GotSport Support Links for Club Admins

# Dashboard & Users:

#### **Adding & Managing Users**

* [How to Remove a Family Member from Player Account?](https://gotsport.zendesk.com/hc/en-us/articles/4406266471191-How-to-Remove-a-Family-Member-from-Player-Account-)
* [How to Add a Parent/Guardian to a Player Profile](https://gotsport.zendesk.com/hc/en-us/articles/1500009304221-How-to-Add-a-Parent-Guardian-to-a-Player-Profile)
* [Editing an Admin's Module Permissions](https://gotsport.zendesk.com/hc/en-us/articles/360058401294-Editing-an-Admin-s-Module-Permissions)
* [Updating a User's Title & Competitive Level](https://gotsport.zendesk.com/hc/en-us/articles/360057605054-Updating-a-User-s-Title-Competitive-Level)
* [Add a Title to a Club User](https://gotsport.zendesk.com/hc/en-us/articles/360059340593-Add-a-Title-to-a-Club-User)
* [Removing A User Role From An Organization Account](https://gotsport.zendesk.com/hc/en-us/articles/360048617574-Removing-A-User-Role-From-An-Organization-Account)
* [How to Add Users to an Organization](https://gotsport.zendesk.com/hc/en-us/articles/360038223814-How-to-Add-Users-to-an-Organization)

#### **Settings & Switching Roles**

* [How to Edit Organization Logo and Basic Info](https://gotsport.zendesk.com/hc/en-us/articles/1500007905841-How-to-Edit-Organization-Logo-and-Basic-Info)
* [Customizing Your Club Dashboard](https://gotsport.zendesk.com/hc/en-us/articles/360057483794-Customizing-Your-Club-Dashboard)
* [Switching From Your Individual Profile to an Organization Account](https://gotsport.zendesk.com/hc/en-us/articles/1500004937981-Switching-From-Your-Individual-Profile-to-an-Organization-Account)
* [Switching Roles (Organization account)](https://gotsport.zendesk.com/hc/en-us/articles/360061576093-Switching-Roles-Organization-account-)
* [Locating Required Governing Body Forms](https://gotsport.zendesk.com/hc/en-us/articles/360059340433-Locating-Required-Governing-Body-Forms)

# Club Management:

#### **Managing Teams**

* [As a Club Admin- View a Team Within the Club's GotSport History](https://gotsport.zendesk.com/hc/en-us/articles/4415379415959-As-a-Club-Admin-View-a-Team-Within-the-Club-s-GotSport-History)
* [Create a Team - US Club](https://gotsport.zendesk.com/hc/en-us/articles/4404133479191-Create-a-Team-US-Club)
* [Printing a Team Contact Sheet](https://gotsport.zendesk.com/hc/en-us/articles/1500004096262-Printing-a-Team-Contact-Sheet)
* [Adding Player ID Number for Game Card Printing as an Admin](https://gotsport.zendesk.com/hc/en-us/articles/360061928914-Adding-Player-ID-Number-for-Game-Card-Printing-as-an-Admin)
* [WYSL Application Instructions](https://gotsport.zendesk.com/hc/en-us/articles/1500000677081-WYSL-Application-Instructions)
* [How to Archive/Remove a Team (Admin)](https://gotsport.zendesk.com/hc/en-us/articles/360058497254-How-to-Archive-Remove-a-Team-Admin-)
* [Find the Governing Body Invoice and Download](https://gotsport.zendesk.com/hc/en-us/articles/360053869654-Find-the-Governing-Body-Invoice-and-Download)
* [WYSL Clubs Field Coordinator Instructions](https://gotsport.zendesk.com/hc/en-us/articles/360053099954-WYSL-Clubs-Field-Coordinator-Instructions)
* [Adding State Player and Team Fees in State Association Account](https://gotsport.zendesk.com/hc/en-us/articles/360047718413-Adding-State-Player-and-Team-Fees-in-State-Association-Account)
* [Create a Team Account and Lock Roster for Coach/Manager](https://gotsport.zendesk.com/hc/en-us/articles/360038920014-Create-a-Team-Account-and-Lock-Roster-for-Coach-Manager)

