



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

- Login to your GotSport dashboard - <https://system.gotsport.com>
- 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:

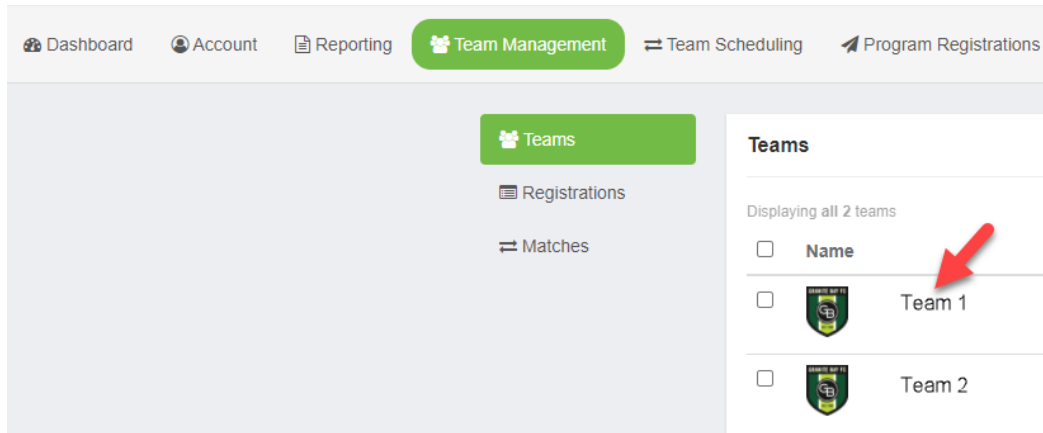
The screenshot shows the GotSport dashboard with the 'Team Management' tab selected. Under 'Team Management', the 'Registrations' sub-tab is active. The 'Team Registrations' section contains search filters for Team, Event, and Age Group, and a 'Search' button. Below the filters is a table with columns 'Team' and 'Event'. The table lists three events, with the third event, 'Granite Bay FC Ghosts and Goals 2021', highlighted. A red arrow points to the 'Team Name' link in the 'Team' column for this event.

- 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:

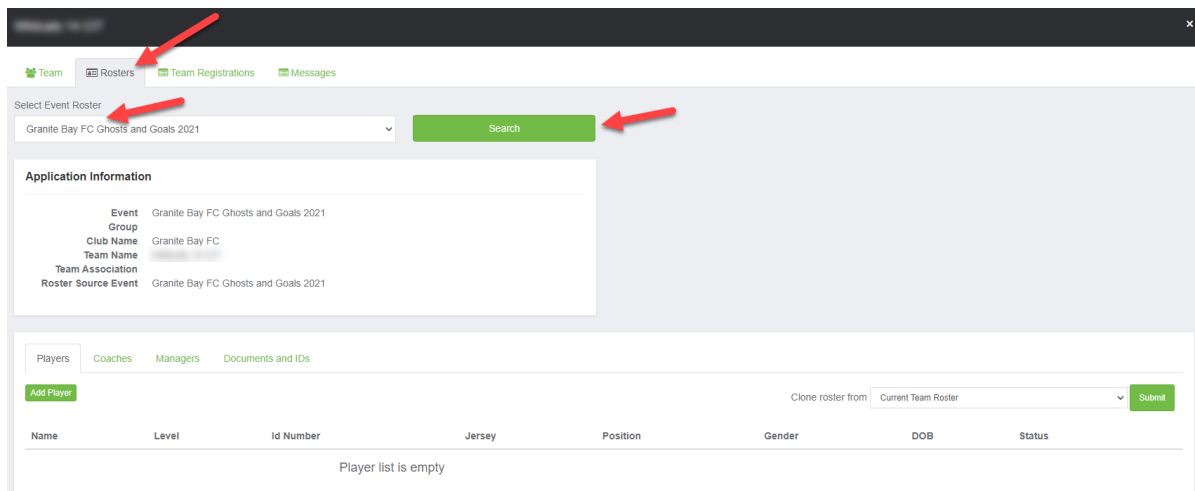
The screenshot shows the 'Info' tab of the 'Team Registration' pop-up screen. It displays three dropdown menus: 'Team', 'Competitive Level', and 'Roster source event'. The 'Roster source event' dropdown menu is open, showing 'Default' as the selected option. A red arrow points to the 'Default' option.

2. Clone Roster

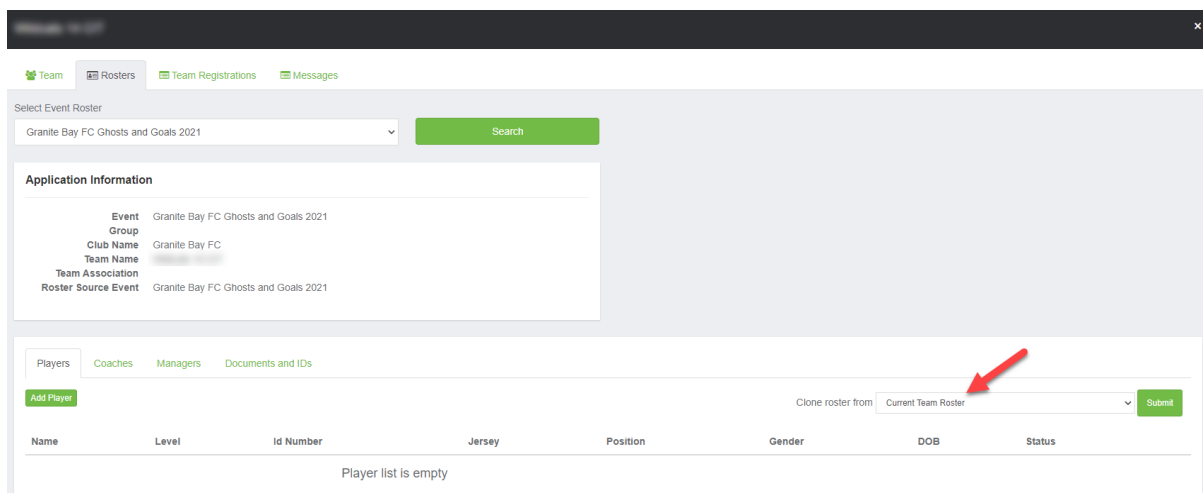
- a. Click “*Team Management*”, then click the team who’s roster you are setting up for this tournament:



- 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 the “Search” button:

The screenshot shows the 'Add Player' form. At the top, there's a 'Select Event Roster' dropdown set to 'Granite Bay FC Ghosts and Goals 2021' and a 'Search' button. Below this is an 'Application Information' section with fields for Event, Group, Club Name, Team Name, Team Association, and Roster Source Event, all populated with 'Granite Bay FC Ghosts and Goals 2021'. A tab bar below shows 'Players', 'Coaches', 'Managers', and 'Documents and IDs'. The 'Add Player' button is highlighted with a red arrow. The 'Add Player' form itself has fields for 'First name', 'Last name', and 'DOB' (with dropdowns for month and day). A 'Search' button is at the bottom right, also highlighted with a red arrow.

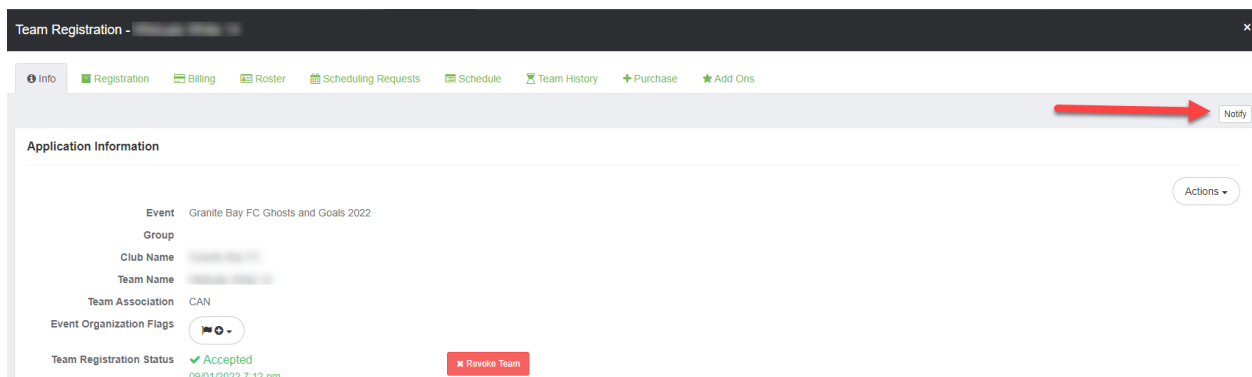
- b. If the player is found, you can enter a “Jersey Number” and select the appropriate “Competitive Level”, then click the “Add” button:

This screenshot shows the 'Add Player' form after a search. The 'Search Results' section displays a list of results. Below the results, there are input fields for 'Jersey Number', 'Competitive Level' (a dropdown), and 'Role' (a dropdown set to 'Player'). An 'Add' button is at the bottom right, highlighted with a red arrow.

- c. Perform the same steps on the “Coaches” or “Managers” tab to add missing members.

4. Notify GBFC when roster is complete

- Once your roster is completed, please notify GBFC.
- First, follow steps 1a and 1b from the first page to bring up your team registration.
- Then click the white “*Notify*” button as in the screenshot below:



Team Registration - [Team Name]

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

Application Information

Event Granite Bay FC Ghosts and Goals 2022

Group

Club Name

Team Name

Team Association CAN

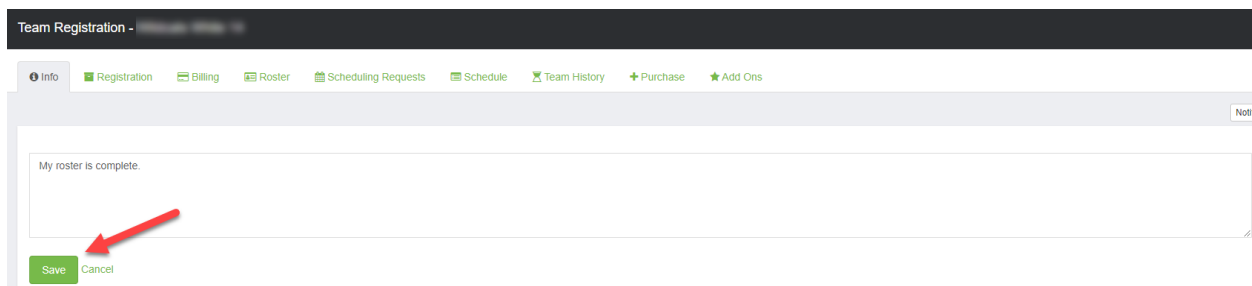
Event Organization Flags

Team Registration Status Accepted 09/01/2022 7:12 pm Revoke Team

Actions

Notify

- 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.



Team Registration - [Team Name]

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

Notify

My roster is complete.

Save Cancel

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