

## TEAM MANAGER RESOURCES

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

*Updated for Fall 2023*

This process should only be used to print US Club Soccer Official Roster and/or ID Cards that tournaments may require.

For TCSL League Games, the specific **photo match card** must be used.

*Starting with the 2023-24 soccer year, there are 2 possible pathways for generating official documentation requested by tournaments – one if you are using only your primary team of players and another if you wish to create a combined team of primary and club pass players.*

[Go here to generate an official roster and passcards for your PRIMARY team of players without club pass additions.](#)

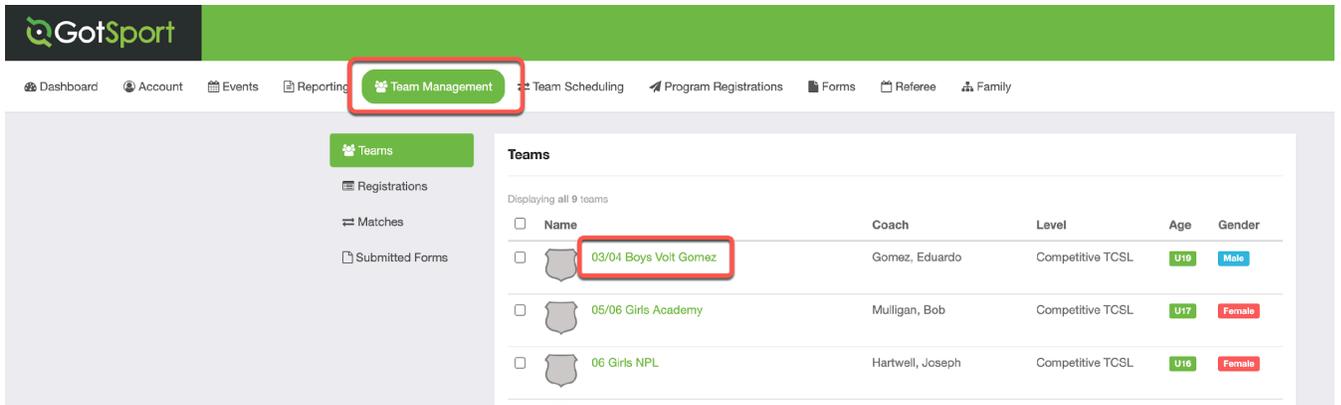
**To generate an official roster and passcards using a combination of primary players and club pass players from other teams within your club:**

*NOTE: this process DOES NOT impact your TCSL league rosters*

1) Ask your club administrator to register your team into the *US Club Soccer 2025-26 Registration/Passcards & Rosters* event in GotSport if they have not already.

*NOTE: this is a different event from the Twin Cities Soccer Leagues 2025-26 US Club Soccer Registration/Passcards & Rosters event that is used as the source roster for TCSL Leagues and Events.*

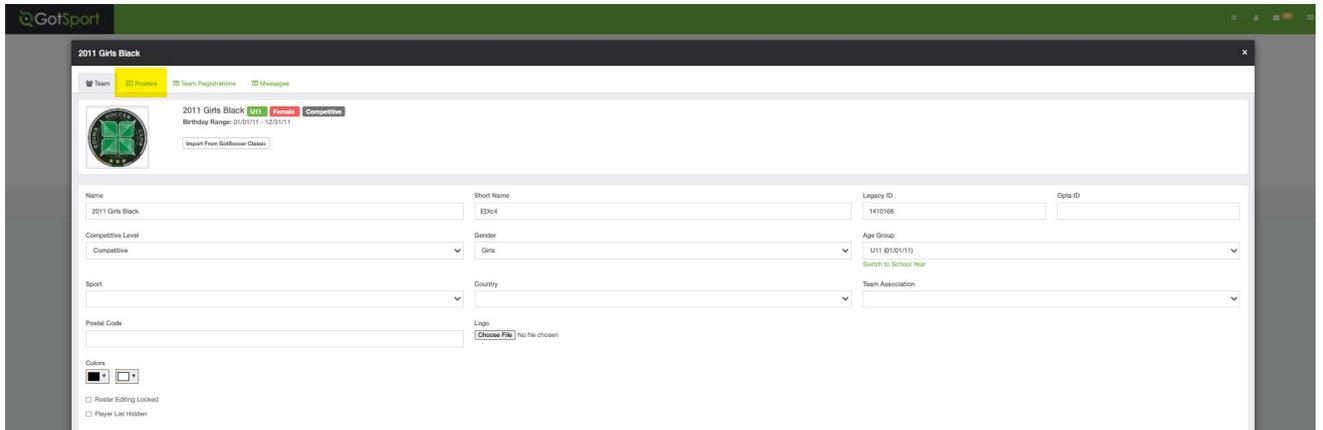
2) Login to your GotSport account and click Team Management.



