



Instructions on how to upload Team Documents into GotSport

For the March Madness rosters and players passes must be submitted via GotSport.

- Link: <https://system.gotsport.com/users/login>
- Documents can only be submitted if your name is connected to the roster as a Coach or Team Manager.
- Medical Releases are not required to be uploaded.

Coach and or Team Manager – Connect with your club if you do not see our event listed

Documents/Actions Required for the tournament are:

- **PDF of FYSA or US Club Soccer roster**
- **PDF of passes** (1 PDF of all passes). Individual passes are not accepted
 - Guest Player form (if applicable). This is only required if the player is not from your club
 - The guest player 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 must be the same affiliation as your team.
- **Create an Event Roster**

Contact your club registrar/admin for help in cloning/creating your event roster. The event roster is utilized to populate the players on the game cards which will be used by the referee to check in the team before each game. **If a player is not on the game card, then they will not be allowed to play.** Game cards will be printed out by the tournament directors and provided to the referees.

Scroll to the Next Page for Instructions on How to Upload your FYSA/US Club Roster and Player Passes and how to create and submit your event roster.

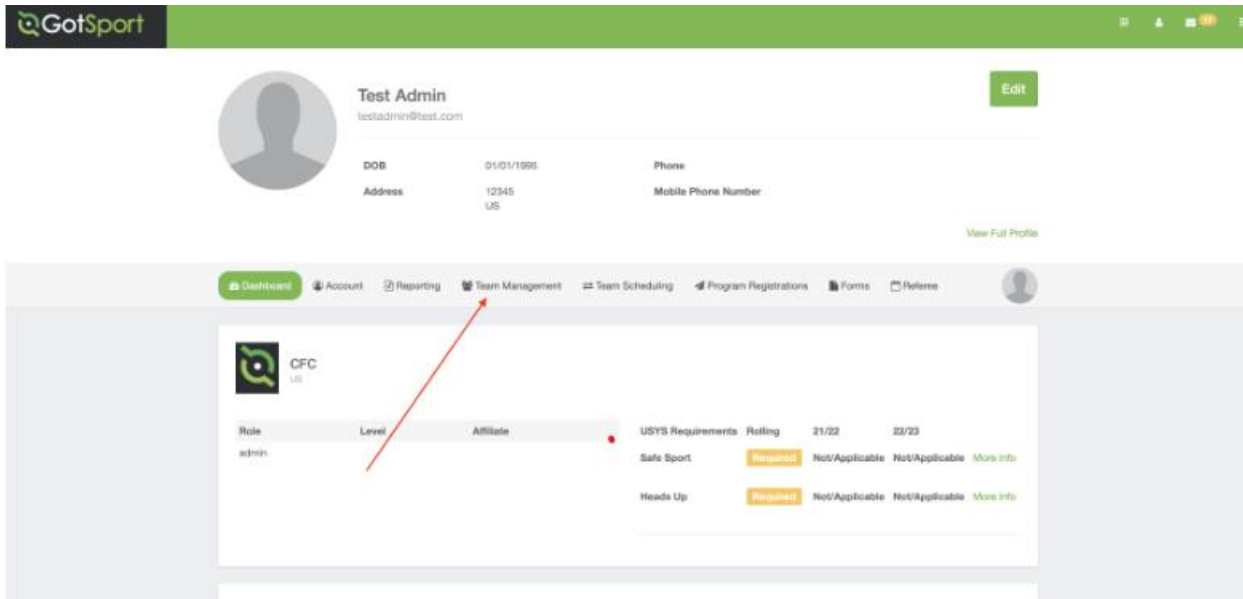
Please follow the steps below to complete online check-in

