



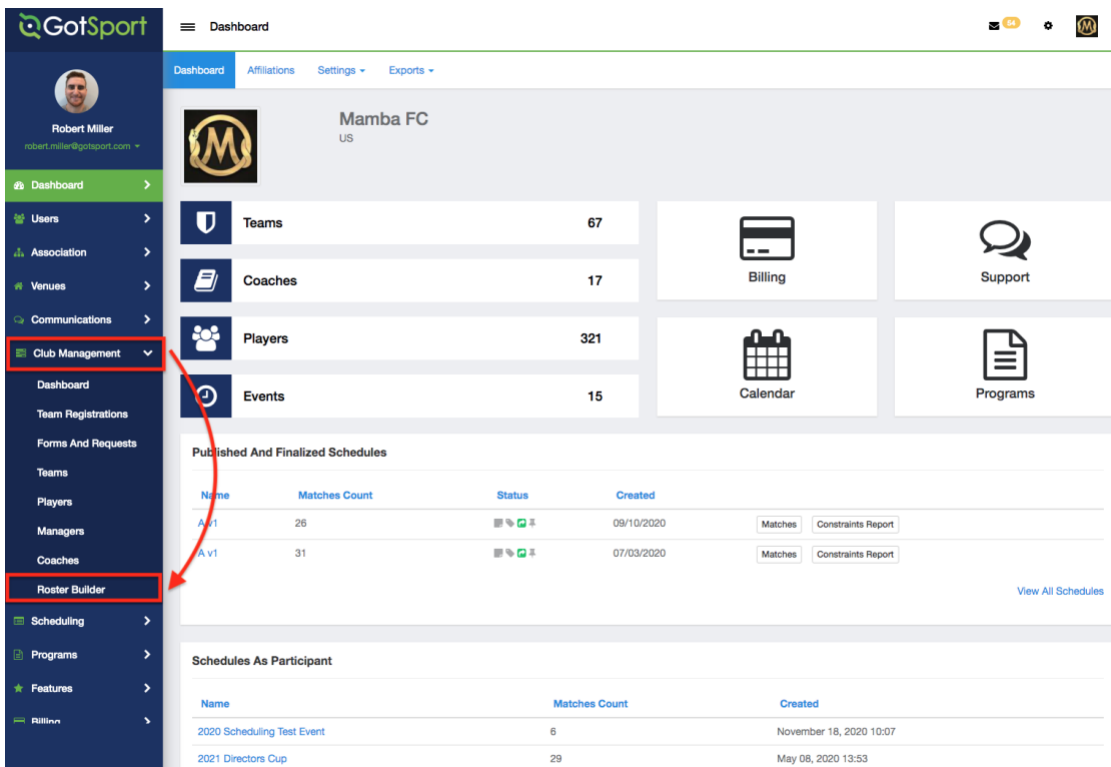
# Michigan State Youth Soccer Association

## GotSport Resource - Using Roster Builder

Roster Builder is the recommended tool for building rosters in registration events. It is the most efficient way to add players and team officials to rosters to ensure their correct registration for the season. Instructions for removing team members from rosters are included at the end.

### Step 1:

From the Dashboard, select "Club Management" followed by "Roster Builder"

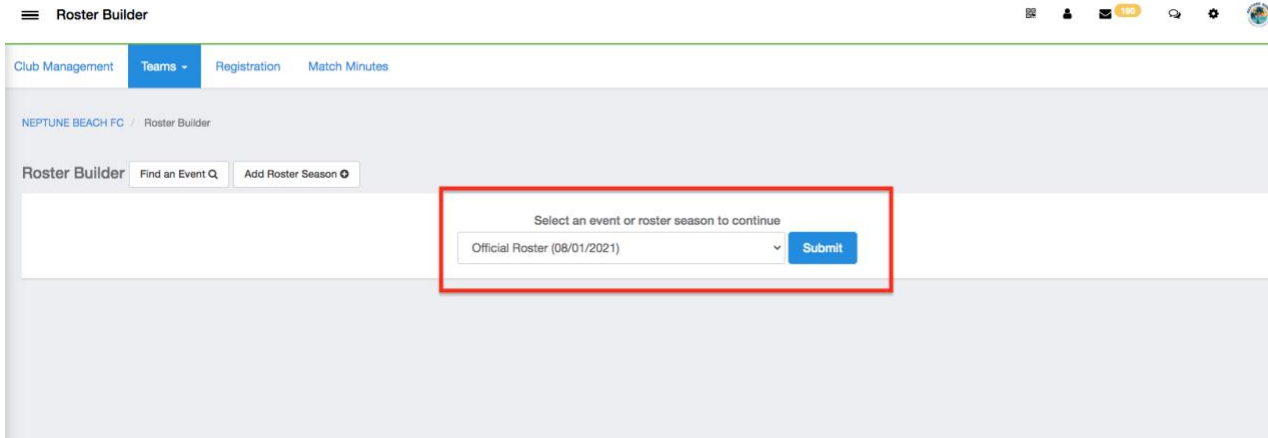


### Step 2:

Select the "Event" that your teams are registered to and hit 'Submit'.



