

How to Set a Match Day Roster & Add **CLUB PASS** Players

Club Pass Allowance per Game

11/12u - **3** per given game

13-19u - **4** per given game

No Playing Down is Allowed, Only Up.

Step 1:

- If you are a coach or manager log in to your Account and click on "Team Management".

The screenshot shows the GotSport user interface. At the top, the GotSport logo is on the left, and navigation icons are on the right. Below the logo is the user profile for Jason Morales, including a profile picture, name, email, and contact information. A red box highlights the 'Team Management' option in the navigation menu, with an orange arrow pointing to it. Below the navigation menu, two team profiles are displayed: Jackson Jaguars SC and United FC. Each team profile includes a table of roles and a list of requirements.

Jason Morales
jasonmorales@mail.com

DOB: 1985 / 01 / 07 | Phone: 904-302-4131
Address: 750 third street, Neptune beach, FL 32266, US | Mobile Phone Number: 904-302-4131

Navigation: Dashboard, Account, Reporting, **Team Management**, Team Scheduling, Program Registrations, Forms, Referee

Jackson Jaguars SC
Jacksonville, FL

Role	Level	Affiliate	Requirements	Rolling	20/21	21/22
admin	Travel	USYS	Safe Sport	Approved	Fulfilled	Not/Applicable

United FC
Jacksonville, FL

Role	Level	Affiliate	USYS Requirements	Rolling	20/21	21/22
manager		USYS	Safe Sport	Not/Applicable	Required	Required
			Heads Up	Required	Not/Applicable	Not/Applicable

Step 2

- Select "Matches" on the left bar.

GotSport

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[View Full Profile](#)

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

Teams

Name	Coach	Level	Age	Gender
2002/2003 Boys National	Cameron, William	Competitive	U20	Male
B11 CSL	Cameron, William	Recreational	U10	Male
Manchester HAIR United	Cameron, William		Open	Male
The Rock FC 09 Black	Cameron, William	Male 9U - AAA	Open	Male
U12 BUNNIES (TEST)		Premier	U13	Male
United	Cameron, William	Competitive	U17	Male

[Support](#)

<https://system.gotsport.com>

Step 3

- Once the Matches load you can select a Specific Team under "My Teams" and/or select a specific "Event" and click the "Search" button.

The screenshot shows the GotSport user interface. At the top, the GotSport logo is on the left, and navigation icons are on the right. Below the logo is the user profile for Jason Morales, including a profile picture, name, email, and an 'Edit' button. Personal details like DOB, Address, Phone, and Mobile Phone Number are listed. A 'View Full Profile' link is also present.

Below the profile is a navigation bar with options: Dashboard, Account, Reporting, Team Management (highlighted), Team Scheduling, Program Registrations, Forms, and Referee. A sidebar on the left contains 'Teams', 'Registrations', and 'Matches'.

The main content area features a search filter for 'My Teams' (set to 'B11 CSL - Male U10') and 'Event' (set to '20/21 FYSA Registration Ev'), with a 'Search' button. Below this is a 'Matches' table with the following data:

Number	Event	Date	Time	Venue	Home Team	Away Team	Division	Status	Chat
775	Fall 2020 U15B-U19B Competitive League	Sat 10/10/2020	13:00 PDT	Shea Stadium - Stadium	2002/2003 Boys National	04B	U19 Gold Elite	Scheduled	...
804	Fall 2020 U15B-U19B Competitive League	Sun 11/01/2020	04:00 PST	Pride Soccer Complex	Pride SC Predators '03B	2002/2003 Boys National	U19 Gold Elite	Scheduled	...
821	Fall 2020 U15B-U19B Competitive League	Sat 11/07/2020	12:30 PST	Gates South Soccer Complex - Field 6	02/03B Elite	2002/2003 Boys National	U19 Gold Elite	Scheduled	...
765	Fall 2020	Sun	04:00	Fort	Arsenal	2002/2003	U19	Scheduled	...

A 'Support' button is located in the bottom right corner of the page.

