



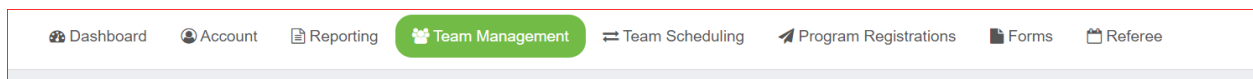
How to Upload Your Team Documents into GotSport

DEADLINE for online check in is Tuesday, November 11 at 10 am– NO EXCEPTIONS. Note, rosters will be “frozen” at that time.

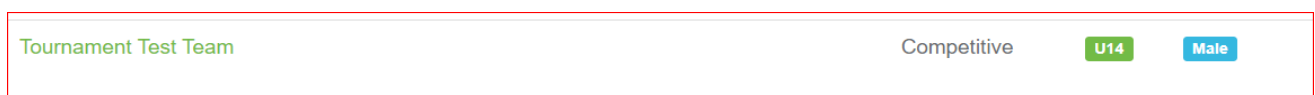
- For the Space Coast Cup all documents must be submitted via GotSport
- Documents can only be submitted if your name is linked to the roster as a Coach or Team Manager - connect with your club if you do not see our event listed
- Medical Releases are not required for upload, however, you must have them 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.
- Questions? Message cup@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:

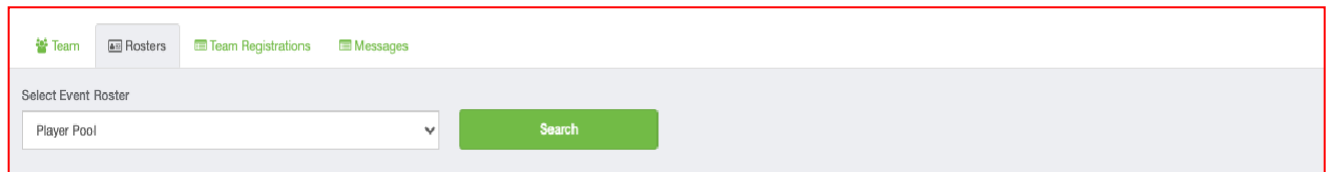


Build your event roster and ensure that it is correct - this will be downloaded onto the game card:

Click on the Rosters tab

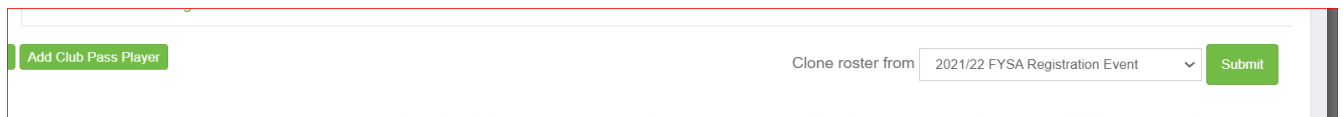
From the “Select Event Roster” drop down, select the **Space Coast Cup**

Click on Search



The screenshot shows the 'Rosters' tab selected in the top navigation bar. Below it, there is a 'Select Event Roster' section with a dropdown menu currently showing 'Player Pool' and a green 'Search' button to its right.

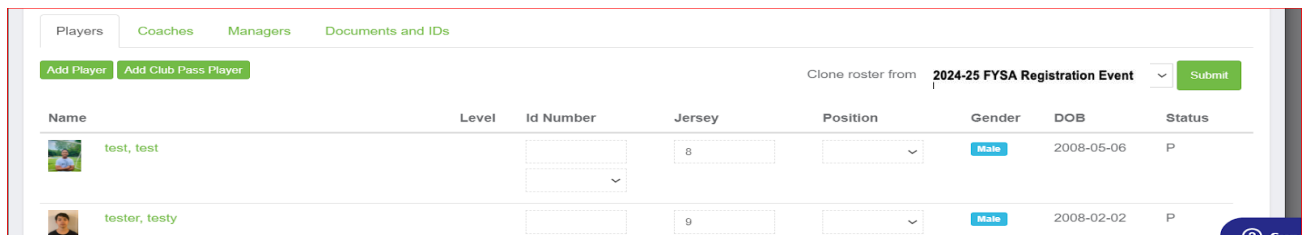
Scroll down, to the right and from the “Clone roster from” select the official roster that you wish to clone to the tournament (not a league or tournament roster). Click Submit. This will only work if your club allows it—contact your Registrar for help if needed.



