Applying for an EDP League in GotSport

This guide can be used when registering for the USYS Leagues Program. If you have any questions after going through the registration process, please email Phil Cameron (phil@edpsoccer.com).

1. To retrieve the link to register, please contact EDP Soccer.
2. Once you access the registration form, you will be prompted to login to your existing GotSport account (option 1 in the screenshot below) or to create a new account (option 2 in the screenshot below). If you create a new account, continue to Step 3. If you have an existing account and can login, skip ahead to Step 4. It is recommended you double-check with any other coaches/managers associated with your team to ensure they have not already created an account for your team.
   a. GotSport is different from GotSoccer, so if you have not used the new system before, you will need to create a new account. Your login information from GotSoccer will not work in GotSport.

3. Any items with an asterisk (*) are required, but it is highly encouraged to enter all information as you will need to later in the application process.
   a. The email you enter under the Email/UserID field will be your username for login. Be sure to make a note of the email address and password you use as this login information will need to be used throughout the season to make updates to the team's roster, coach, manager, and submitting forms.
   b. The Club you choose in the drop-down list cannot be changed once you sign up for an account, so be sure to choose the correct club when creating your account.

4. If you have created a team within your account already, it will appear on the left-side of the screen with a Register button next to their name. If you have already created the team, click Register and skip to Step 8. If you have already begun the application process with a team, there will be a Continue button instead of a Register button. You can click it and your information from the previous attempt to register will be saved.

5. If you have not created a team, on the right-side of the screen, use the Search Teams block. Select the Club the team is associated with, along with the Gender and Age Group for the 2020-21 seasonal year. The Club you choose must be the same club you chose when you created your account. Once you have selected the club, gender, and age group, type in the team name under Team and click Search. Be sure to select the correct Club as it cannot be changed past this point.

6. If you receive the message "No teams were found with your search," double-check the information and click Save.

7. Once you click Save, the page will refresh with a message "The new team was created successfully." From here, click the Register button next to the team to begin the registration process.

8. The first step, named "Update Profile," will be where you enter your information to be on file with application. The information you entered when you created your account in Step 3 will automatically populate here. Click Save and Continue when it is all completed and correct.
9. The second step, named "Team Information," will be where you confirm the team name, gender, and 2020-21 age group of the team. Click Save and Continue when it is all completed and correct.

10. The third step of the application, named "Registration Form," is two parts. The first set of questions is regarding your team's current information. Any items with asterisk (*) at the beginning of the question is required. Click Save and Continue when it is all completed and correct.

11. The second part of the third step contains questions on your team's performance in the 2019-2020 seasonal year. Any items with asterisk (*) at the beginning of the question is required. Click Save and Continue when it is all completed and correct.

12. The next step, titled "Roster Review," gives you the opportunity to add the coach and manager to the team registration. If the person you are adding already has their own separate login information and appear in the search, it is recommended you contact them to make sure they haven't already registered the team you are in the process of registering. Once the Current Team Officials and Event Team Officials look accurate, click Continue at the bottom of the page.

13. "Fee Selection" is the next step. In this step, you will see the fees that apply to teams from your state. There are two fees to chose from: one for check payments and one for credit card payments. If you choose the check option, you will need to mail in your check with a payment form immediately after submitting the application. If you choose the credit card option, you will eventually enter your card information and your payment will cover the processing fee.
    a. NOTE: Payments are not processed until teams are accepted. If your team is not accepted, your payment will not be processed or deposited.

14. The final step of registration is the Cart. Click Select Different Fee if you wish to change the fee you selected in Step 13. Click Checkout if you are only registering one team at this moment. If you have another team to register, click Register Another Team on the right-side of the page. If you have another team to register, go back to Step 4 of this guide to register your other team(s).

15. After you have clicked Checkout, you will be taken to a page where you verify your payment. The next step depends on what fee you shoes in Step 13. If you chose the Pay by Credit Card option, continue to point A below. If you chose the Pay by Check option, skip to point B below. The grand total of your team registrations will appear on the right-hand side.
    a. If you chose the Pay by Credit Card fee in Step 13 and clicked Checkout in Step 14, you will see your grand total at the top of the page. Below this will be a section where you can enter your credit card and billing information. After entering this information, there are Payment Terms immediately below the billing information that you must agree to. Once everything is entered and you've agreed to Payment Terms, click Pay at the bottom of the page to submit your registration. You will receive a confirmation email shortly after clicking Pay.
        i. NOTE: Your credit card will remain on file with your application. Your card WILL NOT be charged until the decision is made on what teams are accepted into the Conference. If your team is accepted, your card will charged through GotSport, immediately marking your application fee as paid. If your team is not accepted, your card will not be charged.
    b. If you chose the Pay by Check fee in Step 13 and clicked Checkout in Step 14, you will see your grand total at the top of the page, as well as Payment Terms you must agree to. Once you have agreed to the Payment Terms, click Register at the bottom of the page to submit your registration. After clicking Register, you will be taken to a page that has a summary of your registration. PLEASE MAKE A NOTE OF THE ACCOUNT # AND THE TOTAL BALANCE (screenshot below). This information will be required on the Payment Form you receive in the confirmation email that you receive shortly after clicking Register. You will be able to view this information again at any time by following instructions in your confirmation email. Please read the confirmation email in its entirety as it contains the payment form you must mail with your check and instructions on how to retrieve information for this payment form.
        i. NOTE: Your check will be mailed to the USYS National Office (address is on the payment form). Once the check is received, it will be held onto until the decision is made on what teams are accepted into the Conference. If your team is accepted, your check will be

deposited and put on file with your application. If your team is not accepted, the check will be destroyed.

Account #12678 - Jimmy Sparkman
Contact Email: thesoccerfan9590@gmail.com
Description: 2020 Fall Midwest Conference
Accounting Code: 4005

Check/MO   Change Payment Method

TOTAL BALANCE: DUE NOW:
$1,075.00   **$1,075.00**

16. If at any point you need to edit your answers to the questions in Steps 10 and 11, retrieve your Account #, or view your Balance Owed, please click on the link in your confirmation email.