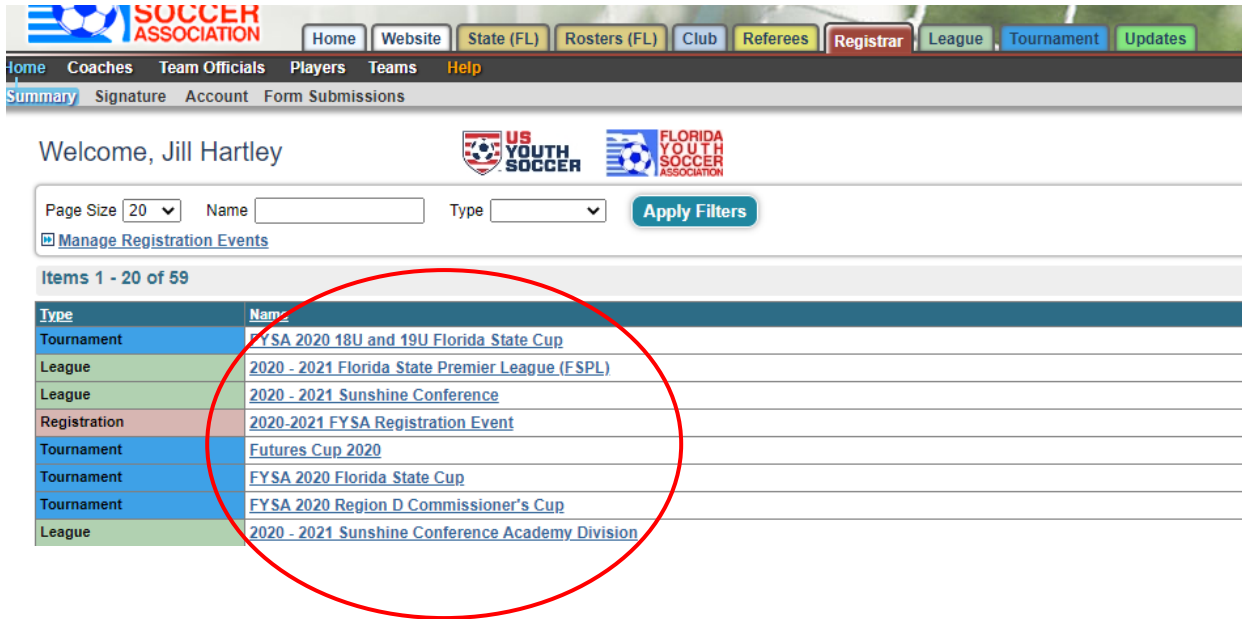
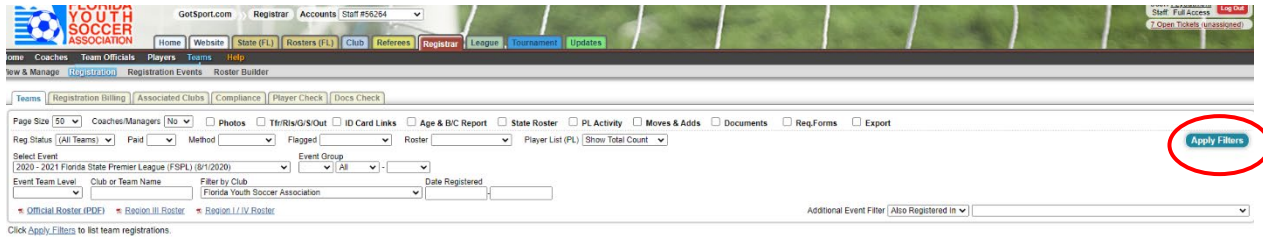


