

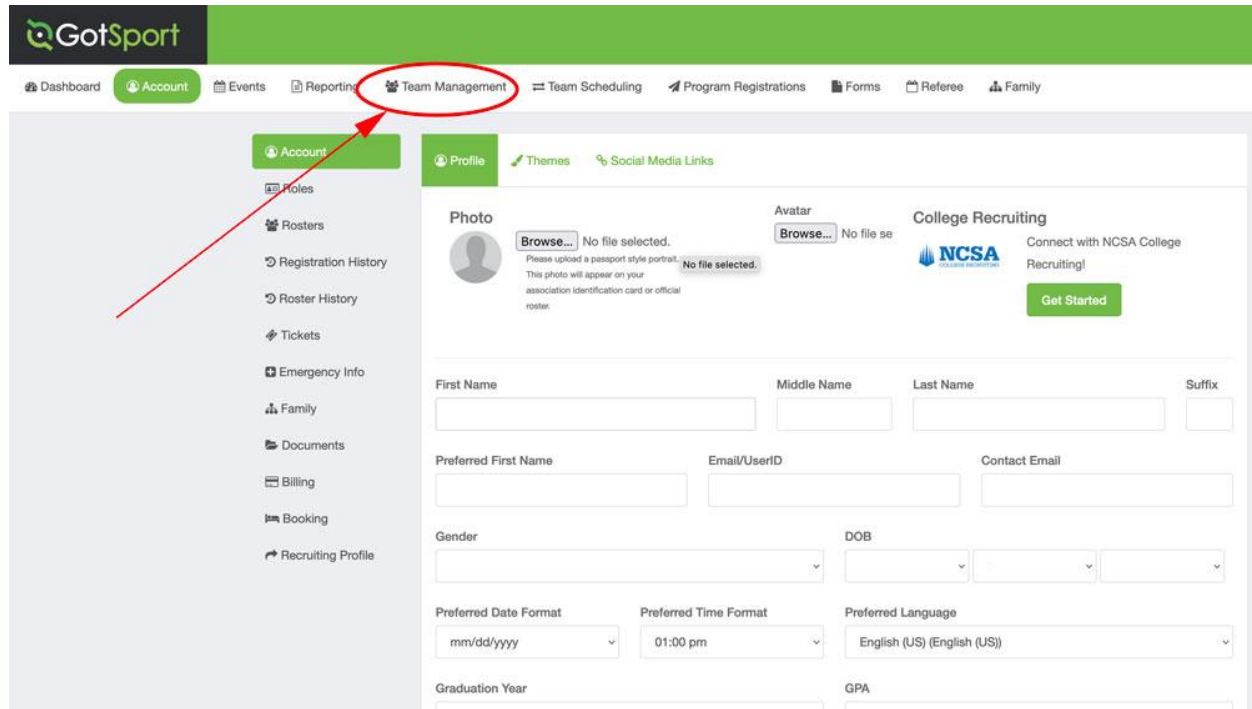


How To Add Guest Players To A Roster

NOTE: **Any player who is not a “primary” player on your official roster is considered a “guest player”. That means that “club pass” players who are already within your club, but primarily rostered to a different team within your club, are considered to be “guest players” for the event. “Club Pass” players and “Guest Players” are the same thing for the purpose of the tournament. **

- Once you have built, or cloned, your roster for the event within your team GotSport account, you can then begin to add guest players to your roster. Be sure to review the Tournament Rules for the number of players you are allowed to include as guests, as it varies by age group.
- For a player to be added to your roster that guest player must first register with the Challenger Invitational as an official guest player. They can do this by using their personal GotSport player account. There is a guest player portal on the left side menu bar of the Challenger Invitational website, or they may also directly jump to that portal by using these links:
 - [Girls Challenger Invitational – Guest Player Registration Link](#)
 - [Boys Challenger Invitational – Guest Player Registration Link](#)
- When a player has confirmed with you that they have officially registered with the event as a guest player and that they are “In the Guest Player Pool” for the Challenger Invitational you can add them to your roster by following the instructions on page 2 below...

