

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@tclsoccer.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.****

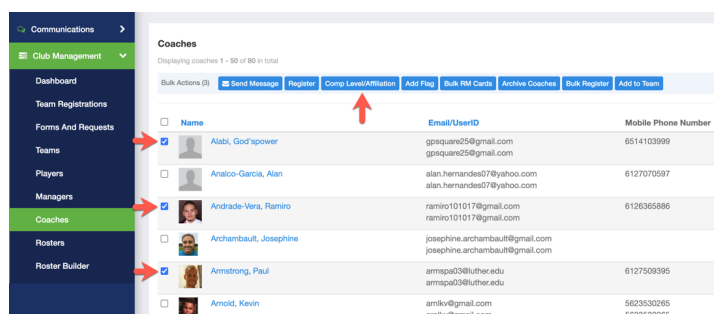
How to Register Coaches and Players for TCSL Fives

Once the team is registered for TCSL Fives events, the team will be reflected in your Twin Cities Soccer Leagues | 2025-26 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

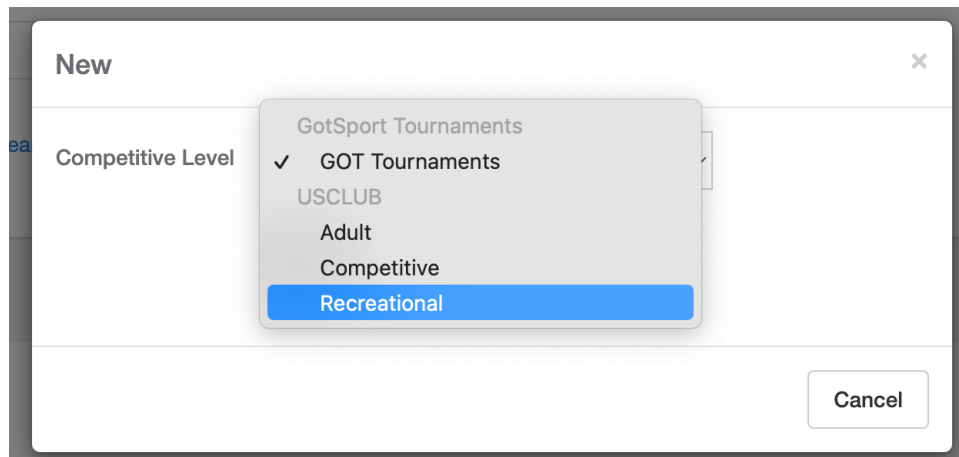


Coaches
 Displaying coaches 1 - 50 of 80 in total

Bulk Actions (0) [Send Message](#) [Register](#) [Comp Level/Affiliation](#) [Add Flag](#) [Bulk RM Cards](#) [Active Coaches](#) [Bulk Register](#) [Add to Team](#)

☐	Name	Email/UserID	Mobile Phone Number
☒	Alabi, Godspower	gpoqueans25@gmail.com gpoqueans25@gmail.com	6514103999
☐	Anasco-Garcia, Alan	alan.hernandes07@yahoo.com alan.hernandes07@yahoo.com	6127070597
☒	Andrade-Vera, Ramiro	ramiro101017@gmail.com ramiro101017@gmail.com	6126365886
☐	Archambault, Josephine	josephine.archambault@gmail.com josephine.archambault@gmail.com	
☒	Armstrong, Paul	armspa038@uwaterloo.edu armspa038@uwaterloo.edu	6127509395
☐	Arnold, Kevin	amkiv@gmail.com amkiv@gmail.com	5623530265 5623530265

