



## How to Add Guest Players

Club pass players will be considered as 'guest players' for our tournaments. Meaning, any player not listed as 'primary' on the state roster will be considered a 'guest.'



### Information to know prior to adding guest players:

1. All guest players must have a sanctioned player pass from the same governing body as the roster (i.e. US Youth or US Club). Mixing of rosters is strictly prohibited and the guest player will not be approved to play with the team if they a) do not have a sanctioned player pass, or b) the player pass is not sanctioned under the same body as the roster they are playing under.
2. A maximum of 5 guest/club pass players may be added.
3. Guest players must register with our athlete pool using their personal GotSport account. Copied below is the link to register

<https://system.gotsport.com/programs/673H77933>

4. Adding a guest player to the event roster does not mean they are automatically cleared to play with the team. The tournament registrar must approve all players and coaches, including guest players. This means all team members, including guest players, must have a sanctioned pass uploaded or be pictured on the state roster.

### Steps to add guest players:

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" and then the event (Hershey August Cup 2024)
4. Select "Athlete Pool." This will bring up the list of guest players, and from there select the player you wish to add
5. Enter a jersey number for the player if one is not already entered, or if the number will be different for the tournament
6. Upload a copy of the player's pass in GotSport under the 'Registrations' tab in the event.

**\*Mixing of rosters is strictly prohibited!! USYS and US Club passes may not be used on the same roster.\***

7. **Notify the Tournament Registrar via email, or through GotSport, that a guest player has been added once their pass has been uploaded and they have been added to the event roster.**

**\*\*Please note: Check-in must be completed by August 2nd, however, guest players may be added up until August 7th\*\***

For any additional help or questions please contact [tournamentregistrar@hersheysoccer.org](mailto:tournamentregistrar@hersheysoccer.org)