

Roster Building – Clubs and Teams

(all information is subject to change 1/11/2021)



This guide can be used by both clubs and teams when building rosters for Conference play. Please be sure to read the Conference Operating Procedures (COPs), Team Information guide, and the USYS National League Program Rules for the rules and policies regarding Conference rosters. If you have any questions after going through this process, please email Jimmy Sparkman (jsparkman@usyouthsoccer.org).

This guide should be followed when an initial roster is built, as well when players are added to the roster after the initial roster submission has been approved. Players will NOT appear on a game card if they are not approved by your state association.

Any roster modifications for weekend games must be made BEFORE 3 PM ET on the Friday before the weekend games. There are no exceptions on this. Any modifications sent after this deadline will not be accepted.

If you are a **CLUB ADMINISTRATOR** with access to the club in GotSport, please begin at the **Club Administrator Steps**.

If you are a club administrator but don't have access to the club in GotSport, please email jsparkman@usyouthsoccer.org with the following before proceeding: Club Name, State Association, Club Website with you listed on the staff, First and Last Name, and Email Address

If you are a **TEAM COACH or MANAGER** without club administrative access in GotSport, please follow the **Team Coach/Manager Steps**.

Club Administrator Steps

1. [Click here](#) to access the GotSport login page. Login to your existing account linked to the club in GotSport.
2. The first thing you will want to do is upload the players in your club (or players on the Conference teams) into GotSport. [Click here](#) to view a GotSport walkthrough on how to upload players.
3. After uploading the players, you will need to assign the players to their respective teams. [Click here](#) to view a GotSport walkthrough on how to use the roster builder in GotSport. Be sure to enter player jersey numbers after the players have been assigned to the roster.
4. You will also need to make sure that coaches, assistant coaches, and managers have been assigned to their respective teams so they appear on rosters and GotSport game cards. [Click here](#) to view a GotSport walkthrough on uploading coaches. If uploading managers, [click here](#) to view a walkthrough.
5. After uploading the coaches and managers, you will need to assign the coaches and managers to their respective teams. [Click here](#) to view a GotSport walkthrough on how to use the roster builder in GotSport.
6. If you have already uploaded players into GotSport and assigned them to teams, [click here](#) to view a GotSport walkthrough on how to clone rosters, which is copying the team's roster from one event to another event.
7. **Club Admins Adding Club Pass Players:** Clubs and teams no longer have the ability to change a player from Primary to Club Pass. If you have any players that need to be labeled as Club Pass, please send an email to jsparkman@usyouthsoccer.org with the Conference name, team name, and the players that are assigned to the team as Primary that need to be switched to Club Pass.

8. **VERY IMPORTANT:** Once the players, coaches, assistant coaches, and managers have been added to the team's roster for the event, please email your state association contact with your team information so that they can go through and approve the roster. PLEASE ATTACH YOUR STATE OFFICIAL ROSTER TO THE EMAIL SO STATES CAN USE IT FOR COMPARISON PURPOSES. The contact list is located on the Conference website under the Team Information drop-down titled "State Association GotSport Contacts."
9. If any further changes are made to a roster after it has been approved by your state association, those changes will need to be approved by your state association as well, so you will need to follow Step 8 every time there is a new player added to the Conference roster.

Team Coach/Manager Steps

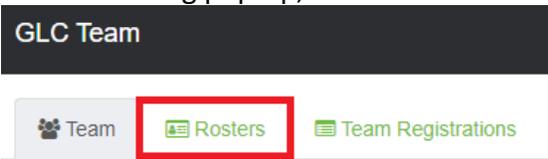
10. [Click here](#) to access the GotSport login page. Login to your existing account linked to the team that was registered for Conference.
11. Click on the Team Management tab.



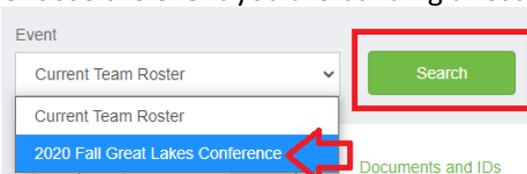
12. Click on the team under your Teams list of the team you'd like to build a roster for.

Teams				
Name	Coach	Level	Age	Gender
 GLC Team	Sparkman, Jimmy	Competitive	U16	Male

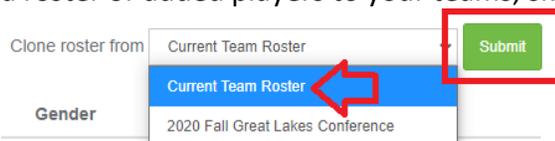
13. In the resulting pop-up, click on the Rosters tab.



14. Choose the event you are building a roster for in the Event drop-down list and click Search.



15. When the page refreshes, you will see new options and tools available.
16. If you have already added players to your team, you can clone a roster to duplicate what you've completed. On the top-right you can select another roster or team list that has been formed in the drop-down list next to "Clone roster from." Once you've selected a roster, click Submit. If you haven't created a roster or added players to your teams, skip to the next step.



17. To add a player to the roster, click the Add Player button. You will then be prompted to search for the player using the player's first name, last name, and date of birth, all of which are required when searching. If a player appears in the search, you can click the Select button to add the player to the team.

If a player is not found in the search, you will need to fill in the player's information to add them to the team roster. Complete this for each player the needs to appear on the roster.

Players Coaches Managers Documents and IDs

Add Player Add Club Pass Player

Add Player Hide

Search for users to add him/her to the team. If your search does not return any results, you'll be able to create a new user to add to the team.

First name Last name DOB Search

18. After you've entered the players into your roster, please enter jersey numbers in the list of players so it appears on the game card.
19. If you need to remove a player from the roster, please follow the following steps:
 - a. Right-click the player's name and open the link in a new tab.
 - b. In the new tab, click on the Roles option in the menu on the left side of the page.
 - c. Click the red Remove button next to the player's role with the team.
20. All coaches, assistant coaches, and managers will also need to be added to the team to appear on applicable rosters and GotSport game cards. To add these individuals, click on the respective tab in the pop-up titled Coaches or Managers. You will be required to enter the individual's name and email to search for existing users. If a user appears, click the Add button next to their name. If a user is not found, you will need to fill in the user's information to add them to the roster. Complete this for each individual who needs to appear on the roster as the team coach, assistant coach, or manager.

Players Coaches Managers Documents and IDs

Search for users to add him/her to the team. If your search does not return any results, you'll be able to create a new user to add to the team.

First name Last name Email Search

21. **Coaches or Team Managers Adding Club Pass Players:** Clubs and teams no longer have the ability to change a player from Primary to Club Pass. If you have any players that need to be labeled as Club Pass, please send an email to jsparkman@usyouthsoccer.org with the Conference name, team name, and the players that are assigned to the team as Primary that need to be switched to Club Pass.
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