

## Online / GotSoccer Check-In Instructions

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

Teams that complete online registration will receive a confirmation email from GotSoccer to the email address listed as “Primary Contact” for this specific event. Please do not send individual inquiries prior to the deadline listed on the website.

### **A complete check-in includes all of the following:**

- Team Information Sheet
- 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. Fill out and save the PDF labeled “Team Information Sheet”.
2. Locate digital copy of teams State/Club (approved) Roster and current Player Passes (cards); including guest players.
3. Submit these documents to your GotSoccer account:
  - a. SCAN or SAVE each document as an individual PDF (Team Info. Sheet, Roster, Player Cards)
  - b. UPLOAD to GotSoccer:
    - i. Log in to your team’s GotSoccer page with your username and password.
    - ii. Select Tournament name.
    - iii. Select the “Documents” tab.
    - iv. Select the labels from the drop-down list in the “Team Document Upload” box and upload the appropriate files.

### **Roster updates:**

If you need to make edits to your submitted check-in documents; you must notify GotSoccer via email at [checkin@gotsoccer.com](mailto: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, 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 GotSoccer 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](mailto: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 Player ID Number) 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.