



Step by Step Guide

Account Creation and Player Placement Registration

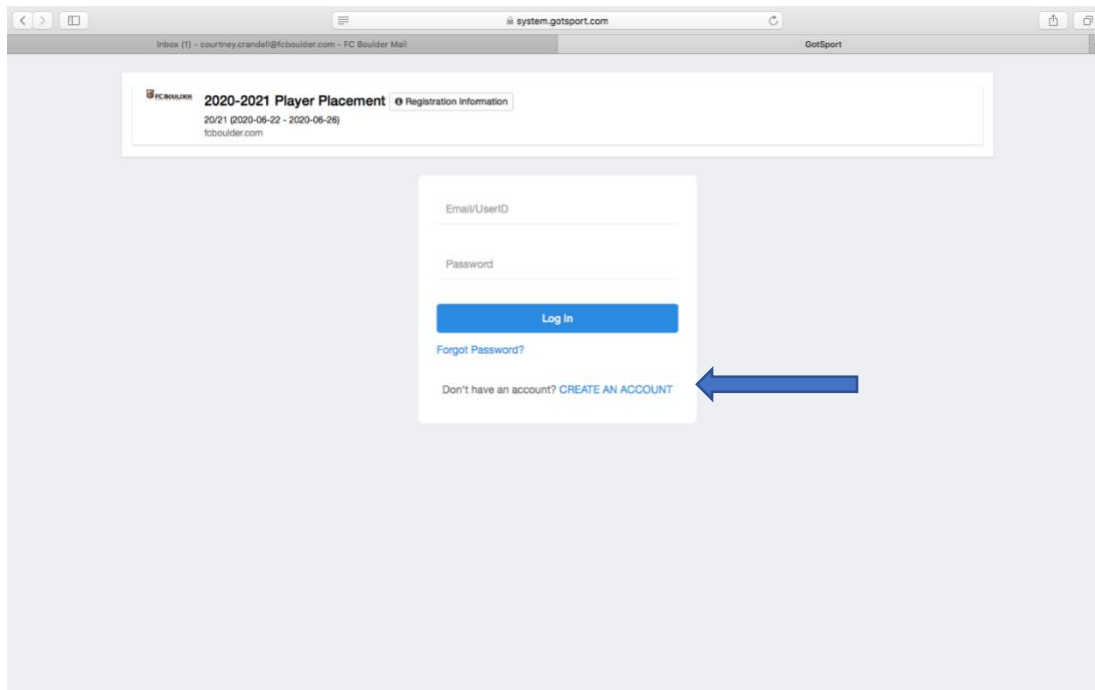
Step 1:

Click on this [link](#)

A welcome message will pop up with information about the Player Placement Program along with contact information for FC Boulder.

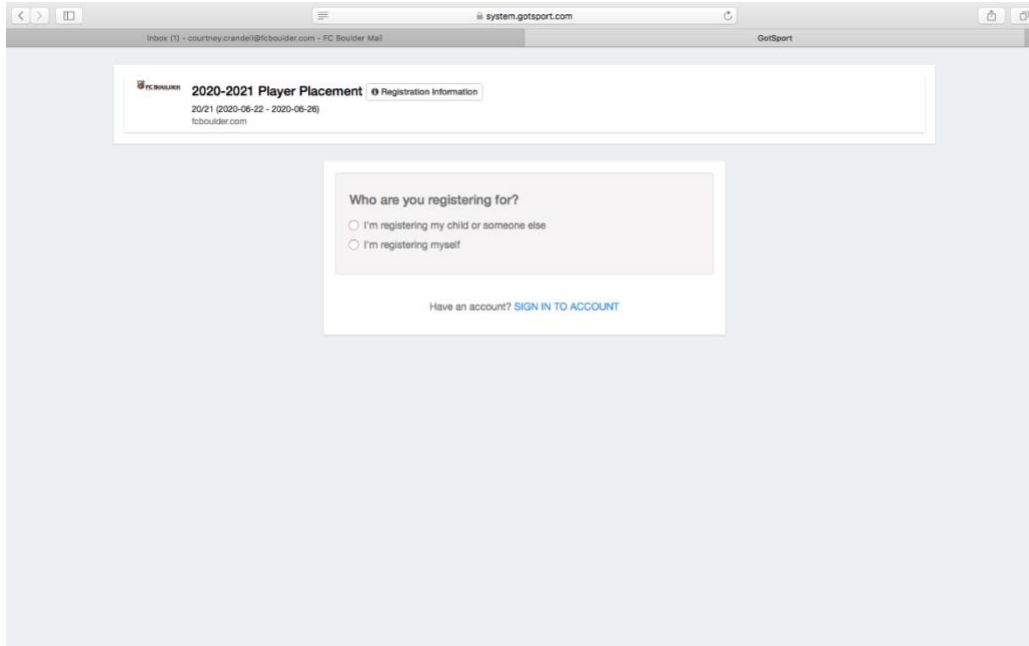
Step 2:

You will then be asked to log into your account. As you will see, GotSoccer has created a new system with a brand new look and is more user friendly. At this point, you will click on “CREATE AN ACCOUNT”.



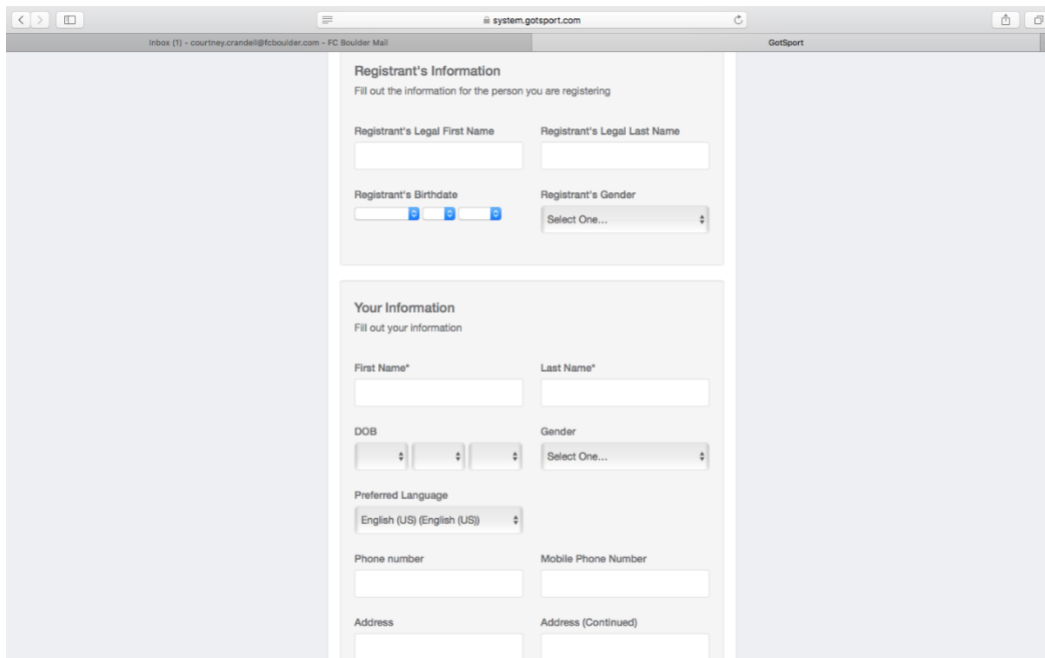
Step 3:

You will then be asked “who are you registering for?” If you are registering yourself as a player, you will chose “I’m registering myself”. If you are a parent or guardian, you will chose “I’m registering my child or someone else”.



