



SAY East District Representative's Guide to GotSport



Contents

Summary	3
GotSport Account Management	3
Creating Rosters on GotSport	3
Editing and Maintaining Rosters Online	14
Registering Your District’s Teams with SAY East and Cloning the Rosters	15
Entering Blackout Dates	21



Roster Submission Guide



Summary

You will use GotSport to upload, edit, submit, and print your rosters. You will also be able to enter any blackout dates a team may have for the upcoming season. Here are the four steps to successfully registering your District's teams with SAY East.

1. Create Rosters on GotSport through uploading or manually entering them.
2. Confirm the Teams and Rosters on GotSport are accurate.
3. Register the Teams to SAY East and add your players and coaches to the SAY East Roster.
4. Enter blackout dates.

Please review this entire document before you start the Roster process.

GotSport Account Management

Each District is set up as a club on GotSport which allows you to upload and manage your district's rosters. To access your district's information, login at <https://system.gotsport.com/>. If this is your first time logging in or you need to reset your password, go to https://system.gotsport.com/password_resets/new

If you have recently taken over the District Representative duties for your district and do not have a GotSport login, please ask your Team Committee Chair to set you up with a login ID so you can access your District's information.

Creating Rosters on GotSport

You can easily upload the coach and player information for your teams. Once uploaded, edits can be made online or by uploading another file. If you prefer, you can enter the coach and player information manually. If you want to create your teams manually (i.e. not via uploading files) then skip to the section titled Editing and Maintaining Rosters Online.

Step One – Download Templates

In order to upload your rosters to GotSport, first download the Coaches template from [here](#) and the Players template from [here](#). It is highly recommended you use Excel to edit these files and create your roster upload files. The files must remain in the CSV format, or the uploads will not work. Please only use the templates linked in these instructions. Do not use the templates that can be downloaded directly from GotSport. Download the templates each season so you have the most recent version.

Step Two – Populate the Templates with your data



Roster Submission Guide



A few notes about the data formats:

Column Heading/Field	Coach Template File	Player Template File
Team Name	Enter the Head Coach's last name only. Please make sure to use unique names for each team. Please make sure to use unique names for each team. Your District's name is automatically added to the team name by the system.	Exactly match the Team Name from the Coach template file. Enter the Head Coach's last name only. Please make sure to use unique names for each team. Your District's name is automatically added to the team name by the system.
Team Gender	Enter one of the following: <ul style="list-style-type: none"> • Boys • Girls • If Co-ed, use Boys 	Enter one of the following: <ul style="list-style-type: none"> • Boys • Girls • If Co-ed, use Boys
Team Age	Corresponds with the Comp Level noted below and is one of the following: <ul style="list-style-type: none"> • U8 • U10 • U12 • U14 	Corresponds with the Competitive Level noted below and is one of the following: <ul style="list-style-type: none"> • U8 • U10 • U12 • U14
Comp Level (Coach file) Competitive Level (Player file)	Corresponds with the Team Age noted above and is one of the following: <ul style="list-style-type: none"> • Passers • Wings • Strikers • Kickers 	Corresponds with the Team Age noted above and is one of the following: <ul style="list-style-type: none"> • Passers • Wings • Strikers • Kickers
First Name	First Name of Coach	First Name of Player
Last Name	Last Name of Coach	Last Name of Player
Gender	Enter one of the following: <ul style="list-style-type: none"> • Male • Female 	Enter one of the following: <ul style="list-style-type: none"> • Male • Female
Birthdate (Coach File) DOB (Player File)	Birthdate must be in MM/DD/YYYY format	Birthdate must be in MM/DD/YYYY format
Address1 (Coach file) Address (Player file)	Enter the house number and street name	Enter the house number and street name
City	Enter name of City	Enter name of City
State	Enter the two-letter abbreviation (e.g. OH) for the State	Enter the two-letter abbreviation (e.g. OH) for the State
Zip	Enter the five-digit Zip Code (e.g. 45202)	Enter the five-digit Zip Code (e.g. 45202)
Phone Number	Enter the Cell Phone in 10-digit format (e.g. 513-555-1234)	Enter phone in 10-digit format (e.g. 513-555-1234)
Notes	List the Head Coach first followed by the Assistant Coach(es).	Contact Information for at least one Parent/Guardian must be included for each Player. The information for a second Parent/Guardian is optional.