Step 4

- On the far right of each Match, click on the three dots

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View Full Profile

Dashboard | Account | Reporting | **Team Management** | Team Scheduling | Program Registrations | Forms | Referee

My Teams: 2002/2003 Boys National - I | Event: Fall 2020 U15B-U19B Com | Search

Number	Event	Date	Time	Venue	Home Team	Away Team	Division	Status	Chat
775	Fall 2020 U15B-U19B Competitive League	Sat 10/10/2020	13:00 PDT	Shea Stadium - Stadium	2002/2003 Boys National	04B	U19 Gold Elite	Scheduled	...
804	Fall 2020 U15B-U19B Competitive League	Sun 11/01/2020	04:00 PST	Pride Soccer Complex	Pride SC Predators '03B	2002/2003 Boys National	U19 Gold Elite	Scheduled	...
821	Fall 2020 U15B-U19B Competitive League	Sat 11/07/2020	12:30 PST	Gates South Soccer Complex - Field 6	02/03B Elite	2002/2003 Boys National	U19 Gold Elite	Scheduled	...
765	Fall 2020 U15B-U19B Competitive	Sun 11/08/2020	04:00 PST	Fort Collins Soccer	Arsenal Colorado 03/07	2002/2003 Boys National	U19 Gold Elite	Scheduled	...

Support

Step 5

- Select "Home Match Day Roster" or "Away Match Day Roster" to activate the ability to set the specific day roster for the Match.

Number	Event	Date	Time	Venue	Home Team	Away Team	Division	Status	Chat
775	Fall 2020 U15B-U19B Competitive League	Sat 10/10/2020	13:00 PDT	Shea Stadium - Stadium	2002/2003 Boys National	04B	U19 Gold Elite	Scheduled	...
804	Fall 2020 U15B-U19B Competitive League	Sun 11/01/2020	04:00 PST	Pride Soccer Complex	Pride SC Predators '03B	2002/2003 Boys National	U19 Gold Elite	Scheduled	...
821	Fall 2020 U15B-U19B Competitive	Sat 11/07/2020	12:30 PST	Gates South Soccer	02/03B Elite	2002/2003 Boys National	U19 Gold Elite	Scheduled	...

- Print Match Card
- Match Stats
- Home Bulk Match Stats
- Away Bulk Match Stats
- Home Match Day Roster**

Step 6

- Once you have selected the **"Home Match Day Roster"** or **"Away Match Day Roster"** you will see the list of **"Attending"** players listed on your Event Roster. If you would like to add all players to the **"Attending"** list for the specific Match Day Card/Roster, simply check the box at the top and select **"Add to Match Day Roster"**.

The screenshot shows the 'Team Registration - 2002/2003 Boys National - Archive' interface. The 'Event Roster' section is active, displaying a table of players. A red arrow points to the 'Add to Match Day Roster' button in the 'Bulk Actions' dropdown menu.

Name	Level	Id Number	Jersey	Position	Gender	DOB
Baca, Diego	Competitive				Male	2003-04-14
Barr, Dallas	MLS Youth		23		Male	2003-07-03
Bassett, Brodric	Competitive		26		Male	2003-09-21
Bassett, Alexander	Competitive		35		Male	2003-11-30

- To Remove Players, select the "X" to the right of the player under Attending.

The screenshot shows the 'Team Registration - 2002/2003 Boys National - Archive' interface. The 'Attending' section is active, displaying a table of players. A red box highlights the 'X' icon next to the player 'Karschen, Eli'.

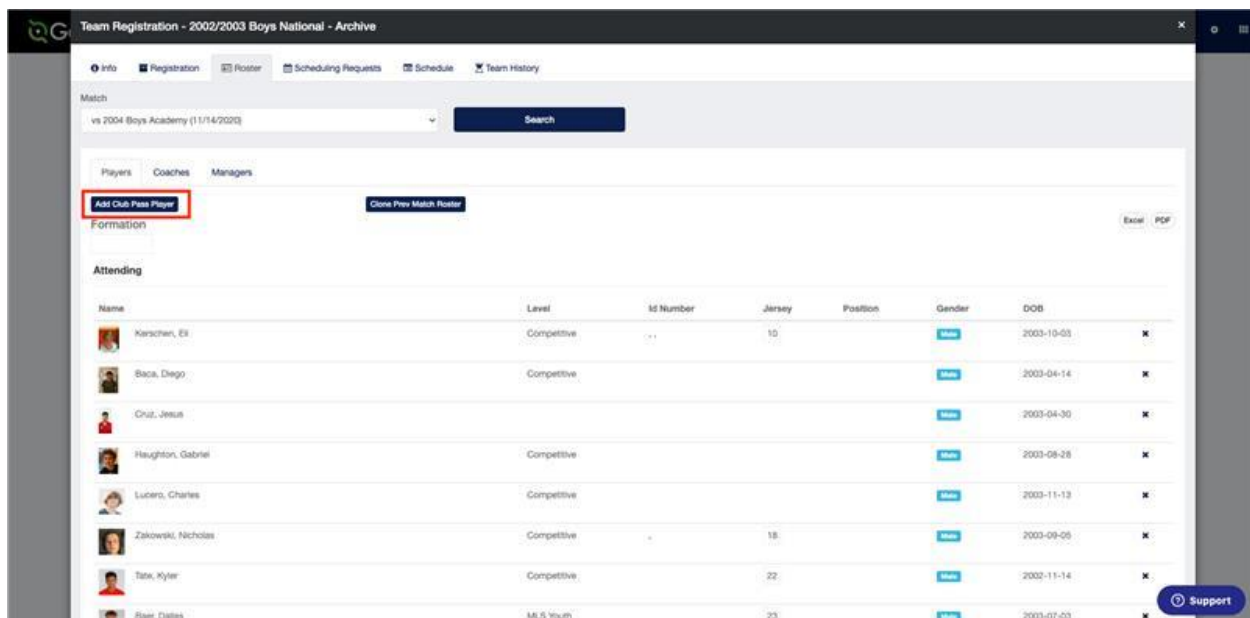
Name	Level	Id Number	Jersey	Position	Gender	DOB	
Karschen, Eli	Competitive		10		Male	2003-10-03	X
Baca, Diego	Competitive				Male	2003-04-14	X
Cruz, Jesus					Male	2003-04-30	X
Houghton, Gabriel	Competitive				Male	2003-06-28	X
Lucero, Charles	Competitive				Male	2003-11-13	X
Zakowski, Nicholas	Competitive		18		Male	2003-09-05	X
Tate, Kyle	Competitive		22		Male	2002-11-14	X
Barr, Dallas	MLS Youth		23		Male	2003-07-03	X

