

LIJSL 23/24 Season Transition Process Non-Clients

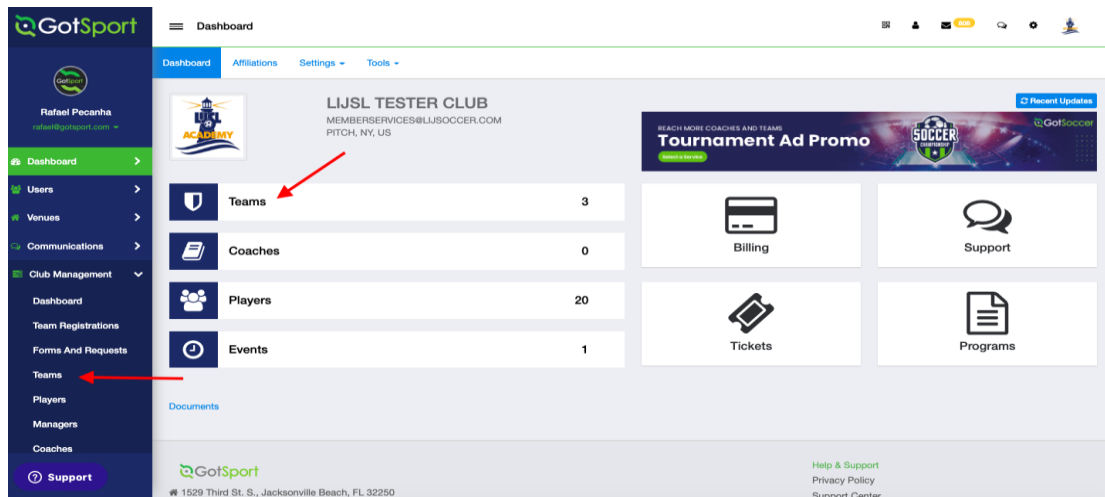


Non-GotSport Client Instructions

TASK 1

Login and go to your teams list

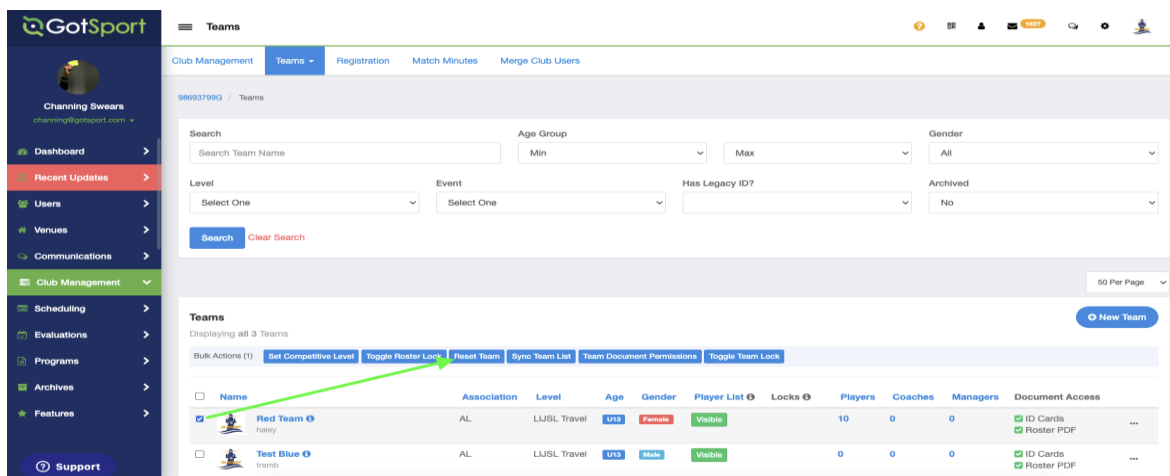
Step 1: From Club Management / Teams - Do not age up teams as the system will automatically do that when you are registering a team for 2023/2024. The Team's "profile" will fully age up on 8/1/2023 automatically.



