



FYSA Tournament Event Rosters

The instructions below will demonstrate how to submit your teams to the FYSA Tournament Rosters event. This will enable you to build an event roster which will **not** impact your FYSA Registration Event or League Event documents. Therefore, a correct event roster can be created by adding/removing players (including guests from a loaning club) which is then cloned to the specific tournament (this results in the match card being printed correctly, in addition to providing a correct pdf of passes to present for check in).

PLAYERS MUST BE ROSTERED TO A TEAM WITHIN THE FYSA REGISTRATION EVENT BEFORE PROCEEDING.

Step 1: From the Dashboard, click CLUB MANAGEMENT then select TEAMS from the left-hand menu.

The screenshot shows the GotSport dashboard for Sarah Schneider. The left-hand menu is expanded to 'Club Management', and 'Teams' is selected. The main content area shows the 'Florida Youth Soccer Association Test' page with a ribbon menu at the top containing 'Dashboard', 'Affiliations', 'Settings', and 'Tools'. The 'Teams' page displays a table with the following data:

Category	Count
Teams	0
Coaches	0
Players	0
Events	1

Additional options like Billing, Support, Tickets, and Programs are visible on the right side of the dashboard.

Step 2: From the Team page select REGISTRATION from the ribbon menu at the top.

The screenshot shows the 'Teams' page in the GotSport interface. The ribbon menu at the top includes 'Club Management', 'Teams', 'Registration', 'Match Minutes', and 'Merge Club Users'. The 'Registration' option is highlighted with an orange box. Below the ribbon menu, there is a search and filter section with the following fields:

- Search: Search Team Name
- Age Group: Min, Max
- Gender: All
- Level: Select One
- Event: Select One
- Has Legacy ID?:
- Archived: No

Buttons for 'Search' and 'Clear Search' are located at the bottom of the filter section.



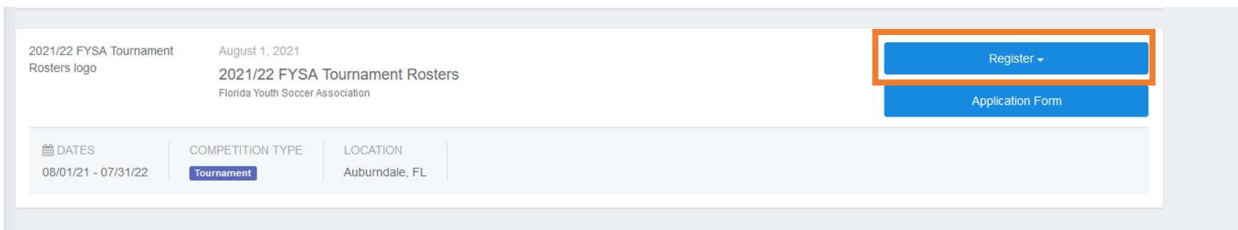
Step 3: From the Organization Event page select the ALL EVENTS button, then input FYSA in the search bar and click SEARCH.

The screenshot shows the GotSport web interface. On the left is a dark blue sidebar with the user's name 'Sarah Schneider' and email 'sschneider@fysa.com'. Below the sidebar are navigation options: Dashboard, Users, Association, Venues, and Club Management (which is expanded to show Dashboard, Team Registrations, Forms And Requests, Teams, Players, Managers, and Coaches). The main content area is titled 'Events' and has tabs for Club Management, Teams, Registration (selected), Match Minutes, and Merge Club Users. Under the 'Registration' tab, there is a breadcrumb 'Club Management / Registration' and a section for 'Organization Events'. A button labeled 'All Events' is highlighted with an orange box. Below this are two event cards for August 1, 2021. The first card is 'GotSport App Registration (Individual Team)' with a 'Registration' competition type and 'Jacksonville Beach, FL' location. The second card is 'Club GotSport App Registration (Multiple Teams)' with a 'Registration' competition type and 'Jacksonville Beach, FL' location. Both cards have 'Application Form' and 'Register' buttons respectively.

This screenshot shows the same GotSport interface but with the search filters expanded. The 'All Events' button is now selected, and the search filters are visible. There is a search input field containing 'FYSA', a 'Clear Search' link below it, a 'Country' dropdown menu set to 'United S', and a 'State' dropdown menu set to 'Florida'. A blue 'Search' button is to the right of the dropdowns. An orange arrow points from the top of the page down to the 'Search' button.



