

Club Player Pass Instructions

PLEASE READ ALL THE CLUB PLAYER PASS INFORMATION.

IGNORANCE OF THE RULE DOES NOT MAKE FOR A SPECIAL EXCEPTION

**CLICK ON PRINTABLE FOR FULL INSTRUCTIONS
W/PICTURES**

FYI

**NEVER ADD A CLUB PLAYER PASS TO YOUR HOME ASSOCIATION ROSTER
CLUB PASS PLAYER ARE ONLY TO BE ADDED TO CCSAI EVENT ROSTER**

**DO NOT USE NOTIFY BUTTON - IT DOES NOT GO TO THE PERSON WHO
APPROVES CPP**

This is the only way to add a Club Player Pass to your Game Card

1. Login to team GotSocc Account
2. Locate "Fall 2020 / Spring 2021 Classic League Event"
3. Click on Frozen Roster this will take you to your event roster

Classic League Event Roster

1. Locate the Add Club Player Pass tab
2. Click on the Add Club Player Pass Tab

Adding Club Player to Event Roster

1. When you click on Club Player Pass tab a box will drop down
2. You will need to fill in the required information >click search
3. The Club Player Pass will appear in a drop down Box.
4. The next Step is to ADD the Club Pass Player to the Event Roster (Before Deadline)
(This is the roster used to generate game cards)
5. The Club Player Pass will appear on the Roster (CP) in the Status Column along with your (P) primary players on the far right.)
6. DON'T FORGET to change the jersey number if there is a conflict by placing your cursor over current jersey #.
7. **A New Electronic Form is required for every game a CPP participates**
8. **Electronic Forms do not carry over if a game is rescheduled**

Using (2) DIFFERENT CPP on a Team Playing Saturday & Sunday same weekend.

9. **A Separate Electronic Form needs to be completed for each game**
10. Add both CPP for both days to your event roster before deadline
11. **Saturdays Game:** Cross off the Sunday Player on Game Card
12. **Sundays Game:** Cross off the Saturday Player on Game Card

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NEW PROCEDURE:

After Thursday's 2:00PM Deadline;

- Electronic Form will be Deactivated
- Club Pass Player Button will be Deactivated in getsoccer (you will not be able to add players after the 2:00PM Thursday deadline)
- After Sunday Matches are completed. All Club Player Pass will be released from your game rosters. You will no longer be responsible for deactivating club pass players.
- BOTH the Electronic Form and Club Player Pass button WILL BE REACTIVATED ON SUNDAY MORNING by 9am.
- You are still responsible for completing the form and adding your Club Pass Players each week prior to the deadline.

After the Weekday 2:00PM Deadline;

- Club Player Pass Button will remain Active until Thursday's 2:00PM deadline
- Game Cards will be printed @ 2:01PM for weeknight game.
- Any additions after deadline will not appear on game card
- Once game is played, CP Players will be removed

DON'T FORGET TO ACTIVATE ANY PLAYERS THAT WERE DEACTIVATED

If you plan on the same player playing for the team on Saturday, you will need to complete another electronic form and pull the CPP on to the event roster again.

Do not forget to fill out the Required Club Player Pass Electronic Form for Every Game.