

## BAYSIA REGISTRATION HELP SHEET

<b>Why won't my player roster on the team</b>		
Play level	Is player the correct play level? D4 player will not roster to D1, D2, D3, etc. team.	Association
Age	Is player too old? Is player too young? If player is more than 2 years younger, BAYSIA needs to roster the younger player	Association
Gender	Boys cannot be rostered to girls' team. STYSA and BAYSIA have no coed teams	Association
Birth Certificate	In roster builder, refresh your team. No DOB verification will prevent rostering	Club
Photo	In roster builder, refresh your team. No photo in account will prevent rostering. Got to player account and edit. If verified, may have to have association unverify. Photo requirement is waived for 8U and below but good idea to have them on file	Club
SafeSport	If player is turning 18 during the seasonal year, must complete Safe Sport	Club
USYS Affiliation	When registering player or coach, the USYS affiliation was left blank. Go to club management -> coaches or players -> check box and in menu above select set competitive level -> then choose play level and it will add level and USYS	Association
Pending	If player remains pending in roster builder, click on green refresh button. May be photo, DOB, training or payment. If this is a transfer from another association, state will have to override until all associations are on the prebill system.	Club/Association
<b>Why is my player not showing on the roster, ID cards including virtual or match card?</b>		
Roster Source	If player is registered/rostered in another association, the roster source will need to be updated	Association
<b>Where is my team?</b>		
Team Name	Make sure your team name is consistent in the league and registration events. Confusing for league administrators and everyone! Registration event is home base for player, adults and team building/registration	Club/Association
<b>Why won't my coach roster?</b>		
Requirements or photos	You can click on the refresh button in roster builder and you will see if coach is missing requirements. You can also go into the coaches account under requirements and look. Requirements have to be renewed annually June 1.	
<b>Error messages</b>		
Secondary Player	When receiving this error, it means that the player is rostered to another team. Requires transfer form.	Club/Association
Duplicate Accounts	Club management -> dashboard under club management -> merge user accounts -> search	Club/Association
<b>Functions</b>		
GotSport	System.gotsport.com	
Player Counts	Club management -> registrations (after roster builder). At this point it will show you the payment information. Continue on the top tab Details. Add filters – Registration type = player; Seasonal Year = 25/26; Registration Status = Initial; Registration Organization – Bay Area. Will indicate entries 1-50 out of # of current registered	
Add players to roster	Add players to teams in club management -> roster builder -> BAYSIA cards and roster event	
Add players to club pass	Add players for club pass in club management -> roster builder -> 'whatever league event, e.g., fall 2025	
Transfers	Transfers – (1) enter through affiliation tab then STX then transfer form click submit. Signed paper form must be attached. It is helpful to use Control F to find teams. Include this information (player's name, releasing and receiving team) in your weekly report so I can approve after the club approves. (2) Approve Transfer: Club Management -> Forms and Requests -> STYSA 25/26 form. Click on the ID number – not the player name. Click on the green check mark.	
Release	Complete paper transfer release form and attach with weekly request form to BAYSIA registrar. There is no online form	
Print player cards	To print cards: club management -> teams -> click on team -> go to roster tab on top -> select event BAYSIA cards and rosters -> go to document tab -> click on ID cards.	

## BAYSA REGISTRATION HELP SHEET

Print adult cards	To print cards: club management -> teams -> click on team -> go to roster tab on top -> select event BAYSA cards and rosters -> go to document tab -> click on ID cards.	
Print one card	Player or coach. Club management -> roster builder -> event = BAYSA cards and rosters -> select team; when team comes up go to the three dots (...) select "ID"	
Print several cards	Player or coach. Club management -> rosters -> event = BAYSA cards and rosters -> select role (coach or manager) -> check box next to coaches or players you want. Once you start checking boxes the ID card will pop up in mid section. Click and print.	
Check adult eligibility	Go to adult's account. (club management then coaches, etc.). Click on requirement tab at top	
Print large roster	Go to club management -> roster builder -> find team and event – click on actions	
Email	Communications (left navigation panel) -> contact lists -> new contact list -> give it a name -> select users -> then role (coach or more than one) -> add block. Important that you have the correct title on your users in GotSport so that they will receive system emails.	
<b>Other</b>		
2-Game Rule	Player must play in two regularly scheduled games. Important in the fall	STYSA Rule 3.12.4
Transfers	13U-19U - fall championship or Director's Cup may transfer no more than 5 previously rostered players; 11U and 12U may transfer no more than 3 previously rostered players. For state and president's cup, follow USYS rules.	STYSA Rule 3.12
50% Play Time	50% play time for Division II, Division III, Academy, Division 4	STYSA Rule 6.1.2
South Texas Cup	No more than 2 previously rostered D1 players and no more than 2 previously rostered S2 players	STYSA Rule 3.13.2
Youth Coach	Need to create coach account for youth coach. Email Jennifer Davis ( <a href="mailto:jenniferd@stxsoccer.org">jenniferd@stxsoccer.org</a> ) who will need to force fill to approve.	
Parent Role	Do not assume role of parent and enter your information in the system for the player	
When to Accept	To keep player transfers and refunds to a minimum, wait to refresh and pay in roster builder until just before August 1.	
No coed	Teams are either boys and girls	
Competitive/recreational levels	Levels are D1, D2, D3, D4, Academy... We do not use competitive or recreational.	
Club Pass	Allowed passes: 19U-11U – four CP per game; 11U-12U – three CP per game; 10U-9U – two CP per game. There is no club pass for 8U and below.	STYSA Rule 3.8
Timelines	Registration Period: August 1 through July 31 annually Seasonal Year – September 1 through August 31 annually STYSA Age Group Formation Cycle –August 1 –July 31 (used to determine age for registration) Player Counts/Billing Cycles: October 1, November 1, April 15, July 31	