

...Team Coach/Manager Steps

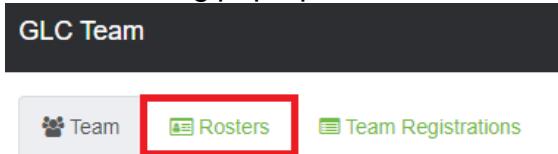
1. [Click here](#) to access the GotSport login page. Login to your existing account linked to the team that was registered for Conference.
2. Click on the Team Management tab.



3. Click on the team under your Teams list of the team you'd like to build a roster for.

Name	Coach	Level	Age	Gender
GLC Team	Sparkman, Jimmy	Competitive	U16	Male

4. In the resulting pop-up, click on the Rosters tab.



5. Choose the event you are building a roster for in the Event drop-down list "GMIT" and click Search.



6. When the page refreshes, you will see new options and tools available.

7. If you have already added players to your team, you can clone a roster to duplicate what you've completed. On the top-right you can select another roster or team list that has been formed in the drop-down list next to "Clone roster from." Once you've selected a roster, click Submit. If you haven't created a roster or added players to your teams, skip to the next step.



8. To add a player to the roster, click the Add Player button. You will then be prompted to search for the player using the player's first name, last name, and date of birth, all of which are required when searching. If a player appears in the search, you can click the Select button to add the player to the team. If a player is not found in the search, you will need to fill in the player's information to add them to the team

roster. Complete this for each player the needs to appear on the roster.

9. All coaches, assistant coaches, and managers will also need to be added to the team to appear on applicable rosters and GotSport game cards. To add these individuals, click on the respective tab in the pop-up titled Coaches or Managers. You will be required to enter the individual's name and email to search for existing users. If a user appears, click the Add button next to their name. If a user is not found, you will need to fill in the user's information to add them to the roster. Complete this for each individual who needs to appear on the roster as the team coach, assistant coach, or manager.

10. **Coaches or Team Managers Adding Club Pass Players:** Club Pass Players can be assigned at the team level when a coach or team manager is building teams in GotSport. If you are a coach or team manager trying to assign a club pass player, you would first...

- Log in to your coach or team manager GotSport account/profile
- Click 'Team Management' on the top menu, then select the team you wish to edit
- Click 'Roster' at the top of the page
- Select the conference event in the roster filter and hit 'Search'
- If the player you are club passing has not been created a profile in GotSport yet, Click the 'Add Player' button to add the player to your roster like **step 8**

describes then move on to below step.

- f. Once the player is added, click the red X next to their name in your event roster and proceed to the next step.
- g. If a player has been created in the system, click the green 'Add Club Pass Player' button next to the 'Add Player' button and search for the player by their first name, last name, and DOB and then add them. That player will now be listed as a Club Pass Player in the system.