# Information in this document includes instructions for:

- Logging into your COACH account
- Uploading a picture for your coach card
- Logging into your TEAM account
- Accessing your Team's official game roster
- Creating your team's photo roster
- Accessing your Team's contact list which includes email addresses and additional phone numbers

### **COACH GOTSOCCER INFORMATION**

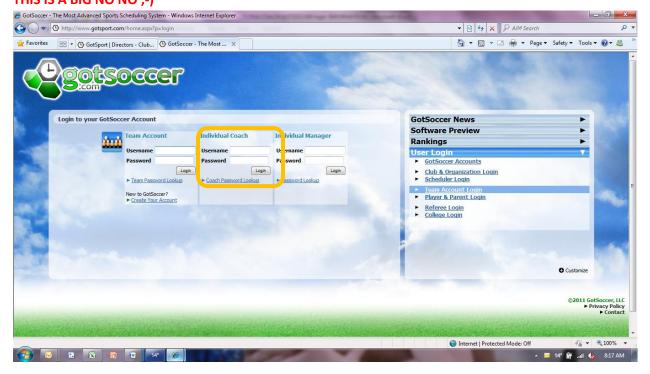
# **HOW TO LONG INTO GOTSOCCER ACCOUNTS**

http://www.gotsport.com/home.aspx?p=login (GotSoccer homepage, login to any account from here)



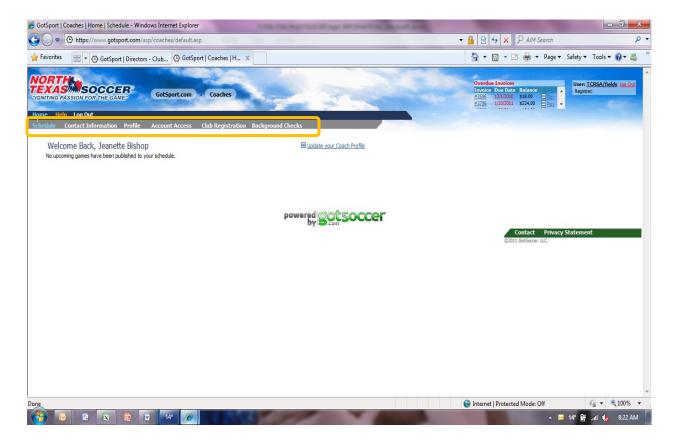
To login in as a **COACH** (this is ONLY the coach personal information – no team information is here)

- 1. Choose the TEAMS section from the GotSoccer homepage (see above)
- 2. You will then see the screen below
- 3. In the INDIVIDUAL COACH section enter your user name and password (if you have forgotten this information, or have not yet received it, contact the Registrar at <a href="mailto:registrar@tcrsa.com">registrar@tcrsa.com</a> DO NOT CREATE ANOTHER ACCOUNT THIS IS A BIG NO NO ;-)

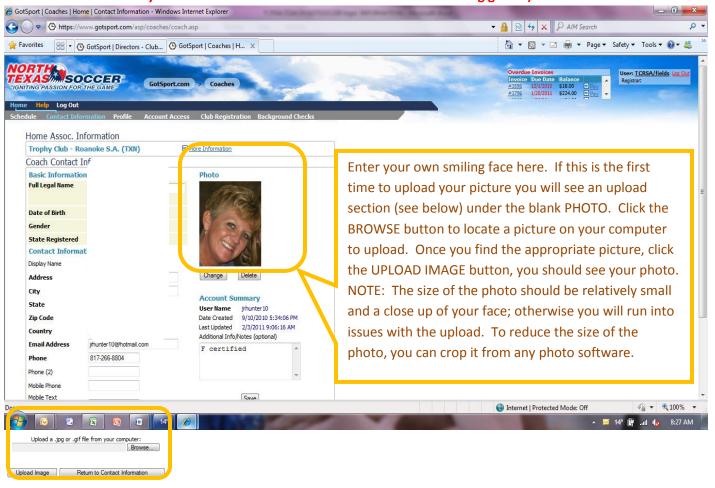


Upon logging into the coach section of GotSoccer you will see the Welcome Screen (see below). From here you can select any of the functions on the gray toolbar.

