

Club Administrator Resources

Register Players with US Club Soccer

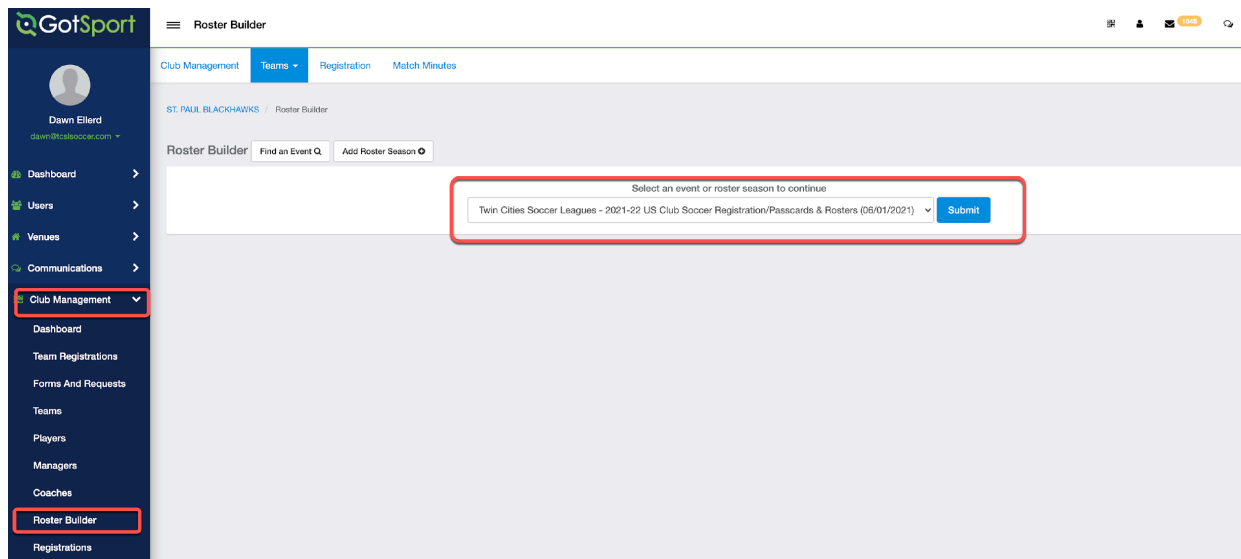
These instructions assume you have already uploaded players to your GotSport account (if not using GotSport for club registration) and submitted teams to the Twin Cities Soccer Leagues | 2023-24 US Club Soccer Registration/Passcards & Rosters event.

- Review [these instructions](#) for how to upload players to your club account.
- Review [these instructions](#) for how to submit teams to US Club Soccer via the Twin Cities Soccer Leagues | 2025-26 US Club Soccer Registration/Passcards & Rosters event.

[Detailed Steps – Register Players with US Club Soccer](#)

Overview of Steps:

Step 1: From your GotSport Club account, go to Club Management: Roster Builder



Step 2: Roster players to their TCSL-event team rosters using Roster Builder. Players may either be manually selected and added to teams as shown in the Detailed Steps linked above or cloned from the existing team player pool if players were uploaded directly to their teams at the club level.

Roster Builder

Gender: Age From: Age To: Program: Per Page:

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

Start Date: 06/01/2021 Hide Rostered:

Seasonal Year: 21/22

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P	S	CP	<input type="checkbox"/>	Name	Gender	Level	Group	DOB
1	0	0	<input type="checkbox"/>	+ Aase, Laura	Female	Competitive TCSSL	U13	
1	0	0	<input type="checkbox"/>	+ Abdullahi, Suhaib	Male	Competitive	U13	
1	0	0	<input type="checkbox"/>	+ Abeln, Finnegan	Male	Competitive TCSSL	U1	
0	0	0	<input type="checkbox"/>	+ Acker, Claire	Female	Competitive TCSSL	U15	
1	0	0	<input type="checkbox"/>	+ Adamosek, Leo	Male	Competitive TCSSL	U1	

Registered Teams/Rosters

03 Boys BLACK

Event roster is empty

Clone roster from

03 Girls Black

Event roster is empty

Clone roster from

Step 3: Check player eligibility status. Clicking the green “Refresh or Purchase” button in the individual team bar will pull up an overview of player status. To sync status in the Roster Builder player list, close the pop-up window and refresh your browser window.

