Adding Players to Rosters/Game Cards

Any age-eligible player from within a club may play up, down or across. It is a best practice to prior to printing off the game card, add the guest/club pass player to the roster. Guest players may also be written in on the game card, however, it is preferred for the team to formally add the player to the roster through this process. This is done from within the team account. If you are unsure of your login credentials to your team account, contact your club administrator.

1. Once logged into the team account, you will see the events the team is currently registered for on the home page. For the event you need to add the guest/club pass player, click on the roster you want to add the player to. In most cases, this will be a TCSL league or tournament.
2. If the roster is not yet generated, click “Generate Roster”.

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2.

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The roster will now appear as in the below.
3. Click on the orange “Add Club Pass Player” button.
4. Type in the player's first name and last name and indicate the player's age (e.g., U12). Once you see the player you want to add, click on the "Add" button.

*Be sure to use the player’s age group when searching not the age group of the team you are adding to.*
4. At the bottom of the screen, under “Inactive & Club Pass Players” click on the “Activate” button to add the player to the roster. Once that is completed, the player shows up on the roster and is designated with “CP” (Club Pass) and will also show up on the game card as such.
Example of game card with “CP” designation:
5. You may release a player at any time by clicking the “Release” button as shown below.