Pre-Season Checklist for Managers: Generating Season/Event Roster, Photo Upload, Jersey Numbers

NEW FOR FALL 2019: ONLY APPROVED, US CLUB SOCCER-ELIGIBLE PLAYERS WILL BE ABLE TO BE ADDED TO THE GOTSOCCE GAME CARDS!

Teams must have at each match:

- GotSoccer game card with player photos AND US Club Soccer pass for each adult coaching strongly preferred
  or
- GotSoccer game card without player photos AND US Club Soccer player passes

All team tasks are performed out of your team’s GotSoccer Team Account. If you are unsure of your team’s credentials, reach out to your club administrator.
Step 1 – Generating a Roster for the Event

**This process is done one time prior to each season/event.**

1. Once logged into the team account, you will see the events the team is currently registered for on the home page. Under “Roster” click on “Default”.
2. Click the blue “Generate Roster” button.
3. This will generate a roster for your team for this event. Note that only players that are currently “eligible” with US Club Soccer are added to your event roster, which is what the blue “✓” represents.

If you have players that are not added to the roster that means that they are not approved yet by US Club Soccer.

If you have players that you know are eligible by US Club Soccer, but GotSoccer is saying they are not validated, send an email to jenista@tcsisoccer.com with the club, team and player’s first and last name and we will troubleshoot quickly.
Step 2 – Add Photos & Numbers for Players

**Photos are a one-time process and carry over from season to season. Jersey numbers reset after each season.**

1. Click on the “Roster” link in the grey menu bar. Also ensure the Primary Player List is selected under “View by Event/Registration”.

![Screenshot of the GotSoccer interface showing the Roster section with names and dates for the year 2019.](image-url)
2. Click on any player’s name to update profile information, specifically the Player Photo.

3. Click “Update” and the player’s photo is saved. The player’s photo will now show up on the Event roster.
4. To update jersey numbers, select the applicable event in the dropdown menu. Where highlighted in Orange below, enter each player's jersey number for the season.