



## Instructions for MAYSA Club/Team Registration Spreadsheet

These spreadsheets are used to prepare the 'Gotsoccer' program for scheduling MAYSA Classic and Recreational Leagues.

### **For fall season:**

Club Registrars: Please fill in all categories for MAYSA Classic and Recreational League teams only (NOT In-House, State, or MRL Leagues.) Classic and Rec teams may appear on the same spreadsheet.

Categories:

- Club** Your club
- New?** Indicate if team is new, or if *Gotsoccer* would have previous season records of a 'continuing team'.
- Team Name** If team is continuing, but name has changed, put previous name in parentheses. *Ex: Storm (were Munchkins)*. If team is playing up, include age group. *Ex: U10 Storm* if playing U11.
- League** League (Classic or Recreational ) team is requesting to play
- Age-Group** Age group division team is requesting to play
- Placement Request** Give general indication of level of play, A, B, or C level of Classic or Rec league. Justify a change from previous season in 'Comments'. Actual level may differ, depending on team registration and discretion of league.
- Placement Comments** Explain request for change from previous season, if any. Describe likely level of play, if new. TEAMS CHANGING LEAGUES or AGE GROUPS, PLEASE INDICATE here. *Ex: U10 Storm Rec to Classic u11*
- 1<sup>st</sup> and 2<sup>nd</sup> Field Choice** Very helpful if field choice is informed by checking with field coordinators for availabilities.
- Black out Dates** Each team gets 4 dates (2 weekends) to black out for scheduling. Black out tournament weekends and/or dates with conflicts. Requests beyond 4 cannot be guaranteed. (MAYSA blacks out Classic scheduling on Toebash and Shootout weekends automatically, and Rec scheduling on MAYSA Cup weekend, so those would not need to be included.)
- Coach and Manager Contact Information** VERY IMPORTANT for distributing MAYSA information about leagues pre-season through 'Gotsoccer'. Please include at least one.

**For Spring Updates:** Using same spreadsheet, please update all fields, especially 'Blackout Dates', Placement Requests, and Coach Contact info.

When complete, save and attach to email to Vicki ([vabshere@maysa.org](mailto:vabshere@maysa.org)) by dates requested on MAYSA Calendar. Thank you!