

Gotsoccer Registrar Tab Help & Tips

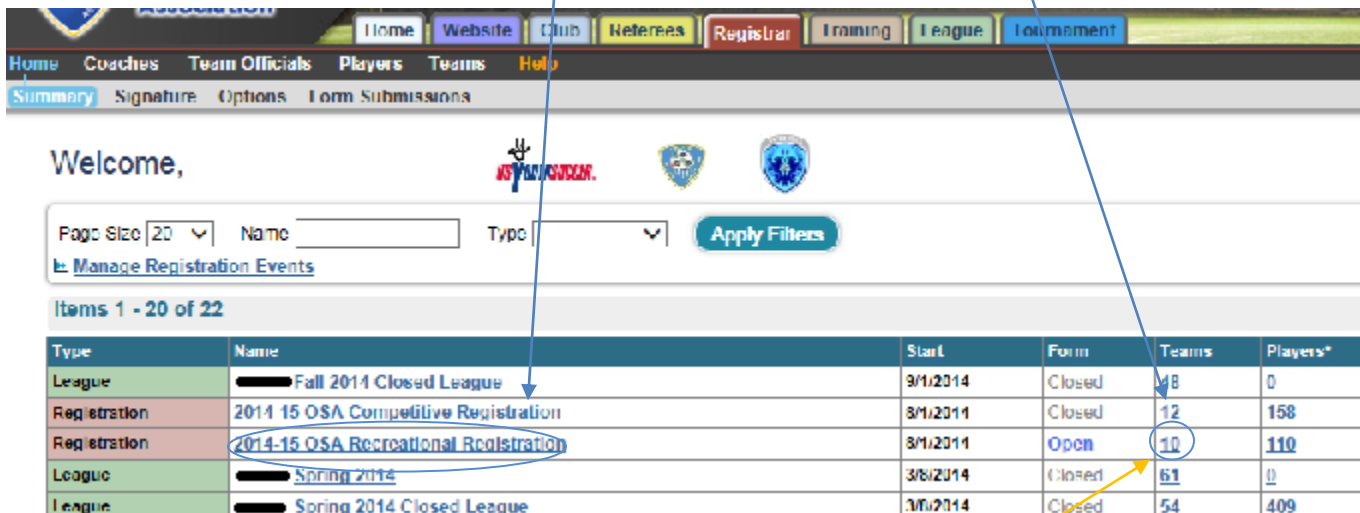
For forms and other resources, please go to the "Registration" section under the ADMINISTRATION tab at www.oksoccer.com Here is the link from training sessions posted online: [Gotsoccer Instructional Presentation](#)

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.)

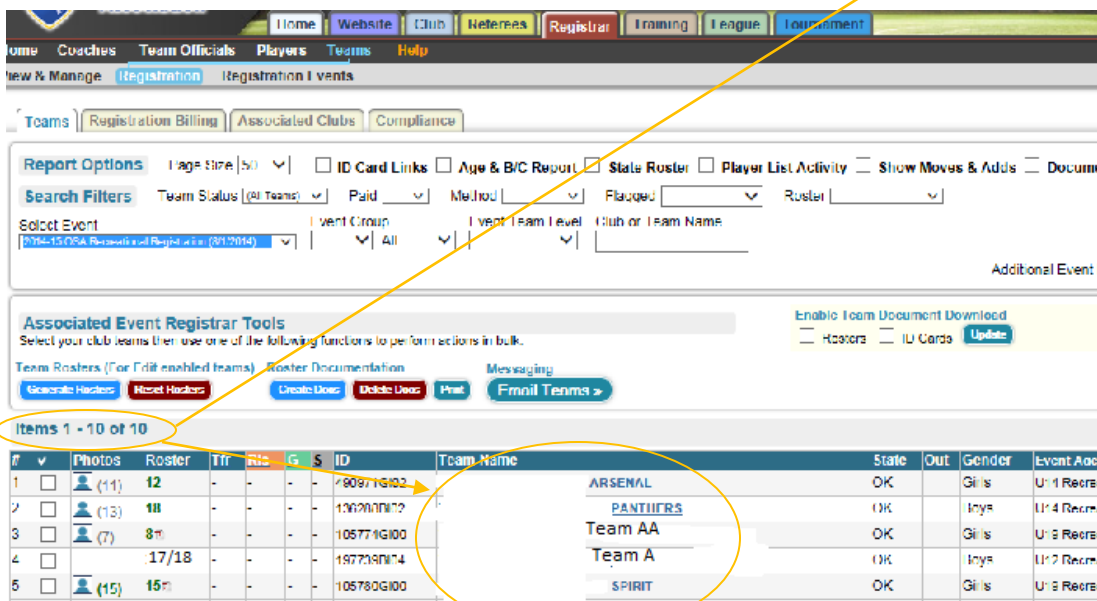


Under the registrar tab, you will choose the registration event or click on the teams for that event.

(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.)

