

Rostering And Carding Teams In Your Registration Or League Event

Once teams have been entered into or have joined your Registration or League Event you will be able to view them from your **REGISTRAR** tab. Simply click on your **REGISTRAR** tab and you will see a list of all the Registration and/or League Events in your account. To view the teams in the Registration Event you can either click on the name of the event, or you can click on the number in the **TEAMS** column.

The screenshot shows the Registrar interface. At the top, there are navigation tabs: Home, Club, Referees, Registrar (highlighted), Training, League, and Tournament. Below the tabs, there are sub-tabs: Summary, Signature, and Options. The main content area displays a welcome message for 'Poe Josh' and a summary of leagues and registration events. A search filter section includes 'Page Size' (set to 10), 'Name' (input field), 'Type' (dropdown), and an 'Apply Filters' button. Below the filters, it says 'Items 1 - 1 of 1'. A table lists the registration events:

Type	Name	Start	Registration	Teams	Players*	Clubs	Support Tickets
Registration	Fall 2010 Competitive Registration	8/1/2010	Open	4	0	1	0 Open

*Official frozen roster count.

This will bring you to a screen that lists all of those teams in your Registration or League Event. From this list you have the ability to remove teams from the event, as well as email them. To do these things you will need to select the team by checking the appropriate teams **CHECKBOX** and then click on the **REMOVE SELECTED TEAMS** or **EMAIL** checkbox. You also have the ability to export all of the teams registration data to Excel by clicking on the **EXPORT REGISTRATION DATA** link.

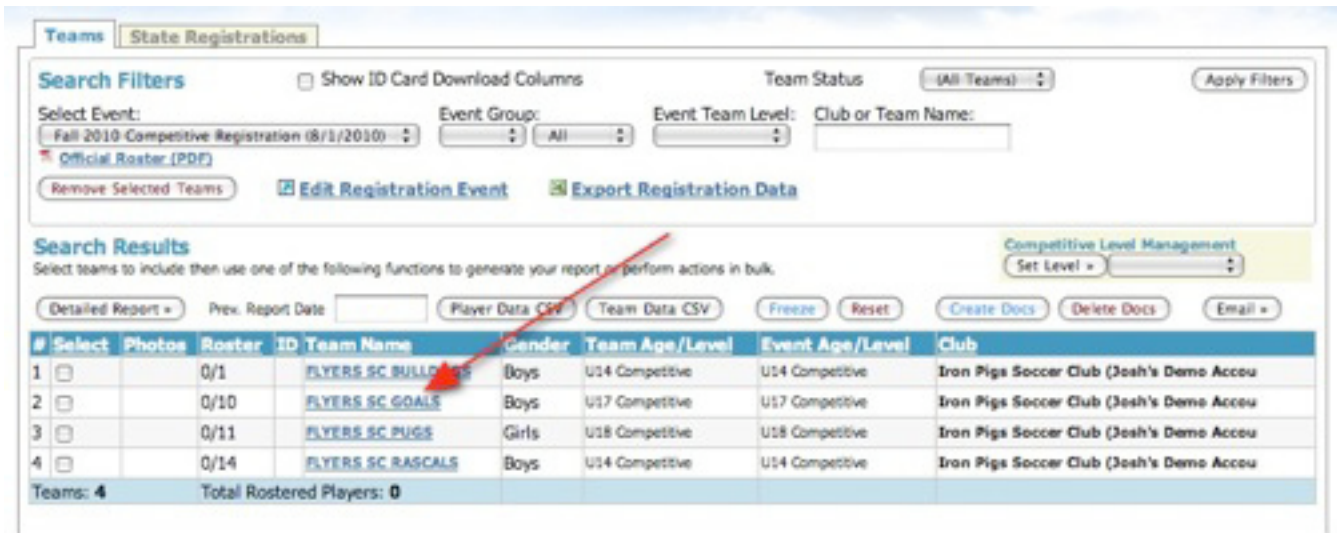
The screenshot shows the Registrar interface for managing teams. At the top, there are navigation tabs: Home, Coaches, Team Officials, Players, Teams, Log Out, and Help. Below the tabs, there are sub-tabs: View & Manage, Registration, and Registration Events. The main content area displays a search filter section with 'Show ID Card Download Columns' and 'Team Status' (set to '(All Teams)'). Below the filters, there are buttons for 'Remove Selected Teams', 'Edit Registration Event', and 'Export Registration Data'. A search results section includes a 'Competitive Level Management' dropdown (set to 'Set Level') and buttons for 'Detailed Report', 'Prev. Report Date', 'Player Data CSV', 'Team Data CSV', 'Freeze', 'Reset', 'Create Docs', 'Delete Docs', and 'Email'. Below the search results, there is a table listing teams:

#	Select	Photos	Roster	ID	Team Name	Gender	Team Age/Level	Event Age/Level	Club
1	<input checked="" type="checkbox"/>		0/1		FLYERS SC BULLDOGS	Boys	U14 Competitive	U14 Competitive	Iron Pigs Soccer Club (Josh's Demo Accou
2	<input type="checkbox"/>		0/10		FLYERS SC GOALS	Boys	U17 Competitive	U17 Competitive	Iron Pigs Soccer Club (Josh's Demo Accou
3	<input type="checkbox"/>		0/11		FLYERS SC PUGS	Girls	U18 Competitive	U18 Competitive	Iron Pigs Soccer Club (Josh's Demo Accou
4	<input type="checkbox"/>		0/14		FLYERS SC RASCALS	Boys	U14 Competitive	U14 Competitive	Iron Pigs Soccer Club (Josh's Demo Accou

Teams: 4 Total Rostered Players: 0

Rostering And Carding An Individual Team

If you wish to print an Official Roster and ID Cards for a specific team in the list you will need to click on the name of the team.



The screenshot shows the 'Teams' tab in the GotSoccer interface. It includes search filters for event, group, level, and team name, along with buttons for 'Remove Selected Teams', 'Edit Registration Event', and 'Export Registration Data'. Below the filters is a 'Search Results' section with a table of teams. A red arrow points to the team name 'FLYERS SC BULLDOGS' in the first row of the table.

#	Select	Photos	Roster	ID	Team Name	Gender	Team Age/Level	Event Age/Level	Club
1	<input type="checkbox"/>		0/1		FLYERS SC BULLDOGS	Boys	U14 Competitive	U14 Competitive	Iron Pigs Soccer Club (Josh's Demo Accou
2	<input type="checkbox"/>		0/10		FLYERS SC GOALS	Boys	U17 Competitive	U17 Competitive	Iron Pigs Soccer Club (Josh's Demo Accou
3	<input type="checkbox"/>		0/11		FLYERS SC PUGS	Girls	U18 Competitive	U18 Competitive	Iron Pigs Soccer Club (Josh's Demo Accou
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Teams: 4 Total Rostered Players: 0

Once you have clicked on their team name you will see the teams player list. This is just a player list and not a roster, in GotSoccer terms a team list doesn't become a roster until the roster is **FROZEN** (this means that the roster is locked and the only person who can make changes to the Official Team roster after it is frozen is the Registrar). You will notice that there is a **FREEZE ROSTER** button above the list of players, you will need to click this button to Freeze the roster so that you can print the Official Roster and ID Cards. You will also notice that there are different buttons for **DOCUMENT GENERATION**, these buttons are to generate a copy of the teams Official Roster, Player Cards, State Cup Roster, or Region IV roster into the team account if you wish for them to have the ability to print these documents. If you want your teams to have the ability to print these documents you will need to give them permission by checking the appropriate checkboxes from the **OVERVIEW** tab.

Overview | Team Information | **Roster & ID Cards** | Support Requests

Boys U17 FLYERS SC GOALS

[Disable Roster Limits](#)

U17 Roster Limits: Vermont Soccer Association **Total:** 22 players **-1yr:** 22 **-2yrs:** 22 **-3yrs:** 22 **-4yrs:** 22

Select a League/Event
 Fall 2010 Competitive Registration (8/1/2010)
 [Return to Team List](#)

Team Details - This Event
Group: Boys U17
Club/Team: Flyers SC Goals
Association:
Playing League:
Team Level(For Event): Competitive

Document Generation

Generated Documents

[Show Printing Tip](#)

- You may generate the following documents for teams to print:
- -
 -
 -
 -

No documents to list.

Release records can be removed using the red "X" icon to the left of each name. Matching player alerts may be caused by orphaned roster data that was frozen before their team was removed from the event. To avoid this, reset the roster before removing a team. Or you can safely ignore any matching player alerts you determine are not relevant.

Search for Secondary Players

Official Roster: ID Cards:

Photo	LName	FName	ID#	Jrsy#	Gender	DOB*	Date Frozen	ID Card	Plain Card	P/S	
	Blitzler	Wolf	916	12	Boys	4/3/1994	1/24/2010 7:47:38 PM	<input type="button" value="Release Transfer"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="button" value="P"/>
	Dean	James	912	94	Boys	5/16/1994	1/24/2010 7:47:38 PM	<input type="button" value="Release Transfer"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="button" value="P"/>

Secondary or Dual Rostered Players

If your state association allows dual rostered players you can look for players to add to your team by clicking on the **SEARCH FOR SECONDARY PLAYERS LINK**. Keep in mind that a player can only be primary on one team. For example if you have a player on the Sparrows and you add that same player to the Bulldogs, they will be pulled off of the Sparrows team and placed on the Bulldogs unless they are added to the Bulldogs as a secondary player.

