

# 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"

https://www.gotsport.com/asp/users/login\_menu.asp

YouTube E-mail Workspace Webmail GotSoccer | Directors GotSoccer | Directors GotSoccer | Directors

User Login Support Home

**GotSoccer**

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**Member Account Login**

Don't want to create a GotSoccer Universal Account? Login directly to your existing member accounts below.

**Organizations**  
Directors, Regions, States & Assignors  
[Login](#)

**Teams & Team Officials**  
View and print rosters, schedules, game cards, and submit risk management reports.  
[Login](#)

**College Coaches**  
Search player profiles and register to attend events.  
[Login](#)

**Players & Families**  
Players & Parents - update your contact information and find forms.  
[Login](#)

**Event Scheduling/Scoring**  
Leagues & Tournaments  
[Scheduling](#) [Scoring Input](#)

**Member Account**  
**Universal Account**

4. Login under "Team Account"

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**Member Account Login**

**Team Account**

Username   
Password   
[Login](#)

[Team Account Lookup](#)

**Individual Coach**

Username   
Password   
[Login](#)

[Coach Account Lookup](#)

**Individual Manager**

Username   
Password   
[Login](#)

[Manager Account Lookup](#)

New to GotSoccer?  
[Create Your Account](#)

**Member Account**  
**Universal Account**



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

Team - Boys U11 SMC  
GotSoccer TeamID # 1158451

[Universal Account](#) [Create your Universal Account](#)

[Update Team Age and More](#)  
[View Public Team Page](#)  
[Team Fundraising](#)

[View/Print Team Contacts](#) [Team Info](#)

Get the most out of your account  
Account Merge Tool is Now Available!  
[Click Here](#) to get started.

New! GotSoccer Team App  
Fully integrated with GotSoccer  
Pulling in teams, players, schedules, and more.

New! GotSoccer Magazine  
FUTBOL-TACTIC

### Event Registration History

Items 1 - 5 of 5

Name/Date	Type	Status	Applied	Accepted	Paid	Roster	Schedule	eTravel	Support	Misconduct:Y/R
2017 Premier Sports Campus Invitational 12/29/2017 - 12/30/2017	Tournament	Applied	06/06/2017	No	No	Default	TBA	<a href="#">Request</a>	<a href="#">Request</a>	
2017 Florida Winter Cup & Showcase 12/1/2017 - 12/3/2017	Tournament	Applied	06/06/2017	No	No	Default	TBA	<a href="#">Request</a>	<a href="#">Request</a>	
2017 United Cup 11/18/2017 - 11/19/2017	Tournament	Applied	06/06/2017	No	No	Default	TBA	<a href="#">Request</a>	<a href="#">Request</a>	
2017 Palm Beach Gardens Classic 10/21/2017 - 10/22/2017	Tournament	Applied	06/06/2017	No	No	Default	TBA	<a href="#">Request</a>	<a href="#">Request</a>	
2017 APC Chalice Cup 10/7/2017 - 10/8/2017	Tournament	Applied	06/06/2017	No	No	Default	TBA	<a href="#">Request</a>	<a href="#">Request</a>	

Items 1 - 5 of 5

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

2017 Palm Beach Gardens Classic  
10/21/2017-10/22/2017  
No documents to list.

Team Hotels Rooming Sales Payment & Status Schedule Requests Misconduct Guests Support & Feedback Roster **Documents**

**Notify Registrar** No [Notify](#)

**Message**  
**Team Status**

Foreign Team:	No	Permission to Travel:	No
Medical Release (All Players)	No	Official Roster Received	No

**Team Document Upload**

File Name/Description (recommended)  
Roster

[Select File](#)  
Choose File No file chosen

[Upload File](#)

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!**

