



HOW TO COLLATE PLAYER PASSES

GotSport offers a pathway to collate passes for players rostered to different teams and create a single PDF. This pathway can be used when players are club-passed to a league or tournament event, preventing the need to download individual or entire team pass PDFs.

Step 1: Navigate to club management -> Rosters.

- Enter the correct filters:
 - **Time:** Leave as the defaulted setting.
 - **Seasonal Year:** Select the current season
 - **Affiliation:** Select USYS
 - **Competition Type:** Select Registration
 - **Event:** Select either the FYSA Registration or FYSA Tournament Events
 - **Team:** select the player's **PRIMARY** team.
 - **Role:** Select **players** or **coaches** - the role of the passes you wish to collate
 - **Only Approved:** dropdown, always select yes (membership has been purchased/roster rules fulfilled).
- Click Search.

Step 2: Checkmark the player's names of the passes you wish to print -> click ID Card.

Rosters

Displaying all 3 rosters

Bulk Actions (3) **ID Card**

<input checked="" type="checkbox"/>	ID	First Name	Last name	Role	Event	Team	Approved
<input checked="" type="checkbox"/>	14630892	Megan	Emrick	player	23/24 FYSA Demo Registration Event	Gunners R US	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	14630893	Maddie	Drewes	player	23/24 FYSA Demo Registration Event	Gunners R US	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	14630894	Meredith	Gumz	player	23/24 FYSA Demo Registration Event	Gunners R US	<input checked="" type="checkbox"/>

Step 3: Click Print to create a PDF of the passes previously selected.

Bulk ID Cards

Card Type: Standard

Print

Questions? Email jcannon@fysa.com or submit a support ticket to FYSA by [clicking here](#).