

# Step by Step Guide: Creating & Downloading District 2 PTL Rosters

The screenshot shows the GotSport dashboard for the club '1956 Old Boys FC'. The left sidebar contains navigation options, with 'Club Management' and 'Roster Builder' highlighted in green. The main dashboard area displays club statistics and a 'Registration Billing' table.

Acct #	Organization	Category	Invoices	Payments	Balance
6158629 - 1956 Old Boys FC	California North Youth Soccer Association	Event Fees	\$200.00	\$0.00	\$200.00

**Step 1:** From your Dashboard, navigate to “Club Management” > “Roster Builder”

The screenshot shows the 'Roster Builder' interface. The 'Teams' tab is selected. A dropdown menu is open, showing options for 'Fall 2024 District 2 Recreational PTL (09/07/2024)', 'Cal North X2 2024 (08/17/2024)', and '24/25 - Cal North Registration Passes & Rosters (05/01/2024)'. A green arrow points to the 'Fall 2024 District 2 Recreational PTL' option.

**Step 2:** In the drop down menu, select the “Fall 2024 District 2 PTL” event then click “Submit”

The screenshot shows the Roster Builder interface for '1956 OLD BOYS FC'. The main roster table lists two players: Adeyemi, Karim (U19, 2006-03-18) and Neves, Joao (U17, 2008-04-05). The right-hand panel shows 'Registered Teams/Rosters' with 'Old Boys 2006/2007' selected. A green box highlights the 'Add to Team' button, and another green box highlights the 'Submit' button in the 'Clone roster from' dropdown menu.

**Step 3:** Build your roster by either dragging and dropping players onto the desired team, checking the box next to their name then clicking **“Add to Team”** (can add multiple players at once) or cloning from the Current Team Roster and clicking **“Submit”**

The screenshot shows the Roster Builder interface after adding players. A green notification banner at the top says "Adeyemi, Karim added to roster" and "Neves, Joao added to roster". The main roster table now shows the two players with green checkmarks next to their names. The right-hand panel shows "Registered Teams/Rosters" with "Old Boys 2006/2007" selected, and the player names are now listed in the roster table.

**Step 4:** When the players have been successfully added to the roster, their names will appear in green at the top of the screen. They will now show a green check mark next to their name signifying they will show on the roster.

Roster Builder

Gender: [Dropdown] Age From: All Age To: All Program: [Dropdown] Per Page: 50 Per Page

Search [Add Filter (0)] Clear

Fall 2024 District 2 Recreational PTL

Start Date: 09/07/2024

Seasonal Year: 24/25

P	S	CP	Name	Gender	Level	Group	DOB
1	0	0	Adeyemi, Karim	Male	Competitive	U19	2006-03-18
1	0	0	Neves, Joao	Male	Competitive	U17	2008-04-05

Registered Teams/Rosters

Old Boys 2006/2007

U20 Male Competitive Actions

Player Name

- 1. Adeyemi, Karim
- 2. Neves, Joao

Game Day Roster

Roster

No Image Roster Pdf

Event Document

No Photo Event Document

Notify

View Old Boys 2006/2007

Clone roster from

Current Team Roster Submit

**Step 5:** To get a downloadable version of the roster, click the “**Actions**” button at the top of the team. In the drop down menu, click “**Roster**”

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2024 - 2025 GotSport Roster

1956 Old Boys FC

1956 Old Boys FC Old Boys 2006/2007

Association: Age: U20  
 Season: Gender: Male  
 Division: Level: Competitive  
 Team Number: 504612 Color: [Color Selection]

Role	Name	Reg#	Phone	Email/UserID			
User Image	Name	Jersey	Reg#	DOB	m/f	Status	Assignment/Approved Date
	Adeyemi, Karim		26313614	03/2006	M	P	07/12/24 / 07/12/24
	Neves, Joao		26313656	04/2008	M	P	07/12/24 / 07/12/24

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Coach

**Step 6:** You now have a roster that you can download or print by choosing either option in the top right hand corner of your screen.

**Questions? Please contact:**  
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