Step 4: Scroll down to the **2023/24 Tournament Rosters** and click the **REGISTER** button to the right:

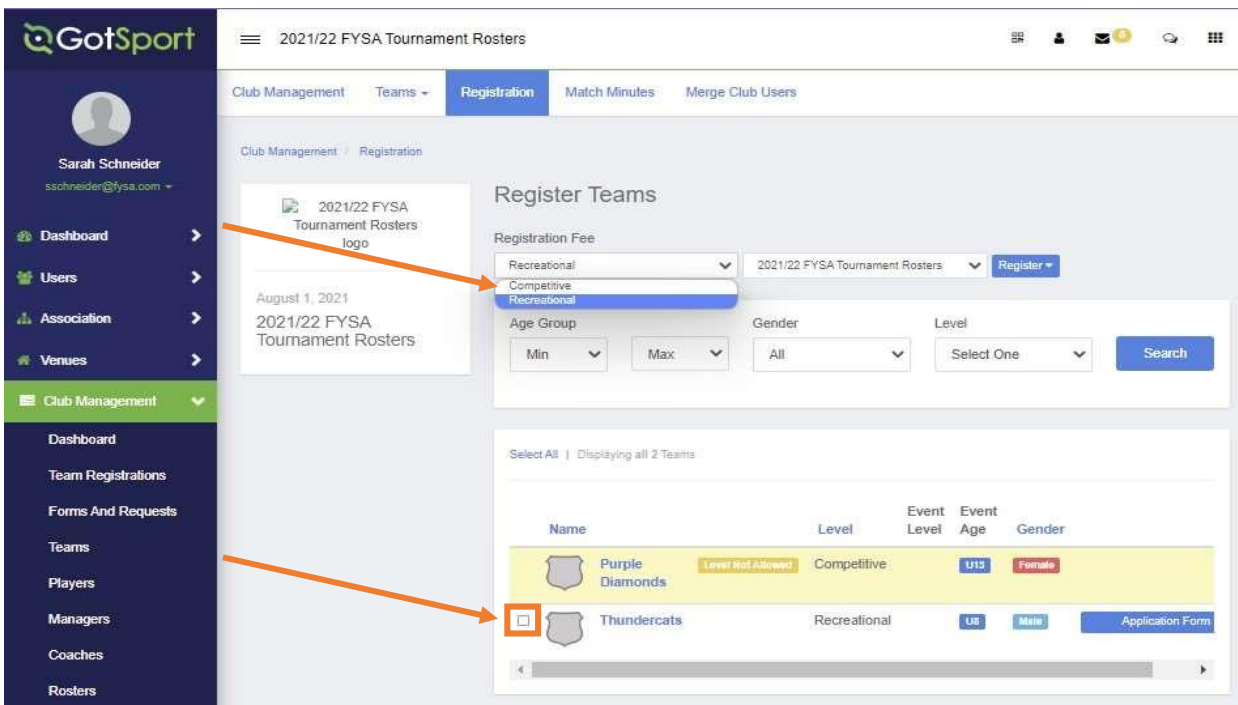


Step 5: The default level is Competitive. Check mark the teams you wish to link. You will see teams highlighted in different colors:

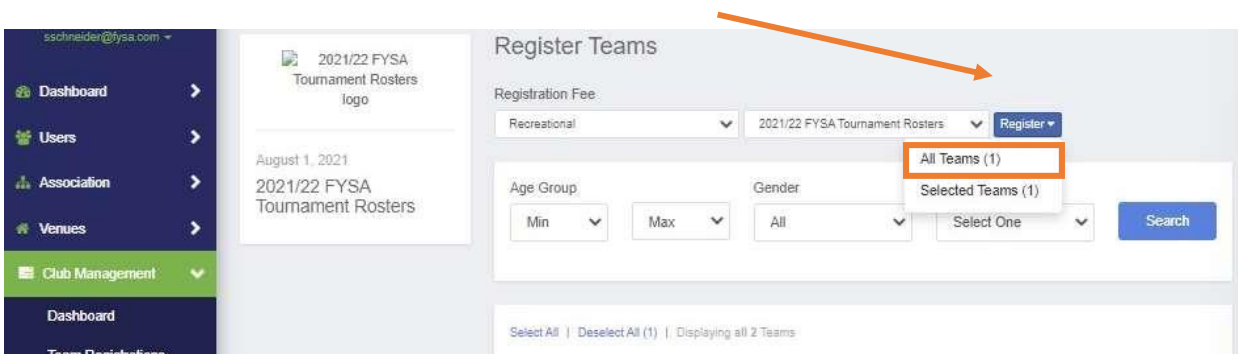
White: not registered to the FYSA Tournament Roster event

