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.

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.

5) 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.

6) 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.

1) Once your registration has closed, go to the CLUB tab and click on PLAYERS in the black menu bar.
2) Use 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.

3) To make sure all of the players that registered for the program are marked as Recreational under Level/Grade:
   a. Increase your page size to 500.
   b. Click the check mark above the first column.
   c. 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.
   d. Click OK on the pop-up that appears.
   e. If you have more than 500 players in the program, click onto the second page and restart the process at Step B.

4) 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.

1) 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.
2) 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.

3) Put check marks next to the desired players.
4) 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.

5) Click OK on the pop-up that appears.
6) 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.

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.

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.