



How to Add/Delete Players to Rosters after the Team has been Registered with LIJSL

If Using Got Sport Platform:

- Send program player link to parent.
- Once player is registered and you have checked the picture and BC if needed go to dashboard click Teams > Click Teams at the top > choose Roster builder> choose the ENYISA/LIJSL Official Rosters and Cards Event
- Players will appear on the right – teams on the left.
- **If adding a player:** click the blank box next to the player’s name > then go to the team and click “Add to Team” button
- **If deleting a player:** go to the team and click the red X to the left of the player’s name > Choose red box “No, only remove from Event Roster.
- Fill in Add/Delete Form. Email Form to registrationservices@lijsoccer.com by Wednesday to be available for pick up by Friday.

If Using a Third-Party Platform:

- You will need to export the players from the platform and put in a CSV file. Make sure the column headings are: First name, last name, Gender (Boys, Girls) Competition Level (LIJSL Travel...) DOB, Address, City, State, Zip, Parent One First Name, Parent One Last Name, Parent one Email, Team Name, Team Gender (Boys Girls), Team Age (U10)
- Players can also be added from Dashboard > Players > Blue Tab “+ ADD Player”
- From the Dashboard click on Players > on top of page click Upload Players> Select Affiliation>choose file to upload> Open File> Submit> you will then be sent an email with errors or succeeded.
- Once file is accepted from Dashboard go to Players> click the box next to the players picture you wish to add > Blue toggles appear choose “create Form Registrations” > choose the form and hit save.

- Once you have accepted all the required forms for the players and you have checked the picture and BC if needed go to dashboard click Teams > Click Teams at the top > choose Roster builder> choose the ENYYSA/LIJSL Official Rosters and Cards Event
- Players will appear on the right – teams on the left.
- **If adding a player:** click the blank box next to the player’s name > then go to the team and click “Add to Team” button
- **If deleting a player:** go to the team and click the red X to the left of the player’s name > Choose red box “No, only remove from Event Roster”
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How to Add/Delete Coaches to Rosters after the Team has been Registered with LIJSL

If Using Got Sport Platform or a Third-Party Platform:

- **If a new coach:** From Dashboard choose Coaches> far left in the coach’s box is the blue button “Add Coach” click – fill in coach’s email, first and last name, DOB and Zip Code – click search – follow prompts to add the coach. Once the coach is entered email and let them know the Risk Management requirements are found on their Got Sport Dashboard.
- **If an existing coach:** Email coach to sign into their Got Sport account and from Dashboard complete the RM requirements listed.
- Once the coach has completed Risk Management requirements and you have checked the picture go to dashboard click Teams > Click Teams at the top > choose Roster builder> choose the ENYYSA/LIJSL Official Rosters and Cards Event
- Players will appear on the right – teams on the left.
- **If adding a coach:** In the players box at the top right corner, choose coaches. Coaches who have cleared RM will then appear in the box. Grab and drag coach to the team you are adding them to. Make sure you designate the coach as primary, assistant 1 etc. You must have only ONE primary coach per team.
- **If deleting a coach:** go to the team and click the red X to the left of the coach’s name > Choose red box “No, only remove from Event Roster”
- Fill in Add/Delete Form. Email Form to registrationservices@lijsoccer.com by Wednesday to be available for pick up by Friday.