



## Online Check-In Procedure

All documents must be uploaded by noon on April 18, 2026.

### Documents Required to Check-In

1. Official US Club roster
2. FC Dallas Waiver – \*New\* Waiver to be completed electronically via GotSport at: <https://system.gotsport.com/forms/855L95013>.  
The parent will follow the link and then select their applicable player to sign the waiver.
3. Guest Player Release Forms - Limit of 5 guest players. Scan all Guest Player Release Forms into **1 pdf file**.  
US Club team's guest player(s) must be a registered US Club player.
4. 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 event roster - <https://support.gotsport.com/how-do-i-build-an-event-roster-coach/manager>
  - b. How to clone event roster from previous event - <https://support.gotsport.com/as-a-coach/manager-how-to-clone-an-event-roster-when-event-has-a-require-clone-setting-enabled>

### Check-In Procedure (with screenshots)

1. Log in to your GotSport account at <https://home.gotsport.com/>.
2. Click on "Team Management".
3. Click your Team Name.

The screenshot displays the GotSport web interface. At the top, there is a navigation bar with several menu items: Dashboard, Account, Reporting, Team Management (highlighted with a red box and an arrow pointing to it), Team Scheduling, Program Registrations, Forms, Referee, and Family. Below the navigation bar, there is a sidebar with 'Teams', 'Registrations', and 'Matches'. The main content area shows the 'Teams' section, which includes a table with the following data:

<input type="checkbox"/>	Name	Coach	Level	Age	Gender
<input type="checkbox"/>	FC Dallas Youth Example	Morgan, Attalie	Competitive	U16	Female

4. Click "Team Registrations".
5. Click "2026 Scott Dymond College Showcase".

Event  
Search Event Name  Search

Clear Search

### Team Registrations

2025 Scott Dymond College Showcase

6. Click the "Registration" tab.

7. Click the "Edit" button.

### Team Registration - FC Dallas Youth Example

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 all the required documents.
12. **If the 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  Not chosen


FC Dallas Waiver (1 file upload)

Choose File  Not chosen

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

Choose File  Not chosen

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

Choose File  Not chosen

14. Please use the notify button on the team registration page in GotSport to communicate with tournament staff.  
How to use the Notify feature - <https://support.gotsport.com/as-a-coach/manager-how-to-submit-a-chat-message-to-an-event-in-which-youve-registered>.