

The purpose of this document is to help you to:

- Create coach profiles for risk management, to assign a team(s) and create a coach card
- Create and register teams for Wyoming League
- Upload or create player accounts
- Register players to create member cards and official rosters
- Add players to a team
- Remove, transfer, multi roster players

Note: Words in **bold, within quotation marks** refer to buttons or links in the program that you will click on. Words that are *italicized* refer to text in the program to help you find a location on a particular page.

Note: GotSoccer works best with Internet Explorer. If you use Windows, please do not use Mozilla, Firefox or another browser, *however it does work just fine with Google Chrome*. If you use a MAC the drag and drop functions do not work with Safari.

After reading through these instructions, log in to your account and complete these tasks in the following order:

1. Create a coach/assistant coach profile for every club coach.
2. Create and enter the club's teams into Wyoming League. Will only need to consist of a coach, team age group and team gender.
3. Enter player information, manually or by using an Excel spreadsheet.

To log into your account:

1. Go to www.gotSPORT.com and click on "User Login"
2. Click on "Club & Organization Login" from the blue log in list
3. Enter your user id and password, which is in the accompanying email.
4. Click on the "Club" bar to your right and click login.
5. Review and agree to the confidentiality statement. You will only have to do this one time.
6. Click on the "Club" tab above the dark blue menu bar. You will see a club "club" banner along the far left side of the screen.

NOW THAT YOU ARE IN YOUR ACCOUNT, YOU CAN CREATE COACH/ASSISTANT COACH PROFILES:

Have each coach's information, including email address, handy. In your club account:

1. On the gray menu bar click on "Customization" to create a welcome email. (For more information on customization, see the "Club Basic Manual")
2. Click on the "User Notifications" tab to create an email to welcome your coaches and to explain that they must submit the criminal background history disclosure and background check request to WYS.
3. Here is suggested wording to help clarify the importance of submitting the disclosure. If you use this BE SURE TO REPLACE WYS Test Club with your club's name. :
 - a. Thank you for requesting to be a coach/assistant coach for **WYS Test Club**. We appreciate your interest in helping Wyoming's young soccer players. Along with US Youth Soccer/Wyoming Youth Soccer (WYS), it is **WYS Test Club's** intent to protect participants of all properly sanctioned and sponsored events to the fullest possible extent. Thus, any coach, assistant coach, referee, team trainer, team manager, or any other individual over the age of 17 seeking to participant in **WYS Test Club**/WYS events and who will have direct or indirect contact or influence on a youth player must meet the minimum requirements of an adult volunteer/participant of WYS/USYS. As an adult volunteer/participant, you are required to complete a Wyoming Youth Soccer Background Information Disclosure and authorize and consent to a criminal history background check. After you log into your profile please click the "Background Checks" link on the gray menu bar then click "Submit Report to State Association." Read and complete the disclosure and then

- submit. You cannot be added to a roster or be issued a coach card until this has been completed. Click on the **“Coaches”** link on the dark blue menu bar just below the **“Home”** tab
4. First, copy and paste the above message into the body of [New Coach Accounts](#) or add your own message and the click **“SAVE”**.
 5. Then, in the dark blue menu bar, click **“Coaches”**. Once the new window opens, click on **“Create Coach Profile”** just below the words *Manage Coaches*.
 6. You **must** enter the coach’s legal first name (No nicknames. If the first name is William do not use Bill.), last name, birth date, and email address. For *State Registered* choose Wyoming.
 7. Create a username and password in the profile. Unless you create them, the program will automatically create both a user name and password but they are a random series of numbers and letters and can be a pain!
 8. Username suggestion: the first part of their email (@ . – or other special characters are not allowed in the username name). The password can be the same for all coaches to start. They can change it later. **Suggested passwords: temp; hello; soccer.**
 9. Press **“Save”**. This creates the profile, and sends an email to the address you entered into the profile. The email will contain the message you created in step 4 above followed by this default message: To edit your profile go to <http://www.gotsport.com/asp/coaches/> Your username is: ##### and your password is: #####. You can change your password after you log into the administration page of your profile.

After you complete those steps each coach will:

1. Automatically receive an email from your club with their login instructions and welcome message.
2. When a coach logs in they must click the **“Background Checks”** link on the gray menu bar.
3. Then click on **“Submit Report to State Association”**
4. They must complete the background information disclosure, on the left side of the page.
5. Each coach must also agree to WYS’s authorization and consent to do a background check.
6. They press **submit** and the disclosure and consent for a background check is sent directly to the state office.

IMPORTANT: A coach CANNOT be added to any team until they have completed the above.

AFTER YOU CREATE EACH COACH/ASSISTANT COACH PROFILE YOU CAN BEGIN CREATING TEAMS:

To create teams:

1. Log into your club account and click on the **“Club”** tab
2. On the dark blue menu bar click **“Teams”**
3. Underneath the gray menu bar to the right, click the **“Add Team”** button.
4. Fill in the team information. You may leave the team number blank; WYS will automatically update team numbers. Create a username and password for the team. The username must be unique to the system.
5. Select a coach from the drop down menu. *You will only be able to choose coaches/assistant coaches that have submitted their disclosure and been approved by the state office.* If you have not created an account for the coach, please do so, using the instructions [How to Create a Coach Account](#), above.
6. If you do not know the coach/have a coach or the coach has not yet been approved, create a TBA coach account following the [How to Create a Coach Account](#) instructions above but name the coach TBA Coach using your/your club email since you will be the one to log into the TBA Coach profile and submit the disclosure; I will approve any TBS Coaches right away so you can enter teams for Wyoming League.
7. Press **“Save”** at the bottom of the page.
8. Click on the **“Teams”** link on the dark blue menu bar above; you will see the team and its coach listed.