



GotSport

How to Approve Rosters

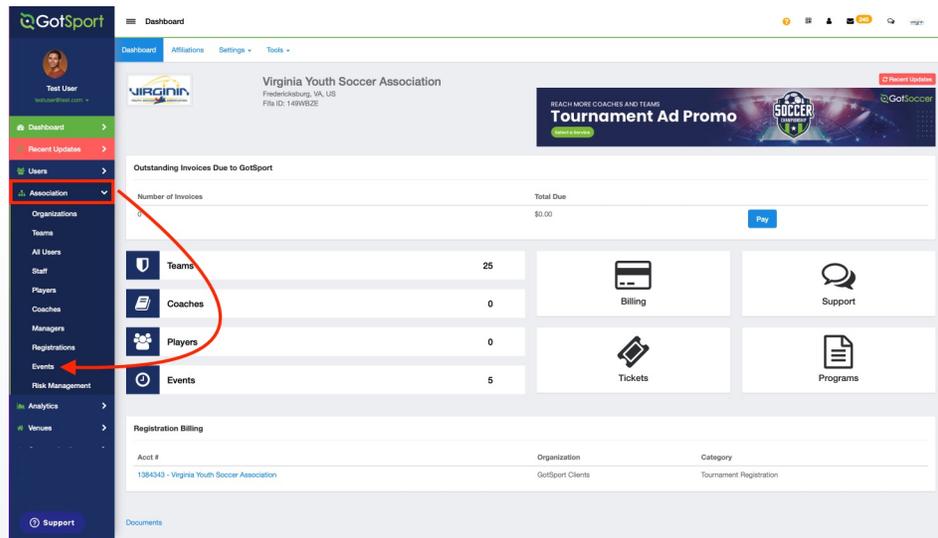
Assigned League Registrars



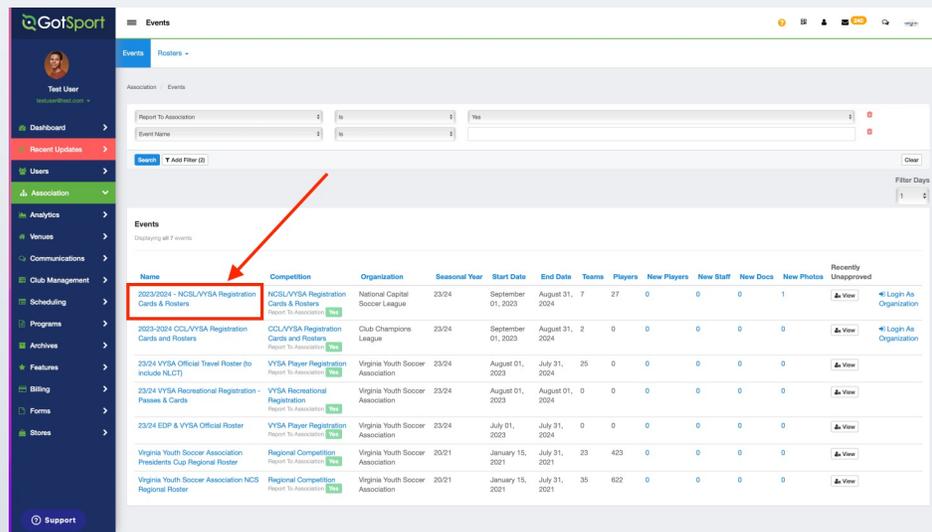
How to Approve Rosters



Step 1. From your Dashboard, click the Association module on the left-hand side, and then select Events from the dropdown.



Step 2. Click on the name of the event



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Step 3. You will land on the team registration page these are all teams that have registered to the event.

