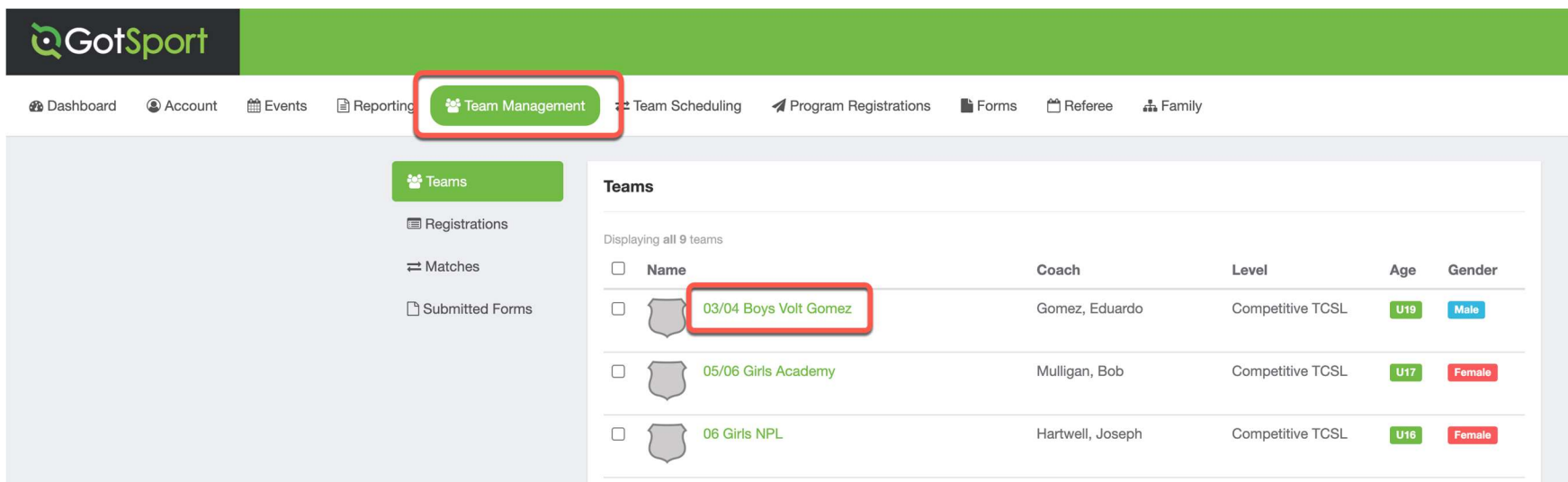


TEAM MANAGER RESOURCES

How to Print US Club Soccer Official Roster & ID Cards at the Team Level

This process should only be used to print US Club Soccer Official Roster and/or ID Cards that tournaments may require.
 For TCSSL League Games, the specific **photo match card** must be used.

- 1) Login to your GotSport account and click Team Management.

