

TEAM MANAGER RESOURCES

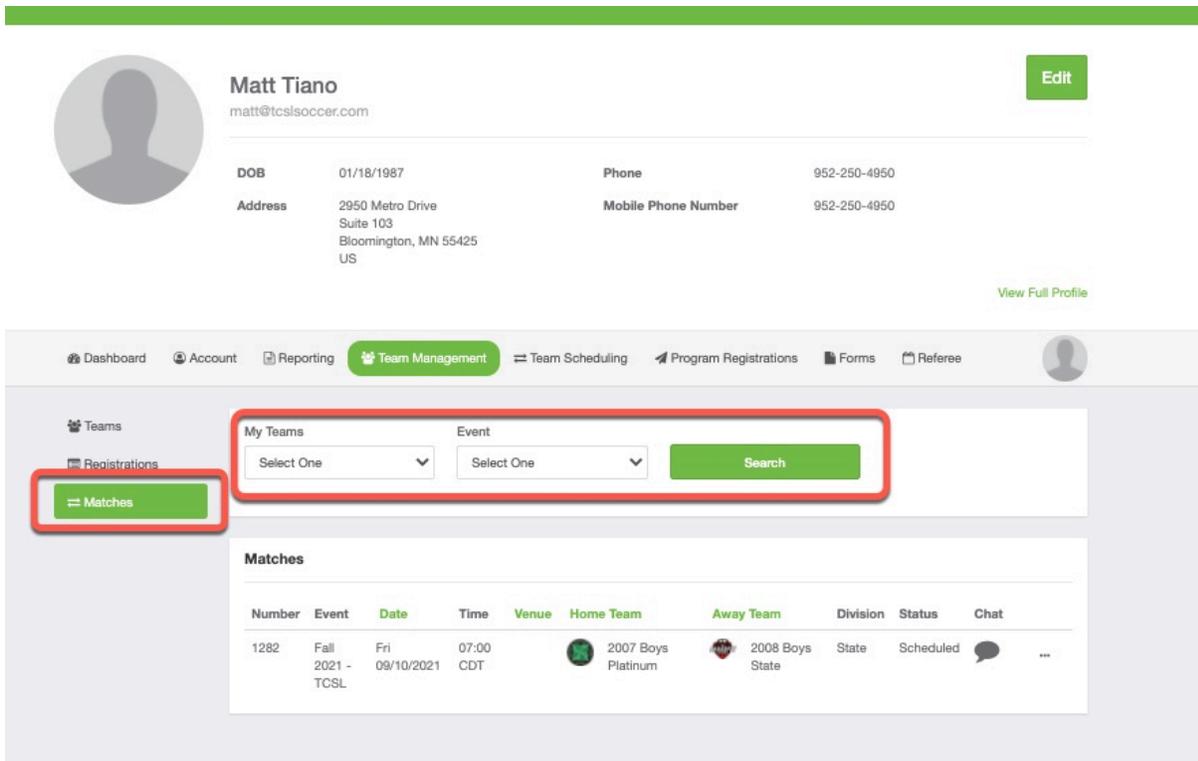
How to Manage Club Pass Players for League Matches

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**.



The screenshot shows the user profile for Matt Tiano (matt@tclsoccer.com) with an 'Edit' button. Below the profile is a navigation menu with options: Dashboard, Account, Reporting, Team Management (highlighted), Team Scheduling, Program Registrations, Forms, and Referee. Under 'Team Management', there are sub-options: Teams, Registrations, and Matches (highlighted). A search filter box is visible with 'My Teams' and 'Event' dropdowns set to 'Select One' and a 'Search' button. Below this is a 'Matches' table with one entry:

Number	Event	Date	Time	Venue	Home Team	Away Team	Division	Status	Chat
1282	Fall 2021 - TCSL	Fri 09/10/2021	07:00 CDT		 2007 Boys Platinum	 2008 Boys State	State	Scheduled	 ...

