



# 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.

**Club Event Application Form Link:** <https://www.gotsport.com/asp/application/league/application.asp?EventID=70370>

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 (20), Photos (No), and Show Universal Logins (No). Below these are filters for Gender, Age, and Level/Grade. A dropdown menu labeled 'Register Teams in:' is highlighted with a green box and labeled 'REGISTER TEAMS IN: Dropdown Menu'. To its right is a 'Select' button, also highlighted with a green box and labeled 'SELECT button'. Below the dropdown are buttons for 'Email Selected Teams', 'Print Selected Team Contacts', and 'Purge Universal Logins'. A table below shows a list of teams, with the first row highlighted in orange: Boys U7, N/A, Inactive, TEST LEAGUE Season Test III, 3 players.

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.

The screenshot shows the registration page after clicking 'Select'. At the top, it says 'Register Teams in: MSPSP Fall 2016 Registration (8/1/2016)' with a 'Select' button and a 'Clear' button. Below this, it says 'Now showing teams NOT entered in MSPSP Fall 2016 Registration (8/1/2016)'. There are buttons for 'Email Selected Teams', 'Print Selected Team Contacts', and 'Purge Universal Logins'. A table below shows a list of teams, with the first row highlighted in orange: Boys U18, N/A, Inactive, TEST LEAGUE Gophers, 0 players, 0 secondary players, Available, 1999, 99/00. A green box highlights the 'Register' button for this team, 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 (**NOTE:** This process asks specific information about teams and their playing history. The process can be passed along to the individual teams - see below).
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 have individual teams (coaches or managers) enroll into the MSPSP event by distributing the below link and using the team account login. It is important that the information entered is 100% accurate and the correct payment option is selected. Because of this, MSPSP recommends club administrators / registrars handle registration using the above club-enrollment method.

**Individual Team Application Form Link:** <https://events.gotsport.com/forms/app/Default.aspx?eventid=70370>

Teams can print / provide the ‘Team Information Sheet’ to admins for enrollment information:  
[http://www.gotsport.com/forms/app/addform\\_custom.aspx?EventID=70370&testmode=true](http://www.gotsport.com/forms/app/addform_custom.aspx?EventID=70370&testmode=true) (sample form)