

INSTRUCTIONS for COACHES

Logging onto your TEAM Got Sport account to retrieve your official team roster

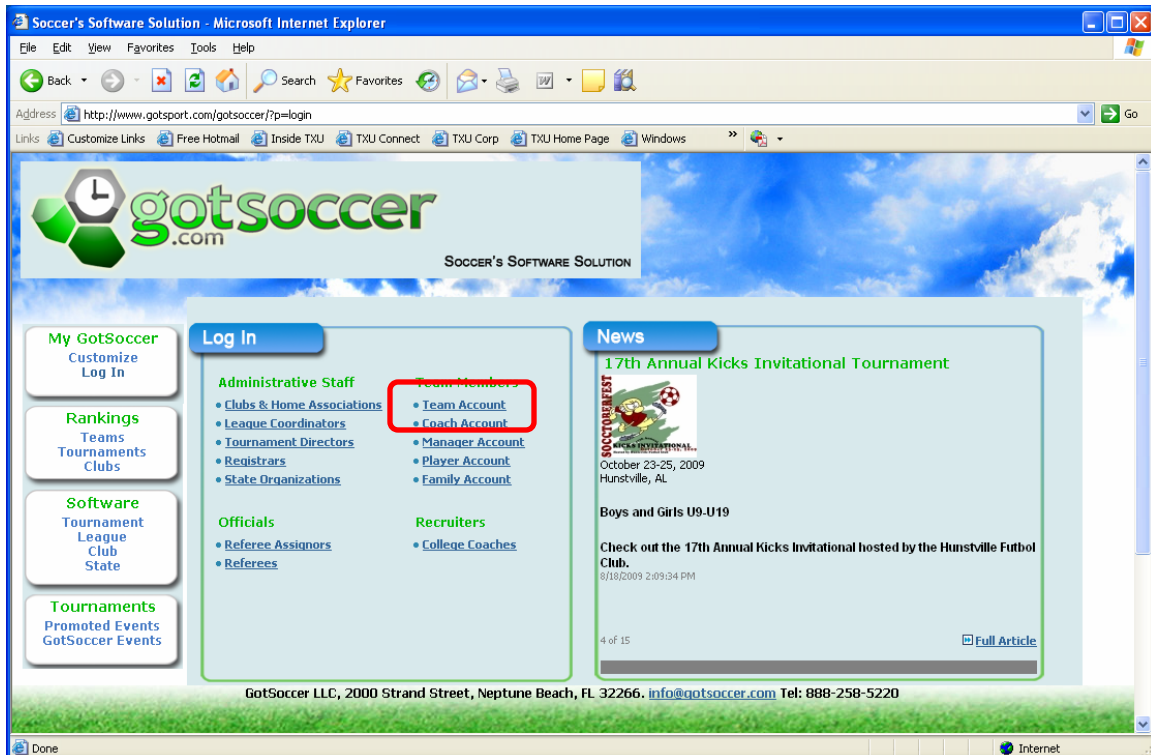
Anytime new players, coaches, assistant coaches or team manager changes are made to your team a new roster will be prepared and attached to your “Got Sport” team account. You will receive an E-Mail informing you that a new roster is available. It will be your responsibility to log onto the site and get a copy of that roster. YOU are also required to reply to the email to close the loop and make sure the association knows that you have received the new roster. The following instructions and screen shots will show you exactly how to accomplish this task.

In the E-Mail that you will receive at the bottom of the E-Mail you will find the user name and password for your team account. You will need this information in order to log onto your team account.

