



SAY East District Representative's Guide to GotSport



Roster Submission Guide



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Summary

You will use GotSport to upload, edit, submit, and print your rosters. You will also be able to enter any blackout dates a team may have for the upcoming season. Here are the four steps to successfully registering your District's teams with SAY East.

1. Create Rosters on GotSport through uploading or manually entering them.
2. Confirm the Teams and Rosters on GotSport are accurate.
3. Register the Teams to SAY East and add your players and coaches to the SAY East Roster.
4. Enter blackout dates.

Please review this entire document before you start the Roster process.

GotSport Account Management

Each District is set up as a club on GotSport which allows you to upload and manage your district's rosters. To access your district's information, login at <https://system.gotsport.com/>. If this is your first time logging in or you need to reset your password, go to https://system.gotsport.com/password_resets/new

If you have recently taken over the District Representative duties for your district and do not have a GotSport login, please ask your Team Committee Chair to set you up with a login ID so you can access your District's information.

Creating Rosters on GotSport

You can easily upload the coach and player information for your teams. Once uploaded, edits can be made online or by uploading another file. If you prefer, you can enter the coach and player information manually. If you want to create your teams manually (i.e. not via uploading files) then skip to the section titled Editing and Maintaining Rosters Online.

Step One – Download Templates

In order to upload your rosters to GotSport, first download the Coaches template from [here](#) and the Players template from [here](#). It is highly recommended you use Excel to edit these files and create your roster upload files. The files must remain in the CSV format, or the uploads will not work. Please only use the templates linked in these instructions. Do not use the templates that can be downloaded directly from GotSport. Download the templates each season so you have the most recent version.

Step Two – Populate the Templates with your data



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A few notes about the data formats:

Column Heading/Field	Coach Template File	Player Template File
Team Name	Enter the Head Coach's last name only. Please make sure to use unique names for each team. Your District's name is automatically added to the team name by the system.	Exactly match the Team Name from the Coach template file. Enter the Head Coach's last name only. Please make sure to use unique names for each team. Your District's name is automatically added to the team name by the system.
Team Gender	Enter one of the following: <ul style="list-style-type: none"> Boys Girls If Co-ed, use Boys 	Enter one of the following: <ul style="list-style-type: none"> Boys Girls If Co-ed, use Boys
Team Age	Corresponds with the Comp Level noted below and is one of the following: <ul style="list-style-type: none"> U8 U10 U12 U14 	Corresponds with the Competitive Level noted below and is one of the following: <ul style="list-style-type: none"> U8 U10 U12 U14
Comp Level (Coach file) Competitive Level (Player file)	Corresponds with the Team Age noted above and is one of the following: <ul style="list-style-type: none"> Passers Wings Strikers Kickers 	Corresponds with the Team Age noted above and is one of the following: <ul style="list-style-type: none"> Passers Wings Strikers Kickers
First Name	First Name of Coach	First Name of Player
Last Name	Last Name of Coach	Last Name of Player
Gender	Enter one of the following: <ul style="list-style-type: none"> Male Female 	Enter one of the following: <ul style="list-style-type: none"> Male Female
Birthdate (Coach File) DOB (Player File)	Birthdate must be in MM/DD/YYYY format	Birthdate must be in MM/DD/YYYY format
Address1 (Coach file) Address (Player file)	Enter the house number and street name	Enter the house number and street name
City	Enter name of City	Enter name of City
State	Enter the two-letter abbreviation (e.g. OH) for the State	Enter the two-letter abbreviation (e.g. OH) for the State
Zip	Enter the five-digit Zip Code (e.g. 45202)	Enter the five-digit Zip Code (e.g. 45202)
Phone Number	Enter the Cell Phone in 10-digit format (e.g. 513-555-1234)	Enter phone in 10-digit format (e.g. 513-555-1234)
Notes	List the Head Coach first followed by the Assistant Coach(es).	Contact Information for at least one Parent/Guardian must be included for each Player. The information for a second Parent/Guardian is optional.

