

## Accessing Club Account, Adding Other Users, Creating/Editing Teams, Coaches, and Managers

(all information is subject to change 6/26/2020)



This guide can be used for club staff to access their club account and add other users, as well as create their affiliated teams, coaches, and managers. If there is an active profile linked to the club already, you will be notified of who the individual is so you can contact them and they can follow Steps 4-9 to get you and additional club staff added. If you have any questions after going through this process, please email Jimmy Sparkman ([jsparkman@usyouthsoccer.org](mailto:jsparkman@usyouthsoccer.org)).

1. If you do not have login access to your club already, please email the following information to [jsparkman@usyouthsoccer.org](mailto:jsparkman@usyouthsoccer.org).
  - a. Name of the club,
  - b. The state the club is affiliated with,
  - c. The club's website,
  - d. Your first and last name,
  - e. Your email address, and

If the club is not already in the system, we will work with GotSport to add it.

- f. If you have already created an account in GotSport, please make sure the first name, last name and email address you email are exact matches to what's on file with your existing account.
  - g. If your name is not listed on the club website, you will be informed as such as we need to verify that you're a member of the club staff. In this case, we would need a written request from the Club DOC or President.
2. Once we receive this information, we will work quickly to get the club added to your account access or create an account for you and provide you login information. Once you have received a response indicating that this has been done, you can proceed to Step 3.
  3. [Click here](#) to login to GotSport.

**Steps 4-9** go over how to add others to access the club in GotSport.

**Steps 10-12** go over how to view the existing teams linked to the club and how to create new teams.

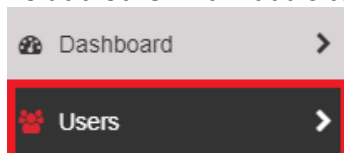
**Steps 13-17** go over how to view the existing coaches and managers linked to the club and how to add new coaches and managers that don't appear already.

**Steps 18-24** go over how to add coaches and managers to teams so they have access to them and appear on rosters.

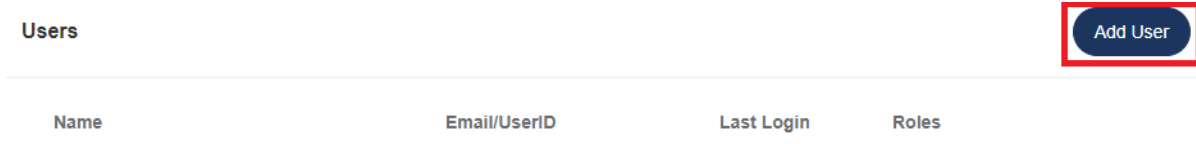
**Steps 25-27** go over how to view team registrations for events run in GotSport.

**To register teams for an event, please refer to the walkthrough available on the Conference website under Team Information. You will need to add yourself as a coach/manager to register the team.**

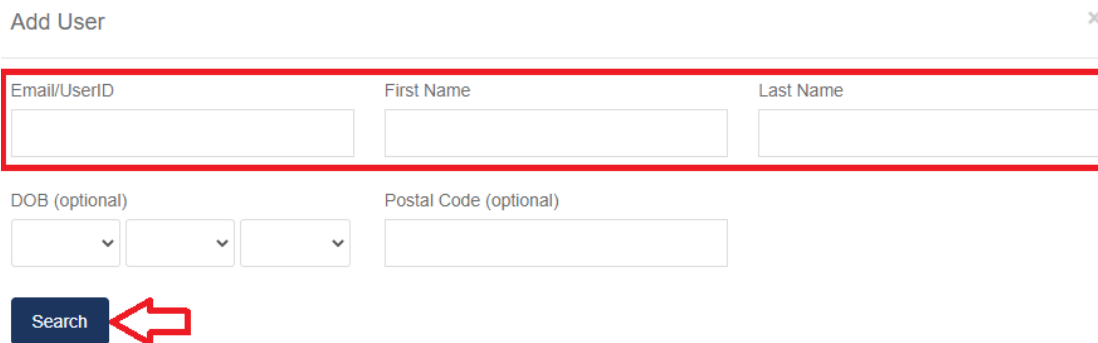
4. To add other individuals to the club so they can access the backend, click on Users in the left menu.



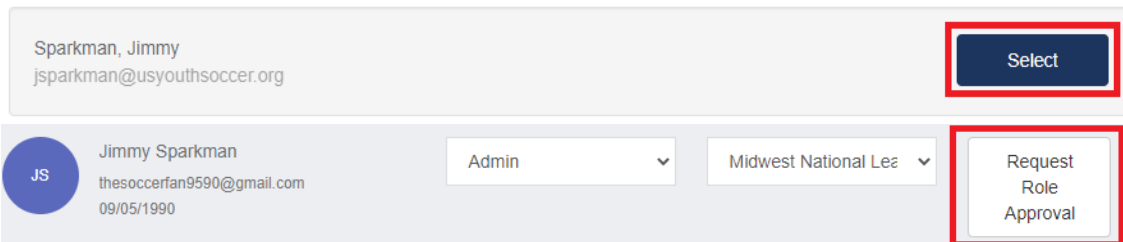
5. You will see a list of active users that have access to the club. To add a user, click Add User in the top-right corner.



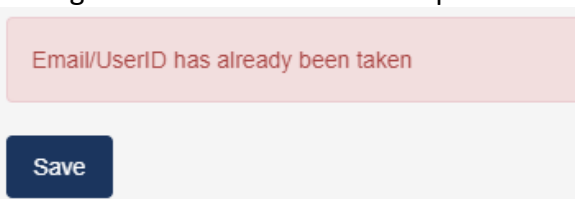
6. In the pop-up that appears, you will first need to search for the user to make sure they don't have an existing account. Once you've entered their email, first name, and last name, click Search.
- The first name and last name need to match the user's account, so if you are unsure on what name they used, you can type in the first letter of the first name and first letter of their last name to perform a broader search.



7. If the search yields a result, a gray box will appear immediately below the search, which means the user already has an account setup. Click Select next to the search result and click Request Role Approval. This will add them to the users list and they will receive an email notification letting them know of their access to the club.



8. If the search you performed in Step 6 does not yield a result, you will see an area appear where you can enter their First Name, Last Name, Email Address, and Password. Once you've entered these items, scroll to the bottom of the pop-up and click Save.
- If you receive the error that the Email/UserID has already been taken, that means the email is already being used as login information and you cannot create a new account for them. Double-check the spelling of the email address or re-perform the search in Step 6 and use the tip in Step 6.a. If it still doesn't find the user, reach out directly to the user you are trying to add to get their exiting information on file in GotSport.



9. If you need to remove a user from having access to the club, click the red Remove button next to their name in your list of Users.



Sparkman, Jimmy

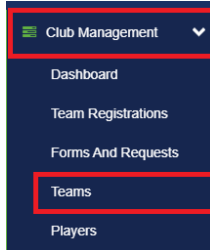
jsparkman@usyouthsoccer.org  
jsparkman@usyouthsoccer.org

June 25, 2020  
08:47

admin



10. To view the existing teams linked to your club, click on Club Management in the left menu and click on Teams in the menu that expands.



11. You can use the filters to narrow your search for existing teams or can scroll through the list. If you wish to create a new team, click the blue New Team button on the right-side of the screen above the list of teams and continue to Step 6.

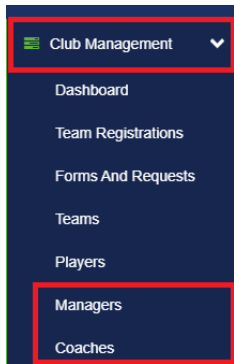
Search filters: Search Team Name, Age Group (Min, Max), Gender (All), Level (Select One), Event (Select One), Search button.

Teams list header: New Team button.

12. After click New Team, you will be able to enter the team's information. Click Save when the information is entered.
- You DO NOT need to choose colors or upload a logo.
  - The age group is automatically set to birth year and reflects the age group as of today. The system will automatically age them up when registering for events that take place in the next seasonal year. The date of birth for the age group is located next to age group so you can verify that the age group selected is correct.

Add Team form fields: Name, Colors, Competitive Level (Competitive), Gender (Boys), Age Group (U3 (01/01/17)), Logo (Choose File), Save button.

13. To view the existing coaches and managers linked to your club, click on Club Management in the left menu and click on either Coaches or Managers. The following steps will apply to both coaches and managers.



14. You can use the filters to search for the coach or manager using their first OR last name. DO NOT use both their first AND last name. If you wish to create a new coach or manager, click the blue Add Coach or Add Manager button on the right-side of the screen above the list of teams and continue to Step 9.

15. Clicking Add Coach or Add Manager will display a pop-up allowing you to search for the coach/manager first to make sure they don't have an existing account in GotSport. The email, first name, and last name will need to match EXACTLY what is on file with the existing account in order to link the existing account. Please check with the coach/manager to make sure of their information. Once you have entered the required information, click Search.

16. If there's an existing account in the system that matches the email address, first name, and last name you put into the search, it will show the user in a gray box below the search with a Select button next to their information. Click Select.

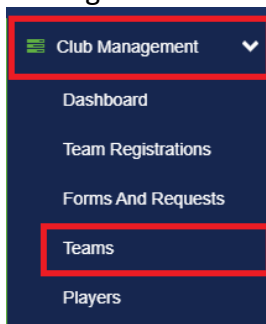
17. If there are no matching accounts in the system, a section will appear below the search saying No Users Found and will allow you to input the coach's/manager's information so you can create the account for them. Please inform the coach/manager of the password you put on file with their account so they can login and update their account with accurate information. Click Save at the bottom of the pop-up once you've entered their Name, Email Address, and Password.

No Users Found

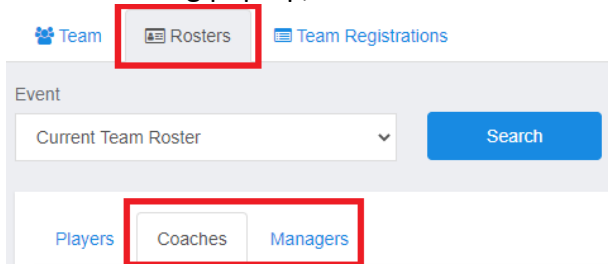
- a. If you click Save and receive an error saying Email/UserID has already been taken, that means the email is already on file with an account, which indicates that this individual already has an account and the name you used in the search in Step 9 is incorrect. Please contact this coach/manager directly to inquire about their existing account. If they don't have the information on file, they can login to view their information or reset their password so they can login and verify their information on file.

Email/UserID has already been taken  
Password is too short (minimum is 6 characters)

18. Once you have created the coach/manager, to add them to a team so they have access to that team and can register them for events, click on Teams under the Club Management umbrella in the left menu.



19. Search for the team that you'd like to add them to and click on the team's name.
20. In the resulting pop-up, click on the Rosters tab and click on the Coaches or Managers tab.



21. Use the search field to search for the coach/manager as they appear in their account. Only an email is required.
22. Once they appear in the search, their name will appear under Search Results and you can click the Add button next to their name.

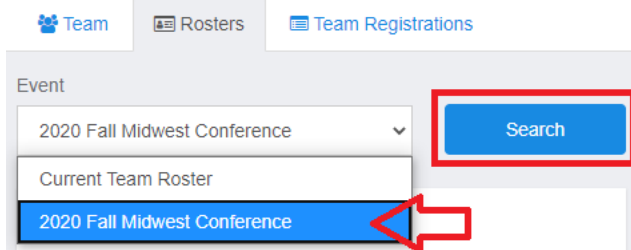
Search for users to add him/her to the team. If your search does not return any results, you'll be able to create a new user to add to the team.

First name  Last name  Email

Search Results

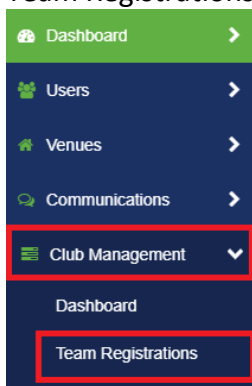
Sparkman, Jimmy	Role	<input type="button" value="Add"/>
jsparkman@usyouthsoccer.org	Coach	

23. If this team has already registered for an event, they will need to be added to each event's information. To choose an event to add them to the application, click on the drop-down list under the Rosters tab in the same pop-up and select the event that you wish to add them to and click Search.



24. Repeat Steps 14-16 to add the coach/manager to the event application.

25. To view team registrations for GotSport events, click on Club Management in the left menu and click on Team Registrations in the menu that expands.



26. Use the filters to narrow your search. It is not required, but will help shorten the list. When you put your cursor in the Team or Event filter, a list will appear showing available choices. Click Search to narrow your results.

The screenshot shows a search filter interface with several dropdown menus: Team (Search Team Name), Event (Search Event Name), Coaches (Search for Coach or Manager), Complete, Submitted, Age To (All), Gender (All), Accepted / Active, and Preferred Division (Select One...). A red box highlights the 'Search' button at the bottom right.

27. Once you've clicked Search, a list of teams will appear that match your filters. To view the registration, click on the Event Name next to the team's name to view the information on the registration. The application information will appear in a pop-up.

Name	Event	Created	Event Age	Gender	Preferred Division	Complete/Submitted/Waitlist
USYS Test USYg7	2020 Fall Midwest Conference	06/11/2020 10:15am EDT	U15	Female		✓ / ✓ / -