

GOTSPORT PROFILE INSTRUCTIONS

PLEASE COMPLETE ALL 4 STEPS OF THIS PROCEDURE. PROFILES MUST BE FULLY COMPLETED IN ORDER FOR PLAYERS TO QUALIFY TO COMPETE IN TOURNAMENTS.

STEP 1

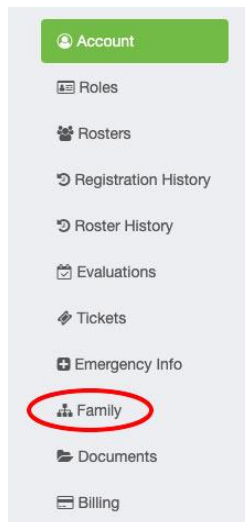
LOG IN TO GOTSPORT

- In a web browser go to system.gotsport.com
There is a mobile app, however this guide will be for the browser version
- Your user ID is same e-mail address that was used when the player was registered for the soccer season
- If you've never used GotSport before, click Forgot Password. Check your email for a reset password link. Follow directions and log in with your new password
Email egfsoccerclub@gmail.com if you run into problems logging in

STEP 2

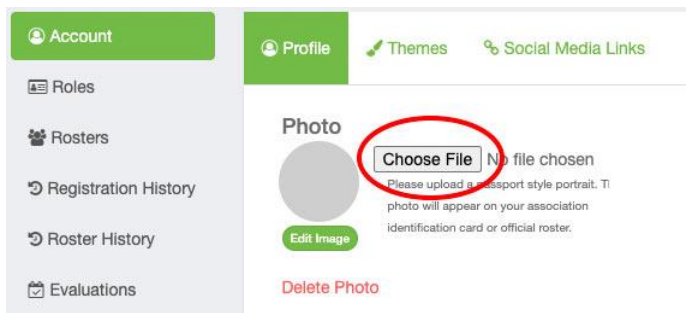
SET UP YOUR PLAYER'S PROFILE

- On the left column or flyout menu click Family and click your child's name
All registered children in your family should appear in the Family tab. If you don't see your child's name please let us know. Be careful you're modifying the player's profile and not the parent profile.

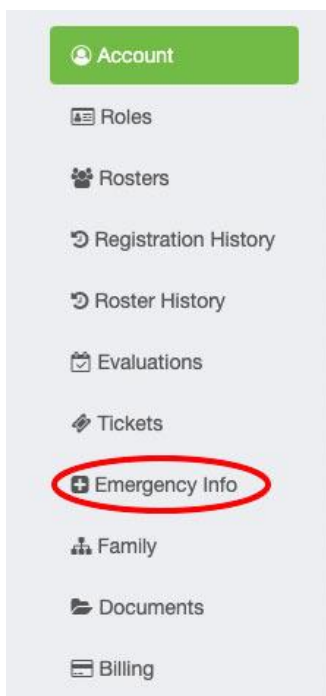


- Once you're in your child's profile, upload a profile photo. This needs to be a headshot photo of just the player, without other people in the photo. The photo will go on the

player's ID card and ID cards are not valid without a photo. If there is currently a photo on the profile that is more than a couple years old, please update it.



- On the left side menu, click on Emergency Info. Fill out the Emergency Info Form

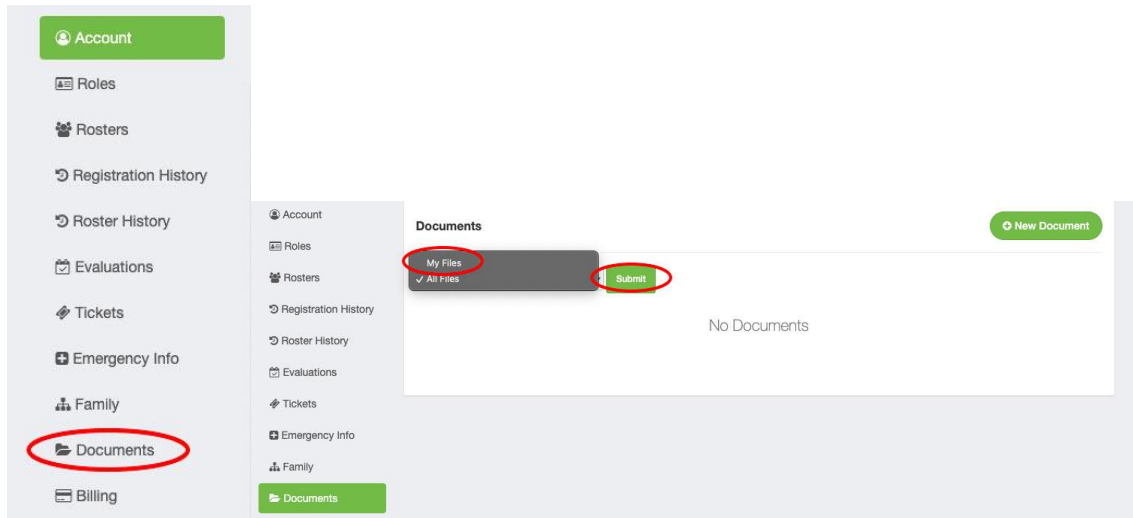


STEP 3

UPLOAD PLAYER'S PROOF OF AGE (BIRTH CERTIFICATE)

Players will only be eligible to participate in tournaments with an approved proof of age on file. Keep in mind it can take up to a week for birth certificates to be approved by US Club Soccer, it's best not to put this off until the last minute or the player may not get approved on time.

- On the left column click Documents. If you have uploaded a birth certificate previously, you won't need to do it again. To check, click the Files dropdown, click My Files, click Submit.



- If the birth certificate does not show up, click New Document on the right. Under the Document Repository field select US Club Soccer Proof of Birth, click Go.

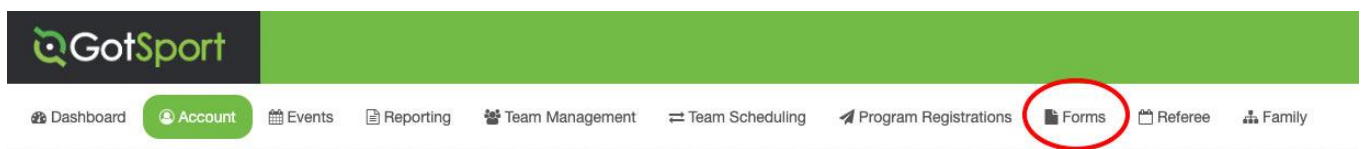
- Under Document Label, select Birth Certificate. Upload a photo of the player's birth certificate, click Save.

.jpg and .pdf files work best. Please double check that your file uploaded correctly. If you run into problems, email us as soon as possible, we can upload the document on the admin side as well.

STEP 4

MEDICAL WAIVER

- Along the top bar click the tab that says Forms. Click on Form R002 Medical Treatment Authorization, Liability Waiver. Click on Available Forms.



- Click Select by the player's name. Scroll down and click Save. Completely fill out the form with all the requested medical and contact information. Use your mouse or finger to sign the form, click Save. Then click the blue Select button on the last window.