

## 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  Photos  Show Universal Logins  Show Coaches/Managers

Filter by Upcoming Event

Gender  Age  Team Name/School Dist.

Level/Grade  Coach/Manager Name

Register Teams in: (Select a League/Event)

Items 1 - 20 of 64

Pages:

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:

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

Roster Creator Import Players from: -select an existing roster-

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

Boys U10 Ambush

View by Event:

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

Roster Creator Import Players from: -select an existing roster-

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	<input type="button" value="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. A player named Besmer, Caleb (ID# BESMICAL041300) is highlighted in orange and has an orange 'Activate' button next to his name. Below this is a 'Full Team Player List' section with a table containing player details like Alkhatib, Karam and Beinute, Grant.

Below the player list is a navigation bar with tabs: Basic Info, Record, Contact, Hotel Coordinator, Players, Documents, Event Registration, Rosters. The 'Rosters' tab is active, showing 'Boys U10 Ambush'. A dropdown menu for 'View by Event:' is set to '2014 OSA Spring Recreational League (2/8/2014)'. There are buttons for 'Registration', 'Submitted 3/31/2014', 'Accepted Yes', 'View Application', 'Docs', 'Roster', and 'Schedule / Game Cards'. A 'Roster Creator' section has a dropdown for 'Import Players from:' and buttons for 'Copy' and 'Reset Roster'. A message box says 'Validating Besmer, Caleb... CP player activated.' To the right is a 'Roster Change History' table:

F. Name	L. Name		
Caleb Besmer		ACTIVATE	4/1
Patrick Krueger		ADD	4/1
Steven Geiger		ADD	4/1
Brennan Chapman		ADD	4/1

At the bottom, there is an 'Add Club Pass Player' button and a table of players with 'Deactivate' buttons. The player Besmer, Caleb is listed with Type 'CP'.

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 Details' section with dropdowns for 'Selected Roster' (set to 'Not Selected'), 'State Roster', 'Group' (Boys), 'U14', 'Club/Team' (Bixby Soccer Club), and 'Association' (Highlanders '00'). There is a 'Document Generation' section with a table of documents:

Document	Event	From	Created	Updated	IMPORTANT: Pre-printed card alignment - Click Here
Player ID Cards	GCSA 2013-2014 Registration (8/1/2013)	GCSA Administration	3/28/2014 6:02:11 PM	3/28/2014 7:33:08 PM	<a href="#">Details</a>
Official Roster	GCSA 2013-2014 Registration (8/1/2013)	GCSA Administration	3/28/2014 6:02:08 PM	3/28/2014 7:24:44 PM	<a href="#">Details</a>
Official Roster	GCSA 2013-2014 Registration (8/1/2013)	GCSA Administration	3/28/2014 12:20:35 PM	N/A	<a href="#">Details</a>
Official Roster	GCSA 2013-2014 Registration (8/1/2013)	GCSA Administration	3/28/2014 1:45:17 PM	N/A	<a href="#">Details</a>

Below this is a 'Team Coaches' table with columns: Role, Photo, L. Name, F. Name, ID#, Certification, RM Status, ID Card, Plain Card. A coach named Tumbow, Apollo is listed. There is also a 'Generate Roster' section and a 'Matching Player Report' section. At the bottom is an 'Official Roster' table:

Photo	L. Name	F. Name	ID#	Jrjy#	Gender	DOB*	Date Added	Full	Plain	Type
	Alkhatib, Karam		ALOKHARD31700	45	Boys	3/17/2000	4/16/2014 10:46:37 AM	<a href="#">Print</a>	<a href="#">Print</a>	P
	Beinute, Grant		BEINUGRA123099	12	Boys	12/30/1999	4/16/2014 10:46:37 AM	<a href="#">Print</a>	<a href="#">Print</a>	P
	Besmer, Caleb		BESMICAL041300		Boys	4/13/2000	4/16/2014 4:46:00 PM	<a href="#">Print</a>	<a href="#">Print</a>	CP

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