

## 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.



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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		
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GotSport	Players	Pa Add User DOB		test 13@test.com	Male	_	U15		
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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).



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	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
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Users >		Player La	ist Name			✓ Is		· .						1	I	
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Club Management						/		Primary	Club Pass Guest		A 3. Aguilar, Steven			Р	×	
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											A 5. Bravo, Johnny			Р	×	
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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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4. Now you will see the player on the roster.



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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
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gistrations		
	rent Name	ent Name

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

Team Re	gistration - Tour	nament Tes	t Team	
<ul><li>Info</li></ul>	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
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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Guest Player Pass (if applicable) - Must be the same affiliation as your team passes 🖉 🛤 🔋 Device	
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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.