Roster Building – Clubs and Teams

(All information is subject to change)

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 Document, and the USYS National League Program Rules for the rules and procedures regarding Conference rosters. If you have any questions after going through this process, please email Scott Belton (sbelton@usyouthsoccer.org).

Any roster modifications for games must be made 24 HOURS before kickoff.

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 sbelton@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 and receive notifications for the team. 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: Your 2020-21 event roster must mirror your official State Association roster (with exception to club pass players).**
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).
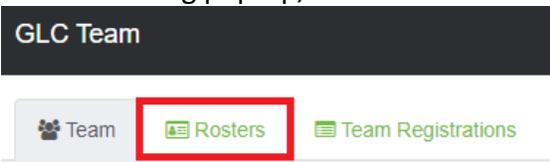
Team Coach/Manager Steps

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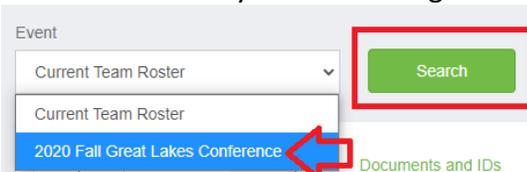2. Click on the Team Management tab.

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

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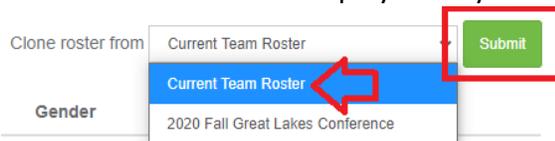
8. To add a player to the roster, click the Add Player button. You will then be prompted to search for the player using the player's first name, last name, and date of birth, all of which are required when searching. If a player appears in the search, you can click the Select button to add the player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

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, select your conference event roster then 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. **IMPORTANT: Any coach listed for the team must be properly rostered with their State Association.**

10. **VERY IMPORTANT: Your 2020-21 event roster must mirror your official State Association roster (with exception to club pass players).**

11. **Coaches or Team Managers Adding Club Pass Players:** Club Pass Players can be assigned at the team level by a coach or manager **ONLY AFTER THE PLAYER BEING CLUB PASSED HAS BEEN ENTERED INTO THE GOTSPORT SYTEM**. If you are a coach or team manager trying to assign a club pass player, you would first…

    a. Log in to your coach or team manager GotSport account/profile
    b. Click 'Team Management' on the top menu, then select the team you wish to edit
    c. Click 'Roster' at the top of the page
    d. Select the conference event in the roster filter and hit 'Search'
    e. If a player has been created in the system already, a coach or manager can 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.
    f. **IMPORTANT:** If the player you are club passing has **NOT** been created a profile in GotSport yet, you need to have someone in your club who has GotSport club admin access add the player within the club account following the **Club Administrator Steps** at the beginning of this document. If your club does not have anyone with club admin access in GotSport, please follow the instructions at the top of this document for getting the needed info to the league so the appropriate club official can be given club admin access.