



How to Upload Online Check-In Documents

For Managers and Coaches:

Uploading Files (Rosters, Player Passes, and Travel Paperwork):

1. Login to your **GotSport** account. *Make sure you are using the email you used to register for the event.*
2. On the top menu bar click the **Team Management** tab for your account.
3. To the left of the big white box, click on **REGISTRATIONS**
4. Locate the team and event you are wanting to upload your online check-in documents for.
5. Click on the "**Event Name**".
6. Click the **REGISTRATION** tab on the top menu bar.
7. Click the **orange** edit button on the top of the page and scroll down to the bottom to upload your documents.
8. Click **SAVE**

Online Check-in Requirements

Online Check-In must be completed on or before 2 weeks prior to the event weekend.

Please upload the following three (3) documents via GOTSPORT:

1. Roster: Copy of your team's official roster. Please cross off players who WILL NOT be attending. This document needs to be a single file PDF document, no photo images.
2. Player Passes: Copies of validated player/coach/manager passes issued by USYSA or US Club Soccer (rostered players and guest players) as they are listed on your tournament roster. ALL CARDS MUST BE BY THE SAME GOVERNING BODY. This document needs to be a single file PDF document, no other formats will be approved.
3. Travel Paperwork: USYSA Teams traveling from outside the state the event is hosted in must get this form from their state office. US Club teams do not need travel paperwork. This document needs to be a single file PDF document, no photo images.

Guest Players:

- The player(s) must be added to the bottom of the PDF roster used for the player profiles. The team is required to have the player's "player card" and the player(s) card must be uploaded.
- If adding guest players within 72 hours prior to the start of the tournament, you must notify the tournament staff via the event email that you added a guest player so that player can be approved. You must also submit/upload the guest player's player pass online 1 hour prior to the start of your first game

The event will begin to review all information at the close of Online Check-In. You will only receive communication if there are issues with your check-in documents.

Please note: If you do not complete online check-in your team will be held in poor standing and may be disqualified from the tournament per the posted tournament rules. There may also be a fee assessed for any team who has not completed the check in process. Teams will need to go to headquarters to pay the administrative fee and complete the check-in process before competing in any game.

Permission to Travel: Teams traveling to USYS Sanctioned Tournaments and events outside of the Midwest Regional MUST submit a Permission to Travel Request via GotSport prior to traveling/participating. The Midwest Region includes: Kentucky, Ohio, Michigan, Indiana, Illinois, Wisconsin, Minnesota, Iowa, Missouri, Kansas, Nebraska, North Dakota, and South Dakota.

PERMISSION TO TRAVEL (OUTSIDE MIDWEST REGION)

Participating in an in-state (Kentucky) sanctioned event DOES NOT require a permission to travel request. If you are participating in an event within the Midwest Region, you are permitted to use your State Approved Roster as your verified out-of-state permission.