



## How to Build (Clone) an Event / Tournament Roster

1. Log into your GotSport.com Account (New system with an email address as the User ID)
2. From your Dashboard (Home screen) click on “Team Management”
3. Select Your “Team”
4. Click on the “Team Registration” Tab
5. Find the event name and click on the **BLUE Box** labeled “Rosters”.
6. Next, click on the drop-down box on the bottom right, labeled “**Clone Roster From**”, then select the “**Official Roster**” and then click the blue “**Submit**” button.
7. Your “Cloned Roster” **MUST** be your current year, 2023 – 2024, state-approved roster.

The screenshot shows the 'Players' management interface. At the top, there are tabs for 'Players', 'Coaches', 'Managers', and 'Documents and IDs'. Below these are two buttons: 'Add Player' and 'Add Club Pass Player'. On the right side, there is a dropdown menu labeled 'Clone roster from' with 'Current Team Roster' selected. A red circle highlights the 'Clone roster from' dropdown. To the right of the dropdown is a green 'Submit' button. Below the dropdown and button is a table with columns: Name, Level, Id Number, Jersey, Position, Gender, DOB, and Status. The table is currently empty, with the text 'Player list is empty' centered below the header.

### Important Information About CLONING Your Roster

- If your team has an official state approved or US Club roster in GotSport, this is an easy step for you. You simply clone your roster using the above steps and you’re done.
- If your team is registered with a state organization that is not currently using GotSport, you will need to add each player individually to build your roster. (The good news is that most tournaments are moving to the new GotSport platform, and you will only need to manually build your roster once).

**DO NOT** add players, club pass players, or guest players until you have **CLONED** your roster first. You cannot **CLONE** a roster if you have already individually added players and built a roster manually.

Please note, you will NOT see the players listed on the “Roster” under the Event Roster until we approve each player to participate. To be approved, they must be on the GotSport Roster (above), have uploaded a player pass or photo on the roster, and completed the online waiver. They will then be “approved” by us, and you will then be able to see them on Event Roster.

The screenshot shows a web interface with a navigation bar at the top containing four items: 'Team' with a group icon, 'Rosters' with a calendar icon, 'Team Registrations' with a list icon, and 'Messages' with an envelope icon. Below the navigation bar is a section titled 'Select Event Roster' which contains a dropdown menu and a green 'Search' button. At the bottom of the interface, there is a button labeled 'Click here to sort' and a red text prompt that reads 'Please Select an Event'.

**For GotSport's official instructions on how to build and event roster for team coaches and managers: [Click Here](#)**

For additional help with this process please contact Brittney Jakobson via email at;  
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