

# Sporting Cup Check-in Instructions

Date of Event: April 17 – 18<sup>th</sup>, 2021

## ALL TEAMS MUST COMPLETE MANDATORY ONLINE CHECK-IN

### CHECK-IN VIA GOTSOCCKER

- **Deadline:** Friday, March 10<sup>th</sup>, 2021 by 10:00 PM **NO EXCEPTIONS**
- Teams that complete online registration will receive a Confirmation Email by **Wednesday, April 12<sup>th</sup> 2021 at 10:00 p.m.** Confirmation Email will be sent to the email address listed as “Primary Contact” for this specific event. Please do not send individual inquiries prior to the deadline.
- Online registration documents must include:
  - o **Team info sheet (found on tournament website)**
  - o **Official State or US Club Roster (must be uploaded)**
  - o **Player passes for all players**

### Directions to Complete Online Check-In:

1. Submission process:
  - a. **UPLOAD** the documents to GotSoccer
    - Log in to your team’s GotSoccer page with your username and password.
    - Select Tournament name.
    - Select the “Documents” tab.
    - Select the labels from the drop-down list in the “Team Document Upload” box and upload the appropriate files.

## **Commonly Asked Questions**

### **ROSTER UPDATES (If applicable):**

Must notify GotSoccer via email at [checkin@gotsoccer.com](mailto:checkin@gotsoccer.com). After confirmation of your initial check-in, your roster is locked and you will need to contact GotSoccer to confirm your updated roster.

### **How do I add a guest player?**

Step 1: OBTAIN the guest player's card and medical release form.

Step 2: ADD the guest player to your Official Roster, then save roster and uploaded into your teams GotSoccer acct.

Step 3: UPLOAD new players, player pass to match new name on official Roster.

### **Can I have different player passes from different organizations?**

Mixed rosters will NOT be allowed. No Mixing US Club and USYSA passes; even for guest players.

Contact GotSoccer via email at [checkin@gotsoccer.com](mailto:checkin@gotsoccer.com) to let us know when check in is completed, or changes have been made.