1. Open an internet browser
2. type the following URL in to the address line

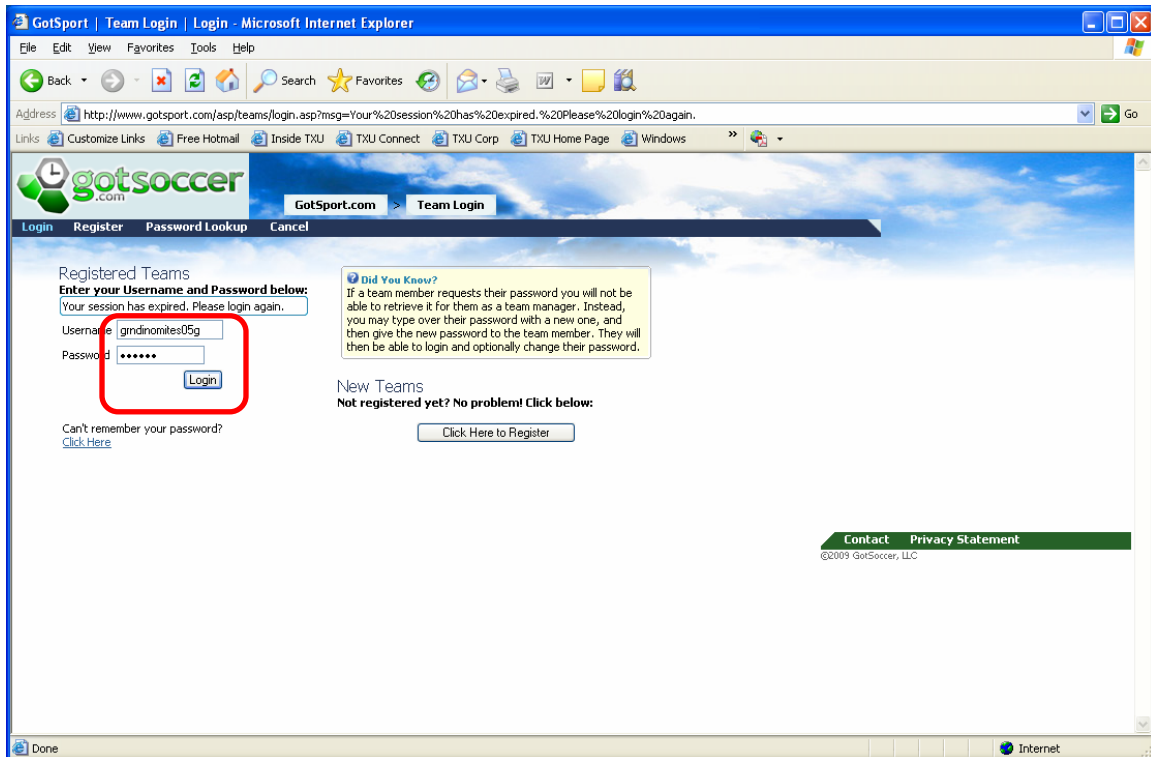
www.gotsport.com

The result will be the website shown in the screen print below



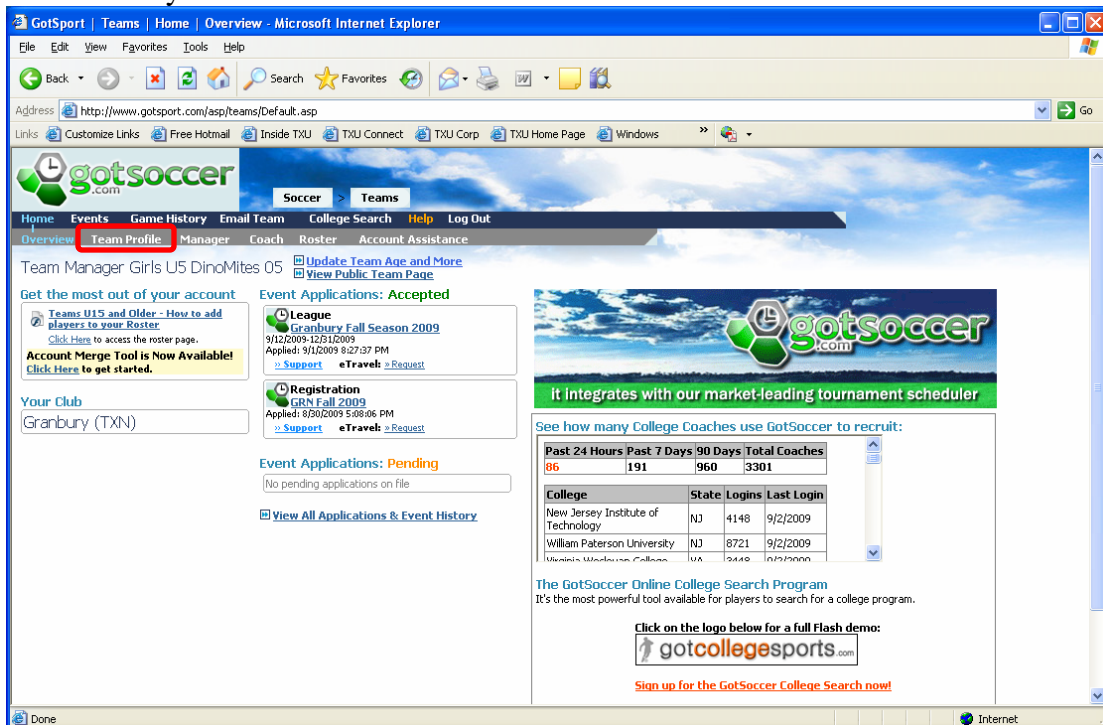
3. Click on the link in the red box above “Team Account”