#### **Registering & Affiliating Teams with Events**

* [How to Search for Events as a Club Admin](https://gotsport.zendesk.com/hc/en-us/articles/4407103795607-How-to-Search-for-Events-as-a-Club-Admin)
* [Updating Payment Information for a Team's Event Registration](https://gotsport.zendesk.com/hc/en-us/articles/4403174010007-Updating-Payment-Information-for-a-Team-s-Event-Registration)
* [Affiliate Teams with a League - US Club](https://gotsport.zendesk.com/hc/en-us/articles/1500012739582-Affiliate-Teams-with-a-League-US-Club)
* [How to Bulk Enroll Club Teams To an Event](https://gotsport.zendesk.com/hc/en-us/articles/360063328793-How-to-Bulk-Enroll-Club-Teams-To-an-Event)
* [How to Edit Team Registrations](https://gotsport.zendesk.com/hc/en-us/articles/360055616474-How-to-Edit-Team-Registrations)
* [How To Register A Team Individually, As A Club Admin](https://gotsport.zendesk.com/hc/en-us/articles/360050933394-How-To-Register-A-Team-Individually-As-A-Club-Admin)
* [How to Register Teams to an Event & Add Players to a Roster](https://gotsport.zendesk.com/hc/en-us/articles/360050014493-How-to-Register-Teams-to-an-Event-Add-Players-to-a-Roster)
* [Registering Your Organization To An Event\*](https://gotsport.zendesk.com/hc/en-us/articles/360045485153-Registering-Your-Organization-To-An-Event-)
* [Registering Team to State Registration Event or League](https://gotsport.zendesk.com/hc/en-us/articles/360045212793-Registering-Team-to-State-Registration-Event-or-League)

#### **Creating Player Profiles**

* [How Do I Remove a Player Role?](https://gotsport.zendesk.com/hc/en-us/articles/4406024686231-How-Do-I-Remove-a-Player-Role-)
* [Player Upload - US Club](https://gotsport.zendesk.com/hc/en-us/articles/1500012795361-Player-Upload-US-Club)
* [Uploading Players - US Club](https://gotsport.zendesk.com/hc/en-us/articles/1500000402542-Uploading-Players-US-Club)
* [Manually Registering A Player Into A Program](https://gotsport.zendesk.com/hc/en-us/articles/360049649713-Manually-Registering-A-Player-Into-A-Program)
* [Player Upload](https://gotsport.zendesk.com/hc/en-us/articles/360047405994-Player-Upload)
* [Club Administrator: Add Documents to a Player Profile](https://gotsport.zendesk.com/hc/en-us/articles/360044713054-Club-Administrator-Add-Documents-to-a-Player-Profile)
* [Add/Edit a Player Photo - Club Admin](https://gotsport.zendesk.com/hc/en-us/articles/360045221573-Add-Edit-a-Player-Photo-Club-Admin)
* [Viewing Player Data\*](https://gotsport.zendesk.com/hc/en-us/articles/360041695554-Viewing-Player-Data-)
* [Add/Create a New Player\*](https://gotsport.zendesk.com/hc/en-us/articles/360038213154-Add-Create-a-New-Player-)

#### **Player Affiliation**

* [Updating a Player's Affiliation](https://gotsport.zendesk.com/hc/en-us/articles/1500010168661-Updating-a-Player-s-Affiliation)
* [How to Filter by Associations/Affiliate Requirements](https://gotsport.zendesk.com/hc/en-us/articles/360056448053-How-to-Filter-by-Associations-Affiliate-Requirements-)
* [How to add an Affiliation to a Player Account](https://gotsport.zendesk.com/hc/en-us/articles/360052815614-How-to-add-an-Affiliation-to-a-Player-Account)

