

This comes from the GotSoccer "Registrar Manual". You can find that manual at <http://support.gotsport.com/clubsite/?p=198>. This can be useful for a club registrar but it also contains information on the extended club version of GotSoccer. Unless your club has upgrade to that with GotSoccer, and are paying a registration fee to GotSoccer, you have the Basic club version, which is free.

This manual is for those who will be Generating and Printing team Official Rosters and Player/Coach/Team Official ID cards and will only be applicable to those who have the "Registrar" tab in their account. If you don't have the "Registrar" tab, please contact your State office (if your state uses GotSoccer for registration) or your GotSoccer representative to have it turned on for you.

You will first need to get your teams into the "Registrar" tab so that you can generate and print official rosters and ID cards. There are two different ways that you can get teams to appear in your "Registrar" tab and we will review both of those methods in this manual.

One method is to create a **REGISTRATION EVENT**, as this will be the vehicle to move your teams from the **CLUB/HOME ASSOCIATION** tab to the **REGISTRAR** tab for the purposes of rostering and carding. The **REGISTRATION EVENT** method is for those associations who will not be using GotSoccer for their league scheduling and who only need to generate Official Rosters and ID Cards.

Moving Teams From The Registrar Tab or the Club/Home Association Tab Into Your Registration Event

1. Once you have created the registration event click on **TEAMS** in the blue menu bar and **VIEW & MANAGE** in the grey menu bar.



2. From the **ENTER TEAMS IN AN IN-HOUSE LEAGUE OR REGISTRATION EVENT** drop down menu, choose your registration event and click the **SELECT** button. This will pull up all the teams in your account that are NOT enrolled in your registration or league event.



3. Set your page size to **INFINITE** if you plan on putting all your teams into the registration event, otherwise filter your list accordingly. Then click the **SELECT** column heading to select all the teams on the page or check the box next to teams you want to put into the event and click the **ENTER SELECTED TEAMS** button.