Boys U17 FLYERS SC GOALS Disable Roster Limits

U17 Roster Limits: Vermont Soccer Association **Total:** 22 players **-1yr:** 22 **-2yrs:** 22 **-3yrs:** 22 **-4yrs:** 22

Select a League/Event
Fall 2010 Competitive Registration (8/1/2010)

Return to Team List

Team Details - This Event
Group: Boys U17
Club/Team: Flyers SC Goals
Association:
Playing League:
Team Level(For Event): Competitive

Document Generation
You may generate the following documents for teams to print:

Generated Documents
No documents to list. Show Printing Tip

Release IDs can be removed using the red "X" icon to the left of each name. Matching player alerts may be caused by orphaned roster data that was frozen before their team was removed from the event. To avoid this, reset the roster before removing a team. Or you can safely ignore any matching player alerts you determine are not relevant.

Search for Secondary Players

Official Roster: State Cup Roster Region IV Roster ID Cards:

Photo	LName	FName	ID#	Jrsy#	Gender	DOB*	Date Frozen		ID Card	Plain Card	P/S
	Blitzler	Wolf	916	12	Boys	4/3/1994	1/24/2010 7:47:38 PM	<input type="button" value="Release"/> <input type="button" value="Transfer"/>	<input type="button" value="ID [0]"/>	<input type="button" value="Plain [0]"/>	P
	Dean	James	912	94	Boys	5/16/1994	1/24/2010 7:47:38 PM	<input type="button" value="Release"/> <input type="button" value="Transfer"/>	<input type="button" value="ID [0]"/>	<input type="button" value="Plain [0]"/>	P

Once you locate the secondary player that you wish to add, you will simply click on the **ADD** button next to their name and they will be added to the team.

Release IDs can be removed using the red "X" icon to the left of each name. Matching player alerts may be caused by orphaned roster data that was frozen before their team was removed from the event. To avoid this, reset the roster before removing a team. Or you can safely ignore any matching player alerts you determine are not relevant.

Search for Secondary Players

Age: U16 Gender: Boys Level: Comp Name: ID#: Team:

ID#	Level	Last, First Name	Jrsy#	School	Zip	Sex	DOB	Group	Team	
911	Comp	Abdullah, Majed	2		19147	Boys	4/12/1994	U16	Rascals	<input type="button" value="Add"/>

Once the player has been added as a Secondary Player you will notice that they show up with a grey letter **S** in the P/S column which means Primary/Secondary. If you click on the letter **S** it will change the player to Primary on this team and Secondary on their other team.

Search for Secondary Players

Official Roster: [Download](#) [State Cup Roster](#) [Region IV Roster](#) ID Cards: [USYA \[F\]](#) [USYA \[B\]](#) [Plain \[F\]](#) [Plain \[B\]](#)

	Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB*	Date Frozen		ID Card	Plain Card	P/S
1		Abdullah	Majed	911	2	Boys	4/12/1994	1/24/2010 8:12:10 PM	Release Transfer	[F] [B]	[F] [B]	S 2
2		Blitzer	Wolf	916	12	Boys	4/3/1994	1/24/2010 7:47:38 PM	Release Transfer	[F] [B]	[F] [B]	P
3		Dean	James	912	94	Boys	5/16/1994	1/24/2010 7:47:38 PM	Release Transfer	[F] [B]	[F] [B]	P
4												

Rostering And Carding Teams In Bulk

If you want to Freeze rosters and print Official Rosters and ID Cards in bulk we give you that option as well. You will do this from your list of teams entered into the Registration Event. To select the teams that you want to freeze and print rosters for you will check the appropriate checkboxes. After you have selected your teams click on the **FREEZE** button to freeze the roster and if you want to print all of their official rosters, click on the **OFFICIAL ROSTER (PDF)** button. If you wish to generate rosters for the teams accounts where the coach or manager can print them just click on the **CREATE DOCS** button and the rosters will then appear in the teams account.

Teams | State Registrations

Search Filters Show ID Card Download Columns Team Status: (All Teams)

Select Event: Edit Registration Event Export Registration Data

Search Results
Select teams to include then use one of the following functions to generate your report or perform actions in bulk.

