



How to Adjust a Cup Roster (Commissioners/President/State Cup)

Now the event has been closed to new registrants, we have cloned your Cup roster from the current FYSA Registration Event document.

This will enable adjustments to be made in the event before the roster freezes.

1. Via the Roster Builder Pathway, select from the dropdown list, the event you wish to work in (Commissioners Cup **OR** Presidents Cup **OR** State Cup).

Roster Builder Find an Event Q Add Roster Season

Select an event or roster season to continue



2023-24 FYSA State Cup (07/05/2023) 1 selected

Submit

2. The ability to build and modify your Cup event roster has been activated. This will enable you to remove or add Primary and/or Club Pass Players ***before*** the roster freeze deadline. **Please ensure that all jersey numbers are added.**

To Remove a Player:

To remove a player, click the Red X to the right of the player's name and select '**No, Only Remove From Event Roster**'. This will ensure the player is removed from ***only*** the Event Roster and not the team in the FYSA Registration Event/Team Player Pool.

Player Name	Jersey	Position	Status
✓ 1. Barnes, Phoebe	\$ 7	--	P 
✓ 2. Cumbess, Abbie	\$ 9	--	P 

Remove Confirmation

Would you like to remove this player from the team completely?

No, Only Remove From Event Roster Yes, Completely Remove From Team

To Add a Primary or Club Pass Player:

Utilize your filters to locate the players you wish to add to the event. Select if you wish to add the player as Primary or Club Pass (**please be mindful of the event rostering rules**). Roster-compliant players (and coaches) will show as automatically approved.

1. Once you have located the players, either checkmark the box to the left of their names -> click Add to Team or use the toggle symbol to drag and drop an individual player onto the event roster.
 - a. If utilizing the 'Add to Team' pathway, the players will automatically be added to the event roster. Before clicking 'Add to Team' ensure that you have the correct player status (Primary or Club Pass). Please add the jersey number.

The screenshot displays the FYSA rostering interface. At the top, it shows the event details: "2023-24 FYSA State Cup", "Start Date: 07/05/2023", and "Seasonal Year: 23/24". There are tabs for "Players (1)", "Coaches", and "Managers". A "Hide Rostered:" dropdown and an "Apply" button are also visible. A toggle switch allows switching between "Primary" and "Club Pass" status. A table lists players with columns for "P", "S", "CP", "Name", "Gender", "Level", "Group", and "DOB". The player "Barnes, Phoebe" is highlighted with a blue box and a checkmark in the "CP" column. A blue arrow points from this checkmark to the "Add to Team" button in the "Registered Teams/Rosters" section for "Gunners R US". Below the table, a note says: "If adding several players, checkmark the box to the left of their name, and click add to team". Another blue arrow points from the "Add to Team" button to the "Add Player" button in the "New Roster" form below.

2023-24 FYSA State Cup
Start Date: 07/05/2023
Seasonal Year: 23/24

Players (1) Coaches Managers
Hide Rostered: [v] Apply

Primary Club Pass

Click here to change from Primary to Club Pass.

P	S	CP	Name	Gender	Level	Group	DOB
0	0	1	Barnes, Phoebe	Female	Competitive	U13	2011-03-19

Click on the toggle to drag/drop individual players

Registered Teams/Rosters
Gunners R US
U13

Add to Team

Coach/Manager Name
1. Cannon, Jacqui
Coach Primary

Click here to remove a player.

Player Name	Jersey	Position	Status
1. Barnes, Phoebe	7	--	CP

If adding several players, checkmark the box to the left of their name, and click add to team

- b. If utilizing the drag and drop pathway, ensure that you have the correct player status (Primary or Club Pass) and add the jersey number. Click 'Add Player.'

The "New Roster" form has the following fields: "Position" (dropdown menu with "Select One" selected), "Jersey" (text input field containing "7"), and "Status" (dropdown menu with "P" selected). A blue arrow points from the "Add Player" button to the "Status" dropdown.

New Roster

Position
Select One

Jersey
7

Status
P

Add Player

Competition Questions? Email gdegregorio@fysa.com

GotSport/Rostering Questions? Email jcannon@fysa.com