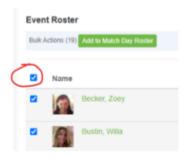
How to Set your Roster and Print a Match Card

- *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'):

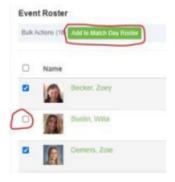


2) Scroll down to Event Roster and click the top box to select all players:



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':



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:

