

Registering Recreational Players with CSA through GotSoccer

If you DO NOT use GotSoccer for online player registration...

Import Any Players That Are New to Your Club

If there are players that moved from another club to your club, you will need to import the player's account through GotSoccer. Failing to do so will result in the player having multiple accounts. This means you will have to re-verify their date of birth, the player won't have any registration or program history, and repaying the \$10.50 to register them with CSA.

- 1) Click on the CLUB tab, click on TEAMS in the black menu bar and click on PLAYER SEARCH in the grey menu bar.

The screenshot shows the GotSoccer website interface. The top navigation bar includes 'Home', 'Website', 'State (CO)', 'Club', 'Referees', 'Registrar', 'League', 'Tournament', and 'Updates'. Below this is a secondary menu with 'Management', 'Coaches', 'Team Officials', 'Teams', 'Players', 'Programs', and 'Help'. A third menu contains 'View & Manage', 'Team Builder', 'Email', 'Applications', 'Schedules', 'Import Team', 'Player Search', 'Misconduct Report', and 'Documents'. The 'Player Search' option is highlighted with a red box. Below the menu is the 'Player Search & Official Roster History' form, which includes input fields for 'Last Name', 'First Name', 'DOB', 'Gender', 'History', and 'ID#', along with a 'Search' button. Below the form, there is a text prompt: 'Enter the player's first name, last name, or date of birth.'

- 2) Enter in the necessary fields to search for the player in question.
 - a. If the player does not appear in the search, try different variations on the name. (ex- try John instead of Jonathan)
 - b. Be sure to pay attention to the DOB when there are multiple entries so you import the correct player.
- 3) If the player has been set to archive by their previous club, you will see an Import button to bring the player into your club. If there is no Import button (it may say (active) or have a dash), that means that the player's previous club has not set the player to Archive. You must contact the club listed in the Club column to have them set to Archive.

The screenshot shows the search results for 'smith john'. The table has columns for ID#, Level, Last Name, First Name, Gdr, DOB, Club, Team, State, Team Age, Type, Action, Timestamp, Date/Season, and an Import button. The 'Import' button is highlighted with a red box in the first row. The table shows 9 items, with the first 8 rows having an 'Import' button and the 9th row having '(active)' in the Import column.

| ID# | Level | Last Name | First Name | Gdr | DOB | Club | Team | State | Team Age | Type | Action | Timestamp | Date/Season | Import |
|---------|----------------|-----------|------------|-----|------------|-----------------------------|------------------------------------|-------|----------|---------|--------|------------------------|-------------|---------------|
| 2775095 | Not Registered | Smith | John | F | 3/3/2002 | *None | BARCLAYS YOUTH SOCCER BRONCOS TEST | NYE | 04/05 | Primary | FREEZE | 1/26/2012 3:23:25 PM | 8/1/2011 | Import |
| 2775095 | Not Registered | Smith | John | F | 3/3/2002 | *None | BARCLAYS YOUTH SOCCER BRONCOS TEST | NYE | 04/05 | Primary | FREEZE | 11/14/2011 11:36:49 AM | 8/1/2011 | - |
| 3776835 | Recreational | Smith | John | M | 5/12/2001 | West Elk Soccer Association | CRESTED BUTTE BLIZZARD U14 BLUE | CO | 00/01 | Primary | FREEZE | 9/6/2013 12:53:53 PM | 8/1/2013 | Import |
| 3776835 | Recreational | Smith | John | M | 5/12/2001 | West Elk Soccer Association | CRESTED BUTTE BLIZZARD U12 WHITE | CO | 02/03 | Primary | FREEZE | 9/5/2012 7:20:29 PM | 8/1/2012 | - |
| N/A | High School | smith | john | M | 1/5/1985 | | | | N/A | | N/A | | N/A | (active) |
| N/A | Recreational | smith | john | M | 7/29/2002 | Colorado Soccer | PROSTAR EXAMPLE 2 | CO | 01/02 | Primary | FREEZE | 4/4/2012 1:31:47 PM | 8/1/2012 | (club member) |
| 6327069 | Not Registered | smith | john | M | 10/10/2000 | FC Brighton | | | N/A | | N/A | | N/A | Import |
| 7265785 | Adult | Smith | John | M | 6/12/1957 | Arsenal Colorado | VINTAGE CORK | CO | N/A | Primary | FREEZE | 3/15/2016 6:48:21 PM | 8/1/2015 | Import |
| 7265785 | Adult | Smith | John | M | 6/12/1957 | Arsenal Colorado | STORM | CO | N/A | Primary | FREEZE | 8/27/2015 12:55:04 AM | 8/1/2015 | - |

- 4) Once you click the Import button and click OK on the pop-up.

