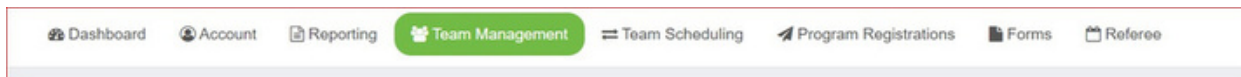


Log into [Gotsport](https://system.gotsport.com/users/login) : <https://system.gotsport.com/users/login>

●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:

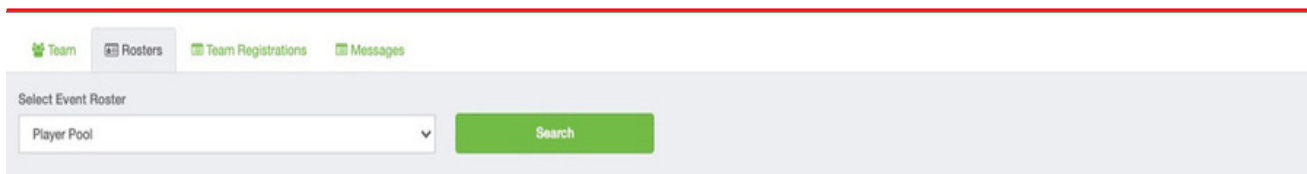


**Build your event roster and ensure that it is correct - this will be downloaded onto the game card:** 2

Click on the Rosters tab

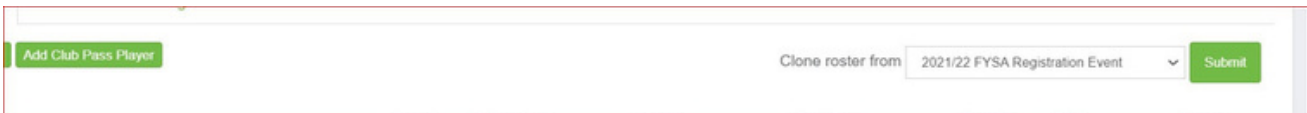
From the "Select Event Roster" drop down, select the Nona Soccer Cup

Click on Search



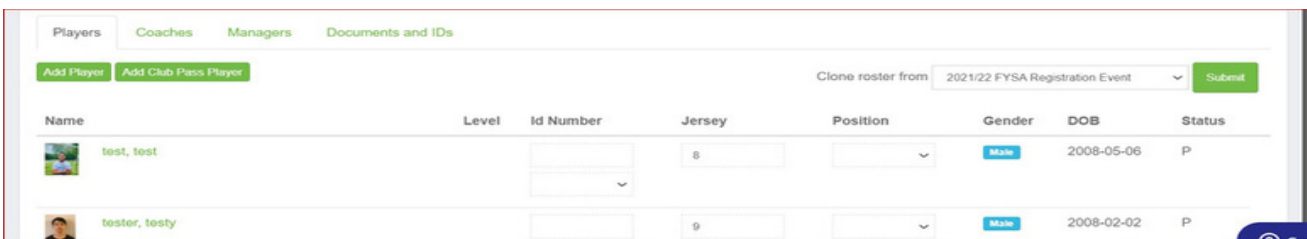
Scroll down, to the right and from the "Clone roster from" select the roster that you wish to clone to the tournament (either FYSA TOURNAMENT roster (recommended) or a league roster). Make sure guest players are added to that roster.

Click 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 game play.

