



ROSTER UPDATES AFTER REGISTRATION

WEDNESDAY, AUGUST 5, 2026 12:30 PM ET

PRESENTED BY:



ANGEL HALL
ASSOCIATE DIRECTOR



GEORGI EMENHISER
OPERATIONS & ODP
ADMINISTRATOR



AMBER CREMEENS
REGISTRAR &
ADMINISTRATIVE ASSISTANT

When and How to Reset Teams

Teams

Displaying teams 1 - 50 of total **All on page selected. Select all 87 Teams in collection?**

Bulk Actions (50) **Set Competitive Level** **Toggle Roster Lock** **Reset Team** **Sync Team List** **Team Document Permissions** **Toggle Team Lock** **Bulk Register Teams** **Archive Teams**

☒ **Name** **Primary Coach** **Association** **Level** **Age** **Gender** **Player List** **Locks**

Reset Team

Select Roles to Reset

None selected **Save**

☐ **Select all**

☐ **Player**

☐ **Coach**

☐ **Manager**

Cancel

Displaying entries 1 - 50 out of 87

Teams

Displaying teams 1 - 50 of 87 in total **All on page selected. Select all 87 Teams in collection?**

Bulk Actions (50) **Set Competitive Level** **Toggle Roster Lock** **Reset Team** **Sync Team List** **Team Document Permissions** **Toggle Team Lock** **Bulk Register Teams** **Archive Teams**

☒	Name	Primary Coach	Association	Level	Age	Gender	Player List	Locks	Allow Auto Approval	Players	Coaches	Managers	Documents
☒	 23-24 Indiana Soccer ODP-JR. & GK Camp 448418		IN	Rec (USYS)	U21	Card	Visible		✓	6	0	0	✓ ID Cards ✓ Roster PDF ---
☒	 24-25 Indiana Soccer ODP 447281		IN	Travel (USYS) Inactive (USYS) Rec (USYS)	Open	Card	Visible		✓	82	2	0	✓ ID Cards ✓ Roster PDF ---
☒	 BU Tournament Team 355289		IN	Travel (USYS)	U11	Male	Visible		✓	1	0	0	✓ ID Cards ✓ Roster PDF ---

You can reset your teams at the end of the season or beginning of the season to remove all of the players, coaches, and managers tied to the team.



When to "Sync" Your Teams and Why

Teams

Displaying teams 1 - 50 of 87 in total **All on page selected. Select all 87 Teams in collection?**

Bulk Actions (50) **Set Competitive Level** **Toggle Roster Lock** **Reset Team** **Sync Team List** **Team Document Permissions** **Toggle Team Lock** **Bulk Register Teams** **Archive Teams**

You can "sync" your teams if you already added players to a specific event and want to remove the coaches, managers, and players from past seasons.

Teams

Search for Primary Coach

Search **Save Search**

Displaying entries 1 - 50 out of 87

Teams

Displaying teams 1 - 50 of 87 in total

Bulk Actions (50) **Set Competitive Level**

Sync Team List

Select sync type: **By Event** **General**

Select Event: 2026-2027 Indiana Youth Player (Rec, ▾)

Select Statuses: 2 selected ▾

Sync Team List

Cancel

☒	Name	Primary Coach	Association	Level	Age	Gender	Player List	Locks	App
☒	 23-24 Indiana Soccer ODP-JR. & GK Camp 448418	IN	Rec (USYS)	U21	Coed	Visible			



Club Passing Players

There are two methods for club passing a player to another roster:

1. Official Roster Club Pass

The player is club passed to the team's official roster and will be listed as a Club Pass (CP) player on that roster. This option allows the player to appear on the team's official roster for the season and they will appear on all event rosters unless you remove them.

2. Event Roster Club Pass

The player is club passed directly to an event roster and will only appear on that specific event roster. *The player will not be added to the team's official roster.

