



ONLINE CHECK-IN INSTRUCTIONS



ONLINE CHECK-IN

INSTRUCTIONS

This document is designed to walk you through this online check-in process. Please review the steps carefully and proceed with uploading your documents once communicated by the tournament directors.

Please direct any questions to the email below.
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TEAM CHECK-IN INFORMATION

Please review all information below:

All teams must Clone their Monster Mash tournament roster and upload their Player/Coach ID Cards for online check in by Tuesday, October 24th. You will not bring any roster documents with you to each game. The referees will have the printed Match Cards. Only players and coaches that are preprinted on the match cards will be allowed to participate.

ONLINE CHECK-IN

Online Check In is a 2-step process.

- **Step 1 - CLONE YOUR OFFICIAL ROSTER TO THE MONSTER MASH EVENT ROSTER**
- **Step 2 - Upload your Player/Coach ID cards in pdf format**

PLEASE FOLLOW THE BELOW INSTRUCTIONS TO COMPLETE ONLINE CHECK-IN.

This tournament will be working with Match Cards and Player/Coach ID Cards. We will not be asking you to submit an official roster or bring an approved stamped roster with you to each game.



The Referee will have a Printed Match Card with all the players & coaches that have been approved. If a player or coach is not on the Match Card then the respective player or coach is not eligible to participate unless approved by a tournament official.

Please keep in mind the below instructions might only be able to be completed by your club administrator or registrar. If you are unable to follow these instructions please contact your club administrator or registrar.

ROSTER SIZE

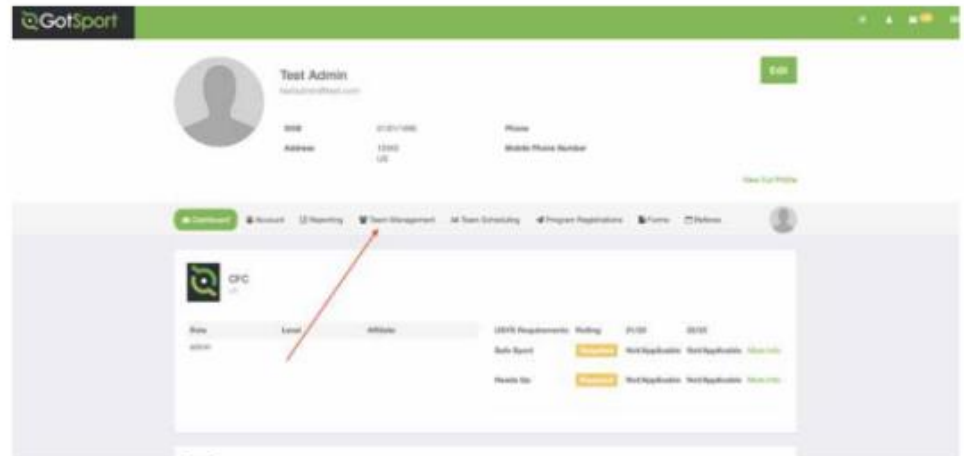
- U9 & U10 teams are limited to 14 players identified during online check-in.
- U11 & U12 teams are limited to 16 players identified during online check-in.
- U13, U14 & U15 teams are limited to 22 players identified at online check-in. For a team with more than 18 players on their roster, the coach must present the 18 players eligible for the game to the referee, prior to the start of the game.

Five guest players per team will be permitted for all age groups. US Club Soccer teams may only take guest players registered under US Club Soccer. USYSA players teams may only take guest players registered with properly stamped USYSA player pas cards.

