

## 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.
  - Guest player pass (if applicable)
    - 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](mailto: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:



Click on the name of your team:



**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 2024 River Plate Cup (Florida)

Click on Search

The screenshot shows a navigation bar with tabs: Team, Team Members, Rosters, Team Registrations, Messages, and Program Registrations. The Rosters tab is active. Below the navigation bar, there is a section titled "Event" with a search input field labeled "Search Event Name" and a blue "Search" button.

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

The screenshot shows a form with the text "Clone roster from" followed by a dropdown menu currently displaying "Current Team Roster" and a blue "Submit" button.

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.**

The screenshot shows a navigation bar with tabs: Players, Coaches, Managers, and Documents and IDs. The Players tab is active. Below the navigation bar, there is a blue "Add Player" button and a "Clone roster from" dropdown menu currently displaying "Current Team Roster" with a blue "Submit" button below it.

**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

**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

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.

The image displays two screenshots of the GotSport web application interface, illustrating the process of adding a new player.

**Top Screenshot: Players Management Page**

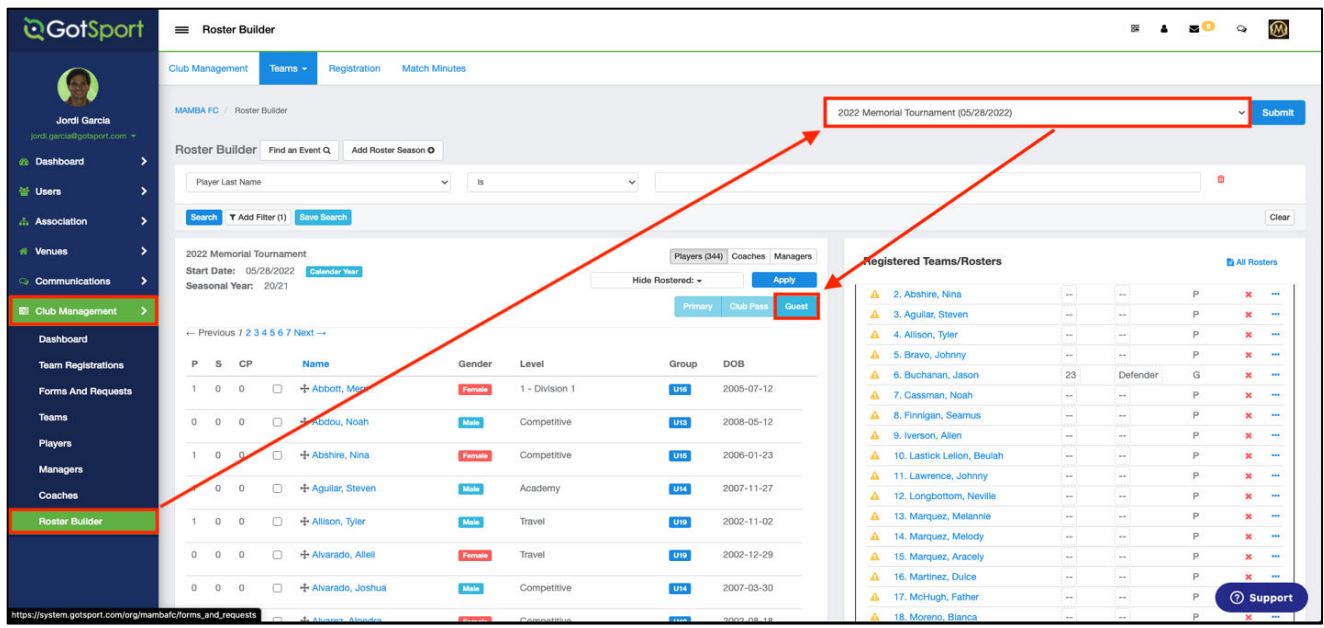
The interface shows the 'Players' management page for MAMBAFC. The left sidebar includes navigation options like Dashboard, Users, Association, Venues, Communications, Club Management, and Roster Builder. The main content area displays a table of players with columns for Name, Email/UserID, Gender, DOB, Age, Level, and Phone. The 'Add Player' button is highlighted in red, and a red arrow points to it from the bottom screenshot.

Name	Email/UserID	Gender	DOB	Age	Level	Phone
Abbott, Merri	merriabbo-eb3249@gotssport-demo.com	Female	07/12/2005	U17	1 - Division 1 1 - Division 1	404.381.0344
Abdou, Noah	Luis.Abakar@me.com	Male	05/12/2008	U14	Competitive	9047189401
Abshire, Nina	ninaabsh-349681@gotssport-demo.com	Female	01/23/2006	U16	Competitive Competitive	537-325-5695
Aguilar, Steven	test100@test.com	Male	11/27/2007	U15		
Allison, Tyler	test1022@test.com	Male	11/02/2002	U20	Travel Travel	
Aivarado, Allel	test502@test.com	Female	12/29/2002	U20	Travel	
Aivarado, Joshua	test113@test.com	Male	03/30/2007	U15		

