



Michigan State Premier Soccer Program

9401 General Drive Suite 130
Plymouth, MI 48170
Phone (734) 459-6650 Fax (734) 459-6664
Web site: www.mspsl.org



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 be passed along to the individual teams (see the bottom of these instructions).

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. At the top, there are filters for Page Size, Photos, and Show Universal Logins. Below that is a 'Filter by Upcoming Event' section with dropdowns for Gender, Age, and Level/Grade. A 'Register Teams In' dropdown menu is highlighted with a green box and labeled 'REGISTER TEAMS IN: Dropdown Menu'. Next to it is a 'Select' button. Below the filters are buttons for 'Email Selected Teams', 'Print Selected Team Contacts', and 'Purge Universal Logins'. A table of teams is shown with columns for Gdr/Age, Number, Level/Grade, Club, and Players. The first row is highlighted in yellow and has a 'SELECT' button next to it, which is also highlighted with a green box and labeled 'SELECT button'.

4. Once the Select button is pressed, "Register" buttons will appear next to all teams that have not yet been entered into the MSPSP event.

This screenshot shows the 'Register Teams in' dropdown menu. The selected option is 'MSPSP Fall 2016 Registration (8/1/2016)'. Below the dropdown are 'Select' and 'Clear' buttons. A message states 'Now showing teams NOT entered in MSPSP Fall 2016 Registration (8/1/2016)'. Below that are buttons for 'Email Selected Teams', 'Print Selected Team Contacts', and 'Purge Universal Logins'. A table of teams is shown with columns for Registration, Gdr/Age, Number, Level/Grade, Club / Team Name, School, Players, Secondary, Roster, T, R, Year*, and DOB**. The first row is highlighted in yellow and has a 'Register' button next to it, which is highlighted with a green box and labeled 'REGISTER button'.

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 have in MSPSP.

Clubs can also elect to have individual teams enter their teams into the MSPSP event by distributing the below link. **NOTE: this route is not recommended.** Teams will need to have their team account username and password: <https://events.gotsport.com/forms/app/Default.aspx?EventID=67729>