Club Administrator Resources

Register TCSL Fives Players & Coaches with US Club Soccer

TCSL Fives teams, players and coaches are registered using the Recreational competitive level from US Club Soccer. Learn more about Recreational fees here.

If your club has not registered Recreational teams, coaches or players previously, please contact info@tcslsoccer.com so we can get that competitive level activated for you.

Learn how to create and register TCSL Fives TEAMS here.

NOTE: this process varies slightly from that used for Competitive players and Coaches, though we do ask that Coaches be rostered to their teams in the TCSL Passcards & Rosters event in Roster Builder so that data is available to us during scheduling.

TCSL Fives players do not need to be rostered to their teams in Roster Builder as these rosters may be fluid and match cards will not be needed on game day.

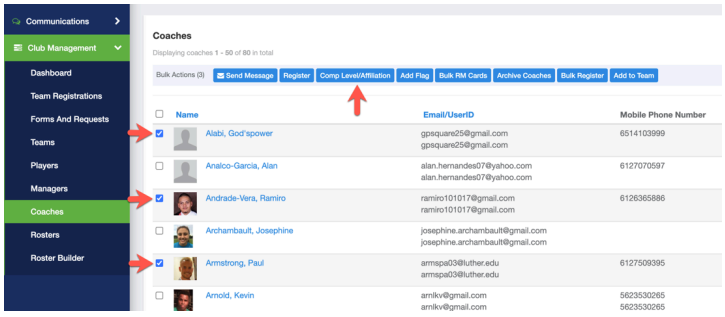
How to Register Coaches and Players for TCSL Fives

Once the team is registered for TCSL Fives events, the team will be reflected in your Twin Cities Soccer Leagues | 2026-27 US Club Soccer Registration/Passcards & Rosters event in Roster Builder showing the "Recreational" competitive level.

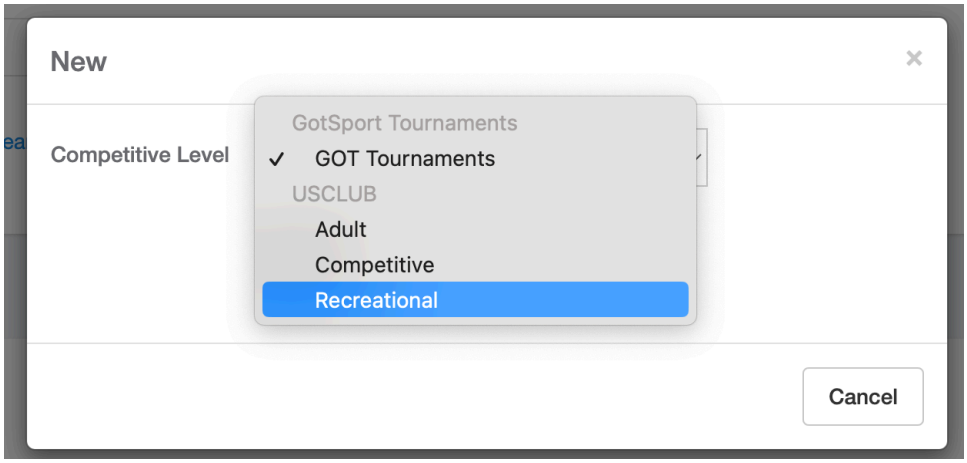
Set the COACH competitive level to Recreational

NOTE: these steps are only needed for coaches ONLY coaching TCSL Fives teams. If your coaches already have valid US Club passes for your competitive teams, they DO NOT need to also be carded as Recreational. Their competitive pass is valid for TCSL Fives matches.

- Go to Club Management : Coaches
- Check off the coaches that you wish to register ONLY as Recreational for TCSL Fives
- Click "Comp Level/Affiliation" from the bulk actions that emerge once coaches have been selected