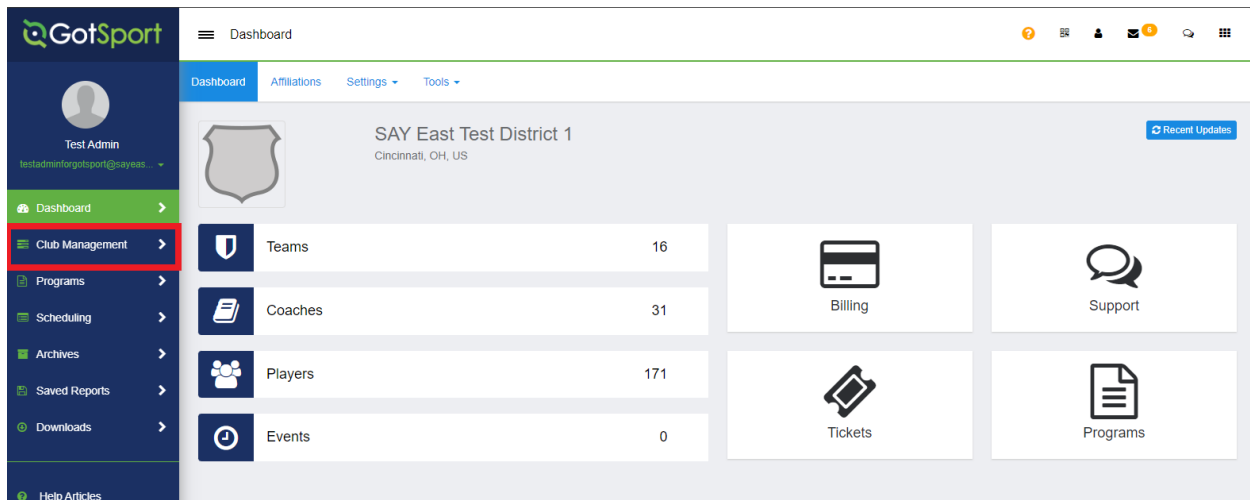


Roster Submission Guide



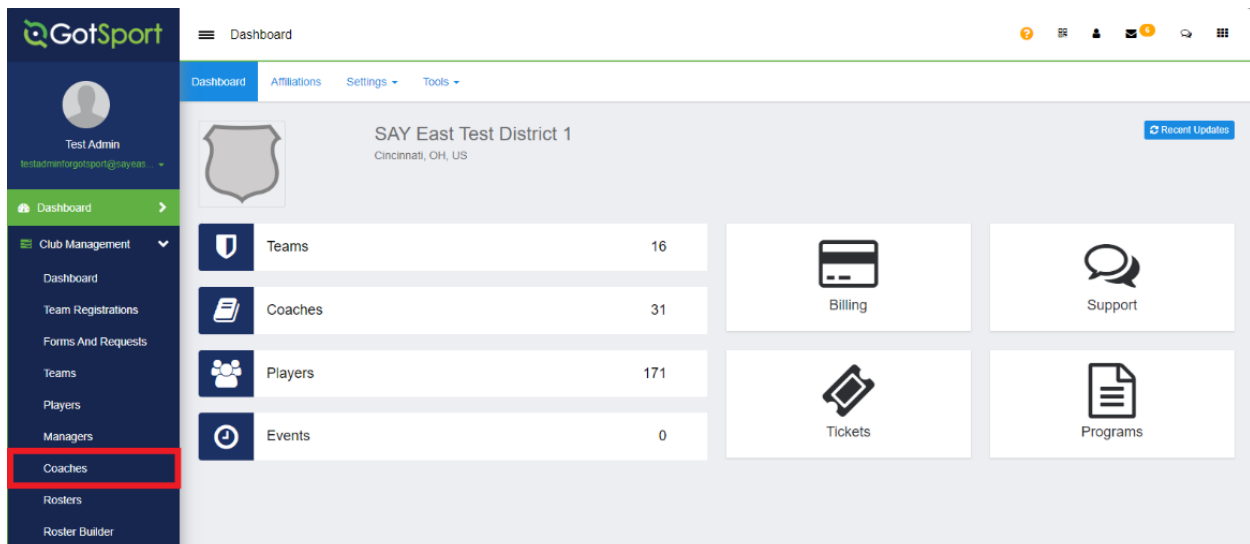
Step Three – Upload your files.

It is very important that you upload the Coaches File before the Players File. Login to GotSport and click on Club Management.



Step Four

Click on Coaches.





Roster Submission Guide



Step Five

Click on Upload Coaches.

The screenshot shows the GotSport web application interface for managing coaches. On the left is a dark blue sidebar with the GotSport logo and a user profile for 'Test Admin'. The main content area has a top navigation bar with 'Manage Coaches' and 'Upload Coaches' buttons; the latter is highlighted with a red rectangle. Below this, a breadcrumb trail shows '520991902 / Coaches'. The main form contains several dropdown menus for filtering coaches: Affiliation, User Name, Competitive Level, Seasonal Year, Email/UserID, Role Status (set to 'All'), Completed Form, Has Not Completed Form, Requirements Completion Status, Requirements Status, Registered in Program, Not Registered in Program, Eligibility Status, and Is Invoiced.



Roster Submission Guide



Step Six

Click on the Select Affiliation dropdown and pick SAY. Confirm the First Row Contains Column Headings and Team Upload options are checked. Next, click the Choose File button and then the Coaches file you have created. Then click on the Open Selected File button.

Import

Upload a .txt or .csv data file

Select Affiliation
SAY

With this affiliation selected each row must have a Competitive Level field with one of the following competitive levels:

- Kickers
- Minors
- Passers
- Seniors
- Strikers
- Wings

☒ First row contains column headings

Column Delimiter
Comma

☒ Team Upload

File
Choose File | No file chosen

Open Selected File

Instructions

[Download template](#)

If you re-import coaches already in your account, the system will match on name, gender, and date of birth to update existing accounts with newly provided contact information. This also means you can upload the same data twice without creating duplicates.

