

Step 1:

- From your coach/manager account click on the "Team Management" module:

The screenshot displays the GotSport web application interface. At the top, a green header bar contains the GotSport logo on the left and user account icons on the right. Below the header, a navigation bar features several menu items: Dashboard, Account, Events, Reporting, Team Management, Team Scheduling, Program Registrations, Forms, Referee, and Family. The 'Team Management' item is highlighted with a red arrow. The main content area is divided into a left sidebar and a central profile form. The sidebar includes links for Account, Roles, Rosters, Registration History, Roster History, Tickets, Emergency Info, College Coaches, Family, Documents, Billing, Booking, and Recruiting Profile. The central profile form is titled 'Profile' and includes sections for Photo, Avatar, College Recruiting, and various personal and contact information fields.

GotSport

Dashboard Account Events Reporting **Team Management** Team Scheduling Program Registrations Forms Referee Family

Profile Themes Social Media Links

Photo

Choose File no file selected
Please upload a passport style portrait. The photo will appear on your association identification card or official roster.
Edit Image
Delete Photo

Avatar

Choose File no file selected

College Recruiting

Connect with NCSA College Recruiting!
Get Started

First Name **Middle Name** **Last Name** **Suffix**

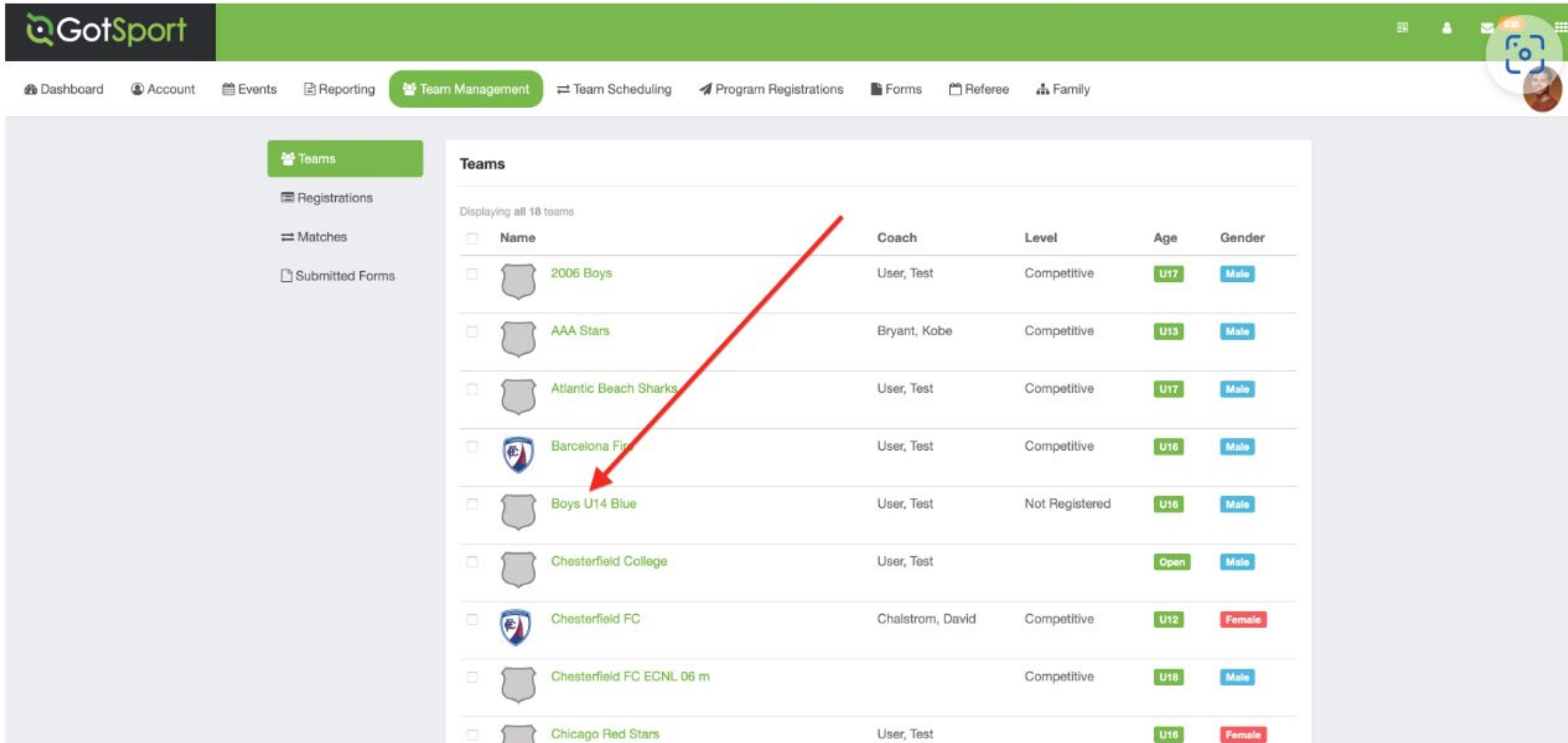
Preferred First Name **Email/UserID** **Contact Email**

