

WELCOME

FALL 2024 REGISTRARS MEETING

PRESENTER

Sonia Kelly

LIJSL Operations Manager & LEAGUE REGISTRAR

AED MANDATE

All member leagues within Eastern New York Youth Soccer Association (ENYYSA) and all clubs under each member league must comply with this NYS Public Health Law Requirement. The date this new law must be implemented is May 21st.

1.An AED Device must be readily accessible at every field complex that hosts any ENYYSA or LIJSL sanctioned club training/soccer games/tournaments/events.

2.Requires someone who is trained to operate an AED be present at every field complex that hosts ENYYSA or LIJSL sanctioned club training/soccer games/tournaments/events.

3.Each club must create a plan that includes the location of each AED at each facility; make sure that the AED is accessible at all times; that this information is distributed to all applicable club personnel.



KOEHLER AVE

631-648-9020 631-263-8756

REGISTRTION APPOINTMENT DATES

June 24, 2024 – July 19, 2024 8:30 AM - 7:00 PM

Saturday July 13th (If Needed) 8:00 AM - 12:00 PM

CONTACT

LIJSL OFFICE - 1.631.648.9020

CORA FITZGERALD - <u>memberservices@lijsoccer.com</u> Or HALEY KOZIK - <u>adminservices@lijsoccer.com</u>

** YOU CANNOT CHANGE THE DATE Once An Appointment Is Made**



WHAT YOU NEED TO BRING TO YOUR

FALL 2024 REGISTRATION APPOINTMENT

- 1.TEAM NAME/NUMBER FORM MUST BE FILLED OUT.
- 2. GAME CHANGE REQUEST FORMS (If Needed) For LIJSL FALL Season the Game Change request forms must be filled out with supporting documentation and signed by Registrar.
- 3.Club Payment Check- Credit Card ACH Must be paid at Registration.
- 4. Club Personnel Form.

All Forms Must Be Correctly Filled Out, Signed and Legible

House Keeping Check List

Fall Season - Reset Rosters

- 1-Dashboard > Teams
- 1- Level "Travel, Premier or

Tournament"

- 2- Check Teams
- 3- Click "Reset Teams"
- 4- Select Roles to Reset Click "Player"

RESET ROSTERS

Level – "Travel, Premier or Tournament"

ub Management	Teams -	Registration	Matc	h Minutes	M	erge Club Users	
7634 / Teams							
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Search Team N	lame					Min	
Level			E	vent			
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Select One Eastern New Y Premier Rec Plus (C Recreationa TOPSoccer Tournament Travel	York Youth S Iub vs Club) Il - In-House	occer Association					
Teams	2000						
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Level – "Travel, Premiere or Tournament"

Check Teams & Click "Reset Teams"

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splaying all 2 teams							
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/							
Name		Association	Level	Age	Gender	Player List	Locks
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Aca 3639 Aca 4827	demy East 2013 (BU11) 57 demy East 2013 (GU11) 29	NYE	Travel	U11	Male Female	Visible	
Aca 3639 Aca 4827	demy East 2013 (BU11) 57 demy East 2013 (GU11) 29	NYE	Travel	U11	Male	Visible	

Select Roles to Reset – Click "Player"

Teams

Search	Reset Team	×
Search Team Name	Select Roles to Reset	
Level	Player - Save	
Select One	□ Select all	
Search Clear Search	 Player 	Cancel
	Coach	
	Manager	

Teams

Displaying all 11 teams

Bulk	Actions (11)	Set Competitive Level	Toggle Roster Lock	Reset Team	Sync Team List	Team	Document Per	missions	Toggle Te	eam Lock	
	Name			Associat	ion Level	Age	Gender	Player	List 🛈	Locks 🕄	Play
		Orcas 392120		NYE		U9	Male	Visible		₽ CP	0
		Test Team Black				U20	Female	Visible			0
					/						

CREATING REGISTRATION PROGRAM

8 Steps to Create a Program Registration

Step 1: Program Setup

•This article will demonstrate how you can create the 'shell' of a program and input all of the basic settings based off of your Clubs preference.

Step 2: <u>Registration Form</u>

•Registration Forms, an integral step of the registration, can be used for questions you want answered by the registrants, such as T-Shirt Size, or preferred team. As well as can be used for uploading documents such as Birth Certificates.

Step 3: <u>Registration Fees</u>

•This article will demonstrate how to set up your fees for the registration so you can collect money.

Step 4: <u>Appearance</u>

•This article will demonstrate how you can customize the look and feel of your program registration to fall more inline with your clubs colors and appearance. **Step 5:** <u>Features</u>

•While not required, Features can be an extremely useful tool for adding supplemental costs, or discounts, to a program registration.

