



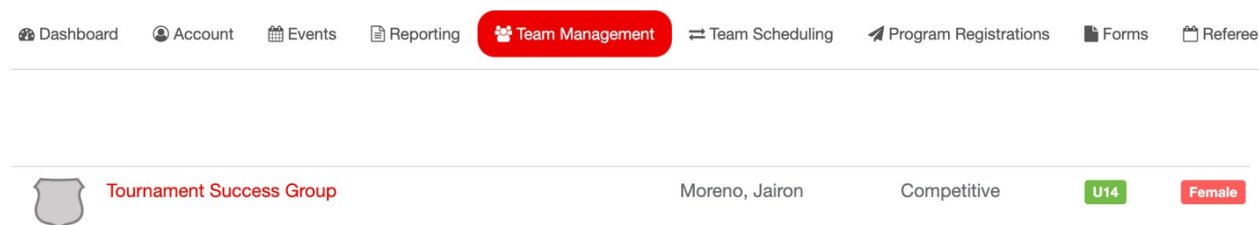
How to Upload Your Team Documents into GotSport.

- 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 - documents required are:
 - PDF of passes
 - Guest player form (if applicable) - **only required if the player is not from your club. Click [here](#) for FYSA Guest Player Form. Click [here](#) for US Club Player Loan Form.**
 - 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 crodriguez@tournamentsuccessgroup.com

Log into [Gotsport](https://system.gotsport.com/users/login) : <https://system.gotsport.com/users/login>

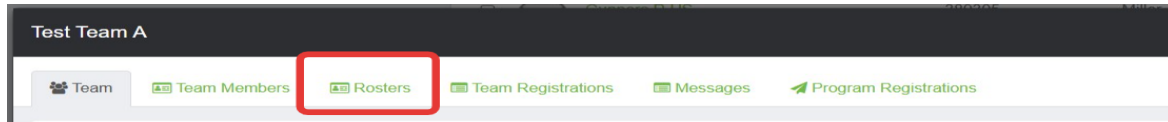
- Use the username/ID email/password that was created for you to complete your background check.

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 the event your team is participating in. Click on Search.

A screenshot of the 'Rosters' tab in the web application. The navigation bar at the top shows 'Rosters' as the active tab. Below it, there is a section titled 'Select Event Roster' with a drop-down menu and a blue 'Search' button. A red arrow points to the drop-down menu. Below this section, there is another 'Clone roster from' drop-down menu with 'Current Team Roster' selected, and a blue 'Submit' button.

Scroll down and from the “Clone roster” select the roster that you wish to clone to the tournament (either an FYSA Registration event or FYSA Tournament (recommended), US Club Soccer Registration/Pass cards, or a league roster). Click Submit. **If this pathway has been locked by your club, contact your club administrator for assistance**

Check if 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.

A screenshot showing two elements from the web application. On the left, there is a tabbed interface with 'Players', 'Coaches', 'Managers', and 'Documents and IDs'. The 'Players' tab is active, and there is a blue 'Add Player' button. On the right, there is a 'Clone roster from' drop-down menu with 'Current Team Roster' selected, and a blue 'Submit' button.

To add a player to the event roster that plays for your club, click on “Add Player”

A screenshot of the 'Add Player' form. The form has a title 'Add Player' and a 'Hide' link. Below the title is 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.' The form contains three input fields: 'First name', 'Last name', and 'DOB'. The 'DOB' field is a date picker with three separate boxes for day, month, and year. There is a blue 'Search' button to the right of the input fields.

The player must be added to the TOURNAMENT EVENT roster.

Enter the name, and date of birth as on the player pass, click Search, and add. **If this pathway has been locked by your club, contact your club administrator for assistance.**

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

Theo

Last name

Walcott

DOB

Marci

11

2008

Search

For Club Administrators:

To add a guest player (**from a different club**) 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:

The screenshot shows the GotSport web interface. On the left is a sidebar menu with options like Dashboard, Users, Association, Venues, Communications, Club Management, and Roster Builder. The 'Club Management' section is expanded, and 'Players' is selected. The main area displays a list of players with columns for Name, Email/UserID, Gender, DOB, Age, Level, and Phone. At the top right of the player list, there are buttons for 'Export' and 'Add Player'. A red arrow originates from the 'Add Player' button in the sidebar and points to the 'Add Player' button in the top right of the player list.

Club management>players>add player. Here you will look up that player and add them to your account. To have immediate access to the player profile, use all five fields (date of birth, first/last names, email address, zip code). If only the date of birth, and first/last names are used, the player will show a 'pending' status. GotSport will send an email to the email linked to the profile, asking the parent/guardian to accept the role request. **The player cannot be added to an event roster until the pending status has been removed.**

Add User

DOB: Month Day Year First Name: Last Name:

Email/UserID (optional): Postal Code (optional):

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	
Alvarado, Allie	test502@test.com	Female	12/29/2002	U20	Travel	
Alvarado, Joshua	test113@test.com	Male	03/30/2007	U15		

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

Club Management

Affiliation: Select One... Competition Type: Tournament Seasonal Year: 25/26

Roster Builder:

Select an event or roster season to compare: Select One...

