



## Michigan State Premier Soccer Program

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[www.mspsl.org](http://www.mspsl.org)

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### **How to Enroll Teams into MSPSP (GotSport) – Fall 2022**

MSPSP teams are enrolled in a team-by-team basis in GotSport via an application form. The application can be completed by a club user or coach / manager tied to the team. **Each team will need to complete GotSport enrollment (registration) into TWO events.**

**FIRST, enroll the team into the ‘MSPSP Fall 2022 – Spring 2023’ event. This must be done BEFORE completing enrollment into the ‘MSPSP Fall 2022 Scheduling’ event.**

‘MSPSP Fall 2022 – Spring 2023’ Enrollment Link: [https://system.gotsport.com/event\\_regs/23a6fc2baf](https://system.gotsport.com/event_regs/23a6fc2baf)

Event enrollment is straight-forward, and quickly enrolls your team into the MSPSP year-long registration event used for building rosters. The rosters you build within this event will be copied/mirrored over to be used for the Fall 2022 Scheduling event. Even if your team is only participating in the fall, you must enroll into this year-long event. Note: The application form for the year-long event is an automatic enrollment into the event. Also, there is NO FEE charged when enrolling in this event (team fees are charged during Scheduling event enrollment).

**SECOND, enroll the team into the ‘MSPSP Fall 2022 Scheduling’ event. This must be done AFTER you’ve completed enrollment into the year-long event (explained above).**

‘MSPSP Spring 2022 Scheduling’ Enrollment Link: [https://system.gotsport.com/event\\_regs/81b96ae9fb](https://system.gotsport.com/event_regs/81b96ae9fb)

This event hosts the fall schedule, is used for team documents, and provides match cards. Note: The application form for the scheduling event requires detailed team information and includes division requests. The fee to enroll in this event is \$550 per team, and the fee will be ‘invoiced’ as part of the team application.

For additional details on completing event enrollment for MSPSP in GotSport, continue reading below.

1. When accessing the event link, the application form will open a new window. From here, to proceed you are required to select a team either from the 'My Teams' window on the left, or by searching to find the desired team. Once you have located your desired team, select 'Register'. Note: In most cases, you should enroll an EXISTING team into the event (do not create a NEW team). If you cannot locate an existing team using the search, please contact your Club Administrator for assistance finding the team.

The screenshot displays two main sections: 'My Teams' on the left and 'Search Teams' on the right. The 'My Teams' section shows a team named 'MSPSP - MSPSP Test Team' with a 'Coach' role and a 'Register' button. The 'Search Teams' section includes a search instruction: 'Search for the teams that you manage or coach or for the teams of the clubs that you're a part of as a manager or coach. If you do not find your team, you can create a new team after the search.' Below this are search filters for 'Team' (MSPSP Test Team), 'Club' (MSPSP), 'Gender' (Girls), and 'Event Age' (U14). A red 'Search' button and a 'Clear Search' link are also present. At the bottom of the search section, the same team and 'Register' button are visible.



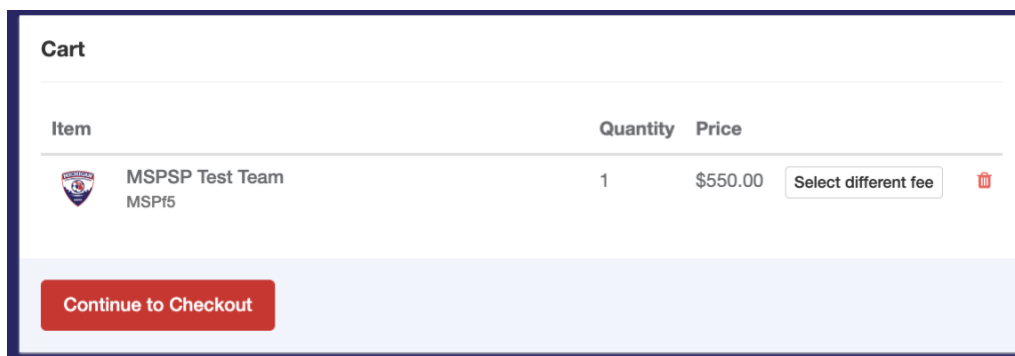
2. Complete the 'Update Profile', 'Team Information', 'Registration Form', and 'Fee Selection' sections. Remember, Event Age refers to the age group the team will be playing in 2022-2023.

Complete each application segment in its entirety with accurate information.

**On the 'Team Information' section, you must choose 'Premier' as the 'Competitive Level', or you will be unable to complete this application** and will receive the below error on the fee selection page. If you have this error, go back to the 'Team Information' section to amend.

**\*\*You do not have any matching payment plans to choose from. Please contact your organization administrator to complete registration.\*\***

3. The 'Fee Selection' section will go over the registration fee for the team. When enrolling in the year-long 'MSPSP Fall 2022 – Spring 2023' event, no fee is charged. When enrolling in the 'MSPSP Fall 2022 Scheduling' event, all teams' registration fees are \$550 per team.
4. The page after selecting the payment method will take you to your 'cart'. Select 'Checkout'.



5. The next page goes over your payment options and how you choose to pay. Here you can select between Credit Card or Check as options. If you have an affiliating league that is covering your registration fees, select Check.
6. Once you complete the payment process and hit 'Pay / Register' – the team is all set. Repeat this process for however many teams you have enrolling into MSPSP!

**Check & Affiliation payments are due by July 2<sup>nd</sup>.**

7. You will receive an email confirmation from GotSport confirming the team registration and form information provided, sent to the applicant's email.

After you have enrolled each team into GotSport, the club will complete one Affiliation Form (found on MSPSP website) and submit to MSPSP (or to their Affiliate) for all of the clubs teams.

Now it's time to change focus to player registration (SportsForms Player Contracts) & team official risk management requirements to have passcards issued on time!

**Player Registration Deadline is July 9<sup>th</sup>.**