

Roster Building – Clubs and Teams

(all information is subject to change 8/31/2020)



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).

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, 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. 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. If your club doesn't have players in GotSport or you haven't taken care of team assignments, please continue to the next step.
3. 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.
4. 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.
5. 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.
6. 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.
7. **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."**

8. **Club Admins Adding Club Pass Players:** Club Pass Players can be assigned at the club level when building teams. Once all of the players are added into the system and on teams as Primary Players, then a player’s status can be updated from Primary to Club Pass. If you are a club admin wanting to assign a club pass player, you would first...
 - a. Log in to your club admin GotSport account
 - b. Click ‘Club Management’ on left hand menu, then ‘Teams’ on the menu that appears below
 - c. At the top of that page’s menu click ‘Teams’, and then ‘Roster Builder’ on the drop down
 - d. Select the conference event in the ‘Rosters For’ filter and hit ‘Search’
 - e. Drag the player from the player pool over to the correct team listed on right hand side
 - f. Once a player is on that roster, you can click the Status and change P (primary) to CP (club pass).

Team Coach/Manager Steps

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

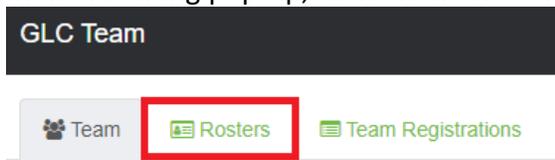


3. Click on the team under your Teams list of the team you’d like to build a roster for.

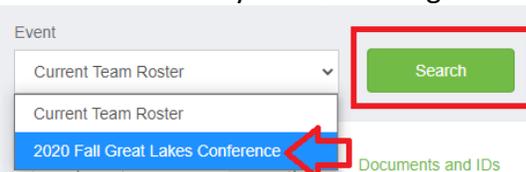
Teams

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

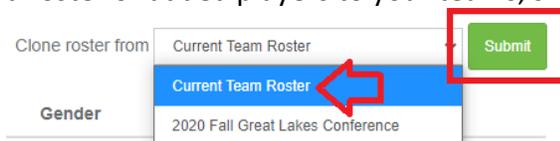
4. In the resulting pop-up, click on the Rosters tab.



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



6. When the page refreshes, you will see new options and tools available.
7. 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.



8. 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.

The screenshot shows a navigation bar with tabs for 'Players', 'Coaches', 'Managers', and 'Documents and IDs'. Below the navigation bar, there are two buttons: 'Add Player' (highlighted with a red box) and 'Add Club Pass Player'. Below these buttons is a form titled 'Add Player' with a 'Hide' button in the top right corner. The form contains a search instruction: '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.' Below the instruction are three input fields: 'First name', 'Last name', and 'DOB'. The 'DOB' field is a dropdown menu. To the right of the input fields is a green 'Search' button, which is also highlighted with a red box.

9. 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.

The screenshot shows a navigation bar with tabs for 'Players', 'Coaches', 'Managers', and 'Documents and IDs'. The 'Coaches' and 'Managers' tabs are highlighted with a red box. Below the navigation bar is a form with a search instruction: '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.' Below the instruction are three input fields: 'First name', 'Last name', and 'Email'. To the right of the input fields is a green 'Search' button, which is also highlighted with a red box.

10. **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."

11. **Coaches or Team Managers Adding Club Pass Players:** Club Pass Players can be assigned at the team level when a coach or team manager is building teams in GotSport. If you are a coach or team manager trying to assign a club pass player, you would first...
- Log in to your coach or team manager GotSport account/profile
 - Click 'Team Management' on the top menu, then select the team you wish to edit
 - Click 'Roster' at the top of the page
 - Select the conference event in the roster filter and hit 'Search'
 - If the player you are club passing has not been created a profile in GotSport yet, Click the 'Add Player' button to add the player to your roster like **step 8** describes then move on to below step.
 - Once the player is added, click the red X next to their name in your event roster and proceed to the next step.
 - If a player has been created in the system, click the green 'Add Club Pass Player' button next to the 'Add Player' button and search for the player by their first name, last name, and DOB and then add them. That player will now be listed as a Club Pass Player in the system.