Blue: registered

Orange: does not meet eligibility criteria – review the team account to ensure the competitive level is correct and linked to USYS/FYSA

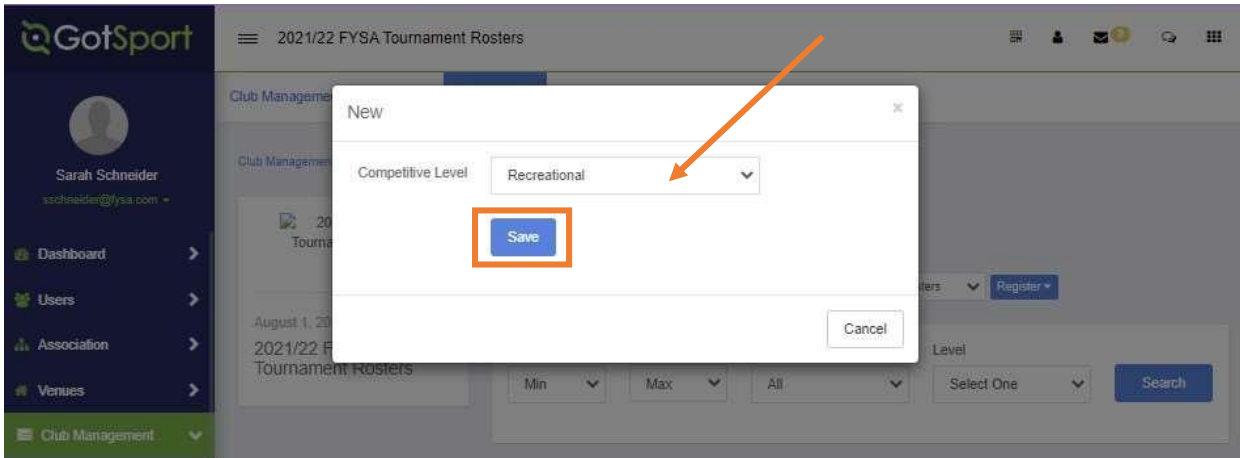


Step 6: Once all the teams have been selected click the **REGISTER** button next to the event name and select **SELECTED TEAMS** (there is **NO** fee for this process – simply checkmark the box to accept).