Set All Recreational Players in GotSoccer to Archive

To ensure that your list of recreational players in GotSoccer is accurate, it is best to set all the recreational players to Archive prior to uploading your spreadsheet. This will not negatively impact your list of players and will reduce the amount of work in getting your list accurate.

When you upload your excel spreadsheet of players, the system automatically tries to match the player in the excel sheet with an existing player in your club. If the player's first name, last name, gender, and date of birth match, GotSoccer will simply update the remaining fields with the information in the spreadsheet.

Please note that the system will look at John Smith and Jonathan Smith as two completely different players, even though the gender and date of birth are the same. The first and last name in the spreadsheet must be identical to the player account in GotSoccer. If they are not identical, then the system will create a duplicate account, which would require you to find the duplicate account, change the name to the one that is already verified and consolidating the accounts.

- 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 are listed as Recreational.

The screenshot shows the 'Player Accounts' interface. The 'Level/Grade' dropdown menu is open, and the 'Recreational' option is selected. The 'Apply Filters' button is highlighted with a red box. The table below shows a list of players, with the first player being 'aan de Stegge, Willem'.

| Item | ID# | Level/Grade | Last, First Name | Family | School | Grd | Post Code | DOB | Gdr | Age(C) | Team | Years | Jrsv# | Rating | Flag |
|------|---------|----------------|-----------------------|--------|--------|-----|-----------|-----------|-----|--------|------|-------|-------|--------|------|
| 1 | 3387311 | Not Registered | aan de Stegge, Willem | | | | 80439 | 5/30/1996 | M | U18 | | N/A | | | |

- 3) To make sure all of the players that are marked as Recreational are marked as Archive 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 Archive 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.

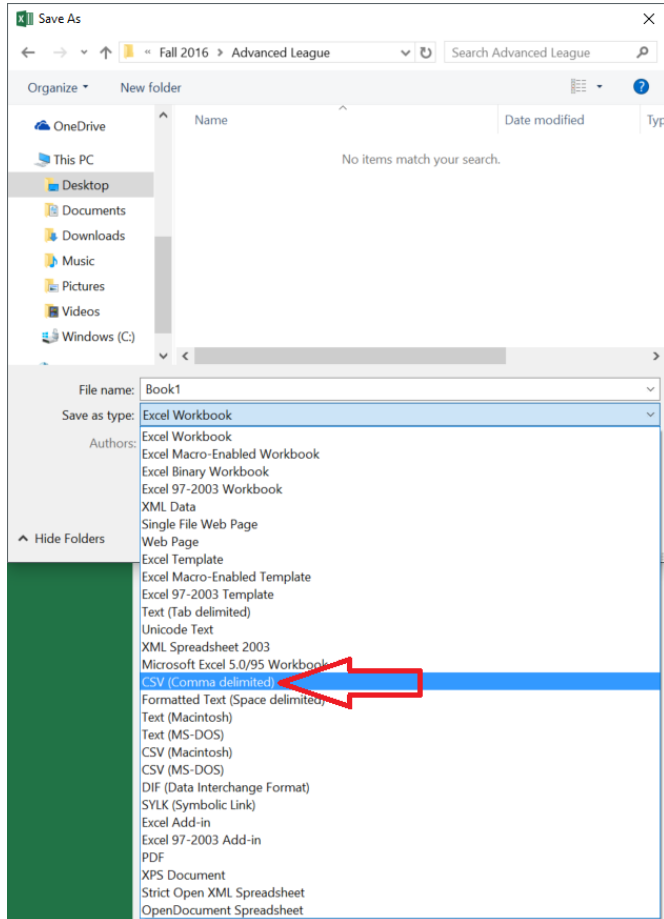
The screenshot shows the 'Player Accounts' interface. The 'Level/Grade' dropdown menu is open, and the 'Archive' option is selected. The 'Set Level/Grade' button is highlighted with a red box. The table below shows a list of players, with the first player being 'Eaton, Brinley'.