Step 7

- If you wish to add a Club Pass player click the "**Add Club Pass Player**" button.

*GotSport Suggestion: When adding Club Pass Players, we suggest removing players from the **attending** section first that will not be playing. That way when a CP player is added it automatically adds them to the **Attending** Section.

If you receive an error that CP limit has been reached, then you will need to remove at least one CP player in order to add another.



The screenshot shows the 'Team Registration - 2002/2003 Boys National - Archive' interface. The 'Attending' section contains the following player data:

Name	Level	Id Number	Jersey	Position	Gender	DOB	
Karschen, Eli	Competitive	...	10		Male	2003-10-03	X
Baca, Diego	Competitive				Male	2003-06-14	X
Chaz, Jesus					Male	2003-04-30	X
Haughton, Gabriel	Competitive				Male	2003-08-28	X
Lucero, Charles	Competitive				Male	2003-11-13	X
Zakowski, Nicholas	Competitive	..	18		Male	2003-09-05	X
Tate, Kyler	Competitive		22		Male	2002-11-14	X
Blair, Dallas	MLS Youth		23		Male	2003-07-03	X




















- Then search for the player by entering the player's First Name, Last Name, and DOB and selecting search.
- Once the Player appears you will add the jersey number (Optional), Affiliate Name, Role, and select **Add**.

The screenshot shows the 'Team Registration - 2002/2003 Boys National - Archive' page. The 'Add Club Pass Player' form is highlighted with a red box. The form includes fields for 'First name' (sebastian), 'Last name' (alajo), and 'DOB' (September 26, 2003). Below the form, the 'Search Results' section shows a table with columns for 'Jersey Number', 'Affiliate Name', and 'Role'. The results table has one entry: 'Alajo, Sebastian' with 'sebasalajo@gmail.com' as the email, 'VETS' as the affiliate name, and 'Player' as the role. A red arrow points to the 'Add' button in the 'Search Results' table. Below the form, the 'Attending' list is visible, showing a table of players with columns for Name, Level, Id Number, Jersey, Position, Gender, and DOB.

Name	Level	Id Number	Jersey	Position	Gender	DOB
Lucero, Charles	Competitive	-	-	-	Male	2003-11-13
Zakowski, Nicholas	Competitive	-	18	-	Male	2003-09-05
Tate, Kyler	Competitive	-	22	-	Male	2002-11-14
Beer, Dallas	MLS Youth	-	23	-	Male	2003-07-03
Brown, Flynn	Competitive	-	24	-	Male	2003-11-09
Wenasa, Brody	Competitive	-	24	-	Male	2003-08-10

*The player is now automatically added to the **attending** list.