Club passes can be processed in several ways:

- At the club level through the Roster Builder and the specific event.
- Through the team account by accessing and updating that team's event roster.

Choosing the correct club pass option ensures the player appears on the appropriate roster and avoids unintended roster changes.



Moving a Player to a Different Team vs. Releasing a Player

It is important to distinguish between **transferring a player to another team** and **releasing a player from the club** when submitting a support ticket.

- **Moving a player to a different team:** The player remains with the club and is reassigned from their current team to another team within the same season.
- **Releasing a player:** This is a player no longer playing with the club. If a player has been approved on a team and is then removed without being assigned to another team, the player is considered **released** because they are no longer rostered on any team for that season.

When submitting a ticket, please clearly indicate whether the player should be **moved to a new team** or **released from the club** to ensure the request is processed correctly.



How to Move Approved Players to a Different Team

Add the player to the new team as a CP player.

Put in a support ticket requesting the player be changed to primary on the new team.

NOTE: The player must be added as a CP through the 2026-2027 Indiana Player Registration Event so we can properly identify who is moving and where.



HOW TO ADD COACH/MANAGER BACK TO THE OFFICIAL ROSTER

Go into the Roster Builder and the 2026-2027 Youth Player Registration Event. Once in the roster builder find the team's name that needs the coach added back. Click the green button with the white checkmark next to the Actions button. The coach/manager will be added back if requirements are up to date.

Roster Builder

P	S	CP		Name	Gender	Level	Group	DOB
0	0	0	☐		Male	Rec	U15	2011-11-29
0	0	0	☐		Female	Out of State	U16	2010-06-23
1	0	0	☐		Female	Out of State	U15	2011-07-25
0	0	0	☐		Female	Out of State	U21	2005-10-21
0	0	0	☐		Male	Rec	U15	2011-08-01
0	0	0	☐		Female	Rec	U18	2008-11-09

Event roster is empty

Clone roster from

Current Team Roster

Submit

Goal Getters 2026

OpenCoedRec

☒ Actions

Coach/Manager Name

1. Cremeens, Amber Coach Primary

Event roster is empty

Clone roster from

Current Team Roster

Submit



Support Tickets – Review Status

Forms and Requests

Status: From: To: [Search](#)

[Clear Filters](#)

Forms and Requests (8)
Displaying all 8 Contract Registrations

☐	Id	Forms	Name	Created	Complete	Status	
☐	22868863	Indiana Club Support Tickets	Cremeens, Amber Enrolled By: Amber Cremeens (Indiana TOPSoccer)	02/25/2026	✓	✓	Review
☐	21736448	Indiana Club Support Tickets	Schalliol, Mary Enrolled By: Mary Schalliol (Indiana TOPSoccer)	09/24/2025	✓	✓	Closed
☐	21736440	Indiana Club Support Tickets	Schalliol, Mary Enrolled By: Mary Schalliol (Indiana TOPSoccer)	09/24/2025	✓	✓	Closed
☐	21736434	Indiana Club Support Tickets	Schalliol, Mary Enrolled By: Mary Schalliol (Indiana TOPSoccer)	09/24/2025	✓	✓	Closed
☐	21736385	Indiana Club Support Tickets	Schalliol, Mary Enrolled By: Mary Schalliol (Indiana TOPSoccer)	09/24/2025	✓	✓	Closed
☐	20593850	Indiana Club Support Tickets	Schalliol, Mary	08/14/2025	✓	✓	Closed

- Go to the Affiliations Tab
- Find Indiana Soccer – Indiana Club Support Tickets
- View Completed Forms



THIS WEEK'S
GOAL GETTER
MINDFUL
MINUTE:

**“DON'T WAIT UNTIL
YOU'VE REACHED YOUR
GOAL TO BE PROUD OF
YOURSELF. BE PROUD
OF EVERY STEP YOU
TAKE TOWARDS
REACHING THAT GOAL”**

LUNAIAH.COM

