

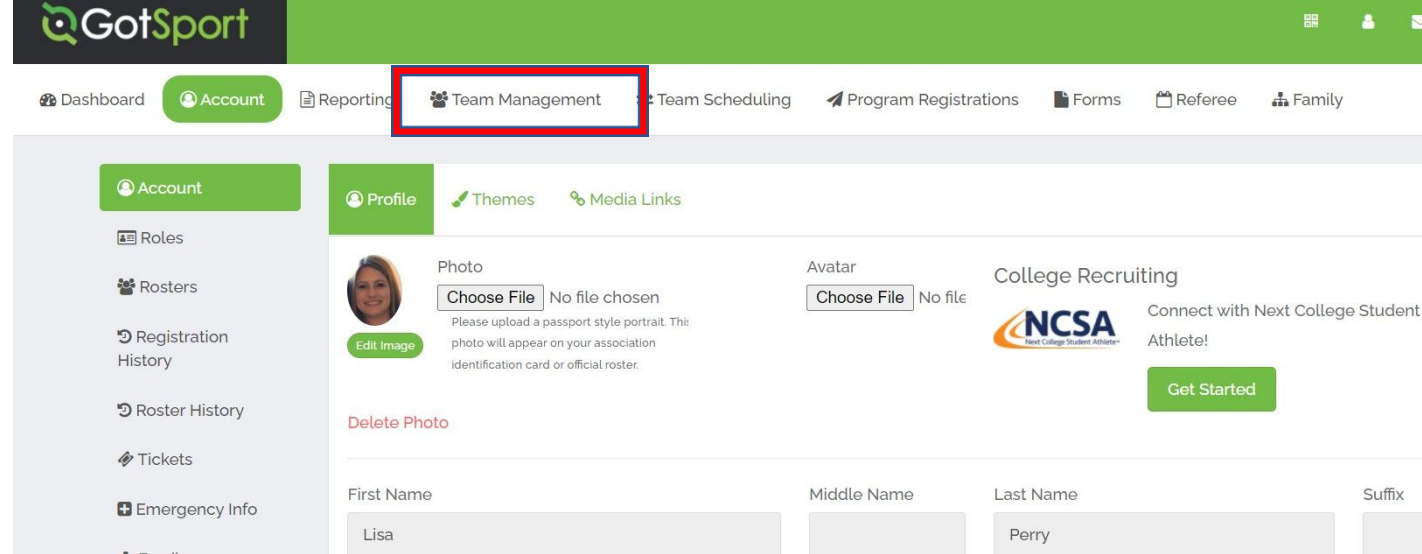
# GotSport Instructions

## How To Upload Check In Documents



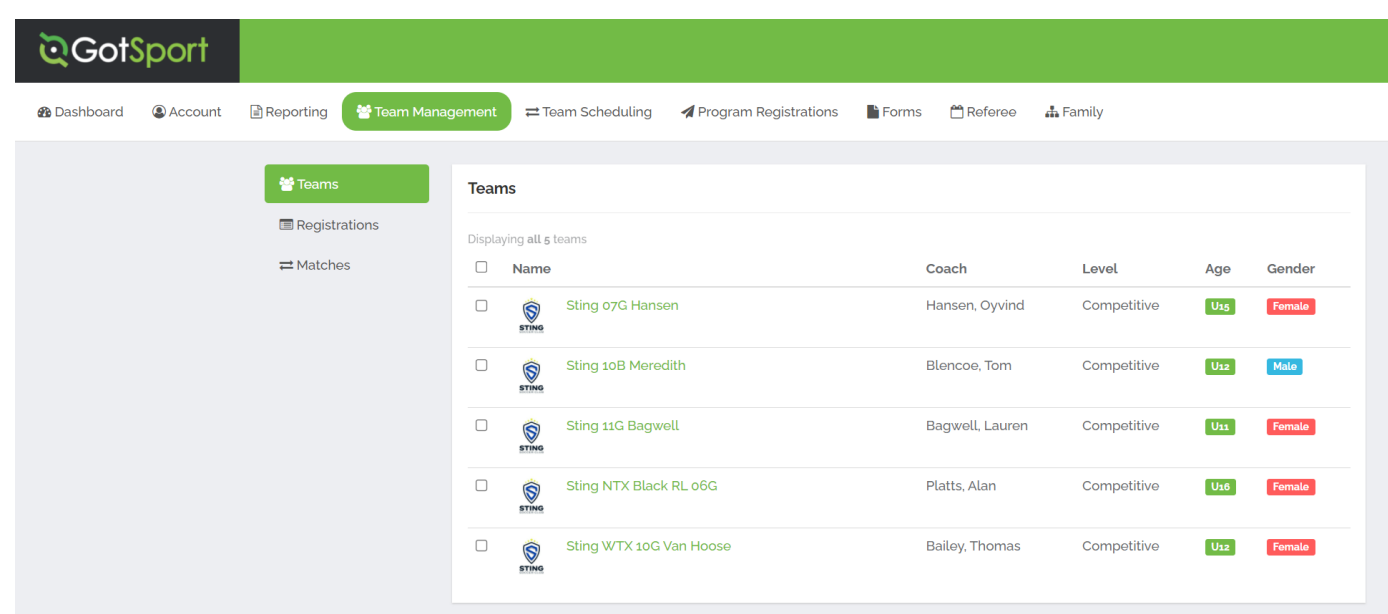
### STEP 1

- Visit the GotSport website: <https://system.gotsport.com/>
- Login to your account
- Click on Team Management on the top bar

