	Buchanan, Dave	Competitive	U13	Female	0
Rain 2007		Competitive	U13	Female	0
Sleet 2007		Competitive	U13	Female	0
Strickers 07 Blue		Competitive	U13	Male	0

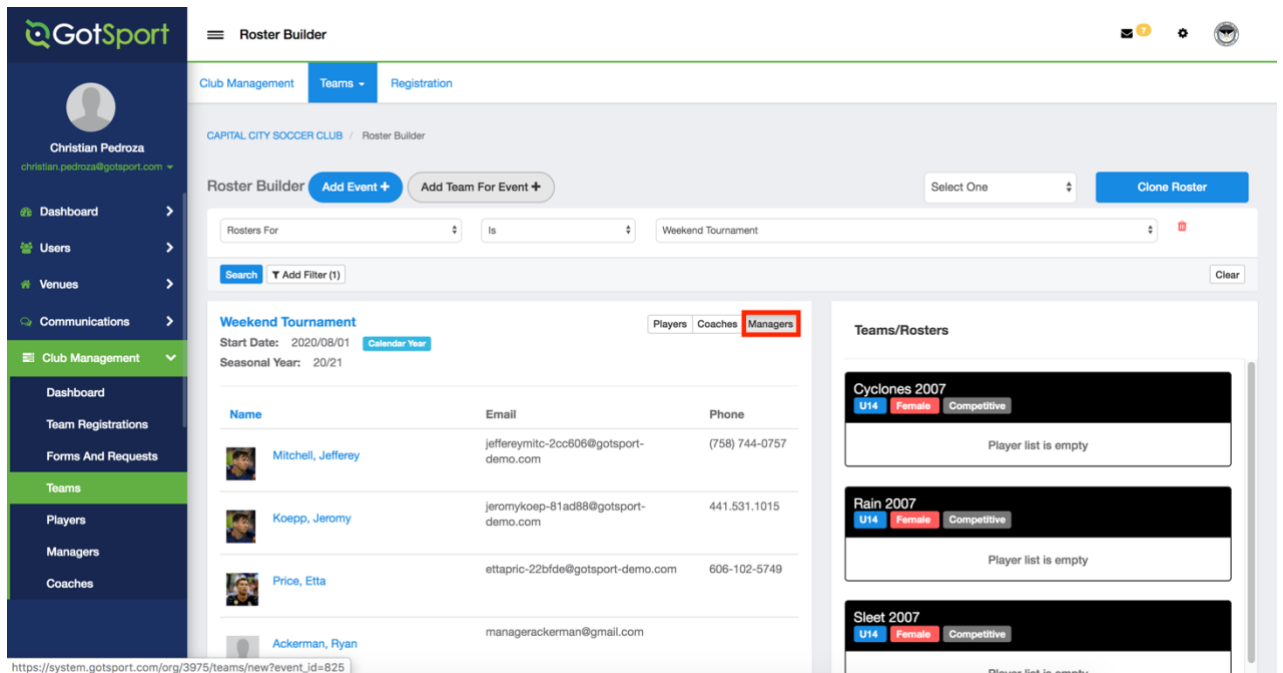
Step Three:

From the roster builder view, select the event in the "Rosters For" filter and click "Search".



Step Four:

Once you have selected the event, you will then select the "Managers" option to bring up the list of managers.



https://system.gotssport.com/org/3975/teams/new?event_id=825

Step Five:

On the left you will see the list of available managers and to the right you will see your teams list, including players/coaches/managers already on the selected event roster. You will need to click (and hold) the managers name and drag it to the desired team.

The screenshot shows the GotSport Roster Builder interface. On the left is a navigation sidebar with 'Club Management' selected. The main content area is titled 'Roster Builder' and shows '19/20 Player Registration' for 'CAPITAL CITY SOCCER CLUB'. A table lists available managers:

Name	Email	Phone
Mitchell, Jefferey	jeffereymitc-2cc606@gotssport-demo.com	(758) 744-0757
Koopp, Jeromy	jeromykoopp-81ad88@gotssport-demo.com	441.531.1015
Price, Etta	ettapric-22bfde@gotssport-demo.com	606-102-5749
Ackerman, Ryan	managerackerman@gmail.com	

On the right, the 'Teams/Rosters' section shows three teams: 'Cyclones 2007', 'Rain 2007', and 'Sleet 2007'. A red box highlights 'Mitchell, Jefferey' in the manager list, and a red arrow points to the 'Cyclones 2007' team, indicating the drag-and-drop action.

You will then see the manager(s) placed on the team for the selected event.

The screenshot shows the GotSport Roster Builder interface after the manager has been assigned. The main content area is titled 'Roster Builder' and shows 'Weekend Tournament' for 'CAPITAL CITY SOCCER CLUB'. The manager list is the same as in the previous screenshot. In the 'Teams/Rosters' section, the 'Cyclones 2007' team now has 'Manager: Mitchell, Jefferey' assigned to it, indicated by a red box around the team card.

