

Generating and Printing Official Rosters and Cards

To ensure that your players are registered with your state association you will want to be sure that you have generated your team rosters. Once you generate your team's rosters you will be able to print the official rosters as well as the player cards. You can also allow teams to print their own rosters once they have been generated.

Step One:

Once you have submitted your teams to the official registration event, you will now want to click on the "**Registrar**" tab at the top of the page. Once under the registrar tab, click onto the registration event.

The screenshot shows the GotSoccer Registrar interface. At the top, there is a navigation bar with tabs: Home, Website, Club, Referees, Registrar, League, Tournament, and Updates. The 'Registrar' tab is highlighted. Below the navigation bar, there is a welcome message for John Smith and a search filter section with a dropdown menu set to 'Registration' and an 'Apply Filters' button. Below the filter section, there is a table of registration events. The table has columns for Type, Name, Start, Season, Form, Teams, Players*, Administrator, Clubs, and Tickets. The first row is highlighted and has a red box around the 'Name' column, which contains the text 'GotSoccer Official Registration 16/17'. Below the table, there is a footer section with the GotSoccer logo and contact information.

GotSport.com >> Registrar

GotSoccer's New Payment Processing Partner Click Here to Switch!

TRANSFIRST First in Secure Electronic Payments

Organization: billyclub Master Account Log Out

Home Website Club Referees Registrar League Tournament Updates

Home Coaches Team Officials Players Teams Help

Summary Signature Options Form Submissions

Welcome, John Smith

Page Size 20 Name Type Registration Apply Filters

Manage Registration Events

Items 1 - 1 of 1

Type	Name	Start	Season	Form	Teams	Players*	Administrator	Clubs	Tickets
Registration	GotSoccer Official Registration 16/17	8/1/2016	2016-08-01	Closed	1	5	In House	1	0 Open

*Official frozen roster count.

Items 1 - 1 of 1

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Help

Step Two:

Once inside of the registration event, search for your team or click apply filters to display all of your teams currently inside of the event. For the team you would like to generate official documents for, click on their name.

The screenshot shows the GotSoccer Registrar interface. At the top, there is a navigation bar with the GotSoccer logo, a 'Registrar' link, and a 'TRANSFIRST' logo. Below this is a secondary navigation bar with links for Home, Coaches, Team Officials, Players, Teams, and Help. The main content area is titled 'Registration' and contains various filters and options. A red arrow points to the 'Apply Filters' button. Below the filters, there is a table of teams. A red arrow points to the team name 'GOTSOCCKER HAWKS UNITED' in the table.

Page Size: 20 Coaches/Managers: No Photos T恤/Ris/GS/Out ID Card Links Age & B/C Report State Roster PL Activity Moves & Adds Documents

Reg. Status: (All Teams) Paid Method: Flagged: Roster: Player List (PL): Show total count: **Apply Filters**

Select Event: GotSoccer Official Registration 16/17 (8/1/2018) Event Group: All Event Team Level: Club or Team Name: Filter by Club: Date Registered: Additional Event Filter: Also Registered in:

Remove Selected Teams Registration Event Setup Export Registration Data

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

Competitive Level Management: Set Level: Team Document Download: Rosters ID Cards Update Print Official Roster ID Cards: Side: F B BG Full Blank Go Bulk Editing: Delete Guest Players Delete Secondary Players Update Selected Team Names

Club Registrars - Roster Editing: Grant Editing Access Remove Editing Access Team Rosters: Generate Rosters Reset Rosters Roster Documentation: Create Docs Delete Docs Print Detailed Report Prev. Report Date Players XLS Email Teams

Items 1 - 1 of 1

#	✓	Roster	PL	PL	ID	Team Name	State	Gender	Event Age/Level	Club	Method	paid	Edg	Notified	Flag
1		0	5	G	0100C30002	GOTSOCCKER HAWKS UNITED	NH	Boys	U17 Competitive	GotSoccer FC	None		✓		

Page Summary Teams: 1 Rostered Players: 0 Player Lists: 5

Items 1 - 1 of 1

Step Three:

After you clicked on the team, you will see the "Full Team Player List" at the bottom of the page. These are all of the players you have placed onto the team under the club tab that you now need to generate onto the official roster. To generate these players onto the official roster, click on the blue button labeled "Generate Roster", this will validate the players and move them onto the official rosters, within your state's roster limits.