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

Teams

Registrations

Matches

My Teams
12 Boys Blue 3 - Male U10

Event
Fall 2021 - TCSL

Search

Matches

Number	Event	Date	Time	Venue	Home Team	Away Team	Division	Status	Chat
2461	Fall 2021 - TCSL	Sun 09/12/2021	12:00pm CDT	Neiman Sports Complex - Neiman D Soccer North (small)	Minneapolis United 12 Boys Samba	St. Paul Blackhawks 12 Boys Blue 3	Blue	Scheduled	
2504	Fall 2021 - TCSL	Sun 09/19/2021	04:45pm CDT	Orchard Park - West	St. Paul Blackhawks 12 Boys Blue 3	Bloomington United 2012 Boys	Blue	Scheduled	
2524	Fall 2021 - TCSL	Sat 09/25/2021	11:00am CDT	Neiman Sports Complex - Neiman D Soccer	Minneapolis United 12 Boys Tango	St. Paul Blackhawks 12 Boys Blue 3	Blue		

Scheduled

Print Match Card

Away Bulk Match Stats

Home 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**.

Team Registration - 12 Boys Blue 3

Info
Registration
Roster
Scheduling Requests
Schedule
Team History

Match

vs 2012 Boys (09/19/2021) Search

Players Coaches Managers

Add Club Pass Player

Clone Prev Match Roster

Add Club Pass Player Hide

Search for players within the team's club to add him/her to the team.

First name

Last name

DOB

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**.

Team Registration - 12 Boys Blue 3

Info Registration Roster Scheduling Requests Schedule Team History

Match
vs 2012 Boys (09/19/2021) Search

Players Coaches Managers

Add Club Pass Player Clone Prev Match Roster

Add Club Pass Player Hide

Search for players within the team's club to add him/her to the team.

First name Last name DOB

Judah O'Hara [DOB] [DOB] [DOB] Search

Search Results

	Jersey Number	Affiliate Name	Role	
O'Hara, Judah	<input type="text"/>	USCLUB	Player	<input type="button" value="Add"/>

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

Team Registration - 12 Boys Blue 3

Info Registration **Roster** Scheduling Requests Schedule Team History

Match
vs 2012 Boys (09/19/2021) Search

Players **Coaches** Managers

Add Club Pass Player Clone Prev Match Roster

Add Club Pass Player Hide
Search for players within the team's club to add him/her to the team.

First name Last name DOB Search

Formation Excel PDF Match Card Photo Match Card

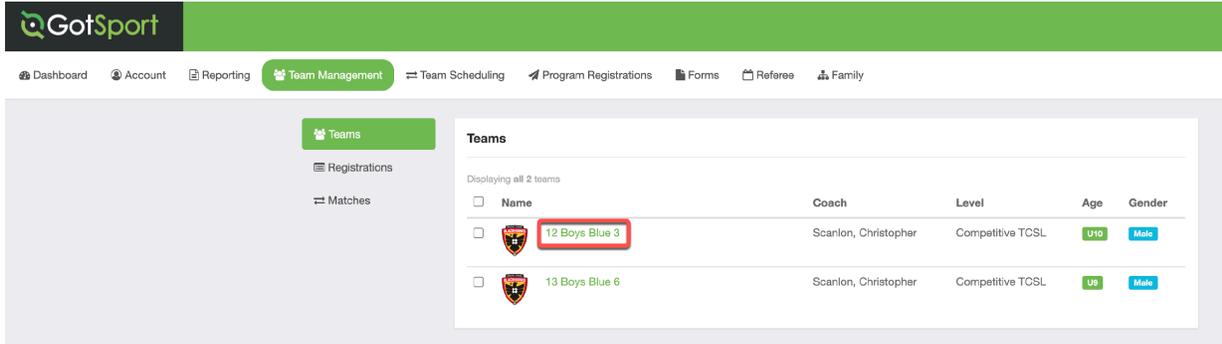
Attending

Name	Level	Id Number	Jersey	Position	Gender	DOB
 O'Hara, Judah	Competitive TCSSL	..			Male	

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.