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

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

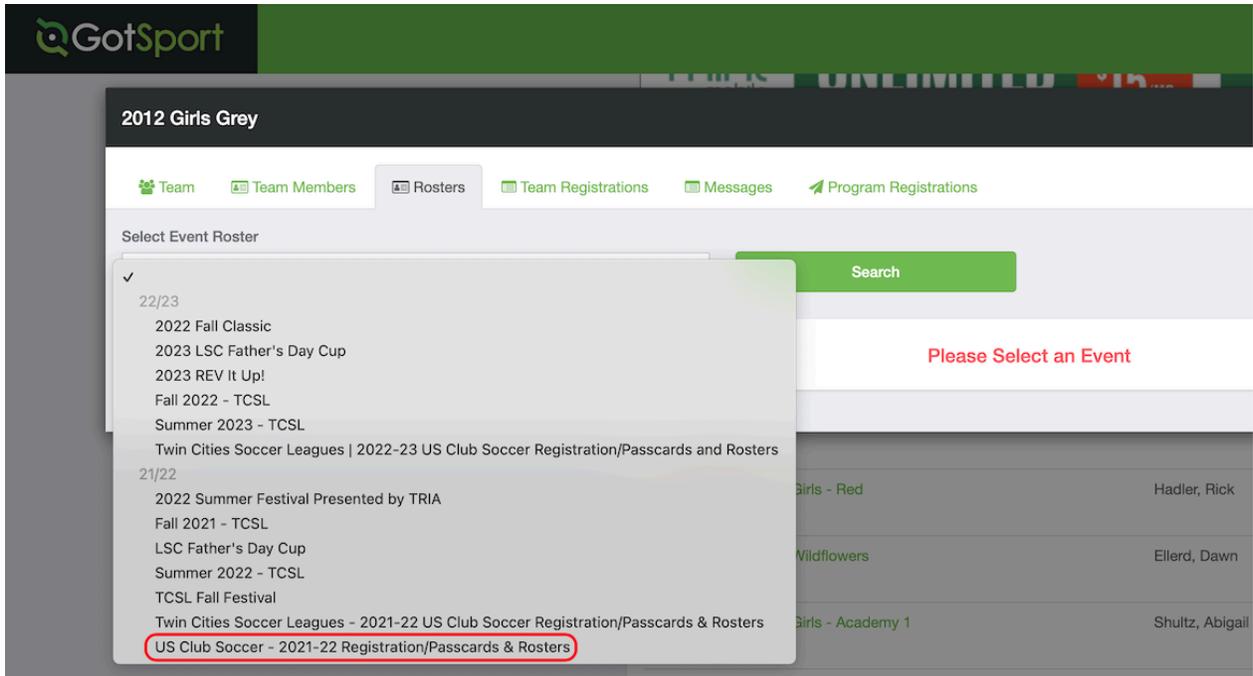
4) Click on the “Rosters” tab.



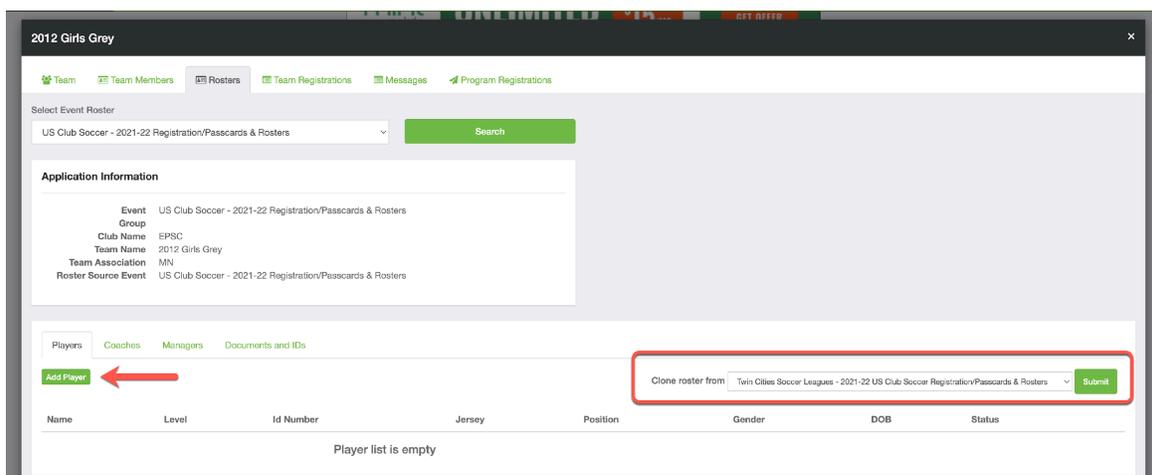
The screenshot shows the '2011 Girls Black' team page on the GotSport website. The 'Rosters' tab is selected. The page displays the following information:

- Team Name:** 2011 Girls Black
- Short Name:** EDC-4
- Legacy ID:** 1410166
- Opta ID:** (empty)
- Competitive Level:** Competitive
- Gender:** Girls
- Age Group:** U11 (8/10/11)
- Sport:** (empty)
- Country:** (empty)
- Postal Code:** (empty)
- Logo:** (Choose File) No file chosen
- Colors:** (Color selection tool)
- Options:**
  - Roster Editing Locked
  - Player List Hidden

5) Select the *US Club Soccer 2025-26 Registration/Passcards & Rosters* event from the dropdown and click “Search”.



1) On the following screen, you will be able to build your event-specific roster using a combination of eligible players, coaches and managers within your club. Individuals can be added singly or you can choose to clone a roster from another event as a starting point to modify. (players can be removed from a cloned roster and other players can be added without impacting your league rosters when working in this non-TCSL registration event)



- 2) You will need the first name, last name, date of birth and jersey number for all players you wish to add individually 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.

2012 Girls Grey

Team Team Members Rosters Team Registrations Messages Program Registrations

Select Event Roster  
US Club Soccer - 2021-22 Registration/Passcards & Rosters Search

**Application Information**

Event Group	US Club Soccer - 2021-22 Registration/Passcards & Rosters
Club Name	EPSC
Team Name	2012 Girls Grey
Team Association	MN
Roster Source Event	US Club Soccer - 2021-22 Registration/Passcards & Rosters

Players Coaches Managers Documents and IDs

Add Player ← Clone roster from Twin Cities Soccer Leagues - 2021-22 US Clu

**Add Player** Hide

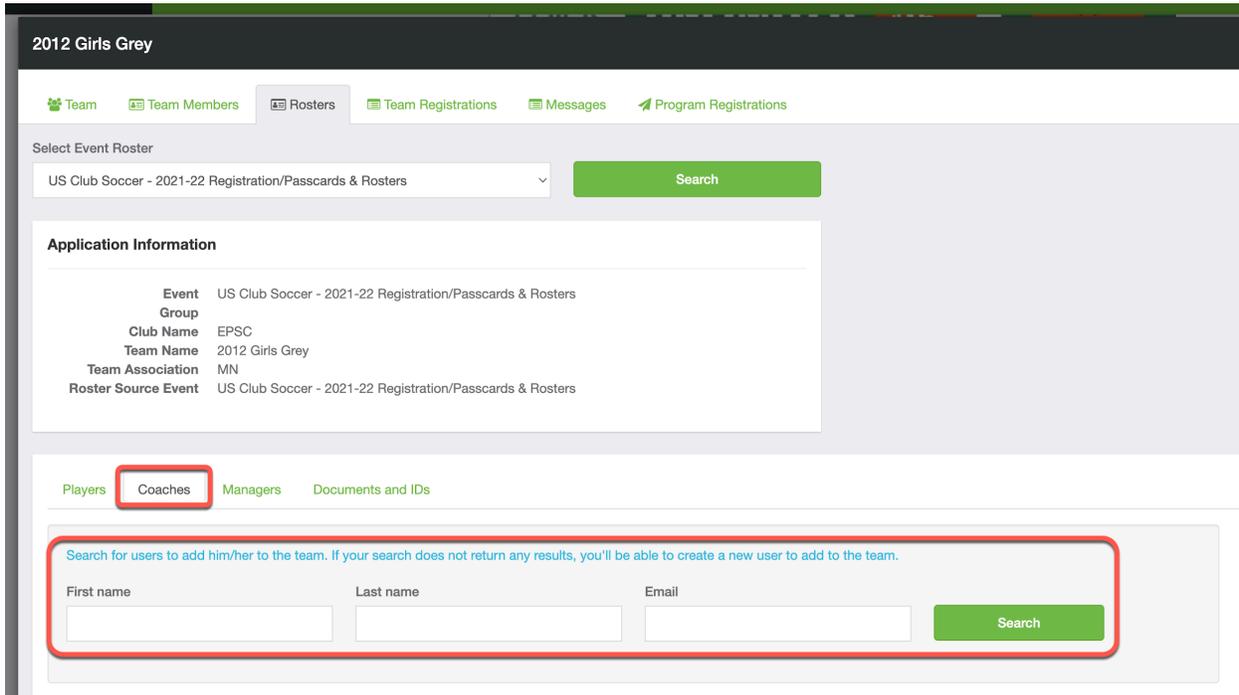
Search for users to add him/her to the team. If your search does not return any results, you'll be able to create a new user to add to the team.

