

Step 1: Upload Documents via GotSport

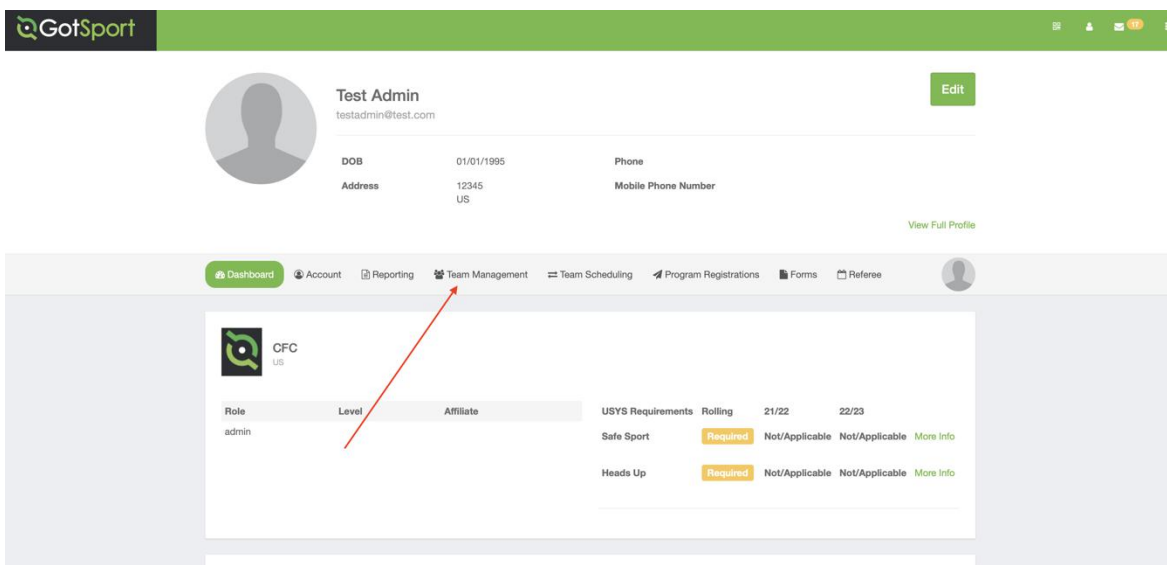
- **Deadline:** **Wednesday November 17, 2021 by 9:00 PM** (Pacific Time) **NO EXCEPTIONS**
- Teams that complete online registration will receive a Confirmation Email **by Friday November 19th at 10:00 p.m. pacific time**. Confirmation Email will be sent to the email address listed as “Primary Contact” for this specific event. Please do not send individual inquiries prior to the deadline.
- **ROSTER UPDATES (If applicable):**
 - IF there are changes to your roster after documents have been verified, teams MUST notify Sophia via email at: sophia@nevadayouthsoccer.org
 - Roster Questions? Click here: [Cloning a team roster to submit to an Event in GotSport](#)
- Online registration documents must include:
 1. All Players Current Player Cards
 2. Permission to Travel form – If outside of the West Region (See Commonly Asked Questions)
 3. Guest Players Forms (Can find on your state association page)
 4. COVID Waivers
 5. *Do NOT upload your team’s Medical Releases

Directions to Complete Online Check-In:

1. Teams must upload all current player cards, including guest player cards [SCAN FRONT].
2. Submission process:
 1. **SCAN** each document.
 2. **SAVE** each document type as an individual **PDF** as they will be uploaded separately.
 1. Please use descriptive titles so you will know which files to upload (ex. Players names, roster numbers)
 2. Please upload all player cards as one PDF document.
- c. **UPLOAD** the documents to GotSport
 - Follow the link or steps below –


[HOW DO I UPLOAD DOCUMENTS FOR ONLINE CHECK-IN \(GOTSPORT\)?](#)

