

How to Upload Your Team Documents into GotSport

- For the 2023/24 Season, all documents must be submitted via GotSport
 - Link: <u>https://system.gotsport.com/users/login</u>
- Documents can only be submitted if your name is linked to the roster as a Coach or

Team Manager - connect with your club if you do not see our event listed. • Medical Releases are not required to be uploaded.

- Document upload is mandatory for all teams documents required are: $\,\circ\,$
 - PDF of Roster

 \circ PDF of passes - (1 PDF of ALL passes: Individual passes not accepted) \circ Guest player form (if applicable) - only required if the player is not from your club

- Must be the same affiliation as your team i.e., FYSA passes cannot have a guest player with a US Club pass.
- Guest player pass (if applicable)
 - Must be the same affiliation as your team i.e., FYSA passes cannot have a guest player with a US Club pass.
- Contact your club registrar/admin for help with cloning/creating your event roster.

FOLLOW THE STEPS BELOW TO COMPLETE THE ONLINE CHECK-IN

PROCESS: STEP 1 – LOG INTO GOTSPORT

Log into Gotsport : <u>https://system.gotsport.com/users/login</u>

• Use the username/ID email/password that was created for you to complete your background check, SafeSport, and Heads-up Certifications.

STEP 2 – COMPLETE REGISTRATION QUESTIONS

UNDER THE REGISTRATION SECTION - Click on <u>"Registration"</u> Tab followed by Orange "Edit" option.

Bite Bageneter Elling Eftener Ellinsbilg Repairs Blanchis Ellien Hanry Pfleman Blanchis
Programming Form Assessers
Nonany Control: Not and Last None
Prenny Cardiale Enal Alabean
Primary Canitali Pisne Randar
Primary Gurandi-Location (Jockaw, Oly, Pg), & Made
8 Yau Suadh Andeler Yeanig, Pasee Lidi M Teania Server - Phone, Barle NH R Rut Agelouble
Uplined State Reader (3) Study, UPSA, #40
Njihad Pasane (J PDP of Al Pasane Johnstan BOT Incompany)
By One-bing This Bost I Agree to Read-Dispets of Each-Paper's Medical Release Form For The Department of the Sourcement ()Read-Barrel
Road Plager Farm 31 Application - Player In France Konther Chub & Posco In Kon
Guard Plager Pasa (MUET för Sama Affiliation as Touri)
Transf Paparasels (8 Application - Not a UE-GLBB Trans. or Proce Region (8 UEPEA)

MUST UPLOAD ROSTERS AND PLAYER PASSES - (1 PDF OF ALL PASSES; INDIVIDUAL PASSES NOT ACCEPTED)

Upload documents, scroll to the bottom and click, "save."

* Upited State Hoster (US CNA, USYSH, HO
(Double) to for double
* Lipited Passes & POP of AI Passes, Individual Passes INOT Acceptust
(Decen Fig.) to the decent
By Obedding This Bis 1 Agree to Hard Explore of Each Report whedcal Release Form For The Overlan of the Tournament (Deckin & Each Reme)
Guest Player Form (Flagslouble - Player Is From Analyse Gub & Pass Is Same Alliation as Team
(Design File) for the dynamic
Clanel Player Pass (AUET its Clanes Atticular as Taura)
Observe Mar State Auson
New Planning & Application-Text a Lit CLLB. New or Free Region & UPTON.

**All uploads can be replaced and are editable. **

STEP 3 – BUILD / SUBMIT YOUR EVENT ROSTER

Please note that not all teams will be able to do this. If you cannot, you will need to have your club registrar do this step for you.

Click on Team Management:

n Dashbo	and @Account	Reporting	Team Management	≓ Team Scheduling	d Program Registrations	Forms	🗂 Referee
Click on t	ne Team's	Name:					
Tourna	ment Team				Competitive	01	C Mate

BUILD YOUR EVENT ROSTER – WILL BE DOWNLOADED ON THE GAME CARD(S):

Click on the Roster Tab – Click on the <u>"Team Registrations"</u> and select <u>"Rosters"</u> under the event name "2024 Florida Premier Spring Showcase."

🗑 Team	III Team Members	R Rosters	Team Registrations	Messages	I Program Registrations			
Event Search D	vent Name		Search		CLICK "ROSTER	S"		
Clear Searc	n							
Team Re	egistrations							
Event					Age	Gender	Event Start Date	
The 20	23 Tampa Bay Super C	up-Girls			U12	Fertale	2023-11-10	Rasters
2024 Florida Premier Spring Showcase								

Scroll down, to the right and from the *"Clone Roster From"* select the roster that you wish to clone to the tournament (either FYSA Registration event or US Club Soccer Rosters and Pass cards) - Click <u>"Submit."</u>

🗑 Team	Team Members	E Rosters	III Team Registr	ations	fff Messages	I Program Registrations	2024 Florida Premier Spring Showcase
Select Event P	Roster						
The 2023 Ta	empa Bay Super Cup	-Girls	~	Sear	sh		
							2024 Florida Premier
Applicatio	n Information						opining one mouse
Event The 2023 Tampa Bay Super Cup-Birls Group Club Name Shown Here Team Name Team Name Shown Here Team Association FL Rester Source Event The 2023 Tampa Bay Super Cup-Birls							
Players	Coaches Ma	inagers Docu	ments and IDs				
Add Player					(Clone roster from	Check
						Current Team Roster	your
						Submit	roster

correct. This will be duplicated onto the game card and used by the referee to check your team in for game play.

- Enter all jersey numbers.
- Do not enter ID numbers or position this is not required.

Once your documents have been approved, no further action is required.