



# How To Complete a Guest Player Custom Transfer Form and Add the Guest Player to the Event Roster.

Guest Player requests are completed within GotSport and must be approved by both the sending and receiving organizations prior to being considered a valid document. **Paper forms are no longer accepted and are obsolete.**

**Approval by FYSA is NOT required.**

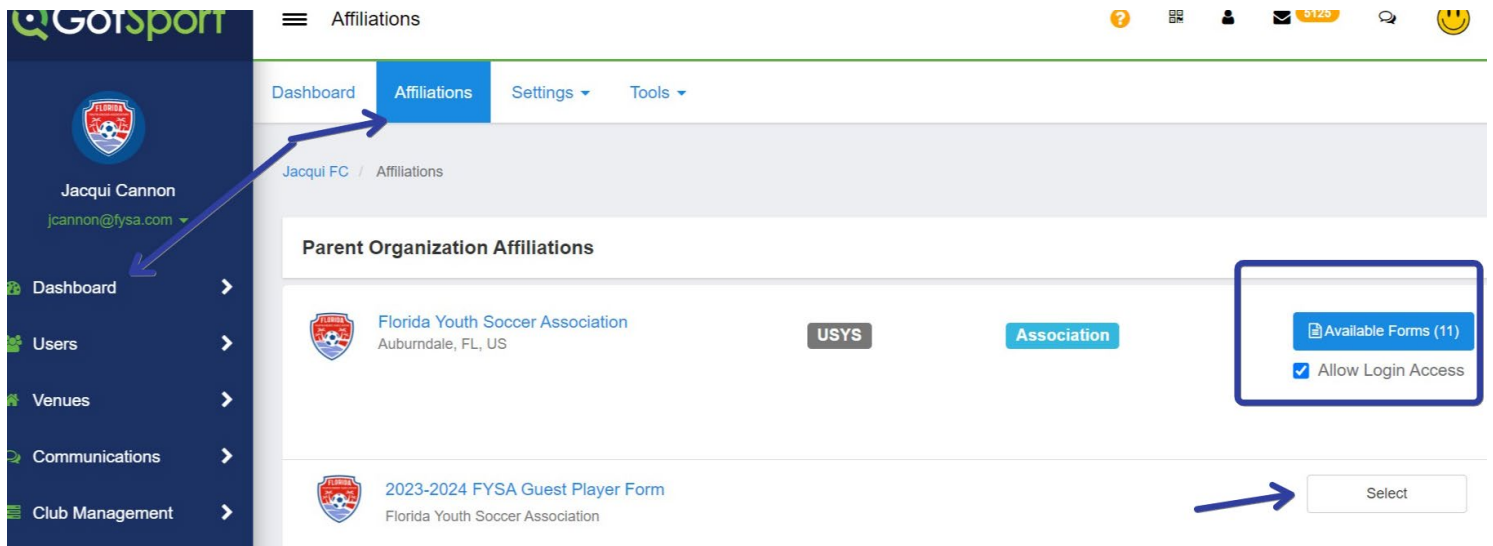
If commencing the form as the **Sending Organization**, you will require the following information:

- Tournament name and dates
- Name of the receiving club
- Name of the receiving team

If commencing the form as the **Receiving Organization**, you will require the following information:

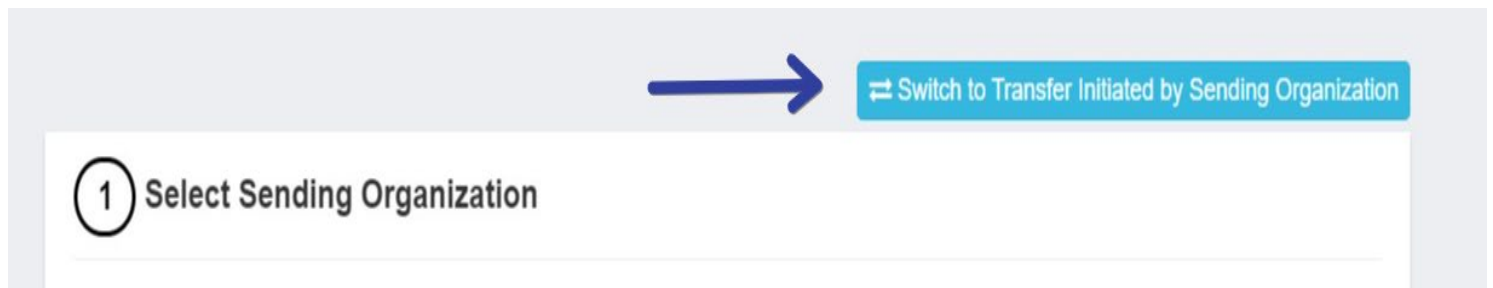
- Loaning Club name
- Loaning Team name
- Players' name, date of birth, and pass ID number
- Email linked to the players' profile as the userid, and zip code (required to add the players' profile to your organization to enable them to be added to the event roster).

**Step 1:** Go to Dashboard -> Affiliations -> click on FYSA Available forms -> scroll to FYSA Guest Player Form -> click select



**Step 2:** Ensure you have the correct setting (double-click the blue banner to change):

- **Sending Organization:** Player is primary to your club.
- **Receiving Organization:** Player is guest playing with your club in a tournament.



**Step 3:** Complete each section of the form -> select continue.



## FYSA Guest Player Form - Custom Transfer

[Switch to Transfer Initiated by Sending Organization](#)

### 1 Sending Organization



Florida Youth Soccer Association Test

Edit

### 2 Sending Team



Purple Diamonds - Female U13

Edit

### 3 User



Boey Totten

Edit

### 4 Receiving Organization



Florida Rush

Edit

### 5 Receiving Team



Black G2010 - Female U12

Edit

### 6 Select Role

Player



Continue

**Step 4:** Complete the required information, digitally sign the document -> click save.

The screenshot shows a registration form with four main sections, each with a black header and a white input area:

- Section 1:** Header: "Guest Player Requested Event (List only one Event and one player per form)". Input: "Border Battle Invitational".
- Section 2:** Header: "\* Event Start Date-End Date-Please Add Approved Practice Dates". Input: "06/24/22-06/26/22".
- Section 3:** Header: "\* Guest Player ID Number-Date of Birth-Team Name". Input: "ID 123456 - DOB: 06/15/2010 - Purple Diamonds".
- Section 4:** Header: "\*  By checking this box you agree to the above statement".

At the bottom of the form, there is a horizontal line for a signature, the text "Please Sign Above", a red "Clear" button, and a blue "Save (Page 1 of 1)" button.

**Step 5:** Review the summary, and if correct, click **Return**.

**Step 6:** Navigate to Club Management -> Forms and Requests. From the Form drop-down menu, select FYSA Guest Player form -> search.

The screenshot shows a navigation sidebar on the left with the following items: "Club Management" (highlighted in green), "Dashboard", "Team Registrations", "Forms And Requests" (highlighted in green), and "Teams".

The main content area contains a search interface with the following fields:

- Form:** A dropdown menu with "2023-2024 FYS" selected. This field is highlighted with a blue box.
- User Name Or Email:** An empty text input field.
- Registered in Program:** An empty dropdown menu.
- Status:** An empty dropdown menu.
- Search:** A blue button with the text "Search". A blue arrow points to this button.

Below the search fields, there is a red text instruction: "Use the search fields above to find registrations".

**Step 7:** Click on the ID number for the player you wish to process.

<input type="checkbox"/>	Id	Forms
<input type="checkbox"/>	11624199	2023-2024 FYSA Guest Player Form Custom Transfer

**Step 8:** Click the green check mark for your organization. This indicates that your organization approves the guest play request; the player is now marked as APPROVED for your club.

OWNER: FLORIDA YOUTH SOCCER ASSOCIATION PENDING → ✓ ✗ DETAILS

**Step 9:** Once both the sending and receiving organizations have approved the request (two green check marks), the form may be downloaded by the receiving club to upload to the tournament for online check-in. **FYSA APPROVAL IS NOT REQUIRED.** The form is downloaded by clicking the three dots to the far right of the page -> click on view as PDF.

