



## ONLINE CHECK-IN INSTRUCTIONS

**\*\*\*\*ALL TEAMS MUST COMPLETE MANDATORY ONLINE CHECK-IN\*\*\*\***

### REQUIRED DOCUMENTS FOR ONLINE CHECK-IN:

- Tournament EVENT ROSTER created in GotSport within our event. (See help guide below if you need assistance.
- Current Player Cards to match the EVENT ROSTER in GotSport
- [Team Info Sheet \(Click Here\)](#)
- Permission to travel (non-AZ teams)

Mixed rosters will NOT be allowed. Teams can only check in using all US Club passes/roster, or all USYSA Passes/Roster.

### IMPORTANT DATES:

- **Monday, March 16<sup>th</sup>, 2026 by 10:00PM** is the deadline to submit the above required documents. No Exceptions.
- **Thursday, March 19<sup>th</sup>, 2026 by 10:00PM**- Teams can expect to receive a confirmation email that your team has completed online registration. Email will be sent to the email address listed as "Primary Contact" for this specific event. Please do not send individual inquiries prior to the deadline.
- Prior to your first game of the tournament, manager/coach must bring all physical coach and player cards/passes to the field marshal tent located by the field of your first game to complete the check-in process.

### UPLOADING DOCUMENTS:

- Log into coaches or managers GotSport profile
- Click Team Management
- Click on the team name
- Click team registration Tab at the top
- Select your event
- Click Registration tab at the top
- Click edit and upload required documents.
- Create tournament Roster

[How do I Upload Documents for Online Check In ?](#)

[How to create a Tournament Roster for Coaches/Managers](#)

[Create a Tournament Roster as a Club Admin](#)

[Guest Player Pool Registration](#)

[How to assign guest players to your event roster as a coach/manager](#)

[How to print Roster & Player Cards](#)

### ROSTER UPDATES (If applicable):

Must notify Tournament Directors via email at [fctucsontournament@gmail.com](mailto:fctucsontournament@gmail.com). After confirmation of your initial check-in, your roster is locked, and you will need to contact the Tournament Directors to confirm your updated roster.