

Online/GotSport Check-In Instructions

All teams are required to complete electronic team check-in for the 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 GotSport to the email address listed as “Primary Contact” for this specific event. Please do not send individual inquiries prior to the deadline listed above.

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 **"TeamManagement"** 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.**
 - viii. Select the labels from the drop-down list in the “Team Registration Upload” box and upload the appropriate files.
 - ix. Once this is complete, the Virginian Registrar will be able to view your documents for approval. She will send you an email once your roster is approved.

To view the step-by-step instructions from GotSport, [CLICK HERE](#), and you will be taken to the GotSport Help Desk for Uploading Documents for Online Check-In.

Roster updates: If you need to make edits to your submitted check-in documents; you must notify the Virginian Registrar. After confirmation of your initial check-in, your roster is locked,

and you will need to contact the Virginian Registrar at **melissa.tournament@gmail.com** to update your roster. Failure to Check-In online may result in teams being disqualified from the event.

Commonly Asked Questions:

How do I add a guest player? Step 1: OBTAIN the guest player's card and medical release form. Step 2: ADD the guest player by handwriting Full Name, Jersey Number, Date of Birth, and Player ID Number to the bottom of the existing approved roster. Step 3: SCAN and COMBINE into a PDF document and submit to your GotSport documents section.

Can I have different player passes from different organizations? Mixed rosters will NOT be allowed – NO exceptions. US Club teams may *only* take guest players registered under US Club Soccer. USYSA teams may *only* take guest players registered with properly stamped USYSA player pass cards. No birth certificates will be allowed due to sanctioning and insurance policies. ALL PLAYERS must have a valid player pass.

How do I add a guest player after I submitted my online registration? Contact the Virginian Registrar via email at to add guest players online. You will need to upload an updated roster with the guest player's information (Full Name, Jersey Number, Date of Birth, and Player ID Number) and upload their player card (either separately or with the rest).

'Permission to Travel' forms are NOT required for teams in Region 1, which includes the following states: Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York East/West, Pennsylvania East/West, Rhode Island, Vermont, Virginia, and West Virginia