

## How to Set your Roster and Print a Match Card

\*NEW\* TCSL requires managers to “set” their roster before they can print a match card. If you click ‘Print Match Card’ without setting the roster, your match card will be blank.

1) Go to your game schedule in GotSport, click the 3 dots beside the game, then select either the ‘Home’ or ‘Away Match Day Roster’ (do NOT select ‘Print Match Card’):


Number	Event	Date	Time	Venue	Home Team	Away Team	Division	Status
1174	Fall 2022 - TCSL	Sat 09/10/2022	11:30am CDT	Neiman Sports Complex - Neiman G Soccer (full)	Minneapolis United 14U/2009 Girls Tango	Fusion Soccer Club Girls 09 Navy 1	Cities	Scheduled
1176	Fall 2022 - TCSL	Sun 09/18/2022	07:10pm CDT	Wayzata High School - Turf 1	Fusion Soccer Club Girls 09 Navy 1	Orono Westonka Soccer Club 2009 Girls Select	Cit	


2) Scroll down to Event Roster and click the top box to select all players:

**Event Roster**

Bulk Actions (15) [Add to Match Day Roster](#)

☒ Name

☒  Becker, Zoey

☒  Bustin, Willa

Scroll down to the bottom of the Event Roster to see if all your players are selected.

a. If they are all selected, then you do not need to unselect any players, all players can stay on your roster even if they aren't playing in that game. (The referee will cross off any players who don't play in that game.)


b. If the bottom player(s) is/are missing, then you need to click the box next to any players who aren't playing in this game so they are unselected.


3) Once your players are selected (either all players or just the players playing in that game), click ‘Add to Match Day Roster’:


**Event Roster**

Bulk Actions (15) [Add to Match Day Roster](#)

☐ Name

☒  Becker, Zoey

☐  Bustin, Willa

☒  Demers, Zoie

4) The players who are playing in that game will now appear on the top half of the roster under 'Attending'. Click the 'Photo Match Card' button to print the match card:



You'll need to do this for each game and if you unselected players for the first game, make sure you select/unselect the player(s) playing in the next game. If you have any questions or problems with that, please let Shauna or Deb know and they'll get it figured out.

\*Once you've set your roster for the first game, you can also Clone your roster for the following games. At step 2, rather than clicking the box, click 'Clone Prev Match Roster' instead and your 'Attendees' will match the same attendees as the last game:

