

## Steps for Success!

1. Manager - Create GotSport Account
  - a. No account? Send Admin email to connect
  - b. Link to login: [System.GotSport.com](https://support.gotsport.com)**
  - c. Manager Requirements in GotSport - requires US Club connection in GotSport by Admin- if you do not see requirements you need to request to BVB Admin for proper connection
    - i. US Club GotSport Requirements
      1. Background screening (\$27)
      2. SafeSport
      3. Staff Registrant Annual Certification
      4. Adverse Eligibility List Review
  - d. Manager Help Page :  
<https://support.gotsport.com/managers-coaches#main-content>
2. Players/Parents - Create GotSport Account
  - a. Player already has an account?
    - i. Make sure NAME and DOB are EXACT to birth certificate
    - ii. PARENT HELP PAGE:  
<https://support.gotsport.com/parents-players#parent-player-account-management>
3. TEAM
  - a. Team created in GotSport by Admin
  - b. Manager and Coach Connected to team by Admin
  - c. Updating Team information
4. Adding Player to Team
  - a. Make sure NAME and DOB are EXACT to birth certificate
  - b. New player, no GotSport account? Create account with parent email OR tell parent to go create account and send you screenshot
5. Adding required player documents/forms in to "Team Members"
  - a. Player listed under "US CLUB"
  - b. Player Photo - Update BEFORE card purchase
  - c. Birth Certificate
  - d. 25/26 "US CLUB FORM" >> LINK
  - e. Safe Sport for Minors (U19 teams only)
    - i. Manager has access to team to add players, update uniform numbers, photos, documents, etc
    - ii. Players also have the ability to upload documents in their own profile
6. US Club Roster Creation
  - a. US Club "Registration" >> Request to Admin for 25/26 Club Passes
  - b. US Club "Roster" > Clone and clean up
  - c. All documents uploaded
  - d. Let BVB Admin know US Club roster is ready to be processed - can take up to 72 hours

- e. \*\*If secondary league, make sure secondary cards have been purchased
- 7. Printing Roster and US Club Cards
  - a. Team > Rosters > US Club
    - i. Documents and IDs > Roster PDF or US Club Cards PDF
- 8. League and Tournament Registration and Roster Creation
  - a. Register for League or tournament > link from website \*\* Read up on any specific rules!!
  - b. Upload "Official" US Club roster in application/registration
  - c. Team > Team Registrations > Select League/Tournament > Registration > "Edit"
  - d. Tournament/League Roster Creation
    - i. "Clone" or create
  - e. Final approval of roster done by tournament/league specific admin

#### HELPFUL LINKS

Managers/Coaches Help Links - GotSport

<https://support.gotsport.com/managers-coaches#main-content>

US Club Forms

<https://usclubsoccer.org/forms-documents/>