



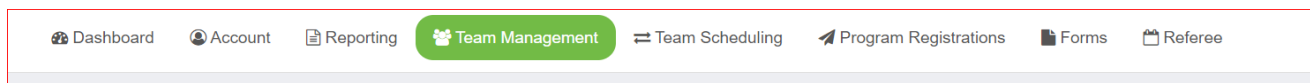
## How to Upload Your Team Documents into GotSport

- Commencing for the 2021/22 Season, 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 - 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.
  - Roster is not required - we will import from the event roster - please ensure this is correct
- Questions? Email: [tournaments@pinecrestpremier.us](mailto:tournaments@pinecrestpremier.us)

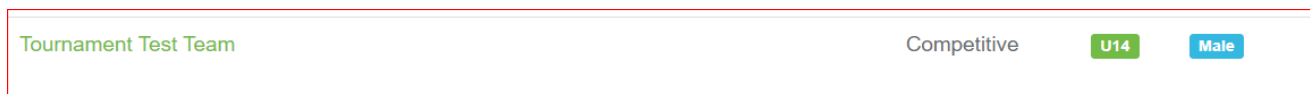
Log into GotSport : <https://system.gotsport.com/users/login>

- 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 the South Florida Cup & Showcase  
Click on Search

Team Rosters Team Registrations Messages

Select Event Roster

Player Pool 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 Registration event (recommended) or a league roster).  
Click Submit

Add Club Pass Player

Clone roster from 2021/22 FYSA Registration Event 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**

Players Coaches Managers Documents and IDs

Add Player Add Club Pass Player

Clone roster from 2021/22 FYSA Registration Event Submit

Name	Level	Id Number	Jersey	Position	Gender	DOB	Status
test, test			8		Male	2008-05-06	P
tester, testy			9		Male	2008-02-02	P

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



[Add Player](#) [Add Club Pass Player](#) Clone roster from

**Add Club Pass Player** Hide

Search for players within the team's club to add him/her to the team.

First name  Last name  DOB

Name	Level	Id Number	jersey	Position	Gender	DOB
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**Player must be on the 2021/22 FYSA Event Roster to be added**

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

**Add Club Pass Player** Hide

Search for players within the team's club to add him/her to the team.

First name  Last name  DOB

Search Results

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.



The screenshot shows the 'Players' management interface in GotSport. The left sidebar contains navigation options: Dashboard, Users, Association, Venues, Communications, Club Management (expanded), Dashboard, Team Registrations, Forms And Requests, Teams, **Players**, Managers, Coaches, and Roster Builder. The main content area displays a table of players for MAMBAFC. The table has columns for Name, Email/UserID, Gender, DOB, Age, Level, and Phone. A red box highlights the 'Add Player' button in the top right corner of the table area.

Name	Email/UserID	Gender	DOB	Age	Level	Phone
Abbott, Merri	merriabbo-eb3249@gotSPORT-demo.com	Female	07/12/2005	U17	1 - Division 1 1 - Division 1	404.381.0344
Abdou, Nosh	Luis.Abakar@me.com	Male	05/12/2008	U14	Competitive	9047189401
Abshire, Nina	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, Ailei	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 overlaying the 'Players' page. The form has fields for DOB (with a dropdown), First Name, Last Name, Email/UserID (optional), and Postal Code (optional). A 'Search' button is located at the bottom of the form.

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).



