

How do I Build or add to an Event Roster- Coach/Manager

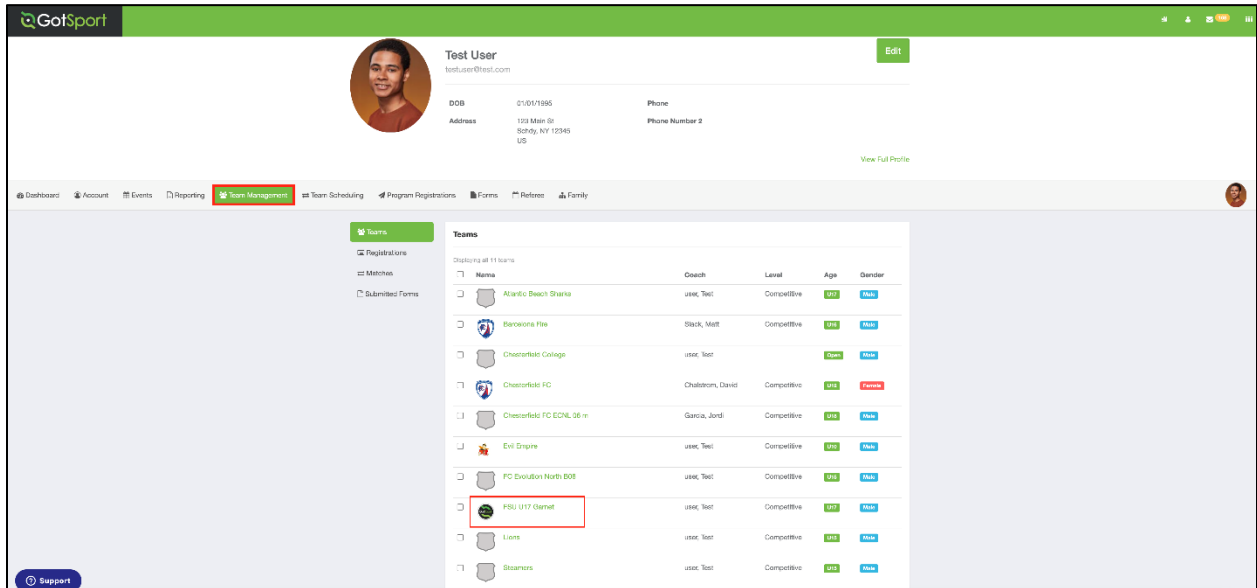
Overview

This article will walk you through how to set up or add to an event roster as a coach or a manager.

Instructions: Log into your GotSport account [HERE](#)

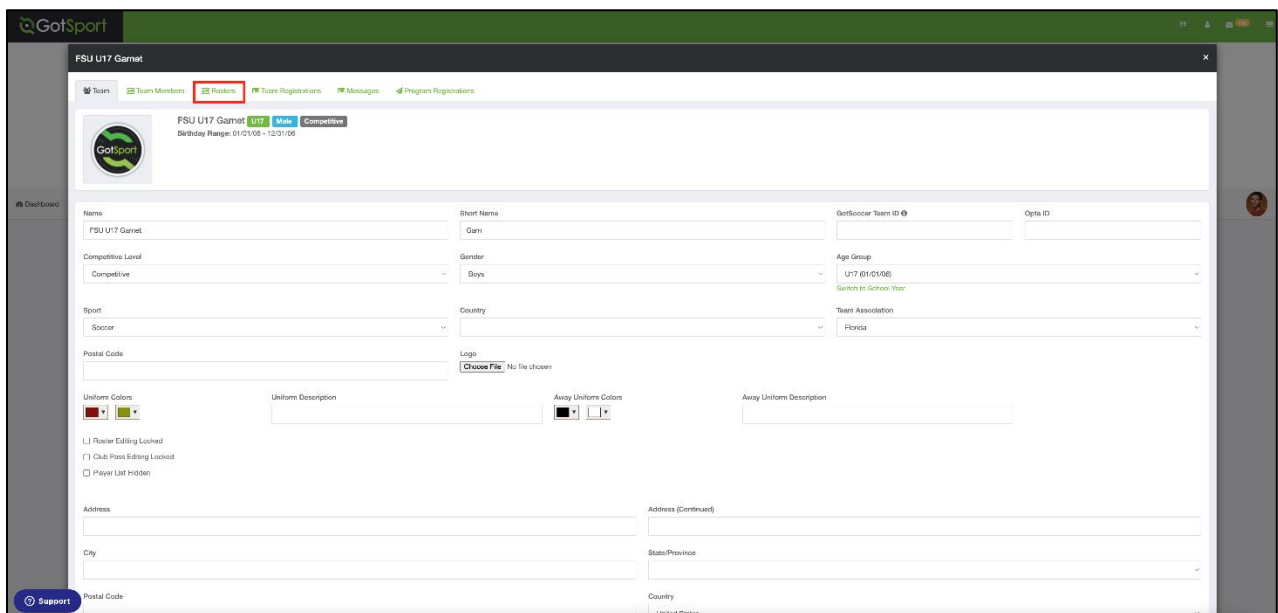
Step 1:

To create or add a player to an Event Roster, go to "**Team Management**", then click on the team's name you want to create a roster for.