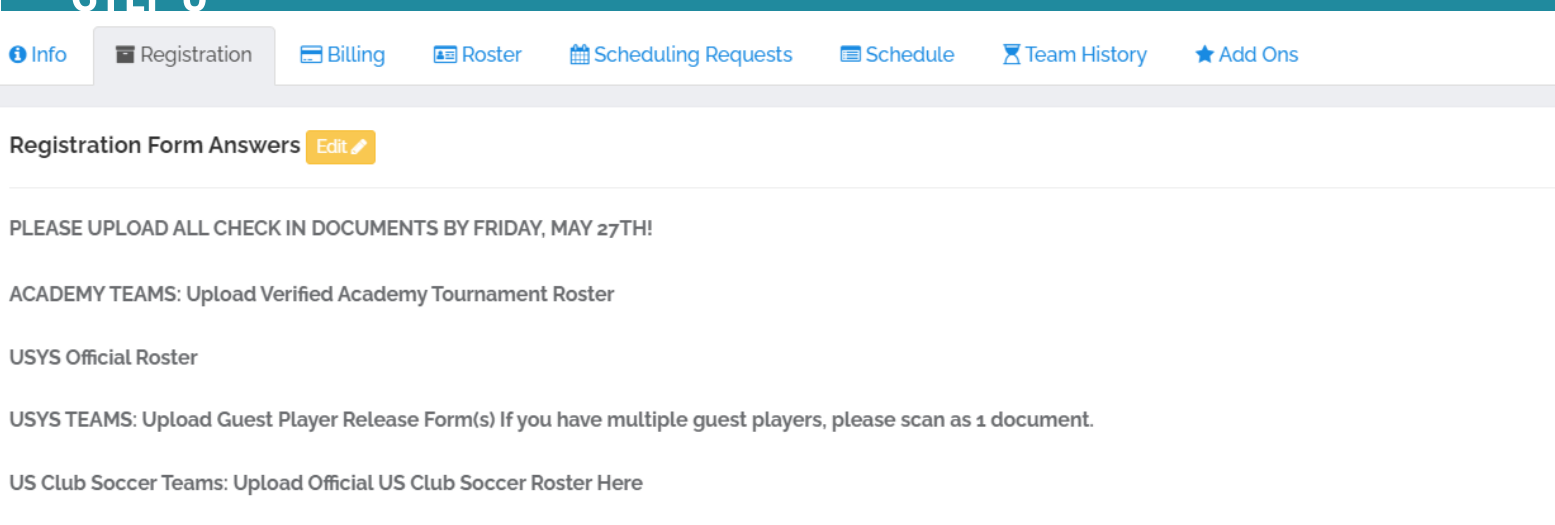


### STEP 2

- Select the team that is participating in the tournament



### STEP 3



### STEP 4

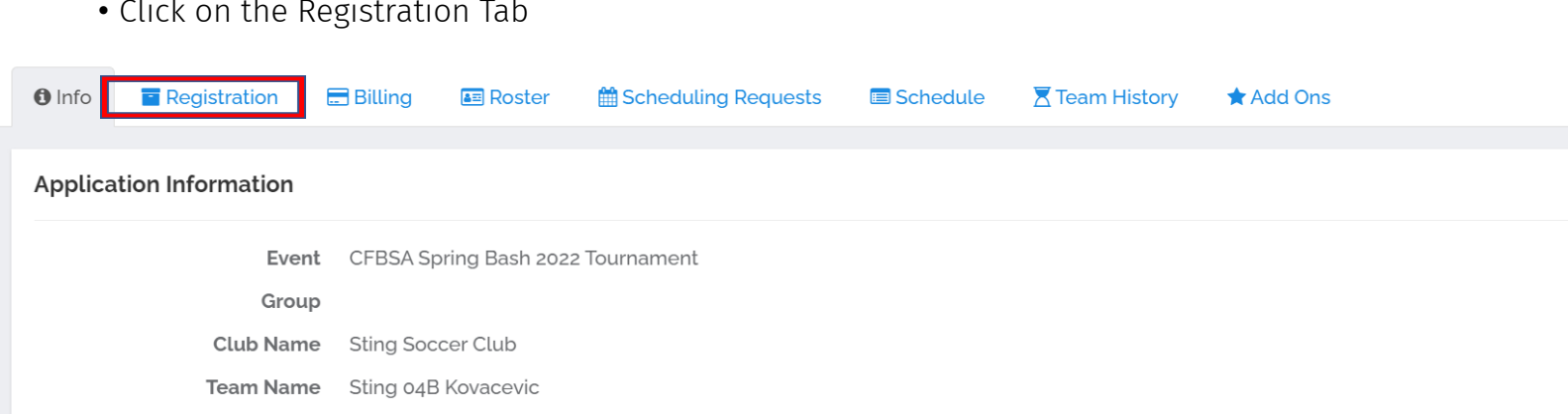
- Select the event by clicking on the event name

Team Registrations

Event	Age	Gender	Event Start Date	
<a href="#">CFBSA Spring Bash 2022 Tournament</a>	U18	Male	2022-06-03	<a href="#">Rosters</a>
<a href="#">COWTOWN CLASSIC 2022</a>	U19	Male	2022-05-06	<a href="#">Rosters</a>
<a href="#">Arlington Soccer 17th Annual College Showcase</a>	U18	Male	2021-12-11	<a href="#">Rosters</a>
<a href="#">FWYSA COMPETITIVE HOME ASSOCIATION FALL21/SPRING22</a>	U18	Male	2021-08-01	<a href="#">Rosters</a>
<a href="#">ARLINGTON PREMIER INVITATIONAL LEAGUE FALL 2021/Spring 2022 (8/1/2020)</a>	U18	Male	2021-08-01	<a href="#">Rosters</a>