The primary information you will access in this section is the Contact Information – you should review all your personal information to ensure it is accurate prior to the start of the season. You will also upload your picture in this section (see further down in this document for detailed instructions)



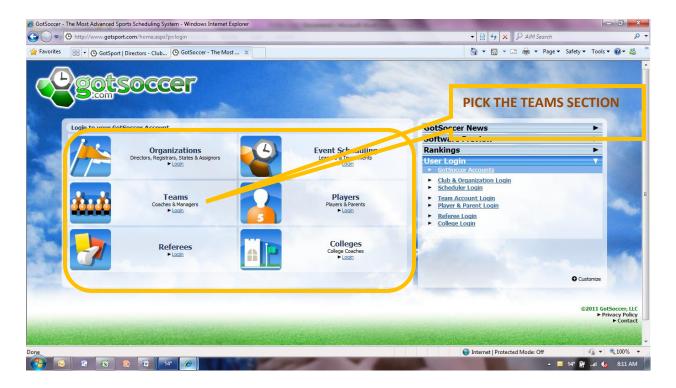
<u>To upload a picture</u> select Contact Information (NOTE: you MUST upload a picture to receive a coach's card, without the coach card you will NOT be allowed on the field or sidelines during games)



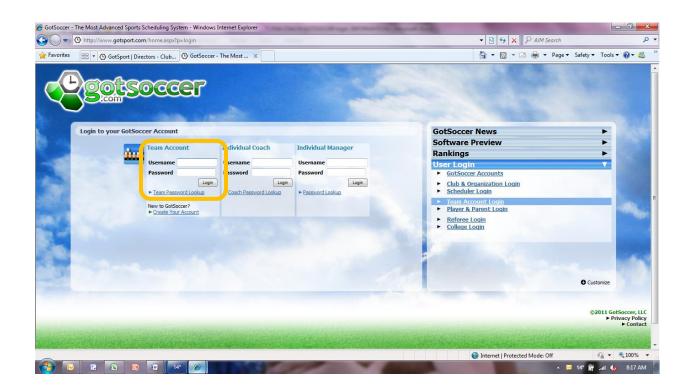
http://www.gotsport.com/home.aspx?p=login (GotSoccer homepage, login to any account from here)

To login into your **TEAM** account (this is ONLY team information; NOTE: official rosters CANNOT be changed by a coach)

- 1. Choose the TEAMS section from the GotSoccer homepage
- Select LOGIN



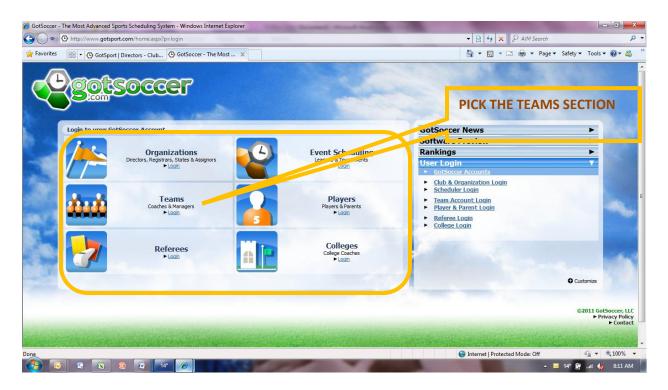
- 3. Upon logging into the TEAMS section you will see the screen below
- 4. Enter the user name and password for the team account (if you have forgotten this information, or have not yet received it, contact the Registrar at <a href="mailto:registrar@tcrsa.com">registrar@tcrsa.com</a> DO NOT CREATE ANOTHER ACCOUNT, AS NOTED IN THE COACH SECTION, THIS IS A BIG NO NO ;-)



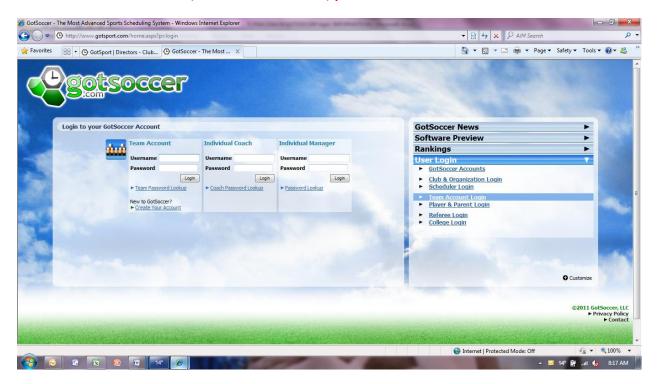
## **CREATING YOUR TEAM'S PHOTO ROSTER**

Login into your **TEAM** account (this is ONLY team information; NOTE: official rosters CANNOT be changed by a coach)

- 1. Choose the TEAMS section from the GotSoccer homepage
- 2. Select LOGIN



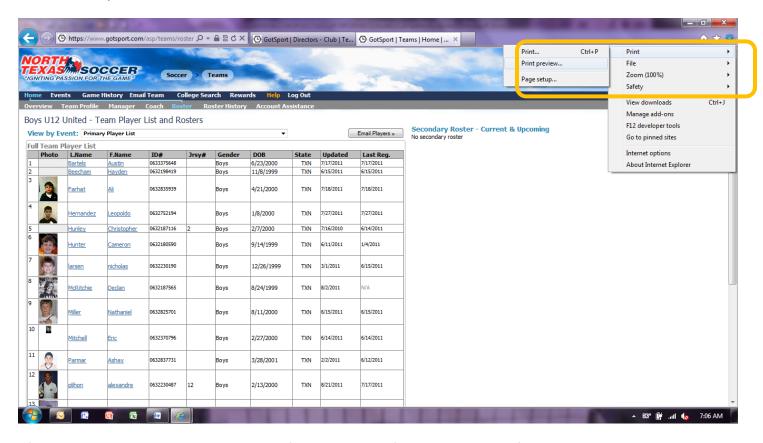
- 3. Upon logging into the TEAMS section you will see the screen below
- 4. Enter the user name and password for the team account (if you have forgotten this information, or have not yet received it, contact the Registrar at <a href="mailto:registrar@tcrsa.com">registrar@tcrsa.com</a> DO NOT CREATE ANOTHER ACCOUNT, AS NOTED IN THE COACH SECTION, THIS IS A BIG NO NO ;-)



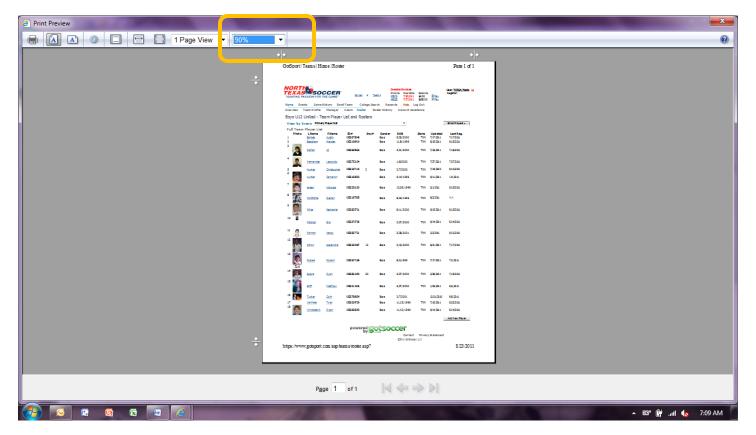
Once logged in you will see your welcome screen. To create your Team Photo roster (different than 'official' team roster – see those instructions in this document), click Roster



You will see the list of players and their photos. From here, go to your Internet Explorer options icon, and select Print from the menu, the Print Preview from the sub-menu.



After selecting Print Preview you will see the following screen, from the drop down for page size resize the image to 90% to ensure player photos are viewable. After resizing the image print the roster.