Step 6: Adding a Birth Certificate

•This article will demonstrate how to set up a Birth Certificate Repository for collection during registration.

Step 7: Adding Medical Release Forms

•This article will demonstrate how to set up a form to gather and collect health care provider information

Step 8: Opening a Program Registration

•The final step, opening your registration so your registrants can complete the program!

CLONE AN EVENT OR

CREATE AN EVENT

Clone 23/24 Internal Roster Event

Step 1:

Clone over internal rostering event for 2023/2024.

⊘ GotSport				; # ▲ ▼ 700 ♀ 🚳
	7629 / Events			
Sonia Kelly	Name	Competition	Start Date	End Date
			~	
Dashboard Solution Solution	Archived	Accounting Code		
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🔮 Users 🔹 🕨	Search Clear			
🛪 Venues 🔰				
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Club Management	Internal Rosters Fall 2023/Spring 2024	Player List June 25, 2023 Setup	Manage Manage 12 Submitted 1	TeamRosters23
Programs >	Team Rosters	June 30, 2024	draft	AICHIVE
				Clone
Archives				
★ Features >				
🚍 Billing 🔰	Cotsport		Help & Support	
	# 1529 Third St S. Jacksonville Beach El 32250		Privacy Policy	
⑦ Support	© 2024 GotSoccer, LLC. All rights reserved.		Support Center	

UPDATE INTERNAL ROSTER INFORMATION

ত্রGotSport	≡ Events	Clone Event Internal Rosters Fall 2023/Spring 2024		×			v 💷 o 🙆
	7629 / Events	Name Internal Rosters Fall 2024/Spring 2025	Seasonal Year 24/25	~			
Sonia Kelly sonia.m.kelly28@gmail.com ≠	Name	Start Date	End Date			End Date	
Bashboard	Archived	06/25/2024	06/30/2025	-			
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👻 Users 📏	Search Clear	Accounting codes are used for team a	and club invoicing.				
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Q Communications	Events (1)	same accounting code across multiple e accounts for returning teams, but the rep	vents to consolidate team billing into fewer porting will be combined with the previous	5	Promote Your Event	t ₩ant a New Travel Partner?	+ New Event
Club Management	Event Name	event's invoicing.					
Programs	Competition	● Create New Code ○ Use Existing Cod	le	Teams	Clubs	Accounting Code	
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Archives							
★ Features >		Clone Division Setup					
🚍 Billing 🔥	হৈGotSport	 Clone Team Registration And Answers Reset To Default Settings 		& Support			
⑦ Support	 ✿ 1529 Third St. S., Jacksonville Beach, FL 32250 © 2024 GotSoccer, LLC. All rights reserved. 	Clone		is of Use port Center	r		

CREATE A NEW EVENT

⊘ Got\$port	Events								? ==	≜ ⊠ ⁷⁸	Q	0
	7629 / Events											
Sonia Kelly sonia.m.kelly28@gmail.com →	Name	Competition			Start Da	ate			End Date			
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⑦ Support	 1529 Third St. S., Jacksonville Beach, FL 32250 2024 GotSoccer, LLC. All rights reserved. 					Te	rms of Use pport Center					

COMPLETE NEW EVENT INFORMATION

	New Event		×
	Name	Competition	
	Travel Fall 2024	Travel Fall 2022 (Soccer)	
	Start Date	End Date	
~	06/01/2024	06/30/2025	
	Seasonal Year	Age Method	
	24/25	Calendar Year	
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-	Roster Doc Title		Teams
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	Create New Code Use Existing C	code	

Move Players From Program Registration To Internal Roster Event

STEP 1: Dashboard > Teams > Roster Builder

	Club Management	Teams 🗸	Registration	Match Mir	inutes Mer	ge Club Us	ers										
Sonia Kelly	7629 / Teams	Teams Rosters															
	Search	Roster Bui	lder			Ag	e Group								Gender		
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🛢 Club Management 🗸 🗸																	50 Per Page 🔹
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Billing	• 🙆	Gladiators 385427			NYE	Ē	Travel	U12	Male	Visible	•	Team	16	3	0	 ✓ ID Cards ✓ Roster PDF 	
⑦ Support		Hawks			NYE		Travel	U12	Male	Visible		Team	9	3	0	ID Cards	***
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STEP 2: Select Event > Internal Rosters Fall 2024