Boys U17 GOTSOCGER HAWKS UNITED 0100CB0002

Select a League / Event
GotSoccer Official Registration 16/17 (8/1/2016) [Registered]

Team Registration Details
Group: Boys U17
State/Level: New Hampshire
Club: GotSoccer Club
Team: Hawks United
Playing League: [Blank]
All Colors: [Blank]
Status Flag: None

Document Generation
Generate Roster

Team Coaches

Generate Roster

- Search for Secondary Players
- Search for Club Pass Players
- Search for Guest Players

Full Team Player List

Photo	LName	FName	ID#	img#	Gender	DOB	State	Updated	ID Card	Plain Card	Latel Flag	Loght
	Henry	Thery	102100		Male	1/10/20	NY	8/26/2017	NA	NA	8/26/2017	OK
	Carlson	Ray			Male	1/10/20	SD	8/26/2017	NA	NA	NA	OK
	Plus	Nathan			Male	1/10/20	NY	8/26/2017	NA	NA	8/26/2017	OK
	David	Shy			Male	1/10/20	NY	8/26/2017	NA	NA	NA	OK
	Stanley	George			Male	1/10/20	NY	8/26/2017	NA	NA	8/26/2017	OK

[Team Staff & ID Cards](#) | [Team Details](#) | [Roster & ID Cards](#) | [Support Requests](#) | [Player History](#) | [Roster History](#) | [Roster Comparison](#) | [Payment](#) | [Statements](#)

Boys U17 GOTSOCCER HAWKS UNITED [9106C00002](#)

[View Photos](#) | [View Matching Players](#) | [Health Links](#) | [Credit Report](#)

Select a League / Event

GoSoccer Official Registration 16/17 (8/1/2016) [Registered]

[Return to Team List](#)

[Update Team / Staff](#)

[Separate Team / Staff](#)

Team Registration Details

Group:
 State / Level:
 Club: GoSoccer Club Team: Hawks United
 Area: _____ Playing League: _____
 Color: _____ All Colors: _____
 Club Account: Status Flag:
 Registered: 8/19/2017 11:18:38 AM Updated: N/A

Team / Registrar Notification

No selected notifications

[Notify](#)

Team Message

Roster and Team Officials

Selected Roster

No Selected User-Play List

State Roster

GoSoccer Official Registration 16/17 (2016-08-01) (Viewing)

Primary Coach

None

Primary Manager

None

Document Generation

You may generate the following documents for teams in your

Team Documents (Last 18 Months)

No documents to list.

[ID Cards](#)

[Play Cards](#)

[Standard Roster: T&K](#)

[Region ID Roster](#)

[Region 1 / N Roster](#)

IMPORTANT: The official user alignment - [Click Here](#)

Player Addition Search

[Viewing Powell, Billy - Player added](#)
[Viewing Purcell, Reg - Player added](#)
[Viewing Piva, Robert - Player added](#)
[Viewing Perry, Thayne - Player added](#)
[Viewing Sanders, George - Player added](#)

Team Coaches

Photo	Photo	L Name	F Name	ID#	Certification	NW Status	ID Card	Plan-Care
								Coach ID Cards Only View Plan-Coach Cards View

[Generate Roster](#)

Please identify who to be removed using the left "X" to the left of each name. Matching player alerts may be issued by e-mail when data that was taken before that team was removed from the system. To avoid this, send the roster before removing a team. Or you can simply ignore any matching player alerts you determine are not relevant.