- Enter all jersey numbers
- Do not enter ID numbers or position - this is not required



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

**Player must be on the 2024/25 FYSA Roster to be added**

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

To add a guest/club pass player to an event roster, you'll first want to be sure that the event is allowing both types of players for the event. 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

Name	Email/UserID	Gender	DOB	Age	Level	Phone
Abbott, Mimi	mimtabbo-eb3249@gotSPORT-demo.com	Female	07/12/2005	U17	1 - Division 1 1 - Division 1	404.381.0344
Abdou, Noah	Luis.Abakar@me.com	Male	05/12/2008	U14	Competitive	9047189401
Abshire, Mimi	ninaabsh-349681@gotSPORT-demo.com	Female	01/23/2006	U16	Competitive Competitive	537-325-5695
Aguilar, Steven	test100@test.com	Male	11/27/2007	U15		
Allison, Tyler	test1022@test.com	Male	11/02/2002	U20	Travel Travel	
Alvarado, Adell	test502@test.com	Female	12/29/2002	U20	Travel	
Alvarado, Joshua	test113@test.com	Male	03/30/2007	U15		

The screenshot shows the 'Add User' form in the GotSport interface. The form is highlighted with a red border and contains the following fields:

- DOB: A dropdown menu.
- First Name: A text input field.
- Last Name: A text input field.
- Email/UserID (optional): A text input field.
- Postal Code (optional): A text input field.
- A 'Search' button is located at the bottom left of the form.

The background shows the 'Players' management page with a list of users and their details.

2. Now that the player has been added you will go to "Roster Builder" select the Event, followed by the "Guest" Tab. (or Club Pass).

The screenshot shows the 'Roster Builder' interface in the GotSport system. A red box highlights the event selection dropdown menu, which is set to '2022 Memorial Tournament (05/28/2022)'. A red arrow points from this dropdown to the 'Guest' tab in the 'Registered Teams/Rosters' section.

The interface includes a search bar for players, a table of registered players, and a table of registered teams/rosters. The 'Guest' tab is highlighted with a red box.

P	S	CP	Name	Gender	Level	Group	DOB
1	0	0	Abbott, Merr	Female	1 - Division 1	U18	2005-07-12
0	0	0	Abdou, Noah	Male	Competitive	U18	2008-05-12
1	0	0	Abshin, Nina	Female	Competitive	U18	2006-01-23
0	0	0	Aguilar, Steven	Male	Academy	U18	2007-11-27
1	0	0	Allison, Tyler	Male	Travel	U18	2002-11-02
0	0	0	Alvarado, Abel	Female	Travel	U18	2002-12-29
0	0	0	Alvarado, Joshua	Male	Competitive	U18	2007-03-30

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 guest. Or "CP" for Club Pass.

The screenshot shows the 'Roster Builder' interface for 'MAMBA FC'. A 'New Roster' dialog box is open, allowing the user to add a player. The dialog contains the following fields:

- Position: Defender
- Jersey: 23
- Status: G
- Buttons: Add Player

The background shows a list of players and a 'Registered Teams/Rosters' table. A red arrow points from the 'Add Player' button in the dialog to the 'Registered Teams/Rosters' table, indicating the next step in the process.

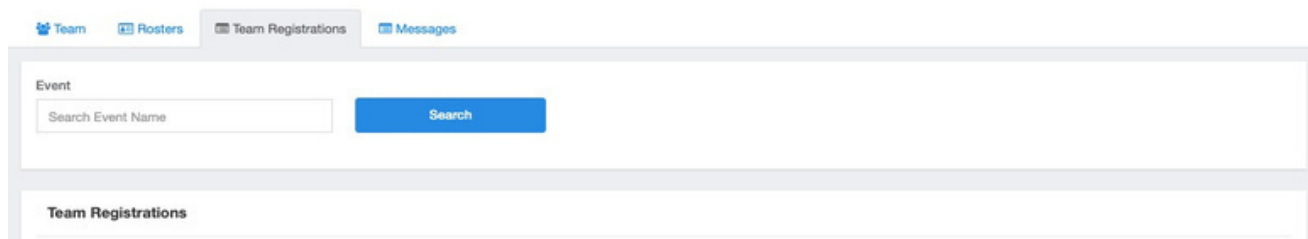
4. Now you will see the player on the roster.

The screenshot shows the 'Roster Builder' interface for 'MAMBA FC'. The 'Registered Teams/Rosters' table is visible, showing a list of players. The player 'Buchanan, Jason' is highlighted in red, indicating they have been successfully added to the roster.

