# ONLINE CHECK-IN
## 2023 GLEN-ED SPRING KICK-OFF
## March 30th – April 2nd

Check-in will only be available online. The documents will be uploaded through the GOTSPORT under the tournament event. Below are the directions to upload.

**REQUIRED CHECK-IN FORMS -** To determine the required paperwork, look at your player cards for the logo to determine which State Association issued your cards.

***DEADLINE: Wednesday March 22nd. Questions: contact Chuck Hentz Treasurer@glenedsoccer.com***
*Help Documentation is on the second page.*

**NO PICTURES – the GotSport system only accepts PDF's for uploads with a size less than 10MB.**
**To make PDF's copy the picture into a Microsoft word file and save as PDF. Anything not in a PDF will be rejected.**

## IF USYSA State Association

1. Player Cards – upload 6-8 player passes per sheet. ***and must be brought to every game***
2. State Roster or IYSA Tournament Roster – NOTE: the IL tournament roster is ONLY required if players that are playing in the tournament are not listed on your state roster. **IYSA TOURNAMENT ROSTER LINK**
3. Illinois Medical Release –*All players must submit "Illinois Medical Release"* **IYSA MEDICAL RELEASE LINK**
4. Guest player permits - (For players outside your club)
5. Travel Permit - For all teams not Carded by Illinois Youth Soccer Association.
6. IYSA Risk Management Certification **CLICK HERE** (ONLY Non- Illinois Youth Soccer teams)
7. IYSA Communicable Disease Agreement **CLICK HERE** (ONLY Non- Illinois Youth Soccer teams)

## IF US CLUB

1. Player Cards – upload 6-8 player passes per sheet. ***and must be brought to every game***
2. State Roster or IYSA Tournament Roster – NOTE: the IL tournament roster is ONLY required if players that are playing in the tournament are not listed on your state roster. **IYSA TOURNAMENT ROSTER LINK**
3. Illinois Medical Release –*All players must submit "Illinois Medical Release"* **IYSA MEDICAL RELEASE LINK**
4. Guest player permits - (For players outside your club)
5. Form NT **IYSA FORM NT LINK**
6. IYSA Risk Management Certification **CLICK HERE** (All teams registered by US Club Soccer)
7. IYSA Communicable Disease Agreement **CLICK HERE** (All teams registered by US Club Soccer)

If you do not fall into one of the categories above, ***contact Chuck Hentz Treasurer@glenedsoccer.com***

**CHECK-IN VERIFICATION PROCEDURES**

- ONCE ALL DOCUMENTS ARE LOADED, please email ***Chuck Hentz Treasurer@glenedsoccer.com*** and inform him you have completed the upload.
- The tournament will verify the check-in documents and communicate through email when you are approved to participate.