[Search for Secondary Players](#)

[Search for Club Pass Players](#)

[Search for Guest Players](#)

Watching Player Request Available

[Show Matching Player Request](#)

Official Roster
GoSoccer Official Registration 16/17 | [Standard Roster: T&K](#) | [Region ID](#) | [Region 1 / N](#) | [ID Cards](#) | [USYSA](#) | [Plan](#) | [Players](#) | [ID Cards](#)

Photo	L Name	F Name	ID#	Jrnl#	Gender	DOB	Date Added	Release	Transfer	Plan	Plan	Debit/Cre	Status
	Harry	Thayne	100001		Boys	1/1/2000	8/19/2017 11:27:10 AM	Release	Transfer	Plan	Plan	Debit/Cre	
	Parlor	Ray			Boys	1/1/2000	8/19/2017 11:27:10 AM	Release	Transfer	Plan	Plan	Debit/Cre	
	Piva	Robert			Boys	1/1/2000	8/19/2017 11:27:10 AM	Release	Transfer	Plan	Plan	Debit/Cre	
	Powell	Billy			Boys	1/1/2000	8/19/2017 11:27:10 AM	Release	Transfer	Plan	Plan	Debit/Cre	
	Sanders	George			Boys	1/1/2000	8/19/2017 11:27:20 AM	Release	Transfer	Plan	Plan	Debit/Cre	

Step Four:

Print Documents Directly:

Once you have generated/added the players to the official roster, you can print the official documents directly from this screen. Above the official roster, you will see a series of PDF Links. Clicking any of these will download the official document directly to your computer.

The screenshot displays the GotSoccer interface for a team named "Boys U17 GOTSOCCER HAWKS UNITED". The page is divided into several sections:

- Navigation:** Includes "Home", "Coaches", "Team Officials", "Players", "Tournaments", and "My".
- Team Registration Details:** A form with fields for "Drop", "Risk/Lvl", "Club", "Assoc", "Colors", "Club Account", "Registered", "Team", "Playing League", "All Colors", "Status Flag", and "Updated".
- Document Generation:** A section with buttons for "ID Cards", "Print Cards", "Download Team ID", "Register ID Cards", and "Register ID Cards".
- Team Documents:** A section with a "Print ID Cards" button.
- Player Roster Table:** A table with columns: Photo, L Name, F Name, ID#, J#/F#, Gender, DOB, Date Added, Full, Plan, Status, and Actions. The table lists five players: Henry, Parker, Tim, Powell, and Sanders.

Two red arrows indicate the flow from the "Print ID Cards" and "Print Coach Cards" buttons in the "Document Generation" section to the "ID Cards" and "Coach ID Cards" links in the "Player Roster" table header.

Generate Documents and Allow team account access:

Once you have generated/added the players to the official roster, you can now generate and/or print the official documents. To generate the documents, use the tools in the section labeled "Document Generation", you can click Standard Roster to generate the official USYSA roster and click on ID Cards to generate the official USYSA player cards. Once you have generated these documents, if given access, the teams will be able to print these documents from within their team account.

(Click here to view where team's can print the documents from within their team account)

The screenshot displays the GoSoccer website interface for a team account. At the top, there is a navigation bar with the GoSoccer logo and various menu items like Home, Coach, Team Officials, Players, Teams, Club, Referee, Register, League, Tournament, and Matches. A blue banner at the top right says "Staffer's New Payment Processing Partner Click Here To Enroll".

The main content area is titled "Days 117 GOSSOCCER HAWKS UNITED 019C00000". Below this, there are tabs for "Team Staff & ID Cards", "Team Details", "Roster & ID Cards", "Support Requests", "Player History", "Roster History", "Roster Comparison", "Payment", and "Documents".

Under "Roster & ID Cards", there are sub-tabs: "Team Registration Details", "Team / Register Not Listed", "Roster and Team Officials", and "Document Generation".

The "Document Generation" section is highlighted with a red box and contains the following options:

- Print ID Cards
- Print Roster
- Standard Roster - All
- Register & Roster
- Register / ID Roster

The "Team Documents" section is also highlighted with a red box and contains the following options:

- Standard Roster
- Print ID Roster

The "Roster and Team Officials" section shows the following information:

- Selected Roster: Not Selected. Use Team List
- State Roster: GOSSOCCER Official Registration 1617 (8/1/2016)
- Primary Coach: None
- Primary Manager: None

The "Team Documents" table is also visible, showing the following data:

Document	Print	Download	Print	Download	Print	Download
Team ID Cards	Print	Download	Print	Download	Print	Download
Official Roster	Print	Download	Print	Download	Print	Download