



**ONLINE CHECK-IN**  
**2024 GLEN-ED SPRING KICK-OFF**  
**April 4<sup>th</sup> – April 7<sup>th</sup>**



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. Hyperlinks in this document will download to your documents folder.

**DEADLINE: Wednesday March 28<sup>th</sup>. Questions: contact Chuck Hentz [Treasurer@glenedsoccer.com](mailto:Treasurer@glenedsoccer.com)**  
*Help Documentation is on the second page.*

**NO PICTURES** – the GotSport system only accepts **All filed must be 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. [CLICK HERE](#)
3. **All players must submit Illinois Medical Release ONLY. No other state form is acceptable.** [CLICK HERE](#)
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. [CLICK HERE](#)
3. **All players must submit Illinois Medical Release ONLY. No other state form is acceptable.** [CLICK HERE](#)
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](mailto:Treasurer@glenedsoccer.com)**

**CHECK-IN VERIFICATION PROCEDURES**

- ONCE ALL DOCUMENTS ARE LOADED, please email **Chuck Hentz [Treasurer@glenedsoccer.com](mailto: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.



# ONLINE CHECK-IN

## 2024 GLEN-ED SPRING KICK-OFF

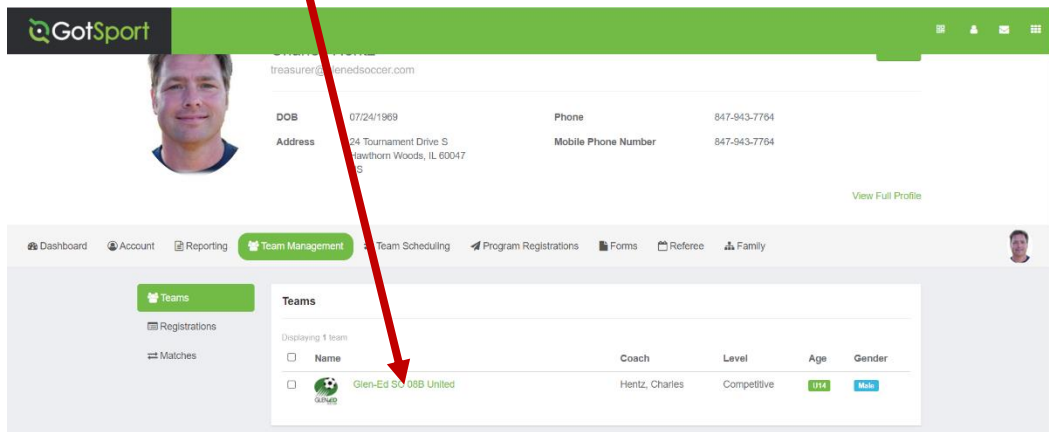
April 4<sup>th</sup> – April 7<sup>th</sup>



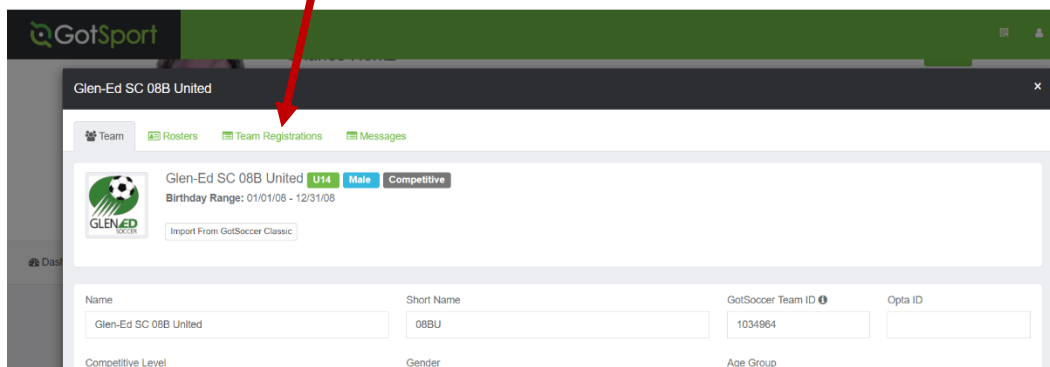
**DEADLINE: Wednesday March 22<sup>nd</sup>. Questions: contact Chuck Hentz [Treasurer@glenedsoccer.com](mailto:Treasurer@glenedsoccer.com)**

