

## How To Add Club Pass Players to Event Rosters

1. Login to team **“Gotsoccer Account”**
2. Locate **“Event”** under Event Registration (Event your team is playing)
3. Click on **“Default”** under the **“Roster Column”**

**Fig 1**

The screenshot shows the 'Event Registration History' page for 'Team - Boys U11 Soccer Club USA 03B'. The table lists events with columns for Name/Date, Type, Status, Applied, Accepted, Paid, Roster, Schedule, eTravel, and Support. The first event, '2014 Ken Smith Memorial Day', is highlighted with a yellow box. In its 'Roster' column, the word 'Default' is also highlighted with a yellow box and an arrow pointing to it.

Name/Date	Type	Status	Applied	Accepted	Paid	Roster	Schedule	eTravel	Support
2014 Ken Smith Memorial Day	Tournament	Applied	02/27/2014	No	No	Default	TBA	Request	Request
**FALL 2013/SPRING 2014 CCSAI CLASSIC LEAGUE 8/1/2013 - 8/1/2014	League	Applied	01/29/2014	No	No	Frozen (11)	View	Request	Request

3. Click on **“Club Pass Player”** (If adding Club Pass Player)

5. A Box will drop down
6. Type in **“Information Required”**
7. Click **“Search Button”**
8. Add **“Player”** to Event Roster
9. Change **“Jersey Number”** if needed (Duplicate Jersey #s not allowed)

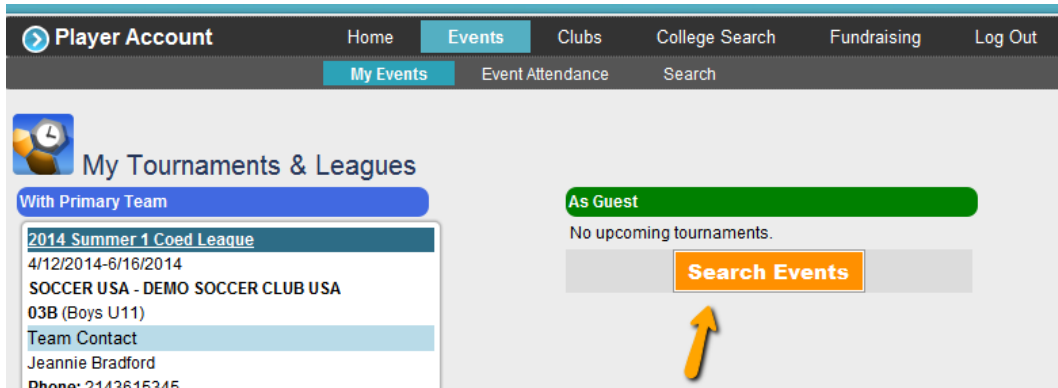
The screenshot shows the 'Boys U11 Soccer Club USA 03B - Team Player List and Rosters' page. The 'Add Club Pass Player' form is highlighted with a yellow border. The form includes fields for LName, FName, ID#, and Level, along with a Search button. Below the form is a table listing existing players.

Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB*	Date Added	Card	Type
	Brown	Thomas	062001418	6	Boys	5/14/2003 (V)	1/29/2014 12:56:42 PM	Print	Deactivate P



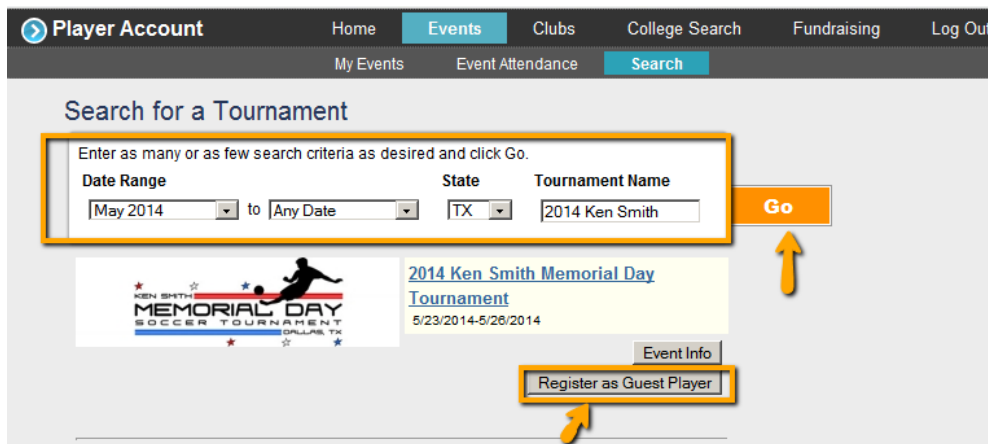
6. Click on "Search Events"