Player Name	Jersey	Position	Status
1. Abbott, Meri	---	---	P
2. Abshire, Nina	---	---	P
3. Agular, Steven	---	---	P
4. Allison, Tyler	---	---	P
5. Bravo, Johnny	---	---	P
6. Buchanan, Jason	23	Defender	G
7. Caseman, Noah	---	---	P
8. Finnigan, Seamus	---	---	P
9. Iverson, Allen	---	---	P
10. Lastock Lelion, Beulah	---	---	P
11. Lawrence, Johnny	---	---	P
12. Longbottom, Neville	---	---	P
13. Marquez, Melannie	---	---	P
14. Marquez, Melody	---	---	P
15. Marquez, Aracely	---	---	P
16. Martinez, Dulce	---	---	P
17. McHugh, Father	---	---	P
18. Moreno, Bianca	---	---	P

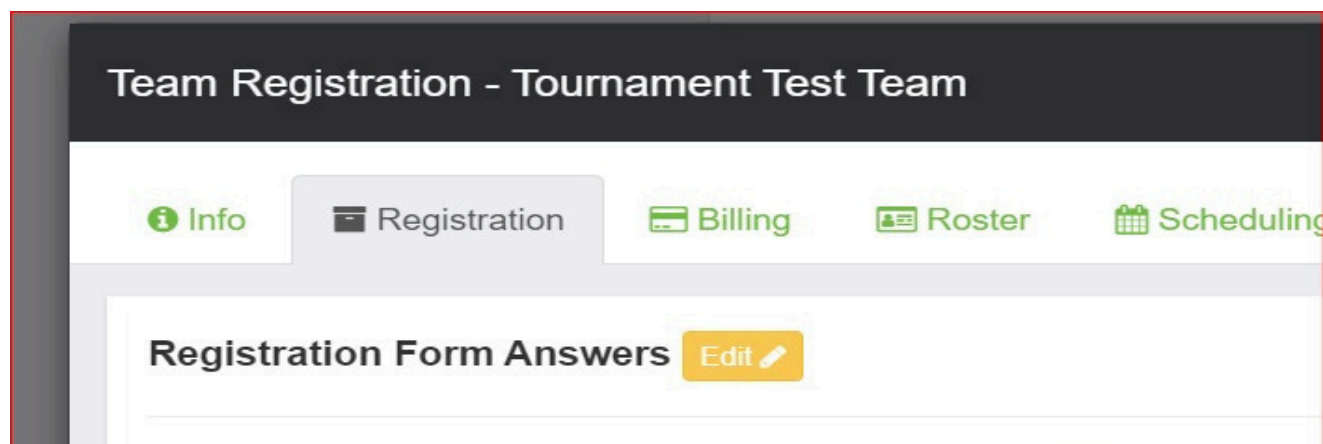
Next, upload your documents. Player passes and Rosters.

