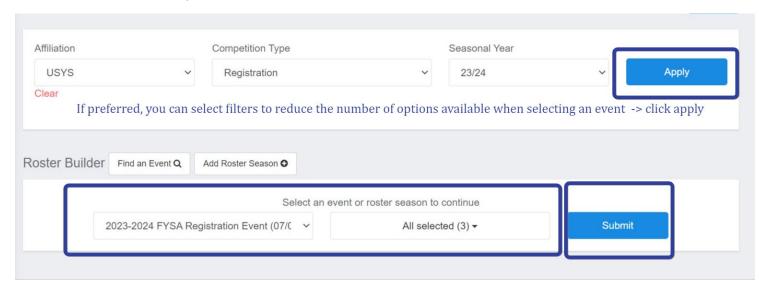


## How to Prepare Your 2024 Region A Commissioner's Cup Roster

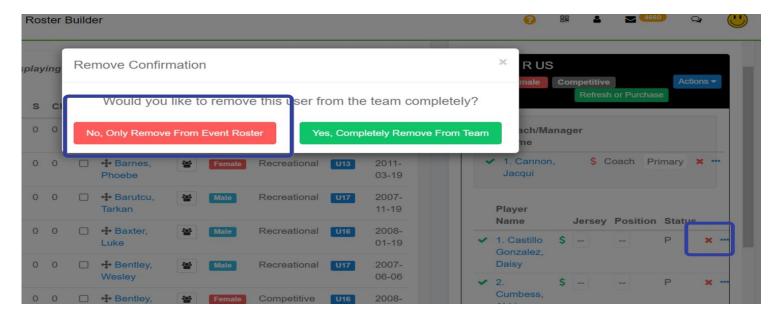
This guide will outline how to prepare your Commissioner's Cup Roster to ensure it is correct before the roster freeze date. There will not be any options to modify the roster in the Commissioner's Cup event. FYSA will clone all rosters from the 2023-2024 FYSA Registration Event at 5:00 p.m. on the date set for Roster Freeze.

The maximum roster limit is **22** players – **no exception** (this can be a combination of primary and up to 5 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.

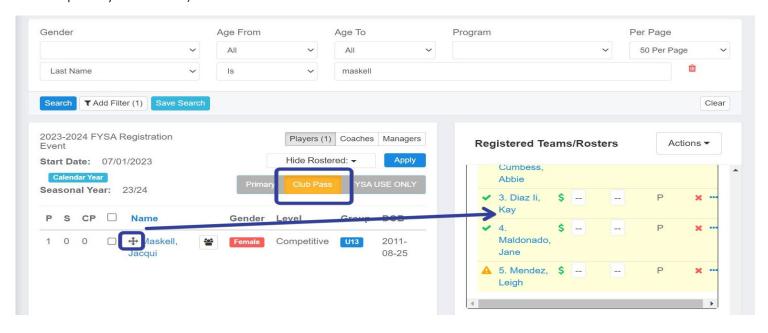


2. Temporarily remove any player that will <u>NOT</u> participate or meet eligibility requirements in Commissioner's Cup (add them back to the team once the roster has been frozen; they will **not** clone to the Commissioner's Cup event). To remove a player, click the RED X to the right of their name. 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 Commissioner's 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 <a href="mailto:gdegregorio@fysa.com">gdegregorio@fysa.com</a>. For administrative assistance, email <a href="mailto:gcannon@fysa.com">gcannon@fysa.com</a>.