| Item | ID# | Level/Grade | Last, First Name | Family | School | Grd | Post Code | DOB | Gdr | Age(C) | Team | Years | Jrsv# | Rating | Flag |
|------|---------|--------------|--------------------|--------|--------|-----|-----------|-----------|-----|--------|----------------|-------|-------|--------|------|
| 1 | 8987142 | Recreational | Eaton, Brinley | | | N/A | 80001 | 7/19/2008 | F | U9 | CSA Open 10:17 | 07:08 | | | |
| 2 | 8988488 | Recreational | Galligan, Taytum | | | N/A | 80001 | 1/18/2009 | F | U8 | CSA Open 10:17 | 07:08 | | | |
| 3 | 8395224 | Recreational | Gavette, Gretta | | | N/A | 81623 | 3/30/2003 | F | U14 | | N/A | | | |
| 4 | 8987172 | Recreational | Guadagnoli, Gianna | | | N/A | 80001 | 6/18/2008 | F | U9 | CSA Open 10:17 | 07:08 | | | |
| 5 | 8987241 | Recreational | Hruby, Matilda | | | N/A | 80001 | 3/12/2009 | F | U8 | CSA Open 10:17 | 07:08 | | | |
| 6 | 8987184 | Recreational | Jones, Olivia | | | N/A | 80001 | 4/17/2009 | F | U8 | CSA Open 10:17 | 07:08 | | | |

Upload Your Spreadsheet of Players into GotSoccer

Be sure to verify the accuracy and quality of your spreadsheet prior to uploading the document. If the spreadsheet is missing any of the required columns, the whole document WILL NOT upload.

- 1) Prior to uploading the spreadsheet, be sure to save the document as a CSV file. To do this, open the document on your computer, click FILE and then SAVE AS. In the file type drop-down list just below the file name at the bottom of the window, choose CSV as the file type and click SAVE.



- 2) Be sure the document has the required fields, which are:
 - a. First Name
 - b. Last Name
 - c. Gender
 - d. Date of Birth
 - e. Competitive Level
 - i. Should be Recreational for entire spreadsheet. It is case sensitive, so be sure it has a capitol "R" followed by lowercase "ecreational"
 - f. Play Address
 - g. City
 - h. State
 - i. Zip
 - j. Player Phone
 - k. Player Email
 - l. Parent Name 1
 - m. Parent 1 Phone

Instructions

- Rows must be on separate lines.
- Each row should have the same number of columns.
- Do not use symbols or punctuation in column names.

• Required fields are listed below:

First Name
Last Name
Gender
Date of Birth
Competitive Level (USYSA: CO)

Your state organization requires one of the following competitive levels:



Competitive, Recreational, Not Registered, MRL/SWD, RELEASED, CUP, Adult, Non-League

As well as this Extended data:

Player Address
City
State
Zip
Player Phone
Player Email
Parent Name 1
Parent 1 Phone

Note: Player email addresses are strongly recommended if not required. To utilize the **opt-out** feature and exclude the member from gotsoccer and state emails, supply the word YES in a column and upload this into the Email Opt-Out field in the system. To remove the opt-out, input the word NO instead.

Please edit your file if necessary to conform before uploading.

- If you wish to have the player's email opted out of mailings from CSA and GotSoccer (not recommended), you can include a column in your spreadsheet titled Opt-Out and have YES (all caps) next to each of the players in spreadsheet.
- Click on the CLUB tab, click on PLAYERS in the black menu bar, and click on UPLOAD PLAYERS in the grey menu bar. On the right side, choose the CSV file you wish to upload and click OPEN SELETED FILE.

Import Players from Data File
[Upload Text \(.txt or .csv\) Data File](#)
Warning: It is very important to verify the accuracy and quality of the data before you import!
 When you import data into your account, independent user accounts are automatically created.

Note: If you re-import players already in your account, the system will match on name, gender, and date of birth to update existing accounts with newly provided contact information. This also means you can upload the same data twice without creating duplicates. You will be able to select the **Update ID Only** option to upload ID numbers into existing player accounts without requiring or affecting contact information.

