



Michigan State Premier Soccer Program

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MSPSP GotSoccer Instruction Player, Team, Coach Account Creation

Creating Teams:

- Once logged in to the GotSoccer Club (Organizational) account click on the “Club” tab then select the “Teams” tab in the bar below.
- On the top of the page click “Add Team” in blue.
- Fill in all fields with the following exceptions
 - Leave “Club Name” as stated.
 - Do not repeat the club name in the team name field.
 - Do not fill in “Team ID” or “Position”.
 - Follow MSPSP guidelines for team naming.
 - Do not forget to fill out the “Team Login Information” section at the bottom. Make the team username and password something easy for teams to remember. Write down the username and password to distribute to teams and managers.
- Press “Save Team Account” on the right hand side of the page.
- Create a team account for every team you are affiliating into MSPSP.

Assigning players to teams:

- New players to the organization/club can be uploaded (see instructions below) or manually added by clicking on the “Create Player Profile” button (recommended).
- If your organization has any totally new teams they need to be created in the “Teams” tab prior to assigning players to the team.
- In your “Club”/“Players” tab utilize your filters to view one or several age groups at a time.
- Select the players that will be moving teams or need to be assigned to a new team by checking the box next to their name.
- In the filters find the dropdown labeled “Assign Team”. In the dropdown box you will find all the teams that you have created. You can assign the selected players to any of the teams either individually or several at a time by selecting the team and then pressing the “Assign” button next to the dropdown.

The screenshot shows the 'Club Player Accounts' management page. At the top, there are navigation tabs: Manage Players, Upload Players, Email Players, Program Registrations, Evaluations, and Player Search. Below these are several utility buttons: Create Player Profile, Export Players (CSV), Export Players (XLS), (Aff.XLS), and Team Builder. A 'Level/Grade Management' dropdown is set to '(Set Level/Grade)'. The 'Assign Team' dropdown is circled in red and shows a list of teams including Boys U10, Boys U11 - Recreational, Coed OPEN - Recreational, Coed U6 - Recreational, Coed U9 - Recreational, Coed U13 - Recreational, Coed U14 - Recreational, Boys U9 - Select, and Boys U11 - Select. Below this is a table of players with columns for ID#, Level/Grade, Last, First Name, Fam#, Family, School, Zip, DOB, Gdr, Group, and Team. The first few rows are circled in red.

ID#	Level/Grade	Last, First Name	Fam#	Family	School	Zip	DOB	Gdr	Group	Team
N/A		Alanzo, Juan					48170 12/12/2004	M	U6	
<input checked="" type="checkbox"/>	N/A	Recreational		Beggs, Caroline			48430 6/30/1999	F	U12	Season Test
<input checked="" type="checkbox"/>	N/A	Recreational		Beltz, Kenton			48430 4/10/1999	M	U12	Season Test II
<input checked="" type="checkbox"/>	N/A	Recreational		BurrellxTest, Jeremy			49022 4/10/1999	M	U12	Season Test
<input checked="" type="checkbox"/>	N/A	Recreational		Ciattia, Alan			48176 3/10/2001	M	U10	Season Test III
<input checked="" type="checkbox"/>	N/A	Recreational		EdwardsxTest, Mark			49022 7/18/2000	M	U11	Season Test
<input checked="" type="checkbox"/>	N/A	Recreational		KellyxTest, Devin			49022 10/27/2000	M	U10	Season Test
<input checked="" type="checkbox"/>	N/A	Recreational		erson. test			49085 1/1/2000	M	U11	Season Test

- If a player is not returning to the team, you need to assign them to the blank field at the top of the “Assigned Team” list. If you leave inactive players on your team they WILL be on your roster.

7. Once all players are assigned to the proper teams you will want to change the competitive level of the teams to Premier. This will also change the competitive level of all players on the team. You can change the level of the teams using the box labeled “Level/Grade Management” in the “Club”/“Teams” tab.

Uploading player and team information:

1. Click on “Club” along the top then “Players” on the blue bar
2. Click on “Upload Players” in the grey bar.
3. You will need to have an excel sheet prepared with all your player data including AT LEAST the following information: First and last name, player gender, address, date of birth date, team name (keeping consistent for all players on the same team), team gender, and team age group (ex: UXX). All players can be uploaded at the same in the same excel sheet. **The file will need to be saved as a CSV format.**

NOTE: Above is the minimum that MSPSP requires to be inputted into Got Soccer. We highly recommend that clubs begin to build their club account with email address, phone numbers, etc.
4. Select “Browse” at the bottom and find the file with your player data.
5. Leave the dropdown menu “Column Delimiter” as stated “Comma.”
6. Press “Open Selected File” and it will take a moment for your data to input.
7. You will see your columns appear on the next screen and you will need to match from the dropdown menu what you information you have listed in each column.
8. At the top in the second dropdown menu select “Create Teams.”
9. Hit “Import Data” at the bottom once you are finished.
10. The next page will give you a breakdown of all data inputted and data that was rejected. You can view the data rejected by selecting “Download skipped data”

Coaches and Managers:

1. Coaches and managers need to be created in the club account.
2. If they do not have an account created, create one for them in the “Club”/ “Coaches” (or Team Officials) tab by clicking on “Create Coach Profile” (or Team Official).
3. From there, the coach will need to apply for Risk Management. Coaches who are not approved for RM CANNOT be assigned to a team.
4. Coaches who already have an account created in your club, will only need one account. One coach account can be associated with several teams.
5. Assign coaches to teams in the “Club”/ “Teams” tab. Click on the team name and then assign the coach (plus assistant and managers) by finding them in the appropriate dropdown in the lower right box labeled “Approved Team Officials”. Press “Save Team Account” to assign.

Printing Rosters (Team Contacts):

1. Log on to your GotSoccer club account.
2. Click on the “Club” tab along the top and then select the “Teams” tab below.
3. In the boxes below you will see all of the teams in your club. Click on the empty box on the left-hand side of the teams that you wish to print rosters for. Note: you can print multiple rosters at the same time by simply checking multiple boxes.
4. Once you have selected the team(s) you want to print rosters for press “Print Selected Team Contacts.”
5. Print one (1) copy of the next page that appears for your MSPSP Registration Packet.