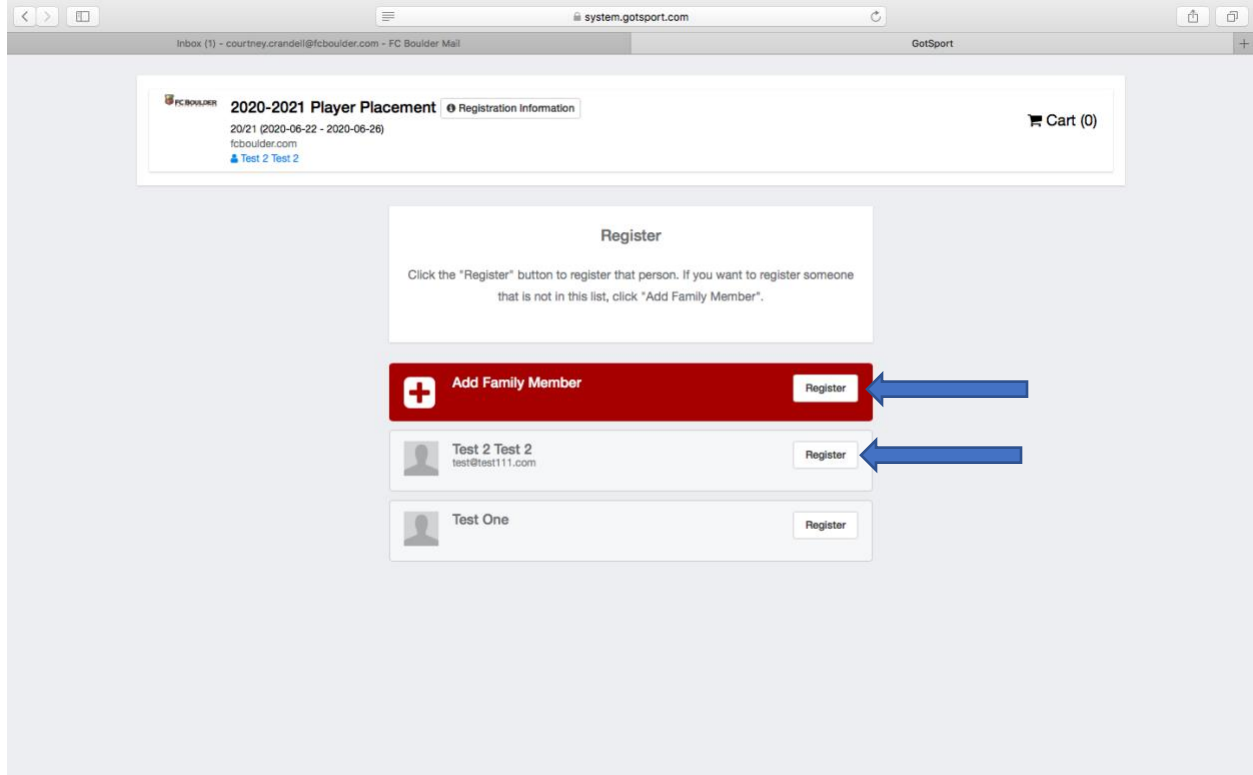
Step 4:

You will enter the registrant's information as well as your information.



Step 5:

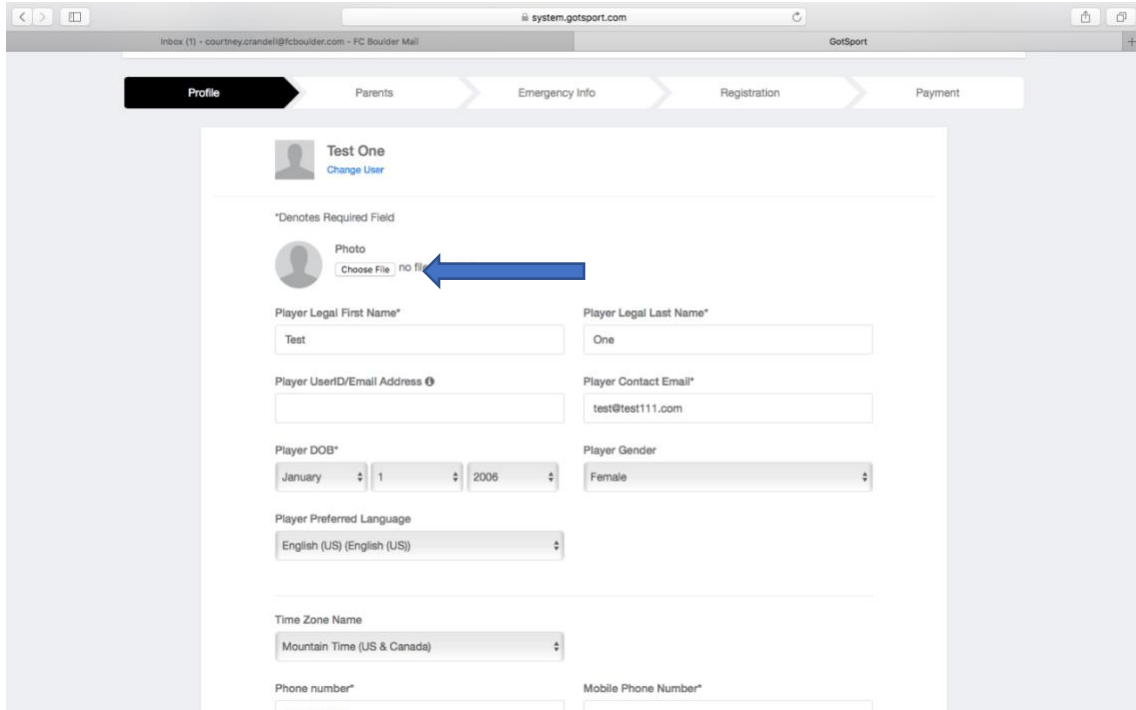
You will be prompted to click on the "register" button next to the player you are registering for this program. At this time, you will also be able to add another family member if you have another player in FC Boulder that you will be registering for future programs.



Step 6:

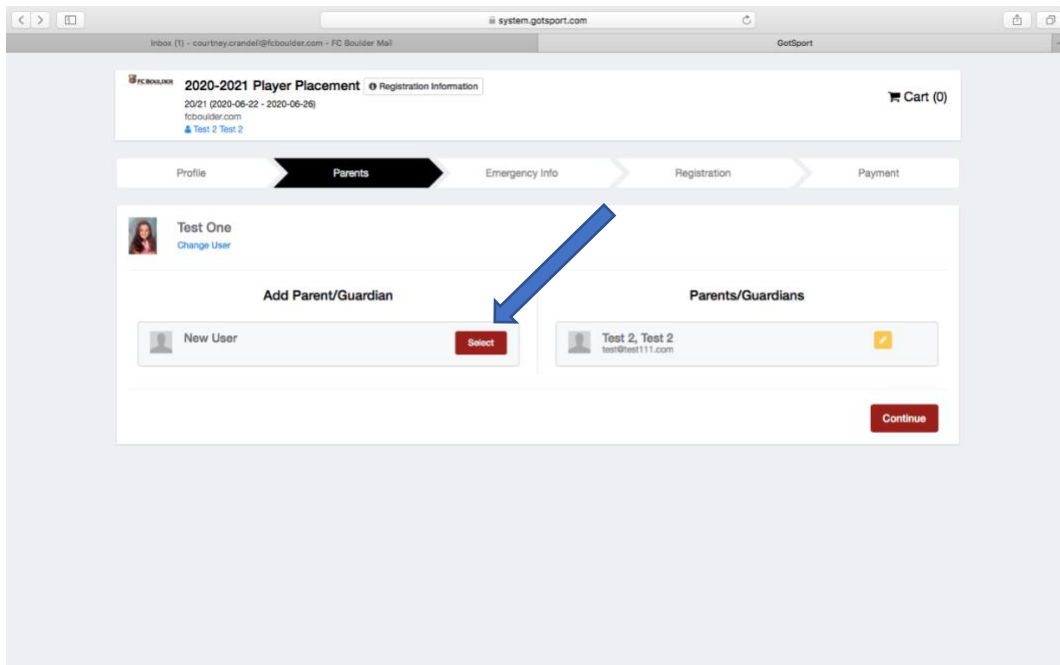
You will be asked to fill out/update player information. All fields that have an “*” next to them are required. You will need to upload a picture at this point in the registration. The picture should be a head shot only of your son/daughter within the last year. The following is not permitted:

- Full body picture
- sunglasses
- a hat
- a picture that is too far away to see your son/daughter’s face.