(If roster limit has been reached, CP player will appear in the **Event Roster** Section)

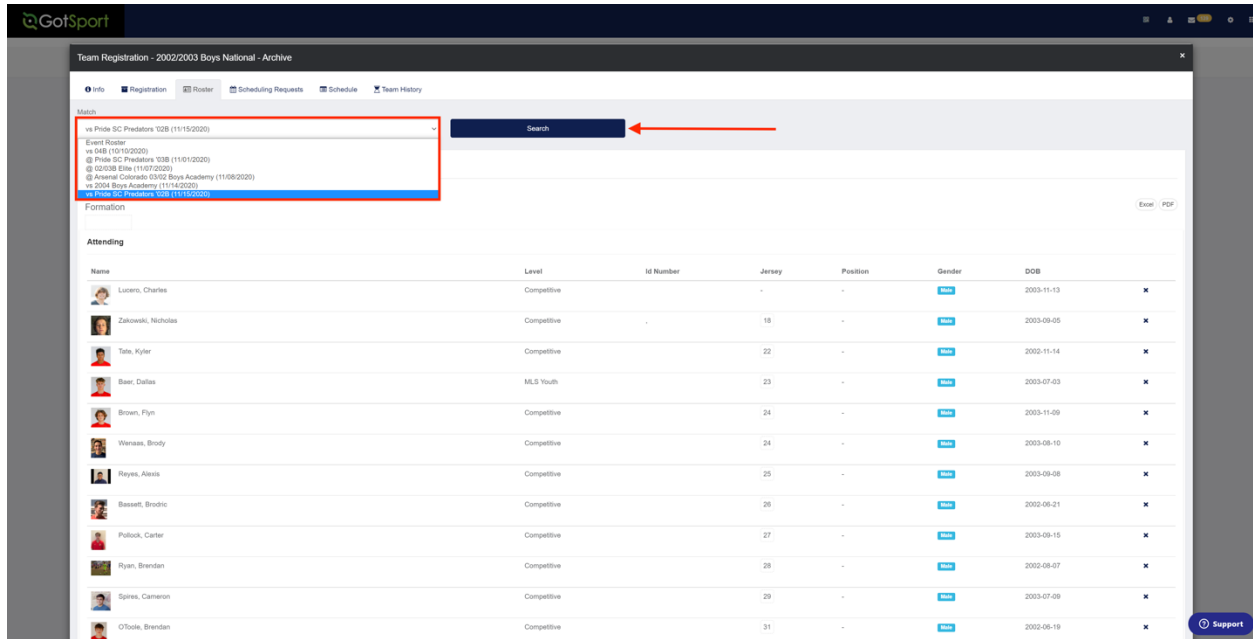
	LAVELLE, GIBBY	Competitive	-	-	Male	2003-09-05	x
	Zakowski, Nicholas	Competitive	18	-	Male	2003-09-05	x
	Tate, Kyler	Competitive	22	-	Male	2002-11-14	x
	Baer, Dallas	MLS Youth	23	-	Male	2003-07-03	x
	Brown, Flynn	Competitive	24	-	Male	2003-11-09	x
	Wenaas, Brody	Competitive	24	-	Male	2003-08-10	x
	Reyes, Alexis	Competitive	25	-	Male	2003-09-08	x
	Bassett, Brodrick	Competitive	26	-	Male	2002-06-21	x
	Pollock, Carter	Competitive	27	-	Male	2003-09-15	x
	Ryan, Brendan	Competitive	28	-	Male	2002-08-07	x
	Spires, Cameron	Competitive	29	-	Male	2003-07-09	x
	OToole, Brendan	Competitive	31	-	Male	2002-06-19	x
	Pousma, David	Competitive	33	-	Male	2003-03-03	x
	Freeman, Landon	Competitive	34	-	Male	2003-08-22	x
	Bissett, Alexander	Competitive	35	-	Male	2003-11-30	x
	Khatamov, Komildzhon	Competitive	36	-	Male	2002-12-27	x
	Osifodunrin, Tobi	Competitive	38	-	Male	2002-10-28	x
	Voit, Bailey	Competitive	40	-	Male	2003-01-17	x
	Alejo, Sebastian	Competitive			Male	2003-09-26	x

Event Roster

[Support](#)

Step 8

- If you would like to use the same Match Day Card / Roster for the NEXT scheduled Match, select the Match from within the list of Matches and select search. Once on the Match Day Card/Roster, select **"Clone Prev Match Roster"** and the "Attending" players from the previous Match Day Card/Roster will be added accordingly.



