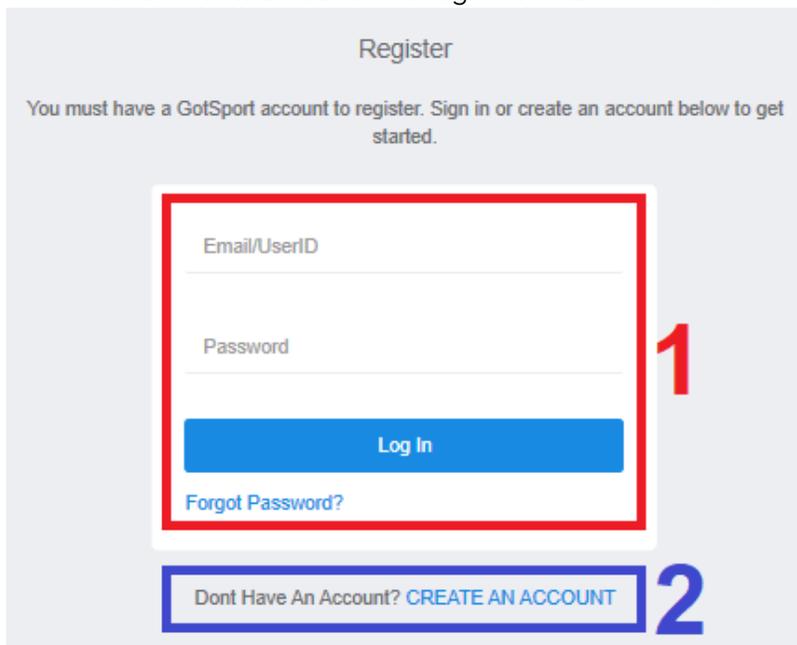## Applying for the New Mexico Open State Cup in GotSport

Click on the registration link https://system.gotsport.com/event_regs/bde5c8cad3

1. 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. It is recommended you 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.

2. Any items with an asterisk (*) are required, but it is highly encouraged to enter all information as you will need it later in the application process.
   a. The email you enter under the Email/User ID 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 to make updates to the team's roster, coach, manager, and submitting forms.
   b. 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.
3. 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.

4. 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. 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. Be sure to select the correct Club as it cannot be changed past this point.

5. If you receive the message "No teams were found with your search," double-check the information and click Save.

6. 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.

7. 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.

8. 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.

9. The third step of the application, named "Registration Form," is two parts. The first set of questions is regarding your team's current information. Any items with asterisk (*) at the beginning of the question are required. Click Save and Continue when it is all completed and correct.

10. 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 appears 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. Once the Current Team Officials and Event Team Officials look accurate, click Continue at the bottom of the page.

11. "Fee Selection" is the next step. In this step, you will see the application fees, $500.00 that apply to teams entering NM State Cup. Only credit card payments are accepted for State Cup applications.
    a. NOTE: Payments are not processed until teams are accepted. If your team is not accepted, your payment will not be processed or deposited.
12. The final step of registration is the Cart. Click Checkout if you are only registering one team at this moment.
13. After you have clicked Checkout, you will be taken to a page where you verify your payment. The grand total of your team registrations will appear on the right-hand side.
    a. Below this section is where you can enter your credit card and billing information. 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 teams are accepted into State Cup. If your team is accepted, your card will be charged, through GotSport, immediately marking your application fee as paid.

Account #12678 - Jimmy Sparkman
Contact Email: thesoccerfan9590@gmail.com
Description: 2020 Fall Midwest Conference
Accounting Code: 4005

Check/MO   Change Payment Method

TOTAL BALANCE: DUE NOW:
$1,075.00 $1,075.00