Select Event: 2014-15 OSA Recreational Registration (8/1/2014) | Event Group: All | Event Team Level: | Club or Team Name: | Additional Event Filter: Also Registered In

Associated Event Registrar Tools
 Select your club teams then use one of the following functions to perform actions in bulk:

- Team Rosters (For Edit enabled teams)**: Generate Rosters, Reset Rosters
- Roster Documentation**: Create Docs, Delete Docs, Print, Email Teams >
- Messaging**: (Empty)

Enable Team Document Download
 Rosters ID Cards

Print Official Roster ID Cards
 Side: F B BG Full Blank

Items 1 - 10 of 10

#	Photos	Roster	Tfr	Ris	G	S	ID	Team Name	State	Out	Gender	Event Age/Level	Club	Method
1	(1)	12					80971G102	ARSENAL	OK		Girls	U14 Recreational		Mass
2	(13)	11					1007910017	PANTHERS						
3	(7)	8					105774G100	Team AA						
4	(15)	17/18					197719N14	Team A						
5	(15)	15					185789G100	SPRINT						

Items 1 - 10 of 10

- 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.

Association: | Home | Website | Club | Matches | Registrar | Training | League | Documents

Team Staff & ID Cards | Team Details | **Register & ID Cards** | Sport Requests | Player History | Roster History | Payment | Documents

Girls U14 | ARSENAL | 49971002

U14 Recreational Roster | Limits: Oklahoma Soccer Association | Total: 15 players | Primary Single Roster

Select a League/Event: 2014-15 OSA Recreational Registration (8/1/2014) (Registered) | (Go)

Document Generation
 You may generate the following documents automatically:

Team Documents: (Past 12 Months) | Download | Issues

- 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.

Coach: Coach ID: Coach Only: | Club: | Team Coach: Coach | Issues

Release roster can be removed using the 'X' icon to the left of each name. Matching player alerts may be caused by orphaned roster data that was frozen before their team was removed from the event. To avoid this, reset the roster before removing a team. Or you can safely ignore any matching player alerts you determine are not relevant. Search for Club Player Players

Matchup Player Report: Available

Photo	L Name	F Name	ID#	Player ID	Gender	DOB	Date Added	Action	Full	Item	Print	Type
	Last Name	First Name	FFFFN010101	0	Girls	01/01/2001	202014-8:52:44 PM	[Icons]	Shop	Shop	Checklist	F*
							202014-8:52:45 PM	[Icons]	Shop	Shop	Checklist	F*
							202014-8:52:44 PM	[Icons]	Shop	Shop	Checklist	F*
							202014-8:52:44 PM	[Icons]	Shop	Shop	Checklist	F*
							202014-8:52:45 PM	[Icons]	Shop	Shop	Checklist	F*
							202014-8:52:44 PM	[Icons]	Shop	Shop	Checklist	F*
							202014-8:52:45 PM	[Icons]	Shop	Shop	Checklist	F*
							202014-8:52:44 PM	[Icons]	Shop	Shop	Checklist	F*
							202014-8:52:45 PM	[Icons]	Shop	Shop	Checklist	F*
							202014-8:52:44 PM	[Icons]	Shop	Shop	Checklist	F*
							202014-8:52:45 PM	[Icons]	Shop	Shop	Checklist	F*
							202014-8:52:44 PM	[Icons]	Shop	Shop	Checklist	F*
							202014-8:52:45 PM	[Icons]	Shop	Shop	Checklist	F*
							202014-8:52:44 PM	[Icons]	Shop	Shop	Checklist	F*

Full Team Player List: Players highlighted in yellow are not attending the event and may not be added to the official roster. This information can be modified from within the team or player account.

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.

Full Team Player List
 Players registered in **Player List** are not attending this event and may not be added to the official roster. This information can be modified from within the team or player account.
 Players registered in **Player List** below are **Guest** players.
 Last Reg. column shows most recent date registration with signature was received online.

Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB	Statc	Updated	ID Card	Plain Card	Last Reg.	Login
					Girls		OK	9/2/2014	N/A	N/A	2/2/2014	OK
					Girls		UK	9/3/2014	N/A	N/A	1/19/2014	OK
					Girls		UK	9/3/2014	N/A	N/A	1/19/2014	OK
					Girls		OK	9/3/2014	N/A	N/A	8/1/2014	OK
					Girls		OK	9/6/2014	N/A	N/A	7/19/2014	OK
					Girls		UK	9/6/2013	N/A	N/A	8/23/2011	OK
					Girls		OK	9/3/2014	N/A	N/A	7/29/2014	OK
					Girls		OK	9/3/2014	N/A	N/A	0/1/2014	OK
					Girls		UK	9/28/2014	N/A	N/A	8/10/2011	OK
					Girls		OK	7/25/2014	N/A	N/A	7/29/2014	OK
					Girls		UK	9/26/2014	N/A	N/A	7/19/2011	OK
					Girls		OK	9/3/2014	N/A	N/A	7/19/2014	OK

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.)

Official Roster
 2014-15 OSA Recreational Registration

Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB*	Date Added	Full	Plt
					Girls		9/3/2014 6:48:26 PM	Print	Prin
					Girls		9/3/2014 6:48:26 PM	Print	Prin
					Girls		9/3/2014 6:48:27 PM	Print	Prin
					Girls		9/3/2014 6:48:26 PM	Print	Prin
					Girls		9/3/2014 6:48:27 PM	Print	Prin
					Girls		9/9/2014 10:21:30 AM	Print	Prin
					Girls		9/3/2014 6:48:27 PM	Print	Prin
					Girls		9/3/2014 6:48:26 PM	Print	Prin
					Girls		9/3/2014 6:48:26 PM	Print	Prin

Adds

L.Name	F.Name	ID#	Jrsy#	Gender	DOB	Date Transferred
				Girls		9/9/2014 10:21:30 AM

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).