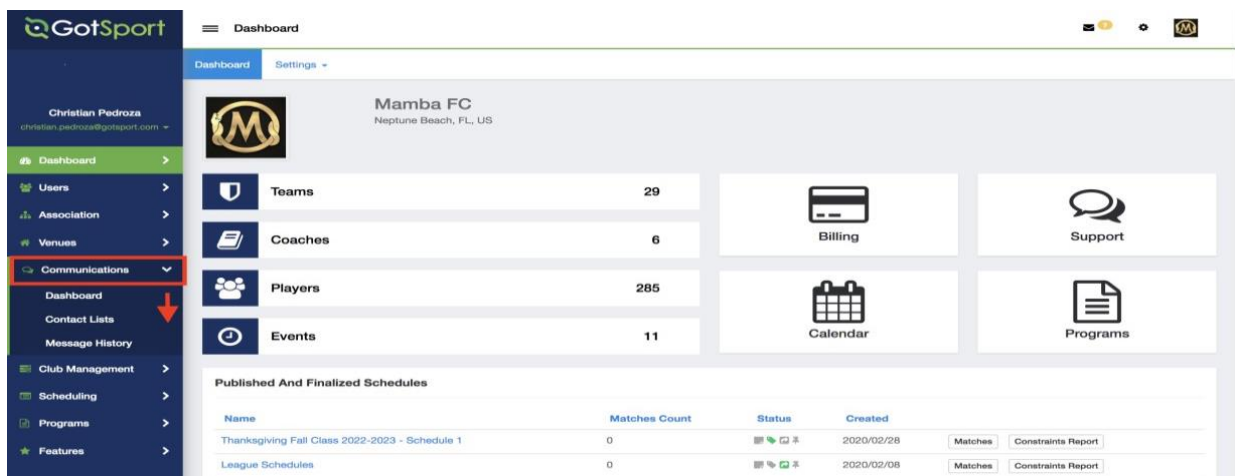
EASTERN PA RISK MANAGEMENT

HOW TO EMAIL COACHES & MANAGERS TO SUBMIT R/M REQUIREMENTS:

You are able to create contact lists in the system allowing you to create blocks of contacts making messaging people that much easier and less time-consuming. You will be emailing all your coaches and managers from here to start the season letting them know how to gain access to their account and complete all PA Risk Management criteria. Note: when a contact email is updated, added or removed in a block within these contact lists, it will automatically update in your list. To add a new contact list, follow the steps below:

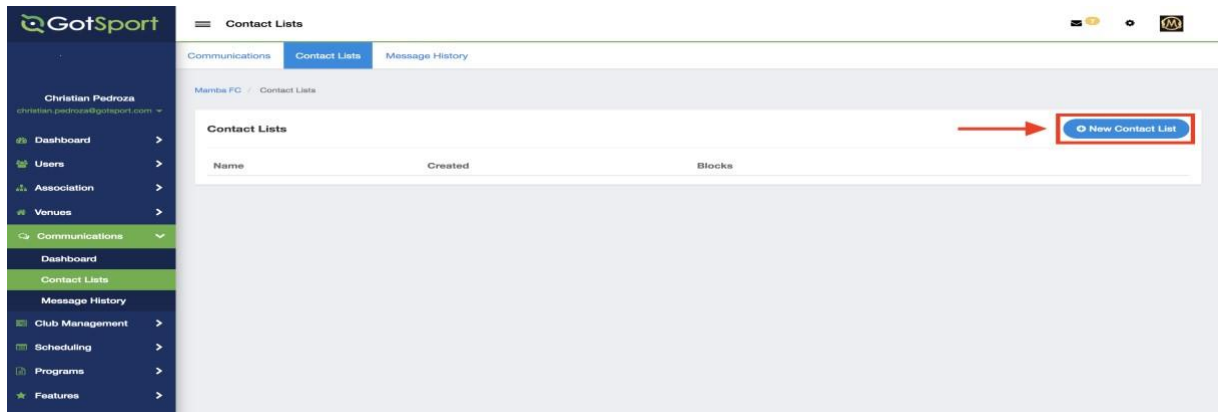
Step One:

From your dashboard, select "Communications" on the left-hand side then "Contact Lists" from the drop-down menu.



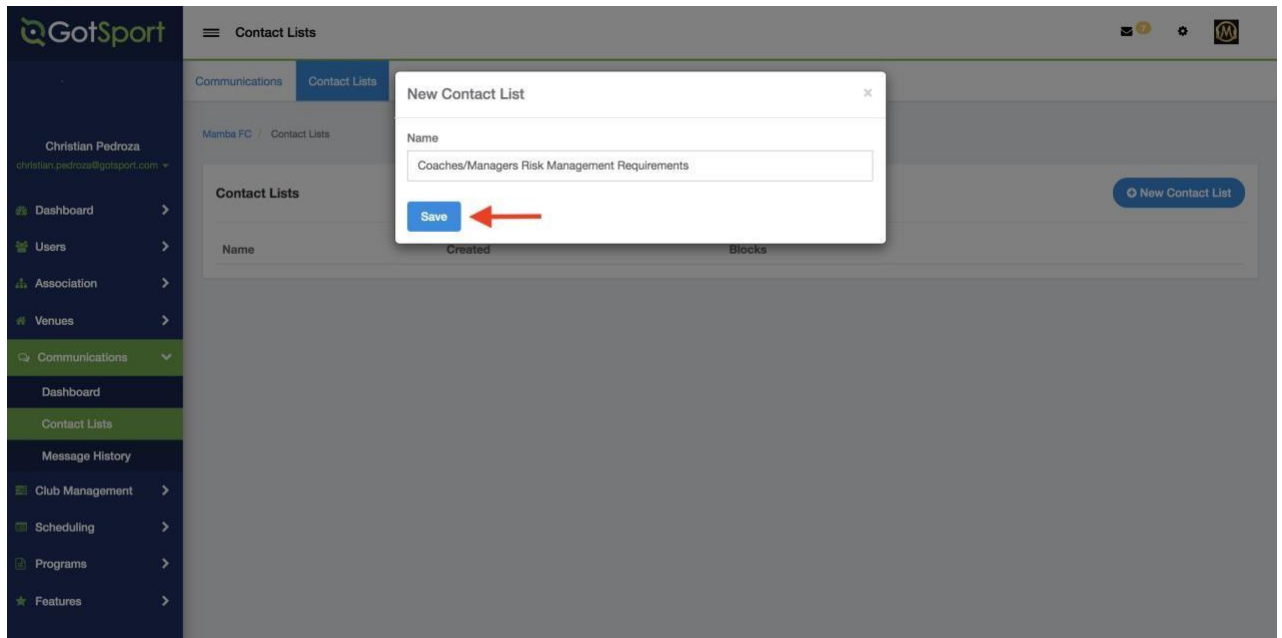
Step Two:

This page will list all of your current contact lists. To add a new list, click "+ New Contact List."