Step 7:

You will be asked to input parent information. You will have to add at least 1 parent, no more than 4 parents. You will want to give good contact information as this is how we get communication out to the membership about various updates. Once you have created a parent/guardian, it will appear on the right side of the screen. The add a new parent, you will click on “select” under “Add Parent/Guardian”.



Step 8:

You will fill out your emergency contact information. You can input up to 2 emergency contacts. This screen will also ask for your Medical Information (any allergies or medical conditions with your son/daughter) as well as your physician's information. This is also the screen where you will input your insurance information. Please have your medical insurance card available prior to starting the registration.

The screenshot shows a web browser window with the URL `system.gotsport.com`. The page contains the following sections:

- Emergency Contact One:** Fields for First Name*, Last Name*, Phone Number*, and Alternate Phone Number.
- Emergency Contact Two:** Fields for First Name, Last Name, Phone Number, and Alternate Phone Number.
- Medical Information:** Fields for Allergies* and Medical Conditions*, both with a placeholder "Enter n/a if not applicable".
- Physician:** Fields for Physician First Name, Physician Last Name, Physician Phone Number, and Alternate Phone Number.

The screenshot shows the continuation of the registration form with the following sections:

- Medical Conditions*:** Field with a placeholder "Enter n/a if not applicable".
- Physician:** Fields for Physician First Name, Physician Last Name, Physician Phone Number, and Alternate Phone Number.
- Insurance:** Fields for Medical Insurance Provider, Insurance Provider Phone, Policy Holder First Name, Policy Holder Last Name, and Policy Number.

A red **Continue** button is located at the bottom right of the form.

Step 9:

This screen will ask you a series of questions regarding the upcoming and past year of soccer. All of these questions are required by either clicking a button or inserting information into the text box. If you are unsure, please indicate that. Once you have answered all questions posed on this page, it will ask for a signature at the bottom which can be done with a mouse or with your finger if you are completing this registration on your phone.

system.gotSPORT.com

inbox (1) - courtney.crandall@fcboulder.com - FC Boulder Mail

GetSport

* If you are offered a spot on an Academy Program Team, would you accept your position in the program?

Yes
 No

* If you are placed on a Competitive Program Team or a Juniors Program Team, Please indicate your preference of a Boulder based team or an East County based team. If you are placed on an Academy Program Team, trainings and games will be played in Boulder.

Boulder
 East County, For Example, Lafayette, Louisville, Superior, Erie etc.

* Please indicate your preferred position on the field

Start Typing...

* What soccer club did you play for last year?

Start Typing...

system.gotSPORT.com

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GetSport

* What soccer club did you play for last year?

Start Typing...

* What team did you play for last year?

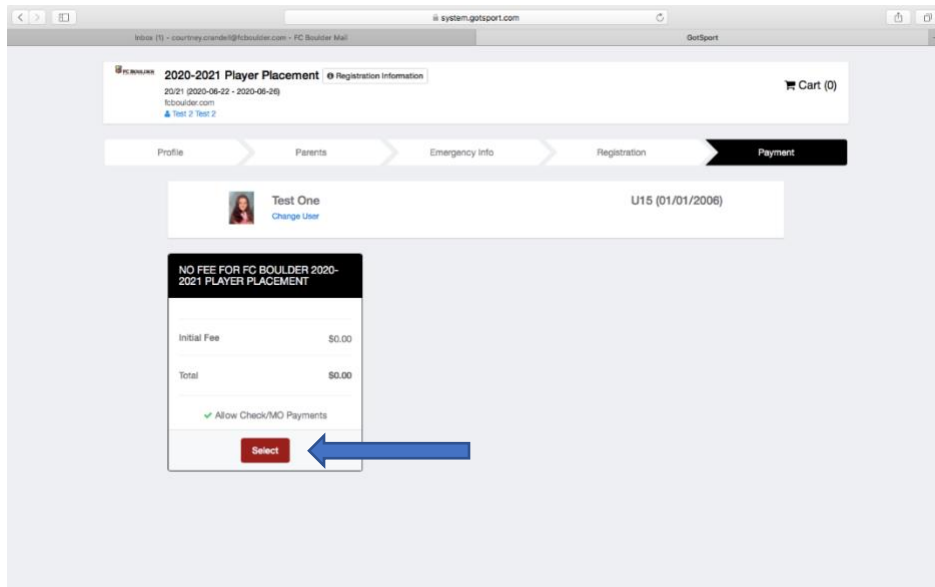
Start Typing...

