

## How to Upload Your Team Documents into GotSport

- All documents must be submitted via GotSport <https://www.gotpro.com>
- 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.
- Use the username/ID email/password that was created for you to complete your background check, SafeSport, and Heads-up Certifications.
- Medical Releases are not required, (but you should have them on you)
- 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.
- Questions? Email [tom@thefloridaleague.com](mailto:tom@thefloridaleague.com)

## How do I Build an Event Roster– Coach/Manager

Log into GotSport : <https://www.gotpro.com>

- 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:



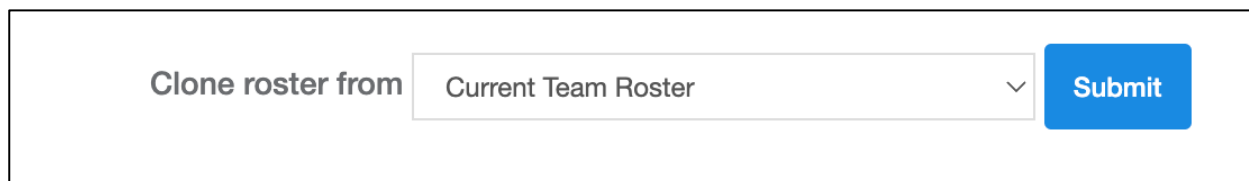
Click on the name of your team:



1. **Click Rosters**
2. **Drop-Down and Select: 2023 Jupiter Winter Alliance Cup**
3. **Click Search**
4. **Clone roster from an existing event or build your 2023 Jupiter Winter Alliance Cup event roster and ensure that it is correct - this will be downloaded onto the game card.**

5. To clone, scroll down and from the “Clone roster” select the roster that you wish to clone to the tournament, this should be either an FYSA Registration event (recommended) or a league roster.

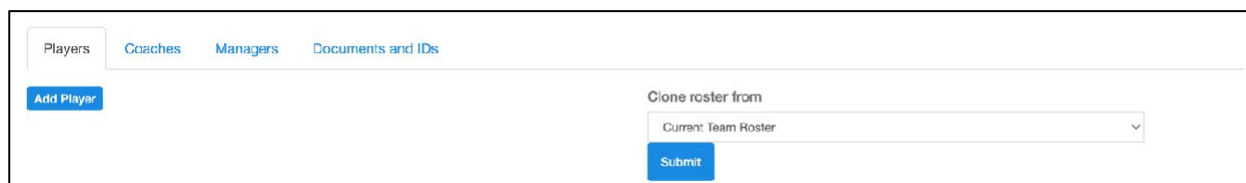
Click Submit



A screenshot of a web form element. On the left, the text "Clone roster from" is followed by a dropdown menu. The dropdown menu is open, showing "Current Team Roster" as the selected option. To the right of the dropdown is a blue button with the text "Submit".

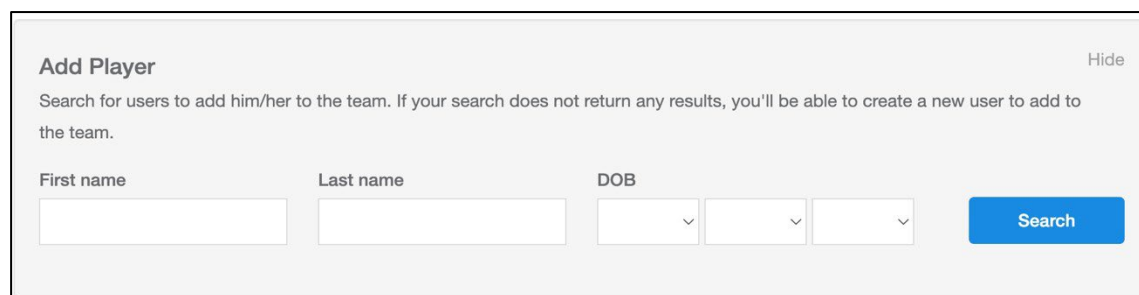
Check that your roster is correct. This will be duplicated onto the game card and used by the referee to check your team for gameplay.

