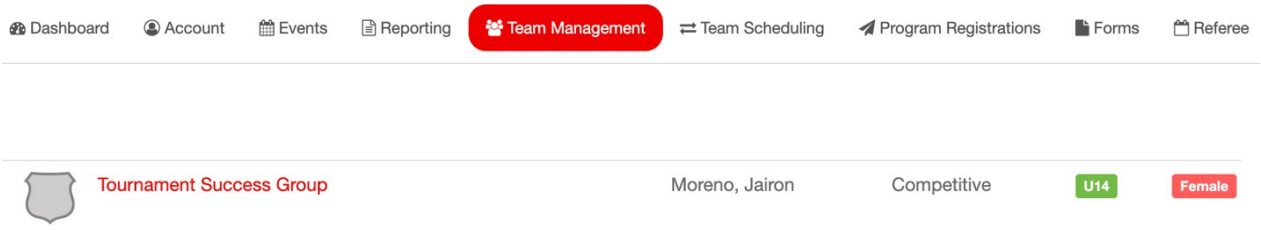
How to Upload Your Team Documents into GotSport.

- 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 anava@tournamentsuccessgroup.com

Log into Gotsport : https://system.gotsport.com/users/login

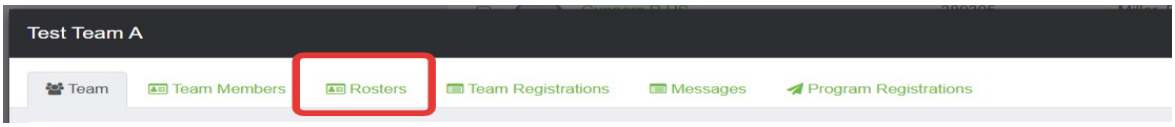
- Use the username/ID email/password that was created for you to complete your background check.

Click on Team Management-> Click on the name of your team.

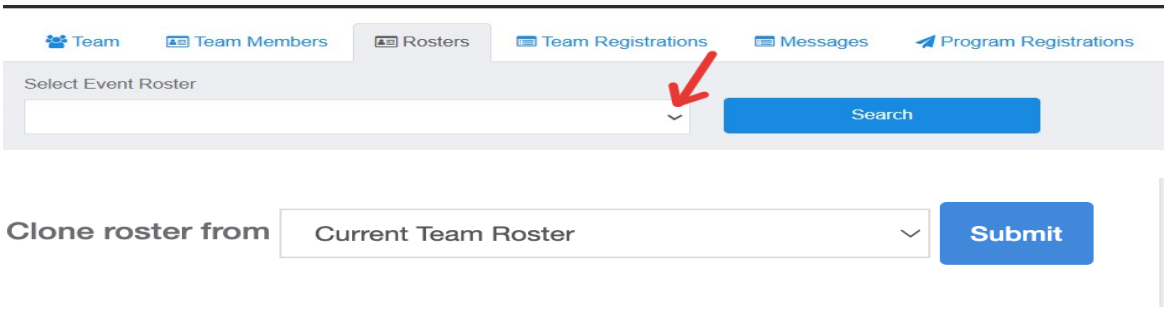


Build your event roster and ensure that it is correct - this will be downloaded onto the game card:

Click on the **Rosters** tab



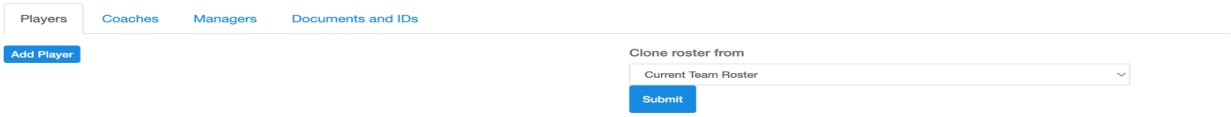
From the "Select Event Roster" drop-down, select the event your team is participating in. Click on Search.