1. Log into your coach/manager account and click on the “Team Management” button



2. Click on the name of the team you are working on

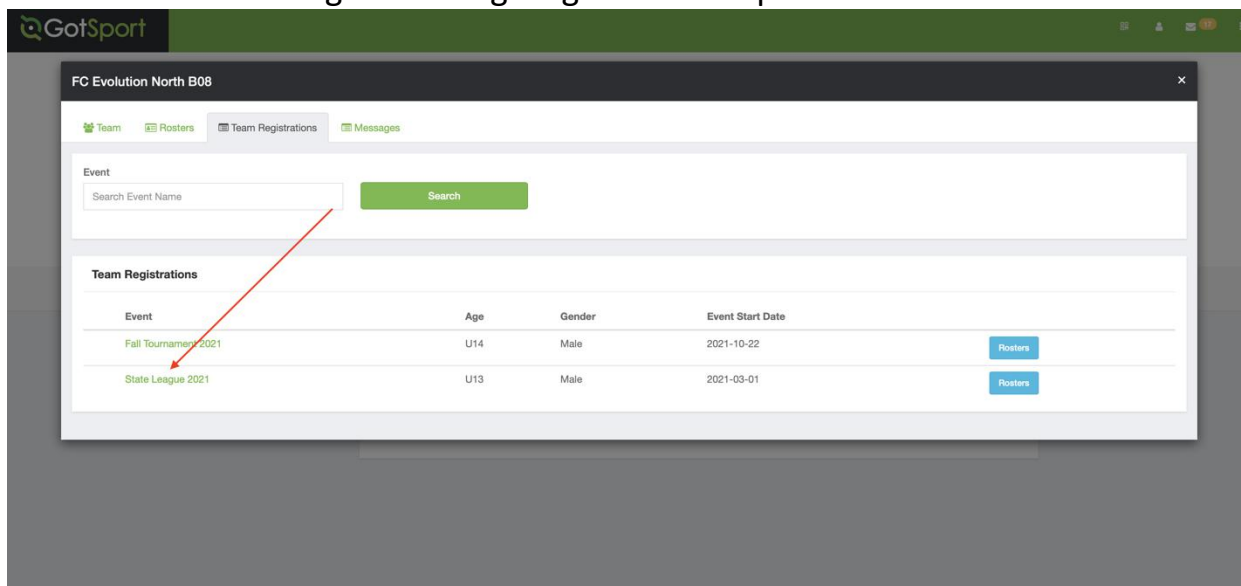
The screenshot shows the user profile for 'Test Admin' (testadmin@test.com). The profile includes fields for DOB (01/01/1995), Address (12345 US), Phone, and Mobile Phone Number. Below the profile is a navigation bar with tabs for Dashboard, Account, Reporting, Team Management (active), Team Scheduling, Program Registrations, Forms, and Referee. The 'Teams' section is expanded, showing a table with one team: 'FC Evolution North B08'. A red arrow points to the team name. The table columns are Name, Coach, Level, Age, and Gender.

Name	Coach	Level	Age	Gender
 FC Evolution North B08	Admin, Test	Competitive	U14	Male

