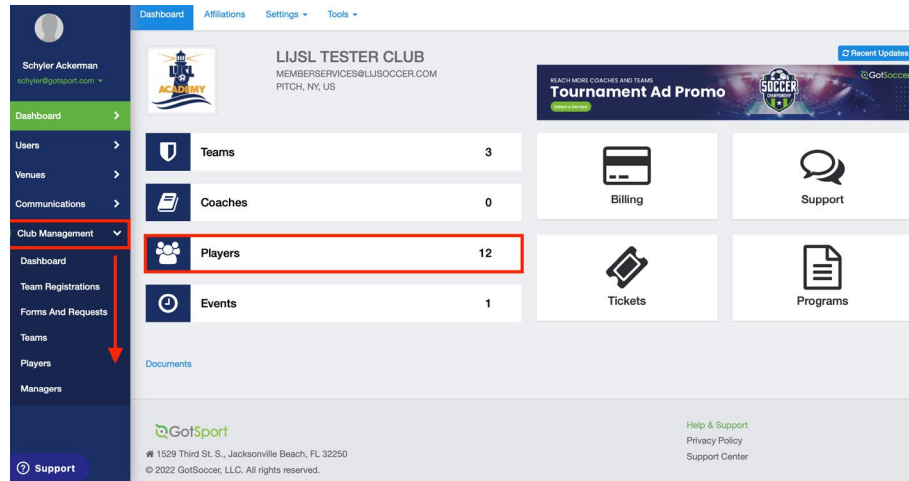


INTRAMURAL UPLOAD / REGISTRATION INSTRUCTIONS

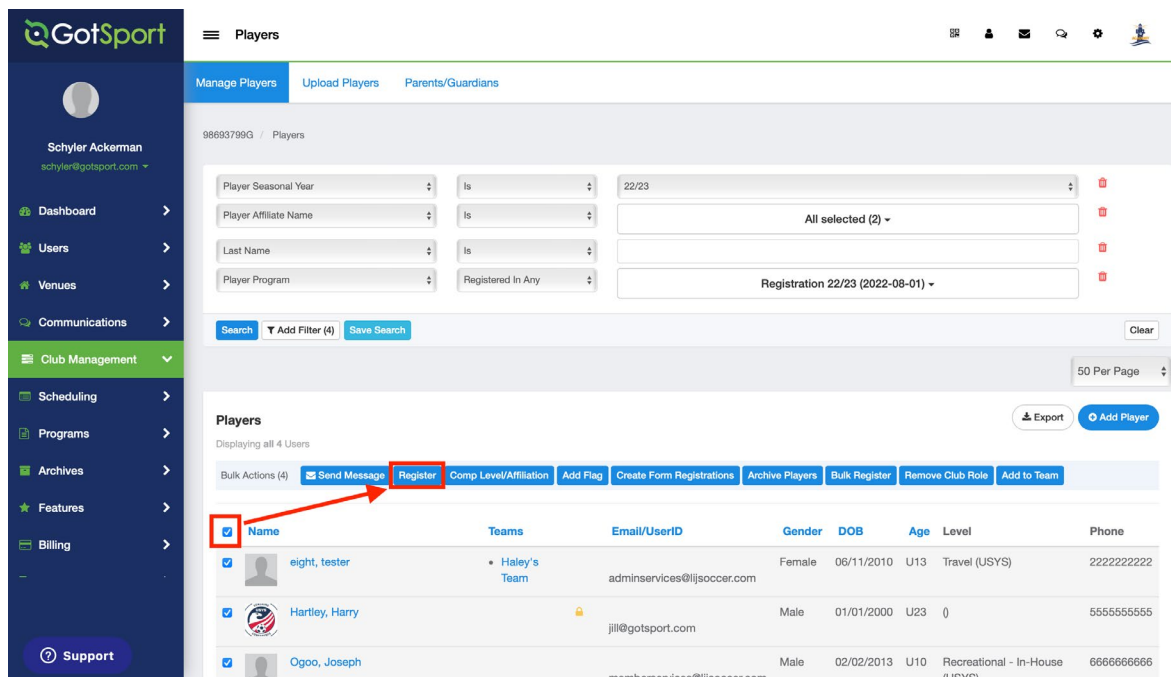


Intramural Instructions for Clubs that use GotSport for Registration

- From your Dashboard, either select the Players tab or click the Club Management on the left-hand side and then select Players.



