## Step by Step Guide: Registering Your Teams for District 2 PTL in GotSport

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Coaches	# 1529 Third St. S., Jacksonville Beach, FL 32250 © 2024 GotSoccer, LLC. All rights reserved.		Terms of Use	
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③ Support	10//aama	f O	(v)	

Step 1: From your dashboard, navigate to "Club Management" > "Teams"

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Dane Denkers ddenkers@calnorth.org -	5373E1938 / Teams		
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Step 2: Navigate to the "Registration" tab at the top of the screen



**Step 3:** Locate the "[SEASONAL YEAR] - Cal North Registration Passes & Rosters" event and click "**Register**"



**Step 4:** Select the teams you want to register to the event then click "**Register**" at the top of the screen. Then click "**Selected Teams**"

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	Bul	k Register Teams					×	
Jazelle Tylani Goring		24/25 -						
jgoring@calnorth.org 👻		Are you sure yo	u want to enroll all of the se	lected teams into the eve	nt?			
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Step 5: A pop-up screen will appear. Click "Register"

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Forms	>		Boys 2012	Passes & Bosters									
Calendar	>			Start Date: 05/01/2024									

**Step 6:** You will see a green message at the top of the screen appear confirming you have successfully registered the teams to the Passes & Rosters event. NOW, <u>re-navigate</u> back to the "**Registration**" tab at the top of the screen.



**Step 7:** Locate the "[Fall/Spring] [YEAR] District 2 Recreational PTL" event and click **"Register"** 

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		Entry Details:												

**Step 8:** Select the teams you want to register for the event, select the Passes & Rosters event as "Source", then click **"Register"** at the top of the screen. Then click **"Selected Teams"**.



**Step 9:** A pop-up screen will appear with Event Payment Terms. This event is 100% FREE. Check the box to accept the payment terms and then click **"Register"** 

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C Recent Updates	>			Old Boys 2011	Start Date: 03/15/2025									

**Step 10:** You will see a green message at the top of the screen appear confirming you have successfully registered the teams to the PTL event

Questions? Please contact: Member Services <u>memberservices@calnorth.org</u> (925) 426-5437