



# Michigan State Youth Soccer Association

## Creating a Junior State Cup Tournament Roster in GotSoccer

All roster submissions are done online through GotSoccer. This can be a tricky process, so please read the below instructions and tips very carefully. Only the players who appear on the tournament roster by the roster freeze date of 4:30pm on March 14, 2014 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 you submit your tournament roster to MSYSA and add club passcards (if desired).

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 "2014 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. Click on the "Generate Roster" button, if one appears.
6. **Note: there should be two sets of "rosters" displayed on the page. The set on the top with the Blue box and a "P" next to each player is your tournament roster. The set at the bottom is your player pool. If a player appears on the bottom set but not the top set, they have not been added to the tournament roster and are not eligible to participate.**
7. If you want to remove a player from your tournament roster, click on the "Release" button.
8. If you want to add a club passcard player to your tournament roster, click on the "Add Guest Player" button.
9. Select the age group, last name, and first name of the player you want to club passcard with your team. Then hit the submit button.
10. 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 name of the person you are looking for, e-mail [StateCup@michiganyouthsoccer.org](mailto:StateCup@michiganyouthsoccer.org) to request assistance. Provide your GotSoccer username, password, and the name of desired club pass player.
11. Continue steps 7-9 until all of your club pass players' names have been added.
12. 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. Remember, that list on the top of the page is your tournament roster.
13. You may change the roster as often as you like until 4:30pm on March 14, 2014. MSYSA will freeze tournament rosters at 4:30pm on March 14, 2014. Thus, please make sure that your tournament roster in GotSoccer is 100% correct by that deadline. Only the players appearing on the tournament roster (at the top of the page) will be eligible to participate.



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**TIP:**

To ensure that your tournament roster is accurate, please follow these two steps:

1. On your Home page, click where it says "2014 MSYSA Junior State Cup" under Event Applications. Click on the "Schedule" tab, and then click one of the game numbers. This will open your game report. All players listed on your tournament roster will appear. Double check this listing for accuracy.
2. On your Home page, find where it says "2014 MSYSA Junior State Cup". In the "Roster" column, it should say "Frozen" with a number next to it. That number is the number of players on your tournament roster. If you click on the number, your tournament roster will appear. Double check this roster for accuracy.



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## Club Passcarding in State Cup: General Information

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

1. A player may only play for one team in the MSYSA State Cup.
2. A player may only club passcard for a team in the MSYSA 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 State Cup roster.
4. A team must be able to demonstrate continuity between their league roster and State Cup roster by having a minimum of nine players common to both rosters.

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 National Championship Series 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