First name	Last name	DOB	Search
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>

Name	Level	Id Number	Jersey	Position	Gender	DOB
Player list is empty						

Support

- 3) Coaches and Managers may be similarly added/removed from the Coaches and Managers tabs respectively. You will need their legal first name, last name and email address.



2012 Girls Grey

Team Team Members **Rosters** Team Registrations Messages Program Registrations

Select Event Roster  
US Club Soccer - 2021-22 Registration/Passcards & Rosters Search

**Application Information**

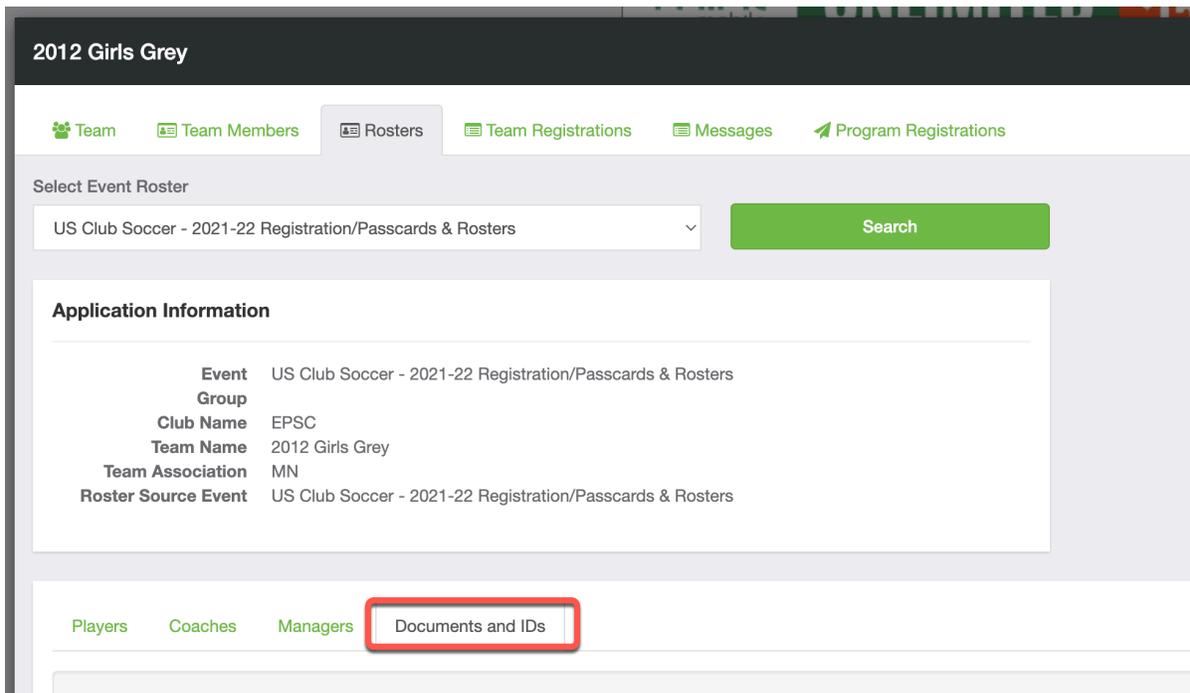
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Players **Coaches** Managers Documents and IDs

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

- 4) 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.



2012 Girls Grey

Team Team Members Rosters Team Registrations Messages Program Registrations

Select Event Roster  
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Players Coaches Managers **Documents and IDs**

**NOTE: If your documents are blank when you generate them, your club administrator will need to sync the eligibility for the roster on the club end.**

**NOTE: Only players that have met US Club Soccer requirements and have an eligible player pass for 2025-26 will be shown on the documents.**