

NTX Soccer Team Handbook

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Introduction to our Team Account

Every youth soccer team in the nation can have a free GotSoccer team account. The team account is the most often used account in our system. Over 120,000 teams have accounts. The account is used to:

- 1) Apply for tournaments and Leagues
- 2) Manage event applications after an application has been submitted
- 3) Maintain team contact information (coach and manager)
- 4) Maintain rosters
- 5) Email players
- 6) The vehicle through which team history and ranking points are kept and credited.
- 7) The way to communicate with GotSoccer
- 8) Apply for Permission to Travel (Missouri only)

A team should only ever have one account. It should continue as long as the team is in existence. It can be used to enter every GotSoccer tournament and league. It is the account that all rankings history will be attached. If you create a second or third account, ranking points will be split and you will incur additional work.

How Teams Accounts are Created

Team accounts are created in four main ways:

- 1) When a team, without an existing account, wants to apply to one of the 600 tournaments that use GotSoccer software. In this instance the team manager establishes the account during the application process.
 - a. Look for the *New to GotSoccer?* area.
 - b. Select the team gender and age group
 - c. Fill in the club, team name and state
 - d. Create a username and password. This username and password will be the permanent login identifiers for the team account. the username must be unique to each team.
 - e. Type in an email address. It is important to use an email address that you will have long term access to because this is where we will email a forgotten password.

New England Showcase

The New England Showcase is presented by 11v11 Soccer and Inter SC. A boys and Girls showcase with three game minimum, subject to weather. two games on Saturday May 9 and one on Sunday May 10

Event Registration

Already Registered?

Login below to apply using your existing account. You will need your Team Username and Team or Club Account Password.

Username

Password

[Forgot Password](#)

New to GotSoccer?

Create or locate a team account by entering the basic information below.

Group
*Age group as of today

Club Name

Team Name

Team State
*Or country

Create Username

Create Password

Confirm Password

Email

Address

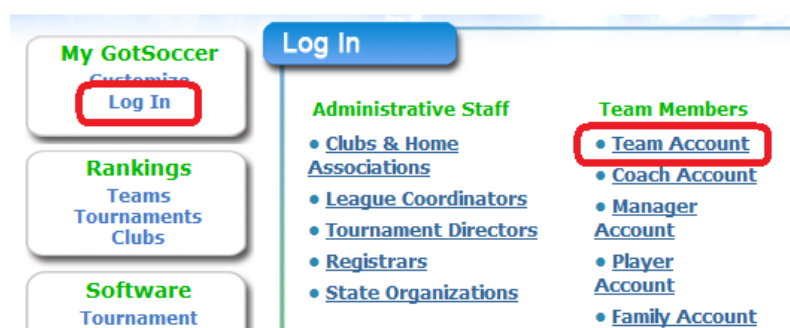
- 2) By a club or association that uses our club software. In this case usernames and password are created by the registrar or other club officer. The team roster is usually completed by the club and the username and password are sent to the manager or coach by the club or association.
- 3) Through an upload or TBA process when a tournament or league creates accounts from a spreadsheet or individually using or TBA process. These accounts often lack proper team manager and email information.
- 4) Directly from the Team Account login area, see below.

Logging into your Team Account

If you have your team login information.

Log into the GotSoccer system as a Tournament Director.

- Go to www.gotsoccer.com
- Click on [Log In](#).
- Select [Team Account](#)



Enter your username and password and click login

If you've lost your password, but know your username:

- 1) Click the *Can't Remember Password* link.
- 2) Confirm the email address in the account
- 3) The password will be sent to the email address on file.

Registered Teams
Enter your Username and Password below:
 Your session has expired. Please login again.

Username

Password

Can't remember your password?
[Click Here](#)

If you do not have a team account click the **Register Here** link just below and to the right of the login button.

Registered Teams
Enter your Username and Password below:
 Your session has expired. Please login again.

Username

Password

Can't remember your password?
[Click Here](#)

Did You Know?
 If a team member requests their password you will not be able to retrieve it for them as a team manager. Instead, you may type over their password with a new one, and then give the new password to the team member. They will then be able to login and optionally change their password.

New Teams
Not registered yet? No problem! Click below:

If you have entered an event, you can go back to the event application and register using your username and password. Instead of bring up the event application, our system will now open your team account and bring you to the event application page. This is the same as logging in using the team Account login area described above then opening the event application. Working with event applications is described below.

The Overview Screen

The first screen that appears when you log in is the Overview screen. It contains:

- 1) the main menu bar,
- 2) Any Accepted, Pending and past event applications,
- 3) It also shows the number of college coaches that have used the system in the past day, week and quarter.

Team Manager Boys OPEN FC Westchester 90 [View Public Team Page](#)

Your GotSport Account
How to get the most out of it.
Turn on your audio to view the Flash demonstrations
[DEMO: Teams U15 and Older - How to add players to your Roster](#)
[Click Here](#) to access the roster page.

Account Merge Tool is Now Available!
[Click Here](#) to get started.

Your Upcoming Events

Tournament
Dragonfest
12/27/2009-12/29/2009
Applied: 5/27/2006 9:39:40 PM
[Support](#)

Pending Applications
No pending applications on file

Want to see how many College Coaches use GotSoccer to recruit?

Past 24 Hours	Past 7 Days	90 Days	Total Coaches
48	452	1601	3387

College	State	Logins	Last Login
Eastern University	PA	1503	3/30/2009
Brown University	RI	2571	3/30/2009

The GotSoccer Online College Search Program
It's the most powerful tool available for players to search for a college program.

Team Profile

The Team Profile link can be found on the gray menu bar. It is used to:

Establish the team's gender and age group

Correct the state the team is registered in

Upload a team photo to our rankings screen

Publish the team roster on our ranking screen.

Note: we only publish names, not contact information.

The screenshot shows a web interface for editing a team profile. At the top, there are tabs: 'Basic Team Info', 'Team Record', 'Contact Person', 'Hotel Coordinator', and 'Documents'. The current page is titled 'Girls U11 Zephyr'. Below the title, there is a section for 'Basic Team Information' with the following details:

- Date Created:** 6/17/2008 1:08:00 PM
- Last Updated:** 2/28/2009 9:14:43 AM

Below this, there are several input fields and options:

- Club Name:** Zoccer
- Team Name:** Zephyr
- Gender:** Radio buttons for Male, Coed, and Female (Female is selected).
- Age Group:** 97/98 (U11)
- State:** North Dakota

At the bottom of the form, there is a checkbox labeled 'Publish Team Roster' which is currently unchecked. Below this checkbox, there is a note: 'This will show the names and jersey numbers of this team's roster on publicly accessible rankings pages.' To the right of the form, there is a 'Team Photo' section with a placeholder image labeled '[NO PHOTO]' and an 'Upload' button.

