



2023-2024 Season: How to Prepare Your State Cup Roster

This guide will outline how to prepare your State Cup Roster to ensure it is correct before the roster freeze date. **There will not be any options to modify the roster in the State Cup event.** FYSA will clone all rosters from the FYSA Registration Event at 5:00 p.m. on the date set for Roster Freeze.

The maximum roster limit is **22** players – **no exception** (this can be a combination of primary and club pass players. **Dual Rostered/Secondary** players are **NOT** permitted).

1. Via **Club Management -> Roster Builder**, navigate to the 2023-2024 FYSA Registration Event Roster, select your teams from the “All Teams” drop-down -> click submit.

The screenshot shows the Roster Builder interface. At the top, there are three dropdown menus: Affiliation (USYS), Competition Type (Registration), and Seasonal Year (23/24). A blue 'Apply' button is highlighted with a red box. Below these is a 'Clear' link and a note: 'If preferred, you can select filters to reduce the number of options available when selecting an event -> click apply'. Below this is a 'Roster Builder' section with a search bar 'Find an Event' and a button 'Add Roster Season'. A large red box highlights the event selection area, which includes a dropdown for '2023-2024 FYSA Registration Event (07/C)', a dropdown for 'All selected (3)', and a blue 'Submit' button.

2. Temporarily remove any player that will **NOT** participate or meet eligibility requirements in State Cup (add them back to the team once the roster has been frozen; they will **not** clone to the State Cup event). To remove a player, click the **RED X** to the right of their name. Select to remove them only from the Event Roster.

The screenshot shows the Roster Builder interface with a 'Remove Confirmation' dialog box open. The dialog box asks: 'Would you like to remove this user from the team completely?' and has two buttons: 'No, Only Remove From Event Roster' (highlighted with a red box) and 'Yes, Completely Remove From Team'. The background shows a list of players with columns for Name, Gender, Level, Age Group, and Date of Birth. A red 'X' icon is visible next to a player's name in the list, and another red 'X' icon is visible in the 'Status' column of a player's details on the right.

- To add a Club Pass player, use filters to locate the player, click the toggle to the left of the name, and drag onto the roster (the player **CANNOT** also be rostered as primary to another State Cup team). Please note that the option to club pass a player will only be available if their membership has been purchased (green dollar sign shown on their primary team roster).

2023-2024 FYSA Registration Event

Start Date: 07/01/2023

Seasonal Year: 23/24

Gender: [Dropdown] Age From: All Age To: All Program: [Dropdown] Per Page: 50 Per Page

Last Name: [Text] Is: [Dropdown] maskell [Clear]

Search Add Filter (1) Save Search Clear

Players (1) Coaches Managers

Hide Rostered: [Dropdown] Apply

Primary Club Pass FYSA USE ONLY

P	S	CP	Name	Gender	Level	Group	DOB
1	0	0	Maskell, Jacqui	Female	Competitive	U13	2011-08-25

Registered Teams/Rosters

✓	3.	Diaz li, Kay	\$	--	--	P	✗	...
✓	4.	Maldonado, Jane	\$	--	--	P	✗	...
⚠	5.	Mendez, Leigh	\$	--	--	P	✗	...

✓	4.	Maldonado, Jane	\$	--	--	P	✗	...
✓	5.	Maskell, Jacqui	\$	--	--	CP	✗	...

- Complete a final review of the team to ensure all players are listed, and the roster is correct. Please ensure:
 - All jersey numbers are listed.
 - The player passes are laminated as a single pass and have the Registrar's signature in the bottom right of the pass.
 - To be eligible, all players and coaching staff must show a green checkmark and a green dollar sign.

✓	3.	Diaz li, Kay	\$	11	--	P	✗	...
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Questions? For Competition-related questions, email gdegregorio@fysa.com. For administrative assistance, email j cannon@fysa.com