Please Sign Above

Clear

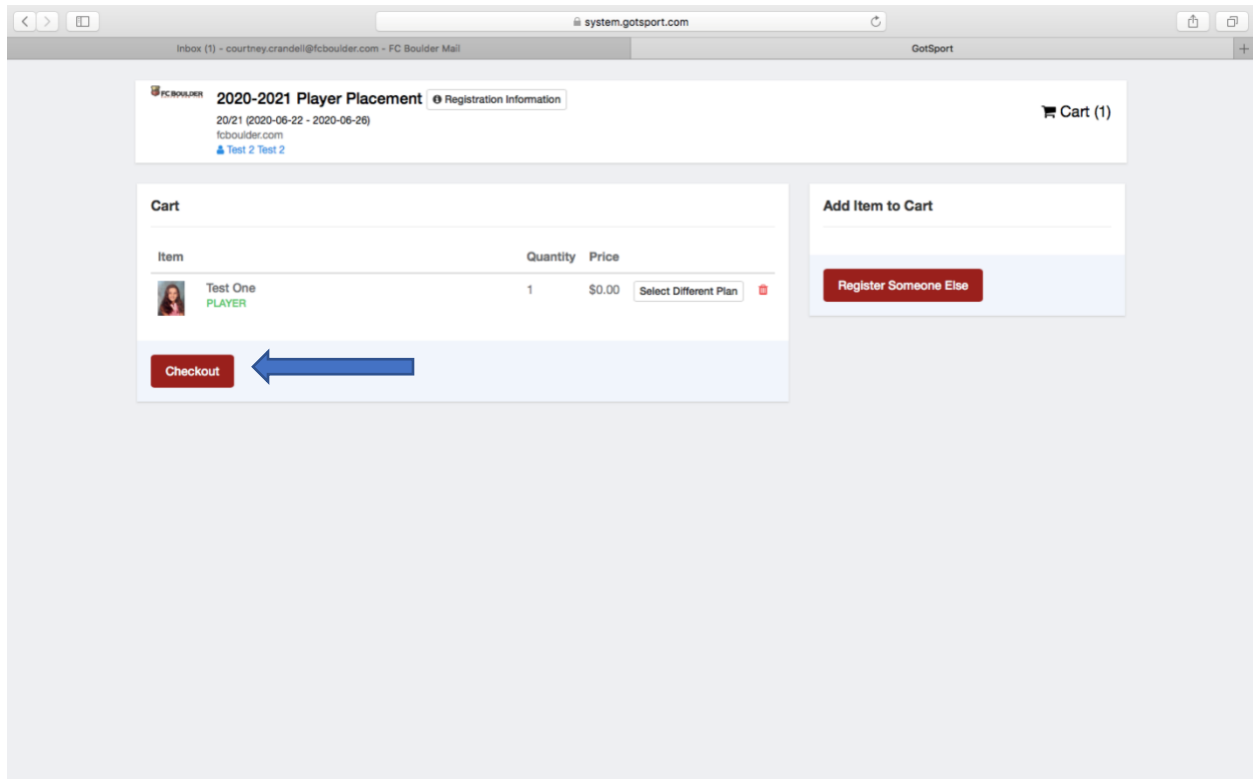
Step 10:

This is the payment page. There is no cost to register for the Player Placement event, however, you will still need to click on the “Select” button to acknowledge the “no fee”.



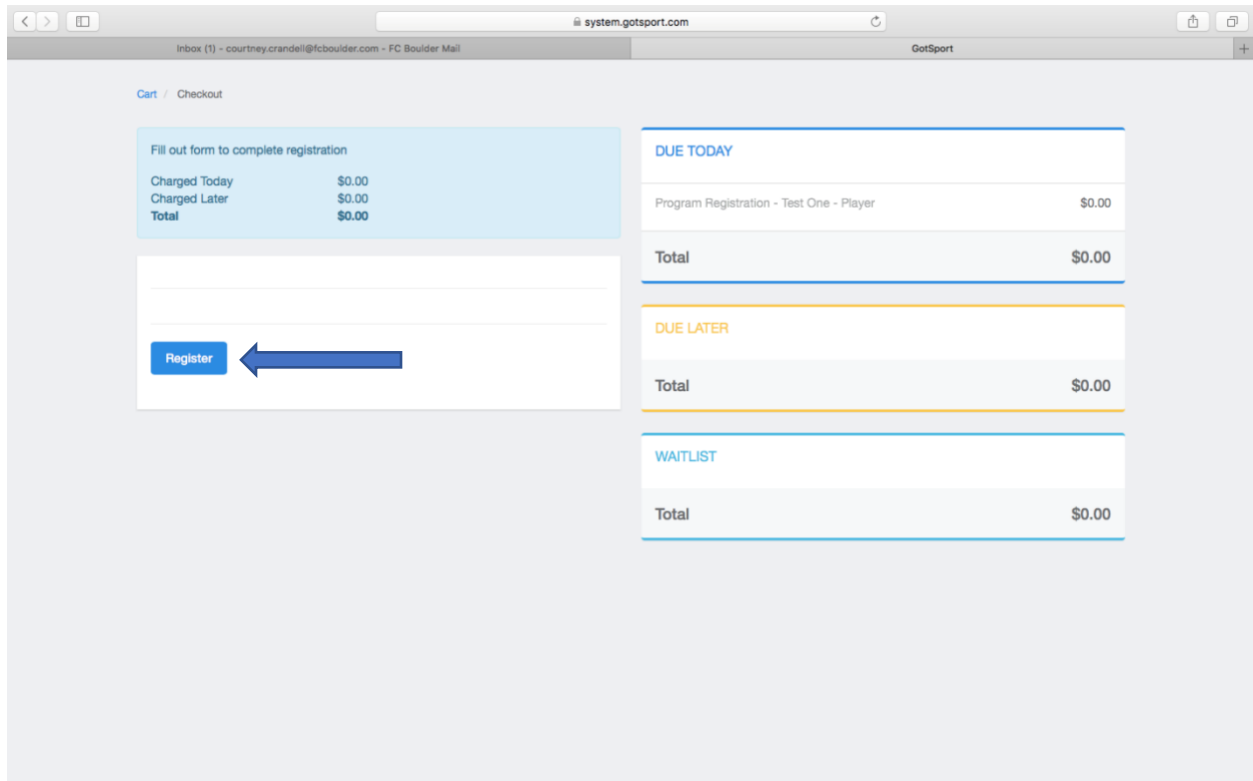
Step 11:

You will click on the “Checkout” button to acknowledge the \$0 fee for the program.



Step 12:

This is the final step in the registration process. On this page, you will find the amount due today, which is \$0, What will be due in the future if you chose a payment plan for a program that has a cost associated to it as well as whether you are put on a waitlist. When there is a fee associated to the program, you will be able to input your payment method on this page. Once all information is inputted, you will click the “register” button and your registration will be complete.



The screenshot shows a web browser window with the URL `system.gotsport.com`. The page is titled "Cart / Checkout" and contains a registration form and a summary table. The form has a "Register" button highlighted with a blue arrow. The summary table shows the following details:

DUE TODAY	
Program Registration - Test One - Player	\$0.00
Total	\$0.00

DUE LATER	
Total	\$0.00

WAITLIST	
Total	\$0.00

Once you submit the registration, you will receive a confirmation email to the parent email you inserted at the beginning of the registration. Please make sure you check for that as it has the next steps in the process of Player Placement for the 2020-2021 Soccer year.

Thank you so much for your time in reading this tutorial and if you have any questions, please don't hesitate to contact me at courtney.crandell@fcboulder.com.