TEAM MANAGER RESOURCES

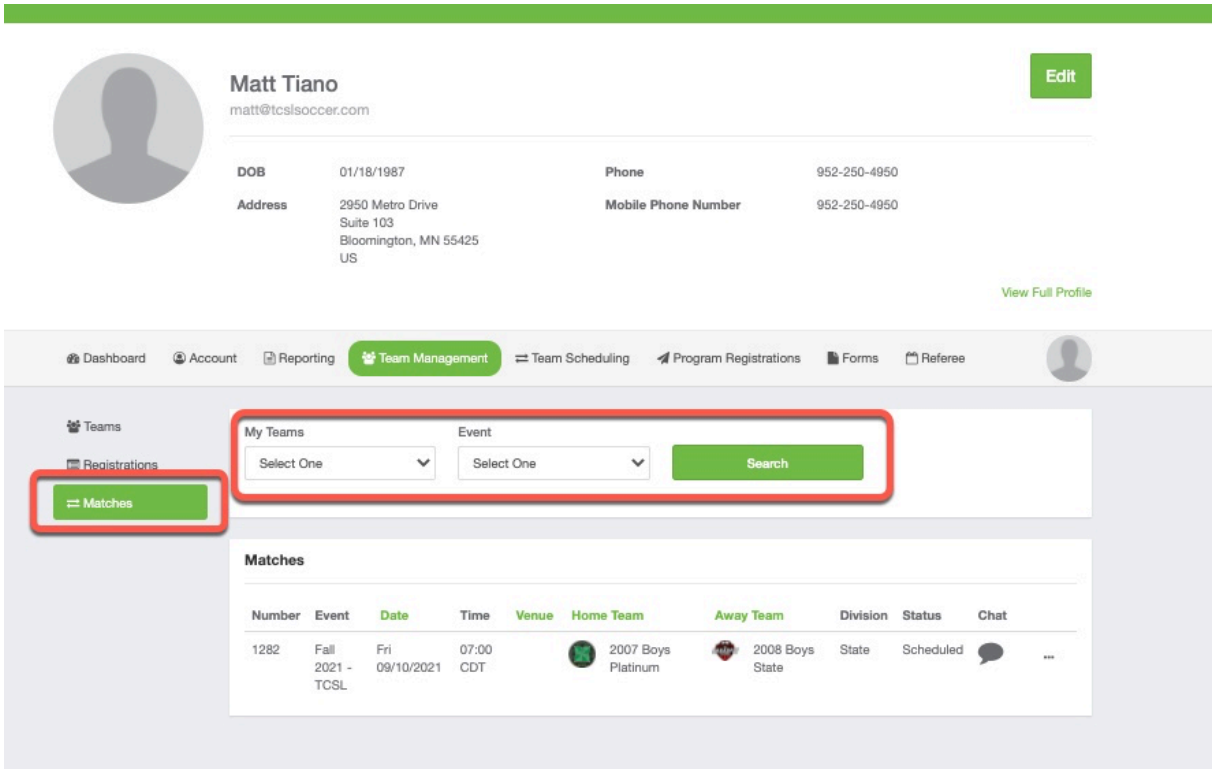
How to Manage Club Pass Players for League Matches

What is a Club Pass player? *"Club pass player" refers to a player from another team within your club playing temporarily with your team.*