Step 1: Log Into GotSport via your coach/manager account

- Link: <https://system.gotsport.com/users/login>

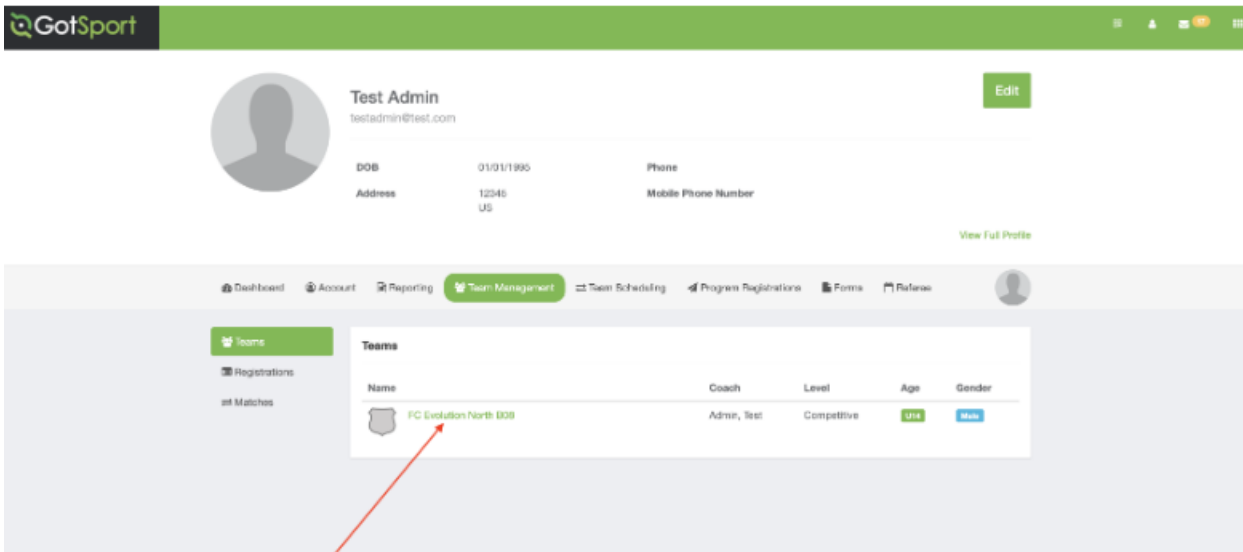
Step 2: Uploading Documents

- Click on Team Management



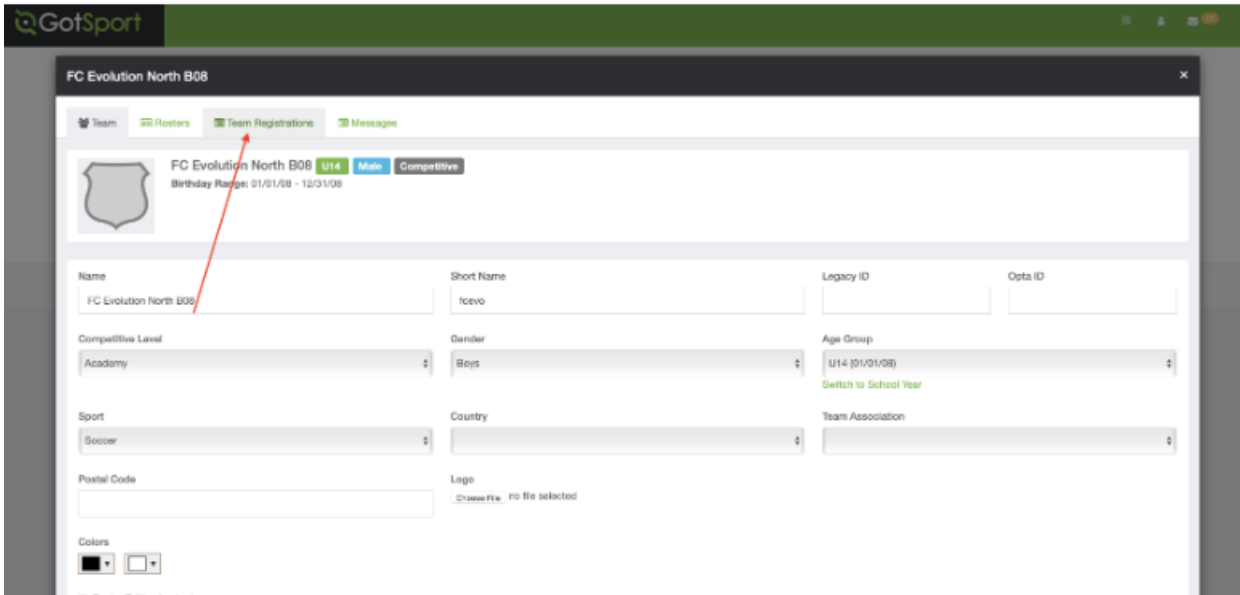
The screenshot shows the GotSport user profile page for 'Test Admin'. The profile information includes: Name: Test Admin, Email: testadmin@test.com, DOB: 01/01/1995, Address: 12345 US. There are fields for Phone and Mobile Phone Number. A navigation bar at the top contains: Dashboard, Account, Reporting, Team Management (highlighted with a red arrow), Team Scheduling, Program Registrations, Forms, and Release. Below the navigation bar, there is a table with columns: Role, Level, Affiliate, USYS Requirements, Rolling, 21/22, and 22/23. The table contains one row for 'admin' with 'Required' status for USYS Requirements, Safe Sport, and Heads Up.

