



Online / GotSport Check-In Instructions

All teams are required to complete team check-in for each tournament online through GotSport. All documents must be submitted by Friday, May 19, 2023

Teams that complete online registration will receive a confirmation email from GotSoccer to the email address listed as "Primary Contact" for this specific event. Please do not send individual inquiries prior to the deadline listed on the website.

A complete check-in includes all the following:

- Official Roster (through either USYS / US Club / SAY governing bodies)
- Valid Player Passes (including Guest Players)
 - NO birth certificates will be allowed.
- Team Medical Form
- Permission to Travel (if necessary, through state association)

Directions to complete online check-in:

1. Locate digital copy of teams State/Club (approved) Roster and current Player Passes (cards), including guest players.
2. Fill out and save the PDF labeled "Team Medical Form".
3. Submit these documents to your GotSport account:
 - a. SCAN or SAVE each document as an individual PDF (Roster, Player Passes, and Team Medical Form)
 - b. UPLOAD to GotSport:
 - i. Log in to your coach/manager account and click on the **"Team Management"** button.
 - ii. Click on the name of the team you are working on
 - iii. Open the **"Team Registrations"** tab.
 - iv. Click on the Event that you are Working to Upload Documents to.
 - v. Open the **"Registration"** tab.
 - vi. Next click on the **"Edit"** button.
 - vii. For any files that are being asked to be uploaded, you will be able to click on the **"choose file"** button and upload accordingly. **If you have a challenge uploading a document, there is a good chance that the document is too large and will need to be decreased in size.**