## III. Team Activities

## Team Activities

## Rostering The Team Once They Have Been Entered Into The League Event

To enter team information after the team has been entered into the league, the coach/manager will need to $\log$ into the team account with the userID and password provided by their club.

Once the team has been entered into the league by their club, the team will see that they have a "Pending" application when they log into their team account until they have been accepted by the League.


Once the team has been Accepted by the League, they will see that they are accepted and they will be able to begin the rostering process.


## Adding Players to a Team

If the teams coach or manager wants to add players to their roster, they will $\log$ into their team account and click on "Roster" in the grey menu bar where they will click on the "Add Player" button and add the player.


$$
\text { View by Event: } \dagger \text { Go }
$$

| Full Team Player List |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Photo | L.Name | F.Name | ID\# | Jrsy\# | Gender | DOB | State | Updated | Last Reg. |
|  | Beckham | David |  | 23 | Boys | 5/13/1997 | NJ | 7/13/2010 | 8/1/2010 |
| 2 ? | Best | George |  | 416 | Boys | 2/1/2000 | NJ | 7/13/2010 | 8/1/2010 |
|  | Blitzer | Wolf |  |  | Boys | 4/3/1997 | NJ | 7/13/2010 | N/A |
|  | Bush | George |  | 13 | Boys | 2/15/1998 | NJ | 7/13/2010 | 8/1/2009 |
|  |  |  |  |  |  |  |  |  | Add Player |

When a player is added, the coach or manager will need to enter the players Full Legal Name, Gender, Date of Birth, State Registered and email address, then they will need to click on the "Save" button.


The other fields are optional and do not have to be completed to add the player to a NJYS roster. However, since player information may be used for other purposes, the club may decide to input all data fields. Note: The email field is a required field. However, if a club chooses not to use emails, you can enter: none@none.com as the email address.

## Removing Players from a Team

If the coach or manager wants to remove a player from their team they will simply click on "Roster" in the grey menu bar and then click on the players name. On this screen, they will click on the "Delete Player" button.


## Adding Coaches to a Team

To add a coach to a team the coach/manager will click on "Coach" in the grey menu bar and choose if this is going to be the Head Coach, or Assistant Coach by selecting the proper tab (keep in mind that there can only be one Head Coach on a team in the GotSoccer system). Then they will enter all of the contact information and click on the "Save" button. The "HTML Editor" box is there if the coach wants to enter a profile or "about me" information that will link to the teams GotSoccer ranking page.


## Adding a Non-Volunteer Coach to a Team

If the team wants to add a Non-Volunteer coach to their team, the non-volunteer coach needs to first register with NJYS and be marked as "Completed" before they can be added to a team.

Once the coach is in the system and has been marked as Completed by NJYS, the team will be able to look up the coach. To do this they will click on "Coaches" or "Assistant Coach" tab then click on the "Search for Available Coaches" button.


After clicking on the "Search for Available Coaches" button, they will need to enter the coaches name, then click on the "Search" button and then they will be able to add them to their team by clicking on the "Select" button.


## Generating the Official Roster and Player Passes

Once the coach/manager has the team created with all of the appropriate players, they will click on "Home" in the blue menu bar of their team account. On this screen they will click on the name of the League Event that they have been accepted to, as this will bring them into their event application where they will be able to roster their team


From here they will need to click on the "Roster" tab. This "Roster" tab differs from the "Roster" icon in the grey menu bar because it is the roster for the event. Roster in the grey menu bar is the team roster for everything and not just for events.

Once the coach clicks on the "Roster" tab they will see that the team has been assigned an ID Number automatically when the league accepted them into the event. If this is the team that the coach wants to roster they will click on the "Freeze Roster" button. Make sure that there aren't any players on the player list that you don't want on the team for the event because once the roster is frozen the player will appear on the Official Roster as a "Release" if you remove them from the team.

## Home Events Game History Email Team College Search Rewards Help Log Out

My Events Search Events


When the roster is Frozen, you will see some new links appear above the list of players. If you click on "Standard NJ" the system will generate an Official NJ Roster to be taken to the District Commissioner, if you click on "Front (for pre-printed card stock)" the system will generate ID Cards for all of the players on the team. If you click on the word "Front" in the ID Cards column for a player, the system will generate an ID Card for that individual player. You will also notice that as soon as the roster was frozen, the system automatically assigned the players ID Numbers.

## STOP: Before you print your player passes, please read the following.

Passes will be printed on the US Youth Soccer passes provided in your team packet. The packet also contains a copy page of passes. Please use the copy page to test print your cards to make sure they are oriented properly and print properly. You can print the passes more than once to make sure they print correctly.


Below is an example of a roster that was generated for this team.


| League * | League Name |
| :--- | :--- |
| 12 | Test Lesgue Registration |

## Club Name <br> Flyers SC

Team Name
Ballers
N.110001

| Age | Gender |
| :--- | :--- |
| U14 | Boys |

$\left.\begin{array}{lcccccc}\begin{array}{l}\text { Coaches } \\ \text { IDA }\end{array} & \text { Name } & & \text { Gdr. } & \text { Address } & & \text { Tewn }\end{array}\right)$
$\qquad$
Players Added
None

## Players Dropped



## Making Changes to a Player Once the Roster is Frozen

If your roster is already frozen and you need to make a change to a player (jersey number, name, etc.) you will need to click on "Home" in the team account, then click on "Roster" in the grey menu bar. From there you will select the player that you need to change by clicking on their name. Here you will make your change and then click on the "Update" button (for this example, I changed Beck's jersey number from 23 to 11).
Soccer $>$ Teams
Home Events Game History Email Team College Search Rewards Help Log Out
Overview Team Profile Manarer Coach Roster. Account Assistance


Once you make the change, you can go back to the Event Roster tab (where you froze the roster) and you will see an "Update" button in the "Action" column.


Once you click on the "Update" button, the changes that you made to the player will appear on the Official Roster once it is generated.


