



GotSoccer Tutorials

These are simple instructions for clubs looking to create/age/add teams in GotSoccer. There are also video tutorials for all these steps on our Youtube page, please [click here](#) to view them.

Adding New Club To League

This first step is only for clubs that did not play in TSA leagues in 2018. If you had team(s) play with us in 2018 you can skip this step. For Clubs that are new, you must execute the following steps:

1. Create a GotSoccer account. To do this you must assign a club admin and send their information (First name, Last name, Phone #, Email address, and Club name) to [William](#) or [Jared](#) at GotSoccer, stating that you wish to create a GotSoccer account in order to play in the TSA Leagues
2. Once you have access to a GotSoccer account you must click on "Home" tab → click on "Events" tab → click "Search" tab
3. Under the "Event Name" type in "2019 TSA Leagues"
4. Click the "2019 TSA Leagues" that appears
5. Click "Apply Now"
6. Click "Apply to 2019 TSA Leagues"
7. Click "Join League"
8. Click "Ok"
9. You should see "League Application Completed"

Creating New Teams

If you have a brand new team to the league that has never played before you need to follow these steps:

1. Log in to your GotSoccer account
2. Click on "Teams" tab
3. Click on "Add Team" button on top right
4. Fill out the following required fields (Level/Grade, Club Name, Team Name, Gender, Age Group, Position ((any choice will do)), Colors, Username, Password)
5. Click "Update Team Account"

Aging Teams

If your team is returning or has already played with TSA in the last year you can age your team to the next age group and keep information like rosters, playing colors, coaches, etc. To age a returning team to the older age group you must follow these steps:

1. Log in to you GotSoccer account
2. Click on "Teams" tab
3. Locate and click on the team name you wish to age up
4. Change the age group of the team from the drop down list to one year higher
5. Click "Update Team Account"
6. Make sure the details are correct before you follow the next step of Adding Team to The League

Adding Teams to League

The following steps must be taken in order to add teams to the 2019 TSA Leagues :

1. Log in to you GotSoccer account
2. Click on "Teams" tab
3. Ensure that the team you are looking to enter to the league has the correct age group, make changes if required
4. Ensure the team you are looking to enter has the correct team name, make changes if required
5. In the "Register Teams In:" section choose from the drop down list "2019 TSA Leagues"
6. Click "Select"
7. Now you will see the list of teams that are not yet entered to a league, find the team(s) that you wish to add to the league
8. Turn on the check mark to the left of the team(s) you wish to add to the league, very far left column
9. Click "Enter Selected Teams"