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).

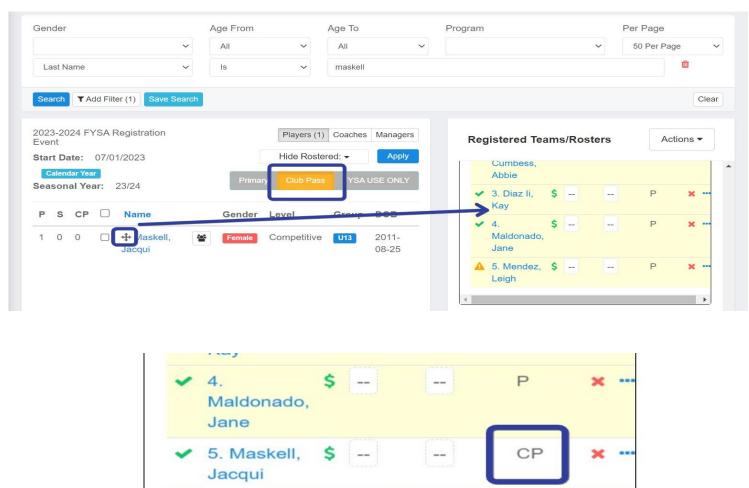
1. Via Club Management -> Roster Builder, navigate to the 2023-2024 FYSA Registration Event Roster, select your teams from the "All Teams" drop-down -> click submit.

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 Temporarily remove any player that will <u>NOT</u> 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.

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3. 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).



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



Questions? For Competition-related questions, email <u>gdegregorio@fysa.com</u>. For administrative assistance, email <u>jcannon@fysa.com</u>