

WDDOA GAME DAY PREPARATION

Club Pass / Game Card / Scores

Team Manager Instruction Manual



PREPARING YOUR GAME DAY ROSTER...

- ▶ Access the GotSoccer website at: www.GotSoccer.com to login to your team account.
- ▶ Please make sure that you click the “Teams & Team Officials” login link and enter your User ID/Password after selecting the “Team Account” option.

Note: The User ID/Password required to access the team account was set up by your **CLUB REGISTRAR** when the team was initially formed/entered into GotSoccer for the season

The screenshot shows a navigation menu with several categories, each with a green header bar and a description. The 'Teams & Team Officials' category is highlighted with a red border. The categories are:

- Organizations**: Directors, Registrars, States & Assignors. Login
- Teams & Team Officials**: View and print rosters, schedules, game cards, and submit risk management reports. Login
- Referees & Assignors**: Create and verify assignments, and submit game reports. Login
- College Coaches**: Search player profiles and register to attend events. Login
- Players & Families**: Players & Parents - update your contact information and find forms. Login
- Event Scheduling/Scoring**: Leagues & Tournaments. Scheduling, Scoring Input

- ▶ When preparing the game day roster **ONLY** activated players will appear on the game card. Primary players rostered to your team will be shown as activated in the system and will automatically appear on the game card, unless they are deactivated. There is a limit of 16 players for U11–U12 & 18 players for U13–U19 who can be active and appear on the game card, this total is made up of primary players (including any serving a suspension) and club pass players. Note: U16–U19 teams who can roster up to 22 **players should deactivate players** to reach the 18 active players or at a minimum line through printed players on the game card.

GAME ROSTER PREPARATION CONT...

- Once logged in you will be looking at your teams "Home" page. From this home screen, the Event Registration History box can be viewed which displays all of the current events your team is entered in.

Team - Team Name Displayed Here [Update Team Age and More](#) [View/Print Team Contacts Sheet](#)
 GotSoccer TeamID # 602907 [View Team Rankings Page](#) [Team Fundraising](#)

Get the most out of your account

[Teams U15 and Older - How to add players to your Roster](#)
 Click Here to access the roster page.

Account Merge Tool is Now Available!
 Click Here to get started.

Your Club

WDDOA (TXS)

Event Registration History

Items 1 - 4 of 4

Name/Date	Type	Status	Applied	Accepted	Paid	Roster	Schedule	eTravel	Support
AAYSA Labor Day Tournament 8/31/2013 - 9/1/2013	League	Applied	08/18/2013	Yes	Yes	Frozen (16)	TBA	Request	Request
Event Name	League	Accepted	07/30/2013	Yes	Yes	Frozen (17)	View	Request	Request
WDDOA 2013-2014 Team/Player Registration (roster/cards) 8/1/2013 - 5/31/2014	Registration	Pending	07/29/2013	No	No	Frozen (17)	N/A	N/A	Request
WDDOA Fall 2013 - DI Qualifying Tournament 7/26/2013 - 7/28/2013	Tournament	Declined	06/26/2013	No	Yes	Default	View	Request	Request

Items 1 - 4 of 4

- To access the team roster information, locate the event in the Event Registration History box in which you wish to work. In this instance it would be the WDDOA flight that your team is participating in: WDDOA Flight 1 – Prime, WDDOA Flight 2 – Challenger or WDDOA Flight 3 – Alpha . Click on the link in the "Roster" column for the event. This will then display the current team roster for this specific event.

GAME ROSTER PREPARATION CONT...

- ▶ After clicking on the “frozen” roster within the event, you will be directed to your primary player list. This is where you will start to build your game day / Active roster.

Boys U15 Team Name Displayed Here Team Player List and Rosters

Player Add/Remove functions have been locked by your club.