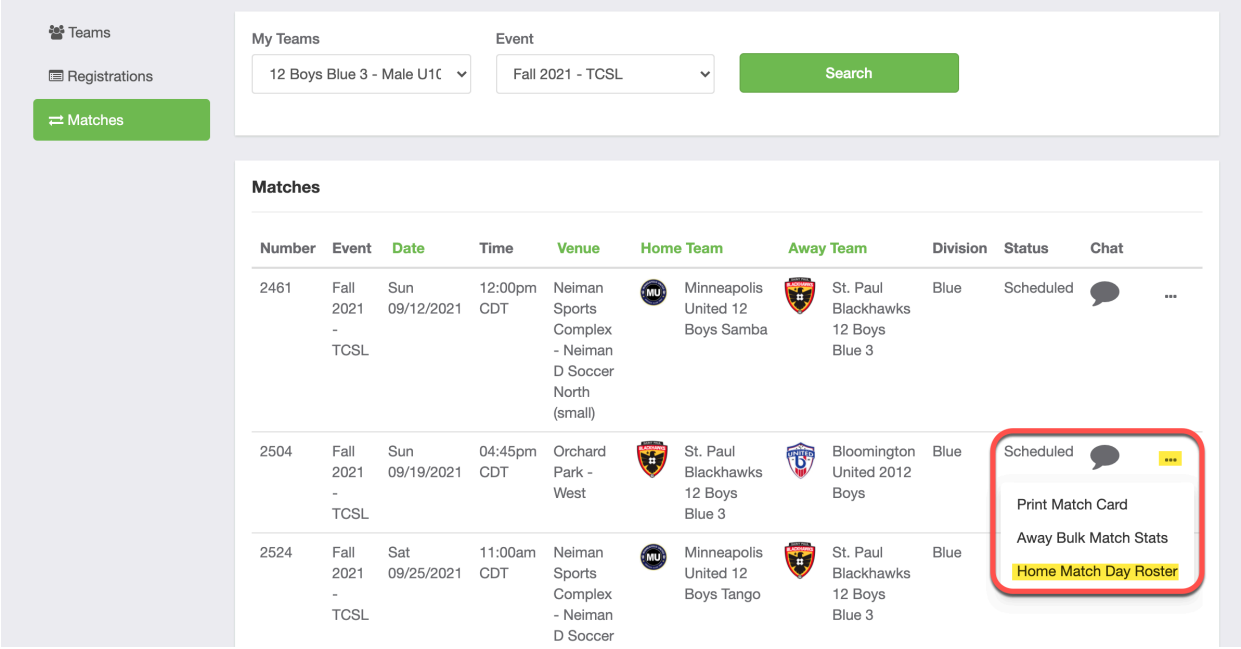
How to Add a Club Pass Player at the Team Level

Login to GotSport: https://system.gotsport.com/

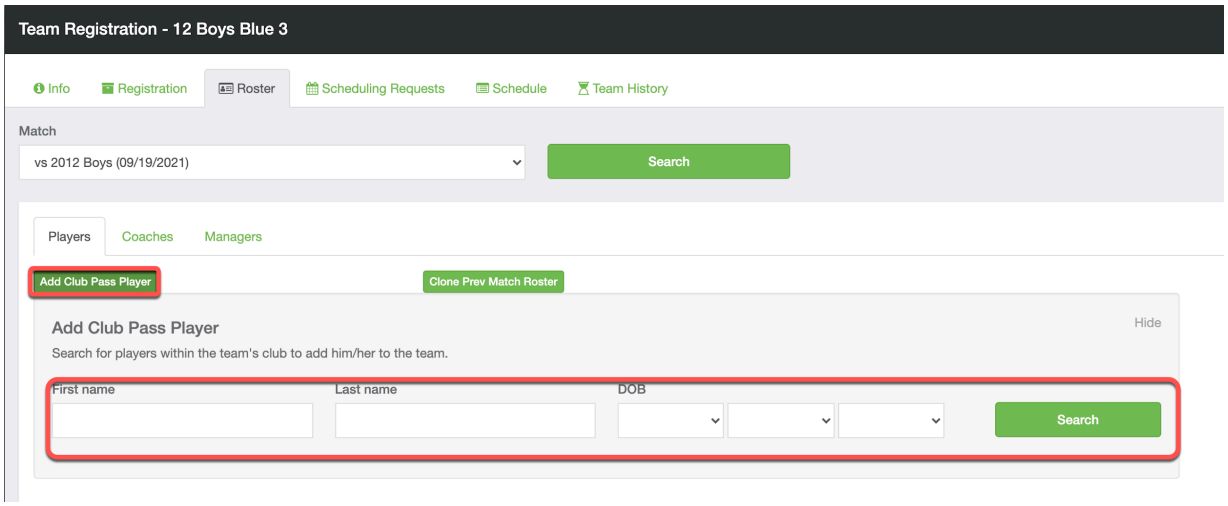
1) From your account, select **Team Management** followed by **Matches.** Filter by the **Team** (if needed in the case of managers or coaches with more than one team) and **Event,** then click **Search.**