1. Log into your GotSport Account at system.gotsport.com, and select Team Management

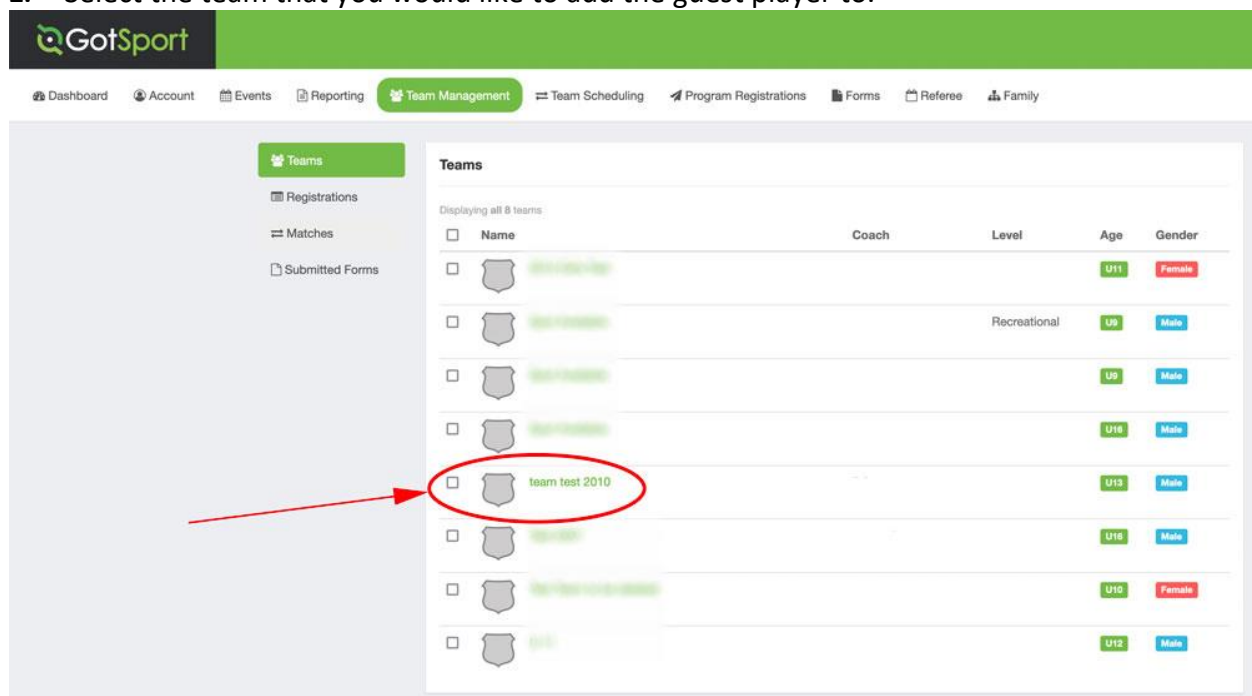


The screenshot shows the GotSport dashboard. The top navigation bar includes links for Dashboard, Account, Events, Reporting, Team Management (highlighted with a red circle and a red arrow), Team Scheduling, Program Registrations, Forms, Referee, and Family. The left sidebar contains links for Account, Profile, Themes, Social Media Links, Roles, Rosters, Registration History, Roster History, Tickets, Emergency Info, Family, Documents, Billing, Booking, and Recruiting Profile. The main content area displays the Profile section, which includes a Photo upload area, a College Recruiting section with an NCSA logo, and various form fields for personal information.

Profile Form Fields:

- Photo: Upload area with "Browse..." button. Text: "No file selected. Please upload a passport style portrait. This photo will appear on your association identification card or official roster."
- Avatar: Upload area with "Browse..." button. Text: "No file selected."
- College Recruiting: NCSA logo, "Connect with NCSA College Recruiting! Get Started" button.
- First Name, Middle Name, Last Name, Suffix: Text input fields.
- Preferred First Name, Email/UserID, Contact Email: Text input fields.
- Gender: Dropdown menu.
- DOB: Date of Birth input field.
- Preferred Date Format: Dropdown menu (mm/dd/yyyy).
- Preferred Time Format: Dropdown menu (01:00 pm).
- Preferred Language: Dropdown menu (English (US) (English (US))).
- Graduation Year, GPA: Text input fields.

