

## **Helpful Hints for Navigating the GotSoccer Website**

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Section 3: Accessing your GotSoccer account

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ONTARIO TEAMS ONLY

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(CMTS) - ONTARIO TEAMS ONLY

### **Section 1: How to register for the Top Rated Showcase on GotSoccer if you already HAVE a GotSoccer account :**

1. Click on the appropriate registration link (see below).
2. Log in with your existing GotSoccer username and password.
3. Complete application
4. If you are applying for multiple teams, each teams must have its own GotSoccer account.

**\*\*\*\*If you have forgotten your user name and/or password click FORGOT PASSWORD and follow the instructions to retrieve your username and password\*\*\*\***

### **Section 2: How to register for the Top Rated Showcase on GotSoccer if you DO NOT already have a GotSoccer account :**

1. Click on the appropriate registration link (see below).
2. Create a GotSoccer username and password.
3. Complete application
4. If you are applying for multiple teams, each teams must have its own GotSoccer account.

**\*\*\*\*You must remember your username and password for each registered team as it will be necessary for you to access your account after registration\*\*\*\***

**\*\*\*NOTE: Once you have created a new gotsoccewr team account and now are trying to register for the event and you receive the following notice:**

#### **Review & Update Team Information**

**No groups available for Coed OPEN.**

**Your application can not be submitted.**

1. Click on the appropriate registration link
2. Log in with your existing GotSoccer username and password.
3. Click on TEAM PROFILE
4. Enter correct GENDER
5. Enter correct AGE GROUP
6. Click on SAVE at the bottom of the page

**\*\*\*\*Once your team profile is updated, repeat Section 2\*\*\*\***

**Section 3: How to access your GotSoccer account AFTER you have registered for The Top Rated Showcase:**

1. Go to [gotsoccer.com](http://gotsoccer.com)
2. Select USER LOGIN (top right)
3. Select TEAM AND TEAM OFFICIALS
4. Under TEAM ACCOUNT enter the USERNAME and PASSWORD

**\*\*\*\* You must use the username and password that you used to register for The Top Rated Showcase. DO NOT CREATE A NEW ACCOUNT. If you have forgotten your username and/or password, select TEAM ACCOUNT LOOKUP and follow the instructions to retrieve your username and password\*\*\*\***

#### **Section 4: How to update your GotSoccer account:**

1. Login to your GotSoccer account (follow instructions listed above in Section 1)
2. Select TEAM PROFILE – BASIC TEAM INFORMATION to change age groups, coach/manager information and your password
3. Select TEAM PROFILE – CONTACT PERSON to change your contact person information

**\*\*\*\* The Top Rated Showcase allows a maximum of 4 team officials. You must enter your team officials into GotSoccer. These team officials may be listed as managers or coaches. \*\*\*\***

4. Select MANAGER – to update your manager and assistant manager contact information
5. Select COACH – to update your coach and assistant coach information
6. Select ROSTER – to register or remove players to your team roster (see Section 4)

#### **Section 5: How to upload documents to your GotSoccer Top Rated Showcase team application:**

\*\*\*\*Follow these steps to upload your copies of your Application to Travel, your Approved Permission to Travel, your medical waivers (US and International teams only) and your travel Visas (International teams only). ORNCA teams are not required to upload any documents\*\*\*\*

\*\*\*\*For help accessing your Application to Travel and your Approved Permission to Travel from your CTMS account, please read Section 9 and Section 10 BEFORE completing Section 5 – ONTARIO TEAMS ONLY/Not applicable to ORNCA\*\*\*\*

1. Login to your GotSoccer account (follow instructions listed above in Section 3)
2. Select EVENTS
3. Select your current Robbie registration
4. Select DOCUMENTS
5. Under TEAM DOCUMENT UPLOAD select the document type you want to upload from the drop down options
6. Select CHOOSE FILE
7. Select the file you want to upload from your computer
8. Select UPLOAD FILE

### **Section 6: How to create/modify your GotSoccer team roster:**

1. Login to your GotSoccer account (follow instructions listed above in Section 3)
2. Select ROSTER
  - Select REGISTER NEW PLAYER to register a new player
  - Select a player's name to modify or delete player information
3. Your Top Rated Roster must include the following for every player on your team:
  - Player ID# (OSA number for Ontario teams)
  - USClubID# – US players use Player ID# not USClubID#
  - Full legal name
  - Gender
  - Date of Birth
  - Jersey #
  - Email address: an email address is required to add the player, if you do not wish to enter the player email addresses, enter the manager /team contact email for all players
4. Repeat the process for all of your players

### **Section 7: How to generate your official Top Rated Showcase team roster AFTER having completed Section 6:**

1. Login to your GotSoccer account (follow instructions listed above in Section 3)
2. Select HOME
3. In the EVENT REGISTRATION HISTORY chart, locate your current Top Rated Showcase application and select DEFAULT under the ROSTER column.
4. Select GENERATE ROSTER (this will create your official Top Rated Showcase team roster)

### **Section 8: How to modify your official Top Rated Showcase team roster AFTER having completed Sections 6 and 7:**

1. Login to your GotSoccer account (follow instructions listed above in Section 3)

2. Select HOME
3. In the EVENT REGISTRATION HISTORY chart, locate your current Top Rated Showcase application and select CREATED under the ROSTER column.
4. Select RESET ROSTER
5. Follow instructions in Section 6 to modify/add players
6. Follow instructions in Section 7 to generate a new Top Rated Showcase team roster

**Section 9: How to Save a Copy of your APPLICATION for permission to Travel from Your CMTS Account (ONTARIO TEAMS ONLY/Not applicable to ORNCA):**

\*\*\*\*Follow these steps to save a copy of your APPLICATION for permission to travel – required in Section 5\*\*\*\*

1. Login into your CTMS account
2. Select MY APPLICATION (on left)
3. Select EXPORT
4. Proceed to section 5

**Section 10: How to Save a Copy of your APPROVED PERMISSION to Travel from Your CMTS Account (ONTARIO TEAMS ONLY/Not applicable to ORNCA):**

\*\*\*\*Follow these steps to save a copy of your APPROVED PERMISSION to travel – required in Section 5\*\*\*\*

1. Login into your CTMS account
2. Select MY APPLICATION (on left)
3. Select ATF in the APPLICATION TYPE dropdown box
4. Select SEARCH
5. Select the GREEN EYE next to the application for The Robbie
6. Select PRINT. You will get a copy of your APPROVED PERMISSION TO TRAVEL. You can print it and scan it to your computer, or save the file as a PDF.
7. Proceed to section 5