Team Registration - 2002/2003 Boys National - Archive

Match

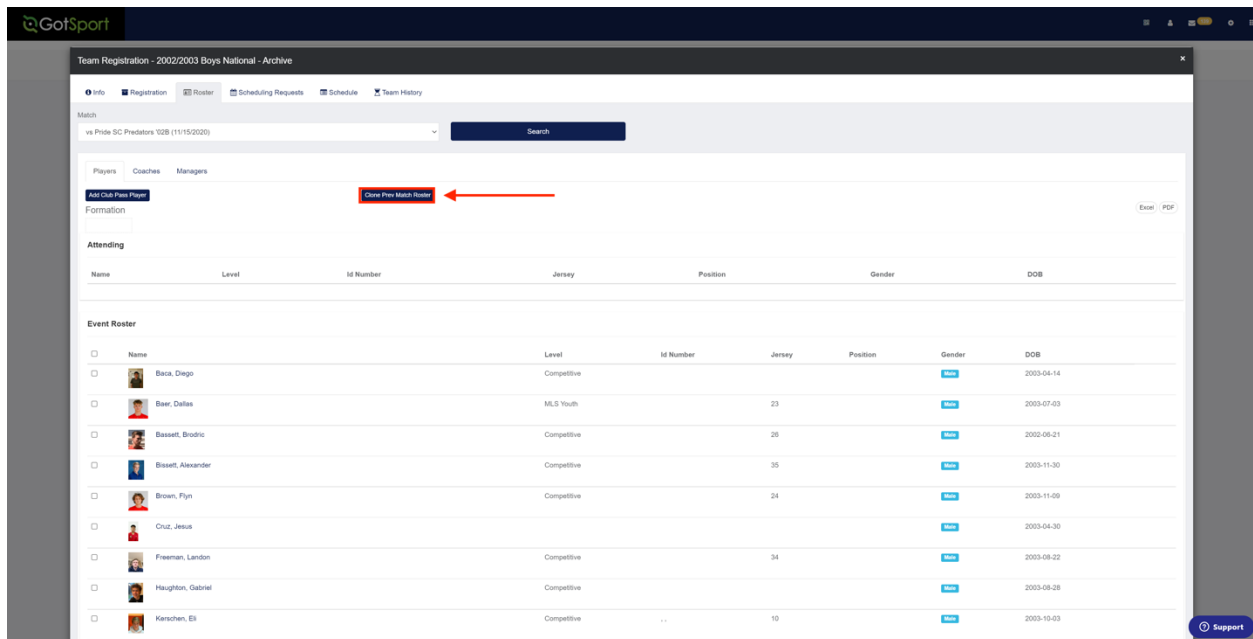
vs Pride SC Predators 102B (11/15/2020)

Search

Formation

Attending

Name	Level	Id Number	Jersey	Position	Gender	DOB	
Lutero, Charles	Competitive	-	-	-	Male	2003-11-13	✕
Zakowski, Nicholas	Competitive	-	18	-	Male	2003-09-05	✕
Tate, Kyle	Competitive	-	22	-	Male	2002-11-14	✕
Baer, Dallas	MLS Youth	-	23	-	Male	2003-07-03	✕
Brown, Flynn	Competitive	-	24	-	Male	2003-11-09	✕
Wenas, Brody	Competitive	-	24	-	Male	2003-08-10	✕
Reyes, Alexis	Competitive	-	25	-	Male	2003-09-08	✕
Bassett, Brodic	Competitive	-	26	-	Male	2002-06-21	✕
Pollock, Carter	Competitive	-	27	-	Male	2003-09-15	✕
Ryan, Brendan	Competitive	-	28	-	Male	2002-08-07	✕
Spiess, Cameron	Competitive	-	29	-	Male	2003-07-09	✕
O'Toole, Brendan	Competitive	-	31	-	Male	2002-06-19	✕



Team Registration - 2002/2003 Boys National - Archive

Match

vs Pride SC Predators 102B (11/15/2020)

Search

Players Coaches Managers

Add Club Pass Player

Clone Prev Match Roster

Formation

Attending

Event Roster

<input type="checkbox"/>	Name	Level	Id Number	Jersey	Position	Gender	DOB
<input type="checkbox"/>	Baca, Diego	Competitive	-	-	-	Male	2003-04-14
<input type="checkbox"/>	Baer, Dallas	MLS Youth	-	23	-	Male	2003-07-03
<input type="checkbox"/>	Bassett, Brodic	Competitive	-	26	-	Male	2002-06-21
<input type="checkbox"/>	Bassett, Alexander	Competitive	-	35	-	Male	2003-11-30
<input type="checkbox"/>	Brown, Flynn	Competitive	-	24	-	Male	2003-11-09
<input type="checkbox"/>	Cruz, Jesus	-	-	-	-	Male	2003-04-30
<input type="checkbox"/>	Freeman, Landon	Competitive	-	34	-	Male	2003-08-22
<input type="checkbox"/>	Houghton, Gabriel	Competitive	-	-	-	Male	2003-08-28
<input type="checkbox"/>	Kerschen, Eli	Competitive	-	10	-	Male	2003-10-03