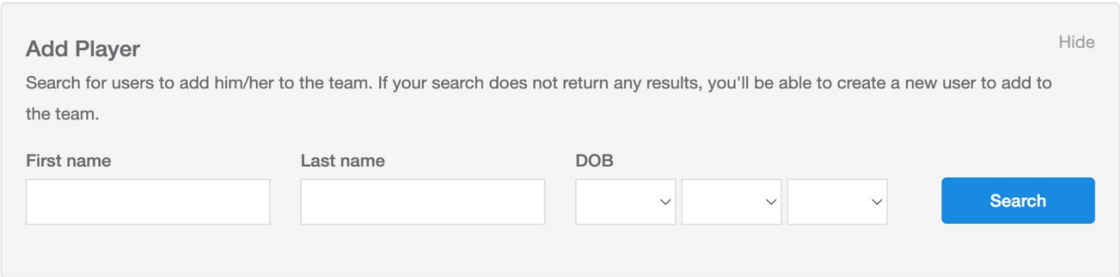
Scroll down and from the "Clone roster" select the roster that you wish to clone to the tournament (either an FYSA Registration event or FYSA Tournament (recommended), US Club Soccer Registration/Pass cards, or a league roster). Click Submit. **If this pathway has been locked by your club, contact your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

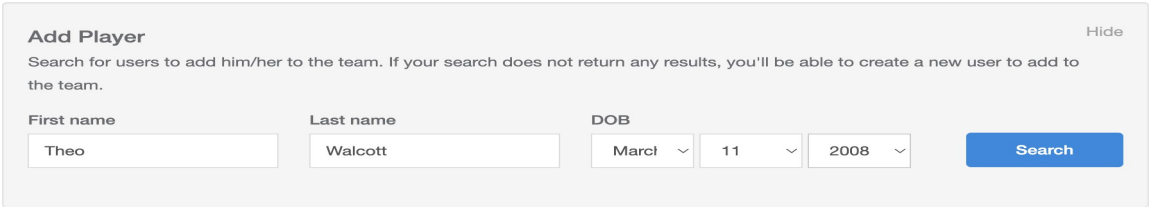


To add a player to the event roster that plays for your club, click on "Add Player"



The player must be added to the TOURNAMENT EVENT roster.

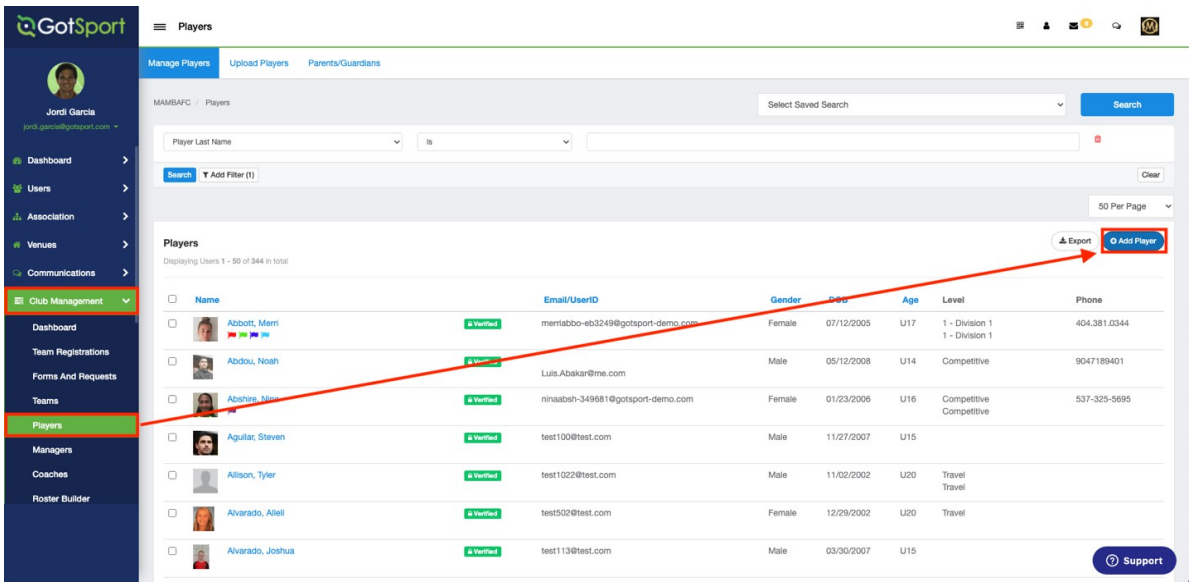
Enter the name, and date of birth as on the player pass, click Search, and add. **If this pathway has been locked by your club, contact your club administrator for assistance.**



