

How to Build an Event Roster in GotSport

Event rosters are used by tournaments to generate match reports for the Referees. Tournaments using GotSport to manage their event will ask you to do this as part of their Team Online Check in.

Tournaments will then use these EVENT Rosters to verify player compliance. If a player does not have a player pass, has not completed a waiver (if required by the event) or has not completed any other event required task they will not approve the player and the player will NOT show up on the Match Reports. If the player is not on the match report, the player can not play in the event.

These steps will help you complete the task of building an Event Roster

1. Log into your GotSport.com Account
2. From your Dashboard click on "Team Management"
3. Select Your "Team"
4. Click on the "Team Registration" Tab
5. Find the event "Tournament Name" and click on the BLUE Box labeled "Rosters" to the right of the event name.
6. Click on the drop down box on the bottom right "Clone roster from" and select
 - A. For EPYSA Teams select "League Name (APL, Central League, EDP) & EPYSA Official Roster" and then click Submit. This will take your EPYSA official roster from your primary league and clone it for this Event.
 - B. For ECNL/ECRL Teams select "23/24 Teams" and then click submit. This will take your team roster generated by the club and clone it for this Event. Your "Official US Club Roster" is generated in another software (TGS) so it cannot be used to complete this step.

Team Registrations

Event	Age	Gender	Event Start Date	
Penn Fusion Summer Showcase	U15	Female	2022-07-29	Rosters
22/23 Teams	U15	Female	2022-03-01	Rosters



7. You can now add guest players, club pass players if they are playing with the team in this Event.
 - A. Click on the appropriate blue box to Add Player, Add Club Pass Player, Add Guest Player
 - B. Enter players name and birth date and click Search
 - C. Add Player
 - D. If Player can not be found, please contact the Club Administrator
8. If there is a chance that a player may play in the event, they MUST complete all requirements for the tournament: player pass, waiver, etc.
 - A. If they do not show up at the event that is ok...the Referee can cross the player off the match report.

9. However, if a player is NOT attending the tournament, under any circumstance, then you need to remove him/her from the Event roster or the tournament will continue to send emails that this player is unapproved because they have not done their waiver or met another requirement specific to the tournament!
 - A. To remove a player from the event roster go to the Event roster
 1. Click on Blue Roster Button to the right of the Team Registration Event Title as shown above
 2. Click on the red X to the far right of the player's name.
 3. Click on Okay to remove the player.

10. NOTE: You will NOT see the players listed on the "Roster" tab under the specific Event Roster until the tournament or event approves each player to participate. In order to be approved, players must be on the Event Roster you generated above, have an uploaded player pass or photo on the roster and completed the online waiver if the tournament requires an online waiver.