View by Event: Event Name Displayed Here Print Contacts >> Email Players >>

Registration Submitted 8/25/2012 Accepted Yes ID#s [Default](#) Schedule / Game Cards >>

Add Club Pass Player

Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB*	Date Added		Type
1	Players Name Listed Here			5	Boys	9/4/1997	9/6/2012 7:40:34 PM	Deactivate	P
2	Players Name Listed Here				Boys	5/1/1998	9/6/2012 7:40:36 PM	Deactivate	P
3	Players Name Listed Here			13	Boys	10/3/1997	9/6/2012 7:40:35 PM	Deactivate	P

- ▶ From this screen, you can choose to “**Deactivate**” a primary player (not serving a suspension) or use the “**Add Club Pass Player**” function to add players to your team pool. Deactivation of a primary player REMOVES them from BOTH the active player list/game card and places them in the Inactive & Club Pass Player list, located directly below the primary player list.
- ▶ The jersey numbers may also be updated from this screen by highlighting the **Jrsy #** field, entering the correct information and then hitting the “Tab” key to save/update the players record. The jersey number box will quickly highlight in orange after hitting tab.

GAME ROSTER PREPARATION CONT...

- ▶ Club pass players may be added to a team's player pool (see STYSA Rule 3.8.3 (f) for specific requirements) and must be registered to another team within the same club.
- ▶ Based on STYSA rules, the maximum number of players that may club pass per game is:
 - U11–U12: 3 Player per game may participate using a club pass.
 - U13–U19: 4 Players per game may participate using a club pass
- ▶ A player can appear in multiple team player pools. Club pass players must be added to the player pass pool, activated onto the game day roster, and printed (from the GotSoccer system) onto the official game card in order to be eligible to participate. **NO HANDWRITTEN PLAYERS ARE ALLOWED!** Reminder: A CPP may play in no more than two games in a day as a CPP.
- ▶ From the “Team Player List and Roster” screen click the “**Add Club Pass Player**” button

- ▶ Then the “Add Club Pass Player” search box will appear (as shown below). Enter the Last Name, First Name or ID # and the PLAYER’S primary team age group (NOT the age group of your team), click search and results of the search will be displayed.

GAME ROSTER PREPARATION CONT...

- ▶ The club pass player search results will be displayed:

ID#	Level	LName, F.Name Name	Jrsv#	Sex	DOB	Group	Team	
		Player Name Will Be Listed Here	1	Girls	10/25/1999	U13	Team Name Here	Add

- ▶ Click the “Add” button and the player will be added to the Inactive & Club Pass Player list. This list will show all inactive as well as club pass players below the active player list.
 - Note: “P” indicates a primary player that has been deactivated and “CP” indicates a club pass player.

Photo	L.Name	F.Name	ID#	Jrsv#	Gender	DOB	Date Added	Type
	Player Name / Info Will Be Listed Here				Girls	9/7/1999	9/6/2012 3:08:35 PM	Activate P
	Player Name / Info Will Be Listed Here				Girls	10/25/1999	9/6/2012 3:09:53 PM	Activate CP

- ▶ To add a player to the Active roster (which is the roster that will print on the game card) Click the “Activate” button for the player and they will move up to the Active Player List.



GAME ROSTER PREPARATION CONT...

- ▶ All jersey numbers should be updated in the system to reflect the MAIN jersey number of each player. Once the correct players **with jersey numbers** are listed on the Active player list/roster (primary or club pass) with the roster not exceeding the maximum limit as defined per age group (16 players for U11–U12 or 18 players for U13–U19) your game day roster is complete. These are the only players that will appear and print on the game card(s) until an update is made to the Active Roster.
- ▶ Note: **U16–U19 teams** who can roster up to 22 players should deactivate players to reach the **18 active players** or at a minimum line through printed players on the game card that will not be participating. Any game card received where the maximum number of active players (players not lined through) exceeds 18 may be subject to a fine and/or forfeit.
- ▶ **Players MUST NOT be handwritten on the game card.** If a player is not printed (from the GotSoccer system) on the official (paper) game card (primary player and/or club pass) they are **not eligible** to participate. Game cards received with handwritten players will be deemed automatic forfeits regardless of the situation and/or status of the handwritten player and are subject to fines. No Exceptions!
Fines: 100.00 per Handwritten Player / 250.00 Forfeit
- ▶ **SUSPENDED PLAYERS:** Please be aware that any player that is serving a game suspension **MUST** appear on the game card with an indication they are serving a suspension in order to receive credit for the sit-out. Players serving a suspension should be lined through on the game card and “Sat Out” should be written next to their name. This player **will** count towards your maximum game card / active roster limit.