TASK 2

Reset your team rosters – players/coaches/managers

Step 1: For returning teams you can reset rosters if you want to start fresh. From Club Management / Teams / check off the teams, and click reset rosters. Once you click reset you can choose to reset players only, coaches, manager, or all.



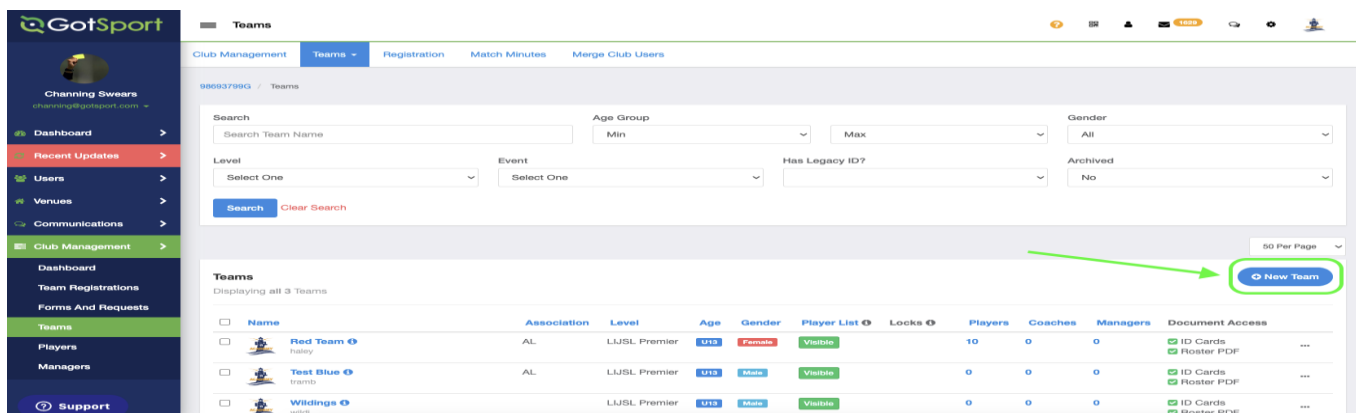
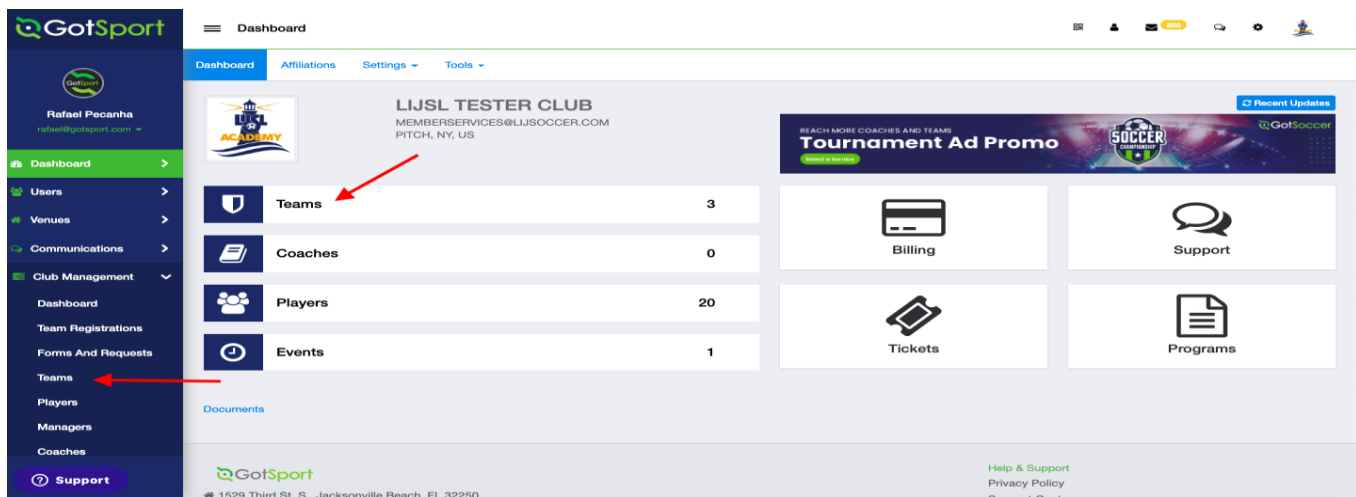
Non-GotSport Client Instructions