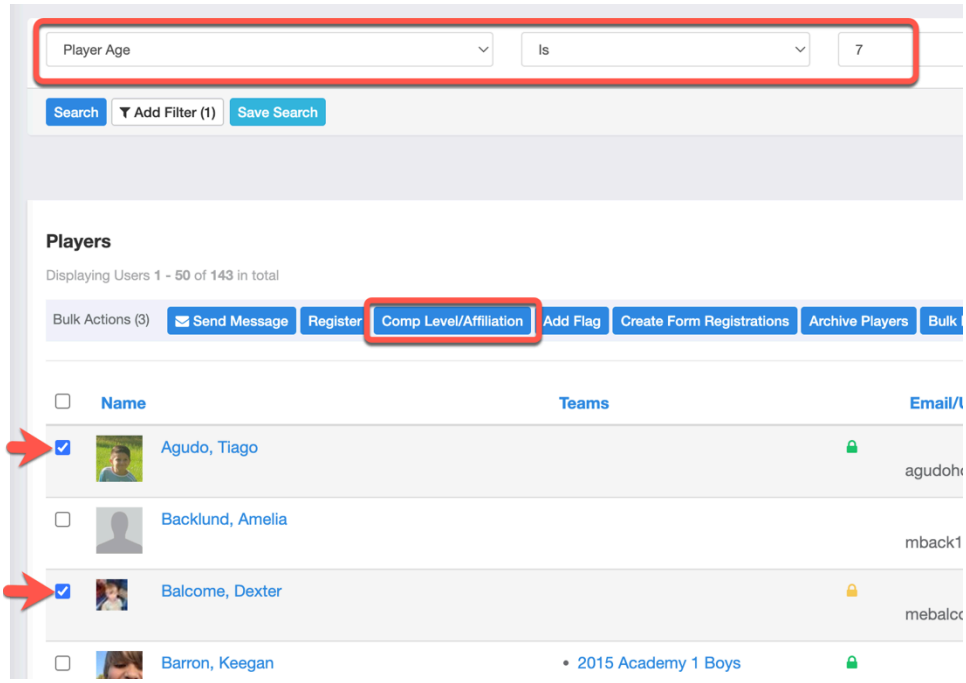
- Select “Recreational” under “USClub” in the popup window, then click “save”.



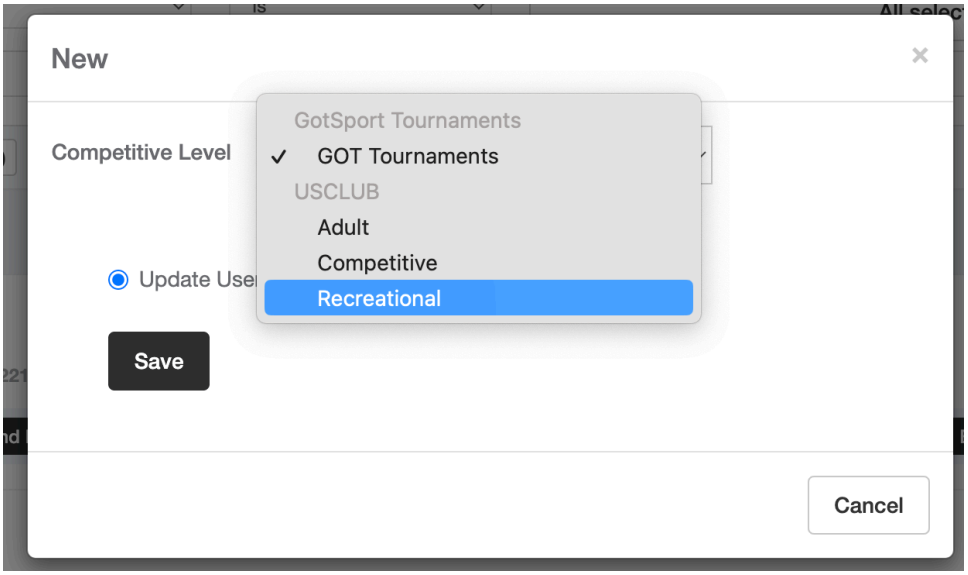
- The selected coaches will now show a Recreational competitive level in their profile.

Set the PLAYER competitive levels to Recreational

- Go to Club Management : Players
- Filter your player list for your U7/U8 players
- Check off the players that you wish to register as Recreational
- Click “Comp level/Affiliation” from the bulk actions that emerge once players have been selected

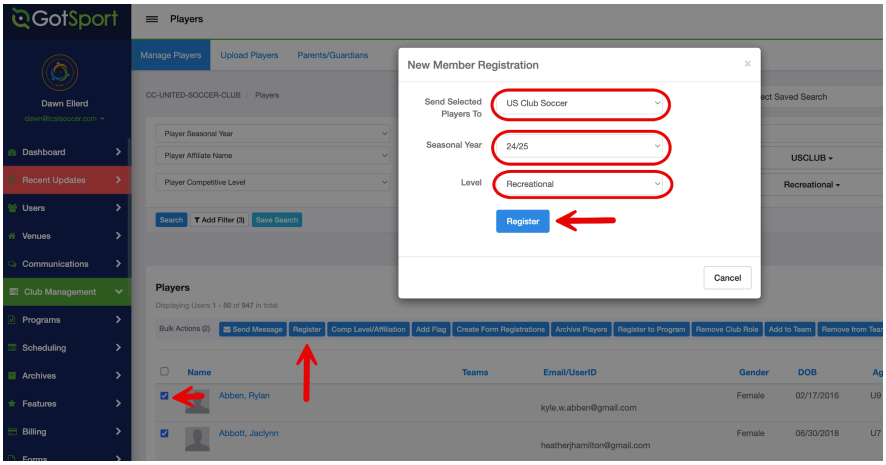


- Select “Recreational” under “USClub” in the popup and click “save” to update the player user role.

