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.

	Dashboard Affiliation	s Settings - Tools -			
Schyler Ackerman schyler@gotsport.com > Dashboard >		LIJSL TESTER CLUB MEMBERSERVICESØLUSOCCER.COM PITCH, NY, US		VEACHMORE COACHES AND TEAMS Tournament Ad Promo	C Recent Updates
Users >	D Teams		3		\bigcirc
Venues >					
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Club Management 🗸 🗸					
Dashboard	Players		12	lin	B
Team Registrations				V	
Forms And Requests	Events		1	lickets	Programs
Teams					
Players	Documents				
Managers					
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- 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)

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		Manage Players Upload Players	Parents/	Guardians										
Schyler Ackerman		98693799G / Players												
		Player Seasonal Year	ls	ls \$ 22/23						Û				
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Q Communications	>	Search Y Add Filter (4) Save Search Clear												
🛢 Club Management	•												50 Per P	age 💲
Scheduling	>										<u></u>			
Programs	>	Players & Export O Add									Player			
Archives	>	Bulk Actions (4) Send Message	Register	Comp Level/Affiliation A	dd Flag	Create Form Registrations Archi	ive Players	Bulk Register	Remov	e Club Role	Add to Te	am		
* Features	>	_												
🖶 Billing	,	Name		Teams		Email/UserID	Gender	DOB	Age	Level			Phone	Ð
-		eight, tester		• Haley's Team		adminservices@lijsoccer.com	Female	06/11/2010	U13	Travel (US	(S)		22222	22222
		Artley, Harry			•	jill@gotsport.com	Male	01/01/2000	U23	0			55555	i55555
⑦ Support		Ogoo, Joseph				memberservices@lijsoccer.com	Male	02/02/2013	U10	Recreation (USYS)	al - In-Ho	use	66666	66666

• 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.

	Dashboard Affiliations	Settings - Tools -			
Schyler Ackerman schyler@gotsport.com > Dashboard >		LIJSL TESTER CLUB MEMBERSERVICESØLUSOCCER.COM PITCH, NY, US		MACHINER CONCISES AND TAME Tournament Ad Promo	C Recent Updates
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- 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/ENYYSA 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

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		Manage Players	Upload Playe	rs Parents	/Guardians											
Schyler Ackerman schyler@gotsport.com 🛩		98693799G / Play	vers													
		Player Seasona	ıl Year	\$	Is	\$	22/23							\$		
Dashboard	>	Player Affiliate M	Name	\$	Is	\$			All selected (2) -						
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Communications	>	Search T Ad	ld Filter (4) Save	e Search												Clear
Club Management	*													6	0 Per Pa	ge \$
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Programs		Players Displaying all 2 U	Jsers										± Exp	port	O Add F	layer
Archives		Bulk Actions (2)	Send Mess	age Register	Comp Level/Affiliat	ion Add Flag	Create Form Registrations	Archive Play	vers Bulk Reg	ister Re	emove Club R	lole A	dd to Tei	ım		
* Features		_														
		Name			Team	is Ema	il/UserID	Gender	DOB	Age	Level				Phone	
	Í		Ogoo, Joseph					Male	02/02/2013	U10	Recreation	al - In-H	louse (l	JSYS)	666666	6666
Forms	>					mem	berservices@lijsoccer.com									
			Smith, Michael			mem	berservices@lijsoccer.com	Male	01/01/2013	U10	Recreation	al - In-H	louse (l	JSYS)	631333	3333
@ Support																
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)

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	Manage Players Upload Players Parer	nts/Guardians								
Schyler Ackerman	Players / Import									
	Import Into Club	Instructions								
Dashboard >	Select Affiliation	Download template with only required columns								
誉 Users 🔉 🗲	\$	Download template								
🐔 Venues 💦 🗲		If you re-import players already in your account, the system will match on name, gender, and date of birth to update existing accounts								
Communications >	Upload a.txt or.csv data file with newly provided contact information. This also means you can upload the same data twice without creating duplicates. Rows must be on separate lines.									
📰 Club Management 🗸 🗸	Each row should have the same further further of columns. Do not use punctation or symbols in column names. Date need to be in a mor/dd/www.www.emm.dd format									
Scheduling >	Comma 💠	Required fields are listed below:								
Programs	Team Upload	First Name Last Name Gender								
Archives >	File File File									
★ Features >	Choose File no file selected	City State								
Billing >	Open Selected File Zip Phone Number									
🗅 Forms 🔶		Parent One First Name Required fipsyer is eighteen years old or younger Parent One Last Name Required if player is eighteen years old or younger Parent One Email/User/D Required if player is eighteen years old or younger								

- 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.