Name	Club Name	Registered	Event Age	Gender	Accepted	Players Frozen	Staff Frozen	Roster Source	Event	Approved Players	Pending Players	In Other Reg Event?
ASC Ackerman FC U18 COED	Ackerman SC	02/07/2023	U18	Coed	X	X	X	2023/2024 - NCSL/VVSA Registration Cards & Rosters	0	0	0	X
ASC Ackerman FC Eagles	Ackerman SC	02/07/2023	U18	Female	X	X	X	2023/2024 - NCSL/VVSA Registration Cards & Rosters	0	0	0	X
ASC AAA Stars	Ackerman SC	02/07/2023	U18	Male	X	X	X	2023/2024 - NCSL/VVSA Registration Cards & Rosters	0	0	0	X
2019 Girls	Lancaster Soccer Club	02/02/2023	U18	Female	X	X	X	2023/2024 - NCSL/VVSA Registration Cards & Rosters	0	0	0	X
ASC U18 Elite	Ackerman SC	01/31/2023	U18	Male	X	X	X	2023/2024 - NCSL/VVSA Registration Cards & Rosters	3	11	0	X
2008 Girls	Rhinos FC	01/31/2023	U18	Female	X	X	X	2023/2024 - NCSL/VVSA Registration Cards & Rosters	7	0	0	X
07 Boys Green	Rochester Rebels - Demo	01/31/2023	U18	Male	X	X	X	2023/2024 - NCSL/VVSA Registration Cards & Rosters	6	0	0	X
										16	11	

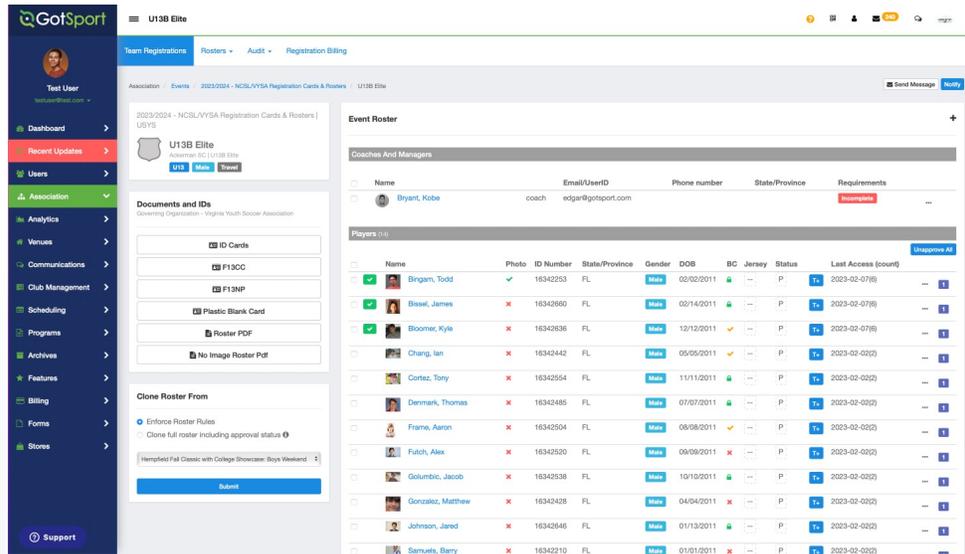
Note: You can use the Club Name filter and the Filter Days to narrow down your search. Filter Days correlates to new players being added in the last (number of) days

The screenshot shows the search filters section of the application. A red box highlights the 'Club' dropdown menu, which is currently set to 'Ackerman SC'. Another red box highlights the 'Filter Days' input field, which is currently set to '1'. The page also shows a 'Search' button and a table of registered teams at the bottom.



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Step 4. Click on a team’s name. On the next page will be the team’s roster. This is where you can see who has been verified, which players do not have photos, who has not yet been approved, etc.