TASK 3

Create New Teams

Step 1:

For any new teams go to Club Management-->Teams and click the blue "New team" button. Second reminder, do not age your teams up. Create them under their "Current age" which is 2022/2023 and GotSport will automatically age them up when applying to 23/24 events, and will automatically age up the team profile the morning of 8/1/2023.

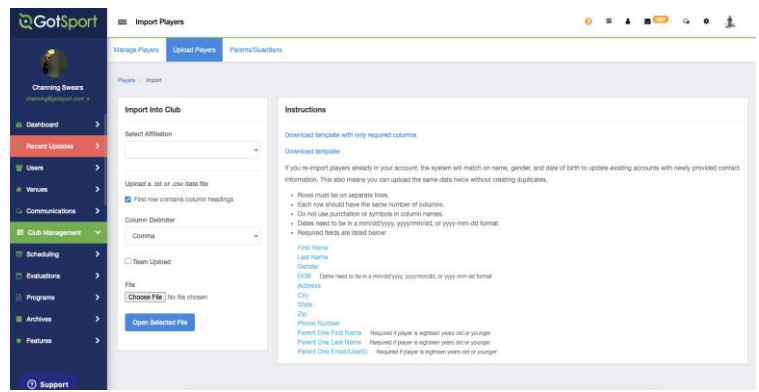
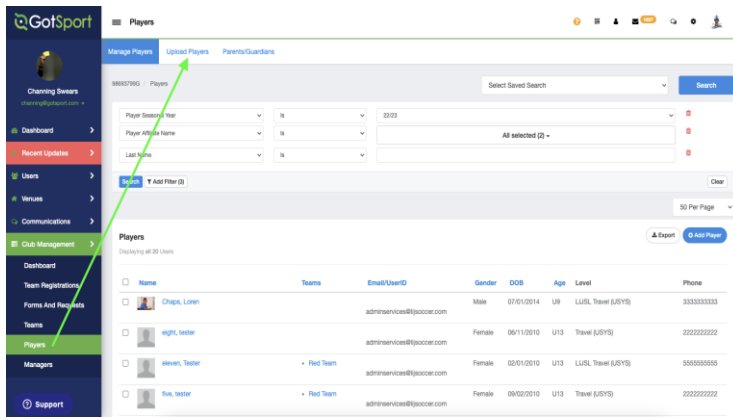


Task 4

Upload your teams and rosters for the 23/24 season

Step 1: Go to Club Management / Players / Upload Players.

Step 2: Follow directions on this page to upload players into your GotSport account. Note: if you want to add players directly to teams you will need to add these column headers and be exact with the team names as they exist in your GotSport team list. Add three columns to your upload template for "Team Name", "Team Age" (Like U12), and "Team Gender."

