

How to Upload Your Team Documents into GotSport

- All documents must be submitted via GotSport
 - o 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 <u>not</u> 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**
 - 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 <u>vanessa@unitedsocceracademy.org</u>

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:

| 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 Sharks Soccer Cup & Showcase Click on Search

| 皆 Team | E Team Members | Rosters | Team Registrations | Messages | A Program Registrations |
|----------|----------------|---------|--------------------|----------|-------------------------|
| Event | | | | | |
| Search E | ivent Name | | 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

| Clone roster from | Current Team Roster | ~ | 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.

| Players | Coaches | Managers | Documents and IDs | | |
|------------|---------|----------|-------------------|---------------------|---|
| Add Player | | | | Clone roster from | |
| | | | | Current Team Roster | ~ |
| | | | | Submit | |



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

| Add Player | | Н | lide |
|------------------------|---------------------------------------|------------------------------------------------------------------------------|------|
| Search for users to ad | d him/her to the team. If your search | h does not return any results, you'll be able to create a new user to add to | |
| the team. | | | |
| First name | Last name | DOB | |
| | | v v v Search | |
| | | | |
| | | | |

The player must be added to the 2023/24 FYSA Event Roster.

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

| Add Player | | Hide |
|------------|--------------------------------------|------------------------------------------------------------------------------|
| | d him/her to the team. If your searc | h 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 | Marcł V 11 V 2008 V 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.



| GotSport | ≡ Players | | | | | | | | # 4 2 0 q 🛞 |
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| | Manage Players Upload Players | Parents/Guardians | | | | | | | |
| Jordi Garcia | MAMBAFC / Players | | | | Select Save | ed Search | | | ✓ Search |
| | Player Last Name | ✓ Is | | v | | | | | ŵ |
| Dashboard > | Search T Add Filter (1) | | | | | | | | Clear |
| Association > | | | | | | | | | 50 Per Page |
| Venues > | Players Displaying Users 1 - 50 of 344 in total | | | | | | | | LExport O Add Player |
| Club Management | Name | | | Email/UserID | Gender | Dep | Age | Level | Phone |
| Dashboard | Abbott, Merri | | A Verified | merriabbo-eb3249@gotsport-demo.com | Female | 07/12/2005 | U17 | 1 - Division 1 1 - Division 1 | 404.381.0344 |
| Team Registrations Forms And Requests | Abdou, Noah | | A Variation | Luis.Abakar@me.com | Male | 05/12/2008 | U14 | Competitive | 9047189401 |
| Teams | Abshire, Nine | | A Verified | ninaabsh-349681@gotsport-demo.com | Female | 01/23/2006 | U16 | Competitive Competitive | 537-325-5695 |
| Players Managers | Aguilar, Steven | | A Verified | test100@test.com | Male | 11/27/2007 | U15 | | |
| Coaches | Allison, Tyler | | A Verified | test1022@test.com | Male | 11/02/2002 | U20 | Travel Travel | |
| Roster Builder | Alvarado, Alleli | | A Verified | test502@test.com | Female | 12/29/2002 | U20 | Travel | |
| | | | | | | | | | |
| Gotsport | Alvarado, Joshua | | A Verified | test113@test.com | Male | 03/30/2007 | U15 | | |
| GotSport | Avarado, Joshua Avarado, Joshua Avarado, Joshua Lupicad Piayers | Pe Add User | A Verified | test113@test.com | Male | 03/30/2007 × | U15 | | ⑦ Suppor |
| GotSport | Players | Pa Add User DOB | | test 13@test.com | Male | _ | U15 | | |
| | Players Manage Players Upload Players | | | | Male | _ | U15 | | s . 20 9 M |
| Jordi Garcia d: garcia@gotgotpot.com + | Manage Players Upload Players NAMBARC / Players | DOB | v | | Male | _ | U15 | | Search |
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| Jord Garcia de genereligeneret over solo hashboard > here over solo communications > club Management v Dashboard V | | DOB | ~ | First Name Last Name Postal Code (optional) Email/UserID | Gender | X | Age | 1 - Division 1 | Su La Constantina de la consta |
| ed generedljentport com = Dashboard > Jesers > Lesers > Lesers > Communications > Chub Management > Dashboard > Forms And Requests Teams | Players Upload Players Upload Players Upload Players Upload Players Player Lan Nums Player Lan Nums V Add Flarer (1) Players Deplaying Ubors 1 - 90 of 344 in total Nums Lobolt, Merri Aboot, Merri Aboot, Merri Aboot, Merri Marrie Aboot, Merri Marrie Marrie | DOB | V. | First Name Last Name Postal Code (optional) Email/UserID merriabbo-eb3249@gotsport-demo.com | Gender Female | × | Age U17 | 1 - Division 1 1 - Division 1 | Sarch Sarch So Per Page Crew So Per Page Crew So Per Page Crew So Per Page |
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| Light and a set of the | Players Upload Players Upload Players Upload Players Upload Players Upload Players Player Las Nores Player Las Nores Player Las Nores VAID NOC / Players Players Deplaying Most 1 - 90 of 344 in total Nore Add Flarer (1) Add Flarer | DOB | Verree Verree Verree | First Name Last Name Postal Code (optional) Email/UsertD merriabbo-eb32499gotsport-demo.com Luis.Abakar@me.com ninaabeh-349681@gotsport-demo.com | Cender Female Male Female | × DOB 07/12/2005 05/12/2008 01/23/2008 | Age U17 U14 | 1 - Division 1 1 - Division 1 Competitive | Image: Constraint of the second sec |
| Jord Garcia de generalizados en la comunicación hashboard > hasoclation > de nues > comunuications > Calub Management > Dashboard V | | DOB | • • Verses • Verses • Verses | First Name Last Name Postal Code (optional) Email/UserID mertiablo-eb3249@gotsport-demo.com Luis-Abakar@me.com ninaabin-349681@gotsport-demo.dom text100@text.com | Gender Female Maie Female | × DO8 07/12/2005 05/12/2006 11/27/2007 | Age U17 U14 U15 | 1 - Division 1 1 - Division 1 1 - Division 1 Competitive Competitive Competitive Travel | Search Search So Per Page So Per Page CAda Page Phone 404.381.0344 9047189401 |

