



## How to Upload Your Team Documents into GotSport

- All documents must be submitted via GotSport
  - 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 not required
- Document upload is mandatory for all teams – The 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 [alvaro@unitedsocceracademy.org](mailto:alvaro@unitedsocceracademy.org)

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:



**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 #Playfor8 Cup

Click on Search

A screenshot of a web application interface. At the top, there are several tabs: "Team", "Team Members", "Rosters", "Team Registrations", "Messages", and "Program Registrations". The "Rosters" tab is selected. Below the tabs, there's a section labeled "Event" with a search box containing the text "Search Event Name" and a blue "Search" button.

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

A screenshot of a form element. It features the text "Clone roster from" followed by a dropdown menu that currently displays "Current Team Roster". To the right of the dropdown is a blue "Submit" button.

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.**

A screenshot of a web application interface for adding a player. At the top, there are tabs: "Players", "Coaches", "Managers", and "Documents and IDs". The "Players" tab is selected. Below the tabs, there's a blue "Add Player" button. To the right, there's a section labeled "Clone roster from" with a dropdown menu showing "Current Team Roster" and a blue "Submit" button.



**To add a player to the event roster that plays for your club, click on “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

**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

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

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.



The screenshot shows the 'Players' management page in the GotSport system. The left sidebar contains navigation options, with 'Club Management' and 'Players' highlighted. The main area displays a table of players with columns for Name, Email/UserID, Gender, DOB, Age, Level, and Phone. A red box highlights the 'Add Player' button in the top right corner, with a red arrow pointing to it from the 'Players' menu item in the sidebar.

Name	Email/UserID	Gender	DOB	Age	Level	Phone
Abbott, Merri	merriabbo-eb3249@gotssport-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, Nina	ninaabsh-349681@gotssport-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	
Avarado, Allei	test502@test.com	Female	12/29/2002	U20	Travel	
Avarado, Joshua	test113@test.com	Male	03/30/2007	U15		

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).



The screenshot shows the GotSport Roster Builder interface for MAMBA FC. The left sidebar has 'Roster Builder' highlighted. The main area shows the '2022 Memorial Tournament (05/28/2022)' selected. A table lists players with columns for P, S, CP, Name, Gender, Level, Group, and DOB. A 'Registered Teams/Rosters' panel on the right shows a list of players with their positions and status. A red box highlights the 'Guest' status option in the 'Hide Rostered' dropdown.

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.

The screenshot shows the 'New Roster' dialog box in the GotSport Roster Builder. The dialog has fields for 'Position' (set to 'Defender'), 'Jersey' (set to '23'), and 'Status' (set to 'G'). An 'Add Player' button is at the bottom. A red arrow points from the 'Buchanan, Jason' player in the main roster table to the 'New Roster' dialog.

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



**Roster Builder**

Club Management | Teams | Registration | Match Minutes

MAMBA FC / Roster Builder

2022 Memorial Tournament (05/28/2022) [Submit]

Roster Builder [Find an Event Q] [Add Roster Season O]

Player Last Name [ ] [ ] [ ] [Clear]

[Search] [Add Filter (1)] [Save Search]

2022 Memorial Tournament

Start Date: 05/28/2022 [Calendar Year]

Seasonal Year: 20/21

Players (344) Coaches Managers

Hide Rostered: [v] [Apply]

[Primary] [Club Pass] [Guest]

--- Previous 1 2 3 4 5 6 7 Next ---

P	S	CP	Name	Gender	Level	Group	DOB
1	0	0	+ Abbott, Merri	Female	1 - Division 1	UI8	2005-07-12
0	0	0	+ Abdou, Noah	Male	Competitive	UI13	2008-05-12
1	0	0	+ Abshire, Nina	Female	Competitive	UI18	2006-01-23
1	0	0	+ Aguilar, Steven	Male	Academy	UI4	2007-11-27
1	0	0	+ Allison, Tyler	Male	Travel	UI9	2002-11-02
0	0	0	+ Alvarado, Aleli	Female	Travel	UI9	2002-12-29
0	0	0	+ Alvarado, Joshua	Male	Competitive	UI4	2007-03-30

**Registered Teams/Rosters** [All Rosters]

2. Abshire, Nina	--	--	P	X	--
3. Aguilar, Steven	--	--	P	X	--
4. Allison, Tyler	--	--	P	X	--
5. Bravo, Johnny	--	--	P	X	--
6. Buchanan, Jason	23	Defender	G	X	--
7. Cassman, Noah	--	--	P	X	--
8. Finnigan, Seamus	--	--	P	X	--
9. Iverson, Allen	--	--	P	X	--
10. Lastick Lelion, Beulah	--	--	P	X	--
11. Lawrence, Johnny	--	--	P	X	--
12. Longbottom, Neville	--	--	P	X	--
13. Marquez, Melannie	--	--	P	X	--
14. Marquez, Melody	--	--	P	X	--
15. Marquez, Aracely	--	--	P	X	--
16. Martinez, Dulce	--	--	P	X	--
17. McHugh, Father	--	--	P	X	--
18. Moreno, Bianca	--	--	P	X	--

[Support]

Next, upload your documents. Player passes and medical releases.  
Click on the Team Registrations Tab followed by the #Playfor8 Cup

Team | Rosters | Team Registrations | Messages

Event

Search Event Name [ ] [Search]

Team Registrations

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

Team Registration - Tournament Test Team

Info | Registration | Billing | Roster | Scheduling

Registration Form Answers [Edit]



Upload documents, scroll to the bottom, and save.

**All uploads can be replaced and are editable**

<p>Please upload the following documents for Roster verification:</p> <ul style="list-style-type: none"><li>• <b>Passes</b> - One pdf - individual uploads will <u>not</u> be accepted</li><li>• <b>Guest Player Form</b> - If applicable</li><li>• <b>Guest Player Pass</b> - If applicable</li></ul>	<a href="#">Edit</a> <a href="#">Delete</a>
	Page: 1
<p><b>Passes</b> - One pdf only. Individual passes will not be accepted.</p>	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="button" value="Choose File"/> No file chosen	
	Page: 1
<p><b>Guest Player Form (if applicable)</b> - Must be the same affiliation as your official roster</p>	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="button" value="Choose File"/> No file chosen	
	Page: 1
<p><b>Guest Player Pass (if applicable)</b> - Must be the same affiliation as your team passes</p>	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="button" value="Choose File"/> No file chosen	
	Page: 1

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
2. **All players must be included on the roster - (Name, Date of Birth, and Pass number)**
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.