

## REGISTERING TEAMS FOR WYOMING LEAGUE

The teams can be registered by the CLUB REGISTRAR or by EACH TEAM'S COACH OR MANAGER.

### CLUB REGISTRAR

1. If the club/CLUB REGISTRAR prefers to register all of the teams use this link: <https://events.gotsport.com/forms/app/Default.aspx?EventID=19653> and complete a registration form for each team. You will have to log in using each team's individual user name and password. DO NOT make a new team account for existing teams. GotSoccer will create an invoice for each team you register but the club can send one check for all of the team registrations; the club can also pay with a credit card.

#### To find a TEAM'S user name and password:

- i. Log in to your club GotSoccer account; go to the **CLUB** tab and then click on TEAMS
- ii. In the list of teams, click on a team name. The **Basic Team Information** window will open. The team user name and password are at the bottom left.
- iii. After you log in to register there will be instructions on how to enter an event. Do the same thing for each team you will enter.

### TEAM COACH OR MANAGER

2. If the club/club registrar prefers, each team's COACH or MANAGER can register their team and pay the registration fee using a credit card or by sending a check. The COACH or MANAGER can use this link (which is the same as the one above):

<https://events.gotsport.com/forms/app/Default.aspx?EventID=19653>

For a team coach or manager to register their team they need their team's user name and password. To email each coach their team's user name and password and provide them with the league registration instructions:

- i. Log in to the club GotSoccer account; go to the **CLUB** tab and then click on TEAMS
- ii. At the team list, click in the check box to the left of the Team Gender column
- iii. Click on the Email Selected Teams button and follow the instructions. Choose "Personalized" as the email type so that the user name and password info is included in the individual emails. Then, copy and paste the INDIVIDUAL TEAM APPLICATION link into the email. You cannot use an attachment in the GotSoccer email system.

After the coach logs in there will be the instructions on how to enter a team into spring league.

3. **AN EASIER OPTION:** A team's COACH or MANAGER can register their team and pay the registration fee by logging directly into their team account (of course they need the user name and password, which you can email using the instructions above):
  - i. After logging in click on EVENTS in the dark blue menu bar
  - ii. Click on SEARCH EVENTS in the grey menu bar
  - iii. In the Find Events box select WY for the state and League for the Event Type. Wyoming League Fall 2011 will come up; click on that and complete the registration process.