Change Login Information

This can be found at the bottom of the **Team Info** screen. Each username must be unique in our system, fcunited is taken! And the password can be modified even though it is hidden. Just delete and type in the new password, at least 6 characters and then confirm it. Then press **Save**.

Team Login Information

Passwords are not visible once saved. To change your password- remember to confirm your password and prevent mistakes by entering it into both boxes below. If you are not changing your password, do not edit the boxes below.

Username

Password

Confirm Password

Team Record for Non GotSoccer Events

Click on the **Team Record** tab on the gray menu bar. This is used to enter tournament or league information from non-GotSoccer events.

Basic Team Info | **Team Record** | Contact Person | Hotel Coordinator | Documents

Girls U11 Zephyr

Team Record

Year	Tournament	Flight	Location	Placement	Wins	Los
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> out of <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> out of <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> out of <input type="text"/>	<input type="text"/>	<input type="text"/>

Year/Season	League	Division - Specify	Placed	Wins	Losses	Ties
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Optional Information for U10 Teams and older

Competition - Last Year
 Complete any fields that apply to your team

	Year	Placement
<input type="checkbox"/> State Cup	<input type="text"/>	-- placement --
<input type="checkbox"/> Regional Level	<input type="text"/>	-- placement --

Edit Contact Person and Hotel Coordinator Data

The screenshot shows the 'Contact Person' tab selected. The form contains the following fields:

- Organization Name: Zoccer FC
- Contact Name: Bill Cameron
- Address: 123 main St
- City: Jacksonville
- State: FL
- Zip Code: 32003
- Country: United States
- Phone: 904-555-1212
- Phone (2):
- Mobile Phone:
- Fax:
- Email Address: bill@gotSPORT.com

Download Documents (rosters and id cards)

This tab is only available if the registrar for the state or event allows documents to be downloaded by a team. Click on the **Document** tab, click open the document you want to download, usually a roster.

The screenshot shows the 'Documents' tab selected. It displays a table of documents and an important printing tip.

Document	Event	From	Created	Accessed
Official Roster	Sample State Registration 2008/2009 (8/1/2008)	William Cameron	2/5/2009 3:00:08 PM	N/A

Important Printing Tip
For correct alignment of ID card fields, make **Page Scaling** setting in Adobe Acrobat is

Manager Information

Teams can add managers, assistant managers and more on this screen. Some of these individuals can be placed on the team by the club or association. If the manager is placed on the team by a club or association that uses our club software, the information will not be editable by the team.

The screenshot shows a navigation menu at the top with items: Events, Game History, Email Team, College Search, Help, Log Out. Below this is a secondary menu with: New Team Profile, **Manager** (highlighted with a red box), Coach, Roster, Account Assistance.

The main content area is titled "Manager Information - CYLINDA SPOON". It features three tabs: "Head Manager" (selected), "Asst. Manager", and "*Add".

Note:
 This team manager is assigned to one or more other teams or is managing their own account profile.
 If you need to change managers, click **New Manager** below to detach from this manager and create a new team manager record. You will then be able to input new manager information.

Manager Photo
 [NO PHOTO]
 Upload

Last Updated 2/28/2009 9:28:19 AM

Full Legal Name	Cylinda Spoon
State Registered	North Dakota
Display Name	CYLINDA SPOON
Address	123 Main St
City	Orange Park
State	FL
Zip	32003
Country	US
Email	bill@gotsport.com
Phone	904-555-1212

Coach Information

Teams can add coaches, assistant coaches and more on this screen. Some of these individuals can be placed on the team by the club or association. If the coach is placed on the team by a club or association that uses our club software, the information will not be editable by the team.

Team Profile Manager **Coach** Roster Account Assistance

Head Coach Asst. Coach *Add

Coach Information - Karen Gantt (KGANTZCR01)

Note
This coach is assigned to one or more other teams or is managing their own account profile.

If you need to change coaches, click **New Coach** below to detach from this coach and create a new coach record.
You will then be able to input new coach information.

Coach Photo
[NO PHOTO]
Upload

Last Updated 2/28/2009 9:05:44 AM

Full Legal Name	Karen Gantt
State Registered	North Dakota
Display Name	Karen Gantt
Address	222 First St
City	Harding
State	FL
Zip	32111
Country	US
Email	bill@qotsport.com
Phone	904-333-4444
Phone (2)	

Rosters

The roster area is one of the most used functions by teams, but it is also very misunderstood. In our system a team can have a list of players. This is what we call the *Primary* roster. Primary must not be confused with Official. It is simply the largest list of players associated with this team. It may contain past players and even guest players.










Overview Team Profile Manager Coach **Roster** Account Assistance

Girls U11 Zephyr

Select an Event Go

Primary Roster

Current Player List

	Photo	LName	F.Name	ID#	Jrsy#	Sex	DOB	State	Updated
1		ALBRIGHT	ELYSE	F97/98ALBRI		Girls	8/4/1997		2/26/2009
2		ALBRIGHT	GRACE ANN	F97/98ALBRI	4	Girls	8/25/1997		2/3/2009
3		CALDWELL	LINDSEY	F97/98CALDW	2	Girls	6/6/1998		2/3/2009
4		CHANDLER	MADELINE	F97/98CHAND	9	Girls	1/10/1998		2/3/2009
5		CLARK	MEGHAN	F97/98CLARK	18	Girls	1/26/1998		2/3/2009
6		FAULKNER	RACHEL	F97/98FAULK	7	Girls	11/27/1997		2/3/2009
7		GREEN	JULIA	F97/98GREEN	12	Girls	10/19/1997		2/3/2009
8		GRIDER	GABRIELLE	F97/98GRIDE	3	Girls	3/11/1998		2/3/2009
9		JANSSEN	JORDAN	F97/98JANSS	11	Girls	8/29/1997		2/3/2009
10		KITA	KATIE	F97/98KITA	10	Girls	5/1/1998		2/3/2009

Add Player

Adding Players to our Primary Roster is accomplished by clicking the **Add Player** button at the bottom of the player list. (If this button does not appear, it is because your club or association has turned off the feature. You will have to contact your club or association to add players.)

You must fill out the fields highlighted in yellow. If you enter an email address, and we strongly recommend you do, an email containing login information will be sent to the player. The player or

their parent can update the account with all relevant information. This is particularly helpful if your players are 15 or older and you will be attending college showcase events run by GotSoccer.

Player Info

Player - New Player

Player Information

Player ID #

Jersey #

Full Legal Name

Legal First M.I. Last

Sex Male Female

Player Date of Birth

(mm/dd/yyyy)

State Registered

School District

Grad Year

Primary Position

Notes (optional)

Have you committed to a college?

