**ONLINE CHECK-IN**

**Following are the steps to complete the Online Team Check-In process:**

1.       Login at [www.htgsports.net](http://www.htgsports.net).  If you have never logged in before, use the team manager’s email address as the user ID and password.

2.       Click the My Sports tab at the top of the page.

3.       At the bottom of the page under the “My Teams” section you will see your team listed for the event.  Click the Not Paid link in the Online Check-In column to submit payment.

4.       Create digital images of your check-in paperwork (see bulleted lists below) in .pdf, .jpg or .png format (note: you can consolidate all player cards to one document and all waivers to one document).

5.       Click the Add Documents link in the middle of the page to upload all of your documents.

6.       At the bottom of the page under the “My Teams” section you will see your team listed for the EVENT. Click on your team name to view the team detail page.

7.       Click on each document name (Official Roster etc.) to move the document from the master list (left column) to the tournament document list (right column).  Once the document is in the right hand column and ready to be submitted for review, select “Submitted” from the drop down menu, add any notes (e.g., Mary’s player card says she’s U16 because she’s rostered on a U17 team, but her birthdate meets the U16 age group) and click save at the bottom of the page.

8.       Once all documents are submitted, we will review the paperwork and either approve or notify you of changes that need to be made.  You can follow the status of your documents in the status column.  It will read “Submitted”, “In Review”, “Approved” or “Rejected.” If rejected, we will include notes to notify you changes that need to be made (e.g., missing Billy’s medical waiver).

9.     **The deadline to complete the OCI process a week prior to event.**

 At check-in, USYSA registered teams will need to provide the following:

* Copy of the Official State Roster (we will need to keep one)
* Guest Player Forms (only if your team is using guest players)
* Travel Permit (for all teams registered outside the state of Kansas)

 US Club Soccer/USSSA registered teams will need to provide the following:

* Tournament roster (we will need to keep one)
* Guest Player Forms (only if your team is using guest players)