

## Applying for the US Youth Soccer National League Conferences in GotSport



This guide can be used when registering for the US Youth Soccer Mid South Conference. If you have any questions after going through the registration process, please email Scott Belton ([sbelton@usyouthsoccer.org](mailto:sbelton@usyouthsoccer.org)).

1. To retrieve the link to register, please see your conference overview document.
2. Once you access the registration form, you will be prompted to login to your existing GotSport account (option 1 in the screenshot below) or to create a new account (option 2 in the screenshot below). If you create a new account, continue to Step 3. If you have an existing account and can login, skip ahead to Step 4. Please double-check with any other coaches/managers associated with your team to ensure they have not already created an account for your team.
  - a. GotSport is different from GotSoccer, so if you have not used the new system before, you will need to create a new account. Your login information from GotSoccer will not work in GotSport.

3. Any items with an asterisk (\*) are required, but it is highly encouraged to enter all information as you will need to enter this information later in the application process.
  - a. If your club does not appear in the list, please send an email to [sbelton@usyouthsoccer.org](mailto:sbelton@usyouthsoccer.org) with the name of the club and the state the club is associated with. Once you have sent the email with this information, please allow 1-2 business days for the club to be loaded into the system so it appears in the drop-down list. You will receive an email when it is available in the drop-down list.
  - b. The email you enter under the Email/UserID field will be your username for login. Be sure to make a note of the email address and password you use as this login information will need to be used throughout the season to make updates to the team's roster, coach, manager, and submitting forms.

- c. The Club you choose in the drop-down list cannot be changed once you sign up for an account, so be sure to choose the correct club when creating your account.
4. If you have created a team within your account already, it will appear on the left-side of the screen with a Register button next to their name. If you have already created the team, click Register and skip to Step 8. If you have already begun the application process with a team, there will be a Continue button instead of a Register button. You can click it and your information from the previous attempt to register will be saved.

5. If you have not created a team, on the right-side of the screen, use the Search Teams block. Select the Club the team is associated with, along with the Gender and Age Group for the 2021-22 seasonal year (birth year chart for 2021-22 is below). Make sure the age group you select is the age group you will be placed in for the event. The Club you choose must be the same club you chose when you created your account. Once you have selected the club, gender, and age group, type in the team name under Team and click Search. If your team appears in the search, please contact other individuals tied to the team as this means the team has already been created and, possibly, registered for the event already. Be sure to select the correct Club as it cannot be changed past this point.
- a. If your club does not appear in the list, please send an email to [sbelton@usyouthsoccer.org](mailto:sbelton@usyouthsoccer.org) with the name of the club and the state the club is associated with. Once you have sent the email with this information, please allow 1-2 business days for the club to be loaded into the system so it appears in the drop-down list. You will receive an email when it is available in the drop-down list.

2021-2022 Birth Year Chart	
Age Group	Birth Year
U12	2010
U13	2009
U14	2008
U15	2007
U16	2006
U17	2005
U18	2004
U19	2003

6. If you receive the message “No teams were found with your search,” double-check the information and click Save. There is no need to upload a logo or choose the colors.

No teams were found with your search. You may create a new team by filling out the form below.

Name	Club
<input type="text" value="USYS Test"/>	<input type="text" value="Nationals SC"/>
Gender	Age Group
<input type="text" value="Boys"/>	<input type="text" value="U15"/>
Logo	Colors
<input type="text" value="Browse..."/>	<input type="text" value="Color 1"/> <input type="text" value="Color 2"/>
Role Name	
<input type="text" value="Coach"/>	

7. Once you click Save, the page will refresh with a message “The new team was created successfully.” From here, click the Register button next to the team to begin the registration process.

#### Search Teams

Search for the teams that you manage or coach or for the teams of the clubs that you're a part of as a manager or coach. If you do not find your team, you can create a new team after the search.

Team	Club
<input type="text" value="USYS Test"/>	<input type="text" value="Nationals SC"/>
Gender	Age
<input type="text" value="All"/>	<input type="text" value="U15"/>

The new team was created successfully. Click the Register button below to register this team to the event.



USYS Test  
Coach

8. The first step, named “Update Profile,” will be where you enter your information to be on file with application. The information you entered when you created your account in Step 3 will automatically populate here. Click Save and Continue when it is all completed and correct.

9. The second step, named “Team Information,” will be where you confirm the team name, gender, and 2021-22 age group of the team. Click Save and Continue when it is all completed and correct.
  - a. NOTE: Make sure that the Event Age listed is what age group the team will be when participating in the event. A birth year chart is below for reference. The screenshot indicates where the Event Age is listed on the application under “Team Information.” This age group is what age group the team will play in for the Fall 2021/Spring 2022 seasonal year.

2021-22 Birth Year Chart	
Age Group	Birth Year
12U	2010
13U	2009
14U	2008
15U	2007
16U	2006
17U	2005
18U	2004
19U	2003

The screenshot shows the 'Team Information' page for a team named 'Test 2'. At the top, it displays 'Nationals SC Male Current Age: U15 Event Age: U16', with 'Event Age: U16' highlighted in a red box. Below this is a 'Change Team' link. A light blue box contains the text 'Edit your team's event registration details below.' The form fields include:
 

- Team Name:** Test 2
- Club:** Nationals SC
- Gender:** Boys (dropdown menu)
- Event Age:** U16 (dropdown menu, highlighted in a red box)

 At the bottom of the form is a blue 'Save and Continue' button.

10. The third step of the application, named “Registration Form,” is five pages. The first two pages of questions are regarding your team’s/club’s current contact information. Any items with asterisk (\*) at the beginning of the question is required. Click Save and Continue when it is all completed and correct.
11. The third page of the registration form contains disclaimers that must be read thoroughly and checked to show you agree. All are required. Click Save and Continue when it is all completed.
12. The fourth page of the registration form contains disclaimers regarding the USYS National League Showcase Series that must be read thoroughly and checked to show you agree. All are required. Click Save and Continue when it is all completed.
13. The final page of the registration form will start with asking for you to list the Club Contact that will act as the point person for all teams within your club for questions on the GOTSPORT platform. Please check with your club before listing the contact to be sure the same contact will be listed by every team within your club. This club contact will be the first person a team official goes to should there be a question or issue regarding the GotSport platform. GotSport Team Registration and Roster Building Walkthroughs will be available on the conference webpage and they will be updated throughout the season should any changes happen with those processes. Teams are encouraged to frequently check the Team Information tab on the conference webpage to see if any updates have been made to these documents. The rest of the registration page contains questions regarding your team’s/club’s social media information (if applicable). Any items with asterisk (\*) at the beginning of the question is required. Click Save and Continue when it is all completed and correct.
14. The next step may bring you to a roster review section to add/confirm team officials to your team’s GotSport account. It is important to add at least the coach and the team manager as team officials to the team.
15. “Fee Selection” is the next step. In this step, you will see the conference fees that apply to your team depending on if you are registering for the Mid South Conference or the Gulf Coast Division. There is only one form of payment to choose from: credit card payment. Once you select the credit card option, you will eventually enter your card information and your payment will cover the processing fee.

- a. NOTE FOR CREDIT CARD PAYMENTS: Your credit card will remain on file with your application. Your card WILL NOT be charged until the decision is made on what teams are accepted into the Conference. If your team is accepted, your card will be charged through GotSport, immediately marking your application fee as paid. If your team is not accepted, your card will not be charged.
16. The final step of registration is the Cart. Click Checkout if you are only registering one team at this moment. If you have another team to register, click Register Another Team on the right-side of the page. If you have another team to register, go back to Step 4 of this guide to register your other team(s).
17. After you have clicked Checkout, you will be taken to a page where you verify your payment.
- a. Since you will be submitting your payment by credit card, you will see your grand total at the top of the page. Below this will be a section where you can enter your credit card and billing information. After entering this information, there are Payment Terms immediately below the billing information that you must agree to. Once everything is entered and you've agreed to Payment Terms, click Pay at the bottom of the page to submit your registration. You will receive a confirmation email shortly after clicking Pay.
    - i. Reminder: Your credit card will remain on file with your application. Your card WILL NOT be charged until the decision is made on what teams are accepted into the Conference. If your team is accepted, your card will be charged through GotSport, immediately marking your application fee as paid. If your team is not accepted, your card will not be charged.