∂ Got\$port		8	4	787	Q	\bigcirc
	Club Management Teams - Registration Match Minutes Merge Club Users					
Sonia Kelly	NORTH FORK (LIJSL) / Roster Builder					▼ Filters
soma.m.keny2s@gman.com ▼	Affiliation Competition Type Seasonal Year					
B Dashboard	Select One V Select One V Select One	~		Apply		
Recent Updates						
👹 Users 🕨						
Venues						
Q Communications	Select One					
Club Management	Select One					
Programs >	2024 Long Island Cup (03/23/2024) Spring 2024 LIJSL League (03/16/2024)					
Scheduling	LIJSL/ENYYSA 2023-2024 Travel Official Rosters and Cards (06/01/2023)					
Archives						
★ Features	CotSport Help & Support					
E Billing	 ✿ 1529 Third St. S., Jacksonville Beach, FL 32250 © 2024 GotSoccer, LLC. All rights reserved. Support Center 					
⑦ Support	f 0 v					,

STEP 3: Activate/Register Teams

⊘ GotSport	■ Roster Builder					? # ▲ ▼	787 🤉 🚫
	Club Management Teams - Registration Match N	Minutes Merge Clul	b Users				
Sonia Kelly	NORTH FORK (LIJSL) / Roster Builder		Internal Rosters Fall	2024/Spring 2025 (06/01/2024)	~	All Teams 🕶	Submit
sonia.m.kelly28@gmail.com 👻	Roster Builder Find an Event Q Add Roster Season O						
Dashboard	Gender	Age From	Ą	ge To	Program	Per Page	
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STEP 4: Select Program

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Programs			Primary	Coach / Manger Fall Registration	
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Archives				U10 Male Travel	Actions -
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Billing >	0 0 0 🗆	Female Recreational - In-H	ouse U7 2018-07-04	Current Team Roster	✓ Submit
⑦ Support	0 0 0 🗆	Female	u9 2016-06-18	Gladiators U13 Male Travel	€) Register

STEP 5: Add Filter: PLAYER TEAM



STEP 6: Add Filter PLAYER TEAM

■ Roster Builder					0	DN 🛔 🔽 🔽	🤊 ର 🚫
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			Gladiators				
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				U10 Male Travel			Actions -
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0 0 0 🗆	Female F	Recreational - In-House	2018-07-04	Current Team Roster		~	Submit

STEP 7: Select Players & Add to Team

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0	0	0	V			1	Male	Travel		U10	2015-09-13			

REGISTRARS

JUNE 1, 2024 Begin Enrolling Teams into

LIJSL/ENYYSA 2024-2025 Travel Official Rosters & Cards

Fall 2024

Guide to Register TEAMS

Into LIJSL/ENYYSA 2024-2025 Travel Official Rosters & Cards



www.gotsport.co

Step 1: Once On the Teams Page, Click Registration Tab to scroll Down and Find The Official Event for LIJSL

TASK 2

©GotSpor	rt	≡ Teams										BR 🔺 3	g 📖 Q 🗘	1
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Rafael Pecanha		98693799G / Teams												
		Search		1	Age Group						G	ender		
Dashboard	>	Search Team Name			Min			✓ Max			~	All		~
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Communications	>	Search Clear Search												
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		U & Wildings			LUSI Travel	1110	Mala	Maible		0	0	0	ID Cards	_

TASK 3

Locate the ENYYSA/LIJSL 22/23 official rosters & cards event

	≡ Events	?	
	of the system, GotSport Team App is a Team Management Tool.		
Sonia Kelly sonia.m.kelly28@gmail.com -	DATES COMPETITION TYPE LOCATION 06/01/23 - 07/31/24 Registration Jacksonville Beach, FL		
🚳 Dashboard 🔹 🗲			
3 Recent Updates	June 1, 2024		
🞽 Users 🔹 🗲	LIJSL/ENYYSA 2024-2025 Travel Official Rosters and Cards Long Island Junior Soccer League		
📥 Association 🛛 🗲	De Reine Societ		
🕍 Analytics 🔹 🗲			
🔥 Venues 💦 🕻	06/01/24 - 06/30/25 Registration 701-9 Koehler Avenue, NY		
Q Communications			
🛢 Club Management 🗸 🗸	June 1, 2023		
Programs >	LIJSL/ENYYSA 2023-2024 Premier/Tournament Official Rosters and Cards		
Scheduling >	To a Reveal of the second seco		

TASK4 Register for the roster and player cards event

Step 1: Click The Register Button From the Previous Image. Then Click Application Form. You Need To Register One Team At A Time then return to this screen and register the next team.