College Name

Contact Information

Address

City

State

Zip Code

Phone

Mobile

Email

Mobile Text Messaging Address (you@yourcarrier.com)

Save

Once the player account is saved, you can click on the name to manage even more player information. We will describe this in more detail below.

If you are playing in a tournament that uses our software, you can see and manage the player list for that event. For example, this team is going to the Zoccer Spring 09 Festival. If we select the tournament from the dropdown menu, we will see all our players.

Girls U11 Zephyr

Select an Event **Zoccer Spring 09 Festival (3/15/2009)**

Primary Roster

Event Player List
 Players highlighted in orange are not attending this event and may not be added to the official roster. This is a team or player account setting.
 Players highlighted in light green are guest players.

	Photo	L.Name	F.Name	ID#	Jrsy#	Sex	DOB	State	Updated
1		ALBRIGHT	ELYSE	F97/98ALBRI		Girls	8/4/1997		2/26/2009
2		ALBRIGHT	GRACE ANN	F97/98ALBRI	4	Girls	8/25/1997		2/3/2009
3		CALDWELL	LINDSEY	F97/98CALDW	2	Girls	6/6/1998		2/3/2009
4		CHANDLER	MADELINE	F97/98CHAND	9	Girls	1/10/1998		2/3/2009
5		CLARK	MEGHAN	F97/98CLARK	18	Girls	1/26/1998		2/3/2009

Let's assume that Lindsey Caldwell cannot attend. We can remove her from the event roster, that which the tournament sees by clicking on her name, then the **Event Attendance** tab. We can remove her by clicking the **Remove** button.

Profile Manager Coach **Roster** Account Assistance

Player Info Parent Info College Recruiting **Event Attendance**

Player - LINDSEY CALDWELL

Event Attendance - Upcoming Events

Sample State Registration 2008/2009
 8/1/2008-7/31/2009

Zoccer Spring 09 Festival
 3/15/2009-6/30/2009

Zoccer Fall 09 D4 (Recreational Registration)
 8/1/2009-7/31/2010

We can add her back by clicking on the Add button in the *Your team is also attending the events listed below*. The parent

[Player Info](#) | [Parent Info](#) | [College Recruiting](#) | [Event Attendance](#)

Player - LINDSEY CALDWELL

Event Attendance - Upcoming Events

Sample State Registration 2008/2009
 8/1/2008-7/31/2009

Zoccer Fall 09 D4 (Recreational Registration)
 8/1/2009-7/31/2010

Your team is also attending the events listed below:
 Zoccer Spring 09 Festival: 3/15/2009-6/30/2009

Assuming we did not add her back and click **Roster** on the gray menu bar and select Zoccer Spring 09 Festival from the *Select an Event* Dropdown, we will see Lindsey's profile in orange.

[view](#) | [Team Profile](#) | [Manager](#) | [Coach](#) | [Roster](#) | [Account Assistance](#)

Girls U11 Zephyr





Select an Event **Zoccer Spring 09 Festival (3/15/2009)**

Primary Roster

Event Player List

Players highlighted in **orange** are not attending this event and may not be added to the official roster. This is a team or player account setting.

Players highlighted in **light green** are guest players.

	Photo	L.Name	F.Name	ID#	Jrsy#	Sex	DOB	State	Updated
1		ALBRIGHT	ELYSE	F97/98ALBRI		Girls	8/4/1997		2/26/2009
2		ALBRIGHT	GRACE ANN	F97/98ALBRI	4	Girls	8/25/1997		2/3/2009
3		CALDWELL	LINDSEY	F97/98CALDW	2	Girls	6/6/1998		2/3/2009
4		CHANDLER	MADELINE	F97/98CHAND	9	Girls	1/10/1998		2/3/2009
5		CLARK	MEGHAN	F97/98CLARK	18	Girls	1/26/1998		2/3/2009

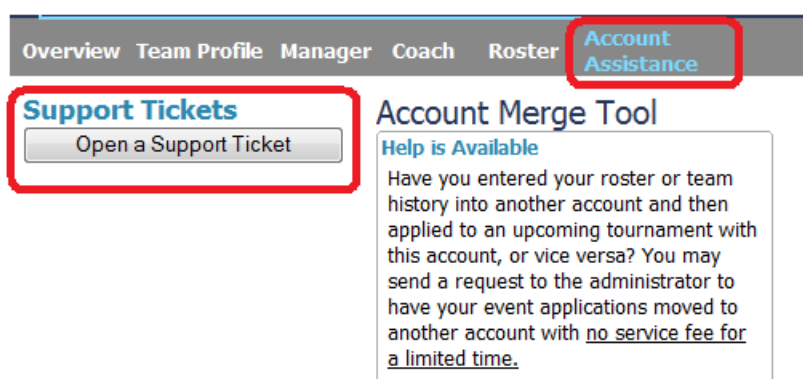
Again this means that the tournament will not see her on the event roster. This has no effect on other rosters or on frozen rosters.

Contacting GotSoccer

GotSoccer does not provide phone assistance to players or teams. If the issues is regarding rosters and frozen rosters that cannot be changed from the team account, you'll need to contact your club or association.

If this is a ranking or team merge issue, then you will have to send a *Support Ticket* to us. To do this:

- 1) Click on the **Account Assistance** link on the gray menu bar.
- 2) Click on **Open a Support Ticket**



- 3) Make sure the contact info is correct, decide who you want to send the inquiry to; GotSoccer, the state and event, ...
- 4) Select a general problem category
- 5) Provide a description of the issue.

Overview Team Profile Manager Coach Roster **Account Assistance**

Support Tickets

Send Request To

- GotSoccer.com
- State: GotSoccer (ND)

Your Name

Contact Email

Problem Relating to

Problem Description

- 6) If it is a duplicate team problem, find the matching team from the **Search Matching Teams** link.

Account Merge Tool

Help is Available

Have you entered your roster or team history into another account and then applied to an upcoming tournament with this account, or vice versa? You may send a request to the administrator to have your event applications moved to another account with no service fee for a limited time.

Click below to browse the list of possible matches for this team. When you send your request you can specify whether this account should be assigned to the applications from another team account, or if the applications from this account should be assigned to the other team account.

- 7) You can also find out information on the other team via the rankings page. Just click on the team name and include the team id number from the rankings page.

