



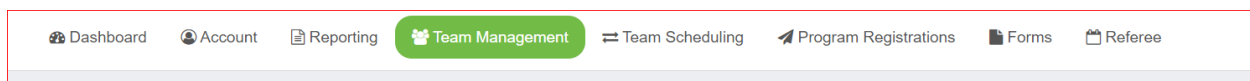
### How to Upload Your Team Documents into GotSport

- For the 2023 Weston Cup & Showcase 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 registrar 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 Engrid Spence at [information@westonfc.org](mailto:information@westonfc.org).

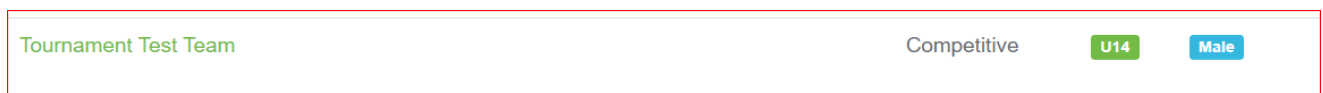
Log into [Gotsport](https://system.gotsport.com/users/login) : <https://system.gotsport.com/users/login>

- 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 Weston Cup & Showcase  
Click on Search

The screenshot shows a navigation bar with tabs for Team, Rosters, Team Registrations, and Messages. Below the navigation bar, there is a section titled "Select Event Roster" with a dropdown menu currently showing "Player Pool" and a green "Search" button to its right.

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

The screenshot shows a section with a green "Add Club Pass Player" button on the left and a "Clone roster from" dropdown menu on the right, which is currently set to "2021/22 FYSA Registration Event". A green "Submit" button is located to the right of the dropdown menu.

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**

The screenshot shows the "Players" tab interface. At the top, there are tabs for Players, Coaches, Managers, and Documents and IDs. Below the tabs, there are buttons for "Add Player" and "Add Club Pass Player". To the right, there is a "Clone roster from" dropdown menu set to "2021/22 FYSA Registration Event" and a green "Submit" button. Below this is a table with the following columns: Name, Level, Id Number, Jersey, Position, Gender, DOB, and Status. Two test entries are visible in the table:

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 2021/22 FYSA Registration E

**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](#)

**Player must be on the 2022/23 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](#)

Search Results

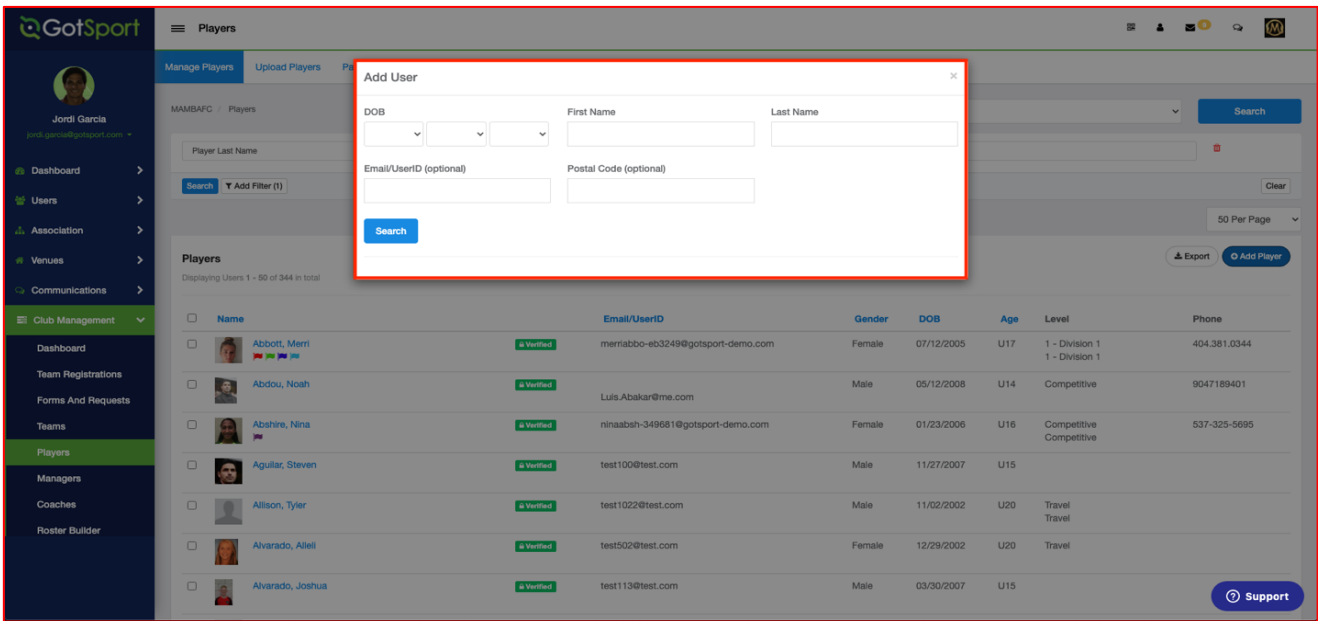
To add a guest/club pass player to an event roster, you'll first want to be sure that the event is allowing both types of players for the event. Once this is done here are the steps:

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

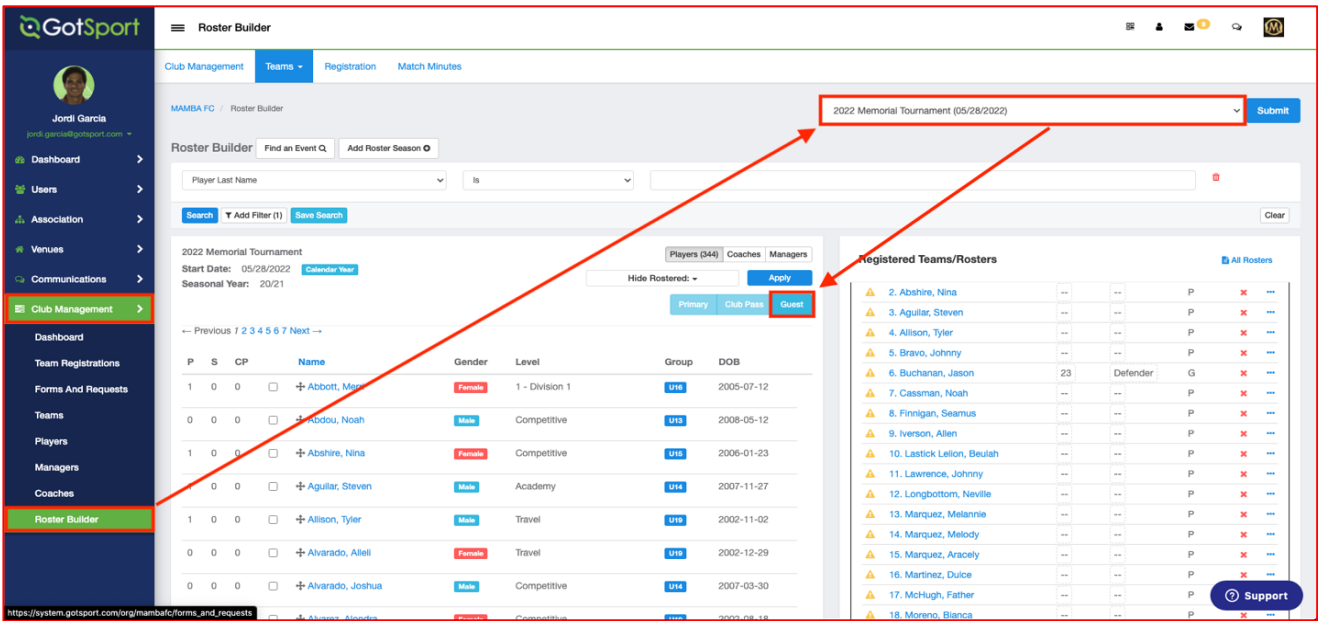
Club management>players>add player. Here you will look up that player and add them to your account

The screenshot shows the GotSport interface. On the left, a navigation sidebar includes 'Club Management' and 'Players'. The main area is titled 'Players' and shows a list of player profiles with columns for Name, Email/UserID, Gender, DOB, Age, Level, and Phone. A red arrow points from the 'Add Player' button in the top right of the main area to the 'Players' menu item in the sidebar.

