



## How To Add Guest Players To A Roster

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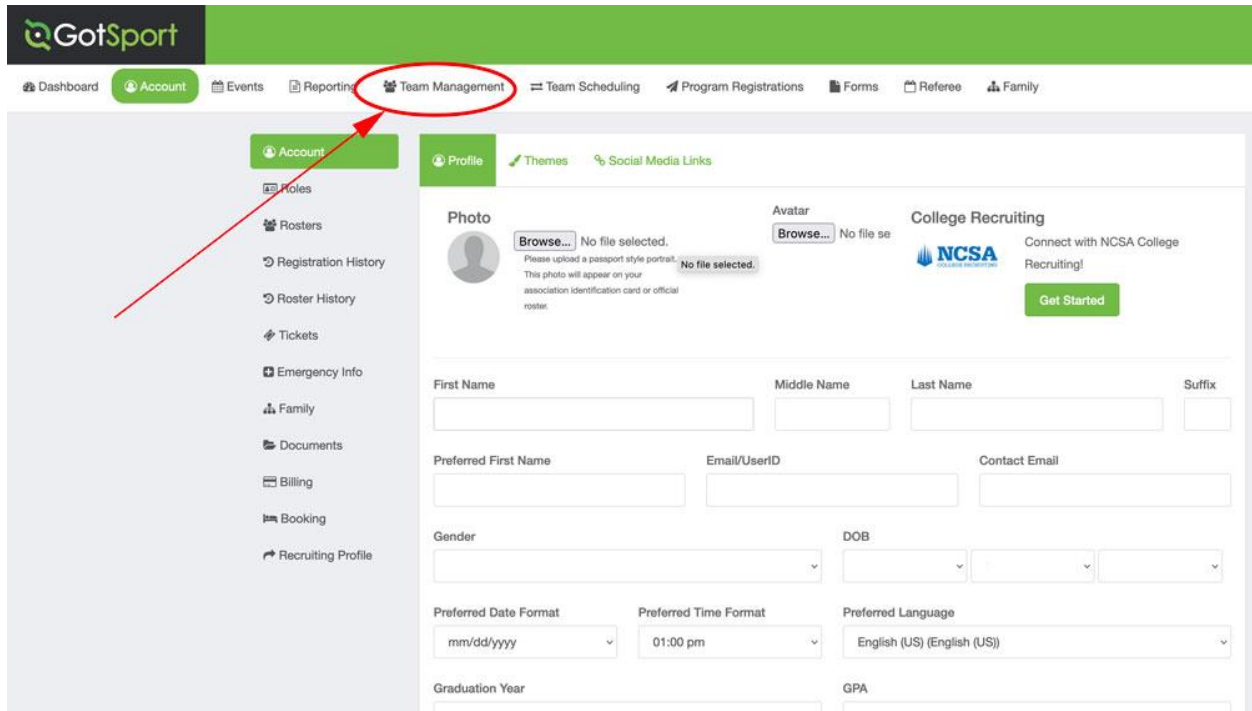
NOTE: \*\*Any player who is not a “primary” player on your official roster is considered a “guest player”. That means that “club pass” players who are already within your club, but primarily rostered to a different team within your club, are considered to be “guest players” for the event. “Club Pass”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

