



Online Check-In Procedure

All documents must be uploaded by noon on February 20, 2024.

Documents Required to Check-In

1. Current official USYS or US Club roster.
2. FC Dallas Waiver – Scan Waiver Forms into **1 pdf file**. [Click here for the waiver](#) 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.

A screenshot of the GotSport web application interface. The top navigation bar includes links for Dashboard, Account, Reporting, Team Management (highlighted with a red box), Team Scheduling, Program Registrations, Forms, Referee, and Family. A sidebar on the left contains links for Teams (highlighted with a red box), Registrations, and Matches. The main content area is titled "Teams" and shows "Displaying 1 team". Below this is a table with columns for Name, Coach, Level, Age, and Gender. The table contains one row for "FC Dallas Youth Example", with the name highlighted by a red box. The Age is "U16" and Gender is "Female". A red arrow points from the "Teams" sidebar link to the "Team Management" link in the top bar, and another red arrow points from the "Team Management" link to the "FC Dallas Youth Example" team name in the table.

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

Team Team Members Rosters **Team Registrations** Messages Program Registrations

Event

Search Event Name Search

Clear Search

Team Registrations

Event	Age	Gender	Event Start Date	
2024 Scott Dymond College Showcase	U16	Male	2024-03-02	Rosters

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

Team Registration - FC Dallas Youth Example

Registration Billing Roster Scheduling Requests Schedule Team History Add Ons

Registration Form Answers **Edit**

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