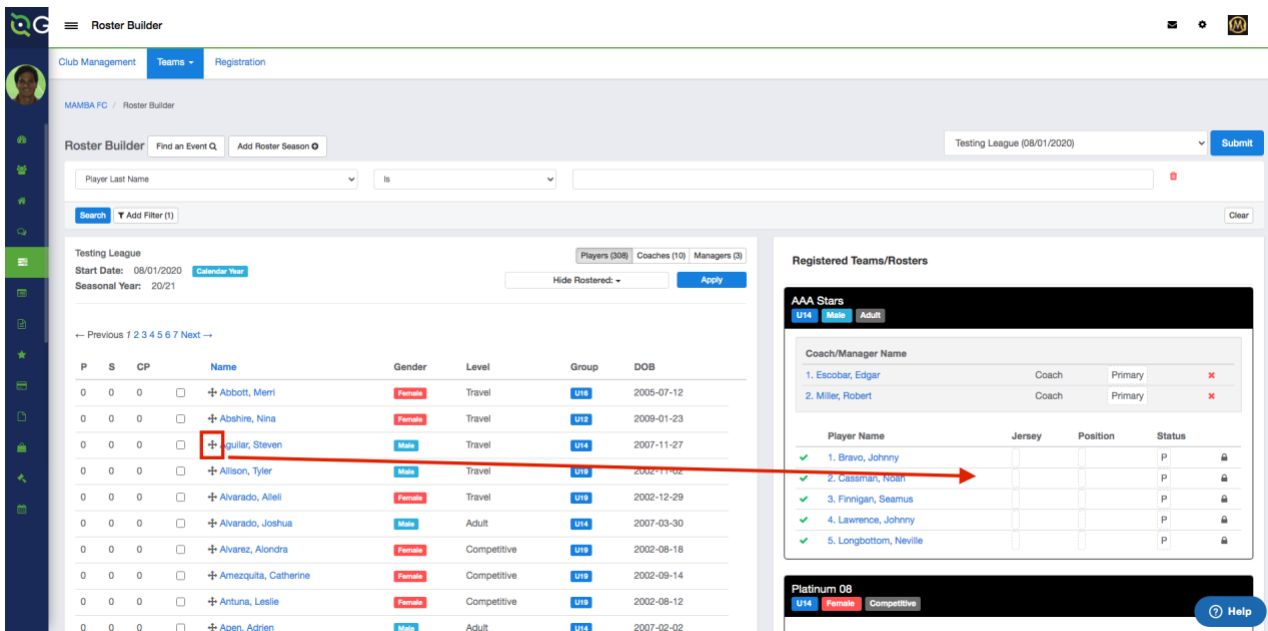
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### Step 3:

Once on the "Roster Building" page. There are two ways you can assign a player to a team.

Option 1: Use the hairpin to drag the player to the team that they should be rostered to. For information on using filters to narrow your player search, [click here](#). For information on narrowing your team search in Roster Builder, [click here](#). For information on adding coaches/ managers to rosters, [click here](#).





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Option 2: You can click the check marks next to the players name and click the "Add to Team" button for the particular team. **This is the better method if you are attempting to bulk add players to the team roster.**

\*Note: For information on how to clone an entire team list or roster from a specific event, [click here](#)

Any players on the team with a Yellow Triangle next to their name will need to have their roster spot approved by the governing body. That is almost always what will happen during this process. Players on the team with green checkmarks signify they have been approved by the event.

| P | S | CP | Name                | Gender | Level          | Group | DOB        |
|---|---|----|---------------------|--------|----------------|-------|------------|
| 0 | 0 | 0  | Buchanan, Stanley   | Male   | Competitive    | U10   | 2009-06-08 |
| 0 | 0 | 0  | Buchanan, Madison   | Female | 1 - Division 1 | U10   | 2007-08-11 |
| 0 | 0 | 0  | Buchanan, Christine | Male   | Competitive    | U13   | 2009-04-07 |
| 0 | 0 | 0  | Buchanan, Jason     | Male   | 1 - Division 1 | U12   | 2010-09-13 |
| 0 | 0 | 0  | Doe, Jon            | Male   | Travel         | U12   | 2010-03-12 |

| Player Name            | Jersey | Position | Status |
|------------------------|--------|----------|--------|
| 1. Aguilar, Steven     | --     | --       | P X    |
| 2. Bravo, Johnny       | --     | --       | P L    |
| 3. Cassman, Noah       | --     | --       | P L    |
| 4. Finnigan, Seamus    | --     | --       | P L    |
| 5. Lawrence, Johnny    | --     | --       | P L    |
| 6. Longbottom, Neville | --     | --       | P L    |