Boys U15 CONCORDE FIRE ELIT

Club Information
Concorde Fire



[Club Info](#)

www.concordefire.com/

Team Information

Team ID# **0164091**

Coach
Adrian Powell

Current Rank

National Rank

[State Ranking](#)

[National Rank](#)

[Region 3 Rank](#)

[Georgia Rank](#)

Current Rank Calc
Previous Rank Calc

Ranked Events

Date	Event
12/27/2008	Disn Sho pres Foot
12/6/2008	Norc
9/20/2008	CES

Emailing or Text Messaging Team Members

The team manager or coach can email or text message from the team account. We do not charge for these features, but text messaging rates may be charged by a wireless company. To email or text message:

- 1) Click on **Email** on the dark blue menu bar
- 2) Fill out the form
- 3) Press **Send Message**

From: Manager: CYLINDA SPOON <bill@gotsport.com>

Method: Email

Send to: All 10 Players

Subject: Practice Cancelled

Message: Practice is cancelled due to inclement weather.

Send Message

Working with Event Applications

GotSoccer makes it easy to register for our events by automatically transferring information from a team account to a registration form for a tournament or league event. Once you apply to one of our events, you will see the application listed on the *Overview or Home* screen.

Note: If you have entered an event, you can go back to the event application and register using your username and password. Instead of bring up the event application, our system will now open your team account and bring you to the event application page. This is the same as logging in using the team Account login area described above then opening the event application.

Look down to the left for the Your Upcoming Events area, accepted applications, and *Pending Applications*

The screenshot displays the GotSoccer user interface. At the top left, there is a section titled "add players to your Roster" with a link "Click Here to access the roster page." Below this is a yellow banner for the "Account Merge Tool is Now Available!" with a "Click Here to get started." link. The "Your Club" section shows "Zoccer (ND)". The "Your Upcoming Events" section, highlighted with a red box, lists "League Zoccer Spring 09 Festival" with dates "3/13/2009-6/30/2009" and "Applied: 3/7/2009 2:14:48 PM", and a "Support" link. The "Pending Applications" section, also highlighted with a red box, lists two tournaments: "Dragonfest" (12/27/2009-12/29/2009, Applied: 3/30/2009 2:14:26 PM) and "Zoccer Fall 09 D4 (Recreational Registration)" (Applied: 3/19/2009 3:49:27 PM), both with "Support" links. The right sidebar contains a "We've" header, a "Want to GotSoc" section, a "Past 24 88" counter, a "College" section listing "Christop Universit" and "Amharct", and a "The Go" section with the text "It's the mc".

If you click on an application, you can see details about the application and modify certain fields. You'll see a series of tabs just above the team *Application* screen

Team	Hotels	Rooming	Sales	Application Status	Schedule	Requests	Misconduct	Guests	Support
Dragonfest									
12/27/2009-12/29/2009									
Application Information			Contact Information			Manager Information			
Event	Dragonfest		Contact Name	Brooks Spoon		Update Manager Information			
Group	Girls U12		Address	2000 Strand St		Manager Name	Cylinda Spoon		
Club Name	Zoccer		City	Neptune Beach		Address	123 Main St		
Team Name	Zephyr		State	FL		City	Orange Park		
Team State	North Dakota		Zip	32266		State	FL		
Prev Year	-		Country	US		Zip	32003		
Record	Wins Losses Ties		Email	bill@gotsport.com		Country	US		
Preferred Flight	<input type="text"/> <input type="button" value="Save"/>		Phone	904-555-1212		Email	bill@gotsport.com		
Confirmation	E32-T154558		Phone (2)	904-555-1212		Phone	904-555-1212		
Date Applied	3/30/2009 2:14:26 PM		Mobile	904-555-1212		Phone (2)	904-555-1212		
			Mobile Text	904-555-1212		Mobile	904-555-1212		
			Fax			Mobile Text	c		

Changing Coaches and Managers

If we look at this application we can see the coach has changed from Karen Gantt to Brooks Spoon and a new assistant coach, Josh Poe, has been added. The application is telling you that this information is not consistent with the current application. To update the league application, click on the Click here link in the *Team Information Update Found* area.

Zoccer Spring 09 Festival

3/15/2009-6/30/2009

[Official Document Downloads](#)

Application Information

Event [Zoccer Spring 09 Festival](#)
Group Girls U11
Club Name Zoccer
Team Name [Zephyr](#)
Team State North Dakota
Prev Year - -
Record Wins Losses Ties
Preferred Division
Confirmation
 L4108-T154558C7564-39879D5936111111
Date Applied 3/7/2009 2:14:48 PM
Last Updated N/A

Contact Information

Contact Name Brooks Spoon
Address 2000 Strand St
City Neptune Beach
State FL
Zip 32266
Country US
Email bill@gotsport.com
Phone 904-555-1212
Phone (2)
Mobile 904-555-1212
Mobile Text 904-555-1212
Fax

Manager Information

[Update Manager Information](#)
Manager Name Cylinda Spoon
Address 123 Main St
City Orange Park
State FL
Zip 32003
Country US
Email bill@gotsport.com
Phone 904-555-1212
Phone (2)
Mobile 904-555-1212
Mobile Text c
Fax

Coach Information

Team Information Update Found
[Click Here](#) to update your application to show the following Coach:
[Brooks Spoon](#) [Edit](#)

Application Information
Coach Name Karen Gantt
Address 222 First St
City Harding

Asst. Coach Information

Team Information Update Found
[Click Here](#) to update your application to show the following Asst. Coach:
[Joshua Poe](#) [Edit](#)

Application Information
 No Asst. Coach is assigned for this event.

2nd Asst. Coach Information

Application Information
 No 2nd Asst. Coach is assigned for this event.

Application Status and Updating Credit Card Information

If you click on the Application Status tab, you'll see a summary of the payment history.

Team	Hotels	Rooming	Sales	Application Status	Schedule	Requests	M
Dragonfest							
12/27/2009-12/29/2009							
Payment Information				Online Credit Card Payment			
Team	Girls U12 ZOCER ZEPHYR (ND)			Click here for the secure payment f			
Confirmation	E32-T154558						
Accepted	No						
Payment Method	Check/Money Order ▾						
Group (Fee)	Girls U12 (\$500.00)						
Total Fee	\$500.00						
Paid	YES						
Check Number	9999						
Date Received	3/1/2009						
Date Applied	3/30/2009 2:14:26 PM						
Last Updated	3/30/2009 2:39:20 PM						
<input type="button" value="Save"/>							

The **Application Status** tab will tell you if your credit card payment has been received and or your credit card has been charged. You can also update credit card information on this page .