GAME CARD PRINTING...

- ▶ Game Report (game cards) will **ONLY** be available for download/printing 48 hours prior to the game. Each team should carefully prepare their game day roster before every game and then **DOUBLE CHECK** the information: Player Names, Field Number and Game Time.
- ▶ **BOTH TEAMS** are **required** to print a copy of the game report (game card) and take it to the field. Only one game card should be presented to the referee crew and used as the official card of the game.
- ▶ There are several ways to access and print a game report (card) from the system but here is one way to access/print the information from the same screen being used to build your teams Active player list / roster.
- ▶ While on this screen the Active roster will appear on the left side and the team's schedule will appear on the right side of the page.

Gender	DOB*	Date Added		Type
Boys	9/4/1997	9/6/2012 7:40:34 PM	Deactivate	P
Boys	5/1/1998	9/6/2012 7:40:36 PM	Deactivate	P
Boys	10/3/1997	9/6/2012 7:40:35 PM	Deactivate	P
Girls	10/23/1997	9/6/2012 7:40:35 PM	Deactivate	P

WDDOA Fall 2012 Season (8/1/2012)

#254	9/8/2012 5:00 PM-7:00 PM	H	ALAMO REVOLUTION 98B BLUE (TXS)
#258	9/15/2012 5:00 PM-7:00 PM	H	LONESTARS 98B RED 5TH (TXS)

- ▶ To print a game report (game card) click on the “PDF” icon next to the game and choose Open on the screen that is displayed.
- ▶ This will open up the PDF file and the game report can be printed.

REPORTING GAME RESULTS...

Game Card Submission, After the Game:

- ▶ **Neutral Model:** The official game card will be turned in to the site coordinator by the referee. If you are playing at an alternate location or a weeknight game then there may not be a site coordinator on duty. In this instance, please follow the Home/Away Model instructions located below.
- ▶ **Home/Away Model:** The winning team and/or home team in case of a tie is responsible for returning the game card to the WDDOA office no later than Wednesday of the week following the game.
- ▶ If you choose to email: gamecard@wddoa.org and/or fax the report (512-436-8914) **you must still MAIL THE ORIGINAL GAME CARD to the office.** There are no exceptions granted on this!
- ▶ Please mail the card to: WDDOA 3000 Joe DiMaggio Blvd, Suite 68 Round Rock, TX 78665

Reporting Game Results in GotSoccer:

- ▶ All game scores should be noted by each team manager. Game results (final score and both yellow/red cards) must be reported by **BOTH** team managers within **24 hours of the scheduled game** in GotSoccer.

Teams can choose to use the following methods in order to report game results.

- ▶ Results can be reported by phone using the Phone-in Scores number, Event ID and PIN located **on the game card** or by scanning the QR code off the game card at the field:

2016/2017 WDDOA Flight 1 - Prime League

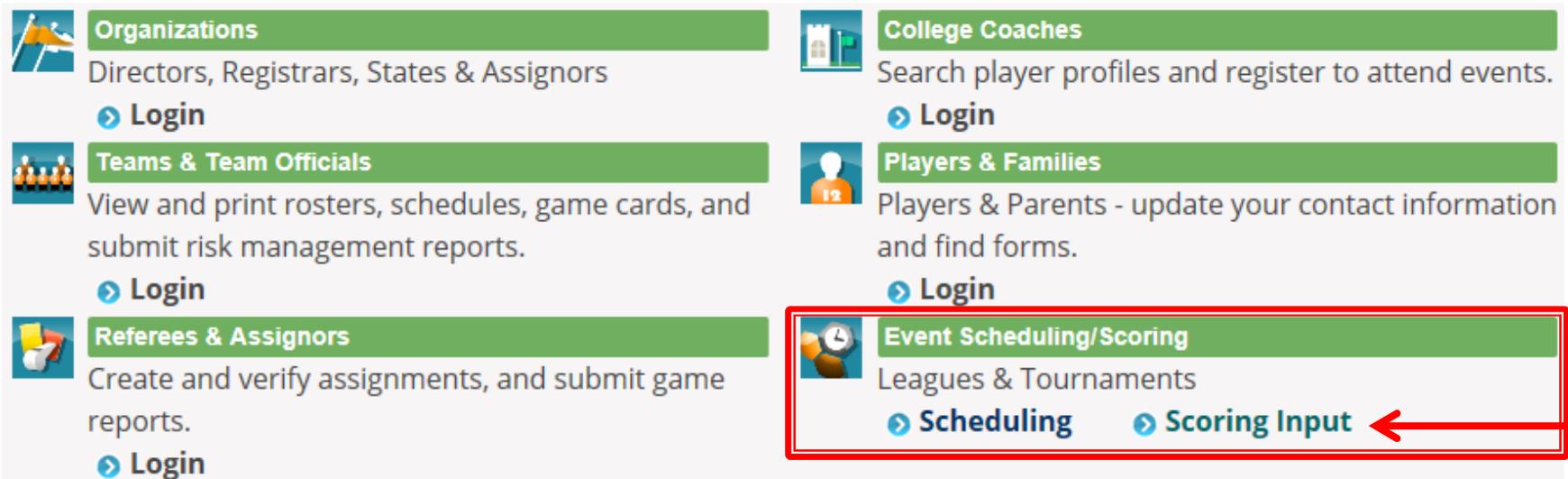
Web: www.gotsport.com/m/scoring
Phone-In: 904-758-0875
Event ID: 53458 PIN: 1234

Card Generated: 9/8/2016
[Reprint Game](#)
Suspensions indicated with red line

Field: Schertz Soccer Complex #7 Date: 9/10/2016 Time: 5:00 PM

REPORTING GAME RESULTS CONT...

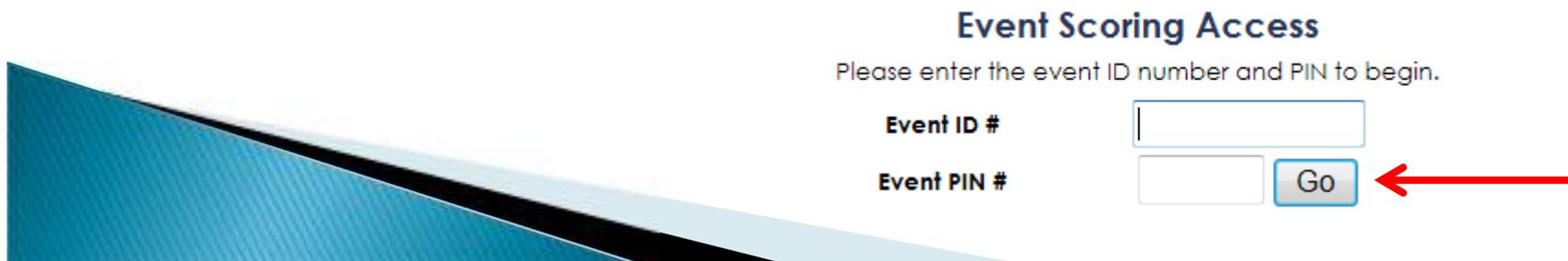
- ▶ Results can also be reported by using the GotSoccer website and following the instructions: Access the GotSoccer website and choose the “Scoring Input” link located in the Event Scheduling/Scoring box.



The screenshot shows a navigation menu with several categories, each with a description and a 'Login' link. The 'Event Scheduling/Scoring' category is highlighted with a red box, and a red arrow points to the 'Scoring Input' link within that category.

- Organizations**
Directors, Registrars, States & Assignors
▶ Login
- College Coaches**
Search player profiles and register to attend events.
▶ Login
- Teams & Team Officials**
View and print rosters, schedules, game cards, and submit risk management reports.
▶ Login
- Players & Families**
Players & Parents - update your contact information and find forms.
▶ Login
- Referees & Assignors**
Create and verify assignments, and submit game reports.
▶ Login
- Event Scheduling/Scoring**
Leagues & Tournaments
▶ Scheduling ▶ Scoring Input ←

- ▶ This will display the Event Scoring Access screen where, after entering the Event ID and PIN, click the “Go” button.



