

All our tournaments are moving to the new GotSport platform for registration. Here is a guide to upload rosters and player passes.

STEP 1 ADMIN VIEW:

If you registered teams thru the Gotsport club management platform, please perform these steps. Click on Dashboard, then Club management, then Team Registrations (if you have admin access).

The screenshot displays the GotSport admin interface. On the left is a dark blue sidebar with the GotSport logo at the top. Below the logo is the user profile for Marcello M (email: phoenix@fredericksburgsocce...). The sidebar menu includes: Dashboard, Users, Venues, Communications, Club Management (highlighted), Dashboard, Team Registrations (highlighted), Forms And Requests, Teams, Players, Managers, Coaches, Roster Builder, and Registrations. The main content area is titled 'Team Registrations' and includes a breadcrumb '22406 / Team Registrations'. There are navigation tabs for Club Management, Teams, Registration, and Match Minutes. Below these are several filter fields: Team (Search Team Name), Event (Search Event Name), Submitted (dropdown), Age From (All), Accepted / Active (dropdown), and Preferred Division (Select One...). The main content area shows a table titled 'Team Registrations (16)' with the subtitle 'Displaying all 16 Team Registrations'. The table has columns for Name and Event. The visible rows are:

<input type="checkbox"/>	Name	Event
<input type="checkbox"/>	 FSCI Phoenix Boys 2013 Team: FSCI Phoenix Boys 2013	FSCI March Friendlies 2022 Start Date: 03/05/2022
<input type="checkbox"/>	 FSCI Phoenix Boys 2004 Team: FSCI Phoenix Boys 2004	FSCI March Friendlies 2022 Start Date: 03/05/2022
<input type="checkbox"/>	 FSCI Phoenix Girls 2007	FSCI March Friendlies 2022

STEP 1 – TEAM VIEW:

If you registered outside of the club management platform in GotSport (aka the team view), please log into gotsport, then click on Team Management, then Team Registrations.

Dashboard Account Reporting **Team Management** Team Scheduling Program Registrations Forms Refer

Teams

Registrations

Matches

Team Registrations

Team Event Age Group

Search Team Name Search Event Name Min Max

Search

Team	Event	Age	Gender
 FSCI Test Team Team: FSCI Test Team	FSCI March Friendlies 2022	U13	Male

STEP 3:

For either the Club View or Team View, you will see a list of teams. Click on the name of the tournament under the column labeled “Event”. This will take you to a Team Registration screen for the tournament. Click on the “Registration” tab. Click on the yellow edit button near the top.

Team Registration - FSCI Test Team

Info Registration **Registration** Billing Roster Scheduling Requests Schedule Team H

Registration Form Answers [Edit](#)

How did you hear about this tournament ?
Marketing Emails

COMMUNICATION POLICY - Communication will be via e-mail, the tournament website, and our twitter tournar
true

SCHEDULING POLICY - Teams are expected to be available the entire day of the event. Schedule requests mus
games during certain parts of the day, specific game times, etc. will not be considered. The tournament reserve
true

STAY TO PLAY POLICY: As a tournament participant, I realize that when booking hotels, I am required to use th
true

REFUND POLICY - IF THIS EVENT IS CANCELLED, THERE WILL BE NO FULL REFUNDS. WE WILL PROVIDE EI
AFTER EVENT EXPENSES ARE CALCULATED. A DECISION WILL BE MADE WITHIN 2 WEEKS AFTER THE EVE
SERVICES, EQUIPMENT, AWARDS, AND OTHER EVENT MANAGEMENT COSTS. YES, WE DO IN FACT HAVE TC
ON THIS DISCLAIMER.
true

CANCELLATIONS - Every effort will be made to play the tournament. Cancellation can occur in whole or in part
true

Upload Roster (you can submit this at a later time)
20211006_180412.jpg

Upload Player Passes (you can submit this at a later time)
20190907_150507.jpg

Upload (if applicable) Guest Player Forms or Permission To Travel (you can submit this at a later time)
20211006_175037.jpg

STEP 4:

Scroll to the bottom. To upload files, please click on the browse button. Remember to hit the green save button at the bottom. If you need to reupload files, just come back to this screen and proceed with the same steps

Dashboard

AFTER EVENT EXPENSES ARE CALCULATED. A DECISION WILL BE MADE WITHIN 2 WEEKS AFTER THE EVENT. ONCE ASSIGNING SERVICES, EQUIPMENT, AWARDS, AND OTHER EVENT MANAGEMENT COSTS. YES, WE DO IN FACT HAVE EVERYONE ON THIS DISCLAIMER.
true

CANCELLATIONS - Every effort will be made to play the tournament. Cancellation can occur in whole or in part if the file
true

Upload Roster (you can submit this at a later time)

Upload New File
 No file selected.

Use Previously Saved File (20211006_180412.jpg)

Upload Player Passes (you can submit this at a later time)

Upload New File
 No file selected.

Use Previously Saved File (20190907_150507.jpg)

Upload (if applicable) Guest Player Forms or Permission To Travel (you can submit this at a later time)

Upload New File
 No file selected.

Use Previously Saved File (20211006_175037.jpg)

