



## How to Upload Your Team Documents into GotSport

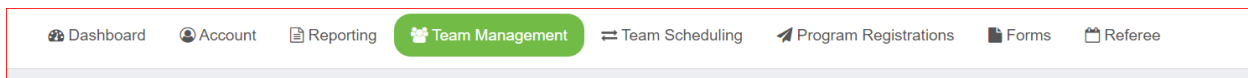
**DEADLINE for online check in is Monday, March 31 at 10 am– NO EXCEPTIONS. Note, rosters will be “frozen” at that time.**

- For the Space Coast Clash all documents must be submitted via GotSport
- Documents can only be submitted if your name is linked to the roster as a Coach or Team Manager - connect with your club if you do not see our event listed
- Medical Releases are not required for upload, however, you must have them on hand at the tournament in case of an emergency.
- Document upload is mandatory for all teams - documents required are:
  - PDF of passes
  - Guest player form (if applicable) - **only required if the player is not from your club**
    - Must be the same affiliation as your team i.e., FYSA passes cannot have a guest player with a US Club pass
  - Guest player pass (if applicable)
    - Must be the same affiliation as your team i.e., FYSA passes cannot have a guest player with a US Club pass.
  - Lodging report—due by your first game. Upload to the registration or fill out online at [Space Coast Clash Lodging Report](#)
- Questions? Message [clash@spacecoastsoccer.org](mailto:clash@spacecoastsoccer.org)

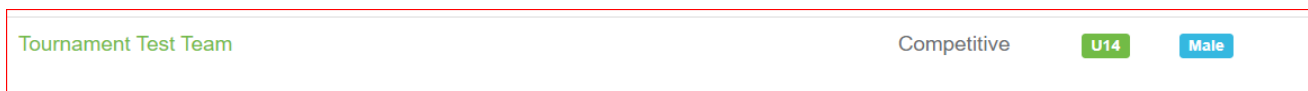
### [Log in to GotSport](#)

Use the username/ID email/password that was created for you to complete your background check, SafeSport, and Heads-up Certifications.

Click on Team Management:



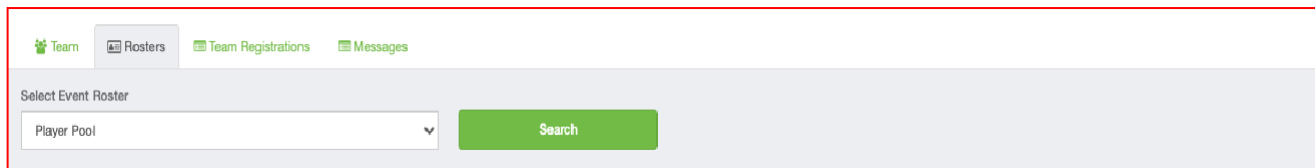
Click on the name of your team:



**Build your event roster and ensure that it is correct - this will be downloaded onto the game card:**

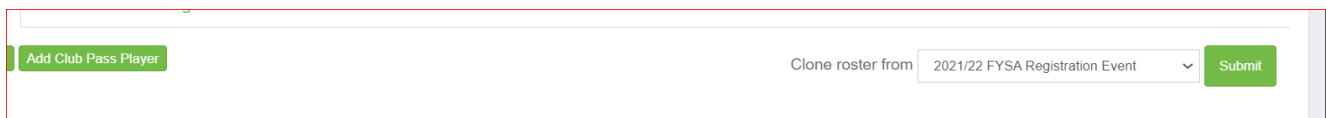
Click on the Rosters tab

From the “Select Event Roster” drop down, select the Space Coast Clash Click on Search



The screenshot shows the top navigation bar with tabs for Team, Rosters, Team Registrations, and Messages. Below this is a section titled 'Select Event Roster' containing a dropdown menu with 'Player Pool' selected and a green 'Search' button.