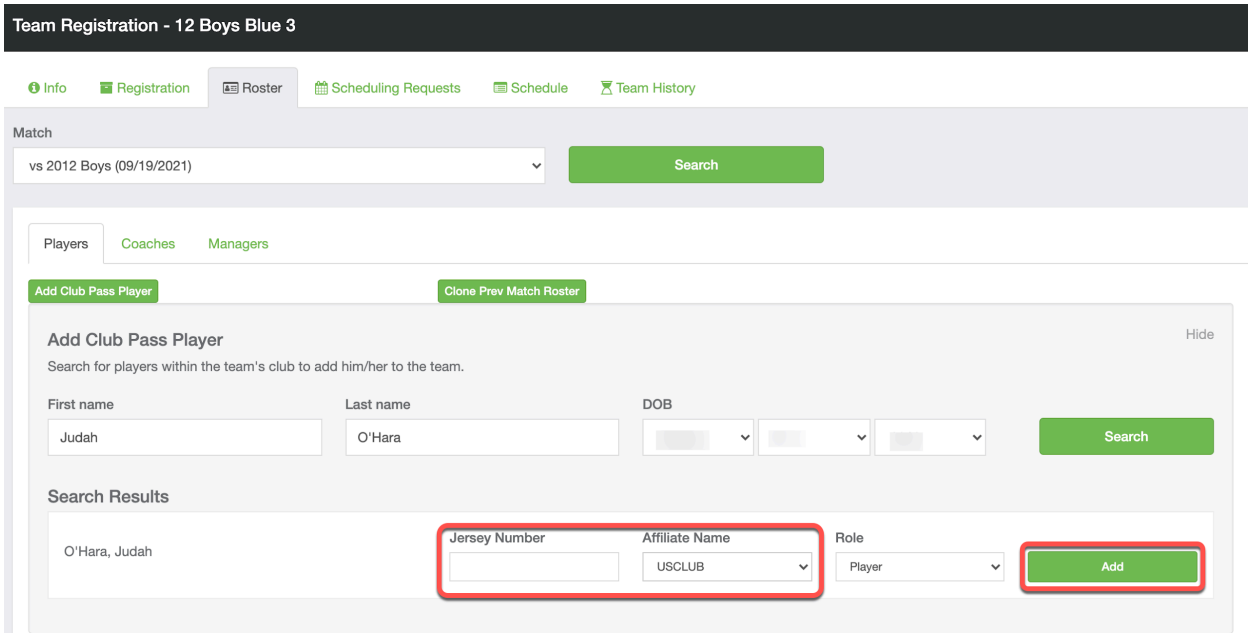
2) Now select the, ▪▪▪ , next to a Match followed by **Home Match Day Roster** or **Away Match Day Roster**.



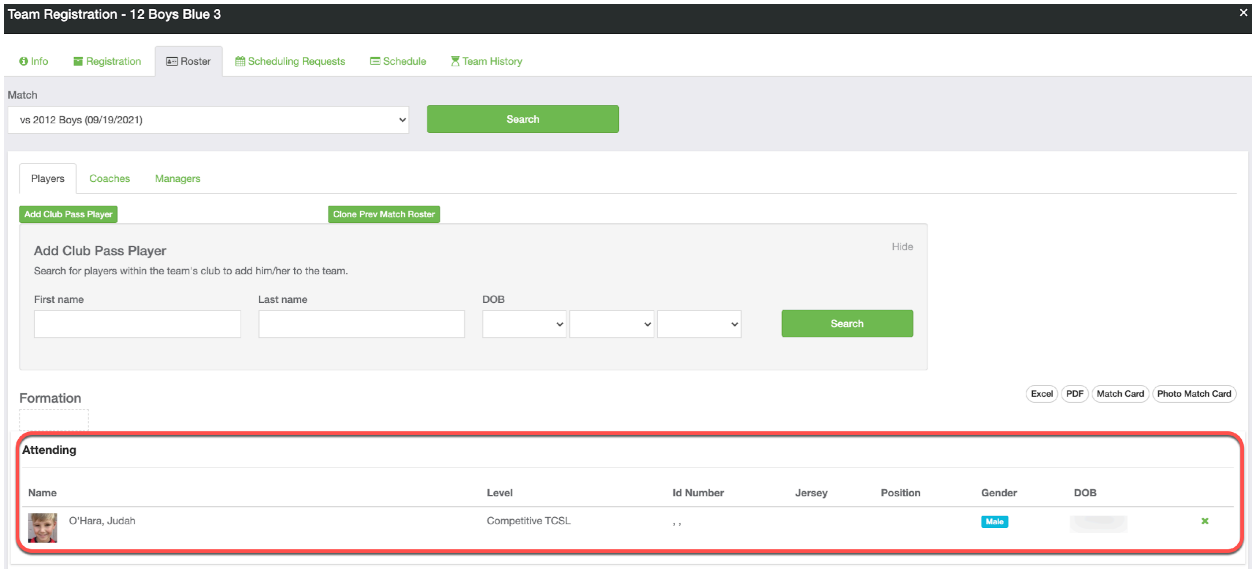
3) To **ADD a Club Pass Player**, click that button at the top of the roster, then enter the first name, last name and birth date of the player you wish to add (NOTE: name will need to match how they appear on their player pass, think about potential nicknames!) and click **Search**.



