



Eastern Pennsylvania Youth Soccer

Checking Roster Status as a Club Admin

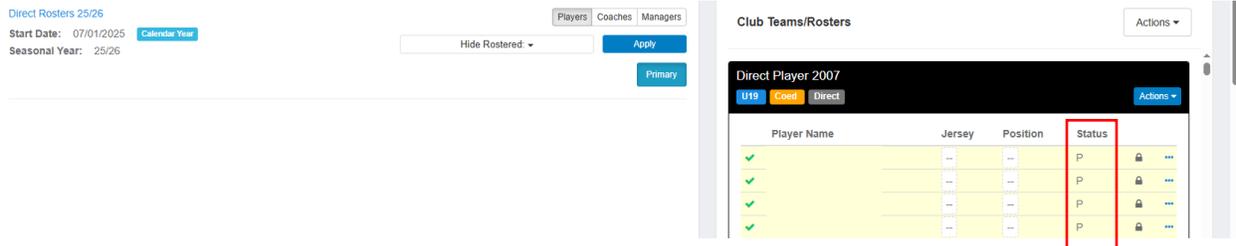
Step 1: Login into GotSport and from the Dashboard, Select **“Club Management”** followed by **“Roster Builder”**

The screenshot shows the GotSport dashboard interface. On the left, a dark blue sidebar menu contains the following items: Dashboard, Users, Venues, Club Management (highlighted with a red box), Team Registrations, Forms And Requests, Teams, Players, Managers, Coaches, Rosters, and Roster Builder (highlighted with a red box). A red arrow points from the Roster Builder menu item to the main content area. The main content area features a top navigation bar with a notification for '29 duplicate user suggestion' and a 'Never miss a moment of the action' banner. Below this is a grid of statistics: Teams (54), Coaches (81), Players (853), and Events (0). To the right of these statistics are four action buttons: Billing, Support, Tickets, and Programs. At the bottom, there is a 'Registration Billing' section with a 'View All' button.

Step 2: Here you will select the **Primary Official League Roster** that your team is registered to and hit submit. (Ex. ICSL & Eastern Pennsylvania Youth Soccer Official Roster)

The screenshot shows the 'Roster Builder' form. At the top, there are two buttons: 'Find an Event Q' and 'Add Roster Season'. Below these is a large white input area. A red box highlights a dropdown menu with the text 'Select One...' and a blue 'Submit' button. Above the dropdown menu, the text 'Select an event or roster season to continue' is visible.

Step 3: Your registered teams will show on the right side of the page. Scroll down and check the **“Roster Status”** of the players assigned to those teams to ensure they all have the roster status of **“P” (Primary)**.



All Players with the **Status of S, CP or blank** will be removed on the Roster Freeze date for your team’s State Cup Roster. If you see any players with any of those statuses and they are supposed to be primary, **Contact your league immediately** as they will be able to see what needs to be done to make them primary.

Player Name	Jersey	Position	Status	
✓	--	--	S	✗
✓	--	--	S	✗
✓	--	--	P	✗
✓	--	--	S	✗