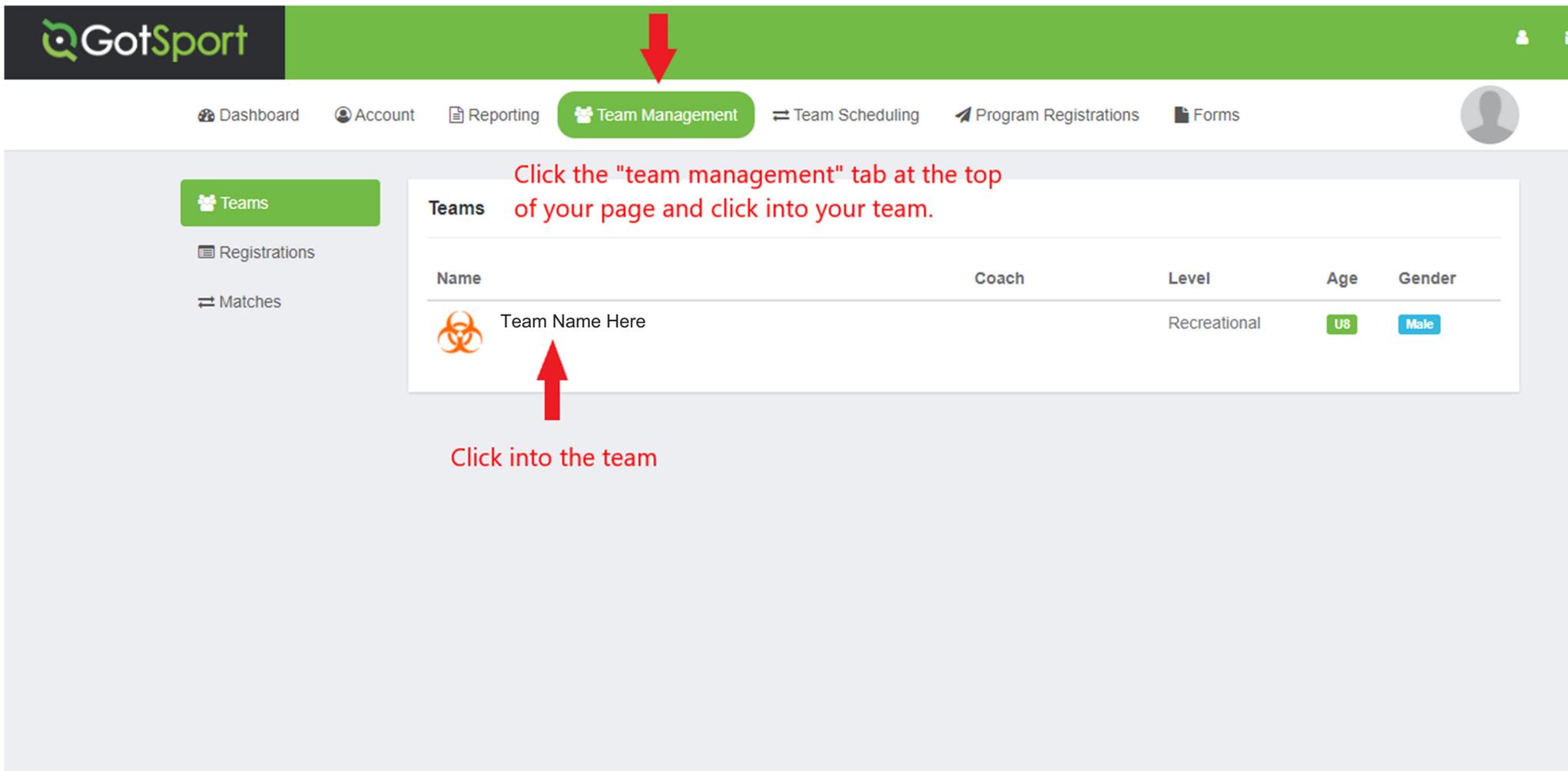


To print your team's Official Roster, Player Passes, Coach Passes, & Medical Releases and view your virtual player passes – follow these steps.

Step one:

Log into your account and click the "Team management" tab at the top of your page and click into your team.



The screenshot shows the GotSport website interface. At the top, there is a green navigation bar with the GotSport logo on the left and a user profile icon on the right. Below the navigation bar is a horizontal menu with several tabs: Dashboard, Account, Reporting, Team Management (highlighted in green), Team Scheduling, Program Registrations, and Forms. A red arrow points down to the Team Management tab. On the left side of the main content area, there is a vertical sidebar with three menu items: Teams (highlighted in green), Registrations, and Matches. The main content area displays a table titled "Teams". The table has columns for Name, Coach, Level, Age, and Gender. A red arrow points up to the "Team Name Here" entry in the Name column. Below the table, the text "Click into the team" is displayed.

Click the "team management" tab at the top of your page and click into your team.

Name	Coach	Level	Age	Gender
 Team Name Here		Recreational	U8	Male

Click into the team

Step two:

Click the “rosters” tab. Next search for the GCSA or OSA registration event for the seasonal year which you are playing in.