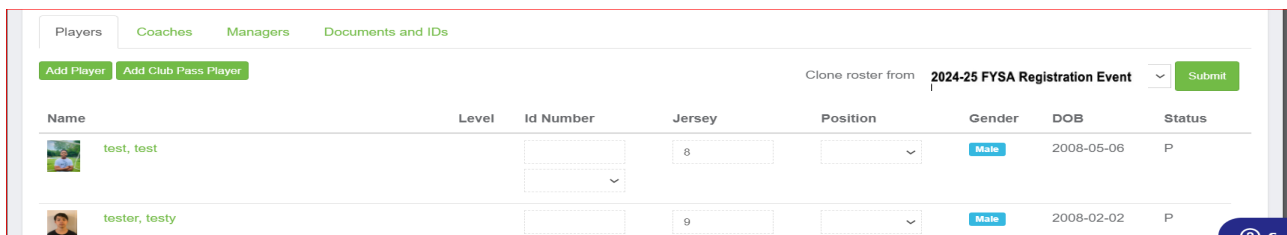
Scroll down, to the right and from the “Clone roster from” select the official roster that you wish to clone to the tournament (not a league or tournament roster). Click Submit. This will only work if your club allows it—contact your Registrar for help if needed.



The screenshot shows a section with an 'Add Club Pass Player' button on the left and a 'Clone roster from' dropdown menu on the right. The dropdown menu is open, showing '2021/22 FYSA Registration Event' selected, with a green 'Submit' button next to it.

Check your roster is correct. This will be duplicated onto the game card and used by the referee to check your team in for game play.

- Enter all jersey numbers
- ID numbers and positions are not required



The screenshot shows the 'Players' tab interface. It includes buttons for 'Add Player' and 'Add Club Pass Player'. Below these is a table with columns: Name, Level, Id Number, Jersey, Position, Gender, DOB, and Status. Two players are listed: 'test, test' and 'tester, testy'. The 'Clone roster from' dropdown is set to '2024-25 FYSA Registration Event' with a green 'Submit' button.

| Name          | Level | Id Number | Jersey | Position | Gender | DOB        | Status |
|---------------|-------|-----------|--------|----------|--------|------------|--------|
| test, test    |       |           | 8      |          | Male   | 2008-05-06 | P      |
| tester, testy |       |           | 9      |          | Male   | 2008-02-02 | P      |

**To add a player who plays for your club to the event roster, click on “add Club Pass Player”**

[Add Player](#) [Add Club Pass Player](#) Clone roster from **2024-25 FYSA Registration Event**

### Add Club Pass Player

Search for players within the team's club to add him/her to the team.

First name Last name DOB

**Player must be on the 2024/25 Event Roster of the same association to be added**  
Enter the name, and date of birth as on the player pass, click Search and add.

### Add Club Pass Player

Search for players within the team's club to add him/her to the team.

First name Last name DOB

Search Results

To add a guest/club pass player to an event roster, you'll first want to be sure that the event is allowing both types of players for the event. Once this is done here are the steps:

1. Add the player that you're using for the event a player role with your club by going to:

Club management>players>add player. Here you will look up that player and add them to your account

**GotSport** **Players** **Manage Players** **Upload Players** **Parents/Guardians**

MAMBAFC / Players

50 Per Page

**Players**

Displaying Users 1 - 90 of 344 in total

| <input type="checkbox"/> | Name            | Email/UserID                       | Gender | DOB        | Age | Level                            | Phone        |
|--------------------------|-----------------|------------------------------------|--------|------------|-----|----------------------------------|--------------|
| <input type="checkbox"/> | Abbott, Merri   | merriabbo-eb3249@gotsport-demo.com | Female | 07/12/2005 | U17 | 1 - Division 1<br>1 - Division 1 | 404.381.0344 |
| <input type="checkbox"/> | Abdou, Noah     | Luis.Abekar@me.com                 | Male   | 05/12/2008 | U14 | Competitive                      | 9047189401   |
| <input type="checkbox"/> | Abshire, Nina   | ninaabsh-349681@gotsport-demo.com  | Female | 01/23/2006 | U16 | Competitive<br>Competitive       | 537-325-5695 |
| <input type="checkbox"/> | Aguilar, Steven | test100@test.com                   | Male   | 11/27/2007 | U15 |                                  |              |
| <input type="checkbox"/> | Allison, Tyler  | test1022@test.com                  | Male   | 11/02/2002 | U20 | Travel<br>Travel                 |              |
| <input type="checkbox"/> | Avarado, Allie  | test502@test.com                   | Female | 12/29/2002 | U20 | Travel                           |              |
| <input type="checkbox"/> | Avarado, Joshua | test113@test.com                   | Male   | 03/30/2007 | U15 |                                  |              |

The screenshot shows the 'Add User' form in the GotSport interface. The form includes fields for DOB (Month, Day, Year), First Name, Last Name, Email/UserID (optional), and Postal Code (optional). A 'Search' button is located below the form. In the background, the 'Players' list is visible, showing a table of players with columns for Name, Email/UserID, Gender, DOB, Age, Level, and Phone. The table lists several players, including Abbott, Merri; Abdou, Noah; Abshire, Nina; Aguilar, Steven; Allison, Tyler; Alvarado, Aleli; and Alvarado, Joshua.