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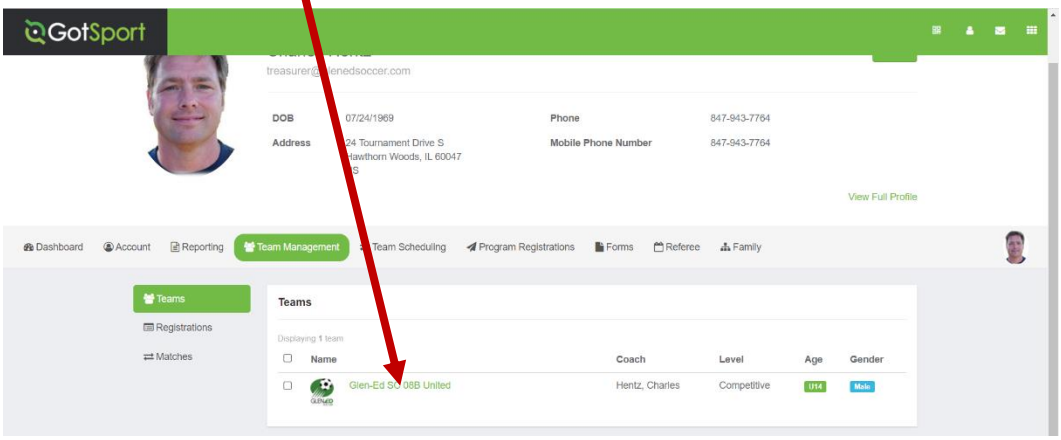
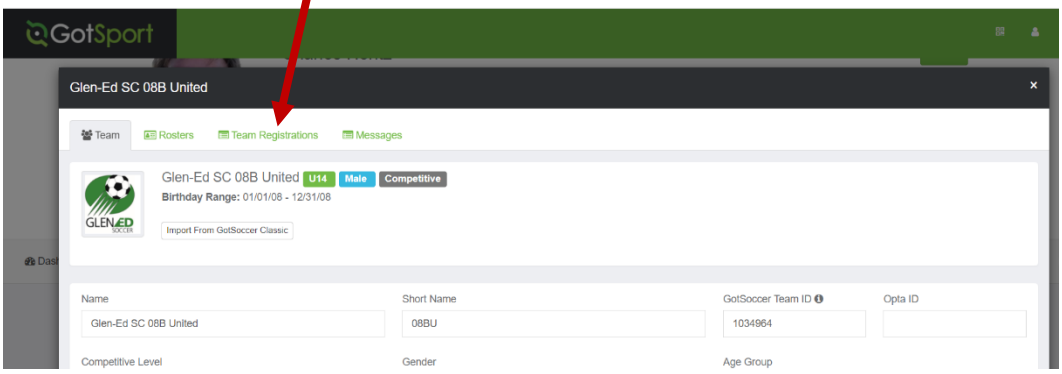
**DIRECTIONS TO UPLOAD DOCUMENTS INTO GOTSPORT**

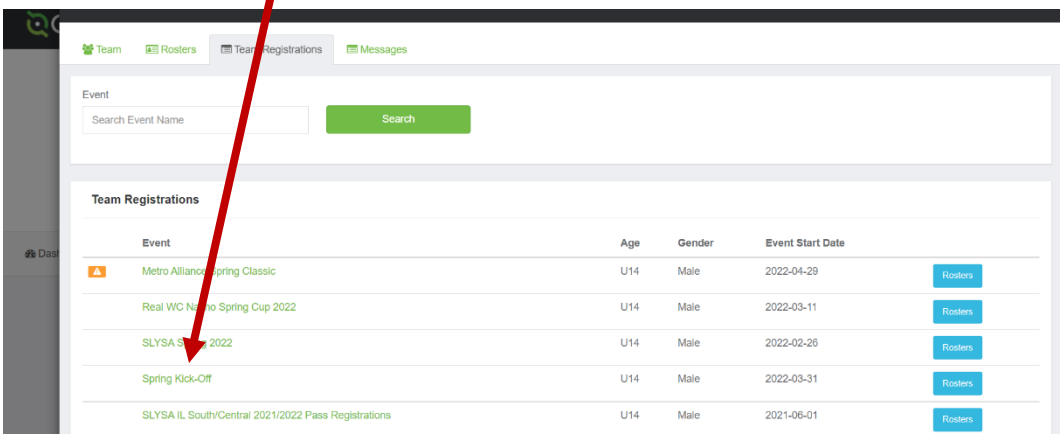
1. Access your GotSport account used to register your team for tournament.
2. Click on the team account