#### **Player Transfer, Clearance & Release**

* [When Creating Transfer Forms, How to Notify Sending and Receiving Organizations](https://gotsport.zendesk.com/hc/en-us/articles/4412691178135-When-Creating-Transfer-Forms-How-to-Notify-Sending-and-Receiving-Organizations)
* [Alabama - Submitting Direct Registrations for Players](https://gotsport.zendesk.com/hc/en-us/articles/360057930214-Alabama-Submitting-Direct-Registrations-for-Players)
* [Submitting a Player Release Form](https://gotsport.zendesk.com/hc/en-us/articles/360059565213-Submitting-a-Player-Release-Form)
* [How to transfer a travel player in Eastern Pennsylvania](https://gotsport.zendesk.com/hc/en-us/articles/360057816113-How-to-transfer-a-travel-player-in-Eastern-Pennsylvania)
* [How to Approve Player Transfer Forms as a Receiving Club](https://gotsport.zendesk.com/hc/en-us/articles/360052937794-How-to-Approve-Player-Transfer-Forms-as-a-Receiving-Club)
* [How to Update ITC Information for Players](https://gotsport.zendesk.com/hc/en-us/articles/360052816034-How-to-Update-ITC-Information-for-Players)
* [How to Complete an Inter Club Player Transfer Form](https://gotsport.zendesk.com/hc/en-us/articles/360052828254-How-to-Complete-an-Inter-Club-Player-Transfer-Form-)

#### **Adding & Removing Flags**

* [Adding Flags to Team Registrations\*](https://gotsport.zendesk.com/hc/en-us/articles/360042848353-Adding-Flags-to-Team-Registrations-)
* [Flag Reports\*](https://gotsport.zendesk.com/hc/en-us/articles/360042834093-Flag-Reports-)
* [Adding Flags to Users\*](https://gotsport.zendesk.com/hc/en-us/articles/360042833233-Adding-Flags-to-Users-)

#### **Create Reports**

* [How to save a "Search" or "Report"](https://gotsport.zendesk.com/hc/en-us/articles/360057909894-How-to-save-a-Search-or-Report-)

#### **Creating & Editing Manager / Coaches**

* [Uploading Managers - US Club](https://gotsport.zendesk.com/hc/en-us/articles/1500012830741-Uploading-Managers-US-Club)
* [Uploading Coaches - US Club](https://gotsport.zendesk.com/hc/en-us/articles/1500012796201-Uploading-Coaches-US-Club)
* [How to Delete a Coach](https://gotsport.zendesk.com/hc/en-us/articles/1500012292442-How-to-Delete-a-Coach)
* [Manager Upload](https://gotsport.zendesk.com/hc/en-us/articles/360047497474-Manager-Upload)
* [Coach Upload via Bulk or Spreadsheet](https://gotsport.zendesk.com/hc/en-us/articles/360048158093-Coach-Upload-via-Bulk-or-Spreadsheet)
* [Add/Replace a Managers Photo\*](https://gotsport.zendesk.com/hc/en-us/articles/360045222373-Add-Replace-a-Managers-Photo-)
* [Add a Coaches Photo\*](https://gotsport.zendesk.com/hc/en-us/articles/360045222153-Add-a-Coaches-Photo-)
* [Create A Manager\*](https://gotsport.zendesk.com/hc/en-us/articles/360042162493-Create-A-Manager-)
* [How to Create or Add A Coach From an Admin Account\*](https://gotsport.zendesk.com/hc/en-us/articles/360023076233-How-to-Create-or-Add-A-Coach-From-an-Admin-Account-)

#### **Checking & Approving Requirements**

* [As a Club Admin- Complete Parental Permission Form for Safe Sport Requirement](https://gotsport.zendesk.com/hc/en-us/articles/4418737712407-As-a-Club-Admin-Complete-Parental-Permission-Form-for-Safe-Sport-Requirement)
* [As a Club Admin, Determining Which Players Need Safe Sport Completion](https://gotsport.zendesk.com/hc/en-us/articles/4418635041687-As-a-Club-Admin-Determining-Which-Players-Need-Safe-Sport-Completion)
* [How to Print an RM Card for a Coach or Manager as a Club Admin.](https://gotsport.zendesk.com/hc/en-us/articles/4407193159575-How-to-Print-an-RM-Card-for-a-Coach-or-Manager-as-a-Club-Admin-)
* [How to Filter by Risk Management Requirements](https://gotsport.zendesk.com/hc/en-us/articles/4405789473303-How-to-Filter-by-Risk-Management-Requirements)
* [Checking Player & Staff/Coach/Manager Requirements/Eligibility - US Club](https://gotsport.zendesk.com/hc/en-us/articles/4404132959895-Checking-Player-Staff-Coach-Manager-Requirements-Eligibility-US-Club)
* [How to Track Risk Management Requirements for Coaches and Managers - US CLUB](https://gotsport.zendesk.com/hc/en-us/articles/4403543245079-How-to-Track-Risk-Management-Requirements-for-Coaches-and-Managers-US-CLUB)
* [Approving Requirements For A Coach/Manager](https://gotsport.zendesk.com/hc/en-us/articles/360052124453-Approving-Requirements-For-A-Coach-Manager)