Team	Hotels	Rooming	Sale	Application Status	Schedule	Requests	Misconduct	Guests	Support
San Diego Surf Cup XXIX									
7/25/2009-8/3/2009									
Payment Information					Credit Card Billing Information				
Team	Boys U13 DALLAS TEXANS				Card Issuer	American Express ▾			
Confirmation	E5350-T161174				Card Number	*****20			
Accepted	Yes				Exp. Month/Year	06 ▾ 20 ▾ 2 ▾			
Payment Method	Credit Card ▾				Cardholder's Name	Kelly . . .			
Group (Fee)	Boys U13 (\$1,050.00)				Billing Address	26031			
Total Fee	\$ 50.00				City	San . . .			
Paid	YES				State	TX ▾			
Date Applied	3/5/2009 7:54:48 PM				Zip Code	782. . .			
Last Updated	3/25/2009 4:19:56 PM				Country	United States ▾			
<input type="button" value="Save"/>									

Your Team's Event Schedule

Teams can see their event schedule on the **Schedule** tab. If this is a league you may:

- Be able to download game cards
- Be able to make scheduling requests

Team	Hotels	Rooming	Sales	Application Status	Schedule	Requests	Misconduct
Zoccer Spring 09 Festival							
3/15/2009-6/30/2009							
Girls U11 ZOCER ZEPHYR (ND)							
#2	3/21/2009 9:00 AM-10:30 AM	ZOCER ZIG (AL)	ZOCER ZEPHYR (ND)	Patton B			
#6	3/28/2009 12:00 PM-1:30 PM	ZOCER ZEPHYR (ND)	ZOCER Z-LEBS (AL)	Patton A			
#9	4/4/2009 4:30 PM-6:00 PM	ZOCER ZEPHYR (ND)	ZOCER ZANY (AL)	Patton	Make Request		
#15	4/18/2009 10:30 AM-12:00 PM	ZOCER ZEPHYR (ND)	ZOCER ZEST (AL)	Patton A	Make Request		
#24	4/26/2009 9:00 AM-10:30 AM	ZOCER ZEPHYR (ND)	ZOCER COLTS (ND)	Patton A	Make Request		
#27	5/2/2009	ZOCER ZIG (AL)	ZOCER ZEPHYR (ND)	Patton B			

League No Play Date Requests

If you are playing in a league that allows you to request blackout, no play, dates. You will find a calendar on the **Requests** tab. If you click on the small 'x' at the top right of a day the day will turn red. This will tell our system that you have requested the day off. The system will only allow as many requests as the league has authorized. Some league do not allow for any requests. If you make a mistake, just click the blue "+" button to turn the day back on.

Zoccer Spring 09 Festival
 3/15/2009-6/30/2009

Girls U11 ZOCER ZEPHYR (ND)

You may make up to 3 additional exception requests.

Requested blackout dates:
 4/25/2009 [Remove](#)

Requests/Notes/Etc:
 Save

Director's Comments: *(none)*

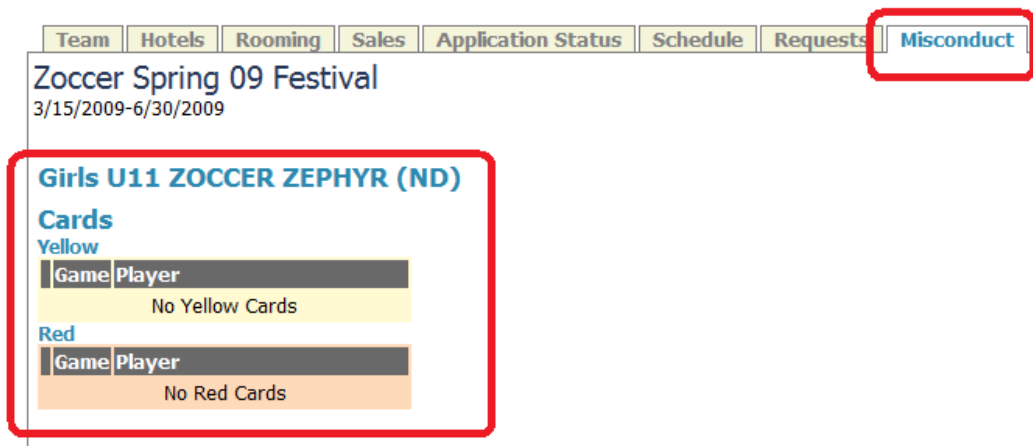
Calendar navigation: <<March | **April 2009** | May>>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 No Games	2 No Games	3 No Games	4 Games: 1 Default [Edit]
5 No Games	6 No Games	7 No Games	8 No Games	9 No Games	10 No Games	11 No Games
12 No Games	13 No Games	14 No Games	15 No Games	16 No Games	17 No Games	18 Games: 1 Default [Edit]
19 No Games	20 No Games	21 No Games	22 No Games	23 No Games	24 No Games	25 No Games Default [Edit]
26 Games: 1 Default [Edit]	27 No Games	28 No Games	29 No Games	30 No Games		

Yellow and Red Card tracking

Our system will keep track of all yellow and red cards by player, if the event has entered card information. These can be found on the **Misconduct** tab. We do not report these unless the state uses GotSoccer software.

If you have questions or concerns they must be addressed by the event or league. GotSoccer does not enter this information.



The screenshot shows a navigation menu with tabs: Team, Hotels, Rooming, Sales, Application Status, Schedule, Requests, and Misconduct. The Misconduct tab is highlighted with a red box. Below the menu, the event name "Zoccer Spring 09 Festival" and dates "3/15/2009-6/30/2009" are displayed. A red box highlights the "Cards" section for the team "Girls U11 ZOCCER ZEPHYR (ND)". This section is divided into "Yellow" and "Red" categories. Each category has a table with columns "Game" and "Player". The Yellow section shows "No Yellow Cards" and the Red section shows "No Red Cards".

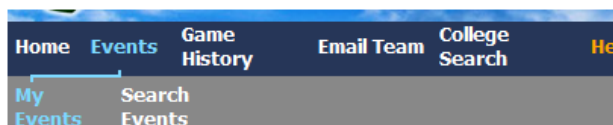
Game	Player
No Yellow Cards	

Game	Player
No Red Cards	

Adding Guest Players to an Event Roster

The GotSoccer system allows player to enter a guest player pool only if the event opens the guest player pool. For a team to view the guest player pool:

- 1) Your team must be accepted into the event. You cannot see the guest pool if your application is *Pending*.
- 2) Click on the event name



Girls U17 Blue Blaze

Upcoming Events

Tournament
[MEMORIAL DAY 2009 MSSL EXPLOSION](#)
 5/23/2009-5/24/2009
 Applied: 4/7/2009 7:58:12 AM
[Support](#)

Tournament
[New England Showcase](#)
 5/9/2009-5/10/2009
 Applied: 3/6/2009 11:20:04 PM
[Support](#)

Pending /

Tournament
[34th Annual Memorial D:](#)
 5/22/2009-5/
 Applied: 3/29
[Support](#)

- 3) Click on the **Guests** tab and the system will display the available players
- 4) You can only claim players that are *Unassigned* and who meet your team's age and gender status. You cannot claim an older player or a boy for a girl's team.
- 5) Click on the name of the player that you are interested in.

