



# 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"

The screenshot shows the GotSport dashboard for Mamba FC US. The left sidebar contains a navigation menu with 'Club Management' and 'Roster Builder' highlighted in red. The main content area displays statistics for Teams (67), Coaches (17), Players (321), and Events (15). Below this is a table of Published And Finalized Schedules.

Name	Matches Count	Status	Created	Matches	Constraints Report
A V1	26		09/10/2020	Matches	Constraints Report
A V1	31		07/03/2020	Matches	Constraints Report

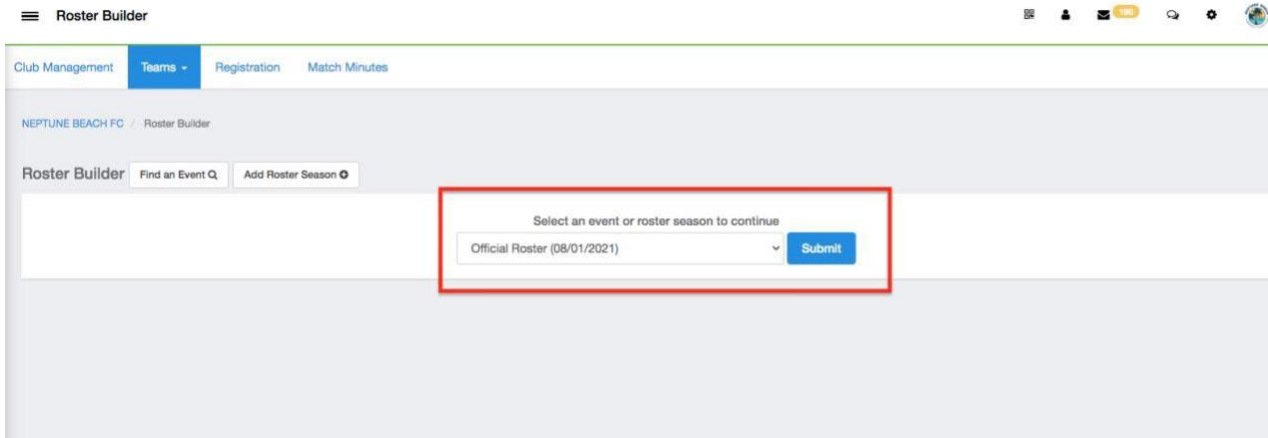
View All Schedules

### Step 2:

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



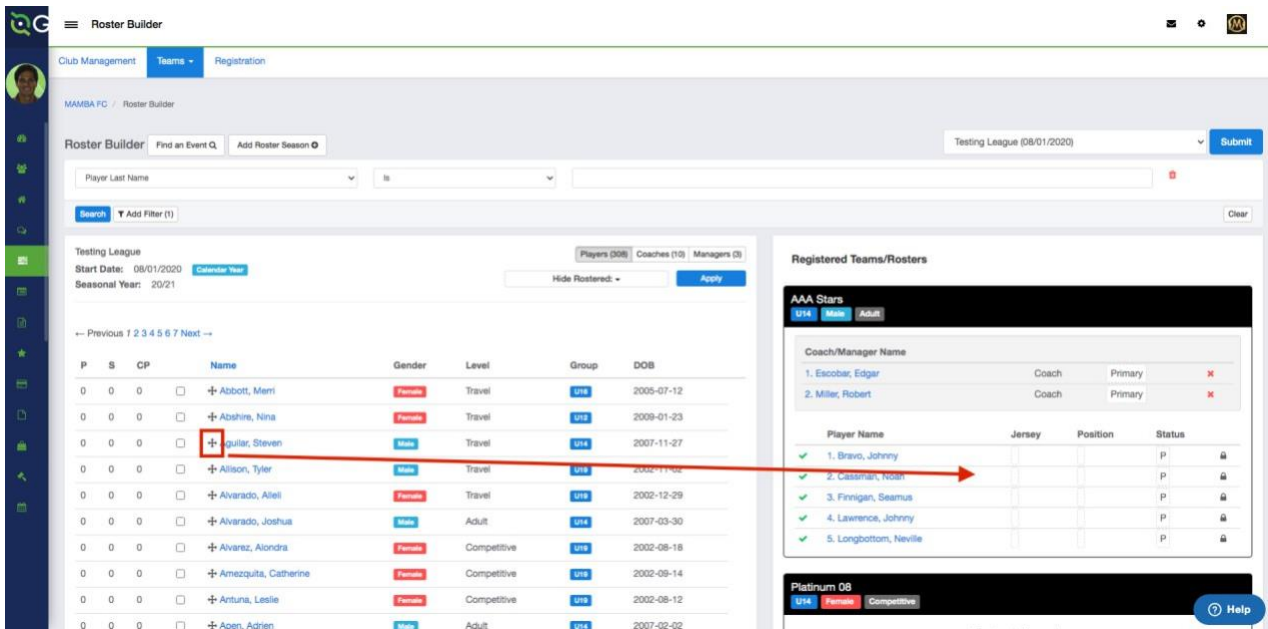
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### Step 3:

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.**

The screenshot displays the roster management interface. On the left, a table lists players with columns for P, S, CP, Name, Gender, Level, Group, and DOB. A red box highlights the 'CP' column, where yellow checkmarks indicate approved players and green checkmarks indicate approved players. On the right, the 'Registered Teams/Rosters' section shows two teams: 'Avengers' and 'Boy 2010 Red'. Each team has an 'Add to Team' button, with a red arrow pointing to the button for the 'Avengers' team.

\***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.

The screenshot displays the Roster Builder interface. On the left, a table lists players with columns for P, S, CP, Name, Gender, Level, Group, and DOB. A red box highlights the 'CP' column, where yellow triangles indicate players needing approval and green checkmarks indicate approved players. On the right, the 'Registered Teams/Rosters' section shows the 'AAA Stars' team. Below the team name, there is a table with columns for Player Name, Jersey, Position, and Status. A red box highlights the first row of this table, which contains a yellow triangle, the name '1. Aguilar, Steven', and a status of 'P'.



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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 sidebar on the left has a menu where 'Club Management' is selected, and a red arrow points to 'Roster Builder'. The main dashboard area displays 'Mamba FC' information, a 'Tournament Ad Promo' banner, and a table of 'Outstanding Invoices Due to GotSport'. Below this is a grid of navigation buttons for various club management functions.

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. A dropdown menu is open, listing various competition types 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 at the bottom of the list.

### Step 3:

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

The screenshot shows the 'Roster Builder' interface with filters applied. The '2022-2023 Official Roster' is selected. The main table displays a list of players with columns for P, S, CP, Name, Gender, Level, Group, and DOB. A red arrow points to the red 'x' icon in the 'Status' column for the player '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, Allie	Female	Not Registered	U21	2002-12-29	P X

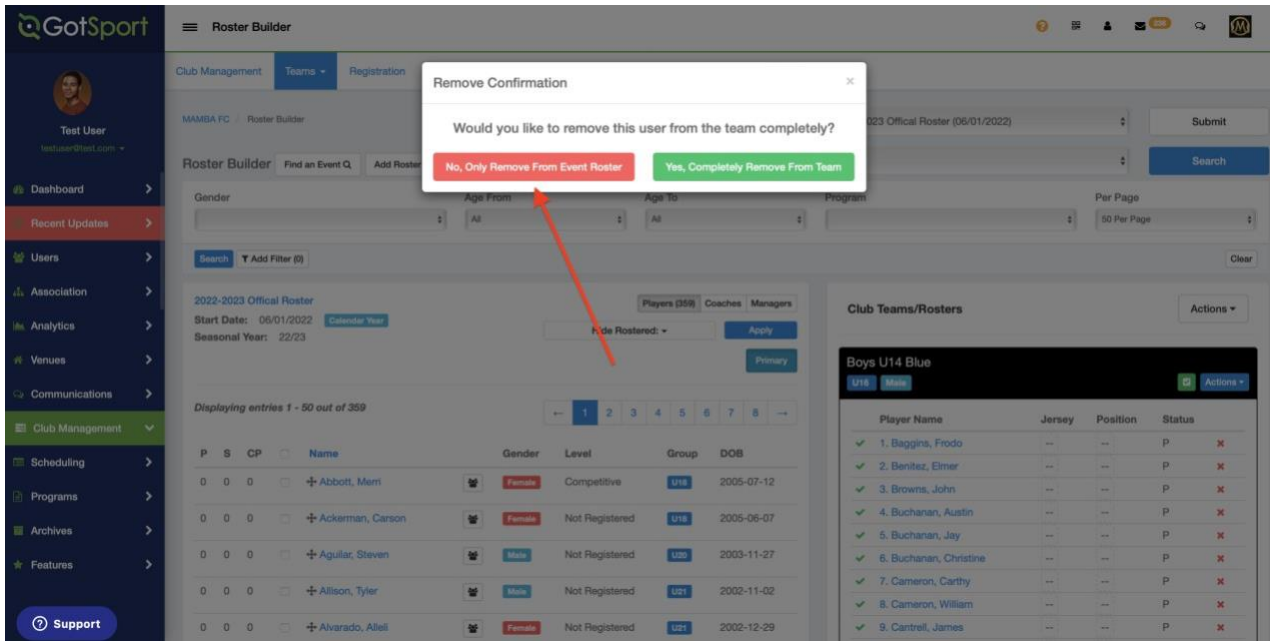




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## Step 4:

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.



## Step 5:

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