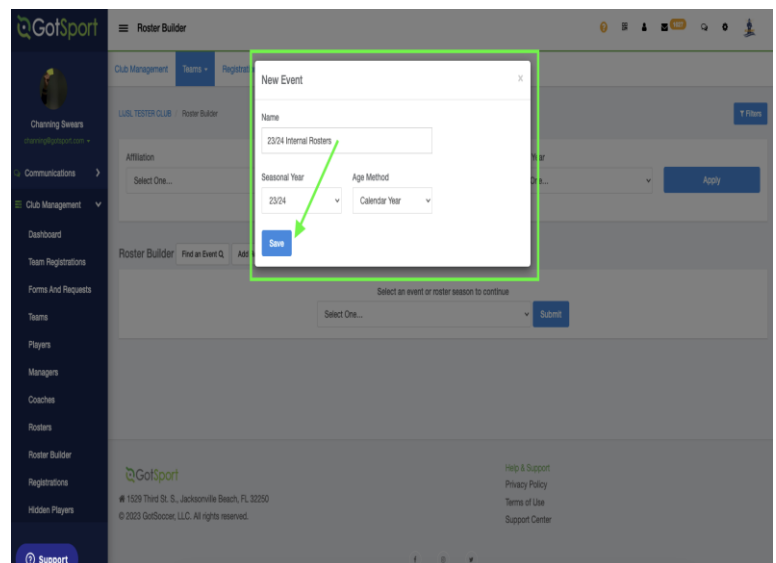
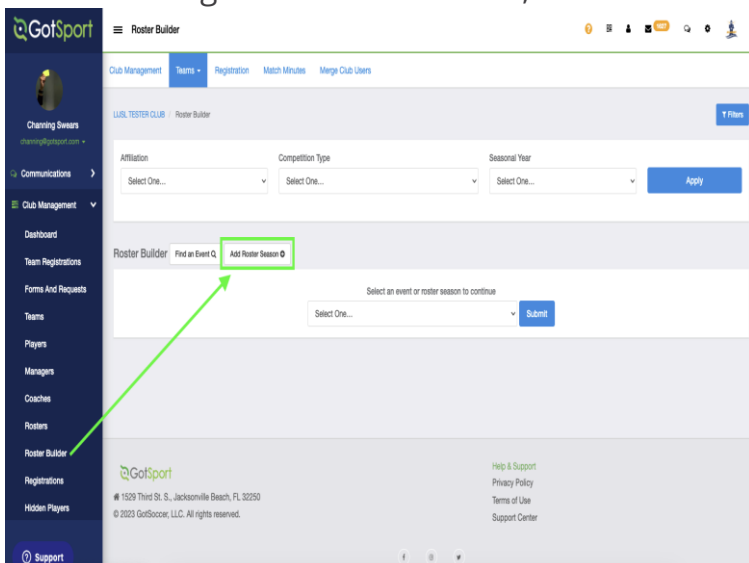


Task 4b

Player only upload roster in GotSport – create internal roster event

Step 1: In Task 3 IF you choose to bring in only players, and not assign them to teams before uploading, you will follow this step. If you successfully completed Task 3 with teams please skip this step.

Go to Club Management / Roster Builder / Click on "add roster season". A modal will open, name the rostering event 23/24 Rosters, then save.



Task 5

Add photo and birth verification document for any new players

Step 1: Go to Club Management / Players / search for desired player with filters / click on player name / choose photo file and save / click on "Documents" / "add new document" / select document type / upload file and save. Returning players will keep their verification and photo.

GotSport Players

Joseph Ogoo

Account Teams Program Registrations Forms Family

Account Profile Roles Rosters Registration History Roster History Evaluations Emergency Info Family Documents Requirements

Photo **Choose File** No file chosen
Please upload a passport style portrait. This photo will appear on your association identification card or official roster.

First Name Middle Name Last Name Suffix
Joseph [] Ogoo []

Preferred First Name []

Email/UserID Contact Email
[] memberservices@jccccc.com

DOB Gender
February 2 2013 Male

GotSport Players

Joseph Ogoo

Account Teams Program Registrations Forms Family

Account Roles Rosters Registration History Roster History Evaluations Emergency Info Family Documents Requirements

Documents

No Documents

New Document

First Name Middle Name Last Name Suffix Gender DOB
Joseph [] Ogoo [] Male 02/02/2013