### DIRECTIONS TO UPLOAD DOCUMENTS INTO GOTSPORT

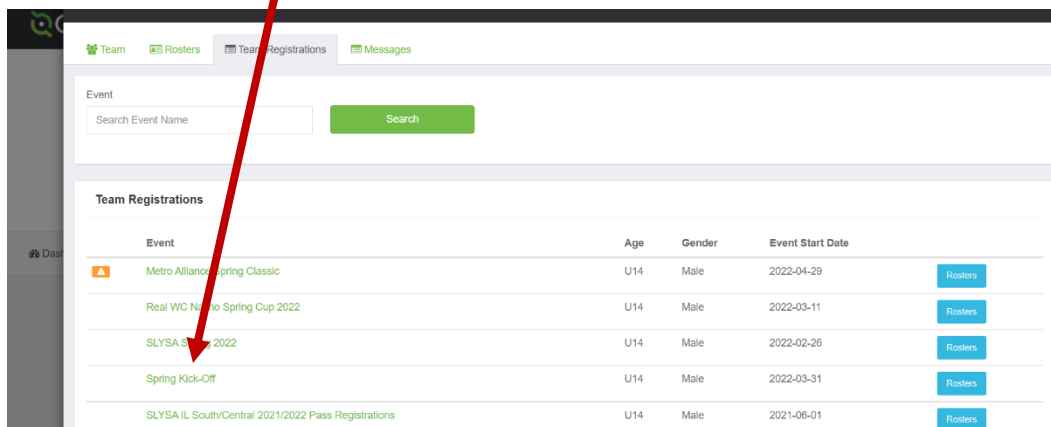
1. Access your GotSport account used to register your team for tournament.
2. Click on the team account



3. Click on Team Registration



4. Select Spring Kick-Off





# ONLINE CHECK-IN

## 2024 GLEN-ED SPRING KICK-OFF

April 4<sup>th</sup> – April 7<sup>th</sup>



### 5. Click on Registration

GotSport

Team Registration - Glen-Ed SC 08B United

Info Registration Roster Scheduling Requests Schedule Team History

Application Information

Event Spring Kick-Off

Group

Club Name Glen-Ed SC

Team Name Glen-Ed SC 08B United

Team Association

Public Pages [https://system.gotsport.com/org\\_events/12650](https://system.gotsport.com/org_events/12650)

Event Organization Flags

### 6. Click Edit

GotSport

Team Registration - Glen-Ed SC 08B United

Info Registration Roster Scheduling Requests Schedule Team History

Registration Form Answers Edit

Preferred level of play? When there are multiple divisions available, teams will be grouped according to preference and game history. If your team has requested to play 'up' a year in this tournament, select the level of play that best suits them when playing up, not when playing their own age.

Lowest

What league/division do you currently play in and please provide current (or most recent) standings (Example: SLYSA Division 1, 5th place out of 10 teams)

SLYSA

### 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.

Upload your OFFICIAL ROSTER here. Be sure CLUB PASS and GUEST PLAYERS are hand written on the roster and noted as such.

Choose File No file chosen

Upload your GUEST PLAYER FORMS here. Applicable only to teams that will be using guest players during the weekend. Guest player forms must be submitted for any players from other clubs. This is not required if the player is on currently on another team in your club, is age group eligible and using the club pass option.

Choose File No file chosen

Upload copies of ALL Coach/Player ID Card (one file)

Choose File No file chosen

Upload your TRAVEL PERMIT here. This is applicable only to USYSA teams coming from outside of Illinois. This is not applicable to any US CLUB-sanctioned teams.

### 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](mailto:treasurer@glenedsoccer.com)