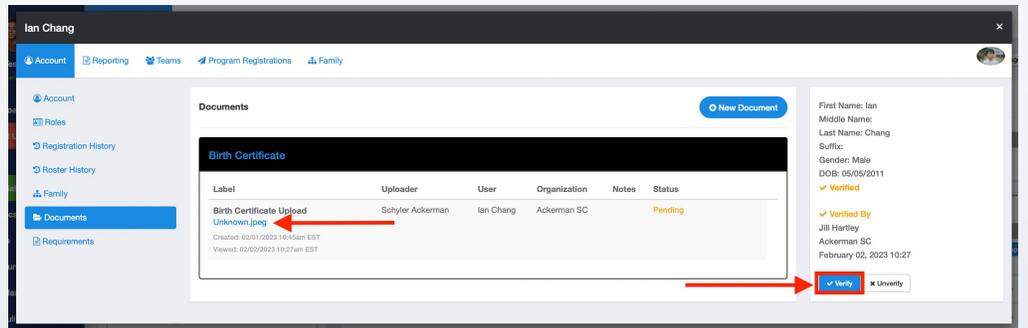
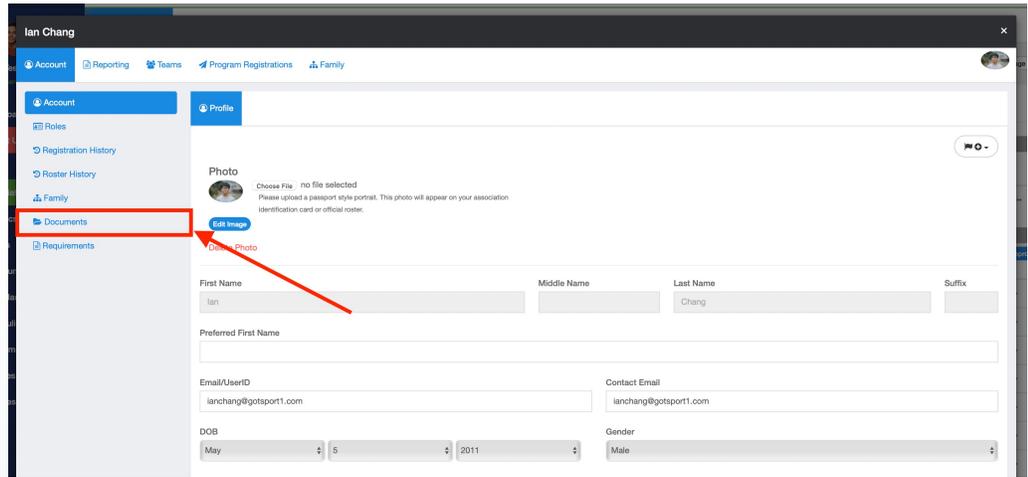
Note: Next to each player are different signs:
 The Green Lock means this player has previously been approved by the state and is now locked.
 The Yellow Checkmark means the player’s club has already looked over their profile but are not yet verified.
 The Red X means the player has not been looked at but can be verified and locked,

Players (14)												Unapprove All
<input type="checkbox"/>	Name	Photo	ID Number	State/Province	Gender	DOB	BC	Jersey	Status	Last Access (count)		
<input checked="" type="checkbox"/>	Bingam, Todd		16342253	FL	Male	02/02/2011		--	P	Tr	2023-02-07(6)	1
<input checked="" type="checkbox"/>	Bissel, James		16342660	FL	Male	02/14/2011		--	P	Tr	2023-02-07(6)	1
<input checked="" type="checkbox"/>	Bloomer, Kyle		16342636	FL	Male	12/12/2011		--	P	Tr	2023-02-07(6)	1
<input type="checkbox"/>	Chang, Ian		16342442	FL	Male	05/05/2011		--	P	Tr	2023-02-02(2)	1
<input type="checkbox"/>	Cortez, Tony		16342554	FL	Male	11/11/2011		--	P	Tr	2023-02-02(2)	1
<input type="checkbox"/>	Denmark, Thomas		16342485	FL	Male	07/07/2011		--	P	Tr	2023-02-02(2)	1
<input type="checkbox"/>	Frame, Aaron		16342504	FL	Male	08/08/2011		--	P	Tr	2023-02-02(2)	1
<input type="checkbox"/>	Futch, Alex		16342520	FL	Male	09/09/2011		--	P	Tr	2023-02-02(2)	1
<input type="checkbox"/>	Golumbic, Jacob		16342538	FL	Male	10/10/2011		--	P	Tr	2023-02-02(2)	1
<input type="checkbox"/>	Gonzalez, Matthew		16342428	FL	Male	04/04/2011		--	P	Tr	2023-02-02(2)	1



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Step 5. To verify players, click on the player's name and go to Documents. Here you can view the player's birth certificate upload by clicking on the image link. When you are ready, click the blue Verify button. Once the player has been verified, they will then have a green lock next to their name.