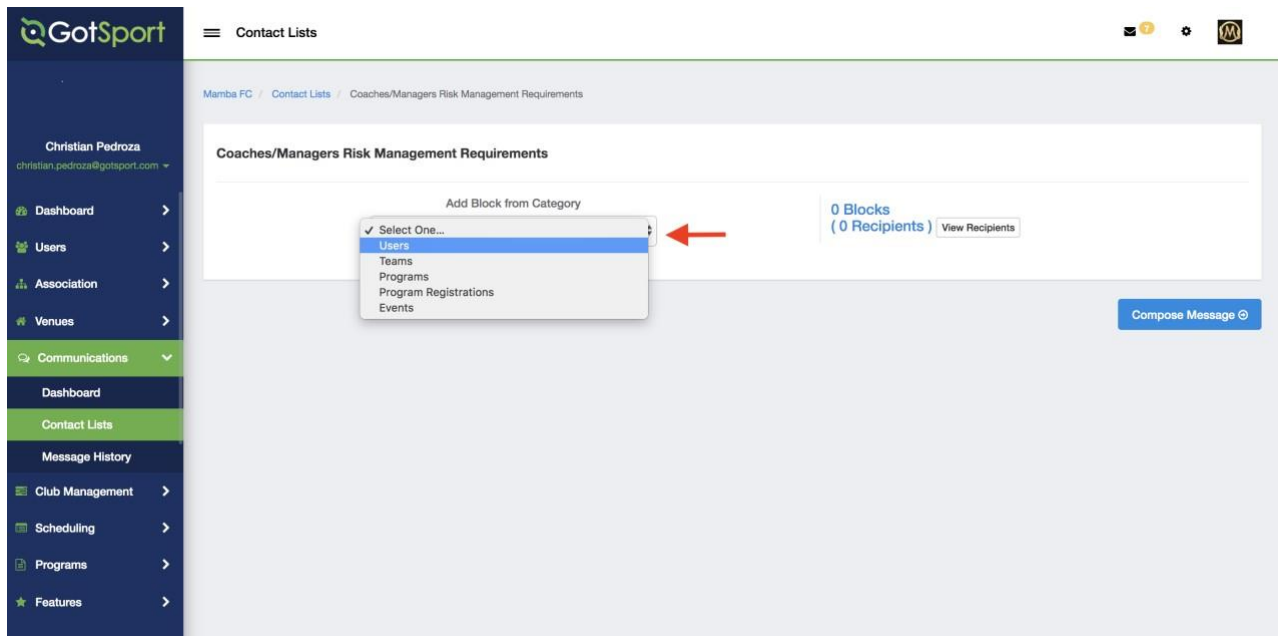
Step Three:

You will first be prompted to Name the Contact List then click "Save."



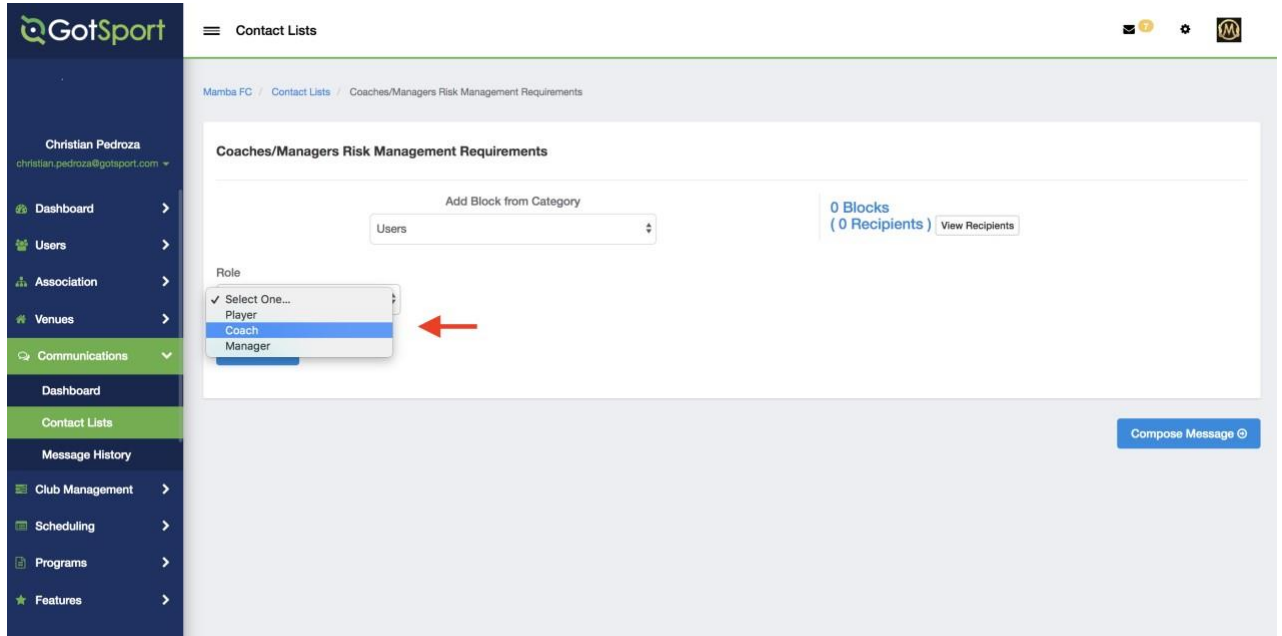
Step Four:

Select 'Users'

