

How to Update Primary Coach on an Event Registration

Instructions:

Step 1:

- Log into your account at <https://system.gotsport.com>

Step 2:

- From within the account locate the "Team Management" button and click on it.

The screenshot shows the user profile for 'Test User' (testuser@test.com) with a circular profile picture. The profile details include DOB (01/01/1995), Address (123 Main St, Schdy, NY 12345, US), and Phone Number 2. There are 'Recent Updates' and 'Edit' buttons. Below the profile is a navigation bar with icons for Dashboard, Account, Events, Reporting, Team Management (highlighted with a red arrow), Team Scheduling, Program Registrations, Forms, Referee, and Family. The main content area shows the 'Requirements' section for 'Ackerman SC' (Jacksonville Beach, AA, US). It includes a table for 'USYS' with columns for 'Expiration Date' and values '22/23' and '23/24'. Below this is a section for 'Jax Beach State Association 2 Requirements' with a table listing 'Safe Sport' and 'Heads Up' as 'Required' with 'Details' links.

Test User
testuser@test.com

DOB 01/01/1995 Phone
Address 123 Main St Schdy, NY 12345 US Phone Number 2

Recent Updates Edit

View Full Profile

Dashboard Account Events Reporting Team Management Team Scheduling Program Registrations Forms Referee Family

ASC Ackerman SC
Jacksonville Beach, AA, US

Requirements

Available Forms
Roles

Support

USYS Expiration Date 22/23 23/24

Jax Beach State Association 2 Requirements

Safe Sport	Required	Required	Details
Heads Up	Required	Required	Details

https://system.gotsport.com/teams?user_id=611951

Step 3:

- Locate the team that is being worked on and click on the team name.

Test User
testuser@test.com

DOB: 01/01/1995 | Address: 123 Main St, Schdy, NY 12345, US | Phone: | Mobile Phone Number: |

[View Full Profile](#)

Teams

Displaying all 4 teams

☐	Name	Coach	Level	Age	Gender
☐	Chesterfield FC	Chalstrom, David	Competitive	U12	Female
☐	Chesterfield FC ECNL 06 m	Garcia, Jordi	Competitive	U17	Male
☐	Evil Empire	User, Test	Competitive	Open	Male
☐	Wyoming All-Stars	User, Test		U15	Female

Step 4:

- Click on the "Team Registrations" button.

Chesterfield FC

Team | Rosters | **Team Registrations** | Messages

Chesterfield FC **U12** **Female** **Competitive**
Birthday Range: 08/01/10 - 07/31/11

Name: Chesterfield FC | Short Name: chest | GotSoccer Team ID: | Opta ID: |

Competitive Level: Competitive | Gender: Girls | Age Group: U12 (08/01/09) | [Switch to Calendar Year](#)

