

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

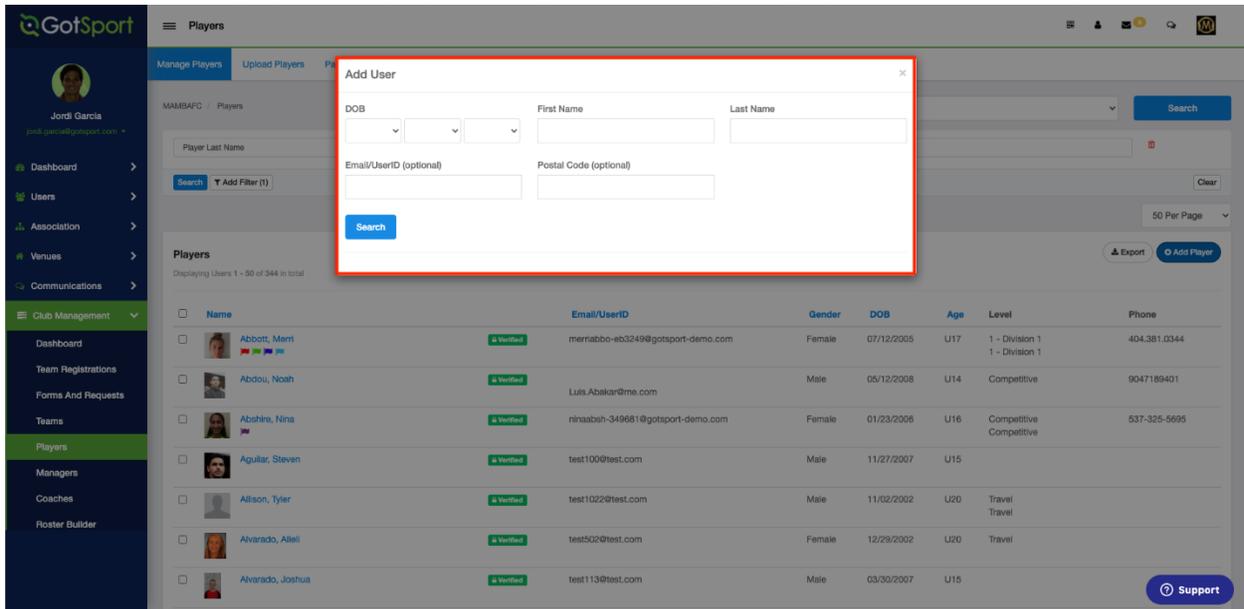
Adding a guest or club pass player to an event roster

## 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:

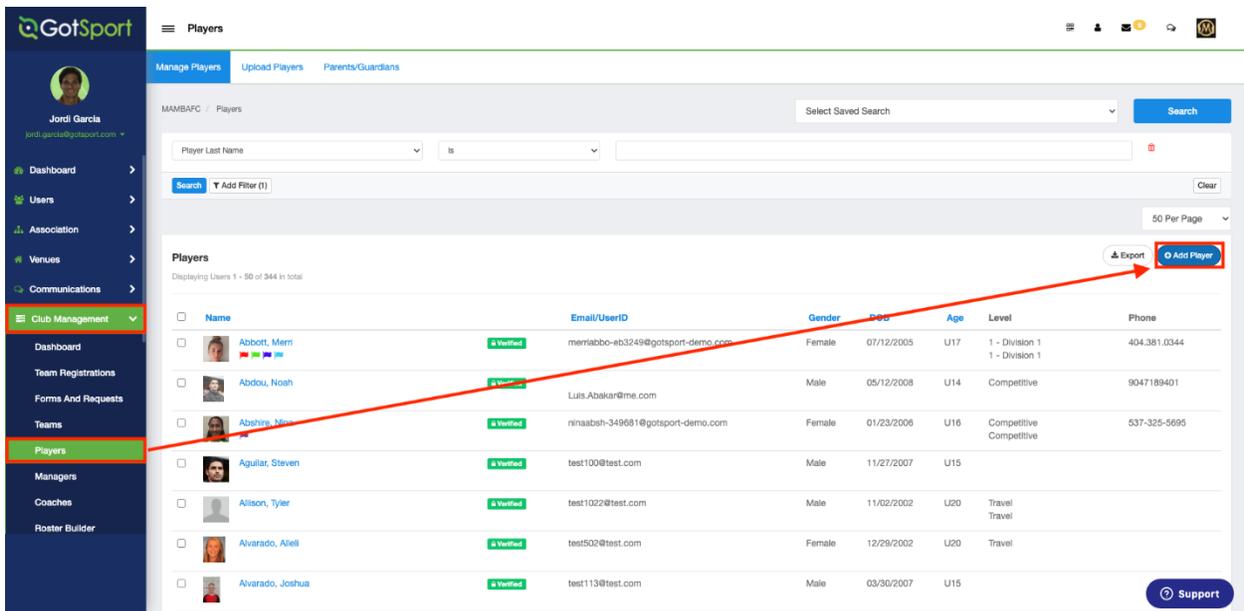
Club management>players>add player. Here you will look up that player and add them to your account.



The screenshot shows the GotSport interface with a modal window titled "Add User" open. The modal contains the following fields:

- DOB: Two dropdown menus.
- First Name: Text input field.
- Last Name: Text input field.
- Email/UserID (optional): Text input field.
- Postal Code (optional): Text input field.
- A "Search" button at the bottom left of the modal.

The background shows a "Players" list table with columns: Name, Email/UserID, Gender, DOB, Age, Level, and Phone. The table lists several players, including Abbott, Merri; Abdou, Noah; Abshire, Nina; Aguilar, Steven; Allison, Tyler; Alvarado, Abel; and Alvarado, Joshua.

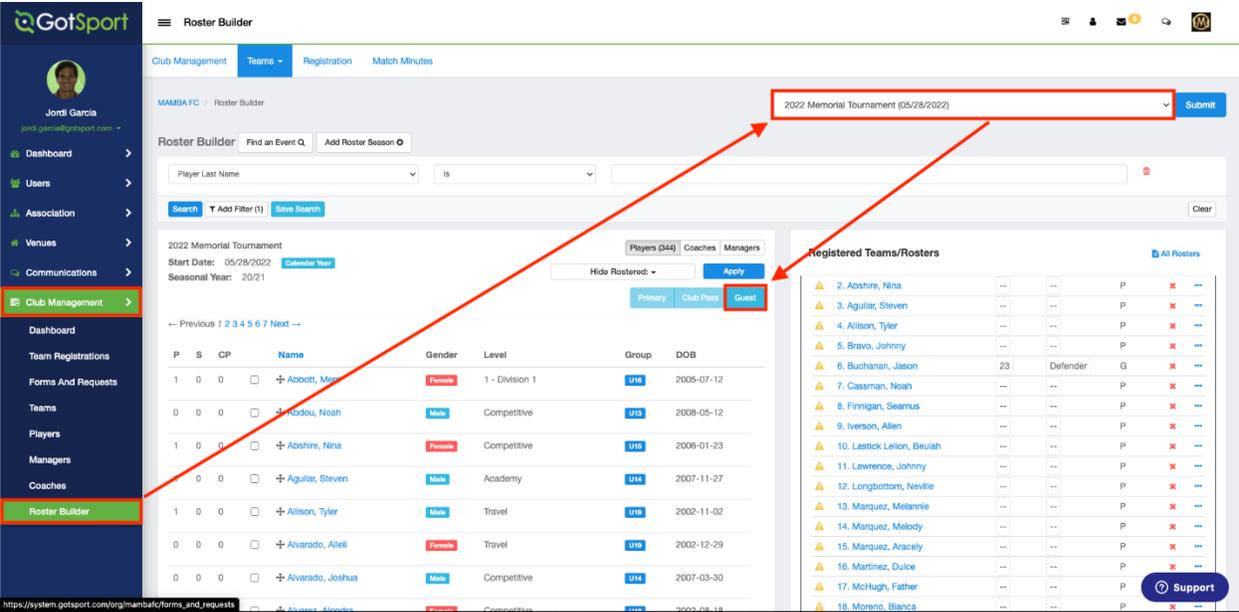


The screenshot shows the GotSport "Players" page. The "Club Management" menu on the left is expanded, and the "Players" option is highlighted. A red arrow points from the "Add Player" button in the top right corner of the player list to the "Add Player" button in the "Club Management" menu.

