

CPP Procedures for Registrars/Club Administrators

- Once logged into your club account, go to **CLUB** tab, then to **TEAMS**. You may filter by age, etc. and then click on the team you want to administrate.

Teams

Page Size 20 Photos No Show Universal Logins No Show Coaches/Managers No

Filter by Upcoming Event

Gender Age Level/Grade Team Name/School Dist. Coach/Manager Name

Register Teams in: (Select a League/Event) Select

Email Selected Teams Print Selected Team Contacts Purge Universal Logins

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Quick Edit	Gdr/Age	Number	Level/Grade	Club / Team Name
<input type="checkbox"/>	Boys U8	U8BAcademy1	Academy	Bixby Soccer Club Highlanders 06 White
<input type="checkbox"/>	Boys U8	U8B12	Recreational	Bixby Soccer Club U8 Boys Craddock

- Once you have the team page loaded, go to **ROSTERS** tab. In the drop down menu for **VIEW BY EVENT**, click "FYSA 2018 State Cup" (It takes a moment to load. You will need to click "generate roster". It will verify you want to build from your current player list or your 2017-2018 Registration.) From here you will add CPP.

Boys U10 Ambush

View by Event: 2014 OSA Spring Recreational League (2/8/2014)

Registration Submitted 2/14/2014 Accepted Yes View Application Docs Roster Schedule / Game Cards

Roster Creator Import Players from: -select an existing roster- Copy Generate Roster Add Club Pass Player

Current Active Roster 2013-14 OSA Traveling Open Recreational Registration (8/1/2013) Print Roster View or Modify Roster

Boys U10 Ambush

View by Event: 2014 OSA Spring Recreational League (2/8/2014)

Registration Submitted 3/31/2014 Accepted Yes View Application Docs Roster Schedule / Game Cards

Roster Creator Import Players from: -select an existing roster- Copy Reset Roster Add Club Pass Player

Add Club Pass Player

ID#	Level	L.Name, F.Name Name	Jrsy#	Sex	DOB	Group	Team	
BESMCAL041300	Rec	Besmer, Caleb		Boys	4/13/2000	U14	Moore	Add

Items 1 - 1 of 1

Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB*	Date Added	Type

PLEASE NOTE: As with any search, you must have the correct AGE, and then have typically first and last name or id#. You will have to specify search fields as you will not find an actual U13 player if Gotsoccer is looking in U14 because it defaults for the team age.

3. You have to **ACTIVATE** the CPP player that just showed up below roster.

The screenshot shows a player list with columns: Photo, L.Name, F.Name, ID#, Jrjy#, Gender, DOB, Date Added, and Type. One player, Caleb Besmer, is highlighted in orange and has an 'Activate' button next to his name. Below this is a 'Full Team Player List' section with a similar table. At the bottom, there's a 'Boys U10 Ambush' section with a 'View by Event' dropdown set to '2014 OSA Spring Recreational League (2/8/2014)'. A 'Roster Change History' table shows recent changes, including 'ACTIVATE' for Caleb Besmer.

4. A player will show up as **CP** on the **EVENT** roster. They will also show up on game cards as an orange CP. (This will not affect your official registration documents or main player list. This is for **event play only**.)

The screenshot shows the 'Boys U14 BIXBY HIGHLANDERS '00' event roster. It includes a 'Team Documents' section with a table of documents like 'Player ID Cards', 'Official Roster', and 'Official Roster'. Below that is a 'Team Coaches' table. At the bottom is the 'Official Roster' table with columns: Photo, L.Name, F.Name, ID#, Jrjy#, Gender, DOB, Date Added, Full, Plain, and Type. The player Caleb Besmer is listed with a 'CP' type and an orange background. An orange arrow points from the text in step 4 to the 'CP' label in the roster table.

➤ CPP is NOT done under registration but by league or events, and it is NOT for guest player in tournaments.