2. Select the team that you would like to add the guest player to.

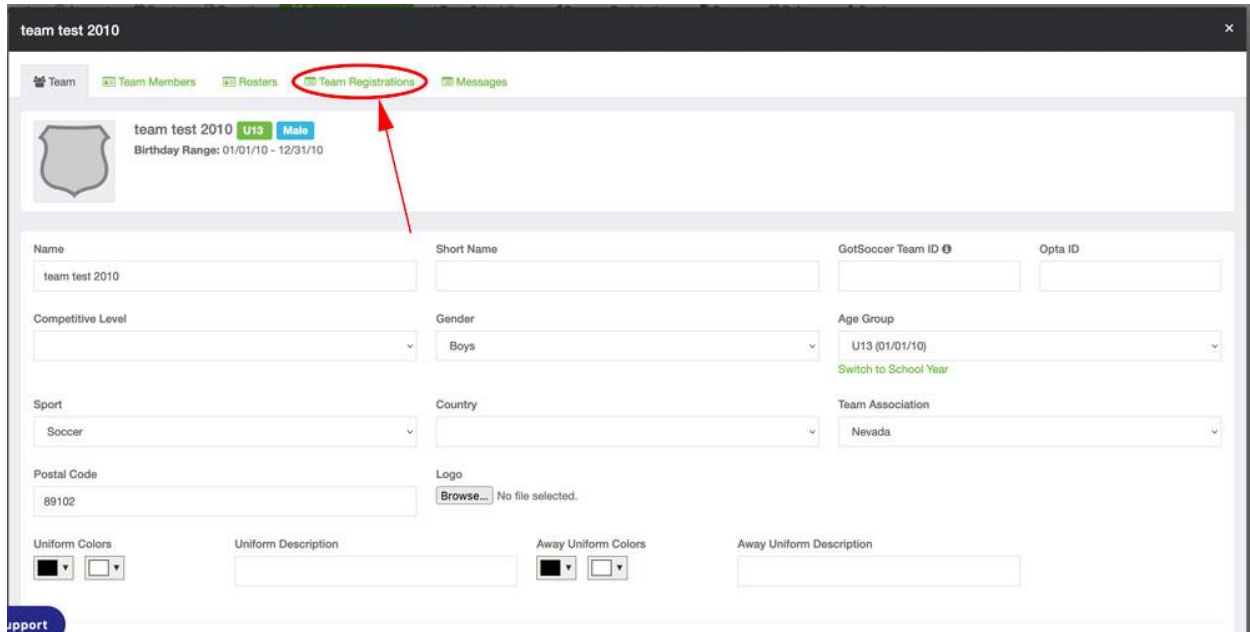


The screenshot shows the GotSport dashboard with the Team Management menu selected. The left sidebar contains links for Teams, Registrations, Matches, and Submitted Forms. The main content area displays the Teams list, which includes a table of teams with columns for Name, Coach, Level, Age, and Gender. The team "team test 2010" is highlighted with a red circle and a red arrow.

Teams List:

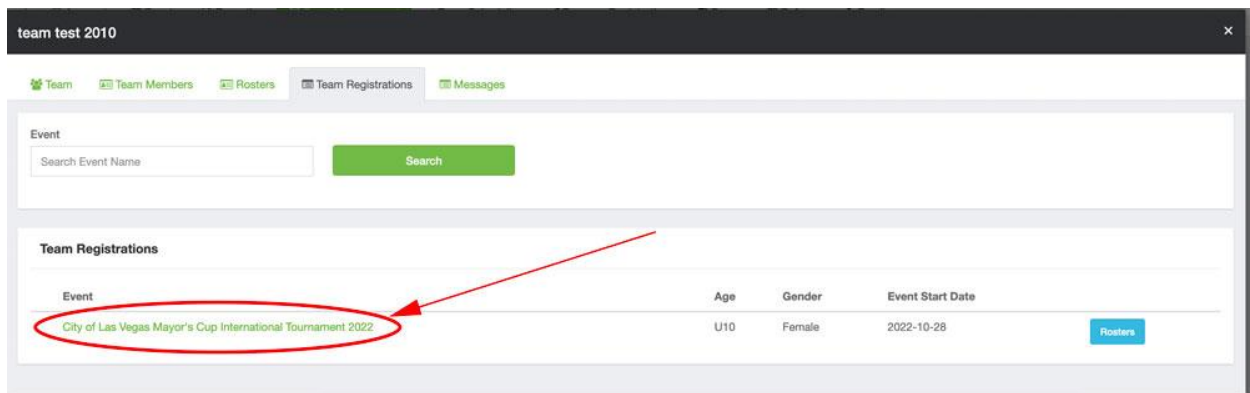
Name	Coach	Level	Age	Gender
team test 2010			U11	Female
team test 2010		Recreational	U8	Male
team test 2010			U9	Male
team test 2010			U10	Male
team test 2010			U13	Male
team test 2010			U16	Male
team test 2010			U10	Female
team test 2010			U12	Male