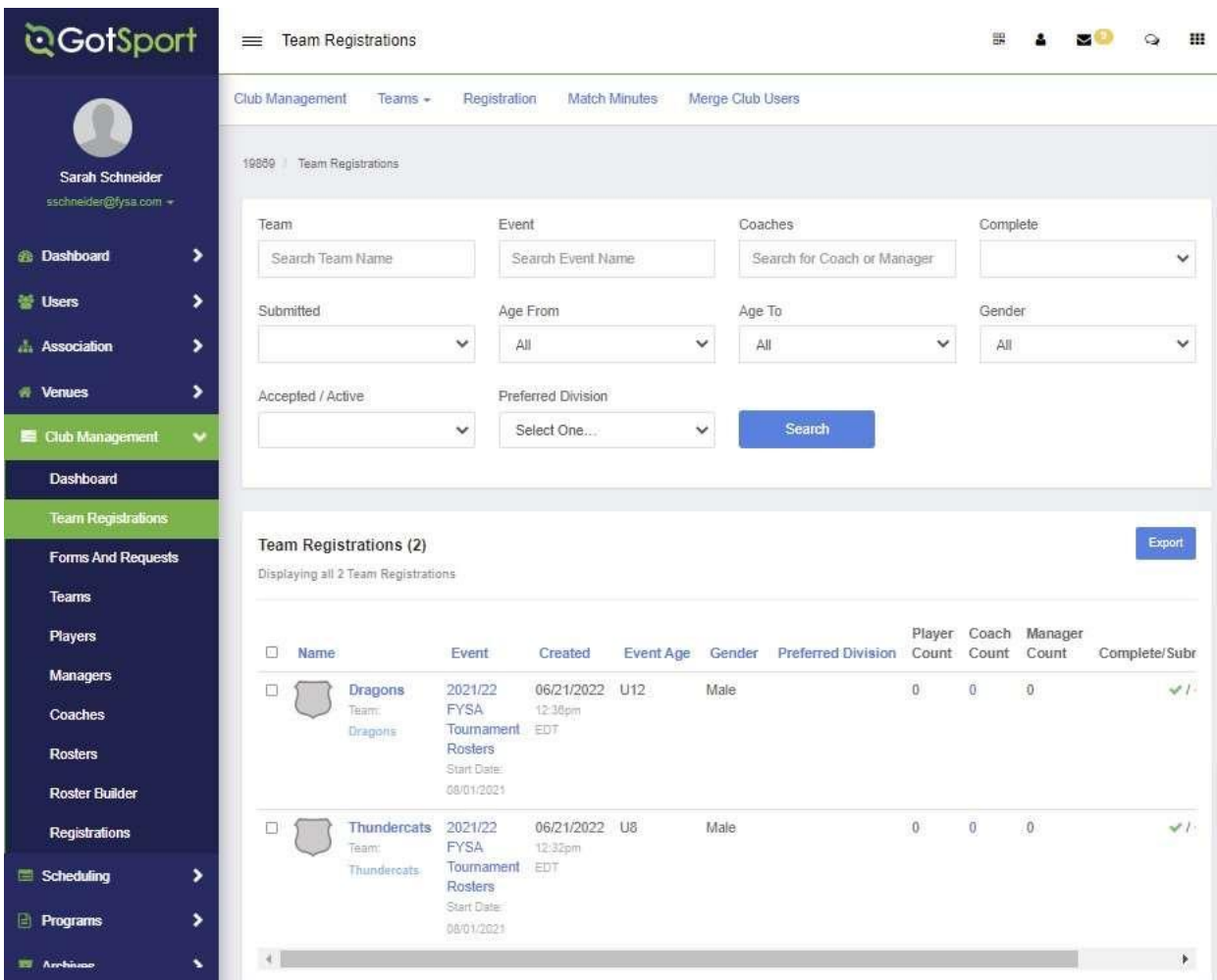




Step 7: A pop will appear confirming competitive level of the teams you selected. Select the appropriate level for those teams, then click SAVE.



Step 8: Once you've clicked on save you will be taken to your team registrations page. All team registrations can be found here.





Step 9: From this page select CLUB MANAGEMENT then ROSTER BUILDER from the left-hand menu.

Team Registrations

Club Management Teams Registration Match Minutes Merge Club Users

19889 | Team Registrations

Team Event Coaches Complete

Submitted Age From Age To Gender

Accepted / Active Preferred Division Search

Team Registrations (2) Export

Displaying all 2 Team Registrations

<input type="checkbox"/>	Name	Event	Created	Event Age	Gender	Preferred Division	Player Count	Coach Count	Manager Count	Complete/Subr
<input type="checkbox"/>	Dragons	2021/22 FYSA Tournament Rosters	06/21/2022 12:30pm EDT	U12	Male		0	0	0	✓ / -
<input type="checkbox"/>	Thundercats	2021/22 FYSA Tournament	06/21/2022 12:32pm EDT	U8	Male		0	0	0	✓ / -

Step 10: Select the correct event (For this you we did 2023/24 FYSA TOURNAMENT ROSTER) that you have just registered teams in and click SUBMIT.

