

Steps for Success!

1. Manager - Create GotSport Account
 - a. No account? Send Admin email to connect
 - b. Link to login: System.GotSport.com**
 - c. Manager Requirements in GotSport - requires US Club connection in GotSport by Admin- if you do not see requirements you need to request to BVB Admin for proper connection
 - i. US Club GotSport Requirements
 1. Background screening (\$27)
 2. SafeSport
 3. Staff Registrant Annual Certification
 4. Adverse Eligibility List Review
 - d. Manager Help Page :
<https://support.gotsport.com/managers-coaches#main-content>
2. Players/Parents - Create GotSport Account
 - a. Player already has an account?
 - i. Make sure NAME and DOB are EXACT to birth certificate
 - ii. PARENT HELP PAGE:
<https://support.gotsport.com/parents-players#parent-player-account-management>
3. TEAM
 - a. Team created in GotSport by Admin
 - b. Manager and Coach Connected to team by Admin
 - c. Updating Team information
4. Adding Player to Team
 - a. Make sure NAME and DOB are EXACT to birth certificate
 - b. New player, no GotSport account? Create account with parent email OR tell parent to go create account and send you screenshot
5. Adding required player documents/forms in to "Team Members"
 - a. Player listed under "USYS Competitive"
 - b. Player Photo - Update BEFORE roster is made
 - c. Birth Certificate
 - d. 25/26 "Competitive Membership Form" - **NOW ONLINE ONLY**

Managers/Coaches will need to go to Team Members for their team, remove anyone that is not returning to the team and add anyone new that is joining the team. Once this is complete, they will need to click on each player's name, then click on Family on the left-hand side to make sure a parent or guardian is listed. If there is not a parent listed, managers/coaches will need to click "Add Parent/Guardian" to list the parent's name and email address. This is how the parent will be able to go online to complete the competitive form.

Parents will use their email address to login to gotsport (if they don't remember their password or have never set one up they will click "forgot password" to reset it). Once logged

in they will click on Family, select the player, then click on Forms, select NTSSA Competitive Membership form, to start completing it.

- e. Safe Sport for Minors (U19 teams only)
 - i. Manager has access to team to add players, update uniform numbers, photos, documents, etc
 - ii. Players also have the ability to upload documents in their own profile
- 6. USYS Roster Creation
 - a. USYS “Home Association” >> PYSA Questionnaire > <https://comp.pysa.org/ppil>
 - b. Team Club Fact Sheet
 - i. INFORMATION FOR FACT SHEET
 - ii. Coach Info
 - iii. Manager Info
 - iv. DOC Info >>
 - 1. Boys Teams - Nick Stavrou
(Nick.Stavrou@bvbinternationalacademy.com)
 - 2. Girls Teams - Audrey Gutierrez
(Audrey.Gutierrez@bvbinternationalacademy.com)
 - v. “Coach decided by Club/Club pays coach
 - vi. League Info
 - vii. Practice Location, dates and times
 - viii. Club will pay/pay by check
 - c. Parent/Player Signature Page - Uploaded in to PYSA Registration
 - d. Register PYSA as home association
 - i. Once Questionnaire is filled out, AND team fact sheet is uploaded, PYSA will send you further instructions, including a link to REGISTER PYSA as home association for 25/26 season
 - e. All player documents uploaded
 - i. Birth Certificate
 - ii. Competitive Membership Form (CMF)
 - iii. https://www.ntxsoccer.org/assets/74/6/competitive_registration_form_may_2023.pdf
 - iv. Updated Photo
 - f. **If secondary league, make sure secondary cards have been purchased
 - g. NOTIFY PYSA that roster is ready to be populated
 - i. Team > Team Registrations > PYSA Home Association > “Info” tab, to “NOTIFY”
 - ii. Make sure to also notify BVB Admin for final approval
 - iii. PYSA will communicate any missing items and send completed official roster when done.
- 7. Printing Roster and USYS Cards
 - a. Team > Rosters > PYSA Home Association
 - i. Documents and IDs > Roster PDF or USYS Cards/IDs PDF

8. League and Tournament Registration and Roster Creation
 - a. Register for League or tournament > link from website ** Read up on any specific rules!!
 - b. Upload "Official" USYS roster in application/registration
 - c. Team > Team Registrations > Select League/Tournament > Registration > "Edit"
 - d. Tournament/League Roster Creation
 - i. "Clone" or create
 - e. Final approval of roster done by tournament/league specific admin

HELPFUL LINKS

Managers/Coaches Help Links - GotSport

<https://support.gotsport.com/managers-coaches#main-content>

USYS North Texas Youth Forms

<https://www.ntxsoccer.org/youth-forms/>

PYSA (Plano Youth Soccer Association) - Player Pass and Forms

<https://comp.pysa.org/forms>