Team Hotels Rooming Sales Application Status Schedule Requests Misconduct **Guests** Support





Guest Players in New England Showcase

5/9/2009-5/10/2009

Click on a player name to view their profile and assign/unassign them from your team as a guest player.

List Filters

Position (any) Footing (any) Apply Filters


Name / Group / Reg. Team	Footing / Position	Notes	Guest Of
 xavier Boys U16 (2/14/1993)	both Defender		<i>unassigned</i>
 Addie Girls U16 (8/14/1992)	right Forward Midfielder		<i>unassigned</i>
 Emily Girls U17 (12/10/1991)	left Midfielder		<i>unassigned</i>
 Rachel Girls U17 (11/17/1991)	right Goalkeeper	Multiple years as District ODP Keeper. Captain of Club Team. Trains with both University of California Men's Keeper Coach, Henry Foulk, and former UC Santa Barbara Women's Keeper Coach, Nate Failing.	<i>unassigned</i>

- 6) The Player page will display contact information on the player including email address and phone number.
- 7) If you want to claim the player, click the *Guest of* drop down menu, select your team name then click **Update**.
- 8) This will attach the player to your event roster and allow the player information to show on the official event roster and in the player profile book.

Team	Hotels	Rooming	Sales	Application Status	Schedule	Requests	Misconduct	Guests
------	--------	---------	-------	--------------------	----------	----------	------------	--------

New England Showcase
5/9/2009-5/10/2009

Guest Player Overview - Emily



Player Information

Player ID #	7015
Jersey #	5
Name	Emily
Sex	Girls
Date of Birth	12/10/1991
Height	5 ft. 4 in.
Weight	135 lbs.
Position(s)	Midfielder
Footing	left

Team Assignment

Guest Of	CAPITAL UNITED SC BLUE ANGELS (NYE) ▼
Guest	<input type="text"/>
Jersey #	<input type="text"/>
<input type="button" value="Update"/>	

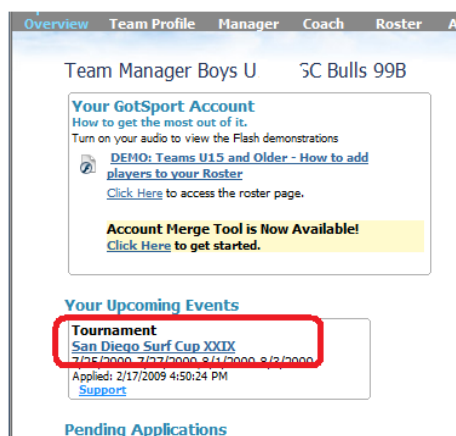
Contact Information

Address	1901 Baylor Dr.
City	
State	
Zip Code	081
Phone	-643-3634
Email	emily. porte@ .com
Text Messaging	
Notes	

Hotels

If your tournament requires you to book hotels and they use our software, you will find the list of available hotels on the **Hotels** tab. You will only be able to see the list of hotels after your team has been accepted.

- 1) In your team account, Click on the event application



- 2) Click on the **Hotels** tab. The system will display a table of hotels. You can sort the table by clicking on any column heading, such as **Rate**. The rating is the AAA rating.


The screenshot shows the 'Available Hotels (68)' table for the event 'San Diego Surf Cup XXIX - Hotels' (7/25/2009-8/3/2009) for 'Boys U11 BULLS HSC BULLS 99B KA'ULA (HI)'. The table has columns for Hotel, Rating, City, State, Zip, Free Bkfst, Free Parking, Suites, Rate, and Minimum. The 'Four Points by Sheraton' row is highlighted with a red box.

Hotel	Rating	City	State	Zip	Free Bkfst	Free Parking	Suites	Rate	Minimum
Best Western/Miramar	★★★	San Diego	CA	92126	✓	✓		.00	2 nights
Country Inn & Suites	★★★	San Diego	CA	92121	✓	✓	✓	.00	2 nights
Courtyard by Marriott/SD Central	★★★	San Diego	CA	92123		✓		.00	2 nights
Courtyard by Marriott/Sorrento Mesa	★★★	San Diego	CA	92121		✓		1.00	2 nights
Four Points by Sheraton	★★★	San Diego	CA	92123		✓		1.00	2 nights
Ramada Inn & Conference Center	★★	San Diego	CA	92111		✓		1.00	2 nights
Residence Inn by Marriott/San Diego Central	★★★	San Diego	CA	92111	✓	✓	✓	1.00	2 nights
Residence Inn by Marriott/Sorrento Mesa	★★★	San Diego	CA	92121	✓	✓	✓	.00	2 nights
Staybridge Suites/Sorrento Mesa	★★★	San Diego	CA	92121	✓	✓	✓	.00	2 nights
Woodfin Suites Hotel	★★★	San Diego	CA	92121		✓	✓	.00	2 nights

- 3) Once you determine the hotel of interest click on the name
- 4) Instructions for how to contact the hotel will be displayed in the *Hotel Reservations* box. Some hotels will have a toll free number with a discount code, others will instruct you to contact the property directly.

Team **Hotels** Rooming Sales Application Status Schedule Requests Misconduct Guests Support

San Diego Surf Cup XXIX
7/25/2009-8/3/2009
Boys **BULLS HSC BULLS**



Four Points by Sheraton
8110 Aero Dr
San Diego, CA 92123

Additional Location Info

A Southern California Hello. Welcome to the Four Points by Sheraton San Diego. We're here to make your stay fun, friendly, and comfy. Our hotel is centrally located in the heart of the San Diego Business District between I-15, 805, and 163 freeways and near many corporate offices and major tourist attractions. For your convenience, we offer a free hotel shuttle to and from San Diego Airport, as well as to local places within a six-mile radius.