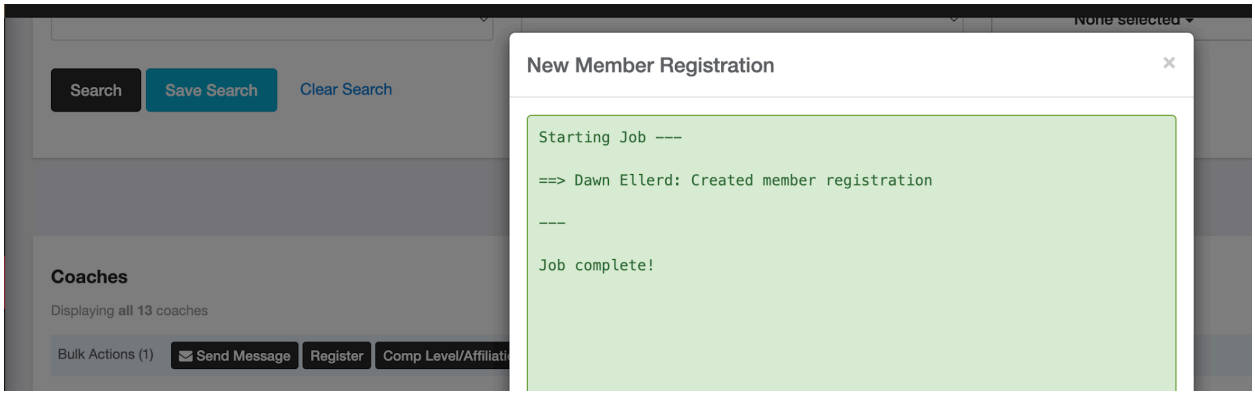


Purchase Rec US Club memberships

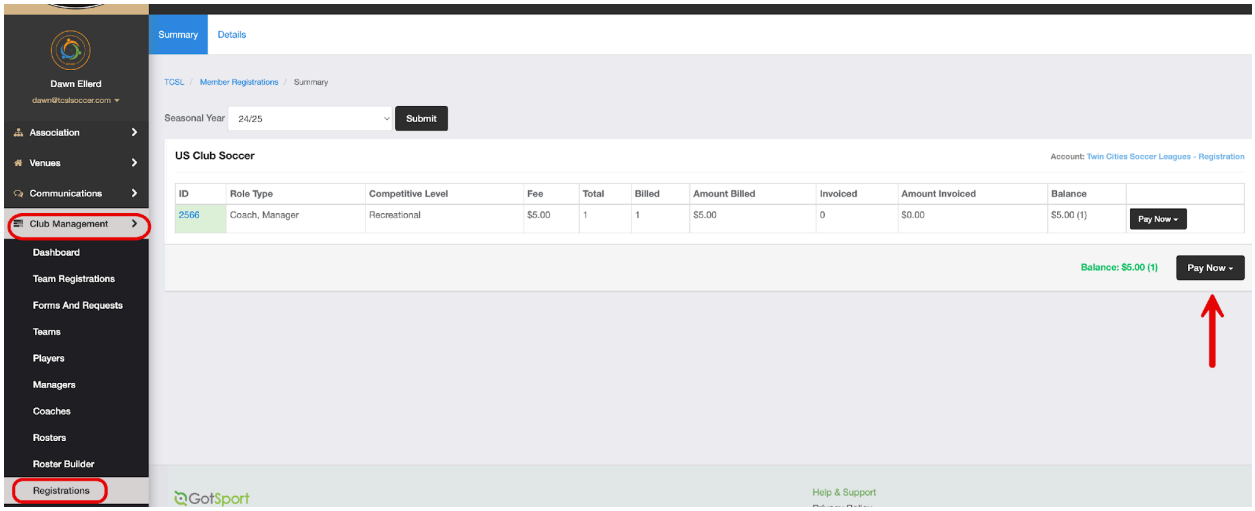
- Rec purchases are made directly through either the Coach or Player tabs under Club Management.
- Use the filters in either list to select the players or coaches with a “recreational” competitive level, then select the players/coaches that you wish to purchase a Rec membership for. This pulls up the bulk action options.
- Select the “Register” option, then in the popup box, choose the following options before clicking “Register”.



