

Coaches,

Throughout the year, there will be opportunities for you to register your teams for local Rec tournaments. While you will manage the process, your players are registered to Space Coast and you'll need some assistance from the registrar staff to get the required player credentials and rosters.

YOU MUST HAVE APPROVAL FROM THE REC DIRECTOR PRIOR TO REGISTERING. PLEASE READ STEPS 1-10 BELOW PRIOR TO REQUESTING APPROVAL.

1. We cannot do this last minute. Your request needs to come at least three weeks prior to the tournament, with all player documents uploaded prior to registration approval. We previously gave a grace period for this and found that we were still chasing player information in the days leading up to the tournament. Recreational players do not need passes for recreational leagues, so admin support is limited for team activities outside the league.
2. You can only enter tournaments that are designated as REC or REC/COMP.
3. Go to the tournament website and read the tournament rules before registering, especially the section that tells you the number of players you are allowed to roster and what is required for check-in.
4. When registering, do not change any information in your team account, including Team Name, Gender, and Affiliation. If you need any changes, contact the club registrar registrar@spacecoastsoccer.org for assistance.
5. All players need to have birth certificates and a face-only picture loaded into their GotSport account. Coaches must have a valid pass and have a face-only picture in their account.

Any adult who will be on the player side of the field must be on the official roster, indicating that they are background checked and have a valid coach pass.

You can upload pictures/documents as the coach: <https://gotsport.zendesk.com/hc/en-us/articles/4406677638935-How-to-add-a-Player-Photo-Upload-Player-Documents-as-a-Coach-or-Manager>

or you can ask the families to do it: <https://gotsport.zendesk.com/hc/en-us/articles/360052816114-How-to-Upload-Documents-From-a-Parent-Account-Birth-Certificates>

Keep in mind that last-minute roster changes are difficult to accommodate, so make sure you have more than enough players at the outset.

Here is how you can check to see if a player has a picture or is age-verified. Do not request your roster and passes until all your players have their photos and documents uploaded.

From your GotSport portal, choose Team Management and then click on your team name.

Select the Rosters tab, use the dropdown arrow to choose **2025-2026** FYSA Registration Event (NOT THE TOURNAMENT NAME), and then click on Search.

It will load, and then choose the Documents and IDs tab.

Click on the Roster PDF. This will bring up your roster where you can check on who has a picture and who needs to be age verified.

Team Team Members **Rosters** Team Registrations Messages Program Registrations

Select Event Roster
2024-2025 FYSA Registration Event Search

Application Information

Event	2024-2025 FYSA Registration Event
Group	
Club Name	Space Coast United
Team Name	[REDACTED]
Team Association	
Roster Source Event	2024-2025 FYSA Registration Event

Players Coaches Managers **Documents and IDs**

Affiliation
USYS

ID Cards **Roster PDF** Virtual Cards

Medical Release Forms
Select One... Download Medical Releases

Players who are age-verified will show as P/V. Without the "V", they are not eligible to play in this tournament. You may be able to print passes for these players, but they will not be valid.

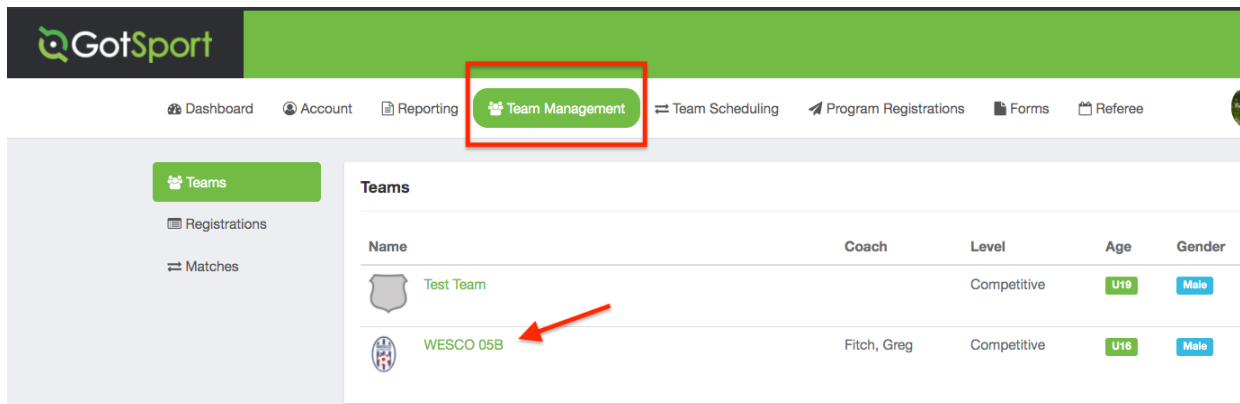
4		[REDACTED] Missing picture and the V indicating age verification	3367619	[REDACTED]	FL	M	P
5		Fuentes Barrios, Chris	25542146	[REDACTED]	FL	M	P/V

6. Provide an alphabetized player list to request your passes and rosters from the Rec Registrar, again at least two weeks before the tournament. rec@spacecoastsoccer.org

7. The Rec Registrar will let you know when your roster and pass files are available to download. You will download from the Team Account in GotSport. The roster event that you choose is the current year's FYSA Registration Event (many choose the name of the event, and that won't work for you.) This is also where you will download the required medical release forms. They are not valid unless they are the current year and are signed—if they print unsigned you can ask parents to sign them.