CP Procedure for Registrars/Club Administrators

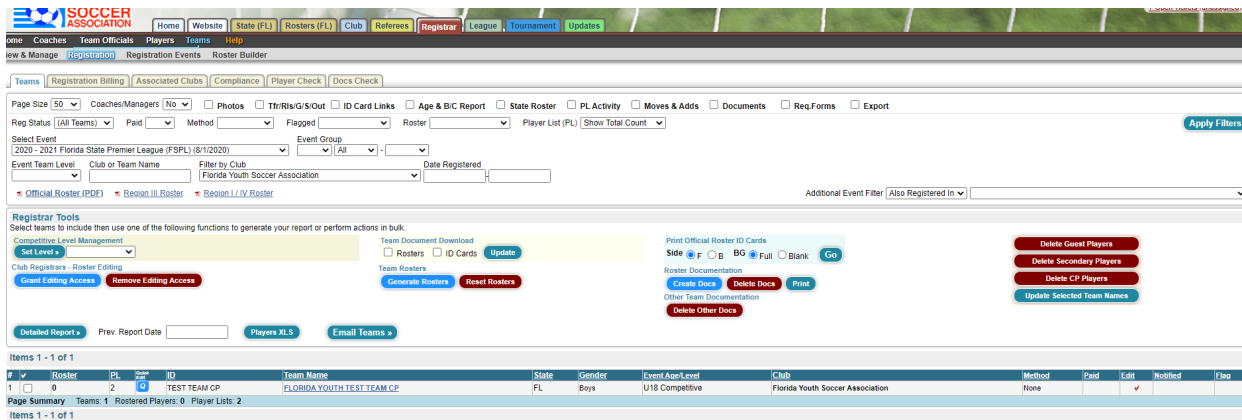
Once logged into your getsoccer account go to the registrar tab, then click on the league event below: Sunshine Conference, Florida State Premier League or Sunshine Conference Academy Division.



Once you are in the league event, hit apply filters to bring up all teams in that league. You will then click on the team name for the team in which you want to add the CP Player.



Once filters have been applied you will see the teams enrolled



Click on the team Name to display players

The screenshot shows the 'Boys U18 FLORIDA YOUTH TEST TEAM CP' management page. At the top, there are navigation tabs: Team Staff & ID Cards, Team Details, Roster & ID Cards, Support Requests, Player History, Roster History, Roster Comparison, Payment, Items, and Documents. The main content area includes a 'Team Registration Details' form with fields for Group (Boys U18), Club (Florida Youth Soccer Association), and Team (TEST TEAM CP). Below this is a 'Document Generation' section with buttons for ID Cards, USA Soccer Cards, Standard Roster - FL, and Region III Roster. A 'Team Coaches' table is visible, and a 'Full Team Player List' section shows a table with columns for Player, L Name, F Name, DOB, State, Updated, ID Card, Plain Card, List Reg, and Login. The 'Generate Roster' button is circled in red.

Click on Generate Roster if it has not been done already

This screenshot is identical to the one above, showing the 'Boys U18 FLORIDA YOUTH TEST TEAM CP' management page. The 'Generate Roster' button is circled in red, indicating the action to be taken. The interface includes the same navigation tabs, registration details, document generation options, and player list table.

Once the roster has been generated you will add CP

ASSOC: Playing League:
 Colors: Alt.Colors:
 Club Account: Florida Youth Soccer Association Status Flag: None
 Registered: 9/10/2020 12:08:22 PM Updated: 9/10/2020 12:15:59 PM

Document Generation
 You may generate the following documents for teams to print: Team Documents (Past 18 Months)
 No documents to list. IMPORTANT: Pre-printed card alignment

[After Generation Result](#)
 adding Tentacles, Squidward... Player added.
 adding Cheeks, Sandy... Player added.

Team Coaches - From Team Profile

Role	Photo	L.Name	F.Name	ID#	Certification	R/M Status	ID Card	Plain Card
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Release records can be removed using the red "X" icon to the left of each name. Matching player alerts may be caused by orphaned roster data that was frozen before their team was removed from the event. To avoid this, reset the roster before removing a team. Or you can safely ignore any matching player alerts you determine are not relevant.

Search for Guest Players
 Matching Player Report: Available

Official Roster
 020 - 2021 Florida State Premier I ID Cards: USYSA Plain USASA Plastic P. (USASA) P. (blank)

Photo	L.Name	F.Name	ID#	Jrsv#	Gender	DOB*	Date Added	Release	Full	Plain	Status
	Cheeks	Sandy	13173210		Girls	3/1/2003	9/10/2020 1:04:35 PM	<input type="button" value="Release"/> <input type="button" value="Transfer"/>	<input type="button" value="Print USASA"/>	<input type="button" value="Print"/>	P
	Tentacles	Squidward	TEST PLAYER		Boys	2/1/2003	9/10/2020 1:04:35 PM	<input type="button" value="Release"/> <input type="button" value="Transfer"/>	<input type="button" value="Print USASA"/>	<input type="button" value="Print"/>	P

Difference between player age and team age shown in parentheses if applicable.
 Additional Players from Team Player List
 All current players are listed on this roster. Use the Show Full Player List button to list all players.

