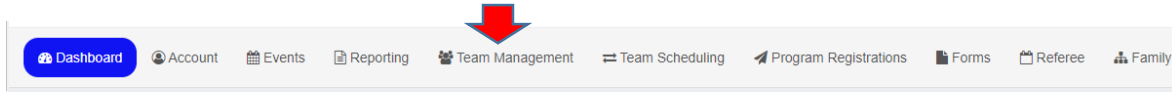


## ONLINE CHECK-IN INSTRUCTIONS

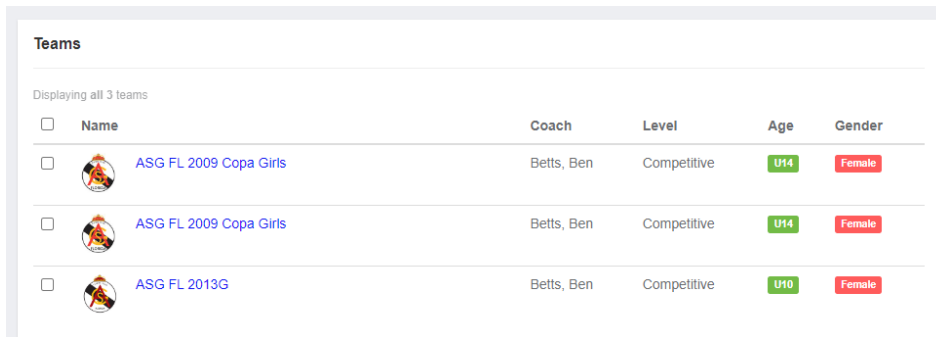
### 2023 ASG Capital Cup

All teams must upload their documents for online check-in by Sunday, May 14<sup>th</sup>.

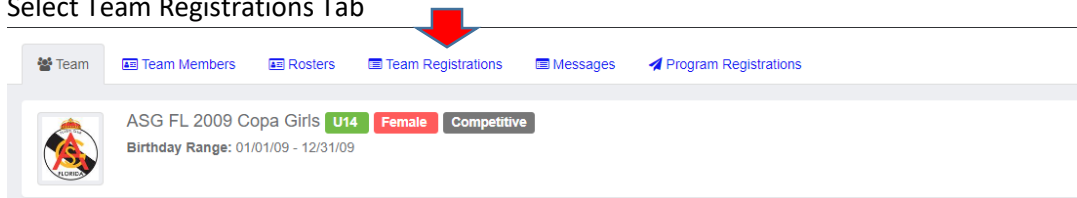
1. Log into your GotSport Account.
2. Click on Team Management.



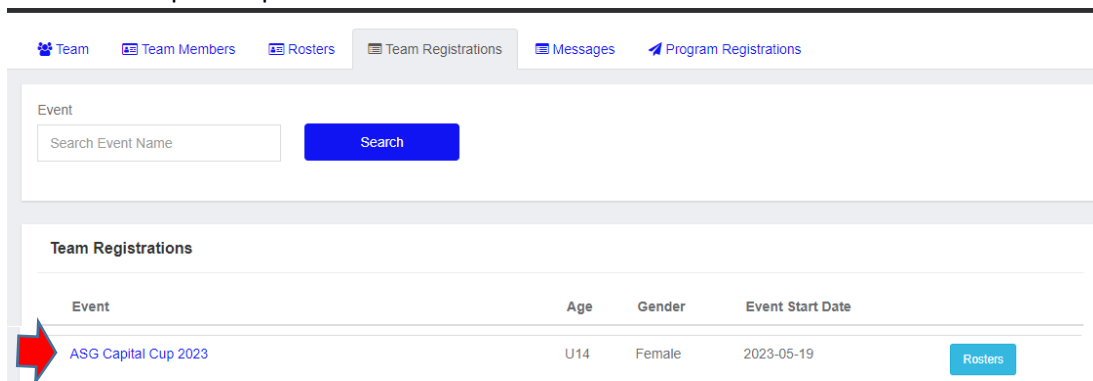
3. Select the team to check in.