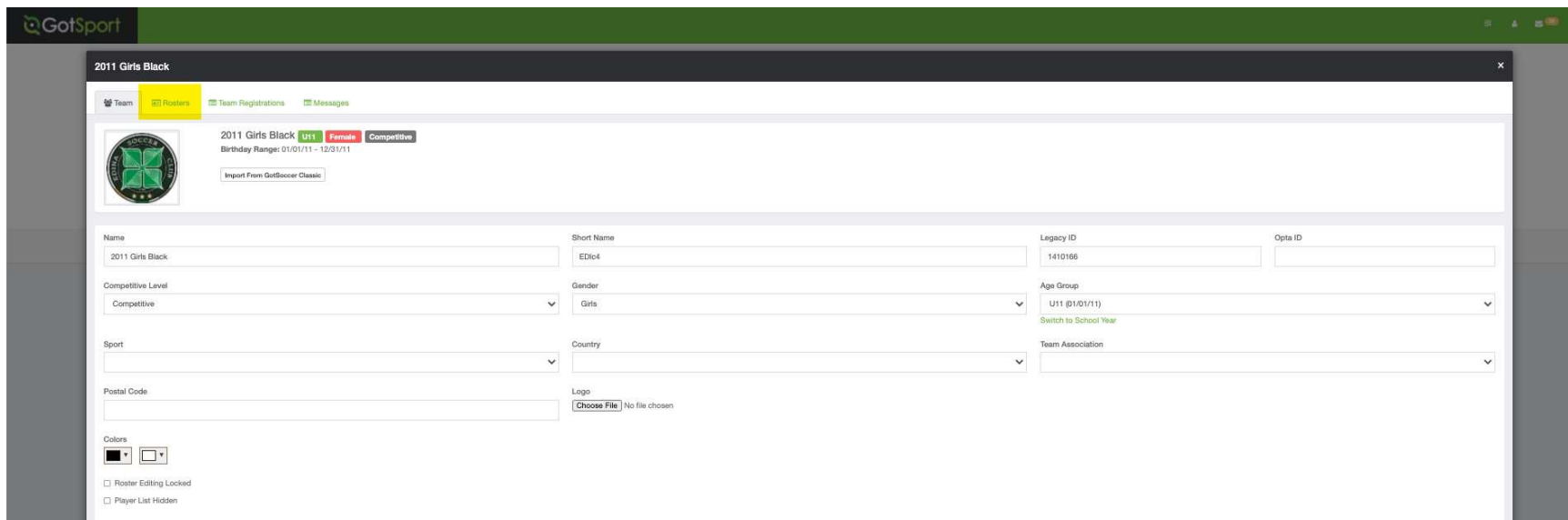


The screenshot shows the GotSport website interface. The top navigation bar includes links for Dashboard, Account, Events, Reporting, Team Management (highlighted with a red box), Team Scheduling, Program Registrations, Forms, Referee, and Family. The left sidebar has links for Teams (highlighted with a green box), Registrations, Matches, and Submitted Forms. The main content area displays a table of teams under the heading 'Teams'. The table has columns for Name, Coach, Level, Age, and Gender. The first team, '03/04 Boys Volt Gomez', is highlighted with a red box.

Name	Coach	Level	Age	Gender
03/04 Boys Volt Gomez	Gomez, Eduardo	Competitive TCSSL	U19	Male
05/06 Girls Academy	Mulligan, Bob	Competitive TCSSL	U17	Female
06 Girls NPL	Hartwell, Joseph	Competitive TCSSL	U16	Female

- 2) Click on the team that you wish to print documents for.

3) Click on the “Rosters” tab.



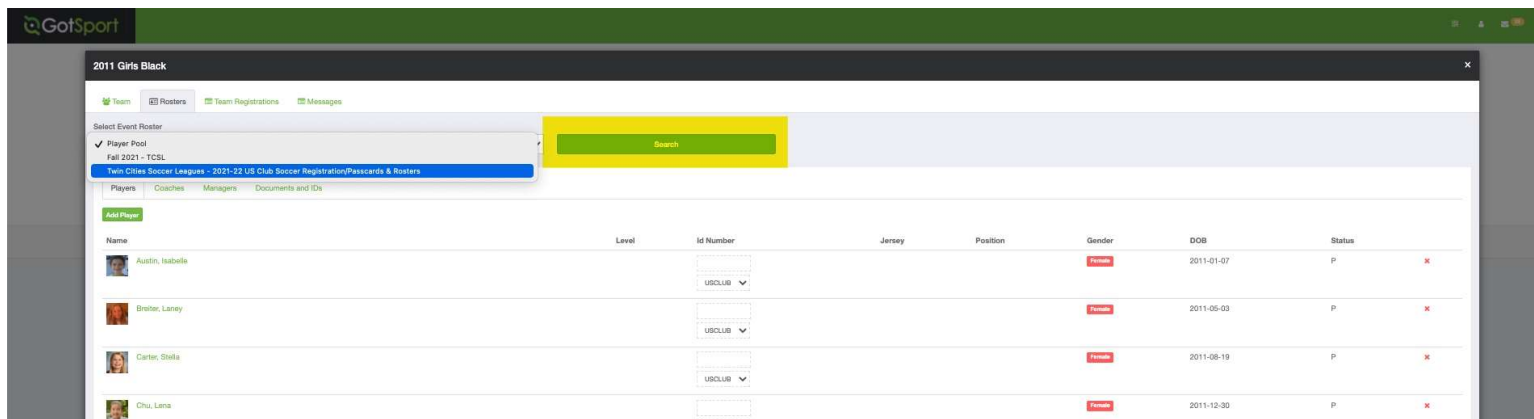
2011 Girls Black

Team | **Rosters** | Team Registrations | Messages

2011 Girls Black **U11** **Female** **Competitive**
 Birthday Range: 01/01/11 - 12/31/11
[Import From OutBoccer Classic](#)

Name: 2011 Girls Black Short Name: EDick Legacy ID: 1410166 Opta ID:
 Competitive Level: Competitive Gender: Girls Age Group: U11 (01/01/11) [Switch to School Year](#)
 Sport: Country: Team Association:
 Postal Code: Logo: [Choose File](#) No file chosen
 Colors:
☐ Roster Editing Locked
☐ Player List Hidden

- 4) Select the *Twin Cities Soccer Leagues - 2022-23 US Club Soccer Registration/Passcards & Rosters* event from the dropdown and click “Search”.



