



# 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 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.

Teams

Page Size 20 Photos No Show Universal Logins No Show C

Filter by Upcoming Event

Gender Age Level/Grade

Team Name/School Dist. Coach/Manager Name

Register Teams In: (Select a League/Event) **SELECT**

Email Selected Teams Print Selected Team Contacts Purge Universal Logins

Items 1 - 5 of 5

Quick Edit	Gdr/Age	Number	Level/Grade	Club	Players
<input type="checkbox"/>	Boys U7	N/A	Inactive	TEST LEAGUE Gophers	3

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.

Register Teams In: MSPSP Fall 2016 Registration (8/1/2016) **SELECT** **CLEAR**

Now showing teams NOT entered in MSPSP Fall 2016 Registration (8/1/2016)

Email Selected Teams Print Selected Team Contacts Purge Universal Logins

Items 1 - 7 of 7

Team Registration: Use the Register button next to each team to access the registration form.

Registration	Quick Edit	Gdr/Age	Number	Level/Grade	Club / Team Name	School	Players	Secondary	Roster	T	R	Year*	DOB**
<b>REGISTER</b>	<input type="checkbox"/>	Boys U18	N/A	Inactive	TEST LEAGUE Gophers		0	0	Available			1999	99/00
<b>REGISTER</b>	<input type="checkbox"/>	Boys U18	N/A	Inactive	TEST LEAGUE Gophers		1	0	Available			1999	01/02
<b>REGISTER</b>	<input type="checkbox"/>	Boys U19					4	0	Available			1998	06/07
<b>REGISTER</b>	<input type="checkbox"/>	Boys U20					0	0	Available			1997	N/A
<b>REGISTER</b>	<input type="checkbox"/>	Boys U20					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 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=57244>