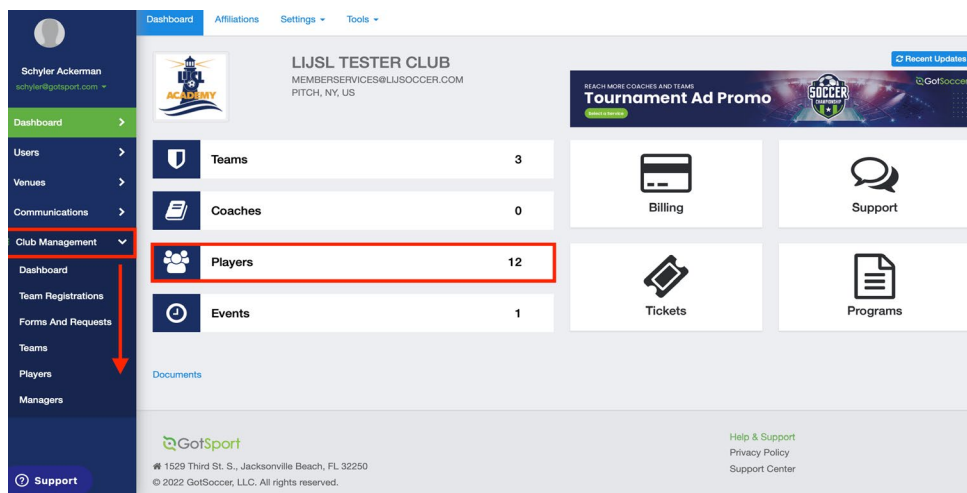
- Use the filters at the top of the players page to select the Program you are registering players from, then click search.
- Select the check box on the left of name and press Register, make sure all players are selected before you bulk register them. (See below for example)



- Set the seasonal year (ex. 23/24), Send to LIJSL, and level Recreational - In-House.

Intramural Instructions for Clubs that use a 3rd party system and Upload Players into GotSport

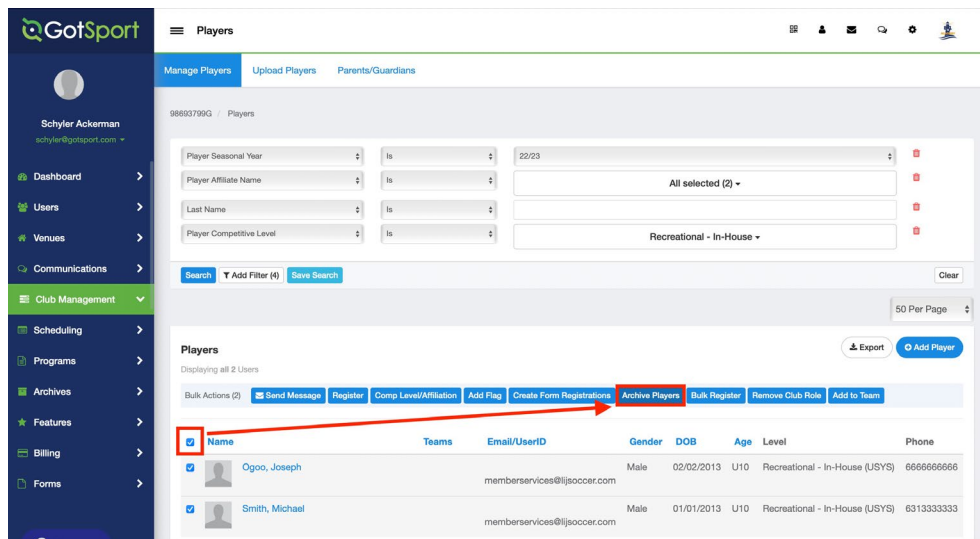
- From your Dashboard, either select the Players tab or click the Club Management on the left-hand side and then select Players.



- Archive old players with the level of Intramural (Recreational - In-House)-
 - Add a filter for “Player Competitive Level” and choose “Recreational- In – House.”
 - **(Note: only do this if ALL your players are NOT listed as the level Recreational - In-House)** Filter by the levels your recreational players may have on their profile so we can change them (example: LIJSL Recreational, Recreational, etc.) Once you have all your players that should be recreational on the screen, press the left box next to name, select “Comp/level affiliation”, then Recreational - In-House and all your players should now be listed as Recreational - In-House players.
 - After this, you can filter out your travel/tournament/premier players by adding a filter for “Player Event” then selecting the event (example: LIJSL/ENYISA Travel) If you have players appear for this event, that means they are registered as travel players, and we must change their competitive level to prevent the removal of any of these travel players.
 - You can select the check box on the left to select all the players you need to change and select “Comp level/Affiliation” then select their level to the corresponding event (Example. LIJSL/ENY Travel event should be “Travel” players; then LIJSL/ENY Tournament event should be “Tournament”