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).



| ©GotSport | | ≡ Roste | er Build | ier | | | | | | | | | 88 🔺 | ∎0 | Q | \otimes |
|---------------------------------------------|--------|------------------------|------------|----------|---------------------------------------|-----------|----------------|------------------|---------------------|------|----------------------------------|----|----------|----|--------|-----------|
| | c | llub Manager | nent | Team | s - Registration Matc | h Minutes | | | | | | | | | | |
| Jordi Garcia jordi garcia@gotsport.com - | L | MAMBA FC / | Roster E | Builder | | | | | _ | 2022 | Memorial Tournament (05/28/2022) | | | | v | Submit |
| Dashboard | | Roster Bu | ilder | Find an | n Event Q Add Roster Season | 0 | | | | | | | | | | |
| Users > | | Player La | ist Name | | | ✓ Is | | · . | | | | | | 1 | I | |
| Association > | | Search | ₹ Add Fil | iter (1) | Save Search | | | | | | | | | | | Clear |
| Venues > | | 2022 Merr | | | | | / | Players (34 | 4) Coaches Managers | | Registered Teams/Rosters | | | | All Ro | osters |
| Communications | | Start Date Seasonal | | | 2 Calendar Year | | | Hide Rostered: - | Apply | | A 2. Abshire, Nina | | | Р | × | |
| Club Management | | | | | | / | | Primary | Club Pass Guest | | A 3. Aguilar, Steven | | | Р | × | |
| Dashboard | | ← Previou | IS 1 2 3 4 | 4567 | Next → | | | | | | A 4. Allison, Tyler | | | Р | × | |
| | | | | | | | | | | | A 5. Bravo, Johnny | | | Р | × | |
| Team Registrations | | P S | CP | | Name | Gender | Level | Group | DOB | | A 6. Buchanan, Jason | 23 | Defender | G | × | |
| Forms And Requests | | 1 0 | 0 | | + Abbott, Merri | Female | 1 - Division 1 | U16 | 2005-07-12 | | A 7. Cassman, Noah | | | Р | × | |
| Teams | | 0 0 | 0 | | Abdou, Noah | Male | Competitive | U13 | 2008-05-12 | | A 8. Finnigan, Seamus | | | Р | × | |
| Discourse | | 0 0 | 0 | / | Abuou, Noan | Price and | Competitive | 013 | 2000-03-12 | | A 9. Iverson, Allen | | | Р | × | |
| Players | | 1 0 | 9 | | + Abshire, Nina | Female | Competitive | U15 | 2006-01-23 | | A 10. Lastick Lelion, Beulah | | | Р | × | |
| Managers | | / | - | | | | | | | | A 11. Lawrence, Johnny | | | Р | × | |
| Coaches | | 0 | 0 | | + Aguilar, Steven | Male | Academy | U14 | 2007-11-27 | | A 12. Longbottom, Neville | | | Р | × | |
| Roster Builder | | 1 0 | 0 | 0 | + Allison, Tyler | Male | Travel | U19 | 2002-11-02 | | A 13. Marquez, Melannie | | | Р | × | |
| | | | | | | | | | | | A 14. Marquez, Melody | | - | Р | × | |
| | | 0 0 | 0 | | ++ Alvarado, Alleli | Female | Travel | U19 | 2002-12-29 | | A 15. Marquez, Aracely | | - | Р | × | |
| | | | | - | • • • • • • • • • • • • • • • • • • • | _ | 0 | _ | 0007.00.00 | | A 16. Martinez, Dulce | | - | Р | × | |
| | | 0 0 | 0 | | + Alvarado, Joshua | Male | Competitive | U14 | 2007-03-30 | | A 17. McHugh, Father | | - | Р | ົ 🧿 ຣເ | uppor |
| ://system.gotsport.com/org/mai | ambafo | /forms_and_re | quests | - | Alendra | | Compatitiva | | 2002-08-18 | | A 18. Moreno, Blanca | () | () | Р | × | |

