

How to Submit Registration for Recreational Players/Coaches/Managers

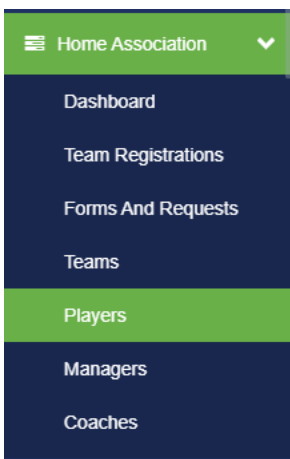
Same Instructions to Submit for Adult Players.

Admin will log in their profile at system.gotsport.com, go to roles, their association.

You will do the same process for players, coaches, and managers. You will do each one at a time. Just replace players with Coach or Manager in instructions.

For players, you will do it once for recreational players, once for academy players. For Adult player, select Adult competitive level.

Click on Home Association Tab, and then click Players

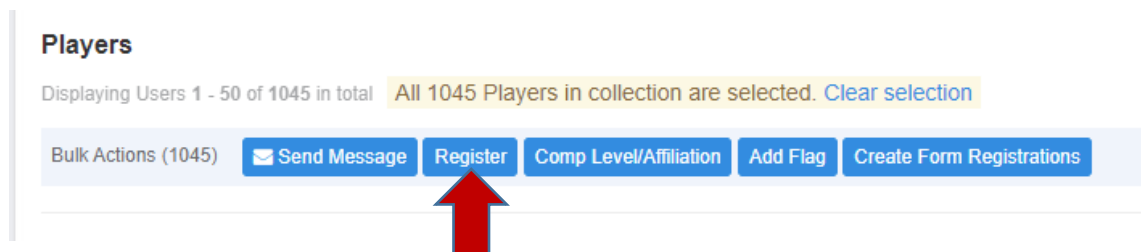


Filter by Player Competitive Level: recreational or academy. After filtering, if total number of players is wrong for that competitive level, you need to check before moving forward. You will do full process for Rec, then full process for Academy.

Click Check All Check Box, then Click Select All ### Players in Collection

A screenshot of a web application's 'Players' management interface. The title 'Players' is at the top left. Below it, the text 'Displaying Users 1 - 50 of 1045 in total' is followed by a yellow highlighted box containing the text 'All on page selected. Select all 1045 Players in collection?'. A red arrow points to this text. Below this is a 'Bulk Actions (50)' section with buttons for 'Send Message', 'Register', 'Comp Level/Affiliation', 'Add Flag', and 'Create Form Registrations'. Below the buttons is a table with columns 'Name' and 'Email/UserID'. The first row shows a player named 'Abercumbia' with a profile picture and a lock icon. The second row shows a player named 'Abraham, Joshua' with a lock icon. A red arrow points to the checkmark in the first row's first column.

It will then state All are selected, then click Register:



Players
Displaying Users 1 - 50 of 1045 in total All 1045 Players in collection are selected. [Clear selection](#)

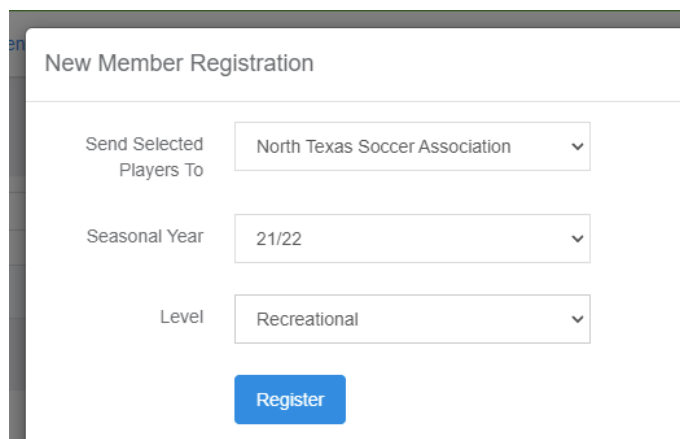
Bulk Actions (1045) [Send Message](#) [Register](#) [Comp Level/Affiliation](#) [Add Flag](#) [Create Form Registrations](#)

Make sure the Send to is for North Texas Soccer Association.

Make sure Seasonal Year is Correct

Make sure you select correct Level you are invoicing for.

Has to be level that is under North Texas Soccer Association Category.



New Member Registration

Send Selected Players To

Seasonal Year

Level

[Register](#)

Click Register – It will show a dialog box and will say Job Complete when done.

Continue to next page in instructions.

After done with all Rec Players, Academy Players, Adult Players, Coaches, and Managers, you will now email Brittany Walker at brittany@ntxsoccer.org and include the following:

State your association name, your name, contact number, and that you are ready for invoicing.

Include what you should have for the following:

Rec Player Total:

Acad Player Total:

Rec/Acad Coach Total:

Rec/Acad Manager Total:

Comp Player Total:

Comp Coach Total:

Comp Manager Total:

Adult Player Total:

Brittany will then verify your numbers match what you state in your email. You will be emailed when invoiced. If numbers do not match, Brittany will contact you to go over and help correct.

Any questions should be emailed to brittany@ntxsoccer.org

Note: This is not how we intend to continue to do invoicing, but is our only option currently. We will send out updated instructions for future invoicing when obtained.

