1. Sign into your GotSport Account

a. https://system.gotsport.com/

Sign In To Your Account	A New Era
Email/UserID	
Password	
Log In	
Forgot Password?	

2. Click on Team Management

Dashboard Accou	nt 🖹 Reporting	嶜 Team Management	Program Registrations	Forms
Account	🕒 Profile 🧹	Themes 🛛 🗞 Media Links		
i≣ Roles	Phot Ch	to oose File No file chosen		Avatar Choose File No
Emergency Info				
ana ranniy	First Name			Last Name
Documents				

3. Click on Registration (on left side)

Bashboard SAccour	nt 🖹 Reporting 🛛 🔡 Team M	anagement Zeam Scheduling	A Program Registrations	Forms 🛗 Referee
Teams	Team Registrations			
A Matches	Team Search Team Name	Event Search Event Name	Age Group Min V M	Gender ax V All
	Search			

4. Click the Event/League your team will be playing in.

嶜 Teams	Team Registrations						
Registrations							
≓ Matches	Team	Event	Age Group	G	ender		
	Search Team Name	Search Event Name	Min 🗸	Max 🗸	All		~
	Search			Choose the current team thi	Event/Le n is regis is seasor	eague your tered in for 1.	
	Team	Event		Age	Cender	Date	
	Crossfire FC + Red Team: Crossfire FC + F	dick Fall 2021 E Redick	ast Traveling Rec League	019	Female	2021-08-01	
	Ballistic - McGinni Team: Ballistic - McGin	is Fall 2021 C	Closed League	U12	Male	2021-09-11	\square

5. Click Scheduling Requests

Team Re	Team Registration - Ballistic - McGinnis						
🖲 Info	Registration	Scheduling Requests Schedule Team History					
Applica	Application Information						
	Even	t Fall 2021 Closed League					
	Group						
	Club Name	Broken Arrow Soccer Club					
	Team Name	e Ballistic - McGinnis					
	Team Association	1					

6. Click in the Calendar Box for the date you want as your blackout date. Click on the arrow on the top right to move between months.

Info	Registration	🛗 Scheduling	Requests	Schedule Schedule	Team History					
🛗 Schedulir	ng Requests		Septer	nber 202	21					today < >
# Fields			1	Sun	Mon	Tue	Wed	Thu	Fri	Sat
										11
										(A)
				12	13	14	15	16	17	18
				12					000	10

7. Click the New Blackout box that appears at the top.

a	Team Re	gistration - Ballis	stic - McGin	nis				
	O Info	Registration	I Roster	Bcheduling Requests	Schedule	🔀 Team History		
l	🛗 Sched	uling Requests		New Request				
l	∰ Fields			New Blackout	New Request			
l				March 202	2			
I				Sun		Mon	Tue	
I				Sun		Mon	Tue	

8. Verify the date selected is correct, then click Create New Schedule Param to submit your blackout date.

Team Registration - Ballistic - McGin	nis			
🚯 Info 🗧 Registration 📧 Roster	Scheduling Requests	dule 🛛 Team History		
Scheduling Requests	New Blackout	Verify Date is		
聞 Fields	Start Date 03/12/2022 Create Schedule Param	Correct		
	March 2022	Mon	Тие	Wed

9. Verify Blackout has been placed on correct date, then start back at Step 6 to submit your next Blackout Date.



10. If you need to change a Blackout Date, click the blue box in the date you want to delete.

March 2022						today < >
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						5
(5 7	8	9	10		12 Blackout

11. Click Remove

Edit Blackout	×
Start Date 03/12/2022	
Update Schedule Param	Remove