The following login screen will appear



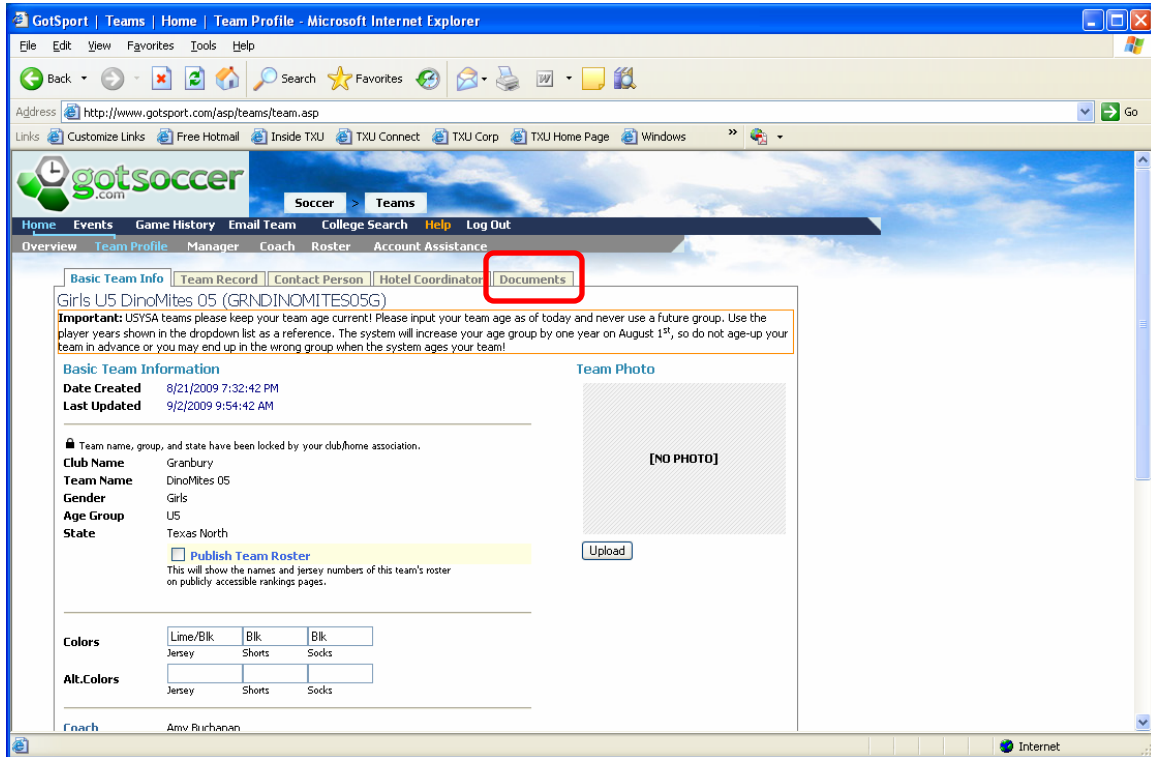
4. Enter the login information Username and password that were provided to you in the email you received and press the “Login” button as shown in the red box on the screen print above.

The following screen will appear and is the entry screen for you team account. It will of course have your team information instead of that for the team used in the demonstration.



