



## How To Add Guest Players To A Roster

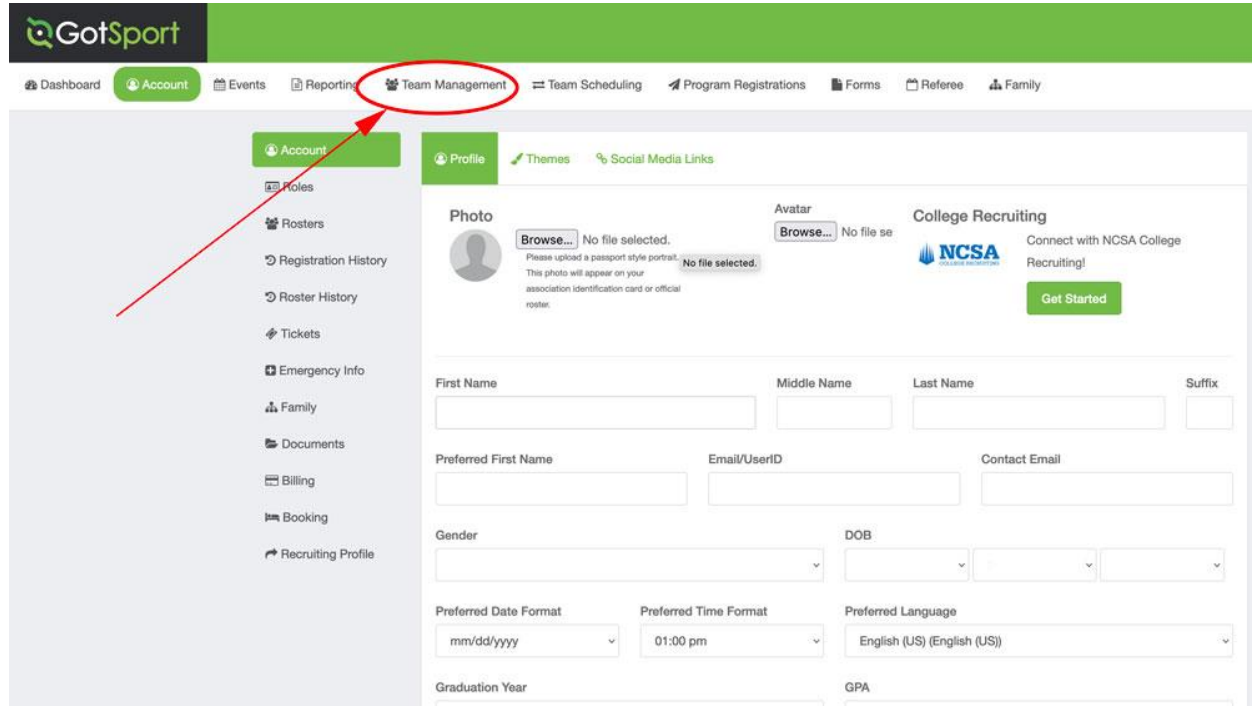
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NOTE: \*\*Any player who is not a “primary” player on your official roster is considered a “guest player”. That means that “club pass” players who are already within your club, but primarily rostered to a different team within your club, are considered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

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- 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 Keystone Cup 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 Keystone Cup website, or they may also directly jump to that portal by using this link:
  - [Keystone Cup 2024: 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 Keystone Cup 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



GotSport

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

Account Profile Themes Social Media Links

Photo **Avatar** College Recruiting

**Browse...** No file selected. **Browse...** No file selected. **NCSA** Connect with NCSA College Recruiting! **Get Started**

Please upload a passport style portrait. This photo will appear on your association identification card or official roster.

No file selected.