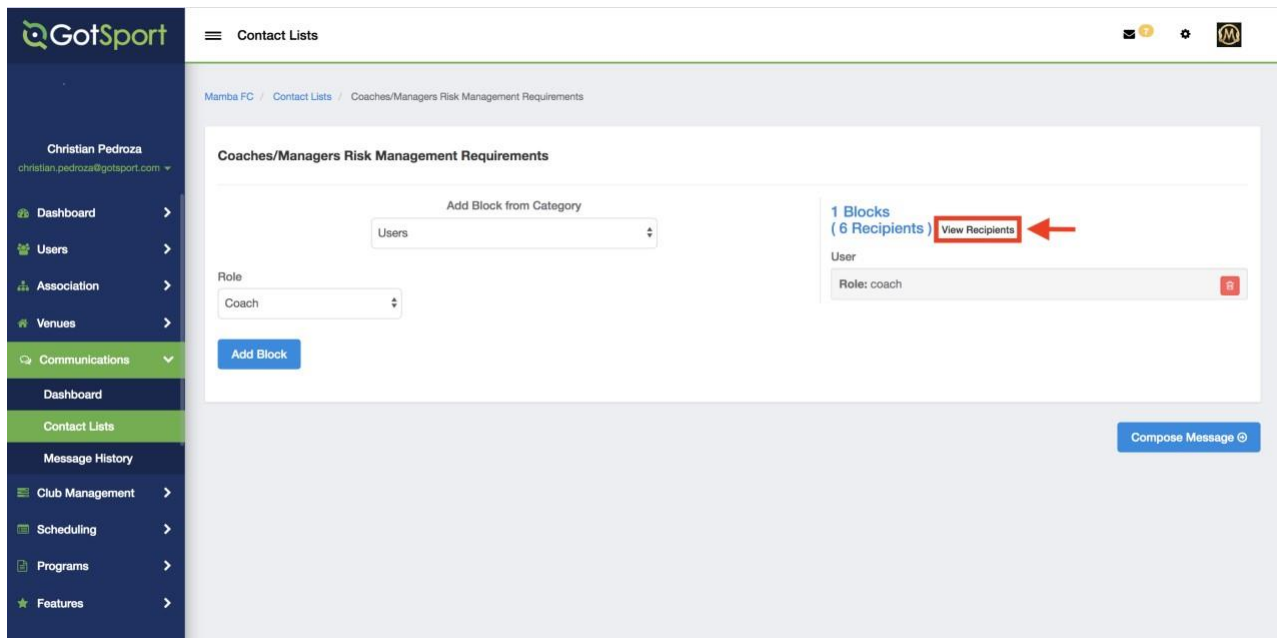


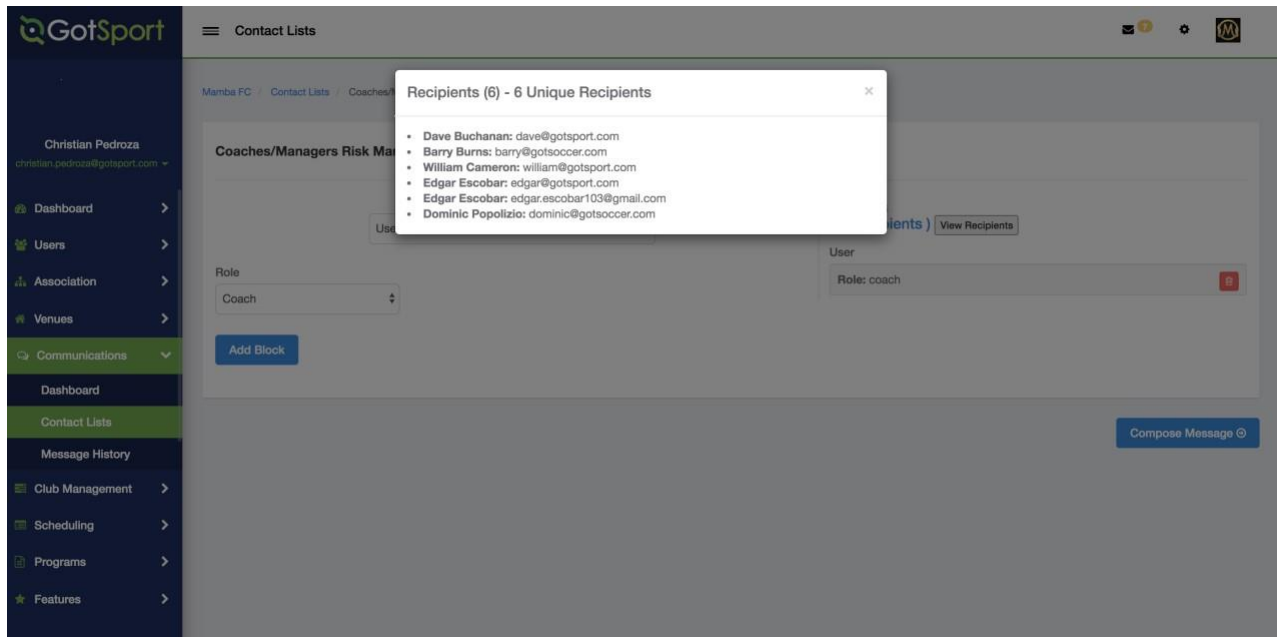
Select the 'Role' dropdown and click 'Coach'.

Note: This is interchangeable to include managers as well or they could also be added to the recipient list.



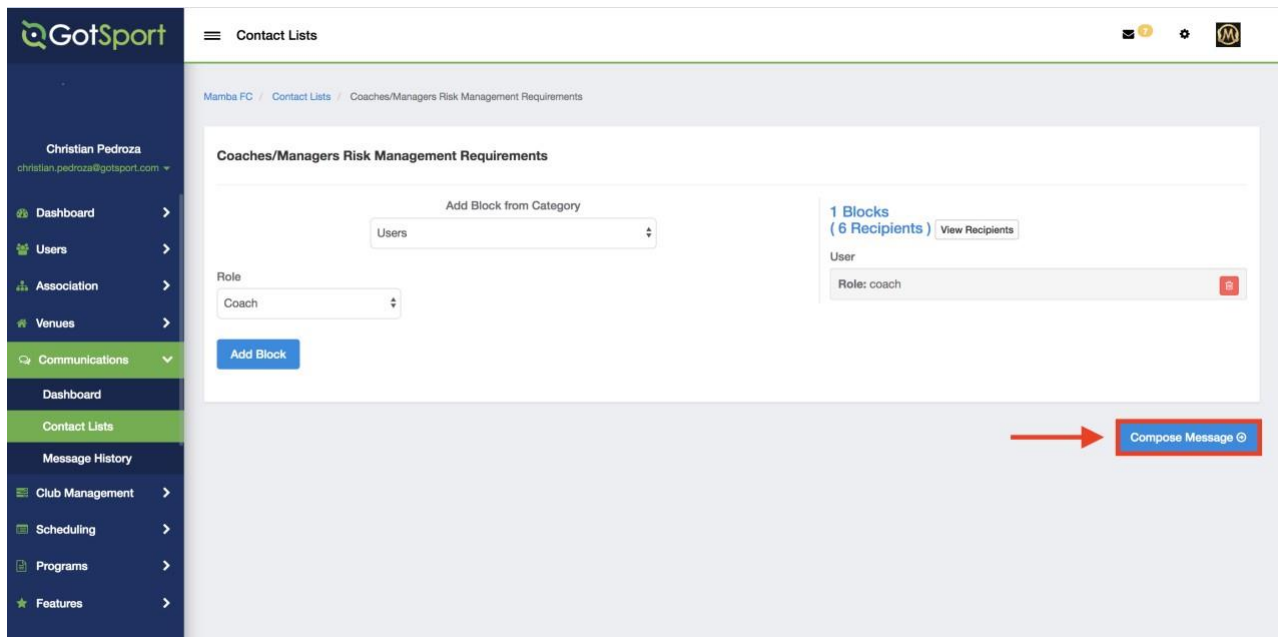
Click on 'View Recipients' to see who will be receiving your email.

