



West Michigan Youth Soccer Association

Add/Create a New Player*

Overview:

The below instructions will demonstrate how to create a player account from within your Club account and/or manually add a player to your club.

Instructions:

Step 1:

- From your Dashboard, you can click "**Players**"
- Or, click "**Club Management**" in the menu bar and then "**Players**".

The screenshot shows the GotSport dashboard for Mamba FC. The left sidebar contains a menu with 'Club Management' highlighted. A red arrow points from 'Club Management' to the 'Players' option in the main content area. The main content area displays a table with the following data:

| Category | Count |
|----------|-------|
| Teams | 82 |
| Coaches | 55 |
| Players | 110 |
| Events | 44 |

The 'Players' row is highlighted with a red box. Above the table, there is a section for 'Outstanding Invoices Due to GotSport' showing 0 invoices and \$0.00 due. To the right of the table are buttons for Billing, Support, Tickets, and Programs. At the bottom, there is a section for 'Published And Finalized Schedules'.

Step 2:

- On the Players page, click "**Add Player**" to search for an existing player, or create a new player account.



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GotSport Players

Manage Players Upload Players Parents/Guardians

MAMBAFC / Players

Select Saved Search Search

Player Seasonal Year Is 22/23

Player Affiliate Name Is All selected (4)

Last Name Is

Search Add Filter (3) Clear

50 Per Page

Export Add Player

Players

Displaying Users 1 - 50 of 99 in total

| Name | Teams | Email/UserID | Gender | DOB | Age | Level | Phone |
|---|---|---------------------|--------|------------|-----|--|--------------------------|
| <input type="checkbox"/> Apen, Adrien | • Atlantic Beach Sharks | test104@test.com | Male | 02/02/2007 | U16 | Competitive (USCLUB) Competitive (USCLUB) Competitive (USYS) Competitive (USYS) | |
| <input type="checkbox"/> Beggins, Frodo | • Atlantic Beach Sharks • PANAMANIOS | barry@gotsoccer.com | Male | 03/17/2003 | U20 | Competitive (USCLUB) Competitive (USYS) | 9047464446 5132573533 |

Step 3:

THIS STEP IS EXTREMELY IMPORTANT TO AVOID DUPLICATE PLAYER ACCOUNTS

- When adding a new player, you will be asked to search for any existing account under that name and DOB.
- Enter the DOB, First/Last name, Zip Code, and Email that is associated with the player.

GotSport Players

Manage Players Upload Players Parents/Guardians

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Select Saved Search Search

Player Seasonal Year Is 22/23

Player Affiliate Name Is All selected (4)

Last Name Is

Search Add Filter (3) Clear

50 Per Page

Export Add Player

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|---------------------------------------|-------------------------|------------------|--------|------------|-----|----------------------|-------|
| <input type="checkbox"/> Apen, Adrien | • Atlantic Beach Sharks | test104@test.com | Male | 02/02/2007 | U16 | Competitive (USCLUB) | |

Add User

DOB First Name Last Name

Email/UserID (optional) Postal Code (optional)

Search



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- If an account is found with that matching information, you will be able to automatically add the user to the club, and will not need to create a new player account. Click "Select" to add the account to your organization

The screenshot shows the 'Add User' modal in the GotSport interface. The modal contains fields for DOB (October 30, 2017), First Name (Hallie), Last Name (Diotalevi), Email/UserID (optional) (hal@gotsport.com), and Postal Code (optional) (32266). A 'Search' button is located below these fields. Below the search button, a list of search results is displayed, enclosed in a red box. The first result is 'Diotalevi, Hallie' with email 'hal@gotsport.com' and role 'The Hot Shots - Manager'. A red arrow points to a 'Select' button next to this result. The background shows the 'Players' management page with a sidebar menu and a table of players.

| Age | Level | Phone |
|-----|---------------------|------------|
| U23 | Competitive (USYS) | 5555555555 |
| U14 | Recreational (USYS) | 1010101010 |
| U1 | Competitive (USYS) | 2034517433 |

Step Four:

If there are no matching player user accounts found

- You will then finish inputting the player's general information and click "Save" to create the new player user account. *To avoid issues down the road, please use the player's actual information, including a contact email (parent's info for minors).*
- Note: All data fields with a star (*) next to the field are required. From this page, you also can add the Affiliate Name to the Player's account which is vital in order to add them to Event Rosters



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No Users Found



Create New User



Photo

Choose File no file selected

First Name *

Test

Last Name *

Player

Email/UserID

Contact Email *

Phone *

DOB *

2010

October

7

Gender *

Select One...

Preferred Language

English (US) (English (US))

Password

Parent First Name *

Parent Last Name *



West Michigan Youth Soccer Association

Parent Email Address *

Time Zone Name

Eastern Time (US & Canada)

Mobile Phone Number *

Phone Number 2

Address *

Address (Continued)

City *

State/Province *

Postal Code *

Country

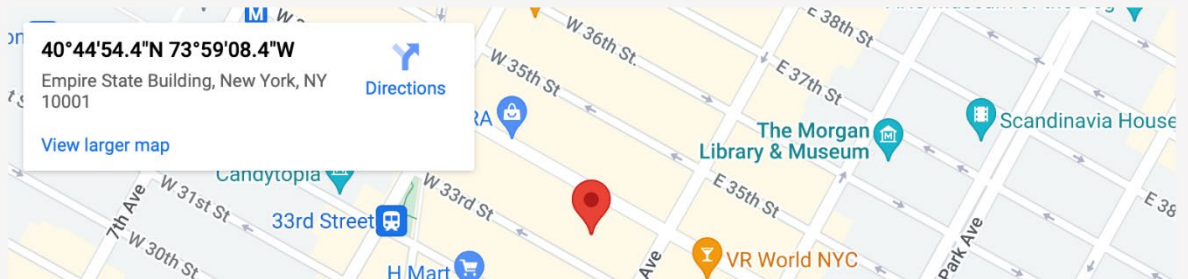
United States

Latitude

40.7484404

Longitude

-73.9856554





West Michigan Youth Soccer Association



Citizenship

Country

United States

Government ID

Leave blank if you don't want to change it.

Passport Number

Passport Expiration

Delete

Role Name

Player

Competitive Level*

Mamba FC

Save