2022 Memorial Tournament (05/28/2022)

Hide Rostered:  Primary  Club Pass  Guest

P	S	CP	Name	Gender	Level	Group	DOB
1	0	0	+ Abbott, Merr	Female	1 - Division 1	U16	2005-07-12
0	0	0	+ Abdou, Noah	Male	Competitive	U13	2008-05-12
1	0	0	+ Abshire, Nina	Female	Competitive	U16	2006-01-23
0	0	0	+ Agular, Steven	Male	Academy	U14	2007-11-27
1	0	0	+ Allison, Tyler	Male	Travel	U19	2002-11-02
0	0	0	+ Alvarado, Ailei	Female	Travel	U19	2002-12-29
0	0	0	+ Alvarado, Joshua	Male	Competitive	U14	2007-03-30

Coach/Manager Name	Coach	Primary	Status
1. Bryant, Kobe	Coach	Primary	X
2. Popolizio, Dominic	Coach	Primary	X

Player Name	Jersey	Position	Status
1. Abbott, Merr	...	...	P
2. Abshire, Nina	...	...	P
3. Agular, Steven	...	...	P
4. Allison, Tyler	...	...	P
5. Bravo, Johnny	...	...	P
6. Cassman, Noah	...	...	P
7. Finnigan, Seamus	...	...	P
8. Iverson, Allen	...	...	P

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.

New Roster

Position: Defender

Jersey: 23

Status: G

Add Player

Coach/Manager Name	Coach	Primary	Status
1. Bryant, Kobe	Coach	Primary	X
2. Popolizio, Dominic	Coach	Primary	X

Player Name	Jersey	Position	Status
1. Abbott, Merr	...	...	P
2. Abshire, Nina	...	...	P
3. Agular, Steven	...	...	P
4. Allison, Tyler	...	...	P
5. Bravo, Johnny	...	...	P
6. Cassman, Noah	...	...	P
7. Finnigan, Seamus	...	...	P
8. Iverson, Allen	...	...	P

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 | is | | Search | Add Filter (1) | Save Search | Clear

2022 Memorial Tournament | Players (34) | Coaches | Managers

Start Date: 05/28/2022 | Calendar Year | Hide Rostered: | Apply | Primary | Club Pick | Guest

Seasonal Year: 20/21

← 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	U16	2005-07-12
0	0	0	+ Abdou, Noah	Male	Competitive	U13	2008-05-12
1	0	0	+ Abshire, Nina	Female	Competitive	U16	2006-01-23
1	0	0	+ Agular, Steven	Male	Academy	U14	2007-11-27
1	0	0	+ Allison, Tyler	Male	Travel	U19	2002-11-02
0	0	0	+ Alvarado, Ailei	Female	Travel	U19	2002-12-29
0	0	0	+ Alvarado, Joshua	Male	Competitive	U14	2007-03-30

**Registered Teams/Rosters** | All Rosters

2. Abshire, Nina	--	--	P	X	...
3. Agular, 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 Lellon, Beulah	--	--	P	X	...
11. Lawrence, Johnny	--	--	P	X	...
12. Longbottom, Neville	--	--	P	X	...
13. Marquez, Melanie	--	--	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 Team Registrations Tab followed by South Florida Cup & Showcase

**Team** | Rosters | **Team Registrations** | Messages

Event

Search Event Name | Search

**Team Registrations**

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

**Team Registration - Tournament Test Team**

Info | **Registration** | Billing | Roster | Scheduling

**Registration Form Answers** | Edit



Please upload the following documents for Roster verification: Edit Delete

- Passes - One pdf - individual uploads will **not** be accepted
- Guest Player Form - If applicable
- Guest Player Pass - If applicable

Page: 1

Passes - One pdf only. Individual passes will not be accepted. Edit Delete

No file chosen

Page: 1

Guest Player Form (if applicable) - Must be the same affiliation as your official roster Edit Delete

No file chosen

Page: 1

Guest Player Pass (if applicable) - Must be the same affiliation as your team passes Edit Delete

No file chosen

Page: 1

Upload documents, scroll to the bottom and save.  
**All uploads can be replaced and are editable**

We will print game cards 24 hours before the first game - please ensure your rosters are correct by this point. Should you have any late changes, arrange to 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 -
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/>**
  2. Guest players must be affiliated with the same association i.e., US Club with US Club. It is not possible to play FYSA with a US Club pass or vice versa.
8. State Permission to Travel for all teams outside of Florida. This does not apply to US Club rosters.