

## **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](mailto: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](mailto: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. Or click the Club Management Tab, then the Players tab, then you can add one player at a time by clicking the Add Player button on the right side of your screen.
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 Pass Players:

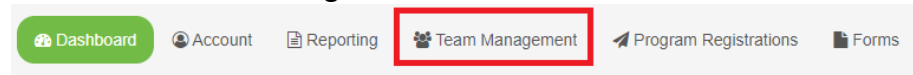
**\*\*\*VERY IMPORTANT: If your State Association uses GotSport as their registration database, please contact your State Association about adding club pass players to your event roster. If your State Association uses a different system as their registration database, please follow the below instructions\*\*\***

Club Pass Players can only be assigned at the club level when building teams. If you need to add an official from your club as a Club Administrator in GotSport, please follow the instructions at the top of this document for getting the league the information needed to add a Club Administrator. Once a player is added into the GotSport system, then the player can be added to a team and their status can be updated from Primary (P) to Secondary (S) which is how Club Pass Players will be designated in GotSport. 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. Input the player's jersey number and select the status as Secondary (S)
- g. If a Club Pass Player is already on the roster and is mistakenly identified as Primary (P), you will need to hit the red "X" to the right of the player to remove them and then drag them back on to that team's roster to designate them as Secondary (S). Gotsport is working on updating the match cards to label the Club Pass/Secondary players, but until that update comes, we recommend noting the Club Pass Players with a pen after printing the match card.

### Team Coach/Manager Steps

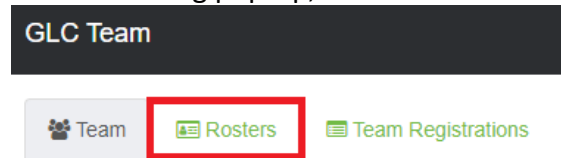
- 1. [Click here](#) to access the GotSport login page. Login to your existing account linked to the team that was registered for Conference.
- 2. Click on the Team Management tab.



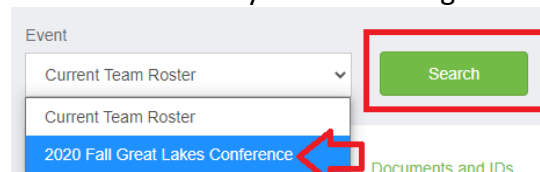
- 3. Click on the team under your Teams list of the team you'd like to build a roster for.

Teams				
Name	Coach	Level	Age	Gender
 <a href="#">GLC Team</a>	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.



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

Clone roster from: Current Team Roster (selected), 2020 Fall Great Lakes Conference

Submit

- 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

- 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.**

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

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