Not Verified

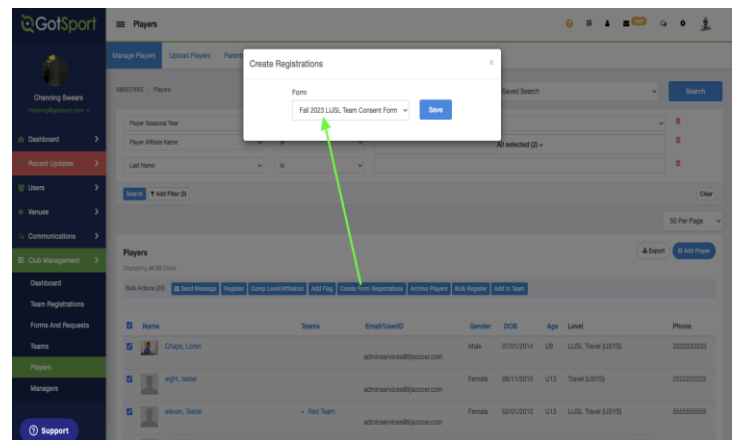
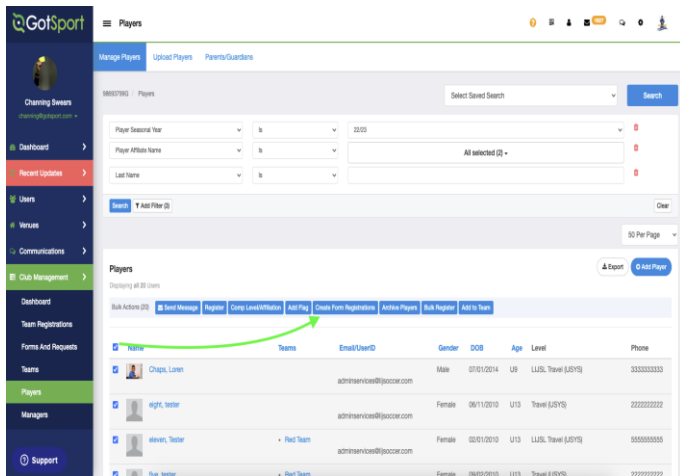
Verify

TASK 6

Update LIJSL Forms if on file outside of GotSport

Step 1: Mark all players as having completed the LIJSL Form if you have this on file in your own system (Note this will automatically appear for clubs having parents register directly into GotSport, so those clubs can skip this step).

Go to Club Management / Players / use the filters to organize your player list / then use bulk action (little check box next to player name) to highlight all players / click "create form registration" / select from the drop down the fall 23 and save.