3. Select Team Registrations



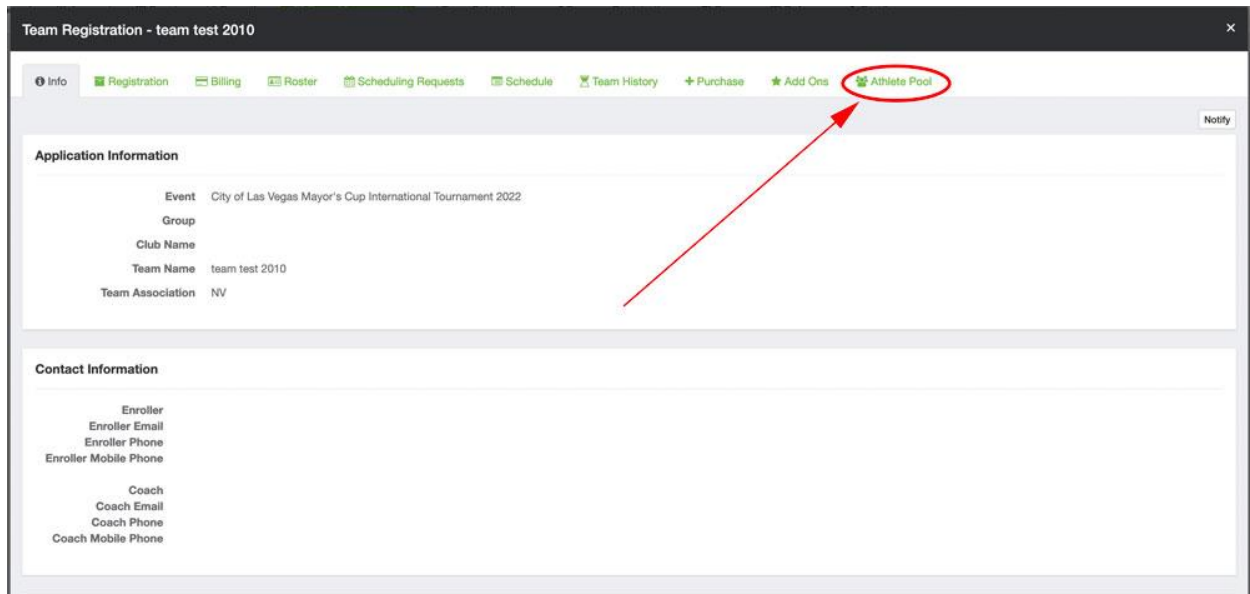
The screenshot shows a web application window titled "team test 2010". At the top, there is a navigation bar with tabs: "Team", "Team Members", "Rosters", "Team Registrations", and "Messages". The "Team Registrations" tab is highlighted with a red circle and a red arrow pointing to it. Below the navigation bar, there is a header section for the team, showing a shield icon, the team name "team test 2010", and buttons for "U13" and "Male". Below this, there is a form with various fields for team information. The fields are arranged in a grid-like structure. The "Name" field contains "team test 2010". The "Short Name" field is empty. The "GotSoccer Team ID" field is empty. The "Opta ID" field is empty. The "Competitive Level" field is empty. The "Gender" field is set to "Boys". The "Age Group" field is set to "U13 (01/01/10)". The "Sport" field is set to "Soccer". The "Country" field is empty. The "Team Association" field is set to "Nevada". The "Postal Code" field is set to "89102". The "Logo" field has a "Browse..." button and the text "No file selected.". The "Uniform Colors" field has two color selection buttons. The "Uniform Description" field is empty. The "Away Uniform Colors" field has two color selection buttons. The "Away Uniform Description" field is empty. At the bottom left, there is a blue button labeled "Support".

4. Select the Event. There may be many events in your list, so you can search for the event you're looking for in the search bar. Be sure to carefully select the correct event.