Step 1:

- When logged into your GotSport Account ([How to Login](#)) Go to the "Team Management" tab and click on your team.



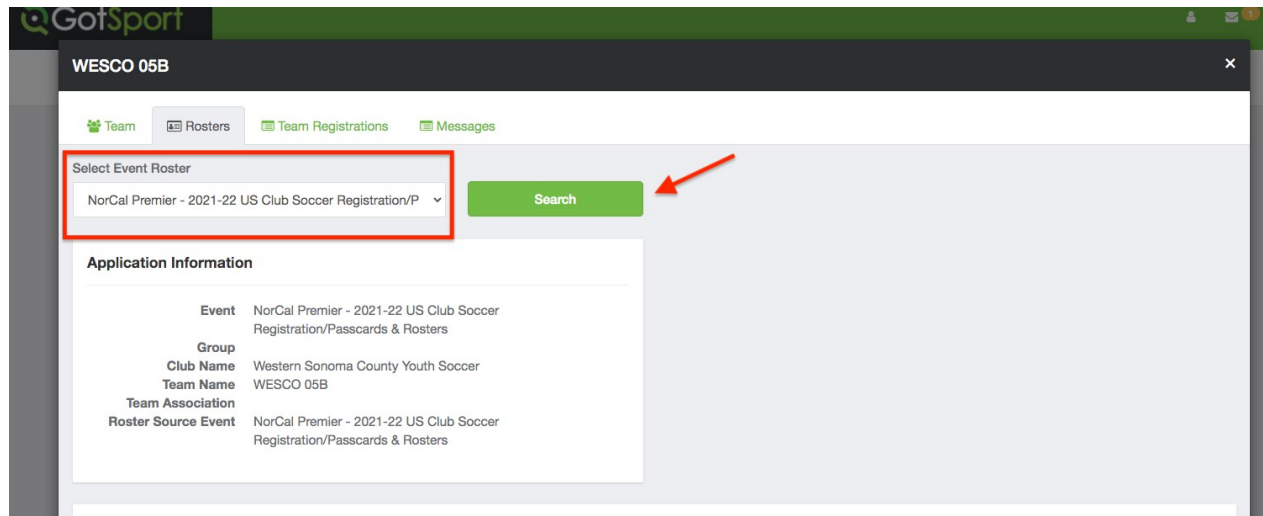
The screenshot shows the GotSport web interface. The top navigation bar includes links for Dashboard, Account, Reporting, Team Management (highlighted with a red box), Team Scheduling, Program Registrations, Forms, and Referee. The left sidebar has links for Teams, Registrations, and Matches. The main content area is titled 'Teams' and displays a table with the following data:

Name	Coach	Level	Age	Gender
Test Team		Competitive	U19	Male
WESCO 05B	Fitch, Greg	Competitive	U16	Male

A red arrow points to the 'WESCO 05B' team entry.