### STEP 5

- Click on the Registration Tab



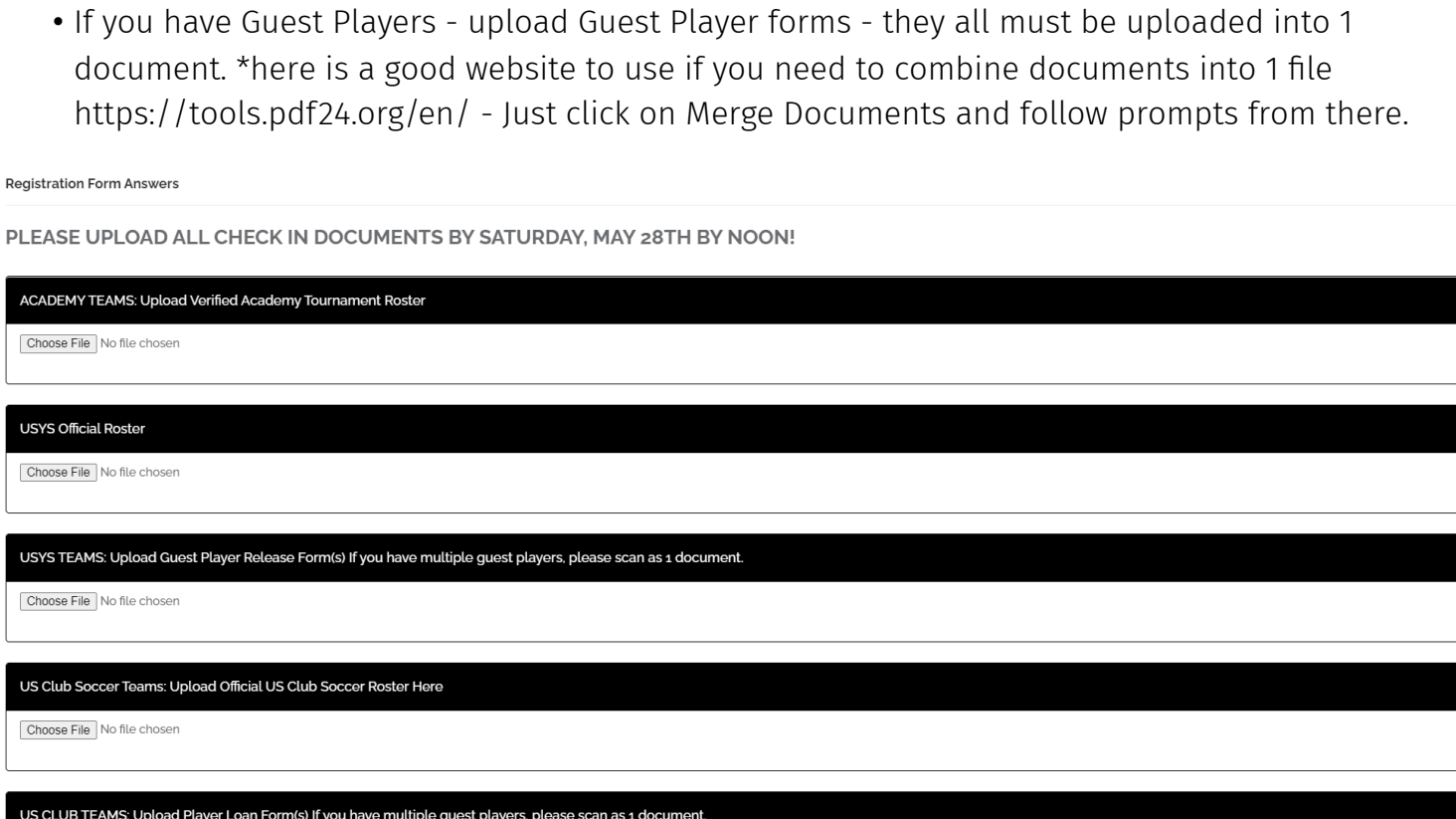
### STEP 6

- Click on the Yellow Edit Button



### STEP 7

- Upload your Official Roster
  - USYS Teams - Upload Official USYS Roster
  - US Club Teams - Upload Official US Club Roster
  - Academy Teams - Upload Verified Academy Tournament Roster (verified means: sent to home association to have them sign off on it, this makes it official)
  - Recreational Teams - Upload Official USYS Roster
- If you have Guest Players - upload Guest Player forms - they all must be uploaded into 1 document. \*here is a good website to use if you need to combine documents into 1 file <https://tools.pdf24.org/en/> - Just click on Merge Documents and follow prompts from there.



### STEP 8

- Once all paperwork has been uploaded, you will get an email from the tournament advising that Check in is Complete. Or if it is not complete, what information is still required
- **Once you get the CHECK IN COMPLETE email - get team ready for a GREAT Tournament!!!**