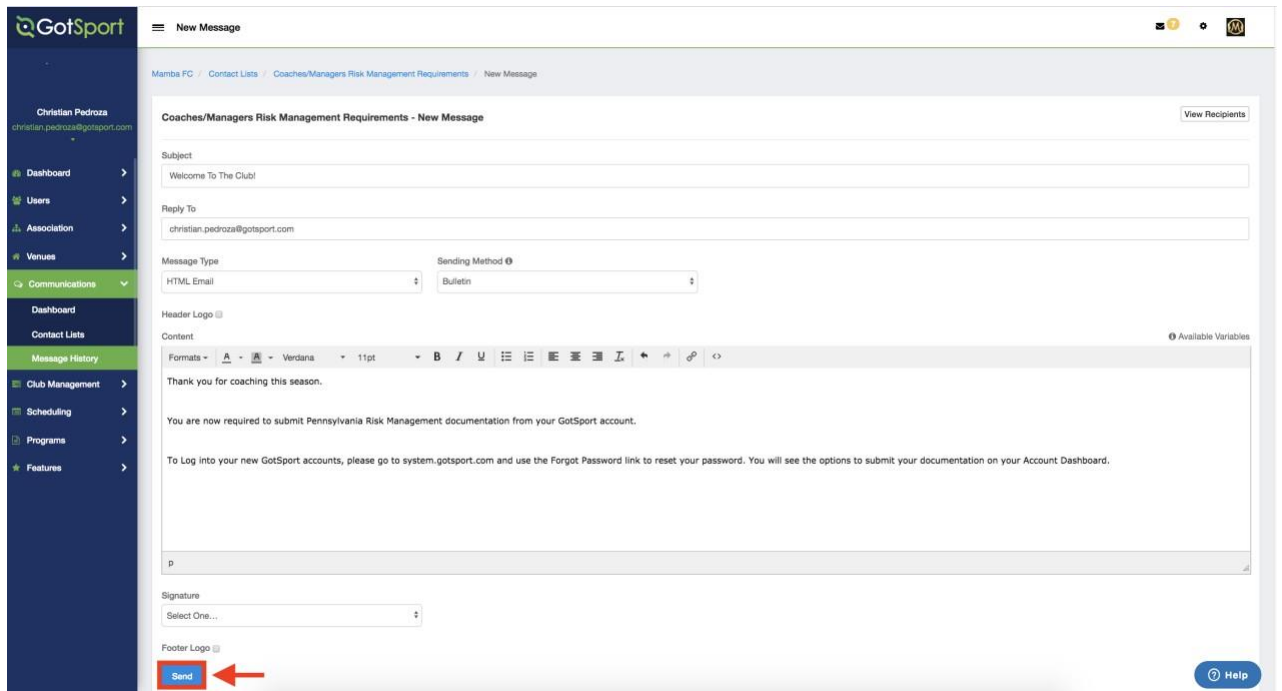




Step Five:

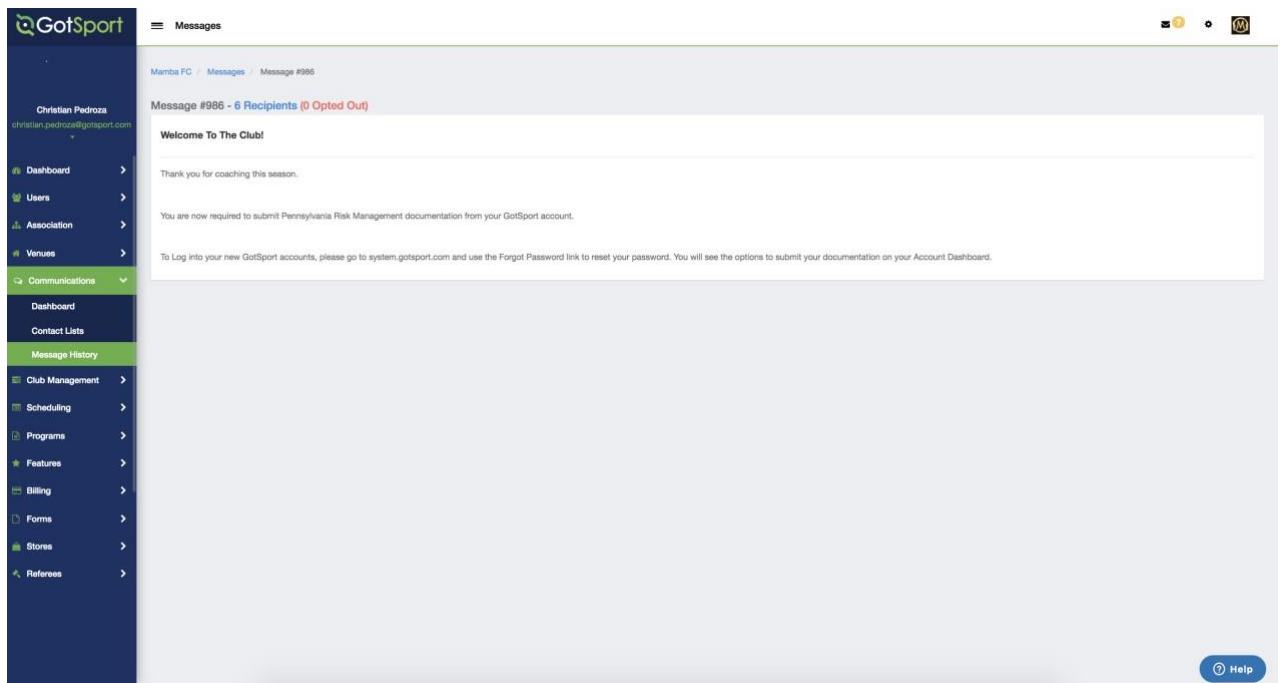
Click 'Compose Message' to create your new email.





Click 'Send'

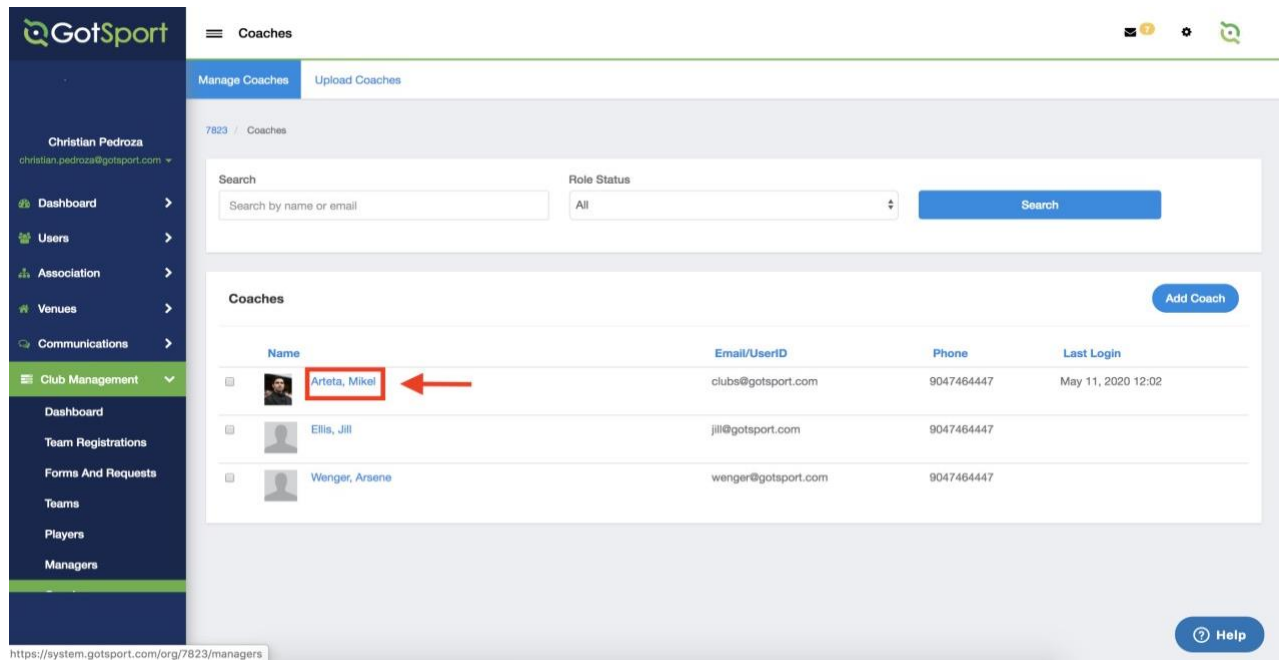
Your email has now been delivered to your recipients.



HOW TO APPROVE RISK MANAGEMENT DOCUMENTATION

Step One:

Go to the Club Management, Coaches page, and then click on the “Coaches”

