How to Upload Your Team Documents into GotSport

• For the 2022 ASG Academy Cup, all documents must be submitted via GotSport

o Link: https://system.gotsport.com/users/login

- Documents can only be submitted if your name is linked to the roster as a Coach or Team Manager -
- connect with your club if you do not see our event listed
- Medical Releases are not required to be uploaded
- Document upload is mandatory for all teams documents required are:

O PDF of passes

O Guest player form (if applicable) - only required if the player is not from your club

■ Must be the same affiliation as your team i.e., FYSA passes cannot have a guest player with a US Club pass.

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■ Must be the same affiliation as your team i.e., FYSA passes cannot have a guest player with a US Club pass.

O Roster is not required - we will import from the event roster - please ensure this is correct

- Contact your club registrar/admin for help with cloning/creating your event roster
- Questions? mailto:warnersoccer@warnersoccer.com

Log into Gotsport: https://system.gotsport.com/users/login

• Use the username/ID email/password that was created for you to complete your background check, SafeSport, and Heads-up Certifications.

Click on Team Management:



Click on the name of your team:



Build your event roster and ensure that it is correct - this will be downloaded onto the game card:

Click on the Rosters tab From the "Select Event Roster" drop down, select the ASG Academy Cup. Click on Search

Scroll down, to the right and from the "Clone roster from" select the roster that you wish to clone to the tournament (either FYSA Registration event or US Club Soccer Rosters and Passcards). Click Submit

Add Club Pass Player		Clone raster from	2021/22 FYSA Registration Event	✓ Submit
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Check your roster is correct. This will be duplicated onto the game card and used by the referee to check your team in for game play.

- Enter all jersey numbers
- Do not enter ID numbers or position this is not required

Add Player Add Club Pass Player				Clone roster from	2021/22 FYSA Re	pstration Event	Submit.
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To add a player to the event roster that plays for your club, click on "add Club Pass Player"

- NOTE - many clubs do not allow teams to do this themselves. Contact your registrar/admin for assistance

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Add Club Pass P	layer			Hide	
Search for players wit	hin the team's club to add him/her to	the team.			
First name	Last name	DOB			

Player must be on the 2022/22 FYSA Event Roster or other official state roster within GotSoccer to be added

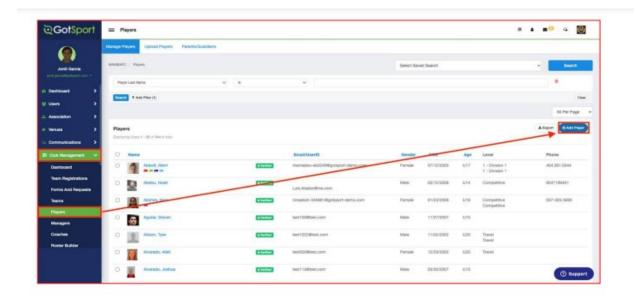
Enter the name, and date of birth as on the player pass, click Search and add.

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To add a guest/club pass player to an event roster, you'll first want to be sure that the event is allowing both types of players for the event. Once this is done here are the steps:

1. Add the player that you're using for the event a player role with your club by going to:

Club management>players>add player. Here you will look up that player and add them to your account



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2. Now that the player has been added you will go to "Roster Builder" select the Event, followed by the "Guest" Tab. (or Club Pass).

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3. When you drag the player from the guest pool to the team's roster, a box will appear asking for the Position and Jersey number, the status will automatically be set to "G" for guest. Or "CP" for Club Pass.

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Next, upload your Player/Coach passes. Click on Team Registrations tab followed by ASG Capital Cup

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Event Search Event Name		Search
Team Registrations		

Click on "Registration" Tab followed by Orange "Edit" option

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Please upload documents for check-in below
 Official Player Cards Guest Player form(s) if necessary

Player cards
Choose File No file chosen
Guest Player Form
Choose File No file chosen

Upload documents, scroll to the bottom and save.



All uploads can be replaced and are editable

DEADLINE for Online Check-In is Sunday, November 6th, 2022 at 11:59 PM – NO EXCEPTIONS. Note, rosters will be "frozen" at that time. Once your documents have been approved, no further action is required. For team check in with the referee, you will need your laminated passes and a copy of your official roster.

Additional information:

1. All FYSA or US Club players must be age verified in GotSport - no exceptions. All player passes must have a valid headshot - no exceptions

2. All players must be included on the roster

3. All coach and bench staff personnel must have a laminated pass with the same affiliation/club as the roster/player passes

4. Guest players within the club must be pre-printed on the roster. A guest player form is NOT Required. This is called a Club Pass player.

5. Uniform jersey numbers are required for all players.

6. Player Passes Upload: required for each player, coach, assistant coach, manager (Front Copy Single Version – Maximum 8 per page – No single passes accepted).

7. Guest Player Forms must be completed in compliance with the sanctioning body that has issued the player passes. Please contact your club registrar for guidance.

o FYSA - only electronically generated forms from within GotSport digitally signed by the loaning and accepting club will be accepted. No exceptions.

• FYSA - contact your club administrator for guidance

• US Club - https://usclubsoccer.org/forms-documents/ o Guest players must be affiliated with the same association i.e., US Club with US Club. It is not possible to play FYSA with a US Club pass or vice versa.

8. State Permission to Travel for all teams outside of Florida. This does not apply to US Club rosters.