



NHSA Training (GotSoccer) – Sending your teams from your club to the registrar for approval (2019/2020)

- 1.) Sending teams to the registrar for approval
- 2.) As the teams are ready they need to be sent to the "registrar"
- 3.) Go into your account on GotSoccer
- 4.) Click on the "club tab"
- 5.) Then click on the "Teams" tab
- 6.) Check off the teams you want to send to the "registrar"
- 7.) Then go to the box that says: "Enter Teams in an in-house League, Training Program, or other associated event". And scroll down to: "NHSA Registration Rosters/Passes for (Season & Date)" and click that.
- 8.) Then go to the right of that box and hit the "select" button.
- 9.) Next you have to go back down to your teams and check them off again, this is the 2nd time you checked them.
- 10.) And click the button that say, "Enter Selected Teams".
- 11.) Your teams will be sent to the registrar for approval and you will get your rosters and player cards back in your club listing when they are approved.