- Rows must be on separate lines.
- Each row should have the same number of columns.
- Do not use punctuation or symbols in column names.
- Dates need to be in a mm/dd/yyyy, yyyy/mm/dd, or yyyy-mm-dd format
- Required fields are listed below:

[First Name](#)
[Last Name](#)
[Email](#)



Roster Submission Guide



Step Seven

Confirm that the column names from your upload file matches the GotSport field names. You will have to scroll to the right to confirm all field names match. Once you have matched all the field names, click the Import Data button.

Import Coaches

Manage Coaches Upload Coaches

Coaches / Import

Import

Please select field mappings. Required fields are marked with an asterisk.

TEAM UPLOAD SELECTED - UPLOAD MUST HAVE ADDITIONAL TEAM FIELDS: Team Name, Team Gender, Team Age

Showing first ten rows below:

Comp Level	Team Name	Team Gender	Team Age	First Name	Last Name	Gender	Address1
Comp Level	Team Name	Team Gender	Team Age	First Name*	Last Name*	Gender	Address1
Passers	Smith	Boys	U8	Jack	Smith	Male	425 Walnut St
Passers	Smith	Boys	U8	Rob	Eisenhower	Male	430 Walnut St
Wings	Jones	Girls	U10	Sara	Jones	Female	425 Walnut St
Wings	Jones	Girls	U10	Mary	Argenta	Female	430 Walnut St

Import Data Cancel: click to upload a different file

Step Eight

On the next screen, you should see a message in the green box indicating your import has been queued. Within a few minutes of your upload, you will receive an email with the results of the import processing.

Import Coaches

Manage Coaches Upload Coaches

The import has been queued. You will receive an email with the results when the import is finished processing.