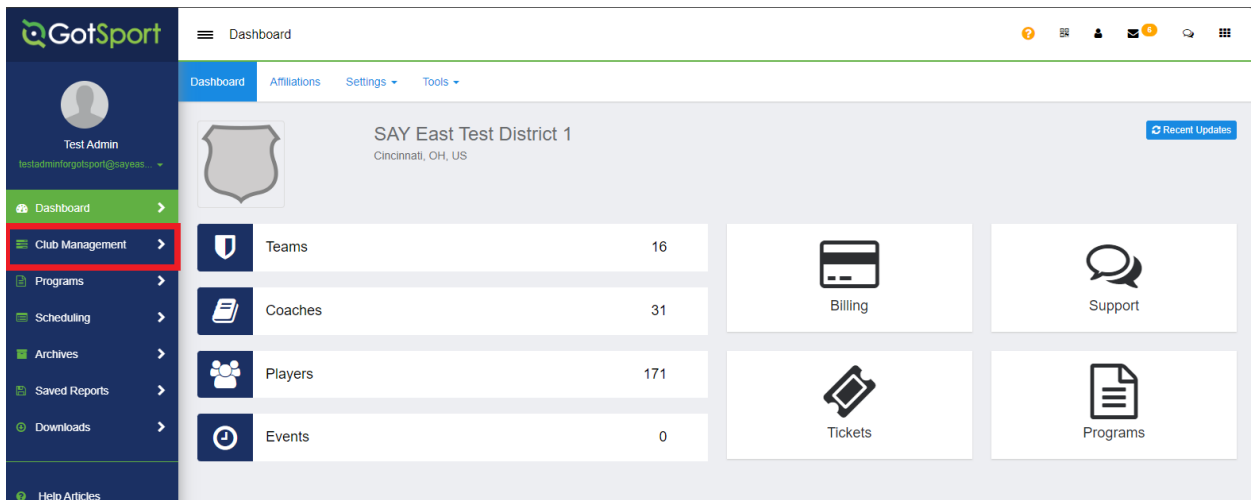


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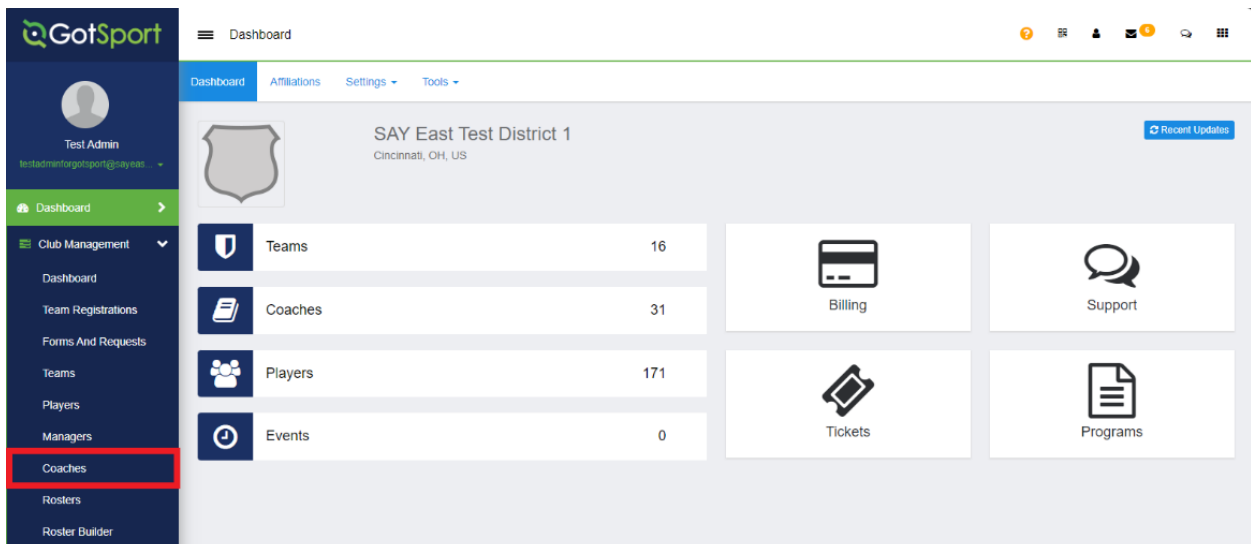
Step Three – Upload your files.

It is very important that you upload the Coaches File before the Players File. Login to GotSport and click on Club Management.



Step Four

Click on Coaches.





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Step Five

Click on Upload Coaches.

The screenshot shows the GotSport web application interface for managing coaches. On the left is a dark blue sidebar with the GotSport logo and a user profile for 'Test Admin'. The main content area is titled 'Coaches' and contains a sub-header with 'Manage Coaches' and 'Upload Coaches' buttons. The 'Upload Coaches' button is highlighted with a red rectangular box. Below the buttons, there is a form with several dropdown menus for filtering coaches. The form includes fields for Affiliation, User Name, Competitive Level, Seasonal Year, Email/UserID, Role Status, Completed Form, Has Not Completed Form, Requirements Completion Status, Requirements Status, Registered in Program, Not Registered in Program, Eligibility Status, and Is Invoiced.

Affiliation	User Name	Competitive Level	Seasonal Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Email/UserID	Role Status	Completed Form	Has Not Completed Form
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Requirements Completion Status	Requirements Status
<input type="text"/>	<input type="text"/>

Registered in Program	Not Registered in Program
<input type="text"/>	<input type="text"/>

Eligibility Status	Is Invoiced
<input type="text"/>	<input type="text"/>



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Step Six

Click on the Select Affiliation dropdown and pick SAY. Confirm the First Row Contains Column Headings and Team Upload options are checked. Next, click the Choose File button and then the Coaches file you have created. Then click on the Open Selected File button.

Import

Upload a .txt or .csv data file

Select Affiliation
SAY

With this affiliation selected each row must have a Competitive Level field with one of the following competitive levels:

- Kickers
- Minors
- Passers
- Seniors
- Strikers
- Wings

☒ First row contains column headings

Column Delimiter
Comma

☒ Team Upload

File
Choose File | No file chosen

Open Selected File

Instructions

[Download template](#)

If you re-import coaches already in your account, the system will match on name, gender, and date of birth to update existing accounts with newly provided contact information. This also means you can upload the same data twice without creating duplicates.

- Rows must be on separate lines.
- Each row should have the same number of columns.
- Do not use punctuation or symbols in column names.
- Dates need to be in a mm/dd/yyyy, yyyy/mm/dd, or yyyy-mm-dd format
- Required fields are listed below:

[First Name](#)
[Last Name](#)
[Email](#)



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Step Seven

Confirm that the column names from your upload file matches the GotSport field names. You will have to scroll to the right to confirm all field names match. Once you have matched all the field names, click the Import Data button.

Import Coaches

Manage Coaches Upload Coaches

Coaches / Import

Import

Please select field mappings. Required fields are marked with an asterisk.

TEAM UPLOAD SELECTED - UPLOAD MUST HAVE ADDITIONAL TEAM FIELDS: Team Name, Team Gender, Team Age

Showing first ten rows below:

Comp Level	Team Name	Team Gender	Team Age	First Name	Last Name	Gender	Address1
Comp Level	Team Name	Team Gender	Team Age	First Name*	Last Name*	Gender	Address1
Passers	Smith	Boys	U8	Jack	Smith	Male	425 Walnut St
Passers	Smith	Boys	U8	Rob	Eisenhower	Male	430 Walnut St
Wings	Jones	Girls	U10	Sara	Jones	Female	425 Walnut St
Wings	Jones	Girls	U10	Mary	Argenta	Female	430 Walnut St

Import Data Cancel: click to upload a different file

Step Eight

On the next screen, you should see a message in the green box indicating your import has been queued. Within a few minutes of your upload, you will receive an email with the results of the import processing.

Import Coaches

Manage Coaches Upload Coaches

The import has been queued. You will receive an email with the results when the import is finished processing.

Import Instructions



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Step Nine

Once you receive the email from GotSport, click the Import Results link and you will see the screen like the screen below. Be sure to read the Import Results message to confirm all your data uploaded successfully.

If there were any issues with your file, click the Upload New File button. That will return you to Step Seven. Correct your upload file and procedure from there.

The screenshot shows the 'Import Coaches' page in the GotSport interface. The left sidebar contains a navigation menu with 'Club Management' expanded. The main content area has tabs for 'Manage Coaches' and 'Upload Coaches'. Below the tabs, the 'Import Results' section shows a green box stating 'Successfully imported 3 rows' and a red box stating 'The following rows failed to import' with details for 'Rows 2' where 'User: Email/UserID has already been taken'. At the bottom, there are buttons for 'Reimport' and 'Upload New File'.

Step Ten

After a successful upload of your coaches, click on Club Management and then select Players.

This screenshot is similar to the previous one, showing the 'Import Coaches' page. However, in the left sidebar, the 'Club Management' menu is expanded, and the 'Players' option is highlighted with a red box. The main content area still shows the 'Import Results' for the previous upload.



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Step Eleven

Click on Upload Players.

Step Twelve

Click on the Select Affiliation dropdown and pick SAY. Confirm the First Row Contains Column Headings and Team Upload options are checked. Next, click the Choose File button and then the Players file you have created. Then click on the Open Selected File button.



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Step Thirteen

Confirm that the column names from your upload file matches the GotSport field names. You will have to scroll to the right to confirm all field names match. Once you have matched all the field names, click the Import Data button.

Import

Please select field mappings. Required fields are marked with an asterisk.

TEAM UPLOAD SELECTED - UPLOAD MUST HAVE ADDITIONAL TEAM FIELDS: Team Name, Team Gender, Team Age

Showing first ten rows below.

Team Name	Team Gender	Team Age	Competitive Level
Smith	Boys	U8	Passers
Smith	Boys	U8	Passers
Smith	Boys	U8	Passers
Smith	Boys	U8	Passers
Smith	Boys	U8	Passers
Smith	Boys	U8	Passers
Smith	Boys	U8	Passers
Smith	Boys	U8	Passers
Smith	Boys	U8	Passers
Smith	Boys	U8	Passers

[Import Data](#) [Cancel: click to upload a different file](#)

Step Fourteen

On the next screen, you should see a message in the green box indicating your import has been queued. Within a few minutes of your upload, you will receive an email with the results of the import processing.

Import

The import has been queued. You will receive an email with the results when the import is finished processing.

[Import Into Club](#) [Instructions](#)

