

# Before Tournament Kick Off

## Generate your Gotsoccer Roster \*Players Photo optional

Link below will guide you on how to clone your roster if you have existing players registered in GotSport already.

<https://gotsport.zendesk.com/hc/en-us/articles/4405721342103-How-to-clone-a-roster-as-a-Coach-or-Manager>

## Manually add players to your team

<https://gotsport.zendesk.com/hc/en-us/articles/4406293350295-How-do-I-Build-an-Event-Roster-Coach-Manager>

1. Need to manually add each player to your team
  - a. Login to your GotSport Coach\Manager account
  - b. Click the "Team Management" tab at the top of the page, and click on your team
  - c. Click the "Rosters" Tab and then the "Add Player" button
  - d. Enter the players First and Last name along with there DOB then click search
  - e. You will get a message that no players where found then you will be able to add the player. Enter all the required information.
  - f. Repeat these steps for all your players
2. \*Optional Once the player is created you can upload a photo of the player
  - a. Click on the new players name that you just created
  - b. Under Photo click on Choose File
  - c. Pick the players photo and then go down to the bottom of the page and select save
  - d. Repeat this for all players that need a photo

Once players are submitted for approval and the Tournament staff approves your players on the roster the Roster will be locked and no changes will be allowed to be made.

If you need to make changes to your roster contact the Tournament Staff and provide details of why you need to make changes. Once approved you will need to go to the Roster Builder to add or remove players from your Roster

Once the dead line for uploading Documents has passed all Rosters are considered final

## Upload Documents to GotSport System

1. Upload League or State Tournament Roster
2. Upload Player Passes or proof of age.

Click on this link for instructions: <https://gotsport.zendesk.com/hc/en-us/articles/4408013292183-How-do-I-Upload-Documents-for-Online-Check-In->

## Tournament Kick Off \*Before your first Game

Print off your approved Event Tournament Roster

Click on this link for instructions: <https://gotsport.zendesk.com/hc/en-us/articles/360053455954-How-to-Print-a-Roster-Player-Cards-for-an-Event-Roster>