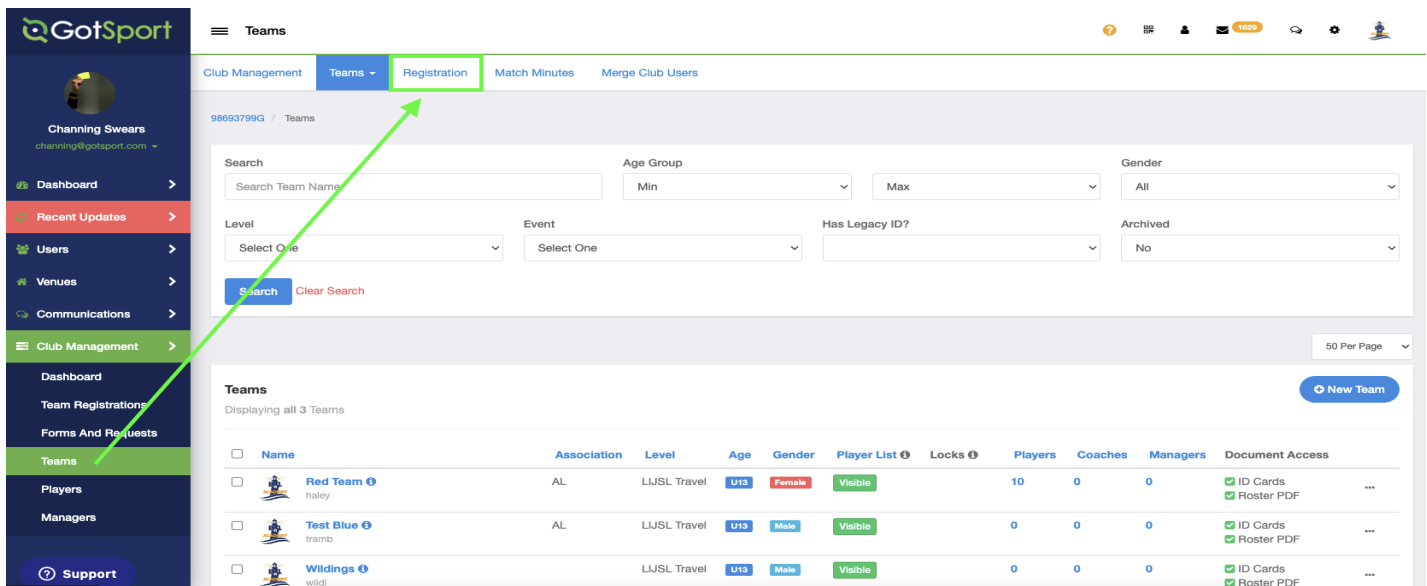


TASK 7

Register teams to Registration Events

Step 1: Register Travel teams to ENYYSA / LIJSL Travel event or register Premier/Tournament teams to the ENYYSA / LIJSL to the Premier/Tournament event. * This year there are two events so that clubs do not have to create a duplicate team when they play more than 1 level. IF your team plays both Travel and Premier you will need to register them to both events.

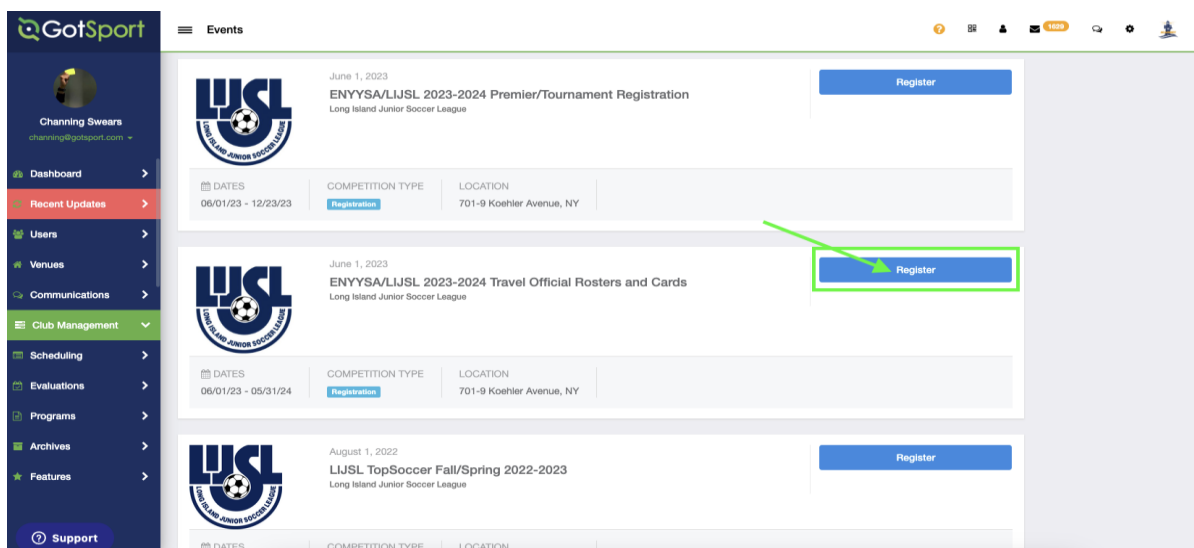
Go to Club Management / Teams / Registration / click "Register" next to the