We'll Keep You Busy. Our 225 newly renovated guest rooms, including seven suites, have great

Hotel Reservations

Discount Code **surf cup**

Reservations by Phone **858.810.5615**

Reservations by Fax **858.279.0193**

Hotel Espie Collier **San Diego** Rob Haskell
Contact 858.810.5615 **Surf Cup XXIX Help** 760-944-7888
espie@fourpointssandiego.com rob@surfcup.com

THIS IS NOT AN ONLINE RESERVATION SYSTEM. Please use the provided hotel contact information to make all of your team's reservations with the hotel directly. All lodging requirements associated with your team must be made with a Surf Cup approved hotel. Be sure to notify the Hotel Contact you are a Surf Cup team. When your reservation is completed, you must enter the required information in the boxes below and click the "add" button to submit. If you have any questions please give me a call or an email and I will do what I can to help. Thank you for participating in the San Diego Surf Cup-Rob Haskell

Hotel Rates

Start	End	Rate
7/23/2009	7/28/2009	\$175.00
7/29/2009	8/4/2009	\$139.00

Once your team has made reservations, please enter each one below to submit the information to the tournament director:

Reservation#	Check-In	Check-Out	Rate	Rooms	Total Nights	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

- 5) Once you have made a reservation please enter the reservation number(s) and details in the reservation box.
- 6) Next we'll create a rooming list.
- 7) Click on the **Rooming** tab
- 8) You will see rooms for the hotel.
- 9) Enter a Room/Group name, here we called the first room "Room 1"
- 10) Select a player, coach, or manager from the drop down list or type in a name in the *Guest* area
- 11) Press **Add**

Team Hotel **Rooming** Sales Application Status Schedule Requests Misconduct Guests

San Diego Surf Cup XXIX - Team Hotel Request & Rooming List
7/25/2009-8/3/2009
Girls U10 CENTRAL VALLEY SOCCER CROSSFIRE RED

Morgan Run Resort & Club
#116113 In: 7/24/2009 Out: 7/27/2009 Rooms: 1 Nights: 3 Total: \$537.00
[View PDF List](#) [Email to Hotel](#) [FAX to Hotel](#)

Add Rooming Info

Room/Group: Guest:

- 12) The system will refresh showing the person added to Room 1 and a New Group dropdown in the room/Group area.

Home Events Game History Email Team College Search Help Log Out

Events Search Events

Team Hotels **Rooming** Sales Application Status Schedule Requests Misconduct Guests

San Diego Surf Cup XXIX - Team Hotel Request & Rooming List
7/25/2009-8/3/2009
Girls U10 CENTRAL VALLEY SOCCER CROSSFIRE RED

Morgan Run Resort & Club
#116113 In: 7/24/2009 Out: 7/27/2009 Rooms: 1 Nights: 3 Total: \$537.00
[View PDF List](#) [Email to Hotel](#) [FAX to Hotel](#)

Room 1 Sarah B Player

Add Rooming Info

Room/Group: Guest:

- 13) If you want to add additional people to Room 1, click on the *New Group* dropdown and choose Room 1.
- 14) Select another player or person from the dropdown, or type in a name

Morgan Run Resort & Club
#116113 In: 7/24/2009 Out: 7/27/2009 Rooms: 1 Nights: 3 Total: \$537.00
[View PDF List](#) [Email to Hotel](#) [FAX to Hotel](#)

Room 1 Sarah B Player

Add Rooming Info

Room/Group: Guest:

- 15) Click **Add**. The system will refresh showing two players in Room 1.
- 16) You can add additional players to room 1 or create a Room 2 and add people to that room.

San Diego Surf Cup XXIX - Team Hotel Request & Rooming List
 7/25/2009-8/3/2009
 Girls U10 CENTRAL VALLEY SOCCER CROSSFIRE RED

Morgan Run Resort & Club
 #116113 In: 7/24/2009 Out: 7/27/2009 Rooms: 1 Nights: 3 Total: \$537.00

[View PDF List](#) [Email to Hotel](#) [FAX to Hotel](#)

Room 1	Player	
Sarah	Player	<input type="checkbox"/>
Sierra	Player	<input type="checkbox"/>

Add Rooming Info

Room/Group: *New Group Guest: *Other Guest

17) Continue until all rooms are full.

18) When you are done you can:

- Print the rooming list as a PDF file
- Send the rooming list via an email or
- Fax the rooming list directly to the hotel

Team Hotels **Rooming** Sales Application Status Schedule Requests Misconduct Guest

San Diego Surf Cup XXIX - Team Hotel Request & Rooming List
 7/25/2009-8/3/2009
 Girls U10 CENTRAL VALLEY SOCCER CROSSFIRE RED

Morgan Run Resort & Club
 #116113 In: 7/24/2009 Out: 7/27/2009 Rooms: 1 Nights: 3 Total: \$537.00

[View PDF List](#) [Email to Hotel](#) [FAX to Hotel](#)

Room 1

Permission to Travel

- In your team account click on **Events**
- Click on the **Permission to Travel** link on the gray menu bar. If you are a Missouri team and do not see this link it is because your team is not properly registered with MYSA. Please contact your registrar for more information.

Home **Events** Game History Email Team College Search Help Log Out

My Events Search Events **Permission to Travel**

Boys U11 Sedalia Select-Grupe

Event Applications: Accepted **Event Applications: Pending**

No accepted applications on file No pending applications on file

3) There will be two buttons

Home Events Game History Email Team College Search Help Log Out

My Events Search Events Permission to Travel

Boys U11 Sedalia Select-Grupe

eTravel - Search Events eTravel - Other Event

You may view your existing eTravel requests here, or initiate a new request using the Submit New Travel Request button if eTravel is available for your state. If you would like to browse the GotSoccer database of events, click on the [Search Events](#) link on the gray menu bar above.

Approved Travel Applications **Pending Travel Applications**

From	Event	State	Approved
None on file			

From	Event	State	Submitted
None on file			

- a. **eTravel - Search Events**. This will bring up a list of GotSoccer managed events. If the event you are going to is not a GotSoccer event.

Upcoming Events

Find Events
Enter as many or as few search criteria as desired and click Go.

Date Range: July 2009 to Any Date State: Page Size: 25 Results Event Type: Tournament Event Name: Surf Cup **GO**

Click the GO button to list tournaments.

When the screen refreshes you will see the possible choices


- b. Click on the **Request** Link in the eTravel column. If your event does not appear you will click the **eTravel - Other Event** link. We will describe this below.

Upcoming Events

Find Events
Enter as many or as few search criteria as desired and click Go.

Date Range July 2009 to Any Date **State** **Page Size** 25 Results **Event Type** Tournament **Event Name** Surf Cup **GO**

Items 1 - 2 of 2

Name	Start	End	Type	City	State	Zip	Schedule	Application	eTravel
Long Bay Surf Cup	9/19/2009	9/20/2009	Tournament	Myrtle Beach	SC	29588	View	Apply Now	Request More Info
 San Diego Surf College Cup 2009	11/27/2009	11/29/2009	Tournament	San Diego	CA	92014	View	Apply Now	Request More Info

- c. The screen will refresh and you will need to
- d. Upload the tournament's Permission to Host (if it is not already there) by clicking on the **Add Document** link.