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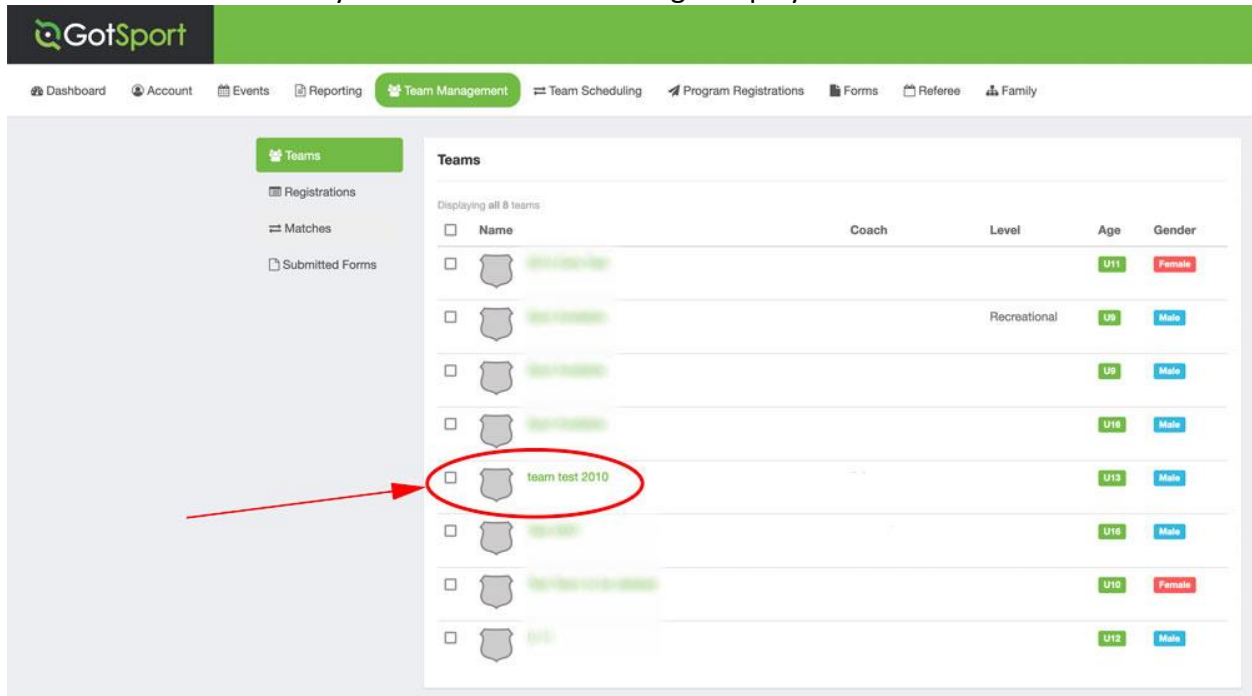
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- Once you have built, or cloned, your roster for the event within your team GotSport account, you can then begin to add guest players to your roster. Be sure to review the Tournament Rules for the number of players you are allowed to include as guests, as it varies by age group.
- For a player to be added to your roster that guest player must first register with the Winter College Showcase as an official guest player. They can do this by using their personal GotSport player account. There is a guest player portal on the right-side menu bar of the Winter College Showcase website, or they may also directly jump to that portal by using these links:
  - [Boys Winter College Showcase – Guest Player Registration Link](#)
  - [Girls Winter College Showcase – 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 Winter College Showcase 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



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



### 3. Select Team Registrations

team test 2010

Team Team Members Rosters **Team Registrations** Messages

team test 2010 U13 Male  
Birthday Range: 01/01/10 - 12/31/10

Name: team test 2010 Short Name: GotSoccer Team ID: Opta ID:

Competitive Level: Gender: Boys Age Group: U13 (01/01/10)  
[Switch to School Year](#)

Sport: Soccer Country: Team Association: Nevada

Postal Code: 89102 Logo: [Browse...](#) No file selected.

Uniform Colors: Uniform Description: Away Uniform Colors: 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.