The screenshot shows the 'Event Scoring Access' screen. It prompts the user to enter an event ID and PIN. The 'Go' button is highlighted with a red arrow.

Event Scoring Access
Please enter the event ID number and PIN to begin.

Event ID #

Event PIN # ←

REPORTING GAME RESULTS CONT...

- ▶ Then a screen will display where you will input the Game # and Click the “Go” button.

GotSoccer Event Scoring

Select Game Game # Go

Enter a Game Number

- ▶ The game scoring screen will be displayed. This is where you will enter both the final game score of the game and any red/yellow cards that were issued.

GotSoccer Event Scoring

Select Game Game # 254 Go

WDDOA Fall 2012 Season - BU15 - U15B D1 #254
9/8/2012 5:00 PM NEMP NEMP 06

H	Team Names Displayed Here				H	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
A					A	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To Enter Game Scores:

- ▶ Click inside the “H” (home team) empty box and this screen will appear and you can enter both the home and away team scores. Be sure to click the “SAVE” button!!

GotSoccer Event Scoring

Select Game Game # 254 Go

WDDOA Fall 2012 Season - BU15 - U15B D1 #254
9/8/2012 5:00 PM NEMP NEMP 06

H	Team Names Displayed Here				H	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
A					A	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

→

GotSoccer Event Scoring

Select Game Game # 254 Go

WDDOA Fall 2012 Season - BU15 - U15B D1 #254
9/8

H	Team Names Displayed Here				H	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
A					A	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Final Scores Home Away Save

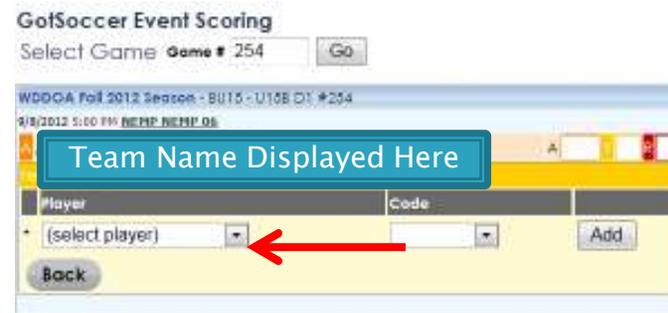
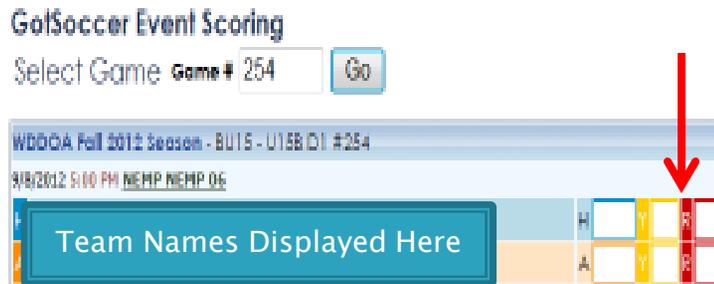
Back

↓

REPORTING GAME RESULTS CONT...

To Enter Yellow / Red Cards:

- ▶ Enter any yellow or red cards issued by clicking the appropriate “Y” or “R” boxes to input the cards into the system for the selected team.
- ▶ Click inside the appropriate “Y” or “R” empty box and this screen will appear, where you can enter any cards issued during the game to a specific player.



- ▶ Be sure to select the correct box for the appropriate card: Y=Yellow Card R= Red Card
- ▶ The dropdown boxes for Player and Code should be used to select the correct player and card (infraction code) reason. After entering the information, click on the “Add” button. Additional players should be entered as necessary. Once all the yellow/red cards have been entered for this team, click on the “Back” button to return to the Event Scoring screen for the game. If applicable, click on the “Y” or “R” boxes for the other team to enter any cards issued. Once all the cards are entered you should be back on the Event Scoring screen.
- ▶ **TEAM MANAGERS ARE REQUIRED TO ENTER THIS INFORMATION INTO GOTSOCCER WITHIN 24 HOURS OF GAME COMPLETION & KEEP TRACK OF ALL Yellow / Red CARDS ISSUED TO YOUR PLAYERS & COACHES DURING THE SEASON!**