HOW TO ADD A GUEST/CLUB PASS PLAYER FOR AN EVENT AS AN ADMIN

Adding a guest or club pass player to an event roster

Instructions

To add a guest/club pass player to an event roster, you'll first want to be sure that the event is allowing both types of players for the event. Once this is done here are the steps:

1. Add the player that you're using for the event a player role with your club by going to:

Club management>players>add player. Here you will look up that player and add them to your account.

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	Manage Rayers Upload Players Pa Add User	×	
Jordi Garcia	MAMBAFC / Payers DOB First Name	Last Name	▼ Search
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Venues Venues	Players Displaying Uses 1 - 50 of 344 in total		LExport O Add Player
E Club Management	Name Email/User	ID Gender DOB	Age Level Phone
Dashboard	Abbott, Merri Merri Merriado-et	p3249@gotsport-demo.com Female 07/12/2005	U17 1 - Division 1 404.381.0344 1 - Division 1
Forms And Requests	Abdou, Nosh Euls Abstand Luis Abstand	Male 05/12/2008 9me.com	U14 Competitive 9047189401
Teams Players	Abbine, Nina Nina Nina Nina Nina	9681@gotsport-demo.com Female 01/23/2006	U16 Competitive 537-325-5695 Competitive
Managers Coaches	Aguila: Steven test100/2016	.com Male 11/2//2007	U15
Roster Bullder	Alvarado, Alleli Avarado Alleli Extension	1.com Female 12/29/2002	Travel U20 Travel
	Avarado, Joshua esti 139test	t.com Male 03/30/2007	U15 (?) Support

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Dashboard	Abbott, Merri	merriabbo-eb3249@gotsport-demo.com Fem	nale 07/12/2005 U17 1 - Division 1	404.381.0344
Team Registrations	Abdou, Noah	Male	e 05/12/2008 U14 Competitive	9047189401
Forms And Requests		Luis.Abakar@me.com		
Teams	Abshire, Nino	ninaabsh-349681@gotsport-demo.com Fem	tale 01/23/2006 U16 Competitive Competitive	537-325-5695
Players	Aguilar, Steven	test100@test.com Male	e 11/27/2007 U15	
Coaches	Allison, Tyler	test1022@test.com Male	e 11/02/2002 U20 Travel	
Roster Builder			Travel	
	Alvarado, Alleli 🔒 Vertfed	test502@test.com Fem	tale 12/29/2002 U20 Travel	
	Avarado, Joshua	test113@test.com Male	e 03/30/2007 U15	③ Support

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2. Now that the player has been added you will go to "Roster Builder" select the Event, followed by the "Guest" Tab. (or Club Pass).

©GotSport	■ Roster Builder	8 🛓	∞
	Club Management Teams - Registration Match Minutes		
Jordi Garcia	MAMBAFC / Roster Builder	2022 Memorial Tournament (05/28/2022)	✓ Submit
Dashboard >	Roster Builder Find an Event Q. Add Roster Season D		
🗑 Users 🔶	Player Last Name v is v		
Association >	Search T Add Filter (1) Save Search		Clear
e Venues >	2022 Memorial Tournament Payers (344) Coaches Managers	s Registered Teams/Rosters	All Rosters
♀ Communications >	Start Date: 05/28/2022 Collector Year: Hide Rostered: - Apply Hide Rostered: - Apply	A 2. Abshire, Nina	P x
🖺 Club Management 🔷	Primary Club Pass Guest	A 3. Aguilar, Steven	Р 🗙 🚥
Dashboard	← Previous 1 2 3 4 5 6 7 Next →	🔺 4. Allison, Tyler	Р 🗙 🚥
Team Registrations	P S CP Name Gender Level Group DOB	🔺 5. Bravo, Johnny	Р 🗙 🚥
Forme And Descents	1 0 0 + Abbott Mer	6. Buchanan, Jason 23 Defender	G 🗙
Forms And Requests		A 7. Cassman, Noah	Р 🗙 …
Teams	0 0 0 🗆 🕂 Abdou, Noah 🛛 🚺 Competitive 🛛 U13 2008-05-12	A 8. Finnigan, Seamus	P ×
Players	1 0 0 - + Abelia Nia	A 10 Lectick Lelion Baulab	P X
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Coaches	0 0 🛛 🕂 Aguilar, Steven 🛛 🛤 Academy 🛛 👪 2007-11-27	A 12. Longbottom, Neville	P ×
Roster Builder	1 0 0 - + Allison, Tyler Mass Travel Utt 2002-11-02	A 13. Marquez, Melannie	P x
	0 0 0 + + Alvarado Alleli Tomés Travel 103 2002-12-29	A 14. Marquez, Melody	P x
		A 16 Martinez Dulce	P ¥
	0 0 0 🗋 🕂 Alvarado, Joshua Mon Competitive 🖽 2007-03-30	A 17. McHugh, Father	P ⑦ Support
https://system.gotsport.com/org/marr	palc/forms_and_requests	🔺 18. Moreno, Blanca	Р 🗙

3. When you drag the player from the guest pool to the team's roster, a box will appear asking for the Position and Jersey number, the status will automatically be set to "G" for guest. or "CP" for Club Pass

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в		0	0	D		+ Buchanan, Stanley	Male	Competitive	U12	2009-06-08			2. Popolizio, Dominic	Coa	ich	Primary	×	-	
D		0	0	n		+ Buchanan Madison	Tanka.	Competitive		2007-08-11			Player Name	Jersey	Positi	on Status			
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4. Now you will see the player on the roster.

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