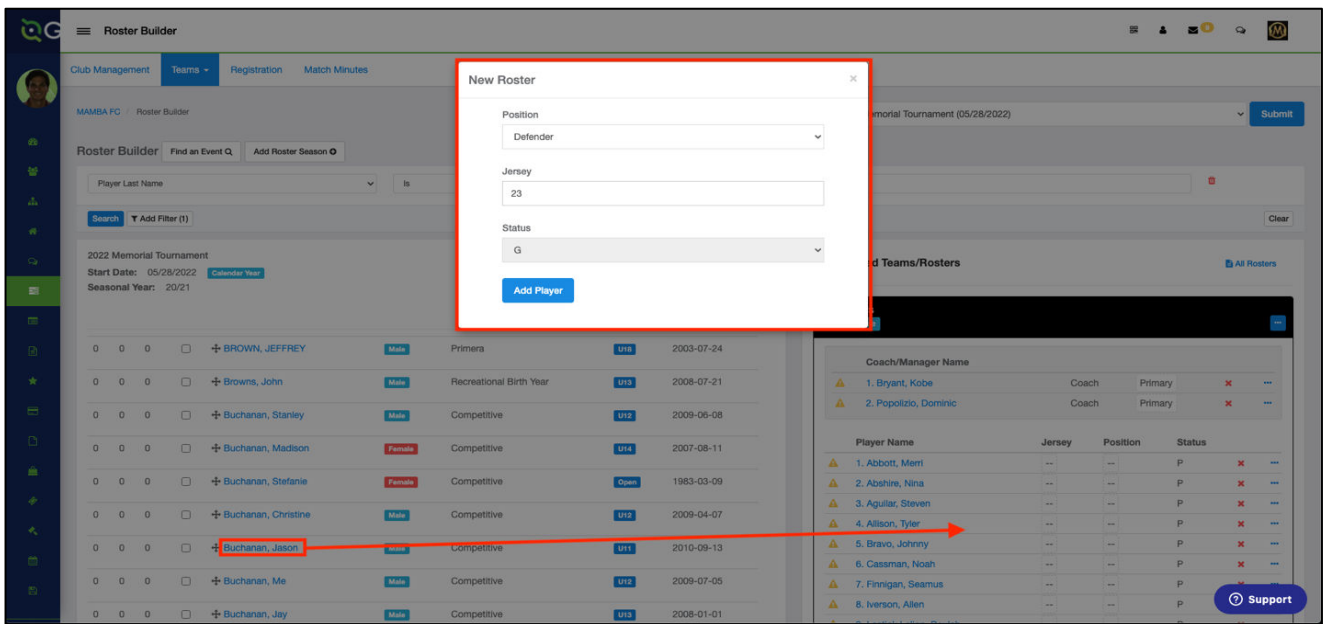
**Bottom Screenshot: Add User Form**

The 'Add User' form is displayed, showing fields for DOB (Month, Day, Year), First Name, Last Name, Email/UserID (optional), and Postal Code (optional). A 'Search' button is located at the bottom of the form.

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.

The screenshot shows the 'Roster Builder' interface for MAMBA FC. The top navigation bar includes 'Club Management', 'Teams', 'Registration', and 'Match Minutes'. The main area is titled 'Roster Builder' and features a search bar for 'Player Last Name'. Below the search bar, there are filters for '2022 Memorial Tournament' and 'Seasonal Year: 20/21'. A table of players is displayed with columns for P, S, CP, Name, Gender, Level, Group, and DOB. The 'Registered Teams/Rosters' table on the right lists players with their positions and status.

P	S	CP	Name	Gender	Level	Group	DOB
1	0	0	+ Abbott, Merri	Female	1 - Division 1	U18	2005-07-12
0	0	0	+ Abdou, Noah	Male	Competitive	U18	2008-05-12
1	0	0	+ Abshire, Nina	Female	Competitive	U18	2006-01-23
1	0	0	+ Aguilar, Steven	Male	Academy	U14	2007-11-27
1	0	0	+ Allison, Tyler	Male	Travel	U18	2002-11-02
0	0	0	+ Alvarado, Ailei	Female	Travel	U18	2002-12-29
0	0	0	+ Alvarado, Joshua	Male	Competitive	U14	2007-03-30

Next, upload your documents. Player passes and medical releases.

Click on the Team Registrations Tab followed by the 2024 River Plate Cup (Florida)

The screenshot shows the 'Team Registrations' interface. At the top, there are tabs for 'Team', 'Rosters', 'Team Registrations', and 'Messages'. Below the tabs, there is a search bar for 'Event' with a 'Search' button. The main area is titled 'Team Registrations'.

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

The screenshot shows the 'Team Registration - Tournament Test Team' interface. At the top, there is a navigation bar with tabs for 'Info', 'Registration', 'Billing', 'Roster', and 'Scheduling'. Below the navigation bar, there is a section for 'Registration Form Answers' with an 'Edit' button.

Upload documents, scroll to the bottom, and save.

### All uploads can be replaced and are editable

Please upload the following documents for Roster verification:

- Passes - One pdf - individual uploads will not be accepted
- Guest Player Form - If applicable
- Guest Player Pass - If applicable

[Edit](#) [Delete](#) Page: 1

Passes - One pdf only. Individual passes will not be accepted. [Edit](#) [Delete](#)

[Choose File](#) No file chosen Page: 1

Guest Player Form (if applicable) - Must be the same affiliation as your official roster [Edit](#) [Delete](#)

[Choose File](#) No file chosen Page: 1

Guest Player Pass (if applicable) - Must be the same affiliation as your team passes [Edit](#) [Delete](#)

[Choose File](#) No file chosen Page: 1

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.