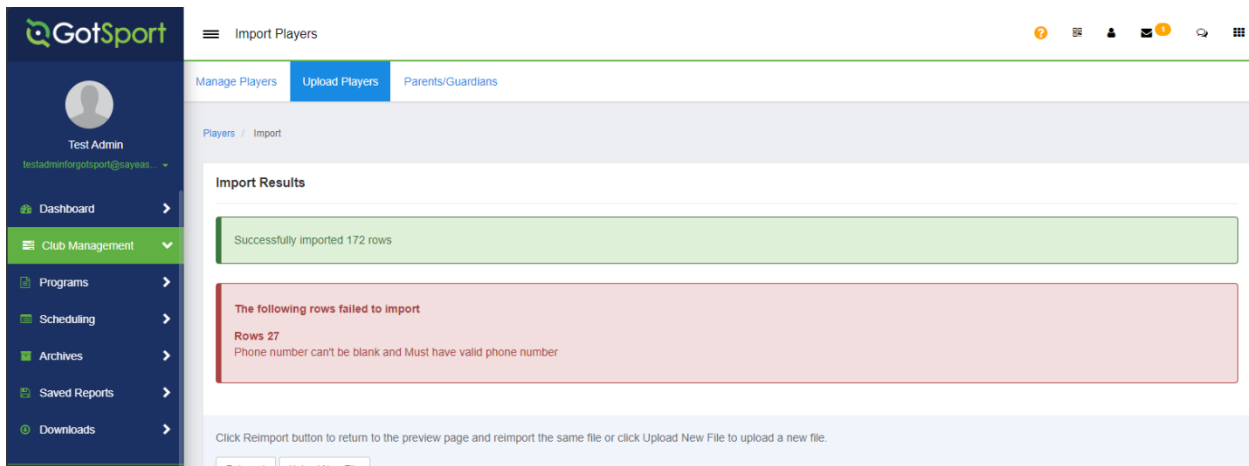


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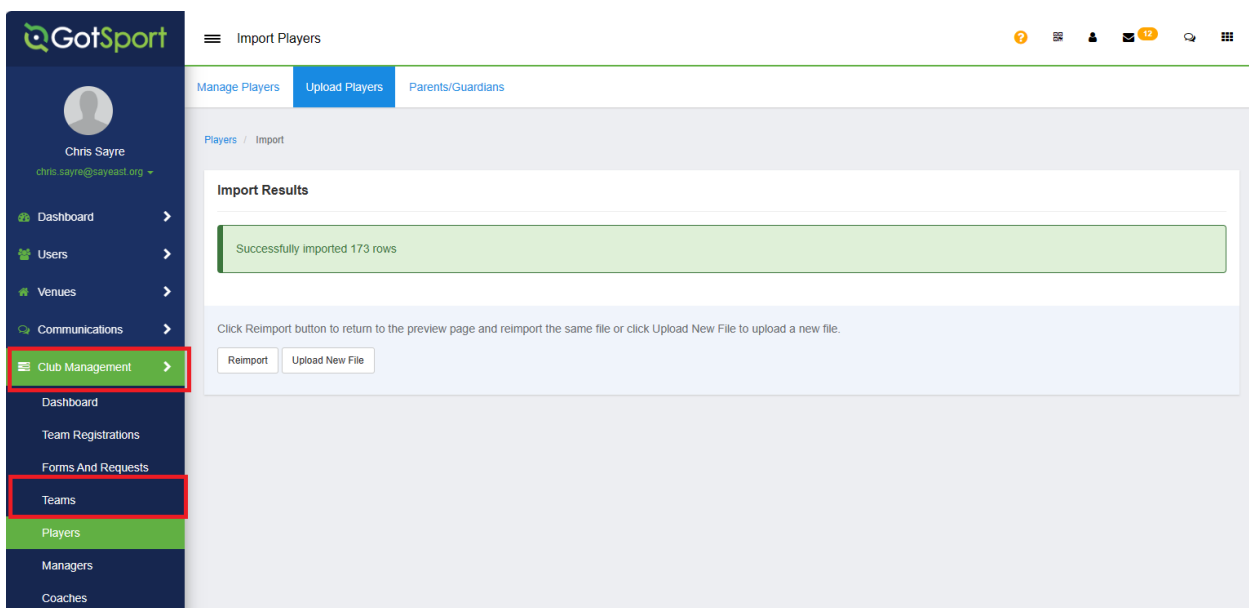
Step Fifteen

Once you receive the email from GotSport, click the Import Results link and you will see the screen like the screen below. Be sure to read the Import Results message to confirm all your data uploaded successfully. If there were any issues with your file, click the Upload New File button. That will return you to Step Twelve. Correct your upload file and procedure from there.



Step Sixteen

After a successful upload of your players, click on Club Management and then select Team Registrations.





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Step Seventeen

Review the list of teams and confirm the correct Team Name, Team Gender, Age Level and number of players per team. Review the correct coaches are assigned to a team by clicking the number in the Coaches column.

If you need to delete a team, click on the team name and select the Remove button in the bottom right of the screen. Click Ok on the confirmation box.

The screenshot shows the GotSport web application interface for managing teams. On the left is a dark blue sidebar with the GotSport logo and a user profile for 'Test Admin'. The main content area has a top navigation bar with 'Teams' selected. Below this is a search and filter section with dropdowns for Age Group (Min, Max), Gender (All), Level (Select One), Event (Select One), Has Legacy ID?, and Archived (No). A 'Search' button and a 'Clear Search' link are present. Below the filters is a table titled 'Teams' showing a list of teams. The table has columns: Name, Association, Level, Age, Gender, Player List, Locks, Players, Coaches, Managers, and Document Access. Two teams are listed: Jones (Wings, U10, Female, Visible) and Smith (Passers, U8, Male, Visible). The 'Players' column shows 0 for Jones and 10 for Smith. The 'Coaches' column shows 4 for Jones and 3 for Smith. The 'Managers' column shows 0 for both. The 'Document Access' column shows checkboxes for 'ID Cards' and 'Roster PDF'.

Name	Association	Level	Age	Gender	Player List	Locks	Players	Coaches	Managers	Document Access
<input type="checkbox"/> Jones 466046		Wings	U10	Female	Visible		0	4	0	<input checked="" type="checkbox"/> ID Cards <input checked="" type="checkbox"/> Roster PDF
<input type="checkbox"/> Smith 466045		Passers	U8	Male	Visible		10	3	0	<input checked="" type="checkbox"/> ID Cards <input checked="" type="checkbox"/> Roster PDF



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Manually Creating Rosters

If you prefer to manually create your District's teams, coaches and/or players rather than through uploads, please follow these instructions:

Teams – <https://gotsport.zendesk.com/hc/en-us/articles/4404133479191-Create-a-Team>

Coaches – <https://gotsport.zendesk.com/hc/en-us/articles/360023076233-How-to-Create-or-Add-A-Coach-From-an-Admin-Account>

Players (Add) - <https://gotsport.zendesk.com/hc/en-us/articles/360038213154-Add-Create-a-New-Player>

Players (Remove) - <https://gotsport.zendesk.com/hc/en-us/articles/4406024686231-How-Do-I-Remove-a-Player-Role>



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Designating Head and Assistant Coaches

After you have created your rosters on GotSport, your coaches will be assigned to their teams, but you need to designate the head and assistant coaches of each of your teams.

Step One

Click on Club Management and then Teams. On the next screen click on number in the Coaches column for the team.

The screenshot shows the GotSport interface for managing teams. The left sidebar contains navigation links: Dashboard, Club Management (selected), Programs, Scheduling, Archives, Saved Reports, Downloads, and Help Articles. The main content area is titled 'Teams' and includes search filters for Team Name, Age Group, Gender, Level, Event, Has Legacy ID, and Archived. Below the filters is a table of teams. The table has columns: Name, Association, Level, Age, Gender, Player List, Locks, Players, Coaches, Managers, and Document Access. The first team, Jones, has 2 coaches listed in the Coaches column, which is highlighted with a red box. The second team, Smith, has 2 coaches listed. The third team, Test Team #1, has 0 coaches listed.

Name	Association	Level	Age	Gender	Player List	Locks	Players	Coaches	Managers	Document Access
Jones	Wings	U19	Female	Visible	0	2	0	0	0	ID Cards Roster PDF
Smith	Passers	U8	Male	Visible	11	2	0	0	0	ID Cards Roster PDF
Test Team #1	Passers	U8	Male	Visible	0	0	0	0	0	ID Cards Roster PDF



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Step Two

Click the dropdown in the Title column and select a title for the coach. Head coaches should be designated as 'Primary' and assistant coaches should be designated as 'Assistant 1', 'Assistant 2', etc. Once you have assigned titles to each coach listed, click the blue Save button and then close the window.

