How to Send an Email to your entire team in Got Soccer

- 1) Go to <u>www.gotsoccer.com</u>.
- 2) Click on Login in the upper right corner



3) Go to the Teams and Team Officials tab to sign in and insert the team Username and Password that is provided on your coaches team sheet in the Team Account section for the login.



4) Go to the "Roster" tab at the top in the header bar and click on it.

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Team - Boys U15 Lebanon Dynamo U15 GotSoccer TeamID # 1254728	
Universal Account Create your Universal Account	
Get the most out of your account Event Registration History	
Click Here to get started.	
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5) Click on the Email Players blue box at the right

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Home Events Game History Email Team College Search Player Suspensions Help Log Out	
Overview Team Profile Manager Coach Roster Roster History Account Assistance	
Boys U15 Lebanon Dynamo U15 - Team Player List and Rosters Player Add/Remove functions have been locked by your club. Upcoming Schedule/Game Cards	
View by Event/Registration: Primary Player List	
Select an event or registration from the list above to view your official roster and enable the Registrar notification function.	

- 6) Make sure that the "FROM" box shows the right person (could be coach, assistant coach, or manage if designated for the team).
- 7) Make sure that the Player box shows either ALL PLAYERS or the specific player you are emailing.
- 8) Insert a Subject and the message to the team that you want to inform them about.
- 9) Click on the box at the bottom so that each parent has the info to login for their particular player.
- 10) Click "Send" when your message is ready to send. This email system is easy for general messages and information but is not user-friendly for putting in links or attachments. If you want to do things like that, get the player's email and send via a more sophisticated email server system.

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Add player username and password to the bottom of the message.	
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