# Communications

#### **Creating Contact Lists**

* [How to View who has Opted out of Communication](https://gotsport.zendesk.com/hc/en-us/articles/4409763411735-How-to-View-who-has-Opted-out-of-Communication)
* [Creating Coaches/Manager Contact List/Email](https://gotsport.zendesk.com/hc/en-us/articles/360047511494-Creating-Coaches-Manager-Contact-List-Email-)
* [Create a Contact List\*](https://gotsport.zendesk.com/hc/en-us/articles/360042588473-Create-a-Contact-List-)

#### **Emailing Members**

* [Attach an Image When Sending a Message](https://gotsport.zendesk.com/hc/en-us/articles/4415926494615-Attach-an-Image-When-Sending-a-Message)
* [How to Email Players](https://gotsport.zendesk.com/hc/en-us/articles/360053814733-How-to-Email-Players)
* [Communicating to Managers](https://gotsport.zendesk.com/hc/en-us/articles/360051192333-Communicating-to-Managers)
* [Communicating to Coaches](https://gotsport.zendesk.com/hc/en-us/articles/360051192133-Communicating-to-Coaches)
* [How to Email Players with Incomplete Club Program Registration](https://gotsport.zendesk.com/hc/en-us/articles/360050022113-How-to-Email-Players-with-Incomplete-Club-Program-Registration)
* [View Message History\*](https://gotsport.zendesk.com/hc/en-us/articles/360042589333-View-Message-History-)
* [Create a Signature\*](https://gotsport.zendesk.com/hc/en-us/articles/360042100954-Create-a-Signature-)

#### **Team Registration**

* [Submit Teams to a League/Governing Body\*](https://gotsport.zendesk.com/hc/en-us/articles/360038030754-Submit-Teams-to-a-League-Governing-Body-)

#### **Player Registration**

* [How do I Generate Player ID Numbers?](https://gotsport.zendesk.com/hc/en-us/articles/4406229938327-How-do-I-Generate-Player-ID-Numbers-)
* [How to submit Recreational Players, Not Playing in a CSA League to Colorado Soccer Association](https://gotsport.zendesk.com/hc/en-us/articles/360057563813-How-to-submit-Recreational-Players-Not-Playing-in-a-CSA-League-to-Colorado-Soccer-Association)
* [Submit Players to a State/Governing Body\*](https://gotsport.zendesk.com/hc/en-us/articles/360038542173-Submit-Players-to-a-State-Governing-Body-)

# Scheduling & Venues

### **How To Create An Event**

* [Create a State Registration Event\*](https://gotsport.zendesk.com/hc/en-us/articles/360037923654-Create-a-State-Registration-Event-)
* [How to create a Single Source Roster Event as a League](https://gotsport.zendesk.com/hc/en-us/articles/1500012873121-How-to-create-a-Single-Source-Roster-Event-as-a-League)

### **Managing A Schedule**

* [How to Create & Use a Single Source Roster as a Club](https://gotsport.zendesk.com/hc/en-us/articles/1500012187621-How-to-Create-Use-a-Single-Source-Roster-as-a-Club)
* [How to Export a Schedule](https://gotsport.zendesk.com/hc/en-us/articles/360053811733-How-to-Export-a-Schedule)
* [How to make a schedule public](https://gotsport.zendesk.com/hc/en-us/articles/360053793753-How-to-make-a-schedule-public)
* [How to Schedule or Edit a Game as an Admin](https://gotsport.zendesk.com/hc/en-us/articles/360053748713-How-to-Schedule-or-Edit-a-Game-as-an-Admin)

