



Ohio Travel Soccer League

US Club Soccer Registration Instructions

1. US Club Soccer Registration System: GotSport

- [Welcome to GotSport Login](#)
- [GotSport Help Links](#) for [League Admins](#), [Club Registrars](#), [Parents](#) & [Coaches](#)
- [Add Club Admin Users](#) & [Edit Club Admin Permissions](#)

2. Add Players/Coaches:

- [Uploading players from a CSV File](#)
- [Manually creating a player](#)
- [Uploading coaches from CSV File](#)
- [Manually creating a coach](#)

3. Add Proof of Birth and Photos:

- Proof of Birth - [upload by parent](#) or [upload by club registrar](#)
- Photo - [upload by parent](#) or [upload by club registrar](#)

4. Coach Requirements:

- Instruct coaches to [login](#) to GotSport account
- Upload a photo on the profile landing page
- Select the small person icon in upper right of screen and click "Profile"
- Coaching requirements will be listed for each soccer seasonal year as Fulfilled or Required
- Any requirements that are Required - click "More Information" to complete requirements

5. Club Registrar Verification:

- [Club Pre-Paying for Coach Background Checks](#)
- [Submit R-002 Certification](#)
- Monitor Requirements for Players - [Proof of Birth Verification](#)
- Monitor Requirements for Staff - [Risk Management](#)

6. Adding Teams & Affiliating with OHTSL:

- [Creating Teams](#)
- [Affiliate Teams with OHTSL](#) - club registrar will receive email notification once team has been accepted by OHTSL
 - Verify teams accepted by OHTSL: Club Management -> Team Registrations -> Scroll to Right for Status
- [Roster Building](#) - steps 1-6
- [Purchasing Passcards](#) - steps 7-13 *****TEAMS MUST BE ACCEPTED BY OHTSL PRIOR TO THIS STEP TO RECEIVE DISCOUNT PRICING BELOW*****
 - 11 years and younger = \$14 for one year 8/1 - 7/31
 - 12 years and older = \$16 for one year 8/1 - 7/31
 - Staff = \$20 for 2 years

7. Documents:

- [Printing Official Rosters & Pass Cards:](#)

For any questions or concerns on GotSport Registration contact admin@ohtsl.com