#	Select	Photos	Roster	ID	Team Name	Gender	Team Age/Level	Event Age/Level	Club
1	<input checked="" type="checkbox"/>		0/1		FLYERS SC BULLDOGS	Boys	U14 Competitive	U14 Competitive	Iron Pigs Soccer Club (Josh's Demo Accou
2	<input type="checkbox"/>		11		FLYERS SC GOALS	Boys	U17 Competitive	U17 Competitive	Iron Pigs Soccer Club (Josh's Demo Accou
3	<input checked="" type="checkbox"/>		0/11		FLYERS SC PUGS	Girls	U18 Competitive	U18 Competitive	Iron Pigs Soccer Club (Josh's Demo Accou
4	<input type="checkbox"/>		0/14		FLYERS SC RASCALS	Boys	U14 Competitive	U14 Competitive	Iron Pigs Soccer Club (Josh's Demo Accou

Understanding The List Of Teams For Your Event

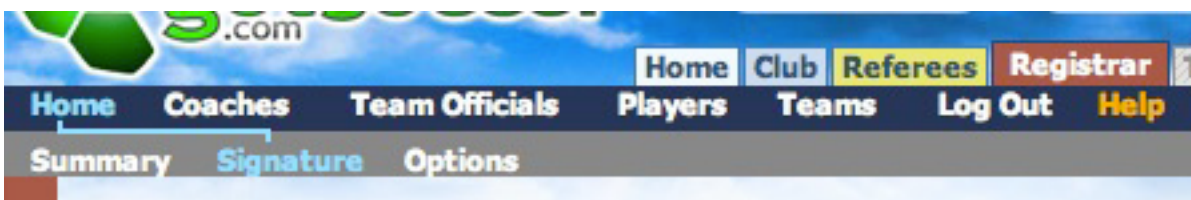
THE ROSTER COLUMN - If a team's roster has not yet been frozen the number will read 0/number of players in the player list. If all of the players on the team's player list have been frozen, this number will be the color Green. If a team's roster has been frozen and a player has been added by the club administrator but not yet added by the registrar, the first number will reflect the number of players frozen on the roster and the second number will be the number of players on the player list for that team. If there is a PDF symbol in this column, it represents that there has been an Official Roster generated in the team account for them to be able to print.

The screenshot shows a web interface for managing teams. At the top, there are tabs for 'Teams' and 'State Registrations'. Below that is a 'Search Filters' section with various dropdown menus for 'Select Event', 'Event Group', 'Event Team Level', and 'Club or Team Name'. There are also buttons for 'Remove Selected Teams', 'Edit Registration Event', and 'Export Registration Data'. Below the filters is a 'Search Results' section with a table of teams. The table has columns for '# Select', 'Photos', 'Roster', 'ID', 'Team Name', 'Gender', 'Team Age/Level', 'Event Age/Level', and 'Club'. The 'Roster' column shows '0/1', '11', '0/11', and '0/14' for the four teams listed. A red arrow points to the '11' in the second row. Below the table, it says 'Teams: 4' and 'Total Rostered Players: 11'. There are also buttons for 'Detailed Report', 'Player Data CSV', 'Team Data CSV', 'Freeze', 'Reset', 'Create Docs', 'Delete Docs', and 'Email'.

# Select	Photos	Roster	ID	Team Name	Gender	Team Age/Level	Event Age/Level	Club
1		0/1		FLYERS SC BULLDOGS	Boys	U14 Competitive	U14 Competitive	Iron Pigs Soccer Club (Josh's Demo Accou
2		11		FLYERS SC BOYS	Boys	U17 Competitive	U17 Competitive	Iron Pigs Soccer Club (Josh's Demo Accou
3		0/11		FLYERS SC PUGS	Girls	U18 Competitive	U18 Competitive	Iron Pigs Soccer Club (Josh's Demo Accou
4		0/14		FLYERS SC RASCALS	Boys	U14 Competitive	U14 Competitive	Iron Pigs Soccer Club (Josh's Demo Accou

Uploading Your Signature To Print On The Official Rosters And ID Cards

If you need your signature to print on the Official Roster and ID Cards, you have the ability to upload your signature. To do this simply click on the **REGISTRAR** tab, then click on **SIGNATURE** in the grey menu bar where you will be able to upload your signature from a file in your computer.



Registrar Tab Options

If you want your Official Rosters to print the Seasonal Year, you will need to enter that information. To do this you will need to click on the **REGISTRAR** tab, then click on **OPTIONS** in the grey menu bar. From this page you can enter your Association ID (if you have one), the seasonal year, an alternate seasonal year, or you can replace the state description [EX: VT can be changed to read Vermont]. The roster format will be setup for you, so don't change it if it is (you might not be a North Texas association, but North Texas has a roster format that is used by numerous states and yours might be one of them).

Registrar Account Options

Master Account

User Name	josh
Association ID	<input type="text"/>
Seasonal Year	<input type="text"/>
Seasonal Year Alt.	<input type="text"/>
State Description	<input type="text"/>
Roster Format	North Texas
Date Created	5/18/2008 8:05:23 PM
Last Updated	1/24/2010 8:59:45 PM
Last Login	1/21/2010 12:15:38 PM

Optional season to display on PDF format ro
Seasonal Year above will be used instead.

You can replace the State displayed
on ID cards with the above text.

Save Cancel