

## H-Town Soccer League Spring 2026 Club Administrator Registration Checklist

This one-page checklist is designed to guide Club Administrators through all required steps to properly register teams for the H-Town Soccer League Spring 2026 season.

### STEP ONE — Assign Team Competitive Level (GotSport)

Required ONLY if the team did NOT participate in the Fall season

- ☐ Log in to your GotSport account
- ☐ Navigate to Club Management → Teams
- ☐ Select each team participating in H-Town Soccer League
- ☐ Click Set Competitive Level
- ☐ Select USSSA Competitive and click Save
- ☐ Verify each team displays USSSA Competitive under the Level column

Important: Step Two cannot be completed unless the team is designated as USSSA Competitive.

### STEP TWO — USSSA Soccer Registration (Passcards & Rosters)

Required ONLY if the team did NOT complete USSSA registration in the Fall

- ☐ Navigate to the Team Page
- ☐ Select the Registration tab
- ☐ Choose USSSA Soccer – Registration / Passcards & Rosters 2025–2026 (Independent Clubs)
- ☐ Click Register
- ☐ Select all applicable teams
- ☐ Click Register Selected Teams
- ☐ Confirm registration when prompted

### STEP THREE — H-Town Soccer League Spring 2026 Registration (ALL Teams)

- ☐ Register each team individually
- ☐ Register via the GotSport Admin Portal or the link below:  
[https://system.gotsport.com/event\\_regs/321aafd2c2](https://system.gotsport.com/event_regs/321aafd2c2)
- ☐ Confirm each team is successfully registered in H-Town Soccer League
- ☐ Submit payment (credit card required per team)

### FINAL VERIFICATION

- ☐ Team competitive level set to USSSA Competitive
- ☐ USSSA Passcards & Rosters completed for 2025–2026
- ☐ H-Town Soccer League Spring 2026 registration completed for each team
- ☐ Payment submitted and confirmed