### **Club Self-Scheduling & Team Blackout Dates**

* [Adding Team Blackout Dates as a Club Administrator](https://gotsport.zendesk.com/hc/en-us/articles/360061364174-Adding-Team-Blackout-Dates-as-a-Club-Administrator)
* [Club Self-Scheduling](https://gotsport.zendesk.com/hc/en-us/articles/360053207374-Club-Self-Scheduling)

### **How To Create & Manage A Venue**

* [Share Access of a Venue/Pitch with Another Entity\*](https://gotsport.zendesk.com/hc/en-us/articles/360042586573-Share-Access-of-a-Venue-Pitch-with-Another-Entity-)
* [Venue Settings\*](https://gotsport.zendesk.com/hc/en-us/articles/360042096514-Venue-Settings-)
* [How to Create a Venue and Add Pitches](https://gotsport.zendesk.com/hc/en-us/articles/360037894534-How-to-Create-a-Venue-and-Add-Pitches)

### **Match Reporting**

* [Bulk Match/Minutes.](https://gotsport.zendesk.com/hc/en-us/articles/1500000315821-Bulk-Match-Minutes-)
* [Enter A Score From Admin Account\*](https://gotsport.zendesk.com/hc/en-us/articles/360041782094-Enter-A-Score-From-Admin-Account-)

# Programs

#### **Programs Step 1: Create & Set Up A Program**

* [8 Steps to create a Program Registration](https://gotsport.zendesk.com/hc/en-us/articles/360022257254-8-Steps-to-create-a-Program-Registration)
* [Program Set Up](https://gotsport.zendesk.com/hc/en-us/articles/360050992113-Program-Set-Up)
* [Require A Program Prerequisite](https://gotsport.zendesk.com/hc/en-us/articles/360048444774-Require-A-Program-Prerequisite)
* [Creating a Custom Appearance for a Program\*](https://gotsport.zendesk.com/hc/en-us/articles/360042541693-Creating-a-Custom-Appearance-for-a-Program-)
* [Setting Up Basic Program Information\*](https://gotsport.zendesk.com/hc/en-us/articles/360042533013-Setting-Up-Basic-Program-Information-)
* [Create a New Program\*](https://gotsport.zendesk.com/hc/en-us/articles/360042530053-Create-a-New-Program-)

### **Programs Step 2: Create A Registration Form**

* [Creating the Registration Form in a Program\*](https://gotsport.zendesk.com/hc/en-us/articles/360042050334-Creating-the-Registration-Form-in-a-Program-)

#### **Programs Step 3: Create Registration Fees**

* [**Registration Fees**](https://gotsport.zendesk.com/hc/en-us/articles/360050772774-Registration-Fees)
* [**How to Create / Set Up Program Registration Fees**](https://gotsport.zendesk.com/hc/en-us/articles/360049247674-How-to-Create-Set-Up-Program-Registration-Fees)
* [**Creating Registration Fees\***](https://gotsport.zendesk.com/hc/en-us/articles/360042539753-Creating-Registration-Fees-)

#### **Programs Step 4 Create Features & Vouchers**

* [**Creating a Sibling Discount Feature**](https://gotsport.zendesk.com/hc/en-us/articles/4419038312087-Creating-a-Sibling-Discount-Feature)
* [**How to Include a Percentage Fee in a Player or Team Registration**](https://gotsport.zendesk.com/hc/en-us/articles/4414777466903-How-to-Include-a-Percentage-Fee-in-a-Player-or-Team-Registration)
* [**Create Features in a Program\***](https://gotsport.zendesk.com/hc/en-us/articles/360042058754-Create-Features-in-a-Program-)
* [**Create Features\***](https://gotsport.zendesk.com/hc/en-us/articles/360041767534-Create-Features-)
* [**Edit Features\***](https://gotsport.zendesk.com/hc/en-us/articles/360042238413-Edit-Features-)
* [**Creating a Voucher for a Program Registration**](https://gotsport.zendesk.com/hc/en-us/articles/360048842153-Creating-a-Voucher-for-a-Program-Registration)

