



How to Build your Tournament Roster

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
- Click on the Rosters tab
- From the “Select Event Roster” drop down, select the **TFL Classic**
- 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 (FYSA Registration event recommended)
- Click Submit
- Check your roster is correct (players tab, coaches tab and managers tab)
- 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**

DONE – that was easy!

We do not require FYSA Clubs to upload documents, player passes or medical releases.

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 an issue).

Club Pass – Guest Player – US Club and other stuff

- **To add a Club Pass player to the event roster that plays for your club, click on “add Club Pass Player”**
- **Player must be on the Current Year FYSA Event 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. Your registrar will deal with Guest Player being added to your club. Once this is done on the "Guest" Tab (or Club Pass) follow same instructions as above.
- When you add a 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.
- Now you will see the player on the roster.

Additional information:

1. **All FYSA players must be age verified in GotSport - no exceptions.**
2. All FYSA passes must have a valid headshot - no exceptions
3. All players must be included on the roster – **NO HANDWRITING IN**
4. All coach and bench staff personnel must have a laminated pass with the same affiliation/club as the roster/player passes
5. Guest players/ Club Pass players **within** the club must be pre-printed on the roster. A guest player form is **NOT** required
6. Uniform jersey numbers are required for all players.
7. Player Passes Upload - not required, bring them with you
8. 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.
FYSA only - electronically generated forms from within GotSport digitally signed by the loaning and accepting club will be accepted. **No exceptions.**
 - a. **FYSA - contact your club administrator for guidance**
 - b. **US Club - <https://usclubsoccer.org/forms-documents>**
9. 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.

How to check if you did it right?

- Print a Game Card for the TFL Classic game – same as for any other GotSport Sanctioned game
- Team Management -> Matches -> Event TFL Classic -> SEARCH
- Click ... (3 dots menu, also called meatball menu) -> "Print Match Card"
- If it looks good you are done – **NO NEED TO PRINT THE GAME CARD** referees will have them already

The screenshot shows the GotSport web application interface. At the top, there is a navigation bar with various menu items: Dashboard, Account, Events, Reporting, **Team Management** (highlighted with a red circle 1), Team Scheduling, Program Registrations, Forms, Referee, and Family. Below the navigation bar, there is a sidebar with 'Matches' highlighted (red circle 2). The main content area shows a search filter for 'TFL Classic 2023' (red circle 3) and a 'Search' button (red circle 4). Below the search bar, there is a table titled 'Matches' with columns: Number, Event, Date, Time, Venue, Home Team, Away Team, Division, and Status. The first row in the table is for match number 84, which is a TFL Classic game on Saturday, 04/29/2023 at 09:00am EDT at Seacrest Soccer Complex. The home team is ANRPB Royal Palm Beach Strikers Royal Palm Beach and the away team is Hollywood FC Boys 2011/12 ELITE. The division is U11/U12 GOLD - Non-Heac Divis. A red arrow points to the 'Status' column (red circle 5), which has a dropdown menu open showing options: 'Print Match Card' (red circle 6), 'Match Stats', 'Away Bulk Match Stats', and 'Away Match Day Roster'. The second row in the table is for match number 12, which is a TFL Classic game on Saturday, 04/29/2023 at 10:30am EDT at Seacrest Soccer Complex. The home team is ANDBS AC Delray, Inc. and the away team is Hollywood FC. The division is Girls.