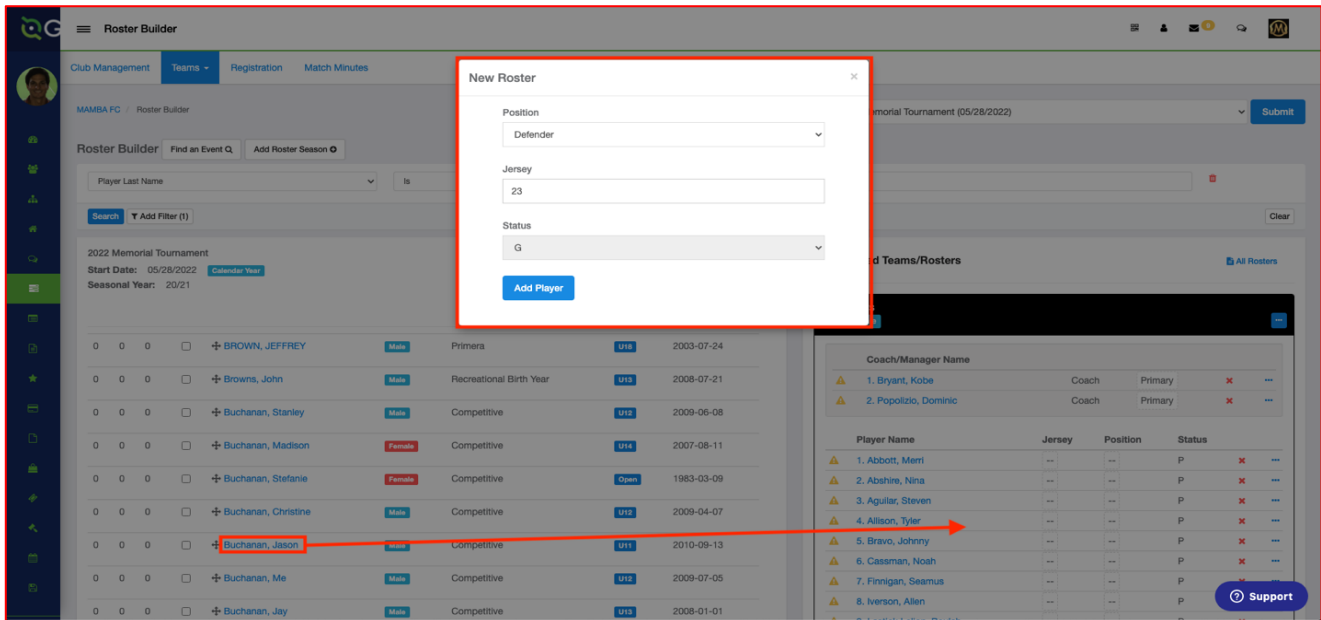
Name	Email/UserID	Gender	DOB	Age	Level	Phone
Abbott, Merri	merriabbo-eb3249@gotsport-demo.com	Female	07/12/2005	U17	1 - Division 1 1 - Division 1	404.381.0344
Abdou, Noah	Luis.Abakar@me.com	Male	05/12/2008	U14	Competitive	9047189401
Abshire, Nina	ninaabsh-349681@gotsport-demo.com	Female	01/23/2006	U16	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	
Avarado, Aleli	test502@test.com	Female	12/29/2002	U20	Travel	
Avarado, Joshua	test113@test.com	Male	03/30/2007	U15		



