Tournament Roster Instructions

Please make sure to read through all 4 steps of these instructions. The final step (step 4) is critical to ensure our tournament director is notified that your roster is completed. Please email compcoachdirector@granitebayfc.com if you have any questions.

1. **Set Roster Source**
   a. Login to your GotSport dashboard - https://system.gotsport.com

   b. Click "*Team Management*", then "*Registrations*" to view events that your team(s) are registered for. Then click the team name for the "*Granite Bay FC Ghosts and Goals 2022*" event:
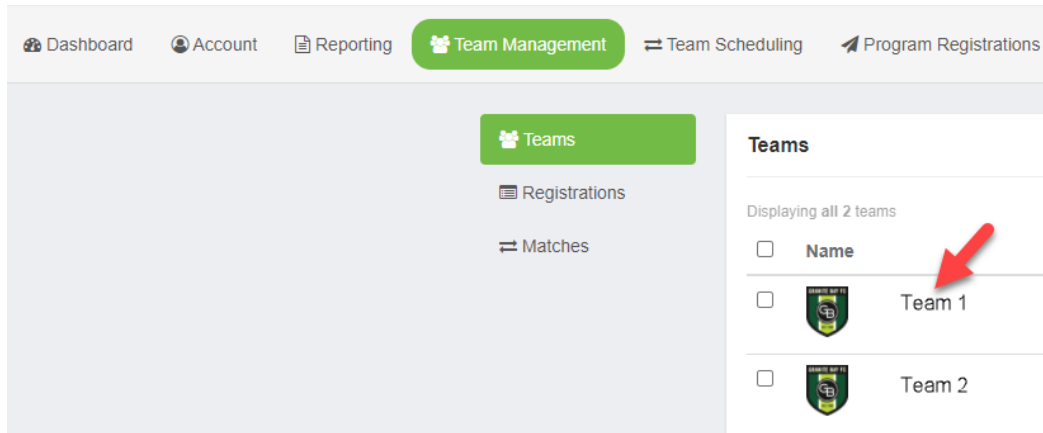

   c. From the "*Team Registration*" pop-up screen, scroll down on the "*Info*" tab to find the "*Roster source event*" drop down and make sure "*Default*" is selected:
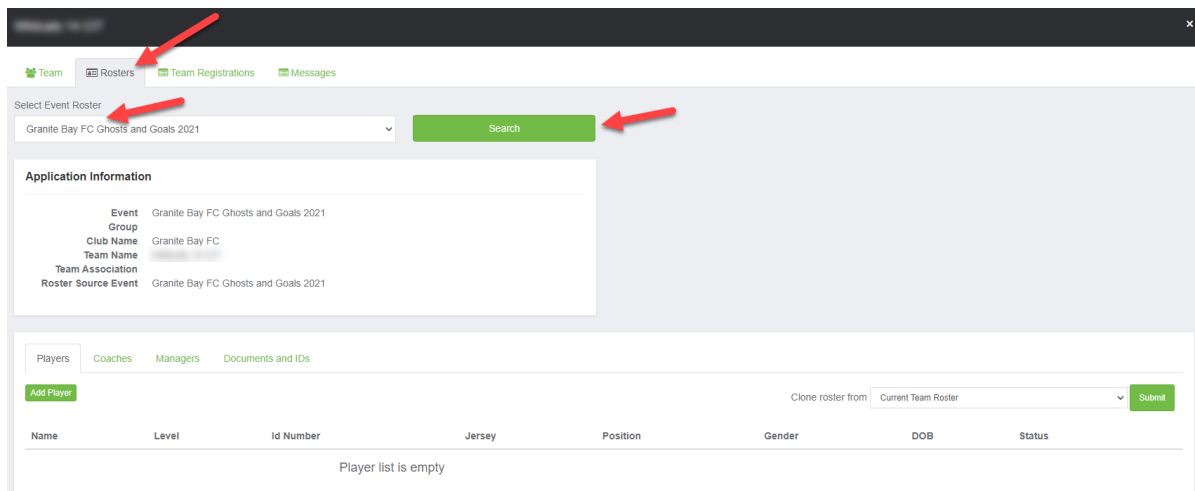
2. Clone Roster

    a. Click "*Team Management*", then click the team who's roster you are setting up for this tournament:

    b. Click "*Rosters*" tab, then select "*Granite Bay FC Ghosts and Goals 2022*" from the "*Select Event Roster*" dropdown, and click the "*Search*" button:

    c. Using the "*Clone roster from*" drop down, select a roster from one of your existing team events and click the "*Submit*" button to clone your roster:
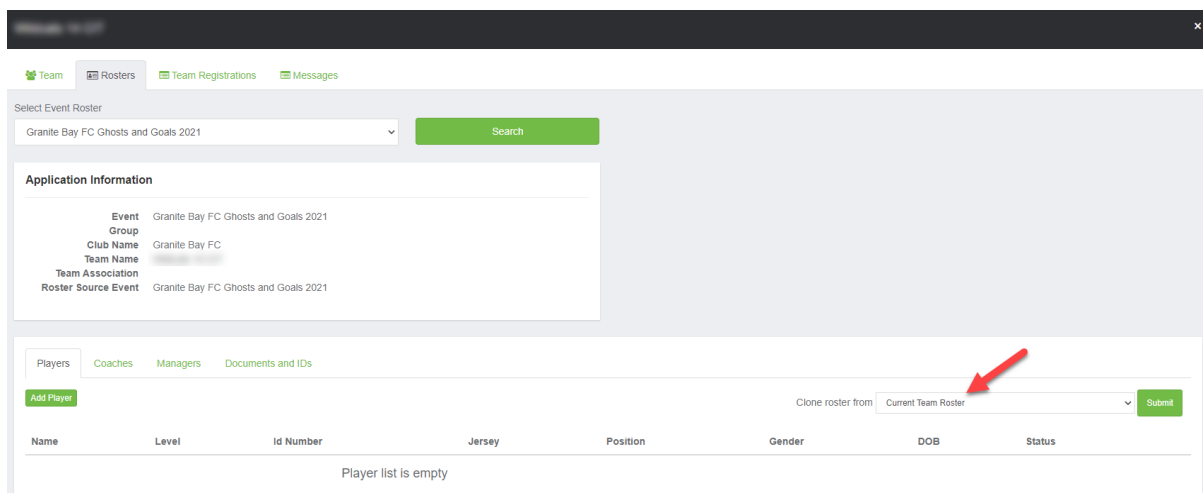
3. **Add Players/Coaches/Managers**
   a. To add a player, click the "*Add Player*" button, enter the player's information, then click then "*Search*" button:
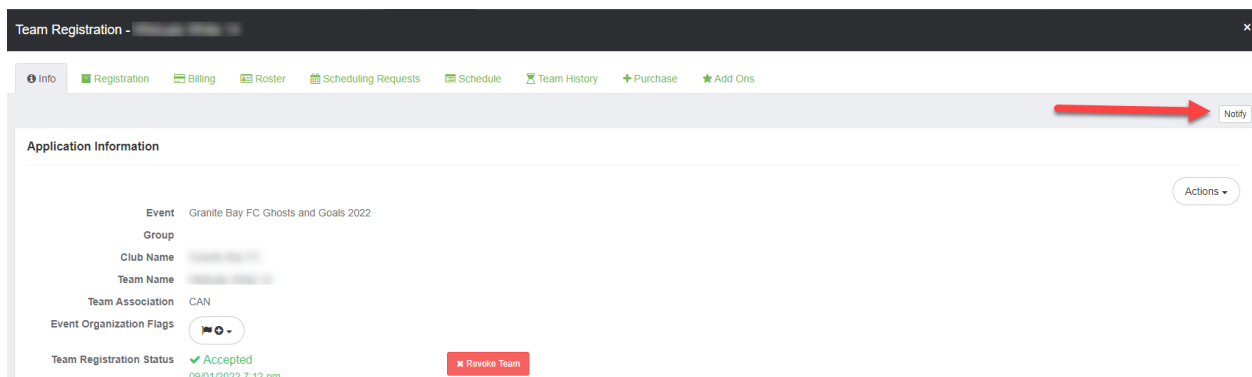

   b. If the player is found, you can enter a "*Jersey Number*" and select the appropriate "*Competitive Level*", then click the "*Add*" button:

   c. Perform the same steps on the "*Coaches*" or "*Managers*" tab to add missing members.

4. Notify GBFC when roster is complete

    a. Once your roster is completed, please notify GBFC.

    b. First, follow steps 1a and 1b from the first page to bring up your team registration.

    c. Then click the white "*Notify*" button as in the screenshot below:
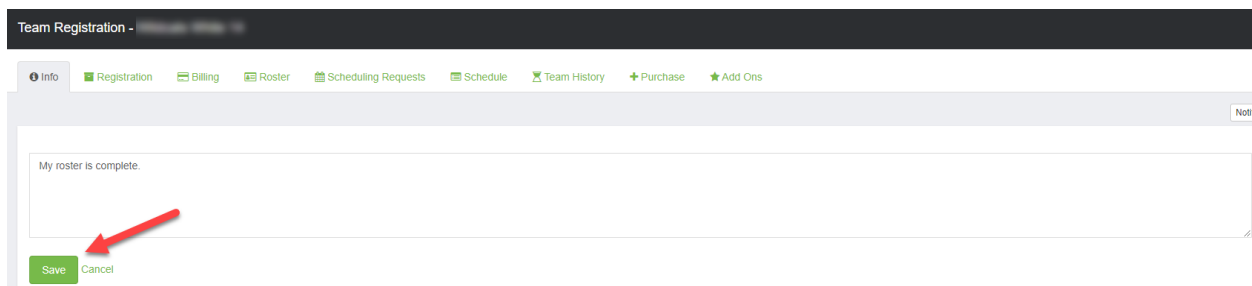
    d. In the box, enter "My roster is complete" and click the green "*Save*" button. This will notify the tournament director that your roster is complete.

***** YOU ARE NOW CHECKED IN FOR THE EVENT *****