GotSport

Click the rosters tab & search for the OSA registration event for the seasonal year you are playing in (for example: OSA 20/21 registration - recreation.) If you choose another event, you may not see the player passes, virtual passes or official roster buttons. Different events will show different things in your account.

Team Name Here

Team Rosters Team Registrations Messages

Team Name Here U8 Male Recreational
Birthday Range: 01/01/13 - 12/31/13

Name: Team Name Here Short Name: Legacy ID: Colors:  

Competitive Level: Recreational Gender: Boys Age Group: U8 (01/01/13)
[Switch to School Year](#)

Logo: No file chosen

See below picture example of choosing the correct event. (Current team roster won't work.)

Next click "search".

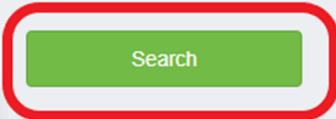
Team Name Here

Team Rosters Team Registrations Messages

Don't choose "current team roster" - it will not have the info you need.

Event

- Current Team Roster
- Current Team Roster
- 20-21 Player Registration
- Fall 2020 Closed League
- OSA 20/21 Registration Event - Recreation



Choose the OSA "registration event" for whichever year you are currently playing in. Then click the search button.

Add Player

Name	Id Number	Jersey	Gender	DOB	Status
Guemsey, Andrew	<input type="text"/>		Male	2013	P
Guemsey, Andrew	<input type="text"/>		Male	2013-	P
Guemsey, Isaac	<input type="text"/>		Male	2013-	P
Guemsey, Isaac	<input type="text"/>		Male	2013	P

Step 3:

Click the "Documents and IDs" tab.

The screenshot shows the GotSport web interface. At the top left is the GotSport logo. Below it is a dark header with the text "Team Name Here" and a close button. A navigation bar contains tabs for "Team", "Rosters", "Team Registrations", and "Messages". Below this is an "Event" section with a dropdown menu set to "OSA 20/21 Registration Event - Recreation" and a green "Search" button. An "Application Information" box lists fields: Event (OSA 20/21 Registration Event - Recreation), Group, Club Name, Team Name, and Team Association. Below this is a red text instruction: "Click the 'Documents and IDs' tab". A red circle highlights the "Documents and IDs" tab, with a red arrow pointing to it from the right. Below the tabs are buttons for "Add Player" and "Add Club Pass Player", and a "Clone roster from" dropdown set to "Current Team Roster" with a "Submit" button. At the bottom is a table with columns: Name, Id Number, Jersey, Gender, DOB, and Status. The first row shows a player named "Adsit, Jaxon" with a profile picture, a blank Id Number field, a blank Jersey field, "Male" gender, "2013-" DOB, and "P" status with a red "x" icon.

Team Name Here

Team Rosters Team Registrations Messages

Event

OSA 20/21 Registration Event - Recreation Search

Application Information

Event OSA 20/21 Registration Event - Recreation
Group
Club Name
Team Name
Team Association

Click the "Documents and IDs" tab

Players Coaches Managers Documents and IDs

Add Player Add Club Pass Player

Clone roster from Current Team Roster Submit

Name	Id Number	Jersey	Gender	DOB	Status
Adsit, Jaxon			Male	2013-	P x

Step 4:

On the “documents and IDs page, coaches can print Player Passes, Coach Passes, Official Roster, Medical Releases & view their virtual ID cards. (See arrows below for example.)

The screenshot shows a web application interface with a top navigation bar containing 'Team', 'Rosters', 'Team Registrations', and 'Messages'. Below this is an 'Event' section with a dropdown menu set to 'OSA 20/21 Registration Event - Recreation' and a green 'Search' button. The main content area is titled 'Application Information' and lists fields for 'Event', 'Group', 'Club Name', 'Team Name', and 'Team Association', all with the value 'OSA 20/21 Registration Event - Recreation'. Below this is a tabbed interface with 'Players', 'Coaches', 'Managers', and 'Documents and IDs' (the active tab). Under the 'Documents and IDs' tab, there is an 'Affiliation' dropdown set to 'USYS'. Below the affiliation are three green buttons: 'ID Cards', 'Roster PDF', and 'Virtual Cards'. At the bottom, there is a 'Medical Release Forms' dropdown set to 'Select One...' and a green 'Download Medical Releases' button. A red-bordered callout box on the right contains the text: 'On this page you can: (1) Print your player passes (ID Cards) (2) Print your official roster (Roster PDF) (3) View your virtual cards (show these to refs or other officials if you don't have your paper ID cards.) (4) Print or view your medical releases'. Red arrows point from the 'ID Cards', 'Roster PDF', and 'Virtual Cards' buttons to the callout box, and a red arrow points from the 'Download Medical Releases' button to the callout box.

On this page you can:

- (1) Print your player passes (ID Cards)
- (2) Print your official roster (Roster PDF)
- (3) View your virtual cards (show these to refs or other officials if you don't have your paper ID cards.)
- (4) Print or view your medical releases