

Registering Recreational Players with CSA through GotSoccer

If you use GotSoccer for online player registration...

Import New Players That Registered with Your Club

When a player registers with your club through GotSoccer and is coming from another club in GotSoccer (anywhere in the country), you may have to import their account so they appear under your Club tab.

- 1) Click on the CLUB tab and click on PROGRAMS in the black menu bar.

The screenshot shows the GotSoccer website interface. At the top, there is a navigation bar with tabs for Home, Website, State (CO), Club, Referees, and Registrations. Below this is a black menu bar with options: Management, Coaches, Team Officials, Teams, Players, Programs, and Help. The 'Programs' option is highlighted with a red box. Below the menu bar, there is a sub-menu with 'List Programs' selected. The main content area is titled 'Club Programs' and includes a search bar and a table of programs. The first program, '2016/2017 ODP Pool Players', is highlighted with a red box.

- 2) Click on the name of the program for which you'd like to look at and click on PROGRAM REGISTRATIONS in the grey menu bar.
- 3) Any player that has a red shade around the check box next to their name means their player account is associated with another club and they will not be included in your submission of players sent to CSA.
- 4) Click on the player's ID number next to the red shaded check box.

The screenshot shows the 'Program Registrations' page for the '2016/2017 ODP Pool Players' program. The 'Program Registrations' menu item is highlighted with a red box. The page displays a list of player registrations with the following columns: Player ID#, Gender, DOB, Last, First Name, Signature, Current Level, Reg. Level, State(Curr), State(Reg.), School, Zip, and Reg. Fee. The first row shows a player with ID# 5428231, who is highlighted with a red box and a red arrow. The second row shows a player with ID# 3145313. The page also includes a 'Registration Tools' section with buttons for Email, CSV, XLS, Forms, Assign Team, Active, Release, Set Reg. Level, Update Current Player Levels, and Send to State (USYSA).

- When the next page loads with their registration form, look over to the far right side of the screen and below their picture and street address, you'll to click on a green button that says IMPORT PLAYER TO CLUB.

2016/2017 ODP Pool Players - Player Registration - Ackerman, Neal [View/Print Registration Document](#)

Program Registration

Program: 2016/2017 ODP Pool Players
 Seasonal Year: 8/1/2016
 Date Registered: 8/12/2016 4:47:35 PM Remove

Registered As: Competitive
 Playing Group: U11
 Payment Plan: US-U17 ODP Pool Players (\$150.00)
 Originally Selected Payment Method: CreditCard
 Club/Team Info: Wait Listed, Active/Available in Pool, Documentation Complete

Update

Player Profile

Full Legal Name: Neal T Ackerman
 Current Level: Competitive
 Gender/Age: Male 4/8/2005 (U12)
 School Dist/Grade: / N/A
 Address: 1732 Holeman Drive
 City/State/Zip: Erie, CO 80516
 Phone: 303-818-2497
 Mobile: 303-413-9885
 Email: nancyandlom@centurylink.net
 Mobile Text: 3038182497@vtext.com

Club Affiliation: Assigned to Other Club Import Player to Club

[Player History & Import Options](#)

- Click OK on the pop up box to import the player to your club.

Making Sure All Players Are Recreational

Not every player that registered with your club will have Recreational as their Level/Grade. They will need to if they are to be registered with CSA.

- Once your registration has closed, go to the CLUB tab and click on PLAYERS in the black menu bar.
- Using the filters at the top to filter to the players that registered for your program. Next to "Filter by Upcoming Event," choose the player registration program that your recreational players registered for.

Player Accounts [Create New](#) [Export \(CSV\)](#) [Export \(XLS\)](#) [\(Aff.XLS\)](#) [Team Builder](#)

Page Size: 25 | Photos: No | Teams: No | Ages: Calendar(C) | State Billing: Rostered: All | Flagged: | USYSA | 2016/2017 Apply Filters

Filter by Upcoming Program: (None) Playing Group: All

Name (First/Last)	Player ID#	Player Email	Parent Name	Parent Email
2016/2017 ODP Pool Players (6/22/2016)				
2nd Tryout Registration * 2016/2017 ODP Front Range Invitational Tryouts (6/1/2016)				
2016/2017 ODP Front Range Invitational Tryouts (6/1/2016)				
Metro League 9v9 Registration (6/1/2016)				
2016/2017 ODP Mountain Region Invitational Tryouts (6/1/2016)				
Deposit - 2016 Cal North ODP Scramble (3/1/2016)				
2016 Region IV ODP CA Scramble (3/1/2016)				
Region IV ODP Camp - 03G & 04G (3/1/2016)				
CSA - E Course Canon City Area 061016 - cancelled (1/1/2016)				
CSA - E Course CO Springs Area 012216 (1/1/2016)				
CSA - E Course Ft Collins Area 012216 (1/1/2016)				
CSA - E Course Boulder Area 021216 (1/1/2016)				
CSA - E Course Boulder Area 021216 (1/1/2016)				

