



Tournament Roster Instructions

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 2021*” event:

Dashboard Account Reporting **Team Management** Team Scheduling Program Registrations Forms Referee Family

Teams
Registrations
Matches

Team Registrations

Team Event Age Group
Search Team Name Search Event Name Min

Search

| Team | Event |
|---------------------------|--------------------------------------|
| Team: \ | |
| Team: \ | |
| Team Name | Granite Bay FC Ghosts and Goals 2021 |

- 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:

Team

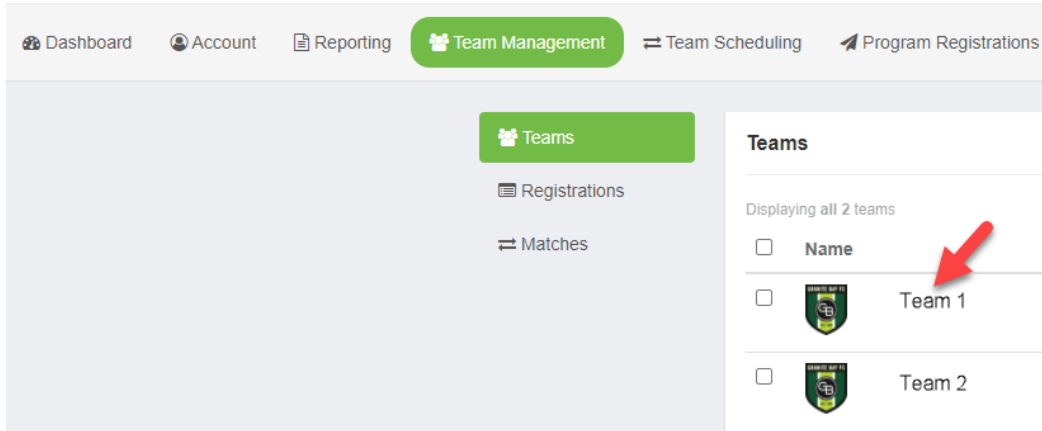
Competitive Level

Roster source event

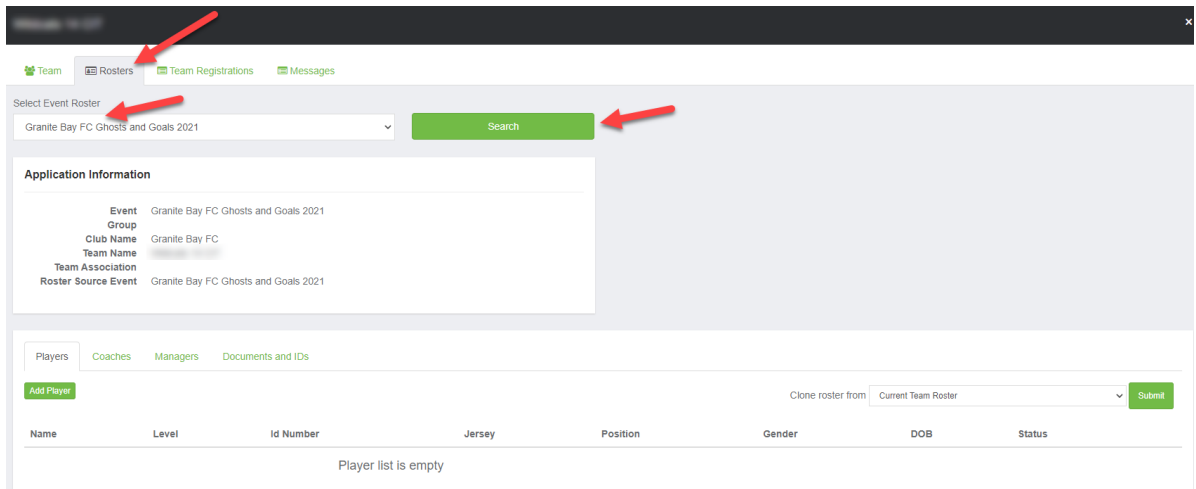
Default

2. Clone Roster

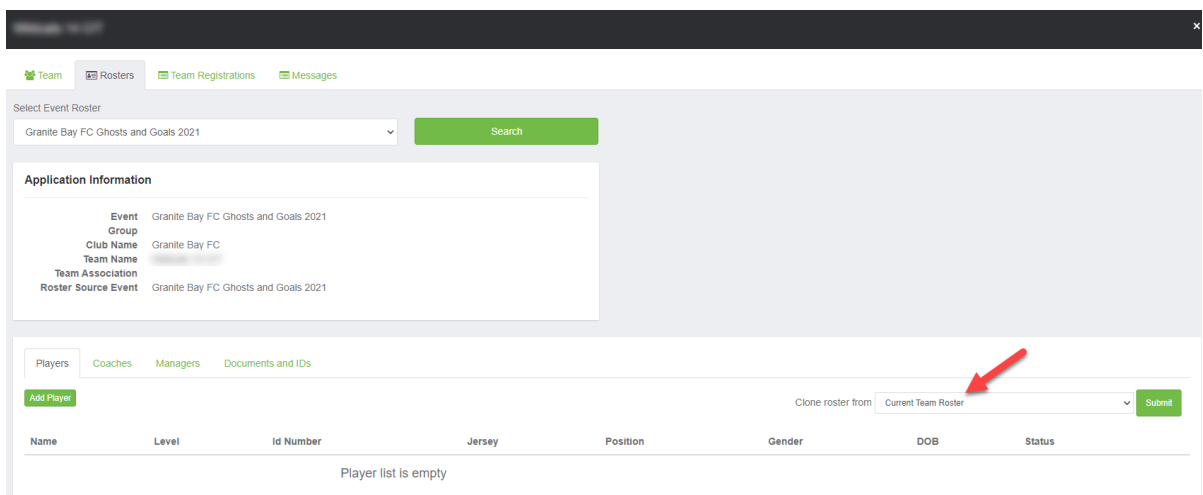
- a. Click “*Team Management*”, then click the team who’s roster you are setting up for this tournament:



- b. Click “*Rosters*” tab, then select “*Granite Bay FC Ghosts and Goals 2021*” 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:

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

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