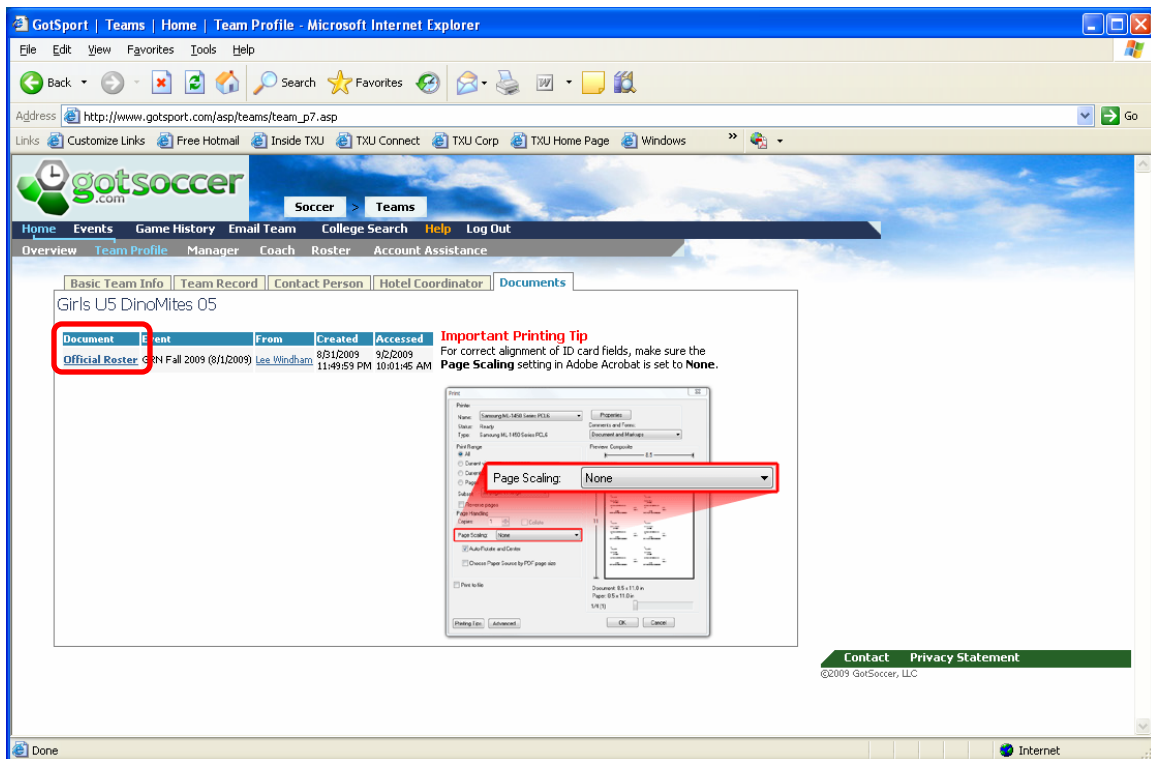
5. From this screen you can look at many things. However to get to your official team roster click on the “Team Profile” link as shown above in the red box

The following screen will appear



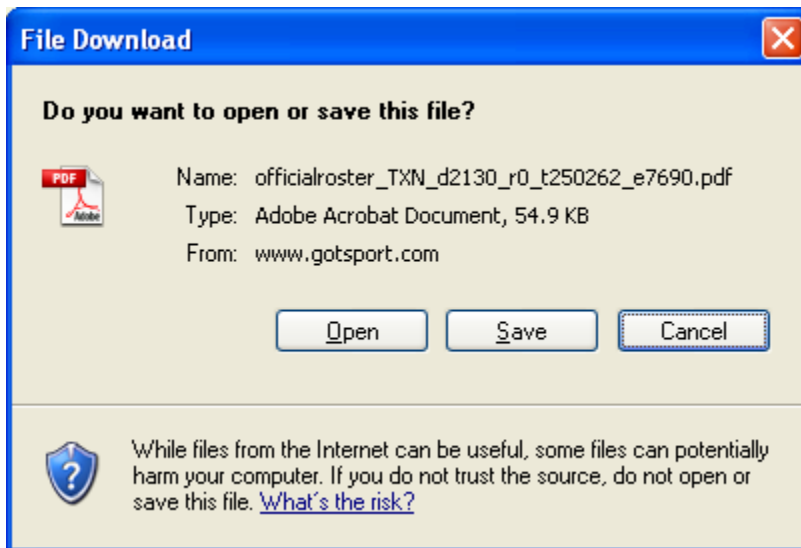
6. Click on the "Documents" tab as shown in the red box above

The screen below will result.



7. Click on the text "Official Roster" as shown in the red box above. You will be prompted with the box below to either save or open the file. This roster is in a PDF file that you can open and print or save to your computer for future use.

8. Click either “OPEN” or “SAVE” as you wish to access your roster.



9. The last step is to send an email to the GSA registrar that you have received your new roster and acknowledge the new participants added to the roster. You can simply reply to the E-Mail you were sent or go to the www.granburysoccer.org on the contacts page and send an E-Mail to the registrar. In the E-Mail please refer to the date of the registrar signature on the roster that you have printed or viewed.

EXAMPLE: “I have retrieved my new roistered signed by Lee Windham 9/1/09 and will contact my new players.”