



Iowa Soccer: Creating Event Roster

For teams attending a tournament/event that need to create a roster composed of players from their own club for that specific event, follow these steps for an Event Roster. **Registrars should create a new event roster for each event team.** If an event roster will be used for more than one event, then you can use the same event roster at each of those events.

In your folder tree, select the age category for your Event team, then click the Add Team button.



Enter the name of your team and at the end of your team name, put "EVENT". This will verify to Iowa Soccer that this is an event specific roster.

NEW TEAM

New Team for 13U

Name* Test Club 13U Boys EVENT

Gender Male

Age Group 13U

Team # Next Available New 9999

Once the team is created, please identify the tournament name in the DISPLAY NAME field under the team name. If the same event roster is used for multiple events, add each tournament name to the display name field.

TEST CLUB 13U BOYS EVENT SETTINGS

Setting & Information

Name: Test Club 13U Boys EVENT

Display Name: Target United Fall Cup

Gender: Male

Age Group: 13U [Edit Age Settings](#)

From Birthdate: 01/01/2006 To Birthdate: 12/31/2006

Season: 2018-2019

Folder Path: Copied Events > Select > Coach Pool > Boys > 13U > Test Club 13U Boys EVENT

Team #: 9999 030

Association Reporting Options

Add Players to the Event Roster

There are two ways you can add players to this event roster:

1. Unassign and Assign in Bulk
2. Move Assign by Individual Player

Unassign and Assign in Bulk

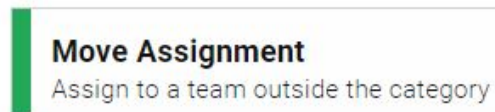
For players that are in the same age category, you can unassign them from their current team, then assign them to the event team.



To do this, select the team those players are on, click the “Assign Participant” button and drag them from Assigned Participants to Available Participants. Click Save Assignments. Then select your new “EVENT” team, click the “Assign Participant” button and assign those players that will be participating in the event.

Move Assign by Individual Player

To individually move a player to your “EVENT” team, find the player (select the team, category or event and click the Find button). Click on the player’s name to open up the Registrant details, then select the Move Assignment button.



Follow the instructions to assign the player by selecting the “EVENT” team in your folder tree.

Assign

Player 1 Test

Instructions:

To re-assign this participant, click the Folder or Team name in the folder tree where you would like to re-assign them. Click Cancel to return to the Edit Participant screen.

Repeat these steps for any additional players you need to move to this team. If you have players in a different age category that will be playing on your event team, use these Move Assign steps.

Print Event Roster

After you have added all the players and coaches to your “EVENT” roster, you can print the roster by selecting the team in your folder tree, then navigate to Reports > Folders & Teams > Admin Roster.

In the pop-up, select the Event Roster 2018-2019, then click Generate.

Admin Roster Report

Please select one of the template available.

Event Roster 2018-2019 ▼

Instructions:
Please press the **Generate** button to begin your pdf.
After you choose Generate you may close this window at any time.

Generate Close



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A PDF will generate for you to print or download the roster in order to email to the coach or team manager. After you print the event roster, be sure to follow the previous steps to re-assign the players to their primary roster in bulk or by "Move Assignment".

***Iowa Soccer has tracking capabilities of all assigned and unassigned players and coaches to each team created. In the situation that event roster permissions are abused, we will be contacting the club to discuss situation, process, and action steps.**