HOW TO GENERATE VIRTUAL CARDS

GENERATING VIRTUAL CARDS

©GotSport

Creating Virtual Cards – STEP 1

Log-in to your account and click the TEAM MANAGEMENT button



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Creating Virtual Cards – STEP 2

Click on the TEAM NAME you are creating the Virtual Cards for

©Got\$∣	port									l.	-	
8 Dashboard	Account	Reporting	•	🕈 Team M	anagement = Team Scheduling	A Program Registrations	Forms	🛱 Referee	🛦 Family)
	Teams Registrations		Tean	ns								
=	Matches		Display	ying all 4 to Name	ûrns	Coac	h	Level	Age	Gender		
				STING	Sting 04G Royal Wilson	Wilso	in, Michael	Competitive	418	Female		
				STING	Sting 04G Wilson	Wilso	in, Michael	Competitive	-1118	Fernale		
				S	Sting 07G Wilson	Wilso	in, Michael	Inactive	U15	Female		
			D		Sting Wilson Test Team	Wilso	in, Michael	Competitive	UTS.	Female		



Creating Virtual Cards – STEP 3

Click the <u>ROSTERS TAB</u> that appears once you have selected the Team Name (*Step 2 above*)

Sting 04G V	×			
👹 Team	Rosters	Team Registrations	I Messages	
STING	Sting 04G Wi Birthday Range	Ison U18 Female : 01/01/04 - 12/31/04	Competitive	

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Creating Virtual Cards – STEP 4

GotSport will generate your Player Pool. You will need to click the <u>DROP-DOWN</u> button to SELECT THE TOURNAMENT NAME you are participating in and the click on <u>SEARCH</u>

Sting 04G Wilson	×
Team Rosters	Team Registrations Team Messages
Select Event Roster Player Pool	Search
Players Coaches	Managers Documents and IDs



Creating Virtual Cards – STEP 5

Click on DOCUMENTS & IDs

🖀 Team	Rosters	Team Registrations	Messages			
Select Event F	Roster					
Round Roo	k Open 2021		✓ Search			
Application	on Informatio	n				
	Event Group	Round Rock Open 2021				
	Club Name	Sting Soccer Club				
Tear	n Association	Sting 043 Missin				
Roster	Source Event	Round Rock Open 2021				
Players	Coaches	Managers Documen	ts and IDs			
Add Gues	t Player	Add Player Add Club Pas	is Player	Clone roster from	Current Team Roster	Submit

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Creating Virtual Cards – STEP 6

Click the <u>VIRTUAL CARDS</u> button and your Event / Tournament Cards should appear

Players Coaches Managers	Documents and IDs			
Affiliation				I.
ESI ID Cards		B Roster PDF	0 Virtual Cards	