#### **Programs Step 5: Open Registration For Members**

* [**Opening a Program Registration**](https://gotsport.zendesk.com/hc/en-us/articles/360050100354-Opening-a-Program-Registration-)
* [**Open Program Registration and Send Out Registration Link\***](https://gotsport.zendesk.com/hc/en-us/articles/360042548313-Open-Program-Registration-and-Send-Out-Registration-Link-)
* [**Email Players with Incomplete Club Program Registrations\***](https://gotsport.zendesk.com/hc/en-us/articles/360037894354-Email-Players-with-Incomplete-Club-Program-Registrations-)

#### **Programs Step 6: View Registrations**

* [**How to Remove a Player from a Waitlist**](https://gotsport.zendesk.com/hc/en-us/articles/4406450588311-How-to-Remove-a-Player-from-a-Waitlist)
* [**How to "Approve" a player individually or bulk**](https://gotsport.zendesk.com/hc/en-us/articles/360052316213-How-to-Approve-a-player-individually-or-bulk)
* [**How to un-approve a player**](https://gotsport.zendesk.com/hc/en-us/articles/360052315553-How-to-un-approve-a-player)
* [**Exporting Program Registrations**](https://gotsport.zendesk.com/hc/en-us/articles/360048277954-Exporting-Program-Registrations)
* [**Including Program Form Questions in Roster Builder For an Existing Program**](https://gotsport.zendesk.com/hc/en-us/articles/4407075882903-Including-Program-Form-Questions-in-Roster-Builder-For-an-Existing-Program)
* [**Adding Flags to Program Registrations\***](https://gotsport.zendesk.com/hc/en-us/articles/360042342694-Adding-Flags-to-Program-Registrations-)
* [**Remove a Player From a Program\* (Program Registration)**](https://gotsport.zendesk.com/hc/en-us/articles/360042173034-Remove-a-Player-From-a-Program-Program-Registration-)
* [**Viewing Player Registration Data\***](https://gotsport.zendesk.com/hc/en-us/articles/360042183273-Viewing-Player-Registration-Data-)
* [**Filter and Export Player Questions From Registration Form**](https://gotsport.zendesk.com/hc/en-us/articles/4407530116503-Filter-and-Export-Player-Questions-From-Registration-Form)

# Rosters

#### **Building Rosters**

* [How to set a Match Day Roster and Print Match Card as a Club Admin.](https://gotsport.zendesk.com/hc/en-us/articles/4407155732503-How-to-set-a-Match-Day-Roster-and-Print-Match-Card-as-a-Club-Admin-)
* [How to Filter by Team in Roster Builder](https://gotsport.zendesk.com/hc/en-us/articles/4406671559063-How-to-Filter-by-Team-in-Roster-Builder)
* [How to Filters by Players in Roster Builder](https://gotsport.zendesk.com/hc/en-us/articles/4406678744855-How-to-Filters-by-Players-in-Roster-Builder)
* [Setting Up Rostering Event / Source Roster](https://gotsport.zendesk.com/hc/en-us/articles/4402429578647-Setting-Up-Rostering-Event-Source-Roster)
* [Releasing a Player From an Event Roster - Club Admin](https://gotsport.zendesk.com/hc/en-us/articles/360057709414-Releasing-a-Player-From-an-Event-Roster-Club-Admin)
* [How to add a player to an approved Event roster as an admin](https://gotsport.zendesk.com/hc/en-us/articles/360053134974-How-to-add-a-player-to-an-approved-Event-roster-as-an-admin)
* [Club Auto-Approve Roster Tool](https://gotsport.zendesk.com/hc/en-us/articles/360052869894-Club-Auto-Approve-Roster-Tool)
* [Cloning A Team Roster to Submit to an Event as A Club Admin](https://gotsport.zendesk.com/hc/en-us/articles/360051169174-Cloning-A-Team-Roster-to-Submit-to-an-Event-as-A-Club-Admin)
* [Creating an Event Roster as an Admin](https://gotsport.zendesk.com/hc/en-us/articles/360048435894-Creating-an-Event-Roster-as-an-Admin)
* [Add A Manager To An Event Roster\*](https://gotsport.zendesk.com/hc/en-us/articles/360041692834-Add-A-Manager-To-An-Event-Roster-)
* [Add A Coach To An Event Roster\*](https://gotsport.zendesk.com/hc/en-us/articles/360042164713-Add-A-Coach-To-An-Event-Roster-)
* [Assigning Players to an Official Rostering Event](https://gotsport.zendesk.com/hc/en-us/articles/360023085313-Assigning-Players-to-an-Official-Rostering-Event)
* [Roster Source Event Error Message in Roster Builder - Club Admin](https://gotsport.zendesk.com/hc/en-us/articles/4406936478871-Roster-Source-Event-Error-Message-in-Roster-Builder-Club-Admin)