2. Now that the player has been added you will go to "Roster Builder" select the Event, followed by the "Guest" Tab. (or Club Pass).

The screenshot shows the 'Roster Builder' interface in the GotSport system. The top navigation bar includes 'Club Management', 'Teams', 'Registration', and 'Match Minutes'. The 'Roster Builder' section has a search bar and a 'Find an Event Q' button. A dropdown menu is open, showing '2025 Space Coast Clash sponsored by Puma'. Below this, there are tabs for 'Primary', 'Club Pass', and 'Guest'. The 'Guest' tab is selected, and a list of registered teams/rosters is displayed. The list includes players like Abshire, Nina; Aguilar, Steven; Allison, Tyler; Bravo, Johnny; Buchanan, Jason; Cassman, Noah; Finnigan, Seamus; Iverson, Allen; Lastick, Lailon, Beulah; Lawrence, Johnny; Longbottom, Neville; Marquez, Melannie; Marquez, Melody; Marquez, Aracely; Martinez, Dulce; McHugh, Father; and Moreno, Bianca. The interface also shows a table of players with columns for P, S, CP, Name, Gender, Level, Group, and DOB.

3. When you drag the player from the guest pool to the team's roster, a box will appear asking for the Position and Jersey number, the status will automatically be set to "G" for guest. Or "CP" for Club Pass.

The screenshot shows the 'Roster Builder' interface for MAMBA FC. A 'New Roster' modal is open, allowing the addition of a new player. The modal fields are: Position (Defender), Jersey (23), and Status (G). An 'Add Player' button is at the bottom of the modal. In the background, the main roster table is visible, listing players with columns for Name, Gender, Level, Group, and DOB. A red box highlights the 'Buchanan, Jason' entry in the roster table. A red arrow points from this entry to the 'New Roster' modal, indicating the process of adding a new player.

| Position | Jersey | Status |
|----------|--------|--------|
| Defender | 23     | G      |

| Name                | Gender | Level        | Group | DOB        |
|---------------------|--------|--------------|-------|------------|
| BROWN, JEFFREY      | Male   | Primera      | U16   | 2003-07-24 |
| Browns, John        | Male   | Recreational | U15   | 2008-07-21 |
| Buchanan, Stanley   | Male   | Competitive  | U12   | 2009-06-08 |
| Buchanan, Madison   | Female | Competitive  | U14   | 2007-08-11 |
| Buchanan, Stefanie  | Female | Competitive  | Open  | 1983-03-09 |
| Buchanan, Christine | Male   | Competitive  | U18   | 2009-04-07 |
| Buchanan, Jason     | Male   | Competitive  | U11   | 2010-09-13 |
| Buchanan, Me        | Male   | Competitive  | U12   | 2009-07-05 |
| Buchanan, Jay       | Male   | Competitive  | U13   | 2008-01-01 |

4. Now you will see the player on the roster.

The screenshot shows the 'Roster Builder' interface after the player has been added. The 'New Roster' modal is no longer present. The main roster table now includes 'Buchanan, Jason' as the 6th player. The 'Registered Teams/Rosters' table on the right also lists the players. A red box highlights the 'Buchanan, Jason' entry in the main roster table, and a red arrow points from this entry to the 'Registered Teams/Rosters' table, indicating the player's presence in both views.