## Click on Team Registrations Tab followed by Nona Soccer Cup

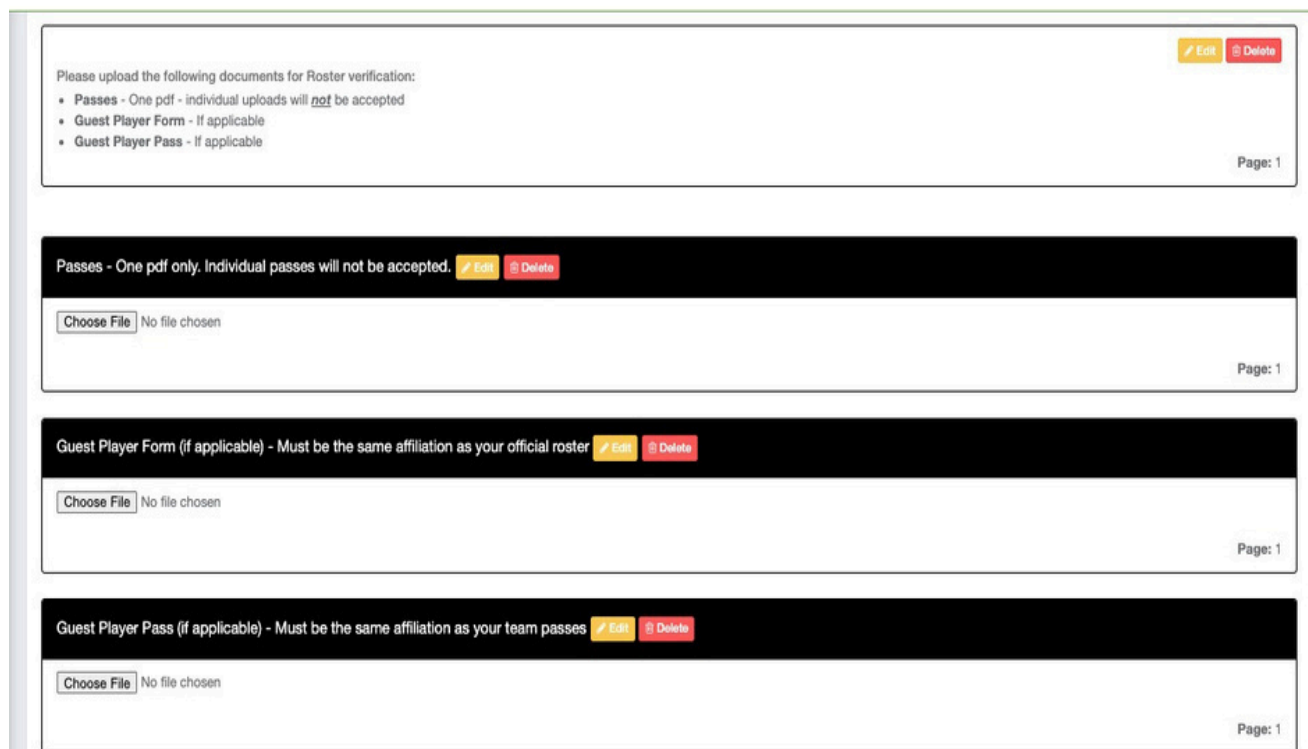


The screenshot shows a navigation bar with four tabs: Team, Rosters, Team Registrations (which is selected), and Messages. Below the navigation bar is a search section for events, with a text input field labeled "Search Event Name" and a blue "Search" button. Below the search section is a header for "Team Registrations".

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



The screenshot shows the "Team Registration - Tournament Test Team" page. The main header is "Team Registration - Tournament Test Team". Below the header is a navigation bar with five tabs: Info, Registration (which is selected), Billing, Roster, and Scheduling. Below the navigation bar is a section titled "Registration Form Answers" with an orange "Edit" button.



The screenshot shows the "Registration Form Answers" page. It contains four sections, each with a list of documents to upload for roster verification. Each section has an "Edit" button (orange) and a "Delete" button (red). The sections are:

- Passes - One pdf - individual uploads will not be accepted**
  - Passes - One pdf - individual uploads will not be accepted
  - Guest Player Form - If applicable
  - Guest Player Pass - If applicable
- Passes - One pdf only. Individual passes will not be accepted.**
- Guest Player Form (if applicable) - Must be the same affiliation as your official roster**
- Guest Player Pass (if applicable) - Must be the same affiliation as your team passes**

Each section also includes a "Choose File" button and the text "No file chosen". The page number "Page: 1" is displayed at the bottom right of each section.

Upload documents, scroll to the bottom and save.

### **Additional information:**

1. **All FYSA players must be age verified in GotSport - no exceptions.** All FYSA passes must have a valid headshot - no exceptions
2. All players must be included on the roster -
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, 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/>**
  3. Guest players must be affiliated with the same association i.e., US Club with US Club.
8. It is not possible to play FYSA with a US Club pass or vice versa.  
State Permission to Travel for all teams outside of Florida. This does not apply to US Club rosters.