4) The **Club Pass Player** will appear in the **Search Results** where you will enter their jersey number and set the US Club Affiliation before clicking **Add**.



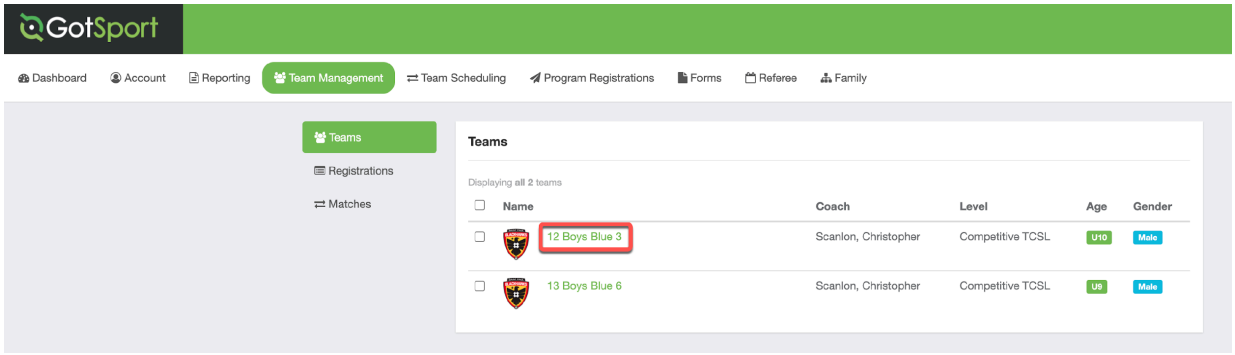
5) The Club Pass player will then populate in the **Attending** section of the **Match Day Roster** below.



