

How to Upload Your Team Documents into GotSport

- For the Weston Cup & Showcase all documents must be submitted via GotSport
  - Link: <u>https://system.gotsport.com/users/login</u>
- 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
- Medical Releases are <u>not</u> 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 <u>information@westonfc.org</u>.

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:

🚯 Dashboard	Account	Reporting	😁 Team Management	<b>≓</b> Team Scheduling	A Program Registrations	Forms	🛗 Referee

Click on the name of your team:

Tournament Test Team	Competitive	U14	Male

## 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

谢 Team	Rosters	Team Registrations	Messages	
Select Event	Roster			
Player Poo	I			~

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

Ŭ L				
Add Club Pass Player		Clone roster fr	om 2021/22 FYSA Registration Event	<ul> <li>✓ Submit</li> </ul>
	Land Islandson	Beeldien	Quarter DOD	<b>0</b> 4-4

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

Add Player Add Name test, te	Coaches Managers	Documents and IDs						
	Add Club Pass Player				Clone roster from	2021/22 FYSA Registration Event		
Name		Level	ld Number	Jersey	Position	Gender	DOB	Status
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🧝 te	ester, testy			9	~	Male	2008-02-02	Р

To add a player to the event roster that plays for your club, click on "add Club Pass Player"

Add Player Add Club Pass	s Player			Clone roster from	2021/22 FYSA Registration E
Add Club Pass Pl Search for players with	ayer nin the team's club to add him/her to	the team.		Hide	
First name	Last name	DOB	~ ~	Search	

## Player must be on the 2024/25 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 Search for players within the team	Add Club Pass Player       Hide         Search for players within the team's club to add him/her to the team.       Hide										
First name	Last name	DOB									
Kevin	Costa	Nove ~ 8 ~ 2008 ~	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

©GotSport	E Players			∺ <b>± z</b> o ⊶ 🛞
	Manage Players Upload Players Parents/Guardians			
Jordi Garcia	MAMBAFC / Players		Select Saved Search	✓ Search
jordi.garcia@gotsport.com *	Player Last Name v Is	•		8
≝ Users >	Search T Add Filter (1)			Clear
Association >				50 Per Page 🗸 🗸
# Venues >	Players			▲ Export O Add Player
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	Name	Email/UserID	Gender DOB Age Lev	el Phone
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Team Registrations Forms And Requests	Abdou, Noah	Luis.Abakar@me.com	Male 05/12/2008 U14 Con	npetitive 9047189401
Teams	Abshire, Nine aVerified	ninaabsh-349681@gotsport-demo.com		npetitive 537-325-5695 npetitive
Players Managers	Aguilar, Steven     Aguilar, Steven	test100@test.com	Male 11/27/2007 U15	
Coaches	Allison, Tyler     Allison, Tyler	test1022@test.com	Male 11/02/2002 U20 Trav Trav	
Roster Builder	Alvarado, Alleli     Alvarado, Alleli	test502@test.com	Female 12/29/2002 U20 Trav	lø
	Alvarado, Joshua	test113@test.com	Male 03/30/2007 U15	③ Support

ତ୍ତGotSpor	† 😑 Players							≅ ≛ ≊⁰ ್ ∭
	Manage Players Upload Players P	Add User			×			
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@ Dashboard	Player Last Name	Email/UserID (optional)	Postal Code (optional)					
誉 Users	Search T Add Filter (1)							Clear 50 Per Page ~
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E Club Management	✓ O Name		Email/UserID	Gender	r DOB	Age	Level	Phone
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Teams Players	Abshire, Nina	2 Verified	ninaabsh-349681@gotsport-demo.co	m Female	01/23/2006	U16	Competitive Competitive	537-325-5695
Managers	Aguilar, Steven	Q Verified	test100@test.com	Male	11/27/2007	U15		
Coaches Roster Builder	Allison, Tyler	2 Verified	test1022@test.com	Male	11/02/2002	U20	Travel Travel	
	Alvarado, Alleli	2 Verified	test502@test.com	Female	12/29/2002	U20	Travel	
	Alvarado, Joshua	@Verfied	test113@test.com	Male	03/30/2007	U15		③ Support

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).

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	Club Management Teams - Registration Match Minutes		
Jordi Garcia jordi garcis@jotsport.com +	MAMBAFC / Poster Builder	2022 Memorial Tournament (05/28/2022)	✓ Submit
Dashboard	Roster Builder Find an Event Q Add Roster Season O		
쓸 Users >	Player Last Name v Is v		Û
Association >	Search T Add Filter (1) Save Search		Clear
N Venues >	2022 Memorial Tournament Start Date: 05/28/2022 Calender Year	Players (344) Coaches Managers Registered Teams/Rosters	All Rosters
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	P S CP Name Gender Level		P <b>x ···</b>
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Players			P 🗙
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		▲ 17. McHugh, Father -	P 🧿 Support
ps://system.gotsport.com/org/mam	alc/forms_and_requests	18. Moreno, Blanca	P <b>X ···</b>

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.

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	Club Management Teams - Registration Match Minutes	New Roster	×	]	
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8	Seasonal Year: 20/21	Add Player			
-					
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•	0 0 0 🖸 🕂 Buchanan, Madison Fermio	Competitive U14	2007-08-11 PI	ayer Name Jersey	Position Status
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	0 0 0 🗋 🕂 Buchanan, Jay 🕅 Materia	Competitive U13	2008-01-01	Iverson, Allen	- P ③ Support

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

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Next, upload your documents. Player passes and medical releases.

Click on Team Registrations Tab followed by Weston Cup & Showcase

Team	Bosters	E Team Registrations	Messages
Event			
Search E	vent Name		Search
Team R	egistrations		

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

Team Re	gistration - Tour	nament Tes	t Team	
<li>Info</li>	Registration	🚍 Billing	Roster	🛗 Scheduling
Registr	ation Form Answ	/ers Edit 🥒		

Please upload the following documents for Roster verification:	✓ Edit ① Do
<ul> <li>Passes - One pdf - individual uploads will <u>not</u> be accepted</li> </ul>	
Guest Player Form - If applicable	
Guest Player Pass - If applicable	
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Passes - One pdf only. Individual passes will not be accepted. 🖋 Eart 🔞 Delete	
Choose File No file chosen	
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Upload documents, scroll to the bottom and save.

## All uploads can be replaced and are editable

DEADLINE for eCheck-In is Sunday, February 9, 2025 at 11:59 PM – NO EXCEPTIONS. Note, rosters will be "frozen" at that time. All additional requests after February 11, rosters updates, etc. will incur a \$10.00 processing fee.

For any questions relating to eCheck-in please email Engrid Spence at <u>information@westonfc.org</u>. 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.