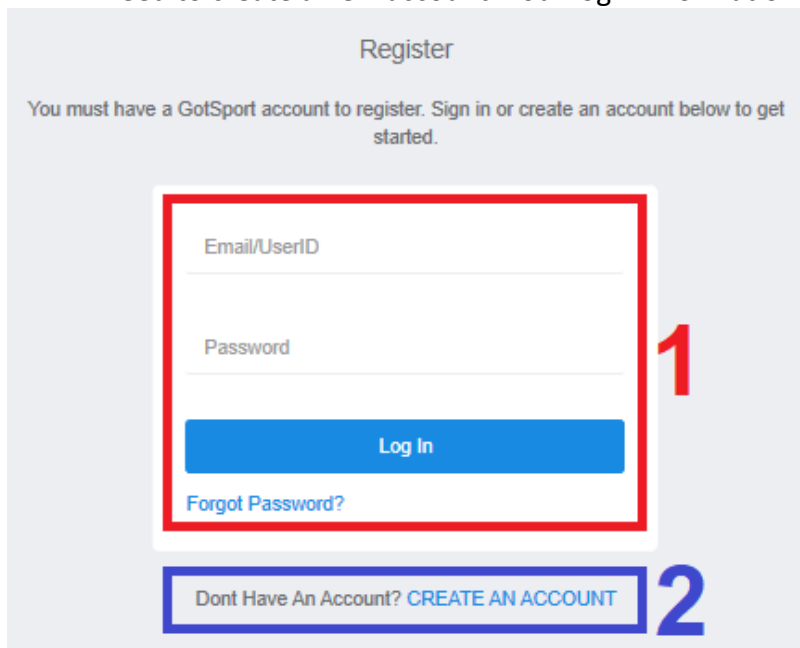


## Applying for the PRCL in GotSport



This guide can be used when registering for the Pennsylvania Regional Club League (PRCL). If you have any questions after going through the registration process, please email Joe Levan ([jlevan@aplsoccer.com](mailto:jlevan@aplsoccer.com)).

1. To retrieve the link to register, [CLICK HERE](#).
2. Once you access the registration form, you will be prompted to login to your existing GotSport account (option 1 in the screenshot below) or to create a new account (option 2 in the screenshot below). If you create a new account, continue to Step 3. If you have an existing account and can login, skip ahead to Step 4. Please double-check with any other coaches/managers associated with your team to ensure they have not already created an account for your team.
  - a. GotSport is different from GotSoccer, so if you have not used the new system before, you will need to create a new account. Your login information from GotSoccer will not work in GotSport.



3. Any items with an asterisk (\*) are required, but it is highly encouraged to enter all information as you will need to enter this information later in the application process.
  - a. If your club does not appear in the list, please send an email to [jlevan@aplsoccer.com](mailto:jlevan@aplsoccer.com) with the name of the club. Once you have sent the email with this information, please allow 1-2 business days for the club to be loaded into the system so it appears in the drop-down list. You will receive an email when it is available in the drop-down list.
  - b. The email you enter under the Email/UserID field will be your username for login. Be sure to make a note of the email address and password you use as this login information will need to be used throughout the season to make updates to the team's roster, coach, manager, and submitting forms.

- c. The Club you choose in the drop-down list cannot be changed once you sign up for an account, so be sure to choose the correct club when creating your account.
4. If you have created a team within your account already, it will appear on the left-side of the screen with a Register button next to their name. If you have already created the team, click Register and skip to Step 8. If you have already begun the application process with a team, there will be a Continue button instead of a Register button. You can click it and your information from the previous attempt to register will be saved.

The screenshot shows the 'Register' page. On the left, under 'My Teams', there is a team named 'Test Team '08' with a 'Coach' role and a 'Register' button highlighted with a red box. On the right, the 'Search Teams' section contains a search form with fields for 'Team' (containing 'Test Team '08'), 'Club' (a dropdown menu with 'Dominic FC Test Club' selected), 'Gender' (a dropdown menu with 'Boys' selected), and 'Event Age' (a dropdown menu with 'U13' selected). There is a red 'Search' button and a blue 'Clear Search' link.

