How to Upload Your Team Documents into GotSport

- For the 2023/24 Season, all documents must be submitted via GotSport
    - Link: https://system.gotsport.com/users/login
- 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: ○ PDF of Roster
    - ○ PDF of passes - (1 PDF of ALL passes: Individual passes not accepted) ○ 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

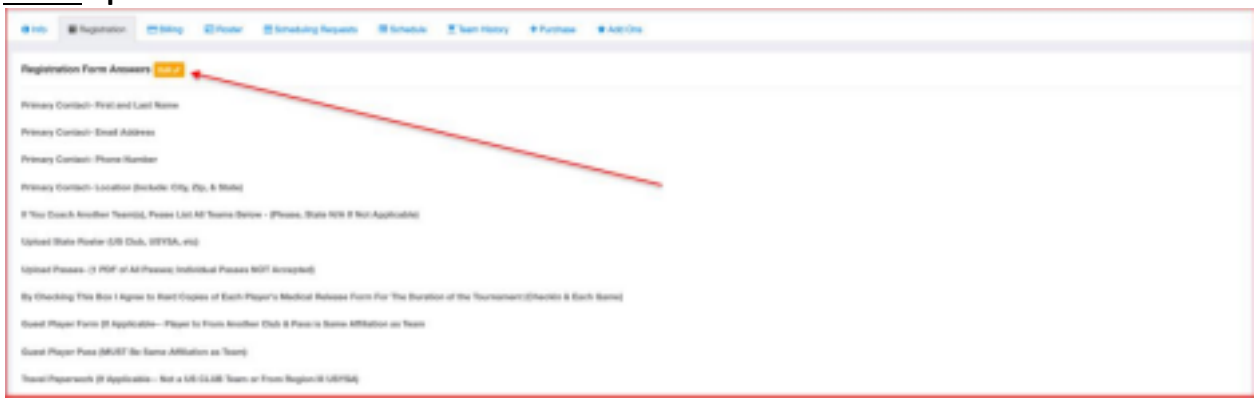
PROCESS: STEP 1 – *LOG INTO GOTSPORT*

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

- 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 *"Registration"* Tab followed by Orange *"Edit"* option.



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

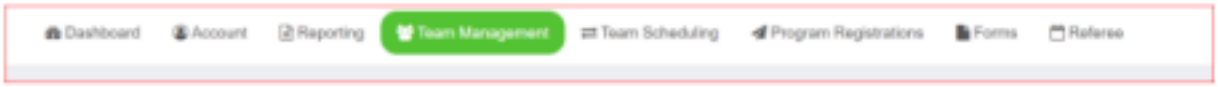
Upload documents, scroll to the bottom and click, "*save.*"

***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.

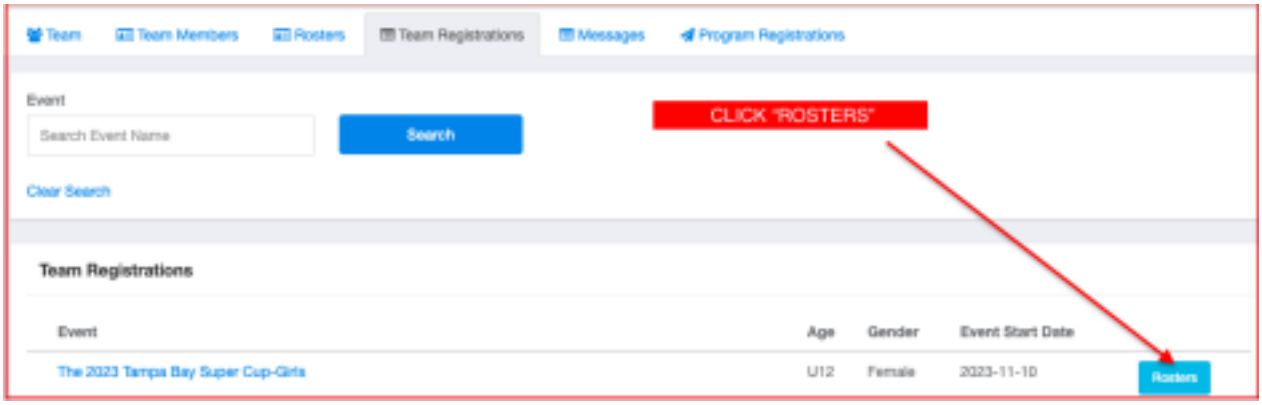
Click on Team Management:



Click on the Team's Name:

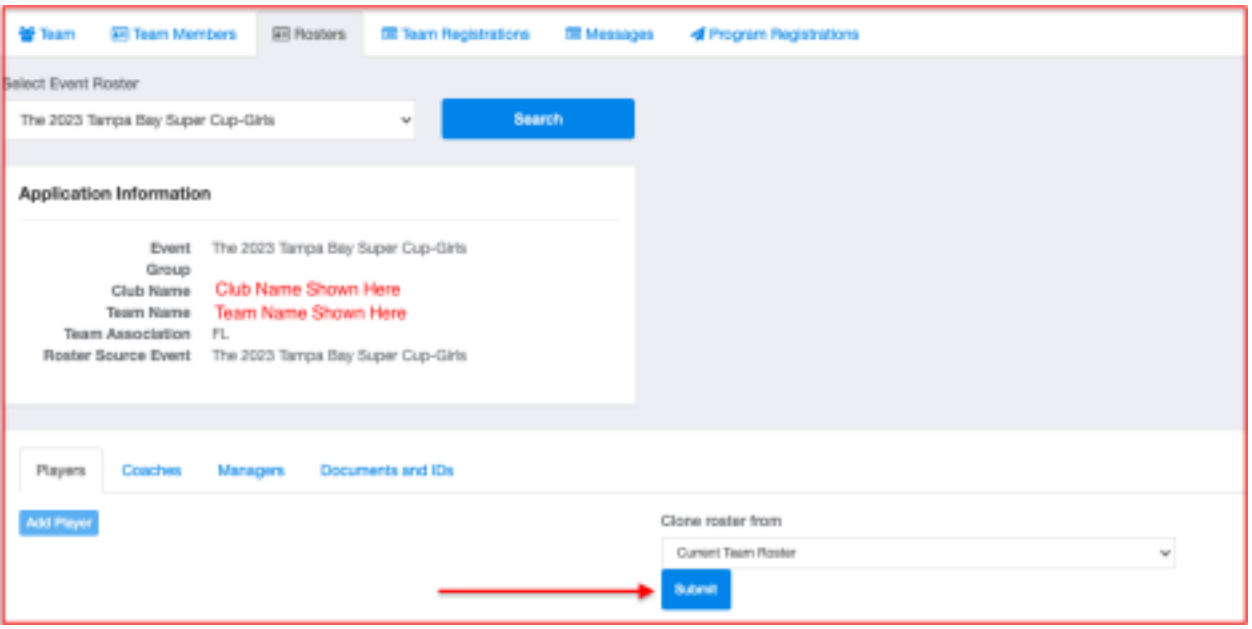
<u>BUILD YOUR EVENT ROSTER – WILL BE DOWNLOADED ON THE GAME CARD(S):</u>

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."*



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>*



2024 Florida Premier Spring Showcase

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Check your roster is 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.