

How To Add Guest & Club Pass Players to Event Rosters

1. Login to team **“Gotsoccer Account”**
2. Locate **“Event”** under Event Registration (Event your team is playing)
3. Click on **“Default”** under the **“Roster Column”**

Fig 1

Team - Boys U11 Soccer Club USA 03B
GotSoccer TeamID # 34847

Event Registration History
Items 1 - 10 of 53

Name/Date	Type	Status	Applied	Accepted	Paid	Roster	Schedule	eTravel	Support
2014 Ken Smith Memorial Day	Tournament	Applied	02/27/2014	No	No	Default	TBA	Request	Request
**FALL 2013/SPRING 2014 CCSAI CLASSIC LEAGUE 8/1/2013 - 8/1/2014	League	Applied	01/29/2014	No	No	Frozen (11)	View	Request	Request

3. Click on **“Guest Player Button”** (If adding Guest Player)
4. Click on **“Club Pass Player”** (If adding Club Pass Player)

Fig 2

Boys U11 Soccer Club USA 03B - Team Player List and Rosters

View by Event: 2014 Ken Smith Memorial Day Tournament

Registration Submitted 2/27/2014 Accepted No ID#s Default

Roster Creator Import Players from: -select an existing roster-

Add Guest Player Add Club Pass Player

Current Active Roster None Selected. Use Player List or State Roster when available.

Full Team Player List
Players highlighted in **orange** are not attending this event and may not be added to the official roster. This information can be modified from within the team or player account.
Players highlighted in **bright green** below are guest players.

Photo	LName	F.Name	ID#	Jrjy#	Gender	DOB	State	Updated	Last Reg.	Login
	Brown	Thomas	062001418	6	Boys	5/14/2003 (V)	TXN	12/23/2013	N/A	Ok

5. A Box will drop down
6. Type in **“Information Required”**
7. Click **“Search Button”**
8. Add **“Player”** to Event Roster
9. Change **“Jersey Number”** if needed (Duplicate Jersey #s not allowed)

Fig 3

Boys U11 Soccer Club USA 03B - Team Player List and Rosters

View by Event: **FALL 2013/SPRING 2014 CCSAICLASSIC LEAGUE (8/1/2013)

Registration Submitted 1/29/2014 Accepted No ID#s Default Cards Print

Add Club Pass Player

Boys U11 LName FName ID# Search

Level

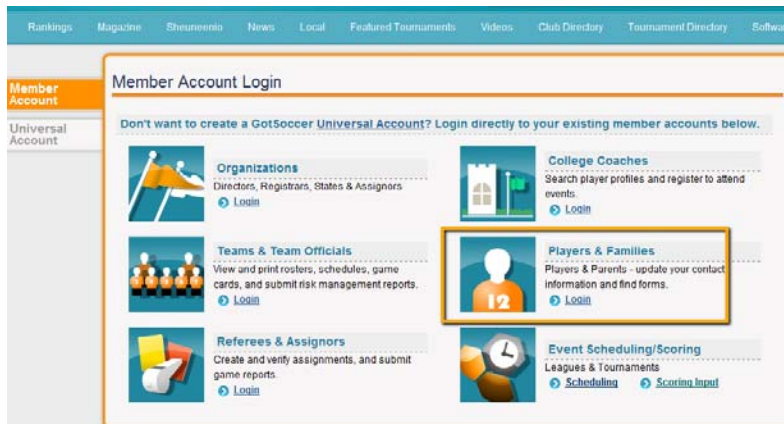
Enter the player first & last name or ID number to search.

Photo	LName	F.Name	ID#	Jrjy#	Gender	DOB*	Date Added	Card	Type
	Brown	Thomas	062001418	6	Boys	5/14/2003 (V)	1/29/2014 12:56:42 PM	Print	Deactivate P

Another Way to Add a Guest Player to Event Roster (Guest Player Only)

1. You will need the player's **"Username & Password"** that will be guest playing
2. Login to **"GotSoccer"** www.gotsoccer.com
3. Locate **"Players & Families"** Login

Fig 1



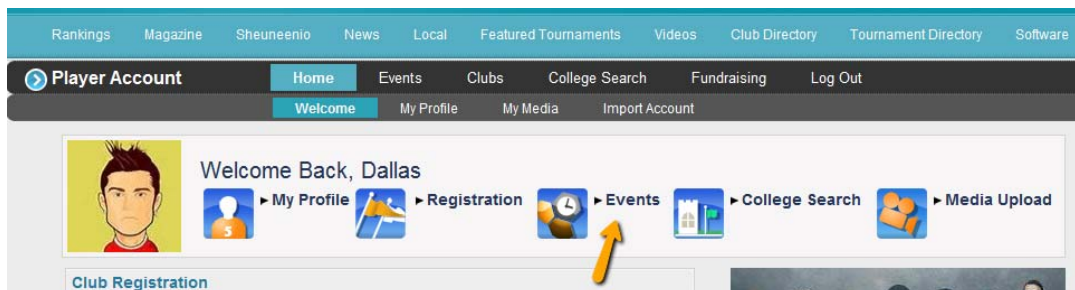
4. Type **"Uername & Password"** to login to player's profile