#### **Club Pass / Secondary Player**

* [How to Add a Secondary Player to a roster as an admin](https://gotsport.zendesk.com/hc/en-us/articles/360055159573-How-to-Add-a-Secondary-Player-to-a-roster-as-an-admin)
* [How to add a Club Pass Player to a Roster as an Admin.](https://gotsport.zendesk.com/hc/en-us/articles/360055159453-How-to-add-a-Club-Pass-Player-to-a-Roster-as-an-Admin-)
* [How to Add a Secondary Player as Admin from another Club](https://gotsport.zendesk.com/hc/en-us/articles/360053744513-How-to-Add-a-Secondary-Player-as-Admin-from-another-Club)
* [How to add an additional Role for a Player](https://gotsport.zendesk.com/hc/en-us/articles/360053390833-How-to-add-an-additional-Role-for-a-Player-)
* [How to add a guest/club pass player for an event as an admin?](https://gotsport.zendesk.com/hc/en-us/articles/4406129679767-How-to-add-a-guest-club-pass-player-for-an-event-as-an-admin-)

#### **Printing / Downloading**

* [How to Print a Single Player Card](https://gotsport.zendesk.com/hc/en-us/articles/4410176678295-How-to-Print-a-Single-Player-Card)
* [Disable Ability for Coach/Manager to Print ID Cards and/or Roster PDF](https://gotsport.zendesk.com/hc/en-us/articles/4408648447383-Disable-Ability-for-Coach-Manager-to-Print-ID-Cards-and-or-Roster-PDF)
* [Adding your Signature to ID Cards/Rosters](https://gotsport.zendesk.com/hc/en-us/articles/4405789270167-Adding-your-Signature-to-ID-Cards-Rosters)
* [How to Print a Roster as an admin](https://gotsport.zendesk.com/hc/en-us/articles/360053823213-How-to-Print-a-Roster-as-an-admin)
* [Printing Roster/Player Cards For An Event Roster (Club)](https://gotsport.zendesk.com/hc/en-us/articles/360051873134-Printing-Roster-Player-Cards-For-An-Event-Roster-Club-)
* [Downloading Team Rosters & Passes from Club Admin Account](https://gotsport.zendesk.com/hc/en-us/articles/360052628873-Downloading-Team-Rosters-Passes-from-Club-Admin-Account)
* [As a Club Admin, Update/Add an Event Source Roster After a Registration has Been Completed](https://gotsport.zendesk.com/hc/en-us/articles/4416256771223-As-a-Club-Admin-Update-Add-an-Event-Source-Roster-After-a-Registration-has-Been-Completed)

# Forms

#### **Create Forms**

* [Creating Medical Release Form](https://gotsport.zendesk.com/hc/en-us/articles/360050993213-Creating-Medical-Release-Form)
* [Creating a Form](https://gotsport.zendesk.com/hc/en-us/articles/360047143894-Creating-a-Form)

#### **Create Document Repository**

* [Adding/Creating A Medical Release Document Repository](https://gotsport.zendesk.com/hc/en-us/articles/360059341833-Adding-Creating-A-Medical-Release-Document-Repository)
* [Adding/Creating A Birth Certificate Document Repository](https://gotsport.zendesk.com/hc/en-us/articles/360050815294-Adding-Creating-A-Birth-Certificate-Document-Repository)

