

## CLUB ADMINISTRATOR RESOURCES

Register Coaches, Managers and Club Staff with US Club Soccer using Roster Builder

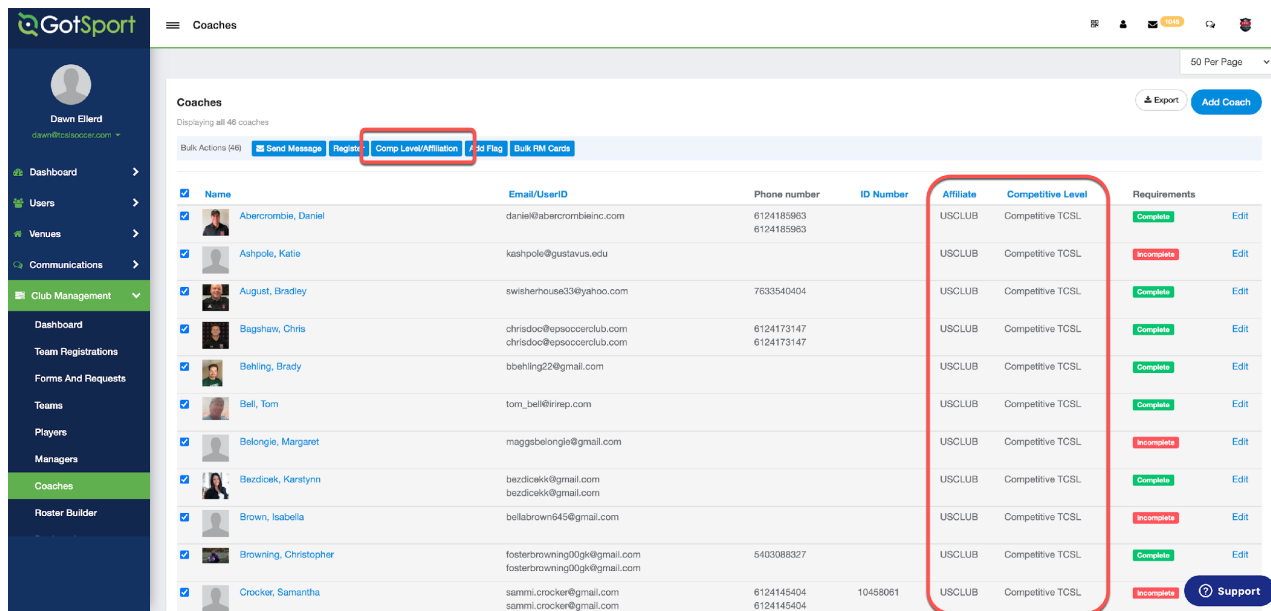
**\*\*Once club staff are affiliated with a US Club Soccer club, the staff member can begin working on his/her requirements immediately. You do not need to purchase a membership to initiate the process, but will have to purchase a membership in order for the staff to have an eligible passcard and show correctly on the roster, match card, etc. \*\***

### Process for Coaches and Managers

**Step 1:** Populate your Club account with Coaches and managers via one of the following steps:

- 1) Upload [Coaches](#) and [Managers](#) via CSV
- 2) Manually create a [Coach](#) or [Manager](#)

**Step 2:** Make sure the coach profiles are both affiliated with US Club Soccer and have a “US Club Competitive” level set. (The US Club Competitive TCSL designation is being phased out, this will be updated in bulk once the change is made)



**Coaches**

Displaying all 46 coaches

Bulk Actions (46) [Send Message](#) [Register](#) [Comp Level/Affiliation](#) [Add Flag](#) [Bulk RM Cards](#)

| Name                  | Email/UserID                 | Phone number | ID Number  | Affiliate | Competitive Level | Requirements |
|-----------------------|------------------------------|--------------|------------|-----------|-------------------|--------------|
| Abercrombie, Daniel   | daniel@abercrombieinc.com    | 6124185963   | 6124185963 | USCLUB    | Competitive TCSL  | Complete     |
| Ashpole, Katie        | kashpole@gustavus.edu        |              |            | USCLUB    | Competitive TCSL  | Incomplete   |
| August, Bradley       | swisherhouse33@yahoo.com     | 7633540404   |            | USCLUB    | Competitive TCSL  | Complete     |
| Bagshaw, Chris        | chrisdoo@psosoccerclub.com   | 6124173147   | 6124173147 | USCLUB    | Competitive TCSL  | Complete     |
| Behling, Brady        | bbehling22@gmail.com         |              |            | USCLUB    | Competitive TCSL  | Complete     |
| Bell, Tom             | tom_bell@irep.com            |              |            | USCLUB    | Competitive TCSL  | Complete     |
| Belongie, Margaret    | magsbelongie@gmail.com       |              |            | USCLUB    | Competitive TCSL  | Incomplete   |
| Bezdicsek, Karstynn   | bezdicsek@gmail.com          |              |            | USCLUB    | Competitive TCSL  | Complete     |
| Brown, Isabella       | bellabrown645@gmail.com      |              |            | USCLUB    | Competitive TCSL  | Incomplete   |
| Browning, Christopher | fosterbrowning00gk@gmail.com | 5403088327   |            | USCLUB    | Competitive TCSL  | Complete     |
| Crocker, Samantha     | samm.crocker@gmail.com       | 6124145404   | 10458061   | USCLUB    | Competitive TCSL  | Incomplete   |

50 Per Page [Export](#) [Add Coach](#)

[Support](#)

Once the coach is affiliated with US Club Soccer he/she will be able to complete requirements from within their own user profile.

**Step 3:** Add coaches and managers to team rosters using the “Twin Cities Soccer Leagues | 2025-26 US Club Soccer Registration/Passcards & Rosters” event in Roster Builder and pay for staff memberships.

#### [Coach and Manager US Club Soccer Registration - Detailed Steps](#)

#### **Process for other club staff**

*All club staff that can be construed to be in a position of authority over or with access to player data must be registered with US Club Soccer and complete all requirements.*

[Find information on other club staff required to be registered with US Club Soccer here.](#)

**Step 1:** Create the needed staff and board of directors roles in the Users tab of your club’s GotSport account.

**Step 2:** Select the individuals you wish to register with US Club Soccer from that list, this pulls up the “register” bulk action that lets you submit their registration.

**Step 3:** Navigate to Club Management : Registrations to purchase those memberships.

#### [Other Club Staff US Club Registration – Detailed Steps](#)