Import Instructions



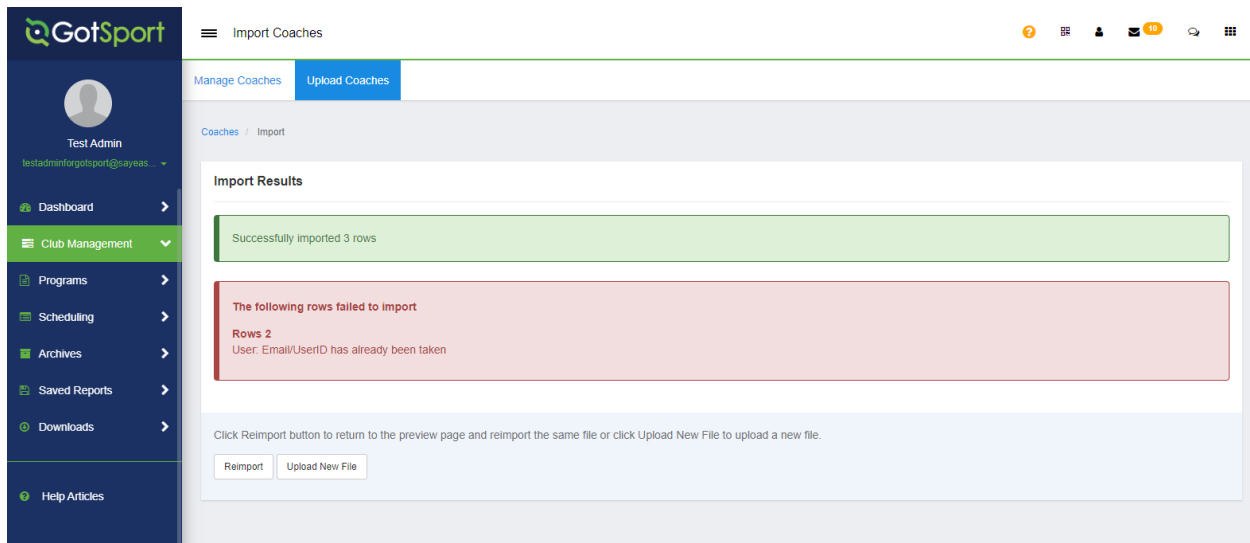
Roster Submission Guide



Step Nine

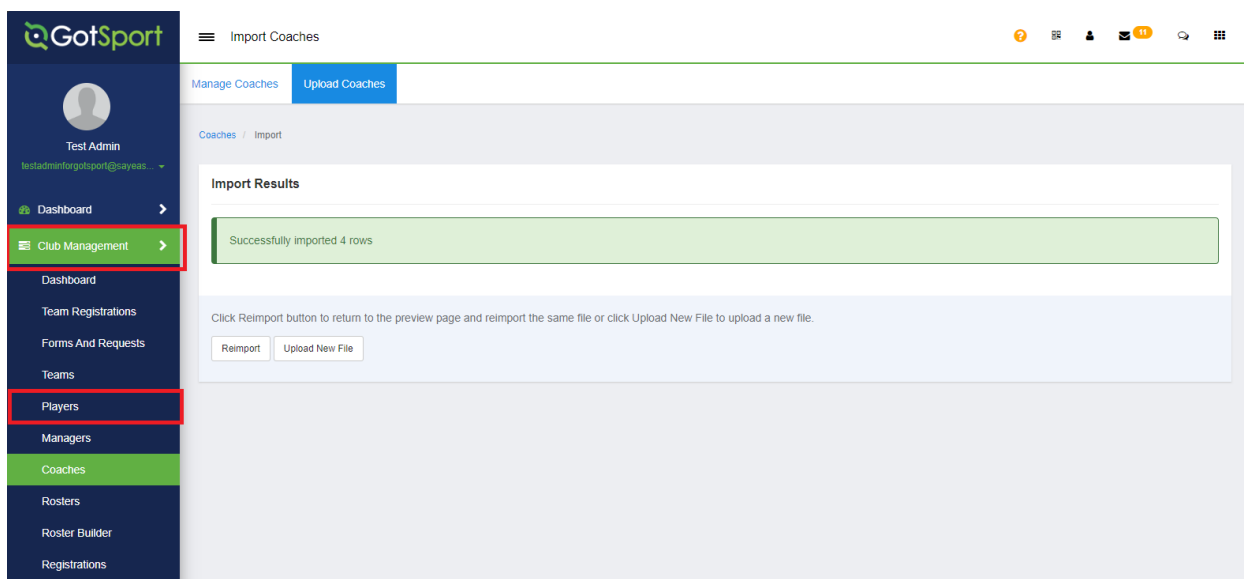
Once you receive the email from GotSport, click the Import Results link and you will see the screen like the screen below. Be sure to read the Import Results message to confirm all your data uploaded successfully.

If there were any issues with your file, click the Upload New File button. That will return you to Step Seven. Correct your upload file and procedure from there.



Step Ten

After a successful upload of your coaches, click on Club Management and then select Players.





Roster Submission Guide



Step Eleven

Click on Upload Players.

Step Twelve

Click on the Select Affiliation dropdown and pick SAY. Confirm the First Row Contains Column Headings and Team Upload options are checked. Next, click the Choose File button and then the Players file you have created. Then click on the Open Selected File button.



Roster Submission Guide



Step Thirteen

Confirm that the column names from your upload file matches the GotSport field names. You will have to scroll to the right to confirm all field names match. Once you have matched all the field names, click the Import Data button.

Import Players

Manage Players Upload Players Parents/Guardians

Test Admin
testadmin@gotsport@sayeast

Dashboard

Club Management

Programs

Scheduling

Archives

Saved Reports

Downloads

Help Articles

Import

Please select field mappings. Required fields are marked with an asterisk.

TEAM UPLOAD SELECTED - UPLOAD MUST HAVE ADDITIONAL TEAM FIELDS: Team Name, Team Gender, Team Age

Showing first ten rows below:

Team Name	Team Gender	Team Age	Competitive Level
Smith	Boys	U8	Passers
Smith	Boys	U8	Passers
Smith	Boys	U8	Passers
Smith	Boys	U8	Passers
Smith	Boys	U8	Passers
Smith	Boys	U8	Passers
Smith	Boys	U8	Passers
Smith	Boys	U8	Passers
Smith	Boys	U8	Passers
Smith	Boys	U8	Passers

Import Data Cancel: click to upload a different file

Step Fourteen

On the next screen, you should see a message in the green box indicating your import has been queued. Within a few minutes of your upload, you will receive an email with the results of the import processing.

Import Players

Manage Players Upload Players Parents/Guardians

Test Admin
testadmin@gotsport@sayeast

The import has been queued. You will receive an email with the results when the import is finished processing.