Enroll In: (Select a Program)

Level/Grade Management
Set Level/Grade

- To make sure all of the players that registered for the program are marked as Recreational under Level/Grade:
 - Increase your page size to 500.
 - Click the check mark above the first column.
 - In the top right-hand corner in the yellow shaded area, under Level/Grade Management, select Recreational in the drop down list and click SET LEVEL/GRADE.
 - Click OK on the pop-up that appears.
 - If you have more than 500 players in the program, click onto the second page and restart the process at Step B.

Player Accounts [Create New](#) [Export \(CSV\)](#) [Export \(XLS\)](#) [\(Aff.XLS\)](#) [Team Builder](#)

Page Size: 500 | Photos: No | Teams: No | Ages: Calendar(C) | State Billing: Rostered: All | Flagged: | USYSA | 2016/2017 Apply Filters

Filter by Upcoming Program: 2016/2017 ODP Pool Players (6/22/2016) Playing Group: All

Check	ID#	Level/Grade	Last, First Name	Family	School	Grd	Post Code	DOB	Gdr	Age(C)	Team	Years	Jrny#	Rating	Flag
<input checked="" type="checkbox"/>	5326008	Competitive	Azuelo, Mackenzie	Azuelo		N/A	80016	9/18/2002	F	U15		N/A	1		
<input checked="" type="checkbox"/>	8794786	Competitive	Bailey, Robert	Bailey		N/A	80111	9/23/2005	M	U12		N/A			
<input checked="" type="checkbox"/>	8859619	Competitive	Baker, Kori			N/A	80109	2/24/2000	F	U17		N/A			
<input checked="" type="checkbox"/>	4852132	Competitive	Barthdt, Abigail	Barthdt		N/A	80132	1/10/2002	F	U15		N/A			
<input checked="" type="checkbox"/>	8102699	Competitive	Bhalla, Kaitlyn	Bhalla		N/A	80526	6/7/2005	F	U12	Mustangs	04/05			
<input checked="" type="checkbox"/>	7986665	Competitive	Bohl, Jack	Bohl		N/A	80525	12/21/2000	M	U17		N/A			

Enroll In: (Select a Program)

Level/Grade Management
Set Level/Grade

- If you have separate registrations for your different recreational programs (i.e. state league players register in a different program than your in-house league), choose the next program in your filters (Step 2) and go through the steps again.

Making Sure No Blanks Are Included

Once all your registered players are marked as Recreational, you will need to make sure that any players that have their Level/Grade field blank are set as the correct level/grade, whether that be Competitive, Not Registered, Inactive, etc.

- To view those players that have their Level/Grade field blank, click on the CLUB tab and click on PLAYERS in the black menu bar.
- Click on the LEVEL/GRADE column header TWICE. This will sort the players according what is in the Level/Grade field. Clicking it once will put in reverse alphabetical order. Clicking it a second time will bring all the blanks to the top of your list.

Player Accounts

Filter by Upcoming Program (None) Playing Group All to

Level/Grade Management

Set Level/Grade

Assign Team

Assign (none)

Set Player Status Flag

Set Flag None

Enroll in: (Select a Program) Select Download to Excel Email Players Medical Release Forms Release Form Text

Items 1 - 25 of 2668

Check	ID#	Level/Grade	Last, First Name	Family	School	Grd	Post Code	DOB	Gdr	Age(C)	Team	Years	Jrsy#	Rating	Flag
<input type="checkbox"/>	N/A		Cavanaugh, William	Cavanaugh		N/A	80504	12/12/2007	M	U10		N/A			
<input type="checkbox"/>	8726333		Levi, Taylynn	Levi		N/A	80922	7/7/2005	F	U12		N/A			
<input type="checkbox"/>	8778834		Bergman, Henry	Bergman		N/A	80238	6/21/2004	M	U13		N/A			
<input type="checkbox"/>	8779331		choren, nicole	Choren		N/A	80020	2/12/2005	F	U12		N/A			
<input type="checkbox"/>	8786352		Mucharsky-OBoyle, Ellison	OBoyle		N/A	80238	9/23/2003	F	U14		N/A			
<input type="checkbox"/>	8795001		Flores, Abel	Flores		N/A	80015	9/14/2002	M	U15		N/A			
<input type="checkbox"/>	8797567		Hake, Ashley			N/A	80134	3/29/2003	F	U14		N/A			

- Put check marks next to the desired players.
- In the top right-hand corner in the yellow shaded area, under Level/Grade Management, select the desired level/grade in the drop down list and click SET LEVEL/GRADE.

