ONLINE CHECK-IN INSTRUCTIONS

2023 Rush Spring Champions Cup

All teams must upload their documents for online check in by Wednesday, April 5th.

Once verified, Approved Rosters will be uploaded into your GotSport team account by Wednesday, April 12th.

Print 4 copies of your Approved Roster – you will turn in 1 copy to the referee at each game

1. **Log in to your GotSport account**

2. **Click "Team Management"**

3. **Click "Teams" and choose your team**

4. **Click on "Team Registrations" tab at the top**

5. **Click on the Event Name, do not click on Rosters**

6. **Click on the "Registration" tab at the top**

7. **In the section labeled Official Roster, click the Yellow EDIT button**

8. **Click "Choose File" and upload your roster**

9. **Follow steps 7 and 8 for your Player Cards**

    a. **Guest Player Forms and Permission To Travel Forms may not be applicable to your team**

Once you have uploaded your documents, tournament staff will go in and approve your roster. Your approved roster will be uploaded into your GotSport team account. ***Please print 4 copies***"

To access your approved roster, please follow the same steps above that you used to upload your documents. After step 6, you will now see a section at the top that says "Approved Roster". Click on that document and print 4 copies. If there is no file under "Approved Roster", then your roster has not been approved yet. Tournament Staff is still working on it.

1 copy of your approved roster will be turned in to the referee at each game. You must use the roster that has the APPROVED stamp on it.

NECESSARY DOCUMENTS

1. Approved/Certified Roster from your State/National Association **Please list jersey numbers for all players**
2. Player Passes
3. Guest Player Forms (if applicable)
4. Permission To Travel (not required for clubs in Florida or US Club teams)

WHAT YOU NEED AT THE FIELDS

- You must use the roster that you print from your team account with APPROVED on the bottom.
- You must have jersey numbers for all players on your roster.
- Once you have printed your APPROVED roster, you do not need to check-in your team at the HQ tent before going to fields.
- If you have any changes to your roster, please stop by HQ tent before going to fields.

You may not make changes to your roster after your first game.

***We do not need to see Medical Release Forms at registration, however it is mandatory that each player have a completed Medical Release form with them at each game.**

***No player can play on more than 1 team at any point during the tournament.**

OTHER IMPORTANT INFORMATION

MAX ROSTER LIMIT
See tournament rules for max roster information

GUEST PLAYERS
To add guest players to your roster, write the guest players information below the existing rostered players. The minimum required information for each player on the roster is Name, Date of Birth, player ID number, Uniform number, and Gender. *See tournament rules for max guest player information*

ROSTERS
A team must provide us with an approved roster from a US Soccer affiliated state association (Ex. Us Club, USYSA, SAY, USSSA, AYSO, etc). Rosters must include all guest players and must mark out any players not attending the tournament. To add guest players to your roster, write the guest players information below the existing rostered players. The minimum required information for each player on the roster is Name, Date of Birth, player ID number, Uniform number, and Gender.

PLAYER PASSES
A team must have player passes for all players on their roster. All guest players must have player passes from the same sanctioning organization as the team's roster. For example, a player carded under US Youth Soccer cannot play with a US Club sanctioned roster and vice versa. No roster may be comprised of players with different passes from different sanction organizations.

MEDICAL RELEASE FORMS
We do not need to see Medical Release Forms at registration; however, it is mandatory that each player have a completed Medical Release form with them at each game.

***Please remember to keep all documents with you all weekend!**