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.

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|----------|--------|---------|---------------------------------|---------|----------------------------|--------|-------------------------|------|------------|---|-----|----------------------------------------|--------|----------|--------------|---------|--------------|
| | lub Ma | nagen | nent | Teams · | Registration Match Minu | tes | New Roster | | | | × | | | | | | |
| ~ | | | Roster B | | vent Q Add Roster Season O | | Position Defender | | | ~ | | morial Tournament (05/28/2022) | | | | ~ | Submit |
| 8 A | Pl | iyer La | st Name | | | ▼ Is | Jersey 23 | | | | | | | | | 3 | |
| | Sea | rch | T Add Filt | er (1) | | | Status | | | | | | | | | | Clear |
| <u>م</u> | Star | t Date | orial Tou : 05/28 Year: 2 | /2022 | Calendar Year | | G Add Player | | | ~ | | d Teams/Rosters | | | | 🖹 All R | osters |
| | | | | | | | Add Player | | | | | | | | | | |
| • | 0 | 0 | 0 | | + BROWN, JEFFREY | Male | Primera | U18 | 2003-07-24 | | | Coach/Manager Name | | | | | |
| * | 0 | 0 | 0 | | + Browns, John | Male | Recreational Birth Year | U13 | 2008-07-21 | | | 1. Bryant, Kobe | Co | ach Pr | imary | × | |
| 8 | 0 | 0 | 0 | | + Buchanan, Stanley | Male | Competitive | U12 | 2009-06-08 | | | 2. Popolizio, Dominic | Co | ach Pr | imary | × | |
| 0 | 0 | 0 | 0 | | + Buchanan, Madison | Female | Competitive | U14 | 2007-08-11 | | | layer Name | Jersey | Position | Status | | |
| <u>é</u> | 0 | 0 | 0 | | ++ Buchanan, Stefanie | Female | Competitive | Open | 1983-03-09 | | | Abbott, Merri | | | P | × | |
| 4 | | | | | | | | _ | | | | Aguilar, Steven | | | P | × | |
| | 0 | 0 | 0 | | + Buchanan, Christine | Male | Competitive | U12 | 2009-04-07 | | A 4 | Allison, Tyler | | | Р | × | |
| | 0 | 0 | 0 | | + Buchanan, Jason | Malo | Competitive | UIT | 2010-09-13 | - | | . Bravo, Johnny | | | Р | × | |
| | 0 | 0 | 0 | | + Buchanan, Me | Malo | Competitive | UI2 | 2009-07-05 | | | Cassman, Noah | | | P | × | |
| 8 | | | | | | | | | | - | | . Finnigan, Seamus . Iverson, Allen | | | P | () s | Suppor |
| | 0 | 0 | 0 | | 🕂 Buchanan, Jay | Male | Competitive | U13 | 2008-01-01 | | | | | | | | |

