



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 Mid-Atlantic 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 Mid-Atlantic Cup website, or they may also directly jump to that portal by using this link:
 - [Mid-Atlantic 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 Mid-Atlantic 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.

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

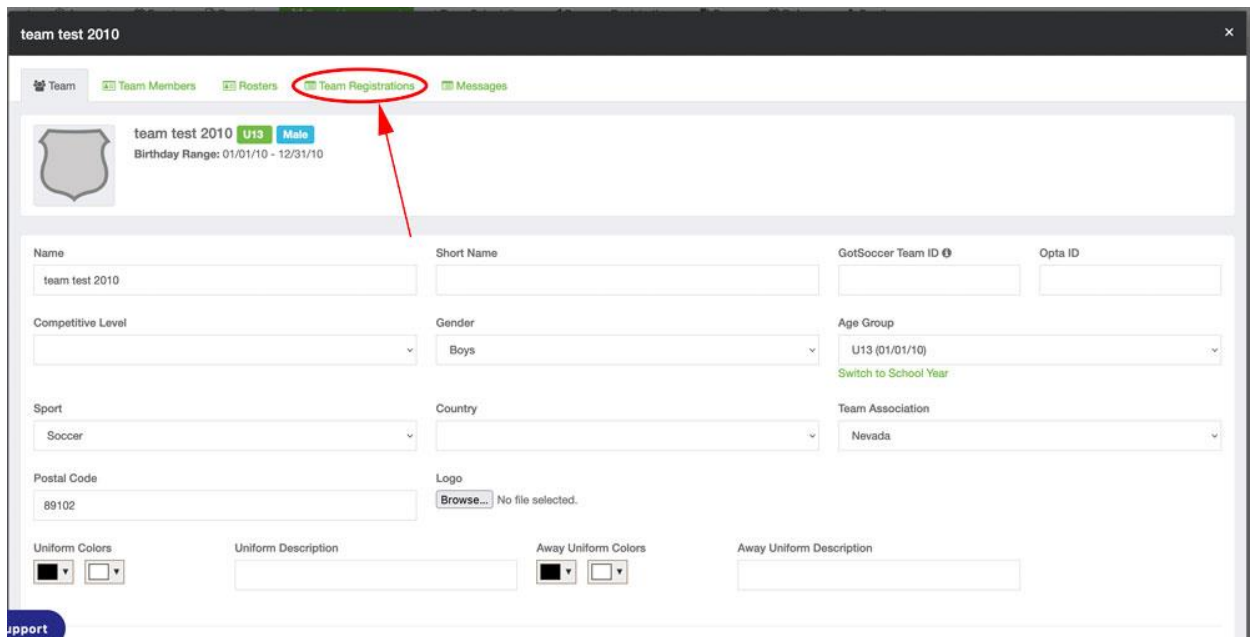
Teams Registrations Matches Submitted Forms

Teams

Displaying all 8 teams

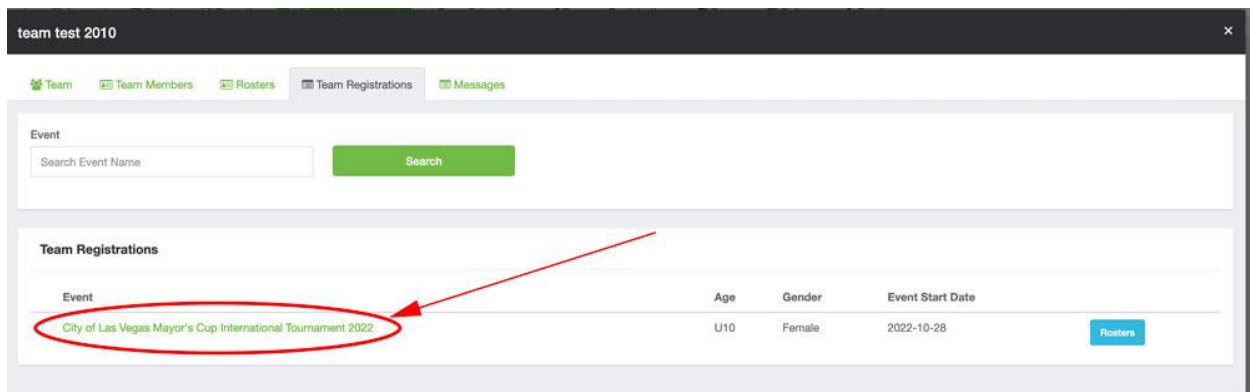
<input type="checkbox"/>	Name	Coach	Level	Age	Gender
<input type="checkbox"/>	team test 2010			U11	Female
<input type="checkbox"/>	team test 2010		Recreational	U9	Male
<input type="checkbox"/>	team test 2010			U9	Male
<input type="checkbox"/>	team test 2010			U16	Male
<input type="checkbox"/>	team test 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 application window titled "team test 2010". At the top, there is a navigation bar with tabs: "Team", "Team Members", "Rosters", "Team Registrations" (which is highlighted with a red circle and a red arrow pointing to it), and "Messages". Below the navigation bar, there is a header section with a shield icon, the text "team test 2010", and buttons for "U19" and "Male". Below this, there is a form with various 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". A red arrow points to the "Team Registrations" tab in the navigation bar.

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 application. At the top, there is a search bar with the text "Search Event Name" and a green "Search" button. Below the search bar, there is a table with the following columns: "Event", "Age", "Gender", and "Event Start Date". The table contains one row with the following data: "City of Las Vegas Mayor's Cup International Tournament 2022", "U10", "Female", and "2022-10-28". A red circle highlights the "Event" column header and the first row of data, with a red arrow pointing to it. There is also a "Rosters" button in the bottom right corner 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**

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
Riley	Riley	Unassigned		Female	2007-01-09	Assign Player
Riley	Riley	Unassigned		Male	2014-12-02	Assign Player
Johney	Riley	Unassigned		Male	2014-06-19	Assign Player
Brielle	Riley	Unassigned		Female	2014-01-08	Assign Player
Christian	Riley	Unassigned		Male	2013-09-02	Assign Player
Avery	Riley	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 Mid-Atlantic 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 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 Mid-Atlantic 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 this process please contact Missy Moore via email at;
mmoore@sidelinesoccersolutions.com