Repeat Steps One and Two for each of your teams.

Name	Title	Id Number
Eisenhower, Rob	Assistant 1	SAY
Smith, Jack	Primary	SAY



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Registering Your District's Teams with SAY East and Cloning the Rosters

After you have completed your upload and confirmed your districts rosters are accurate on GotSport, you must submit your teams and clone the rosters to SAY East.

Step One

Click on the Club Management and then Teams. On the next screen click on Registration.

The screenshot shows the GotSport web interface. On the left is a sidebar with navigation links: Dashboard, Club Management (highlighted), Programs, Scheduling, Archives, Saved Reports, Downloads, and Help Articles. The main header has a 'Teams' dropdown menu, and the 'Registration' option is highlighted with a red box. Below the header, there are search filters for teams, including Search Team Name, Age Group (Min/Max), Gender, Level, Event, Has Legacy ID?, and Archived. A 'Search' button is present. Below the filters, a table titled 'Teams' displays a list of teams. The table has columns for Name, Association, Level, Age, Gender, Player List, Locks, Players, Coaches, Managers, and Document Access. Two teams are listed: Jones (Wings, U10, Female, Visible) and Smith (Passers, U8, Male, Visible).

Name	Association	Level	Age	Gender	Player List	Locks	Players	Coaches	Managers	Document Access
Jones 466046	Wings	U10	Female	Visible		0	4	0		✓ ID Cards ✓ Roster PDF
Smith 466045	Passers	U8	Male	Visible		10	3	0		✓ ID Cards ✓ Roster PDF



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Step Two

Under Organization Events, ignore the ad for the GotSport App and look for the upcoming SAY East season and click the Register button.

The screenshot displays the GotSport web application interface. On the left is a dark blue sidebar with a user profile for 'Test Admin' and a menu with options like Dashboard, Club Management, Programs, Scheduling, Archives, Saved Reports, Downloads, and Help Articles. The main area is titled 'Events' and shows a 'Registration' tab. Under 'Organization Events', there are two event cards. The first card is for 'GotSport Team App Registration 2023/2024' on June 1, 2023, featuring a 'Register' button. The second card is for the '2024 Spring Season' on April 6, 2024, also with a 'Register' button that is highlighted by a red rectangle. Below the event cards are filters for 'DATES', 'COMPETITION TYPE', and 'LOCATION'.



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Step Three

Select the teams you would like to register with SAY East. To select all teams on the page, click Select All or check the box next to the team(s) you would like to submit. Please only submit teams for registration that will play in the league and do not submit teams that will not play in the league.

The screenshot shows the 'Register Teams' page in the GotSport system. The left sidebar contains navigation links: Dashboard, Club Management (selected), Programs, Scheduling, Archives, Saved Reports, Downloads, and Help Articles. The main content area has a header with '2024 Test Season' and a 'Register' button. Below this are filters for Age Group (Min/Max), Gender (All), and Level (Select One). A table lists two teams: Jones (Wings, U10, Female) and Smith (Passers, U8, Male). Both teams have their selection checkboxes checked. The 'Select All' button is also highlighted.

	Name	Level	Event Level	Event Age	Gender
<input checked="" type="checkbox"/>	Jones	Wings	U10	Female	
<input checked="" type="checkbox"/>	Smith	Passers	U8	Male	



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Step Four

Click the Register button and click Selected Teams. Click Register on the pop-up message. You will receive an email from GotSport confirming the teams entered. Please continue with the steps below as you have not completed the registration process.

The screenshot shows the GotSport web application interface. The top navigation bar includes a hamburger menu, the text "2024 Test Season", and several icons. The sidebar on the left contains a user profile for "Test Admin" and a list of navigation links: Dashboard, Club Management (selected), Programs, Scheduling, Archives, Saved Reports, Downloads, and Help Articles. The main content area is titled "Register Teams" and features a "2024 Test Season" dropdown menu with a "Register" button. A red box highlights the "Register" button and the "Selected Teams (2)" option in the dropdown menu. Below the dropdown menu, there are input fields for "Age Group" (Min), "Gender" (Male), and "Level" (Select One), along with a "Search" button. A table below the input fields displays a list of teams with columns for Name, Level, Event Level, Event Age, and Gender. The table shows two teams: Jones (Wings, U10, Female) and Smith (Passers, U8, Male). The table has a "Select All" button and a "Deselect All (2)" button. The table is displaying all 2 Teams.

Name	Level	Event Level	Event Age	Gender
<input checked="" type="checkbox"/> Jones	Wings	U10	Female	
<input checked="" type="checkbox"/> Smith	Passers	U8	Male	



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Step Five

Click Club Management and then Roster Builder. Select the season from the dropdown click the Submit button.