Import Into Club Instructions

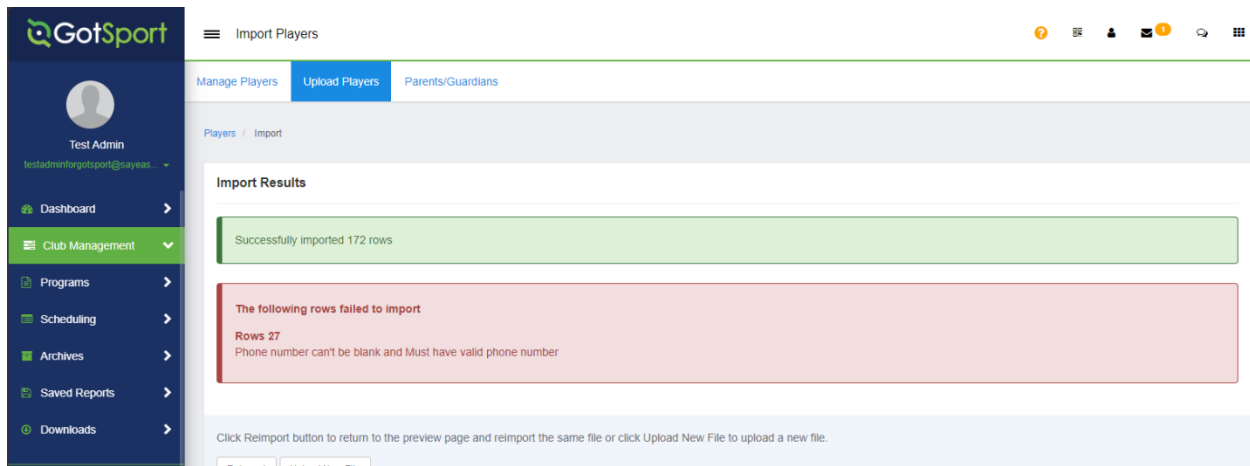


Roster Submission Guide



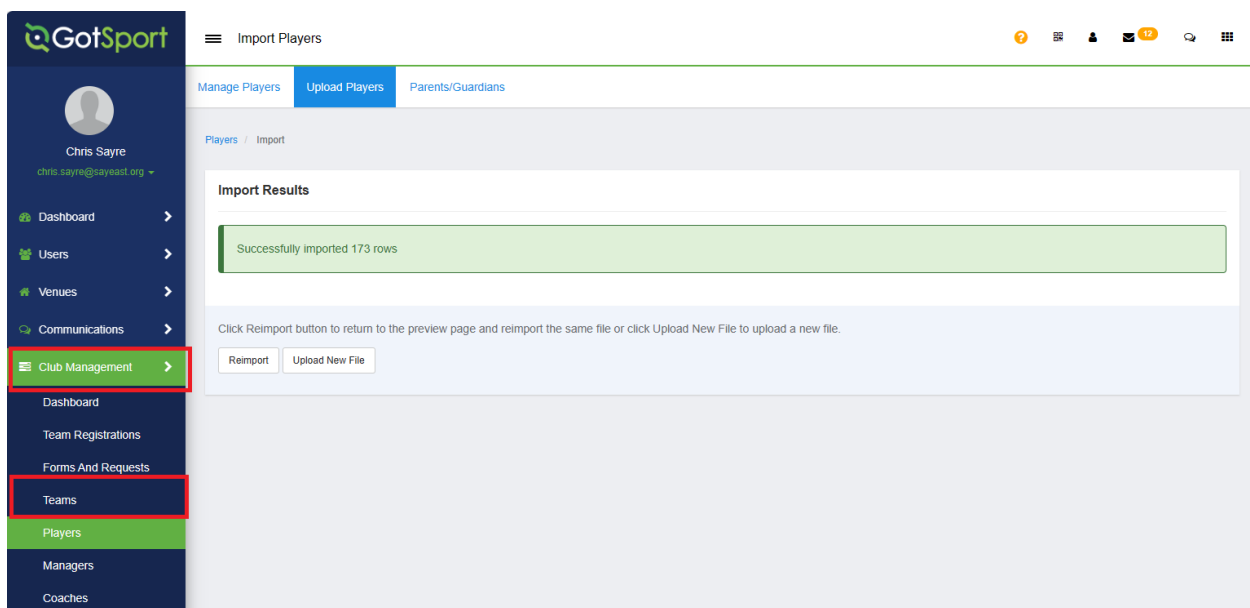
Step Fifteen

Once you receive the email from GotSport, click the Import Results link and you will see the screen like the screen below. Be sure to read the Import Results message to confirm all your data uploaded successfully. If there were any issues with your file, click the Upload New File button. That will return you to Step Twelve. Correct your upload file and procedure from there.



Step Sixteen

After a successful upload of your players, click on Club Management and then select Team Registrations.





Roster Submission Guide



Step Seventeen

Review the list of teams and confirm the correct Team Name, Team Gender, Age Level and number of players per team. Review the correct coaches are assigned to a team by clicking the number in the Coaches column.

If you need to delete a team, click on the team name and select the Remove button in the bottom right of the screen. Click Ok on the confirmation box.

The screenshot shows the GotSport web application interface for managing teams. On the left is a dark blue sidebar with the GotSport logo and a user profile for 'Test Admin'. The main content area has a top navigation bar with 'Teams' selected. Below this is a search filter section with dropdowns for 'Search Team Name', 'Age Group' (Min, Max), 'Gender' (All), 'Level' (Select One), 'Event' (Select One), 'Has Legacy ID?' (checkbox), and 'Archived' (No). A 'Search' button and a 'Clear Search' link are present. Below the filters is a table titled 'Teams' showing two teams: Jones and Smith. The table has columns for Name, Association, Level, Age, Gender, Player List, Locks, Players, Coaches, Managers, and Document Access. The Jones team is listed as 'Wings' with age 'U10', 'Female', and 'Visible' status. The Smith team is listed as 'Passers' with age 'U8', 'Male', and 'Visible' status. Both teams have 0 players, 4 coaches, and 0 managers. The document access column shows 'ID Cards' and 'Roster PDF' for both teams.

