

GOTSPORT HOW TO ARTICLES

Phase 1 (Part 1) - Update Club Organization on GotSport

- Update Club Information
 - Edit Organization and Club Logo - <https://support.gotsport.com/how-to-edit-organization-logo-and-basic-info>
- Add Staff Members
 - Adding Staff - <https://support.gotsport.com/how-to-add-a-staff-to-member-organization-associations>
 - Edit Staff Member Role (Club Director, Admin, President, Scheduler, etc.) - <https://support.gotsport.com/as-a-club-admin-how-to-add/edit-a-title-of-a-user>
- Create Birth Certificate Repository – <https://support.gotsport.com/adding/creating-a-birth-certificate-document-repository>
- How to Pay an Invoice - <https://support.gotsport.com/how-to-pay-an-invoice-as-a-club>
Staff members must be listed as DOC, Registrar, Billing contact to receive emails about bills.

Phase 1 (Part 2) - Create Teams, Add Players, Coaches and Managers

- Create Teams - <https://support.gotsport.com/as-a-club-admin-how-to-create-a-team>
IMPORTANT - When setting the team age, be sure to set age to what the team would be **TODAY** for the **CURRENT SEASONAL YEAR**. **DO NOT** set the age to what the team will be in the upcoming fall. Teams and players are automatically aged up one year for the new season on AUG 1st.
- Add Players to GotSport
 - Create a New Player - <https://support.gotsport.com/as-a-club-admin-add/create-a-new-player>
 - How to Upload Players (Bulk) - <https://support.gotsport.com/player-upload>
 - Add a Parent account - <https://support.gotsport.com/as-a-club-admin-how-to-add-a-parent/guardian-to-a-player-profile>
- Add Coaches to GotSport - <https://support.gotsport.com/as-a-clubadmin-how-to-create-or-add-a-coach-into-a-club>

- Update Player Role - **Update Roles to: USSSA - Development Player League**
<https://support.gotsport.com/as-a-club-admin-how-to-update-a-players-competitive-level/affiliation>
- Update Coach/Manager Role -
<https://support.gotsport.com/checking-and-updating-coach-or-manager-affiliation-and-competitive-level>

Phase 2 - Player, Coach, and Manager Registration

- Parent information links on how to : <https://support.gotsport.com/parents-players>
Have them click on Player / Parent account management

How to login (parent) - <https://support.gotsport.com/login-how-to-log-in-to-your-account>

- Player Registration Requirements (**To be completed by parents**)
 - Add a photo headshot -
<https://support.gotsport.com/uploading-photo-to-player-profile>
 - Upload Proof of Birth -
<https://support.gotsport.com/how-to-upload-documents-from-a-parent-account-birth-certificates>
 - Sign USSSA Participation Waiver & Photo video
<https://support.gotsport.com/as-a-parent/guardian-how-to-complete-required-forms-waivers-ussa>
 - Safesport (Players must complete if they turning 18 years old during the season)
 - Under 18 years old -
<https://support.gotsport.com/how-to-complete-safesport-under-the-age-of-18>
 - Over 18 years old -
<https://support.gotsport.com/how-to-complete-safesport-age-18>

* Make sure parents are completing these requirements in their player's account. Not their own account.

- Coach/Manager Registration Requirements
 - View All Requirements and Forms -
<https://support.gotsport.com/how-to-complete-a-required-form-coaches-and-managers>
 - Background Check (2 Step Process) -
<https://support.gotsport.com/complete-background-screening-ussa>
 - How to Prepay background checks -
<https://support.gotsport.com/as-a-club-admin-how-to-prepay-for-background-checks>

- SafeSport - <https://support.gotsport.com/submitting-safesport-coach/manager>
- Purchase USSSA Coach/Manager Membership - <https://support.gotsport.com/how-to-pay-for-your-ussa-coach/manager-membership-fee>
***** This is self pay by coach****
- USSSA Guides to Complete Requirements
 - Club Administrators Guide - <https://support.gotsport.com/ussa-guide-club-administrators>
 - Parents and Players Guide - <https://support.gotsport.com/ussa-guide-parents/players>
 - Coaches and Managers Guide - <https://support.gotsport.com/ussa-guide-for-coaches-managers>

Phase 3 - Creating Rosters and Paying for Registration

- Add Player to Team - <https://support.gotsport.com/club-admin-how-to-add-a-player-onto-a-team>
- Add a Player Jersey Number and Position (Can also be done in Roster Builder) - <https://support.gotsport.com/adding-jersey-numbers-to-players-as-a-coach-or-manager>
- Add Coach to Team - <https://support.gotsport.com/club-admin-how-to-add-a-coach-onto-a-team>
- Roster Builder
 - Clone a roster or team - <https://support.gotsport.com/cloning-a-team-roster-to-submit-to-an-event-as-a-club-admin>
 - Add a Player to an Event Roster - <https://support.gotsport.com/how-to-add-a-player-to-an-event-roster-as-an-admin>
 - Club Pass Player - <https://support.gotsport.com/as-a-club-admin-how-to-add-a-club-pass-player-to-a-roster>
- Paying for Player, Coach, and Manager Registration - <https://support.gotsport.com/submit-and-pay-for-players-coaches-and-managers>

Phase 4 - Scheduling

- Creating Venues and Fields
 - Create a venue -
<https://support.gotsport.com/as-club-admin-how-to-create-venues-for-your-club>
 - Add fields to a venue -
<https://support.gotsport.com/how-to-create-a-field-or-venue-space-inside-a-venue>
- Scheduling
 - How to schedule a match -
<https://support.gotsport.com/how-to-schedule-or-edit-a-game-as-an-admin-club-self-scheduling>
- Game Change Request
 - Submit Game Change Request -
<https://support.gotsport.com/how-to-submit-a-game-change-request>

Phase 5 - Match Day

- How to Set a Match Day Roster
 - Admin -
<https://support.gotsport.com/how-to-set-a-match-day-roster-and-print-match-card-as-a-club-admin>
 - Coach/Manager -
<https://support.gotsport.com/how-to-build-a-match-day-roster-and-print-match-day-card-as-a-coach-or-manager>
- Print Match Card
 - Coach/Manager -
<https://support.gotsport.com/as-a-coach/manager-how-to-print-a-match-card>
- Reporting the Score
 - Upload Score -
<https://support.gotsport.com/as-a-coach/manager-how-to-enter/upload-a-score>
 - Upload Match Card -
<https://support.gotsport.com/how-to-enter-a-detailed-game-score-and-upload-game-sheet>