

# Sporting STL TOURNAMENT CHECK IN

**ALL teams must check-in electronically. We will not have onsite check-in.** The only exception will be last minute guest player forms. Player cards will be checked at the fields prior to game.

Teams **MUST** submit the following uploaded into their Team Gotsoccer account in PDF or DOC formatted file.

- Login to your Gotsoccer team account.
- In Event Registration History, click on SportingSTL 2018 Metrofest
- Go to Document tab (located across the top of the screen).
- In the Team Document Upload box, choose from the dropdown box the file you are uploading.
- Select a file by clicking on browse.
- Find the file in your computer, open file.
- When the file is listed in the browse file box, click upload file.
- The file will show on the left side of your screen, once uploaded. Continue to upload the files needed below.
- **Player cards in ALPHA ORDER only and in 1 PDF/DOC file.**

Scanned copies of USYSA or US Club player passes. Rostered players, guest players, coach and team manager. Passes must be in **alpha order** 6-8 per page in a PDF or DOC format, one continuous file.

Scanned **official** USYSA or US Club issued team roster. This would not be a cut and paste of your player list from Gotsoccer.

Guest player form if applicable. The Guest Player Form, must have all signatures.

Travel Permit from your state organization (For USYSA teams outside of Missouri. Not required if roster is US Club Soccer)

**Team Information Form.** Located on the Sportingstl.com website, tournament tab, complete and save to your computer or print fill out by hand and scan.

If adding Guest player forms later they must be brought to the tournament HQ.

You will receive an email if your documents are not correct, **do not email the files to the tournament staff.**