Online / GotSport Check-In Instructions

All teams are required to complete team check-in for each tournament online through GotSport.

Teams that complete online registration will receive a confirmation email from GotSoccer to the email address listed as “Primary Contact” on the Wednesday evening before the 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.
- Permission to Travel (if necessary, through state association)

Do not upload Medical Release forms

Directions to complete online check-in:

1. Locate digital copy of teams State/Club (approved) Roster and current Player Passes (cards), including guest players, guest player forms (if needed).
2. Log in to your coach/manager account and click on the "Team Management" button. Click on the name of the team you are working on.
3. Submit these documents to your GotSport account:

    A. SCAN or SAVE each document as an individual PDF: Roster, Player Cards (and Permission to Travel if needed and guest player forms/ passes if needed).

    B. UPLOAD to GotSport:

    i. Open the "Team Registrations" tab.

    ii. Click on the Event that you are Working to Upload Documents to.

    iii. Open the "Registration" tab.

    iv. Next click on the "Edit" button.

v. Select the labels from the drop-down list in the “Team Document Upload” box and upload the appropriate files.

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.

To view the step-by-step instructions, please click this link and you will be taken to the GotSport Help Desk for Uploading Documents for Online Check-In:

https://support.gotsport.com/how-do-i-upload-documents-for-online-check-in

Note about Roster Updates:

If you need to make edits to your submitted check-in documents, you must notify GotSoccer via email at checkin@gotsoccer.com. After confirmation of your initial check- in, your roster is locked, and you will need to contact GotSoccer to confirm your updated roster.

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, and Date of Birth 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 GotSoccer via email at checkin@gotsoccer.com 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 upload their player card (either separately or with the rest). Notify

the email above when this has been completed. Deadline to make changes is 10 PM on Wednesday night prior to the start of the tournament weekend.

‘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, West Virginia