



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 also be passed along to the team coach or manager to complete (see the bottom of these instructions).

Enrollment via Club: 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=80071>

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' management interface. A dropdown menu labeled 'Register Teams In: (Select a League/Event)' is highlighted with a green box and labeled 'REGISTER TEAMS IN: Dropdown Menu'. Below it, a blue 'Select' button is highlighted with a green box and labeled 'SELECT button'. The page also shows filters for Gender, Age, and Level/Grade, and a table with one team listed: Boys U7.

4. 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' page after the 'Select' button was pressed. The 'Register Teams In' dropdown now shows 'MSPSP Fall 2016 Registration (8/1/2016)'. A red 'Clear' button is next to it. A green box labeled 'REGISTER button' points to the 'Register' button next to the first team in the table. The table has columns for Registration, Gdr/Age, Number, Level/Grade, Club / Team Name, School, Players, Secondary, Roster, T, R, Year*, and DOB**.

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

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 intend to enroll in MSPSP.

Individual Team Enrollment: 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. They will log in via their team account, and proceed at step 6 above.

<https://www.gotsport.com/forms/app/?EventID=80071>