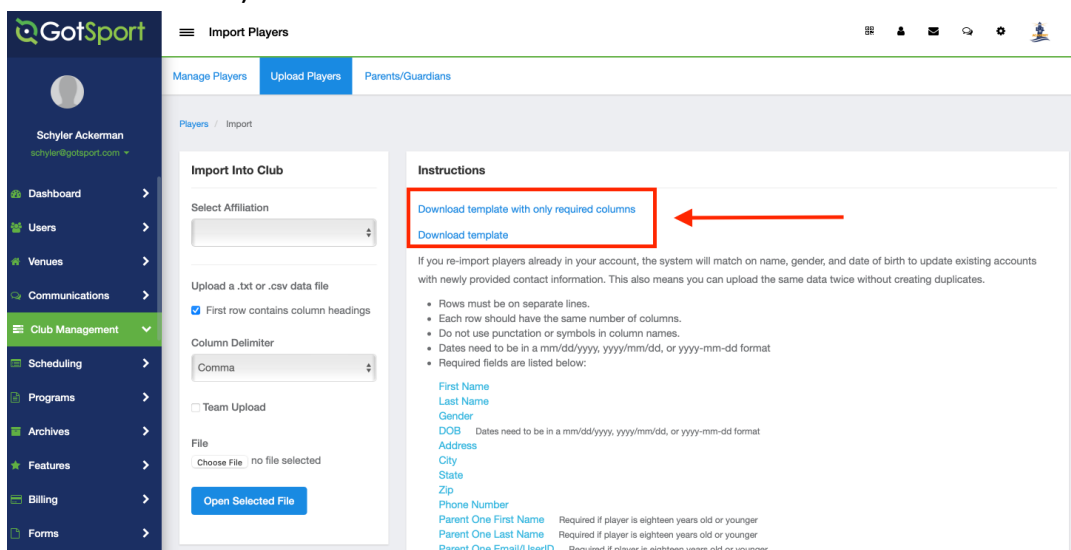
players; etc.) You can repeat this process for any events these players may be registered to so we can prevent any unwanted removal of players.

- Once this is done, you should only have recreational players remaining. You can go back to club management → players → filter by “Competitive level” then select “Recreational - In-House.”
- Then, click on the left check box, make sure all players are selected and press archive. Refresh the page to confirm the number of players is now at



0.

- Now, you can upload your players. Select “upload players” on the top bar. For Affiliation, select “USYS” then select download template with only required columns and copy all your information into the columns. For competitive level, we suggest copying “Recreational- In – House” straight from GotSport into the file as the formatting has been an issue in the past. (Note: these players do NOT have to be on a team)



- You are now able to upload your file. Make sure the file is in a CSV format, and after you press open selected file, make sure all column field names match to the GotSport fields. Once you have checked to make sure it matches, you can press “Import Data.”
- After the upload goes through, you will get an email notification to see if your data successfully imported. If it did, you can go to the next steps. If not, please check what the results said and go back through your excel file to check what you are missing or formatted wrong. If you need any help with this, do not hesitate to reach out to the LIJSL office.
- Once you have your players uploaded, you can go back to Club Management on the left-hand side of your screen and select Players. Add a filter for “Player Competitive Level”, choose “Recreational – In – House”, and click search.
- Select the check box on the left of name and press Register, make sure all players are selected before you bulk register them. (See below for example)
- Set the seasonal year (ex. 23/24), Send to LIJSL, and level Recreational - In-House.

The screenshot displays the GotSport 'Players' management interface. The left sidebar shows the 'Club Management' menu with 'Players' selected. The main area features search filters for 'Player Seasonal Year' (22/23), 'Player Affiliate Name', 'Last Name', 'Player Program', and 'Registered In Any'. Below these, a table lists players with columns: Name, Teams, Email/UserID, Gender, DOB, Age, Level, and Phone. Three players are shown: 'eight, tester' (Female, U13, Travel (USYS)), 'Hartley, Harry' (Male, U23, ?), and 'Ogao, Joseph' (Male, U10, Recreational - In-House (USYS)). A red box highlights the 'Register' button in the bulk actions bar, and a red arrow points to the checkbox next to the first player's name.

Name	Teams	Email/UserID	Gender	DOB	Age	Level	Phone
eight, tester	Haley's Team	adminservices@lsoccer.com	Female	06/11/2010	U13	Travel (USYS)	222222222
Hartley, Harry		jli@gotsport.com	Male	01/01/2000	U23	?	555555555
Ogao, Joseph		memberservices@lsoccer.com	Male	02/02/2013	U10	Recreational - In-House (USYS)	666666666