

This event utilizes online credentials for all teams participating and requires that all teams upload their documents by the online check-in deadline listed on the website. Once verified, a tournament staff-approved roster will be uploaded to GotSport. Print 4 copies of your approved roster; you will turn in 1 copy to the referee at each match.

*****ALL TEAMS MUST COMPLETE TEAM ONLINE CHECK-IN*****

HOW TO COMPLETE ONLINE CHECK-IN

After you have gathered the required documents to complete online check-in, please scan or create PDF files for each document type, as they will be uploaded separately. Each document will need to fit on separate PDF files for uploading.

****Note that you will only be able to upload one file. If you have multiple documents that need to be uploaded, you will need to condense/merge them into one file, and here are some helpful instructions to do this >> [Adobe Online Merge](#).*

- Instructions on how to Print Roster and Pass Cards as a Coach or Manager >> [CLICK HERE](#)
 - **IMPORTANT!** Please print or download your US Soccer affiliate (i.e., state association, US Club Soccer, USSSA, etc.) or an international affiliate roster and pass cards, not the TOURNAMENT EVENT DOCUMENTS. Roster and Pass Cards must include a PLAYER REGISTRATION NUMBER for each player.

Step 1. Log in to your GotSport account.

Step 2. Click “**Team Management**”.

Step 3. Click “**Teams**” and select your team.

Step 4. Click on the “**Team Registration**” tab at the top.

Step 5. Click on the Event Name “Mid America Cup 2025 – do not click on “Roster”.

Step 6. Click on the “**Registration**” tab at the top.

Step 7. In the section labeled “**Official Roster**,” click the Yellow “**EDIT**” button.

Step 8. Click “**Choose File**” and upload your official roster.

Step 9. Repeat steps 7 and 8 for uploading your player cards and, if necessary, upload guest player cards, guest player forms, and permission-to-travel documents.

Step 10. Once you have uploaded your required documents, click the “**Save**” button to submit your document for approval by tournament staff.

To access your tournament staff-approved roster, please follow the same steps above that you used to upload your documents. After step 6, you will now see a section at the top that says, “Approved Roster”. Click on that document and print 4 copies. If there is no file under “Approved Roster”, then your roster has not been approved yet. The tournament staff is still working on it.

REQUIRED DOCUMENTS

(Note: All players must be sanctioned through the same sanctioning body, i.e., US Club Soccer with US Club Soccer. It is not possible to play USYS with a US Club Soccer or vice versa.

USYS (STATE ASSOCIATION)

1. **Roster**
Current official USYS roster from the state association with approved players and coaches, including any guest players.
 2. **Player and Coach Cards**
Current official USYS player and coach cards from the state association, including any guest player cards.
 3. **Guest Players – Maximum of five (5) guest players**
Must abide by your state association rules for guest players inside the club, inside the state, or from another state. Please contact your state or club administrator for the appropriate paperwork. Failure to submit proper paperwork will result in the guest player not being approved to participate.
 4. **Permission to Travel**
Must submit permission/intent to travel.
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US CLUB SOCCER

1. **Roster**
Current official US Club roster with approved players and coaches, including any guest players.
 2. **Player and Coach Cards**
Current official US Club player and coach cards, including any guest player cards.
 3. **Guest Players (Inside Club)**
(Also known as a Club Pass Player)
 - **US Club Player Loan Form**
NOT required for any guest player inside the club.
 4. **Guest Players (Outside Club) – Maximum of five (5) guest players**
 - **US Club Player Loan Form**
Any guest player outside the club must complete a US Club player loan form.
 5. **Permission to Travel**
NOT REQUIRED FOR US CLUB.
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USSSA

1. **Roster**
Current official USSSA roster with approved players and coaches, including any guest players.
 2. **Player and Coach Cards**
Current official USSSA player and coach cards, including any guest player cards.
 3. **Guest Players – Maximum of five (5) guest players**
 - **USSSA Player Loan Form**
Any guest player **NOT** listed on the team's official USSSA must complete a USSSA player loan form ([Click Here](#) for the form).
 4. **Permission to Travel**
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INTERNATIONAL

1. **Roster**
Current official province/country roster with approved players and coaches, including any guest players.
2. **Player and Coach Cards**
Current official province/country player and coach cards/passbooks, including any guest player cards/passbooks.
3. **Guest Players – Maximum of five (5) guest players**
Must abide by your province/country federation rules for guest players inside the club or outside the province but inside the country. Please contact your province/country federation or club administrator for the appropriate paperwork. Failure to submit proper paperwork will result in the guest player not being approved to participate.
4. **Permission to Travel**
All international teams must submit a letter from your province/country federation granting permission to travel.