Name	Association	Level	Age	Gender	Player List	Locks	Players	Coaches	Managers	Document Access
<input type="checkbox"/> Jones 466046	Wings	U10	Female	Visible		0	4	0		<input checked="" type="checkbox"/> ID Cards <input checked="" type="checkbox"/> Roster PDF
<input type="checkbox"/> Smith 466045	Passers	U8	Male	Visible		10	3	0		<input checked="" type="checkbox"/> ID Cards <input checked="" type="checkbox"/> Roster PDF



Roster Submission Guide



Editing and Maintaining Rosters Online

If you prefer to manually create your District's teams, coaches and/or players rather than through uploads, please follow these instructions:

Teams – <https://gotsport.zendesk.com/hc/en-us/articles/4404133479191-Create-a-Team>

Coaches – <https://gotsport.zendesk.com/hc/en-us/articles/360023076233-How-to-Create-or-Add-A-Coach-From-an-Admin-Account>

Players (Add) - <https://gotsport.zendesk.com/hc/en-us/articles/360038213154-Add-Create-a-New-Player>

Players (Remove) - <https://gotsport.zendesk.com/hc/en-us/articles/4406024686231-How-Do-I-Remove-a-Player-Role>

You can edit Team and Player information online under the Club tab on either the Team or Player Page.



Roster Submission Guide



Registering Your District's Teams with SAY East and Cloning the Rosters

After you have completed your upload and confirmed your districts rosters are accurate on GotSport, you must submit your teams and clone the rosters to SAY East.

Step One

Click on the Club Management and then Teams. On the next screen click on Registration.

The screenshot shows the GotSport web application interface. On the left is a dark blue sidebar with the GotSport logo and a user profile for 'Test Admin'. The main navigation menu includes Dashboard, Club Management (highlighted), Programs, Scheduling, Archives, Saved Reports, Downloads, and Help Articles. The top navigation bar shows 'Teams' with a dropdown menu containing 'Club Management', 'Teams', 'Registration' (highlighted with a red box), 'Match Minutes', and 'Merge Club Users'. The main content area is titled '52G991902 / Teams' and contains a search filter section with fields for Search Team Name, Age Group (Min/Max), Gender, Level, Event, Has Legacy ID?, and Archived. Below the filters is a 'Search' button and a 'Clear Search' link. The main section is titled 'Teams' and shows 'Displaying all 2 teams'. It contains a table with columns: Name, Association, Level, Age, Gender, Player List, Locks, Players, Coaches, Managers, and Document Access. Two teams are listed: 'Jones' (Wings, U10, Female, Visible) and 'Smith' (Passers, U8, Male, Visible). Both teams have 0 players, 4 coaches, and 0 managers. The 'Document Access' column shows 'ID Cards' and 'Roster PDF' with green checkmarks.

Name	Association	Level	Age	Gender	Player List	Locks	Players	Coaches	Managers	Document Access
Jones 466046		Wings	U10	Female	Visible		0	4	0	<input checked="" type="checkbox"/> ID Cards <input checked="" type="checkbox"/> Roster PDF
Smith 466045		Passers	U8	Male	Visible		10	3	0	<input checked="" type="checkbox"/> ID Cards <input checked="" type="checkbox"/> Roster PDF



Roster Submission Guide



Step Two

Under Organization Events, ignore the ad for the GotSport App and look for the upcoming SAY East season and click the Register button.

The screenshot displays the GotSport web application interface. On the left is a dark blue sidebar with the GotSport logo at the top, followed by a user profile for 'Test Admin' and a list of navigation links: Dashboard, Club Management (highlighted), Programs, Scheduling, Archives, Saved Reports, Downloads, and Help Articles. At the bottom of the sidebar is a 'Support' button. The main content area has a top navigation bar with 'Events' selected. Below this is a sub-navigation bar with 'Club Management', 'Teams', 'Registration' (highlighted), 'Match Minutes', and 'Merge Club Users'. The 'Registration' section shows 'Organization Events' with a filter for 'All Events'. Two event cards are visible. The first card, dated June 1, 2023, is for 'GotSport Team App Registration 2023/2024' and includes a 'Register' button. The second card, dated April 6, 2024, is for the '2024 Spring Season' and also includes a 'Register' button, which is highlighted with a red rectangle. Below each event card is a table with columns for 'DATES', 'COMPETITION TYPE', and 'LOCATION'.



Roster Submission Guide



Step Three

Select the teams you would like to register with SAY East. To select all teams on the page, click Select All or check the box next to the team(s) you would like to submit. Please only submit teams for registration that will play in the league and do not submit teams that will not play in the league.

The screenshot shows the 'Register Teams' interface in the GotSport application. The sidebar on the left contains navigation links: Dashboard, Club Management, Programs, Scheduling, Archives, Saved Reports, Downloads, and Help Articles. The top navigation bar shows '2024 Test Season' and various utility icons. The main content area has a 'Register Teams' section with filters for Age Group (Min, Max), Gender (All), and Level (Select One). Below the filters is a table of teams. The 'Select All' button and the checkboxes for the first two teams are highlighted with red boxes.

	Name	Level	Event Level	Event Age	Gender
<input checked="" type="checkbox"/>	Jones	Wings	U10	Female	
<input checked="" type="checkbox"/>	Smith	Passers	U8	Male	



Roster Submission Guide



Step Four

Click the Register button and click Selected Teams. Click Register on the pop-up message. You will receive an email from GotSport confirming the teams entered. Please continue with the steps below as you have not completed the registration process.

The screenshot shows the 'Register Teams' page in the GotSport application. A red box highlights the 'Register' button and the 'Selected Teams (2)' option in the dropdown menu. The interface includes a sidebar with navigation links, a top navigation bar, and a main content area with filters and a table of teams.

