



How to create teams and assign players in GotSport

Go to Club management (left hand side of page)

- Select Teams (this will show all teams created)
- To create the teams, select the New Team button (right hand side of page)
 - Enter team name (might include coach name for now)
 - Competitive level – select Recreational
 - Select gender
 - Select age group (go by the birth year and not the U5, U6, etc. age group)
 - Sport can be left blank
 - Affiliation – USYS
 - Team number – leave blank
 - Competitive level – recreational
 - Click Save
- At the top of the page select Registration
 - Scroll down and select 21/22 Recreation Registration
 - Click 'register' (will register teams in bulk)
 - Click box next to teams you want to register
 - Click register
 - Click recreation level and save

After you have created the team accounts and registered the teams (steps above)

- Go to Club Management
- Roster Builder
- Select event or roster season (21/22 recreation registration) Submit
 - Left side of page will show registered players
 - Right side of page will show registered teams
- Select Build teams and click register button on right side (next to team name)

Now you are ready to start assigning the players and coaches to the teams. You will want to use the filter option at the top of the page to limit the number of players listed and register the players by age group

- Select Player Birth Year
- Is
- Select appropriate birth year of player
- Select Add Filter
- Select Gender of player
- Is
- Select Male or Female of player
- Select Team Event Age & enter Team age group you want to form teams
- Select Team Gender & enter Team gender you want to form teams
- Click search

This will give you only the players and teams in a particular age group and gender.

To add players to a specific team:

- Click the square next to each player you want to assign to the specific team
- Click 'Add to Team' on the right-hand side of page within the specific team you want to assign the player
- If you just want to add one player to the team you can drag and drop the player