

**Check-In will be handled online prior to the event starting. Please refer to the GotSport Instructions section if you need assistance with any of the steps below.**

## **Online Check-In Instructions:**

To **successfully check in** for the tournament, make sure you complete the following:

### **1 Create an Event Roster:**

List the names and jersey numbers of all players you're bringing to the tournament. This tells us who you plan to bring. If you have more than 8 players listed, max roster limit, we can not verify players.

### **2 Upload Proof of Registration with USYS:**

For each player on your event roster, upload proof that they are registered with USYS for the current season. Accepted documents include:

- Official Roster from current season (must be current)
- Player ID Cards (must be current)

### **3 For Unregistered Players:**

If any player is not registered with USYS, you'll need to upload:

- Special Event Registration form
- Birth Certificate

- Pay the \$10 fee per player (not included with team registration fee)

#### **4 Verification Process:**

We will review your documents. If anything is missing or incorrect, we'll notify you. We utilize the provided paperwork to verify your event roster.

#### **5 Game Cards:**

Once all players are verified, they'll appear on your game cards.

- If the game cards are incorrect when you view or print them, it means you're not checked in. Before calling us, make sure that your event roster is correct.
- If your game cards appear correctly, then you can consider yourself Checked In.

# GotSport Instructions

## GotSport - Paperwork Upload Instructions:

- Log into your gotSport Account
  - Select Team Management
  - Select your team, then click on Team Registrations
  - Select the tournament you need to upload paperwork to
  - Select Registration, then click "Edit" and scroll down to the Upload question specific for the document you need to upload.
- \*\*\*Please note: You will have to upload the documents in one PDF. For example, if you are uploading multiple BC's, They need to all be in one PDF document.

## GotSport - How to find your official roster:

- Log into your GotSport Account
- Click Team Management
- Click on your team
- Click on the "Rosters" tab
- Click the drop down box and select your teams current year registration event. Then click Search.
- Select the Documents and IDs tab
- Click on the Green Roster PDF button and your official roster should open up in your browser.
- Save and upload that PDF file to your registration.

## GotSport - How to add players to your Event roster

- Log into your GotSport Account
- Click Team Management
- Click on your team
- Click on the "Roster" tab
- Click the drop down box and select the event. From here, you can clone your official roster and/or add players & jersey numbers. Please remember that each player must have a unique number listed.

## **GotSport - How to set jersey numbers for players:**

- Log into your gotSport Account
- Click Team Management
- Click on your team
- Click on the "Roster" tab
- Under Select Event Roster, click the drop down box and select the event and click the search button
- From here, you should be able to enter a jersey number for each player.

## **GotSport - How to print Match Cards**

- Log into your GotSport Account
- Click on Team Management
- On the left hand side, click on "Matches"
- In the Event drop down box, select the event and click on Search
- To the right hand side of each match, you will see three dots. Click those dots and select "Print Match Cards"
- On the Game Sheet pop-up window, select the PHOTO OPTION, then click on "Export"
- The Match Card will download and you can print it at that point

## **Adding Guest Players/Club Pass Players:**

- Log into your gotSport Account
- Click Team Management
- Click on your team
- Click on the "Roster" tab
- Click the drop down box and select the event. From here, You would select the Add Guest player button or add Club Pass player button. Enter the players First and Last name, and DOB then click search. If the player is properly registered, they will come up in the search results and you can add them. PLEASE DO NOT CREATE A NEW ACCOUNT for a player that is already registered.

## Game Format

Age	Game	Time	Ball	Roster	Cost
5U-6U	4V4	10 MIN HALVES	4	8 TOTAL	\$250.00
7U-8U	4V4	10 MIN HALVES	4	8 TOTAL	\$250.00
9U-10U	4V4	10 MIN HALVES	4	8 TOTAL	\$250.00
11U-12U	4V4	10 MIN HALVES	4	8 TOTAL	\$250.00
13U-14U	4V4	10 MIN HALVES	4	8 TOTAL	\$250.00
15U-16U	4V4	10 MIN HALVES	4	8 TOTAL	\$250.00
17U-19U	4V4	10 MIN HALVES	4	8 TOTAL	\$250.00

Please take the time to read the rules. Not every tournament has the same rules. Even the most seasoned manager/coach should read at minimum the sections in red.