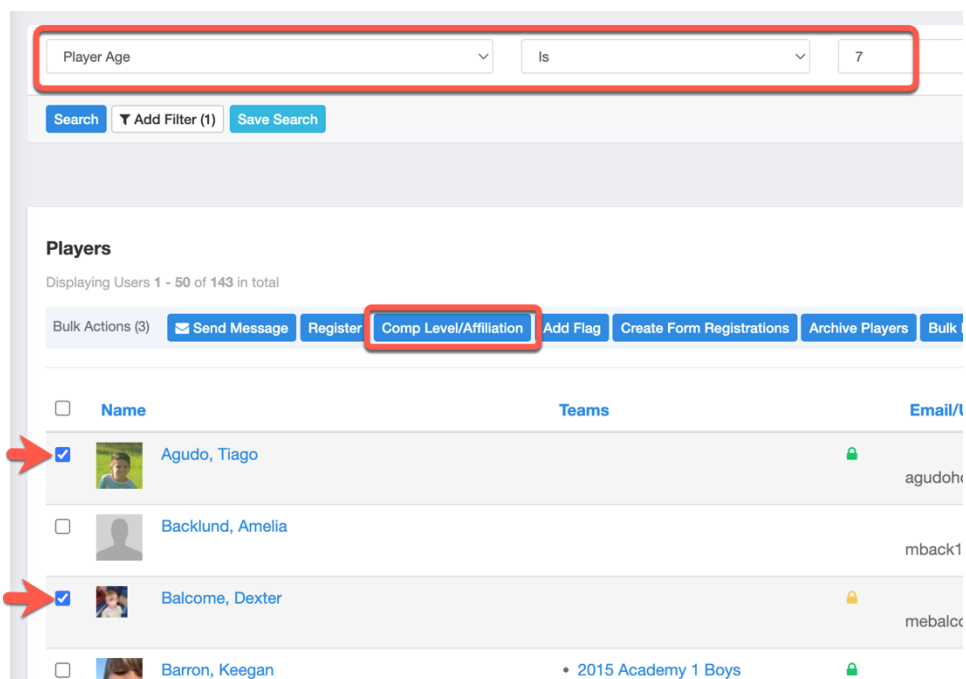
- Select “Recreational” under “USClub” in the popup window, then click “save”.



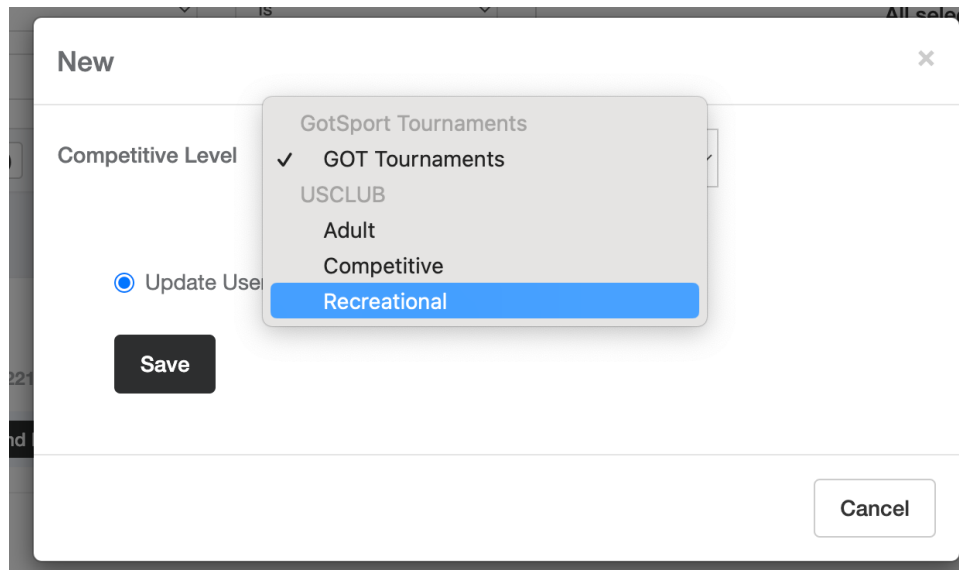
- The selected coaches will now show a Recreational competitive level in their profile.

Set the **PLAYER** competitive levels to Recreational

- Go to Club Management : Players
- Filter your player list for your 7U/8U 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

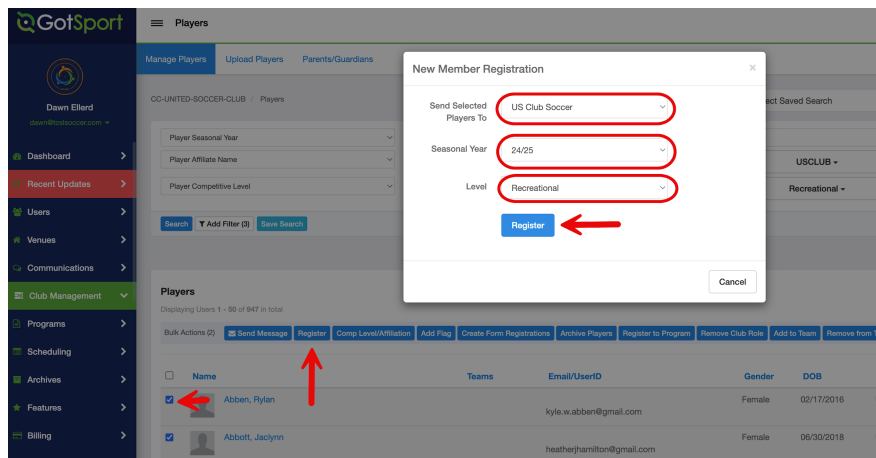


- Select “Recreational” under “USClub” in the popup and click “save” to update the player user role.