- Enter all jersey numbers.
- **Do not enter ID numbers or positions - this is not required.**



A screenshot of a web interface. On the left, there is a blue button labeled "Add Player". To the right, there is a "Clone roster from" dropdown menu with "Current: Team Roster" selected. Below the dropdown is a blue "Submit" button. At the top, there are tabs for "Players", "Coaches", "Managers", and "Documents and IDs".

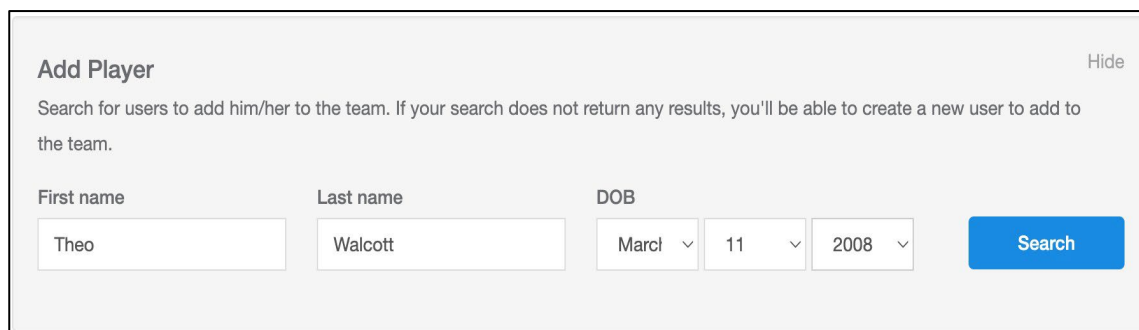
**To add a player to the event roster that plays for your club, click on “Add Club Pass Player”**



A screenshot of the "Add Player" form. The title "Add Player" is at the top left, and "Hide" is at the top right. Below the title is a search instruction: "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." There are three input fields: "First name", "Last name", and "DOB". The "DOB" field is a dropdown menu with three empty options. To the right of the input fields is a blue "Search" button.

**The player must be on the 2023/24 FYSA Event Roster to be added.**

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



A screenshot of the "Add Player" form, identical to the previous one but with the input fields filled. The "First name" field contains "Theo", the "Last name" field contains "Walcott", and the "DOB" dropdown menu is set to "Marci", "11", and "2008". The "Search" button is still present.

**To add a guest player from another club** you will need a Player Pass and a completed and approved GotSport/FYSA Guest Player Form by his/her primary club. Once this is done, your Club Registrar will follow these steps:

1. Add the player that you're using for the event a player role with your club by going to:

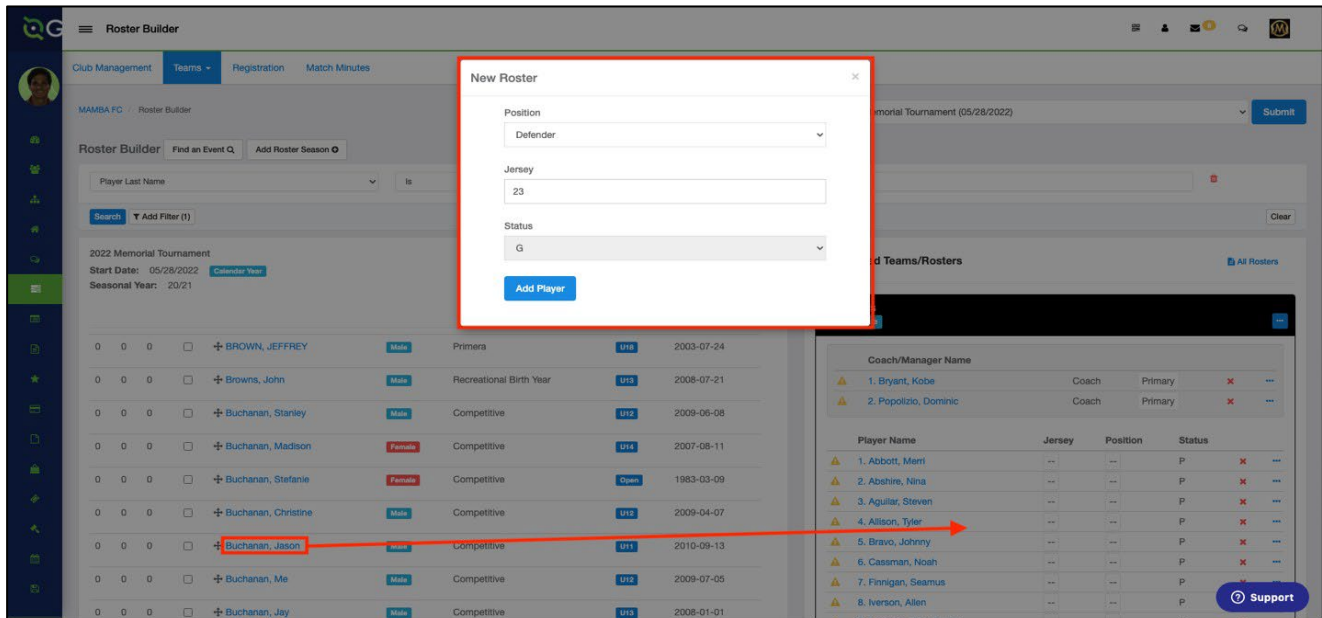
The screenshot displays the 'Players' management interface. On the left, a navigation menu includes 'Club Management' and 'Players'. The main area shows a table of players with columns for Name, Email/UserID, Gender, DOB, Age, Level, and Phone. A red box highlights the 'Add Player' button in the top right. A red arrow points from this button to the 'Add User' modal form, which is also highlighted with a red box. The modal form contains the following fields:

- DOB: A dropdown menu.
- First Name: A text input field.
- Last Name: A text input field.
- Email/UserID (optional): A text input field.
- Postal Code (optional): A text input field.
- A 'Search' button at the bottom left of the modal.

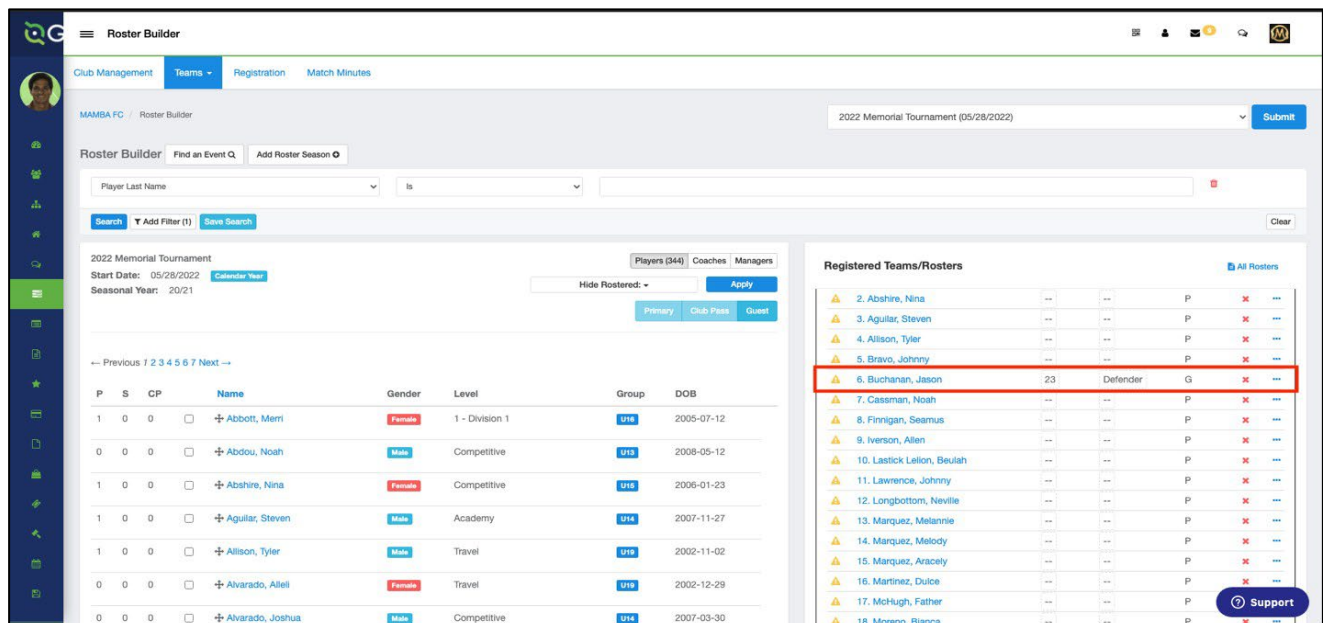
2. Now that the player has been added you will go to "Roster Builder" and select the Event, followed by the "Guest" Tab. (or Club Pass).

