



# Michigan State Youth Soccer Association

## Creating/Submitting a Junior State Cup Tournament Roster

All roster submissions are done online through GotSoccer. This can be 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 17, 2017 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 league-rostered players should already be in GotSoccer. If not, please contact your club administrator.***

- A. Log-in to your GotSoccer Team account
- B. Click on “Roster” in the grey bar at the top
- C. Next to “View by Event”, select “2017 MSYSA Junior State Cup” from the drop down menu.
- D. Your current active roster should display. If not, import players from your current seasonal year’s roster and click on “copy”.
- E. Click on the “Generate Roster” button, if one appears. If not, continue with the next steps.
- F. At this point, all of your normally rostered league players appear on the tournament roster.
- G. If you want to remove a player from your tournament roster, click on the “Release” button next to their name. They will be listed on the bottom of the page and there is no blue box with a “P” next to their name. **This is your indication that the player does NOT appear on the tournament roster.**
- H. If you want to add a club passcard player to your tournament roster, click on the “Add Club Pass Player” button.
- I. 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.
- J. Your desired club pass player should show up on a list. Click on “Add Club Pass Player” 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 & team of your desired club pass player.
- K. Continue steps H - J until all of your club pass players’ names have been added to the list of “Inactive or Club Pass Players”.
- L. Click on the “Activate” button next to each club pass player’s name. By clicking on this button, their name will appear in alphabetical order with the rest of the players except there will be an orange box with a “CP” next to their name (as opposed to a blue box with a “P” next to their name). **Your club pass card players are not on the tournament roster until you do this last step!**

**Please double and triple check that your Junior State Cup roster is accurate. All of your desired players should appear on the top of the page next to a blue box with a “P” or an orange box with a “CP” next to their name. Any player who appears on the bottom of the page but not the top of the page is NOT on the Junior State Cup roster!**



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Please remember that MSYSA reserves the right to substitute a team's league roster as their Junior State Cup tournament roster if that team does not submit a tournament roster by the deadline noted above and fees may apply.

