

### **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.

#### <u>Step 1:</u>

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



#### Step 2:

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





Select an event or roster season to continue

~ Submit

Official Roster (08/01/2021)

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.

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\*Note: For information on how to clone an entire team list or roster from a specific event, <u>click here</u>

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.

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### To remove a coach/player from the roster

#### <u>Step 1:</u>

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

©GotSport	≡ Dashboard		•	? ೫ ≛ ⊠∞ ್ 🕅
	Dashboard Affiliations Settings - Tools - Imports -			
Test User testuser@test.com ~	Mamba FC Jacksonville Beach, AA, US	REACH MORE COACH Tournar	es and TEAMS ment Ad Promo	C Recent Updates
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Rosters	Coaches	68	Billing	Support
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Hidden Players	Events	49	Tickets	Programs
⑦ Support	Published And Finalized Schedules			

#### <u>Step 2:</u>

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





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		Club Management Teams - Registration Match Mine	tes Merge Club Users				
Test User testuser@test.com ~		MAMBA FC / Roster Builder					T Filters
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2 Dashboard	>	Select One \$	elect One \$	elect One	;		Apply
C Recent Updates							
쓸 Users	>	Roster Builder Find an Event Q Add Roster Season O	V Select One				
A Association			Columbus Day Bash 2023 (10/15/2023)				
Analytics			Test Capital Cup 2 (06/30/2023) Test Capital Cup 1 (06/23/2023)	Submit			
# Venues			2023 Capital Cup June 23-25 (06/23/2023) 2023 Capital Cup June 16-18 (06/16/2023)				
Q Communications			Memorial Day Classic 2023 (05/27/2023) TEST LEAGUE (04/08/2023)				
📰 Club Management			Travel Tournament (03/17/2023) Midwest Regional Cup (03/17/2023)				
Scheduling			National Sports Center Showcase (03/17/2023) State League 2022 (03/04/2023)				
Programs			Over 50's World Cup (01/07/2023)				
Archives		©GotSport	22/23 Delaware Youth Soccer Tournament Rosters (08/01/2022) GotSoort Team App Registration (Individual Team) (08/01/2022)	port			
★ Features		# 1529 Third St. S., Jacksonville Beach, FL 32250	test (08/01/2022)	nter			
		© 2023 GotSoccer, LLC. All rights reserved.	HBSA Home Association Registration Event - 22/23 - USE THIS (08/01)	1/2022)			
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			22/23 Delaware Youth Soccer Registration (07/14/2022)			arud	ies and posts
			2022-2023 Offical Roster (06/01/2022)	Didit Saveu 19 III	แบบเชร สมูบ		

#### <u>Step 3:</u>

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

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Users	>	Search T Add Filter (0)		CI
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Analytics	>	Start Date: 06/01/2022 Calendar Year Hide Rostered: -	Apply Club Teams/Rosters	Actions -
Venues	>	Seasonal Year: 22/23	Primary Boys U14 Blue	
Communications	>		U16 Male	Actions
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olub management		P S CP Name Gender Level Group D	OB 1. Baggins, Frodo P	×
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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.						
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8		Club Management Teams - Registration Remove Confirmation ×				
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#### <u>Step 5:</u>

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