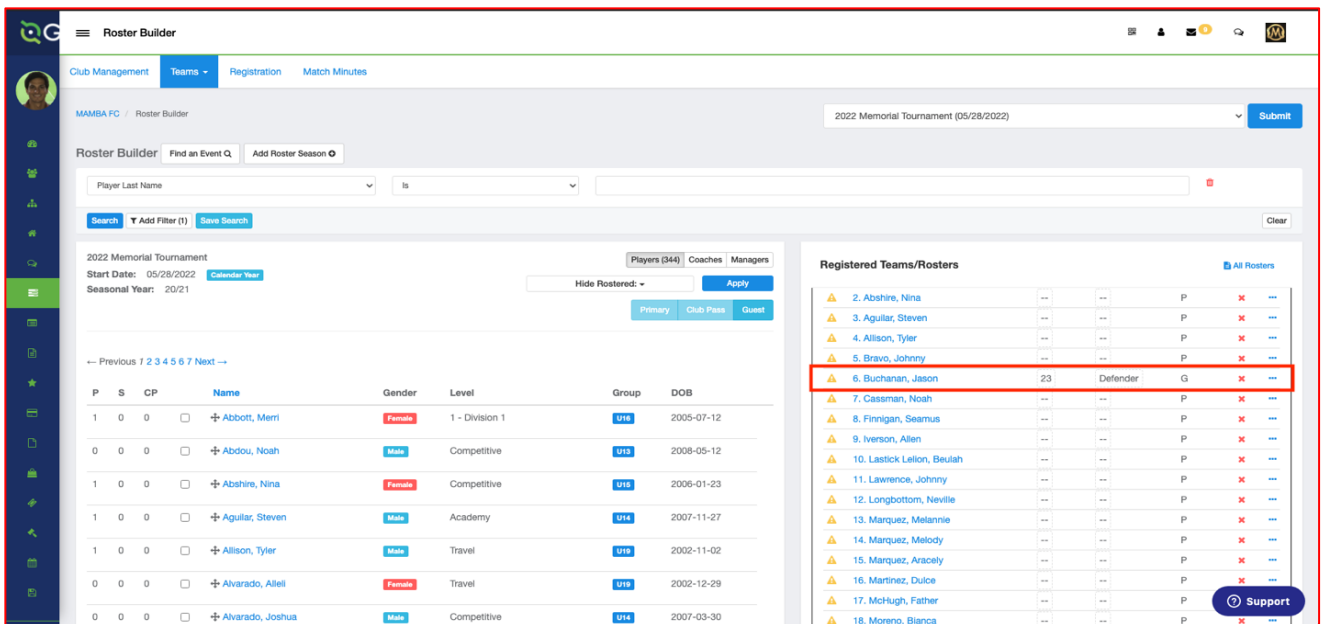
2. Now that the player has been added you will go to "Roster Builder" select the Event, followed by the "Guest" Tab. (or Club Pass).



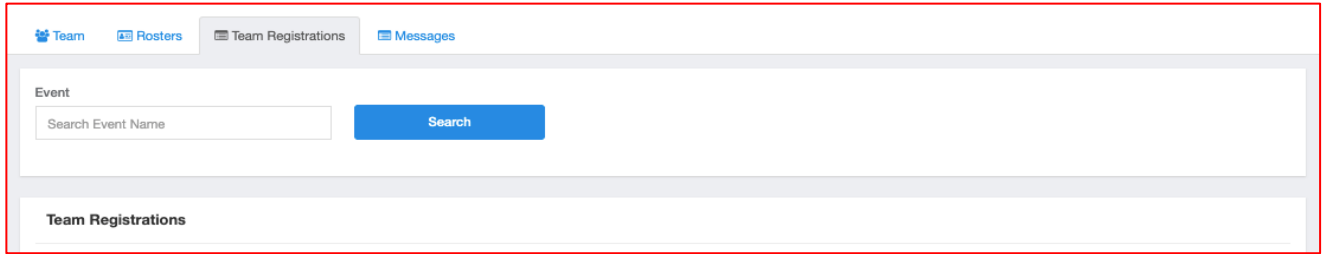
3. When you drag the player from the guest pool to the team's roster, a box will appear asking for the Position and Jersey number, the status will automatically be set to "G" for guest. Or "CP" for Club Pass.