First Name Middle Name Last Name Suffix

Preferred First Name Email/UserID Contact Email

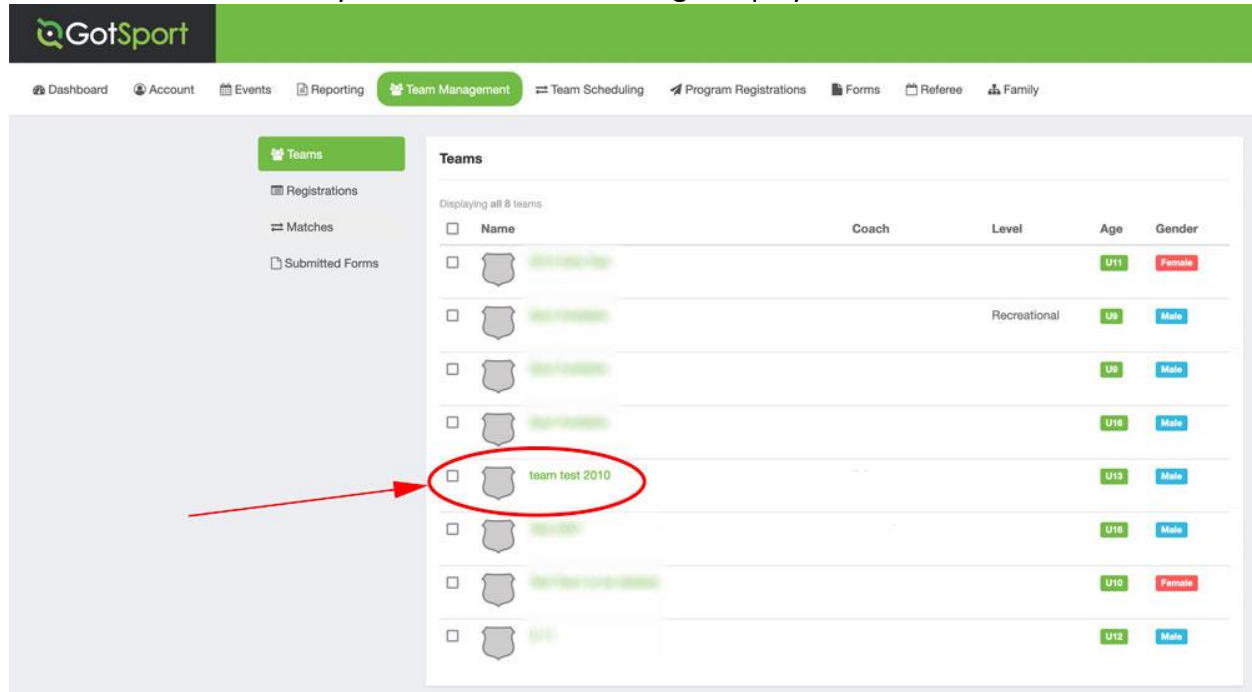
Gender DOB

Preferred Date Format Preferred Time Format Preferred Language

mm/dd/yyyy 01:00 pm English (US) (English (US))

Graduation Year GPA

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



GotSport

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

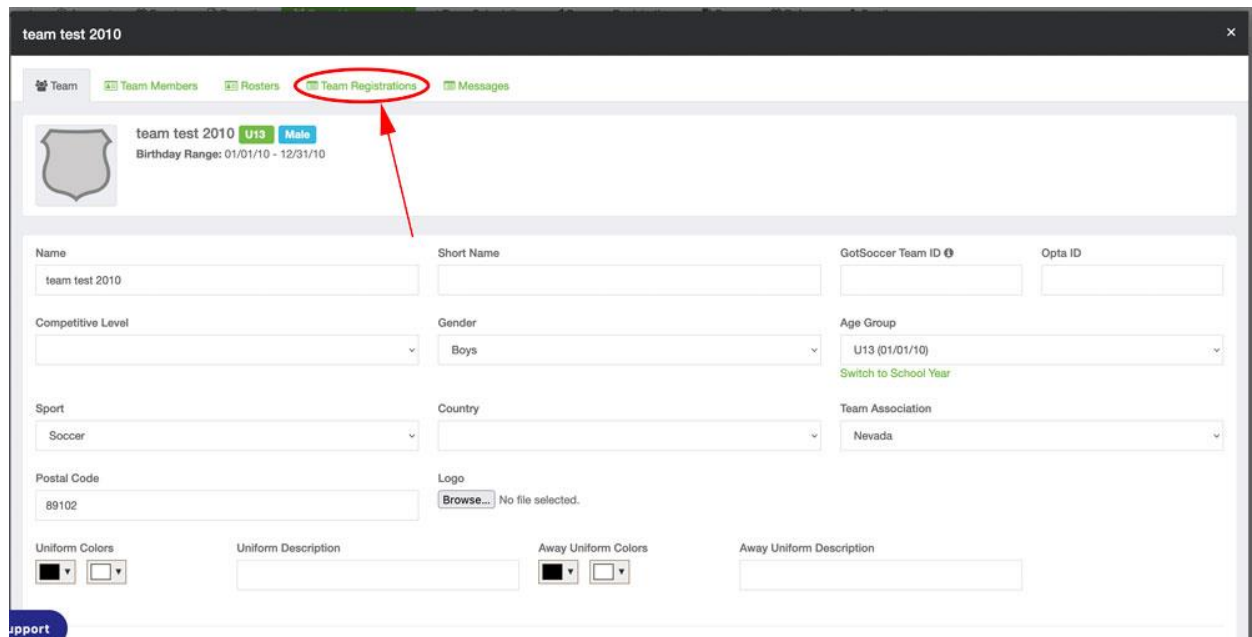
Teams Registrations Matches Submitted Forms