- Click on team name you are working on

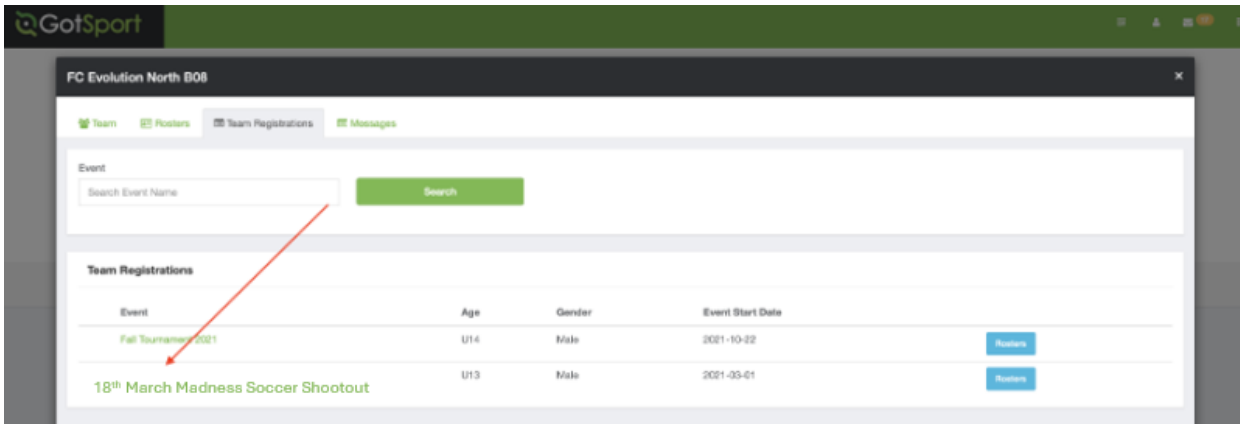


The screenshot shows the GotSport Teams page. The profile information for 'Test Admin' is visible at the top. The navigation bar highlights 'Team Management'. On the left, there is a sidebar with 'Teams' selected. The main content area shows a table with columns: Name, Coach, Level, Age, and Gender. The table contains one row for 'FC Evolution North 008' with 'Admin, Test' as the coach, 'Competitive' as the level, and 'USA' as the age group. A red arrow points to the team name 'FC Evolution North 008'.

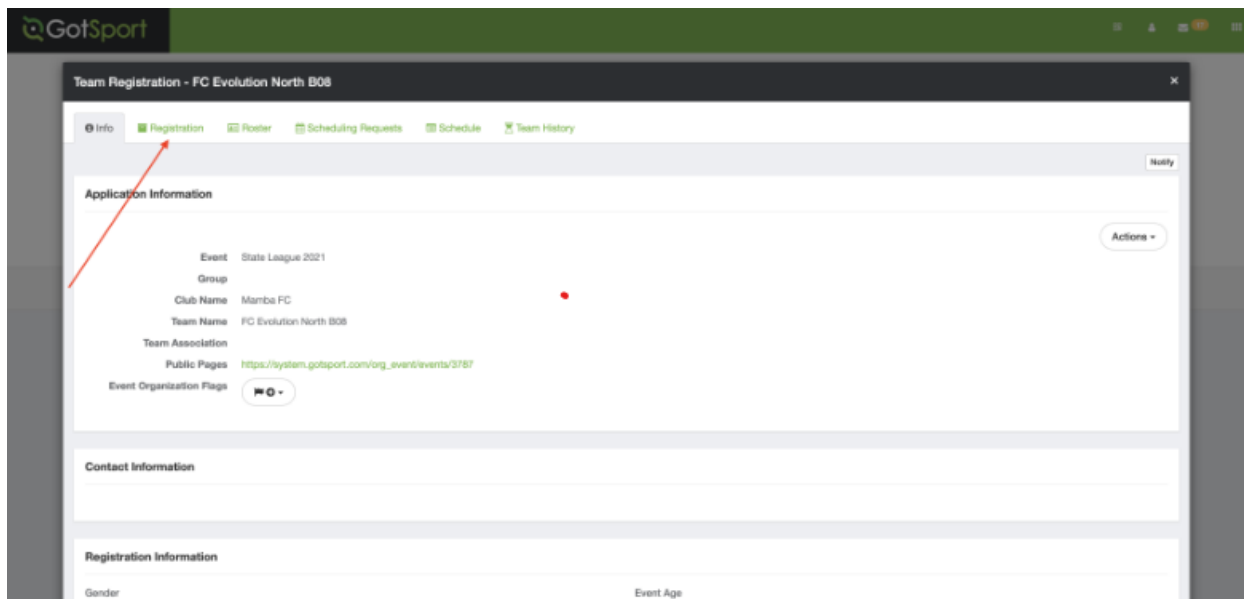
- Open the “Team Registration” tab.



