

## Online Registration Procedures

\*Please read the following in its entirety as it contains important information about event registration\*

To complete the online check-in please follow these instructions.

1. Go to your GOTSoccer team page
2. Click on the event located under "Event Registration History"
3. Click on the "Documents" tab on the far right
4. Load Documents

The following documents must be uploaded into your team's GOTSoccer account no later than FRIDAY DECEMBER 4<sup>TH</sup>.

**\*\*NO IN-PERSON REGISTRATION WILL BE ACCEPTED\*\***

1. Approved/Certified Roster from your State/National Association (Must not exceed 13 players 7v7, 16 players 9v9 and 18 players 11v11- including guest players)
2. Player Passes - or birth certificates.
3. Medical Release forms, each player must fill one out AND kept with team manager at the tournament. DOES NOT NEED TO BE UPOADED (must correspond with roster soccer governing body)
4. Permission to Travel - Not required for Region 1 and US Club teams
5. Guest Player Forms (If applicable) Or written on bottom of roster with required player information (max of 5 guest players)

Click on the tournament in getsoccer.

Choose the Documents Tab and you will have the option to upload files

**\*\* 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: Approved/ Certified roster **\*MUST BE IN ALPHABETICAL ORDER & LEGIBLE**

Category 2: Player Passes **\*MUST BE IN ALPHABETICAL ORDER**

Category 3: Permission to travel (if applicable)

Category 4: Guest Player forms (if applicable)

Medical Release forms, each player must fill one out AND kept with the team manager for the duration of the tournament. THIS DOES NOT NEED TO BE UPOADED (must correspond with roster soccer governing body)

In addition to the above documents, the team's coach/manager must bring the following above information with them to each game for verification, along with player medical release forms.

## Guest Player Information

Your sanctioning board is the first contact you should make if you have questions about guest players and the forms they will need. As long as you are in good standing with them you are in good standing with our event. Continue reading for basic guest player information.

Guest Player Release Forms are required for all players not shown on your Approved/Certified Roster from your State/National Association.

Important Reminder: EPYS / USYS does not allow EPYS / USYS registered players to guest play for a team that is not affiliated with US Youth Soccer. All guest players on EPYS / USYS registered teams must be affiliated with EPYS / USYS or a state association of US Youth Soccer. Example: A US Club/AYSO passes cannot be used on a EPYS / USYS team and EPYS / USYS passes cannot be used on a US Club/AYSO team.

Team Confirmation: Please locate team status by logging onto team account and selecting event, then select documents tab, team status will be confirmed under notes section. This will be posted Wednesday of tournament at the latest.