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## <u>Creating a Junior State Cup Tournament Roster in GotSoccer</u>

Rather than submit a physical copy of your tournament roster AND an electronic version via GotSoccer, MSYSA now only requires an electronic version. Instructions for creating a tournament roster in GotSoccer are below. Please read this very carefully as only the players who appear on the roster by the roster freeze date of 4:30pm on March 15, 2013 are eligible to participate. Please double check your tournament roster in GotSoccer multiple times to guarantee accuracy. There will be no exceptions – not even for computer malfunctions or human error!

Your normal league rostered players should already be in GotSoccer. If not, please contact your club administrator. The below instructions will help add club passcards (if desired) and submit your tournament roster to State Cup.

- 1. Log-in to your GotSoccer Team account
- 2. Click on "Roster" in the grey bar at the top
- 3. Next to "View by Event", select "2013 MSYSA Junior State Cup" from the drop down menu.
- 4. Your current active roster should display. If not, import players from your current seasonal year's roster and click on "copy".
- 5. If you are not adding any club passcard players and if the players displayed are the players you want on your Junior State Cup roster, click on the "Generate Roster" button. By clicking this button, you have created a tournament roster and submitted it to MSYSA.
- 6. If you want to add club passcard players to your tournament roster, click on the "Add Guest Player" button.
- 7. Select/type the age group, last name, and first name of the player you want to club passcard with your team. Then hit the submit button.
- 8. Your desired club pass player should show up in the list. Click on "Add Guest" next to the club pass player's name. Note: Only players who appear in the same GotSoccer club will be found in the system. If you are unable to find the same of the person you are looking for, e-mail <a href="StateCup@michiganyouthsoccer.org">StateCup@michiganyouthsoccer.org</a> to request assistance. Provide your GotSoccer username, password, and name of desired club pass player.
- 9. Continue steps 6-8 until all of your club pass players' names have been added.
- 10. Click on the "Generate Roster" button.
- 11. Click on the "Add Guest" button next to each club pass player's name at the bottom of the page. By clicking on this button, their name should appear on the list at the top of the page. That list on the top of the page is your tournament roster.
- 12. If you need to remove a regular player or club pass player from the tournament roster click the "Release" button at the top of the page next to their name. Or, if you need to clear the entire player selection for any reason, you can do so by clicking on the "Reset Roster" button.
- 13. You may change the roster as often as you like until 4:30pm on March 15<sup>th</sup>. MSYSA will freeze tournament rosters at 4:30pm on March 15. Thus, please make sure that your tournament roster in GotSoccer is 100% correct by that deadline. Only the players appearing on the tournament roster in GotSoccer will be eligible to participate.

## TIP:

At the top of the page, click on "Schedule/Game Cards" and then click on the game number in the left column. This will open one of your Junior State Cup game reports. If you added your club passcard players properly, your entire tournament roster should appear in the game card.





## **Club Passcarding in Junior State Cup: General Information**

Club Passcarding is permitted within the MSYSA Junior State Cup provided that all subsequent rules are met:

- 1. A player may only play for one team in the MSYSA Junior State Cup.
- 2. A player may only club passcard for a team in the MSYSA Junior State Cup if that team belongs to the same club as the player's primary team. (See "Club" definition below).
- 3. A club passcarded player must appear on a team's frozen Junior State Cup roster.
- 4. A team must be able to demonstrate continuity between their league roster and Junior State Cup roster by having a minimum of 5 players common to both rosters for the U10 teams, a minimum of 7 players common to both rosters for the U11-U12 teams, and a minimum of 9 players common to both rosters for the U13Y and U13Y Pre-MRL teams.

A "Club" is defined as an organization providing soccer to youth players that is either a direct member of MSYSA or that registers players MSYSA through an affiliated member. At no time shall an affiliated member who functions as a "scheduling" league also be considered a club. In the case where a club sets up one or more satellite clubs in the state, those satellite clubs may only be considered part of the main club for the purposes of the Junior State Cup if all of the following criteria is met:

- 1. The main club and satellite club have the same Board of Directors
- 2. The main club and satellite club have the same Tax ID Number
- 3. The main club and satellite club are in the same MSYSA District as determined by the MSYSA Board of Directors