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



| = | ≡ Ro | ster Bu | uilder | | | | | | | | | 88 | ≜ ≊0 | Q |
|-----|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------------------------------------------------------------------------------------|----------------------------|---------------------------------------------------------|--------------------------|------------------------------------------------------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|------------------------------|------------------------------------------------|-----------------------------|
| Clu | b Mana | igement | Team | - Registration Match Mit | nutes | | | | | | | | | |
| M | AMBA FI | C / Ros | ter Builder | | | | | | | 2022 Memorial Tournament (05/28/2022) | | | | ~ |
| | | | | | | | | | | cozz wemonar roumanient (03/20/2022) | | | | |
| R | oster | Builde | Find a | Event Q Add Roster Season O | | | | | | | | | | |
| | Diau | er Last Na | | | ✓ Is | | ~ | | | | | | | |
| | riay | n Later He | 110 | | • 13 | | - | | | | | | | |
| | Search | T Ad | d Filter (1) | Save Search | | | | | | | | | | |
| | | | _ | | | | | | | | | | | |
| | | | Tourname 5/28/2022 | | | | | s (344) Coaches Managers | Reg | gistered Teams/Rosters | | | | 🖹 All R |
| | Seaso | nal Year | 20/21 | | | | Hide Rostered: - | Apply | | 2. Abshire, Nina | | | Р | × |
| | | | | | | | Prin | nary Club Pass Guest | A | 3. Aguilar, Steven | | | Р | × |
| | | | | | | | | | | 4. Allison, Tyler | | | Р | × |
| | | | | | | | | | | | | | | |
| | ← Pre | vious 1 2 | 34567 | Next → | | | | | | 5. Bravo, Johnny | | | Ρ | × |
| | | | | | Gender | Level | Group | DOB | A | 6. Buchanan, Jason | 23 | Defender | G | × |
| | Р | s c | Р | Name | Gender | Level | Group | DOB | | 6. Buchanan, Jason 7. Cassman, Noah | 23 | Defender | G P | × |
| | Р | | Р | | Gender Famale | Level 1 - Division 1 | Group Ute | DOB 2005-07-12 | | 6, Buchanan, Jason 7, Cassman, Noah 8, Finnigan, Seamus | 23 | Defender | G P P | × × × |
| | Р | s c | P | Name | | | | | | 6. Buchanan, Jason 7. Cassman, Noah 8. Finnigan, Seamus 9. Iverson, Allen | 23 | Defender | G P P P | × × × × |
| | P 1 0 | s c 0 0 0 0 | P | Name + Abbott, Merri + Abdou, Noah | Female | 1 - Division 1 Competitive | U16 U13 | 2005-07-12 2008-05-12 | | 6. Buchanan, Jason 7. Cassman, Noah 8. Finnigan, Seamus 9. Iverson, Allen | 23 | Defender | G P P | × × × |
| | P 1 | s c 0 0 0 0 | P | Name + Abbott, Merri | Female | 1 - Division 1 | U16 | 2005-07-12 | | 6. Buchanan, Jason 7. Cassman, Noah 8. Finnigan, Searnus 9. Iverson, Allen 10. Lastick Letion, Beulah 11. Lawrence, Johnny | | Defender | G P P P | × × × × |
| | P 1 0 | s c 0 0 0 0 0 0 | P | Name + Abbott, Merri + Abdou, Noah | Female | 1 - Division 1 Competitive | U16 U13 | 2005-07-12 2008-05-12 | | 6. Buchanan, Jason 7. Cassman, Noah 8. Finnigan, Seamus 9. Iverson, Allen 10. Lastick Lelion, Beulah 11. Lawrence, Johnny 12. Longbottom, Neville | | Defender | G P P P P | × × × × × × |
| | P 1 0 1 1 1 | s c 0 0 0 0 0 0 | P | Name + Abbott, Merri + Abdott, Merri + Abdott, Noah + Abdire, Nina + Aguilar, Steven | Fernale Mate Fernale | 1 - Division 1 Competitive Competitive Academy | U16 U13 U15 U15 | 2005-07-12 2008-05-12 2006-01-23 2007-11-27 | | 6. Buchanan, Jason 7. Casaman, Noah 8. Finnigan, Seamus 9. Iverson, Alen 10. Lastick Lelion, Beulah 11. Lawrence, Johnny 12. Longbottom, Neville 13. Marquez, Melande 14. Marquez, Melandy | 23 | Defender | G P P P P P P P | × × × × × × |
| | P 1 0 1 | s c 0 0 0 0 0 0 | P | Name + Abbott, Merri + Abdou, Noah + Abshire, Nina | Female Male Female | 1 - Division 1 Competitive Competitive | Ute Uts | 2005-07-12 2008-05-12 2006-01-23 | | 6. Buchanan, Jason 7. Cassman, Noah 8. Firnigan, Searnus 9. Iverson, Allen 10. Lastok Lelion, Beulah 11. Lawrence, Johnny 12. Longbottom, Neville 13. Marquez, Melannie 14. Marquez, Melody 15. Marquez, Aracely | 23 | Defender | G P P P P P P P P P | × × × × × × × × × × × × |
| | P 1 0 1 1 1 | s c 0 0 0 0 0 0 0 0 0 0 0 0 | P | Name + Abbott, Merri + Abdott, Merri + Abdott, Noah + Abdire, Nina + Aguilar, Steven | Fernale Mate Fernale | 1 - Division 1 Competitive Competitive Academy | U16 U13 U15 U15 | 2005-07-12 2008-05-12 2006-01-23 2007-11-27 | | 6. Buchanan, Jason 7. Casaman, Noah 8. Finnigan, Seamus 9. Iverson, Alen 10. Lastick Lelion, Beulah 11. Lawrence, Johnny 12. Longbottom, Neville 13. Marquez, Melande 14. Marquez, Melandy | 23 | Defender | G P P P P P P P | × × × × × × × × × × × × × × |