This screenshot shows the 'Clone roster from' dropdown menu. The selected option is '2021/22 FYSA Registration Event'. A green 'Submit' button is located to the right of the dropdown.

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 with a table of player information. The table has columns for Name, Level, Id Number, Jersey, Position, Gender, DOB, and Status. Two players are listed: 'test, test' and 'tester, testy'. The 'Add Club Pass Player' button is visible at the top left of the table area.

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
Hide

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

First name
Last name
DOB

▼

▼

▼

Search

Player must be on the 2025/26 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
Hide

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

First name
Last name
DOB

Nove
▼

8
▼

2008
▼

Search

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

Jordi Garcia
jordi.garcia@gotsport.com

Dashboard
Users
Association
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Teams
Players
Managers
Coaches
Roster Builder

Players
Manage Players
Upload Players
Parents/Guardians

MAMBAFC / Players
Select Saved Search
Search

Player Last Name
is

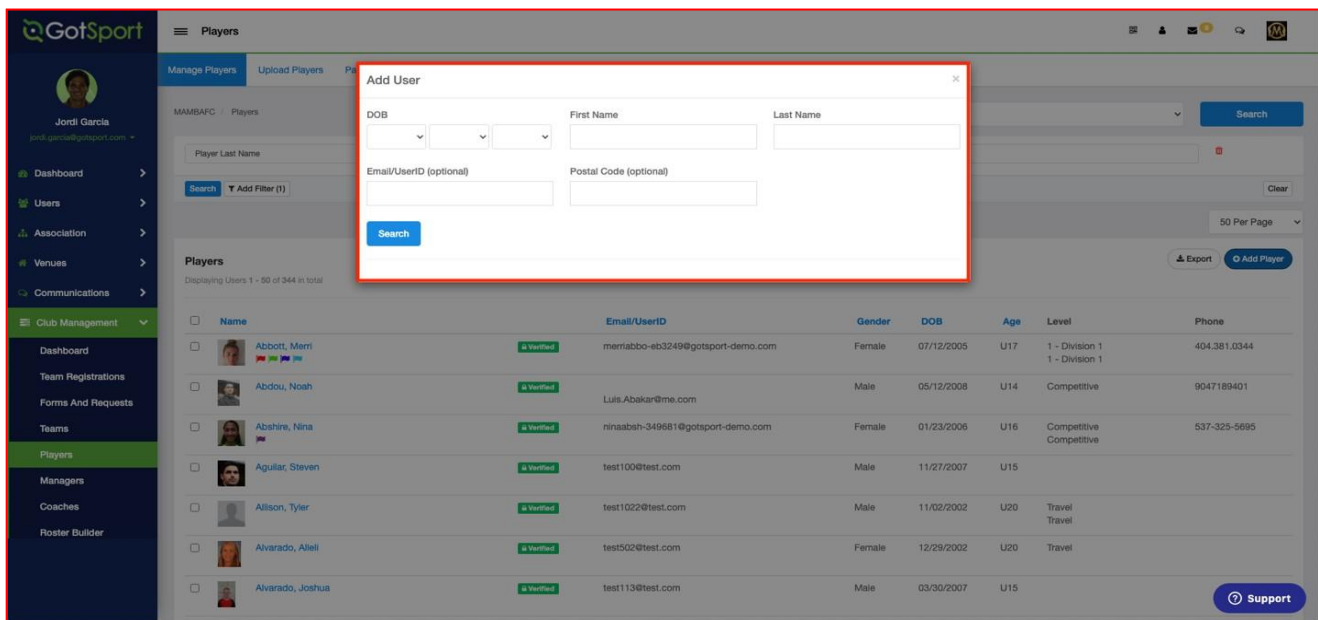
Search
Add Filter (1)
Clear

50 Per Page

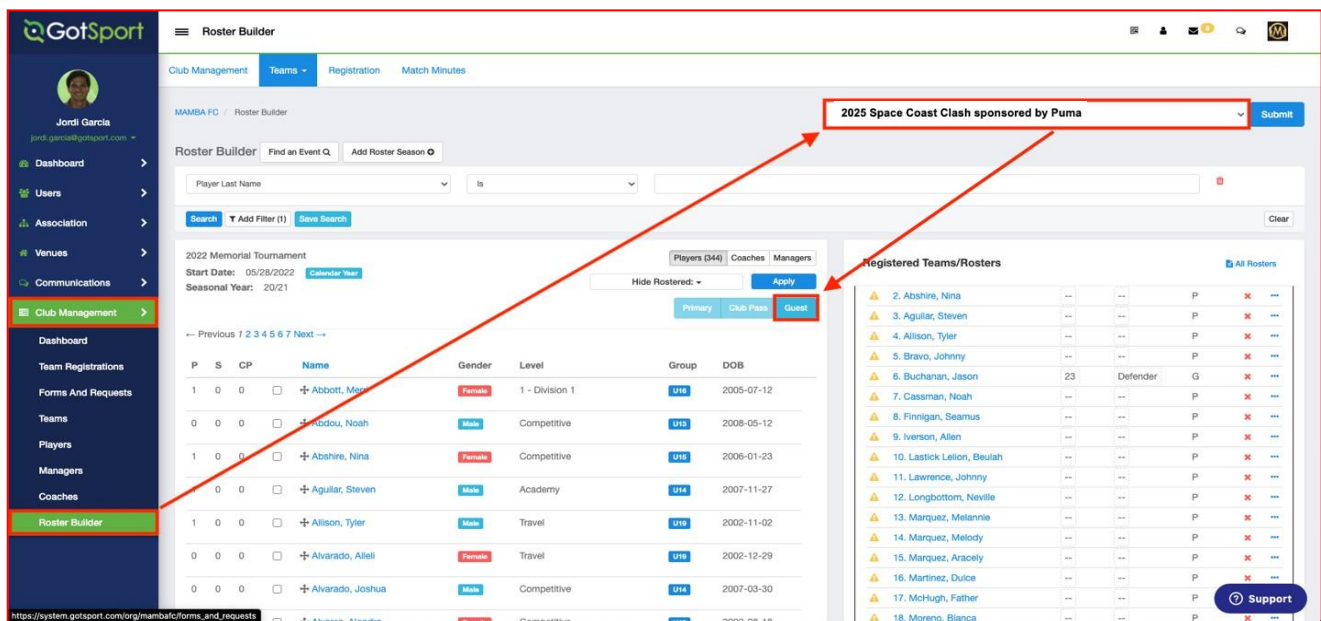
Export
Add Player

Players
Displaying Users 1 - 50 of 344 in total