Gender **DOB**

Preferred Date Format **Preferred Time Format** **Preferred Language**

Step 2:

- From your team list, click on the name of the team you are working on:



The screenshot displays the GotSport web application interface. The top navigation bar is green with the GotSport logo on the left and user profile, notifications, and settings icons on the right. Below this is a secondary navigation bar with various menu items. The left sidebar contains a 'Teams' button and other options like 'Registrations', 'Matches', and 'Submitted Forms'. The main content area is titled 'Teams' and shows a list of 18 teams. A red arrow points to the 'Boys U14 Blue' team name in the list.

GotSport

Dashboard Account Events Reporting **Team Management** Team Scheduling Program Registrations Forms Referee Family

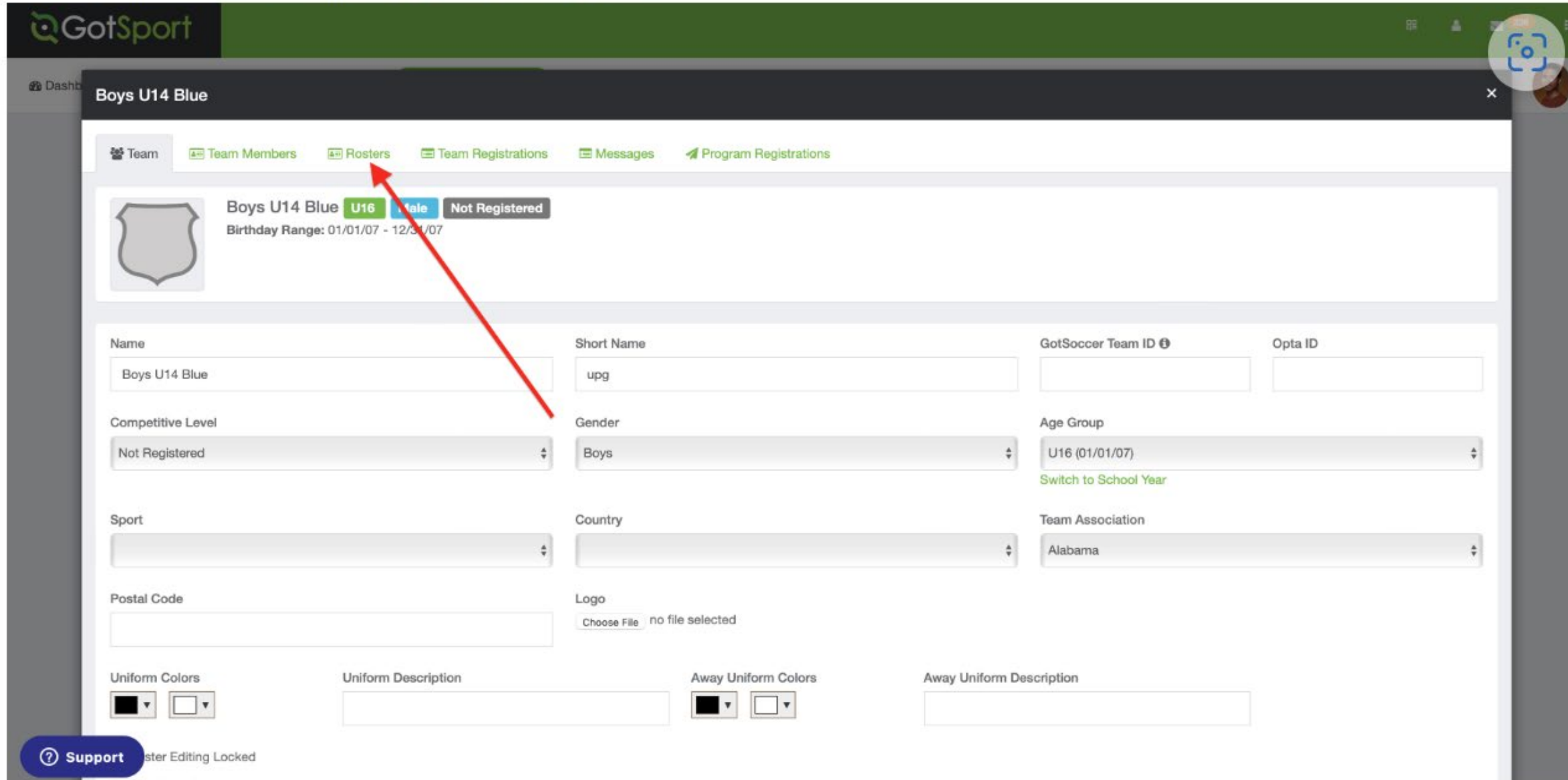
Teams

Displaying all 18 teams

<input type="checkbox"/>	Name	Coach	Level	Age	Gender
<input type="checkbox"/>	2006 Boys	User, Test	Competitive	U17	Male
<input type="checkbox"/>	AAA Stars	Bryant, Kobe	Competitive	U13	Male
<input type="checkbox"/>	Atlantic Beach Sharks	User, Test	Competitive	U17	Male
<input type="checkbox"/>	Barcelona FC	User, Test	Competitive	U16	Male
<input type="checkbox"/>	Boys U14 Blue	User, Test	Not Registered	U16	Male
<input type="checkbox"/>	Chesterfield College	User, Test		Open	Male
<input type="checkbox"/>	Chesterfield FC	Chalstrom, David	Competitive	U12	Female
<input type="checkbox"/>	Chesterfield FC ECNL 06 m		Competitive	U18	Male
<input type="checkbox"/>	Chicago Red Stars	User, Test		U16	Female

Step 3:

- Locate and click on the "Rosters" module:



The screenshot displays the GotSport web application interface for a team named "Boys U14 Blue". The top navigation bar includes tabs for "Team", "Team Members", "Rosters", "Team Registrations", "Messages", and "Program Registrations". A red arrow points to the "Rosters" tab. Below the navigation bar, the team's details are shown, including a shield icon, the team name "Boys U14 Blue", and a "Birthday Range" of "01/01/07 - 12/31/07". The "Competitive Level" is set to "Not Registered". The "Gender" is set to "Boys". The "Age Group" is set to "U16 (01/01/07)". The "Sport" is set to "Soccer". The "Country" is set to "United States". The "Team Association" is set to "Alabama". The "Postal Code" is empty. The "Logo" section shows a "Choose File" button and "no file selected". The "Uniform Colors" section shows two color swatches (black and white) and a "Uniform Description" field. The "Away Uniform Colors" section shows two color swatches (black and white) and an "Away Uniform Description" field. A "Support" button is visible in the bottom left corner.

GotSport

Boys U14 Blue

Team Team Members **Rosters** Team Registrations Messages Program Registrations

Boys U14 Blue U16 Male Not Registered
Birthday Range: 01/01/07 - 12/31/07

Name Boys U14 Blue Short Name upg GotSoccer Team ID Opta ID

Competitive Level Not Registered Gender Boys Age Group U16 (01/01/07)
[Switch to School Year](#)

Sport Country Team Association Alabama

Postal Code Logo
Choose File no file selected

Uniform Colors Uniform Description Away Uniform Colors Away Uniform Description

Support

Step 4:

- Click on the event drop down and select the event that you're working on and then click "Search":