	Name	Photo	ID Number	State/Province	Gender	DOB	BC	Jersey	Status	Last Access (count)	Unapprove All
<input type="checkbox"/>	Bingam, Todd	<input checked="" type="checkbox"/>	16342253	FL	Male	02/02/2011	<input checked="" type="checkbox"/>	--	P	T+	2023-02-07(6) ... 1
<input type="checkbox"/>	Bissel, James	<input checked="" type="checkbox"/>	16342660	FL	Male	02/14/2011	<input checked="" type="checkbox"/>	--	P	T+	2023-02-07(6) ... 1
<input type="checkbox"/>	Bloomer, Kyle	<input checked="" type="checkbox"/>	16342636	FL	Male	12/12/2011	<input checked="" type="checkbox"/>	--	P	T+	2023-02-07(6) ... 1
<input type="checkbox"/>	Chang, Ian	<input checked="" type="checkbox"/>	16342442	FL	Male	05/05/2011	<input checked="" type="checkbox"/>	--	P	T+	2023-02-02(2) ... 1
<input type="checkbox"/>	Cortez, Tony	<input checked="" type="checkbox"/>	16342554	FL	Male	11/11/2011	<input checked="" type="checkbox"/>	--	P	T+	2023-02-02(2) ... 1
<input type="checkbox"/>	Denmark, Thomas	<input checked="" type="checkbox"/>	16342485	FL	Male	07/07/2011	<input checked="" type="checkbox"/>	--	P	T+	2023-02-02(2) ... 1



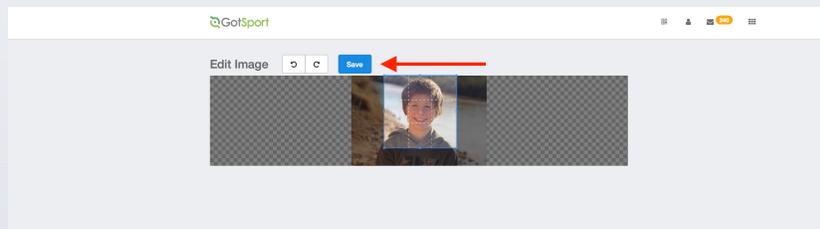
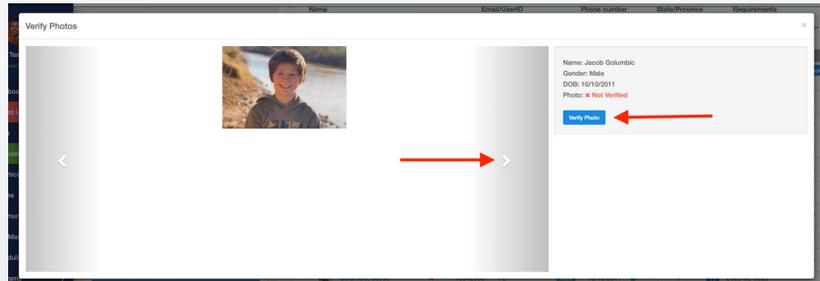
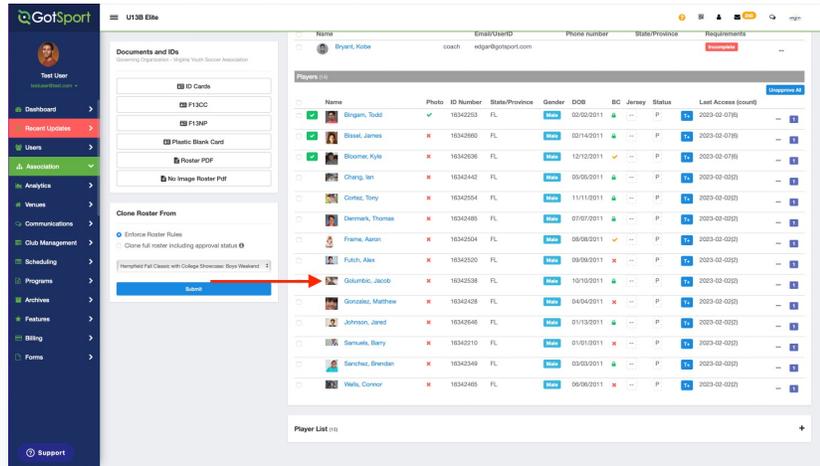
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Step 6. To verify player photos, click on a player photo, then click the blue Verify Photo button if the photo is up to your standards. You can also use the arrows on both sides of the screen to flip through each player's photo.

If the photo needs to be edited, click on the player's name, and then click Edit Image. Here you can zoom in on the player if they are far away and/or edit the image how you would like to. When you are finished editing, click Save.

