GOTSOCCER INSTRUCTIONS

LOG IN to GotSoccer with credentials used for your application.
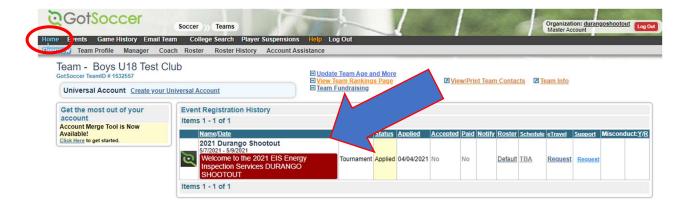
CLICK HERE for GS Team Account Login -   Login as "Team and Team Officials".

Or go to the 2021 Durango Shootout Website to "GS LOG IN"

This document contains information for how to:

1. **Update contact information for Main Contact, Coaches, Managers**

2. **Create your Roster: Add or Remove Players**

3. **Change or update player information**

4. **Generate your Tournament Roster –** Roster freezes April 23, 2021

5. **Upload Online Check-In documents –** Due April 23, 2021

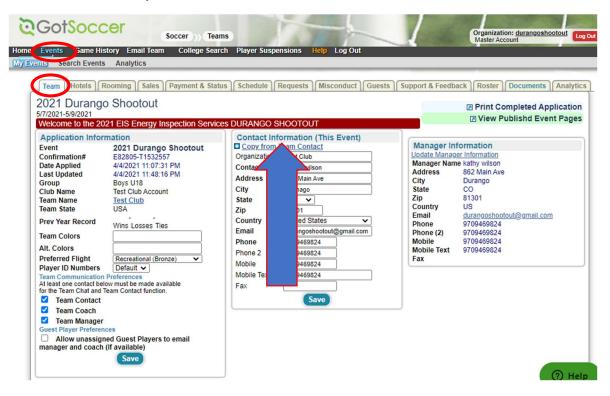**On your Team HOME screen: Click on 2021 Durango Shootout**

This takes you to the **Events Tab / My Events: 2021 Durango Shootout**.
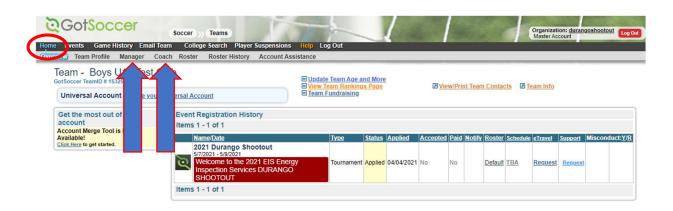
UPDATE CONTACT INFO:

Main Contact/Coach/Manager

1. Edit info here for your **MAIN CONTACT**:

2. GO to the HOME page to make changes to your contact information for **COACHES and MANAGERS**:
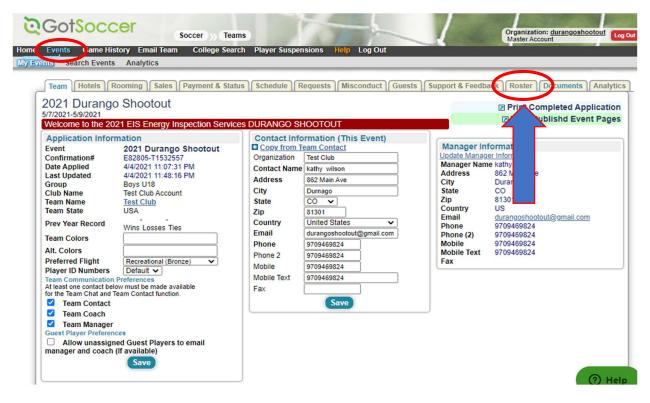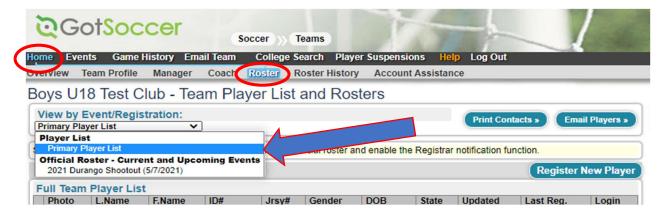
CREATE ROSTER - ADD PLAYERS:

1. Go to Events Page

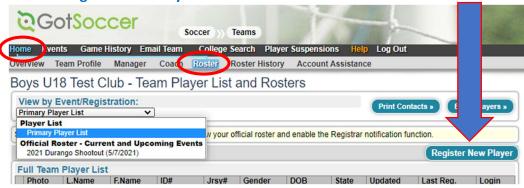(Click 2021 Durango Shootout from team Home Page or Click Events Tab then Durango Shootout)

2. Click Roster Tab on the Events Page

3. In Drop Down Box at upper left-hand, choose: **"View by Event/Registration: Click Primary Player List"**

4. **Click Register New Player**

5. **Enter Player Info**:

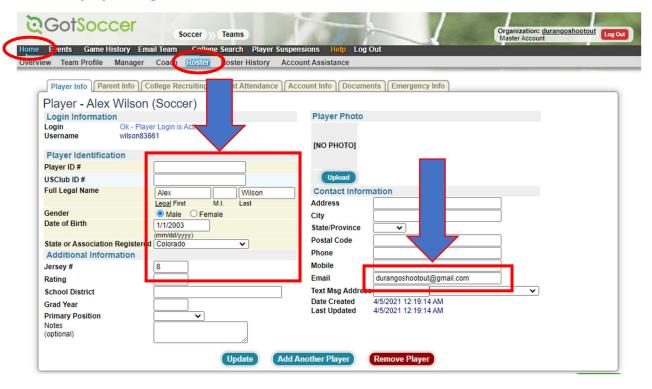Required Info to add a player: **Name, Gender, Date of Birth, State Association, Email**

Do not enter the player's email address… enter your own email!
Do not enter player address, phone number etc. Disregard the other Tabs. If it won't let you move on without addresses, just type in xxx

Enter player ID #, if you have it. If you do not enter the ID#, you will get a notification when you generate roster. Proceed and enter it later from your Official Roster. Don't forget!

Enter Jersey # prior to Online Check In.

I suggest you enter your own email for every player… we do not need player email AND you do not want the players to get emails from GotSoccer!
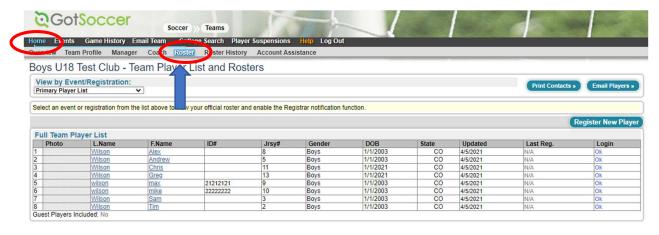
6. **Click Add Another Player**.   Add all players to your roster.

You can also **REMOVE Players here**

7. Once you have entered all players, **go back to Roster Tab.**

Your Player list should show up.

UPDATE/CHANGE PLAYER INFO:

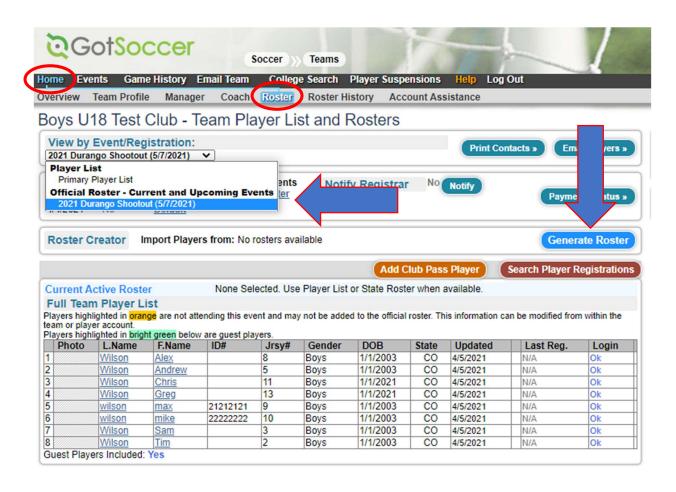1. Click on the **Player's name** and edit