GotSport

Dashb

Boys U14 Blue

Team

Team Members

Rosters

Team Registrations

Messages

Program Registrations

Select Event Roster

22/23

2022-2023 Official Roster

22/23 Delaware Youth Soccer Registration

Fall Shootout 2022

Fall-Spring League

Fall Tournament November 2022

IMG College Showcase - Boys 2023

KYLE/DAVE TEST

Over 50's World Cup

State Cup

Team Rosters

Team Rosters

test

TEST LEAGUE

21/22

10th Annual Christmas Shootout

2021 Labor Day Tournament

Classic Demo Event

Demo Test Event-957

Fall Tournament 2021

Fall Tournament 2022

FLorida AGM Test

Florida AGM Test 2022

Search

Please Select an Event

Atlantic Beach Sharks	User, Test	Competitive	U17	Male
Barcelona Fire	User, Test	Competitive	U16	Male
Boys U14 Blue	User, Test	Not Registered	U16	Male
Chesterfield College	User, Test		Open	Male
Chesterfield FC	Chalstrom, David	Competitive	U12	Female
Chesterfield FC ECNL 06 m		Competitive	U16	Male
Chicago Red Stars	User, Test		U16	Female

Step 5:

- For the event roster you're working on, click on "Add Club Pass Player":

GotSport

Dashboard

Boys U14 Blue

Team

Team Members

Rosters

Team Registrations

Messages

Program Registrations

Select Event Roster

State Cup

Search

Application Information

Event

State Cup

Group

Club Name

Mamba FC

Team Name

Boys U14 Blue

Team Association

AL

Roster Source Event

State Cup

Players

Coaches

Managers

Documents and IDs



Add Player

Add Club Pass Player

Clone roster from

Current Team Roster

Submit

Name	Level	Id Number	Jersey	Position	Gender	DOB	Status
 Baggins, Frodo		<input type="text"/>	<input type="text"/>	<input type="text"/>	Male	2003-03-17	P
		<input type="text"/>					
 Benitez, Elmer		<input type="text"/>	<input type="text"/>	<input type="text"/>	Male	2012-09-25	P
		<input type="text"/>					

Support

Step 6:

- Enter the player's first name, last name, and DOB into the search fields and then click "Search":

EventState Cup

Group

Club NameMamba FC

Team NameBoys U14 Blue

Team AssociationAL

Roster Source EventState Cup

Players

Coaches

Managers

Documents and IDs

Add Player

Add Club Pass Player

Clone roster from

Current Team Roster

Submit

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

Draco




Malfoy

September

1

2009

Search

Name	Level	Id Number	Jersey	Position	Gender	DOB	Status
 Baggins, Frodo		<div></div>	<div></div>	<div></div>	Male	2003-03-17	P
 Benitez, Elmer		<div></div>	<div></div>	<div></div>	Male	2012-09-25	P
 Browns, John		<div></div>	<div></div>	<div></div>	Male	2008-07-21	P

Support

Step 7:

- If the player is eligible, when you click search you will see their information appear and have the option to add them to the team by clicking on "Add" after you've input their jersey number and competitive level:

Dashboard

Event Group

State Cup

Club Name

Mamba FC

Team Name

Boys U14 Blue

Team Association

AL

Roster Source Event

State Cup

Players

Coaches

Managers

Documents and IDs

Add Player

Add Club Pass Player

Clone roster from

Current Team Roster

Submit

Add Club Pass Player

Hide

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

First name

Draco

Last name

Malfoy

DOB

September

1

2009

Search

Search Results

Malfoy, Draco

Jersey Number

11

Competitive Level

Player

Add

Name

Level

Id Number

Jersey

Position

Gender

DOB

Status

Step 8:

- After clicking the "Add" button, you will see the player listed and labeled as a CP status:

Event

Group

Club Name

Team Name

Team Association

Roster Source Event

State Cup

Mamba FC

Boys U14 Blue

AL

State Cup

Players

Coaches

Managers

Documents and IDs

Add Player

Add Club Pass Player

Clone roster from

Current Team Roster

Submit

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

Name	Level	Id Number	Jersey	Position	Gender	DOB	Status
 Malfoy, Draco		<div></div> <div>USYS</div>	11	<div></div>	Male	2009-09-01	CP
 Baggins, Frodo		<div></div> <div></div>		<div></div>	Male	2003-03-17	P
 Benitez, Elmer		<div></div> <div></div>		<div></div>	Male	2012-09-25	P

Support