Ohio Travel Soccer League
US Club Soccer Registration Instructions - Rec

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. **Coach Requirements:**
   - Rec coaches are subject to the same coaching requirements as travel coaches. If a coach is coaching in both travel and rec the community will not be charged a second time
   - 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

4. **Club Registrar Verification:**
   - Club Pre-Paying for Coach Background Checks
   - Submit R-002 Certification
   - Monitor Requirements for Staff - Risk Management

5. **Submit Recreational Memberships:**
   - Submit & pay for recreational memberships
   - Note: recreation players are not issued passcards or rosters

6. **Fields/Insurance:**
   - If the rec program will be utilizing the same fields as the travel program, there is no need to submit any additional Insurance Certificate Request Forms.
   - If the rec program will be utilizing different fields, additional Insurance Certificate Request Forms are required. See section 1.11 for Field Insurance and Claims.

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