	Cards								0		787	Q	2
Club Management Teams - Registration Match Minutes	Merge Club	Users											
Club Management / Registration		_											
	Register	leams											
	Registration Fee Travel U11-U12	9		ENYYSA 2024-2025 TI	avel Offi								
CONC.													
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June 1, 2024	WIIT	¥	INICA	·	All		v	Select One		Ŷ			
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	Select All Displaying all 12 Teams										50 P	er Page	~
	Nam	e				Level	Event Level	Event Age	Gender				
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		Academy East (GU11)	2013			Travel		U12	Female	Арр	lication Form		
		Academy East (EU10)	2014			Premier		U11	Male				
	*	Academy East (GU10)	2014			Premier		UII	Female				
	Ŵ	Academy Supe	er Y	Level N	ot Allowed	Premier		U12	Male				

In Case You See A Message Stating That The Level Is Not Allowed, You Can Click On The Team Name and Change it Before Clicking Save At The Bottom.

	Cards						0		<mark>₩</mark> 787	Q 🛓
Club Management Teams - Registration Match Minutes	Merge Club Users									
Club Management / Registration										
IIICI	Registration Fee	ns								
	Travel U11-U12	▼ LIJSL/E	NYYSA 2024-2025 Travel Offi 🗸 🗸							
BEARD JUNIOR SOCIAL	Age Group	May	Gender			Level			Sea	ch
June 1, 2024 LIJSL/ENYYSA 2024-2025 Travel Official	IVIIII	• INGA			¥	Scient One		•	ocu	ui -
Rosters and Cards	Select All Displaying	all 12 Teams							50 Per	Page 🗸
	Name			Level	Event Level	Event Age	Gender			
	C Aca	ademy East 2013 J11)		Travel		U12	Male	Appli	cation Form	
	C Aca	ademy East 2013 U11)		Travel		U12	Female	Appli	cation Form	
	Acr	ademy East 2014 J10)	Level Not Allowed	Premier		UII	Male			
	Aci (OI	ademy East 2014 U10)	Level Not Allowed	Premier		UII	Female			
	Act	ademy Super Y	Level Not Allowed	Premier		U12	Male			

Click "Competitive Level" And Make Sure Travel is Selected.

Team I Team Members	osters 🔳 Team Registrations 🔳 Me	ssages 🛛 🚀 Program Registrat	tions		1.1	
Academy East 2 Birthday Range: 01	2013 (BU11) U11 Male Premier /01/13 - 12/31/13 er Classic					
Name		Short Name			Rankings Profile ID	Opta ID
Academy East 2013 (BU11)		hwlti			1680171	
Competitive Level		Gender			Age Group	
Travel	~	Boys		~	U11 (01/01/13)	~
Eastern New York Youth Soccer Asso Premier Rec Plus (Club vs Club) Recreational - In-House TOPSoccer Tournament Travel Postal Code	ociation	Country Logo Choose File No file chosen		~	Switch to School Year Team Association New York East	~
		Away C		Away Uniform Descrip	ption	
Roster Editing Locked						
Club Pass Editing Locked						
□ Player List Hidden						

REGISTRARS PACKET

- 1. What to bring to appointment.
- 2. FALL 2024 Fees
- 3. Registration Appointment Dates
- 4. FALL Calendar
- 5. Referee Fees
- 6. Player Age Groups
- 7. 2024 U9-U19 Field Chart
- 8. U9-U10 Build-Out Line
- 9. Sunrise Sunset
- 10.Add/Delete Form
- **11.Player Drop Form**
- 12.Game/Time Change Request Form
- 13. Alignment Sample Form

All forms and tutorials will be available on LIJSL Website <u>www.lijsoccer.com</u> > resources > forms

NEW LIJSL Intramural Registration Process Tutorial**



Games Chair

Tim Stalker

ALIGNMENTS

- Tools have been added in the registration process to help with the aligning teams.
- The Games committee would like to ask that you use these tools to the fullest ability. These fields are essential for your team to be placed properly. Every season at least 50% of the comments are blank or have comments like "Lost Players". Everyone loses players, or "move down 1 division", when that team had a successful season.
- Many times, very little is written on the initial registration information and then Games will get a very long explanation during the ACRF process. The issue is at this point teams have received notification of their alignments, and it is very difficult to move teams at that time.
- Games Committee have 4 days to align 1300 teams with 10 volunteers.
 Please assist them by putting as much information as possible in the initial registration file.
- If there are any major changes to a team from the time of registration to the time of alignments, please send me an email letting me know the updated information, so we have it for the alignment.



HAVE A GREAT FALL SEASON

#BuildingCharacterThroughSoccer