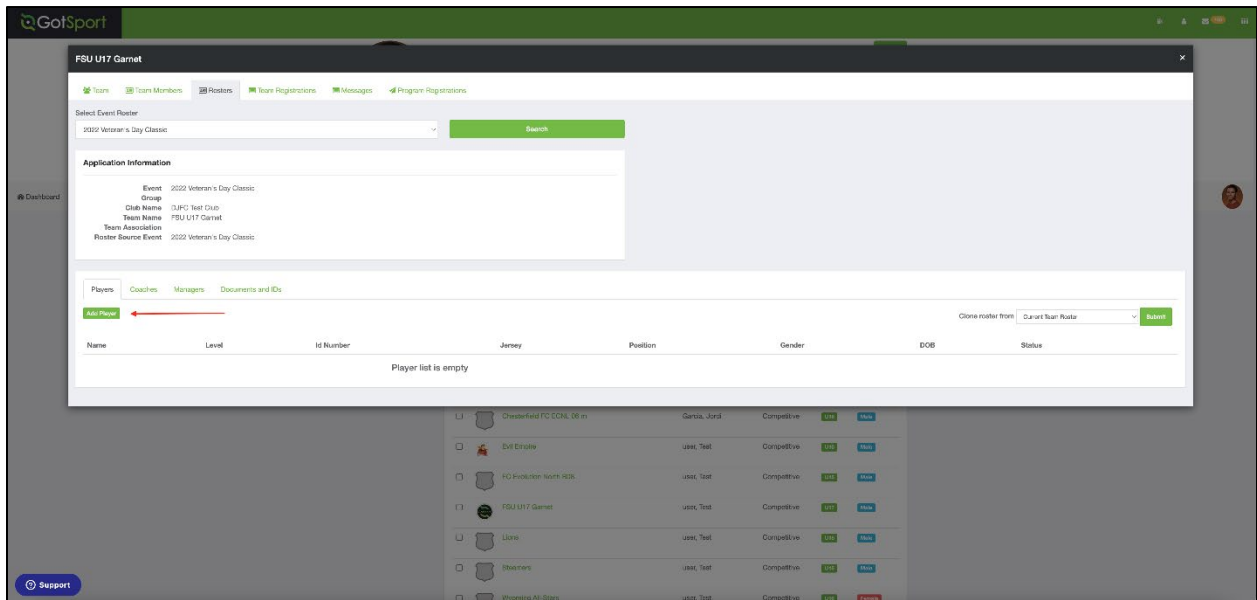
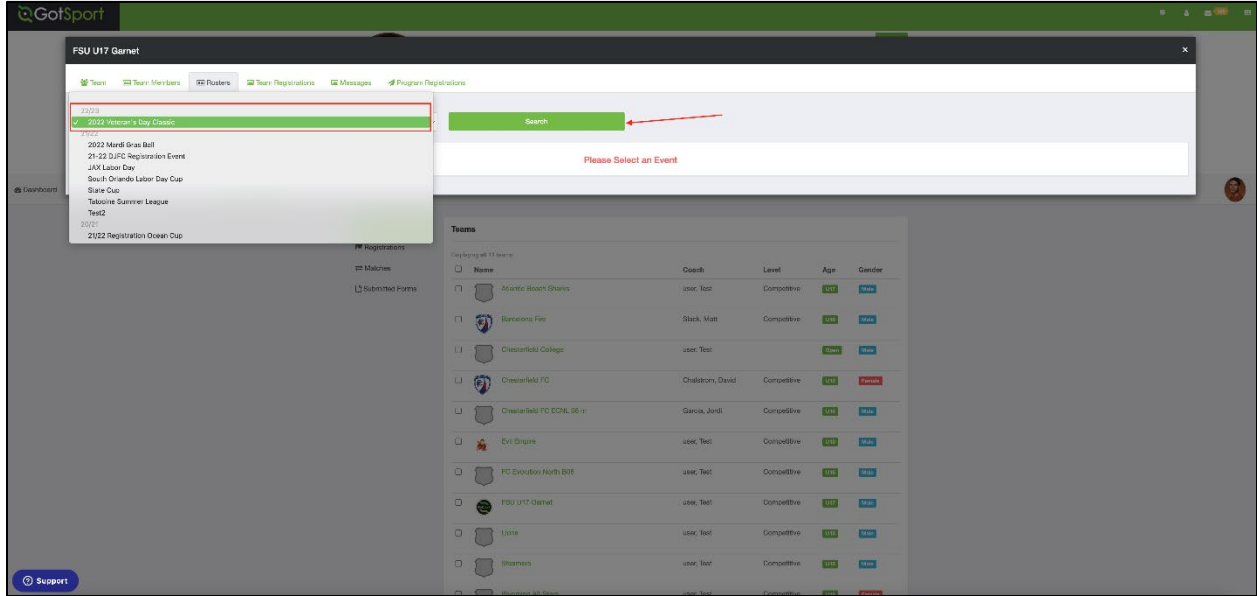
Step 2:

Once the team page pops up select the "**Rosters**" tab.



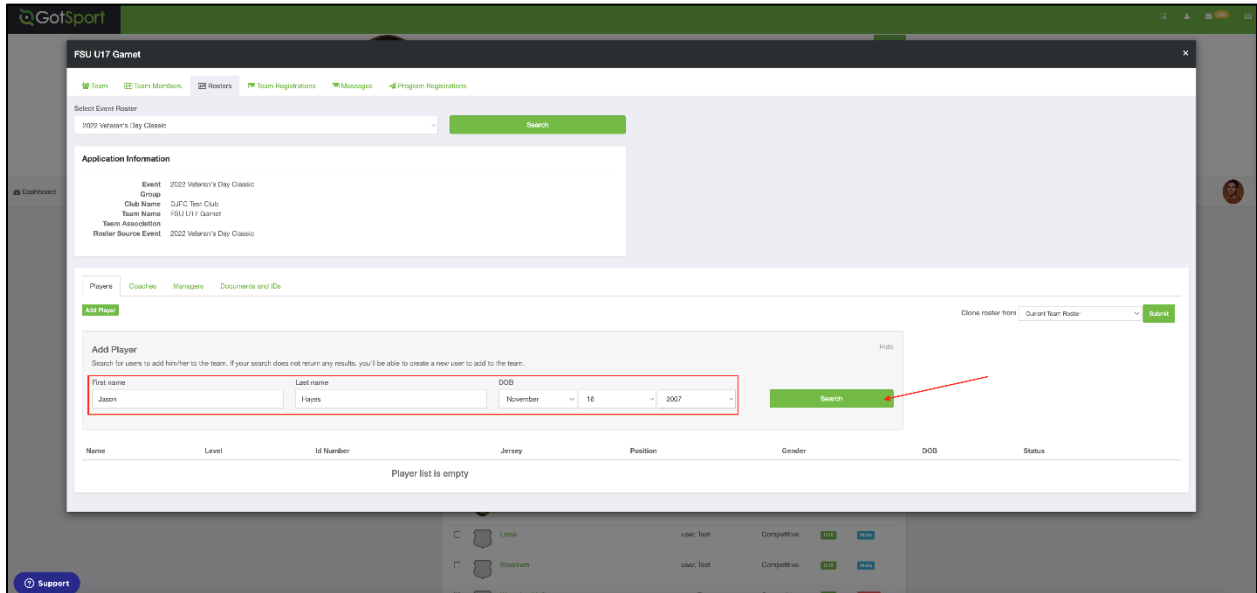
Step 3:

In the "Select Event Roster" drop-down, select the event and click "Search". Once you select the event, you can start adding players by clicking the "Add Player" button.