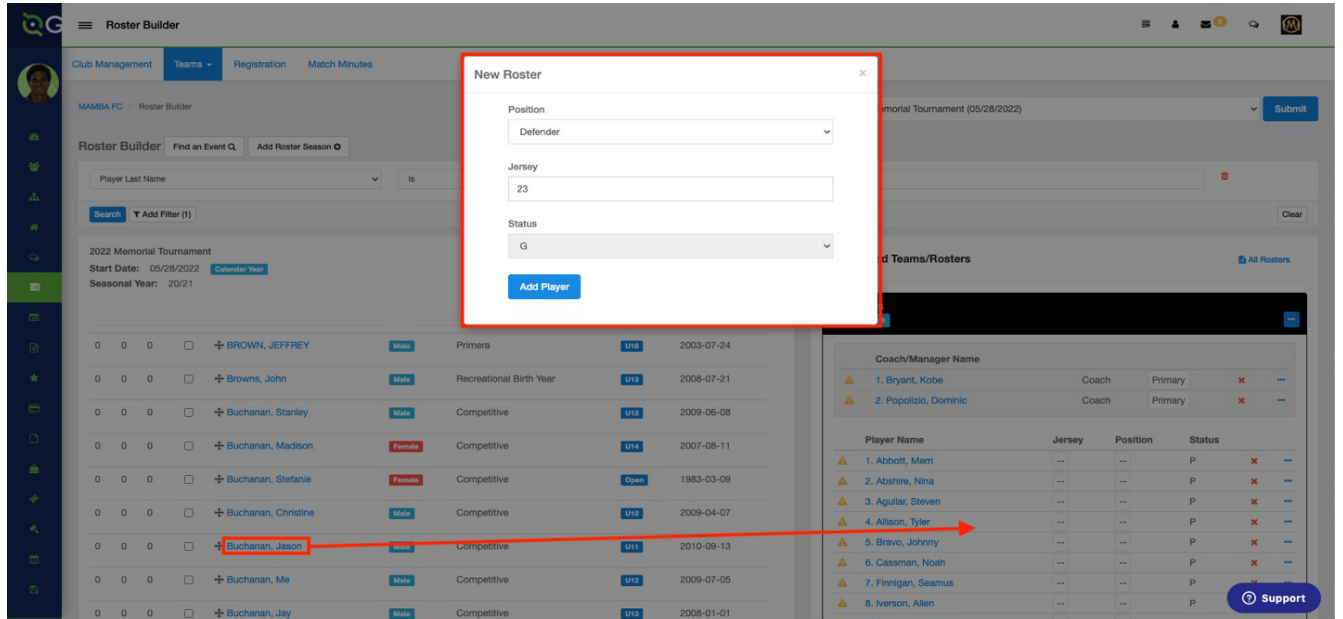
Guest

Players (1942) **Coaches** **Managers**

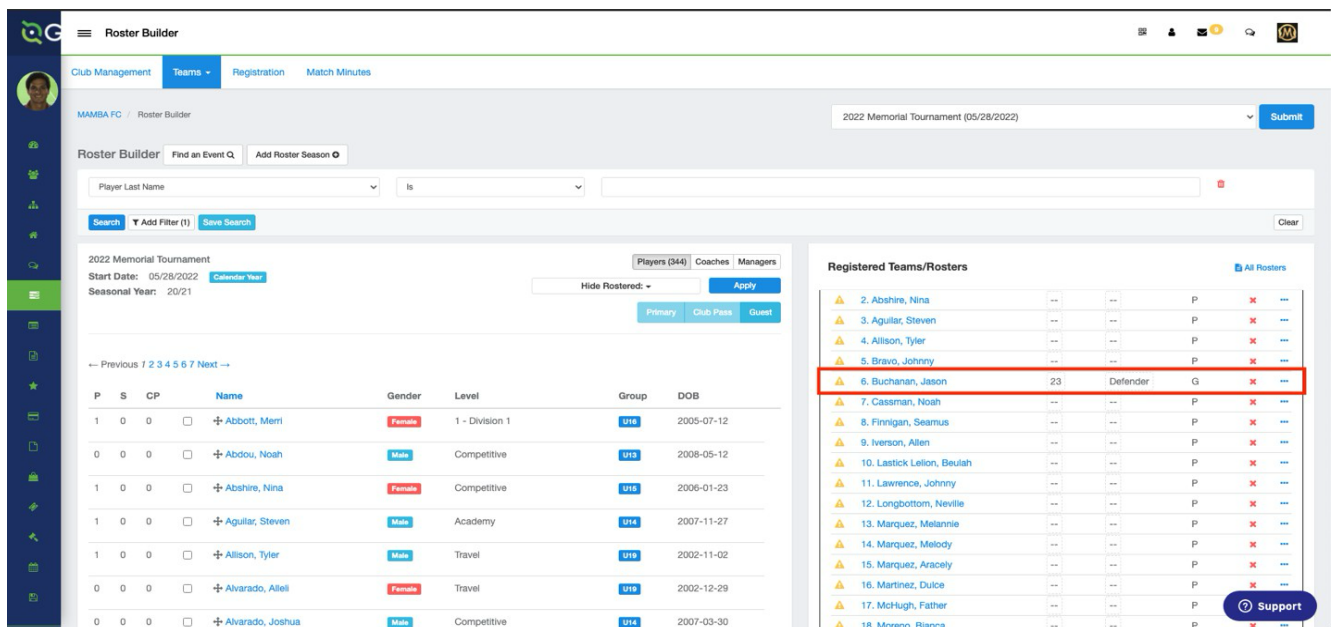
Hide Rostered: ▼

Guest

3. When you drag the player from the 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. If the [FYSA Tournament](#) pathway is used, a Guest Pass is available to print.



4. Now you will see the player on the roster. Click "Green Check" or "Refresh & Purchase" to link the roster rules (create a green check). For FYSA Guest Players, click "submit" to link the players existing membership (\$0.00 fee).



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

Click on the Team Registrations Tab followed by the event the team is participating in

The screenshot shows a web interface with a top navigation bar containing four tabs: "Team", "Rosters", "Team Registrations" (which is highlighted), and "Messages". Below the navigation bar, there is a section titled "Event" with a search bar labeled "Search Event Name" and a blue "Search" button. Below this, there is a section titled "Team Registrations" which is currently empty.

Click on the “Registration” Tab followed by the Orange “Edit” option

The screenshot shows a web interface for "Team Registration - Tournament Test Team". It has a top navigation bar with five tabs: "Info", "Registration" (which is highlighted), "Billing", "Roster", and "Scheduling". Below the navigation bar, there is a section titled "Registration Form Answers" with an orange "Edit" button.

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

This screenshot shows a document upload section. At the top, it says "Please upload the following documents for Roster verification:" followed by a list of requirements: "Passes - One pdf - individual uploads will not be accepted", "Guest Player Form - If applicable", and "Guest Player Pass - If applicable". There are "Edit" and "Delete" buttons in the top right corner. The page number "Page: 1" is in the bottom right corner.

This screenshot shows a document upload section for "Passes". It has a black header bar with the text "Passes - One pdf only. Individual passes will not be accepted." and "Edit" and "Delete" buttons. Below the header, there is a "Choose File" button and the text "No file chosen". The page number "Page: 1" is in the bottom right corner.

