



National Showcase Roster Building – Clubs and Teams

(All information is subject to change)

This guide can be used by both clubs and teams when building rosters for Elite 64 showcases. There are two separate sets of instructions in this document, so be sure to read the ones that apply to your access to GotSport, whether that is as a club administrator or team official. It is that club administrator's responsibility to help teams in their club with any GotSport related questions they may have. If you have any questions after going through this process, please email nationalleague@usyouthsoccer.org.

Any roster modifications for an Elite 64 showcase must be made 14 DAYS PRIOR to your first game at that event. Rosters will be frozen until the completion of that individual Elite 64 showcase. (For example, 14U Girls rosters will freeze on Oct. 22 for the Nov. 5-7 event at Round Rock.)

A full list of Elite 64 national events can be [found here](#).

If you are a **CLUB ADMINISTRATOR** with access to the club in GotSport, please begin at the **Club Administrator Steps**.

If you are a club administrator but don't have access to the club in GotSport, please email nationalleague@usyouthsoccer.org with the following before proceeding: Club Name, State Association, Club Website, First and Last Name, and Email Address

If you are a **TEAM COACH** or **MANAGER** without club administrative access in GotSport, please follow the **Team Coach/Manager Steps**.

Club Administrator Steps

1. [Click here](#) to access the GotSport login page. Login to your existing account linked to the club in GotSport.
2. If you have already uploaded players into GotSport and assigned them to teams, [click here](#) to view a GotSport walkthrough on how to clone rosters, which is copying the team's roster from one event to another event. If your club doesn't have players in GotSport or you haven't taken care of team assignments, please continue to the next step.
3. The first thing you will want to do is upload the players in your club (or players on the Conference teams) into GotSport if they haven't been added already. [Click here](#) to view a GotSport walkthrough on how to upload players. Or click the Club Management Tab, then the Players tab, then you can add one player at a time by clicking the Add Player button on the right side of your screen.
4. After uploading the players, you will need to assign the players to their respective teams. [Click here](#) to view a GotSport walkthrough on how to use the roster builder in GotSport.
5. You will also need to make sure that coaches, assistant coaches, and managers have been assigned to their respective teams so they appear on rosters and GotSport game cards and receive notifications for the team. [Click here](#) to view a GotSport walkthrough on uploading coaches. If uploading managers, [click here](#) to view a walkthrough.

- After uploading the coaches and managers, you will need to assign the coaches and managers to their respective teams. [Click here](#) to view a GotSport walkthrough on how to use the roster builder in GotSport.
- IMPORTANT:** Be mindful of the 30-player pool limit within GotSport. If you plan to remove players during the event, this will need to be done within GotSport.

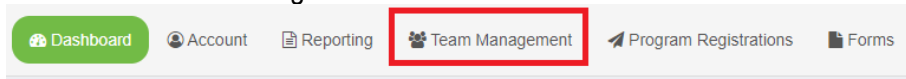
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Team Coach/Manager Steps

- [Click here](#) to access the GotSport login page. Login to your existing account linked to the team that was registered for Conference.

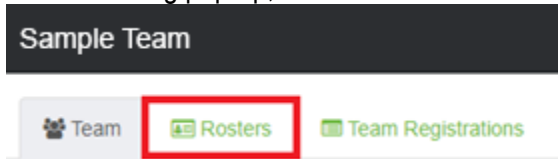
- Click on the Team Management tab.



- Click on the team under your Teams list of the team you'd like to build a roster for.

Teams				
Name	Coach	Level	Age	Gender
 Sample Team	Sparkman, Jimmy	Competitive	19+	Male

- In the resulting pop-up, click on the Rosters tab.



- Choose the event you are building a roster for in the Event drop-down list **and click Search**.

- When the page refreshes, you will see new options and tools available.

- If your team is already listed on another roster in GotSport, you can clone a roster to duplicate what you've completed. On the top-right you can select another roster or team list that has been formed in the drop-down list next to "Clone roster from." Once you've selected a roster, click Submit. If you haven't created a roster or added players to your teams, skip to the next step.

- To add a player to the roster, click the Add Player button. You will then be prompted to search for the player using the player's first name, last name, and date of birth, all of which are required when searching. If a player appears in the search, you can click the Select button to add the player to the team. If a player is not found in the search, you will need to fill in the player's information to add them to the team roster. Complete this for each player the needs to appear on the roster.

Players Coaches Managers Documents and IDs

Add Player Add Club Pass Player

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 Last name DOB Search

16. After you've entered the players into your roster, please enter jersey numbers and the player's primary position in the list of players so it appears on the game card.

17. All coaches, assistant coaches, and managers will also need to be added to the team to appear on applicable rosters and GotSport game cards. To add these individuals, select your conference event roster then click on the respective tab in the pop-up titled Coaches or Managers. You will be required to enter the individual's name and email to search for existing users. If a user appears, click the Add button next to their name. If a user is not found, you will need to fill in the user's information to add them to the roster. Complete this for each individual who needs to appear on the roster as the team coach, assistant coach, or manager. **IMPORTANT: Any coach listed for the team must be properly registered with USYS.**

Players Coaches Managers Documents and IDs

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 Last name Email Search

18. **Team Managers and Coaches Adding Players to Showcase Roster:** If a player is not currently on the team's Elite 64 roster, contact Tiffany Graze (tgraze@usyouthsoccer.org) for assistance.

19. **IMPORTANT:** Be mindful of the 30-player pool limit within GotSport. If you plan to remove players during the event, this will need to be done within GotSport.

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