5. If you have not created a team, on the right-side of the screen, use the Search Teams block. Select the Club the team is associated with, along with the Gender and Age Group for the 2020-21 seasonal year (birth year chart for 2020-21 is below). Make sure the age group you select is the age group you will be placed in for the event. The Club you choose must be the same club you chose when you created your account. Once you have selected the club, gender, and age group, type in the team name under Team and click Search. If your team appears in the search, please contact other individuals tied to the team as this means the team has already been created and, possibly, registered for the event already. Be sure to select the correct Club as it cannot be changed past this point.
- a. If your club does not appear in the list, please send an email to [jlevan@aplsoccer.com](mailto:jlevan@aplsoccer.com) with the name of the club. Once you have sent the email with this information, please allow 1-2 business days for the club to be loaded into the system so it appears in the drop-down list. You will receive an email when it is available in the drop-down list.


2020-2021 Birth Year Chart	
Age Group	Birth Year
U9	2012
U10	2011
U11	2010
U12	2009
U13	2008
U14	2007
U15	2006
U16	2005
U17	2004
U18	2003
U19	2002

This screenshot shows the 'Search Teams' form with red boxes highlighting the 'Team', 'Club', 'Gender', and 'Event Age' input fields. A red arrow points to the 'Search' button.

6. If you receive the message “No teams were found with your search,” double-check the information and click Save. There is no need to upload a logo or choose the colors.

No teams were found with your search. You may create a new team by filling out the form below.

Name	Club
<input type="text" value="Test Team '08"/>	<input type="text" value="Dominic FC Test Club"/>
Gender	Event Age
<input type="text" value="Boys"/>	<input type="text" value="U13"/>
Logo	Colors
<input type="button" value="Choose File"/> No file chosen	<input type="text" value="Red"/> <input type="text" value="White"/>
Role Name	
<input type="text" value="Coach"/>	




7. Once you click Save, the page will refresh with a message “The new team was created successfully.” From here, click the Register button next to the team to begin the registration process.

Search for the teams that you manage or coach or for the teams of the clubs that you're a part of as a manager or coach. If you do not find your team, you can create a new team after the search.

Team	Club
<input type="text" value="Test Team '08"/>	<input type="text" value="Dominic FC Test Club"/>
Gender	Event Age
<input type="text" value="Boys"/>	<input type="text" value="U13"/>

The new team was created successfully. Click the Register button below to register this team to the event.

 Test Team '08 Coach	<input type="button" value="Register"/>
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8. The first step, named “Update Profile,” will be where you enter your information to be on file with application. The information you entered when you created your account in Step 3 will automatically populate here. Click Save and Continue when it is all completed and correct.

9. The second step, named “Team Information,” will be where you confirm the team name, gender, and 2020-21 age group of the team. Click Save and Continue when it is all completed and correct.
  - a. NOTE: Make sure that the Event Age listed is what age group the team will be when participating in the event. A birth year chart is below for reference. The screenshot indicates where the Event Age is listed on the application under “Team Information.” This age group is what age group the team will play in for the Fall 2020/Spring 2021 seasonal year.

2020-2021 Birth Year Chart	
Age Group	Birth Year
U12	2009
U13	2008
U14	2007
U15	2006
U16	2005
U17	2004
U18	2003
U19	2002

The screenshot shows a registration form for 'Test Team '08'. At the top, it displays 'Male', 'Current Age: U12', and 'Event Age: U13'. The 'Event Age' dropdown menu is highlighted with a red box. Below this, there are fields for 'Team Name' (Test Team '08'), 'Club', 'Gender' (Boys), and 'Event Age' (U13). A red box also highlights the 'Event Age' dropdown. At the bottom, there is a red 'Save and Continue' button.