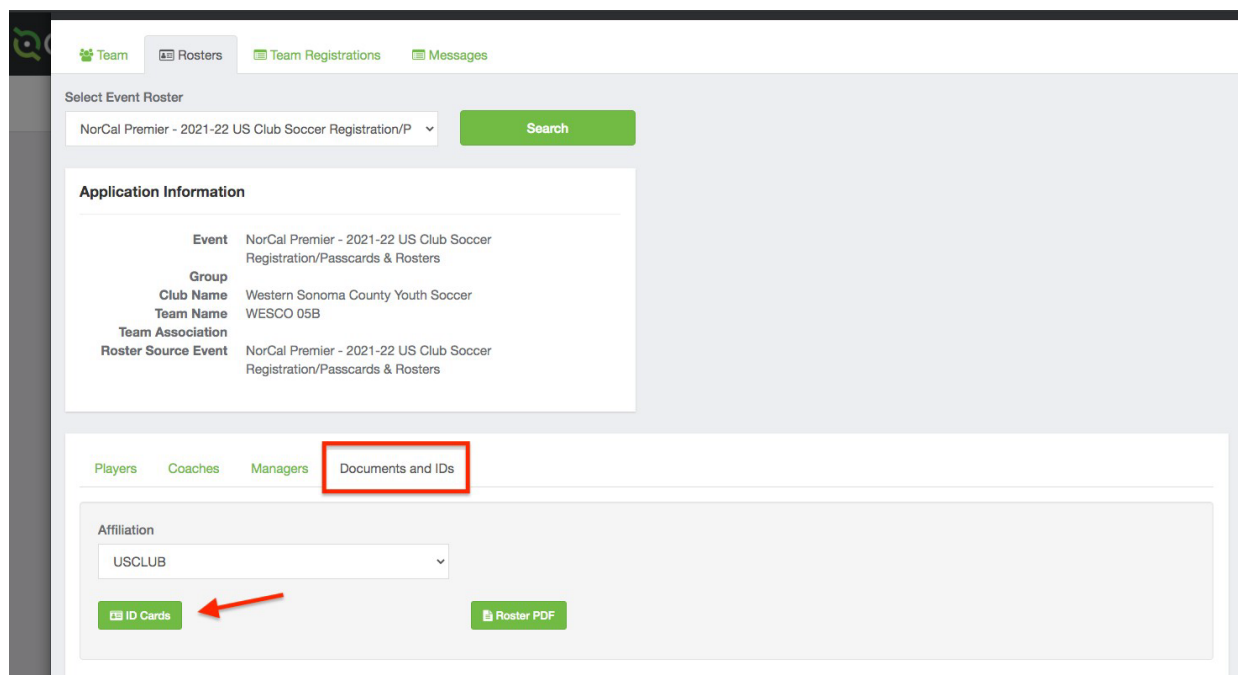
Step 2:

- Click the "Rosters" tab and select your league's event from event roster in the dropdown. **THEN CLICK SEARCH**



Step 3:

- Click the "Documents and ID's" tab. Click "ID Cards" to view and print the Pass Cards. Click "Roster" to view and print the Roster.



The screenshot shows a web application with a top navigation bar containing 'Team', 'Rosters', 'Team Registrations', and 'Messages'. Below this is a 'Select Event Roster' section with a dropdown menu set to 'NorCal Premier - 2021-22 US Club Soccer Registration/P' and a green 'Search' button. An 'Application Information' box displays details for the event, group, club name (Western Sonoma County Youth Soccer), team name (WESCO 05B), team association, and roster source event. Below this, a tabbed interface shows 'Players', 'Coaches', 'Managers', and 'Documents and IDs' (highlighted with a red box). Under 'Documents and IDs', there is an 'Affiliation' dropdown set to 'USCLUB', an 'ID Cards' button, and a 'Roster PDF' button (indicated by a red arrow).

8. If the tournament rules require LAMINATED player passes, you will need to print the passes in color on card stock and laminate them individually.

Keep the passes on a quick-open key ring/D ring/in a pencil pouch so they don't get lost.

To print at Office Depot

Bring the file on a USB drive, or email the .pdf file of the player passes to officedepot@printme.com (they will reply with a code that you put into the printer.)

When you arrive at the print center, go to the counter and buy your card stock. You will place the card stock in the bypass tray on the left side of the printer. The Office Depot employee will help you if you aren't sure where to put it. Remember to choose the color copy setting.

Laminating by the sheet (less expensive. cards are not uniform. more work)

Office Depot print services --

Print your cards on card stock, and then cut them apart before laminating. They have scissors to use, or you can bring your own.

Take the cards to the counter at Office Depot and let them know you'd like to laminate the cards on a sheet. Arrange them on the lamination sheet with at least a half inch between the cards. If they are too close, the edges will pop open. When they are complete, cut between the cards and punch a hole in the top left corner (about 1/8")

away from the corner, so it won't open up). If the cut edges are rough, you can use fine sandpaper or an emery board to smooth them.

Heat-seal laminating pouch

At Office Depot print center—cut your passes so they are smaller than the pouch and they will laminate them for you.

3.75 x 2.25 (business card size) \$1.70 each (Aug 24)

or 3.25 x 2.5 (ID badge size) \$1.45 each

They will do the lamination for you for this price.

OR

Order from Amazon or buy locally—

Scotch Thermal Laminating Pouches, 5 Mil Thick for Extra Protection, 2.32 x 3.70-Inches, Business Card Size

Self-laminating pouches

These do not require a lamination machine. You can buy 2 x 3 pouches from Office Depot or Amazon.

9. Check-in

Read the rules and the check-in section of the tournament website to see what the requirements are. Often they will want you to bring 4-5 copies of your roster, your laminated player passes, and the medical releases. The check-in may occur an hour before your first game, or on Friday night before the tournament.

10. Please remind families that they are representing Space Coast United. The expectation is that they will follow all tournament rules, including where spectators sit, no artificial noisemakers, and no referee harassment.