GotSport

Dashboard Account Reporting **Team Management** Team Scheduling Program Registrations Forms Referee Family

Teams

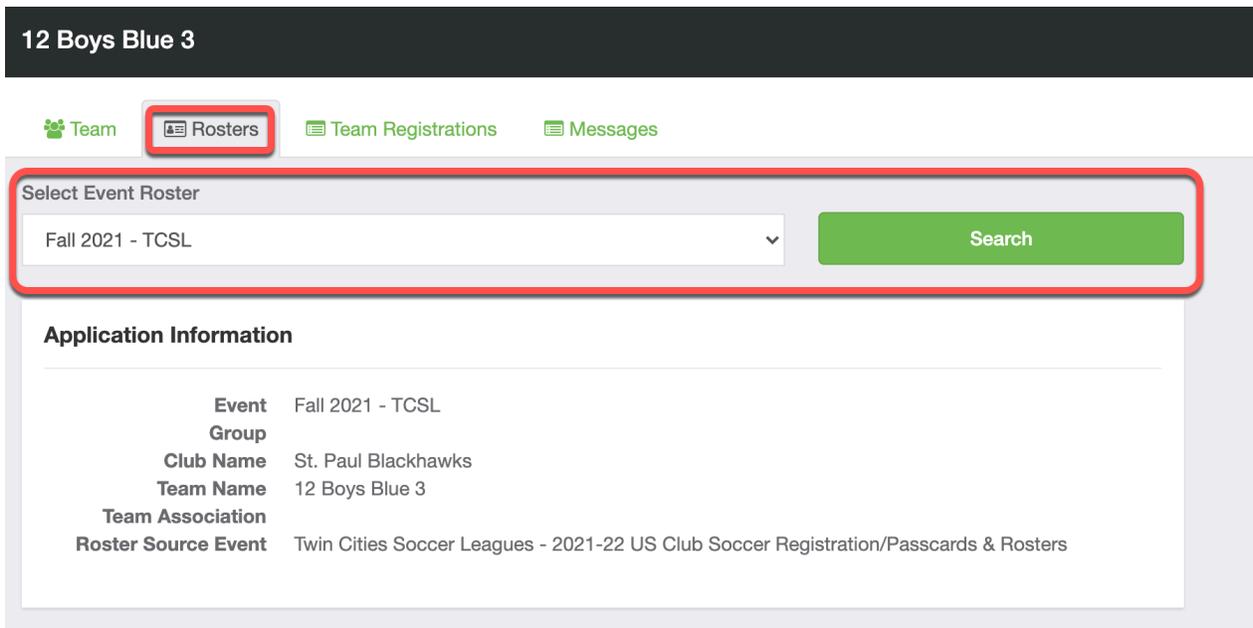
Registrations Matches

Teams

Displaying all 2 teams

<input type="checkbox"/>	Name	Coach	Level	Age	Gender
<input type="checkbox"/>	12 Boys Blue 3	Scanlon, Christopher	Competitive TCSL	U10	Male
<input type="checkbox"/>	13 Boys Blue 6	Scanlon, Christopher	Competitive TCSL	U9	Male

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).



12 Boys Blue 3

Team **Rosters** Team Registrations Messages

Select Event Roster

Fall 2021 - TCSL

Application Information

Event Group	Fall 2021 - TCSL
Club Name	St. Paul Blackhawks
Team Name	12 Boys Blue 3
Team Association	Twin Cities Soccer Leagues - 2021-22 US Club Soccer Registration/Passcards & Rosters

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)

Players								
Add Club Pass Player								
Name	Level	Id Number	Jersey	Position	Gender	DOB	Status	
 Bernardy, Lewis H.		<input type="text"/> USCLUB	77		Male	<input type="text"/>	P	
 Buege, Rowan		<input type="text"/> USCLUB	32		Male	<input type="text"/>	P	
 Harnlem, Henry		<input type="text"/> USCLUB	41		Male	<input type="text"/>	P	
 Lang, Teye		<input type="text"/> USCLUB	24		Male	<input type="text"/>	P	
 Montez, Kayden		<input type="text"/> USCLUB	18		Male	<input type="text"/>	P	
 Mortensen, Felix		<input type="text"/> USCLUB	31		Male	<input type="text"/>	P	
 O'Hara, Judah		<input type="text"/> USCLUB			Male	<input type="text"/>	CP	X
 Sale, Merritt		<input type="text"/>	14		Male	<input type="text"/>	P	