	Name	Email/UserID	Gender	DOB	Age	Level	Phone
☐	Abbott, Merri	mentabbo-eb3249@gotsport-demo.com	Female	07/12/2005	U17	1 - Division 1 1 - Division 1	404.381.0344
☐	Abdou, Noah	Luis.Abakar@me.com	Male	05/12/2008	U14	Competitive	9047189401
☐	Abshire, Nina	ninaabsh-349681@gotsport-demo.com	Female	01/23/2006	U16	Competitive Competitive	537-325-5695
☐	Aguilar, Steven	test100@test.com	Male	11/27/2007	U15		
☐	Allison, Tyler	test1022@test.com	Male	11/02/2002	U20	Travel Travel	
☐	Alvarado, Ailei	test502@test.com	Female	12/29/2002	U20	Travel	
☐	Alvarado, Joshua	test113@test.com	Male	03/30/2007	U15		



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).



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.

New Roster

Position: Defender

Jersey: 23

Status: G

Add Player

2022 Memorial Tournament
Start Date: 05/29/2022
Seasonal Year: 20/21

Position	Jersey	Name	Gender	Level	Group	DOB
Defender	16	BROWN, JEFFREY	Male	Primera	U16	2003-07-24
Defender	13	Browns, John	Male	Recreational	U13	2008-07-21
Defender	12	Buchanan, Stanley	Male	Competitive	U12	2009-06-08
Defender	14	Buchanan, Madison	Female	Competitive	U14	2007-08-11
Defender	Open	Buchanan, Stefanie	Female	Competitive	Open	1983-03-09
Defender	10	Buchanan, Christine	Male	Competitive	U10	2009-04-07
Defender	11	Buchanan, Jason	Male	Competitive	U11	2010-09-13
Defender	12	Buchanan, Me	Male	Competitive	U12	2009-07-05
Defender	13	Buchanan, Jay	Male	Competitive	U13	2008-01-01

