Gotsoccer Registrar Tab Help & Tips

For forms and other resources, please go to the "Registration" section under the ADMINISTRATION tab at
www.oksoccer.com Here is the link from training sessions posted online: Gotsoccer Instructional Presentation

For **ALL** documents and registration changes, go to the **REGISTRAR** tab. (Only CPP needs to be done by the club admin under the Club tab by team and event.)


Under the registrar tab, you will choose the registration event or click on the teams for that event.

(At the start of each season, you will submit teams to this event(s) and leagues for teams participating in OSA leagues-not club/closed leagues. Remember to still submit your closed league teams to the registration event by October 1st in the fall or April 1st in the spring. They must be submitted for registration, or they are not registered with the state. There is a submission instruction sheet with step by step instructions.)
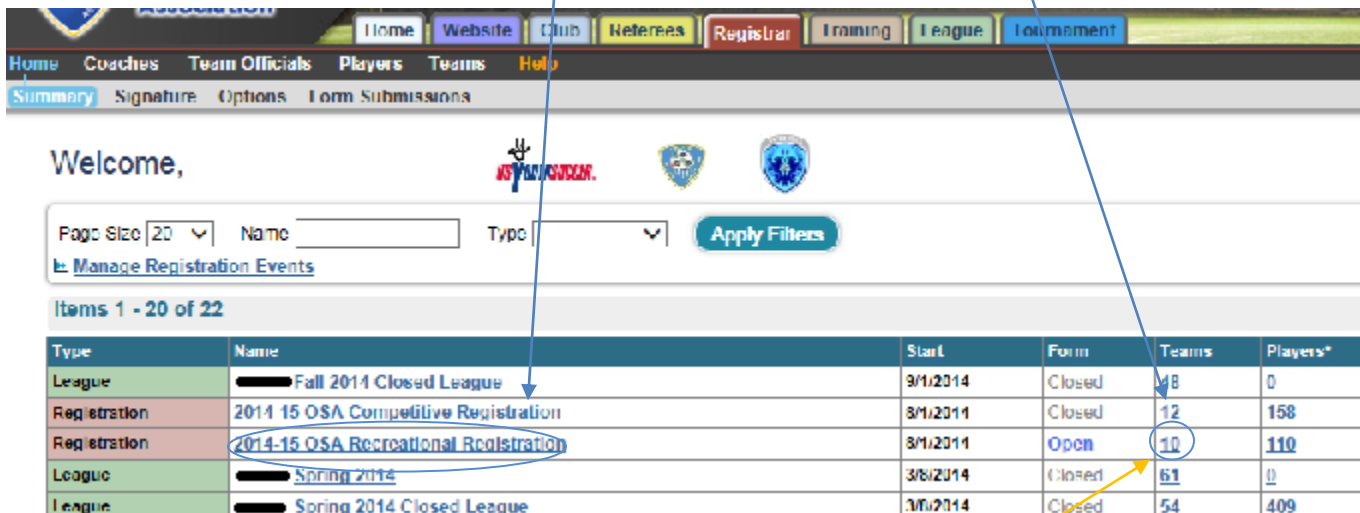
There are many features and permissions you can administrate once you have your teams' list for the registration event. You can administrate one or a selected group or all teams.
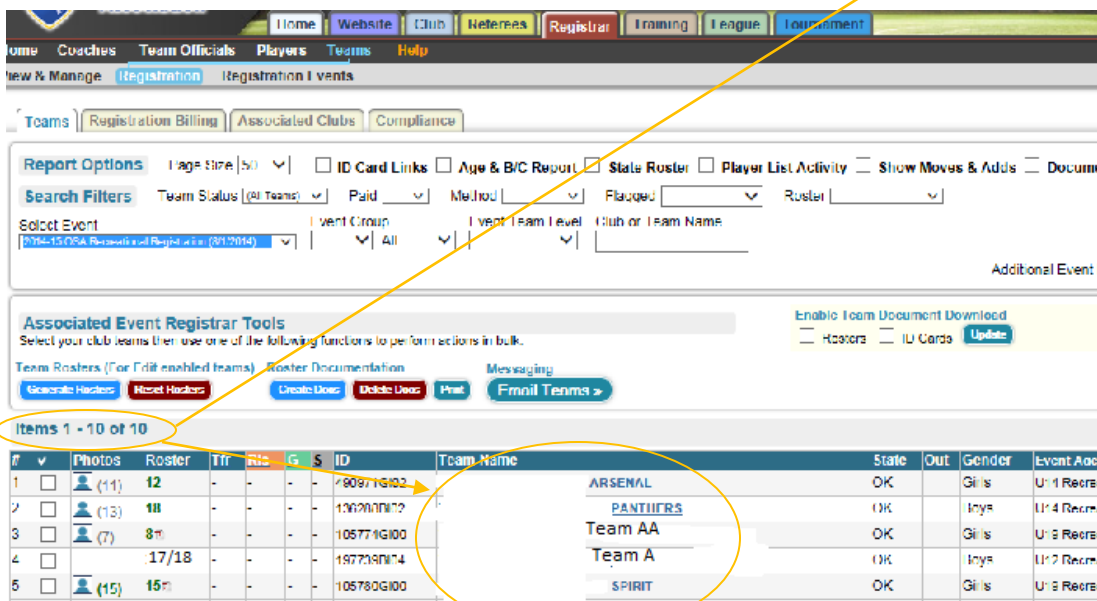
To administrate teams, check mark which teams (or all) you want to:

"Generate Rosters" (this freezes the player list to create an official roster but does not issue any documents. Rosters have to be frozen to issue rosters and passes then updated when changes.)

"Create Docs" (Issues an Official Roster)

"Email Teams"

"Enable Team Document Download" (Give permission or remove permission for teams to have a copy and print the roster or player passes)

"Print "F (Front), Full Roster Id Cards"" (This is a way to bulk print files for player passes, but it will NOT send them to the team documents. If you want teams to have a copy of their player passes, those have to be generated by each team.)

- To administrate a specific team, click on the team name.
- If you see 8/9, 17/18, etc. not the green complete roster number, then you have players that need to be added to the roster.
- Picture icon shows how many players have pictures. The adobe doc icon shows the team has documents.

When you click onto a specific team, it should bring up the team roster page although you will notice there are several other tabs (Team ID, Team Details, etc. that all have different functions.) The default team roster page is where you will ADD players from the player list to update the roster, release players, update players' information, and issue documents.

- Use the "Generate ID Cards (top button) to issue player passes (includes staff passes for the staff assigned to the team.)
- Use the "Generate Official Roster" button to create a state roster.

Below the "Official Roster" is the "Full Player List". If you have added a new player to the team but not yet updated the roster, the player has only been added to the Player List. You will need to go click the ADD button to add a player (or RELEASE if removing a player). The changes will show below the official roster, and new documents will need to be issued.

Once the player is added to the Official Roster, he/she will show on roster and on game cards. (Game cards update from the Official roster NOT the player list.)

If you have just one or a couple of new players, you can issue not only a new roster and an entire new set of passes, or you can click on "Print" under Full to the right of the new player if you wish to simply get a pdf of the player pass for the new players(s).