



## How To Add Guest Players to A Roster

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NOTE: \*\*Any player who is not a “primary” player of your official roster is considered a “guest player”. That means that “club pass” players who are already within your club but primarily rostered to a different team are considered to be “guest players” for the event.

Guest Player [RULES](#) for the 2024 Hempfield Fall Classic

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- Once you have built, or cloned, your roster for the event within your team GotSport account, you can then begin to add guest players (up to 5 for U9-U12 and up to 7 for U13-U19) to your roster.
- For a player to be added to your roster that guest player must first register with the Hempfield Fall Classic as an official guest player by using their personal GotSport player account. The player(s) can accomplish this by logging into their account, selecting the Hempfield Fall Classic (Girls or Boys Weekend), and then the “register as a guest player” tab. They may also directly jump to that portal by using the following links:
  - Girls Player Registration: [CLICK HERE](#)
  - Boys Player Registration: [CLICK HERE](#)
- When a player has confirmed with you that they have officially registered with the event as a guest player and that they are “In the Guest Player Pool” for the Hempfield Fall Classic you can add them to your roster by following the below instructions...

1. Log into your GotSport Account at [system.gotsport.com](http://system.gotsport.com), and select Team Management

GotSport

Dashboard Account Events Reporting **Team Management** Team Scheduling Program Registrations Forms Referee Family

Account Profile Themes Social Media Links

Photo Avatar College Recruiting

Browse... No file selected. Please upload a passport style portrait. This photo will appear on your association identification card or official roster. No file selected.

NCSA Connect with NCSA College Recruiting! Get Started

First Name Middle Name Last Name Suffix

Preferred First Name Email/UserID Contact Email

Gender DOB

Preferred Date Format Preferred Time Format Preferred Language

mn/dd/yyyy 01:00 pm English (US) (English (US))

Graduation Year GPA

2. Select the team that you would like to add the guest player to.

GotSport

Dashboard Account Events Reporting **Team Management** Team Scheduling Program Registrations Forms Referee Family

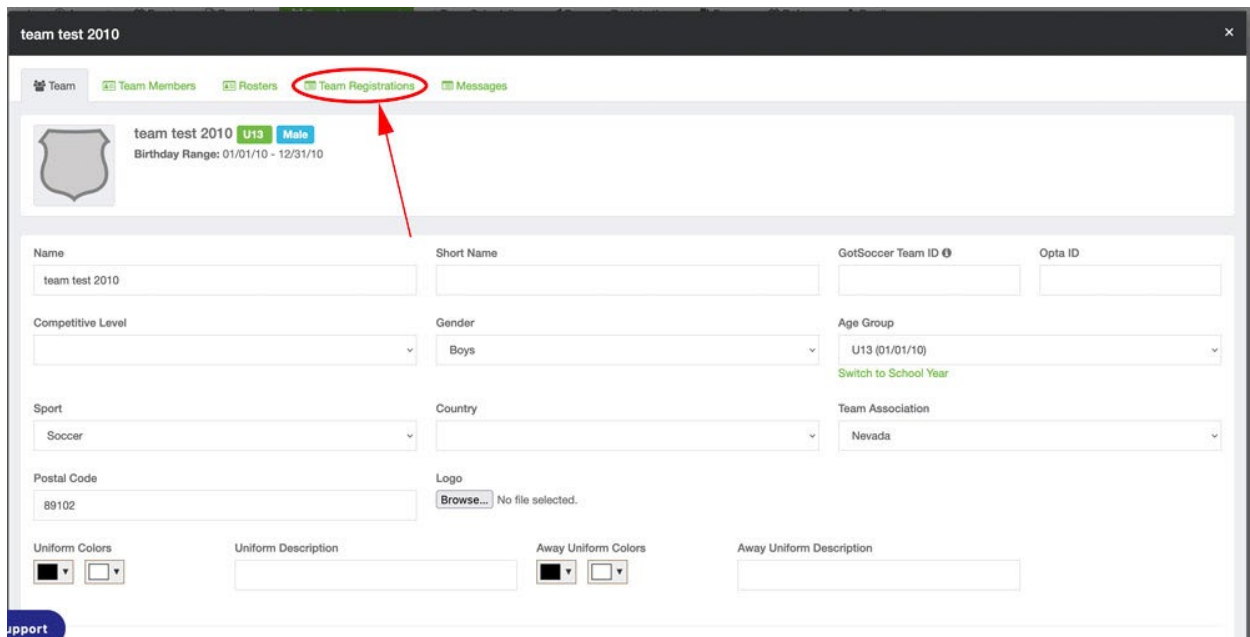
Teams Registrations Matches Submitted Forms

