

How to Add Guest Players to a Roster

Note: Any player who is not a “primary” player on your official roster is considered a “guest player.” That means that “club pass” players who are already within your club, but primarily rostered to a different team within your club, are considered “guest players” for the event. “Club Pass” players and “Guest Players” are the same thing for the purpose of the tournament.

Important Information Regarding Guest Player Registration:

Once you have built, or cloned, your roster for the event within GotSport, you can then begin to add guest players to your roster. Be sure to review the Tournament Rules and Check-in instructions for the number of guest players allowed and the number of players you are allowed to have rostered per age group.

For a player to be added to your roster, that guest player must first register with the Hershey Tournament Series as an official guest player. They will do this by using their personal GotSport player account. There is a guest player portal link within the Hershey Memorial Day Challenge webpage. The guest player link is also listed below for players registering:

<https://system.gotsport.com/programs/5877W8816>

When a player has confirmed with you (as the coach) that they have officially registered with the event as a guest player and they are in the guest player pool for the Hershey Memorial Day Challenge, you may add them to your roster by following the instructions listed below.

1. Log into your GotSport account and select Team Management
2. Select the team you would like to add the guest player to
3. Select “Team Registrations”
4. Select the event (Hershey Memorial Day Challenge)
5. Select “Athlete Pool.” This will bring up the list of guest players
6. Carefully select the player you wish to add as a guest
7. Ensure the player has a picture ID uploaded within their account.
8. Upload guest player pass within the team’s registration page in GotSport.

At the conclusion of this guest player selection process, the players you have chosen will now be on your roster for the Hershey Memorial Day Challenge and will be able to be accepted by the Tournament Registrar. Please email Madison to confirm you have added a guest player to the roster.

****Please note: Check-in must be completed by May 17th, however, guest players may be added up until May 24th****

For any additional help or questions please contact Madison Hemler at tournamentregistrar@hersheysoccer.org