3. Click on Team Registration




4. Select Spring Kick-Off



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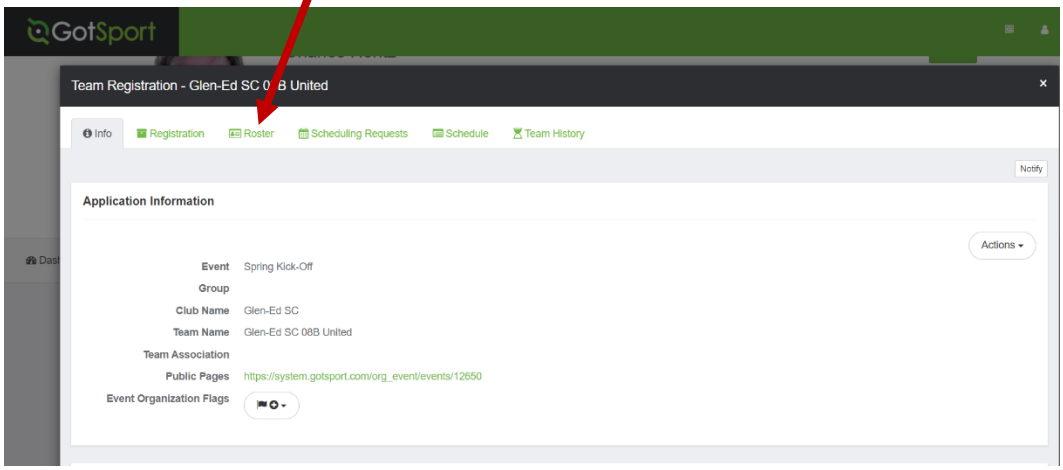
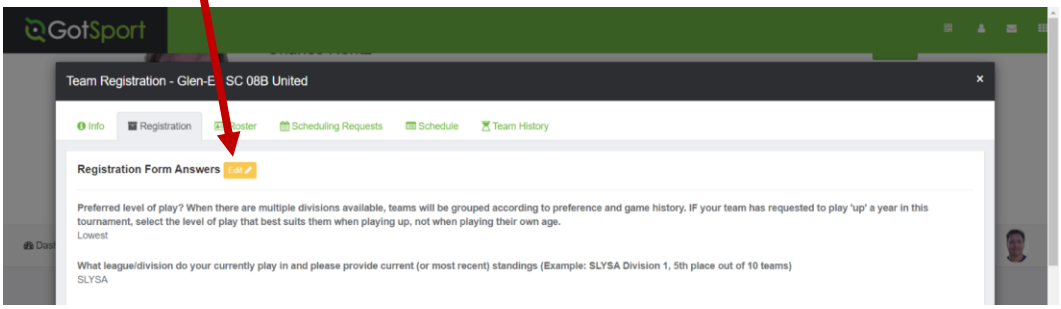
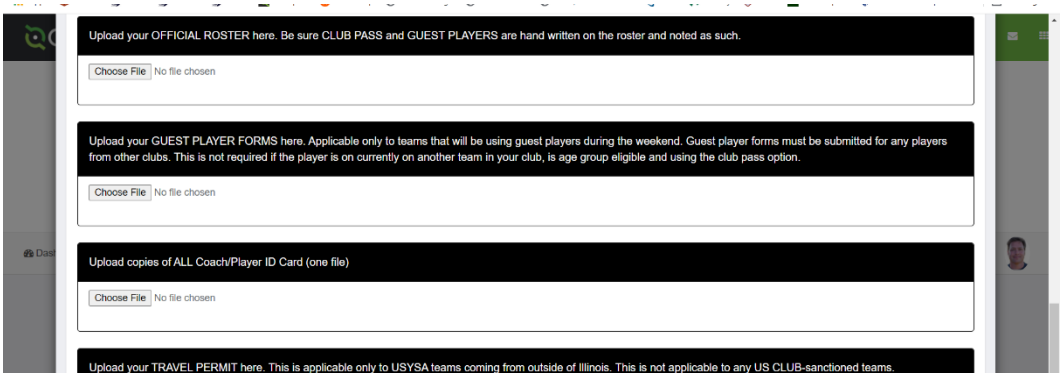
5. Click on Registration




6. Click Edit




7. Scroll down to locate the dropdown to upload the documents. **IMPORTANT:** Due to a software requirement by GotSport, all questions must have answers but not all uploads if not required from above.




8. **Click** Choose File to browse your computer and upload the PDF File.

9. Please send an email confirming you have uploaded all documents to treasurer@glenedsoccer.com