The screenshot shows the 'Roster Builder' interface. At the top, there is a dropdown menu for event selection, which is highlighted with a red box and contains the text '2022 Memorial Tournament (05/28/2022)'. A red arrow points from this dropdown to the 'Guest' tab in the 'Registered Teams/Rosters' section. The 'Registered Teams/Rosters' section displays a list of players with columns for Name, Gender, Level, Group, and DOB. The 'Guest' tab is highlighted with a red box.

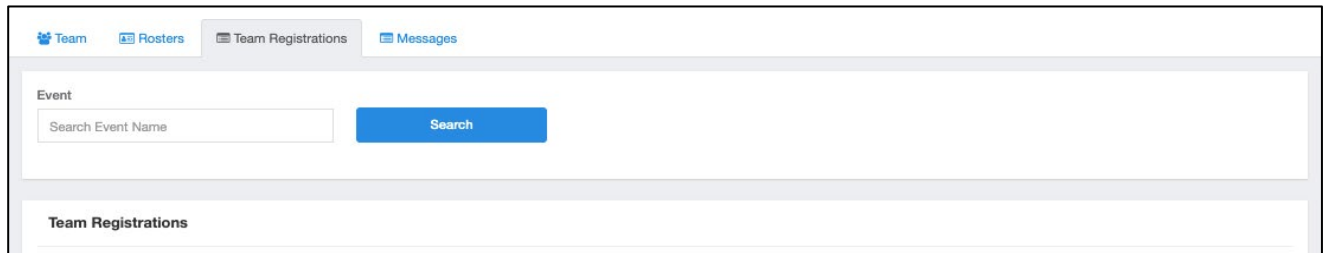
3. When you drag the player from the guest pool to the team's roster, a box will appear asking for the Position and Jersey number, the status will automatically be set to "G" for the guest. or "CP" for Club Pass.



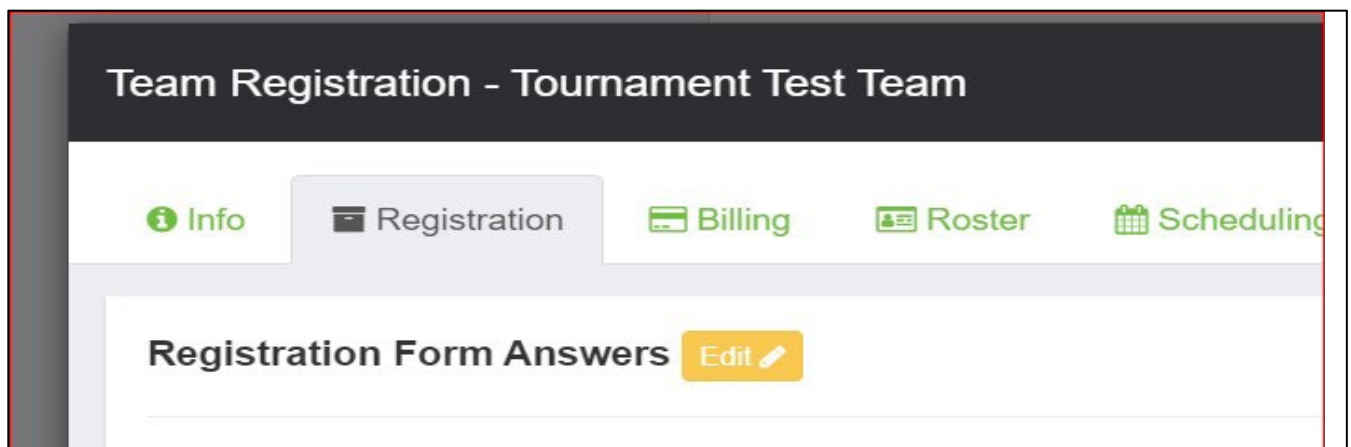
4. Now you will see the player on the roster.