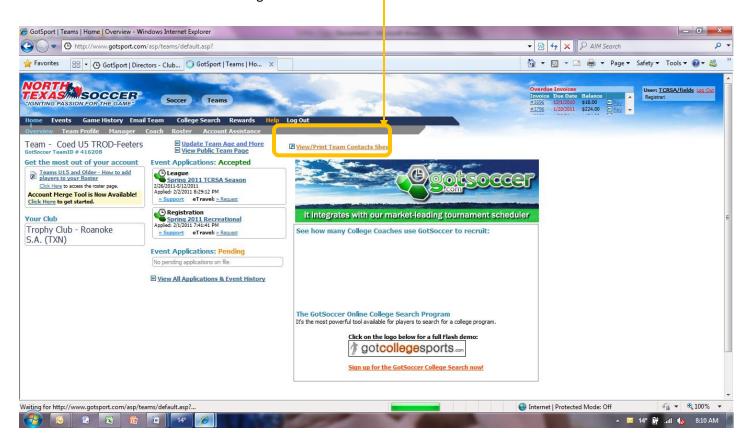


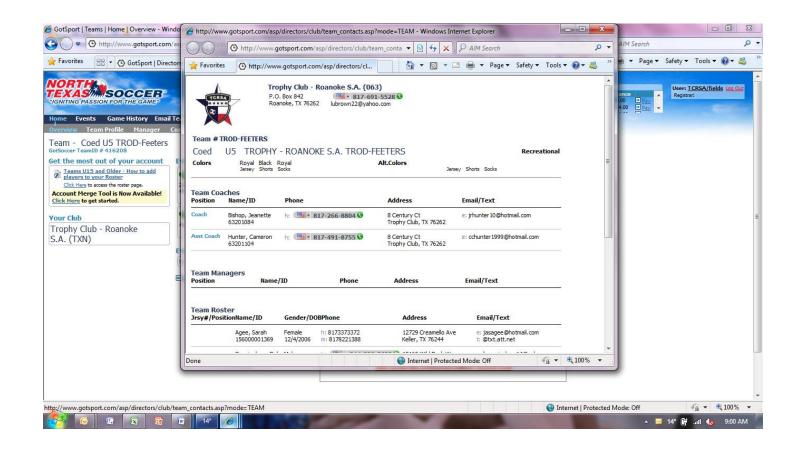
## **LOGGING INTO TEAM ACCOUNT**

Upon logging into the TEAMS section you will see the screen below

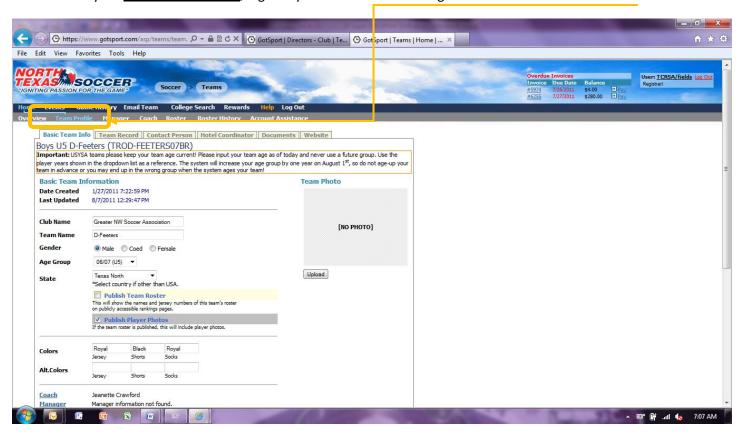
From this screen you can access a number of features but you should limit your activity to VIEW/PRINT CONTACT SHEET (NOTE: any changes to team information, coach/assistant coach, etc. should be coordinated with the appropriate age group Commissioner). Upon selecting VIEW/PRINT CONTACT SHEET a separate screen with all the contact information for each of your players (e.g., name, contact #'s, email address, etc) (see screen shot further down)

You can then use this information throughout the season

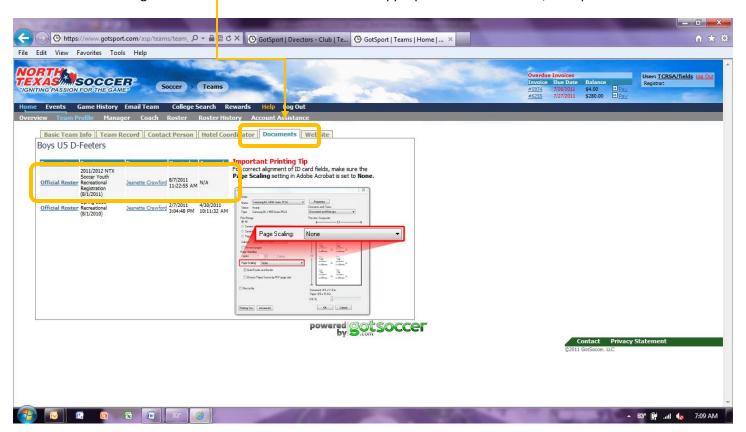




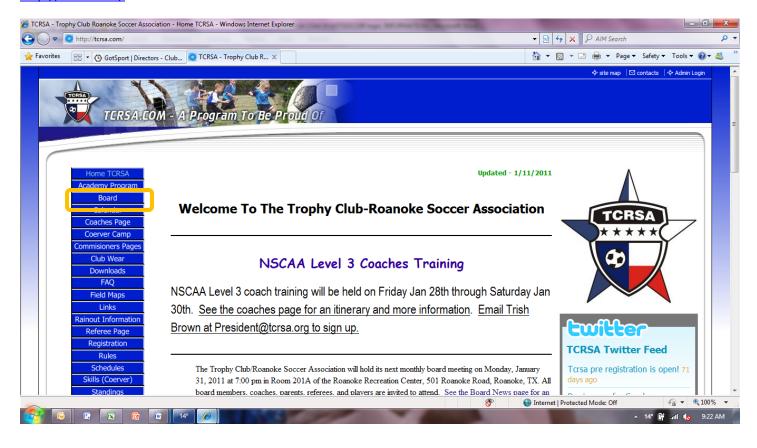
To download your official team roster, login to your Team account using the instructions above. Go to Team Profile



Once in Team Profile go to the Documents tab and select the appropriate season's roster, then print as needed.



If you have questions about any functionality within GotSoccer, contact the Registrar or age appropriate Commissioner. Contact information for any TCRSA Board member can be found on the TCRSA website on the Board page <a href="http://tcrsa.com/">http://tcrsa.com/</a>



By selecting the BOARD button on the left hand side you can locate contact information for any TCRSA Board member