Once a player's photo has been verified, a green check mark will appear under the Photo column next to their name.

*****This step is only necessary if your state requires player photos**

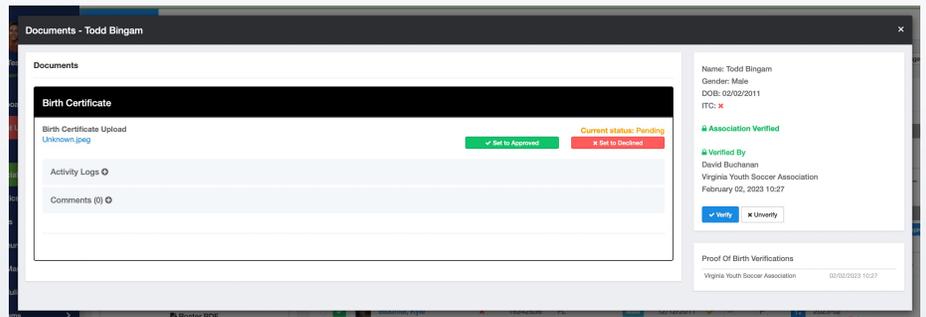
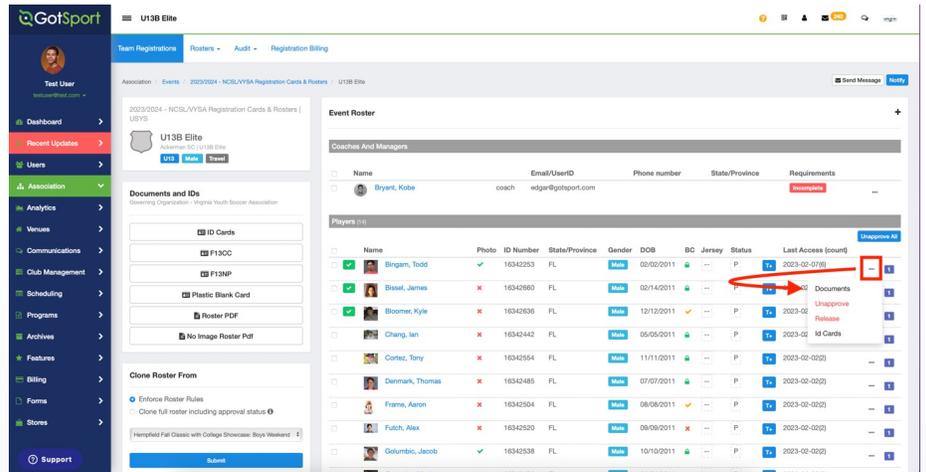


<input type="checkbox"/>		✗	16342520	FL	Male	09/09/2011	✗	P	Tc	2023-02-02(2)	...
<input type="checkbox"/>		✓	16342538	FL	Male	10/10/2011	✓	P	Tc	2023-02-02(2)	...
<input type="checkbox"/>		✗	16342428	FL	Male	04/04/2011	✗	P	Tc	2023-02-02(2)	...

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To view a player's documents, click the three dots on the right-hand side, then choose Documents from the dropdown. Now you will see all documents attached to that player, such as a birth certificate.



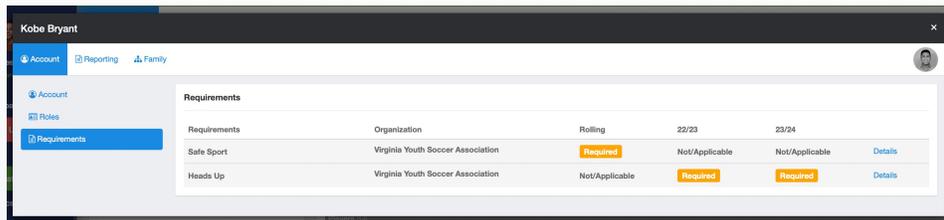
In the Team Registrations tab, after selecting a particular club, you can look at all teams within that club and see how many players are Approved versus how many are still Pending.