**Teams**

Displaying all 8 teams

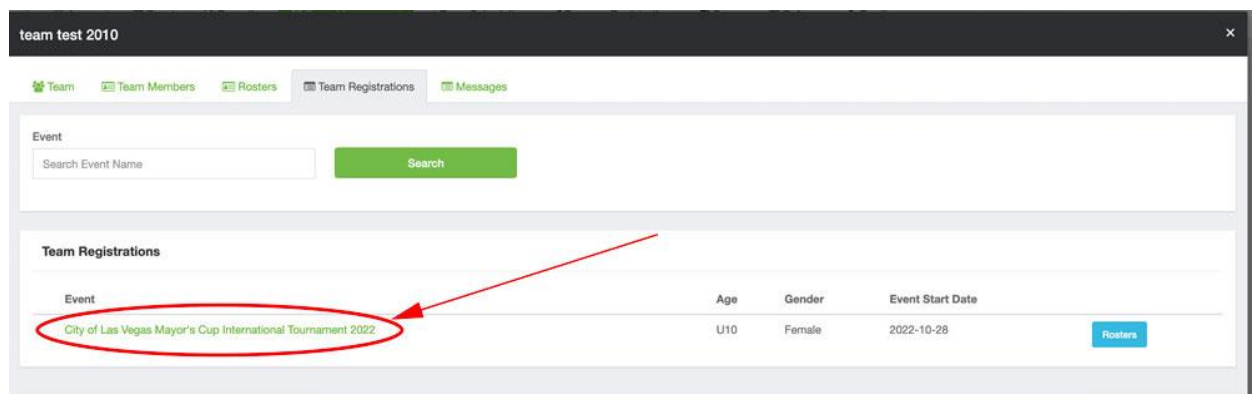
<input type="checkbox"/>	Name	Coach	Level	Age	Gender
<input type="checkbox"/>	team test 2010			U11	Female
<input type="checkbox"/>	team test 2010		Recreational	U9	Male
<input type="checkbox"/>	team test 2010			U9	Male
<input type="checkbox"/>	team test 2010			U16	Male
<input type="checkbox"/>	team test 2010			U13	Male
<input type="checkbox"/>	team test 2010			U16	Male
<input type="checkbox"/>	team test 2010			U10	Female
<input type="checkbox"/>	team test 2010			U12	Male

### 3. Select Team Registrations



The screenshot shows a web interface for a team named "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 tabs, there is a team profile section with a shield icon, the team name "team test 2010", and a "Birthday Range: 01/01/10 - 12/31/10". The main form contains several fields: "Name" (team test 2010), "Short Name", "GotSoccer Team ID", "Opta ID", "Competitive Level", "Gender" (Boys), "Age Group" (U13 (01/01/10)), "Sport" (Soccer), "Country", "Team Association" (Nevada), "Postal Code" (89102), "Logo" (Browse...), "Uniform Colors", "Uniform Description", "Away Uniform Colors", and "Away Uniform Description".

### 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" section of the web interface. At the top, there is a search bar with the placeholder 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 data shows the event "City of Las Vegas Mayor's Cup International Tournament 2022", which is circled in red with a red arrow pointing to it. The other columns for this row are "U10", "Female", and "2022-10-28". There is a "Rosters" button to the right of the table.

Event	Age	Gender	Event Start Date
City of Las Vegas Mayor's Cup International Tournament 2022	U10	Female	2022-10-28

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

**Team Registration - team test 2010**

Info Registration Billing Roster Scheduling Requests Schedule Team History Purchase Add Ons **Athlete Pool** Notify

**Application Information**

Event City of Las Vegas Mayor's Cup International Tournament 2022  
Group  
Club Name  
Team Name team test 2010  
Team Association NV

**Contact Information**

Enroller  
Enroller Email  
Enroller Phone  
Enroller Mobile Phone

Coach  
Coach Email  
Coach Phone  
Coach Mobile Phone

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

**Team Registration - team test 2010**

Info Registration Billing Roster Scheduling Requests Schedule Team History Purchase Add Ons **Athlete Pool**

User Name Or Email Program Search

**Players**

First Name	Last Name	Team	Jersey	Gender	DOB	
Maverick	Riley	Unassigned		Male	2015-03-15	Assign Player
Ronan	Rosenthal	Unassigned		Female	2007-01-09	Assign Player
Riley	Rosenthal	Unassigned		Male	2014-12-02	Assign Player
Johnny	Rosenthal	Unassigned		Male	2014-06-19	Assign Player
Brielle	Rosenthal	Unassigned		Female	2014-01-08	Assign Player
Christian	Rosenthal	Unassigned		Male	2013-09-02	Assign Player
Avery	Rosenthal	Unassigned		Female	2008-01-27	Assign Player

- At the conclusion of this guest player selection process the players you have chosen will now be on your roster for the Keystone Cup, **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 Keystone Cup website, right side menu bar, titled “Online Team Check-In & 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 Keystone Cup. 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 the “Check-In” process please contact Missy Moore via email at; [mmoore@sidelinesoccersolutions.com](mailto:mmoore@sidelinesoccersolutions.com)

For additional help with the “E-Waiver” process please contact Brittney Jakobson via email at; [bjakobson@paclassics.org](mailto:bjakobson@paclassics.org)