Instructions

- Rows must be on separate lines.
- Each row should have the same number of columns.
- Do not use symbols or punctuation in column names.
- Required fields are listed below:

First Name
Last Name
Gender
Date of Birth
Competitive Level (USYSA: CO)

Your state organization requires one of the following competitive levels:
 Competitive, Recreational, Not Registered, MRI/SWD RELEASED, CUP Adult Non-

File Upload

File Format Options

Column Delimiter Comma

Data enclosed with quotes
 Example: "Boys", "U12"

First row contains column headings

Upload Data File

Choose File No file chosen

Open Selected File

- Once you upload the spreadsheet, GotSoccer will show a preview of the first ten rows so you can match up the columns to the fields in the GotSoccer database. Just select the GotSoccer field in the drop-down list above each column to match the data within the column. Any items with an asterisk are required.

Import Players from Data File

[File Contents Preview](#)

Players: Full Import - Update All Fields (any fields not uploaded will be blank) ▼

Teams: Do not create teams ▼

Families: Do not create family accounts ▼

Email Notifications:

Showing first 10 rows below.
 Please select field mappings. *Required fields are marked with an asterisk.

| Player First Name | Player Last Name | Player Gender | Player DOB | Address | City | State/P |
|-------------------|------------------|---------------|----------------|-----------------|-----------------|---------|
| First Name* | Last Name* | Gender* | Date of Birth* | (do not import) | (do not import) | (do not |
| Willem | aan de Stegge | Male | 5/30/1999 | (do not import) | Evergreen | CO |
| SAMANTHA | AARDSMA | Female | 5/14/1991 | First Name* | | |
| JULIET | ABBOTT | Female | 6/26/2002 | Middle Initial | Notatown | CO |
| IRVIN | ACOSTA | Male | 4/9/1993 | Last Name* | | |
| Jillian | Acosta | Female | 7/15/2003 | Gender* | | |
| VICTORIA | ACOSTA | Female | 3/27/1994 | Date of Birth* | Longmont | CO |
| Ayden | Acree | Male | 12/14/2006 | ID Number | adsf | DE |
| Kyler | Acree | Male | 11/23/2004 | Jersey Number | Cortez | CO |
| Manuel | Acuna | Male | 2/6/2008 | School District | Cortez | CO |
| Alden | Adams | Male | 10/18/2001 | School Grade | | |
| | | | | Comp. Level* | | |
| | | | | Notes | Mancos | CO |
| | | | | Address* | | |
| | | | | City* | | |
| | | | | State* | | |
| | | | | Zip Code* | | |
| | | | | Phone* | | |
| | | | | Phone (2) | | |

Import Data

Click below to cancel import and upload a different file.
[Upload Another File](#)

- If you wish to have the players assigned to teams when uploaded, be sure to have a column for Team Gender, Team Age, and Team Name prior to uploading. If you have these fields, select "Create Teams" in the drop-down list next to Teams: at the top of the page.
- Once all the columns are matched up correctly, click on the Import Data button at the bottom of the page.
 - **NOTE**:** GotSoccer may time out during the upload process. This may happen because of the content of the spreadsheet, odd characters (such as parenthesis), or the number of rows in the spreadsheet. If this happens, break your spreadsheet into 300-400 players each and upload each sheet one-by-one.

Consolidate Duplicate Player Accounts


Duplicate player accounts are in the system because clubs may not have imported players, uploaded a spreadsheet with a different variation on the player's name, or the parent may have mistakenly created another account to register in GotSoccer rather than use the account already in existence.

- 1) Prior to going through the account consolidation process, you will want to make sure the first name, last name, gender, and date of birth are the same on both accounts.
- 2) Once the player's information is identical on the accounts, click on the CLUB tab and click on ACCOUNT TOOLS in the grey menu bar. Click GO to have the players appear in a list.

The screenshot shows the 'Consolidate Duplicate Player Accounts' page. At the top, the navigation bar includes 'Home', 'Website', 'State (CO)', 'Club', 'Referees', 'Registrar', 'League', 'Tournament', and 'Updates'. Below this, a secondary menu has 'Management', 'Coaches', 'Team Officials', 'Teams', 'Players', 'Programs', and 'Help'. A third menu includes 'Summary', 'Customization', 'Facilities', 'Messaging', 'Account Tools', and 'State Registration'. The 'Account Tools' menu is open, showing 'Club Player Accounts', 'Coach Accounts', 'Manager Accounts', and 'League Report'. The main content area is titled 'Consolidate Duplicate Player Accounts' and includes a search filter for 'Group by' (First & Last Name, Gender, and DOB), 'Sort dupes by' (DOB), and 'then' (Last Reg). There is a 'Page Size' dropdown set to 20 and a 'Go' button. A note explains that users should click radio buttons in the green column to select an account to keep, and checkmarks in the brown column to select accounts to merge. Below this, there are two groups of players: '#1) Mercado, Oliver (Boys 5/8/2000) (4 players)' and '#2) Chamberlain, Orion (Boys 12/11/1999) (2 players)'. Each group has a table of player records with columns for Login, ID#, First, M, Last, Gender, DOB, Email, Phone, Created, Updated, Mem, Team, and Last Reg. In the first group, the first record (omercado7) has a green radio button selected. In the second group, the first record (fireplayer17) has a green radio button selected, and the second record (22313833) has a brown checkmark selected. A 'Merge Selected' button is located above the second group's table.