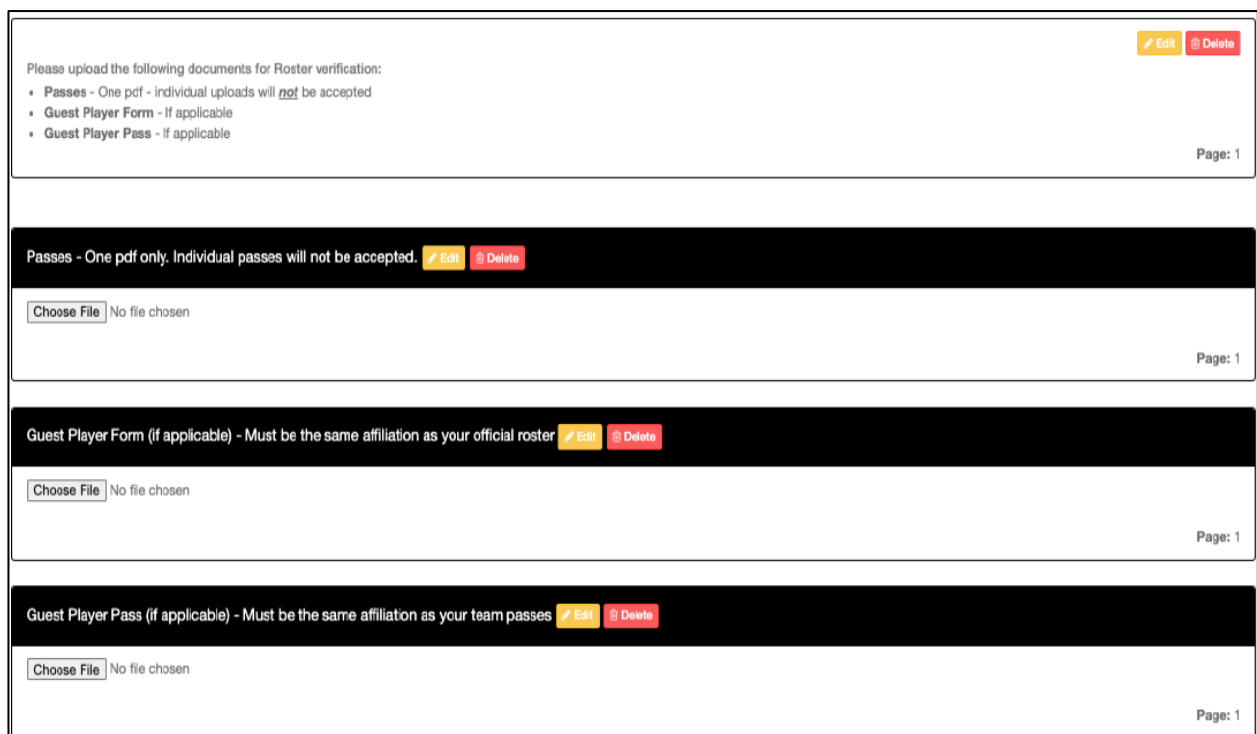
Next, upload your documents (Player passes and guest player docs if applicable)  
Click on the Team Registrations Tab followed by the “2023 Jupiter Winter Alliance Cup”



Click on the “Registration” Tab followed by the Orange “Edit” option



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. 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 – NO HANDWRITING IN PLAYERS!**
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 must be pre-printed on the roster. A guest player form needs to be uploaded, not needed at the field.
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 get in touch with 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.