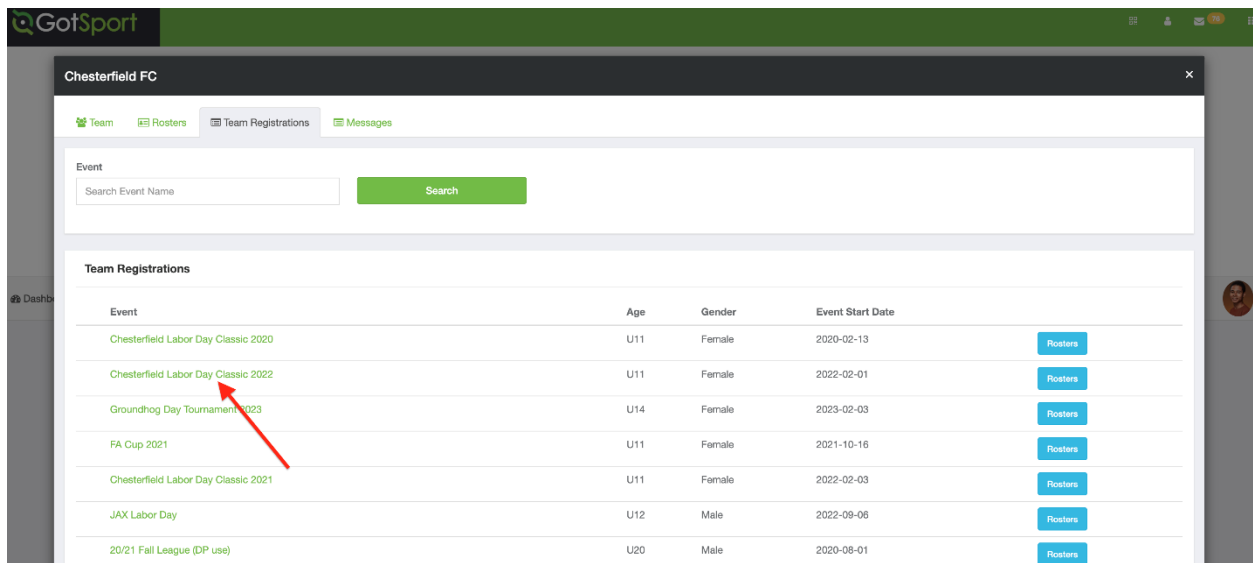
Sport: | Country: | Team Association: |

Postal Code: | Logo: [Choose File](#) | No file chosen

Uniform Colors: | Uniform Description: | Away Uniform Colors: | Away Uniform Description: |

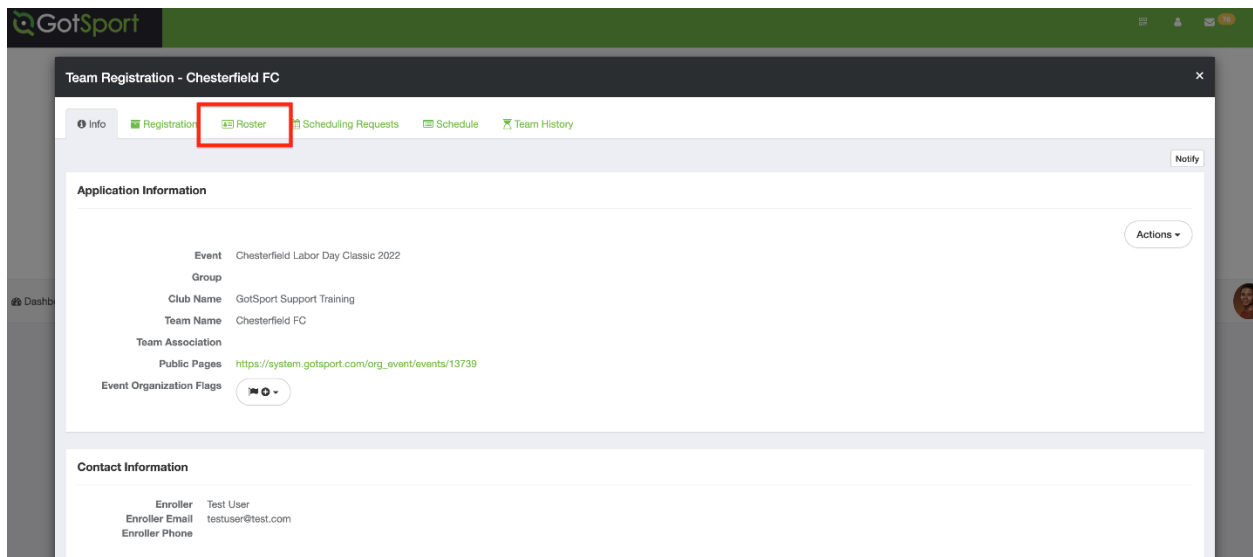
Step 5:

- Click on the event that the coach needs to be adjusted.



Step 6:

- Click on the "Roster" button within the event registration.



Step 7:

- When you click on the "Coaches" button, you'll see the list of coaches on the registration roster and be able to click the drop-down to toggle between primary/assistant accordingly. Whoever is set as the primary coach will be the one that appears in the coaches conflict report in the event.

GotSport

Team Registration - Chesterfield FC

InfoRegistrationRosterScheduling RequestsScheduleTeam History

Match

Event Roster

Search

PlayersCoachesManagers

Add Club Pass PlayerAdd Guest Player

Roster Approvals

Name	Id Number	Title	Approval Status
 Miller, Robert	 USCLUB	Primary	SaveCancel ✓
 User, Test	 USCLUB	PrimaryAssistant 1Assistant 2Assistant 3Assistant 4Assistant 5Assistant 6Assistant 7Assistant 8Assistant 9Assistant 10	SaveCancel ✓

Evil EmpireCompetitiveOpenMake