- 3) The listed will be sorted in order of who has the most accounts.
- 4) In order to consolidate accounts, you will need to select the primary account you wish to keep in the green column by clicking the radio button. Click the check box in the brown column next to the accounts you wish to merge into the green primary account. Select the team to which the player is assigned. Repeat this for the players on the page and click Merge Selected at the top or bottom of the page. The verified birthdate will stay with the player, regardless of the account you choose to keep as the primary.
 - a. NOTE: Do not increase your page size to more than 20 as the page might time out if you try to consolidate a page of 20 players at a time.

This close-up screenshot shows the table for '#2) Chamberlain, Orion (Boys 12/11/1999) (2 players)'. The columns are Login, ID#, First, M, Last, Gender, DOB, Email, Phone, Created, Updated, Mem, Team, and Last Reg. The first row (fireplayer17) has a green radio button selected. The second row (22313833) has a brown checkmark selected. A red arrow points to the green radio button, another red arrow points to the brown checkmark, and a third red arrow points to the team selection dropdown in the 'Team' column for the second row, which is currently set to 'U10 Academy Boys'.

- 5) To determine the best account to keep as the primary, follow the below priorities:
 - a. Photo on file (indicated by  icon in between the Login username and the Player ID#)
 - b. Last registration
 - c. Most recent update

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.

The screenshot shows the GoSoccer Player Accounts interface. At the top, there are navigation tabs: Home, Website, State (CO), Club, Referees, Registrar, League, Tournament, Updates. Below that are Management, Coaches, Team Officials, Teams, Players, Programs, Help. The main area is titled 'Player Accounts' and includes filters for Page Size (25), Photos, Teams, Ages, Calendar(C), State Billing, Rostered, All, Flagged, USYSA, and 2016/2017. A 'Filter by Upcoming Program' section is visible. Below that is a form for player details. The main table shows a list of players with columns: Check, ID#, Level/Grade, Last, First Name, Family, School, Grd, Post Code, DOB, Gdr, Age(C), Team, Years, Jrsv#, Rating, Flag. A red arrow points to the 'Level/Grade' column header, and a red box around it contains the text 'Click Twice'.

| Check | ID# | Level/Grade | Last, First Name | Family | School | Grd | Post Code | DOB | Gdr | Age(C) | Team | Years | Jrsv# | Rating | Flag |
|--------------------------|---------|-------------|---------------------------|-----------|--------|-----|-----------|------------|-----|--------|------|-------|-------|--------|------|
| <input type="checkbox"/> | N/A | | Cavanaugh, William | Cavanaugh | | N/A | 80504 | 12/12/2007 | M | U10 | | N/A | | | |
| <input type="checkbox"/> | 8725333 | | 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"/> | 8797587 | | Hake, Ashley | | | N/A | 80134 | 3/29/2003 | F | U14 | | N/A | | | |

- 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.

The screenshot shows the GoSoccer Player Accounts interface with the 'Level/Grade Management' dropdown menu open. The menu options are: Set Level/Grade, Assign Team, Assign (none), Set Player Status Flag, Set Flag, None, Competitive, Recreational, Not Registered, MSL/SWD, RELEASED, CUP, Adult, Non-League, and Active. A red arrow points to the 'Active' option. The table below shows the same list of players as in the previous screenshot, but with check marks in the 'Check' column for the first five players.

| Check | ID# | Level/Grade | Last, First Name | Family | School | Grd | Post Code | DOB | Gdr | Age(C) | Team | Years | Jrsv# | 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"/> | 8725333 | | 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 | | | |

- 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.

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.