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 Conference play. 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. Please be sure to read the Conference Operating Procedures (COPs), Conference Overview Document, and the USYS National League Program Rules for the rules and procedures regarding Conference rosters. When registering for the 2021-22 season, each team would have listed an individual from their club that would be the go-to contact for any GotSport/Rostering related questions a team manager or coach may have. Ideally this will be a club administrator that the team can go to with questions. It is that club administrator's responsibility to help teams in their club with any GotSport related questions they may have. Teams can also make use of the GotSport tech support line with technical issues within GotSport, that number is 904-746-4446 and they keep normal business hours during the week. If you have any questions after going through this process, please email Scott Belton (sbelton@usyouthsoccer.org).

Any roster modifications for weekend games must be made BEFORE 12 PM ET on the business day before your game. There are no exceptions on this. Rosters will be frozen until the next business day and ANY modifications sent after the 12 PM ET deadline will not be accepted.

Any roster modifications for games being played on business days/weeknights must be made 24 HOURS before kickoff.

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 sbelton@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.

6. 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.

7. **VERY IMPORTANT: Your 2021-22 event roster must mirror your official State Association roster (with exception to club pass players).**

8. **Club Admins Adding Club Pass Players:** Clubs and teams no longer have the ability to change a player from Primary to Club Pass. If you have any players that need to be labeled as Club Pass, add the players as you would with the above steps for using the Roster Building tool. Once players are added, please send an email to Assistant League Manager, Scott Belton, (sbelton@usyouthsoccer.org) and copy the League Manager, Mike Leland, (mleland@usyouthsoccer.org) with the Conference name, team name, and the players that are assigned to the team as Primary or Secondary that need to be switched to Club Pass along with those players' DOBs and Jersey Numbers.

9. **IMPORTANT:** Be mindful of the 30-player pool limit. Once the season begins, a player cannot be removed from a team's event roster since all added players will count towards that team's 30-player pool limit.

10. **VERY IMPORTANT:** Make sure you are aware of what makes a player eligible to be added to a team within the league. The National League Rules and Conference Operating Procedures can be found on the Conference's webpage. The responsibility falls on the club/team to only add eligible players to a team's rosters and to not exceed the 30-player pool limit for a team's event roster. It is recommended to reach out to your state association if there is any question on the eligibility of any of your players to make sure they are properly registered and eligible.

11. **VERY IMPORTANT:** Any roster modifications for weekend games must be made **BEFORE 12 PM ET** on the business day before your game. There are no exceptions on this. Rosters will be frozen until the next business day and ANY modifications sent to the league after the 12 PM ET deadline will not be accepted. Any roster modifications for games being played on business days/weeknights must be made 24 HOURS before kickoff.


Team Coach/Manager Steps

1. Click here to access the GotSport login page. Login to your existing account linked to the team that was registered for Conference.

2. Click on the Team Management tab.

3. 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**
GLC Team	Sparkman, Jimmy	Competitive	U16	Male

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

GLC Team

👥 Team   📇 Rosters   🗐 Team Registrations
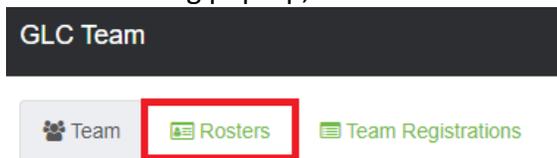
5. Choose the event you are building a roster for in the Event drop-down list **and click Search**. Your team's 2021-22 Conference event roster will need to mirror your official State Association approved roster (with exception to any club pass players you may add throughout the season)

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

7. 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.

8. 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

9. 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.

10. 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 rostered with their State Association.**

11. **VERY IMPORTANT: Your 2021-22 Conference event roster must mirror your official State Association roster (with exception to any club pass players you may add throughout the season).**

12. **Team Managers and Coaches Adding Club Pass Players:** Clubs and teams no longer have the ability to change a player from Primary to Club Pass. If you have any players that need to be labeled as Club Pass, how you add them to your event roster will depend on if your state association uses GotSport for player registration or not.

    A) If your state association **DOES** use GotSport, then you will use the "Add Club Pass Player" button on the event roster to get the player added. They will appear as Secondary status on the event roster. Once the players are added to the event roster, please send an email to Assistant League Manager, Scott Belton, (sbelton@usyouthsoccer.org) and copy the League Manager, Mike Leland, (mleland@usyouthsoccer.org) with the Conference name, team name, and the players that are assigned to the team as Secondary that need to be switched to Club Pass along with those players' DOBs and Jersey Numbers.

    B) If your state association **DOES NOT** use GotSport, then add the players as primary to the roster using the same steps above in step 8. Once players are added, please send an email to Assistant League Manager, Scott Belton, (sbelton@usyouthsoccer.org) and copy the League Manager, Mike Leland, (mleland@usyouthsoccer.org) with the Conference name, team name, and the players that are assigned to the team as Primary that need to be switched to Club Pass along with those players' DOBs and Jersey Numbers.

13. **VERY IMPORTANT:** Be mindful of the 30-player pool limit. Once the season begins, a player cannot be removed from a team's event roster since all added players will count towards that team's 30-player pool limit.

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