GENERATE YOUR TOURNAMENT ROSTER: **ROSTER FREEZES APRIL 23, 2021**

1. Add all players to Player List (see instructions)

2. In Drop Down Box at upper left-hand, "View by Event/Registration: **Click 2021 Durango Shootout Player List**

3. **Click Generate Roster to make your Primary Player List Roster into your 2021 Durango Shootout Roster**

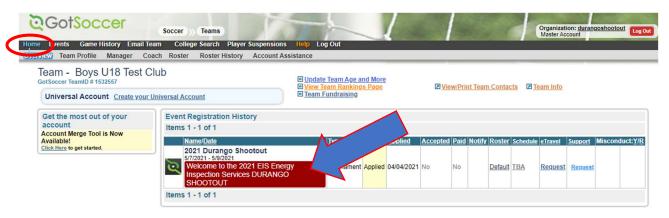**GENERATE a new Roster after all updates/changes are made to save.**

You can now access your Tournament Roster from the EVENTS Page at any time in the Drop-Down Box!
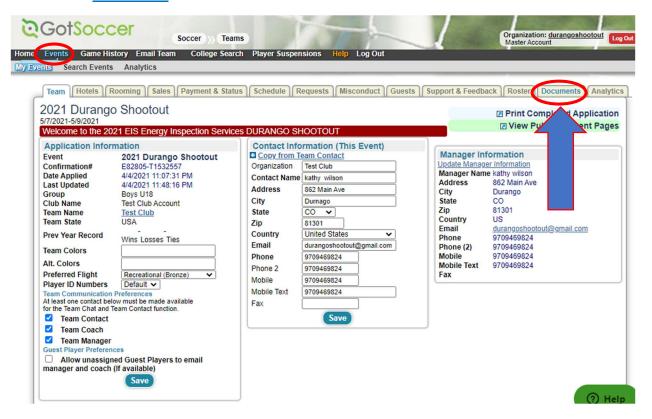
UPLOAD your Online Check-In Documents: DEADLINE APRIL 23, 2021

1. Go to back to the HOME Tab.

2. **Click on 2021 Durango Shootout**

3. **Click on Documents.**

4. Choose the **document to upload** from the Drop-Down Box.

You have 5 documents to upload. Upload each document individually:

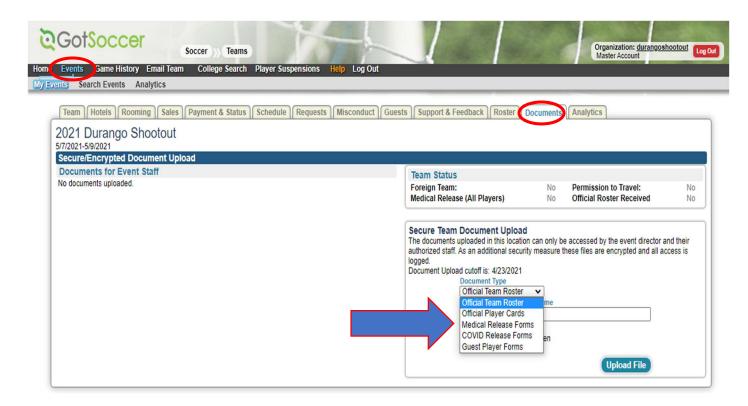Official Roster from your state or registrar

- All info should exactly match your GS Tournament Roster
- Update your Tournament Roster, if needed, to exactly match Official Roster
- Draw a line through any players not attending this tournament.
- Include Guest Players on your GS Tournament Roster
- Hand-write any Guest Players on Official Roster and upload Guest Player Form document

Official Player Cards (combined into one pdf doc)

Medical Release Forms (combined into one pdf doc)

COVID Release Forms (combined into one pdf doc)

Guest Player Forms if you have guest players

5. Name each document - **TYPE the FILE DESCRIPTION / NAME**:

"Club / Team Name" + file type (Roster, Cards, Medical, Covid, Guests)

For example, "RRDSC Thunder 11G Medical" or "AYSO Warriors 09G Covid"

6. Click Choose File:

Choose the pdf file from your computer.

The file you chose will show up next to the "Choose File" button *after you upload it*.

7. Click Upload File

After uploading, you can view the files you have uploaded on the left side.

You can delete a doc and re-upload if you need to change it.

Docs cannot be edited after 4/23/21 without Tournament Director approval.

8. REPEAT for ALL DOCUMENTS