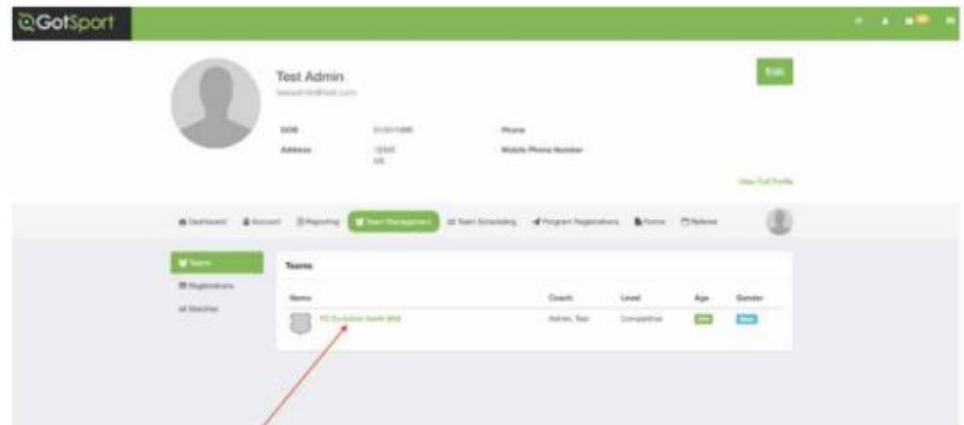


INSTRUCTIONS

1. Log in to your coach/manager account and click on the “Team Management” button.



2. Click on the name of the team you are working on.





INSTRUCTIONS (CONTINUED)

3. Open the "Team Registrations" tab.

The screenshot shows the GotSport interface for 'FC Evolution North 808'. The 'Team Registrations' tab is selected and highlighted with a red arrow. The form contains the following fields:

- Name: FC Evolution North 808
- Short Name: None
- League ID: [Empty]
- State ID: [Empty]
- Competitive Level: Recreatory
- Gender: Male
- Age Group: U14 (13-14)
- Sport: Soccer
- Country: [Empty]
- Team Association: [Empty]
- Parent Code: [Empty]
- League: Soccer Club - USYS (Selected)

Buttons: Add, Edit, Delete

4. Click on the Event that you are Working to Upload Documents to

The screenshot shows the GotSport interface for 'FC Evolution North 808'. The 'Team Registrations' tab is selected. A table lists the following events:

Event	Age	Gender	Event Start Date	Buttons
U14 (13-14)	13-14	Male	2021-05-21	View
U14 (13-14)	13-14	Male	2021-05-21	View

A red arrow points to the first row of the table.

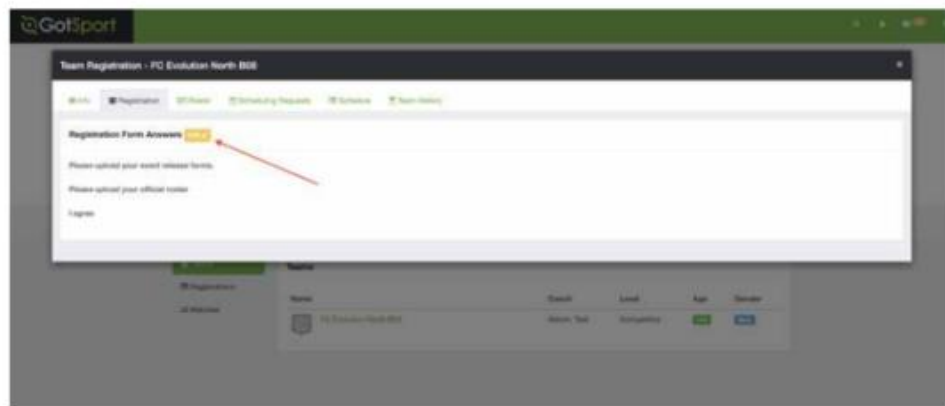


INSTRUCTIONS (CONTINUED)

5. Open the "Registration" tab.



6. Next click on the "Edit" button.





INSTRUCTIONS (CONTINUED)

7. For any files that are being asked to be uploaded, you will be able to click on the "choose file" button and upload accordingly.

GotSport

Team Registration - FC Evolution North B08

Info Registration Roster Scheduling Requests Schedule Team History

Registration Form Answers

Please upload your event release forms.

Choose file. No file selected

Please upload your official roster

Choose file. No file selected

I agree

Save Cancel

8. Once this is complete, then the event director will be able to view your documents for the online check in process.



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