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

Click on the Team Registrations Tab followed by the 2024 Sharks Soccer Cup & Showcase

| E Rosters | Team Registrations | Messages |
|-------------|--------------------|----------|
| | | |
| vent Name | | Search |
| | | |
| gistrations | | |
| | rent Name | ent Name |

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

| Team Re | gistration - Tour | nament Tes | t Team | |
|------------------------|-------------------|-------------|--------|--------------|
| Info | Registration | 🚍 Billing | Roster | 🛗 Scheduling |
| Registra | ation Form Answ | vers Edit 🥒 | | |



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

| | 🖋 Edit 🔋 Delete |
|-----------------------------------------------------------------------------------------------------------|--------------------------------|
| Please upload the following documents for Roster verification: | |
| Passes - One pdf - individual uploads will <u>not</u> be accepted | |
| Guest Player Form - If applicable | |
| Guest Player Pass - If applicable | Provide Activity of the Second |
| | Page: 1 |
| | |
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| Passes - One pdf only. Individual passes will not be accepted. Z Edt Bolete | |
| Choose File No file chosen | |
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| Guest Player Form (if applicable) - Must be the same affiliation as your official roster 🧭 Editi 👔 Delete | |
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| | Page: 1 |
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| Guest Player Pass (if applicable) - Must be the same affiliation as your team passes 🖉 🛤 🔋 Device | |
| | |
| Choose File No file chosen | |
| | _ |
| | Page: 1 |

We will print game cards 24 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 FYSA players must be age verified in GotSport no exceptions. All FYSA passes must have a valid headshot no exceptions
- All players must be included on the roster can be handwritten in (Name, Date of Birth, and Pass number if the guest player is from OUTSIDE the club)
- 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.