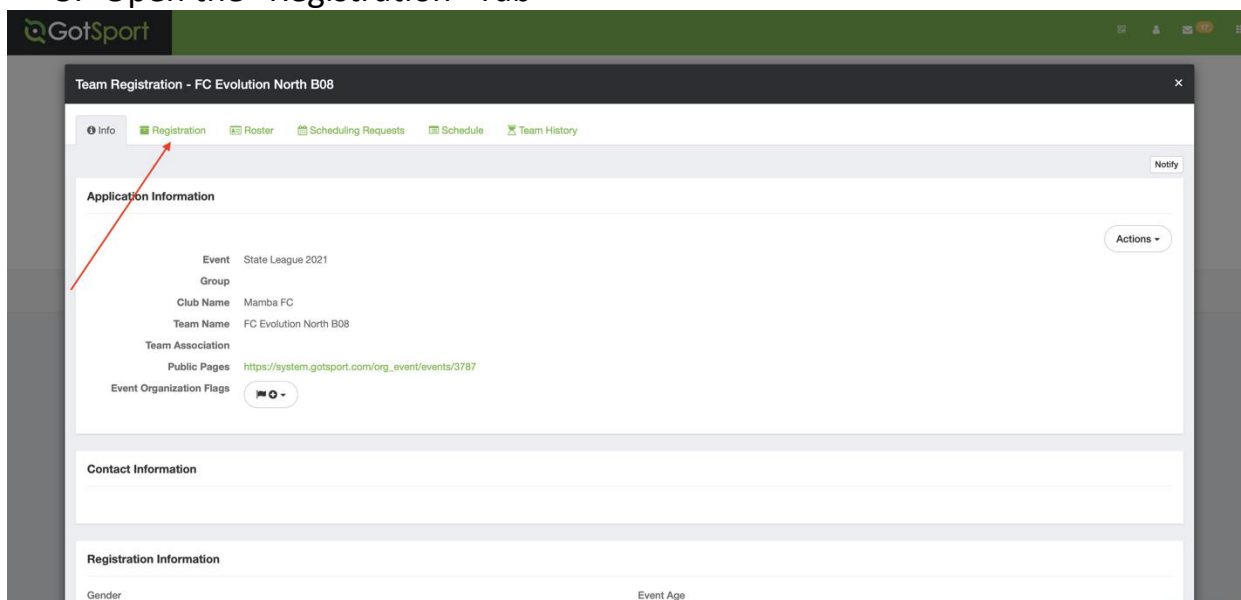
3. Open the "Team Registrations" tab

The screenshot shows the 'FC Evolution North B08' team registration form. The 'Team Registrations' tab is selected, indicated by a red arrow. The form includes fields for Name, Short Name, Legacy ID, and Opta ID. It also has dropdown menus for Competitive Level (Academy), Gender (Boys), Age Group (U14 (01/01/08)), Sport (Soccer), and Country. There is a 'Postal Code' field and a 'Logo' section with a 'Choose File' button. At the bottom, there are 'Colors' selection options and a 'Roster Editing Locked' checkbox.

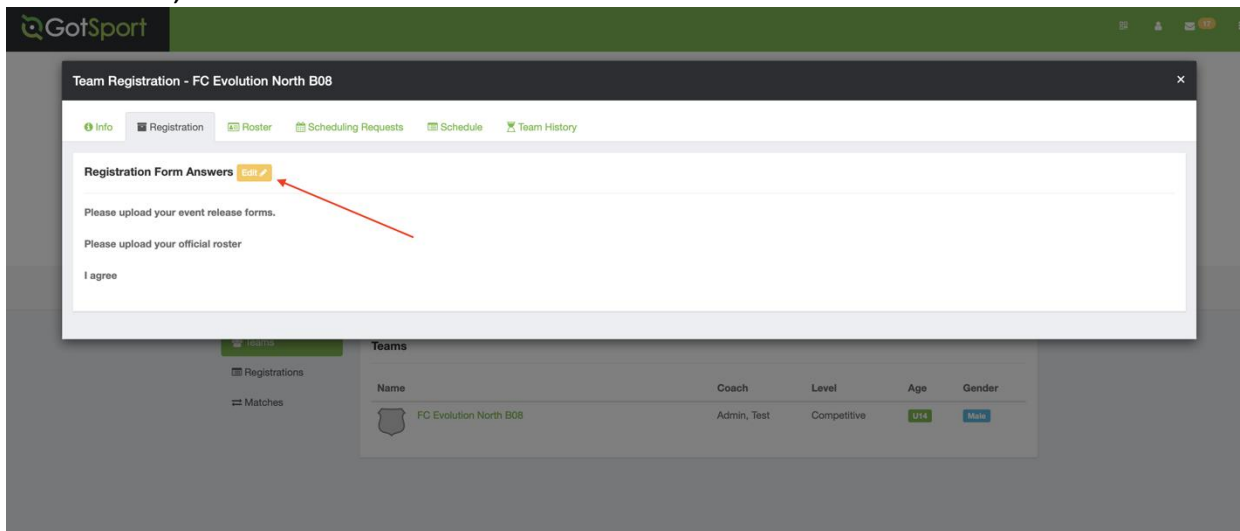
4. Click on Las Vegas Thanksgiving Classic to upload documents



5. Open the "Registration" Tab



6. Next, click the “Edit” button



7. For each file, click “choose file” and upload accordingly

