

## Adding a Secondary Player to Your Team

Before you can add a secondary player to your team, you must have frozen your roster in GotSoccer, printed the roster and the player passes and had them validated by your District Commissioner. To add a secondary player to your roster you will have to know the player's full name and the player pass number of the player's primary player pass.

The first step is to log into your team's GotSoccer account.



Click on Teams and enter your UserID and password. On your home page, click on Roster in the Registration Event box.

The image shows the New Jersey Youth Soccer (NJYS) team dashboard. At the top left is the NJYS logo. The top navigation bar includes links for Soccer, Events, Game History, Email Team, College Search, Rewards, Help, Home, Overview, Team Profile, Manager, Coach, Roster, and Account Assistance. The main content area displays information for a team named 'Boys U14 Jughead' with GotSoccer TeamID # 359363. It features sections for 'Get the most out of your account' (with a link to 'Teams U15 and Older - How to add players to your Roster') and 'Event Applications: Accepted'. A red arrow points from the text 'Click on Roster in the Registration Event box.' to the 'Roster' link in the bottom right corner of the 'Event Applications' box.

This will bring up your roster page within the Registration event for your league. Remember, you must freeze your roster in GotSoccer and taken it to your District Commissioner to be validated before you can add secondary players to your roster. The next step is to click on **Search for Secondary Players**.

**NJYS Test Event**  
8/1/2010-7/31/2011  
**Boys U14 FLANDERS TEST JUGHEAD (NJ)**  
**NJ11NJYSDX004**  
Coaches:

Role	Photo	L.Name	F.Name	ID#	ID Card
All Coach ID Cards: <a href="#">Full Page</a> Start at Row: [2] [3] [4]					

**Instructions:** Use the Freeze Roster button to freeze your full player list and create your initial roster. If you use the Add button then only the first player will be frozen and all additional players will be considered Adds. Please ensure that you have all of your players listed below before you click the Freeze Roster button. Once your roster or any player has been frozen or added and the official roster appears, any additional player profiles that need to be added will be listed as Adds.

**Search for Secondary Players**

Official Roster:		All Player & Coach ID Cards: <a href="#">Full Page</a> Start at Row: [2] [3] [4]								
Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB*	Date Frozen	Action	ID Card	P/S
1	Jones	Jos	NJ11NJYSDX00402		Boys	6/30/1997	8/4/2010 2:18:26 PM	<input type="button" value="Release"/>	Row [1] [2] [3] [4]	P
2	Roberts	John	PAEROB223344		Boys	3/3/1997	8/4/2010 2:18:26 PM	<input type="button" value="Release"/>	Row [1] [2] [3] [4]	P

This will bring up a search box. Enter the Player's full name in the **Name** box and the player pass **ID#** of the player's primary player pass and click on search. The Age and Gender boxes will be populated with the age and gender of your team. If you are adding a younger player, change the age to the appropriate age group.

If the player is found in the system, their record will be displayed along with an **Add** button. If this player is the player you want to add to your roster as a secondary player, click on the Add button. The player will be added to your roster as a secondary player.

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Coaches:

Role	Photo	L.Name	F.Name	ID#	ID Card
All Coach ID Cards: <a href="#">Full Page</a> Start at Row: [2] [3] [4]					

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**Search for Secondary Players**

Age	Gender	Level	Name	ID#	Team	Search				
U14	Boys	Travel	Brian Byun	NJ111213609	Mustangs	<input type="button" value="Add"/>				
ID#	Level	Last, First Name	Jrsy#	School	Zip	Sex	DOB	Group	Team	
NJ111213609	Travel	Byun, Brian				Boys	1/12/1997	U14	Mustangs	<input type="button" value="Add"/>

Items 1 - 1 of 1

## NJYS Test Event

8/1/2010-7/31/2011

### Boys U14 FLANDERS TEST JUGHEAD (NJ)

NJ11NJYSIX004

Coaches:

Role	Photo	L.Name	F.Name	ID#	ID Card
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All Coach ID Cards: [Full Page](#) Start at Row: [2] [3] [4]

[+] **Important: Pre-printed card stock alignment - Click Here to see how**

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[Freeze Roster](#)

Official	Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB*	Date Frozen	Action	ID Card	P/S
1		Byun	Brian	NJ111213609		Boys	1/12/1997	9/1/2010 5:22:51 PM	<a href="#">Release</a>	<a href="#">Row [1] [2] [3] [4]</a>	S
2		Jones	Jos	NJ11NJYSIX00402		Boys	6/30/1997	8/4/2010 2:18:26 PM	<a href="#">Release</a>	<a href="#">Row [1] [2] [3] [4]</a>	P
3		Roberts	John	PAEROB223344		Boys	3/3/1997	8/4/2010 2:18:26 PM	<a href="#">Release</a>	<a href="#">Row [1] [2] [3] [4]</a>	P

You should then print your updated roster using the **Standard NJ** button and print the player pass for just the added secondary player by clicking on the row that you want the player pass printed on. The pass for the secondary player will be labeled as **\*Secondary** and the player's original player pass number will be the ID number printed on the secondary pass.