2011 Girls Black

Team Rosters Team Registrations Messages

Select Event Roster





✓ Player Pool

Fall 2021 - TCSSL

Twin Cities Soccer Leagues - 2021-22 US Club Soccer Registration/Passcards & Rosters

Players Coaches Managers Documents and IDs

Add Player

Name	Level	Id Number	Jersey	Position	Gender	DOB	Status
 Austin, Isabelle		USCLUB			Female	2011-01-07	P
 Brother, Laney		USCLUB			Female	2011-05-03	P
 Carter, Shida		USCLUB			Female	2011-08-19	P
 Chu, Lena					Female	2011-12-30	P

- 5) This will pull up the team roster of Primary Players that your club has set up. Primary Players not participating in the tournament can be removed and Club Pass players may be added at this point as needed. *NOTE: you will need to make note of the full legal name, DOB and jersey number for any primary players you remove at this point so they can be added back to the roster after official documents are generated.*

Team
Team Members
Rosters
Team Registrations
Messages
Program Registrations

Select Event Roster
Twin Cities Soccer Leagues | 2022-23 US Club Soccer Re
Search

Application Information

Event

Twin Cities Soccer Leagues | 2022-23 US Club Soccer Registration/Passcards and Rosters

Group

Club Name

Minneapolis United

Team Name

14U/2009 Girls Academy

Team Association

Roster Source Event

Twin Cities Soccer Leagues | 2022-23 US Club Soccer Registration/Passcards and Rosters

Players
Coaches
Managers
Documents and IDs

Add Player
Add Club Pass Player

Clone roster from
Current Team Roster
Submit

- 6) You will need the first name, last name, date of birth and jersey number for all Club Pass players you wish to add to your roster. The first step has you searching for the player by first name, last name and date of birth. *(NOTE: the name must match what is on their player pass, which is usually their legal name...if you can't find a player, think about if you might be using a nickname!)* Once the search result pulls up, add the jersey number and US Club affiliation and click "Add" to push them onto the roster.

Players

Coaches

Managers

Documents and IDs

Add Club Pass Player

Add Club Pass Player

Hide

Search for players within the team's club to add him/her to the team.

First name	Last name	DOB			
Judah	O'Hara	<input type="text"/>	<input type="text"/>	<input type="text"/>	Search

Search Results

O'Hara, Judah	Jersey Number	Affiliate Name	Role	
	<input type="text"/>	USCLUB	Player	Add

- 7) Coaches may be similarly added/removed from the Coaches tab...again, remember to note the exact name and email combo for their profile of any team staff removed so they can be added back in later.

Select Event Roster

Twin Cities Soccer Leagues | 2022-23 US Club Soccer Re Search

Application Information

Event	Twin Cities Soccer Leagues 2022-23 US Club Soccer Registration/Passcards and Rosters
Group	
Club Name	Minneapolis United
Team Name	14U/2009 Girls Academy
Team Association	
Roster Source Event	Twin Cities Soccer Leagues 2022-23 US Club Soccer Registration/Passcards and Rosters

Players **Coaches** Managers Documents and IDs

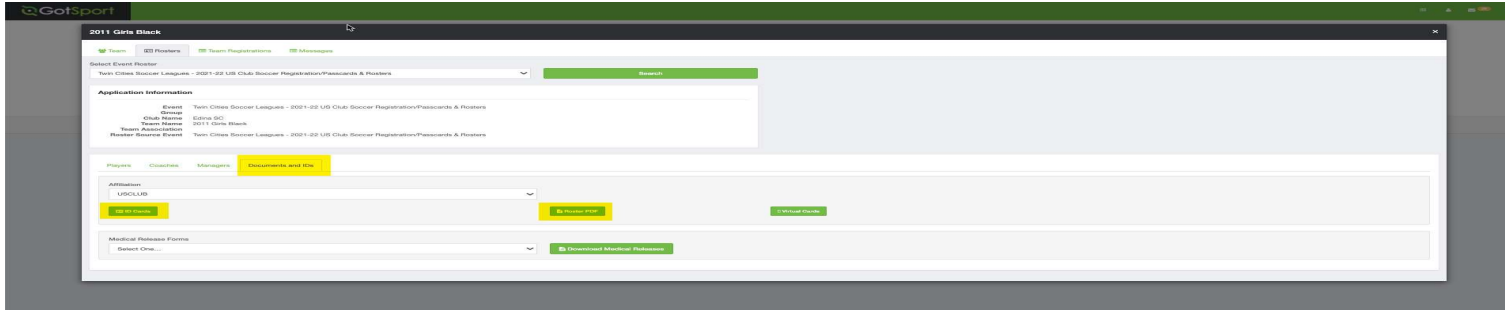
Search for users to add him/her to the team. If your search does not return any results, you'll be able to create a new user to add to the team.

First name	Last name	Email	Search
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Name Id Number

Support Hans, Kelsey DOC Download

- 8) Once the player and coach lists reflect the roster you will use for the tournament, click the “Documents and IDs” tab and download the ID Cards and/or the Roster.



NOTE: Only players that have met US Club Soccer requirements and have an eligible player pass for 2022-23 will be shown on the documents.

- 9) **IMPORTANT:** Once the tournament documents have been generated, you will want to return any players or coaches removed from the roster so they are available for League matches. We also suggest removing the Club Pass players and any substitute coaches from the roster at this time. Do this by clicking the red X next to their name in the player list or the trash can in the coaches list. (see screen shots above)