



# Michigan State Premier Soccer Program

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## Event Enrollment/Team Information Submission

In order to participate in Michigan State Premier Soccer Program, all teams must be entered into the GotSoccer 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 be passed along to the individual teams (see the bottom of these instructions).

1. Sign in to GotSoccer using your club username and password and click on the "Club" tab.
2. Click on the "Teams" tab
3. Find the dropdown menu labeled "Register Teams In" and choose the MSPSP season you're enrolling the teams (only one should be available) and press the "Select" button.

The screenshot shows the 'Teams' tab in the GotSoccer interface. A green box labeled 'REGISTER TEAMS IN: Dropdown Menu' points to the 'Register Teams In' dropdown menu, which currently shows '(Select a League/Event)'. Another green box labeled 'SELECT button' points to the 'Select' button next to the dropdown menu. Below the dropdown menu are buttons for 'Email Selected Teams', 'Print Selected Team Contacts', and 'Purge Universal Logins'. The table below shows a list of teams, with the first team being 'Boys U7'.

Quick Edit	Gdr/Age	Number	Level/Grade	Club	Players
	Boys U7	N/A	Inactive	TEST LEAGUE Gophers	3

4. Once the Select button is pressed, "Register" buttons will appear next to all teams that have not yet been entered into the MSPSP event.

The screenshot shows the 'Teams' tab in the GotSoccer interface after the 'Select' button has been pressed. The 'Register Teams In' dropdown menu now shows 'MSPSP Fall 2016 Registration (8/1/2016)'. Below the dropdown menu are buttons for 'Email Selected Teams', 'Print Selected Team Contacts', and 'Purge Universal Logins'. The table below shows a list of teams, with the first team being 'Boys U18'. A green box labeled 'REGISTER button' points to the 'Register' button next to the first team.

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

5. 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.
6. Fill out all required fields until you reach the confirmation page.
7. Repeat steps 3-5 for each team you have in MSPSP.

### Club Application Form Link

<https://www.gotsport.com/asp/application/league/?EventID=63127>

Clubs can also elect to have individual teams enter their teams into the MSPSP event by distributing the below link. **NOTE: this route is NOT recommended.**

### Individual Team Application Form Link

<https://www.gotsport.com/forms/app/?EventID=63127>