Boys U11 Sedalia Select-Grupe - Request Permission to Travel

Home State: Missouri



San Diego Surf College Cup 2009
11/27/2009 - 11/29/2009
Location: San Diego, CA 92014
Days until event: 148

Permission to Host - Documentation
If you have documentation, upload it now or continue with your request below using an available eTravel form.

None on file [Add Document](#)


Available eTravel Forms

Organization	Days from Event	Fee	
Missouri Youth Soccer Association	N/A days	\$10.00	»Request

You should have copied the document to your computer. Click **Browse**

Boys U11 Sedalia Select-Grupe - Requ

Home State: Missouri

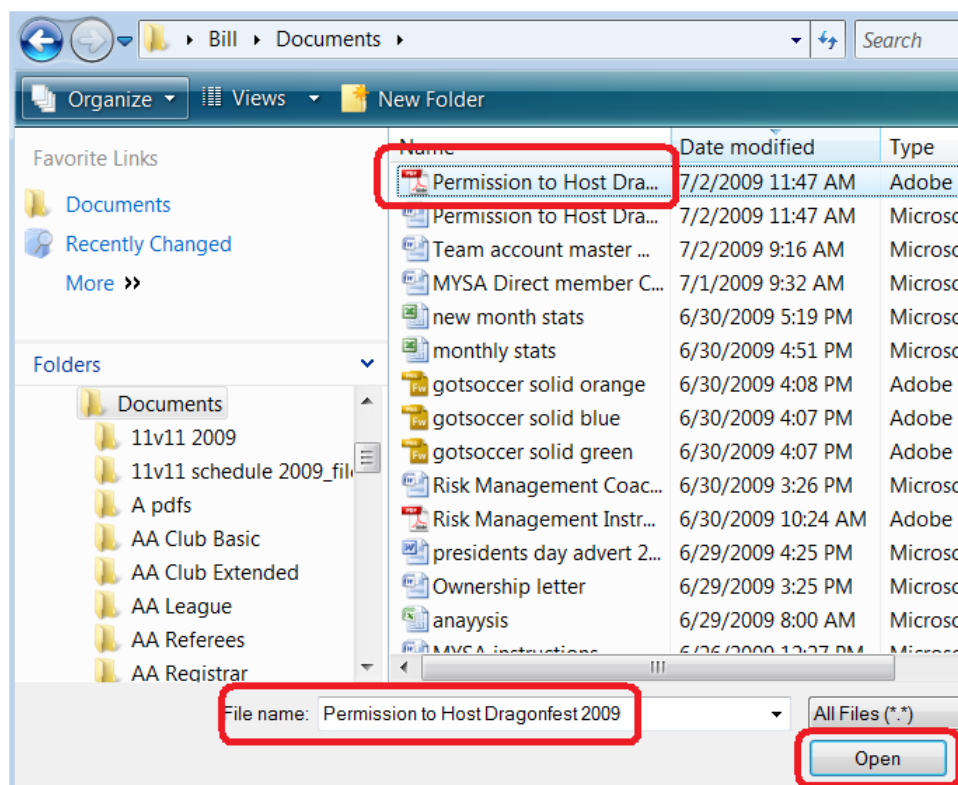


San Diego Surf College C
 11/27/2009 - 11/29/2009
Location: San Diego, CA 92014
Days until event: 148

Permission to Host - Documentation
 If you have documentation, upload it now or continue with y
 eTravel form.

Select File

Find the document on your computer. Click on the document name, it will appear in the *File Name:* window. Click the **Open** button. Finally click **Upload**.



e. Click on the **Request** button

Boys U11 Sedalia Select-Grupe - Request Permission to Travel

Home State: Missouri

	<p>San Diego Surf College Cup 2009 11/27/2009 - 11/29/2009 Location: San Diego, CA 92014 Days until event: 148</p>
<p>Permission to Host - Documentation If you have documentation, upload it now or continue with your request below using an available eTravel form.</p> <p>Download document</p>	

Available eTravel Forms

Organization	Days from Event	Fee	
Missouri Youth Soccer Association	N/A days	\$10.00	»Request

- Fill out the form. The system will draw contact information from the team account when you select Manager or Coach
- Enter your credit card information
- Press **Submit Request**

Boys U11 Sedalia Select-Grupe - Request Permission to Travel

Home State: Missouri

<p>San Diego Surf College Cup 2009 11/27/2009 - 11/29/2009 Location: San Diego, CA Days until event: 148</p>
--

Contact Information

<p>Your Title: Manager</p> <p>Notes: <input type="text"/></p>
--

eTravel Application Fee - \$10.00

Card Issuer	Visa
Card Number	<input type="text"/>
Do not use dashes or spaces. Example: 6011000011112222	
Expiration Month/Year	<input type="text"/> <input type="text"/>
Name on Card	<input type="text"/>
Please type your full name exactly as it appears on the card.	
Billing Address	<input type="text"/>
Zip Code	<input type="text"/>

Additional Information

<p>Information: I can create any documentation I want</p>	<input type="text"/>
--	----------------------

Submit Request

Back

- 4) If the event does not appear you will have to click the **eTravel – Other Event** button
- 5) When the screen refreshes you will need to fill out the form and press **Continue**.

Boys U11 Sedalia Select-Grupe - Request Permission to Travel

Home State: Missouri

If you know which event you are traveling to, enter the name, date(s), and state below.
Or, if you are unsure of the event name or dates, [click here](#) to search our database of events and

Event Information

Event Name

Event Type

Start/End Dates -

State

[Continue »](#)


- 6) If the event is in our system it will be displayed. We have most of the nation's competitive events in the system. Click on the **Select this Event** link and follow the instructions outlined above.
- 7) If the event is not listed, click the **My Event is Not Listed** button.

Boys U11 Sedalia Select-Grupe - Request Permission to Travel

Home State: Missouri

Is Your Event Listed Below?

The information you entered is similar to one or more events already in the GotSoccer database. To avoid a delay in processing your request, please select your event below if it is listed.

	San Diego Surf Cup XXIX	7/25/2009	San Diego, CA	Select This Event »
---	--------------------------------	-----------	---------------	-------------------------------------

If your event is not one of those listed above, click the button below:

[My Event is Not Listed »](#)

- 8) The system will create a screen with the name of the tournament. You'll need to Add the permission to host and Submit a travel request as described above.

Boys U11 Sedalia Select-Grupe - Request Permission to Travel

Home State: Missouri

surf cup

7/25/2009 - 7/25/2009

Location: N/A, CA

Days until event: 23

Permission to Host - Documentation

If you have documentation, upload it now or continue with your request below using an available eTravel form.

None on file

Add Document

Available eTravel Forms

Organization	Days from Event	Fee	
Missouri Youth Soccer Association	N/A days	\$10.00	»Request

- 9) MYSA will review and approve or decline your request.