- Once the verification message is received:



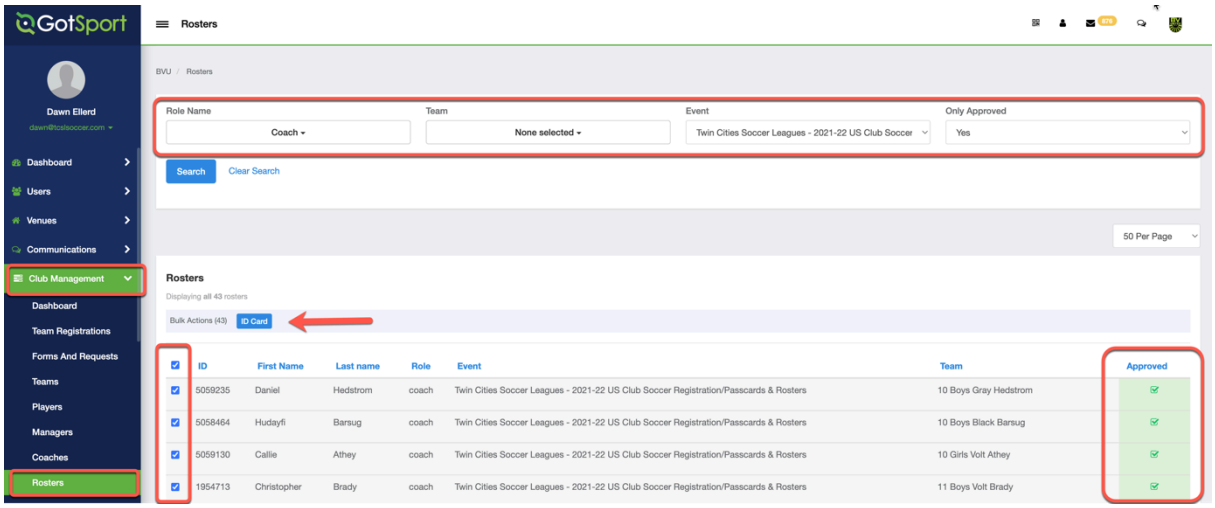
- ...close that popup and navigate to the Club Management : Registrations tab, where you can pay for those registrations.



How to generate US Cub Soccer passcards for Recreational Coaches to print in bulk

TCSL Fives Coaches need to have a physical copy of their US Club pass (either Recreational or Competitive) to show the officials before each match. Follow the steps below to generate those.

- Recreational Coaches will be rostered to their teams in Twin Cities Soccer Leagues | 2026-27 US Club Soccer Registration/Passcards & Roster in Roster Builder exactly as you would for your competitive teams, dragging the coach from the column of names on the left to the team on the right.
- Once all Rec coaches are assigned to their teams in Roster Builder, their passcards will be available once their US Club memberships have been paid and their requirements are complete.
- Passcards can be generated singly by using the "..." next to their name in Roster Builder or in bulk by using the Club Management : Rosters tab functions:


GotSport
Rosters
Dawn Ellerd
Dashboard
Users
Venues
Communications
Club Management
Dashboard
Team Registrations
Forms And Requests
Teams
Players
Managers
Coaches
Rosters
BVU / Rosters
Role Name
Coach
Team
None selected
Event
Twin Cities Soccer Leagues - 2021-22 US Club Soccer
Only Approved
Yes
Search
Clear Search
50 Per Page
Rosters
Displaying all 43 rosters
Bulk Actions (43)
ID Card
ID
First Name
Last name
Role
Event
Team
Approved
5059235 Daniel Hedstrom coach Twin Cities Soccer Leagues - 2021-22 US Club Soccer Registration/Passcards & Rosters 10 Boys Gray Hedstrom
5058464 Hudayfi Barsug coach Twin Cities Soccer Leagues - 2021-22 US Club Soccer Registration/Passcards & Rosters 10 Boys Black Barsug
5059130 Callie Athey coach Twin Cities Soccer Leagues - 2021-22 US Club Soccer Registration/Passcards & Rosters 10 Girls Volt Athey
1954713 Christopher Brady coach Twin Cities Soccer Leagues - 2021-22 US Club Soccer Registration/Passcards & Rosters 11 Boys Volt Brady