



2024/2025 Club-Affiliated Tournament Team Instructions

The **Club** will use the following steps to register as a tournament team if the Club is an *Eastern Pennsylvania Youth Soccer* affiliated club. The club will register through GotSport. Club Affiliated Tournament Teams **cannot** use their approved tournament team roster for league play. **Club-Affiliated Tournament teams can only use their approved Eastern Pennsylvania Youth Soccer roster for tournaments only!**

Club-Affiliated Tournament Team registrations are good for **one (1)** seasonal year, each season a team will have to re-register. The seasonal year runs from September 1st to August 31st.

Club-Affiliated Tournament team fee is **\$200 per team.**

If any player(s) is **not** registered with *Eastern Pennsylvania Youth Soccer* for the current seasonal year and is added to your roster, your club will be invoiced by *Eastern Pennsylvania Youth Soccer* for the player(s). This invoice will be found on your Dashboard page, at the bottom, under **Registration Billing and your club will be notified of the invoice when generated.**

Please ensure all players have a headshot photo (forward facing, no hat, hoodies, or sunglasses, no other people or pets) and birth certificate uploaded as part of the registration process.

Coaches/Managers, please ensure that all clearance requirements are up to date in GotSport. Coaches/Managers will not be approved on a roster without their clearances completed/uploaded. Please visit, [MANDATORY COACH, MANAGER, AND STAFF COMPLIANCE](#) for more information.

Steps to complete Club- Affiliated Tournament Team Registration

1. Sign into your Club Account on GotSport
2. Select *Club Management* on the left side - *Teams*
3. After selecting *Teams on the left side*, select *Registration* (at the top of the page)
 - a. Select the league/event **(Eastern Pennsylvania Youth Soccer Tournament Team 'Seasonal Year')** and click **Register** (If you do not see this listed, select *Find All Events* and search)
 - b. Click on Team names, make sure Competitive Level is **Travel** and hit 'Save'
4. Select the team(s) you are registering by clicking on the box to the left of the team(s) * Select the **exact team(s)** that you would like to register as a tournament team.
5. Scroll up to *Register Teams* and click *Register* and choose *Selected Team(s)*
6. *Eastern Pennsylvania Youth Soccer* will invoice your club for the team(s) through your Club Admin GotSport portal. These invoices will be found on the *Dashboard* page, at the bottom, under *Registration Billing*. *Club-Affiliated* invoicing occurs monthly and may not immediately appear in your portal.



Once your roster is built, please **notify** Meghan Petroski, mpetroski@epysa.org that it is ready to review for approval.

- **[How do I Build an Event Roster- Coach/Manager](#)**

After your event roster (*Eastern Pennsylvania Youth Soccer Tournament Team 24/25*) is approved you will **clone** the Eastern Pennsylvania Youth Soccer Tournament Team 24/25 event roster to all tournaments you register to play in.

- **[How to clone a roster as a Coach or Manager.](#)**

If you add any new players to the team for a tournament the player(s) must be added to the Eastern Pennsylvania Youth Soccer Tournament Team 24/25 event roster and please contact mpetroski@epysa.org to review to approve the player(s) on the roster.

Player(s) will not show on the printed/pdf roster until they are approved by Eastern Pennsylvania Youth Soccer in the event.

- **[How to Print a Roster/Player Cards for an Event Roster](#)**

***All roster approvals require 2-3 business days so please ensure timely registration. ***