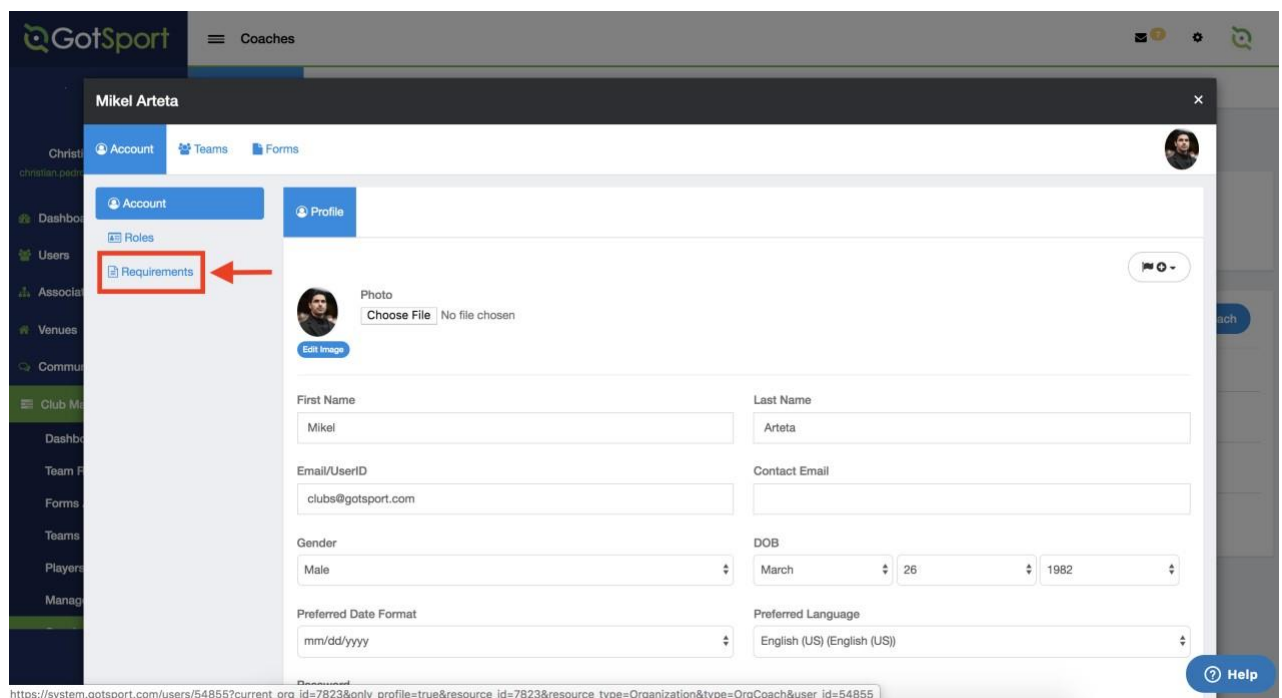


The screenshot shows the GotSport interface for managing coaches. The left sidebar is open to 'Club Management' > 'Managers'. The main content area is titled 'Coaches' and shows a table of coaches. The first row, 'Arteta, Mikel', is highlighted with a red box and a red arrow pointing to it. The table has the following data:

Name	Email/UserID	Phone	Last Login
Arteta, Mikel	clubs@gotsport.com	9047464447	May 11, 2020 12:02
Ellis, Jill	jill@gotsport.com	9047464447	
Wenger, Arsene	wenger@gotsport.com	9047464447	

Step Two:

Then go to “Requirements” in that coach's profile:

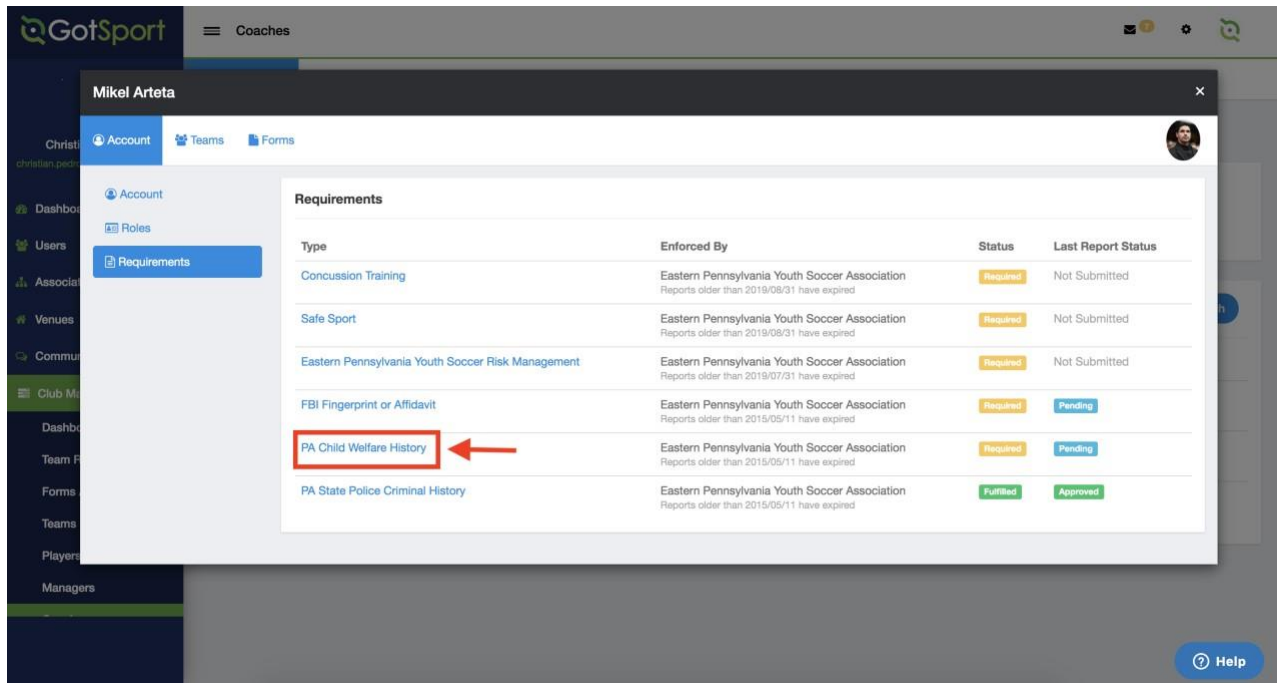


The screenshot shows the profile page for Mikel Arteta. The left sidebar is open to 'Requirements'. The main content area shows the profile details for Mikel Arteta, including a photo upload field, first and last name, email, gender, and date of birth.

Field	Value
First Name	Mikel
Last Name	Arteta
Email/UserID	clubs@gotsport.com
Contact Email	
Gender	Male
DOB	March 26, 1982
Preferred Date Format	mm/dd/yyyy
Preferred Language	English (US) (English (US))