Step Six

On the next screen, Select the Actions dropdown and select Bulk Clone Rosters

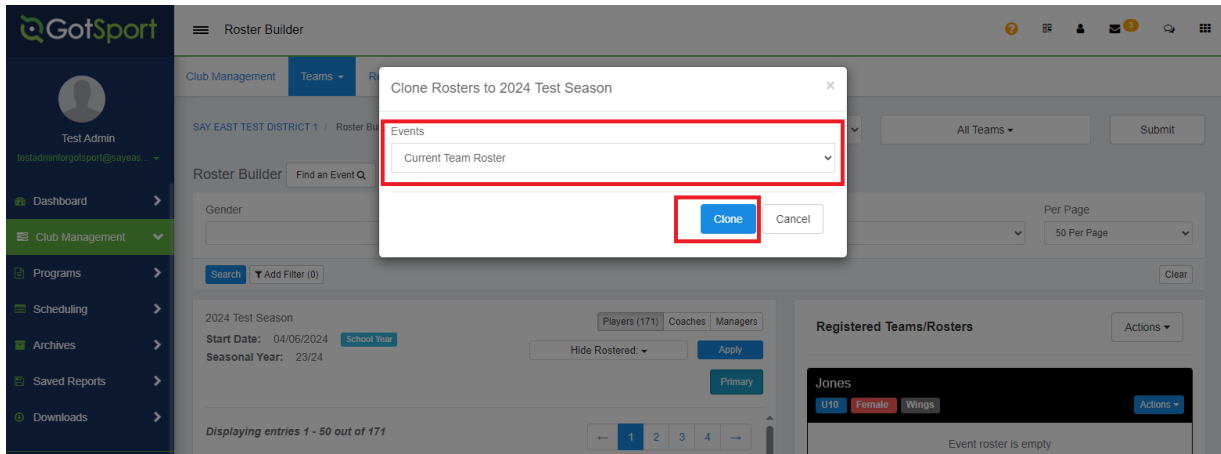


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Step Seven

On the pop-up message, under Events, choose Current Team Roster and click the Clone button. Select OK on the confirmation message. The cloning process will then run, and you can review the message box for any issues with your roster. Once you have finished reviewing, click the Finish button.





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Entering Blackout Dates

After you have completed your upload, registered your teams, and cloned your district's rosters, you can enter Blackout Dates for each of your teams as needed. Each Blackout Date must be entered separately for each team so repeat this process as necessary.

Step One

Click on Club Management and then Team Registrations. Select the team from the list under Team Registrations.

Team Registrations

52G991902 / Team Registrations

Team: Search Team Name Event: Search Event Name Coaches: Search for Coach or Manager Complete: Complete

Submitted: Submitted Age From: All Age To: All Gender: All

Accepted / Active: Accepted / Active Preferred Division: Select One... Search

Team Registrations (2)

Displaying all 2 Team Registrations

<input type="checkbox"/>	Name	Event	Created	Event Age	Gender	Preferred Division	Player Count	Coach Count	Manager Count	Complete/Submitted/Waitlist
<input type="checkbox"/>	Jones Team: Jones	2024 Test Season Start Date: 04/06/2024	02/22/2024 11:25am EST	U10	Female		0	0	0	✓ / ✓ /
<input type="checkbox"/>	Smith Team: Smith	2024 Test Season Start Date: 04/06/2024	02/22/2024 11:25am EST	U8	Male		9	0	0	✓ / ✓ /

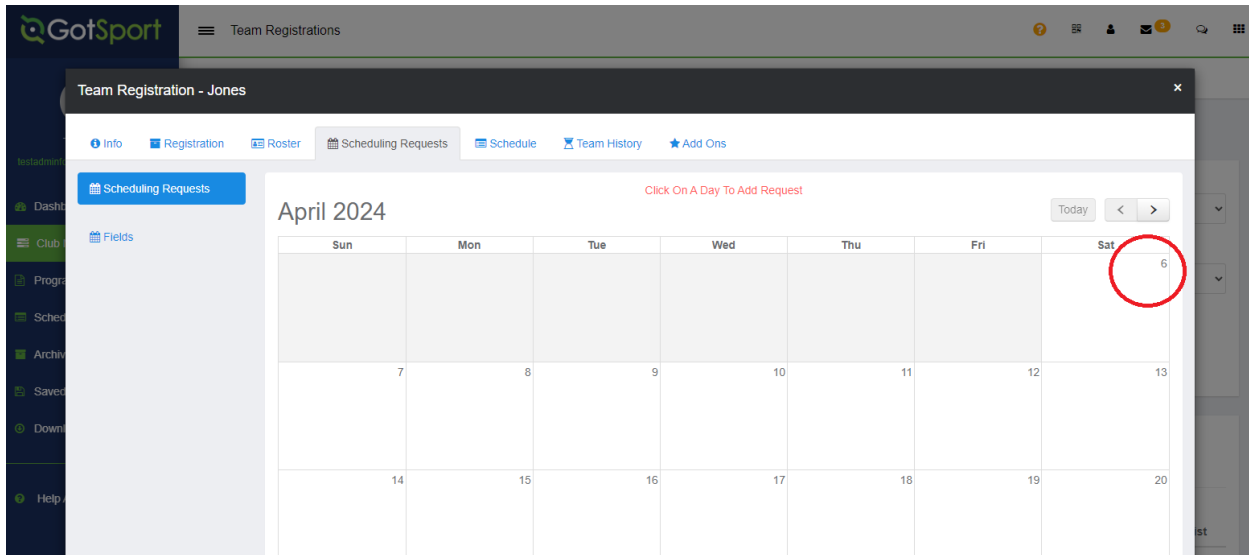


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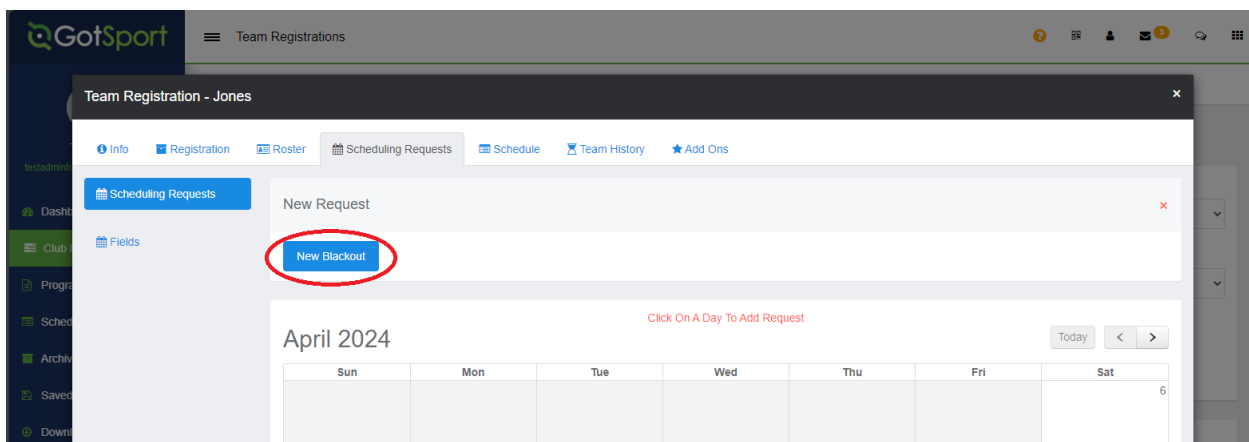
Step Two

Select the Scheduling Requests tab and then select the date of your blackout request.