Name	Club Name	Registered	Event Age	Gender	Accepted	Players Frozen	Staff Frozen	Roster Source	Event	Approved Players	Pending Players	In Other Reg Event?
ASC Ackerman FC Eagles	Ackerman SC Level: Travel	02/07/2023 1:15pm EST	U11	Female	x	x	x	2023/2024 - NCSSLVYSA Registration Cards & Rosters		5	1	x
ASC AAA Stars	Ackerman SC Level: Travel	02/07/2023 1:15pm EST	U14	Male	x	x	x	2023/2024 - NCSSLVYSA Registration Cards & Rosters		3	2	x
ASC U13B Elite	Ackerman SC Level: Travel	01/31/2023 10:10pm EST	U13	Male	x	x	x	2023/2024 - NCSSLVYSA Registration Cards & Rosters		3	11	x
										11	14	



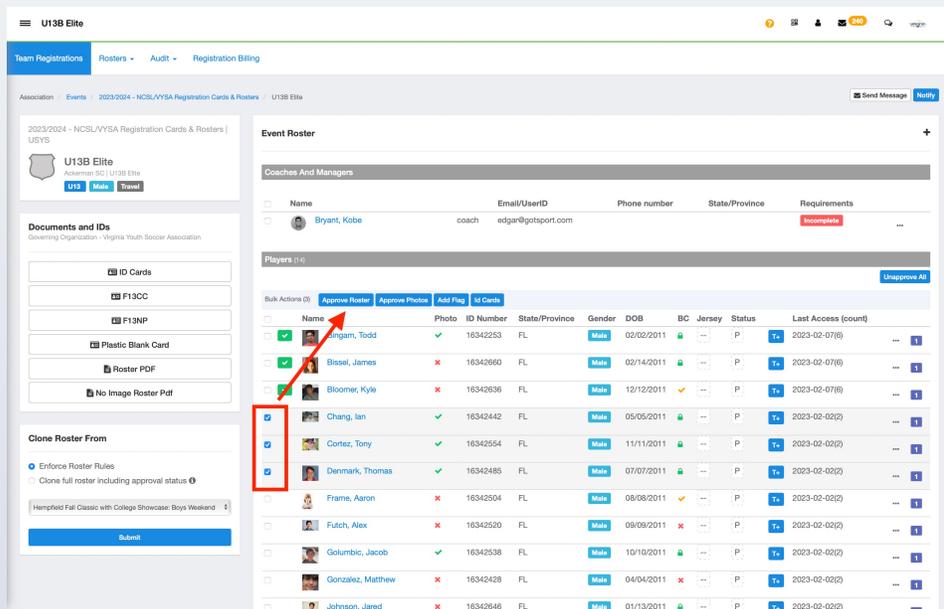
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When looking at a team roster, it is possible a coach or manager has a red Incomplete sign next to them. This means not all of their requirements have been complete. All requirements (Safe Sport and Heads Up) need to be completed in order for the coach/manager to be printed on the roster/ID cards.



Step 7. In order to fully approve a roster (or individual players), click the checkbox next to each player's name. You can do this by clicking the bulk select option at the top or clicking each specific checkbox.

Once that is done, a row of blue bulk actions will appear at the top of the player list. Select Approve Roster, and select Approve Roster again on the next pop up.





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Those players will now have a green checked box next to their name, meaning they are an approved player. Repeat this same process to approve coaches and managers on each team.

Approve Roster ✕

Players Chang, Ian
Cortez, Tony
Denmark, Thomas

Event 2023/2024 - NCSL/VYSA Registration Cards & Rosters

Seasonal Year 23/24

Team Registration U13B Elite
Ackerman SC | U13B Elite

Member Registration Auto submit member registrations to governing organization upon roster approval
Auto submit member registrations to league upon roster approval

[Approve Roster](#)

[Cancel](#)

<input type="checkbox"/>	<input checked="" type="checkbox"/>		Chang, Ian	<input checked="" type="checkbox"/>	16342442	FL	Male	05/05/2011	<input type="checkbox"/>	P	T+	2023-02-02(2)	...	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Cortez, Tony	<input checked="" type="checkbox"/>	16342554	FL	Male	11/11/2011	<input type="checkbox"/>	P	T+	2023-02-02(2)	...	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Denmark, Thomas	<input checked="" type="checkbox"/>	16342485	FL	Male	07/07/2011	<input type="checkbox"/>	P	T+	2023-02-02(2)	...	1