**2010/2011 Gotsoccer instructions:**

**To Add Players:**

Enter your team GotSoccer account page.

Click on the “Roster” icon in the grey menu bar….then click on the “Add Player” button.

You will need to enter the players full legal name (no nicknames), gender, date of birth, state registered (NJ) and email address.

Then click on the “save” button.

The other fields are optional.

**To Add Coaches:**

Click on the “coach” tab in the grey menu bar and chose if this is a head coach or asst coach by selecting the proper tab.  Note, there can only be one head coach.

Enter all of the contact info for the coach (or assistant coach).

**To add “Non Volunteer Coach” (trainers). This is gonna take time….get your trainers moving!**

If you want to add a non-volunteer/trainer to your team, the non-volunteer must FIRST register with NJ Youth Soccer.

They will need to visit the State Office and be placed on the “system” ….and be marked “Complete.”

Once the Trainer is on the system, you will be able to look them up to add them to your team.

From the Head Coach or Assistant Coach tab, click “Search for Available Coaches” button.

After clicking this button, enter the Trainers name, then click the “Search” button.

The Trainer’s name should be displayed and you can then click the “Select” button to add them to your roster.

**Generating (Printing) the Official Roster and Player Passes:**

I think it’s easier if you consider GotSoccer as a system you’d use for entering tournaments and leagues (which GotSoccer calls “events”).

You can enter more than one tournament and more than one league.

**AFTER** you have entered your players and coaches, go to your Home screen.

From here you click on the league event you have been accepted to, which for most teams it is MidNJ (you should also see the event for EB’s Labor Day Tourney).  Again, click on MidNJ.

Note, if you do not see any “Accepted” leagues, you need to contact me or Liz.

From here you will click on the “Roster” tab.

(This Roster tab differs from the Roster icon you used to enter players/coaches.

This Roster Tab is only for the one League Event).

Once you click on the Roster tab, you will see that your team has been assigned an ID Number (this is your team number).

**THE NEXT STEP SHOULD NOT TO BE DONE UNTIL ALL PLAYER/COACH INFO IS ENTERRED AND DOUBLE CHECKED FOR ACCURACY!!!**

Once you double/triple check that all player info is accurate, click the Freeze Roster button.

Once the roster is Frozen, some new links will appear above the list of players and you can print out the passes and roster.

Note, you cannot print out the player passes until you receive the blank ones from me (or Liz).

If you click on “Standard NJ” the system will generate an Official NJ Roster (that will be given to the District Commissioner for approval).

If you click on “Front (for pre-printed card stock)” the system will generate player passes for all players on the team.

If you click on “Front” in the ID column for a player, the system will generate a player pass for just that one player.

The official passes will be printed on the blank US Youth Soccer passes provided in your team packet.

The packet will also include a blank copy page to use for test printing.   I strongly recommend that you make a couple copies of the test page as practice before attempting to print out the official passes.

After you have printed out the passes and four (4) copies of the official roster, everything is similar to the old method.

Glue the player/coach photo on the back of each pass…have the player/coach sign the pass.  Paperclip all the information together, separated by player (so you have a clip of forms for each player)….and submit the package to me for review.