



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 interface also includes filters for Gender, Age, and Level/Grade, and buttons for 'Email Selected Teams', 'Print Selected Team Contacts', and 'Purge Universal Logins'.

| ✓ | Quick Edit | Gdr/Age | Number | Level/Grade | Club / Team Name | School | Players |
|--------------------------|------------|---------|--------|-------------|-----------------------------|--------|---------|
| <input type="checkbox"/> | | Boys U7 | N/A | Inactive | TEST LEAGUE Season Test III | | 3 |

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' management interface 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 visible next to it. A green box labeled 'REGISTER button' points to a blue 'Register >>' button next to a team in the table. The table lists several teams with their respective details.

| 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 Gopherss | | 1 | 0 | Available | | | 1999 | 01/02 |
| Register >> | | Boys U19 | N/A | Inactive | TEST LEAGUE Season Test III | | 4 | 0 | Available | | | 1998 | 06/07 |
| Register >> | | Boys U20 | N/A | Inactive | TEST LEAGUE Top Test | | 0 | 0 | Available | | | 1997 | N/A |
| Register >> | | 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>