11617104	2023-2024 FYSA Guest Player Form Custom Transfer	[REDACTED]	11/13/2023	✓	✓	🕒 / ✓ / ✓	⋮
----------	---	------------	------------	---	---	-----------	---

**Step 10:** To add the player to the event roster, the receiving organization will be required to link the players' GotSport profile to their club (**the recommended event pathway is the FYSA Tournament Event roster as a guest pass will be available -> clone to the tournament**). Navigate to club management -> players -> click Add Player.

Club Management >

Dashboard  
Team Registrations  
Forms And Requests  
Teams  
Players

Player Seasonal Year: 23/24  
Player Affiliate Name: All selected (5)  
Last Name: [REDACTED]

Search Add Filter (3) Clear

50 Per Page

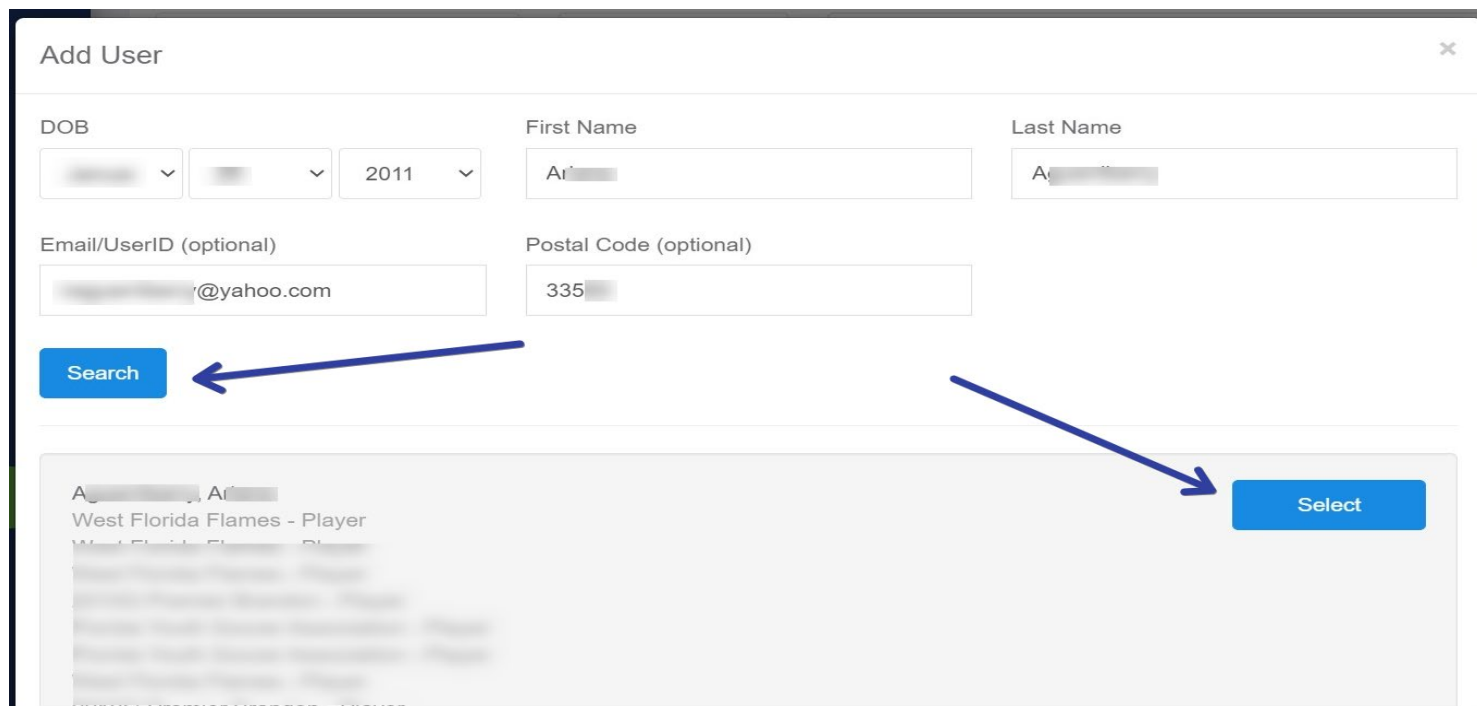
Export Add Player

This will enable you to search for the player profile and add them to your club. To link immediately, add all fields:

- date of birth,
- first name,
- last name,
- **email userid, and**
- **zip code.**

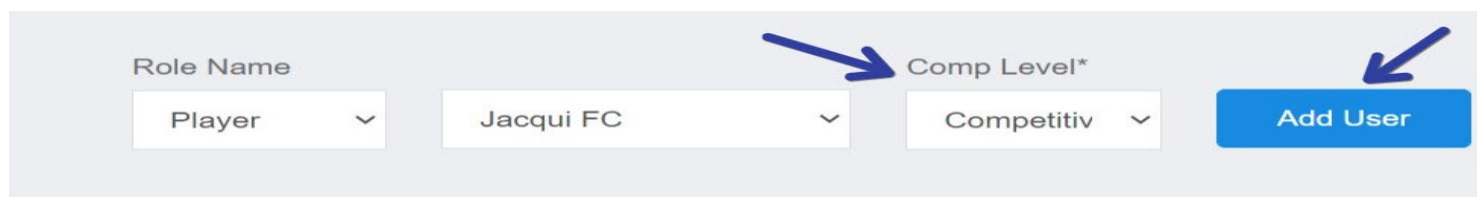
Once all the fields have been entered, **click Search**. If the information entered is correct, the players' profile will populate (common errors are incorrect spelling/format of the players' name, or incorrect user ID). The email userid and zip code should be available via the Guest Player form. If this has not been completed, email [jcannon@fysa.com](mailto:jcannon@fysa.com) for assistance.

Click Select to link the players' profile to your club. **If adding the player only using their date of birth, first name, and last name, an email will be sent to the userID email address requesting that the role is approved.** The link expires 24 hours after which, it must be resent. **Until completed, you cannot locate the players' information within the Roster Builder.**



The screenshot shows a web form titled "Add User" with a close button (X) in the top right corner. The form contains several input fields: "DOB" with three dropdown menus (month, day, year), "First Name" and "Last Name" text boxes, "Email/UserID (optional)" text box, and "Postal Code (optional)" text box. Below the form is a blue "Search" button. A blue arrow points from the "Search" button to the "Select" button in the results area. The results area shows a list of players, with the first entry being "A. [redacted], A. [redacted] West Florida Flames - Player". A blue arrow points from the "Select" button to the "Search" button.

Add the competitive level ->click Add User (forms are not required to be completed). The player is now linked.



The screenshot shows a web form with three dropdown menus: "Role Name" (set to "Player"), "Comp Level\*" (set to "Competitiv"), and "Add User" (a blue button). A blue arrow points from the "Comp Level\*" dropdown to the "Add User" button. Another blue arrow points from the "Add User" button to the "Comp Level\*" dropdown.

**Step 11:** Via the Roster Builder pathway, navigate to either the FYSA Tournament Roster (if a pass is required) or the tournament event. Click on 'Guest' and utilize your filters to locate the player. Add them to the roster.

**Note:** The team must be enrolled in the FYSA Tournament Event – the same process as registering your teams to the FYSA Registration Event. Once the team has been registered, clone the players/coaches from the FYSA Registration Event. **Players and coaches can be added and removed without impacting the Registration Event or League Rosters.** Therefore, your tournament event match card and passes will mirror those attending.