Step Three

Click the New Blackout button.



Step Four

Confirm the date listed is correct and click the Create Schedule Param button.



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Team Registration - Jones

Info Registration Roster Scheduling Requests Schedule Team History Add Ons

Scheduling Requests

New Blackout

Start Date

04/06/2024

Create Schedule Param

Step Five

Confirm the correct day has been selected. Repeat this process for each of your teams that requires a Blackout Date.

Team Registration - Jones

Info Registration Roster Scheduling Requests Schedule Team History Add Ons

Scheduling Requests

Fields

April 2024

Click On A Day To Add Request

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						6 Blackout



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Add Jersey Numbers to Rosters

Step One

Click on Club Management and then Teams. On the next screen, click on the number in the Coaches column for the team.

The screenshot shows the GotSport interface. On the left is a sidebar with navigation links: Dashboard, Club Management (selected), Programs, Scheduling, Archives, Saved Reports, Downloads, and Help Articles. The main content area is titled 'Teams' and includes search filters for Search, Age Group, Gender, Level, Event, Has Legacy ID?, and Archived. Below the filters is a table of teams. The table has columns: Name, Association, Level, Age, Gender, Player List, Locks, Players, Coaches, Managers, and Document Access. The 'Smith' team (ID 469811) is highlighted, and the number '11' in the 'Coaches' column is circled in red.

Name	Association	Level	Age	Gender	Player List	Locks	Players	Coaches	Managers	Document Access
Jones 469812		Wings	U19	Female	Visible		0	2	0	ID Cards Roster PDF
Smith 469811		Passers	U9	Male	Visible		11	2	0	ID Cards Roster PDF
Test Team #1 511553		Passers	U9	Male	Visible		0	0	0	ID Cards Roster PDF

Step Two

Select the Rosters tab.

The screenshot shows the 'Rosters' tab selected for the 'Smith' team. The tab is highlighted with a red box. Below the tab are sub-tabs: Players, Coaches, and Managers. The 'Add Player' button is visible. Below the sub-tabs is a table with columns: Name, Level, Id Number, Gender, DOB, and Status.

Name	Level	Id Number	Gender	DOB	Status
------	-------	-----------	--------	-----	--------



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Step Three

Select the current season from the Select Event Roster dropdown and click Search.

Smith

Team Team Members Rosters Team Registrations Messages Program Registrations

Select Event Roster

24/25
24/25 Test Season
23/24
23/24 Test Season

Search

Please Select an Event

Step Four

Enter the players' jersey numbers in the Jersey column and click Save. Be sure to click Save after entering each jersey number. When you are finished, close the window.

Repeat Steps One through Four for each of your teams.

Smith

Team Team Members Rosters Team Registrations Messages Program Registrations

Select Event Roster

24/25 Test Season

Search

Application Information

Event 24/25 Test Season
Group
Club Name SAY East Test District 1
Team Name Smith
Team Association
Roster Source Event 24/25 Test Season

Players Coaches Managers Documents and IDs

Add Player

Clone roster from Current Team Roster Submit

Name	Level	Id Number	Jersey	Position	Gender	DOB	Status
Ross	SAY		<input type="text"/> Save Cancel		Male	2016-04-12	P X
Tyler	SAY		<input type="text"/>		Male	2016-11-11	P X
Graham	SAY		<input type="text"/>		Male	2015-12-19	P X



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Viewing and Printing Official Rosters

Step One

Click on Club Management and then Teams. On the next screen, click on the team name in the Name column for the team.

The screenshot shows the GotPro web interface. On the left is a sidebar with navigation links: Dashboard, Users, Venues, Club Management (highlighted), Programs, Scheduling, Archives, Features, Calendar, Saved Reports, Downloads, and Help Articles. The main content area is titled 'Teams' and includes a search bar with filters for Age Group, Gender, Level, Event, Has Legacy ID, and Archived. Below the search bar is a table of teams. The table has columns: Name, Association, Level, Age, Gender, Player List, Locks, Players, Coaches, Managers, and Document Access. Two teams are listed: 'Fletcher' and 'SAY East Contacts'. The 'Fletcher' team name is circled in red. The 'SAY East Contacts' team has an ID number 479678.

Name	Association	Level	Age	Gender	Player List	Locks	Players	Coaches	Managers	Document Access
Fletcher	Kickers	U14	Male	Visible	15	2	0	0	0	ID Cards Roster PDF
SAY East Contacts 479678	Kickers	U16	Male	Visible	0	0	0	0	0	ID Cards Roster PDF

Step Two

Select the Rosters tab.

The screenshot shows the 'Rosters' tab selected for the 'Fletcher' team. The page has a header with tabs: Team, Team Members, Rosters (highlighted), Team Registrations, Messages, and Program Registrations. Below the tabs are sub-tabs: Players, Coaches, and Managers. An 'Add Player' button is visible. The main area is a table with columns: Name, Level, Id Number, Gender, DOB, and Status.

Name	Level	Id Number	Gender	DOB	Status
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Roster Submission Guide



Step Three

Select the current season from the Select Event Roster dropdown and click Search.

Smith

Team Team Members Rosters Team Registrations Messages Program Registrations

Select Event Roster

24/25
24/25 Test Season
23/24
23/24 Test Season

Search

Please Select an Event

Step Four

Select the Document and IDs tab.