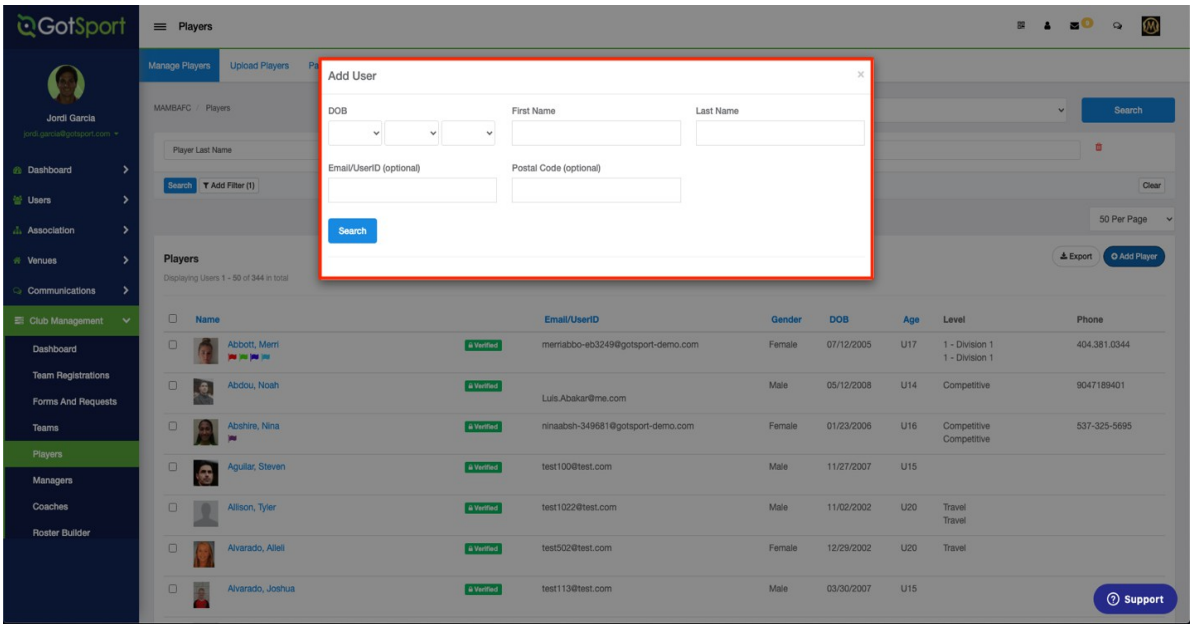
For Club Administrators:

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:

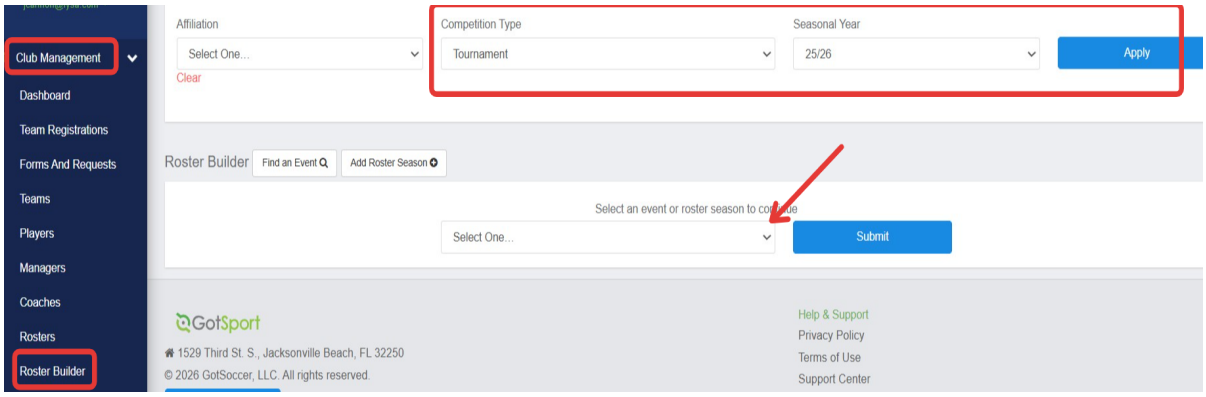
1. Add the player that you're using for the event a player role with your club by going to:

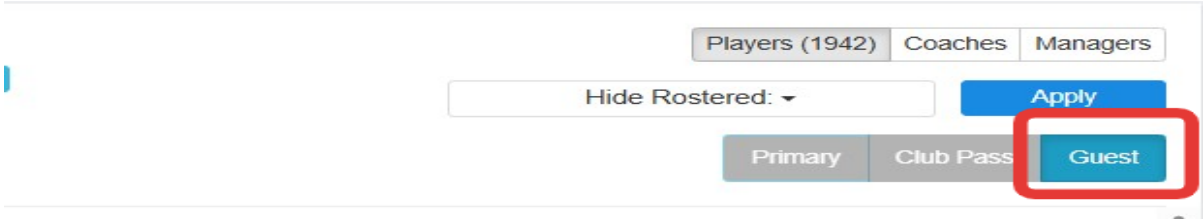


Club management>players>add player. Here you will look up that player and add them to your account. To have immediate access to the player profile, use all five fields (date of birth, first/last names, email address, zip code). If only the date of birth, and first/last names are used, the player will 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.**