Teams

Displaying all 8 teams

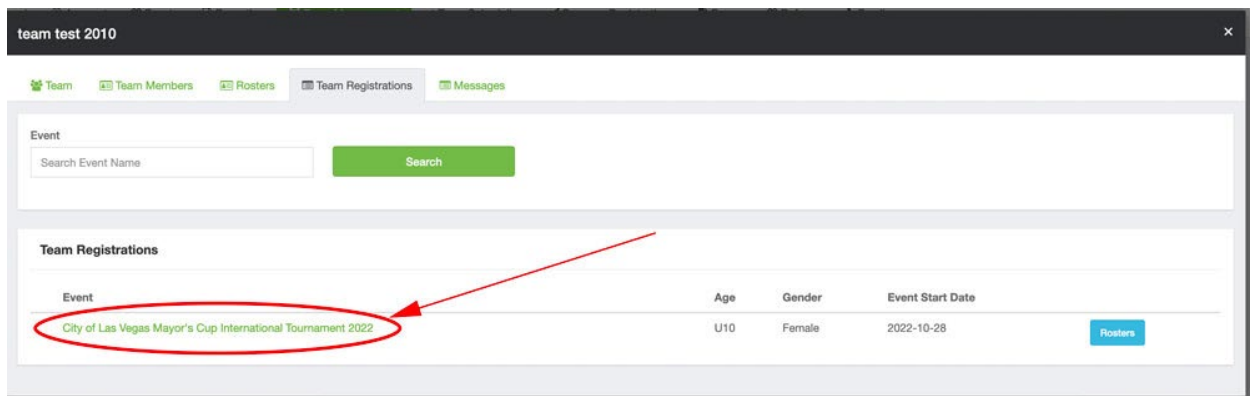
<input type="checkbox"/>	Name	Coach	Level	Age	Gender
<input type="checkbox"/>	team test 2010			U11	Female
<input type="checkbox"/>	team test 2010		Recreational	U8	Male
<input type="checkbox"/>	team test 2010			U9	Male
<input type="checkbox"/>	team test 2010			U16	Male
<input type="checkbox"/>	team test 2010			U13	Male
<input type="checkbox"/>	team test 2010			U16	Male
<input type="checkbox"/>	team test 2010			U10	Female
<input type="checkbox"/>	team test 2010			U12	Male

### 3. Select Team Registrations



The screenshot shows a web application window titled "team test 2010". At the top, there is a navigation bar with tabs: "Team", "Team Members", "Rosters", "Team Registrations" (which is highlighted with a red circle and a red arrow pointing to it), and "Messages". Below the navigation bar, there is a team profile section with a shield icon, the text "team test 2010", and buttons for "U13" and "Male". Below this, there is a form with various fields: "Name" (team test 2010), "Short Name", "GotSoccer Team ID", "Opta ID", "Competitive Level", "Gender" (Boys), "Age Group" (U13 (01/01/10)), "Sport" (Soccer), "Country", "Team Association" (Nevada), "Postal Code" (89102), "Logo" (Browse...), "Uniform Colors", "Uniform Description", "Away Uniform Colors", and "Away Uniform Description".

### 4. Select the Event. There may be a large number of events in your list, so you can search for the event you're looking for in the search bar. Be sure to carefully select the correct event.



The screenshot shows the "Team Registrations" section of the web application. At the top, there is a search bar with the text "Search Event Name" and a green "Search" button. Below the search bar, there is a table with the following columns: "Event", "Age", "Gender", "Event Start Date", and "Rosters". The table contains one row with the following data: "City of Las Vegas Mayor's Cup International Tournament 2022", "U10", "Female", "2022-10-28", and a blue "Rosters" button. The "City of Las Vegas Mayor's Cup International Tournament 2022" text is circled in red, and a red arrow points to it from the left.

5. Select Athlete Pool. This will bring up the list of guest players.

Team Registration - team test 2010

Info Registration Billing Roster Scheduling Requests Schedule Team History Purchase Add Ons **Athlete Pool**

Application Information

Event City of Las Vegas Mayor's Cup International Tournament 2022  
Group  
Club Name  
Team Name team test 2010  
Team Association NV

Contact Information

Enroller  
Enroller Email  
Enroller Phone  
Enroller Mobile Phone

Coach  
Coach Email  
Coach Phone  
Coach Mobile Phone

6. Carefully select the player you wish to add as a guest.

Team Registration - team test 2010

Info Registration Billing Roster Scheduling Requests Schedule Team History Purchase Add Ons Athlete Pool

User Name Or Email Program Search

Players

First Name	Last Name	Team	Jersey	Gender	DOB	
Maverick	Bell	Unassigned		Male	2015-03-15	Assign Player
Riley	Ryan	Unassigned		Female	2007-01-09	Assign Player
Riley	Ryan	Unassigned		Male	2014-12-02	Assign Player
Johnny	Ryan	Unassigned		Male	2014-06-19	Assign Player
Brielle	Ryan	Unassigned		Female	2014-01-08	Assign Player
Christian	Ryan	Unassigned		Male	2013-09-02	Assign Player
Avary	Ryan	Unassigned		Female	2008-01-27	Assign Player

- At the conclusion of this selection process the players you have chosen will now be on your roster for the Hempfield Fall Classic but there are further steps.
- You will now need to go back to your initial application, the Guest Player Passes PDF section, and upload a picture ID for any player you have selected.
- When you have built your roster, added guest players, and uploaded the PDF documents into the application we will be able to verify the players and approve them. Once players are approved, they will show up in your official event roster. They will then be eligible to participate in the Hempfield Fall Classic. Any player that is not showing up on the official roster is not “checked-in” and is not eligible to participate.

For additional help with this process please contact Brittney Jakobson via email at [bjakobson@paclassics.org](mailto:bjakobson@paclassics.org)