



## 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.

The screenshot shows the Roster Builder interface. At the top, there are three dropdown menus: Affiliation (set to USYS), Competition Type (set to Registration), and Seasonal Year (set to 23/24). To the right of these is a blue 'Apply' button. Below the dropdowns is a 'Clear' link. A text instruction reads: '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 'Find an Event' search bar and an 'Add Roster Season' button. A large box contains a dropdown menu for 'Select an event or roster season to continue' (set to '2023-2024 FYSA Registration Event (07/01-08/31)'), 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 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.

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?'. There are two buttons: 'No, Only Remove From Event Roster' (highlighted with a blue box) and 'Yes, Completely Remove From Team'. In the background, a table of players is visible. The table has columns for 'Player Name', 'Jersey', 'Position', and 'Status'. The first player is '1. Cannon, Jacqui' with status 'Coach Primary'. The second player is '1. Castillo Gonzalez, Daisy' with status 'P'. The third player is '2. Cumbess, ...' with status 'P'. A red 'X' icon is visible next to the status of the second player, which is highlighted with a blue box.

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).

Gender

Age From

All

Age To

All

Program

Per Page

50 Per Page

Last Name

Is

maskell

Search

Add Filter (1)

Save Search

Clear

2023-2024 FYSA Registration Event

Start Date: 07/01/2023

Calendar Year

Seasonal Year: 23/24

Players (1) Coaches Managers

Hide Rostered: 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

Actions

Cumbess, Abbie

3. Diaz li, Kay

4. Maldonado, Jane

5. Mendez, Leigh

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

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.

✓	3. Diaz li, Kay	\$	11	--	P	✗	...
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Questions? For Competition-related questions, email [gdegregorio@fysa.com](mailto:gdegregorio@fysa.com). For administrative assistance, email [icannon@fysa.com](mailto:icannon@fysa.com)