Register Teams

2024 Test Season Register

Age Group: Min Level: Select One Search

Select All | Deselect All (2) | Displaying all 2 Teams

	Name	Level	Event Level	Event Age	Gender
<input checked="" type="checkbox"/>	Jones	Wings	U10	Female	
<input checked="" type="checkbox"/>	Smith	Passers	U8	Male	



Roster Submission Guide



Step Five

Click Club Management and then Roster Builder. Select the season from the dropdown click the Submit button.

The screenshot shows the 'Roster Builder' interface. The 'Teams' tab is active. The 'Seasonal Year' dropdown is open, showing '2024 Test Season (04/06/2024)' selected. The 'Submit' button is highlighted with a red box.

Step Six

On the next screen, Select the Actions dropdown and select Bulk Clone Rosters

The screenshot shows the 'Roster Builder' interface. The 'Actions' dropdown is open, showing 'Bulk Clone Rosters' selected. The 'Submit' button is highlighted with a red box.

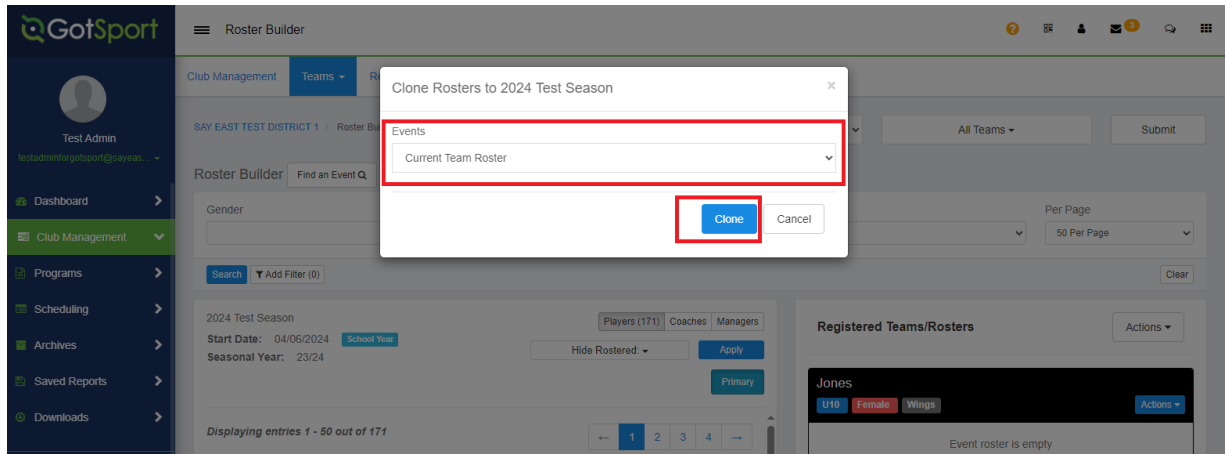


Roster Submission Guide



Step Seven

On the pop-up message, under Events, choose Current Team Roster and click the Clone button. Select OK on the confirmation message. The cloning process will then run, and you can review the message box for any issues with your roster. Once you have finished reviewing, click the Finish button.





Roster Submission Guide



Entering Blackout Dates

After you have completed your upload, registered your teams, and cloned your district's rosters, you can enter Blackout Dates for each of your teams as needed. Each Blackout Date must be entered separately for each team so repeat this process as necessary.

Step One

Click on Club Management and then Team Registrations. Select the team from the list under Team Registrations.

The screenshot shows the GotSport web application interface for Team Registrations. The sidebar on the left contains navigation links: Dashboard, Club Management (highlighted), Programs, Scheduling, Archives, Saved Reports, Downloads, and Help Articles. The main content area has a top navigation bar with links: Club Management, Teams, Registration, Match Minutes, and Merge Club Users. Below this is a breadcrumb trail: 52G991902 / Team Registrations. The main section contains a search filter form with the following fields: Team (Search Team Name), Event (Search Event Name), Coaches (Search for Coach or Manager), Complete (dropdown), Submitted (dropdown), Age From (All), Age To (All), Gender (All), Accepted / Active (dropdown), Preferred Division (Select One...), and a Search button. Below the search filters is a table titled "Team Registrations (2)" with the subtitle "Displaying all 2 Team Registrations". The table has columns: Name, Event, Created, Event Age, Gender, Preferred Division, Player Count, Coach Count, Manager Count, and Complete/Submitted/Waitlist. The first row is for "Jones" (Team: Jones), 2024 Test Season, created 02/22/2024 at 11:25am EST, U10, Female, with 0 players, 0 coaches, and 0 managers. The second row is for "Smith" (Team: Smith), 2024 Test Season, created 02/22/2024 at 11:25am EST, U8, Male, with 9 players, 0 coaches, and 0 managers. The "Jones" row is highlighted with a red box around the name.

