Applying for the US Youth Soccer National League Conferences in GotSport

(all information is subject to change 9/27/2023)

This guide can be used when registering for the US Youth Soccer National League Conferences. If you have any questions after going through this process, please email your league manager. Contact information can be found at the bottom of the Conference specific homepage.

Click here to view a video that walks you through the application process.

1. To retrieve the link to register, please contact your state association.
2. Once you access the registration form, you will be prompted to login to your existing GotSport account (option 1 in the screenshot below) or to create a new account (option 2 in the screenshot below). If you need to create an account, continue to Step 3. If you have an existing account and can login, skip ahead to Step 4. Please double-check with any other coaches/managers associated with your team to ensure they have not already created an account for your team.
   a. GotSport is different from GotSoccer, so if you have not used the new system before, you will need to create a new account. Your login information from GotSoccer will not work in GotSport.

3. Any items with an asterisk (*) are required, but it is highly encouraged to enter all information as you will need to enter this information later in the application process.
   a. If your club does not appear in the list, please send an email to your league manager with the name of the club and the state the club is associated with. Once you have sent the email with this information, please allow 1-2 business days for the club to be loaded into the system so it appears in the drop-down list. You will receive an email when it is available in the drop-down list.
   b. The email you enter under the Email/UserID field will be your username for login. Be sure to make a note of the email address and password you use as this login information will need to be used throughout the season to make updates to the team's roster, coach, manager, and submitting forms.
   c. The Club you choose in the drop-down list cannot be changed once you sign up for an account, so be sure to choose the correct club when creating your account.

4. If the team played in the Conferences in 2021-2022, they already have an account. Please contact your club to get your account linked to the existing team in GotSport. If your account is already linked to the team, the team will appear on the left-side of the screen with a Register button next to their name. If you have already begun the application process with a team, there will be a Continue button instead of a Register button. You can click it and your information from the previous attempt to register will be saved. After clicking Register or Continue, skip to Step 8.
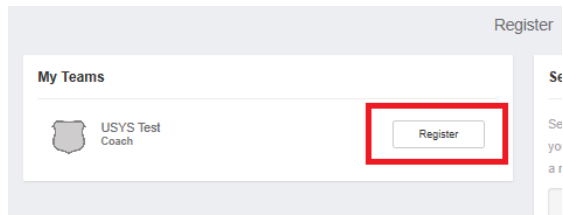
5. If the team did not play in the Conferences in 2021-2022, the team may still need to be created in GotSport. PLEASE NOTE: If you plan to register a team from the state of Indiana, Illinois, Michigan, or Missouri, please contact your club as they have more than likely created the team account in GotSport. You will need to get linked to the existing account in order to register the team. Please contact your club for more information.

   a. On the right-side of the screen, use the Search Teams block. Select the Club the team is associated with, along with the Gender and Age Group for the 2022-2023 seasonal year (birth year chart for 2022-2023 is below). Make sure the age group you select is the age group you will be placed in for the event. The Club you choose must be the same club you chose when you created your account. Once you have selected the club, gender, and age group, type in the team name under Team and click Search. If your team appears in the search, please contact other individuals tied to the team as this means the team has already been created and, possibly, registered for the event already. Be sure to select the correct Club as it cannot be changed past this point.

   b. If your club does not appear in the list, please send an email to your league manager with the name of the club and the state the club is associated with. Once you have sent the email with this information, please allow 1-2 business days for the club to be loaded into the system so it appears in the drop-down list. You will receive an email when it is available in the drop-down list.

2022-2023 Birth Year Chart	
Age Group	Birth Year
U13	2010
U14	2009
U15	2008
U16	2007
U17	2006
U18	2005
U19	2004

6. If you receive the message "No teams were found with your search," double-check the information and click Save. There is no need to upload a logo or choose the colors.

No teams were found with your search. You may create a new team by filling out the form below.

Name

USYS Test

Club

Midwest National League Conferenc

Gender

Boys

Event Age

U15

Logo

Choose File No file chosen

Colors

■ ▾   □ ▾

Role Name

Coach

Postal Code

Save

7. Once you click Save, the page will refresh with a message "The new team was created successfully." From here, click the Register button next to the team to begin the registration process.

Search Teams

Search for the teams that you manage or coach or for the teams of the clubs that you're a part of as a manager or coach. If you do not find your team, you can create a new team after the search.

Team

USYS Test

Club

Midwest National League Conference

Gender

All

Event Age

U15

Search

Clear Search

The new team was created successfully. Click the Register button below to register this team x to the event.

Midwest National League Conference - USYS Test
Coach

Register

8. The first step, named "Update Profile," will be where you enter your information to be on file with application. The information you entered when you created your account in Step 3 will automatically populate here. Click Save and Continue when it is all completed and correct.

9. The second step, named "Team Information," will be where you confirm the team name, gender, and 2022-2023 age group of the team. Click Save and Continue when it is all completed and correct.
   a. **Please add the state acronym in parenthesis to your team name. For example, (OH) for Ohio, (IL) for Illinois, etc.**
   b. NOTE: Make sure that the Event Age listed is what age group the team will be when participating in the event. A birth year chart is below for reference. The screenshot indicates where the Event Age is listed on the application under "Team Information." This age group is what age group the team will play in for the Fall 2023/Spring 2024 seasonal year.

