Online Check-In Procedure
All documents must be uploaded by noon on February 20, 2024.

Documents Required to Check-In

1. <u>Current</u> official USYS or US Club roster.
2. FC Dallas Waiver – Scan Waiver Forms into **1 pdf file.** <u>Click here for the waiver</u> or find on showcase webpage. Up to 14 players/parents can sign per page.
3. Guest Player Release Forms - Limit of 5 guest players. Scan all Guest Player Release Forms into **1 pdf file.**
   USYS team's guest player(s) must be a registered USYS player.
   US Club team's guest player(s) must be a registered US Club player.
4. Approved Permission to Travel Form (required for USYS teams registered outside of North Texas State Soccer Association).
   a. US Club teams do not need permission to travel.
5. GotSport Event roster must be accurate with those attending and remove any players that will not be playing. Ensure your head coach is listed as head coach to help with reducing potential coaching conflicts.
   a. How to create an event roster.
   b. How to clone an event roster from a previous event.

Check-In Procedure (with screenshots)

1. Log in to your GotSport account at system.gotsport.com.
2. Click on "Team Management".
3. Click your Team Name.

4. Click "Team Registrations".
5. Click "2024 Scott Dymond College Showcase".

6. Click the "Registration" tab.
7. Click the "**Edit**" button.

8. Click "choose file" next to each document and upload each item as required.
9. Locate the document on your computer when the "Choose File to Upload" box opens.
10. Double click on the document; the "Choose File to Upload" box will close, and the file name will appear next to "Choose File".
11. Follow the above steps until you have completed for all required documents.
12. **If file won't upload then the file size might be too large. Reduce the document size and try re-uploading.**
13. Click "Save". Once completed we can review your online check-in.

Official USYS or US Club Roster

Choose File   No file chosen

FC Dallas Waiver (1 file upload)

Choose File   No file chosen

Guest Player Forms (1 file upload) max of 5 guest players

Choose File   No file chosen

Approved Permission to Travel (USYS teams outside of North Texas State Soccer Association only)

Choose File   No file chosen