Name	Event	Created	Event Age	Gender	Preferred Division	Player Count	Coach Count	Manager Count	Complete/Submitted/Waitlist
Jones	2024 Test Season	02/22/2024 11:25am EST	U10	Female		0	0	0	✓ / ✓ /
Smith	2024 Test Season	02/22/2024 11:25am EST	U8	Male		9	0	0	✓ / ✓ /

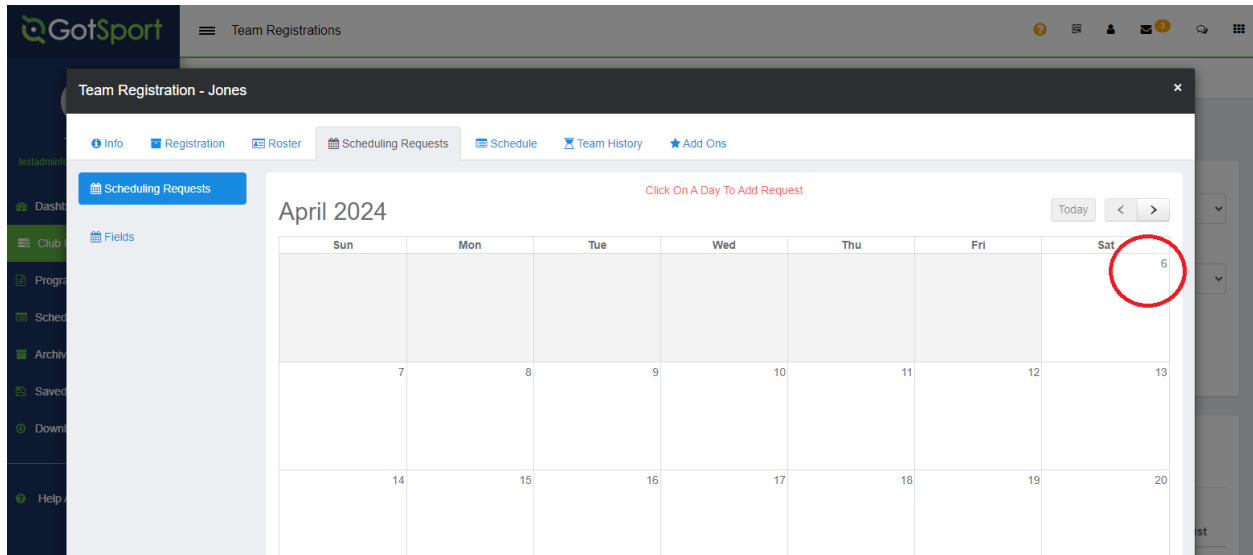


Roster Submission Guide



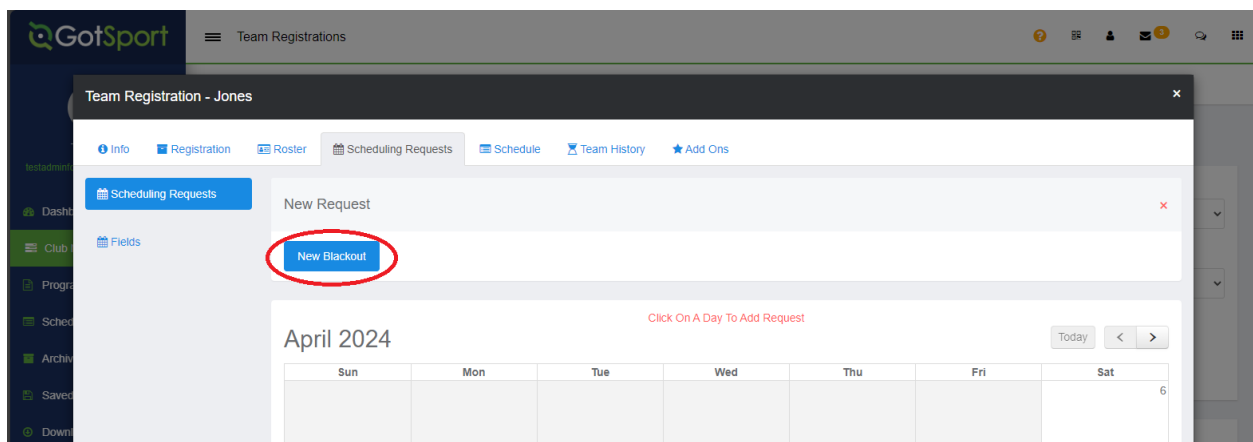
Step Two

Select the Scheduling Requests tab and then select the date of your blackout request.



Step Three

Click the New Blackout button.



Step Four

Confirm the date listed is correct and click the Create Schedule Param button.



Roster Submission Guide



The screenshot shows the 'Team Registration - Jones' window with the 'Scheduling Requests' tab selected. A 'New Blackout' form is open, featuring a 'Start Date' field set to '04/06/2024'. Below the date field, the 'Create Schedule Param' button is highlighted with a red circle.

Step Five

Confirm the correct day has been selected. Repeat this process for each of your teams that requires a Blackout Date.

The screenshot shows the 'Team Registration - Jones' window with the 'Scheduling Requests' tab selected. A calendar for 'April 2024' is displayed. The 'Sat' column shows a date '6' with a 'Blackout' button below it, which is circled in red. A red text prompt 'Click On A Day To Add Request' is visible above the calendar.