ONLINE CHECK-IN PROCEDURES

Please read the following in its entirety as it contains important information about event registration

NEW FOR 2017 ONLINE CHECK-IN

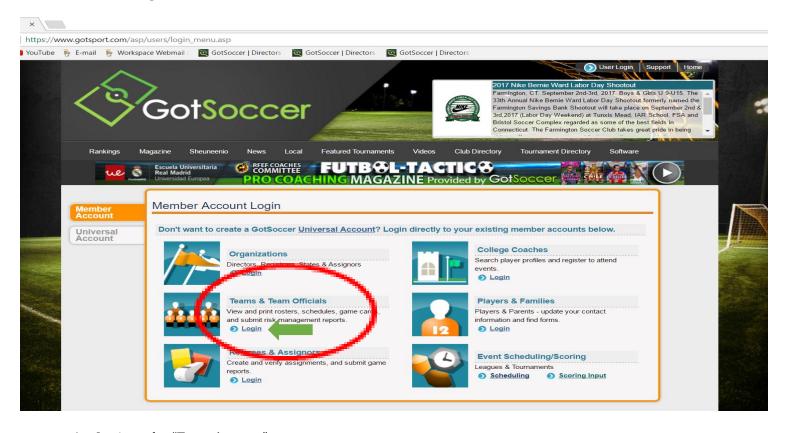To complete the online check-in please follow these instructions:

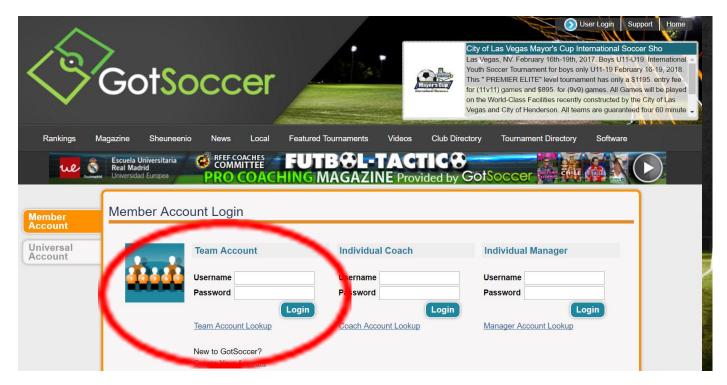1. Go to http://home.gotsoccer.com/

2. Click User Login

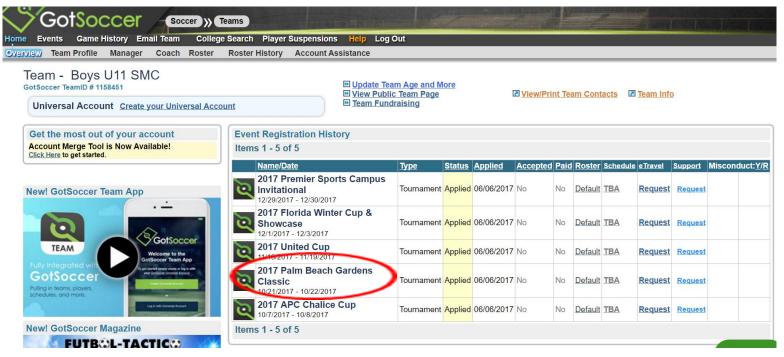3. Click "Login" under "Teams & Team Officials"

4. Login under "Team Account"

5. Click on your event located under "Event Registration History" (e.g. 2017 Palm Beach Gardens Classic)

6. Next, click on the "Documents" tab on the far right

7. Look 👁 under "Team Document Upload" to upload your team's roster, player passes, and other documents

The following documents must be uploaded into your team's GotSoccer account no later than **Friday, October 13th.**

Approved Rosters will be emailed to you between 10/16 and 10/19

Below are the required documents you will need to load:
1. Approved/Certified Roster from your State/National Association
2. Player Passes
3. Permission To Travel (not required for clubs in Florida or US Club teams)

**All uploaded files should be in PDF format. Documents uploaded in JPEG format will not be accepted. No photos of documents will be accepted.

**Documents should be uploaded as 1 file per category rather than individually scanned and uploaded.

Example:
Category 1:   Official Approved Roster
Category 2:   Player Passes (MUST BE IN ALPHABETICAL ORDER)
Category 3:   Permission To Travel (if applicable)

In addition to the above documents, the team's coach must bring the **Medical Release Forms** with them to each game.

***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.

ROSTERS
A team must provide us with an approved roster from either a US Youth Soccer affiliated state association or from US Club soccer. Rosters must include all guest players and must mark out any players not attending the tournament. To add guest players to your roster, write the guest players information below the existing rostered players. The minimum required information for each player on the roster is Name, Date of Birth, player ID number, Uniform number, and Gender.

PLAYER PASSES
A team must have player passes for all players on their roster. All guest players must have player passes from the same sanctioning organization as the team's roster. For example, a player carded under US Youth Soccer cannot play with a US Club sanctioned roster and vice versa. No roster may be comprised of players with different passes from different sanction organizations.

MEDICAL RELEASE FORMS
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.

***Please remember to keep all documents with you all weekend!