Team Registration Process

1. Set up Club Administrator Access club account. Login using your GotSport credentials. If you are unsure what your credentials are, use the “password lookup” link below.

Login: https://www.gotsport.com/asp/directors/login.asp

Password lookup: https://www.gotsport.com/asp/directors/passwordlookup.asp
2. Set up Coaches not already in the system.
   a. Choose “Club”
   b. Choose “Coaches”
   c. Add or upload Coaches participating in TCSL.
   d. Choose “Create Coach Profile.”
   e. Alternatively, use “Upload Coaches” link to mass upload Coaches.
f. Level/grade is “Competitive”
g. Enter Coach information. (Name, e-mail and phone are required fields).
h. The system will automatically create a username and password for this coach, and they will get an email with their username and password.
3. Add or upload Team Officials (Team Managers) participating in TCSL. If these are not yet known, you can ignore this step and add them later once they are known.
   a. Choose “Club”
   b. Choose “Team Officials”

c. Choose “Create Team Official Profile.” (Name, e-mail and phone are required fields).

d. Alternatively, use “Upload Team Officials” link to mass upload Team Managers.

e. The system will automatically create a username and password for this team manager, and they will get an email with their username and password.
5. View existing teams that are already tied to your Club account by selecting Club : Teams. The teams listed have likely registered/played in a Got Soccer tournament. (Note: To see the detail of previously entered competitions, click “Applications.”)

a. Update name of existing team to TCSL naming convention by clicking on the individual team.
   i. Do not use a Club code or name as this pre-populates through Got Soccer.
   ii. Change team name to following format: Birth Year + Gender + Club Specific Designation (ex: 04 Boys Academy or 05 Girls Elite).
b. Create new teams by clicking “Add Team” for teams that do not exist.
   i. Do not use a Club code or name as this pre-populates through Got Soccer.
   ii. Birth Year + Gender + Club Specific Designation (ex: 04 Boys Academy or 05 Girls Elite).
   iii. Required fields: Team Name, select gender, age group, uncheck “Prevent add/release of players by manager”, select coach, and team manager (if team official has been updated and is in the system).
   iv. Create team login.
      **Suggestion: use standardized usernames and passwords, for example: “tcsi04eliteboys” for username; “password” for password.
   v. Repeat this process for each team that you are entering into TCSL.
5. Register team for TCSL League using “Register Teams In” dialogue.
   a. Choose Fall 2017 – TCSL (or appropriate season)
   b. Choose Select
c. Click “Register” for each individual team.
6. You are now in the individual team application.
   a. Event Registration
      i. Team Name & Club Account will auto-populate. Note: “Event Group Age” will automatically age-up submitted team.
      ii. Enter Preferred Division for this specific team.
      iii. Continue.
i. Verify and Continue.
c. Blackout appropriate dates for this team for this season. Yellow highlighted dates are available play dates. Red highlights upon clicking on an available play date will black out that day.

a. Verify and continue.
ii. Enter Additional Contact Information
(Note: Coach and Contact Person will receive email confirmation upon team submission.)

a. Coach Information pre-filled out (based on information filled out at Team level)
b. Fill out additional Contact information (most likely club admin) (Note: required fields are Name, Mobile, Email Address)
c. Verify and Continue.
iii. Event Registration - Application Fee Payment screen
   a. Agree to disclaimer.
   b. Payment Options
      1. Pay by Credit Card for individual team
      2. Pay by eCheck for individual team
      3. Pay by Check
      Note: If Pay By Check is selected, TCCL will send electronic invoice to club, with all team submittals represented on single invoice.
iv. Event Registration - Application Complete
   a. Print Completed Application if desired.

7. Repeat steps (5) & (6) for each team that you are registering.