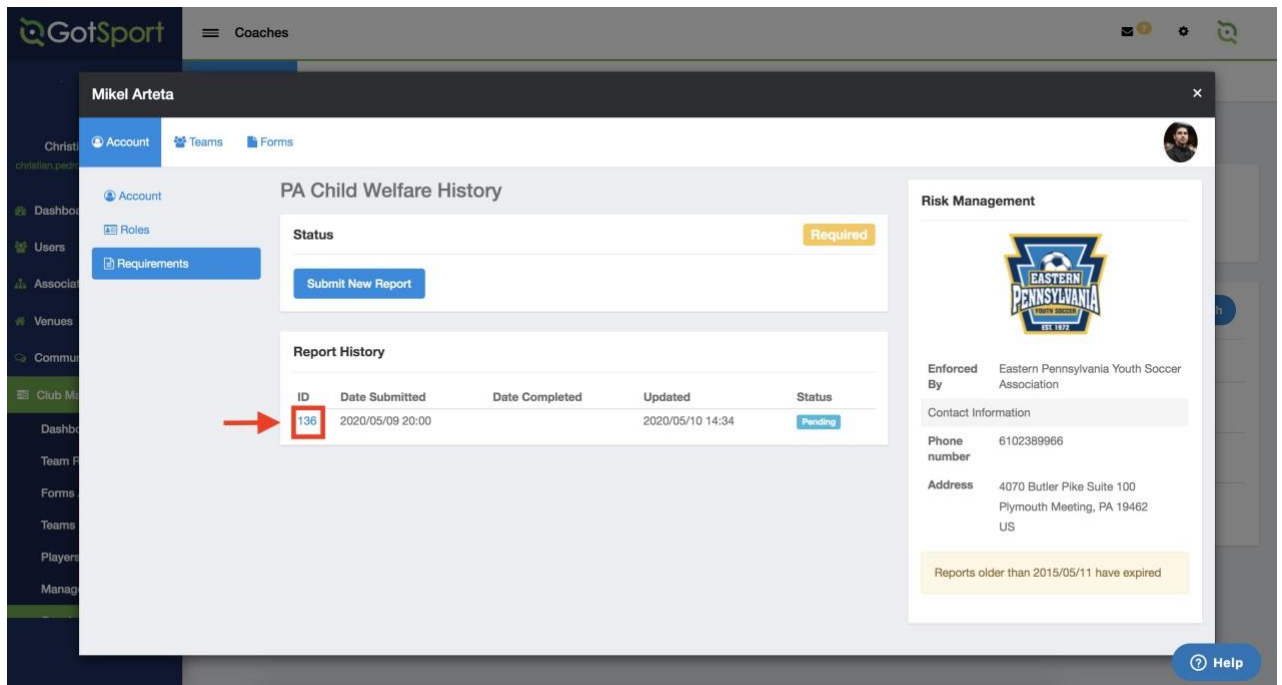
Step Three:

Click the Requirement you want to check.



Step Four:

Click on the ID number of the report submission:



This next part is OPTIONAL. If you choose, there is an Expiration Date area, where you can fill in the expiration date of the coach's document, and then plug in 60 months and click Save. The system will automatically update the Report Submitted date to 60 months prior to the expiration date, in accordance with the Eastern Pennsylvania Youth Soccer Association.

Account
Roles
Requirements

Personal Information

Legal Name: Mikel Arteta
Date of Birth: 03/26/1982

Report Result

Report ID: 129
Type: FBI Fingerprint or Affidavit
Status: Pending
Report Submitted: 05/03/2018

Expiration Date

The report was submitted for a requirement that does not automatically expire reports. If you fill out the form below, we will use the values provided to update the report's submitted date.

Date: Reports Expire After: Save
Months

Billable Organization
Gateway Reference ID

Step Five: After confirming document, you then update the status of the documentation and click Update:

Account
Teams
Forms

Personal Information

Legal Name: Mikel Arteta
Date of Birth: 1982/03/26

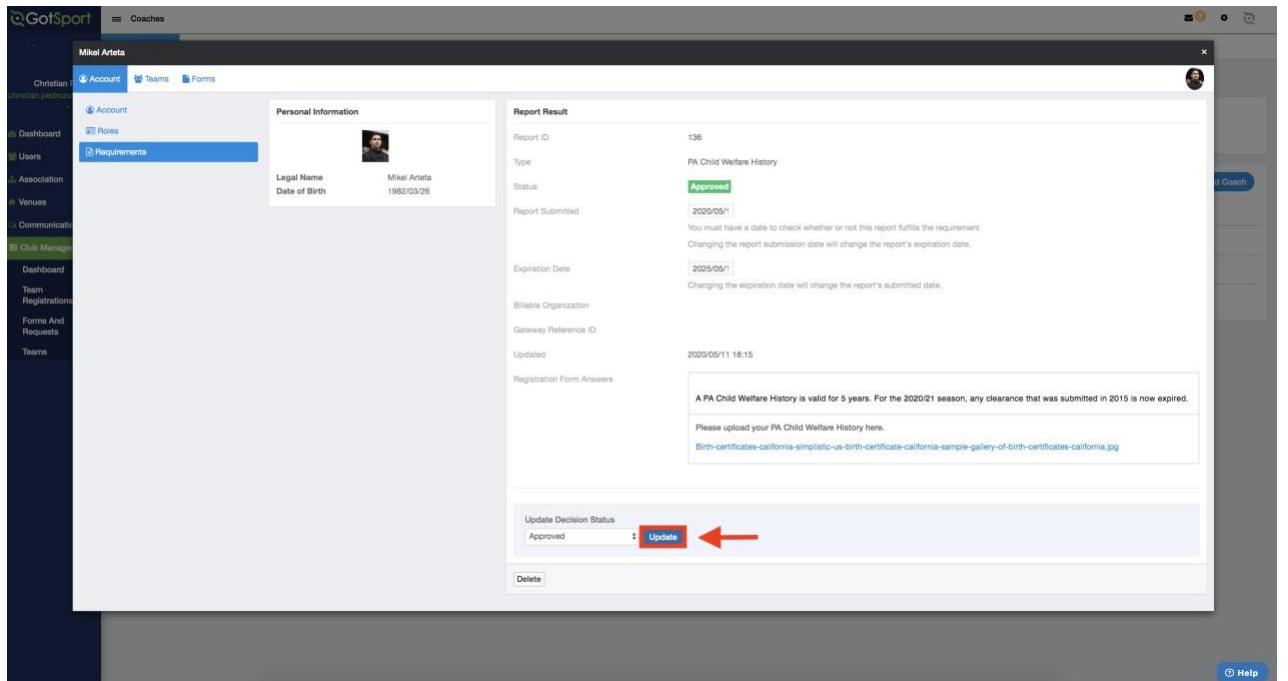
Report Result

Report ID: 136
Type: PA Child Welfare History
Status: Pending
Report Submitted: 2020/05/1
Expiration Date: 2025/05/1
Updated: 2020/05/10 14:34

Registration Form Answers

A PA Child Welfare History is valid for 5 years. For the 2020/21 season, any clearance that was submitted in 2015 is now expired. Please upload your PA Child Welfare History here. [Birth-certificates-california-simplified-birth-certificate-california-sample-gallery-of-birth-certificates-california.jpg](#)

Update Decision Status: Pending Approved Review Denied Unreviewed Update



You will then see the “Status” of the report change to what was selected within the drop down.