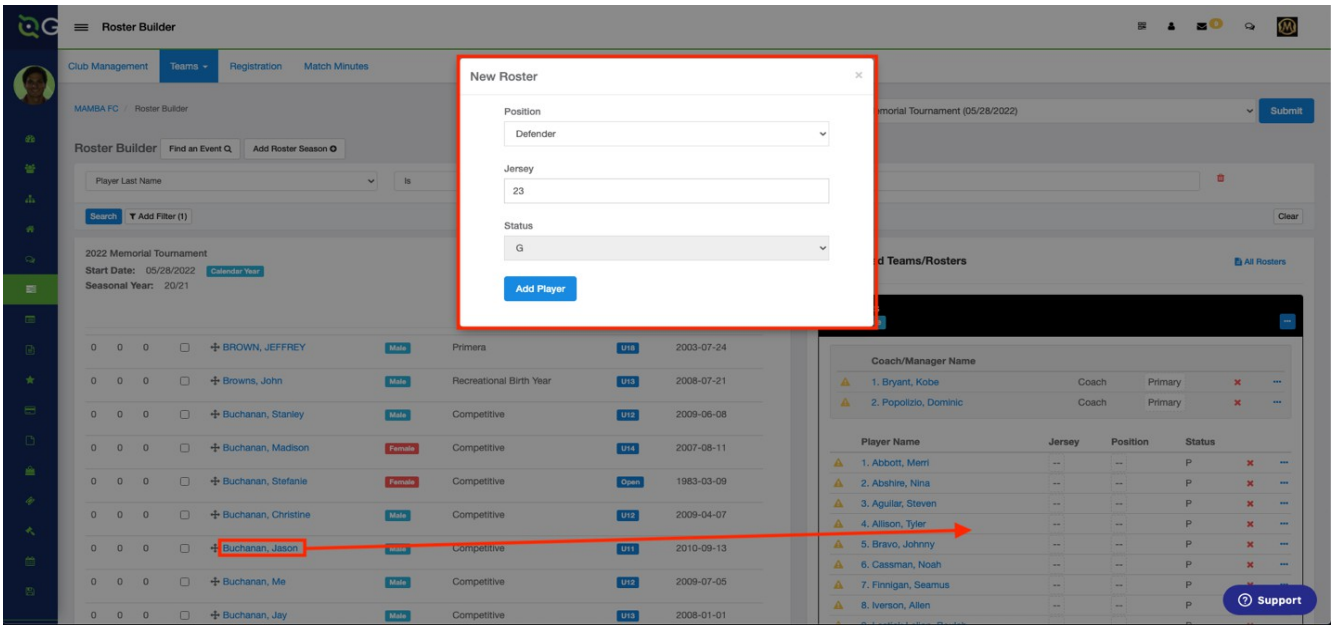


2. Now that the player has been added you will go to "Roster Builder" and select the Event, followed by the "Guest" Tab.

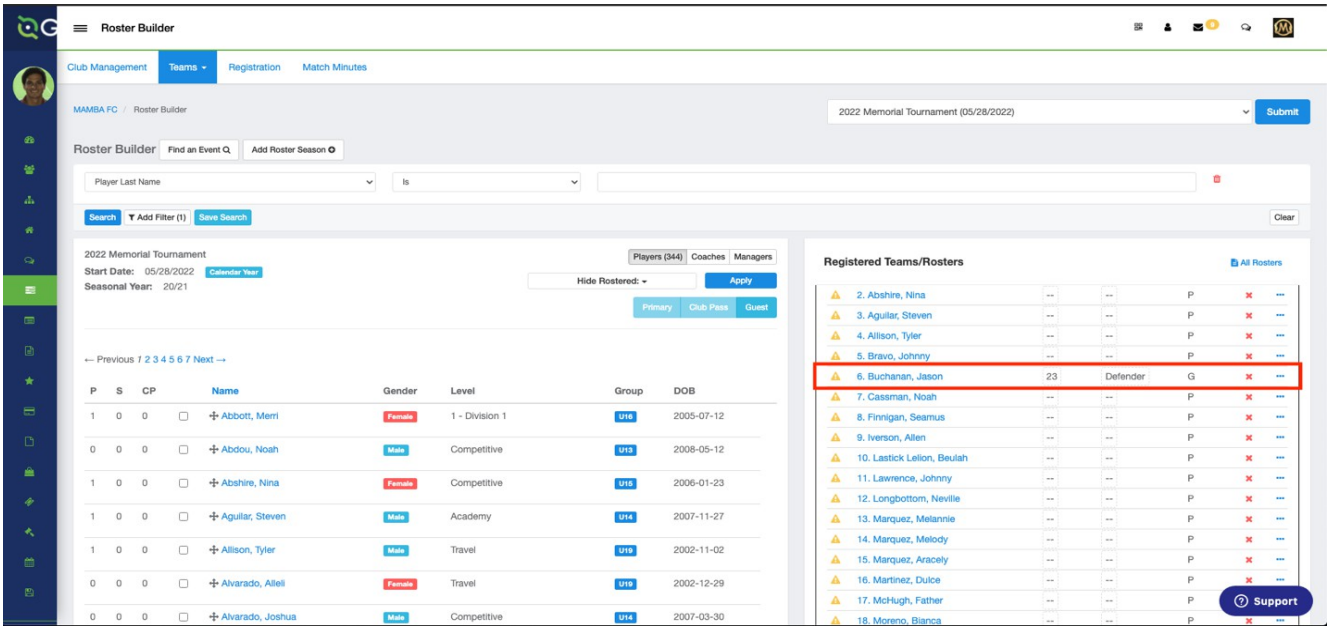




3. When you drag the player from the pool to the team's roster, a box will appear asking for the Position and Jersey number, the status will automatically be set to "G" for the guest. If the FYSA Tournament pathway is used, a Guest Pass is available to print.

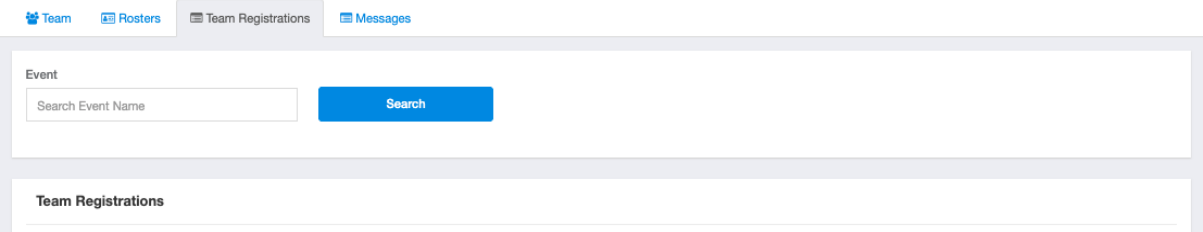


4. Now you will see the player on the roster. Click “Green Check” or “Refresh & Purchase” to link the roster rules (create a green check). For FYSA Guest Players, click “submit” to link the players existing membership ($0.00 fee).

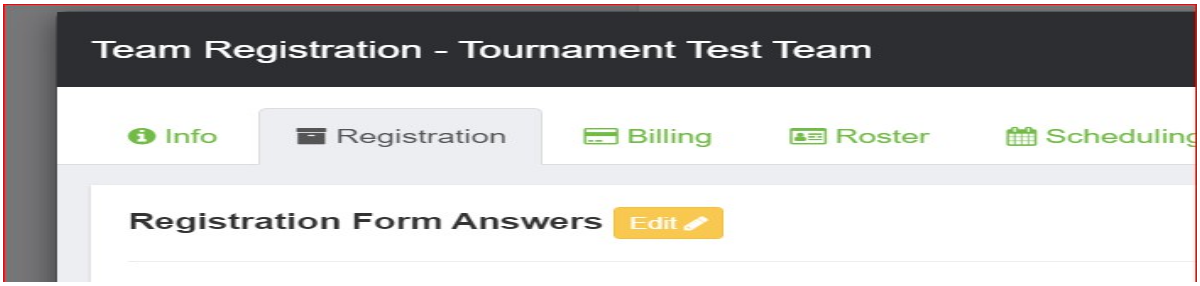


Next, upload your documents. Player passes and medical releases.

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



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

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 Andrea Nava: andrea@unitedsocceracademy.org