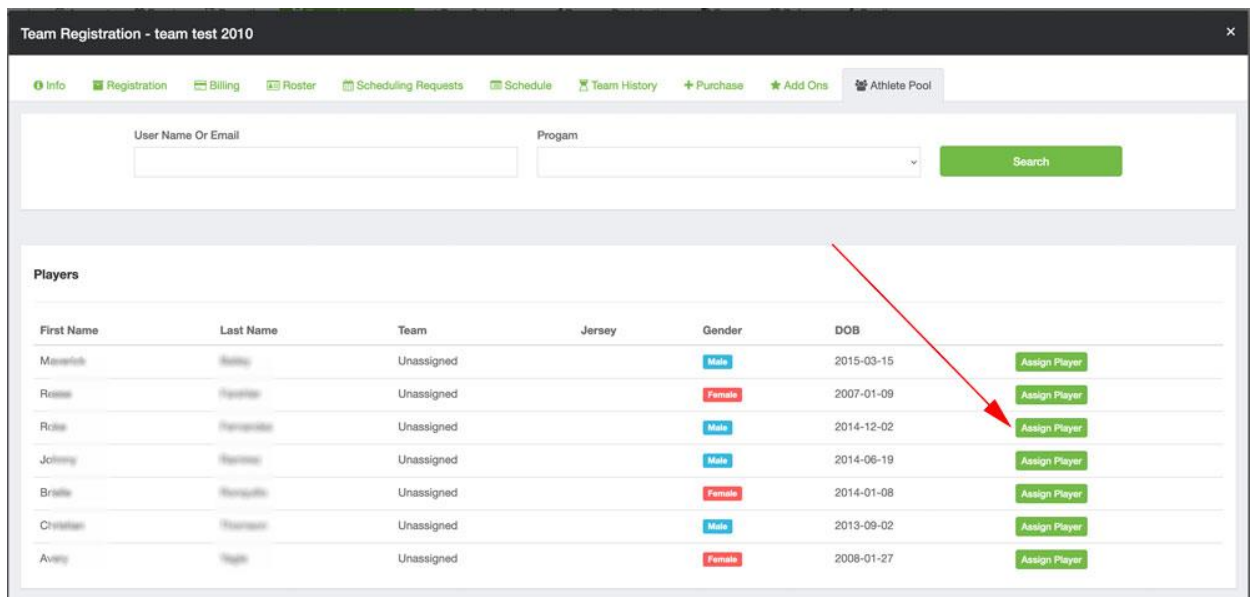


The screenshot shows the "Team Registrations" page. At the top, there is a navigation bar with tabs: "Team", "Team Members", "Rosters", "Team Registrations", and "Messages". The "Team Registrations" tab is highlighted. Below the navigation bar, there is a search bar with the text "Search Event Name" and a green "Search" button. Below the search bar, there is a table titled "Team Registrations". The table has four columns: "Event", "Age", "Gender", and "Event Start Date". The first row of the table is highlighted with a red circle and a red arrow pointing to it. The data in the first row is: "City of Las Vegas Mayor's Cup International Tournament 2022", "U10", "Female", and "2022-10-28". To the right of the table, there is a blue button labeled "Rosters".

5. Select Athlete Pool. This will bring up the list of guest players.



6. Carefully select the player you wish to add as a guest.



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- At the conclusion of this guest player selection process the players you have chosen will now be on your roster for the Challenger Invitational, **but there are further steps to undertake.**
 - The next step is to go back to your initial application by logging into your GotSport account. On the application page, after clicking the “edit” button, you will be able to upload documents. You will find the Guest Player Passes PDF section and upload a picture ID for any player(s) you have added as a guest player. To accomplish this please see the instructions on the Winter College Showcase website, left side menu bar, titled “Online Team Registration & Waivers”. This is STEP 3 in the “Helpful Documents & Articles” list. You can also [CLICK HERE](#) for instructions.
 - GotSport will only permit the uploading of one (1) document into the guest player application form field, so you must combine all guest player passes into one (1) PDF and upload that document. You cannot upload multiple, individual, pictures of guest player passes as only the most recent upload will be saved in the system and any previous one will be deleted.
 - When you have built your roster, added guest players, and uploaded the PDF documents into the application we will be able to verify the players and approve them. Once players are approved, they will show up in your official event roster. They will then be eligible to participate in the Challenger Invitational. Any player that is not showing up on the official roster is not “checked-in” and is not eligible to participate.

For additional help with this process please contact Missy Moore via email at: mmoore@sidelinesoccersolutions.com