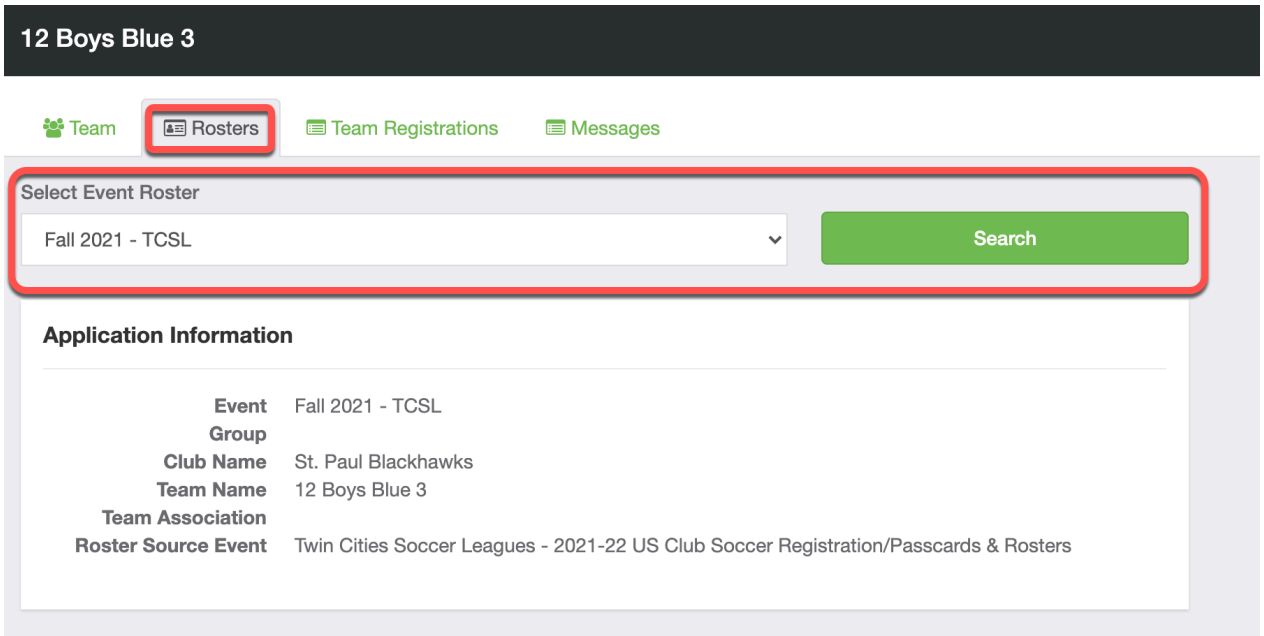
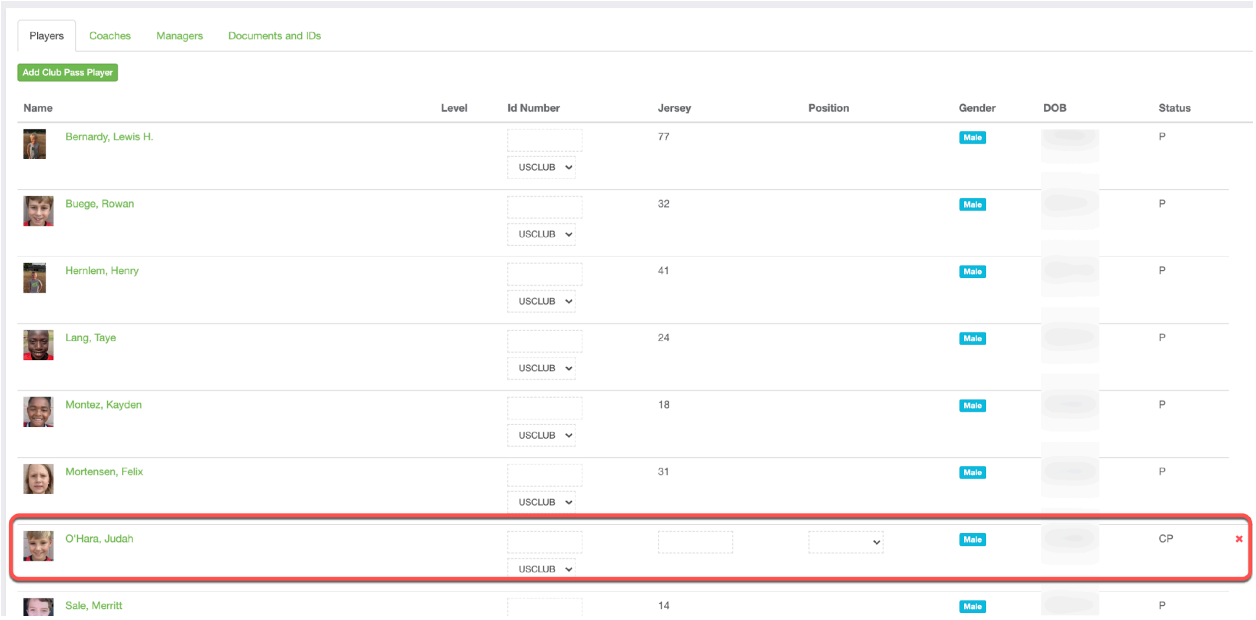
6) This Club Pass player will continue to be available on your league roster until removed and count toward the 26 player maximum season roster.

How to REMOVE a Club Pass Player at the Team Level

1) To **REMOVE a Club Pass Player,** again start in the Team Management tab of your GotSport profile, but this time click on the individual team name in the main team list.



2) Go to the Rosters tab, then select the event you want to remove the Club pass player from (in this example it is the Fall 2021 – TCSL event).



3) This pulls up that **Event Roster**, including any Club Pass players previously added for a match in that event, they are labeled with CP in the status column. Click the red X that appears next to that CP, this will remove them from your pool of 26 players available for the event. NOTE: if this player is likely to play with your team again, they may be left in the Event Roster section and only activated for those games they are attending. (see section below)