2022-2023 Birth Year Chart	
Age Group	Birth Year
U13	2010
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U17	2006
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U19	2004

10. The third step of the application, named "Registration Form," is three parts.
    a. The first set of questions is regarding your team's current information. Any items with asterisk (*) at the beginning of the question is required. Click Save and Continue when it is all completed and correct.
    b. The second part of the third step contains questions on your team's performance in the 2022-2023 seasonal year. Any items with asterisk (*) at the beginning of the question is required. Click Save and Continue when it is all completed and correct.
    c. The final part of the third step contains disclaimers that must be read thoroughly and checked to show you agree. All are required. Click Save and Continue when it is all completed.
11. The next step, titled "Roster Review," is where you will add coaches and managers to the team and to the event roster. This must be done in order to receive email communications from the Conference. All you need to search for is the user's email address if they already have an account in GotSport. If they don't have an existing account, you will be prompted to create one for them so you can add them to the team and Conference roster.
    a. Current Team Officials are those that are linked to the team. This does not mean they are automatically listed on the Conference-specific roster.
    b. Event Team Officials are those that are linked to the team and will display on the Conference-specific roster and a contact for the team. TO RECEIVE EMAILS FROM THE CONFERENCE, USERS MUST BE LISTED UNDER EVENT TEAM OFFICIALS.
    c. If an individual is listed under Current (left side) and needs to be under Event (right side), click the green plus symbol next to their name. Once the Current Team Officials and Event Team Officials look accurate, click Continue at the bottom of the page.

12. After clicking Continue after adding the team officials, you will have an opportunity to add players to your roster. We recommend you add all primary players to your team in this step as you will need to build your roster and have it approved by the Conference prior to playing your first game.
    a. Current Team Roster are those players that are assigned to the team. This does not mean they are automatically listed on the Conference-specific roster.
    b. Event Team Roster are those players that are linked to the team and will display on the Conference-specific roster. IN ORDER TO BE ELIGIBLE TO PLAY IN CONFERENCE AND APPEAR ON THE GAME CARD, PLAYERS MUST BE LISTED UNDER EVENT TEAM ROSTER.
    c. If an individual is listed under Current (left side) and needs to be under Event (right side), click the green plus symbol next to their name. Once the Current Team Roster and Event Team Roster look accurate, click Continue at the bottom of the page.
13. "Fee Selection" is the next step. In this step, you will see the fees that apply to teams from your state. Select the fee listed and continue through to the next step. If you get the error saying "**You do not have any matching payment plans to choose from. Please contact your organization administrator to complete registration.**," please send an email to your league manager with the club name and state affiliation. There are a few steps that we need to complete on our end and we will respond to your email when you are clear to proceed.
    a. NOTE FOR CREDIT CARD PAYMENTS: Your credit card will remain on file with your application. Your card WILL NOT be charged until the decision is made on what teams are accepted into the Conference. If your team is accepted, your card will be charged through GotSport after we add a 3.25% processing fee, immediately marking your application fee as paid. If your team is not accepted, your card will not be charged.
    b. NOTE FOR CHECK PAYMENTS: Your check will be mailed to the USYS National Office (address is on the payment form that will be in your email confirmation). Once the check is received, it will be deposited immediately. If you paid via check and are not accepted, you will receive a refund from USYS in the form of a check. Please allow 4-6 weeks for you to receive a refund via check.
14. The final step of registration is the Cart. Click Checkout to continue the registration process. Teams can only be registered one-by-one as GotSport does not allow multiple teams to be registered in one submission.
15. After you have clicked Checkout, you will be taken to a page where you can choose your payment method and enter your payment information if needed. If you choose the credit card payment method, continue to point A below. If you choose the check payment method, skip to point B below.
    a. If you choose to pay by credit card, you will see a section where you can enter your credit card and billing information. **Club credit cards can be used. If you do not have the club credit card on hand at this time, you can input your personal card information in order to submit registration. Card details may be changed at a later date. Please ensure this is changed prior to the application deadline. Please contact your club if you wish to put a club credit card on file with the registration.** After entering this information, there are Payment Terms immediately below the billing information that you must agree to. Once everything is entered and you've agreed to Payment Terms, click Pay at the bottom of the page to submit your registration. You will receive a confirmation email shortly after clicking Pay.
        i. NOTE: Your credit card will remain on file with your application. Your card WILL NOT be charged until the decision is made on what teams are accepted into the Conference. If your team is accepted, a 3.25% processing fee will be added to your total and your card will be charged through GotSport, immediately marking your application fee as paid. If your team is not accepted, your card will not be charged.
    b. If you choose to pay by check, you will see Payment Terms you must agree to. Once you have agreed to the Payment Terms, click Register at the bottom of the page to submit your registration. After clicking Register, you will be taken to a page that has a summary of your

registration. **Please make a note of the Account # and the Total Balance (screenshot below).** This information will be required on the Payment Form you receive in the confirmation email that you receive shortly after clicking Register. You will be able to view this information again at any time by following instructions on the Conference website. Please read the confirmation email in its entirety as it contains the payment form you must mail with your check and instructions on how to retrieve information for this payment form.

    i. NOTE: Your check will be mailed to the USYS National Office (address is on the payment form). Once the check is received, it will be deposited immediately. If you paid via check and are not accepted, you will receive a refund from USYS in the form of a check. Please allow 4-6 weeks for you to receive a refund via check.

Account #470594

Organization	Midwest National League Conference
Contact Name	Jimmy Sparkman
Contact Email	thesoccerfan9590@gmail.com
Category	Event Fees
Description	2021 Fall Midwest Conference
Accounting Code	4005
Make Checks Out To	
Payment Address	US
Payment Method	Check/MO Change Payment Method

TOTAL BALANCE: DUE NOW:
$650.00   **$650.00**

16. If at any point you need to edit your answers to the questions in Steps 10 and 11, retrieve your Account #, view your Balance Owed, or change the payment method on file, please visit the Conference website to use walkthroughs that go through each of these processes.