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# How to add a guest player from a different club.

Follow the steps below to add a guest player to your event roster. Player's must go through their individual player account and register for the event as a guest before you will be able to add them.

**Step One:**

Once logged into your team account click on the name of the event you are looking to add the guest player for.

Event Registration History											
Items 1 - 1 of 1											
Name/Date	Type	Status	Applied	Accepted	Paid	Roster	Schedule	eTravel	Support	Misconduct:Y/R	
Spring League 1/1/2017 - 7/1/2017	League	Pending	04/27/2017	No	No	Created (3)	TBA	Request	Request		
Items 1 - 1 of 1											

**Step Two:**

Click on the "guests" tab, and then click on the player's name you are looking to add.

Guest Players in FA Cup 2017				
3/11/2017-6/25/2017				
Click on a player name to view their profile and assign/unassign them from your team as a guest player.				
List Filters				
Position (any)	Footing (any)	Apply Filters		
Name/Group/Reg. Team	Footing/Position	Notes	Guest Of	
Billy Power Boys U13 (8/2/2003)			unassigned	

**Step Three:**

Click the dropdown next to "Guests Of" and select your team. Then click update.

Check-in Roster from Team Account

Updating Team Information from Team Account

Downloading Documents from Team Account



See more

### Step Four:

Go to your event roster and hit the add guest button at the bottom of the page.

**Boys U14 Hot Shots - Team Player List and Rosters**  
Player Add/Remove functions have been locked by your club.

View by Event/Registration: FA Cup 2017 (3/11/2017) [Print Contacts »](#) [Email Players »](#)

Registration: Submitted 4/27/2017, Accepted Yes, ID#s Default, Notify Registrar No, [Message](#), [Schedule / Game Cards »](#)

Roster Creator: Import Players from: -select an existing roster-, [Copy](#), [Reset Roster](#)

Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB*	Date Added	Release	Deactivate	Status
	Cameron	James			Boys	3/12/2003	4/27/2017 12:30:35 PM	<a href="#">Release</a>	<a href="#">Deactivate</a>	P
	Sobel	Scott			Boys	12/22/2003	4/27/2017 12:30:35 PM	<a href="#">Release</a>	<a href="#">Deactivate</a>	P
	Vargas	David			Boys	7/6/2003	4/27/2017 12:30:35 PM	<a href="#">Release</a>	<a href="#">Deactivate</a>	P

\*Difference between player age and team age shown in parentheses if applicable.

**Additional Players from Team Player List**  
Players highlighted in orange are not attending this event and may not be added to the official roster. This information can be modified from within the team or player account. Players highlighted in bright green below are guest players.

Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB	State	Updated	Last Reg.	Login
	Power	Billy			Boys	8/2/2003	ND	4/27/2017	11/2017	Ok <a href="#">x</a>

REV PC



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