Gender:  Age From: All Age To: All Program:  Per Page: 50 Per Page

Last Name:

Search Add Filter (1) Save Search Clear

2023-2024 FYSA TOURNAMENT Rosters

Start Date: 07/01/2023

Calendar Year

Seasonal Year: 23/24

Players (1) Coaches Managers

Hide Rostered:  Apply

Primary Club Pass **Guest**

P	S	CP	<input type="checkbox"/>	Name	Gender	Level	Group	DOB
0	0	0	<input type="checkbox"/>	+	Female	Competitive	U13	2011-

Registered Teams/Rosters

Gunners R US

U13 Female Competitive Refresh or Purchase Actions

Coach/Manager Name

1. Cannon, Jacqui \$ Coach Primary x

Player Name Jersey Position Status

1. Aguerribery, Ariana \$ -- -- G x

**Step 12:** To link the players' membership, click 'Refresh or Purchase' -> submit -> view summary.

Gunners R US

U13 Female Competitive Refresh or Purchase Actions

Coach/Manager Name

1. Cannon, Jacqui \$ Coach Primary x

Player Name Jersey Position Status

1. Aguerribery, Ariana \$ -- -- G x

Click 'Submit' (x2) for the player line with a \$0.00 fee:

2259	Player		\$0.00	1	1	\$0.00	0	\$0.00	\$0.00 (1)	Submit
------	--------	--	--------	---	---	--------	---	--------	------------	--------

### Submit Registrations

Submit

**Step 13:** As the player was added to the FYSA Tournament Event roster, by clicking on 'Actions,' a pdf of passes is available to upload for online check-in, which includes a pass for the Guest Player.

Registered Teams/Rosters

Gunners R US

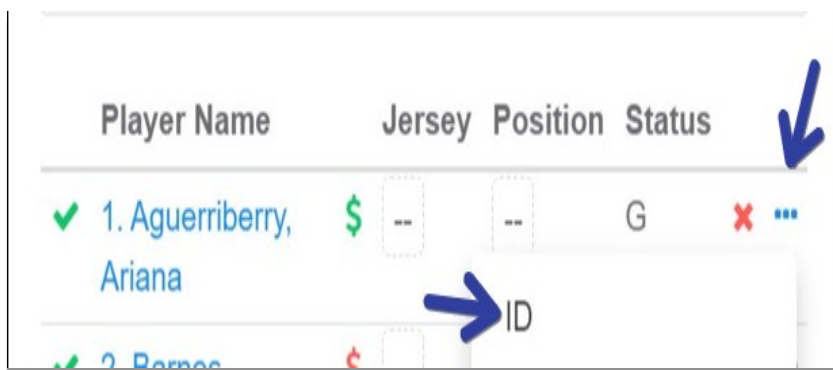
U13 Female Competitive Actions

Game Day Roster

ID

Coach/Man

An individual pass is available by clicking on the three dots to the far right:



Player Name	Jersey	Position	Status
✓ 1. Aguerriberry, Ariana	\$ --	--	G <span style="color:red">✖</span> <span style="color:blue">⋮</span>
✓ 2. Barnes	€		

The dropdown menu for the first player shows an 'ID' option, indicated by a blue arrow.

**Note: GotSport offers the option to collate Guest Player Forms to print as one PDF.**

Navigate to Club Management -> Forms and Requests. From the Form drop-down menu, select FYSA Guest Player form -> search.


Checkmark the forms you wish to print/download -> click Bulk Print -> Click Download Report to open your PDF.



**Forms and Requests (3)**  
Displaying all 3 Contract Registrations

Bulk Actions (2) **Bulk Print**

<input type="checkbox"/>	Id	Forms
<input type="checkbox"/>	11635701	2023-2024 FYSA Guest Player Form Custom Transfer
<input checked="" type="checkbox"/>	11566839	2023-2024 FYSA Guest Player Form Custom Transfer
<input checked="" type="checkbox"/>	11566815	2023-2024 FYSA Guest Player Form



```
Import

Starting Job ---
==> Generated 1 of 2 pages
==> Generated 2 of 2 pages
==> Generating and saving report
---
Job complete!
Download Report
```

**If the guest player was added via the FYSA Tournament Roster pathway, clone the roster to the tournament event that your team is participating in!**

**Questions?** Email [jcannon@fysa.com](mailto:jcannon@fysa.com) or submit a support ticket to FYSA by [clicking here](#).