How to Upload Your Team Documents into GotSport

- All documents must be submitted via GotSport
  - Link: https://system.gotsport.com/users/login
- Documents can only be submitted if your name is linked to the roster as a Coach or Team Manager - connect with your club if you do not see our event listed
- Medical Releases are *not* required
- Document upload is mandatory for all teams – The documents required are:
  - PDF of passes
  - Guest player form (if applicable) - **only required if the player is not from your club**
    - Must be the same affiliation as your team i.e., FYSA passes cannot have a guest player with a US Club pass.
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    - Must be the same affiliation as your team i.e., FYSA passes cannot have a guest player with a US Club pass.
  - The roster is not required - we will import it from the event roster - please ensure this is correct.
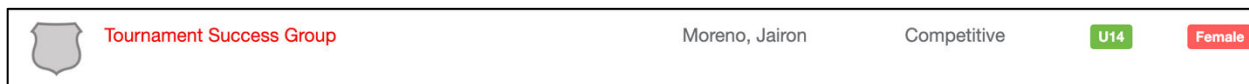- Questions? Email jcruzado@tournamentsuccessgroup.com

Log into Gotsport : https://system.gotsport.com/users/login
- Use the username/ID email/password that was created for you to complete your background check, SafeSport, and Heads-up Certifications.

Click on Team Management:

🎱 Dashboard	👤 Account	📅 Events	📄 Reporting	**👥 Team Management**	⇄ Team Scheduling	✈ Program Registrations	📄 Forms	📅 Referee

Click on the name of your team:

	Tournament Success Group	Moreno, Jairon	Competitive	U14	Female

Build your event roster and ensure that it is correct - this will be downloaded onto the game card:

Click on the Rosters tab

From the "Select Event Roster" drop-down, select #Playfor8 Cup
Click on Search

Scroll down and from the "Clone roster" select the roster that you wish to clone to the tournament (either an FYSA Registration event (recommended) or a league roster).
Click Submit

Check your roster is correct. This will be duplicated onto the game card and used by the referee to check your team in for gameplay.

- Enter all jersey numbers
- **Do not enter ID numbers or positions - this is not required.**

To add a player to the event roster that plays for your club, click on "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**

The player must be added to the current FYSA Event Roster.

Enter the name, and date of birth as on the player pass, click Search, and add.

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

[Theo   ]   [Walcott   ]   [March ∨] [11 ∨] [2008 ∨]   **Search**

To add a guest/club pass player to an event roster, you'll first want to be sure that the event allows both types of players. Once this is done here are the steps:

1. Add the player that you're using for the event a player role with your club by going to:

Club management>players>add player. Here you will look up that player and add them to your account.

2. Now that the player has been added you will go to "Roster Builder" and select the Event, followed by the "Guest" Tab. (or Club Pass).

3. When you drag the player from the guest pool to the team's roster, a box will appear asking for the Position and Jersey number, the status will automatically be set to "G" for the guest. or "CP" for Club Pass.

4. Now you will see the player on the roster.

Next, upload your documents. Player passes and medical releases.
Click on the Team Registrations Tab followed by the #Playfor8 Cup

Click on the "Registration" Tab followed by the Orange "Edit" option

Upload documents, scroll to the bottom, and save.
All uploads can be replaced and are editable

Please ensure your rosters are finalized 24 hours before your first game, as game cards will be printed at that time. If you need to make any last-minute changes, please arrive at least 1 hour and 15 minutes before your first match and coordinate with the site director. Be sure to bring your official roster, any guest player forms/passes, and your laminated player passes.

Once your documents are approved, no further action is required. For team check-in with the referee, only your laminated player passes will be needed. However, it's recommended to have a copy of your official roster on hand in case of any questions.

Additional information:

1. **All FYSA players must be age verified in GotSport - no exceptions.** All FYSA passes must have a valid headshot - no exceptions
2. All players must be included on the roster - (Name, Date of Birth, and Pass number)
3. All coach and bench staff personnel must have a laminated pass with the same affiliation/club as the roster/player passes
4. Guest players **within** the club must be pre-printed on the roster. A guest player form is **NOT** required
5. Uniform jersey numbers are required for all players.
6. Player Passes Upload: required for each player, coach, assistant coach, and manager (Front Copy Single Version – Maximum 8 per page – No single passes accepted).
7. Guest Player Forms must be completed in compliance with the sanctioning body that has issued the player passes. Please contact your club registrar for guidance.
    1. FYSA - only electronically generated forms from within GotSport digitally signed by the loaning and accepting club will be accepted. **No exceptions.**
        1. **FYSA - contact your club administrator for guidance**
        2. **US Club - https://usclubsoccer.org/forms-documents/**
    2. Guest players must be affiliated with the same association i.e., US Club with US Club. Playing FYSA with a US Club pass or vice versa is not possible.
8. State Permission to Travel for all teams outside of Florida. This does not apply to US Club rosters.