team test 2010

Team Team Members Rosters **Team Registrations** Messages

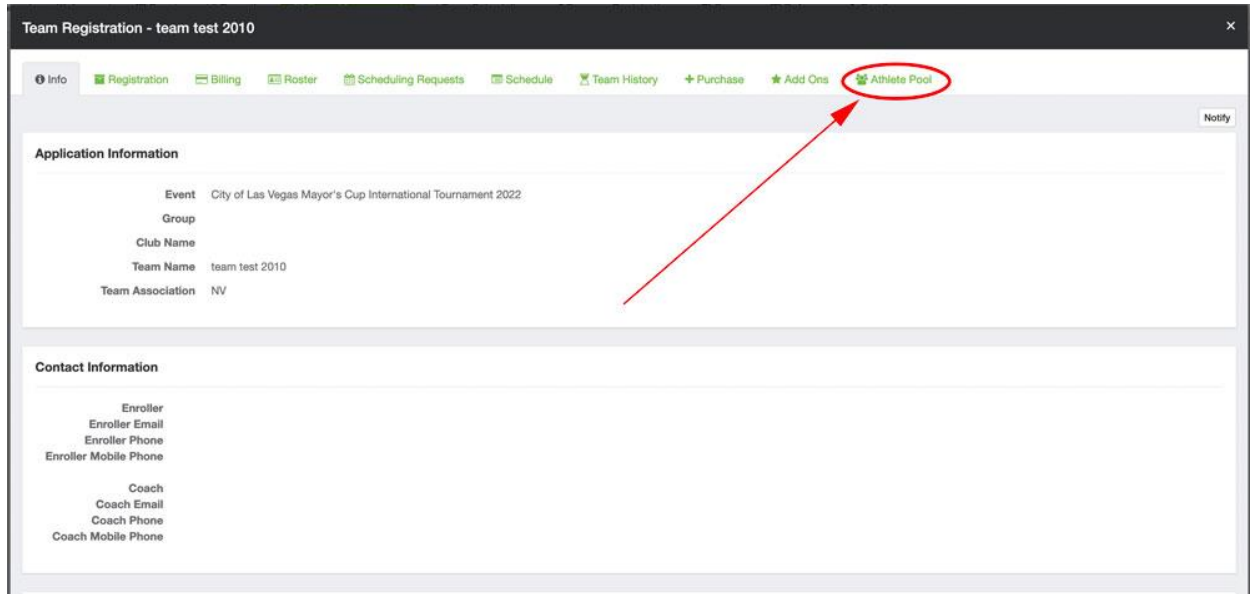
Event  
Search Event Name [Search](#)

**Team Registrations**

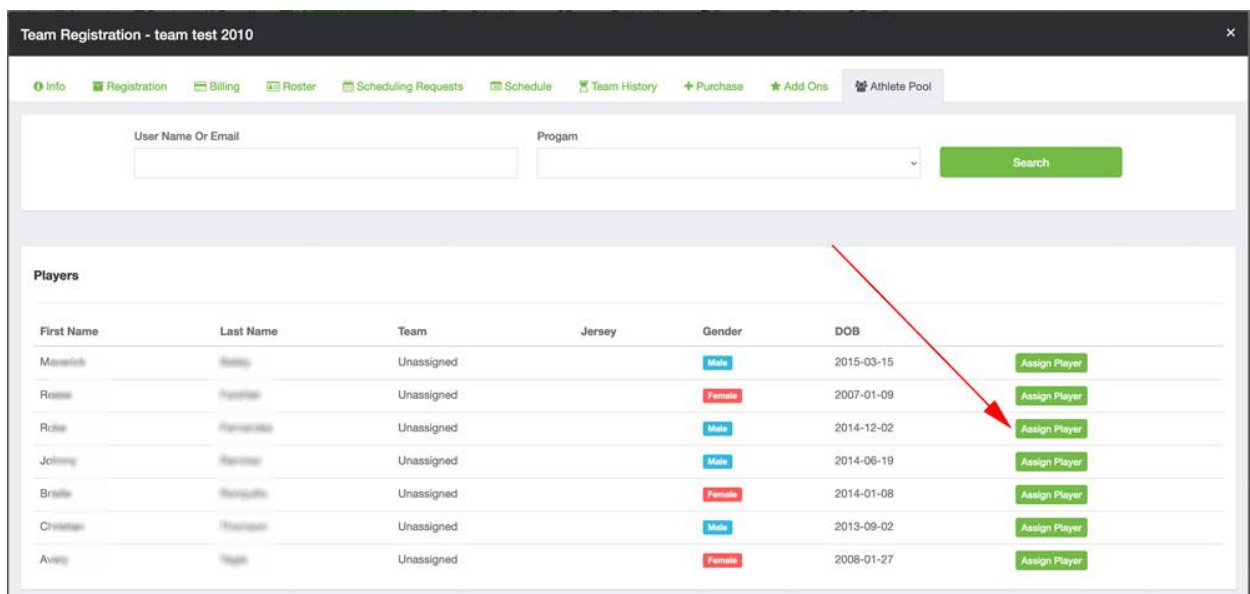
Event	Age	Gender	Event Start Date
City of Las Vegas Mayor's Cup International Tournament 2022	U10	Female	2022-10-28

[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 Winter College Showcase, **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, 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 Winter College Showcase. 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](mailto:mmoore@sidelinesoccersolutions.com)