10. The third step of the application, named “Registration Form,” is three parts. The first questions is your preferred division for 2020-21. Any items with asterisk (\*) at the beginning of the question is required. Click Save and Continue when it is all completed and correct.
11. The second part of the third step contains questions on your team’s performance in the 2019-2020 seasonal year. Any items with asterisk (\*) at the beginning of the question is required. Click Save and Continue when it is all completed and correct.
12. The final part of the third step contains disclaimers that must be read thoroughly and checked to show you agree. All are required. Click Save and Continue when it is all completed.
13. The next step, titled “Roster Review,” gives you the opportunity to add the coach and manager to the team registration. If the person you are adding already has their own separate login information and appear in the search, it is recommended you contact them to make sure they haven’t already registered the team you are in the process of registering. If an individual is listed under Current (left side) and needs to be under Event (right side), click the green plus symbol next to their name. Once the Current Team Officials and Event Team Officials look accurate, click Continue at the bottom of the page.
14. “Fee Selection” is the next step. In this step, you will see the fees that apply to teams from your state. There are two fees to choose from: one for check payments and one for credit card payments. If you choose the check option, you will need to mail in your check with a payment form immediately after submitting the application. If you choose the credit card option, you will eventually enter your card information and your payment will cover the processing fee.
  - a. NOTE FOR CREDIT CARD PAYMENTS: Your credit card will remain on file with your application. Your card WILL NOT be charged until the decision is made on what teams are accepted into the division. If your team is accepted, your card will charged through GotSport, immediately marking your application fee as paid. If your team is not accepted, your card will not be charged.
  - b. NOTE FOR CHECK PAYMENTS: Your check will be mailed to the APL Tournaments office (address is on the payment form that will be in your email confirmation). Once the check is received, it will be deposited immediately. If you paid via check and are not accepted, you will receive a refund from APL Tournaments in the form of a check. Please allow 4-6 weeks for you to receive a refund via check.

15. The final step of registration is the Cart. Click Select Different Fee if you wish to change the fee you selected in Step 13. Click Checkout if you are only registering one team at this moment. If you have another team to register, click Register Another Team on the right-side of the page. If you have another team to register, go back to Step 4 of this guide to register your other team(s).
16. After you have clicked Checkout, you will be taken to a page where you verify your payment. The next step depends on what fee you chose in Step 13. If you chose the Pay by Credit Card option, continue to point A below. If you chose the Pay by Check option, skip to point B below. The grand total of your team registrations will appear on the right-hand side.
  - a. If you chose the Pay by Credit Card fee in Step 13 and clicked Checkout in Step 14, you will see your grand total at the top of the page. Below this will be a section where you can enter your credit card and billing information. **Club credit cards can be used. If you do not have the club credit card on hand at this time, you can input your personal card information in order to submit registration. Card details may be changed at a later date. Please ensure this is changed prior to the application deadline of July 5, 2020. Please contact your club if you wish to put a club credit card on file with the registration.** After entering this information, there are Payment Terms immediately below the billing information that you must agree to. Once everything is entered and you've agreed to Payment Terms, click Pay at the bottom of the page to submit your registration. You will receive a confirmation email shortly after clicking Pay.
    - i. NOTE: Your credit card will remain on file with your application. Your card WILL NOT be charged until the decision is made on what teams are accepted into the division. If your team is accepted, your card will be charged through GotSport, immediately marking your application fee as paid. If your team is not accepted, your card will not be charged.
  - b. If you chose the Pay by Check fee in Step 13 and clicked Checkout in Step 14, you will see your grand total at the top of the page, as well as Payment Terms you must agree to. Once you have agreed to the Payment Terms, click Register at the bottom of the page to submit your registration. After clicking Register, you will be taken to a page that has a summary of your registration. **Please make a note of the Account # and the Total Balance (screenshot below).** This information will be required on the Payment Form you receive in the confirmation email that you receive shortly after clicking Register. You will be able to view this information again at any time by following instructions on the league website. Please read the confirmation email in its entirety as it contains the payment form you must mail with your check and instructions on how to retrieve information for this payment form.
    - i. NOTE: Your check will be mailed to the APL Tournaments Office (address is on the payment form). Once the check is received, it will be deposited immediately. If you paid via check and are not accepted, you will receive a refund from USYS in the form of a check. Please allow 4-6 weeks for you to receive a refund via check.

<b>Account #25942</b>	Joe Levan
Contact Email	JLevan@aplsoccer.com
Description	2020-21 PRCL
Accounting Code	20PRCL
Make Checks Out To	APL Tournaments
Payment Address	224 County Line Road Wayne, PA 19087 US
Payment Method	Check/MO <a href="#">Change Payment Method</a>

<b>TOTAL BALANCE:</b>	<b>DUE NOW:</b>
<b>\$700.00</b>	<b>\$700.00</b>

17. If at any point you need to edit your answers to the questions in Steps 10 and 11, retrieve your Account #, view your Balance Owed, or change the payment method on file, please visit the league website.