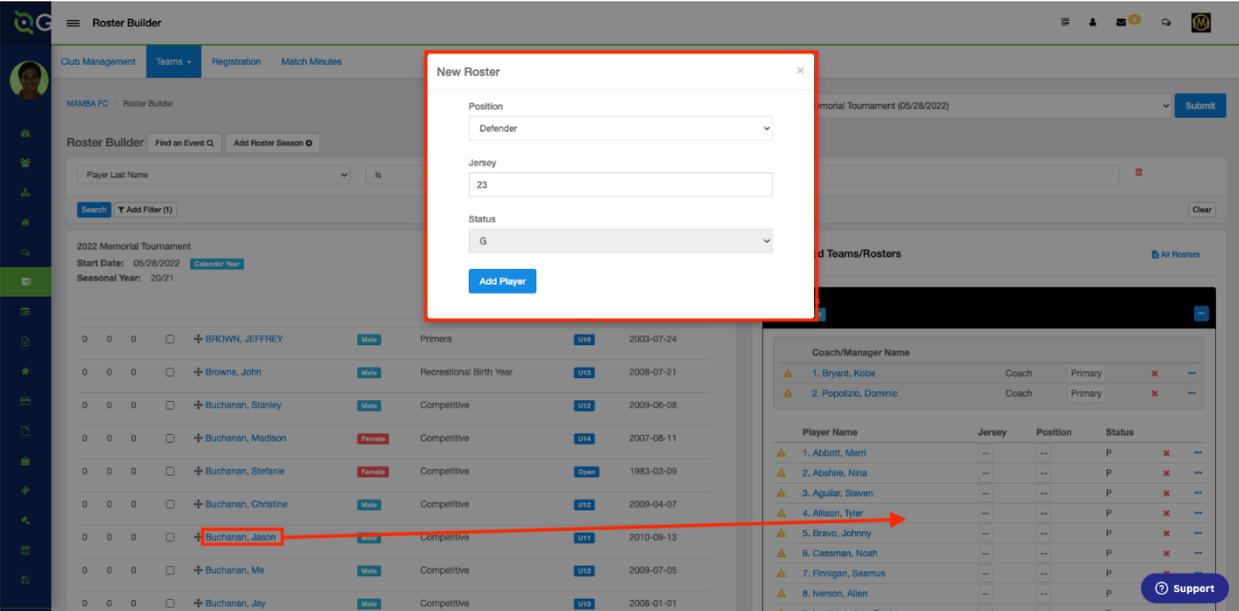
The "Players" list table is visible, showing columns: Name, Email/UserID, Gender, DOB, Age, Level, and Phone. The table lists several players, including Abbott, Merri; Abdou, Noah; Abshire, Nina; Aguilar, Steven; Allison, Tyler; Alvarado, Abel; and Alvarado, Joshua.

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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).



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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4. Now you will see the player on the roster.

The screenshot shows the 'Roster Builder' interface for MAMBA FC. The event selected is the '2022 Memorial Tournament (05/28/2022)'. The main table displays a list of players with columns for P, S, CP, Name, Gender, Level, Group, and DOB. A red box highlights the entry for Jason Buchanan, a 23-year-old Defender in Group G, who has been added to the roster. To the right, the 'Registered Teams/Rosters' section shows a list of 18 players, with the same player highlighted in red. The interface includes search filters, pagination, and a 'Support' button.

P	S	CP	Name	Gender	Level	Group	DOB
1	0	0	+ Abbott, Merri	Female	1 - Division 1	U16	2005-07-12
0	0	0	+ Abdou, Noah	Male	Competitive	U12	2008-05-12
1	0	0	+ Abshire, Nina	Female	Competitive	U15	2006-01-23
1	0	0	+ Aguilar, Steven	Male	Academy	U14	2007-11-27
1	0	0	+ Allison, Tyler	Male	Travel	U18	2002-11-02
0	0	0	+ Alvarado, Alleli	Female	Travel	U18	2002-12-29
0	0	0	+ Alvarado, Joshua	Male	Competitive	U14	2007-03-30

Registered Teams/Rosters							
2	Abshire, Nina	--	--	P	X	--	
3	Aguilar, Steven	--	--	P	X	--	
4	Allison, Tyler	--	--	P	X	--	
5	Bravo, Johnny	--	--	P	X	--	
6	Buchanan, Jason	23	Defender	G	X	--	
7	Cassman, Noah	--	--	P	X	--	
8	Finnigan, Seamus	--	--	P	X	--	
9	Iverson, Allen	--	--	P	X	--	
10	Lastick Lellon, Beulah	--	--	P	X	--	
11	Lawrence, Johnny	--	--	P	X	--	
12	Longbottom, Neville	--	--	P	X	--	
13	Marquez, Melannie	--	--	P	X	--	
14	Marquez, Melody	--	--	P	X	--	
15	Marquez, Aracely	--	--	P	X	--	
16	Martinez, Dulce	--	--	P	X	--	
17	McHugh, Father	--	--	P	X	--	
18	Moreno, Bianca	--	--	P	X	--	