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## To remove a coach/player from the roster

### Step 1:

From your organization dashboard, click on "Club Management" and then "Roster Builder":

The screenshot shows the GotSport dashboard for Mamba FC. The left sidebar is expanded to show 'Club Management' with a red box and a red arrow pointing to 'Roster Builder'. The main content area displays 'Outstanding Invoices Due to GotSport' with a table showing 1 invoice for a total of \$9.00. Below this is a grid of icons for Teams (82), Coaches (68), Players (395), Events (49), Billing, Support, Tickets, and Programs.

| Number of Invoices | Total Due |
|--------------------|-----------|
| 1                  | \$9.00    |

|         |     |         |          |
|---------|-----|---------|----------|
| Teams   | 82  | Billing | Support  |
| Coaches | 68  | Tickets | Programs |
| Players | 395 |         |          |
| Events  | 49  |         |          |

### Step 2:

From the event drop down, select the event that you're working on and click on "Submit":



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The screenshot shows the 'Roster Builder' interface for MAMBA FC. A dropdown menu is open for 'Competition Type', listing various events such as 'Columbus Day Bash 2023', 'Test Capital Cup 2', '2023 Capital Cup June 23-25', 'Memorial Day Classic 2023', 'TEST LEAGUE', 'Travel Tournament', 'Midwest Regional Cup', 'National Sports Center Showcase', 'State League 2022', 'Over 50's World Cup', 'Fall-Spring League', '22/23 Delaware Youth Soccer Tournament Rosters', 'GotSport Team App Registration', 'test', 'KYLE/DAVE TEST', 'HBSA Home Association Registration Event', 'Test League B - (State/League Reg Event Test)', 'Team Rosters', '2022/2023 FYSA Registration Event', '22/23 Delaware Youth Soccer Registration', and '2022-2023 Official Roster'. The '2022-2023 Official Roster' option is highlighted in blue.

### Step 3:

For the player/coach that you're removing, click on the red "x" to remove:

The screenshot shows the 'Roster Builder' interface for MAMBA FC, displaying the '2022-2023 Official Roster' for 'Boys U14 Blue'. A list of players is shown with columns for Name, Gender, Level, Group, and DOB. A red arrow points to the red 'x' icon in the 'Status' column next to the name '4. Buchanan, Austin', indicating that this player should be removed.

| P | S | CP | Name             | Gender | Level          | Group | DOB        | Status |
|---|---|----|------------------|--------|----------------|-------|------------|--------|
| 0 | 0 | 0  | Abbott, Merri    | Female | Competitive    | U18   | 2005-07-12 | P X    |
| 0 | 0 | 0  | Ackerman, Carson | Female | Not Registered | U18   | 2005-06-07 | P X    |
| 0 | 0 | 0  | Aguilar, Steven  | Male   | Not Registered | U20   | 2003-11-27 | P X    |
| 0 | 0 | 0  | Allison, Tyler   | Male   | Not Registered | U21   | 2002-11-02 | P X    |
| 0 | 0 | 0  | Alvarado, Ailei  | Female | Not Registered | U21   | 2002-12-29 | P X    |





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## Step 4:

When you click on the x, you will have an option to only remove that player from the event roster, or to remove from the roster and also remove the role to the team. In the majority of cases, you will only want to remove that player from the event roster.

The screenshot shows the GotSport Roster Builder interface. A 'Remove Confirmation' dialog box is open, asking 'Would you like to remove this user from the team completely?'. There are two buttons: a red one labeled 'No, Only Remove From Event Roster' and a green one labeled 'Yes, Completely Remove From Team'. A red arrow points to the red button. The background shows a list of players with columns for Name, Gender, Level, Group, and DOB. The 'Boys U14 Blue' team roster is visible on the right.

| Player Name            | Jersey | Position | Status |
|------------------------|--------|----------|--------|
| 1. Baggins, Frodo      | --     | --       | P X    |
| 2. Benitez, Elmer      | --     | --       | P X    |
| 3. Browns, John        | --     | --       | P X    |
| 4. Buchanan, Austin    | --     | --       | P X    |
| 5. Buchanan, Jay       | --     | --       | P X    |
| 6. Buchanan, Christine | --     | --       | P X    |
| 7. Cameron, Carthy     | --     | --       | P X    |
| 8. Cameron, William    | --     | --       | P X    |
| 9. Cantrell, James     | --     | --       | P X    |

## Step 5:

Once you click on the remove button, the player will no longer appear on the event roster.