



## INSTRUCTIONS FOR RECREATIONAL PLAYER REGISTRATION SUBMISSION

With our new Got Sport platform, players and coaches do not need to be on a “team” to submit for Soccer Maine registration. They can be registered in bulk. Please note that registration is what completely registers your players with Soccer Maine and covers them for insurance.

- 1) In your Got Sport club account, go to your Recreational registration program and make sure all players in that program are registered as “Recreational” under Soccer Maine, and USYS affiliated. This can be done by simply marking the box at the top of the list of players, then clicking on “**Select all \_\_\_ Players in collection?**” so that you are doing this for all players in the program, not just the players on that particular page.
- 2) Click the blue **Comp Level/Affiliation** button and choose Recreational in the pulldown window, then click **Save**.
- 3) Now go to **Players** on your Dashboard page. On this page, you will see multiple windows to sort/filter. Two of the filters should already be populated with both the Seasonal Year, and the Player Affiliate Name.
- 4) For your third filter, use Player Program, and choose the appropriate program, i.e., Fall Recreational 2022, in the dark blue menu bar. For your fourth filter, choose **Player Competitive Level** and in the window, choose **recreational** under Soccer Maine.
- 5) At the top of the list of players created, click the little box, and again choose **Select all \_\_\_ Players in collection?** Then click the blue **Register** button.
- 6) In the pop-up window, choose the following:  
Send Selected Players to: **Soccer Maine**  
Seasonal Year: **22/23** (if this is the playing year that you are in)  
Level: **Recreational**  
and click the **Register** button.
- 7) Follow this same process for coaches. Be sure to have all of your recreational coaches marked as “recreational” under Soccer Maine in your club account. You can then sort by going to Coaches, and following the same procedure above to choose them and register them.

Please note that it is your responsibility to see that all of your recreational coaches, trainers, etc. complete all Soccer Maine risk management requirements –

- 1) Heads Up Concussion Training – must be completed one time only.
- 2) Background Check – must be completed every two years. Required Nationally.
- 3) Safe Sport – must be completed every year. Required Nationally, Federal law.

Soccer Maine is a **KidSafe** organization. Our risk management requirements are in place to protect the players. It also protects you as a Club. Do not take the risk of allowing adults to participate without this process.

Please see our Risk Management Page for more information.