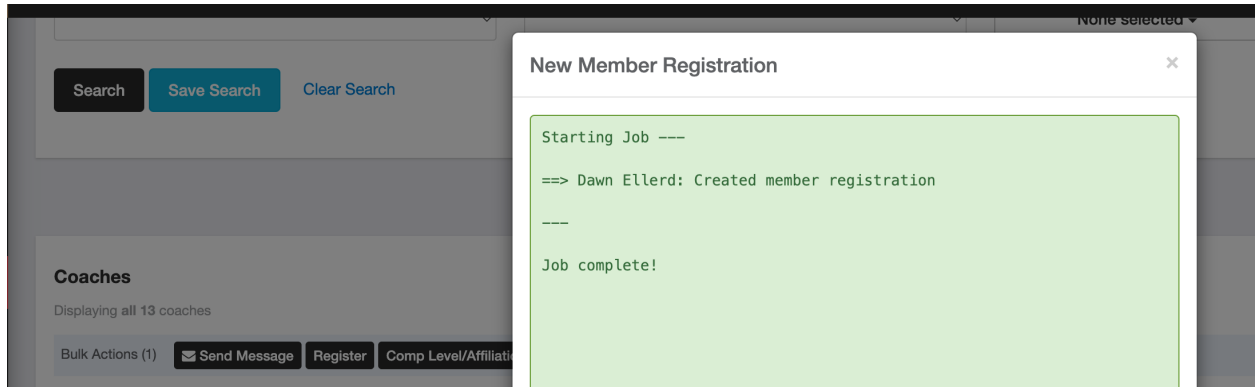


Purchase Rec US Club memberships

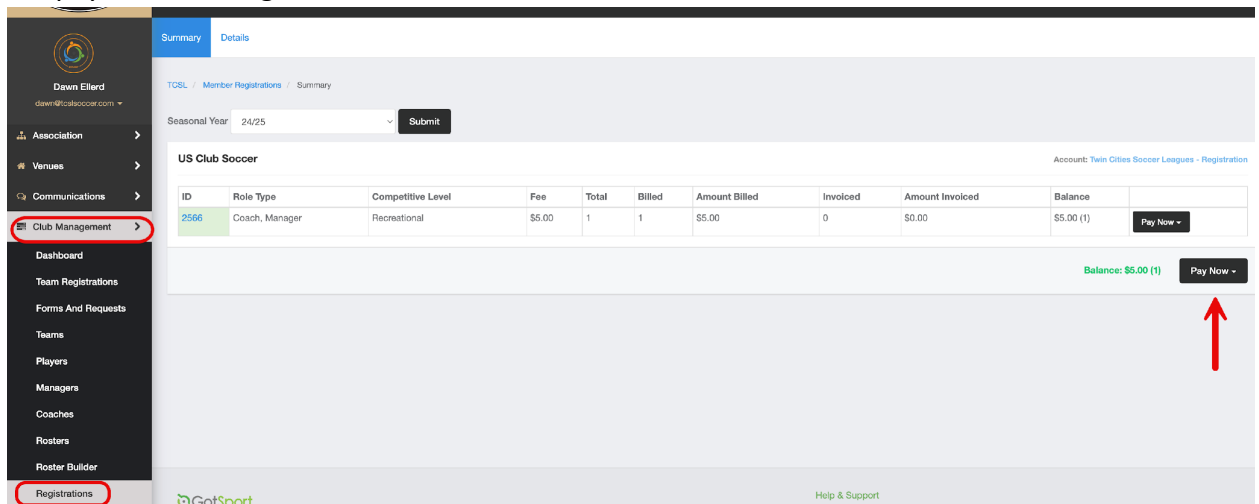
- Rec purchases are made directly through either the Coach or Player tabs under Club Management.
- Use the filters in either list to select the players or coaches with a “recreational” competitive level, then select the players/coaches that you wish to purchase a Rec membership for. This pulls up the 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 | 2025-26 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:





Dawn Ellard
dawn@twincitiesoccer.com

- Dashboard
- Users
- Venues
- Communications
- Club Management**
 - Dashboard
 - Team Registrations
 - Forms And Requests
 - Teams
 - Players
 - Managers
 - Coaches
 - Rosters**

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	☒
☒	5058484	Hucdayfi	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	☒