Click on the Orange Bar Club Pass Players

Document Generation
 You may generate the following documents for teams to print: Team Documents (Past 18 Months)
 No documents to list. IMPORTANT: Pre-printed card alignment

Team Coaches - From Team Profile
 Role Photo L.Name F.Name ID# Certification R/M Status ID Card Plain Card
 Coach ID Cards Only: Plain Coach Cards:

Release records can be removed using the red "X" icon to the left of each name. Matching player alerts may be caused by orphaned roster data that was frozen before their team was removed from the event. To avoid this, reset the roster before removing a team. Or you can safely ignore any matching player alerts you determine are not relevant.

Search for Club Pass Players

Boys U18 Level L.Name F.Name ID# Team
 Filter by Program Program Level

Enter the player ID or name, any additional criteria, and click Search.



Place name and ID number to pull up player (make sure the correct age of player is selected) Then select add

Team Coaches - From Team Profile
 Role Photo L.Name F.Name ID# Certification R/M Status ID Card Plain Card
 Coach ID Cards Only: Plain Coach Cards:

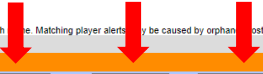
Release records can be removed using the red "X" icon to the left of each name. Matching player alerts may be caused by orphaned roster data that was frozen before their team was removed from the event. To avoid this, reset the roster before removing a team. Or you can safely ignore any matching player alerts you determine are not relevant.

Search for Club Pass Players

Boys U18 Level L.Name F.Name ID# Team
 Filter by Program Program Level

ID#	Level	L.Name, F.Name Name	Jrsv#	School	Zip	Sex	DOB	Group	Primary Team	<input type="button" value="Add"/>
TEST PLAYER	Competitive	Squarepants, Spongebob			11111	Boys	1/1/2003	U18	None	

Items 1 - 1 of 1



The CP Player will appear at the bottom of your player list click on activate and they will populate to your event roster

Search for Guest Players

Matching Player Report: Available Show Matching Player Report

Region III: Excel format roster

Official Roster
2020 - 2021 Florida State Premier L

Standard Roster: FL Region III Region I / IV ID Cards: USYSA Plain USASA Plastic P. (USASA) P. (blank)

Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB*	Date Added	Release	Transfer	Full	Plain	Deactivate	Status
	Cheeks	Sandy	13173210		Girls	3/1/2003	9/10/2020 1:04:35 PM	Release	Transfer	Print USASA	Print	Deactivate	P
	Tentacles	Squidward	TEST PLAYER		Boys	2/1/2003	9/10/2020 1:04:35 PM	Release	Transfer	Print USASA	Print	Deactivate	P

*Difference between player age and team age shown in parentheses if applicable.

Inactive & Club Pass Players

Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB	Date Added	Release	Transfer	Full	Plain	Deactivate	Activate	Type
	Squarepants	Spongebob	TEST PLAYER		Boys	1/1/2003	9/10/2020 1:21:26 PM	Release	Transfer	Print USASA	Print	Deactivate	Activate	CP

Additional Players from Team Player List

The player will populate to the roster as CP.

Official Roster
2020 - 2021 Florida State Premier L

Standard Roster: FL Region III Region I / IV ID Cards: USYSA Plain USASA Plastic P. (USASA) P. (blank)

Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB*	Date Added	Release	Transfer	Full	Plain	Deactivate	Status
	Cheeks	Sandy	13173210		Girls	3/1/2003	9/10/2020 1:04:35 PM	Release	Transfer	Print USASA	Print	Deactivate	P
	Squarepants	Spongebob	TEST PLAYER		Boys	1/1/2003	9/10/2020 1:21:26 PM	Release	Transfer	Print USASA	Print	Deactivate	CP
	Tentacles	Squidward	TEST PLAYER		Boys	2/1/2003	9/10/2020 1:04:35 PM	Release	Transfer	Print USASA	Print	Deactivate	P

*Difference between player age and team age shown in parentheses if applicable.

Additional Players from Team Player List