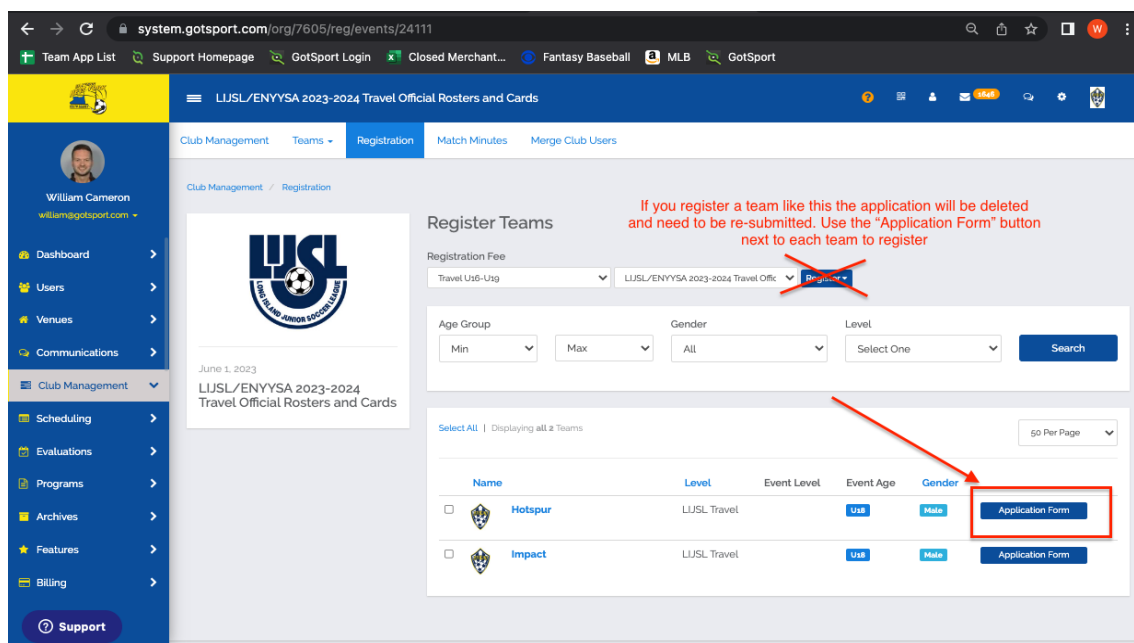
TASK 7

Continued...

Step 2: Scroll down to find your registration event / click "Register" / use the bulk action (little check box next to the team names you wish to register / submit team registrations.



Step 2: Select the "Registration Fee" level you want to register your team as. If you see a team in orange, click on the name of the team and change the level to match this event (Travel/Premier/Tournament). Once the level is correct you will see the "Application form" button appear. Click that and register your team



TASK 8**LIJSL Travel Teams**

Step 1: Your Travel teams will be automatically registered into the Fall 2023 league for you so you will not need to register those teams again.

Task 8b**LIJSL Premier/Tournament Teams**

Step 1: If you have a travel team that is also playing premier/tournament, you will need to register that same team account into the second "Premier/Tournament" event.

Roster Statuses

LIJSL will use the following roster statuses in Gotsport. Here are their definitions and how they should be used.

Primary "P" - This player should be added to your ENYYSA/LIJSL Travel Event.

*If you get an error saying this player is already on a team, you can click on the icon next to the player's name to release the player or contact another club as needed.

Designated Player "DP" - This is a player should be added to your ENYYSA/LIJSL Travel Event. The player must already be approved as a travel player on another team in your club before appearing as an option to be added a roster.

*Players must be approved as a P by LIJSL before they will appear as an option to be added as a DP to a second team.

Club Pass Player "CP" - This player should be added to just the LIJSL Fall 2023 roster. CP players will be removed on a weekly basis by the league, and you will need to re-add those players to teams as needed.

*Players must be approved as a P by LIJSL before they will appear as an option to be added as a CP for one game.

Premier/Tournament Player "S" - These players should be added to the ENYYSA/ LIJSL Premier Tournament Event