Coach/Manager Name

Coach/Manager Name	Coach	Primary	Status
1. Bryant, Kobe	Coach	Primary	X
2. Popolizio, Dominic	Coach	Primary	X

Player Name

Player Name	Jersey	Position	Status
1. Abbott, Merri	--	--	P X
2. Abshire, Nina	--	--	P X
3. Aguilar, Steven	--	--	P X
4. Allison, Tyler	--	--	P X
5. Bravo, Johnny	--	--	P X
6. Cassman, Noah	--	--	P X
7. Finnigan, Seamus	--	--	P X
8. Iverson, Allen	--	--	P X

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

Registered Teams/Rosters

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, Albeli	Female	Travel	U19	2002-12-29
0	0	0	Alvarado, Joshua	Male	Competitive	U14	2007-03-30

2022 Memorial Tournament
Start Date: 05/29/2022
Seasonal Year: 20/21

Players (344) Coaches Managers

Hide Rostered: Apply

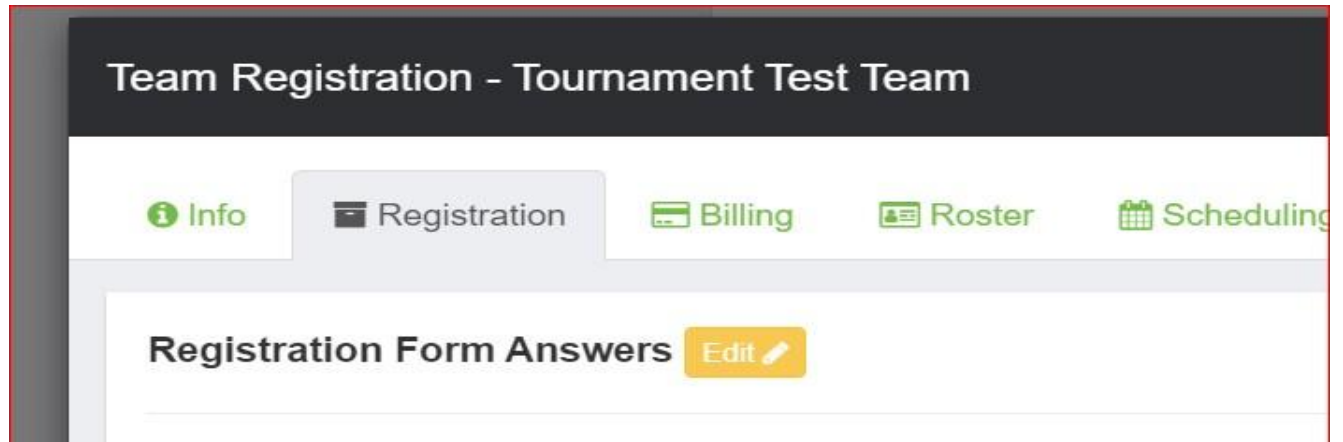
Primary Club Pass Guest

Registered Teams/Rosters

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

Next, upload your player passes. Click on Team Registrations and then choose 2025 Space Coast Cup sponsored by Puma.

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



The screenshot shows a web interface for 'Team Registration - Tournament Test Team'. At the top, there's a dark header with the team name. Below it, a navigation bar contains five tabs: 'Info' (with an info icon), 'Registration' (with a document icon and highlighted), 'Billing' (with a credit card icon), 'Roster' (with a person icon), and 'Scheduling' (with a calendar icon). Under the 'Registration' tab, the main content area is titled 'Registration Form Answers' and features an orange 'Edit' button with a pencil icon.

UPLOAD CENTER -- Player and coach passes must be uploaded by 10 am on November 11.

Player and Coach Passes in alphabetical order by last name

No file chosen

Additional player pass upload if needed

No file chosen

Guest player form (must be the same governing body as your team, due by 10 am Nov 11)

No file chosen

Guest player pass -- must be the same governing body as the team, due by 10 am Nov. 11

No file chosen

Upload documents, scroll to the bottom and save.

All uploads can be replaced and are editable

DEADLINE for online check in is Tuesday, November 11 at 10am– NO EXCEPTIONS. Note, rosters will be “frozen” at that time.

For any questions relating to online check in, message cup@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 Cup!