Roster Builder

Club Management Teams Registration Match Minutes Merge Club Users

FLORIDA YOUTH SOCCER ASSOCIATION TEST | Roster Builder Filters

Affiliation Competition Type Seasonal Year Apply

Roster Builder Find an Event Add Roster Season

Select an event or roster season to continue:

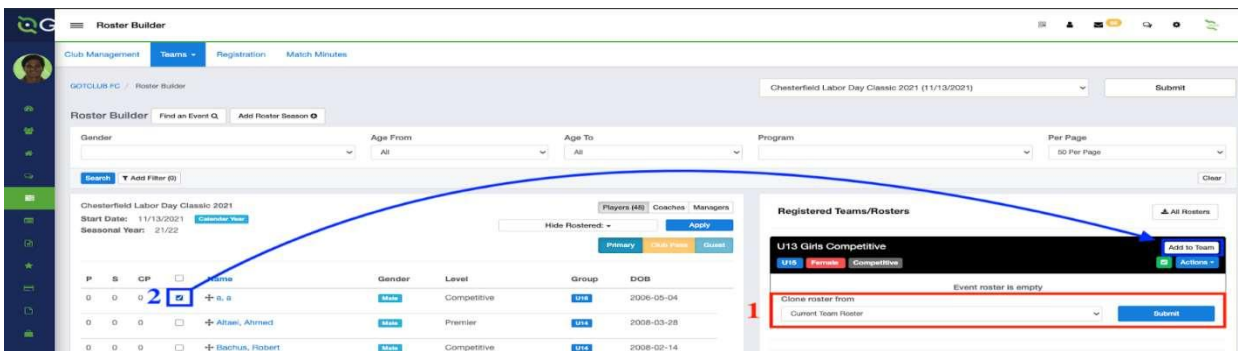
2021/22 FYSA Tournament Rosters (08/01/2021) Submit



Step 11: There are two options to add players to your FYSA Tournament event roster.

Step 11A: Select the Clone Roster From your FYSA Registration Event and CLICK SUBMIT (shown in red in the photo below). If you remove a player from this roster, the Registration Event/League events will not be impacted. **You can also add players already linked in the Registration Event to a different team in the tournament event without receiving an error message** (for example, if creating a select tournament team).

Step 11B: Manually select the Players from the list on the left and select Add to Team. BEFORE you add a player, you must first select Primary (Blue), Club Pass (Orange), Guest (Light Blue), then either check off the player and click Add to Team: or Drag and Drop the player onto the correct team. (Shown in blue on the photo below)



Step 4B: When you drag players over a pop up will appear. Fill in the pop-up screen with position, jersey number, and check status is correct.

The 'New Roster' pop-up form contains the following fields:

- Position: A dropdown menu with 'Select One' as the current selection.
- Jersey: A text input field.
- Status: A dropdown menu with 'P' as the current selection.
- Buttons: 'Add Player' (black) and 'Cancel' (grey).

Player status options:

- **Primary Players (P)** are those registered to your club and primary to this team
- **Club Pass Players (CP)** are players that are an approved Primary player to your club, that you're using to play with another team within your club.
- **Secondary Player (S)** are players from outside of your own club that are also rostered to your team for the season. **NOTE: Secondary/ Dual Rostering will only refer to Players playing in 2 different clubs.**
- **Guest Player (G)** are players from outside your own club that are guest playing for your club in a particular event. **IMPORTANT: The outside of the club guest player can only be added if the proper electronic Guest Form has been executed and approved by both clubs.**



Step 12: Here you will see a confirmation banner in the center of the page as well as what players on the roster on the right. The players have now been added! A PDF of passes for check-in can be accessed via the team account or by click on the “Action” box.

The screenshot shows the 'Roster Builder' interface for 'GOTCLUB FC'. At the top, there's a navigation bar with 'Club Management', 'Teams', 'Registration', and 'Match Minutes'. The main area is titled 'Roster Builder' and includes a search bar and filters for Gender, Age From, Age To, Program, and Per Page. A confirmation banner at the top center reads 'Farnsworth, Gabrielle added to roster'. Below this, there's a table of players with columns for checkboxes, player names, gender, league, and dates. On the right, a 'Registered Teams/Rosters' panel shows 'U13 Girls Competitive' with a table listing '1. Farnsworth, Gabrielle' with a status of 'P' and an 'Actions' button.

Gender	Age From	Age To	Program	Per Page
All	All	All		50 Per Page

Player Name	Jersey	Position	Status
1. Farnsworth, Gabrielle			P

Step 13: Scroll to the top of the page and from the drop down, select the tournament you wish to clone the event roster to and click submit. This is the information that will be printed on the match card and used to check in your team when cross referencing the passes uploaded.