



## Using Gotsoccer.com: Editing Your Roster

This is a step-by-step explanation, for your [www.gotsoccer.com](http://www.gotsoccer.com) accounts, of how to: add a player to your roster, remove a player from your roster and view your different rosters.

### Logging In:

- Go to the website: [www.gotsoccer.com](http://www.gotsoccer.com)
- At the top right of the home page click, "User Login"
- Under the title "Teams" click "Login"
- Under the "Team Account" Panel, insert your Username and Password, then login
  - o IF YOU DO NOT KNOW YOUR LOGIN INFO, CALL THE OFFICE (630-245-8502)

### Adding a player:

- At the top of the page there is a blue panel and a gray panel, click "Roster" on the gray panel
- You will then come to a page that says "Full Team Player List", some of you may have existing players on this list and some of you will have a list that says, "No player data exists on this roster"
- At the bottom of the list there is a button "Add New Player", click on that button
- A blank template will then come up:
  - o For now all we need for you to fill in is the highlighted areas and email:
    - Full Legal Name
    - Gender
    - Date of Birth
    - State Registered (should be Illinois)
    - Email address
  - o We will need more information later in the season if your team is going on to State Cup
- After you have filled in the required information, go to the bottom of the page and click the "save" button
- This will take you to an overview of this player
- Return back to your roster by clicking "Roster" on the gray panel
- The player you just added should then appear on your roster
- Repeat these steps until you have added your entire team to the roster

### Removing a player:

- If you need to remove a player, go to your roster
- Click on the player's last name
- This will bring up their player info, at the bottom of the page there is a button "Remove Player"

- Once you click that button the player should automatically be removed and it will then bring you back to your roster

#### Viewing Rosters:

- After you have clicked “Roster” on the gray panel and are viewing it, there is a drop down bar, located under your teams name, that is titled, “View by Event”, click the arrow down button
- Your list of rosters will then show up, one is titled “Primary Player List” this is your main roster. All of your players should always appear on this roster
- The following rosters, are those of the upcoming tournaments your team has been entered in
  - For example: those who have been entered in the Schaumburg Soccerfest, will have a roster titled, “Schaumburg Soccerfest (8/26/2011)”
- Make sure that these tournament rosters match the roster you plan on having the day of tournament play
- If you have guest players, they should be added to the tournament roster, not your primary roster