Fig 4



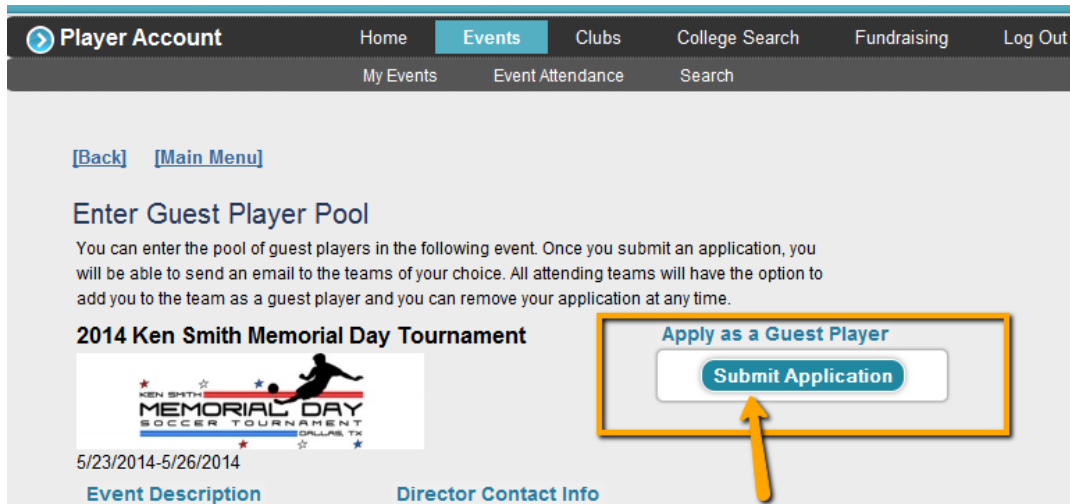
- 7. Type in "Event Information" to locate "Event" click go
- 8. Once event is located click on "Register as Guest Player"

Fig 5



9. Submit "Application"

Fig 6



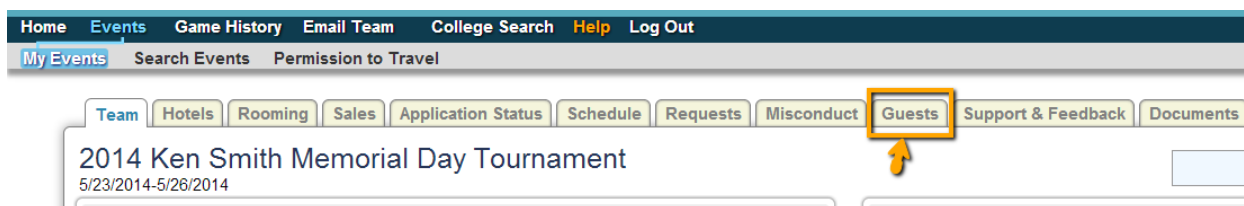
10. Login to team **“Gotsoccer Account”**
11. Locate **“Event”** under Event Registration
12. Click on **“Event”**

**Fig 7**



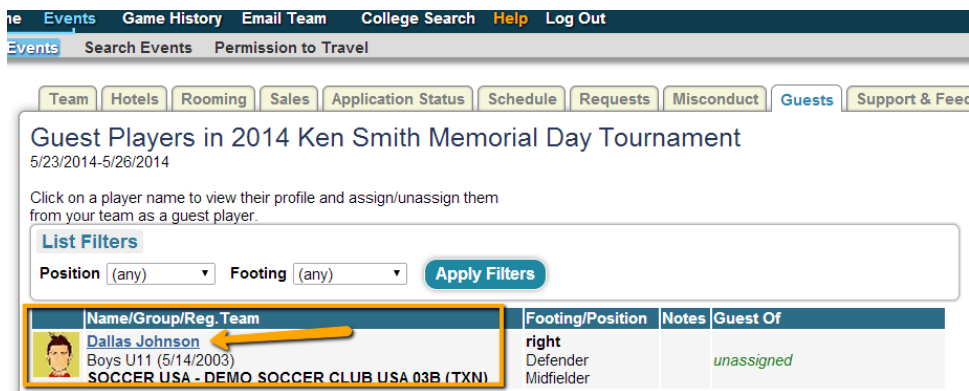
13. Click on **“Guests”** button

**Fig 8**



14. Locate **“Player”** Button
15. Click on **“Player’s Name”**

**Fig 9**



16. **“Assign Player”** to team
17. **“Assign Jersey #”** (Duplicate Jersey #s not allowed)

**Fig 10**