- Click on the March Madness event



- Next Click on Registration



- Then click on “Edit”

Team Registration - Your Team Name Will Be Here

Info Registration Billing Roster Scheduling Requests Schedule Team History Purchase Add Ons

Registration Form Answers **Edit**

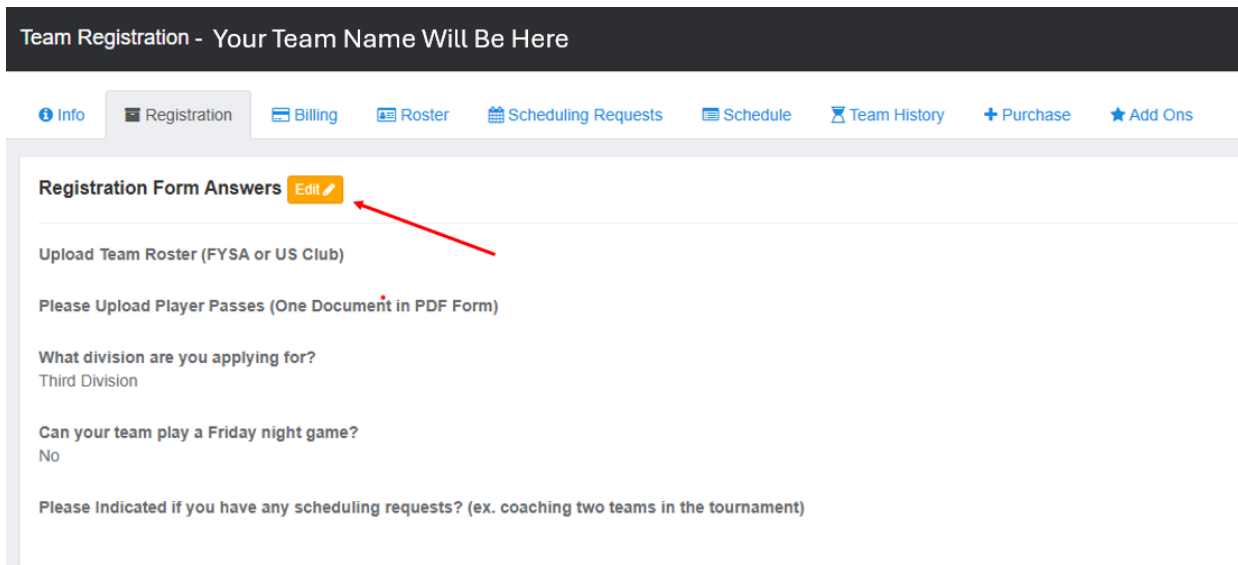
Upload Team Roster (FYSA or US Club)

Please Upload Player Passes (One Document in PDF Form)

What division are you applying for?
Third Division

Can your team play a Friday night game?
No

Please Indicated if you have any scheduling requests? (ex. coaching two teams in the tournament)



- You will see a request for a Roster (PDF) and Player Passes (1PDF for all passes, individual passes will not be accepted)
- Once all documents are uploaded click the save button

Once these two documents have been uploaded, the tournament directors will review your documents and approve them which will complete the online check in process.

Contact your club registrar/admin for help in uploading your FYSA/US Club Roster and Players Passes

Scroll to the Next Page for Instructions on How to Create or Clone your event roster for the 19th March Madness Soccer Shootout.

Please follow the steps below to build your event roster

Please note that not all teams will be able to do this. If you cannot, you will need to have your club registrar do this step for you.

Event Roster Limits

- U8/U9/U10 = 14 Players Maximum
- U11/U12 = 16 Players Maximum
- U13/U14/U15 = 22 Players Maximum (Only 18 Players can play in each game. 18 Players will have to be chosen before each match)

Creating Your Event Roster

- While still logged into GotSport, click on **“Team Management”**
- Click on your team’s name
- Click on **“Rosters”** Tab
- Under the **“Select Event Roster”** drop-down, select 18th March Madness Soccer Shootout and click **“Search”**. Once you have selected the event, begin to add player by clicking the **“Add Player”** button.
- A new window will appear. Enter the **First Name, Last Name, and DOB** of the player you want to add and then click **“search”**.
- Once the player appears, click the **“Add”** button to add them to the event roster.
- Check your roster to confirm it is correct. The roster will populate onto the game cards and will be used by the referee to check your team in for game play.
 - Enter All Jersey Numbers
 - Do not enter ID Numbers or position as this is not required.

Cloning Your Event Roster

- While still logged into GotSport, click on Team Management
- Click on your team’s name
- Click on the Roster Tab
- Click on the **“Team Registrations”**
- Select **“Rosters”** under the event name **“19th March Madness Soccer Shootout”**
- Scroll down to the right and from the **“Clone Roster From”** select the roster that you wish to clone to the tournament (either FYSA Registration event or US Club Soccer Rosters and Pass Card).
- Once the correct roster is chosen, click **“Submit”**
- Check your roster to confirm it is correct. The roster will duplicate onto the game cards and will be used by the referee to check your team in for game play.
 - Enter All Jersey Numbers
 - Do not enter ID Numbers or position as this is not required.

Contact your club registrar/admin for help in cloning or creating your event roster.