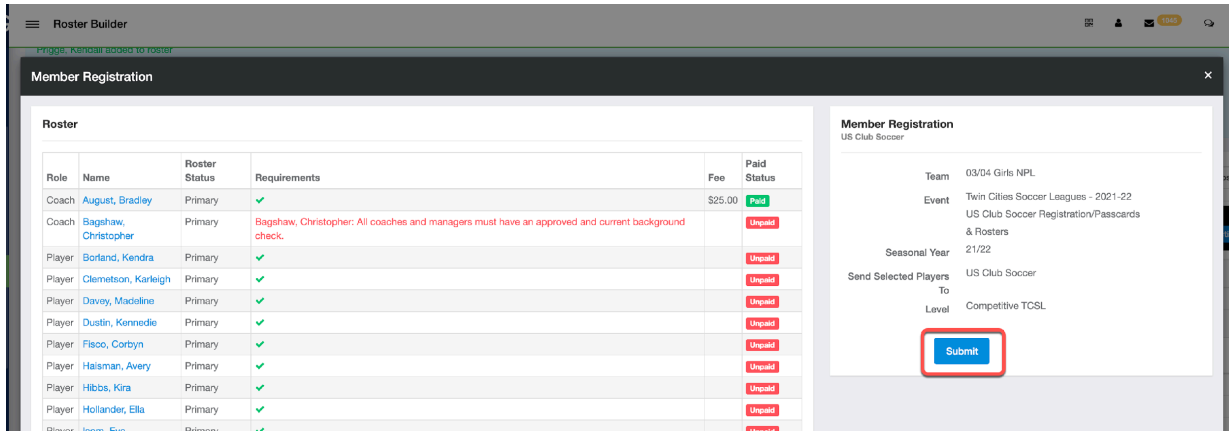
NOTE: you can purchase memberships for all of your players at once, regardless of eligibility status, but they will not be reflected on Game Day Match Cards, Official US Club Rosters or US Club Passcards until these requirements are met. (see below)

12 Boys Volt Brady

	Player Name	Jersey	Position	Status
	1. Boevers, Michael	\$ --	--	P
	2. Brown, Henry	\$ --	--	P
	3. Fedde, Odin	\$ --	--	P
	4. Jedlicki, Wyatt	\$ --	--	P
	5. Larson, Ethan	\$ --	--	P
	6. Lemke, Soren	\$ --	--	P
	7. Richards, Jackson	\$ --	--	P
	8. Turnquist, Thijs	\$ --	--	P
	9. Weir, Benjamin	\$ --	--	P
	10. Yaba, Bansa	\$ --	--	P

Step 6: Purchase US Club memberships for your players. Clicking the green “Refresh or Purchase” button in the team bar pulls up the summary page for that team and also allows you to submit for memberships for the coaches, managers and players on that team.

NOTE: You can pay team-by-team or submit for multiple teams and pay in bulk later.



Role	Name	Roster Status	Requirements	Fee	Paid Status
Coach	August, Bradley	Primary	✓	\$25.00	Paid
Coach	Bagshaw, Christopher	Primary	Bagshaw, Christopher: All coaches and managers must have an approved and current background check.		Unpaid
Player	Borland, Kendra	Primary	✓		Unpaid
Player	Clemetson, Karleigh	Primary	✓		Unpaid
Player	Davey, Madeline	Primary	✓		Unpaid
Player	Dustin, Kennedy	Primary	✓		Unpaid
Player	Fisco, Corbyn	Primary	✓		Unpaid
Player	Haisman, Avery	Primary	✓		Unpaid
Player	Hibbs, Kira	Primary	✓		Unpaid
Player	Hollander, Ella	Primary	✓		Unpaid
Player	Isom, Eva	Primary	✓		Unpaid

Member Registration
US Club Soccer

Team: 03/04 Girls NPL

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

Seasonal Year: 21/22

Send Selected Players To: US Club Soccer

Level: Competitive TCSL

Submit

Step 5: Address any issues with player eligibility. All players must meet following requirements to be approved players:

- The player must be age verified.
 - See [instructions](#) for how to submit a birth certificate for approval.
 - *NOTE: Club-level verification is no longer needed and in fact can delay the verification process. Uploading the birth certificate to a player profile affiliated with US Club Soccer is sufficient. You DO NOT want that yellow “club verified” lock icon!*
 - See [instructions](#) for how to check birth certificate verification status.
- The player must have a R002 Form on file with the Club.
 - See [instructions](#) for how to certify that the form is on-file.
- The player must have a photo in their player profile.
 - See [instructions](#) for how to add a player photo.
- Player requirements for those turning 18 from August 1, 2023 through July 31, 2024.
 - See [instructions](#) for how to set-up for and monitor SafeSport requirements for these players.
 - See [instructions](#) for how to complete the Adverse Eligibility List Review for these players as a Club Administrator.