

Michigan State Premier Soccer Program

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MSPSP GotSoccer Instruction Submitting Teams to the MSPSP Event

- 1. Sign in to GotSoccer using your club username and password. Teams can ONLY be entered into the MSPSP event via the club/organization account.
- 2. Click on the "Home" tab then click on the "Events" link in the blue bar.
- 3. Under "Events" click on "Search" in the grey bar.
- 4. In the Events Name box type "MSPSP" and click the Go button.
- 5. Click on "MSPSP Fall 2014".
- 6. Under League Application Form Click on "Apply Now" (do not select individual teams from the dropdown menu).



- 7. Click "Apply to MSPSP Fall 2014" and then "Join League"
- 8. A prompt will appear: "Join league without submitting a team application?" Press OK
- 9. Click on Manage Club in the upper left.
- 10. Click on "Teams" under the "Club" tab.
- 11. Find the dropdown menu labeled "Register Teams In:" and choose MSPSP Fall 2014.



- 12. Click "Select".
- 13. A message will appear in red saying "Now showing teams NOT entered in MSPSP Fall 2014"
- 14. Choose the teams you want to enter in MSPSP by checking the checkbox on the left.
- 15. Press the button "Enter Selected Teams".
- 16. A prompt will appear: "Are you sure you want to enter selected team(s) in MSPSP Fall 2014".

 Press "Yes"