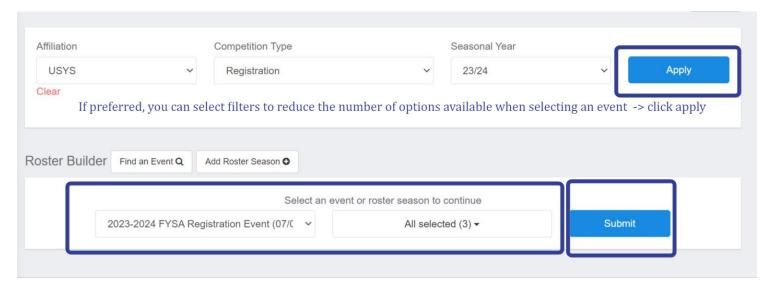# 2023-2024 Season: How to Prepare Your Presidents Cup Roster

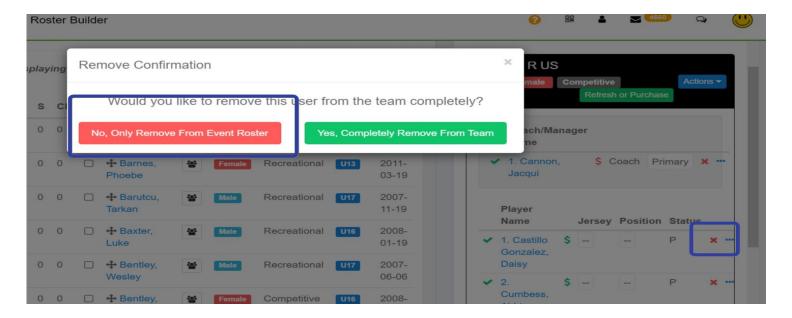This guide will outline how to prepare your Presidents Cup Roster to ensure it is correct before the roster freeze date. **There will not be any options to modify the roster in the State Cup event.** FYSA will clone all rosters from the FYSA Registration Event at 5:00 p.m. on the date set for Roster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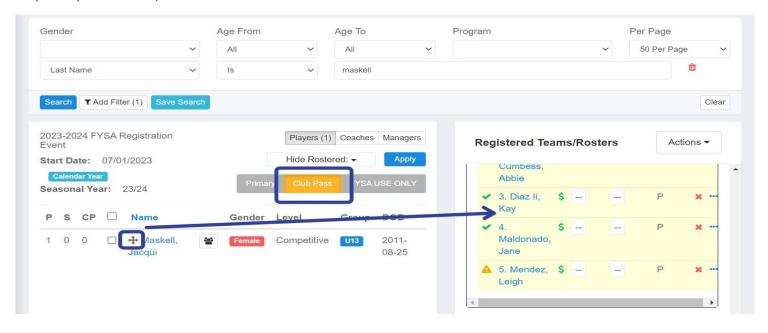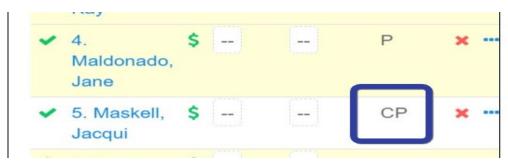


2. Temporarily remove any player that will **NOT** participate or meet eligibility requirements in Presidents Cup (add them back to the team once the roster has been frozen; they will **not** clone to the Presidents Cup event). To remove a player, click the RED X to the right of their name. Select to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



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 Presidents 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 gdegregorio@fysa.com. For administrative assistance, email jcannon@fysa.com