Player Accounts

Level/Grade Management

Set Level/Grade

Assign Team

Assign (none)

Set Player Status Flag

Set Flag None

Competitive

Recreational

Not Registered

REL_DND

RELEASED

CUP

Adult

Non-League

Active

Enroll in: (Select a Program) Select Download to Excel Email Selected Players Medical Release Forms Release Form Text

Items 1 - 25 of 2668

Check	ID#	Level/Grade	Last, First Name	Family	School	Grd	Post Code	DOB	Gdr	Age(C)	Team	Years	Jrsy#	Rating	Flag
<input checked="" type="checkbox"/>	N/A		Cavanaugh, William	Cavanaugh		N/A	80504	12/12/2007	M	U10		N/A			
<input checked="" type="checkbox"/>	8726333		Levi, Taylynn	Levi		N/A	80922	7/7/2005	F	U12		N/A			
<input checked="" type="checkbox"/>	8778834		Bergman, Henry	Bergman		N/A	80238	6/21/2004	M	U13		N/A			
<input checked="" type="checkbox"/>	8779331		choren, nicole	Choren		N/A	80020	2/12/2005	F	U12		N/A			
<input checked="" type="checkbox"/>	8786352		Mucharsky-OBoyle, Ellison	OBoyle		N/A	80238	9/23/2003	F	U14		N/A			
<input type="checkbox"/>	8795001		Flores, Abel	Flores		N/A	80015	9/14/2002	M	U15		N/A			

- Click OK on the pop-up that appears.
- Repeat for each of the level/grades you need to set the players at.

Invoicing Yourself and Submitting The Recreational Players to CSA

- 1) Click on the CLUB tab and click on STATE REGISTRATION in the grey menu bar.
- 2) On the right side of the page, click on SHOW CURRENT REGISTRATION TOTALS underneath State Registration Summary.

State Registration Billing - Club - Colorado Soccer

Colorado Soccer (CO)
State Registration Summary

[Show Current Registration Totals](#)

State Organization Billing
Colorado Soccer (CO)

Acct#	Description	Totals
2665654	Club/Organization: Josh Sawyer	Balance \$0.00
2665634	Club/Organization: CSA CUP	Balance \$0.00

- 3) Under the grey header entitled "Players – Recreational: \$10.50," you'll see the number you've already invoiced yourself for in the blue section under 16/17 Season. In the yellow section, you'll see the number of new players that have to be invoiced for in the seasonal year and the money that would need to be paid to CSA to cover the cost of registering the players with CSA.
- 4) If the number you see next to New in the yellow shaded area is correct, click on the blue Invoice link to submit the players to CSA.

State Registration Billing - Club - Colorado Soccer

Colorado Soccer (CO)
State Registration Summary

Coaches - Recreational

16/17 Season	16/17 Season
Billed: 0	New: 1538 Due: \$0.00 Invoice

Players - Competitive

16/17 Season	16/17 Season
Billed: 0	New: 1407 Due: \$0.00 Invoice

Players - Recreational: \$10.50

16/17 Season	16/17 Season
Billed: 0	New: 58 Due: \$609.00 Invoice

State Organization Billing
Colorado Soccer (CO)

Acct#	Description	Totals
2665654	Club/Organization: Josh Sawyer	Balance \$0.00
2665634	Club/Organization: CSA CUP	Balance \$0.00
2665628	Club/Organization: CSA CUP	Balance \$0.00
2665619	Club/Organization: CSA CUP	Balance \$0.00
2665611	Club/Organization: CSA CUP	Balance \$0.00

- 5) If the number is incorrect, click on PLAYERS in the black menu bar, choose Recreational in the drop down list next to Level/Grade in the filters and click Apply Filters to view the players that are listed as Recreational.
- 6) Once your numbers are correct, restart at Step 1 to submit the players to CSA.