| P | S | CP | Name             | Gender | Level          | Group | DOB        |
|---|---|----|------------------|--------|----------------|-------|------------|
| 1 | 0 | 0  | Abbott, Merri    | Female | 1 - Division 1 | U16   | 2005-07-12 |
| 0 | 0 | 0  | Abdou, Noah      | Male   | Competitive    | U13   | 2008-05-12 |
| 1 | 0 | 0  | Abshire, Nina    | Female | Competitive    | U15   | 2006-01-23 |
| 1 | 0 | 0  | Aguilar, Steven  | Male   | Academy        | U14   | 2007-11-27 |
| 1 | 0 | 0  | Allison, Tyler   | Male   | Travel         | U19   | 2002-11-02 |
| 0 | 0 | 0  | Alvarado, Ailei  | Female | Travel         | U19   | 2002-12-29 |
| 0 | 0 | 0  | Alvarado, Joshua | Male   | Competitive    | U14   | 2007-03-30 |

| Name                       | Jersey | Position | Status |
|----------------------------|--------|----------|--------|
| 2. Abshire, Nina           | --     | --       | P      |
| 3. Aguilar, Steven         | --     | --       | P      |
| 4. Allison, Tyler          | --     | --       | P      |
| 5. Bravo, Johnny           | --     | --       | P      |
| 6. Buchanan, Jason         | 23     | Defender | G      |
| 7. Cassman, Noah           | --     | --       | P      |
| 8. Finnigan, Seamus        | --     | --       | P      |
| 9. Iverson, Allen          | --     | --       | P      |
| 10. Lastick Lelion, Beulah | --     | --       | P      |
| 11. Lawrence, Johnny       | --     | --       | P      |
| 12. Longbottom, Neville    | --     | --       | P      |
| 13. Marquez, Metannie      | --     | --       | P      |
| 14. Marquez, Melody        | --     | --       | P      |
| 15. Marquez, Aracely       | --     | --       | P      |
| 16. Martinez, Dulce        | --     | --       | P      |
| 17. McHugh, Father         | --     | --       | P      |
| 18. Moreno, Bianca         | --     | --       | P      |

**Next, upload your player passes. Click on Team Registrations and then choose 2025 Space Coast Clash.**

Click on "Registration" Tab followed by Orange "Edit" option

Team Registration - Tournament Test Team

Info Registration Billing Roster Scheduling

Registration Form Answers [Edit](#)

Please upload the following documents for Roster verification: [Edit](#) [Delete](#)

- Passes - One pdf - individual uploads will not be accepted
- Guest Player Form - If applicable
- Guest Player Pass - If applicable

Page: 1

Passes - One pdf only. Individual passes will not be accepted. [Edit](#) [Delete](#)

[Choose File](#) No file chosen

Page: 1

Guest Player Form (if applicable) - Must be the same affiliation as your official roster [Edit](#) [Delete](#)

[Choose File](#) No file chosen

Page: 1

Guest Player Pass (if applicable) - Must be the same affiliation as your team passes [Edit](#) [Delete](#)

[Choose File](#) No file chosen

Page: 1

Upload documents, scroll to the bottom and save.

**All uploads can be replaced and are editable**

**DEADLINE for online check in is Monday, March 31 at 10 am– NO EXCEPTIONS. Note, rosters will be “frozen” at that time.**

For any questions relating to online check in, message [clash@spacecoastsoccer.org](mailto:clash@spacecoastsoccer.org)

Once your documents have been approved, no further action is required. For team check in with the referee, show your laminated passes or Space Coast Clash virtual passes. Have a copy of the official association team roster as a backup.

### **Additional information:**

1. All players must be age verified and have a picture on the pass.
2. No player write-ins.
3. All coach and bench staff personnel must have a laminated pass with the same affiliation/club as the roster/player passes
4. Uniform jersey numbers are required for all players.
5. Player Passes Upload: required for each player, coach, assistant coach, manager (
6. Guest Player Forms must be completed in compliance with the sanctioning body that has issued the player passes. Please contact your club registrar for guidance.
  1. FYSA - only electronically generated forms from within GotSport digitally signed by the loaning and accepting club will be accepted. **No exceptions.**
    1. **FYSA - contact your club administrator for guidance**
    2. **US Club - <https://usclubsoccer.org/forms-documents/>**
  2. Guest players must be affiliated with the same association i.e., US Club with US Club. It is not possible to play FYSA with a US Club pass or vice versa.
7. State Permission to Travel for all teams outside of Florida. This does not apply to US Club rosters.

Thank you! See you soon at the 2025 Space Coast Clash!