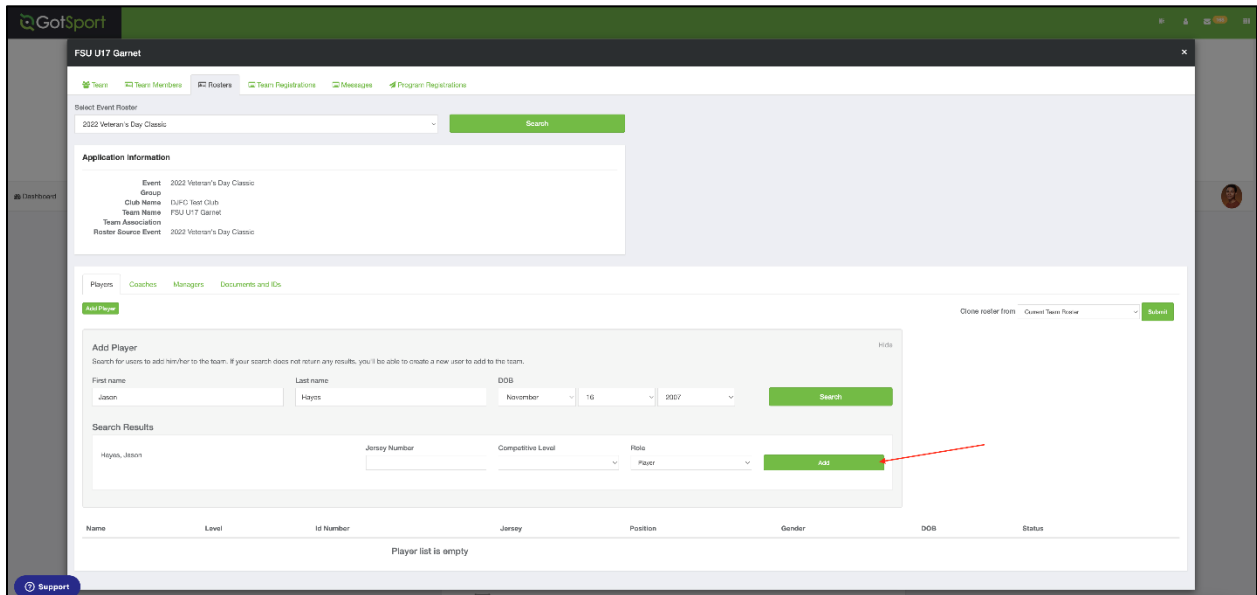
Step 4:

A new window will appear. Enter the **First Name**, **Last Name**, and **DOB** of the player you want to add and click "search".



Step 5:

If the player already has an account with GotSport they will pop up, click the "Add" button to add them to the roster.



Step 6:

If you are adding a brand-new player that does not have an existing account, you will get a message that says, "No users found..." and will need to complete the information on the player to create an account for them:

The screenshot shows the 'Add Player' form in the FSU U17 Garnet system. The form includes the following fields and elements:

- Application Information:** Event (2022 Veteran's Day Classic), Group (DJFC Test Club), Club Name (FSU U17 Garnet), Team Association (FL), Roster Source Event (2022 Veteran's Day Classic).
- Search Fields:** First name (Erik), Last name (Davis), DOB (April 6, 2010).
- Search Results:** A message indicating that no users were found.
- Buttons:** 'Add Player', 'Search', and 'Support'.

Not Required:

If you would like to create the account so that the player and their family can log in, you'll want to assign an "Email/UserID" and temporary password to the account and let the parent know what that is so that they can log in and access their account:

The screenshot shows the 'User Account' form in the FSU U17 Garnet system. The form includes the following fields and elements:

- Address Fields:** City, State/Province, Postal Code, Country (United States).
- Player Information:** Jersey Number, Competitive Level.
- User Account Section:** Email/UserID, Password.
- Instructions:** A red box highlights the address: "Enter the SNSA address for each player: 149 N Gibson Rd Henderson NV 89014".
- Buttons:** 'Create' and 'Support'.

Step 8:

Once you create the player account, they will appear on the event roster below. You can now add their jersey number. Make sure you click the save button that appears next to the jersey box after you input a number.

The screenshot shows a web interface for managing a soccer team roster. At the top, there are navigation tabs for Team, Rosters, Team Registrations, and Messages. Below this, the event is identified as 'Neptune Beach Cup 2020'. An 'Application Information' box displays details for the event group, club name (Force Soccer Club), team name (Thunder 2007), and team association. The main section is titled 'Players' and includes buttons for 'Add Player' and 'Add Club Pass Player'. A 'Clone roster from' dropdown is set to 'Current Team Roster'. A table lists the current players with their names, IDs, jersey numbers, genders, DOBs, and statuses. A red arrow points to the 'Jersey' column header.

Name	Id Number	Jersey	Gender	DOB	Status
Cole, Zack	<input type="text"/> USYS	<input type="text" value="2"/>	Male	2007-03-17	P
Cormier, Isaac	<input type="text"/> USYS	<input type="text" value="4"/>	Male	2007-03-22	P
Durgan, Angelo	<input type="text"/> USYS	<input type="text" value="5"/>	Male	2007-02-12	P
Ferry, Mack	<input type="text"/> USYS	<input type="text" value="6"/>	Male	2007-05-20	P
Hansen, Aldo	<input type="text"/> USYS	<input type="text" value="7"/>	Male	2007-07-09	P
Howell, Zachariah	<input type="text"/>	<input type="text" value="8"/>	Male	2007-10-06	P

If you need further assistance, please email info@snsasoccer.com.

SNSA