This screenshot shows a document upload section for "Guest Player Form". It has a black header bar with the text "Guest Player Form (if applicable) - Must be the same affiliation as your official roster" and "Edit" and "Delete" buttons. Below the header, there is a "Choose File" button and the text "No file chosen". The page number "Page: 1" is in the bottom right corner.

This screenshot shows a document upload section for "Guest Player Pass". It has a black header bar with the text "Guest Player Pass (if applicable) - Must be the same affiliation as your team passes" and "Edit" and "Delete" buttons. Below the header, there is a "Choose File" button and the text "No file chosen". The page number "Page: 1" is in the bottom right corner.

We will print game cards 48 hours before the first game - please ensure your rosters are correct by this point. **If you have any late changes, arrive 1.15 hours before your first game** to adjust with your site director. Bring your official roster, any guest player forms/passes, and your laminated passes.

Once your documents have been approved, no further action is required. For team check-in with the referee, you will require your laminated passes only (it is recommended that you have a copy of your official roster should there be a query).

Additional information:

1. **All players must be age verified in GotSport - no exceptions.** All FYSA passes must have a valid headshot - no exceptions. Virtual Passes will be accepted.
2. All players, coaches and bench staff personnel must have a laminated/virtual pass with the same affiliation/club as the roster/player passes
3. Club pass players (**from your club**) must be pre-printed on the roster.
4. Uniform jersey numbers are required for all players.
5. Player Passes Upload: required for each player, coach, assistant coach, and manager (Front Copy Single Version – Maximum 8 per page – No single passes accepted).
6. 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.
7. State Permission to Travel for all players and teams outside of Florida. This does not apply to US Club rosters.

Questions? Please email Claudia Rodriguez: crodriguez@tournamentsuccessgroup.com