#### **Approve Forms**

* [How to access comments on Forms](https://gotsport.zendesk.com/hc/en-us/articles/4418129094423-How-to-access-comments-on-Forms-)
* [How to Approve Player Transfer Form as Sending Organization](https://gotsport.zendesk.com/hc/en-us/articles/360053923193-How-to-Approve-Player-Transfer-Form-as-Sending-Organization)
* [How to Approve a transfer form as a League](https://gotsport.zendesk.com/hc/en-us/articles/360053918193-How-to-Approve-a-transfer-form-as-a-League)
* [Check If Players have Completed Forms By The Club's Governing Organization](https://gotsport.zendesk.com/hc/en-us/articles/4408157059863-Check-If-Players-have-Completed-Forms-By-The-Club-s-Governing-Organization)

# Billing

#### **Creating A Billing Account**

* [How to Create a Background Check Billing Account](https://gotsport.zendesk.com/hc/en-us/articles/4403910757399-How-to-Create-a-Background-Check-Billing-Account)
* [How to create Account Codes as a Club Admin](https://gotsport.zendesk.com/hc/en-us/articles/4409564128023-How-to-create-Account-Codes-as-a-Club-Admin)

#### **Invoices & Payments**

* [Failed Credit Card Payments](https://gotsport.zendesk.com/hc/en-us/articles/4417998861079-Failed-Credit-Card-Payments)
* [Manually Editing an Invoice](https://gotsport.zendesk.com/hc/en-us/articles/1500001378922-Manually-Editing-an-Invoice)
* [Manually Adding an Invoice\*](https://gotsport.zendesk.com/hc/en-us/articles/360045209553-Manually-Adding-an-Invoice-)
* [Manually Adding a Payment\*](https://gotsport.zendesk.com/hc/en-us/articles/360044698974-Manually-Adding-a-Payment-)

#### **View & Pay Balances**

* [Viewing Past/Due Balances\*](https://gotsport.zendesk.com/hc/en-us/articles/360045160513-Viewing-Past-Due-Balances-)
* [How to Pay an Invoice as a Club](https://gotsport.zendesk.com/hc/en-us/articles/360056757473-How-to-Pay-an-Invoice-as-a-Club)
* [Submit a Credit Card Payment in a Billing Account](https://gotsport.zendesk.com/hc/en-us/articles/4409832152471-Submit-a-Credit-Card-Payment-in-a-Billing-Account)

#### **Refunds**

* [Refund Payment(s) and Cancel Future Invoices](https://gotsport.zendesk.com/hc/en-us/articles/4410481695127-Refund-Payment-s-and-Cancel-Future-Invoices)
* [Partial and Full Refunds\*](https://gotsport.zendesk.com/hc/en-us/articles/360023914994--Partial-and-Full-Refunds-)

# FAQs

* [Export Players From the Organization's Player List](https://gotsport.zendesk.com/hc/en-us/articles/4410625135639-Export-Players-From-the-Organization-s-Player-List)
* [How to Print Coach's Risk Management Cards as a Club Admin](https://gotsport.zendesk.com/hc/en-us/articles/4409371706135-How-to-Print-Coach-s-Risk-Management-Cards-as-a-Club-Admin)
* [How to Remove Saved Searches](https://gotsport.zendesk.com/hc/en-us/articles/4407461035927-How-to-Remove-Saved-Searches)
* [How do I download my club's entire schedule into an excel document?](https://gotsport.zendesk.com/hc/en-us/articles/4406664560023-How-do-I-download-my-club-s-entire-schedule-into-an-excel-document-)
* [Account Not Found When Adding a User / Coach / Manager / Parent / Player](https://gotsport.zendesk.com/hc/en-us/articles/4405332959511-Account-Not-Found-When-Adding-a-User-Coach-Manager-Parent-Player)
* [No matching payment plans? Program Registration - as a Club Admin](https://gotsport.zendesk.com/hc/en-us/articles/1500012376962-No-matching-payment-plans-Program-Registration-as-a-Club-Admin)