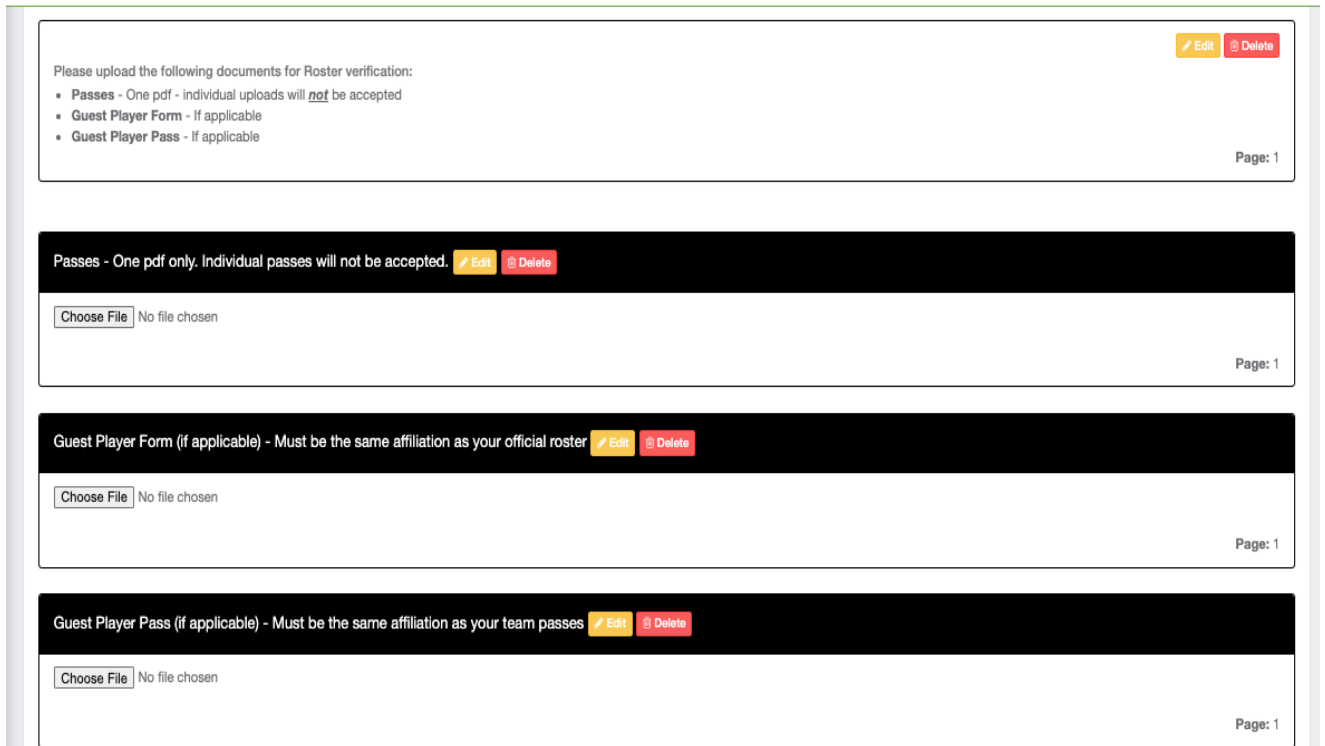
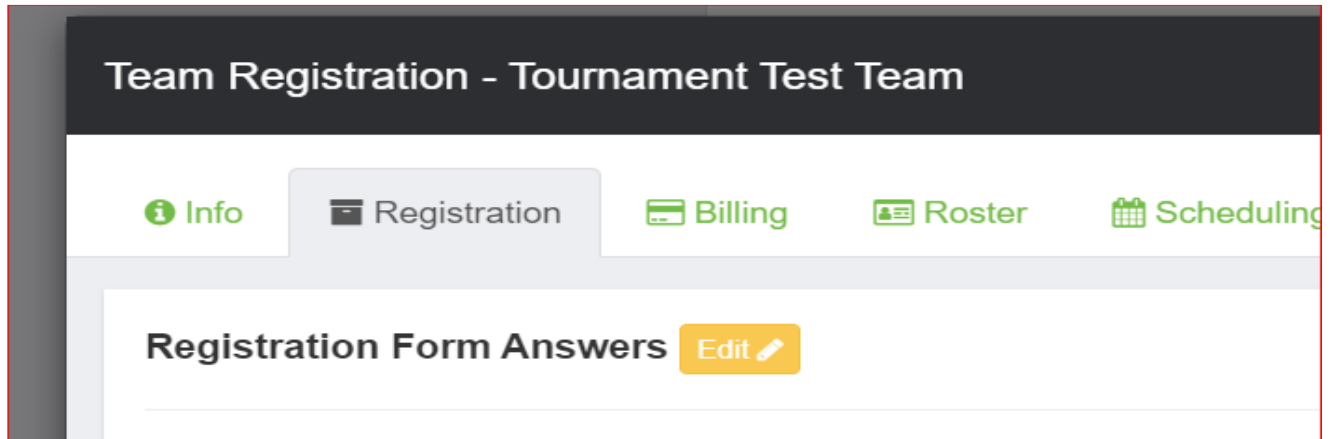
4. Now you will see the player on the roster.



Next, upload your documents. Player passes and medical releases. if required Click on Team Registrations Tab followed by Weston Cup & Showcase



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



Upload documents, scroll to the bottom and save.

**All uploads can be replaced and are editable**

DEADLINE for eCheck-In is Sunday, February 12, 2023 at 11:59 PM – NO EXCEPTIONS. Note, rosters will be “frozen” at that time. All additional requests after February 13, rosters updates, etc. will incur a \$10.00 processing fee.

For any questions relating to eCheck-in please email Engrid Spence at [information@westonfc.org](mailto:information@westonfc.org). We look forward to your team’s participation in the Weston Cup & Showcase.

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.