Fletcher

Team Team Members Rosters Team Registrations Messages Program Registrations

Select Event Roster

2024 Fall Season

Search

Application Information

Event 2024 Fall Season
Group
Club Name SAY East Contacts
Team Name Fletcher
Team Association
Roster Source Event 2024 Fall Season

Players Coaches Managers Documents and IDs

Add Player

Clone roster from Current Team Roster Submit

Name	Level	Id Number	Jersey	Position	Gender	DOB	Status
Babar, Arnold			1		Male	2011-07-03	P



Roster Submission Guide



Step Five

Select the No Image Roster button. The team's roster, in PDF format, will open in a new browser tab or download. You can then print or save the roster.

Fletcher

Team

Team Members

Rosters

Team Registrations

Messages

Program Registrations

Select Event Roster

2024 Fall Season

Search

Application Information

Event

2024 Fall Season

Group

SAY East Contacts

Club Name

Fletcher

Team Name

Team Association

2024 Fall Season

Roster Source Event

Players

Coaches

Managers

Documents and IDs

Affiliation

SAY

No Image Roster

Medical Release Forms

Select One...

Download Medical Releases



Roster Submission Guide



Editing Official Rosters

District Representatives can edit the official roster up to the Add/Drop Deadline. To edit an Official Roster, click on Club Management and then Roster Builder. On the next screen, select the current season from the dropdown list and click on the blue Submit button.

The screenshot shows the 'Roster Builder' interface. At the top, there is a navigation bar with 'Roster Builder' selected. Below this, there are tabs for 'Club Management', 'Teams', 'Registration', 'Match Minutes', and 'Merge Club Users'. The 'Teams' tab is active. The main content area has a header 'SAY EAST CONTACTS / Roster Builder' and a 'Filters' button. Below the header, there are three dropdown menus for 'Affiliation', 'Competition Type', and 'Seasonal Year', each with a 'Select One...' option. An 'Apply' button is to the right of these dropdowns. Below the dropdowns, there is a 'Roster Builder' section with a 'Find an Event' search bar and an 'Add Roster Season' button. A dropdown menu is open, showing 'Select One...' and '2024 Fall Season (09/07/2024)'. A blue 'Submit' button is also visible. Red circles highlight the dropdown menu and the 'Submit' button.



Roster Submission Guide



Deleting a Player or Coach

To delete a player or coach from the official roster, click on the red X to the right of their name.

The screenshot shows the 'Roster Builder' interface for the '2024 Fall Season (09/07/2024)'. It includes filters for Gender, Age From, Age To, Program, and Per Page. A table lists players with columns for P, S, CP, Name, Gender, Level, Group, and DOB. A confirmation popup titled 'Fletcher' is displayed, showing a list of coaches and players with a red 'X' button next to each name.

P	S	CP	Name	Gender	Level	Group	DOB
1	0	0	Babar, Arnold	Male	Kickers	U14	2011-07-03
1	0	0	Boyd, Stanton	Male	Kickers	U14	2011-04-16
1	0	0	Dolan, Joseph	Male	Kickers	U14	2011-03-24
1	0	0	Dorfman, Fred	Male	Kickers	U14	2011-01-30
1	0	0	Gillet, Marvin	Male	Kickers	U13	2011-09-02
1	0	0	Hearn, Chick	Male	Kickers	U12	2012-10-06

Select the red button on the confirmation popup to confirm you want to remove the player or coach from the Official Roster. Then click the OK button to confirm the removal from the Official Roster.

The 'Remove Confirmation' dialog box is shown with a close button (X). It contains two buttons: 'No, Only Remove From Event Roster' (highlighted with a red circle) and 'Yes, Completely Remove From Team'.



Roster Submission Guide



Adding a Player

To add a Player to the official roster, click and hold on the grey cross to the left of their name and drag and drop over the Player Name column in the Registered Team list on the right.

The screenshot shows the 'Roster Builder' interface. On the left, under '2024 Fall Season', there is a table of players. A red circle highlights a grey cross icon next to the name 'Babar, Arnold'. A red arrow points from this cross to the 'Player Name' column in the 'Registered Teams/Rosters' list on the right. The 'Registered Teams/Rosters' list shows the 'Fletcher' team with a table of players. The 'Add Player' button is highlighted in the 'New Roster' popup.

P	S	CP	Name	Gender	Level	Group	DOB
0	0	0	Babar, Arnold	Male	Kickers	U14	2011-07-03
1	0	0	Boyd, Stanton	Male	Kickers	U14	2011-04-16
1	0	0	Dolan, Joseph	Male	Kickers	U14	2011-03-24
1	0	0	Dorfman, Fred	Male	Kickers	U14	2011-01-30
1	0	0	Gillet, Marvin	Male	Kickers	U13	2011-09-02
1	0	0	Hearn, Chick	Male	Kickers	U12	2012-10-06
1	0	0	Karlin, Jerry	Male	Kickers	U13	2011-11-06
1	0	0	Rosenrosen, Jim	Male	Kickers	U12	2012-08-14

Player Name	Jersey	Position	Status
1. Boyd, Stanton	21	P	✗
2. Dolan, Joseph	19	P	✗
3. Dorfman, Fred	19	P	✗
4. Gillet, Marvin	4	P	✗
5. Hearn, Chick	16	P	✗
6. Karlin, Jerry	7	P	✗

On the popup, fill in the jersey number (leave it blank if unknown) and click the blue Add Player button.

The 'New Roster' popup form has the following fields:

- Position: Select One
- Jersey: 1
- Status: P
- Add Player button (highlighted with a red circle)



Roster Submission Guide



Adding a Coach

To add a Coach to the official roster, first click on Coaches, then click and hold on the coach's name and drag and drop over the Coach/Manager Name column in the Registered Team list on the right.

On the popup, select the Coach's position from the dropdown and click the blue Add Coach button.