

# Instructions for registering teams to Iowa Cup Events

As a club administrator:

1. If team does not already exist in GotSport, create team within the club account-
2. When you know that a version of the team exists, but is not currently attached to your club account, please reach out to GotSport as we can look up the team name and attach as needed.
3. Find either the Iowa Presidents Cup event or Iowa State Cup event labeled as "24-25" and register all the club's teams with these steps-
4. If the correct coach is not attached to your club and thus the team, here are steps to add a coach to your club account: [Add a Coach to the Club](#)
5. Similarly to coaches, you can add players to your club account either individually, or through a file upload
  - a. Adding players individually- [Add Players to the Club](#)
  - b. Uploading multiple players- [Uploading Players in Bulk to the Club](#)
6. Once all of the players/coaches have been added to the club, you can now add players/coaches to the teams through roster builder starting with step 7 here: [Building Team Rosters](#)

As a coach/manager:

1. If you do not have an existing account or team, please work with a club administrator to ensure that your team does not already exist before creating a new one to avoid having duplicate versions.
2. After doing this and once you're attached to your team click on the State or President's Cup registration link and complete the application for your team: [How to Register to an Event](#)
3. Once registered, you can now create your team event roster with these steps: [How to Build an Event Roster](#)