



Michigan State Premier Soccer Program

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www.mspsl.org

MSPSP Team Enrollment (GotSoccer)

In order to participate in the Michigan State Premier Soccer Program, all teams must be entered into the corresponding GotSoccer season event. Once teams have been formed in GotSoccer (with players and coaches on the team) clubs should follow the below instruction to enter the teams into the MSPSP GotSoccer event.

NOTE: This process asks specific information about teams and their playing history. The process can also be passed along to the team coach or manager to complete (see the bottom of these instructions). It is recommended that the club completes registration, and can collect the information needed by distributing the below 'Team Information Application SAMPLE' link:
http://www.gotsport.com/forms/app/addform_custom.aspx?EventID=70370&testmode=true

Enrollment via Club (highly recommended)

- Completed via the club staff / admin.
- Clubs **completely new to MSPSP** must first enroll their club into MSPSP:
<https://www.gotsport.com/asp/application/league/?EventID=82166>
- Sign in to GotSoccer using your club username and password and click on the "Club" tab.
- Click on the "Teams" tab
- Locate the dropdown menu labeled "Register Teams In" above the list of teams and choose the MSPSP season you're enrolling the teams into and press the "Select" button.
- Once the Select button is pressed, the page will reload and the "Register" buttons will appear next to all teams that have not yet been entered into the MSPSP event.

The screenshot shows the 'Teams' management interface. At the top right, there are links for 'Team Info', 'Lock', 'Unlock', and 'Players'. Below this is a search and filter section with 'Page Size' (20), 'Photos' (No), and 'Show Universal Logins' (No). A 'Filter by Upcoming Event' dropdown is present. Below the filter are fields for 'Gender', 'Age', 'Level/Grade', and 'Coach/Manager Name'. The 'Register Teams In' dropdown is highlighted with a callout box labeled 'REGISTER TEAMS IN: Dropdown Menu'. Below it is a 'Select' button, also highlighted with a callout box labeled 'SELECT button'. At the bottom, there are buttons for 'Email Selected Teams', 'Print Selected Team Contacts', and 'Purge Universal Logins'. A table at the bottom shows a list of teams with columns for 'Gdt/Age', 'Number', 'Level/Grade', 'Club / Team Name', 'School', and 'Players'. The first row shows 'Boys U7', 'N/A', 'Inactive', 'TEST LEAGUE Season Test III', and '3'.

✓	Queue	Gdt/Age	Number	Level/Grade	Club / Team Name	School	Players
		Boys U7	N/A	Inactive	TEST LEAGUE Season Test III		3

Register Teams in: MSPSP Fall 2016 Registration (8/1/2016) Select Clear

Now showing teams NOT entered in MSPSP Fall 2016 Registration (8/1/2016)

Email Selected Teams > Print Selected Team Contacts Purge Universal Logins

Items 1 - 7 of 7

Team Registration: Use the Register button next to each team to access the registration form.

Registration	Quick Edit	Gdr/Age	Number	Level/Grade	Club / Team Name	School	Players	Secondary	Roster	T	R	Year*	DOB**
Register >	Q	Boys U18	N/A	Inactive	TEST LEAGUE Gophers		0	0	Available			1999	99/00
Register >	Q	Boys U18	N/A	Inactive	TEST LEAGUE Gopherss		1	0	Available			1999	01/02
Register >	Q	Boys U19	N/A	Inactive	TEST LEAGUE Season Test III		4	0	Available			1998	06/07
Register >	Q	Boys U20	N/A	Inactive	TEST LEAGUE Top Test		0	0	Available			1997	N/A
Register >	Q	Boys U20	N/A	Inactive	TEST LEAGUE Turtles		0	0	Available			1997	N/A

REGISTER button

- Press the Register button for any team you wish to register for MSPSP. You will be re-directed (new tab) to a **Team Application** asking for specific information for that individual team.
- Fill out all required fields until you reach the confirmation page.
- Repeat steps for each team you intend to enroll in MSPSP.

Individual Team Enrollment (not recommended)

- Completed via Team Coach or Manager
- Clubs can also elect to have individual teams enter their teams into the MSPSP event by distributing the below link.
- Coaches or Managers will log in via their GotSoccer team account, and proceed at the team application step above after navigating to the link below.
- <https://events.gotSPORT.com/forms/app/Default.aspx?EventID=82166>