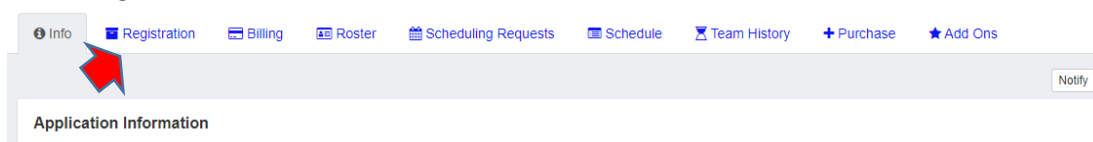
4. Select Team Registrations Tab



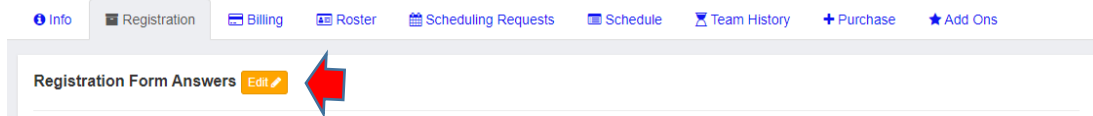
5. Select ASG Capital Cup 2023



6. Select Registration tab



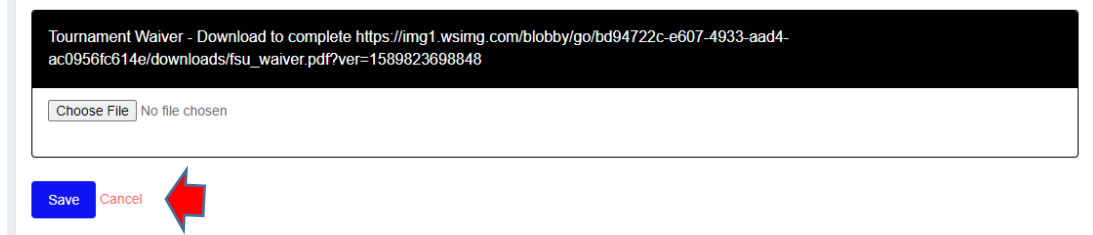
7. Click on the gold Edit button



8. Upload the following required documents

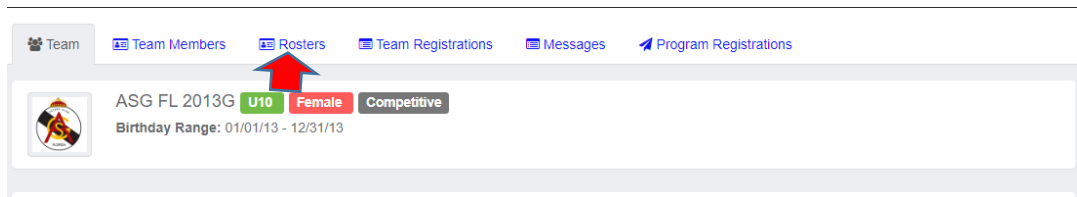
- a. Official State/Association roster
- b. Official Player cards
- c. Guest Player forms (if applicable)
- d. FSU Rec SportsPlex Waiver (signed by parent/guardian of each player participating)

9. Click on Save at bottom of the page when complete.

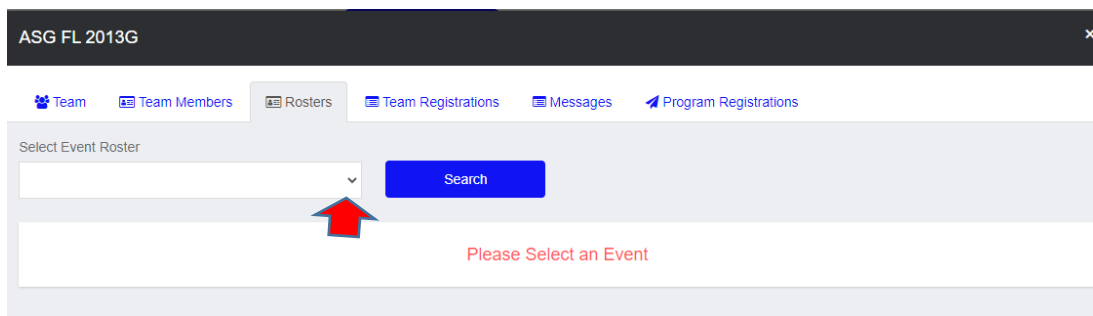


10. Once all uploaded....

Creating your ASG Capital Cup Roster  
Follow steps 1-4, then select Rosters.



11. On the Rosters tab, use the Select Event Roster dropdown to select ASG Capital Cup 2023.



- Use the Clone roster from feature to create your ASG Capital Cup roster. FYSA or US Club Registrations are best to use, but any prior event may be used in the roster cloning. Once a roster to clone is selected, SUBMIT. This will add players, coaches and managers to your event roster.

The screenshot shows a web interface for managing rosters. At the top, there are navigation tabs: Team, Team Members, Rosters (selected), Team Registrations, Messages, and Program Registrations. Below the navigation is a 'Select Event Roster' section with a dropdown menu showing 'ASG Capital Cup 2023' and a 'Search' button. Underneath is an 'Application Information' box containing the following details:

Event Group	ASG Capital Cup 2023
Club Name	Warner Soccer Club
Team Name	ASG FL 2013G
Team Association	FL
Roster Source Event	ASG Capital Cup 2023

Below the application information, there are tabs for 'Players', 'Coaches', 'Managers', and 'Documents and IDs'. An 'Add Player' button is visible. To the right, there is a 'Clone roster from' dropdown menu set to '2022/2023 FYSA Registration Event' and a 'Submit' button. A red arrow points to the 'Submit' button. Below these elements is a table header with columns: Name, Level, Id Number, Jersey, Position, Gender, DOB, and Status.

Once a roster to clone is selected, SUBMIT. This will add players, coaches and managers to your event roster. You will see the imported team members below Application Information section.

- Final step. Return to Team Registrations, select the ASG Capital Cup 2023 to verify roster. ASG tournament staff will verify roster with player cards. The tournament office will print game cards with rosters from each team. Teams should only bring player cards for on field check-in.

If your team needs additional assistance, please contact the tournament office at 850.386.3866.

### OTHER IMPORTANT INFORMATION

\*\*\*We do not need to see Medical Release Forms at registration, however it is mandatory that each player have a completed Medical Release form with them at each game.

\*\*\*No player can play on more than 1 team at any point during the tournament. OTHER IMPORTANT INFORMATION