Fig 2



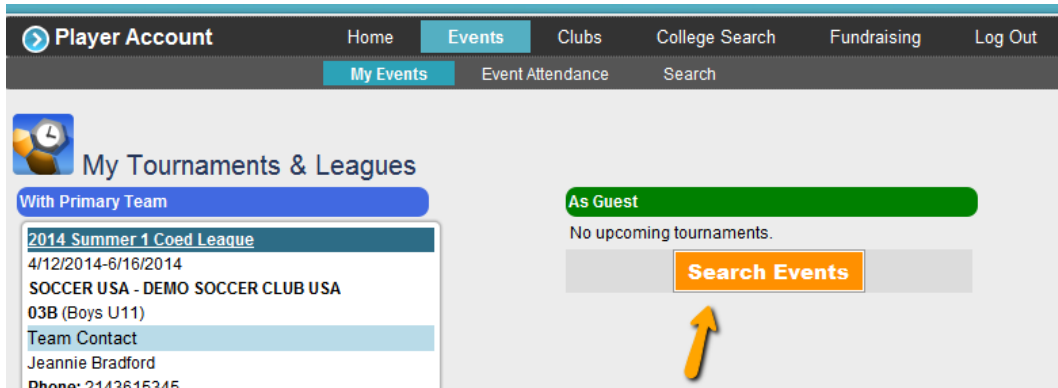
5. Click on **"Events"** button

Fig 3



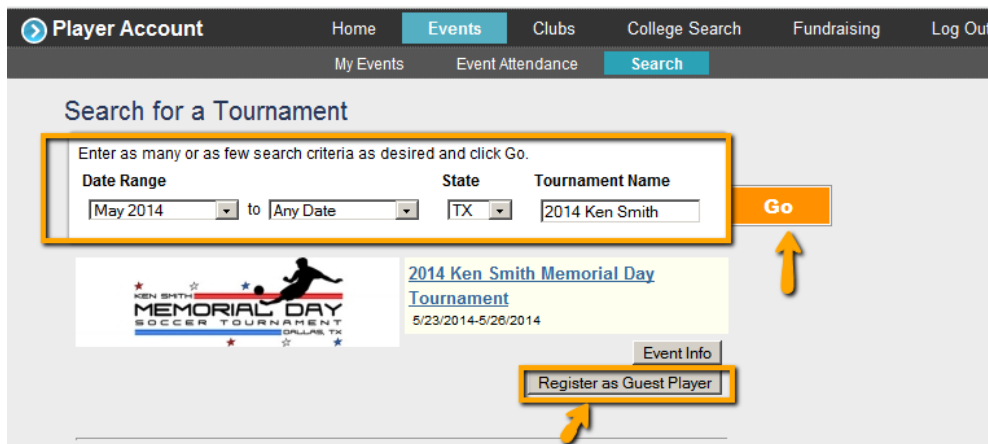
6. Click on "Search Events"

Fig 4



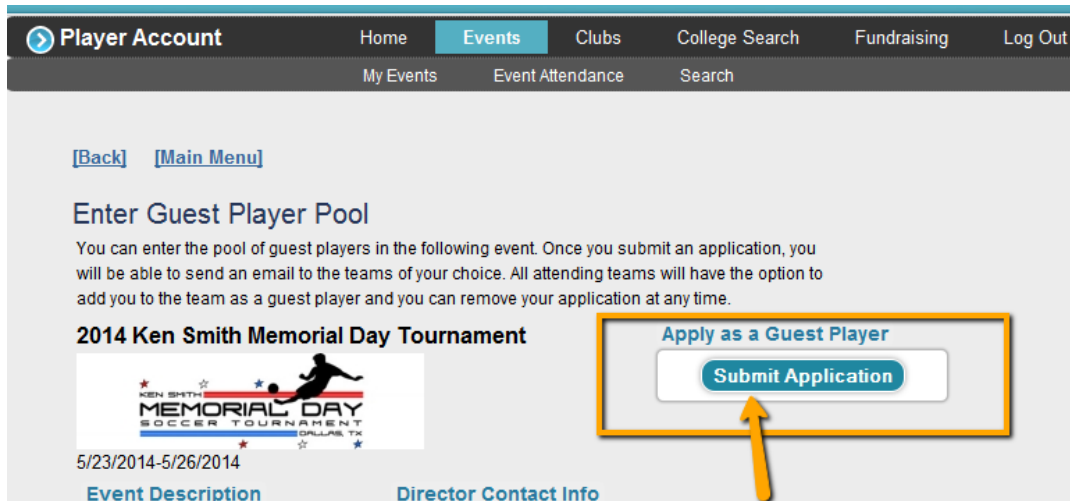
- 7. Type in "Event Information" to locate "Event" click go
- 8. Once event is located click on "Register as Guest Player"

Fig 5



9. Submit "Application"

Fig 6



10. Login to team **“Gotsoccer Account”**
11. Locate **“Event”** under Event Registration
12. Click on **“Default”** under the Roster Column

Fig 7

Team - Boys U11 Soccer Club USA 03B
 GotSoccer TeamID # 34847

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13. Click on **“Guests”** button

Fig 8

2014 Ken Smith Memorial Day Tournament
 5/23/2014-5/26/2014

Team | Hotels | Rooming | Sales | Application Status | Schedule | Requests | Misconduct | **Guests** | Support & Feedback | Documents

14. Locate **“Player”** Button
15. Click on **“Player’s Name”**

Fig 9

Guest Players in 2014 Ken Smith Memorial Day Tournament
 5/23/2014-5/26/2014

Click on a player name to view their profile and assign/unassign them from your team as a guest player.

List Filters
 Position (any) | Footing (any) | Apply Filters

Name/Group/Reg. Team	Footing/Position	Notes	Guest Of
Dallas Johnson Boys U11 (5/14/2003) SOCCER USA - DEMO SOCCER CLUB USA 03B (TXN)	right Defender Midfielder		unassigned

16. **“Assign Player”** to team
17. **“Assign Jersey #”** (Duplicate Jersey #s not allowed)

Fig 10

2014 Ken Smith Memorial Day Tournament
 5/23/2014-5/26/2014

Guest Player Overview - Dallas Johnson

Team Assignment
 Guest Of: (unassigned)
 Guest Jersey #:
 Update

Regular Team